



BYLAWS OF THE CEDAR CREST BIBLE FELLOWSHIP CHURCH

January 28, 2024

ARTICLE I

Name

The name of the church shall be CEDAR CREST BIBLE FELLOWSHIP CHURCH OF ALLENTOWN, PA. The church is located at 1151 South Cedar Crest Boulevard, Allentown, Pennsylvania, 18103, Salisbury Township, Lehigh County.

ARTICLE II

Constitution

The constitution of the Cedar Crest Bible Fellowship Church is the FAITH AND ORDER of the Bible Fellowship Church and the Standing Rules of the Annual Conference. As a member of the Annual Conference of the Bible Fellowship Church, the Cedar Crest Bible Fellowship Church is bound by its legislation approved by that body. These Bylaws are subject to the provisions contained in the FAITH AND ORDER of the Bible Fellowship Church.

ARTICLE III

Purpose

The purpose of the Cedar Crest Bible Fellowship Church is to glorify God by making disciples of Jesus Christ throughout the Lehigh Valley and among the nations – especially Unreached People Groups.

ARTICLE IV

Membership

The membership of the Cedar Crest Bible Fellowship Church is composed of people, who through faith in Christ, have been regenerated and have given testimony of the assurance of the forgiveness of sin, have been baptized by immersion, and have committed themselves to the discipline and fellowship of the Church as set forth in the FAITH AND ORDER of the Bible Fellowship Church.

A. ACTIVE MEMBERSHIP

1. Persons requesting membership in this church shall attend an established course of instruction approved by the Board of Elders for prospective members. They shall, during the course of instruction, acknowledge confession of faith in Christ and acceptance of the FAITH AND ORDER of the Bible Fellowship Church by personal testimony and by signing the application for membership provided by the Church. The Board may waive attendance at the established course of instruction based on special instruction for persons whose circumstances prevent them from attending the regular membership course, or who have attended the instruction sessions within the previous two years. Those under the age of 16 may be received as full, active members because



membership in the Kingdom of God is not determined by age. They will, however, not be allowed to vote or hold an elected Church office until they reach the age of 16

2. Applicants may also be received as members by transfer from another Bible Fellowship Church.

B. MEMBERS IN VOCATIONAL CHRISTIAN MINISTRY

We gladly recognize that God will call members of our congregation into full time Christian service which will necessitate their moving out of our local area. Because they are a part of our Church family and will remain in a special relationship with us as their home church (exercising care for them and authority over them), it is good to retain a formal relationship while yet recognizing their change in status and responsibilities. Upon the call of an individual or family of active members to full time service, they shall be classified as Members in Vocational Christian Ministry. They shall only have voting privileges during times of recognized home ministry, or if their ministry allows them to live locally and regularly attend the stated services of the Cedar Crest Bible Fellowship Church

C. ASSOCIATE MEMBERSHIP

Any friends who worship with this church regularly, are members of another church, and because of distance are not able to participate in the life of their home church, but wish to retain membership in their home church; or members of our own church who find it necessary to be away for a prolonged period of time, may become Associate Members, and enjoy all the privileges of membership, except that they will not be able to vote or hold an elected church office. Qualifications for Associate Membership will be the same as for regular membership. Such members shall render to the church as many of the duties of the active member as they are able to perform.

D. INACTIVE

Members who absent themselves for 6 months without legitimate excuses and without showing any interest by communicating with the church shall be placed on an Inactive Membership roll. The Elders shall define the term "legitimate excuse" in every case. Inactive members are not eligible to vote or hold an elected church office. Any member against whom such action is taken, shall be informed of that action, and also that they may be reinstated as an active member upon their faithful attendance to the stated services for 3 consecutive months, their written request to the Membership Committee, and an interview by the Membership Committee.

E. TERMINATION OF MEMBERSHIP

Membership in this church may terminate in any of the following ways:



1. By death.
2. By transfer to another Bible Fellowship Church. At his request, the Board may remove a member's name from this church roll and may forward a letter of transfer to a designated Bible Fellowship Church with which he is uniting. A letter of transfer will not be issued to an unspecified church.
3. By transfer to another evangelical church. At his request, the Board may remove a member's name from this church roll and may forward a letter of transfer to a designated evangelical church with which he is uniting. A letter of transfer will not be issued to an unspecified church.
4. By withdrawal. At their request, a member may have their name removed from Cedar Crest Bible Fellowship Church's roll. If he desires, a letter of withdrawal may be sent to a non-Bible Fellowship Church with which he is uniting.
5. By exclusion. Should a member become an offense to the church and its good name, the church may terminate his membership, but only after faithful efforts have been made to bring such member to repentance and correction as indicated under 'Discipline.'
6. By absenting themselves from attendance at Cedar Crest Bible Fellowship Church for one year and a failure to respond to Elder contact during the six months of their inactive status.

