

COVENANT FAMILY FELLOWSHIP
a New Testament Church

BY-LAWS

Adopted December 2, 2007
Amended January 9, 2009 (Art. VII, Section 2)
Amended December 11, 2015 (Art. II, Section 5, Art. X, Appendix 3)

Article I
Incorporation

1. *Name.* The name of this church shall be Covenant Family Fellowship.
2. *Offices.* The registered office of Covenant Family Fellowship shall be c/o Ron Nevers, President, Printmail of Maine, 75 Bishop Street, Portland, ME 04103. The Corporation may also have offices at such other places within or without the State of Maine as the business of the Corporation may require.
3. *Fiscal Year.* The fiscal year of this Corporation shall begin on January 1st and end on December 31st.

Article II
Purpose, Values, Beliefs, & Principles

1. *Purpose.* The purpose of Covenant Family Fellowship is to be a family of Christ's followers who are devoted to the apostles' teaching, to fellowship, to the breaking of bread and to prayer.
2. *Values.* The core values of Covenant Family Fellowship include:
 - The simplicity of devotion to Christ¹
 - The church as a house of prayer²
 - Relational focus/living the "one another" commands³
 - The feeding of the flock through sound, biblical preaching & teaching⁴
 - Fathers spiritually leading their families/families worshiping together⁵
 - Believers of all ages (and family status) worshiping together as one family⁶
 - Biblical Eldership - plurality of godly men leading by example, teaching, and influence to achieve consensus⁷
 - Resolving conflicts - following the biblical pattern for resolving conflict rather than hiding, avoiding it, or denying it.⁸
 - A doctrinal emphasis that is Christ-centered, life-related and rooted in Scripture⁹
 - Spirit-empowered evangelism and church-planting¹⁰
3. *Beliefs.* We believe all that is revealed in the sixty-six books of the Bible. The Bible alone is the ultimate authority for our beliefs and practices. The following statements summarize a few of the core truths of our faith. We believe:

- Jesus is the Christ, the Son of God born of a virgin¹¹
- Christ died for our sins...and was raised on the third day according to the Scriptures¹²
- All Scripture is God-breathed¹³
- No one can see the kingdom of God unless he is born again¹⁴
- God commands all people everywhere to repent¹⁵
- We are justified by faith in Christ and not by observing the law¹⁶
- We receive the promise of the Spirit by faith¹⁷
- We receive the gifts of the Spirit as God decides and distributes¹⁸
- His divine power has given us everything we need for life and godliness¹⁹
- From him, and through him and to him are all things. To him be the glory forever.²⁰

4. *Principles.* In order to fulfill the purpose God has given this fellowship, to live according to our values, and act consistent with our beliefs, our ministry operates according to the following five principles:

PURPOSE - Every believer should passionately pursue God's purpose for their life (worship, fellowship, discipleship, ministry, & mission). **CFF is a Purpose-Driven church.**

PLACE - Every believer should be plugged into a small group of other believers where there will be support, encouragement and accountability in pursuing their purpose. Corporate gatherings of the believers are held to share and celebrate the work that the Holy Spirit is doing in the believers through the small groups. **CFF is a cell church.**

POWER - Biblical encounters with God must occur regularly to break personal bondages and demonic strongholds and to enter the presence and power of the Holy Spirit. **CFF is a Pentecostal church.**

PROTECTION - Biblical elders are needed to encourage, feed, and protect the flock of believers. Equally important is the commitment of every believer to follow the Biblical commands for resolving conflict (See Appendix 1 for an explanation of our process). **CFF practices Biblical eldership and conflict resolution.**

PROVISION – The ability and opportunity to earn money are gifts from our gracious God and are given with an expectation of stewardship. Although elders that preach and teach are worthy of double honor, all leaders at CFF are tent-making ministers, using their vocations to witness God's glory and their compensation to further His Kingdom work. **CFF practices Body ministry** where every member is a minister in the Priesthood of believers so that the needs of the Body are met while the money of the church can be devoted to winning the lost and feeding the poor and destitute.

