

## OUR MISSION STATEMENT

United Christian Church is a local assembly of believers in the Lord Jesus Christ that exists to glorify God and equip the saints for service of God by the power of the Holy Spirit through worship, teaching, fellowship and Evangelism.  
(Acts 2:42-47; Eph.4:11-13)

## OUR VISION

United Christian Church will strive to build the mature body of Jesus Christ with the help of God the Holy Spirit.  
(Ephesians 4:11-13)

For more information please contact:

**Pastor Dr. Wilson Masih (469)835-8921**  
**Secretary (469) 531-5767**

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**“ If anyone would come after me,  
let him deny himself and  
take up his cross and follow me.”**

*Matthew 16:24*

## BYLAWS

2710 Belt Line Road Garland,  
Texas 75044

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Committee will conduct all business in accordance with policies established by the Board of Elders. Special designated gifts may be sent through the church without going through the above procedure; however, the church shall not accept gifts for secular organizations or for organizations whose doctrinal position is not in harmony with the doctrinal statement of this church.

## BY-LAWS OF UNITED CHRISTIAN CHURCH

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from the Board of Elders for the establishment of additional organizations.

#### 8.3 Ministerial Staff

The Board of elders will appoint Ministers as required to provide pastoral care, teaching, counseling, and administration to the congregation. The number and types of Ministers required will vary from time to time, depending on church growth. Financial resources available and planned activities.

### ARTICLE IX DESSOLUTION

#### 9.1 Dissolution

No part of the net earnings of this corporation shall ever inure to the benefit of any donor, member, director, or officer of the corporation or any private individual and no donor, member, director, or officer of the corporation or any private individual shall be entitles to share in the distribution of any of the corporate assets

Upon dissolution, any assets of the corporation shall be distributed to the organizations being supported by the missionary program of the church at that time. The share of each organization shall be the same proportion that it receives of the total missionary budget of the church for that year. In the case of individuals being supported by the missionary program of the church, the proportional amount shall be paid to their mission boards provided they qualify as an exempt organization or under section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of elders shall determine.

### ARTICLE X AMENDMENTS

#### 10.1 Amendments

This constitution may be amended by a two thirds majority vote of the qualified voting members present at a congregational meeting called for that purpose. Copies of the proposed amendment(s) must be distributed to all regular members at least thirty days prior to the congregational meeting at which they will be considered.

## Revised by Laws of UNITED CHRISTIAN CHURCH OF GARLAND

#### 1.1 Church Name

The name of this church is United Christian Church and it is located in Garland, Texas-hereinafter called U.C.C

#### 1.2 Principal Office

The principle office of U.C.C shall be located in Garland.

#### 1.3 Other Offices

U.C.C may also have offices at such other places both within and without the State of Texas as the Board of Elders may from time to time determine or the business of the church may require.

#### 1.4 History

Following are the major events in the history of this church:

- August 1986; organized as Independent United Christian Church by a group of Christians who desired to worship in Hindi, Urdu, Punjabi and English help Christian Missionary work in India and Pakistan; initially met in various houses and started worshipping at Buckingham United Methodist Church in Garland.
- In November 1986 started worshipping in International Christian Centre Church.
- March 1989, purchased Old Catholic school, "Ava Maria Academy", and converted building for worship at 820 W. Miller Rd. Garland, TX 75041.
- June 1989 building renovation completed and building dedicated done.
- August 1990, some families separated and started new Church Indo Pak Bible Church.
- September 1991, first convention held.
- February 1996, part of UCC started separated worship as International Family Church.
- February 1998, purchased 2 acre land on Beltline in Garland for future expansion.
- November 1999, mortgage note burning ceremony held.

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## ARTICLE XI MISSIONARIES

### 11.1 Missionaries

This church believes in a strong and active mission program supported by the congregation through the Faith Promise concept of giving. Individual missionaries, missionary organizations, seminaries, Bible Schools and Colleges, and other Christian organizations that subscribe to the doctrinal statement of this church are eligible for full or partial support by the program. However, we believe that it is desirable and beneficial for an individual or organizations to have more than one source of financial and prayer support. Each individual and organization receiving support from the program will be required periodically, at least every two years, to reaffirm their assent to the doctrinal statement of this church.

