



FELLOWSHIP BIBLE CHURCH SHENANDOAH BYLAWS

FBCS
133 BENCHOFF DRIVE, WOODSTOCK, VIRGINIA



BYLAWS OF FELLOWSHIP BIBLE CHURCH SHENANDOAH WOODSTOCK, VIRGINIA

These Bylaws govern the affairs of Fellowship Bible Church Shenandoah, a Virginia religious non-stock corporation (the “Church”). The Church is organized under the Virginia Non-Stock Corporation Act, as amended (the “Act”).

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ARTICLE 1: NAME AND PRINCIPAL OFFICE

The name of this religious non-stock corporation is Fellowship Bible Church Shenandoah (FBCS). The principal office of the Church in the Commonwealth of Virginia shall be located in Shenandoah County. The Board of Elders of the Corporation shall have full power and authority to change any office from one location to another, either in Virginia or elsewhere. The Church shall comply with the requirements of the Act and maintain a registered office and registered agent in the Commonwealth of Virginia. The registered office may be, but need not be, identical to the Church’s principal office in the Town of Woodstock. The Board of Elders may change the registered office and the registered agent as provided in the Act.

ARTICLE 2: MISSION

"Our church exists to glorify God by making and equipping disciples of Jesus Christ who are marked by their love and unity. We aim to cultivate a community that is: deeply rooted in the Truth, growing in loving community, fruitful with their gifts, and reproducing these values in others."

Mission Breakdown:



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1. Deeply **ROOTED** in the Truth:

- *"Grounded in the unchanging Word of God, growing in the knowledge and application of Scripture, and holding firmly to sound doctrine."*
- Focus: Emphasizing the centrality of the Bible as the foundation of faith and practice. The church nurtures a deep understanding and application of God's Word, fostering spiritual maturity and discernment among its members (Colossians 2:6-7; 2 Timothy 3:16-17).

2. **GROWING** in Loving Community:

- *"Building authentic relationships within the body of Christ, characterized by unity, mutual care, and sacrificial love."*
- Focus: Creating a church culture where members are truly known, loved, prayed for, and supported. The community is marked by the love and unity that Jesus prayed for, providing a tangible witness to the world (John 13:34-35; Ephesians 4:2-3).

3. **FRUITFUL** with Their Gifts:

- *"Discovering, developing, and using God-given gifts to serve others, both within and outside the church, with a focus on family at home and mission beyond."*
- Focus: Encouraging every believer to recognize and employ their spiritual gifts in service to others, reflecting Christ's diverse yet unified body. This fruitfulness starts in the home and extends to the church's mission in the world, emphasizing service that aligns with God's calling on each person's life (Romans 12:4-8; 1 Peter 4:10).

4. **REPRODUCING** These Values in Others:

- *"Engaging in intentional discipleship that multiplies mature believers who are rooted in the Truth, growing in loving community, and fruitful in service."*
- Focus: Prioritizing disciple-making as a core mission of the church. This involves evangelizing the lost, mentoring others, and fostering spiritual growth in a way that leads to replicating Christ followers, both within the church and in the broader community (2 Timothy 2:2; Matthew 28:19-20).

ARTICLE 3: STATEMENT OF FAITH

1. THE BIBLE

We believe the Bible consists of the Old and New Testaments; every word is God's verbally inspired Word. The Bible is without error in the original manuscripts and is the only and final authority for faith and practice in all matters it addresses. As God's only written revelation to mankind, the Bible is complete, and God will preserve its message and authority until the end



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of time. The Bible is to be interpreted normally and literally regarding its contents. (2 Timothy 3:16; 1 Corinthians 2:13; 2 Peter 1:21; Mathew 5:18; Isaiah 40:8; Ps 119:89; Is. 40:8; Matt 24:35; 1 Peter 1:25; 1 Timothy 5:18)

2. GOD

- a. We believe in one eternal and immutable God who exists in three distinct persons: Father, Son, and Holy Spirit. (John 6:27; Hebrews 1:8; Acts 5:3,4; Deuteronomy 6:4; 2 Corinthians 13:14; Matthew 28:19; Isaiah 48:16; Mathew 3:16-17; Hebrews 13:8; Malachi 3:6; Psalm 90:2)
- b. We believe Jesus Christ of Nazareth is the promised Messiah, God the Son in human flesh. He is totally without sin, was conceived by the Holy Spirit and born of the virgin Mary, and is both fully God and man. (John 1:14; Hebrews 2:14; Hebrews 4:15; Isaiah 7:14; Matthew 1:18-25; John 10:30; John 11:33; John 8:40; Hebrews 1:8, 2:14)
- c. We believe the Holy Spirit is a Person possessing all divine attributes. He is God. He convicts the world of sin, righteousness, and judgment. He regenerates, seals, and sets apart the believer to a holy life. At regeneration, He immerses the believer into the body of Christ, indwells him permanently, and bestows spiritual gifts on each one for the common good of the church. He also fills each one yielded to Him. (John 16:8; 1 Corinthians 2:10-11; Isaiah 40:13-14; 2 Thessalonians 2:13; Romans 8:9; Ephesians 1:13; Titus 3:5; 1 Corinthians 12:11, 13; Ephesians 4:30; Ephesians 5:18; John 14:16-17)

