

Bylaws

Time of Grace Ministries

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Bylaws

Preamble

WHEREAS, it is the express purpose of God our Heavenly Father to call out of the world a saved people who shall contribute to the Body of Christ, built and established on the foundation of the apostles and prophets, Jesus Christ being the Chief Cornerstone.

WHEREAS, the members of the Body of Christ are enjoined to assemble themselves together for worship, fellowship, counsel, and instruction in the Word of God and the work of the ministry and for the exercise of those spiritual gifts and offices provided for in the New Testament, therefore,

BE IT RESOLVED, that we recognize ourselves as a body of Christian believers working together for the common purpose of spreading the Gospel of our Lord and Savior Jesus Christ, and that under the laws of the state of Maryland, we may exercise all the rights and privileges granted to religious bodies.

Male and Female References

The masculine gender stated within this document shall refer to both men and women.

Article I Name

The name of this corporation shall be Time of Grace Ministries.

Article II Purpose

The specific purpose for which the corporation is organized is to establish and oversee places of worship, teach and preach the gospel to all people, conduct evangelistic and humanitarian outreach, license and ordain ministers of the gospel, and to also engage in activities which are necessary, suitable or convenient for the accomplishment of that purpose, or which are incidental thereto or connected therewith which are consistent with Section 501(c)(3) of the Internal Revenue Code. This corporation is organized and operated exclusively for religious purposes within the meaning of Section 501(c)(3), Internal Revenue Code.

Article III Tenets of Faith

The human phraseology employed in this statement is not inspired nor contended for, but the truth set forth is held to be essential to a full Gospel ministry. No claim is made that it contains all the truth in the Bible, only that it covers orthodox fundamental matters.

The Scriptures Inspired

The Bible is the inspired Word of God, a revelation from God to men, the infallible rule of faith and conduct, and superior to conscience and reason, but not contrary to reason (2 Tim. 3:15-17; 1 Pet. 1:23-25; Heb. 4:12).

The One True God

The one true God has revealed Himself as the eternally self-existent, self-revealed "I AM," and has further revealed Himself as embodying the principles of relationship and association, by simultaneously existing as Father, Son and Holy Spirit (Deut. 6:4; Mark 12:29; Isa. 43:10, 11; Matt. 28:19).

Man's Fall and Redemption

Man was created good and upright, for God said, "Let us make man in our image and after our likeness." Man, by voluntary transgression, fell, and his only hope of redemption is in Jesus Christ, the Son of God (Gen. 1:26-31; Gen. 3:17; Rom. 5:12-21).

The Salvation of Man Conditions of Salvation

The Grace of God, which brings salvation, has appeared to all men, through the preaching of repentance toward God and through faith in the Lord Jesus Christ; man is saved by the washing of regeneration and renewing of the Holy Spirit, and being justified by grace, has become heir of God according to the hope of eternal life (Titus 2:11; 3:5-7; Rom. 10:13-15; Luke 24:47).

Evidences of Salvation

The inward evidence to the believer of his salvation is the direct witness of the Spirit (Rom. 8:16). The outward evidence to all men is a life of holiness (1 Thess. 4:7, 2 Tim. 1:9).

The Promise of the Father

All believers should ardently expect and earnestly seek the Promise of the Father, which is the baptism in the Holy Spirit. With it comes the infilling of power for life and service, and the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4-8; 1 Cor. 12:1-31). This experience may be distinct from and subsequent to the experience of the New Birth (Acts 2:38; 10:44-46; 11:14-16; 15:7-9).

Sanctification Process

By the power of the Holy Spirit we strive to obey the command, "Be ye holy, for I am holy." Sanctification is the will of God for all believers, and should be earnestly pursued by walking in obedience to God's Word (Heb. 12:14; 1 Pet. 1:15, 16; 1 Thess. 5:23, 24; 1 John 2:6).

The Church

The Church is the holy Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer is an integral part of the Church, and their names are written in the Lamb's Book of Life. (1 Thess. 2:4).

Gatherings and Worship Services

Rooted in the belief that the Church is the holy Body of Christ, as affirmed by the following scriptures, this church commits to never abandoning the gathering of the saints. We view our gatherings as essential, offering comfort and worship central to the lives of our congregants (Matt. 16:18, Heb. 10:24-25, Acts 2:42, Ps. 122:1, Matt. 18:20, Eph. 4:11-12).

Ministry

Divinely called and Scripturally ordained ministry has been provided by our Lord for a two-fold purpose: (1) The evangelization of the world, and (2) The edification of the Body of Christ (Mark 16:15, 20; Eph. 4:11-13).

Marriage

God created marriage. It is a covenant made between a biological man and a biological woman that makes them one (Gen 2: 22,24; Matt 19: 5-6).

Divine Healing

Deliverance from sickness is provided for in the atonement of Christ and is the privilege of all believers (Isa. 53:4, 5; Matt. 8:16, 17; Mark 16:18; John 5:14).