The total amount of support to be provided by the Missions program for each year will consist primarily of the Faith Promises made by the congregation and additional support from General Fund recommended by the Missions Committee and approved by the Board of Elders. The annual budget detailing the individuals and organizations to be considered for support and the amount to be received by each will be prepared by the Missions committee and submitted for congregational approval at the annual congregational meeting held each November. A contingency fund will normally be included in the annual budget for the addition of new missionaries beyond those specified in the annual budget, for the support of special projects, and to provide for emergency situations that may arise during the year. This contingency fund will be controlled and disbursed by the Missions Committee and they also have the authority to redistribute any funds that may become available due to terminations or resignations of any individual or organization during the year. If the need arises, the support of any individual or organizational may be terminated. However sufficient notice (normally three months) shall be given to the individual or organization affected. The result of such action will be reported to the congregation for information. The Missions

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## ARTICLE II PURPOSE

- 2.1 **Mission Statement**  
UCC is local assembly of believers in Lord Jesus Christ, and exist to glorify God and equip the saints for service of God, by power of the Holy Spirit (Acts 2:42-47).
- 2.2 **Vision Statement**  
UCC will strive to build the mature body of Christ.
- 2.3 **Purpose**  
The church is organized exclusively for religious and charitable purposes including, but not limited to the making of distributions to or organizations that qualify as an exempt organization under Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code.
- 2.4 **Church Services**  
The church will organize religious services in Hindi/Urdu/Punjabi and English languages on Sundays to the extent necessary to fulfill the spiritual needs of it members, as determined by the Board of Elders.

## ARTICLE III

### DOCTRINAL STATEMENT

- 3.1 **The Scriptures**  
We believe the Bible to be the verbally inspired Word of God, without error in the original writings, and the supreme and final authority in doctrine and practice (II Timothy 3:16-17; 2 Peter 1:21; John 17:17)
- 3.2 **The God Head**
- 3.3 **The Person Work of Christ**  
We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived of the Holy Spirit and born of the Virgin Mary, in

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the best interest of the church that such settlement be made, and that such elder or officer or former elder of such person was not guilty of negligence or misconduct in performance of duty.

- 7.2 **Expenses Advanced**  
The church may pay in advance any expenses which may become subject to indemnification if the Board of elders authorizes the specific payment, and the person receiving the payment undertakes in writing to repay unless it is ultimately determined that he is entitled to indemnification by the church.
- 7.3 **Insurance**  
The church may purchase and maintain insurance on behalf of any person who is or was an Elder, officer, employee or agent of the church against any liability asserted against him or incurred by him in any such capacity or arising out of his status as such, whether or not the church would have the power to indemnify him against such liability under these By-laws or the Laws of the State of Texas.
- 7.4 **Other Protection and Indemnification**  
The Protection and indemnification provided here under shall not be deemed exclusive of any other rights to which such Elder or officer of former Elder or officer of such person may be entitled, under any agreement, insurance policy or vote of members, or otherwise.

## ARTICLE VIII OFFICERS APPOINTED BY THE BOARD OF ELDERS

### 8.1 Deacons

- Description of Office- Deacons may be appointed by the Board Elders to key areas of responsibility in the operating and ministry committees of the church.
- Qualifications- The office of deacon according to 1 Timothy 3:8-10 shall be occupied by persons of spiritual maturity, exemplary lives, good reputation, sound judgment, and who manage their own house well.

### 8.2 Auxiliary Bodies

Members of this church may, at any times, request approval

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other valuable effects in the name and to the credit of the UCC in such depositories as may be designated by the Board of elders. The Treasurer shall disburse the funds of the UCC as may be ordered by the Board of elders, taking proper vouchers for such disbursements and shall render the Chairman and the Board of elders, at its regular meetings, or when the Chairman or Board of elders so requires, an account of all his transactions as Treasurer and of the financial condition of the church. If required by the Board of elders, the Treasurer shall give the church a bond of such type, character and amount as the Board of elders may require.

