

CONSTITUTION OF THE NEWBURG FIRST CHURCH OF GOD, INC.

ARTICLE I NAME

Section 1.1. The name of the corporation shall be Newburg First Church of God, Inc.

ARTICLE II LOCATION

Section 2.1. The registered office shall be located at 260 Newburg Road, Newburg, PA. 17240.

ARTICLE III PURPOSES AND POWERS

Subject to the provisions of Article III of the Articles of Incorporation of Newburg First Church of God, Inc., the purpose of the corporation shall be as follows:

Section 3.1. The Newburg First Church of God exists to bring people into relationship with Jesus Christ and develop fully committed followers of Jesus Christ. A fully committed follower of Jesus Christ authentically worships the Lord, is committed to living in the character and integrity of Jesus, is dedicated to serve the needs of the Church family and the surrounding community, and seeks to develop friendships with those outside the family of God as to move people to Christ. We accept the Holy Bible as our rule of faith and practice and for the conduct and discipline of our lives. The Church shall be affiliated with the Eastern Regional Conference and the General Conference of the Churches of God.

Section 3.2. To erect, operate and maintain buildings and facilities in furtherance of the above-mentioned purpose; to acquire property, both real and personal, by purchase, lease, gift, devise, bequest, or otherwise, and to hold, invest, use, lease, operate, improve, develop, sell or otherwise dispose of, and to mortgage or otherwise encumber any property, and in every way to invest in its own personal property and real property, both improved and unimproved, all for the purpose herein set forth, provided, however, that all real property of the corporation shall, by virtue of this provision in this Constitution, be deemed to be held in trust, to be used, kept, maintained, and disposed of, for the use and benefit of the ministry and membership of the Churches of God of the Eastern Regional Conference. All real estate shall be sold and conveyed by the Church Council when authorized to do so by the Church Council and/or the annual Conference of the Churches of God, Eastern Regional Conference.

Section 3.3. To incur indebtedness, and from time to time issue bonds, debentures, notes, bills of exchange and other obligations of this corporation, for any of the purposes of the corporation.

Section 3.4. To purchase, hold, sell, assign, transfer and mortgage property as deemed necessary.

Section 3.5. To do any and all such acts in any manner connected with or necessary, incidental, convenient or auxiliary to any of the purposes hereinbefore enumerated.

Section 3.6. To possess all the powers authorized and allowed to nonprofit corporations under the laws of the Commonwealth of Pennsylvania.

ARTICLE IV CHURCH COUNCIL

Section 4.1. The Church Council.

The Church Council shall be the governing body of the Church. The Church Council shall consist of 10 voting members. The voting members shall consist of three members of both the Elders and Deacons, and the one elected member of each of the Body Life, Missions, Trustee and Christian

Education Commissions. Elders and Deacons should elect a Chairman from the three (3) members of their body to serve annually. It is recommended that the Chairman be the highest tenured member. Each elected member of the four commissions shall serve as liaison to the Church Council. The Senior Pastor and any Associate Pastors and any other staff members required to attend will serve as ex-officio members of the Council.

Section 4.2. Qualifications for Church Council. All elected and appointed members of the Church Council must be active members of the Church in good standing. Elected and appointed members of the Church Council must also have been members of the Newburg First Church of God, Inc., for at least one year prior to taking a position on Church Council. Persons being considered for the office of Elder should have previously served as a Deacon, or the elected member of one of the Commissions. Two persons living in the same household, such as husband and wife, or father and son, shall not be nominated or elected to the Church Council at the same time. All nominations to Church Council shall be considered in light of the scriptural requirements as contained in 1 Timothy Chapter 3.

Section 4.3. Election; Vacancies. The Chairman of the Church Council shall appoint a nominating committee of four (4) persons to prepare a ballot for the annual election of Church Council members. The committee shall consist of two of the last retiring Church Council members, and two members from the congregation at large. Members of the congregation who wish to submit names for consideration for nomination shall submit their suggested names to the Nominating Committee at least two months prior to the annual election. The Nominating Committee shall investigate the qualifications of the individuals recommended for nomination by the Committee or Members of the congregation and submit a proposed ballot to the Church Council for approval. The approved ballot shall then be posted on the bulletin board for at least one month prior to the annual election. The ballot shall disclose for which Board or Commission of Church Council each nominee is being nominated. Election for Church Council shall be held on the last Sunday in October, or as soon thereafter as is possible, with the newly elected members taking office on January 1 of the following year. Vacancies in any Church Council position shall be filled by appointment by majority vote of the Church Council for the unexpired term of the vacant Church Council seat (Section 4.2).

