HARBOUR COMMUNITY CHURCH

CONSTITUTION, BYLAWS, & STATEMENT OF FAITH

Hilton Head Island, South Carolina

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CONSTITUTION

PREAMBLE

We adopt, declare, and establish this Constitution for the purpose of preserving and securing the principles of our faith and ensuring that Harbour Community Church is governed in an orderly, transparent, and biblically faithful manner consistent with the teachings of Holy Scripture.

As a church, we are:

Christ-Ruled

Jesus Christ is the Head of His church. (Ephesians 1:22, Colossians 1:18)

Scripture Governed

The Bible is our final authority for faith, doctrine, leadership, practice, and grace. (2 Timothy 3:16-17, Hebrews 4:12)

Pastor/Elder-Led

The local church should be led by a plurality of pastors/elders who are primarily focused on prayer, the preaching and teaching of the Word, and equipping the church for the work of the ministry. (Acts 14:23, Acts 20:17-38, Titus 1:5, 1 Peter 5:1-2, Hebrews 13:17, Ephesians 4:11-12)

Congregationally Accountable

Every member of the body is spiritually accountable to the other members of the congregation under the direction of the pastors/elders. (Matthew 16:16-18, Galatians 6:1-2, 1 Corinthians 5:1-13, James 5:19-20)

Staff-Supported

The vocational ministry staff is responsible for leading, organizing, administrating, and supporting the day-to-day ministry of the congregation. (Romans 12:3-8, 1 Corinthians 12:12-31)

Deacon-Served

Lay members of the body serve congregational needs to ensure Pastors and Elders can adequately devote themselves to prayer, the ministry of the Word, and equipping the church. (Acts 6:1-7, Romans 16:1-2, 1 Timothy 3:8-13)

ARTICLE I – NAME

This body of believers shall be known as Harbour Community Church, Inc., of Hilton Head Island, South Carolina, hereafter referred to as the "Church".

ARTICLE II – PURPOSE

Harbour Community Church exists to glorify God the Father through His Son, Jesus Christ, in the power of the Holy Spirit.

The Church seeks to fulfill the biblical purposes of:

- Worship – glorifying God individually and corporately
- Evangelism – sharing the Gospel of Jesus Christ with our community and world
- Discipleship – helping people grow into mature followers of Jesus
- Ministry – equipping believers to use their gifts to serve others
- Fellowship – developing and engaging in authentic, Christ-centered relationships within the body of Christ and the larger community
- Mission – sending followers of Jesus into our community and world to make disciples.

Harbour Community Church desires to be a community where people can encounter Jesus, experience the transforming power of the Gospel, grow in biblical truth, develop authentic relationships, discover their God-given purpose, and live as faithful followers of Jesus Christ.

Harbour Community Church is committed to entrusting the Gospel to the next generation. We will teach children and students the Scriptures, support parents as the primary disciplers of their children, and raise up young people to know, follow, and serve Jesus Christ, so that the faith is faithfully handed on. (Deuteronomy 6:4–9; Psalm 78:4–7; Psalm 145:4; 2 Timothy 2:2)

ARTICLE III – STATEMENT OF FAITH

We believe the sixty-six books of the Old and New Testaments were written by human authors under the divine inspiration of God and are completely trustworthy. The Scriptures are the supreme and final authority for the beliefs and practices of Harbour Community Church.

The Church affirms the Christian beliefs outlined in the Harbour Community Church Statement of Faith contained in this document. It may be amended only by a unanimous affirmative vote of all Elders in active service, after the proposed amendment has been presented to the membership at a Church Family Meeting at least thirty (30) calendar days before the vote.

ARTICLE IV – CHURCH GOVERNMENT AND AFFILIATIONS

Jesus Christ is the supreme Head of Harbour Community Church.

Under His authority, the Church shall be governed according to the teachings and principles of Holy Scripture.

Harbour Community Church shall operate under an elder-led model of church governance. As used in Scripture, the term “elder” is synonymous with “pastor” and “overseer”. The Elders shall be comprised of both vocational elders (paid pastors) and lay elders.

The Elders shall provide spiritual oversight, doctrinal protection, accountability, wisdom, prayer, and governance for the Church. The Lead Pastor shall serve as the principal pastoral and visionary leader of the Church while remaining accountable to and serving together with the Elders.

The Church is autonomous and is not subject to the control of any other church, denomination, religious body, or ecclesiastical organization.

The Church may voluntarily cooperate with churches, ministries, networks, missions organizations, and other Christian organizations for the advancement of the Gospel and the Kingdom of God, provided such relationships do not compromise the Church's autonomy or Statement of Faith.

Such affiliations and partnerships shall be approved by the Elders.

Governing Documents. The Church is governed by the following, in order of precedence: (1) Holy Scripture; (2) the Articles of Incorporation; (3) this Constitution, including the Statement of Faith; (4) the Bylaws, including the Membership Covenant; and (5) the policies and procedures adopted under the Bylaws. If any provision conflicts with a document higher in this order, the higher document controls.

ARTICLE V – ADOPTION AND AMENDMENTS

Section 1 – Adoption

This Constitution shall be adopted by a unanimous affirmative vote of the Formation Team of Harbour Community Church, Inc. The Formation Team consists of the individuals who sign the Adoption page of this document. Upon adoption, the Formation Team shall, by unanimous vote, appoint the initial Lead Pastor and Executive Pastor, who shall constitute the initial Elders. Initial lay Elders shall then be selected as provided in the Bylaws. Once the initial Elders are in office, the Formation Team shall have no further authority.

Section 2 – Amendments

This Constitution may be amended by a three-fourths (3/4) affirmative vote of the Elders.