- 6.8 Assistant Secretary, Assistant Treasurer, Vice Chairman.** In the absence of the Secretary, Treasurer or Chairman, an Assistant Secretary of Assistant Treasurer and Vice Chairman respectively shall perform the duties of the secretary, Treasurer or Chairman Assistant Treasurers may be required to give bond as in 5.6. The Assistant Secretaries and Assistant Treasurers in general shall have such powers and perform and perform such duties as the Treasurer of Secretary, respectively, or the Board of elders or Chairman may prescribe.

## **ARTICLE VII PROTECTION OF OFFICERS, ELDERS, AND EMPLOYEES**

### **7.1 Indemnification**

The Church shall indemnify and Elder or officer or former Elder or officer of the church against expenses actually and necessarily incurred by him in connection with the defense of any action, suit, or proceeding, whether civil or criminal, in which he is made a party by reason of being or having been such Elder or officer, except in relation to matters as to which he shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in performance of duty. The church shall also reimburse any such Elder or officer or former Elder or officer or any such person serving or formerly serving in the capacities set forth in the first sentence above at the request of the church for the reasonable cost of settlement of any such action, suit or proceeding, if it shall be found by a majority of the Elders not involved in the matter in controversy, whether or not a quorum, that it was in

order and He might reveal God and redeem sinful man. We believe that he accomplished our redemption through His death on the cross as a substitutionary sacrifice. We believe that our redemption and salvation is guaranteed by His literal physical resurrection from the dead (John 1:1, 14, 18; Luke 1:35; Romans 3:24-26; 4:25). We believe that the Lord Jesus Christ is now in heaven, exalted to the right hand of God, where as High Priest He fulfills the ministry of intercession and advocacy for His people (Hebrews 1:3;3:1;7:23-25; 1 John 2:1-2).

### **3.4 The Person and the Work of the Holy Spirit**

We believe and God the Holy Spirit is a person who restrains evil in the world and convicts men of sin. He also regenerates those who receive Christ as Savior, baptize them into the church, the body of Christ, indwells them permanently, seals them unto the day of redemption bestows spiritual gifts on each one and fills those yielded to Him (John 16:7-11; John 3:8; 1 Corinthians 12:4-11,13; John 14:16-17; Ephesians 4:30; 5:18).

### **3.4 Angels, Fallen and unfallen**

We believe that angels are spiritual beings who were created as sinless personalities and that they occupied different orders and ranks. They presently exist in both fallen and unfallen states, the former including Satan and his angels (Hebrews 1:13-14; II Peter 2:4; Revelation 7:12). We believe that Satan, by his own choice the enemy of God and of the people of God, is the originator of sin, that he let our first parents into sin and now rules as the god of this world. We believe that he was judged at the cross and the ultimately he will be case into the Lake of Fire (Isaiah 14:12-14; Genesis 3:1-19; Hebrews 2:14; Revelation 20:10).

### **3.6 Creation**

We believe all things in heaven and earth were created by God and exist by God and exist by His power (Genesis 1:1; Colosians 1:16-17). We believe that man was created innocent and in the image and likeness of God but that he

fundamental of this doctrinal statement, you will, on your own initiative, make this fact known to the board of elders.

**6. Ordination Process-** Since it is our hope that Spirit-filled persons will be called by God from among us to proclaim the Gospel of grace of God, such persons may be given a commission to preach and to administer the ordinances by an ordination council convened for this purpose. The council will normally be composed of the Pastor and such members of the Board of Elders and guest examiners as the Board of elders may determine. The council concerning his understanding of and agreement with the doctrinal statement of this church, his Scriptural qualifications and call to the ministry and any other areas which the council may specify shall examine the applicant. Upon a favorable decision of the ordination council, the applicant shall be recommended for ordination. The board of Elders shall determine the time and form of the ordination ceremony.