Section 4.4. Tenure of Office. The terms of elected members of the Church Council shall be as follows:

- The Elders shall be elected for two (2) years.
- The Deacons shall be elected for two (2) years.
- The Trustee shall be elected for two (2) years.
- The Body Life Commission member shall be elected for two (2) years.
- The Christian Education member shall be elected for two (2) years.
- The Missions Commission member shall be elected for two (2) years.

The terms of the Elders, Trustees, Deacons, Body Life, Christian Education member, and Missions Commission member shall be staggered and voted upon when terms expire. (Example: (2)Elders, (1)Deacon, Mission Commission and Christian Education terms will end on odd numbered years and (1)Elder, (2)Deacons, Body Life and Trustee terms will end on even numbered years.) Service on the Church Council as a voting member is limited to three consecutive elected terms (total of six years' service) before a one year break in service is required after which that person may be re-elected to the Church Council. Note: Appointment to complete a partial term of 75% or less shall not count toward the six-year total. If more than 75% of term remains, it shall count as a full term.

Section 4.5. The Elders

The Elders in cooperation with the Senior Pastor shall take general supervision of the spiritual interests of the Church and assist the Pastors in the performing of their duties and act in an advisory

capacity to the Pastors. The Elders shall have responsibility and perform duties as outlined in the job description approved by the Church Council.

Section 4.6. The Deacons

The Deacons shall consist of three elected members and shall be responsible for the finances of the Church. The Deacons shall have responsibility and perform duties as outlined in the job description approved by the Church Council.

Section 4.7. The Trustee Commission

The Trustee shall have custody of the property of the Church and keep the same in good repair. The Trustee shall have responsibility and perform duties as outlined in the job description approved by the Church Council. One church member shall be elected by the congregation to a two-year term. All other members of the Trustee Commission will serve on a voluntary basis.

Section 4.8. The Body Life Commission

The Body Life Commission shall have various and miscellaneous responsibilities and shall have responsibility and perform duties as outlined in the job description approved by the Church Council. One church member shall be elected by the congregation to a two-year term. All other members of the Body Life Commission will serve on a voluntary basis.

Section 4.9. The Christian Education Commission

The Christian Education Commission shall direct and oversee all Christian Education activities of the Church. The Christian Education Commission shall have responsibility and perform duties as outlined in the job description approved by the Church Council. One church member shall be elected by the congregation to a two-year term. All other members of the Christian Education Commission will serve on a voluntary basis.

Section 4.10. The Missions Commission

The Missions Commission shall direct and oversee the local and international Missions activities of the Church. The Missions Commission shall have responsibility and perform duties as outlined in the job description approved by the Church Council. One church member shall be elected by the congregation to a two-year term. All other members of the Missions Commission will serve on a voluntary basis.

Section 4.11. Overall Duties of Church Council Members. It shall be the duty of Church Council members to work together to carry out the purposes of the Church and to perform the duties and responsibilities as outlined in each job description.

Section 4.12. Division of Responsibility. Elders, Deacons and each Commission of the Church Council shall carry out the functions allocated to it as an independent committee of the Church Council. Elders, Deacons and each elected member of each Commission shall have one vote. In addition, the Chairman of Church Council and Senior Pastor shall be an ex officio member of each Commission. Actions of the Elders, Deacons and each Commission shall be subject and subordinate to any action of the Church Council as a whole.

Section 4.13. Meetings

A. Meetings of the Elders, Deacons and Commissions of Church Council and meetings of the entire elected Church Council shall be at such times and places within the Commonwealth of Pennsylvania as either Church Council at large, or the individual Commissions may determine. The regularly stated meeting of Church Council shall be held on the second Tuesday of each month unless a change to this schedule is approved by the Church Council.

B. A simple majority of elected Church Council members shall constitute a quorum. In the absence of a quorum, no official action may be taken or approved by the attendees.

