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CONSTITUTION OF HOOVER'S GAP CHURCH

ARTICLE 1 NAME AND PURPOSE

SECTION 1.01-NAME

This congregation of believers shall be known as Hoover's Gap Church (henceforth referred to as HGC).

SECTION 1.02-PURPOSE

This congregation is organized as a church exclusively for charitable, religious, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law), for such purposes including, but not limited to, the establishing and maintaining of Christian worship; the evangelizing of the unsaved by the proclaiming of the Gospel of the Lord Jesus Christ; the educating of believers in a manner consistent with the requirements of Holy Scripture, both in Sunday and weekday schools of Christian education; and the maintaining of missionary activities in the United States and any foreign country.

ARTICLE 2 STATEMENT OF FAITH AND COVENANT

SECTION 2.01-STATEMENT OF FAITH

The following comprise the Scriptural beliefs of this church and its members.

- (A) **The Holy Scriptures.** We believe the Holy Scriptures of the Old and New Testament to be the verbally and plerarily inspired Word of God. The Scriptures are inerrant, infallible and God-breathed and, therefore, are the final authority for faith and life. The sixty-six books of the Old and New Testament are the complete and divine revelation of God to Man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning, and all issues of interpretation and meaning shall be determined by the pastor. The King James Version of the Bible shall be the official and primary translation used by the church. (2 Tim. 3: 16-17; 2 Pet. 1 :20-21)
- (B) **Dispensationalism.** We believe that the Scriptures interpreted in their natural, literal sense reveal divinely determined dispensations or rules of life which define man's responsibilities in successive ages. These dispensations are not ways of salvation, but rather are divinely ordered stewardships by which God directs man according to His purpose. Three of these dispensations-the law, the church, and the kingdom-are the subjects of detailed revelation in Scripture. (Gen. 1 :28; 1 Cor. 9: 17; 2 Cor. 3 :9-18; Gal. 3:13-25; Eph. 1:10; 3:2-10; Col. 1:24-25,27; Rev. 20:2-6)
- (C) **The Godhead.** We believe in one triune God, eternally existing in three persons-Father, Son, and Holy Spirit-each co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections. (Deut. 6:4; Matt. 28:19; John 14:10,26; 2 Cor. 13:14)
- (D) **The Person and Work of Christ.**
 - (1) We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem our sinful flesh. (Isaiah 7:14; 9:6; Luke 1:35; John 1:1-2,14; 2 Cor. 5:19-21; Gal. 4:4-5; Phil. 2:5-8)
 - (2) We believe that the Lord Jesus Christ accomplished our redemption through His

death on the cross as a representative, vicarious, substitutionary sacrifice, and that our justification is made sure by His literal, physical resurrection from the dead. (Acts 2: 18-36; Rom. 3 :24-25; Eph. 1 :7; 1 Pet. 2:24; 1 Peter 1 :3-5)

- (3) We believe that the Lord Jesus Christ ascended to Heaven and is now seated and exalted at the right hand of God where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate. (Acts 1:9-10; Rom. 8:34; Heb. 9:24; 7:25; 1 John 2:1-2)

(E) The Person and Work of the Holy Spirit.

- (1) We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and, that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling, convicting, and sealing them unto the day of redemption. (John 16:8-11; Rom. 8:9; 1 Cor. 12:12- 14; 2 Cor. 3:6; Eph. 1:13-14)
- (2) We believe that He is the divine Teacher who assists believers to understand and appropriate the Scriptures and that it is the privilege and duty of all the saved to be filled with the Spirit. (Eph. 1:17-18; 5:18; 1 John 2:20,27)
- (3) We believe that God is sovereign in the bestowal of spiritual gifts to every believer. God uniquely uses evangelists, pastors, and teachers to equip believers in the assembly in order that they can do the work of the ministry. (Rom. 12:3-8; 1 Cor. 12:4-11,28; Eph. 4:7-12)
- (4) We believe that the signs and gifts of the Holy Spirit, such as speaking in tongues and the gift of healing, were and are essential to victory over temptation and illness. Speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit. Ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayers of believers for physical healing. (1 Cor. 1 :22; 13:8; 14:21-22)

(F) The Total Depravity of Man. We believe that man was created in the image and likeness of God; but that in the blood line of Adam's sin the human race fell, inherited a sinful nature, and became alienated from God. Humanity is totally depraved and, of our self, utterly unable to remedy our lost condition. (Gen. 1 :26-27; Rom. 3:22-23; 5:12; 6:23; Eph. 2:1-3; 4:17-19)

(G) Salvation. We believe that salvation is the gift of God brought to humanity by grace and received by personal faith in, and confession of, the Lord Jesus Christ. Whose precious blood was shed on Calvary for the forgiveness of our sins. We believe that all sins, except blasphemy of the Holy Spirit, are forgivable. (Matt. 12:31-32; John 1:12; Eph. 1:7; 2:8-10; 1 Pet. 1:18-19; 1 John 1 :9)

(H) The Eternal Security and Assurance of Believers.

- (1) We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which, however, clearly forbids the use of Christian liberty as an occasion to the flesh. (Rom. 13: 13-14; Gal. 5:13; Titus 2:11-15)

(I) The Church

- (1) We believe that the local church, which is the body and the espoused bride of Christ, is solely made up of born-again persons. (1 Cor. 12:12-14; 2 Cor. 11:2; Eph. 1 :22-23; 5:25-27)
- (2) We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures. (Acts 14:27; 20: 17, 28-32; 1 Tim. 3:1-13; Titus 1 :5-11)
- (3) We believe in the autonomy of the local church free of any external authority or control. (Acts 13:1-4; 15:19-31; 20:28; Rom. 16:1,4; 1 Cor. 3:9, 16; 5:4-7, 13; 1 Pet. 5:1-4)
- (4) We recognize water baptism and the Lord's Supper as the Scriptural ordinances of

obedience for the church in this age. (Matt. 28:19-20; Acts 2:41-42; 8:36-38; 1 Cor. 11 :23-26)

- (J) **Separation.** We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord. God commands His people to separate from all religious apostasy, all worldly and sinful pleasures, practices, and associations. (Lev. 19:28; Rom. 12:1-2; 14:13; 1 Cor. 6:19-20; 2 Cor. 6:14-7:1; 2 Tim. 3:1-5; 1 John 2:15-17; 2 John 9-11)
- (K) **The Second Coming of Christ.** We believe in that blessed hope, the personal, imminent return of Christ. Who will personally and visibly return with His saints, to establish His earthly Messianic Kingdom which was promised to the nation of Israel. (Ps. 89:3-4; Dan. 2:31-45; Zech. 14:4-11; 1 Thess. 1:10,4:13-18; Titus 2:13; Rev. 3:10; 19:11-16; 20:1-6)
- (L) **The Eternal State.**
- (1) We believe in the bodily resurrection of all humanity to judgment, the saved to eternal life, and the unsaved to everlasting punishment. (Matt. 25:46; John 5:28, 29; 11 :25-26; Rev. 20:5-6, 12-13)
 - (2) We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord. (Luke 23:43; 2 Cor. 5:8; Phil. 1:23; 3:21; 1 Thess. 4:16-17; Rev. 20:4-6)
 - (3) We believe that the souls of unbelievers remain, after death, in conscious punishment and torment until the second resurrection, when with soul and body reunited, they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment and torment. (Matt. 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess. 1:7-9; Jude 6-7; Rev. 20:11-15)
- (M) **The Personality of Satan.** We believe that Satan is a person, the author of sin and the cause of the Fall of Man; that he is the open and declared enemy of God and man; and that he shall be eternally punished in the Lake of Fire. (Job 1:6-7; Isaiah 14:12-17; Matt. 4:2-11; 25:41; Rev. 20:10)
- (N) **Creation.** We believe that God created the universe in six literal, 24-hour periods. We reject evolution, the Gap Theory, the Day-Age Theory, and Theistic Evolution as unscriptural theories of origin. (Gen. 1-2; Ex. 20:11)
- (O) **Civil Government.** We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the church, and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God. We believe that we must obey the state unless it requires us to act contrary to our faith at which time we must obey God rather than the state. (Matt. 22: 15-22; Acts 5:29; Rom. 13:1-7; Eph. 5:22-24; Titus 3:1-2; Heb. 13:17; 1 Pet. 2:13-14)
- (P) **Sexuality Immorality**
- (1) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one naturally-born man and one naturally-born woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)
 - (2) We believe that the only Scriptural marriage is the joining of one naturally-born man and one naturally-born woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