3. THE PAST, PRESENT, AND FUTURE WORK OF CHRIST

- a. We believe that Jesus Christ died for the sins of all humanity as a substitutionary sacrifice and that all who believe in Him are declared righteous on the basis of His shed blood. (2 Corinthians 5:14; Mark 10:45; Romans 5:8-9; 1 John 2:2; Romans 3:24-26; 1 Peter 3:18; Hebrews 9:12; Isaiah 53; John 3:16; Acts 13:38-39)
- b. We believe in the bodily resurrection of Christ, in His ascension into heaven, and in His present life there for us. Jesus now serves as High Priest, Intercessor, and Advocate on our behalf with the Father. (Romans 1:4; Luke 24:39; Psalm 16:10; Mark 16:19; Acts 1:9-11; 1 John 2:1; Hebrews 7:27; 1 Timothy 2:5)
- c. We believe in Jesus Christ's personal, bodily return in the glory of His Father to set up on earth a kingdom in which He shall reign in righteousness and peace. (Acts 1:11; Mathew 24:30; Revelation 20:4-6; Isaiah 9:6-7; Isaiah 11:4-5)

4. SATAN

- a. We believe that Satan is a created, angelic, personal being, the author of sin who provoked the fall of man. We believe that he is the great adversary of God's person, program, and people but is a defeated foe who is destined to eternal punishment in the lake of fire.



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(Isaiah 14:12-15; Matthew 4:1-11; 2 Corinthians 4:3-4; 1 Peter 5:8; Revelation 20:10; Genesis 3:1-5; Colossians 2:15; Hebrews 2:14)

- b. We believe that Satan, as the father of lies, continues to operate in the world by deceiving mankind, seeking to thwart God's purposes through division, destruction, and distortion of truth. He actively opposes the work of God by sowing discord among believers, promoting falsehood, and blinding the minds of the unbelieving. Although his power is substantial, it is limited by God's sovereign control, and he operates within the bounds of God's ultimate plan for redemption. As the great deceiver, he seeks to lead astray the nations and tempt individuals to rebel against God, yet he cannot overcome the truth and victory found in Jesus Christ. (John 8:44; 2 Corinthians 11:14; 2 Corinthians 4:4; Ephesians 6:11-12; 1 Timothy 4:1; Revelation 12:9)

5. MAN

- a. We believe that the first man and woman were created in the image of God, and thus, man has great value in God's sight. But man sinned and consequently experienced not only physical death but also spiritual death (which is separation from God). The consequences of this sin affect the entire human race. All human beings descended from Adam and are born separated from God and with a sinful nature. (Genesis 1:26-27, 2:17, 3:6; Romans 5:12-19; Ephesians 2:1-3; Mark 7:20-23)
- b. We believe that all believers struggle with the flesh in this life but that God has made full provision for believers to resist this flesh and to live for God through identification with Christ, a knowledge of the Bible, and the power of the indwelling Holy Spirit. (Galatians 5:16-17; Ephesians 4:22-23; Romans 6-8; 2 Peter 1:3; Philippians 2:12-13; Acts 20:32; Psalm 119:11)
- c. We believe in the bodily resurrection of all men. Believers are resurrected to enjoy eternal life with God. Unbelievers are resurrected to experience judgment, eternal torment, and separation from God. (1 Corinthians 15:52; 1 Thessalonians 4:16; Revelation 20:4-6, 12-15; John 5:28-29; Daniel 12:2; Revelations 21:1-8)

6. SALVATION

- a. The sole condition for receiving eternal salvation from hell is faith in the Lord Jesus Christ, who died a substitutionary death on the cross for man's sin, rose from the dead victorious, and promises to give eternal life to all who believe in Him. (John 3:16-18; 6:47; Acts 16:31).
- b. Since we are saved by grace through faith, no act of obedience, preceding or following faith in the Lord Jesus Christ, may be added to, or considered as a part of, faith as a condition for receiving or keeping eternal salvation. This saving transaction between God and the sinner is the giving and receiving of a gracious gift (Rom 4:5; Gal 2:16; Titus 3:5;



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John 4:10; Eph 2:8-9; Rev 22:17).