C. A special meeting of Church Council may be called by the Council Chairman, the Vice-Chairman, or by majority vote of the Church Council. A special meeting of any one of the Commissions shall be held upon the request of the Council Chairman, the Vice-Chairman, or a vote of the majority of the members of the Church Council. No notice need be given of regularly stated meetings of Church Council or any one of the Commissions. Notice of special meeting shall be given by standard church correspondence, in such a manner, and by such methods as are reasonably designed to give each member notice of the special meeting, provided, however, that publication in the Church bulletin shall be conclusively deemed to be reasonable notification for any meeting. A schedule of meetings for an entire year should be adopted at the start of any calendar or fiscal year, and notice of that schedule shall be notice of all meetings provided for in that schedule.

Section 4.14. Committees

The Chairman of the Church Council shall appoint such committees as deemed necessary by the Church Council. The Church Council Chairman shall appoint the chairman of each committee. Committees shall make recommendations to the full Church Council for its consideration and action.

Section 4.15. Participation by Church Members who are not Elected to Church Council

Church Council meetings are normally open to the membership of the church. Any church member may request that they be granted an opportunity to address the Church Council at a regular or special meeting of the Church Council. In such cases, the presentation may be limited in duration at the pleasure of the Church Council. Meetings may be closed to those who are not elected to Church Council when it is deemed necessary (i.e. personnel issues, etc.) by the Church Council.

ARTICLE V MEMBERSHIP

Section 5.1. Qualifications. Any person is qualified for Membership in the Church who has accepted Jesus Christ as their personal Savior and by the power of the Holy Spirit has experienced the New Birth which makes them a new Creation in Christ. All persons who have given satisfactory evidence of this experience may be received on their profession of faith or letter of transfer from recognized denominations after they have completed pre-Membership instructions with the Senior Pastor or a designated person of the Church.

Section 5.2. Reception and Duties of Active Members. The names of persons meeting the qualifications set forth in Section 5.1 shall be presented to the Church Council for action. Upon approval, their names shall be recorded in the minutes of the meeting in which the action was taken. They shall then be received into fellowship of the Church by the Senior Pastor at a stated Church service. It shall then be the duty of each Member of this Church to live and act in accordance with the qualifications set forth; to be in attendance at the stated services of the Church; to live exemplary lives both in the home and in the community and to contribute of their means regularly as the Lord has prospered them for the financial work of the Church. They shall share regularly in the Ordinance Services of the Church. Members complying with these duties shall be considered to be in good standing.

Section 5.3. Transfer of Members. Any Member in good standing, who requests a letter to transfer to another church, shall receive the same. If a Member who is on the inactive roll makes a request to join another church, a letter of dismissal may be issued. All recommendations for letters of transfer or dismissal shall be submitted to the Church Council for approval.

Section 5.4. Inactive Members. Any Church Member, who for a period of one year has not been in attendance at any of the stated Church services for reason other than those beyond their control, and has made no contribution to the Church for local or benevolent expenses, may be placed on the

inactive roll of the Church, and shall not be reported to the Eastern Regional Conference as a Member. If and when an inactive person shall return to regular attendance and shall strive to meet the qualifications of a Member in good standing, their name shall be reinstated on the active Membership roll.

Section 5.5. Dismissal of Members. Any person who is a Member of the Church and who is known by the Church Council to be teaching or promoting practices contrary to the teaching and practices of the Church, shall be visited by two Members of the Church Council. If said person is not willing to repent of their wrong doings before God then action may be taken by the Church Council to dismiss the person from Church Membership, upon recommendation of the visiting Members. Any persons dismissed by Church Council shall have the right to appeal to the Eastern Regional Conference.

Section 5.6. Qualifications for Voting. All active Members in good standing of the Church 15 years of age and over shall be qualified to vote at meetings of the Church Membership.

Section 5.7. Meetings of Membership. A Congregational meeting (meeting of the Membership) shall be held each year for the purpose of transacting the business of the Church requiring action by the body at large. Special congregational meetings may be called at any time by Council or by petition of fifty (50%) percent of the Membership. All meetings requiring a vote of the Membership will be announced at least two (2) Sundays before the meeting. The method of voting shall be by secret ballot in all cases and a quorum assembled in any meeting shall be required for action on any issue. A quorum at any meeting of members shall consist of one-fourth of the active Members of the Church. The Church Council Chairman, or designee, shall act as chairman of the meeting of the membership.

Section 5.8. Absentee Ballots. Absentee ballots are permitted for the election of Council members only as disclosed on the posted proposed ballot. Absentee ballots shall not be used for any other motion or purpose. "Procedures for Absentee Balloting" contains the procedural steps and regulations for absentee balloting. This document may be amended by Council at its discretion. The number of absentee ballots given out or returned shall not affect the quorum.