Any proposed amendment shall ordinarily be presented and discussed at a meeting of the Elders at least thirty (30) calendar days before a final vote.

BYLAWS

ARTICLE I. CHURCH MEMBERSHIP

Section 1: General

The members of Harbour Community Church shall consist of persons who have satisfied the requirements for membership established by the Church and whose names appear on the Church membership roll.

Membership is a spiritual commitment to participate in the life, mission, fellowship, and ministry of Harbour Community Church.

Section 2: Requirements for Membership

The requirements for membership shall include:

1. A personal profession of faith in Jesus Christ as their Lord and Savior.
2. Baptism as a believer as an outward expression of faith in Jesus Christ.
3. Affirmation of and continuing commitment to the Harbour Community Church Statement of Faith.
4. Affirmation of and continuing commitment to the Harbour Community Church Membership Covenant.
5. A willingness to participate faithfully in the worship, fellowship, discipleship, ministry, and mission of the Church.

Section 3: Responsibilities of Church Membership

Members of Harbour Community Church understand that membership represents a commitment to developing a growing relationship with Jesus Christ and meaningful relationships with other members of His Church.

Members shall endeavor, under the leadership of the Holy Spirit, to:

- Pursue spiritual maturity;
- Participate regularly in corporate worship;
- Protect the unity of the Church;
- Serve others using their spiritual gifts;
- Support the mission and ministries of the Church;
- Practice biblical generosity;
- Pray for the Church and its leaders;
- Live in a manner consistent with Scripture; and
- Participate in the mission of making disciples.

Section 4: Termination of Church Membership

Membership may be terminated for any of the following reasons:

1. Death
2. Transfer or commitment to another church
3. Written request of the member
4. Extended inactivity indicating that the individual no longer considers Harbour Community Church his or her church home
5. Church discipline when a member's ongoing conduct is clearly inconsistent with Scripture and materially harms the spiritual health, unity, or ministry of the Church. Removal shall require a three-fourths (3/4) affirmative vote of the Elders.

Church discipline shall always be motivated by love and the biblical goals of forgiveness, grace, repentance, restoration, reconciliation, and spiritual health rather than retaliation or punishment. The Church and Elders shall take every reasonable measure to assist any member with a lifestyle or doctrinal issue that is, in the Elders' discretion, opposed to or in conflict with Scripture, the Church's Statement of Faith, and/or the Church Membership Covenant. The Elders will be available for counsel and guidance.

Church discipline shall be conducted under the oversight of the Elders and according to biblical principles, including those expressed in Matthew 18:15–17, Galatians 6:1, and other relevant passages of Scripture.

Any individual facing formal removal from membership shall be provided an appropriate opportunity to communicate with the Elders regarding the matter.

Section 5: Restoration of Church Membership

When genuine repentance is evident and a desire for reconciliation (restoration) is expressed, an individual previously removed from membership may be restored to fellowship and membership by a three-fourths (3/4) affirmative vote of the Elders.

The goal of biblical discipline shall always be reconciliation/restoration whenever restoration is biblically appropriate. See 2 Corinthians 2:5–11 and Galatians 6:1.

ARTICLE II. CHURCH LEADERSHIP

Section 1: Elders/Pastors

General

Harbour Community Church shall be governed spiritually and organizationally by Elders, a team comprised of both vocational Elders (paid pastors) and lay Elders, all of whom shall be members of the church.

As used in Scripture, the term "Elder" is synonymous with "Pastor" and "Overseer." These offices shall be filled by men who seek to lead collaboratively, prayerfully, transparently, and in submission to Jesus Christ and the authority of Scripture.

Any staff members carrying the title of “Pastor” shall serve as Elders by virtue of their offices, provided they continue to satisfy the biblical qualifications for eldership. Additional qualified Elders (lay Elders) may be appointed according to the procedures contained in these Bylaws.

The Elders collectively bear responsibility for the spiritual oversight, governance, doctrinal integrity, financial accountability, and long-term health of Harbour Community Church.

No individual Elder, including the Lead Pastor or Executive Pastor, possesses unilateral authority over the Elders.

Matters resulting in a tie vote shall be tabled for further discernment and possible further action.

Qualifications

Elders shall satisfy the biblical qualifications described in Scripture, particularly 1 Timothy 3:1–7, Titus 1:5–9, and 1 Peter 5:1–4. These qualifications include, but are not limited to, being:

- Above reproach
- If married, faithful in marriage
- Temperate
- Self-controlled
- Respectable
- Hospitable
- Able to teach
- Not controlled by alcohol
- Gentle rather than violent
- Not quarrelsome
- Not a lover of money
- Faithful in managing his household
- Fulfilling his role as spiritual leader of his household
- Spiritually mature
- Respected by those outside the Church

Character, spiritual maturity, biblical faithfulness, and demonstrated servant leadership shall be considered more important than professional status, financial influence, popularity, or business success.

Responsibilities

The Elders shall shepherd and spiritually oversee Harbour Community Church. They shall:

- Pray for the Church

- Protect sound doctrine
- Guard the spiritual health and unity of the Church
- Ensure that the discipleship of the next generation remains a priority in the ministry, staffing, and budget of the Church.
- Provide accountability for pastoral leadership
- Help identify and resolve significant spiritual and relational matters
- Participate in church discipline when necessary
- Seek God's direction for the Church

The Elders shall govern the Church in accordance with Scripture, this Constitution, these Bylaws, and applicable law.

The Elders shall oversee the financial stewardship of Harbour Community Church, including reviewing and approving annual budgets, reviewing financial reports, establishing appropriate financial controls, approving pastoral compensation, approving and overseeing significant financial commitments, reviewing major contracts, debt, property transactions, and legal matters, and ensuring that Church resources are used to advance the mission of the Church. Pastors shall not participate in final votes determining their own individual compensation.