5. *Statement on Marriage, Gender, and Sexuality.* We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of

a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Covenant Family Fellowship as the local Body of Christ, and to provide a biblical role model to the Covenant Family Fellowship members and the community, it is imperative that all persons employed by Covenant Family Fellowship in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Covenant Family Fellowship.

Article III ***Members***

1. *Reasons for membership.* The New Testament pictures the local church as a distinct group of individuals who could be recognized and identified. This group could select leaders, remove unrepentant people from among the fellowship, and restore repentant people to the fellowship. It seems wise to have some method of determining who can participate in these serious responsibilities. Having an identifiable membership can protect the integrity of the fellowship. It can also provide clarity in accountability.

2. Any person who wishes to be a Member of this fellowship must openly profess faith in the Lord Jesus Christ, have been baptized, and be committed to the purpose, values, beliefs, and principles stated in Article II of these By-laws.

3. As indicated by the name of this fellowship, we believe in covenants—solemn agreements between consenting parties made before God and witnesses. As individuals, we are covenanted with the Lord Jesus Christ through the redemption He offers and through our profession of faith in His completed work of salvation. As husbands and wives, we covenant to be true to each other until death and to raise up our children in the nurture and admonition of the Lord.

The biblical call for mutual accountability suggests the need for believers to also make a covenant with one another in a local body of believers. This is implied by agreeing to hold each other accountable to walk in a manner pleasing to the Lord.

The following church covenant is a written summary of biblical practice that our members agree should be the basis of accountability. The covenant allows for freedom of conscience in areas where the Bible is not definite in its guidance. The covenant focuses on principles, especially as they relate to our corporate life together.

OUR MEMBERSHIP COVENANT:

Having received the Lord Jesus Christ as my Savior and having been baptized I do now in the presence of God and this assembly enter into covenant with my brothers and sisters as one body in Christ.

A. With God's help, I promise to pursue the following fruit of my relationship with Jesus:

To walk together in Christian love; to help the church grow in knowledge, holiness, and compassion; to care for it and grow with it; to support and learn from its teachings and submit to its godly leadership and Biblical discipline; and to give my time, talents, and money to support the ministry in its service to members, the poor and needy, and the lost in our community and in all nations.

B. With God's help, I also promise to pursue the following fruit of my relationship with Jesus:

To do personal and family devotions; to educate my children (if God has so blessed me) in the Christian faith; to seek the salvation of family, friends, and acquaintances; to live a godly life as a witness to others; to be honest in all my dealings with people; to keep my commitments and count the cost before making them; to be an example of good behavior; to control my anger, avoid gossip, and encourage rather than criticize and complain; and to seek God's help in abstaining from harmful substances or lifestyle patterns that harm my body, jeopardize my faith, and cause others to stumble.

C. With God's help, I further promise to pursue the following fruit of my relationship with Jesus:

To watch over those around me in brotherly love; to remember them in prayer; to help those who are sick or in trouble; to sympathize with those who are hurting and speak kindly and politely to all; to be slow to anger when others offend me; and to always be ready to make things right (according to the principles of Biblical reconciliation), being mindful of what Jesus commands me to do and doing it without delay.

D. Finally, knowing that I need brothers and sisters in Christ to support me and hold me accountable, I promise that if God leads me to another place, I will seek to unite with another church where I can be faithful to this commitment I am making to Christ and His Body.

This covenant provides a summary of the life which we will hold each other accountable to pursue. When a person becomes a member of Covenant Family Fellowship, he or she engages to live by this covenant and to help others in the church do the same. The assumption is that the "children of the light" will walk differently from the world.

CLARIFICATION OF THE PURPOSE OF OUR COVENANT

Accountability in the local church does not mean that the church will ever be perfectly pure in this age. We sin after conversion. The church is a company of forgiven sinners who wrestle against their own remaining sinfulness every day.²¹

Therefore, church membership does not involve an expectation to live perfectly. Rather, church membership is a commitment to worship and minister in a body of believers where the members covenant together to hold each other accountable to pursue obedience to what Scripture teaches.