(Q) Family Relationships

- (1) We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home. (Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15; 3:4-5, 12)
- (2) We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are a heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline, including Scriptural corporal correction. (Gen. 1 :26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; Provo 19:18; 22:15; 23:13-14; Mk. 10:6-12; 1 Cor. 7:1-16; Eph. 5:21- 33; 6:1-4, Col. 3:18-21; Heb. 13:4; 1 Pet. 3:1-7)

(R) Divorce and Remarriage. We believe that God disapproves of divorce and intends marriage to last until one of the spouses dies. Divorce and remarriage is regarded as adultery except on the grounds of fornication and can only be forgiven by and through the regeneration of Christ's redemptive work on the cross. As such, divorced and remarried persons or divorced persons may hold positions of service in the church and be greatly used of God for Christian service. (Mal. 2:14-17; Matt. 19:3-12; Rom. 7:1-3; 1 Tim. 3:2,12; Titus 1:6)

(S) Abortion. We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well-being of the mother are acceptable. (Job 3:16; Ps. 51:5; 139:14-16; Isaiah 44:24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:44)

(T) Euthanasia. We believe that the direct taking of an innocent human life is a moral evil, regardless of the intention. Life is a gift of God and must be respected from conception until natural death. Thus, we believe that an act or omission which, of itself or by intention, causes death in order to eliminate suffering constitutes a murder contrary to the will of God. Discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome can be a legitimate refusal of over-zealous treatment. (Ex. 20:13,23:7; Matt. 5:21; Acts 17:28)

(U) Love. We believe that we should demonstrate love for others, not only toward fellow believers, but also toward both those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal with those who oppose us graciously, gently, patiently, and humbly. God forbids the stirring up of strife, the taking of revenge, or the threat or the use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such sinful actions. (Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10; 17-21; 13:8-10; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; 1 John 3:17-18)

(V) Lawsuits Between Believers. We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (1 Cor. 6:1-8; Eph. 4:31-32; Matt. 18:15-17).

(W) Missions. We believe that God has given the church a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors

of Christ, we must use all available means to reach the lost in any nation and not wait for them to come to us. (Matt 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; 2 Cor 5:20)

- (X) **Giving.** We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to financially support his local church. We believe that God has established the tithe as a basis for giving, but that every Christian should also give other offerings sacrificially and cheerfully to the support of the church, the relief of those in need, and the spreading of the Gospel. We believe that a Christian relinquishes all rights to direct the use of the tithe or offering once the gift has been made. (Gen 14:20; Prov 3:9-10; Acts 4:34-37; 1 Cor 16:2; 2 Cor 9:6-7; Gal 6:6; Eph 4:28; 1 Tim 5:17-18; 1 John 3:17)

SECTION 2.02-AUTHORITY OF STATEMENT OF FAITH

The Statement of Faith does not exhaust the extent of our faith. The Holy Bible itself is the sole and final source of all that we believe. We do believe, however, that the forgoing Statement of Faith accurately represents the teachings of the Holy Bible and, therefore, is binding upon all members. All literature, whether print or electronic, used in the church shall be in complete agreement with the Statement of Faith.

SECTION 2.03-COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on profession of our faith, having been baptized in the name of our Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ. We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to give it a sacred preeminence over all institutions of human origin; and to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spreading of the Gospel through all nations.

We also engage to maintain family and personal devotions; to educate our children in the truth of God's Word; to seek the salvation of our families, acquaintances, and all others; to walk circumspectly in the world; to be just in our dealings, faithful to our engagements, and exemplary in our deportment; to avoid excessive anger, tattling, backbiting, and all gossip or secretive meetings regarding personal issues of church members, church leadership, or practice; to abstain from such worldly lusts; to be free from all oath-bound secret societies and to abstain intoxicating drink, pornography, and the abuse of drugs; and to be zealous in our efforts to advance the Kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy of speech; to be slow to take offense, but always ready to secure reconciliation without delay.

We moreover engage, that when we remove from this place, we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE 3 MEMBERSHIP

The church shall have members. The qualifications, rights, privileges, duties, and classifications of members shall be stated in the church bylaws.

ARTICLE 4 BOARD OF DIRECTORS

The corporation shall have a Board of Directors (henceforth known as the BoD) which shall consist of a President, a Secretary, and a Treasurer. The pastor can be considered the President, Secretary, and/or Treasurer of the corporation if a President, Secretary, and/or a Treasurer has not been appointed, elected, or willingly available to withhold the office(s). There shall not be less than one (1) and no more than seven (7) BoD members at any one time (Acts 6:3). The BoD shall handle the business of the church and therefore should be business minded. These should lay hold of the vision given them by the pastor and see it is implemented. The qualifications, duties, and election of trustees shall be stated in the church bylaws.

ARTICLE 5 TAX-EXEMPT PROVISIONS

SECTION 5.01-PRIVATE INUREMENT

No part of the net earnings of the church shall inure to the benefit of or be distributable to its members, BoD, or other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 1.02 hereof.

SECTION 5.02-POLITICAL INVOLVEMENT

No substantial part of the activities of the church shall be the carrying on of propaganda or otherwise attempting to influence legislation. The church shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

SECTION 5.03-DISSOLUTION

Upon the dissolution of the church, after paying or making provision for payment of all the liabilities of the church, the BoD shall dispose of all of the assets of the church to such organizations formed and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). Assets may be distributed only to tax-exempt organizations which agree with the church's Statement of Faith.

SECTION 5.04-LIMITATION OF ACTIVITIES

The church shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE 6 AMENDMENTS

This Constitution may be revised or amended by a majority vote of the members present and voting at any regular church administration meeting, provided that said revision or amendment

has been submitted in writing and announced from the pulpit fourteen (14) days before the vote is taken.

**ARTICLE 7
ADOPTION**

I, the undersigned officer of the church, certify that this Constitution was adopted by a two-thirds majority vote of the members present and voting at a duly called meeting of the church in which a quorum was present.

This Constitution supersedes any and all previous constitutions of HGC.

Officer of the church (print name and sign)

Date

BYLAWS OF HOOVER'S GAP CHURCH

ARTICLE 1 MEMBERSHIP

SECTION 1.01-QUALIFICATIONS FOR MEMBERSHIP

Membership in HGC shall be eligible to all who give evidence to their faith in the Lord Jesus Christ and who voluntarily hold to the fundamental doctrines of the Christian faith. When a person chooses to be a part of HGC and involve themselves, are considered a member (Ephesians 4:16), whereas, membership in this body is a privilege and not a right and carries with it specific responsibilities and moral obligations. A member is one who attends regularly, serves at, and contributes financially or physically or prayerfully to HGC, and who:

- (A) Through their actions, words, lifestyle, and affiliations, evidence a genuine experience of regeneration through faith in and acceptance of the Lord Jesus Christ as a personal Savior.
- (B) Renounce sin and endeavor to live a consecrated life wholly unto the Lord.
- (C) By testimony of faith acknowledge belief in, and follow the teaching of the Lord Jesus Christ.

SECTION 1.02-DUTIES OF A MEMBER. On becoming a member of HGC, in addition to the covenant contained in Section 2.03 of the CONSTITUTION OF HOOVER'S GAP CHURCH, each member further covenants to love, honor, and esteem the pastoral to pray for him; to recognize his authority in the spiritual and day-to-day affairs of HGC; to cherish a brotherly love for all members of the church to support the church in prayer, tithes, offerings, and with other financial support as the Lord enables; and in accordance with Biblical commands, to support through a lifestyle walk affirming the beliefs and practices of HGC.

SECTION 1.03-PRIVILEGES OF MEMBERSHIP.

