

# WOODRIDGE CHURCH CONSTITUTION

## **ARTICLE I NAME**

### **1. Name.**

The name of this organization shall be Woodridge Church, and shall be domiciled in the State of Minnesota.

## **ARTICLE II STATEMENT OF FAITH**

### **1. Statement of Faith.**

The following represents the Statement of Faith for Woodridge Church:

- a. We believe that the Bible is the completely and uniquely inspired Word of God, inerrant in its original writings. The Bible is our supreme and final authority in faith and life. (II Timothy 3:16; II Peter 1:20, 21)
- b. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. (Genesis 1:1, 26; Matthew 28:19; John 1:1, 3; 4:24; Acts 5:3, 4; Romans 1:20; Ephesians 4:5, 6; II Corinthians 13:14)
- c. We believe that Jesus Christ was begotten by the Holy Spirit, and born of the Virgin Mary, and is true God and true man. (Matthew 1:18-25; Luke 1:26-38; Romans 9:5; Titus 2:13)
- d. We believe that man and woman were created in the image of God; that they sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature, and become guilty sinners in thought, word and deed. (Genesis 1:26, 27; 3:1, 24; Romans 3:25; 5:12-18; I John 1:8)
- e. We believe that the Lord Jesus died for our sins as a representative and substitutionary sacrifice; that He rose victorious from the grave on the third day; and that all who believe in Him are justified by His shed blood. (Isaiah 53; Matthew 20:28; John 3:16; Romans 3:24-26; 5:1; I Corinthians 15:3; II Corinthians 5:21; Ephesians 1:7; I John 2:2; Matthew 28:6; Romans 10:9; and I Corinthians 15:14)
- f. We believe that the Holy Spirit came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide. (John 16:5-15; Romans 8:16, 23, 26, 27)
- g. We believe in the personal and imminent return of our Lord Jesus Christ. (Acts 1:11; I Thessalonians 4:16, 17; Matthew 24:42-51; Matthew 25:1-13)
- h. We believe that all who come by grace through faith to accept the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God. (John 3:3, 5; 1:12, 13; James 1:18; I Peter 1:23; Ephesians 2:8, 9)

- i. We believe in the bodily resurrection of the just and the unjust, the everlasting joy of the saved, and the everlasting conscious punishment of the lost. (John 5:28-29; I Corinthians 15; II Corinthians 5:10; Matthew 25:31-46; Revelation 20:4-6, 11-15)
- j. We believe that all Christians are baptized by the Holy Spirit when they are born again. We believe that believer's baptism by immersion in the name of the Father, Son, and Holy Spirit is a professed believer's biblical testimony. (Acts 2:28-41, 47; Matthew 28:18-20; Acts 8:36-40; 10:47; 18:8; Romans 6:3, 4; I Corinthians 12:13)
- k. We believe that those who partake of the Lord's Supper should be born-again believers, walking in fellowship with the Lord Jesus Christ. (Acts 2:42-46; I Corinthians 11:23-29)
- l. We believe that there is one true church universal, comprised of all those who acknowledge Jesus Christ as personal Savior and Lord. The Scriptures command believers together to devote themselves to worship; prayer; teaching of the Word; observance of baptism and the Lord's Supper; fellowship; service to the body through the development and use of talents and gifts; giving through tithes and offerings; and outreach. (Romans 12:4-6; I Corinthians 12:4-6; Ephesians 2:19-22; 4:12-16; Hebrews 10:24, 25)
- m. We believe that all Christians are commanded to participate in spreading the Gospel to all people groups. (Matthew 28:19-20; Acts 1:8)

### **ARTICLE III** **PURPOSE AND COVENANT**

**1. Purpose.**

To lead people to become fully devoted followers of Jesus Christ so that we are loving our communities in the name of Jesus.