The pursuit of obedience is not the same as perfection. It will involve failure and confession on a regular basis. The mark of a true Christian, and the mark of a church member in good standing, is

not perfection, but the persistent fight of faith that recognizes sin as sin, confesses it, and turns from it in new resolves of holiness again and again.

4. It is the church's responsibility to gently restore someone caught in sin. Love covers a multitude of sins and is to be the guiding rule for all actions taken in attempting to restore a Member of the body. In some cases, the means of restoration may actually call for removal of the individual from fellowship if he or she persists in a sinful lifestyle after confrontation and refuses to repent. The process of removal and restoration is described in several passages of Scripture, including Matthew 18:15-18; 1 Corinthians 5; 2 Corinthians 2:7-8; 2 Thessalonians 3:14; Titus 3:10; and Romans 16:17-18. All Members of this church are obliged to follow these biblical instructions.

5. Any person who desires to be a Member of this fellowship should after six months of attendance request a meeting with the Elders. If the person meets the requirements for membership stated herein, the Elders will ask the person to share his or her personal testimony of faith in Jesus Christ and their willingness to covenant to support the fellowship and submit to its leadership, either orally or in writing. The person shall then be received into membership.

6. The Elders are responsible for keeping a current list of Members.

7. Any Member who is absent from the regular weekly meetings of this church for three months without justifiable reason may have his or her name deleted from the list of current Members.

Article IV ***Elders***

1. The day-to-day affairs of the Corporation shall be managed by the Elders.

2. The Elders shall be selected by the Members from among the Members. They must be approved by a minimum of 75% of the Members.

3. There shall be at least three Elders. The total number of Elders may be set by the Members.

4. The Elders shall meet as often as shall be necessary to conclude their duties, at such times and places as are convenient.

5. It is intended that decisions by the Elders shall be made by prayerful consensus. However, lacking consensus, decisions of the Elders may be made by a vote of 75% of the Elders then qualified and serving, whether or not present at the meeting where the vote is taken and whether or not casting a vote even if present. Appendix 2 of these bylaws is a decision-making process used by the elders to maintain unity. The process recognizes major decisions, where unanimous agreement is required, and minor decisions, where majority votes are accepted. In all decisions, the elders are committed to lovingly submit to one another and to the group as a whole, even when there is disagreement on direction.

Article V ***Officers and Agents***

1. *Officers.* There shall be three offices: Trustee, Treasurer, and Clerk. There shall be three (3) Trustees of the Corporation, one of whom shall be an Elder. Other officers, assistant officers and agents that the Elders may from time to time deem necessary may be selected by the Elders. Two (2) or more offices may be held by the same person.

2. *Terms.* Each officer shall serve an indefinite term, which shall expire by their resignation, death, or by ceasing to be a Member of the church. Each officer will be presumed to continue in that office until their resignation, death, removal from membership or removal from office by the Elders.

3. *Vacancies.* When a vacancy occurs in one of the offices by death, resignation, or otherwise it shall be filled by the Elders appointing a replacement as soon as practical.

4. *Removal of Officers and Agents by Elders.* An officer or agent of the Corporation may be removed by a vote of the Elders whenever in their judgment the best interest of the Corporation will be served by the removal. Such a vote to remove an officer or agent must be passed by the votes of 75% of the Elders then in office.

5. *Powers and Duties of the Trustees.* The Trustees will supervise and control the business affairs of the Corporation. The Trustees may sign documents in the name of the Corporation as directed by the membership.

6. *Powers and Duties of the Treasurer.* The Treasurer and their designees shall have charge and custody of all funds of the Corporation and will deposit the funds as directed by the Elders. The Treasurer and their designees shall keep and maintain adequate and correct accounts of the Corporation's business transactions, and shall provide such reports and accountings to the Elders as may be required. It will be the responsibility of the Treasurer to retain custody of the Seal of the Corporation and to affix it to any instrument requiring it at the direction of the Trustees or the Elders.