- c. We believe that any person who has believed in Jesus Christ has received eternal life, which, as the word eternal suggests, can never be lost. Every child of God possesses this eternal (or everlasting) life and, being regenerated, justified, and sealed by the Holy Spirit, is safe and secure for all eternity. The believer can be sure of this since Jesus Christ guarantees it, and His finished work has secured it. (John 3:36, 6:35-40; 11:25-27).

7. THE CHRISTIAN LIFE

- a. We believe that Christians have been transformed from being "in Adam" and condemned - to being children of God "in Christ." As His children, we are called to grow in our relationship with Christ and walk in faith, which is essential for experiencing fellowship with the Father (2 Corinthians 5:17; Romans 8:1; Colossians 2:6-7; Hebrews 11:6, 2 Peter 3:18).
- b. We believe that the struggles of the Christian life stem from believing lies instead of truth. Christians should strive to grow in faith, know God more fully, and embrace the truth in scripture by renewing their minds and abandoning old ways of thinking (Romans 1:25; John 8:31-32; John 17:3; Romans 12:2; Ephesians 4:22-24, Colossians 2:8, Philippians 4:8).
- c. We believe that godly living is motivated by love, gratitude for grace, joy in fellowship with God, reverence for God's discipline, a desire to please Him, and an anticipation of the Judgment Seat of Christ. Fear of hell should not motivate obedience, as God's perfect love casts out fear (2 Corinthians 5:10; Hebrews 12:5-11; 1 John 4:18; 2 Peter 1:4; Psalm 16:11; John 15:11).
- d. Sin can lead to a believer losing fellowship, joy, testimony, and rewards. God's children may also face discipline, which can be severe, even to physical death, to bring the believer to repentance and restore fellowship (1 Corinthians 3:11-15, Isaiah 59:2; Hebrews 12:6-11; 1 Corinthians 11:30-32; Romans 2:4; 1 John 1:9).
- e. Obedience is crucial and made possible by the resources God has given, especially the indwelling Holy Spirit. The Holy Spirit transforms believers as they grow in faith, grace, and knowledge of Christ, leading to spiritual maturity. Confession and repentance maintain fellowship with God. Christians should strive for perseverance, remaining steadfast to avoid falling doctrinally or morally (2 Peter 1:3; Galatians 5:22-25, Romans 6:22; 1 John 1:9; 2 Chronicles 7:14; Hebrews 12:1-2; 1 Corinthians 10:12, 15:10, 2 Peter 3:17,18).

8. THE CHURCH, THE BODY OF CHRIST

- a. The universal Church is the true body and bride of Christ, consisting of all believers from the day of Pentecost until the Church is caught up to heaven. We also believe that the local gathered church should be a priority of every believer, where the Christian life can



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be lived out, embodying the spiritual truths of the universal church. (Eph 1:22-23, 1 Cor 12:12-13, Eph 5:25-27, Heb 10:24-25, Acts 2:42, 1 Cor 1:2, 1 Tim 3:15)

- b. The Word of God commands believers to gather together in local congregations to devote themselves to worship, prayer, the teaching of the Bible, observance of the ordinances of water baptism and the Lord's Supper, the edification of the body, and an active witness to the unsaved world. A local expression of the church is found wherever Christians meet regularly in obedience to these commands. (Heb 10:24-25, Acts 2:46-47, Col 3:16, 2 Tim 3:16-17, Math 28:19, 1 Cor 11:23-26, Eph 4:11-13, Acts 1:8)
- c. We believe that the spiritual oversight of each local church is given to a multiplicity of leaders known as elders. Elders are selected according to standards expressed by the New Testament. (Acts 14:23, 20:28; Philippians 1:1; 1 Timothy 3:1-13; Titus 1:5-9; I Peter 5:1-4)
- d. We believe Christ ordained the observance of water baptism and the Lord's Supper until He returns. Baptism is an outward testimony of a person's belief in Christ and should be administered upon confession of faith in the Lord Jesus Christ. We believe that the Lord's Supper is a memorial of Christ's death, the elements being symbols of His body and blood. Participation in this Communion should be accompanied by solemn self-examination as a celebration and remembrance of the work of Jesus. (Colossians 1:18; Ephesians 4:4-6; Acts 1:5, 8:12 11:15-16; I Corinthians 11:24-29, 28, Luke 22:19-20)
- e. Church discipline should be a vital part of church life with the goal of restoring fellowship with the body and God. Steps of church discipline may include confrontation by one or more people, by church leadership, and, finally, if the person refuses all efforts to bring repentance, exclusion of the individual from gathering with the local body of believers. The church seeks to forgive, comfort, and restore a repentant believer. (Math 18:15-17, Gal 6:1, 1 Tim 5:19-20, 1 Cor 5:1-13, 2 Thess 3:14-15, 2 Cor 2:5-8)