- (A) Only members of at least eighteen years of age who are physically present at a duly called meeting of the church shall be entitled to vote. There shall be no proxy or absentee voting. The eligible membership of the church may only exercise voting privileges in those areas that are defined and limited by these bylaws. Members may not vote to initiate any church action, rather the vote of a member is to confirm and ratify the direction of the church as determined by the pastor and the BoD.
- (B) The HGC congregation functions not as a pure democracy, but as a body under the headship of the Lord Jesus Christ and the direction of the pastor as the under-shepherd with the counsel of the Bod. Determinations of the internal affairs of this church are ecclesiastical matters and shall be determined exclusively by the church's own rules and procedures. The pastor shall oversee and/or conduct all aspects of HGC. The BoD shall give counsel and assistance to the pastor as requested by him.
- (C) Membership in HGC does not afford the members with any property, contractual, or civil rights based on principles of democratic government. Although, the general public is invited to all of the church's worship services, the church property remains private property. The pastor (or in his absence, an individual designated by the BoD) has the authority to suspend or revoke the right of any person, including a member, to enter or remain on church property. If, after being notified, of such a suspension or revocation, the person enters or remains on church property, the person may, in the discretion of the pastor (or in his absence, an individual designated by the BoD), be treated as a trespasser.
- (D) A member may inspect or copy the prepared financial statements of the church and the minutes of the proceedings of church and committee meetings, provided the request be made in writing and written request was received at least five business days before the

requested inspection date. Minutes from BoD and discipline committee meetings are exempt from this provision and are not subject to inspection or copy.

- (1) A member may not, under any circumstances, inspect or copy any record relating to individual contributions, or the accounting of books and financial records of HGC.
- (2) HGC may impose a reasonable charge, covering the cost of labor and material, for copies of any documents provided to the member before releasing the copies to the member.

SECTION 1.04-DISCIPLINE OF A MEMBER

- (A) There shall be a discipline committee consisting of the pastor and the BoD. They shall have sole authority in determining heretical deviations from the Statement of Faith and violations of the church covenant. If the pastor or a BoD is the subject of a disciplinary matter, they shall not sit as a member of the discipline committee. The pastor and DoD shall be entitled to the same steps as other church members and be subject to the same discipline.
- (B) Members are expected to demonstrate special loyalty and concern for one another. When a member becomes aware of an offense of such magnitude that it hinders the spiritual growth and testimony of an individual in the local church or the body as a whole, that person is to go alone to the offending party and seek to restore brotherhood. Before going, that person must first examine their self. When they go, they should go with a spirit of humility and have the goal of restoration.
- (C) If reconciliation is not reached, a second member, either a BoD or the pastor, is to accompany the one seeking to resolve the matter. This second step should also be preceded by self-examination and exercised in a spirit of humility with the goal of restoration.
- (D) If the matter is still unresolved after the steps outlined in subsections (B) and (C) hereof have been taken, the discipline committee, and the church representatives Biblically responsible for putting down murmuring, shall hear the matter. If the matter is not resolved during the hearing before the discipline committee, the committee shall recommend to the members of the church that they, after self-examination, make an effort personally to go to the offending member and seek that member's restoration.
- (E) If the matter is still unresolved after the steps outlined in subsections (B), (C), and (D) hereof have been taken, such members who refuse to repent and be restored are to be removed from the membership of the church upon a majority vote of the membership present at a meeting called for the purpose of considering disciplinary action. The member subject to disciplinary action is not entitled to vote on their own discipline.
- (F) No matter may be heard by the discipline committee or the church unless the steps outlined in subsections (B) and (C) hereof have been taken, except in the case of a public offense.
- (G) If an unrepentant offending party is removed from the church membership, members of the church should limit social contact unless for the sake of restoration. Persons placed under church discipline must immediately return any property belonging to the church.
- (H) The procedures provided in this section are based on Matt 18:15-20; Rom 16:17-18 1 Cor 5:1-13; 2 Cor 2:1-11; Gal 6:1; 1 Thes 5:14; 2 Thes 3:6, 10-15; 1 Tim 5:19-20; and Titus 3:10-11.

SECTION 1.05-TRANSFER OF MEMBERSHIP

Members not under disciplinary process of Section 1.04 hereof may request that letters of transfer be sent to another church.

SECTION 1.06-TERMINATION OF MEMBERSHIP

- (A) The membership of any individual member shall automatically terminate without notice if the member in question has not attended a regular worship service of the church in the preceding six months. Upon good cause being shown to the pastor, this provision for termination may be waived in the case of any individual member at the discretion of the pastor.
- (B) The membership of any individual member shall automatically terminate without notice if the BoD or pastor become aware of a member's open and unrepentant involvement in any sexual misconduct described in Section 2.01(P) of the CONSTITUTION OF HOOVER'S GAP CHURCH or if a member files a lawsuit in violation of Section 2.01(V) of the CONSTITUTION OF HOOVER'S GAP CHURCH.
- (C) The membership of any individual member shall automatically terminate without notice if the member states that he or she is actively involved in any conduct described in Section 2.01(P) of the CONSTITUTION OF HOOVER'S GAP CHURCH or files a lawsuit in violation of Section 2.01(V) of the CONSTITUTION OF HOOVER'S GAP CHURCH.
- (D) The membership of any individual member shall automatically terminate without notice if the member openly and unashamedly disagrees with any provision found in the Statement of Faith.
- (E) The membership of any individual member shall automatically terminate without notice if the member in a spirit of dissension actively engages in secretive discussions and/or intentionally organized, secretive meetings in a concerted effort to overthrow the pastor or present church leadership.
- (F) The membership of any individual member shall automatically terminate upon death.
- (G) No provision contained in this section shall be subject to or governed by the procedures regarding discipline of members set forth in Section 1.04 hereof.
- (H) A member may resign at any time, but no letter of transfer or written statement of good standing will be issued upon such resignation, except at the discretion of the pastor.

ARTICLE 2 BOARD OF DIRECTORS

SECTION 2.01-BOARD OF DIRECTORS

The Board of Directors (henceforth known as the BoD) of HGC shall consist of a President, a Secretary, and a Treasurer. One person may hold two or more offices. The pastor can be the President, Secretary, and or Treasurer of the Corporation if a President, Secretary, and or a Treasurer has not been appointed, elected, or willingly available to withhold the office(s). There shall not be less than one (1) and no more than seven (7) BoD members at any one time (Acts 6:3). The BoD shall handle the business of the church and therefore should be business minded. These should lay hold of the vision given them by the pastor and see it is implemented.

SECTION 2.02-DESIGNATION OF LEGAL OFFICERS

As an accommodation to legal relationships outside the church, the pastor can serve as president of the church, the secretary of the church, and or the treasurer of the church. The BoD shall constitute the officers of the church.

SECTION 2.03-GENERAL ELIGIBILITY FOR ALL OFFICERS

- (A) The church shall not install or retain an officer who fails to adhere to or expresses disagreement with the Statement of Faith set forth in Article 2 hereof. All church officers, upon request of the pastor, shall affirm their agreement with the Statement of Faith.
- (B) All church officers must be approved initially and thereafter annually by the pastor in order for them to commence or continue in their offices.
- (C) Only church members are eligible for election or appointment to any church office or

position. Affiliated co-laborers with this ministry are not eligible for such election or appointment.

- (D) Upon termination of membership any officer of the church shall immediately forfeit their position and return any church property to the church office.

SECTION 2.04-TERMS OF OFFICE

- (A) The relationship between the pastor and the church shall be permanent unless dissolved at the option of either party by the giving of a month's notice, or less by mutual consent. The calling of a pastor or severance of the relationship between the pastor and the church may be considered at any regular church administration meeting, provided notice to that effect shall have been given from the pulpit to the church two Sundays prior to said regular church administration meeting. A three-fourths majority of the eligible members present and voting shall be required to call a pastor or to sever the relationship between the pastor and the church. Disciplinary removal of the pastor from office automatically terminates his membership. A restoration to membership after disciplinary removal will be subject to the requirements of Section 1.01(D) hereof.
- (B) The term of service for all offices and positions in the church, except the pastor, shall be one year, at the expiration of which the officers may be re-elected or re-appointed.
- (C) A vacancy occurring in any office or board, except in the case of the pastor, may be filled at any regular church administration meeting.
- (D) All elected and appointed officers shall serve in their respective offices until their successors are duly elected or appointed.
- (E) Members of the BoD may be removed from office for unbiblical conduct, as determined by the other BoD members, upon a majority vote of the remaining members of the BoD.