7. *Powers and Duties of the Clerk.* The Clerk shall be responsible for the keeping of the minutes of all meetings of the Members, in books provided for that purpose, and shall be responsible for the giving and serving of all notices for the Corporation. The Clerk may delegate this responsibility as he/she deem appropriate and wise, but it shall be his/her responsibility to see that the minutes are prepared and filed with the corporate records. The Clerk shall also be the custodian of the corporate records and books.

Article VI *Qualifications of Leaders*

1. It is acknowledged that Jesus Christ alone is the head of the church. He alone is the church's Senior Pastor ... "so that in everything he might have first place" Colossians 1:18.

2. The Elders may also be referred to as pastors or overseers, in keeping with the interchangeable use of the three titles in the New Testament. While there is to be equality among the Elders, the fellowship should be sensitive to differences of gifts and experience within the eldership. The qualifications and duties of Elders are described in 1 Timothy 3:1-8; Titus 1:6-9; 1 Peter 5:14; Acts 20:28; James 5:14; and 1 Timothy 5:17. Elders shall continue to be brothers in the fellowship, and do not lead by rank or raw authority. Elders are to be servants who lead by godly example, biblical persuasion and congregational consensus.

3. *Deacons.* Deacons are to be godly men who administer the logistical, financial and benevolent affairs of the church so that the Elders may devote themselves to prayer and the ministry of the Word. The Deacons should fulfill their duties in cooperation with the Elders' leadership. The qualifications of Deacons are given in 1 Timothy 3:8-13.

4. *Selection of Elders and Deacons.* Because we believe that God has called us to pursue body ministry, our intent and preference is that the leadership of the church should be chosen from among the Members rather than looking to bring in trained leaders from outside. The process of recognizing leaders from among the Members should include fervent prayer, fasting and careful study of Scripture. Nominations of individuals who have been members for at least eighteen (18) months for Elders and Deacons may be made by either the Elders as a group recommendation or by the membership of the church. Nominations from the membership must be submitted in writing to the Elders and signed by one-third of the Members. If the nominee is willing to serve, he will be presented to the church at an appropriately called meeting. The nominee and his immediate family will be asked to leave the room while his qualifications are discussed. This discussion should be characterized by frankness and due respect for the reputation of the nominee. After discussion, a vote will be taken as described elsewhere herein. (Note: As with the founding elders of the church, all men who are founding members are exempt from the requirement of waiting eighteen months before consideration as Elders and Deacons, having already proved themselves faithful).

5. The terms for Elders and Deacons shall be indefinite, and shall continue until that person either resigns, dies, is removed from the membership rolls, or is removed from office as provided herein.

6. A meeting may be called to discuss, consider and vote upon the removal of an Elder or Deacon when requested by any two Elders or by written request of the membership signed by at least one-third of the Members of the church²².

Article VII ***Decisions***

1. Major decisions shall be made by the Members. All attempts shall be made to come to a congregational consensus under the guidance and leadership of the Elders.

2. Major decisions shall include:

1. Amending the bylaws.
2. Creating new offices or positions.
3. Creating any paid positions, including providing compensation to existing ones.
4. Adopting the annual budget.
5. Out of budget spending over a certain amount established annually with the budget.
6. Locations for corporate gatherings.
7. Real estate decisions.

The Elders shall review all other decisions to determine whether they are major decisions requiring approval of the members.

3. All Members of the church may vote on any question brought before the congregation, including the nomination, reconfirmation or removal of an Elder or Deacon.

4. Unified consensus under God shall be sought at all times and prayed for. When unanimity is not realized, a 75% majority of the Members present and voting will be required to pass any resolution brought before the Members.

Article VIII ***Members' Meetings***

1. *Place of Meetings.* Meetings of the Members shall be held at the registered office of the Corporation or at any other place within or without the State of Maine which the Elders may from time to time select.

2. *Annual Meeting.* An annual meeting of the Members will be held in each calendar year at such time and place within or without the State of Maine as may be fixed as stated in these By-laws or by the Members, for the transaction of such business as may properly come before the meeting. This meeting will be held in each year prior to December 31st. If the annual meeting is not called or held during this time period, then any five Members may jointly call the meeting at any time thereafter.

3. *Special Meetings.* Special meetings of the Members may be called at any time by the request of 40% of the Members or at the request of a majority of the Elders.