**7. Removal from Office-** No Person can be removed from the Board of elders except for just cause as determined by the Board of elders. If an Elder misses two consecutive regularly scheduled meetings of the Board of elders, the chairman will discuss the matter with him. If three consecutive meetings are missed without reasonable excuse, this will be considered evidence that he is unable to serve and he will be released from his duties and vacancy shall be deemed to exist. The Board of elders will act upon the written resignation of an elder whenever submitted. An Elder may also be removed as a result of the disciplinary action referred to in this constitution.

**8. Vacancies-** Any vacancy in the Board of elders caused by death, resignation, and removal or otherwise shall be filled by a majority of the remaining elders through less than a quorum of the Board of elders. An Elder elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

### **3.10 The ordinances of Baptism and Lord's Supper**

We believe that Christ instituted the ordinance of water baptism and Lord's Supper, which are to be observed by believers until He returns (Matthew 28:19-20; I Corinthians 11:23-26). We believe that by water baptism a believer is publicly identified with his Savior; that the mode should be a matter of the individual's choice that infants of believing parents may be dedicated to the Lord but not baptized. We believe that the Lord's Supper is a memorial of Christ's death, the elements being symbols of His body and blood. We believe that every Christian has a right to partake of the elements of the Lord's Supper but that participation should always be preceded by solemn self-examination.

### **3.11 The Second Coming of Christ**

We believe in the personal, imminent coming of the Lord Jesus Christ for the Church to be followed by the tribulation on earth, which will culminate in the return of Christ to earth to set up His millennial kingdom (I Thessalonians 4:13-18; Revelation 3:20; Matthew 24:15-31; Zechariah 14:4-11; Revelation 20:1-6).

### **3.12 The Eternal State**

We believe that the souls of believers in Jesus Christ do at death immediately pass into His presence, and there remain in conscious bliss until the resurrection of the body at His coming for the church, when soul and body reunited shall be associated with Him forever in glory. We believe that the souls of unbelievers remain after death in conscious misery in Hades until the final Judgment of the Great White Throne at the close of the millennium when soul and body reunited shall be cast into the Lake of fire, not to be annihilated, but to be punished with everlasting separation from the presence of the Lord (Luke 16:19-26; 23:43; II Corinthians 5:8; Philemon 1:23; II Thessalonians 1:7-9; Revelation 20:11-15).

### **3.13 Covenant of Christian Fellowship**

The members of this church are in united agreement to

sinned bringing forth physical and spiritual death to himself and his posterity. We believe that man has inherited a sinful nature, is alienated from God and is in need of salvation (Genesis 1:27; 2:17; 3:19; Ephesians 2:1-3).

### 3.7 Salvation

We believe that salvation is a gift of God and is received by man through personal faith in Jesus Christ and His sacrifice for sin. We believe that man is justified by grace through faith apart from works (Acts 13:38-39; Romans 6:23; Ephesians 2:8-10). We believe that all true believers, once saved are kept secure in Christ forever (Romans 8:1; 38-39; John 10:27-30).

### 3.8 Sanctification

We believe that sanctification, which is setting apart unto God, is positional, progressive and ultimate. Positionally it is already complete since the believer is in Christ and is set apart unto God as Christ is set apart unto God. Since he retains his sinful nature, however, there is need for progressive sanctification whereby the Christian grows by the power of the Holy Spirit. Ultimately, the child of God will be set apart from sin in his practice as he is now in his position in Christ when he is taken to be with Christ and shall be like him (John 17:17; II Corinthians 3:18; Ephesians 5:25-27; I Thessalonians 5:23; Hebrews 10:10,14).

### 3.9 The Church

We believe that the Church, the Body and Bride of Christ is a spiritual organism, made up of all born-again persons of this present age. We believe that the Church began at Pentecost and that a believer is placed into the Church by the baptizing work of the Holy Spirit. We believe that the Church is distinct from Israel (Ephesians 1:22-23; 5:25-27; I Corinthians 12-13; 10:32). We believe that the local church is an assembly of professed believers in Jesus Christ who are voluntarily joined together in one locality for the purpose of worship, study of the word of God, observance of the ordinances, Christian fellowship, and to be equipped for Christian service (Acts 2:42-47; I Corinthians 1:1-2; 4:11-13).