SECTION 2.05-CALLING A PASTOR

Upon the resignation, death or dismissal of the pastor, the church shall seek a candidate who subscribes to the Statement of Faith, the Covenant and bylaw provisions of this church, and whose life aligns with the qualifications of a pastor as described in I Timothy 3: 1-7 and Titus 1:6-9. The church shall abide by the following guidelines for calling a pastor:

- (A) The BoD shall select a pulpit committee to consist of BoD and up to five other members selected by the BoD. The pulpit committee shall interview potential candidates and will only consider persons who completely subscribe to the Statement of Faith and Covenant contained herein;
- (B) Prior to being announced to the congregation as a formal candidate, any person being considered for pastoral candidate must preach at least one Sunday service. Thereafter, upon a majority vote of the BoD, the pulpit committee may formally announce the candidate to the church, after which the candidate must preach at least two regularly scheduled services and be available for a church-wide question/answer time prior to being voted upon by the congregation;
- (C) Notice from the pulpit must be given 2 consecutive Sundays prior to a formal candidate's preaching services, and 2 consecutive Sundays prior to the church congregational vote;
- (D) The candidate must be elected as pastor by a majority vote of qualified, present voting members. The pulpit committee will only present for consideration to the church one candidate at a time, and an up or down vote must be cast prior to consideration of other potential candidates.

SECTION 2.06-ELECTION OF OFFICERS

The annual election of officers by the church membership shall occur during the month of December at the annual church administration meeting.

SECTION 2.07-PASTORAL OVERSIGHT OF OFFICERS AND STAFF

- (A) Subject to the approval of the church membership and on the condition that they shall become a member of the church upon assuming their duties, the pastor may hire associates and assistants to assist in carrying out God-given responsibilities.
- (B) All church staff, whether paid or volunteer, shall be under the supervision of the pastor who has the sole authority to dismiss the same. No employee or volunteer shall be hired, appointed, or retained who fails to adhere to or expresses disagreement with the Statement of Faith.

ARTICLE 3 DUTIES AND POWERS OF OFFICERS

SECTION 3.01-THE PASTOR

- (A) The pastor shall preach the Gospel regularly and shall be at liberty to preach the whole counsel of the Word of God as the Lord leads him. He shall administer the ordinances of the church, act as moderator at all church meetings for the transaction of church matters, supervise the teaching ministries of the church, and tenderly watch over the spiritual interests of the membership.
- (B) The pastor shall appoint the members of the various committees at the annual church administration meeting. He can serve as the president of the church and publicly inform all newly elected officers of the particular function and the responsibilities of their respective offices. He shall extend the right hand of fellowship to all new members on behalf of the church and perform such other duties as generally appertain to such a position. The pastor shall be free to choose the means and methods by which he exercises the ministry that God has given him.
- (C) All appointments for public worship and Bible study and the arrangements thereof, including time and place and the use of the property belonging to the church for purposes other than the stated appointments, shall be under the control of the pastor, who shall be able to determine the appropriateness of practices as well as persons permitted to use the church property.
- (D) The pastor shall be responsible to fill the pulpit for each regularly scheduled church service as well as any special services. In the event of his absence, the BoD (in the case of a vacancy in the office of pastor or where the pastor is ill and unable to perform his duties) shall be responsible to invite speakers from within the membership or outside the church to preach in a manner consistent with the beliefs articulated in the Statement of Faith.
- (E) The pastor shall be responsible, in coordination with the BoD, to establish mandatory safety and security procedures for all ministries and programs involving minors.

SECTION 3.02-THE BOARD OF DIRECTORS

- (A) The Board of Directors (BoD) shall assist the pastor, in such manner as requested, in promoting the spiritual welfare of the church, in conducting the religious services, and in performing all other work of the church. They shall make provision for the observance of the ordinances of the church. They shall, if requested by the pastor, consider applications for church membership. They shall, in cooperation with the pastor, disburse the benevolence fund. They shall assist the pastor in visitation and all other evangelistic efforts of the church. The BoD shall assist the pastor in caring for the administrative needs of the church's various ministries as requested by the pastor. They shall provide the pulpit supply and choose a moderator for church meetings if the pastor is unavailable or the office of pastor is vacant. Upon the death, resignation, or dismissal of the pastor, the BoD may appoint a pulpit committee.
- (B) Immediately following the annual church administration meeting, the BoD shall assemble and elect, from their own number, a chairman who shall be president of the church, a

treasurer and a secretary.

- (C) The pastor and the BoD shall constitute the board of trustees of the church.
- (D) The board of trustees shall exercise the following specific powers only upon authorization by a majority vote of the members present at a duly called church administration meeting:
 - (1) To purchase, hold, lease, or otherwise acquire real and personal property on behalf of the church, and to take real and personal property by will, gift, or bequest on behalf of the church;
 - (2) To sell, convey, alienate, transfer, lease, assign, exchange, or otherwise dispose of, and to mortgage, pledge, or otherwise encumber the real and personal property of the church, to borrow money and incur indebtedness for the purpose and the use of the church; to cause to be executed, issued, and delivered for the indebtedness, in the name of the church, promissory notes, bonds, debentures, or other evidence of indebtedness; and to secure repayment by deeds of trust, mortgages, or pledges; and
 - (3) To exercise all powers necessary for the dissolution of the church.

SECTION 3.03-THE CHURCH SECRETARY

The church clerk shall:

- (A) Certify and keep at the office of the church, the original bylaws or a copy, including all amendments or alterations to the bylaws, minutes of meetings, the membership roll, baptisms, and certificates of ordination and license; and deliver such documents to successor upon leaving office.
- (B) Keep minutes of all church meetings (unless a separate person has been elected or appointed), including the time and place of holding, the notice given, and the names of those present (unless a church-wide meeting), and an accurate record of all church business approved at each meeting. A copy of these minutes shall be kept as a permanent record of the church and shall be made available at all reasonable times to any proper person on terms provided by law and pursuant to these bylaws.
- (C) Sign, certify, or attest documents as may be required by law; see that reports, statements, certificates, and all other documents and records required by law are properly kept and filed. See that all notices are duly given in accordance with the provisions of these bylaws. (In case of the absence or disability of the secretary, or his or her refusal or neglect to act, notice may be given and served by the pastor or by the president of the BoD).
- (D) Keep an account of any special events in the life of the church which are of historical interest and give a report at the annual church administration meeting of the status of the church membership roll in the past year.
- (E) Keep all records at the office of the church and deliver them to any successor upon leaving office.
- (F) Serve as the clerk of the church.

SECTION 3.04-TREASURE

The treasure shall:

- (A) Count, when possible along with at least one other person, and record in a permanent record all the monies received in offerings for the church. This shall be done following each service or day of services of the church.
- (B) Deposit in the bank, including moneys received from outside sources, and shall maintain a record of all monies received, specifying the distribution into various funds as designated. A copy shall be provided to the pastor upon request.
- (C) Keep in the church office an accurate and permanent record of all financial transactions of church funds. Make reports of itemized disbursements and the financial condition of the church as requested by pastor and BoD, and for annual, quarterly or otherwise, special

or regular administration meetings; deliver such records to successor upon leaving office and shall guard said records confidentially as a sacred trust.

- (D) Receive and give receipt for all contributions, gifts, and donations to the church if requested.
- (E) Write, sign, record, and mail checks in payment of church bills and routine expenses approved by the pastor and/or BoD as well as disburse funds and salaries as directed by the church.
- (F) At least two BoD members of this corporation shall be authorized to sign church checks in the treasurer's absence (one being the treasure). No persons shall be permitted to sign checks written to themselves, and no expenditures of the church (except miscellaneous petty cash disbursements) shall be made by cash.
- (G) Serve as the church financial secretary.

SECTION 3.06-ASSOCIATE PASTORS

Under the direction and guidance of the pastor, the associate pastor(s) of the church shall assist the pastor in carrying out the ministries of the church.

SECTION 3.07-DUTIES OF ALL OFFICERS

- (A) All officers shall prepare a written report of their work for the annual church administration meeting and shall surrender all records in their possession to the church clerk at the close of their term of office to be filed as a permanent record of the work of the church. All records are the property of the church and must be kept in the church office.
- (B) Any officer who neglects their duties as outlined in the bylaws for a period of three months may be removed from office, at the discretion of the pastor, and another may be appointed by the pastor to serve the un-expired term.

SECTION 3.08-INSTALLATION OF OFFICERS

A public installation service in which all newly elected officers of the church are to be dedicated to their respective offices and the ordination of newly elected officers shall be held at a public church service following their election at the annual church administration meeting.

ARTICLE 4 MEETINGS

SECTION 4.01-MEETINGS FOR WORSHIP

Unless otherwise determined by the pastor, meetings for public worship shall be held as deemed necessary for the spreading of the Gospel at least once during the week for Bible Study and prayer.