9. Marriage and Sexuality

- a. We believe marriage is a sacred covenant ordained by God, uniting one man and one woman as described in Scripture. This covenant reflects the relationship between Christ and His Church and is to be held in honor. Marriage is the only appropriate context for sexual intimacy, intended for both procreation and pleasure. (Genesis 1:27-28; Ephesians 5:31-32; Hebrews 13:4)
- b. God created humanity as male and female in His image and ordained marriage between one man and one woman. (Genesis 2:24; Matthew 19:4-6)
- c. Marriage is designed to be a lifelong, exclusive union that fosters companionship, mutual support, and God's ideal context for raising children, ultimately pointing to the relationship between Christ and His Bride, the Church. (Genesis 1:27-28; Ephesians 5:22-



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- d. Sexual activity is a gift from God to be enjoyed solely within the bounds of marriage. All sexual relations outside of this union, including adultery, fornication, homosexuality, and other forms of sexual immorality opposed to God's design, are sinful. (1 Corinthians 6:18-20; Romans 1:26-27; Galatians 5:19-21)
- e. We believe in the power of God's grace to redeem and restore all who place their faith in Jesus Christ, regardless of their past sexual behavior. (1 Corinthians 6:9-11)
- f. We affirm the value and significance of singleness as a special gift from God. The single life provides unique opportunities for undivided devotion to the Lord and His work. Singleness, like marriage, is a high calling and a valuable state of life in the kingdom of God. (1 Corinthians 7:32-35)

ARTICLE 4: PURPOSE AND LIMITATIONS

The Church is formed for any lawful purpose or purposes not expressly prohibited under Title 13.1, Chapter 10, section 825 of the Virginia Nonstock Corporation Act. The Church is organized and shall be operated exclusively for religious, charitable, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. Notwithstanding the foregoing, the Church's purposes also include the limited participation of the Church in any other activities, including taxable activities, but only to the extent the activities would be permitted by a tax-exempt organization. More particularly, but without limitation, the purposes of this Church are:

1. To bring glory and honor to the triune God by calling our members to a deeper relationship with Christ by promoting true worship, mutual edification, holy and upright living, and gospel witness according to the Scripture.
2. To promote the Christian religion by any appropriate form of expression, within any available medium, and in any location, through the Church's combined or separate formation of a church, ministry, charity, school, or Christian organizations that are charitable, not-for-profit, and supported by charity, without limitation.
3. To ordain, employ, and discharge ordained ministers of the Gospel, and others, to conduct and carry on divine services at the place of worship of the Church, and elsewhere.
4. To collect and disburse any and all necessary funds for the maintenance of said Church and the accomplishment of its purpose within the Commonwealth of Virginia and elsewhere.
5. To make distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 as amended.
6. This Church is also organized to promote, encourage, and foster any other similar religious, charitable, and educational activities; to accept, hold, invest, reinvest and administer any gifts, legacies, bequests, devises, funds and property of any sort or nature, and to use, expend, or



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donate the income or principal thereof for, and to devote the same to, the foregoing purposes of the Church; and to do any and all lawful acts and things which may be necessary, useful, suitable, or proper for the furtherance of accomplishment of the purposes of this Church. Provided, however, no act may be performed which would violate Section 501(c)(3) of the Internal Revenue Code of 1986, as it now exists or as it may hereafter be amended.

ARTICLE 5: MEMBERSHIP AND STEWARDSHIP OF FBCS MINISTRIES

1. Introduction

- a. At Fellowship Bible Church Shenandoah (FBCS), we affirm that all believers who intentionally gather with us are members of our local church and the universal body of Christ. Scripture calls every believer to actively participate in the life of the church through mutual accountability, submission to godly leadership (Hebrews 13:17), and living out the “one another” commands (e.g., John 13:34-35, Galatians 6:2). Believers are also called to use their spiritual gifts to build up the body of Christ (1 Corinthians 12:4-7).
- b. Certain ministry roles, due to their influence and trust placed in them (1 Corinthians 4:1-2), particularly require individuals to demonstrate spiritual maturity, alignment with the church’s mission, and accountability to biblical standards. This policy outlines the qualifications, responsibilities, and commitments for serving in these critical roles, ensuring they promote unity (Ephesians 4:3), integrity (Titus 1:5-9), and faithfulness to the mission of FBCS.

2. Elder Responsibility for Identifying Ministry Stewardship Roles

- a. The Elder Board is responsible for identifying the specific roles that require adherence to these qualifications. Such roles may include, but are not limited to:
 - i. Positions involving spiritual leadership or theological education.
 - ii. Roles with significant influence or responsibility, such as managing finances, overseeing ministry initiatives, or maintaining sensitive church information.
- b. The Elder Board will periodically review and adjust the list of stewardship roles based on the evolving needs and priorities of the church, ensuring alignment with its mission and ministry goals.