The Blessed Hope

The resurrection of those who have fallen asleep in Christ and their translation, together with those who are alive and remain unto the Lord, is imminent and is the blessed hope of the Church (1 Thess. 4:16; Rom. 6:23; Titus 2:13; 1 Cor. 15:51,52).

The Millennial Reign of Jesus

The revelation of the Lord Jesus Christ from heaven, the salvation of national Israel, and the millennial reign of Christ on the earth are Scriptural promises and our hope (2 Thess. 1:7; Rev. 19:11-16; Rom. 11:25; Rev. 20:1-7).

The Lake of Fire

The devil and his angels, the beast and the false prophet, and whosoever is not found written in the Lamb's Book of Life shall be consigned to everlasting punishment in the lake which burns fire and brimstone, which is the second death (Rev. 19:20; 20:10-15).

The New Heavens and New Earth

We, as promised in the Scriptures, look for a new heavens and a new earth wherein righteousness dwells (2 Pet. 3:13; Rev. 21:1).

Creation of Humanity

This church believes that God created humans as distinctly male and female. We affirm that gender is determined by biological sex, as established by chromosomes: males are identified by XY chromosomes, and females by XX chromosomes. This belief is rooted in our understanding of Scripture and the natural order established by God (Gen. 1:27, Matt. 19:4, Gen. 5:2).

Article IV Ordinances

Baptism in Water

The ordinance of baptism by burial with Christ should be observed (as commanded in the Scriptures) by all that have repented of their sins and in their hearts have believed on Christ as their Savior and Lord. In doing so, they declare to the world that they have died with Christ and that they have also been raised to walk with Him in newness of life (Matt. 28:19; Rom. 6:4).

The Lord's Supper (Communion)

The Lord's Supper, consisting of the elements, bread and fruit of the vine, is the symbol expressing our sharing in a memorial to His suffering and death, and a prophecy of His second coming, and is enjoined to all believers "until He comes" (John 6:48,51,53-57; Luke 22:19,20; 2 Pet. 1:4; 1 Cor. 11:25).

Article V Membership

This church shall maintain a non-voting congregational membership. The Board of Directors may establish a membership program outlining the requirements, rights, and responsibilities of members, as well as the procedures for dismissal.

Article VI Government

Section 1 Board of Directors

1. There shall be a Senior Pastor/President.
2. There may be a Vice President.
3. There shall be a Secretary.
4. There shall be a Treasurer.
5. Other individuals may be added as needed.

Section 2 Official Board of Directors and Voting Power

1. The Board of Directors is that group of persons vested with the management of the business and affairs of the corporation.
2. The official Board of Directors shall consist of individuals listed above and those added by official action of the Board of Directors.
3. The majority of the Board of Directors shall serve without remuneration. The majority shall also not be comprised of one group whose members are related by blood, business, or marriage.
4. The Senior Pastor/President shall be chairman of the Board of Directors.
5. Each member of the Board of Directors shall have equal voting power among all of the other members.
6. A decision by the Board of Directors is considered valid with a simple majority vote, including the approval of the Senior Pastor/President, unless otherwise specified in the Bylaws.
7. The Board of Directors shall adopt a Conflict of Interest Policy to prevent voting by disqualified individuals, as defined in IRC Section 4958(f)(1). All members who are disqualified with respect to a decision shall recuse themselves from the vote.
8. The Board of Directors shall be authorized to create any additional committees as may be deemed necessary for the management of the corporation.
9. The Senior Pastor/President shall be an ex officio member of every committee and can at his discretion be the chair of such committee at the time of its creation.

Section 3 Removal From the Board of Directors

Any member of the Board of Directors may be removed from office with or without cause by a simple majority vote of the Board of Directors, including the Senior Pastor/President's approval. However, the removal of the Senior Pastor/President is subject to Article X.

The following reasons are considered just cause for Board of Directors member removal by the Board of Directors:

1. In absentia at three consecutive Board of Directors meetings;
2. Violation of the mutual interest clause of Article XII;
3. Not acting in the best interests of the organization;
4. Willful nondisclosure of a conflict of interest as interpreted by a majority vote of the Board of Directors.

Section 4 Vacancies

In the event of a vacancy on the Board of Directors due to resignation or removal, the Senior Pastor/President shall have a reasonable amount of time to nominate an individual who meets the qualifications and requirements set forth in these Bylaws. The nomination must be approved by a simple majority vote of the Board of Directors.

Section 5 Resignation

Any Director may resign at any time by giving written notice to the Board of Directors. Such resignation shall take effect on the date of the receipt of such notice, and acceptance of such resignation shall not be necessary to make it effective.

Article VII Official Functions

The officers listed below are ultimately responsible to oversee that all listed duties are properly executed. The actual carrying out of necessary actions may be accomplished by any individual whom the Board of Directors sees fit.

Section 1 Senior Pastor/President Qualifications

The Senior Pastor/President shall have wisdom in handling the corporation's affairs. He shall be of sound doctrine and good judgment.