**2. Covenant.**

Based upon this purpose, the Members of Woodridge Church do covenant together, by God's grace, to live our lives in a manner consistent with the standards of biblical teaching, including: supporting this local ministry in attendance, prayer, service and giving; living lives in word and deed that are an encouragement to others to know and be like Jesus Christ; and reflecting in all our relationships the servant-love of our Lord.

### **ARTICLE IV** **AFFILIATION**

**1. Affiliation.**

Woodridge Church shall be affiliated with the Minnesota Iowa Baptist Conference and the Baptist General Conference.

**ARTICLE V**  
**MEMBERSHIP**

**1. Membership Requirements.**

Membership is a covenant between a Member and Woodridge Church. There shall be three (3) categories of membership in Woodridge Church: Church Member, Fellowship Member, and Non-Resident Member.

**2. Church Membership requirements.**

- a. A statement of faith in Jesus Christ as Savior and Lord, and evidence of a desire to live a consistent Christian life.
- b. A verified understanding of basic Christian doctrine and beliefs.
- c. A signed statement indicating consent to the Statement of Faith and Covenant of Woodridge Church.
- d. An agreement to abide by biblical principles of Christian discipline.
- e. Baptism by immersion.
- f. Regularly participate in public worship with Woodridge Church.

**3. Fellowship Membership requirements.**

- a. A statement of faith in Jesus Christ as Savior and Lord, and evidence of a desire to live a consistent Christian life.
- b. A verified understanding of basic Christian doctrine and beliefs.
- c. A signed statement indicating consent to the Statement of Faith and Covenant of Woodridge Church. (A Fellowship Member may take exception to baptism by immersion).
- d. An agreement to abide by biblical principles of Christian discipline.
- e. Regularly participate in public worship with Woodridge Church.

**4. Non-Resident Membership Requirements.**

- a. Formerly a Church Member or Fellowship Member of Woodridge Church.
- b. Consensus by the Overseers that the status of Non-Resident Member be granted for a limited term. The Overseers shall annually review and determine the status of all Non-Resident Members.
- c. A statement indicating that regular contact with Woodridge Church is temporarily suspended because the Member is temporarily residing outside the vicinity of the Woodridge Church facility due to circumstances acceptable to the Woodridge Church Overseers; and further stating an intention to re-associate with Woodridge Church as a Member upon return to residency within the vicinity of the Woodridge Church facility.

**5. Membership Participation Distinctions.**

- a. A Church Member may vote on all matters to be determined by Membership Vote, and may serve in any capacity in the ministry of Woodridge Church.

- b. A Fellowship Member may vote on all matters to be determined by Membership Vote except to amend the Constitution of Woodridge Church or to amend the Articles of Incorporation.
- c. A Non-Resident Member shall not vote on any matters.

**6. The Membership.**

Throughout the rest of this document, unless stated otherwise, the words “Member” and “Membership” shall refer collectively to Church Members and Fellowship Members.

**7. Procedure for Membership.**

The Overseers will ensure the membership process is followed. The procedure for membership shall be:

- a. Completion of the Woodridge Church membership class.
- b. Each applicant will be interviewed for membership by an Overseer or a site leader approved by the Overseers to ascertain whether the applicant meets the membership requirements.
- c. Upon recognition that the applicant meets the appropriate membership requirements, the respective membership will be granted by the Overseers at the next Overseers meeting and recorded in the minutes. At this time the new Member has full membership rights according to their membership category.
- d. At the next business meeting following an Overseer grant of membership, the Membership will vote on the ratification of the Overseer action to grant membership to the new Member. A new Member granted membership by the Overseers between meetings has the right to vote on their own ratification. For at least seven (7) days prior to the vote on ratification, the name of each new Member will be available at the church office. A new Member failing to receive a vote of seventy-five percent (75%) in favor of ratification of membership shall be terminated from membership.
- e. Members are not accepted based upon a letter of transfer.

**8. Termination from Membership.**

Termination of membership is a very serious matter as it indicates a break in our Covenant. As such, all actions should be taken within Biblical principles and only after the Overseers have made personal attempts to determine the membership intent and, if necessary, to attempt reconciliation.