3. Qualifications for Ministry Stewards; To serve as a ministry steward, an individual must:

- a. Be at least eighteen years old.
- b. Demonstrate spiritual maturity and have a good reputation within and outside the church. (1 Timothy 3:7)
- c. Make a credible profession of faith in Christ and have been baptized as a believer.
- d. Exhibit active commitment to FBCS through regular participation in worship, discipleship, and fellowship activities, at the discretion of the Elders.
- e. Provide verbal testimony to at least two elders, affirming:
 - i. A willingness to serve in the designated ministry role.



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- ii. A belief in the Bible, comprising the Old and New Testaments, as the inspired and inerrant Word of God and the final authority for faith and practice.
 - iii. Affirmation of the FBCS Statement of Faith as a faithful summary of core biblical doctrines. While individuals may hold differing views on secondary matters, they must commit to supporting the church's doctrinal unity by refraining from promoting or teaching views contrary to our Statement of Faith, or in a manner that could cause division.
 - iv. A desire to pursue a godly life by God's grace and submit to the biblical authority of the church as expressed through its elders.
 - v. An understanding of and alignment with FBCS's mission.
4. Removal or Resignation from Ministry Stewardship Role.
- a. An individual may resign or be removed from a stewardship role for any reason, including things like changing ministry needs, times of refreshing, discipline issues, and misalignment with church mission.
 - b. The Elder Board will prioritize resolution and reconciliation if needed wherever possible. Those removed may serve again following a process of evaluation and affirmation by the elders.

ARTICLE 6: OFFICE OF ELDERS

The terms Elder, Pastor, Bishop, and Overseer refer to the same group of leaders in the church, highlighting different aspects of their function. While many in the body of Christ may have leadership gifts, a designated group will serve in the official capacity of elders to ensure the orderly conduct and leadership of the local church.

1. Appointment and Qualification

The Board of Elders shall consist of at least three (3) members. Members appointed will be men who meet the biblical qualifications as outlined in 1 Timothy 3:1-7 and Titus 1:5-9. Elders must be members of FBCS with an established reputation, appropriate training, and experience in responsible spiritual leadership. Before any appointment is finalized, the Board of Elders shall seek input from the congregation, presenting the potential elder's name to the members for their prayerful consideration and feedback. Any concerns regarding the candidate's biblical qualifications should be communicated privately to the Board of Elders, who will evaluate and address these concerns in accordance with Scripture.

2. Ordination of Elders

Elders may be ordained, licensed, or commissioned as ministers of the gospel by FBCS after meeting the qualifications for ordination as determined by the Board of Elders. These qualifications may include, but are not limited to, education, experience, and training. The process for ordination will be overseen by the Board of Elders, who will ensure that the candidate is prepared to fulfill the ministry responsibilities according to Scripture.



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3. Responsibilities

Elders are to lead the church in service to Christ, ensuring decisions align with Scripture. Elders retain ultimate authority and responsibility but may delegate specific ministries and tasks without relinquishing overall oversight. Elders shall manage the church's affairs, oversee public worship, promote spiritual growth, and ensure effective evangelistic witness. The Board has final authority over the ministry, operation, and property of the local church.

4. Term and Removal

Elders serve without a set term and may take a leave of absence with notice. The Board may remove an elder for failure to uphold his responsibilities or under church discipline, at the sole discretion of the Board of Elders.

5. Governance and Decision-Making

The Board of Elders is the governing body of the church. While Scripture is the highest authority, the Elders will submit to government authorities in accordance with biblical principles, provided such submission does not interfere with their spiritual responsibilities.

Elder decisions shall aim for unanimous agreement. In extreme cases where this cannot be reached, a two-thirds majority vote (with a quorum present) may be taken. In urgent situations where convening a meeting is not feasible, a single elder may act on behalf of the Board, provided the action is made in good faith for the protection of the church and reported for ratification at the next available meeting.

6. Offices and Meetings

The Board may establish offices such as chairman or secretary as needed. If appointed, the chairman will preside over meetings. The Board shall meet regularly, at least quarterly, and may meet in person or virtually, provided all participants can communicate in real-time. A majority of the Board shall constitute a quorum. Participation in any format is considered as being present.

7. Temporary Leadership

If the Board of Elders has fewer than three members, the remaining elders may appoint qualified individuals from the congregation to temporarily serve in this capacity. These individuals will manage necessary church business until the elder board is restored. If the Board ceases to exist or is too small to function effectively, acting elders must be appointed to re-establish the Board by 1) The team of currently serving Deacons and Ministry Stewards (as defined by Article 5), or in the case that neither of these exist 2) by a voting process of members of the congregation.