- (A) There shall be an Annual Business Meeting of HGC. This business meeting shall be held at the end of the first quarter following the end of the preceding year.
- (B) A quorum shall consist of the members present.
- (C) The moderator shall determine the rules of procedure according to a sense of fairness and common sense, giving all members a reasonable opportunity to be heard on a matter. The moderator is the final authority on questions of procedure, and the decision is final and controlling. The following order shall generally be observed at the meetings:
 - (1) Devotional and/or prayer
 - (2) Reading of previous minutes
 - (3) Reception of members
 - (4) Dismissal of members
 - (5) Report of officers

- (6) Report of standing committees
- (7) Report of special committees
- (8) Unfinished business
- (9) Installation/Election of officers
- (10) New business
- (11) Adjournment with prayer

For any meeting under this article, the moderator, in his sole discretion, shall have full and unilateral authority to require nonmembers to leave the meeting room and to order the immediate removal of any member or other person present who is deemed by the moderator to be disruptive to the proceedings by act or presence. The moderator shall have full authority to order the removal of all children (ages to be determined by the moderator) if the moderator determines, in his sole discretion, that circumstances so warrant. If the moderator determines that compliance with his order of removal is unsatisfactory, the moderator may, in his sole discretion, revoke the disruptive person's right to remain on the premises in accordance with Section 1.03(C) hereof and treat the person as a trespasser.

SECTION 4.03-SPECIAL MEETINGS

- (A) The pastor (or BoD if the office of pastor is vacant or the pastor is the subject of possible disciplinary action) may call a special meeting by giving notice of such a meeting and the purpose for which it is called to the church from the pulpit at least one Sunday and not less than one week prior to said meeting. A meeting for the calling of a pastor or the severance of the relationship between the church and pastor shall be called in accordance with the provisions of Sections 2.04(A) and 2.05 hereof.
- (B) Bible conferences, missionary conferences, and revivals may be held as the pastor deems Beneficial.

SECTION 4.04-FISCAL YEAR

The fiscal year of the church shall begin January 1st and end December 31st.

SECTION 4.05 -EXTRA-BUDGET EXPENDITURES

The treasurer may, in the ordinary course of duties, make or authorize the making of any expenditure or obligation in any amount not exceeding One Hundred dollars (\$150). The pastor and BoD may make or authorize the making of any expenditure or obligation in any amount not exceeding Three Hundred and Fifty dollars (\$350). The membership may make or authorize the making of any expenditure or obligation in any amount whatsoever.

SECTION 4.06-EMERGENCY EXPENDITURES

The pastor and BoD may, in an emergency situation, make or approve the making of any expenditure or obligation exceeding the limit imposed on them in Section 4.05 hereof under the following conditions:

- (A) The pastor and the BoD, by a majority vote, must determine that the matter is of such urgency that it cannot wait until the next regular meeting of the membership or until a special meeting can be held.
- (B) Before making any decision, the pastor and the BoD shall make a good faith effort to obtain the opinions of as many of the members as can be reached. The actual decision shall then be taken at a meeting of the pastor and the BoD, any action requiring the approval of at least two-thirds (2/3) of the board.
- (C) The pastor shall report the action taken by the pastor and the BoD to the next meeting of the members for approval. If the members refuse to approve, the action shall be reversed insofar as possible, but the pastor and the BoD shall not be personally liable for such action, provided that they have, in good faith, followed the procedures set forth in this

section.

ARTICLE 5 INDEMNIFICATION

SECTION 5.01-ACTIONS SUBJECT TO INDEMNIFICATION

- (A) The church may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, including all appeals (other than an action by or in the right of the church) by reason of the fact that the person is or was a pastor, officer, employee, or agent of the church, against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by them in connection with the action, suit, or proceeding; and if that person acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the church and, with respect to any criminal action or proceeding, had no reasonable cause to believe their conduct was unlawful.
- (B) The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or on a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner that he reasonably believed to be in or not opposed to the best interests of the church and, with respect to any criminal action or proceeding, had no reasonable cause to believe that their conduct was unlawful.

SECTION 5.02-EXPENSES SUBJECT TO INDEMNIFICATION

To the extent that a pastor, officer, employee, or agent has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in this Article, or in defense of any claim, issue, or matter in that action, suit, or proceeding, they may be indemnified against expenses, including attorneys' fees, actually and reasonably incurred by them in connection with the action, suit, or proceeding.

SECTION 5.03-LIMITATIONS OF INDEMNIFICATION

Any indemnification made under this Article, may be made by the church only as authorized in the specific case on a determination that indemnification of the pastor, officer, employee, or agent is proper in the circumstances because he has met the applicable standard of conduct set forth in Section 5.01 hereof. The determination shall be made (a) by a majority vote of a quorum consisting of the pastor and BoD who were not and are not parties to or threatened with the action, suit, or proceeding; (b) if the described quorum is not obtainable or if a majority vote of a quorum of disinterested BoD so directs, by independent legal counsel in a written opinion; or (c) by a majority vote of the members of the church.

SECTION 5.04-TIMING OF INDEMNIFICATION

Expenses of each person seeking indemnification under this Article, may be paid by the church as they are incurred, in advance of the final disposition of the action, suit, or proceeding, as authorized by the BoD in the specific case, on receipt of an undertaking by or on behalf of the pastor, officer, employee, or agent to repay the amount if it is ultimately determined that they are not qualified to be indemnified by the church.

SECTION 5.05-EXTENT OF INDEMNIFICATION

The indemnification provided by this Article shall be deemed to be discretionary unless otherwise required as a matter of law or under any agreement or provided by insurance purchased by the church, both as to action of each person seeking indemnification under this Article in his official capacity and as to action in another capacity while holding that office, and

may continue as to a person who has ceased to be a pastor, officer, employee, or agent and may inure to the benefit of the heirs, executors, and administrators of that person.

SECTION 5.06-INSURANCE

The church may purchase and maintain insurance on behalf of any person who is or was a pastor, officer, employee, or agent of the church against any liability asserted against them and incurred by them in that capacity, or arising out of his status in that capacity, whether or not the church would have the power to indemnify him against liability under the provisions of this Article.

ARTICLE 6 COMMITTEES

SECTION 6.01-STANDING COMMITTEES

The pastor (or the BoD if the office of pastor is vacant) shall appoint standing committees and designate a chairperson for each standing committee and, except when otherwise specifically provided in these bylaws, shall determine the membership of each standing committee. In addition to the discipline committee, the pastor may appoint other standing committees as deemed appropriate.

SECTION 6.02-SPECIAL COMMITTEES

The BoD, in its discretion, may create special committees to provide the board with advice and information regarding matters submitted to the committee by the board for consideration. The committee shall have no authority to act on behalf of the church. The members of the committee shall be chosen by a majority vote of the BoD and shall serve solely at the pleasure of the BoD. The special committee shall be subject to the control and direction of the BoD at all times.

SECTION 6.03-ACTIONS OF COMMITTEES

Committees, whether standing or special, have no authority to act on behalf of the corporation. Their primary function is to research and recommend. Committees shall make available upon request all records and materials to the pastor or BoD, who shall have the right to overrule any plans or decisions made by the committee. Each committee shall have a secretary that keeps minutes of each meeting and shall timely submit the minutes to the pastor and church clerk to be filed with church records. If deemed appropriate by the pastor and BoD, the committee secretary, in conjunction with the chairman, shall submit an annual report to the church of the decisions and plans of the committee.

ARTICLE 7 BINDING ARBITRATION

SECTION 7.01-NOTICE OF ARBITRATION

- (A) In the event of any dispute, claim, question, or disagreement arising out of or relating to these bylaws or any other church matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians and in accord with Matthew 18:15-17.
- (B) To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution.
- (C) If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in Section 7.01, hereof above, and such Procedures for Arbitration as are adopted pursuant to Section 7.04, hereof below.

SECTION 7.02-LIMITATIONS ON ARBITRATION DECISIONS

Should any dispute involve matters of church discipline, the arbitrators shall be limited to determining whether the procedures for church discipline as outlined under Section 1.04 hereof, were followed. Should any dispute involve the removal from office of the pastor or any church officer, the arbitrators shall be limited to determining whether the procedures set forth in Sections 2.04 or 3.06 hereof were followed.