- a. Upon the establishment of a quorum and two-thirds (2/3) vote of Overseers present, the Overseers may terminate the membership of any person who no longer meets the membership requirements.
- b. Whenever a Member becomes a member of another church, his/her membership in Woodridge Church will terminate without further action. A Non-Resident Member may become a member of another church where he/she is living and concurrently retain non-resident membership in Woodridge Church.

- c. A Member of any category, upon the Member's own written request, may be terminated from membership.
- d. A Member who fails to participate with or attend the church for a period of time may be contacted by an Overseer, pastoral staff or designee of the Overseers to discern membership intent. The term "period of time" is to be defined as approximately six (6) consecutive months. However, an Overseer, Pastoral staff or designee of the Overseers may attempt contact at any time to discern membership intent if the situation warrants.

**ARTICLE VI**  
**CHURCH LEADERS/OFFICERS**

**1. Overseers.**

The governance of Woodridge Church shall be vested in the Overseers. To hold the position, an Overseer of Woodridge Church shall affirm that they:

- a. Are a Church Member of Woodridge Church.
- b. Subscribe to and affirm the Statement of Faith, Covenant and strategies of Woodridge Church.
- c. Strive to meet the biblical standards for church leaders (I Timothy 3).
- d. Are a biblically proportionate giver.
- e. Are of legal age.
- f. Regularly participate in public worship with Woodridge Church.

**2. Senior Pastor.**

The spiritual guidance and welfare of Woodridge Church shall be vested in the Senior Pastor. The Senior Pastor shall affirm that they:

- a. Are eligible to be a Church Member of Woodridge Church.
- b. Subscribe to and affirm the Statement of Faith, Covenant and strategies of Woodridge Church.
- c. Strive to meet the biblical standards for church leaders (I Timothy 3).
- d. Are a biblically proportionate giver.
- e. Are of legal age.

**3. Called Staff.**

Called Staff shall be all Pastors and selected Ministry Directors as determined by the Overseers. Without circumventing the spirit of Article VII Paragraph 9, Overseers can implement subsequent incremental changes to job descriptions and titles of Called Staff positions at any time. Job descriptions, new and changed, shall be presented to the Membership for ratification at the next properly noticed business meeting. As a leader, Called Staff shall affirm that they:

- a. Are eligible to be a Church Member of Woodridge Church
- b. Subscribe to and affirm the Statement of Faith, Covenant and Strategies of Woodridge Church.

- c. Strive to meet the biblical standards for church leaders (I Timothy 3).
- d. Are a biblically proportionate giver.
- e. Are of legal age.

**4. Officers.**

For legal purposes as a Minnesota non-profit corporation, the following officers are designated:

- a. President – The Chair of the Overseers serves as the Chair of the Church, and holds the title of President for all legal purposes.
- b. Vice President – The Vice-Chair of the Overseers serves as Vice-President of the Church.
- c. Secretary – The Overseers will appoint a Church Secretary annually.
- d. Treasurer – The Operations Director serves as the Church Treasurer.

**ARTICLE VII**  
**GOVERNMENT**

**1. Jesus Christ is the head of Woodridge Church.**

Jesus Christ is the head of Woodridge Church, which is comprised of all Members and attendees. We seek to be led by the Holy Spirit in the direction He wishes to accomplish, and to come under the authority of Christ. The Overseers are a selected (called) group of Members who help manage the direction of Woodridge Church but are under the authority of the Membership. The Senior Pastor comes under the authority of the Overseers and is responsible for the spiritual growth and well being of Woodridge Church and its Ministries.

**2. The Membership.**

The Membership, comprised of all Members of Woodridge Church, is the governing body of this organization, having final authority in all matters as provided in this Constitution. The Membership must approve the annual budget, Calls to Called Staff, the broad strategies and the major objectives for Woodridge Church, and delegates other matters to the Overseers. (see Article VII.4.a.ii)

**3. The Congregation.**

The Congregation is comprised of all Members and attendees of Woodridge Church.

