

# **CONSTITUTION OF KENO CHRISTIAN CHURCH**

**Keno, Oregon (Official as amended – 1/29/12)**

## **PREAMBLE**

We the members of Keno Christian Church do adopt the following Constitution on Sunday, Oct. 30<sup>th</sup>, 2011 with a vote of 28 of 32 eligible voters. This Constitution supersedes all previous Constitutions of Keno Christian Church.

Because of our shared vision to fulfill the Great Commission, this corporation was created and will continue to exist as a local church body independent of any denomination or ecclesiastical system. Because we desire to obey God's instruction fully, we will implement the teachings of the Bible to the best of our ability as we minister on Christ's behalf.

## **ARTICLE I — CHURCH NAME**

The name of this organization shall be Keno Christian Church.

## **ARTICLE II — CHURCH MISSION**

Keno Christian Church exists to lead people toward a growing intimacy with Christ by helping them walk in His grace, His wisdom, His character, and His passion for loving, saving, growing, and sending others.

## **ARTICLE III — CHURCH MEMBERSHIP**

In this Constitution and Bylaws, the term "active membership" is narrowly defined as voting membership. Others are free to fellowship and participate with Keno Christian Church without the responsibility of voting.

### **Becoming an Active Member of Keno Christian Church**

An active member must meet membership requirements:

Attained the age of 16.

Confessed Christ as Lord of their lives.

Have been baptized.

Participated in Keno Christian Church for at least 3 months.

Professed a desire to join and assist Keno Christian Church in the pursuit of her mission.

Asked an Elder to join (an Elder may invite an individual to initiate the process of joining).

Met with a Pastor and another Elder.

Been affirmed by the Board of Elders and introduced to the congregation as a new member.

### **Termination of Church Membership**

The Board of Elders shall maintain and make available a current Active Membership Roster. They shall review the roster at least annually to determine current percentages referred to in this Constitution and Bylaws. Keno Christian Church recognizes three levels of participation, to wit: Active and Inactive Member and non-Member.

Individuals may be removed from the Active Membership Roster by the Board of Elders following either:

Lack of participation in the regular services of Keno Christian Church over 8 consecutive months; unless the member shows why they should be excused from such requirement.

Misconduct as ruled upon by the Keno Christian Church Board of Elders.

Individuals will be removed from the Active Membership Roster by the Board of Elders following either:

Death.

Permanently leaving the area.

Resignation.

No Active Member will be removed from the Active Member Roster, either to the Inactive Roster or to non-member status, by the Board of Elders without an attempt to ascertain the Member's situation, and their desire (or lack thereof) to retain Active Member status. The Elders will do so, if possible, by:

A personal visit.

A personal phone call.

A letter.

If, after such efforts, removal still seems appropriate to the Elders, they will send to the member a letter, via certified mail, advising him/her of the proposed action, giving him/her at least 30 days to appeal, in writing, the proposed action.

## **ARTICLE IV — CONGREGATIONAL MEETINGS**

### **Annual Meeting**

The Board of Elders shall schedule an Annual Meeting of the congregation in January of every year. Annual Reports, including the previous year's Financial Summary and the current year's Budget will be presented at this time.

### **Special Meetings**

The Board of Elders may initiate a Special Meeting to seek congregational approval for the following:

Affirmation of new pastoral staff.

Removal of a church officer.

Entering into new indebtedness not the result of day-to-day operations (e.g. mortgage, consumer loan).

Prior to authorizing any single purchase/project in excess of 20% of Keno Christian Church's current Annual Budget.

Whenever it may be considered necessary or expedient.

### **Notice of Congregational Meetings and Elections**

Announcement of all Meetings (either Special or Scheduled) and all elections of the congregation shall be published in the church bulletin at least four weeks prior to the date of the meeting, and/or published by postcard (posted no later than four weeks prior to meeting) to every family on the current membership roster. The procedure at all congregational meetings will be at the discretion of the Board of Elders. In the event of a dispute, Robert's Rules of Order shall apply.