The Elders shall provide meaningful spiritual and organizational accountability to the Lead Pastor, the Executive Pastor, and one another. Biblical accountability shall apply equally to every Elder regardless of position, title, tenure, influence, or employment status.

Selection

The initial selection of lay Elders shall be the primary responsibility of the Lead Pastor and Executive Pastor, subject to the following process:

Candidates shall undergo an appropriate period of evaluation to determine biblical qualification, theological alignment, character, calling, and willingness to serve.

Following the initial appointment of Elders, potential staff Elders and lay Elders may be identified by the existing Elders and shall undergo the same evaluation process. The hiring of or promotion of any staff Elders (pastor) shall require a unanimous affirmative vote of the existing Elders. The appointment of any lay Elder shall require a unanimous affirmative vote of the existing Elders.

All Elder candidates shall be presented to the church membership prior to appointment.

Term

Elders shall not have a preset term of service. An Elder may resign at any time, with reasonable notice to allow for an orderly transition.

Evaluation. Every three (3) years of service, each Elder shall take part in an evaluation conducted by the other Elders. The evaluation shall consider the Elder's continued biblical

qualification, his fulfillment of the responsibilities of the office, his family and personal circumstances, and his own sense of calling to continue. Following the evaluation, the Elder shall continue in service upon reaffirmation by a three-fourths (3/4) affirmative vote of the other Elders. An Elder who is not reaffirmed shall conclude his service, without the need for removal proceedings.

Sabbatical. An Elder may request, or the Elders may recommend, a sabbatical from active service of up to twelve (12) months for rest, family, health, or other personal reasons. A sabbatical requires approval by a majority of the other Elders and carries no implication of discipline. An Elder on sabbatical shall not vote or be counted toward quorum or any voting threshold. At the end of the sabbatical he may return to active service upon affirmation by a majority of the other Elders.

All staff pastors shall serve as Elders for as long as they occupy their respective pastoral offices and remain biblically qualified. They shall be evaluated under this Section, and any sabbatical from their pastoral duties shall be governed by the Church's personnel policies.

Removal of an Elder is governed by the Removal provisions below.

Removal

An Elder may be removed for biblical disqualification, serious misconduct, persistent doctrinal disagreement with the Church's Statement of Faith, inability to fulfill the responsibilities of the office, or other circumstances in which continued service is determined to be detrimental to the Church.

Removal shall require a three-fourths (3/4) affirmative vote of the disinterested Elders. Any accusation against an Elder shall be handled according to biblical principles, including 1 Timothy 5:19–21.

Meetings

The Elders shall ordinarily meet monthly and may meet additionally as necessary.

Each Elder shall receive reasonable notice of meetings.

A majority of currently serving Elders (>50%) shall constitute a quorum unless otherwise specified in these Bylaws.

Remote Participation. In-person meeting attendance is preferred, but Elders may participate in any meeting by video or telephone conference, or by any other means through which all participating Elders can hear one another at the same time. An Elder participating in this way is present for all purposes, including quorum and voting.

Action Without a Meeting. Any action that the Elders may take at a meeting may be taken without a meeting if every Elder then in active service consents to the action in writing, including

by email. Each consent shall identify the action taken, and the consents shall be filed with the minutes of the Elders. The action is effective when the last consent is received, unless the consents specify a different date.

Matters Requiring a Meeting. The removal of an Elder or pastor and matters of church discipline shall be decided only at a meeting of the Elders, which may include remote participation as provided above.

Section 2: Church Officers

Harbour Community Church recognizes that Jesus Christ is the ultimate Head of the Church and that all human leaders serve under His authority.

Harbour Community Church is also a nonprofit corporation organized under the laws of the State of South Carolina and shall maintain officers as required for the proper governance and administration of the corporation.

The Elders shall select the Trustees/Directors of the Church as required by law. Unless otherwise determined by the Elders, the Lead Pastor shall be the President of the Church. The Elders shall also elect a Vice President, a Treasurer, and a Corporate Secretary. The Elders and officers shall perform such duties as appropriate and as authorized by law. The Elders may modify officer assignments when necessary or appropriate.

Authority to Execute Documents

The Elders shall establish policies identifying those individuals authorized to execute agreements, contracts, deeds, indebtedness, banking documents, and other legal instruments on behalf of Harbour Community Church.

Significant financial or legal commitments shall require appropriate authorization according to policies adopted by the Elders.

Secretary

The Secretary shall ensure that accurate minutes of official Elder meetings are maintained and preserved as part of the corporate records of the Church.

Section 3: Lead Pastor

Qualifications

The Lead Pastor shall:

1. Be a man who demonstrates the biblical qualifications for an Elder described in passages including 1 Timothy 3:1–7, Titus 1:5–9, and 1 Peter 5:1–4.
2. Demonstrate spiritual maturity, integrity, humility, wisdom, and a commitment to his family.

3. Affirm and teach in accordance with the Harbour Community Church Statement of Faith.
4. Demonstrate a clear calling to pastoral ministry.
5. Be committed to the mission, vision, values, and biblical purposes of Harbour Community Church.

Selection

When the position of Lead Pastor becomes vacant, the Elders shall establish an appropriate process for identifying and evaluating candidates.

A candidate must satisfy the biblical qualifications of an Elder and affirm the Harbour Community Church Statement of Faith.

Selection of the Lead Pastor shall require a unanimous affirmative vote of the Elders.

Term

The Lead Pastor shall serve until he resigns or is removed according to these Bylaws.