F. DISCIPLINE

The Scripture warns that false teachers and other disruptive persons will enter the Church, and admonishes the Church to exercise discipline over those who threaten the peace and purity of the fellowship.

1. The purposes of discipline are:
 - a. To restore the offending member to fellowship with the Lord and His people.
 - b. To preserve the peace and purity of the Church.
 - c. To protect younger or weaker members of the Church from spiritual harm.
 - d. To maintain the testimony of the Church.
2. The causes of discipline:



- a. The introduction of heretical or doctrinally divisive issues which threaten the unity of the fellowship.
- b. The causing of carnal divisions within the Body which threaten the unity of the fellowship.
- c. Disorderly conduct which threatens to damage other members of the Church or to bring scandal upon the name of Christ and His Church.
- d. Sinful practices which will not be acknowledged, confessed, repented of and forsaken as sin. This is not saying that we do not expect believers to struggle against sin and sometimes fail. The issue is not that we discipline an unsuccessful struggle against a recognized sin, but that we give serious concern to a rationalization of behavior which excuses the practice of sin.

3. The procedure in discipline:

Where there appears to be cause for disciplinary action against a member of the Church, Biblical principles as outlined in Scripture (**Matthew 5:23,24, 18:15-20; Galatians 6:1-5**) shall be followed.

4. Restoration to fellowship:

The Church shall reinstate a previously disciplined member upon his request and expression of repentance and satisfactory evidence that he has made the necessary correction.

G. OFFICIAL MEMBERSHIP

The official membership count reported to Annual Conference of The Bible Fellowship Churches shall include Active Members and Members in Vocational Christian Ministry.

ARTICLE V

Government

The government of the church, the conduct of its business, the management of all its property (real and personal), the supervision of its general work (its organizations such as Sunday School, Youth Groups, Outreach Teams, etc.) and branch works shall, under the leadership of the Holy Spirit, be vested in the Pastors, the Elders, the Deacons, and Staff, as hereinafter provided.

ARTICLE VI

Congregational Meetings

A. NUMBER OF MEETINGS.

1. The Board of Elders shall conduct at least one Congregational Meeting each year:



2. The Annual Congregational Meeting shall be held near the beginning of each calendar year for the receiving of yearly January 1--December 31 reports of officers and committees, for the Election of Elders and Deacons, for the approval of the budget, and for any other business that may arise.
3. Special Congregational Meetings may be called by the Lead Pastor or by action of the Board of Elders. Calls for special meetings shall include a statement of the purpose of the meeting, and no other business shall be conducted.

B. QUORUM

A quorum shall consist of the chairman and the secretary of the Board of Elders or their designate, a combined majority of serving Elders and Deacons, and all the eligible voters present.

C. VOTING AND RULES ORDER

1. In all voting of the church, only those active members of the Congregation who are present and have attained the age of sixteen (16) are eligible to vote.
2. In all voting of the church, a majority vote shall be sufficient to either approve, amend, or defeat any motion, with the exception of election of Lead Pastor and amendment of the CCBFC Bylaws which requires a two-thirds majority vote. Robert's Rules of Order shall be used in conducting the business of the church in all instances not covered by these bylaws.

ARTICLE VII

Staff and Employees

A. STAFF

The Staff shall be composed of those who are called to full time service in the church.

These shall include Lead Pastor, Associate Pastor, Director, Manager, Supervisor, Assistant, Coordinator, Administrative and Maintenance personnel, etc.

1. LEAD PASTOR

a. Selection

The Lead Pastor of the Church shall be called as provided for in, and in accordance with, the FAITH AND ORDER of the Bible Fellowship Church. Upon the recommendation of the Board of Elders, after prayerful investigation and consideration, he shall be elected by the Congregation for an indefinite period.



b. Duties

The Lead Pastor shall lead with and through a Pastoral Leadership Team made up of all Associate Pastors and others selected at his discretion or by the Elders.

More precise responsibilities are indicated in his Job Descriptions as approved by the Board of Elders. The Lead Pastor shall be chairman of the Board of Elders or he may delegate chairman duties to another Elder. These men shall be required to annually sign the FAITH AND ORDER of the Bible Fellowship Church, without mental reservations.

2. ASSOCIATE PASTOR(S)

a. Selection

Associate Pastors shall be called as provided for in, and in accordance with, the FAITH AND ORDER of the Bible Fellowship Church.

b. Duties

An Associate Pastor's reporting relationship and responsibilities are indicated in his Job Description approved by the Board of Elders. He shall be required to sign annually, without mental reservation, the FAITH AND ORDER of the Bible Fellowship Church.