Duties

The Senior Pastor/President shall be the leader of the church as provided by the Holy Scriptures.

The Senior Pastor/President shall be chairman of the official Board of Directors and preside over all corporate meetings.

The Senior Pastor/President shall hold the Ecclesiastical Authority and be responsible for the day-to-day decisions.

Term of Office

The term of office of the Senior Pastor/President shall be reviewed every two years. The number of consecutive terms that he may serve is unlimited. The Board of Directors must adhere to the provisions set forth in Article X should they choose not to renew his term.

Succession

The Senior Pastor/President may nominate a successor at any time. The nominee shall be confirmed by a simple majority vote of the Board of Directors after the nomination is made. This person will assume the role of the Senior Pastor/President if the Senior Pastor/President retires, passes away unexpectedly, or is otherwise incapacitated.

Removal by the Accountability Board

If the Senior Pastor is removed by the Accountability Board, the previously approved successor may only assume the office of Senior Pastor/President after two conditions are met. First, the Board of Directors must gain a thorough understanding of the circumstances surrounding the removal of the former Senior Pastor. Second, the Board must then vote on whether to elect or not elect the previously approved successor.

No Successor Appointed

Should the Senior Pastor/President fail to appoint a successor, the following shall serve as an order of succession:

1. Vice President
2. Secretary
3. Treasurer

If the retirement, passing, removal, or incapacity of the Senior Pastor/President leaves the Board of Directors unbalanced or without a quorum, then the first motion of the person who assumes the role of the Senior Pastor/President through this section shall be to nominate prospective Board of Director member(s). The nominee(s) shall be confirmed by a unanimous vote of the remaining Board of Director members.

The successor will automatically and immediately become the Senior Pastor/President. In the event that the successor is not prepared to assume both the role of the Senior Pastor and that of the President, the Board of Directors can move to separate the roles of the Senior Pastor and President by a simple majority vote. Such action would require an amendment to the Bylaws. The Board of Directors will begin the search for the replacement Senior Pastor, and the successor will assume the role of the President. The Board of Directors may select an interim Senior Pastor until a permanent replacement is found.

Section 2 Vice President Qualifications

The Vice President shall have wisdom in handling the corporation's affairs. He shall be of sound doctrine and good judgment.

Duties

He will serve as chief advisor to the Senior Pastor/President.

He shall carry out the responsibilities that the Senior Pastor/President delegates to him.

Manner of Appointment

The Senior Pastor/President shall nominate and the Board of Directors shall confirm the Vice President to office by a simple majority vote.

Term of Office

The term of office of the Vice President shall be reviewed every two years. The number of consecutive terms that he may serve is unlimited. The Vice President is subject to removal at any time in accordance with Article VI.

Section 3 Secretary Qualifications

The Secretary shall be a spiritually minded person and of sound judgment. He must be administratively minded with the ability to multi-task.

Duties

By virtue of his office, the Secretary shall keep a true and accurate record of all meetings, including business meetings of the corporation. He shall perform clerical duties and shall be the custodian of all legal documents.

Manner of Appointment

The Senior Pastor/President shall nominate and the Board of Directors shall confirm the Secretary to office by a simple majority vote.

Term of Office

The term of office of the Secretary shall be reviewed every two years. The number of consecutive terms that he may serve is unlimited. The Secretary is subject to removal at any time in accordance with Article VI.

Section 4 Treasurer Qualifications

The Treasurer shall be a spiritually minded person and of sound business judgment. He shall be capable of doing the accounting required to maintain the corporate books.

Duties

By virtue of his office, the Treasurer shall keep, in a business-like manner, an itemized account of all receipts and disbursements of monies committed to his trust and shall make reports to be presented during the official Board of Directors meetings. He shall deposit and make withdrawals in a manner prescribed in Article XX.

Manner of Appointment

The Senior Pastor/President shall nominate and the Board of Directors shall confirm the Treasurer to office by a simple majority vote.

Term of Office

The term of office of the Treasurer shall be reviewed every two years. The number of consecutive terms that he may serve is unlimited. The Treasurer is subject to removal at any time in accordance with Article VI.

Section 5 Directors Qualifications

Directors shall be spiritually minded persons and of sound business judgment.

Duties

By virtue of their office, Directors shall carry out the responsibilities that the Senior Pastor/President or Board of Directors delegate to them.

Manner of Appointment

The Senior Pastor/President shall nominate and the Board of Directors shall confirm Directors to office by a simple majority vote.

Term of Office

The term of office of the Directors shall be reviewed every two years. The number of consecutive terms that a Director may serve is unlimited. A Director is subject to removal at any time in accordance with Article VI.

Article VIII Meetings

Section 1 Church Services

In any established place of worship, the appointed Pastor will be responsible for regular church services.

Section 2 Corporate Meetings

The corporate year shall coincide with the calendar year, beginning on January 1st and running through December 31st.

Proper notice of ten days shall be given to all Directors prior to any corporate meeting.