SECTION 7.03-SCOPE OF ARBITRATION

The parties must, prior to the selection of arbitrators, agree to the scope of the matters to be considered by the arbitrators. In doing so the parties must conduct themselves with the utmost courtesy as befits believers in Jesus Christ. If the parties cannot agree upon the scope of the dispute for arbitration, the scope shall be determined by the arbitrators.

SECTION 7.04-SUBMISSION TO ARBITRATION

- (A) The parties, as Christians, believing that lawsuits between Christians are prohibited by Scripture, and having agreed, according to Article 7 hereof in the church bylaws, to submit disputes to binding arbitration, and to waive any legal right to take the dispute to a court of law, will refer and submit any and all disputes, differences, and controversies whatsoever within the agreed scope of arbitration to a panel of three arbitrators, to be selected as follows:
- (1) All arbitrators must be born-again Christians of good reputation in the community who affirm the church's Statement of Faith in its entirety.
 - (2) Each party shall submit a list of three proposed arbitrators to the other party, and the other party will choose one of the three proposed arbitrators to serve on the panel.
 - (3) The third arbitrator will be selected by mutual agreement of the other two arbitrators.
 - (4) In selecting the arbitrators, each party shall act in good faith in choosing Christian arbitrators who have no prior knowledge of the facts leading up to the dispute, are not related to or close friends with the selecting party, and who will act impartially and with fundamental fairness.
 - (5) No arbitrator may be an attorney.
 - (6) No arbitrator may be employed or ever have been employed by, or under the authority of, either party or any other arbitrator.
 - (7) The arbitrators will be selected as soon as possible but no later than 30 days after the parties have agreed to the scope of the arbitration.
 - (8) The arbitration will be held at a neutral site agreed to by the arbitrators.
- (B) The arbitrators shall, subject to the provisions of these procedures, arbitrate the dispute according to the terms of these procedures, the Bible as interpreted by the church's Statement of Faith, and any applicable church documents.
- (C) Each party may be represented by counsel throughout the process at the party's own expense. Discovery will be allowed as needed, as determined in the discretion of the arbitrators. Formal rules of evidence shall not apply.

SECTION 7.05-CONDUCT AND RULES OF HEARING

- (A) The arbitrators may, in their absolute discretion, receive and consider any evidence they deem relevant to the dispute, whether written or oral, without regard to any formal rules of evidence.
- (B) The parties and their respective witnesses must, when required by the arbitrators, attend and submit to examination and cross-examination under oath as to all or any of the matters referred to in the proceedings and to produce and deposit with the arbitrators any or all evidence within their possession or control concerning such matters.

- (C) If a party defaults in any respect referred to in Section 7.05(B) hereof, as shown above, the arbitrators may proceed with the arbitration in their discretion as if no such evidence were in existence, insofar as it may be favorable to the party in default.
- (D) All presentations shall be controlled by the arbitrators. Any disputes regarding procedure shall be decided solely by the arbitrators.

SECTION 7.06-DUTIES OF ARBITRATORS

- (A) The arbitrators are to receive all evidence, prayerfully consider such evidence in an impartial manner, and render a decision which, based upon Scriptural principles, is fair to all parties.
- (B) The arbitrators have full power to order mutual releases to be executed by the parties, and either of the parties failing, such orders shall have the effect of a release, and may be duly acknowledged as such.
- (C) In the event that either party or a witness for either party shall fail to attend the arbitration hearing, after such written notice to such party as the arbitrators shall deem reasonable, the arbitrators may proceed in the absence of such party or witnesses without further notice.

SECTION 7.07-DECISION OF ARBITRATORS

- (A) It is preferred that the arbitrators reach a unanimous decision, but if a unanimous decision cannot be obtained, a majority decision will be accepted. The written decision of a majority of the arbitrators shall be final and binding on all parties, and judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. There is no appeal from the decision of the arbitrators.
- (B) The decision of the arbitrators is to be kept confidential by all parties for a period of one year. For purposes of these procedures, the church membership may be informed of the decision if the church or any church pastors, officers, directors, employees, or board members were a party to the proceeding.
- (C) Should any party commence legal proceedings against another party with respect to the agreed scope of the dispute or the binding decision of the arbitrators, with the exception of an action to enforce the decision of the arbitrators, that party shall pay to the other party all expenses of said proceedings, including reasonable attorneys' fees. In the event it becomes necessary for one party to commence legal proceedings to enforce the decision of the arbitrators, the non-prevailing party must bear all of the costs of said proceedings, including reasonable attorneys' fees.

SECTION 7.08-PARTIES TO COOPERATE

No party shall unreasonably delay or otherwise prevent or impede the arbitration proceedings. No party will involve the news media in the dispute in any way. No party shall publicize the dispute in any way to anyone not a party to the proceedings, except as permitted by the arbitrators and except that a party may disclose the proceedings of this arbitration to his or her spouse, legal counsel, accountants, insurance carrier, and as otherwise required by law.

SECTION 7.09-COSTS AND EXPENSES

Each party shall pay his or her own costs and expenses related to presenting the party's case to the arbitrators. The costs of the arbitration, including any fees for the arbitrators is to be shared equally by both parties.

SECTION 7.10-AMENDMENTS

These Procedures for Arbitration may be revised or amended by a majority vote of the board of deacons present and voting at any regular board meeting.

ARTICLE 8 CONFLICT OF INTERESTS

SECTION 8.01-PURPOSE

The purpose of this conflict of interest policy is to protect the Church's interest when it is contemplating entering into a transaction or arrangement that might either benefit the private interest of an officer or trustee of the Church or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state or federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

SECTION 8.02-DEFINITIONS

- (A) Interested Person: Any trustee or officer who has a direct or indirect financial interest.
- (B) Financial interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - (1) An ownership or investment interest in any entity with which the Church has a transaction or arrangement,
 - (2) A compensation arrangement with the Church or with any entity or individual with which Church has a transaction or arrangement, or
 - (3) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Church is negotiating a transaction or arrangement.
 - (4) A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the board decides that a conflict of interest exists.
- (C) Compensation: Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

SECTION 8.03-PROCEDURES

- (A) In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the trustees considering the proposed transaction or arrangement.
- (B) After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he shall leave the board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists.
- (C) An interested person may make a presentation at the board meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - (1) The chairman of the board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - (2) After exercising due diligence, the board or committee shall determine whether Church can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - (3) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the best interests of Church, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- (D) If the board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and

- afford the member an opportunity to explain the alleged failure to disclose.
- (E) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

SECTION 8.04-RECORDS OF PROCEEDINGS

- (A) The minutes of the board shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's decision as to whether a conflict of interest in fact existed.
- (B) The minutes of the board also shall contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

SECTION 8.05-COMPENSATION

A voting member of the board who receives compensation, directly or indirectly, from the church for services rendered may not vote on matters pertaining to that member's compensation.

ARTICLE 9 DESIGNATED CONTRIBUTIONS

From time to time the church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. All contributions to these funds shall be deemed advisory rather than mandatory in nature and shall remain subject to the exclusive control and discretion of the pastor and the BoD. No fiduciary obligation shall be created by any designated contribution made to the church other than to use the contribution for the general furtherance of any of its tax-exempt purposes.

SECTION 9.01-VOLUNTARY CONTRIBUTIONS

All funds needed for the maintenance of the Church shall be provided by voluntary contributions, tithes and offerings (See 2.23). Every member shall decide before God what can be cheerfully given to the support of the Lord's work at home and in the foreign field (Malachi 3:10, I Corinthians 16:1-2; Romans 12:8).

SECTION 9.02 FINANCIAL RECORD

Detailed financial records are to be kept in a secure location, preferably the church office. Only a financial recap may be posted. All donations from the Church to benevolence or other just reasons, shall not disclose the person(s) or institution(s) name on the financial report; the total amount is to be listed as a sum total.

SECTION 9.03-FINANCIAL AID

The Church does not loan money. All moneys given by the Church are gifts and are not deemed as repayable.

SECTION 9.04-FINANCIAL OVERSIGHT

The pastor shall act as overseer of all financial activities.

ARTICLE 10 EDUCATIONAL MINISTRIES

SECTION 10.01-PURPOSE

The church believes that the home and church are responsible before God for providing a Christian education. To help fulfill this responsibility of imparting biblical truth and furthering the Great Commission, this church shall establish and maintain an educational program (or Sunday School program) for the purpose of winning souls to Christ, and teaching Bible doctrine, godly worship, and biblical Christian living. To this end, the church shall engage in educational ministries in keeping with the following dictates.