**9. Increase or Decrease in Number-** The number of Elders may be increased or decreased from time to time by majority vote of the Board of elders or by amendment to these By-laws but no decrease shall have the effect of shortening the term of any incumbent Elder, or on selection process at an annual or special meeting of the membership.

### 6.5 Chairman of Board

The Chairman of the Board shall preside the meetings of the Board of elders and shall have such other powers and duties as may from time to time prescribed by the Board of elders upon written directions given to him pursuant to resolutions duly adopted by the Board of elders. The Chairman shall preside at all annual or special meetings of the membership and at all meetings of the Board of Elders.

### 6.6 Secretary of the Board

The Secretary shall attend all meetings of the Board of elders and all annual or special meetings of the membership and record all of the proceedings of the meetings of the Board of elders and of the membership in a minute book to be kept for that purpose and shall perform like duties for the standing committees when required. He shall give, or cause to be given, notice of all meetings of the membership and special meetings of the Board of elders and shall perform such duties and may be prescribed by the Board of elders or chairman, under whose supervision he shall be. He shall keep in safe custody the seal of the church and, when authorized by the Board of elders, shall affix the same to any instrument requiring it and, when so affixed, it shall be attested by this signature or by the signature of the Treasurer.

### 6.7 Treasurer of the Board

The Treasurer shall have custody of the church funds and securities and shall keep full and accurate accounts records of receipts, disbursements and other transactions in books belonging to the UCC, and shall deposit all money and

fulfill the following covenant of Christian Fellowship:

- To walk together in Love.
- To exercise Christian care and watchfulness over one another.
- To pray with and for one another, sharing our burdens, sorrows and joys.
- To be thoughtful and courteous to one another, to be slow to take offense, and to be quick to forgive and to seek forgiveness.
- To promote harmony and spiritual growth in church.
- To exercise spiritual gifts in the work of the church.
- To contribute, as the Lord directs, to the financial support of the church and its program.
- To engage regularly in personal Bible reading, prayer and to establish family devotions where possible.
- To bring up children entrusted to our care in the nurture and admonition of the lord.
- To maintain a consistent Christian testimony before the world.

## ARTICLE IV MEMBERSHIP

### 4.1 Membership

This church, under God's direction is a body of professing Christians joined together for the purpose of divine worship, study of the scriptures, and Christian fellowship. In the pursuit of this purpose, we earnestly seek both individual and collectively to magnify and glorify Lord Jesus Christ, to share our faith with others thus encouraging them to accept Christ as their personal Savior, and to foster spiritual growth and maturity for all members.

### 4.2 Membership Qualifications

Membership is open to those who have made a profession of faith in Jesus Christ as their personal Savior. Each applicant shall make a personal statement to the Board of elders of his faith in Christ and his purpose with God's help to live a life that will bring glory to God and his assent to the Constitution of this church including the Doctrinal statement. There will be no discrimination for

the church

- Ability to teach and his desire to cultivate this ability for the Lord.

Board of Elders will include in the congregational meeting notice, their nominations for Elders. If any member of the congregation desires to submit a name(s) for consideration, such names should be given to the Board of Elders no later than two weeks prior to the called congregational meeting. Nominations cannot be made from the floor since the Board of Elders must examine the recommended nominees to insure that they fulfill the qualifications for the office of Elder. A simple majority is required for election.

**4. Ordination and Installation-** The Board of Elders will conduct the installation of ceremony for newly elected Elders. The ceremony will also include ordination for those elders that have not been previously ordained. The format and content of this ceremony is included in the By-Laws section of this constitution. An Elder, once ordained, shall not be divested of his ordination when his term expires.