3. MINISTRY DIRECTORS, MANAGERS, SUPERVISORS, ASSISTANTS, COORDINATORS AND OTHER STAFF

a. Selection

If for any reason the proper function of the church requires the services of an additional ministerial or other staff member, a candidate for the position shall be selected and approved through a hiring process approved by the Board of Elders. If the financial need is not in the budget, it shall be presented to the Congregation for their approval.

b. Qualifications

They shall be men or women who conscientiously and without mental reservation are in agreement with our FAITH AND ORDER of the Bible Fellowship Church.



4. EMPLOYEE HANDBOOK

All other Staff and Employee matters shall be governed by the CCBFC Staff Handbook approved by the Board of Elders and the BFC Faith and Order.

ARTICLE VIII

Officers, Boards, and Committees

A. ELDERS

1. The Elders shall be godly men, who are active members of the Church. The qualifications for this office are found in the Scriptures, the principle passages being I **Timothy 3:1-7, 4:12; Titus 1:6-9.**
2. The Elders shall have charge of the spiritual welfare of the Congregation. These men shall be responsible to ensure the Word is preached and that Scripture saturated, Spirit empowered prayer is happening in their midst and throughout the Church.
3. No person will be considered as a candidate for the office of Elder unless he has been an active member in good standing of Cedar Crest Bible Fellowship Church for at least one year at the time of the election.
4. The Board of Elders shall be composed of the Lead Pastor and additional men elected according to the rules of the FAITH AND ORDER of the Bible Fellowship Church.
5. They shall be elected for a period of three years arranged in classes so that not more than approximately one-third of the Elders will be elected in any one year. The election of Elders will be held at a Congregational Meeting each January unless otherwise authorized by the Board of Elders.
6. It shall be the duty of the Elders to be diligent and faithful in attendance at the Elders' meetings and at the regular services of the church. They shall assist the Pastors at the Lord's Table and in the ministry of visitation among the members of the Congregation. They shall pray for and encourage the Pastoral Staff and assist them in the spiritual oversight of the Church and all of her auxiliary organizations.
7. After the completion of a full term of office, an Elder may be eligible for re-election.
8. If a vacancy occurs on the Board of Elders, the unexpired term may be filled by a special election at a Congregational Meeting.
9. Each Elder shall annually declare in writing his agreement with the FAITH AND ORDER of the Bible Fellowship Church



10. The Lead Pastor or his delegate shall serve as Chairman of the Board of Elders. The Board shall elect one of its members to serve as secretary. Two-thirds (2/3) of the membership of the Board shall constitute a quorum.
11. The Board of Elders shall be the channel of communication between the Church and the Fellowship-wide organizations. As such, the Elders shall nominate from their number and the Congregation shall elect the delegates and alternate delegates from the Cedar Crest Church to the Conference-wide level.
12. The Board of Elders shall hold an organizational meeting subsequent to the annual election of elders. At this meeting, the Board shall, in addition to regular business:
 - a. Elect a president, secretary, and treasurer who shall, as officers of the Board, serve as authorized legal representatives of the church and hold title to all properties of the church.
 - b. Review and approve the composition, purpose, responsibilities, and duties of all established Elder committees.
 - c. Appoint or elect chairmen of all committees dictated by the BFC Faith and Order and the committees established by the Board of Elders including the Nominating Committee
 - d. Nominate persons to serve on the Lehigh Christian Academy Board of Directors for ratification by the Congregation.
13. An Elder may be removed from office by a two-thirds (2/3) vote of all Elders for doctrinal reasons or violating Biblical standards of life and service.
14. For the sake of testimony and example it is expected that an Elder shall live in a way that is consistent with the Biblical Principles for Living in the Bible Fellowship Church Faith and Order.
15. In their role of providing oversight for church finances, the Board of Elders shall maintain proper financial controls to ensure the security of the church's finances and to ensure that all resources are used for the purposes for which they were intended. These controls shall include: security of offerings, proper deposit of funds in church-designated depositories in the name of Cedar Crest Bible Fellowship Church, complete and accurate financial records, and the avoidance of conflicts of interest.
16. Since all Pastors are Elders in Scripture, all Pastors called by Cedar Crest Bible Fellowship Church and who are part of The Staff may be elected as voting members of the Board of Elders.