The Senior Pastor/President will call the official Board of Directors meeting to discuss the direction of the corporation. The Senior Pastor/President shall set dates and times for Board of Directors meetings. The Board of Directors may have invited guests present at any meeting so long as the Senior Pastor/President has approved it.

The Secretary shall accurately record the minutes of each Board of Directors meeting. He must then present these minutes at the following Board of Directors meeting for review by the Board and approval by the Senior Pastor/President. Once approved by the majority of

the Board of Directors, the minutes shall be adopted, and all included policies and procedures will remain in effect.

Section 3 Waiver of Notice

A Director's attendance at any Board of Directors meeting constitutes a waiver of notice for that meeting, unless the Director is present specifically to object, at the outset of the meeting, to conducting any business due to the meeting not being appropriately called or convened.

Section 4 Meetings by Remote Communications Technology

Subject to the notice provision in Section 2 of this Article, the Directors may also hold meetings by means of a remote electronic communications system, including but not limited to video or telephone conferencing technology or the Internet, such as Zoom, Google Meeting, FaceTime, Skype, or any combination. This is permissible only if each person entitled to participate in the meeting consents to the meeting being held by means of that system, and the system provides access to the meeting in a manner or using a method by which each person participating in the meeting can communicate concurrently with each other participant. Participation in such a meeting shall constitute presence in person at such meeting, except participation for the express purpose of objecting to the transaction of any business on the ground that the meeting is not properly called or convened.

Section 5 Action by Unanimous Written Consent Without Meeting

Any action required or permitted to be taken by the Board of Directors under any provision of law may be taken without a meeting, if all members of the Board of Directors shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors. Such action by written consent shall have the same force and effect as the unanimous vote of the Directors. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by unanimous written consent of the Board of Directors without a meeting and that the Bylaws of this corporation authorize the Directors to so act and such statement shall be prima facie evidence of such authority.

Article IX Quorum

A simple majority of the Board of Directors members (including the Senior Pastor/President) at an official Board of Directors meeting constitutes a quorum.

Article X Accountability Board

The process for removing the Senior Pastor/President is governed by the provisions of this article. Until an Accountability Board is established, the removal of the Senior Pastor/President shall be accomplished by a unanimous vote of the Board of Directors, excluding any disqualified individuals, (see Article VI Government). However, after the Accountability Board is established and confirmed by a vote of the Board of Directors, the power to

remove the Senior Pastor/President shall be placed entirely within the Accountability Board's authority. After the Accountability Board is established and confirmed by a vote of the Board of Directors, it shall be subject to the following:

There shall be an Accountability Board made up of no less than three (3) and no more than five (5) persons, who shall serve without remuneration. The Accountability Board shall be made up of individuals nominated by the Senior Pastor/President of the corporation and confirmed by a simple majority of the Board of Directors after careful consideration (II Timothy 3:16, 17; Acts 15). The Board of Directors shall consider the nominations and vote to have each nomination appointed.

Section 1 Purpose

The purpose of the Accountability Board is to:

1. Provide a spiritual covering by prayerfully giving necessary aid, instruction, guidance, protection, and correction as well as counsel, wisdom, and fellowship to the Senior Pastor/President (II Timothy 3:16, 17; Acts 15) and,
2. To hear accusations against the Senior Pastor/President of the corporation brought to them by a unanimous vote of the official Board of Directors, excluding any disqualified individuals serving on the Board of Directors, and make a determination as to whether the Senior Pastor/President has committed any of the infractions listed below.
3. The Board of Directors may call the Accountability Board into session to conduct an investigation and/or dismiss the Senior Pastor/President if they find him guilty of any of the following accusations against him:
 - A. Adultery
 - B. Embezzlement
 - C. Compulsive Lying
 - D. Sexual Impurity
 - E. Conviction of a felony that is a violation of Scripture
 - F. The Senior Pastor/President not acting in the best interest of the church

The Accountability Board will determine if the Senior Pastor/President is guilty or innocent and whether to discipline or dismiss him from office. The Accountability Board is the only entity that has the authority to dismiss the Senior Pastor/President from his position if, after being called into session in accordance with the provisions of this Article and after considering all accusations against him, they determine that it is the best course of action for him and the church. The decision of the Accountability Board is final.

Section 2 Structure

Any member of the Accountability Board may be replaced or removed at any time, if requested by the Senior Pastor/President and confirmed by the Board of Directors, provided this action occurs before the Accountability Board has been officially convened according to Section 1 of this Article.

The representative nominated by the Senior Pastor and confirmed by the Board of Directors shall chair the Accountability Board.

Future vacancies shall be nominated by the Senior Pastor and confirmed by the Board of Directors.

A record of the current and past members of the Accountability Board shall be kept in a log under the custody of the official Board of Directors. The log shall clearly list the names of each member and the current chairman.

Any successor to the founding or current Senior Pastor shall keep the Accountability Board that was in existence at the time he became Senior Pastor. He may, after a six-month period, make nominations for replacements of no more than one Accountability Board member per year. When establishing any new Accountability Board member, he must follow the procedure set forth in Section 1 of this Article.