**5. Ordination Ceremony for Elders-** The newly elected Elders will normally be ordained and installed in the presence of the congregation during a Sunday worship service on either the first or second Sunday in January. The presiding Minister shall state in a concise manner the warrant and nature of the office of the Elder together with the character to be sustained and the duties to be fulfilled. He shall then propose the following questions to the candidates:

- Do you believe the Bible to be the word of God, the supreme and final authority in doctrine and practice?
- Do you accept the doctrinal statement of this church containing the system of doctrine taught in the holy scriptures; and do you promise that if, at any time, you find yourself in disagreement with any of the

- Administrating the ordinances.
  - Overseeing all organizations and their programs.
  - Making provision for the pulpit supply.
  - Exercising discipline.
  - Praying for and with the people and watching over the spiritual and physical needs.
  - Visiting the membership, giving counsel and comfort to those in special needs.
  - Promoting missions at school and abroad.
  - Executing on behalf of the church, deeds, notes and deeds of trust, releases, and any other instruments of contracts as may be necessary to comply with the mandate of the congregation as to real property belonging to, or being acquired, improved or sold by the church.
  - Being responsive to all other matters that affect the well being of this church.
- 3. Election-** The congregation at a duly called and constituted congregational meeting elects each Elder for a three year term. One third of the most senior elders will be replaced by election for every year. These elections normally occur at the annual congregation meeting held in November each year; however, vacancies may be filled at any time during the year at a specially called congregational meeting. The congregation shall, upon recommendation of the Board of Elders, determine the number of elders to be elected each year. A candidate for nomination to the office of Elder will be examined by at least two current Elders to determine candidate eligibility;
- Personal knowledge and comprehension of the Word of God, especially as it relates to the qualification for an Elder.
  - Personal Philosophy concerning the purpose of the local church, person's understanding of their responsibilities as a Christian and as an officer of the church, and their concept of the role of Christian education in the church.
  - Agreement with the constitution of this church including the doctrinal statement.
  - Ability and willingness to serve and participate actively as an Elder, to attend faithfully the services and programs of the church, and to support the various programs and activities of

We affirm that the management of this church is representative and that the right of God's people to elect their officers is inalienable. The elected officers in this church shall be Pastors and Elders. The appointed officers shall be Associate Pastor, Assistant Pastor, Deacons and members of the Ministerial staff. The Board of Elders may make all appointments as appropriate to meet the need of UCC congregation.

### 6.3 The Pastor

- 1. Description of Office-** The Pastor is the spiritual leader of the church and has over sight of the spiritual life of the church in conjunction with the Board of Elders. The Pastor should be fully prepared for his ministry with both college and seminary degrees and their equivalent and shall be ordained. He should live a consistent Christian life managing his own house well and having a good testimony within and with the UCC.
- 2. Responsibilities-** The responsibilities of the Pastor include;
  - Praying for and with the congregation
  - Feeding the congregation spiritually by reading, expounding, and preaching the word of God
  - Administering the ordinances
  - Overseeing the educational program
  - Visiting the people, especially those with particular needs.
  - Serving as a voting member of the Board of Elders and may be asked to as ex- officio member of all other boards and committees.
- 3. Election-** The church may have a pastor, Associate Pastor, or Interim Pastor. A Pastor shall be elected by vote of the congregation. The Board of elders shall appoint an Associate Pastor and an Assistant Pastor. An Interim Pastor shall be a minister secured by the Board of Elders to carry on the Pastoral duties when the church is without a Pastor. When the church desires to elect a Pastor, the Board of Elders will appoint a pulpit committee consisting of six member's representative of the whole congregation, three of whom must be from outside of the Elders. When the committee is ready to report, a congregational meeting will be called to act on the recommendation. A two thirds majority

membership on the basis of color, creed, race or ethnic origin. In order to qualify to be a member and participate in the business affairs of the church, such as nominating elders for the board etc., the individual concerned should fill in the application, specified in annexure and attached, after signing the doctrinal statement, as practiced in this church. The church board of elders reserves the right to refuse membership to anyone who does not comply with the church doctrine. However, it is not necessary to become a member for participation in the worship services and other social functions of the church.