4. *Notice of Meetings.* Any Members' meeting that will include a vote must be announced during the Sunday worship service for two consecutive weeks prior to the meeting. The announcement shall include the place, day and hour of the meeting, and in the case of a special meeting, the purpose or purposes of that meeting.

5. *Waiver of Notice.* Attendance at a Members' meeting of a person entitled to vote shall constitute a waiver of notice of the meeting unless the Member attends for the express purpose of objecting to the transaction of business on the ground that the meeting was not properly called or convened. Notice requirements can also be waived by the assent of ninety percent (90%) of the members.

6. *Voting Rights.* Each Member shall have one vote. In the event that a Member is unable to attend a meeting where a vote will be taken, that Member may cast their vote(s) by sealed envelope submitted to any Elder.

7. *Quorum.* The presence of fifty percent (50%) or more of the Members then serving shall constitute a quorum at meetings of Members.

8. *Continuation.* Any meeting of Members may be continued to a subsequent meeting. Notice of the continued meeting or the business to be transacted at that meeting shall not be necessary other than by announcement at the meeting at which the continuation is taken. At a continued meeting at which a quorum is present or represented, any business may be transacted which could have been transacted at the meeting originally called.

9. *Minutes.* Minutes are to be kept of any and all Members' meetings, and shall be made available to each

and every Member upon their reasonable request.

Article IX
Finances

1. It is imperative that the church handle all its finances in a way that is honorable before God and men. All income and expenses shall be accounted for in a clear and open way. Monthly financial reports shall be made available to any Member upon request, and the church will hold regularly scheduled business meeting to review its finances.

2. If there are an insufficient number of Deacons to handle church finances, the Elders may appoint other Members to assist in these matters. Offerings shall be counted by at least two non-related Members. Furthermore, those compensated by this church should avoid the direct handling of offerings and bank accounts.

3. The title to all real property of the church will be in the name of the church and no Member or group of Members shall have any individual property rights in the assets of the church. If Covenant Family Fellowship should conclude its ministry and be dissolved, none of its assets remaining after meeting all responsibilities and payment of just obligations will inure to the benefit of any individual Member of the church, its officers or other private individuals. Such assets, if any, will in the event of its dissolution be assigned by action of its Members at a properly called meeting, to such other organizations as are in harmony with the purposes, values and beliefs of this church as stated in these By-laws.

Article X
Church Facility Use Policy

1. *Purpose.* The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The elders are the final decision-makers concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice. (2 Cor 6:14; 1 Thess 5:22.)

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of

Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. (Col 3:17.)

2. *Approved Users and Priority of Use.* The elders or deacons must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
2. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form in Appendix 3.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

3. *Approved Users and Priority of Use.* Facilities are available between the hours of 8 a.m. and 8 p.m. Use outside these hours may be approved by the elders or deacons. Scheduling Events Facility use requests shall be made to an elder or deacon by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church calendar only when the elders or deacons approves the use.

4. *Facility Use Guidelines.* All facilities owned or leased by the church corporation shall be used in accordance with the following guidelines:

1. Alcohol Policy: No alcohol may be served in church facilities. Smoking Policy: Smoking in any indoor church facilities is prohibited.
2. Groups are restricted to only those areas of the facility that the group has reserved.
3. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
4. All lights must be turned off and doors locked upon departure.
5. After any event those using the facility will clean up and leave the facility in the condition they found it.
6. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
7. Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities.

5. *Insurance.* For all non-church-sponsored events, the group or person using the facilities must obtain

liability insurance coverage in the amount of at least \$. The user must also sign a
“Facility Use and an Indemnity and Hold Harmless Agreement.”

Article XI
Special Corporate Acts

1. Close of Fiscal Year. Within ninety days after the close of each of the Corporation's fiscal years, a financial report for the year shall be made available to each Elder and to the Membership upon request.

2. Real Estate. No real estate may be leased, sold, conveyed, purchased or accepted and received on behalf of the corporation except as authorized by the Members at a properly called meeting. Such authorization shall direct the appropriate officers to execute the necessary documents to convey, buy, sell or receive such property.