Resignation should ordinarily be provided in writing with reasonable notice to allow for an orderly transition.

Removal of the Lead Pastor shall require a three-fourths (3/4) affirmative vote of all disinterested Elders.

Accountability

The Lead Pastor is accountable to the Elders.

The Elders shall provide prayer, encouragement, counsel, accountability, evaluation, and appropriate oversight for the Lead Pastor.

Responsibilities

1. Lead Elder/Overseer. The Lead Pastor shall serve as the principal pastoral and visionary leader of Harbour Community Church (Church) and as a member of the Elders. He shall work collaboratively with the Elders to discern and pursue the vision and direction of the Church. (Acts 20:28; Philippians 1:1; 1 Timothy 3:1–7; Titus 1:5–9; 1 Peter 5:1–4.)

2. Shepherd. The Lead Pastor shall model the heart of Jesus, the Chief Shepherd, and help ensure that the people of Harbour Community Church are spiritually cared for and faithfully led.

3. Preacher/Teacher. The Lead Pastor shall ordinarily serve as the principal teaching pastor and shall ensure that Scripture is faithfully taught and that the Church is growing toward maturity in Christ through sound biblical doctrine. (Acts 6:4; Ephesians 4:11–12; 2 Timothy 4:1–4; Titus 1:9.)

4. Equipper. The Lead Pastor shall equip and empower other pastors, leaders, and members for ministry by helping them discover, develop, and deploy their spiritual gifts. (Ephesians 4:11–13; 2 Timothy 2:2.)

5. Vision and Mission. The Lead Pastor shall provide leadership toward accomplishing the mission and vision of Harbour Community Church in partnership with the Executive Pastor, Elders, staff, and ministry leaders.

6. Organizational Leadership. The Lead Pastor and/or Executive Pastor shall ensure appropriate policies, operational manuals, ministry procedures, staff handbooks, and job descriptions are created and maintained. Written job descriptions shall be established for paid staff positions. The Elders shall approve staff job descriptions by a three-fourths (3/4) affirmative vote.

Section 4: Executive Pastor

Qualifications

The Executive Pastor shall:

1. Be a man who demonstrates the biblical qualifications for an Elder described in passages including 1 Timothy 3:1–7, Titus 1:5–9, and 1 Peter 5:1–4.
2. Affirm the Harbour Community Church Statement of Faith;
3. Demonstrate spiritual maturity, integrity, leadership ability, and organizational wisdom; and
4. Be committed to the mission, vision, values, and ministries of Harbour Community Church.

Selection

The Executive Pastor shall be selected by the Elders upon recommendation of the Lead Pastor.

Selection shall require a unanimous affirmative vote of the Elders.

Term

The Executive Pastor shall serve until he resigns or is removed according to these Bylaws.

Resignation should ordinarily be provided in writing with reasonable notice to allow for an orderly transition.

Removal of the Executive Pastor shall require a three-fourths (3/4) affirmative vote of the disinterested Elders.

Accountability

The Executive Pastor is accountable to the Elders.

The Elders shall provide prayer, encouragement, counsel, accountability, evaluation, and appropriate oversight for the Executive Pastor.

Responsibilities

1. Elder. The Executive Pastor shall serve as an Elder and shall assist the Lead Pastor and Elders in providing leadership to the Church.

2. Equipper. The Executive Pastor shall help develop leaders and equip members for meaningful ministry and service.

3. Ministry Leadership. The Executive Pastor shall assist in providing leadership, coordination, and accountability for the ministries and staff of the Church.

4. Operations. The Executive Pastor shall ordinarily oversee or delegate the operational and administrative functions of the Church, including finances, facilities, systems, policies, staff coordination, risk management, and organizational development.

Section 5: Ministry Staff

General

The Church may employ additional ministry personnel to help fulfill the mission and ministry of the Church. These individuals shall be under the direct supervision of the Church's Pastors. The ministry staff will be hired by the Elders or their designees. Ministry staff members shall demonstrate spiritual maturity, Christian character, theological alignment with Harbour Community Church, and appropriate calling and competency for their respective ministries.

Ministry positions may include, but are not limited to: Ministers, Directors, Associate Ministers, and Interns.

All ministry shall affirm the Harbour Community Church Statement of Faith and support the mission, vision, values, Constitution, Bylaws, and policies of the Church.

Ministry staff positions shall ordinarily be recommended by the Lead Pastor and/or Executive Pastor and approved according to staffing policies established by the Elders.

Ministry staff members shall be accountable according to the organizational structure established by the Lead Pastor and Executive Pastor and approved by the Elders.

Employment may be terminated according to established personnel policies and applicable law.

Church Support Staff

Support staff positions may include coordinators, administrative personnel, communications personnel, facilities personnel, and other positions necessary to accomplish the mission of the Church. These shall be both paid and unpaid positions.

Support staff shall be selected and supervised according to organizational policies established by Church leadership and approved by the Elders.

All staff shall be expected to conduct themselves in a manner consistent with the mission, values, Statement of Faith, and applicable policies of Harbour Community Church.

Section 6: Deacons

Qualifications

Deacons will meet the qualifications stated in 1 Timothy 3:8–13 and Acts 6:1–7. In addition, deacons will give wholehearted assent to the Statement of Faith, the Membership Covenant, and the mission and vision of the Church. Deacons should be a member of the Church for at least six (6) months to be eligible for nomination.