### 4.3 Types of Membership

Three types of Memberships are available;

1. Active Membership, which provides all the rights, privileges, and responsibilities of this church except that the right to vote is limited to regular members 18 years of age and older and the right to hold church office to those 21 years of age and older.
2. Associate Membership, which is for those individuals wishing to retain membership in another evangelical church outside the city but who desire to worship and fellowship temporarily with this church. Associate members are entitled to all rights and privileges of this church except for the right to vote and the right to hold the office of Elder or Deacon.
3. Youth Membership, which is open to those below 18 years of age. Youth members are entitled to all the rights and privileges of this church except the right to vote and the right to hold the office of Elder or Deacon. A Youth Member's Membership will terminate when he or she reaches 18, at which time the youth membership will automatically changed to an active membership.

### 4.4 Membership Rolls

Four types of membership rolls shall be maintained under the supervision of the Board of Elders : (I) Active Members (II) Associate members (III) Youth Members (IV) Inactive members. The inactive members roll shall consist of any member who has for at least six months failed to attend

participate in all the worship services and social functions organized by the church; but not in the business meetings specifically convened for such purposes.

### 5.2 Annual and Special Meetings

The annual congregational meeting shall be held in the month of November or as is practicable for the election of officers, the approval of budgets, and the consideration of other matters for the forthcoming church fiscal and operating year which begins February 1. Special congregational meeting shall be called by the Board of Elders whenever they deem it necessary for the best interest of the church or when requested to do so in writing by a quorum of one fourth of the regular active members of the church. In the case of a meeting called at the request of the members, the said request must state the exactly the purpose of such a meeting and all points must be in agreement with all rules pertaining to the government of this church; otherwise, such request shall not be binding upon the Board of elders.

### 5.3 The Meeting Call

The call for a congregational meeting shall come from the Board of elders by giving public notice of at least one week for special congregational meetings and by November 1, for the annual congregational meeting. No business shall be transacted except that stated in the call. In the case of a meeting called at the request of the members, at least thirty days must elapse from the time the request is presented to the Board of elders to the time of the meeting.

### 5.4 Voting

The right to vote is restricted to regular members of this church 18 years of age and older. A quorum of one fourth of the qualified voting members must be present to conduct official business the moderator shall determine the method of voting except that if ten or more members request a secret ballot, the vote must be by secret ballot. Unless stated otherwise in this constitution a simple majority is required for the adoption of any resolution or motion. Absentee voting is available to members who are unable to attend

services of this church and who has not given satisfactory explanations for such absence. A member being moved to the inactive rolls will be notified by mail of this action. Inactive members will not be entitled to vote or enjoy any other rights or privileges of church membership unless they are reinstated. The board of Elders may reinstate them upon application to and approval.

#### **4.5 Discipline of Members**

Discipline is the responsibility of the Board of Elders which may terminate the membership of any member for heretical doctrine or disorderly conduct which mars the testimony of the church, Termination of membership will occur only after due notice and hearing have been afforded the individual involved and after diligent effort has been made to bring the individual to repentance.

#### **4.6 Termination**

Membership shall be terminated by any of the following:

1. Voluntary termination at the request of any member. Members may be granted a letter of good standing upon request to the Board of Elders. They may be reinstated upon application to and approval by the Board of Elders.
2. Involuntary termination as a result of disciplinary actions referred to above.
3. Involuntary termination as a result of remaining on the inactive rolls for over six months. Members who do not participate in the services of the Church over a period of six months will automatically cease to be member of UCC. The board of elders will prayerfully consider each situation and its decision will be final.

### **ARTICLE V MEETING OF MEMBERSHIP**

#### **5.1 Weekly Meetings**

Church services will be held each Sunday in Hindi/Urdu/Punjabi and English Languages. Sunday school and Sunday evening services in English will be held at the discretion of the Board of Elders. No quorum is required for weekly meetings and church business may or may not be transacted. Non members can attend and

of the ballots cast (including absentees) is required for election of the Pastor.

**4. Removal from Office-** When a Pastor shall tender his resignation to the Board of Elders, they shall call a congregational meeting to consider the resignation, if the resignation is involuntary in nature. A majority of the voting members present is required to accept his resignation. In the case of an action by the Board of elders to dismiss the pastor, the same procedure will be followed. If the resignation is voluntary in nature, the Board of elders shall consider his resignation and a congregational meeting to accept his resignation is not required.