### **Quorum Requirements**

No business shall be conducted at any congregational meeting unless a quorum is present. A quorum is defined as 51% of active members.

### **Records of Congregational Meetings**

All congregational meetings shall be recorded and a recording made available to any Active Member requesting the same.

## **ARTICLE V — CHURCH LEADERSHIP**

### **Church Officers**

The offices of Elder, Trustee, and Treasurer shall be mutually exclusive.

### **Elders/Pastors**

The Board of Elders, is the leading group of Keno Christian Church. It is composed of men serving as both unpaid Elders and paid Elders functioning as Pastors. This Board is called to oversee and shepherd Keno Christian Church into a spiritually healthy community that brings God glory, and that effectively equips Keno Christian Church members and friends for the works of service God has prepared for them beforehand. This Board will do this by encouraging and developing:

Wise stewardship of Keno Christian Church resources.

Godly governance and management.

Faithful ministry leadership.

Accurate, relevant Bible instruction.

Biblical counsel throughout the Keno Christian Church.

Effective equipping of members and friends for Christian ministry.

Men for future ministry as Elders.

Each Elder/Pastor is accountable to the scriptures' teachings on all matters of faith and practice.

Qualifications: Each Elder must:

Have qualities specified in the Scriptures, (i.e. Acts 6:3; 1 Tim. 3:1-7; Titus 1:6-9).

Desire to be an Elder.

Be an active member for at least 6 months.

Be nominated and affirmed by the congregation.

Accountability:

Each Elder is accountable to, and answers to the whole Board of Elders.

In certain discussions, Elders may be required to recuse themselves due to a conflict of interest.

An Elder may be removed from office by a 75% vote of all active church members, or by the Elder Board, in the event of malfeasance.

Number of Elders serving on the Board of Elders:

At least one Elder is desired for each 20 Keno Christian Church attenders.

A fewer number of Elders is acceptable if qualified/willing men are unavailable.

Quorum Requirements:

No business shall be conducted at any Elder meeting unless a quorum is present. A quorum is defined as 51% of the Elder Board. In certain situations, business may be conducted via telephone or email, but such business shall be with all Elders participating, if possible.

### **Secretary**

At their discretion, the Elders may appoint a secretary as a permanent or ad hoc position. The person holding this office must be affirmed by the Servant Board.

### **Treasurer**

Qualifications: The Treasurer must:

Have leadership qualities specified in the Scriptures, (i.e. Acts 6:3).

Desire to be a Treasurer.

Have been an Active Member for at least 6 months.

Have been recommended by the Nominating Committee, and affirmed by the congregation.

Responsibilities:

Write checks.

Keep an accurate record of all financial transactions.

Prepare financial disbursements.

Make books available for audit by authorized church officers.

Insure that periodic and annual financial statements are made available.

Work in conjunction with the Trustee Board to prepare an annual budget.

Reconcile bank statement monthly.

Prepare church payroll.

Prepare and report tax information, i.e. 1099-Misc., W2, etc.

Comply with all governmental reporting requirements.

Assist Trustees and the Board of Elders in financial planning.

Manage, safeguard, and maintain the church financial resources.

Should the elected Treasurer require assistance to perform the duties of their office, they should request assistance from the Board of Elders, who may approve and assign an assistant.

Accountability:

The Treasurer may be removed from office by a 75% vote of all active church members, or by the Board of Elders in the event of malfeasance.

### **Trustees:**

Qualifications: Each Trustee must:

Have leadership qualities specified in the Scriptures (i.e. Acts 6:3).

Desire to be a Trustee.

Have been an Active Member for at least 6 months.

Have been recommended by the Nominating Committee, and affirmed by the congregation.

Responsibilities:

The trustees shall serve as agents of Keno Christian Church in all business matters as directed by the Board of Elders. They will:

Approve and sign contracts.

Arrange for appropriate insurance coverage.