Purpose and Responsibilities

In accordance with the New Testament, deacons, under the leadership of the Elders, will serve the Church to help fulfill its mission and ministry. They will promote peace and unity within the Church. The deacons will serve according to their giftedness and the specific needs of the Church. The following ministry areas will fall under the ministry of the deacons:

1. Care for those in need, including widows and orphans, and ongoing care needs.
2. Assist in meeting benevolence needs.
3. Assist with Baptism and Lord's Supper needs.
4. Serve and give leadership to various ministries according to each individual's giftedness (e.g., Hospitality, Finance, and Facilities).
5. Serve and facilitate partnerships with other ministries/organizations.

Selection

As the need for deacons arises, the Elders will initiate a search for those who meet the biblical qualifications. Members are encouraged to nominate qualified members to be considered as a deacon. The Elders will examine candidates and present to the congregation the names of prospective deacons who will be appointed by a three-fourths (3/4) affirmative vote of the Elders.

Number and Term

The maximum number of active deacons will be adequate to serve the needs of the Church, as recommended by the Elders. The term of office is not preset. If at any point a deacon is not fulfilling their role, fails to meet the biblical qualifications, or no longer desires to serve, the Elders will evaluate the situation and recommend steps to be taken.

Removal

A deacon may be removed for biblical disqualification, serious misconduct, persistent doctrinal disagreement with the Church's Statement of Faith, inability to fulfill the responsibilities of the office, or other circumstances in which continued service is determined to be detrimental to the Church. Removal shall require a three-fourths (3/4) affirmative vote of the Elders.

ARTICLE III. CHURCH SERVICES AND ORDINANCES

Section 1: Regular Worship Services

The Church shall meet for worship each Sunday or at other times as encouraged and organized by the Elders. The purpose of the services is to worship Almighty God through prayer, praise, preaching, instruction, and evangelism.

Section 2: Baptism

This Church may baptize any person who has received Jesus Christ as Savior by personal faith and indicates a commitment to follow Christ as Lord. Baptism shall be by immersion in water, publicly identifying the believer with the death, burial, and resurrection of Christ, consistent with the Harbour Community Church Statement of Faith.

Section 3: The Lord's Supper

The Church shall observe the Lord's Supper regularly and at least once a month. The observance shall be open to any person in attendance who professes faith in Jesus Christ as Savior. The observance shall be administered by an Elder of the Church.

ARTICLE IV. CHURCH FAMILY MEETINGS

Section 1: Regular Church Family Meetings

The Church shall hold an annual meeting to present the annual financial report and ministry plan to the membership and to provide an opportunity for members to ask questions and offer input. Notice of the annual meeting will be published at least two (2) weeks before the meeting. An Elder will lead the meeting.

Section 2: Special Church Family Meetings

The Elders may call additional meetings to consider matters of a special nature or significance, or to present matters for which these Bylaws or the Elders determine that congregational input, prayer, or affirmation is appropriate. Proper communication of the matter will be disseminated to the Church body to allow ample time for intercessory prayer, and for the membership to ask questions, provide feedback, and express confidence and support for decisions recommended by the leadership. Notice of such meetings must be presented to the Church membership at least two (2) weeks before the meeting. An Elder will lead the meeting.

Section 3: Member Requested Meetings

Members may request a Special Church Family Meeting by submitting to the Elders a written petition that states the purpose of the meeting and is signed by at least ten percent (10%) of the members then appearing on the Church membership roll. Upon receiving a valid petition, the Elders shall call the meeting to be held within thirty (30) days, with notice to the membership at least two (2) weeks before the meeting. An Elder will lead the meeting, and discussion shall be limited to the purpose stated in the petition. Governing authority rests with the Elders as provided in these Bylaws.

Section 4: Meeting Minutes

Minutes of Church Family Meetings shall be maintained as part of the records of the Church.

ARTICLE V. CHURCH FINANCES

Section 1: Financial Accountability

Harbour Community Church shall maintain financial systems and internal controls designed to promote integrity, accountability, transparency, and responsible stewardship.

Financial reports shall be regularly provided to the Elders.

An appropriate financial report shall also be made available to the congregation at least annually.

Section 2: Annual Budget

The Lead Pastor and Executive Pastor, working with appropriate financial leaders, shall prepare a proposed annual budget.

The Elders shall review and approve the annual budget.

The Church shall endeavor to operate responsibly within the approved budget.

Section 3: Offerings

The Church will receive gifts, tithes, and offerings to undergird its ministry financially. It is understood that membership at the Church involves financial participation through regular, proportionate giving as an act of worship. Requests for Church-wide special offerings must be approved by the Elders.

Section 4: Designated Funds

The Elders may establish designated funds for specific purposes. Contributions to a designated fund shall be used for that fund's purpose, subject to this Section.

All contributions are received with the understanding that they are subject to the control and discretion of the Elders in carrying out the mission of the Church. The Church may decline any gift whose designation or conditions are inconsistent with its mission, vision, or Statement of Faith, or that the Church cannot reasonably fulfill.

If the purpose of a designated fund has been accomplished, has become impracticable, or the fund has had no activity for twelve (12) consecutive months, the Elders may redirect the remaining balance to a purpose as near as practicable to the original, or otherwise to the general ministry of the Church. Any such redirection shall be reported to the membership in the next financial report.

Where a donor has imposed a specific written restriction that the Church has accepted, the Church shall honor that restriction, and shall not redirect the gift without the donor's consent or as otherwise permitted by law.

Section 5: Pastoral Compensation

Compensation for the Lead Pastor and Executive Pastor shall be established and approved by disinterested Elders.

A pastor shall not vote on his own compensation.

The Elders should utilize appropriate compensation information when determining reasonable compensation.

Section 6: Extraordinary Financial Matters

The following are Extraordinary Financial Matters:

1. The purchase, sale, or mortgage of real property;
2. Any borrowing or debt, other than routine short-term credit paid in the ordinary course;
3. Any single expenditure or financial commitment not included in the approved annual budget that exceeds ten percent (10%) of that budget; and
4. The construction or major renovation of Church facilities.