#### **6.4 The Board of Elders**

**1. Description of Office-** The Elders are the chosen representatives of the congregation and govern, discipline, and oversee the spiritual enhancement of this church. According to 1 Timothy 3:1-13, 2 Timothy 2:24; Titus 1:6, the office of the Elder shall be occupied by men of maturity, exemplary lives, good reputation, sound judgment, and who rule their own house well. A candidate for elder must be a member of this church for at least a year prior to his nomination for this office.

The Board of Elders shall be composed of the Pastor and all current Elders. The number of Elders, which shall constitute the whole board, shall be no less than five or no more than ten, out of which one shall be the pastor. All Elders must be active member of the UCC for at least one year. The Board shall normally meet at least once a month. Sixty percent of the membership constitutes a quorum. At the first meeting of the new church year, the board will elect a chairman, Vice-chairman, and Secretary to serve for a period of one year the chairman will then appoint committee chairman to represent the Board in the various activities of the church.

**2. Responsibilities-** The responsibilities of the Board of Elders include;

- Directing the affairs of the church.
- Receiving and dismissing members.

a congregational meeting due to illness, absence from the city, or other valid reasons as determined and approved by the Board of Elders. The Board of Elders will supervise the absentee voting process and will act upon all requests for absentee voting. The Board of Elders prior to congregational meeting will issue instruction concerning absentee voting procedures.

#### **5.5 Parliamentary Procedure**

The chairman of the Board of elders shall be the moderator of all congregational meetings. If he is unable to preside, the Board of elders shall appoint one of their members to preside over the meetings. The Secretary of the Board of elders shall act as the secretary for congregational meetings.

#### **5.6 Failure to Hold Annual Meeting**

Failure to hold any annual meeting shall not work dissolution of the church. If the annual meeting is not held within any 13 month period, any court of competent jurisdiction in the county in which the principal office of the church is located may, on the application of any member, summarily order a meeting to be held.

The Board of Elders will conduct all day-to-day business and affairs of the UCC Meeting of the membership shall be held from time to time to update the membership on the activities conducted by the Board of members.

#### **5.7 Record Date**

For the purpose of determining members entitled to notice of or to vote at any meeting of members or any adjournment thereof, the Board of Elders may in advance establish a record date which must be at least ten (10) but not more than fifty (50) days prior to such meeting. If the Board of elders fails to establish a record date, the record date shall be the date thirty (30) days before the date on which the meeting is held.

#### **5.8 Withdrawal of Quorum**

If a quorum is present any annual or special meeting, the vote of the holders of a majority of the shares entitled to

vote, present in person or represented by proxy, shall decide any question brought before such meeting, unless the question is one upon which a different vote is required by express provision of the statutes or by the Articles of Incorporation or these By-laws. The members present at a meeting at which a quorum is present may continue to transact business until adjournment, despite the withdrawal of members after the commencement of the meeting which withdrawal leaves less than a quorum remaining at the meeting.

#### **5.9 Action without Meetings**

Any action required or which may be taken at a meeting of the membership may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all the members entitled to vote with respect to the subject matter thereof and such consent shall have the same force and effect as a unanimous vote of the members.

### **ARTICLE VI CHURCH MANAGEMENT**

#### **6.1 Church Management**

This church under the leadership of the Holy Spirit, is an autonomous body of believers voluntarily submitting themselves to a form of management that we believe is in accordance with the scriptures. The official offices of this church, by which all its powers are administered, are covered in the subsequent sections of the constitution. These duties shall be occupied by persons who are elected by the membership of this church at a duly called and constructed congregational meeting. The responsibilities of these offices are also defined and described in subsequent sections of this constitution.

#### **6.2 Officers**

We believe that holding office in the church is by:

1. The calling of God by the Holy Spirit.
2. The conviction of the will of God on the part of the candidate.
3. The approval of the Board of Elders.
4. The concurrence of God's people.