Prepare Annual Budget (in cooperation with the Treasurer).

Provide guidance on staff compensation to the Elder and Servant Boards as needed.

Prepare bank deposits as needed.

Sign all Keno Christian Church checks.

Produce annual giving receipts for donors.  
Participate as needed on the Nominating Committee.  
Keep confidential all financial contributions.  
Audit monthly the Treasurers' reconciled bank statement.  
Receive, open, and review all bank statements before giving to the Treasurer for reconciliation.

Accountability:

Any Trustee may be removed from office by a 75% vote of all active church members, or by the Board of Elders in the event of malfeasance.

Number:

A minimum of three Trustees must serve in any one term.

#### **ARTICLE VI — AMENDMENTS TO CONSTITUTION**

This Constitution shall be ratified, amended, revised, or rescinded by a 75% vote of the active members voting, providing that such changes are published and distributed at least four weeks before the vote is taken.

#### **ARTICLE VII — NOT FOR PROFIT STATUS AND LIQUIDATION**

Keno Christian Church is organized as a 501(c)(3) corporation under the laws of the State of Oregon. In the event of dissolution of the church, all of its assets and property of every nature and description whatsoever shall be transferred to Oregon Christian Evangelistic Fellowship, the organization that helped plant Keno Christian Church in 1977.

**BYLAWS OF KENO CHRISTIAN CHURCH**  
**Keno, Oregon (Official – 1/29/12)**

**PREAMBLE**

We the members of Keno Christian Church do adopt the following Bylaws on Sunday, Oct. 30<sup>th</sup>, 2011 with a vote of 28 of 32 eligible voters. These Bylaws supersede all previous Bylaws of Keno Christian Church.

This congregation is not auxiliary to, nor subordinate to, any district, state, or national board, or any other form of ecclesiastical system, or any other corporation, association, individual or corporation sole, but is free and independent in all of its transactions and must retain that status forever.

**SECTION 1 – MINISTRY ETHICS**

**Teaching**

No teaching at Keno Christian Church shall contradict the clear teaching of Scripture. Keno Christian Church Pastors, leaders, teachers, and Elders shall be accountable to teach the Word of God faithfully and accurately. Any curriculum, book, video, workbook, or series must clearly assist in the proper teaching of God's Word and may be subject to review and approval by the Board of Elders.

**Counseling**

Keno Christian Church takes seriously the ministry of helping one another deal properly with the trials and temptations of life. The scriptures teach that every member of the church is to take part in this two-fold ministry of listening and encouraging. We strive to be a church whose members carefully listen to others as they share their concerns, trials, or issues. In addition, our goal is to be a church whose members' advice springs from biblical wisdom: encouraging reconciliation, proper handling of dissent and/or discontent, Christ-like attitudes, love, and good works. We recognize that trials should result in spiritual growth; thus, sharing the gospel of Christ might be part of the counseling effort. We believe that all these things constitute speaking the truth in love (Eph. 4:15).

All information gathered in a counseling environment is private and confidential. The only exception to this policy is when the counselee is a clear potential danger, posing an imminent threat of harm to self or to another person, or when the law requires that certain information be reported to law enforcement.

We recognize that leaders or members, acting as counselors, may encounter situations that require a more formal counseling effort. In such cases, he or she should refer the situation to someone better equipped to help. Keno Christian Church Members engaged in counseling activities shall read and agree to the Counseling Guidelines set forth in the Policy and Procedure Handbook.

**Handling Complaints and Discontent**

Keno Christian Church strives to equip every member to recognize and treat complaints as counseling opportunities and as opportunities for evangelism or discipleship. The Board of Elders shall make Complaint-Handling Guidelines available, and will offer training to enhance listening for understanding and guiding complainant toward proper, biblical handling of their complaint. Changes to practice, policy, or other appropriate decisions will be communicated to those directly affected and other appropriate persons/groups.

**Praying**

Keno Christian Church desires to be a faithful, praying church. Public prayer should therefore be recognized as a group's communication with God, including adoration, confession, thanksgiving, and supplication.