8. Staff, Committees, and Ministries

The Board of Elders may hire staff, establish committees, and organize ministries for the church's work. Elders must directly approve corporate documents (e.g., deeds, contracts) over \$25,000 in value before ratification.



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ARTICLE 7: OFFICE OF DEACONS

1. Role and Purpose

Deacons may be appointed at the discretion of the Board of Elders to assist in various tasks that would otherwise detract from the elders' ability to focus on prayer, Bible study, and teaching.

2. Appointment and Qualifications

Deacons appointed by The Board of Elders shall meet the biblical qualifications as outlined in Acts 6:1-7 and 1 Timothy 3:8-13. Deacons must be members of FBCS with an established reputation and have received appropriate training under the direction or approval of the Board of Elders. Before any appointment is finalized, the Board of Elders shall seek input from the congregation, presenting the potential deacon's name to the members for their prayerful consideration and feedback. Any concerns regarding the candidate's biblical qualifications should be communicated privately to the Board of Elders, who will evaluate and address these concerns in accordance with Scripture.

3. Duties

Deacons shall serve under the direction of the Board of Elders, and their responsibilities may vary according to the church's needs. This includes but is not limited to ministering to the temporal needs of the congregation, managing resources, and providing support in areas of mercy ministry. The elders shall delegate specific tasks and duties to deacons based on the church's current needs and may change them as necessary.

4. Term of Service

Deacons shall serve without a set term. However, a deacon may take a leave of absence from active service upon notification of the Board of Elders. A deacon may be divested of his office by church discipline, for failure to fulfill the responsibilities of the office, or for lack of need for the role at the discretion of the Board of Elders.

ARTICLE 8: CHURCH STAFF

1. Job Descriptions

Each paid and non-paid staff position shall have a written job description, reviewed and approved by the Board of Elders, that outlines the specific duties and expectations for the role. Examples of non-paid positions include Financial Secretary, Treasurer and Administrative Director.

2. Pastoral Job Descriptions



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Pastoral job descriptions are designed to clarify desired ministry objectives and offer guidance in achieving these goals. These descriptions should not prescribe exact activity levels, hours, or task lists but instead serve as a framework to unify ministry vision, offer supportive guidance and resources, and encourage an environment where pastors can pursue their calling with reliance on the Holy Spirit for grace and direction.

3. Compensation

Staff members shall receive agreed-upon salaries for their services.

4. Accountability and Oversight

All full-time and part-time staff members are accountable to the Board of Elders. The Board may delegate staff oversight responsibilities in a manner and structure that best serves the church body. All church leaders and staff members shall clearly communicate and understand this structure.

5. Resignation and Dissolution of Ministerial Relationship

An elder serving as a primary teaching pastor may resign by providing thirty days' written notice. The Board of Elders has the authority to dissolve the ministerial relationship officially. In such cases, the church shall pay the pastor at least one month's severance. Additionally, the church may consider offering further assistance to meet the pastor's and his family's needs during his transition to new employment.

ARTICLE 9: CONGREGATIONAL MEETINGS

1. Annual Meeting

Congregational meetings shall be held at least annually at a date, time, and place determined by the Board of Elders. During the annual meeting, the state of the church, including financial summaries, appropriate ministry updates, and any relevant business matters, will be presented to the congregation.

2. Congregational Input on Key Decisions

While the Board of Elders is primarily responsible for the governance of Fellowship Bible Church Shenandoah (as outlined in Article 6), certain key decisions require congregational input. The calling of a teaching pastor, real estate purchase, or any building program requiring indebtedness shall require congregational discussion and feedback for elder consideration.

3. Financial Transparency

A financial summary of the church's finances shall be presented to the congregation at least once annually, ensuring transparency and accountability to the members.

4. Special Meetings



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Special congregational meetings may be called by the Board of Elders whenever deemed necessary for the well-being of the church. The Board will determine the date, time, and place of such meetings.

5. Notice of Meetings

The date, time, and location of all congregational meetings must be announced publicly to the congregation at least two (2) Sundays prior to the scheduled meeting.

ARTICLE 10: CHURCH RECORDS

1. The Board of Elders shall ensure that the following records be maintained:
 - a. Record of congregation meetings;
 - b. List of those members that are considered Ministry Stewards, having met the requirements of Article 5;
 - c. Resolutions adopted by the Board of Elders;
 - d. Resolutions adopted by the Board of Deacons;
 - e. Appropriate financial accounting records;
 - f. Its articles or restated articles of incorporation and all amendments to them currently in effect; and
 - g. Its bylaws or restated bylaws and all amendments to them currently in effect.
 - h. List of the ministry roles required to be filled by a Ministry Steward as defined by Article 5.
2. A member shall be entitled to inspect and copy, at a reasonable time and location specified by the Board of Elders, any of the church records described above, provided the Board of Elders finds that the member has a proper purpose and is acting in good faith. The Board of Elders may limit access to any records that contain confidential information about a particular person or persons.