Section 3 Quorum

100% of the Accountability Board must be present to constitute a quorum. The Accountability Board may only meet if it has been called to do so with a unanimous vote by the official Board of Directors, excluding any disqualified individuals, according to the provisions of this Article.

Section 4 Determinations

Any action taken by the Accountability Board is valid by a unanimous vote.

Section 5 Power

The Accountability Board shall have no innate power or authority as a legal organizational entity, except that which is invested in them by these Bylaws. Their decisions, when called together in accordance with Section 1 of this Article, shall be final.

Article XI Ecclesiastical Authority

This church is theocratic in government. In any growing congregation, there will be people at all stages of spiritual growth and maturity. For that reason, it is not proper to submit the affairs of the church to a democratic vote, for the purpose of the church is not to do the will of the majority, but the will of God.

Any disputes that arise over the interpretation of these Bylaws, doctrine, or matters of faith, shall be deferred to the highest ecclesiastical authority of this church. In this case, it would be the Senior Pastor/President, with the advice of the Board of Directors.

In *Watson v. Jones*, the court ruled that: “Whenever the questions of discipline, or of faith, of ecclesiastical rule, custom, or law have been decided by the highest church judicatory to which the matter has been carried, the legal tribunals must accept such decisions as final, and as binding on them . . .”

Article XII Mutual Interest

The behavior of anyone in fellowship with this church is of common interest to the Board of Directors and congregation (Gal. 6:1). This church requires every member of the Board of Directors and every congregant to adhere to a lifestyle that is consistent with the doctrines of this church as taught in the Holy Scriptures. Therefore, this church reserves the right to refuse service to any individual who is not submitting their lifestyle to this Scriptural mode of conduct. This refusal would include services, benefits, and any use of church assets.

Article XIII Prohibited Activities

This church is prohibited from engaging in activities that violate its written doctrines. This church is also prohibited from condoning, promoting, or allowing any of its assets to be used for activities that violate its written doctrines.

Article XIV Senior Pastor’s Vision

To establish an efficient leadership infrastructure, the Senior Pastor shall be responsible to articulate in clear, concise, and simple language the vision of the church. The purpose of this is to create a consistent and logical framework that empowers staff and volunteers to participate in the decision-making processes that reflect the Senior Pastor’s heart and vision for the church.

Article XV Safety and Security

Section 1 Ministry of Helps

To help ensure the protection, security, and safety of congregants, guests, and volunteers during church functions, this church recognizes the Ministry of Helps. The Board of Directors may establish teams and committees who are trained in the policy and procedures of the church to carry out this ministry.

Section 2 Weapons Usage Policy Requirements

The Board of Directors shall adopt a Weapons Usage Policy. This policy will detail the procedures for executing the following, but not limited to:

1. Purpose

This article establishes the requirement for the Board of Directors to formulate and adopt a weapons usage policy for the church. The aim is to ensure the safety and security of all members and visitors while respecting legal and ethical considerations related to firearms on church property.

2. Formulation of Weapons Usage Policy

1. **Mandate:** The Board of Directors is mandated to develop a comprehensive weapons usage policy that addresses the presence and regulation of firearms within church premises.
2. **Considerations:** The policy shall consider local and state laws, the safety and security needs of the congregation, and the church's commitment to creating a safe worship environment.

3. Adoption

Once formulated, the weapons usage policy must be approved by a simple majority vote of the Board of Directors.

4. Amendments and Revisions

The Board of Directors may review and amend the weapons usage policy from time to time as deemed necessary.

Article XVI Emergency Lockdowns

Section 1 Right to Remain Open

In alignment with recent Supreme Court rulings, this church reaffirms its vital role in the spiritual, emotional, and mental well-being of its congregation. As such, the church maintains its constitutional right to remain open during government-mandated lockdowns, as outlined below.

1. **Equal Treatment:** The church asserts that it cannot be treated less favorably than comparable secular organizations during emergencies.
2. **Uniform Restrictions:** The church shall comply with government restrictions only if they apply uniformly to all gatherings, both religious and secular. For example, if a state imposes a ban on gatherings in excess of 100 persons that applies uniformly to every religious and secular organization, the church will cooperate with such measures.

3. **Board of Directors' Discretion:** If the Board of Directors believes that the government is not treating churches equally, we reserve the right to seek legal counsel to determine if we can remain open.

Section 2 Safety Measures

1. **Health and Safety Protocols:** While asserting the right to remain open, the church shall implement appropriate health and safety protocols to protect the health and safety of its members, staff, and volunteers.
2. **Cooperation with Guidelines:** The church will seek to cooperate with public health guidelines to the extent possible without compromising its essential function of worship and ministry.
3. **Online Services:** The church will enhance its online presence and provide virtual worship services, Bible studies, and other forms of support to its members during lockdowns.