In this light, we believe that requests for prayer, and public prayer should respect confidentiality and propriety, and should never be used as a means to impress, preach, or sway opinion, or as a means to demean, embarrass, or undercut others.

**Community Relations**

Keno Christian Church, as individual members, or as a body of believers, will strive to foster healthy relationships with Keno and the greater community we serve, as we take part in local events, and interact with businesses, churches or ministries, neighbors, schools, campgrounds, and other organizations. Whether our witness is by our words or in our deeds, Keno Christian Church will honor and serve Christ with integrity, respect, and love for others.

## **SECTION 2 — HIRING CHURCH STAFF**

All Church Staff will serve alongside and on behalf of the Board of Elders as they oversee and shepherd Keno Christian Church, thus, the Elders are responsible to:

- Determine the desirable level of staffing.
- Assess the financial ability of Keno Christian Church to hire staff.
- Form a search committee if in their discretion it is required.
- Negotiate a written and signed job, accountability, and compensation description, with any candidate.
- Oversee and determine the process by which candidates are considered.

Paid Elders functioning as Pastors have additional selection requirements set forth in Section 5 of the Bylaws.

## **SECTION 3 — CHURCH MEMBERSHIP**

The Board of Elders will notify the new member of affirmation, announce the new member to the congregation, and add his/her name to the Membership Roster.

### **Privileges of Membership**

Members can expect Keno Christian Church to strive to provide:

- Accurate, relevant Bible teaching in all facets of ministry.
- Opportunities to serve and worship together.
- Shepherding and care.
- Opportunities to be equipped for life-long service in God's Kingdom.
- Transparency and accountability in Church financial matters.
- Love, respect, and integrity in all relationships inside and outside the church.

### **Responsibilities of Membership**

Keno Christian Church can expect members to strive toward:

- Active participation in Keno Christian Church's service to and worship of Christ.
- Active participation in Keno Christian Church's shepherding and care.
- Consistent contribution to the unity and healthy fellowship of Keno Christian Church.
- Faithful prayer for the leadership, mission, ministries, and people of Keno Christian Church.
- Financial support of Keno Christian Church and her mission.
- Love, respect, and integrity in all relationships inside and outside the church.

An Active Member may vote by absentee ballot if:

- He/she cannot be at the election.
- He/she requests an absentee ballot no less than two weeks before the election.
- He/she returns the ballot on or before the voting deadline.

Each Keno Christian Church member agrees with the following statements:

We believe God ordained marriage and the family as the foundational institution of human society, and that the only legitimate marriage is a sacred and permanent covenant relationship between one man and one woman, symbolizing the union of Christ and His church. The husband is to be the servant leader in the home and is to love his wife as Christ loves the Church, and the wife is to submit herself to the scriptural leadership of her husband as the Church submits to the headship of Christ.

We believe God has commanded that no intimate sexual activity is to be engaged in outside of the marriage of a man and a woman.

## **SECTION 4 -- CONGREGATIONAL MEETINGS**

### **Member-Initiated Special Meetings**

Members of the Church may initiate a Special Meeting by the following steps:

- An individual determines that an item needs to be brought before the Membership.
- The individual presents this item, in writing, to the Board of Elders at their regular meeting.
- If in the discretion of the Elders, they do not see the need for a special meeting, they will not call the Special Meeting, and will advise the individual of their decision in writing. In that event, an initiating individual shall inform the Elders in writing within 10 days that he/she will attempt to collect sufficient valid signatures to call a meeting. Said signatures shall be collected and

returned to the Elder Board within 30 days of the above notice.  
Upon presentation to the Board of Elders of a petition bearing the signature of 30% of Keno Christian Church active members, the Elders must call a Special Meeting.

All issues brought to a vote in any member-initiated Special Meeting must be approved by 75% of all active members.