ARTICLE 11: CHURCH DISCIPLINE

1. Purpose and Scope

Church discipline is the exercise of Christ's authority in His church to uphold its purity, peace, and spiritual health. Each member shares a mutual responsibility to encourage godliness, gently correct sin, and seek reconciliation. While Matthew 18:15–17 provides a foundational pattern for addressing personal offenses, other Scriptures (e.g., 1 Corinthians 5, Titus 3:9–11) guide the church in responding to harmful, public, or doctrinal sins. All believers are expected to participate in this commitment to accountability and restoration, guided by humility, love, and discernment. The steps outlined here focus on addressing persistent, unrepentant sin that undermines the church's integrity, health, and unity. While believers are called to admonish, encourage, and restore one another (Galatians 6:1–2; James 5:19–20), not every



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acknowledgment of sin or spiritual struggle requires the formal process of “church discipline.” Instead, it is most often best addressed through loving support, prayerful counsel, ongoing discipleship within small groups, mentoring relationships, and the normal life of the body.

2. Goal of Discipline

The aim of church discipline is always to bring about repentance, reconciliation, and restoration of fellowship. Discipline should reflect the gracious heart of God—carried out prayerfully, patiently, and gently. It should never be motivated by punishment or vengeance but by a desire to help a wandering brother or sister return to faithful obedience and communion with Christ and His people.

3. Process and Biblical Foundation

The process of discipline varies according to the nature and scope of the sin:

a. Personal Offenses between Believers (Matthew 18:15–17):

- **Private Appeal:** If one member sins against another, the offended party should first seek private reconciliation by gently confronting the offender regarding the facts of the situation.
- **Involving Witnesses:** If the offender does not listen, the offended party should involve one or two additional believers who can reliably speak to the facts of the offense. These are not merely bystanders to the confrontation but individuals who can directly confirm the nature of the sin, help ensure fairness, and encourage truthfulness.
- **Church Involvement:** If the offender remains unrepentant after private appeals and the involvement of one or two reliable witnesses, the matter may be brought before those in the church entrusted with discerning and addressing such issues—mature, recognized believers or appointed leaders (cf. 1 Corinthians 6). Their responsibility is to seek repentance and restoration lovingly.
- **Breaking Fellowship:** If the offender persists in rejecting all calls to repentance, the time may come for the elder board to inform the congregation to regard the unrepentant individual as one outside the fellowship of believers (Matthew 18:17). While this is a sober and solemn step, it is taken with the earnest desire that this recognition, and the ensuing prayerful concern of the church, will prompt the individual to repent and be restored to right standing in the community.

b. Public, Doctrinal, or Widely Impactful Sins (e.g., 1 Corinthians 5; Titus 3:9–11)

In cases of sins that harm the church body or threaten the church’s integrity or testimony; leadership and the congregation should act swiftly and possibly publicly to correct errors, safeguard the flock, and uphold biblical truth.



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4. Protection of the Congregation

In order to preserve a worshipful, peaceful, and orderly environment, the church may restrict attendance by individuals whose actions threaten the unity or integrity of its gatherings. Such action is not taken lightly but is intended to protect the congregation, maintain the church's testimony, and encourage the offender to seek repentance and reconciliation.

In all cases, the principles of prayer, love, humility, patience, and the pursuit of restoration guide the disciplinary process. Scriptural foundations include Matthew 18:15–20; Galatians 6:1–2; 1 Corinthians 5; Titus 3:9–11; 1 Timothy 5:19–20; 2 Timothy 2:24–26; and James 5:19–20, among others.

5. Accountability of Board of Elders

a. Purpose

The Board of Elders at Fellowship Bible Church Shenandoah (FBCS) is entrusted with the church's spiritual and organizational leadership. Members of our body considered Stewards (as defined in Article 5) may seek accountability if there is concern that the Board has strayed from the church's Statement of Faith or violated its bylaws.

b. Confrontation and Reflection

If concerns arise, Stewards may confront the Board of Elders formally. This process will proceed as follows:

- i. A written petition signed by at least 25% of the active Stewards must be submitted, describing specific concerns related to doctrinal or bylaw violations.
- ii. Within 30 days of receiving the petition, the Board of Elders will meet with representatives selected by the Stewards to discuss the concerns. This meeting allows both sides to listen, pray, and seek resolution.
- iii. Following the meeting, the Board will have 30 days to consider the concerns and provide a written response outlining any steps they plan to take.

c. Special Meeting and "No Confidence" Vote

If the Stewards remain unsatisfied with the Board's response, they may hold a special meeting to take a "no confidence" vote:

- i. Adequate notice should be given to All church members who have become Stewards per Article 5, and the meeting should be scheduled at a time to allow for maximum attendance.
- ii. At the meeting, attendees will review the concerns and the Board's response before voting.