17. Since the Board of Elders must, at times, make decisions unencumbered by employment in the church, the following rules shall be observed regarding paid Staff serving as Elders:

- 17.1 There shall be a minimum of six Lay Elders (non-paid) on the Board of Elders.
- 17.2 The number of paid Staff on the Board of Elders shall not exceed 42%. The proportion will be maintained by either adding Lay Elders or designating specific paid staff members as non-voting Elders. The determination of voting and non-voting paid Staff will be made by a simple majority vote of only the Lay Elders.
- 17.3 Paid church Staff may not vote to approve the compensation of Staff Pastors.
- 17.4 Any Lay Elder may convene a Special Lay Elders Only Meeting. Lay Elder only meetings shall be considered an authoritative body of Elders whose resolutions are binding on the specific issues, and only the specific issues, described below:
 - 17.4.1 Approval of the paid Pastors' compensation.
 - 17.4.2 Final annual budget approval, including salaries, after review and input from the entire board of Elders.
 - 17.4.3 Requesting a pastor or pastors to attend a Special Lay Elders Only Meeting.
 - 17.4.4 Actions related to a paid Staff Pastor's job performance.
 - 17.4.5 Initiation of a Dissolution of the Pastorate as in BFC Principles of Order Article 409-2.3

B. DEACONS

- 1. The number of Deacons shall be determined by the Board of Elders, elected by and from the Congregation, and meet the qualifications of the Scripture (**I Timothy 3:8-13**). They shall be mature men who demonstrate spiritual wisdom and compassion so that they might serve in a Christ-like and merciful manner. Qualifications must be in accordance with the FAITH AND ORDER of the Bible Fellowship Church.
- 2. No person will be considered as a candidate for the office of Deacon unless he has been an active member in good standing in a Bible Fellowship Church for at least one (1) year at the time of the election.
- 3. They shall be elected for a period of three (3) years arranged in classes so that not more than approximately one third (1/3) of the Deacons will be elected in any one (1) year.



The election of Deacons will be held at a Congregational meeting unless otherwise authorized by the Board of Elders.

4. The Deacons shall serve under the direction of the Board of Elders with one of the Pastoral Staff serving as Elder liaison. A Chairman and Secretary shall be elected from among the Deacons.
5. The Secretary shall circulate minutes of their meetings to the Deacons and Elders.
5. A Deacon may be removed from office by a two-thirds vote of all Elders for doctrinal reasons or lowering of Biblical standards of life and service.
6. For the sake of testimony and example it is expected that a Deacon shall live in a way that is consistent with the Biblical Principles for Living in the Bible Fellowship Church Faith and Order.

C. BOARD OF ELDERS' OFFICERS

The Board of Elders shall annually elect from their number three (3) men who will serve as the Legal Officers and Legal Committee, They shall be President, Secretary, and Treasurer.

1. PRESIDENT - He shall serve as Chairman of the Legal Committee.
2. SECRETARY - He shall serve as Secretary of the Board of Elders and the Legal Committee. He shall record and distribute minutes of all meetings, and maintain records of Board transactions.
3. TREASURER - He shall serve as the Chairman of the Finance Committee.

D. ELECTIONS IN CONGREGATIONAL MEETINGS

1. A Nominating Committee shall be used to make nominations for Elder and Deacon to be voted on at the Annual Congregation meeting.
2. A Nominating Committee of four shall be elected in the following manner. Two shall be elected by and from the Board of Elders at its organizational meeting. Two shall be elected by and from the Congregation at a Congregational Meeting. The Lead Pastor may serve as a member of the Nominating Committee or may designate a Pastoral Staff member to serve. Suggestions for the offices of Elder and Deacon may be made in writing to the Nominating Committee. Opportunity will be given to church members to submit their suggestions. This Committee shall affirm the qualifications and willingness of persons to serve before presenting their names for nomination. The Nominating Committee shall publish a list of its nominees at least one Sunday prior to the annual election. Nominations for offices other than Elder and Deacon may be offered from the floor at the election meeting only if the



person being nominated has previously and privately affirmed his willingness to serve to the one desiring to nominate his or her name.

ARTICLE IX

Term of Office

The term of office for Elder (3 years), Deacon (3 years), Officers (1 year), and appointed positions (1 year), shall be from the first meeting of the Board of Elders (Elders, Officers, and appointed positions) or Board of Deacons (Deacons) following the Congregational Meeting of their election or appointment to the first meeting of the Board of Elders (Elders, Officers, and appointed positions) or Board of Deacons (Deacons) following the Congregational Meeting at the end of their term. The service setting apart new Elders and Deacons should be conducted prior to the first meeting of the respective board if at all possible.

ARTICLE X

Amendments

These Bylaws may be repealed, amended, or added to at any meeting of the Congregation called for that purpose. The proposed amendment or amendments, and notice of the meeting shall be presented to the Congregation at least two weeks previously. A two-thirds (2/3) majority of the members present voting is necessary for adoption.