## **SECTION 5 – MINISTRY LEADERSHIP**

### **Elders**

Encourage a spiritually healthy community by promoting:

- An environment conducive to evangelism and discipleship.
- Godly vision and intentional Direction.
- Effective oversight of planning, preparation, and implementation of Sunday services.
- Biblical Teaching and Accountability.
- Healthy Personal Relationships.
- Equip membership for ministry.
- Scriptural resolution of problems, conflicts, and/or issues.
- Wise stewardship of Keno Christian Church resources.
- Appropriate staffing level.
- Staff training opportunities.
- Adequate facility.
- Sound financial management.

Encourage godly governance and management by:

- Appointing Servants' Board members.
- Overseeing development of policies and procedures.
- Creating the Nominating Committee.
- Maintaining Membership Roster.
- Conducting affirmations of church officers.
- At their discretion, appointing, on a permanent or temporary basis, committees or individuals to perform duties within the scope of these responsibilities.

### **Pastor(s)**

The Board of Elders shall present a Pastor Candidate, when needed for either a church-wide or a specific ministry, along with his tentative job description to:

- The Servant Board for interview and affirmation.
- The Congregation for affirmation by 75% of Active Members voting.

Any Pastor hired will serve on the Board of Elders. He will serve throughout the period of his employ and is responsible to fulfill his job description.

### **Ministry Leadership**

#### **Purpose:**

Ministry at Keno Christian Church will be divided into departments for better oversight and organization, each led by a ministry leader.

#### **Qualifications:**

- Must be an Active Member of Keno Christian Church.
- Must be willing to be a member of the Servant Board if deemed appropriate by the Board of Elders.

#### **Responsibilities:**

- Oversee planning, preparation, and implementation of ministry as assigned.
- Equip membership for ministry in their department.
- Coordinate departmental vision and teaching with Pastor(s), Elders and other Ministry Leaders.
- Communicate departmental vision to congregation.

### **Servant Board**

#### **Purpose:**

The Servant Board is responsible to implement the overall vision for the church through:  
Approve of the Annual Budget prepared by the Elders, Trustees and Treasurer (including salaries)

Training and planning.  
Enhancing communication between ministry teams.  
Coordinating church-wide and departmental ministry events/efforts.  
Practicing good stewardship.  
Coordinating Facility regarding long-range planning, maintenance, and scheduling.

**Structure:**

The Servant's Board will consist of various ministry leaders as appointed by the Board of Elders. They will meet regularly throughout the year with additional meetings as needed.

**Quorum Requirements:**

No business shall be conducted at any Servant Board meeting unless a quorum is present. A quorum is defined as 51% of the Servant Board.

**Affirmation of Elders and Church Officers:**

Elders and Church officers must be affirmed by the active Church members prior to taking office.

**Process of Affirmation:**

The Board of Elders will annually determine the need for a vote of affirmation for any candidate requiring affirmation, according to the following timeline:

Elders determine, record, and make available a current Membership Roster as of September 1 each year, to determine percentages referred to in this Constitution and Bylaws.  
Elders determine if vacancies exist. If vacancies do exist, they recruit a Nominating Committee ideally consisting of two currently-serving Trustees, one currently-serving, non-pastoral Elder, and not less than 2 at-large church members.  
Elders commission the Nominating Committee by the September Board of Elder meeting.  
Nominating Committee presents candidate list to the Elders by their October meeting for approval. A lack of candidates for office terminates this selection process.  
Elders must present the approved list to the Congregation on the second Sunday in November.  
Ballots distributed to all Keno Christian Church Active Members no later than the third Sunday in November.  
Ballots must be received by the Trustees no later than the first Sunday in December.  
Ballots will be privately counted by at least 2 Trustees, with results reported to an Elder.  
Voting results must be reported to the congregation by the second Sunday in December.  
Nominees must receive a 75% majority of the ballots cast by active members to be approved for service.  
Voting shall be by secret ballot.