SECTION 10.02-CHURCH PARTICIPATION

All educational programs or courses of instruction formulated and offered by the church shall be primarily for the benefit of the members of the church; however, the pastor may permit non-church members to participate in church educational programs or courses of instruction if deemed in the best interest of the church by the pastor.

SECTION 10.03-STAFF MEMBERSHIP

All instructors, teachers, and administrators shall be members of this church. This provision shall not apply to visiting missionaries, evangelists, or preachers engaged for the purpose of delivering sermons, conducting revivals, or other special meetings on a temporary basis.

SECTION 10.04-AGREEMENT WITH STATEMENT OF FAITH

All educational programs or courses of instruction shall be taught and presented in full agreement with the Statement of Faith of the church. The church shall not hire, appoint, or retain any employee or volunteer for its educational programs who fails to adhere to or expresses disagreement with the Statement of Faith or who adopts or lives a lifestyle inconsistent with the beliefs and practices of Statement of the Faith or this church, whether in or out of the classroom.

SECTION 10.05-UNITY

All educational programs or courses of instruction shall be conducted as an integral and inseparable ministry of the church.

SECTION 10.06-TEACHING

All educational programs or courses of instruction shall be conducted consistent with the teaching of the inerrant Word of God. Any assertion or belief that conflicts with or questions a Bible truth is a pagan deception and distortion of the truth which will be disclaimed as false. It is the responsibility of every instructor or teacher to present the inerrant Word of God as the sole infallible source of knowledge and wisdom.

ARTICLE 11 ORDINATION AND LICENSING

SECTION 11.01-ORDINATION QUALIFICATIONS

- (A) Any member who meets the qualifications stated in 1 Timothy 3: 1-7 and Titus 1 :6-9, may be considered for ordination as a minister of the Gospel. Candidates for ordination must be members of this local assembly or one of its partnered churches. No other persons may be ordained by this church.
- (B) The candidate must have an experience of conversion, a divine call to the ministry, a consistent Christian walk, a vital concern for the souls of men and for the edification of the church at home and abroad.
- (C) The candidate must affirm unequivocal adherence to the Statement of Faith set forth in Article 2 of these bylaws. Doctrinal position on matters not specifically addressed in the Statement of Faith must be based on the Scriptures as the Word of God.

SECTION 11.02-ORDINATION PROCEDURES

- (A) Upon a majority vote at a duly noticed church administration meeting, the church may call an ordination council for the purpose of considering the qualifications for the ordination candidate. The ordination council shall consist of ordained ministers of like faith invited by the pastor to participate in the examination of the candidate.
- (B) If called and after organizing itself, the council will examine the candidate with respect to spiritual experience, call to the ministry, and view of Christian doctrine and distinctives. The council should take its responsibility seriously and examine the candidate carefully. The outcome of the examination will be a recommendation to the church whether or not to ordain. If the council recommends ordination, the church shall vote to adopt or reject the council's recommendation at a duly noticed church administration meeting.
- (C) If the candidate is recommended for ordination by the council and the church adopts the recommendation, the pastor and the BoD shall arrange for the ordination service. The following parts are usually included in the ordination service:
 - (1) Introduction consisting of the reading of Scripture relating to the qualifications for ordination
 - (2) Prayer
 - (3) Special music
 - (4) Reading of the determination of the examining council, if so called
 - (5) Ordination charge to the church
 - (6) Ordination prayer accompanied by laying on of hands
 - (7) Charge to the candidate
 - (8) Benediction by the newly ordained minister

SECTION 11.03-REVOCATION OF ORDINATION

- (A) Should a minister ordained by the church be found living a life unbecoming a servant of the Lord or preaching and teaching contrary to the Word of God, the pastor may call a council to hear the charges and the minister's defense.
- (B) The reviewing council shall consist of the BoD and ordained ministers of like faith invited to participate in the hearing of the charges and the minister's defense.
- (C) Upon a recommendation by a majority vote of the council, the church will then revoke the minister's ordination certificate.

SECTION 11.04-LICENSE

- (A) Those who desire to prepare for the gospel ministry may be issued a license to preach by this church after the pastor and BoD have examined the candidate's divine call and qualifications.
- (B) The pastor and the BoD may license an associate or assistant pastor as a preliminary step to ordination at a later date.
- (C) A license to the ministry shall be considered the equivalent to ordination, but shall be considered probationary in nature. It is expected that the licensed minister will be considered for ordination within four years of being licensed.

ARTICLE 12 STAFF MEMBER AND VOLUNTEER REQUIREMENTS

The pastor and BoD resolves to protect the Bible-based moral values of this ministry. The following policies represent the ministry's commitment to preserve Scriptural morals in the face of outside societal influences seeking to degrade the Biblical family, pervert the moral values of our nation, and intimidate God's people from speaking God's truth in love.

SECTION 12.01-STAFF TRAINING

All volunteers or staff that have contact with the general public on behalf of the ministry are perceived to be speaking on behalf of the ministry. These positions include, but are not limited to, receptionists, ushers, greeters, and anyone else who has contact with the general public as a representative of the ministry. All staff with contact with the general public are required to exhibit the utmost display of Christian character. Use of abusive or pejorative language of any kind is strictly prohibitive and shall be grounds for discipline. No staff member shall ever be disrespectful to any person for any reason.

SECTION 12.02-USHERS

Ushers are required to conduct their activities with decorum and respect. Any conduct that an usher observes that may be distracting to the activities of the ministry should be brought to the attention of the pastor immediately. An usher should never touch any person in an effort to remove that individual from the premises except when absolutely necessary to prevent the individual from injuring himself or others. If directed by the pastor, an usher may contact the authorities to respond to the scene in an effort to remove the individual(s) causing the disturbance and restore order.

SECTION 12.03-RECEPTIONISTS

Receptionists are responsible for greeting anyone who contacts the ministry by telephone or visits the ministry. Receptionists are not official spokespersons for the ministry. As such, any questions regarding the Scriptural position or activities of the ministry should be directed to the pastor for further handling. Prospective participants in the ministry should be mailed an information packet. Receptionists shall not answer questions regarding the position of the church in matters of faith, practice, or policy over the phone or to persons unknown to the ministry. Answering such questions shall be grounds for immediate removal from the position including termination of employment.

SECTION 12.04-CHURCH ATTENDANCE/SERVICES

Attendance in the general worship services of this church shall be open to the general public subject to the standards and expectations contained in this resolution and other applicable ministry policies.

SECTION 12.05-BEHAVIOR STANDARDS

In all services and programs of this ministry, reasonable standards of decorum and order shall be maintained at all times. As such, no one shall, by appearance or behavior, be permitted to draw attention to themselves in contravention to the ministry's purposes. Any individual who, in the sole discretion of the pastor or ministry leadership, is found to be in violation of this policy shall be removed from the ministry premises immediately.

SECTION 12.06-SPECIAL CLASS DESIGNATIONS

Where appropriate, the pastor, in his sole discretion, shall designate specific assignments and qualifications for various special classes or group activities. Such assignments and qualifications shall be enforced for all individuals who wish to attend the ministry function. Individuals who do not meet the qualifications for a specific class or activity, in the sole discretion of the pastor, shall not be allowed to participate in the designated activity.

ARTICLE 13 FACILITY USAGE POLICY

HGC makes its facility available for activities in furtherance of the purposes and Statement of Faith of HGC and for members of the church. Use of the facilities must be in compliance with

the Statement of Faith of HGC, this Policy, a Facility Usage Application form (Attachment A) must be completed, and the Facility Usage Rules followed (Attachment B). Further, it should be remembered that the facilities discussed herein are the House of the Lord and should be treated in a manner that demonstrates due reverence. See ARTICLE 14 hereof if usage is for marriage or union ceremonies.

SECTION 13.01-PRIORITIES OF USE

Church-sponsored events take precedence over all other events. Active HGC members' personal events (such as weddings, parties, anniversaries, etc.) have second priority. Any other use which is deemed in furtherance of the Church's purposes and Statement of Faith may be permitted as stated hereinafter. While no rental fee is assessed, those using the facilities may contribute, at their own free will, to pay costs to help defray the custodial expenses, depreciation, and utility fees. Should a conflict arise after a schedule for an event has been set, the BoD may reschedule a lower priority event only in the case of an emergency. Solutions acceptable to all parties will be sought in all cases.