**4. Overseers.**

The Overseers should be leaders of the Congregation in life, speech, sound doctrine, and ministry. The Overseers are members of the body of Christ who through use of their gifts provide general care and oversight for Woodridge Church. A quorum of the Overseers for meeting and voting shall be two-thirds (2/3) of the Overseers. Action may be taken by the Overseers by majority vote of those participating unless otherwise provided in this Constitution. (For purposes of this Constitution, a “majority” means greater than fifty percent (50%).) The Overseers may take action by written or electronic approval as indicated by a

majority of the Overseers. All voting actions must be duly noted in minutes. Minutes of Overseer meetings shall be kept in an official record available to the Membership.

a. Responsibilities.

The Overseers shall:

- i. Ensure that Woodridge Church remains on a true course biblically, in accordance with sound doctrine.
- ii. At least annually review and establish strategies and objectives to accomplish Woodridge Church's Purpose and to report such at a Church Business Meeting.
- iii. At least annually review, evaluate and report on the total program, specifically, but not limited to, core ministries and operations of Woodridge Church, to determine that objectives are being accomplished.
- iv. Establish and publish as necessary policies and procedures to guide Woodridge Church and to take or recommend corrective action, or revise objectives where objectives are not being accomplished.
- v. Have ultimate responsibility for governing the business affairs of Woodridge Church.
- vi. Represent the Membership in certain staff relationships including:
  1. Annual written review of the ministry of the Senior Pastor, providing godly counsel or discipline as required.
  2. Annual review and approval of Senior Pastor compensation.
  3. Periodic review of personnel policies, and administration of those policies as they directly relate to all the staff.
- vii. Recommend to the Membership any ordinations.
- viii. Act upon any licensing and commissioning requirements and to notify the Membership of any such actions.
- ix. Present a proposed budget to the Congregation at the Annual Business Meeting for Membership approval. All proposed non-budgeted expenditures in excess of twenty-five thousand dollars (\$25,000) require the approval of the Membership.
- x. Sign legal contracts which are consistent with the budget, Constitution, and state law. This includes authority to borrow money, and to acquire, encumber, and sell real and personal property consistent within the provisions of Article VIII.1 of this Constitution.
- xi. Hear and respond promptly to concerns of the Congregation and the Staff.
- xii. Ensure that Woodridge Church is adequately represented in all legal matters.

b. Rules of Office.

- i. The term of office for Overseers shall be two (2) years with a maximum of three (3) consecutive terms. A person shall be out of office at least one (1) year before they are again considered for additional terms. Terms shall be staggered so that, as nearly as possible, one-half (1/2) of the Overseers' terms shall expire each year, rounded down.
- ii. An Overseer will be terminated from office by expiration of a term, by resignation, upon a vote of dismissal by a two-thirds (2/3) majority of all remaining Overseers, or by a vote of dismissal by seventy-five percent (75%) of the quorum of Members present at a properly noticed business meeting. Notice of any termination shall be sent to the Membership, in writing, within seven (7) days after the changes.
- iii. Overseers shall be ratified by vote by seventy-five percent (75%) of the Members present at a properly noticed business meeting from nominations made by the Overseer Calling Committee.
- iv. Overseers shall consist of no less than seven (7) and no more than twelve (12) voting persons, which includes the Senior Pastor.
- v. At their first meeting following each Annual Business Meeting, the Overseers shall select from among themselves officers, as specified in Article VI, to be ratified by Membership vote at the subsequent Semi-Annual Business meeting.

## **5. Organization.**

The Overseers may create committees and teams as needed to meet its responsibilities.