Article XVII Review of Church Records

Section 1 Requests Made by Congregant

To ensure the trust of the congregants and to also ensure that a public interest is being served, church records and basic financial information may be available for congregational inspection and review. At no time may information be supplied that would violate Section 4 of this Article or Article XVIII. Any questions by any congregant shall be addressed to the treasurer either in writing or by scheduled appointment.

Section 2 Required Provisions of the Request

The request must state the name of the individual, the reason for the request, and that the information shall in no way be made public or shared with any other congregant in a way that will jeopardize the church.

Section 3 Required Fee

This corporation may require a reasonable per-page fee for any copies that are required in order to accommodate approved records requests.

Section 4 Confidentiality

In order to keep the records of the church confidential, records shall not be released to any outside agency, person, or entity unless due process has been served and a certified subpoena has been personally delivered. This includes the IRS, except under the provisions of Section 7611 which shall be limited only to information deemed to be relevant to the inquiry being made. At all times the IRS will be expected to comply with all of the provisions of Section 7611.

Section 5 Denying a Request

The Board of Directors reserves the right to deny such a request for any of the following reasons:

1. The request is considered by the Board of Directors and deemed to be frivolous;
2. The individual making the request has a history of being divisive;
3. The individual does not adequately provide the required information on the request as stated in this Article;
4. The person making a request is not a regular attendee or regular financial contributor.

Article XVIII Privacy

This church shall diligently watch to keep private all records concerning polity, doctrine, counseling, and information on individuals in fellowship with this church. This church must not disclose any records that may compromise information about a congregant's attendance, status, giving, and counseling records.

Article XIX Order

For the purpose of conducting business, the Senior Pastor/President shall, in an orderly manner, preside over all of the affairs of the corporation.

Article XX Finances

Section 1 Audit

The Treasurer or another person appointed by the Board of Directors shall conduct an internal audit. This audit of all financial records shall be made after the close of the calendar year, prior to the end of February.

Section 2 Checks, Payments, and Withdrawals

The Board of Directors shall adopt a Corporate Expenditures Policy detailing the procedure for properly executing checks, payments, and withdrawals.

Section 3 Salaries

All salaries shall be determined in the following manner:

1. The President shall consider each candidate and create a compensation package that shall be forwarded to the Board of Directors for approval
2. The Board of Directors shall consider the recommendation of the President and shall vote on the package.

Only uncompensated individuals of the Board of Directors shall vote on any recommended compensation package.

All salaries shall be reviewed each year during the last meeting of the calendar year.

Section 4 Digital Currency

The Board of Directors shall adopt a Digital Currency Policy. This policy will detail the procedures for executing the following, but not limited to:

1. **Acceptance Guidelines:** Adhere to IRS guidelines for accepting digital currency donations.
2. **Communication with Donors:** Inform donors about the policy and tax implications.
3. **Acknowledgment of Donations:** Send acknowledgment letters with specified details and ensure IRS compliance.
4. **Investment Strategy:** Develop, implement, and approve an investment strategy for digital assets.
5. **Transactions:** Obtain board approval for transactions involving digital assets.
6. **Management:** The chief officer will decide on storage methods and ensure security measures for digital assets.

Article XXI Property Rights

All property, real or chattel, shall be taken, held, sold, transferred, or conveyed in the corporation's name.

No real or chattel property of the corporation shall be sold, leased, mortgaged, or otherwise alienated without authorization of the Senior Pastor/President.

The Senior Pastor/President of the corporation shall certify in such conveyances, leases, or mortgages.

Article XXII Dissolution

In the event that the corporation ceases to exist, all assets of this church shall, at the discretion of the Board of Directors be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the church is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XXIII Ministers of the Gospel

The Senior Pastor/President of this ministry shall by virtue of his office automatically be recognized as an ordained minister.

Section 1 Classes of Ministers

This ministry shall have a set number of classes of ministers, as set forth below. Each class of minister will have distinct rights and privileges; they are listed below:

Commissioned Minister:

This recognition is automatically conferred to all believers in fellowship with this ministry. They are not authorized to perform any sacerdotal services but primarily assist others in the Body of Christ. Individuals in this category may include, but are not limited to: teachers, worship leaders, instructors, hospital and jail visitation, ministerial assistance, and lay persons.

Chaplain:

This recognition is for ministers of the gospel who are called by God and recognized by the Senior Pastor/President to minister primarily in prisons, hospitals, and government agencies.

Minister's Apprentice:

This recognition is conferred by the Senior Pastor/President of this ministry. This recognition is for those who are starting out in the ministry but need extensive training. They are to work closely with a licensed or ordained minister. Such persons are not authorized to perform any sacerdotal services.