An Extraordinary Financial Matter shall require (a) approval by a three-fourths (3/4) affirmative vote of the Elders, followed by (b) approval by a two-thirds (2/3) affirmative vote of the members present and voting at a Church Family Meeting called for that purpose, with notice at least two (2) weeks before the meeting.

Approval of the annual budget, and all expenditures within it, remains the responsibility of the Elders and does not require a vote of the membership.

Emergencies. When immediate action is necessary to protect life, safety, or Church property, or to prevent substantial loss, the Elders may approve an Extraordinary Financial Matter without a vote of the membership by a three-fourths (3/4) affirmative vote. The Elders shall limit such

action to what the emergency reasonably requires and shall report the action and its cost to the membership within thirty (30) days.

Section 7: Financial Integrity

The Elders shall be ultimately responsible for ensuring the financial integrity of Harbour Community Church.

Appropriate policies shall be established and updated as needed regarding:

- Expenditures;
- Reimbursements;
- Purchasing;
- Banking;
- Contributions;
- Benevolence;
- Restricted gifts;
- Compensation;
- Contracts;
- Financial reporting;
- Conflicts of interest; and
- Internal controls.

No individual shall exercise unrestricted control over the Church's financial assets.

The Church shall seek to maintain appropriate operating reserves as financial circumstances allow.

ARTICLE VI. RECORDS AND REPORTS

Harbour Community Church shall maintain appropriate records, including:

1. Accurate financial records reflecting receipts, expenditures, balances, assets, liabilities, and the financial condition of the Church;
2. Written minutes of official Elder meetings;
3. Records of Church property and significant assets;
4. Appropriate insurance records;
5. Membership records;
6. Contribution records and annual contribution statements;
7. Corporate records required by applicable law; and
8. Other records reasonably necessary for the responsible administration of the Church.

Records containing confidential pastoral, personnel, donor, disciplinary, legal, or other sensitive information shall be appropriately protected.

ARTICLE VII. POLICIES AND PROCEDURES

All other matters not specifically covered by these Bylaws shall be governed by the policies and procedures of the Church. The Church will maintain a Policy and Procedures Manual that is a compilation of the policies and procedures of Harbour Community Church, including personnel policies, staffing policies, financial policies, and other administration procedures referenced throughout these Bylaws.The Church shall maintain a child and youth protection policy, approved by the Elders, that includes screening, training, and supervision requirements for all staff and volunteers who serve minors. The manual will be maintained by the Executive Pastor.

ARTICLE VIII. DISSOLUTION

Harbour Community Church may be dissolved by a three-fourths (3/4) affirmative vote of all Elders then serving, following notice to the membership at a Church Family Meeting called for that purpose.

Upon dissolution, and after all debts and obligations of the Church have been paid or provided for, the remaining assets shall be distributed to one or more organizations that are organized and operated exclusively for religious purposes, that hold beliefs consistent with the Harbour Community Church Statement of Faith, and that qualify as exempt under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose as selected by the Elders. No assets shall be distributed to any Elder, officer, member, or other private individual. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of Beaufort County.

ARTICLE IX. ADOPTION AND AMENDMENTS OF BYLAWS

Section 1: Adoption

These Bylaws shall be adopted by a unanimous affirmative vote of the Formation Team of Harbour Community Church, Inc.

Section 2: Amendments

These Bylaws may be amended by a three-fourths (3/4) affirmative vote of the Elders. The Membership Covenant is part of these Bylaws and may be amended in the same manner. Any amendment to the Bylaws or Membership Covenant shall ordinarily be presented and discussed at an Elders' meeting at least thirty (30) days before the final vote. Any amendments shall be communicated to the membership within thirty (30) days.

The Lead Pastor, Executive Pastor, or Secretary may make non-substantive clerical, formatting, grammatical, or typographical corrections that do not alter the meaning of the Constitution or Bylaws.

Section 3: Records

The most recently adopted version of the Constitution and Bylaws shall be maintained with the official records of Harbour Community Church.

HARBOUR COMMUNITY CHURCH STATEMENT OF FAITH

The Scriptures

We believe that the Scriptures of the Old and New Testaments are divinely inspired by God, true and without error in all that they affirm, and serve as the supreme and final authority for faith and practice for followers of Jesus Christ.

Psalm 119:160; 2 Timothy 3:16–17; 2 Peter 1:20–21; Hebrews 1:1–2; Hebrews 4:12.

Triune God

We believe there is one living and true God who is infinite, eternal, and unchangeable. He is the Creator of all things, and all creation exists by Him, through Him, and for His glory.

God eternally exists as Father, Son, and Holy Spirit—three persons, one God, without division of essence, nature, or being.

Genesis 1:1; Deuteronomy 4:39; 6:4; Matthew 28:19; John 1:3; 2 Corinthians 13:14; Colossians 1:16–17; Revelation 4:11.

The Father

We believe God the Father orders and directs all things according to His purpose, wisdom, and grace.

The Father is sovereign in creation, providence, and redemption. He graciously involves Himself in the affairs of humanity, hears and answers prayer, and saves from sin and death all who come to Him through Jesus Christ.

Psalm 103:19; Matthew 6:9; John 5:19–24; Ephesians 1:2–6.

The Son

We believe Jesus Christ is the eternal Son of God. He is fully God and fully man, conceived by the Holy Spirit and born of the virgin Mary.

Jesus lived a sinless life, willingly died on the cross as the sufficient and substitutionary sacrifice for our sins, was buried, and was bodily raised from the dead.