Article XII
Amendment

These By-laws may be amended only by the Members. A vote to amend the By-laws must be passed by three-fourths of the Members present and voting at a properly called meeting. No proposed amendment may be voted upon which has not been distributed to the Members in written form at least two (2) weeks prior to such a meeting.

END

I CERTIFY THAT THE FOREGOING BYLAWS WERE ADOPTED BY A TWO-THIRDS (2/3) MAJORITY VOTE OF THE MEMBERS OF THE CHURCH ON DECEMBER 6, 2007 AND DECEMBER 23, 2007 (AFTER LEGAL NOTICE).

Clerk

SCRIPTURE REFERENCES

¹2 Co. 11:3; Phi 1:21; Gal 5:6

²Mk 11:17; 1 Tim 3:15; 2:1-8

³Acts 2:42-47; 1 Pet 1:22; 3:8; 1 Co 14:26

⁴1 Tim 4:13

⁵Eph 6:4; Deut 6:4-9; Deut 12:7

⁶Mark 3:35; Acts 2:44-46

⁷2 Cor. 5:11,12; 1 Pet 5:1-4

⁸Matt. 5:23, 24; Matt. 18:15-17

⁹Col. 1:28
¹⁰1 Pet 3:15-16, Acts 1:8, 14:21-23
¹¹John 20:31
¹²1 Co 15:3
¹³2 Tim 3:16
¹⁴John 3:3
¹⁵Acts 17:30
¹⁶Gal 2:16
¹⁷Gal 3:14
¹⁸Rom 12:6-8; 1 Cor 12
¹⁹2 Pet 1:3
²⁰Rom 11:36
²¹Romans 3:23; 1 John 1:8; Romans 7:21; Philippians 3:12
²² 1 Timothy 5:19

Covenant Family Fellowship
Bylaws Appendix 1
Peacemaking Process

The Peacemaker's Pledge

A Commitment to Biblical Conflict Resolution

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict (Matt. 5:9; Luke 6:27-36; Gal. 5:19-26). We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ (Rom. 8:28-29; 1 Cor. 10:31-11:1; James 1:2-4). Therefore, in response to God's love and in reliance on his grace, we commit ourselves to responding to conflict according to the following principles.

GLORIFY GOD

Instead of focusing on our own desires or dwelling on what others may do, we will rejoice in the Lord and bring him praise by depending on his forgiveness, wisdom, power, and love, as we seek to faithfully obey his commands and maintain a loving, merciful, and forgiving attitude.

Ps. 37:1-6; Mark 11:25; John 14:15; Rom. 12:17-21; 1 Cor. 10:31; Phil. 4:2-9; Col. 3:1-4; James 3:17-18;
4:1-3; 1 Peter 2:12

GET THE LOG OUT OF YOUR EYE

Instead of blaming others for a conflict or resisting correction, we will trust in God's mercy and take responsibility for our own contribution to conflicts, confessing our sins to those we have wronged, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused.

Prov. 28:13; Matt. 7:3-5; Luke 19:8; Col. 3:5-14; 1 John 1:8-9

GENTLY RESTORE

Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will overlook minor offenses or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner.

Prov. 19:11; Matt. 18:15-20; 1 Cor. 6:1-8; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; James 5:9

GO AND BE RECONCILED

Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation, forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences.

Matt. 5:23-24; 6:12; 7:12; Eph. 4:1-3, 32; Phil. 2:3-4

By God's grace, we will apply these principles as a matter of stewardship, realizing that conflict is an opportunity, not an accident. We will remember that success in God's eyes is not a matter of specific results, but of faithful, dependent obedience. And we will pray that our service as peacemakers will bring praise to our Lord and lead others to know His infinite love

Matt. 25:14-21; John 13:34-35; Rom. 12:18; 1 Peter 2:19; 4:19.