Licensed Minister:

This recognition is conferred by the Senior Pastor/President of this ministry. It is intended for individuals who are somewhat seasoned in ministry but require additional experience. Many of these individuals have been active in their chosen vocation but, for various reasons, have not yet entered full-time ministry or have only been in full-time ministry for less than three (3) years. Such persons are authorized to perform the following religious functions:

1. Conduct religious worship
2. Religious instruction
3. Administer communion
4. Provide spiritual counseling
5. Serve on the Board of Directors of a church

6. And other sacerdotal functions including
 - A. Conduct baby dedication ceremonies
 - B. Perform baptisms
 - C. Perform weddings
 - D. Conduct funerals
 - E. Visit the sick and shut-in
 - F. Minister in prisons

However, this person is not in charge of a congregation. Limited authority is granted to run the affairs of the ministry.

Ordained Pastor/Minister:

This recognition is conferred by the Senior Pastor/President to those persons who have an "established" or "proven" ministry. Ordained ministers are authorized to perform all functions of the Christian ministry and religious functions and must be capable of doing so. Ordained ministers are authorized to perform all religious functions, including but not limited to:

1. Conduct religious worship
2. Religious instruction
3. Administer communion
4. Provide spiritual counseling
5. Serve on the Board of Directors of a church
6. Ministry administration
7. And other sacerdotal functions including
 - A. Conduct baby dedication ceremonies
 - B. Perform baptisms
 - C. Perform weddings
 - D. Conduct funerals
 - E. Visit the sick and shut-in
 - F. Minister in prisons

He must be capable, as determined by the Senior Pastor/President, to take charge of a congregation.

Section 2 Senior Pastor/President's Authority

The Senior Pastor/President of this ministry shall have ecclesiastical authority to decide who, how, or if a person will be licensed by this ministry to hold any of the classes mentioned above (Matt. 16:13-19).

Section 3 Elders

The Elders are a committee appointed by the Board of Directors, tasked with overseeing the spiritual care of the congregation. Their authority is strictly limited to what is granted by the Board of Directors. They hold no financial or governmental control within the fellowship and should focus solely on addressing the spiritual needs of the congregation.

Qualifications

All Elders must qualify by exemplifying the following in their lives:

1. Above reproach (1 Tim. 3:2; Titus 1:6-7)
2. The husband of one wife (1 Tim. 3:2; Titus 1:6-7)
3. Temperate, sober, vigilant (1 Tim. 3:2)
4. Sober-minded, prudent (1 Tim. 3:2; Titus 1:8)
5. Of good behavior; orderly, respectable (1 Tim. 3:2)
6. Hospitable (1 Tim. 3:2; Titus 1:8)
7. Able to teach (1 Tim. 3:2; Titus 1:9)
8. Not a drunkard (1 Tim. 3:3,8; Titus 1:7)
9. Not violent; not pugnacious (1 Tim. 3:3; Titus 1:7)
10. Patient, moderate, forbearing, gentle (1 Tim. 3:3; Titus 1:7)
11. Not a brawler; not contentious, not quick-tempered (1 Tim. 3:3; Titus 1:7)
12. Not covetous; not a lover of money; not greedy for money (1 Tim. 3:3; Titus 1:7)
13. Rules his own house well; his children are faithful (1 Timothy 3:4; Titus 1:6)
14. Not a new convert (1 Tim. 3:6)
15. Well thought of, has a good reputation with outsiders (1 Tim. 3:7)
16. Not self-willed (Titus 1:7)

17. A lover of good (Titus 1:8)

18. Just, upright (Titus 1:8)

19. Holy, devout (Titus 1:8)

20. Self-controlled (Titus 1:8)

Duties

The Elders shall devote their time to prayer, the ministry of the Word (by teaching and encouraging sound doctrine), and shepherding God's flock. The Elders shall take particular responsibility to examine and instruct prospective members, equip the congregation for the work of the ministry, encourage sound doctrine and practice, assist the Board of Directors to admonish and correct error, coordinate and promote the ministries of the church, and mobilize the church for world missions. The Elders are further to ensure that all who minister the Word to the congregation, including outside speakers, share our fundamental convictions. They shall work closely with the Board of Directors to ensure a healthy spiritual atmosphere within the fellowship.

Manner of Appointment

The Senior Pastor/President shall nominate and the Board of Directors shall confirm Elders.

Term of Office

The term of office of each Elder shall be reviewed every two years. The number of consecutive terms that an Elder may serve is unlimited. An Elder is subject to removal at any time as outlined in the Removal process described below.

Removal

Should an Elder be found in violation of the Bylaws, the Board of Directors may dismiss him by a simple majority vote.

Section 4 Deacons

Qualifications

The office of Deacon is described in 1 Timothy 3:8-13 and Acts 6:1-7. The church shall recognize, in accordance with the constitutional provisions on elections, men who are giving of themselves in service to the church, and who possess particular gifts of service. These members shall be received as gifts of Christ to His Church and set apart as Deacons.

Duties

Deacons shall care for the temporal needs of members, attend to the accommodations for public worship, and encourage and support those able to help others and those with gifts of administration.

Manner of Appointment

The Senior Pastor/President shall nominate and the Board of Directors shall confirm Deacons.

Term of Office

The term of office of each Deacon shall be reviewed every two years. The number of consecutive terms that a Deacon may serve is unlimited. A Deacon is subject to removal at any time as outlined in the Removal process described below.