He ascended into heaven, reigns at the right hand of the Father, and will personally and visibly return.

John 1:14–18; Acts 1:9–11; Romans 3:24–26; 1 Corinthians 15:1–8; Colossians 2:9; Hebrews 2:17–18; 4:14–16.

The Holy Spirit

We believe the Holy Spirit is the third person of the Trinity and fully God.

The Holy Spirit glorifies Jesus Christ, convicts people of sin, reveals truth, applies the salvation accomplished by Christ, indwells believers, produces spiritual fruit, gives spiritual gifts, and empowers followers of Jesus for holy living and ministry.

John 3:1–8; 14:16–17; 16:7–15; 1 Corinthians 12; Galatians 5:16–25; Ephesians 1:13–14; 5:18–21.

Humanity

We believe humanity was created by God in His image and created to know Him, glorify Him, enjoy fellowship with Him, and accomplish His purposes.

Through the sin of Adam, humanity fell from its original relationship with God, and sin and death entered the human experience. All people are sinners by nature and by choice and are therefore separated from God and in need of His saving grace.

Genesis 1:26–27; 2:7; 3:1–7; Romans 3:10–23; 5:12–19; Ephesians 2:1–3.

Salvation

We believe Jesus Christ died for our sins as the sufficient and substitutionary sacrifice.

Salvation is entirely the work of God's grace and is received through faith in Jesus Christ, not through human achievement, religious effort, or good works.

Those who place their faith in Jesus Christ are forgiven, justified, regenerated, indwelt by the Holy Spirit, adopted into God's family, and given eternal life.

True saving faith results in repentance and a transformed life as believers increasingly submit themselves to the Holy Spirit and the Word of God. Those who truly belong to Christ are kept by the power of God and will persevere in faith to the end.

John 1:12; 3:16; 5:24; 10:27–30; 14:6; Acts 4:12; Romans 3:21–26; 5:8; 8:28–39; 1 Corinthians 15:1–4; Galatians 3:26; Ephesians 1:7; 2:8–10; Philippians 1:6; Titus 3:4–7; 1 Peter 1:3–5; 1 John 5:11–13.

The Church

We believe all who have been regenerated by the Holy Spirit belong to the universal Church, the Body of Christ.

Scripture directs followers of Jesus to participate in local churches where believers worship together, learn Scripture, experience Christian community, serve one another, practice the ordinances, and participate in the mission of making disciples.

The local church operates under the authority of Jesus Christ and Scripture.

Harbour Community Church recognizes the biblical leadership office of Elder/Overseer/Pastor and other ministry leadership roles consistent with Scripture.

The Church observes two ordinances instituted by Jesus Christ:

Baptism – the immersion in water of those who have repented and placed their faith in Jesus Christ, publicly identifying the believer with the death, burial, and resurrection of Christ.

The Lord's Supper – the remembrance and proclamation of Christ's sacrificial death until He returns.

The mission of the Church is to glorify God by proclaiming the Gospel, making disciples, building Christian community, equipping believers for ministry, serving others, and participating in God's mission locally and throughout the world.

Matthew 16:13–19; 28:18–20; Acts 2:41–47; 8:36–39; 1 Corinthians 11:23–29; Ephesians 2:19–22; 4:11–13; Colossians 2:12; Hebrews 10:23–25; 1 Peter 5:1–3.

The Future

We believe God, in His own time and according to His sovereign purposes, will bring history to its appointed conclusion.

Jesus Christ will personally and visibly return, the dead will be bodily raised, and all people will stand before God in final judgment. Those who belong to Christ will dwell eternally with God in the fullness of His Kingdom, while those who remain apart from Christ will experience eternal judgment and separation from God. God's Kingdom will ultimately and completely triumph, and He will make all things new.

Matthew 24–25; John 14:1–3; Acts 1:9–11; 1 Corinthians 15:20–28; 1 Thessalonians 4:15–17; Revelation 20–22.

HARBOUR COMMUNITY CHURCH MEMBERSHIP COVENANT

Our Commitment

Having trusted in Jesus Christ alone as my Lord and Savior, and having publicly professed my faith in Him through baptism, I desire to identify with Harbour Community Church as a committed member of this local church family. I understand that church membership is more than attending a service or having my name on a list. It is a commitment to Christ and His church; to worship together, grow together, serve together, care for one another, and live together on mission. By becoming a member of Harbour Community Church, I willingly enter into this covenant with my church family.

I Will Pursue Jesus

Because Jesus is Lord, I will seek to make Him the center of my life. I will:

- *Pursue a growing relationship with Jesus through Scripture, prayer, worship, and obedience.*
- *Seek to live a life that reflects the character and teachings of Jesus.*
- *Regularly examine my life, confess sin, receive God's grace, and pursue holiness.*
- *Depend upon the Holy Spirit to transform me and produce His fruit in my life.*
- *Participate regularly in the worship and life of Harbour Community Church.*
- *Remember that my identity, hope, and salvation are found in Jesus Christ alone.*

Luke 9:23; John 15:4–5; Romans 12:1–2; Galatians 5:22–25; Colossians 2:6–7

I Will Pursue Community

Because the church is a family, I will not simply attend Harbour; I will seek to belong, participate, and build relationships with others. I will:

- *Love and care for my brothers and sisters in Christ.*
- *Pray for other members of our church family.*
- *Encourage, support, and serve others.*
- *Rejoice with those who rejoice and weep with those who weep.*
- *Pursue meaningful relationships where I can be known, encouraged, challenged, and strengthened.*
- *Protect the unity of the church by refusing gossip, divisiveness, bitterness, and unnecessary conflict.*
- *Pursue reconciliation and forgiveness when relationships are broken.*
- *Speak truth with grace and love.*
- *Bear with others patiently, remembering the grace Christ has shown me.*