ARTICLE VI OFFICERS

Section 6.1. Generally, The Church Council shall elect at its January meeting the following officers: Chairman, Vice-Chairman, and Secretary of the Council. The remaining Officers of the corporation may or may not be members of Church Council. At the discretion of Church Council, any one individual may be appointed to two or more offices, except for the office of Chairman and the positions of Financial Secretary or Treasurer.

Section 6.2. Tenure. The Officers shall be appointed for a term of one year and shall serve for one year or until their successor shall be duly appointed and qualify.

Section 6.3. Removal. The Officers shall serve at the pleasure of the Church Council and may be removed by the Church Council whenever, in its judgment, the best interests of the corporation will be served.

Section 6.4. Chairman. The Chairman shall, when present, preside at all meetings of the Church Council and shall be the executive officer of the corporation. In the absence of the Chairman, the Vice-Chairman shall perform the functions of the Chairman. At any meeting at which neither the Chairman nor the Vice-Chairman are present, a Chairman pro tempore shall be elected by a vote of the meeting. The Chairman shall be, ex officio, a voting member of each of the commissions of Church Council and may also be known as the President of Church Council. Pastors shall not serve as Chairman of Church Council, except on an interim basis.

Section 6.5. Vice-Chairman. The Vice-Chairman in the absence or disability of the Chairman shall perform the corporate duties and execute all corporate powers of the Chairman. The Vice-Chairman shall have co-equal power with the Chairman to execute corporate documents. Pastors shall not serve as Vice-Chairman of Church Council, except on an interim basis.

Section 6.6. Secretary of the Council. The Secretary shall be responsible for an accurate record of the business of the Church Council and the congregation. The Secretary shall attend to official Church Council correspondence.

Section 6.7. Other Positions. Other positions of responsibility designed to assist the Church Council may be created by approval of the Church Council. The scope of responsibility for these positions shall be clearly defined and submitted to the Church Council prior to their approval.

A. Treasurer. The Treasurer shall keep an accurate account of all moneys received, pay all bills authorized by the Council, and, through the Financial Secretary, make a monthly report to the Church Council and a summarized report to the annual congregational meeting.

B. Financial Secretary. The Financial Secretary shall have the supervision and control of all church funds collected and properly deposits the same in the Church accounts. The Financial Secretary shall also keep accurate records of Members' personal accounts. The money shall be promptly deposited in the bank.

Section 6.8. Basic Responsibilities. It shall be the duty of the Officers and Members holding other positions to work together in an effort to carry out the purposes of the Church and to perform their duties and responsibilities as instructed in Titus, Chapter 1 and 1 Timothy, Chapter 3. It shall be the duty of the Elders, Deacons, Trustee Commission members, Body Life Commission members, Christian Education Commission members, and Missions Commission members to be diligent students of the Bible and ardent followers of Jesus Christ. They shall be acquainted with and believe in all the teachings and doctrines of the Church. Likewise, they shall be faithful in attendance at the services of the Church and a good example and leader in the Church. Church Council members shall be in agreement with and regularly participate in the Holy Communion and Washing of the Saints Feet.

ARTICLE VII THE SENIOR PASTOR

Section 7.1 Qualifications. The Senior Pastor must be a born again believer in Jesus Christ, believe in the teachings of the Bible and practice them. The character of the Senior Pastor must be above reproach and not be self-willed nor given to the use of alcohol **and other substances**, but rather a lover of hospitality being just and temperate in all things. The Senior Pastor must be of good report within the Church and community and must be a member of the Newburg First Church of God or join the Church within three months of employment.

Section 7.2. Duties. The Senior Pastor is responsible for the life and program of the Church, and is responsible for all regular and special services. The Senior Pastor shall encourage and promote Christian growth in daily living through prayer and Bible study and strive to win souls to the Kingdom through preaching and visiting homes of the community. The Senior Pastor shall be an ex officio member of the Church Council, all commissions, and any committee created by the Council or the Congregation. The Senior Pastor shall not serve as a Chairman of the Church Council, except on an interim basis; however, as Chairman, the Senior Pastor shall not have a vote. The Senior Pastor shall perform the duties and responsibilities of the Senior Pastor as described in the job description contained in the Operating Manual of the Newburg First Church of God. Additional duties of the Senior Pastor may be assigned by the Church Council.