### **a. Overseer Calling Committee.**

There shall be a standing committee of the Membership, the Overseer Calling Committee, which shall be directly responsible to the Membership. The Overseer Calling Committee shall have five (5) members who shall be Members. One (1) member shall be an Overseer and one (1) member shall be the Senior Pastor. Additional members shall be ratified by vote by the Membership during a properly noticed business meeting, from nominations made by the Overseer Calling Committee. Overseer Calling Committee members shall have a term of three (3) years.

#### **i. Responsibilities.**

1. To check background, interview, evaluate and select possible candidates for the position.
2. To make a recommendation of new Overseers to the Congregation for vote by the Membership at a properly noticed business meeting. No more than one (1) candidate shall be presented for each opening.
3. To handle all communication with Overseer candidates until ratified by the Membership.

## **6. Senior Pastor.**

The Senior Pastor shall be the spiritual leader and senior staff leader of Woodridge Church.

a. Responsibilities.

- i. Preach and teach the Bible, lead public worship services, administer the ordinances, and lead the Congregation in a practical Christian life.
- ii. Be a member of the Overseers and an ex officio voting member of all other committees.
- iii. Provide guidance to the Called Staff and ministry mentorship.
- iv. Direct the church staff, providing counsel, encouragement, and Christian discipline, so as to assist in the accomplishment of objectives for each staff member. All staff are responsible to the Senior Pastor, either directly or through another staff member.

b. Interim Senior Pastor.

If the position of Senior Pastor is vacant or the Senior Pastor is unable to fulfill his functions, the Overseers may appoint an interim Senior Pastor.

**7. Operations Director.**

The Operations Director shall be responsible for the day-to-day management of church property, administration and finances. The Operations Director shall be appointed by the Overseers, and shall report to the Senior Pastor. At the discretion of the Overseers, the Operations Director may be a full-time or part-time position, and may be filled by a pastor (other than the Senior Pastor), employee or volunteer of the church. By following the procedures in Article VI Paragraph 3, the Overseers may change this position to a pastoral position.

a. Financial Reporting.

The Operations Director shall provide financial information and reports to the Overseers and its Committees, as directed by the Overseers. The Operations Director shall additionally serve as the Treasurer of Woodridge Church for all legal matters.

b. Interim Operations Director.

If the position of Operations Director is vacant or the Operations Director is unable to fulfill his or her functions, the Overseers may appoint an interim person or team to fulfill the functions of the Operations Director.

**8. Called Staff.**

The Senior Pastor is responsible to create and manage the reporting structure for all staff. All ministry areas of the church shall report directly or indirectly to a Called Staff Person.

a. Responsibilities.

- i. Ensure their Ministry is accomplishing the objectives of Woodridge Church.

- ii. Be an advisor to the Overseers and other committees as requested.
- iii. Provide guidance to their Ministry staff and volunteers, providing counsel, encouragement, and Christian discipline, so as to assist in the accomplishment of Woodridge objectives.

**9. Called Staff Relationship.**

a. Calling Staff

A call to a candidate to either a Senior Pastor or a Called Staff position shall be issued from the Membership following a seventy-five percent (75%) affirmative vote of the Membership present at a properly noticed business meeting.

b. Dismissing Staff

i. Called Staff

A Called Staff person, other than the Senior Pastor, may be dismissed by action of the Overseers or with a seventy-five percent (75%) written ballot vote of the Membership present at a properly noticed business meeting. The Overseers shall establish the terms of such dismissal.

ii. Senior Pastor.

The Senior Pastor may be dismissed by six (6) Overseers or by a two-thirds (2/3) vote of the Overseers, excluding the Senior Pastor, whichever is larger, or with a seventy-five percent (75%) written ballot vote of the Membership present at a properly noticed business meeting. Should the Senior Pastor be dismissed by the Overseers, the Senior Pastor shall be allowed to appeal the dismissal to the Membership. A seventy-five percent (75%) written ballot vote of the Membership present at a properly noticed business meeting is required to reverse the action of the Overseers.