John 13:34–35; Romans 12:10–18; Ephesians 4:1–3, 29–32; Colossians 3:12–15; Hebrews 10:24–25

I Will Grow as a Disciple

Because following Jesus is a lifelong journey, I will intentionally pursue spiritual growth and maturity. I will:

- *Be nourished by the Word of God.*
- *Develop a consistent life of prayer.*
- *Worship Jesus both personally and with the gathered church.*
- *Seek opportunities to learn and grow in my understanding of Scripture.*
- *Welcome biblical encouragement, correction, and accountability.*
- *Seek to become more like Jesus in my character, relationships, priorities, and decisions.*
- *Help others grow as disciples of Jesus.*

I understand that discipleship is not simply knowing more about Jesus but increasingly living like Jesus.

Matthew 28:18–20; Romans 8:29; 2 Timothy 3:16–17; James 1:22; 2 Peter 3:18

I Will Serve

Because God has gifted every believer for the good of the church, I will seek to use my gifts, abilities, time, and resources to serve others. I will:

- *Discover and use the gifts God has entrusted to me.*
- *Serve willingly rather than simply consume.*
- *Look for opportunities to meet practical and spiritual needs within our church and community.*
- *Serve with humility, remembering that ministry is ultimately about Jesus and not recognition.*
- *Help carry the responsibilities of our church family as God enables me.*

I understand that every member is a minister and that God has given each of us a role in building up the body of Christ.

Mark 10:45; Romans 12:4–8; 1 Corinthians 12:4–7; Ephesians 4:11–16; 1 Peter 4:10–11

I Will Give Generously

Because everything I have belongs to God, I will seek to live with generosity. I will:

- *Give regularly, willingly, and generously to support the ministry and mission of Harbour Community Church.*
- *View generosity as an act of worship rather than an obligation.*
- *Use the resources God has entrusted to me for His glory and the good of others.*
- *Seek opportunities to care for people in need.*

I understand that generosity includes not only my finances but also my time, abilities, possessions, and influence.

Matthew 6:19–21; 2 Corinthians 8:7; 2 Corinthians 9:6–8; 1 Timothy 6:17–19

I Will Live on Mission

Because Jesus has called His followers to make disciples, I will seek to live with intentionality among those God has placed around me. I will:

- *Pray for people who do not yet know Jesus.*
- *Build genuine relationships with people outside the church.*
- *Share the Gospel clearly and graciously.*
- *Invite others into the life and community of Harbour.*
- *Welcome people regardless of their background or story.*
- *Look for opportunities to serve Hilton Head Island and the surrounding community.*
- *Participate in the mission of making disciples locally and beyond.*

I will remember that the church does not exist only for those already inside it. We have been sent into the world with the good news of Jesus.

Matthew 5:14–16; Matthew 28:18–20; Acts 1:8; 2 Corinthians 5:17–20; 1 Peter 3:15

I Will Protect the Unity and Health of Our Church

Because unity matters deeply to Jesus, I will seek to be a source of peace, encouragement, and health within Harbour Community Church. I will:

- *Speak directly and graciously when conflict arises.*
- *Assume the best of others whenever possible.*
- *Forgive others as Christ has forgiven me.*
- *Seek reconciliation when relationships are damaged.*
- *Support the mission, doctrine, and biblical convictions of Harbour Community Church.*
- *Pray for the pastors, elders, leaders, volunteers, and ministries of the church.*
- *Respect and follow the biblical leadership and shepherding of the church while recognizing that Scripture is our final authority.*
- *Receive biblical correction when necessary and lovingly offer it to others when appropriate.*
- *Refuse to participate in gossip, slander, or unnecessary division, remembering that these are the tools of the enemy.*

Matthew 18:15–17; John 17:20–23; Ephesians 4:1–6; Philippians 2:1–5; Hebrews 13:17

Our Commitment to You

Membership is not a one-sided commitment. As the leaders and church family of Harbour Community Church, we also covenant with you. We will:

- *Make much of Jesus in everything we do.*
- *Faithfully preach and teach the Word of God.*
- *Clearly proclaim the Gospel of grace.*
- *Pray for you and care for you.*
- *Encourage and equip you to grow as a disciple of Jesus.*
- *Provide opportunities for worship, community, service, and mission.*
- *Shepherd the church with humility, integrity, transparency, and accountability.*
- *Seek to protect the unity, doctrine, and spiritual health of the church.*
- *Handle correction and church discipline biblically, carefully, graciously, and with restoration as the goal.*
- *Steward the financial resources of the church responsibly and transparently.*
- *Seek to create a church culture marked by truth, grace, life, and love.*
- *Continually point you—not to ourselves or to Harbour—but to Jesus Christ.*

Acts 20:28; Ephesians 4:11–16; 1 Peter 5:1–4; Hebrews 13:7, 17

Our Covenant

By signing this Membership Covenant, I affirm that:

- *I have personally trusted in Jesus Christ as Lord and Savior.*
- *I have publicly professed my faith through believer's baptism.*
- *I have reviewed and affirmed the Statement of Faith of Harbour Community Church.*
- *I desire to be an active and committed member of this local church family.*
- *I willingly commit to pursue the responsibilities described in this covenant.*
- *I understand that I will not fulfill these commitments perfectly and that membership is lived out through the same grace of God by which I have been saved.*

My desire is that, together with my church family, my life would help fulfill the mission of Harbour Community Church.

Member Name: _____

Signature: _____

Date: _____

Harbour Community Church Representative: _____

Date: _____