Section 7.3. Tenure of Office. The appointment, tenure, and removal of the Senior Pastor shall be accomplished in accordance with the regulations as outlined by the Eastern Regional Conference.

ARTICLE VIII STAFF MEMBERS

Section 8.1. Qualifications. Staff members must be born again believers in Jesus Christ believe in the teachings of the Bible and practice them in their life. Their character must be above reproach and not be self-willed nor given to the use of alcohol and other substances, but rather a lover of hospitality being just and temperate in all things. They must be of good report within the Church and community. They must be a member of the Newburg First Church of God or join the Church within three months of employment.

Section 8.2. Duties. Staff members shall have responsibilities and perform duties as outlined in the job description contained in the Operating Manual of the Newburg First Church of God and approved by the Church Council and shall report to the Senior Pastor and the Elders. Staff members shall not serve as Chairman of the Church Council, except on an interim basis; however, if they serve as Chairman, they shall not have a vote.

Section 8.3. Tenure of Office. Part-time non-credentialed Associate Pastors may be appointed by the Church Council, shall serve at the pleasure of the Church Council and may be removed in accordance with the guidelines established by the Eastern Regional Conference. Full-time credentialed Associate Pastors shall be appointed by the Eastern Regional Conference and may be removed according to the guidelines established by the Conference. All other non-credentialed staff members may be appointed by the Church Council, shall serve at the pleasure of the Church Council and may be removed by giving a 60 day notification by either the Church Council or said employee.

ARTICLE IX AMENDMENTS

Section 9.1. This Constitution may be amended at any regular meeting of the Church Membership or at a special meeting of the Church Membership (Section 5.7), called for that purpose. Any proposed amendment shall first be submitted in writing to the Church Council for study and recommendation. Amendments recommended for adoption by Church Council shall be submitted to vote of the Membership within a reasonable amount of time after submittal. Proposed amendments not receiving a favorable recommendation by Church Council shall only be submitted to vote of the Membership if a petition signed by one-fifth of the active Members of the Church is submitted to Church Council, and in such event shall be submitted to a vote within reasonable time after the receipt of such a petition.

ARTICLE X MISCELLANEOUS

Section 10.1. Church Ordinances. The Ordinance of the Lord's Supper should be observed at least quarterly. The Washing of the Saint's Feet should be observed at least twice a year, and preferably more as participation warrants. The Ordinance of Baptism shall be administered by complete immersion to believers requesting the same.

Section 10.2. Solicitation. All solicitation of money for activities or projects outside the needs of the local Church must have the approval of the Church Council.

Section 10.3. Capital Expenses. Capital Expense projects recommended by the Church Council exceeding an estimated cost of \$20,000.00 must be approved by the Membership, at a Membership Meeting of the congregation (Section 5.7), provided however that any breakdown of permanent equipment in the Church or parsonage shall be repaired immediately by the Council without a vote of the Membership, even though it would exceed the above figure.

Section 10.4. Policy on Sales. The Newburg First Church of God, Inc. (church) identifies when sales are authorized within and outside the church. Subsection A indicates that the Administrative Council (council) can approve/disapprove sales under the name of the church and for what purpose. Council has identified instances where projects within the church would have moved at a faster pace if sales/fundraising was permitted. Additionally, it has also been noted that certain practices already accepted within the church technically violate the constitution. The purpose of this policy is to identify when sales would be permitted by council.

- A. Unless approval is given by the Council no sales from outside entities are permitted within the church.
- B. Sales/fundraiser to benefit individual ministries beyond those expenses covered in the budget are permitted.
- C. Sales/fundraisers to assist with major building projects beyond those expenses covered in the budget are permitted.
- D. The current practice of cost sharing for various expenses (tips, materials, etc.) remains unaffected by this policy.

Section 10.5. Auditing of Books. At least annually, the financial books and records of the corporation shall be audited by an individual who is not a Member of the Church and this corporation. The said auditor may be, but need not be, a certified public accountant.

Section 10.6. Bonding. The Financial Secretary and Treasurer shall be bonded for their faithful performance. Any other Officer or Member holding another position shall be bonded at the discretion of the Church Council.

ADOPTED AND VERIFIED as the Constitution of the Newburg First Church of God, Inc. by and at a meeting of its Members this 27th day of October, 2024. Certified as the Constitution of the Newburg First Church of God, Inc.



Chairman of the Church Council