SECTION 13.02-SCHEDULING

Before the facility may be used, a thorough understanding of responsibilities of all parties involved shall be determined and acknowledged by signatures on the Facility Usage Application form (Attachment A). Outside groups wishing to use the facility will furnish a certificate of insurance for liability and property damage naming and protecting the interests of the church.

All applications shall be received by the pastor or BoD member and will be reviewed for approval as soon as it can be reviewed. The decisions of the pastor and or a BoD member regarding all facility use shall be final.

Each year by October 1, each Church Committee and Team leaders will fill out a Facility Usage Application form (Attachment A), and return it to the BoD in order to reserve rooms for their meetings and events. Usage is reserved on a space available basis thereafter. All groups using the facilities on a regular basis must fill out an application and have it reviewed for approval annually for continuing use.

ARTICLE 14 WEDDING POLICY

As a church, we believe that marriage is a God-ordained institution, and as such it should be governed by what God has to say about it. In an age when marriage is often looked upon as a temporary state, we stand unequivocally for the permanence of marriage. The purpose of these policies is not to judge or to discriminate, but to uphold the sacredness of marriage and the vows made before God and man during the marriage ceremony.

SECTION 14.01-QUALIFICATIONS

We shall endeavor to keep the spirit of love in our dealings in these matters as we follow the commands of our Savior.

- (A) THOSE QUALIFYING FOR MARRIAGE** in the use of the church, church grounds, and/or facilities and/or services of our pastors are limited to:
- (1) The Scriptural marriage of the joining one naturally-born man and one naturally-born woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)
 - (2) Members in good standing and/or attendees providing their marriage meets the scriptural standards of God's Word.
 - (3) Special permission may be granted to another church of like precious faith to use the church, church grounds, and/or facilities, and/or services of our pastors,

providing the parties married are both Christian, and that those performing the ceremonies are fundamental ministers.

- (4) Requests from community members will be considered on an individual basis by the pastor provided they meet the qualifications in this Section, and are not disqualified for marriage in Section 14.01(B) hereof.
- (B) THOSE NOT QUALIFYING FOR MARRIAGE in the use of the church, church grounds, and/or facilities and/or services of our pastor include, but are not solely limited to, the following:
- (1) Same-sex marriages will not be performed.
 - (2) A union of any kind that may be perceived or factual as a form of homosexuality, lesbianism, bisexuality, bestiality, incest, or polygamy.
 - (3) A union when any person or persons have altered, or attempted to alter, one's gender by surgery or appearance.
 - (4) A union between any person or persons still legally married or joined.
 - (5) A union involving a non-consenting adult.
 - (6) A union involving a minor, except where parental consent has been obtained, and the parent/legal guardian is present.
- (C) REQUIREMENTS OF THE BRIDE AND GROOM
- (1) Both must agree to one or more counseling sessions as required by the pastor.
 - (2) Both must meet all legal requirements for marriage.
 - (3) Since we as a Church have made a solemn covenant before God to refrain from the sale and use of alcohol as a beverage, alcoholic beverages will not be served at the reception of those who are married in the Church facilities.
 - (4) Since a wedding in the church denotes the connotation of worship to God, and a desire to do His will, then every part of the ceremony, including word, music, and symbols, will be appropriate for the occasion and will be subject to the pastor's approval.
 - (5) The couple will be responsible in letting their guests know that no smoking, drinking, swearing, or immodest attire is permitted on church property.
 - (6) If other pastors are used or share in the ceremony, they must be fundamental in doctrine and affiliation, and special permission must be granted by the BoD.

The above requirements are justified and demanded for a Christian wedding at HGC, the church, the church grounds, or in any building dedicated to the glory of God. If you feel that you do not meet the standards or wish to comply with the requirements, we ask that you understand and respect our reasons.

SECTION 14.02-RESPONSIBILITY OF THE BRIDE AND GROOM

- (A) Following the wedding/event after the wedding inspection will be made of the facilities and all must be found in order.
- (B) The bride and groom are required to sign the Wedding Application Form (Attachment C) agreeing to comply with the aforementioned rules.
- (C) Persons hired by the wedding party shall be paid directly to them. It is understood that the church is not responsible for any legal obligations that may arise from the hiring of such persons.
- (D) Careful planning is necessary for ALL weddings. Please make plans as early in advance as possible so that the use of the church can be arranged without a scheduling conflict. Upon receipt of the Wedding Application Form (Attachment C), you will be contacted concerning the availability of your requested wedding date and the date of your conference with the pastor.
- (E) Pre-marital counseling can be requested to reduce the fees required by the state. The sessions are scriptural based and are not to be considered licensed therapy or counseling.

- (F) Once established, it is extremely important that the exact time indicated for the rehearsal and wedding be observed, having all members of the wedding party present at the time indicated.
- (G) Provide certificate of marriage, as required by the state of Tennessee, before service begins.
- (H) The pastor may be reached at (615) 525-0561.

The wedding will generally be held in the sanctuary. Should the couple wish to have the wedding in a private home, garden, etc., they need to check with the pastor regarding availability.

ARTICLE 15 AMENDMENTS

These bylaws may be revised or amended by a majority vote of the members present and voting at any regular church administration meeting, provided that said revision or amendment has been submitted in writing and announced from the pulpit fourteen (14) days before the vote is taken.

ARTICLE 16 ADOPTION

I, the undersigned officer of the church, certify that these bylaws were adopted by a two-thirds majority vote of the members present and voting at a duly called meeting of the church in which a quorum was present.

These bylaws supersede any and all previous bylaws of HGC

Officer of the church (print name and sign)

Date

**ATTACHMENT A
FACILITY USAGE APPLICATION**

Today's Date: _____

Date requested: _____ Start time: _____ Finish time: _____

Name of Organization: _____

Requester's Name: _____

Address: _____

Phone: _____ Email: _____

HGC Member? Yes No

HGC Member/Sponsor: _____

Purpose of Meeting/Event: _____

Is this organization non-profit? Yes No

Will a fee be charged to attend? Yes No

Number of attendees expected: Adults: _____ Children: _____

Facilities/rooms requested: _____

Is use of kitchen requested? Yes No

Will food and/or beverages be served? Yes No

Is audio/visual equipment requested? Yes No

If yes, what equipment is requested?

By signing this request, I hereby agree to the terms and conditions as stated in the attached Facility Usage Rules (Attachment B).

Requestor: _____

Sponsor (if requestor is not a member): _____

Approval is determined by HOOVER'S GAP CHURCH BYLAWS ARTICLE's 13 and 14

Approved: Yes No

HGC representative (printed name)

Date

**ATTACHMENT B
FACILITY USAGE RULES**

**FAILURE TO FOLLOW THE RULES WILL CAUSE YOU TO FORFEIT YOUR
FACILITY USAGE PRIVILEGES**

1. Permission to use the facilities does not constitute endorsement of a group's policies or beliefs by HGC.
2. HGC has a no smoking, no alcohol, no gambling, no weapons (other than authorized permit holders and law enforcement) and no pets (other than service dogs) policy.
3. There must be a supervising adult 21 years or older from the user group present at all times.
4. Use of the kitchen facility requires a complete clean-up. All food items must be removed and the trash taken out to the trash area.
5. No furnishings may be moved from other parts of the facility. If you need additional items, put them on your application and it will be discussed with the BoD.
6. Due to wear and tear from transportation and use, tables, chairs and other equipment may not be borrowed by members or friends for use outside of the facility.
7. No nails, tacks or tape are to be used on any wall or furnishing.
8. The group may adjust the thermostat for the area being used, but must change it back to the original temperature at the event's conclusion.
9. The facility must be left in an orderly condition. This includes cleaning up the restrooms and removing the trash.
10. Upon leaving, all tables and chairs must be returned to their proper location, all lights must be turned off, and the doors secured.
11. All groups must vacate the building by 11 p.m. unless prior approval has been applied for and granted.
12. All incidents of damage must be reported. The group using the facility is responsible and will be charged for damage to any property or furnishings. Payment is expected within 30 days.
13. If using the organ, piano, or keyboard, you must have prior approval.
14. In NO CASE shall the sound and lighting system be operated by anyone other than HGC AUTHORIZED PERSONNEL.
15. Use of the facilities for a wedding is covered in the Wedding Policy.
16. No profit-making businesses or enterprises are allowed.