Removal

Should a Deacon be found in violation of the Bylaws, the Board of Directors may dismiss him by a simple majority vote.

Article XXIV Indemnification

Section 1 Indemnification Coverage

This church shall indemnify, to the extent legally permissible, each person who serves or has served as an officer, director, or employee of the church. Indemnification means protecting these individuals against all expenses and liabilities they might incur, including but not limited to:

- Legal fees
- Judgments
- Fines
- Excise taxes
- Penalties
- Settlement payments

Section 2 Scope of Protection

These protections apply to any costs that arise from their service in these roles if they become involved in any threatened, pending, or completed legal action, suit, or proceeding because of their service.

Section 3 Exceptions to Indemnification

Indemnification will not be provided if:

1. The person is finally adjudicated (legally determined) in a proceeding to have not acted in good faith.

2. It is determined that the person knew or should have known that their actions were not in the best interests of the church.

Section 4 Approval of Settlements

Any compromise or settlement payment must be approved by a simple majority vote of a quorum of directors who are not involved in the proceeding.

Article XXV Media and Communication

The Board of Directors shall adopt a Media and Communications Policy, which must include the following:

1. **Public Statements:** Designated spokesperson and approval process.
2. **Social Media:** Guidelines and monitoring procedures.

The policy document outlines the specific procedures and requirements related to public statements and social media management and is binding upon adoption.

Article XXVI Subsidiaries

Section 1 Authority to Form a Subsidiary SMLLC

The church may, at any time it deems appropriate, form a subsidiary known as a Single Member Limited Liability Company (SMLLC) by passing a resolution through a simple majority vote of the Board of Directors.

Section 2 Purposes of the SMLLC

The SMLLC may be formed for any of the following purposes:

- a. To hold title to buildings and properties owned by the church.
- b. To conduct revenue-generating activities consistent with the church's purposes and mission.
- c. To manage and operate specific programs or initiatives, including but not limited to:
 - i. Citywide outreach programs to feed the poor
 - ii. Sports programs
 - iii. Men's and women's auxiliary groups
 - iv. K-12 schools and higher learning education agencies
 - v. Bible colleges
 - vi. Daughter churches

- vii. Local and foreign mission outreach programs
 - viii. Evangelistic outreach
 - ix. Minister ordination organizations
- d. To engage in any other purpose or activity that promotes the purposes and activities of the church, as determined by the Board of Directors.

Section 3 Adding Additional Members to the SMLLC

At any time, the church may add additional members to the SMLLC by passing a resolution through a simple majority vote of the Board of Directors.

Article XXVII Bathroom Usage

The Board of Directors shall adopt a Bathroom Usage Policy. This policy will detail the procedures for executing the following, but not limited to:

Section 1 Bathroom Usage Policy Requirement

1. **Gender-Specific Facilities:** The church shall maintain separate bathroom facilities for males and females. Individuals are required to use the bathroom that corresponds with their biological sex as determined by their chromosomes (male by XY chromosomes and female by XX chromosomes).
2. **Enforcement:** The church leadership is responsible for ensuring that bathroom facilities are used in accordance with this article. Any concerns or violations should be reported to the church leadership for appropriate action.
3. **Exceptions:**
 - a. **Young Children:** In cases of young children or individuals with special circumstances, parents or guardians may bring the child into the bathroom that is consistent with the parent's sex.
 - b. **Unisex Facilities:** Bathrooms designated for single-person use may be unisex.

Section 2 Review and Amendment

The Board of Directors may review and amend this policy from time to time as deemed necessary. Any changes to this policy must be approved by a simple majority vote of the Board of Directors.

Article XXVIII Other Considerations

Any matters not addressed within these Bylaws shall be deliberated and resolved at an official meeting of the Board of Directors.

Article XXIX Amendments

Section 1 Amendments to the Bylaws

Amendments to the Bylaws may be made by a simple majority vote of the official Board of Directors, including the Senior Pastor/President.

Section 2 Incorporation by Reference

1. **Authority to Incorporate:** All policies, decisions, and programs required to be adopted under these Bylaws are hereby incorporated into these Bylaws by reference and shall have the same legal effect as if fully set forth herein.
2. **Approval Process:** Upon approval by a simple majority vote of the Board of Directors, the specific item shall be recorded in the church's corporate records book.
3. **Effective Date:** Such approval shall take effect immediately and shall be incorporated by reference into the church's Bylaws.
4. **Record Keeping:** The Secretary of the church shall be tasked with maintaining an up-to-date copy of this approval and ensuring that it is promptly recorded and stored as part of the church's Bylaws.

Certification of Approval

These Bylaws, adopted on this 30th day of March, 2025, nullify all prior addenda and supersede all previous Bylaws voted on before this date.

Signed and certified, to be effective immediately.



Senior Pastor/President of Time of Grace Ministries



Secretary of Time of Grace Ministries



Treasurer of Time of Grace Ministries