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- iii. All present Stewards should be allowed to express their thoughts and concerns and have questions answered.
 - iv. Members of the Board of Elders and any church staff shall not attend this meeting.
 - v. A two-thirds (2/3) majority vote of those present is required for a “no confidence” vote to pass.
- d. Actions Following a “No Confidence” Vote
- If a “no confidence” vote passes, an Accountability Team will be formed within 15 days to review the concerns and determine next steps:
- i. The team will consist of three FBCS Stewards and three external church leaders (see section (e) below).
 - 1. The Stewards will recruit external church leaders to participate in the Accountability Team.
 - 2. The external church leaders will be composed of elders or deacons from Fellowship Bible Church Winchester or other like-minded churches who share FBCS’s core beliefs and values.
 - i. This team will assess the concerns and may recommend actions, such as elder counseling, formal apologies, governance changes, or, in extreme cases, the resignation of elders.
 - ii. The Accountability Team will share its findings and recommendations with the Board of Elders and, as appropriate, the congregation.
- e. Transparency and Reporting
- To promote transparency, the Board of Elders will regularly report to the congregation on significant actions taken in response to FBCS Steward concerns. All decisions the Accountability Team makes will be documented and available for review.

ARTICLE 12: OWNERSHIP AND DISTRIBUTION OF PROPERTY

- 1. The church shall hold, own, and enjoy its own personal and real property, except as provided in these bylaws, without any right of reversion to another entity.
 - a. "Dissolution" means the complete disbanding of the church so that it no longer functions as a congregation or as a corporate entity. Upon the dissolution of the church, its property shall be applied and distributed as follows:
 - i. All liabilities and obligations of the church shall be paid and discharged, or adequate provision shall be made therefore;



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- ii. Assets held by the church upon condition requiring return, transfer, or conveyance, which condition occurs because of the dissolution, shall be returned, transferred, or conveyed per such requirements;
- iii. Assets received and not held upon a condition requiring return, transfer, or conveyance because of the dissolution shall be transferred or conveyed to one or more domestic or foreign corporations, societies, or organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the responding provision of any future United States Internal Revenue Law), and are engaged in activities substantially similar to those of the corporation; this distribution shall be done pursuant to a plan adopted by the Board of Elders, provided that no assets are distributed to any organization governed by a member of the Board of Elders; and:
- iv. Any assets not otherwise disposed of shall be disposed of by a court of competent jurisdiction of the county where the corporation's principal office is then located for such purposes and to such organizations as said court shall determine.

ARTICLE 13: INDEMNIFICATION OF DIRECTORS

1. Discretionary Indemnification

The Board of Elders may choose to indemnify and advance church-related expenses of any elder, deacon, employee, or agent of the church.

2. Mandatory Indemnification

Subject to the provisions of paragraph (c) of this section, the church shall indemnify any elder, deacon, or former elder or deacon of the church against claims, liabilities, expenses, and costs necessarily incurred by him in connection with the defense, compromise, or settlement of any action, suit, or proceeding, civil or criminal, in which such person is made a party by reason of being or having been an elder or deacon. This indemnification applies to the extent not otherwise compensated, indemnified, or reimbursed by insurance, provided that:

- a. The conduct of the elder or deacon was in good faith;
- b. The elder or deacon reasonably believed that his conduct was in the best interests of the church, or at least not opposed to its best interests, and such conduct was consistent with the church's statement of faith; and
- c. In the case of any criminal proceedings, the elder or deacon had no reasonable cause to believe that his conduct was unlawful, unless the conduct involved "faithful disobedience" of a law deemed in conflict with the church's statement of faith or a core tenet of biblical teaching.

3. Exclusions from Indemnification



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The church may not indemnify an elder or deacon in connection with a proceeding brought against him by or in the right of the church if he is adjudged liable to the church or in cases where the elder or deacon is adjudged liable for receiving an improper personal benefit.

ARTICLE 14: AMENDMENT OF BYLAWS

These bylaws may be amended or repealed only by an affirmative vote of two-thirds (2/3) of the Board of Elders at a duly called meeting held for that purpose. Any proposed changes must first be presented to the church members to gather feedback for the Board's consideration.

THESE BYLAWS ARE SUBJECT TO ARBITRATION PURSUANT TO THE VA ARBITRATION ACT, VA CODE SECTION 8.01, CODE OF VIRGINIA, (1950 AS AMENDED) ARBITRATION ACT, CHAPTER 21, ARTICLE 2.