**Terms of Office:**

Newly affirmed Elders and Officers shall assume office at the beginning of the calendar year following congregational affirmation, shall serve three years, and may hold office for multiple consecutive terms. The Board of Elders will set varied terms for incoming Elders and Officers, if necessary, to create staggered terms.

**Vacancies:**

In the event that vacancies occur in any church office (elected or appointed), such vacancies shall be filled by appointment by the Board of Elders until the next annual congregational vote, at which time the congregation may affirm a new leader or officer.

**SECTION 6 — CHURCH FINANCES**

**Method of Financing**

Keno Christian Church shall be financed by tithes and voluntary offerings of members and friends of the church.

The Board of Elders must approve any ongoing ministry or commercial enterprise that involves receipt of income in exchange for goods and/or services. The Servant Board must approve any one-time fundraising effort for ministry (i.e. carwash, bake sale).

**Supporting Missions**

Keno Christian Church shall support only individuals, ministries, and associations that we see furthering our vision, mission and purpose, as determined by the Board of Elders.

**Other Financial Practices**

Keno Christian Church shall not engage in any action or practice that might jeopardize our not-for-profit, tax-exempt status.

**SECTION 7 — AMENDING BYLAWS**

These Bylaws shall be amended, revised, or rescinded by a 51% vote of the active members voting, providing that such changes are published and distributed at least four weeks before the vote is taken.

If there is a conflict between these Bylaws and the current Constitution, the Constitution will prevail.

**BIBLE Foundations of the CONSTITUTION OF KENO CHRISTIAN CHURCH  
PREAMBLE**

**ARTICLE I — CHURCH NAME**

Matt. 28:18-20

**ARTICLE II — CHURCH MISSION**

Matt 28:18-20; Mark 16:15-16

**ARTICLE III — CHURCH MEMBERSHIP**

**Becoming a Active Member of Keno Christian Church  
Termination of Church Membership**

**ARTICLE IV — CONGREGATIONAL MEETINGS**

**ARTICLE V — CHURCH LEADERSHIP**

**Church Officers  
Elders/Pastors**

Acts 6:3; 11:29-30; 14:23; 15:2, 4, 6, 22, 23; 16:4; 20:17, 28-32; 21:18; Eph 4:11-13; Phil 1:1; I Tim 3:1-7, 4:14, 5:17-20; Titus 1:5-9; James 5:14; I Pet. 5:1-5. See I Tim. 4:14 for reference to "body of elders."

**Secretary  
Treasurer  
Trustees:**

**ARTICLE VI — AMENDMENTS TO CONSTITUTION**

**ARTICLE VII — NOT FOR PROFIT STATUS AND LIQUIDATION**

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**Bible Foundations of the BYLAWS OF KENO CHRISTIAN CHURCH  
PREAMBLE**

**SECTION 1 – MINISTRY ETHICS**

**Teaching**

Psa 19:7-141; Cor 4:6; 2 Tim 3:16-17; Heb 4:12-13; 2 Pet 1:19-21; 4:14-16;

**Counseling**

Phil 2:14-15;

**Handling Complaints and Discontent**

**Praying**

**Community Relations**

I Cor 5:12; Col 4:5; I Thes 4:12

**SECTION 2 — HIRING CHURCH STAFF**

**SECTION 3 — CHURCH MEMBERSHIP**

**Privileges of Membership**

**Responsibilities of Membership**

**SECTION 4 -- CONGREGATIONAL MEETINGS**

**Member-Initiated Special Meetings**

**SECTION 5 – MINISTRY LEADERSHIP**

**Elders**

**Pastor(s)**

**Ministry Leadership**

**Purpose:**

**Qualifications:**

**Responsibilities:**

**Servant Board**

Mark 10:43:45, Acts 6:1-6; Rom 12:8; 16:1-2; Philippians 1:1, 1 Tim 3:8-13

**SECTION 6 — CHURCH FINANCES**

**Method of Financing:**

**Supporting Missions:**

**Other Financial Practices:**

**SECTION 7 — AMENDING BYLAWS**