Covenant Family Fellowship
Bylaws Appendix 2
Elders' Decision Making Process

We feel that in making decisions, we should strive for unanimity. It is important for a team of sharing leaders to ALL be in agreement, especially decisions that touch the spiritual aspects of the church (Although all decisions have spiritual dimensions, however, for the purpose of this document we recognize that some decisions are primarily questions of doctrine and teaching). Unanimity helps everyone to “buy into” the decisions made by the group. Everyone feels a sense of ownership and can therefore pass that sense along to other leaders and members of the congregation. Unanimity helps to build unity. This may be a difficult and slower process of making decisions, but we feel it is how God would have us operate. If we are all walking rightly before God, He should be able to speak to us all and give us clear direction.

Elders must abstain from voting on issues where there is a personal conflict of interest, including but not limited to: providing compensation for service, disciplinary actions, etc. Abstaining from voting should only be done when there is a conflict of interest. No elder should abstain just because he is opposed to the other viewpoints or doesn't want to make a hard decision.

Any elder can submit to the decision of the others and thereby provide unanimity. If an elder submits to the others, he no longer holds to his own position on the matter but comes in line with the decision of the others, trusting that God is speaking through the group or that He will correct things if the direction is in error.

When deciding on a particular item we will follow these steps:

1. Discussion of the item. Elders will share their views on the item, discuss the impact it will have on the church, and whether or not it fits into our mission and vision.

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2. After thorough discussion, we see if there is a consensus among the elders. A consensus is when all members present at the meeting agree what should be done. If there is a consensus, the item is considered to be carried. If there is not a consensus, the item must go through the official voting process.
 3. Before an item can be voted on, it must be decided if it is a major or minor decision. This can be discussed before voting, however, there are no guidelines for deciding this. A simple majority vote (of those present) will determine whether it's a major or minor decision. A consensus can be used instead of a vote. If the item is determined to be a minor decision, then only a simple majority vote (of those present) is needed to carry it. If the item is determined to be a major decision, the vote must be unanimous (of those present) in order to carry.
 4. A vote is taken.
 - a. If the item was a minor decision and there was a simple majority, the item carries.
 - b. If the item was a minor decision and there was NOT a simple majority, the item is defeated.
 - c. If the item was a major decision and the vote was unanimous, the item carries.
 - i. If an item passes with unanimity of all elders present, any elders who were not present will have the opportunity to raise concerns after the decision was made. They will do this by responding no later than 48 hours after the minutes of the meeting have been sent to them. It is their responsibility to get word to the other elders that they have a concern and would like to discuss it at the next meeting. Should this happen, the item would be treated like a new item and normal rules would apply. All elders are encouraged to use this "temporary veto" only in rare circumstances and not as a means for stalling any decision.
 - d. If the item was a major decision and the vote was NOT unanimous and there was NOT a simple majority, the item is defeated.
 - e. If the item was a major decision and the vote was NOT unanimous but there was a simple majority, the item is defeated but must be voted on again at a later date. The item is tabled until sometime in the future. All elders will pray, fast and study the item and prepare to vote again at a later date. At a later date and after further discussion, there will be another vote. If there is still not unanimity, the dissenting elders will be asked if they can submit to the decision of the others. If they can submit, the item carries with unanimity. If they can't submit, the item is defeated.

Covenant Family Fellowship
Bylaws Appendix 3

COVENANT FAMILY FELLOWSHIP
CHURCH FACILITY RESERVATION REQUEST AND AGREEMENT

Adopted September , 2015

Name of person or organization requesting use of facilities:

Please state whether you are a: Church Member Church-Sponsored Ministry Non-Member
 Non-Member Group/Organization

Contact Information

Address:

Phone Number:

Email Address:

If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission:

Please list the organization's website, if any:

Please list the names of the organization's office-holders and leaders:

Regardless of type of user, please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities:

If you are requesting use of the church's facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom:

Bride:

What date(s) and time(s) are you requesting to use the facilities:

Please list the name, contact information, and religious affiliation of the person officiating the wedding:

Please describe the marriage preparation counseling or training undertaken by the bride and groom:

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$ _____, a certificate of insurance for at least \$ _____ of coverage, and any other fees required by the church.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the approval of the elders and deacons, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name
Date