**10. Called Staff Call Committee.**

Before a call for either a Senior Pastor or a Called Staff will be issued, there shall be a Call Committee formed by the Overseers. The Call Committee shall be comprised of seven (7) members selected by the Overseers, directly responsible to the Membership. At least three (3) members shall be non-Overseer members. The Senior Pastor or his designate shall be an additional member and the Overseers shall appoint all other members. (If the Senior Pastor Position is the topic of the Committee, the Committee shall be ratified by the Membership at a properly noticed business meeting, and shall be comprised of at least two (2) Overseers and all others shall be members nominated by the Overseers.) The Call Committee shall elect a Committee Chair from among the members at its first meeting. The Call Committee shall terminate upon issuance of the call by the Membership and the acceptance of such call by a candidate.

a. Responsibilities.

- i. To check background, interview, evaluate and select possible candidate(s) for the position.
- ii. To present no more than one (1) candidate to the Membership concurrently for a vote to issue each Call.
- iii. To make a recommendation to the Membership at a properly noticed business meeting; and to issue a call, with specific terms of employment approved by the Overseers.
- iv. To handle all communication with candidates until a call is accepted, after which communications shall be made by the Overseers or staff.
- v. To inform the Membership of the on-going progress of the search.

## **ARTICLE VIII**

### **ACQUISITION, DISPOSITION AND ENCUMBRANCE OF PROPERTY**

#### **1. Acquisition, Disposition and Encumbrance.**

By affirmative vote of the Overseers, Woodridge Church may borrow money, buy, lease, acquire, own, hold, improve, use and deal in and with real or personal property, or an interest in property, wherever located; and may sell, convey, mortgage, create a security interest in, lease, exchange, transfer or dispose of all or part of its real or personal property, or an interest in property, wherever located; except, however, that any action involving the construction of, financing of, or addition to the church facilities outside of budgeted expenditure as limited by Article VII.4.a.x must be approved by seventy-five percent (75%) of all the Members present at a business meeting called for such purpose; and that any sale, lease, transfer, or disposition of all or substantially all of the church property and assets shall likewise be approved by seventy-five percent (75%) of all the Members present at a business meeting called for such purpose.

#### **2. Dissolution.**

In case of dissolution of Woodridge Church, the Minnesota Iowa Baptist Conference shall have the first right of refusal for all church property and all associated debt.

## **ARTICLE IX**

### **BUSINESS MEETINGS**

#### **1. Annual Business Meetings.**

The date and time of the Annual Business Meetings of Woodridge Church shall be determined by the Overseers, provided proper notice is given. The agenda of Annual Business Meetings may include ratification of Overseers, presentation of annual financial statements, approval of budgets and objectives for the current year, and other matters as determined by the Overseers. The Overseers shall provide the Congregation with the agenda and with written financial and scheduled ministry reports at least seven (7) days prior to the Annual Business Meeting. The Annual Business meeting may be restricted in whole or in part to Members, as determined by the Overseers, whenever the issue under discussion

merits confidentiality. The chairperson of the Overseers shall be the meeting chairperson.

## **2. Special Business Meetings.**

### **a. Called by Overseers.**

Business meetings may be convened by the Overseers, as they deem necessary, provided proper notice is given. The business meeting may be restricted in whole or in part to Members, as determined by the Overseers, whenever the subject under discussion merits confidentiality.

### **b. Called by Members.**

Before Members may request a special business meeting on an issue, those Members shall first request an appearance on the issue with the Overseers. If those Members and the Overseers cannot resolve the issue, those Members may, after thirty (30) days of requesting the appearance with the Overseers, submit to the Overseers a written petition for a special business meeting. A valid petition will be signed by at least ten percent (10%) of the Membership or thirty-five (35) Members, whichever is lower, contain a brief statement of the unresolved issue(s) for the meeting agenda, and state any motions concerning each issue. Within thirty (30) days of receiving a valid written petition, the Overseers shall either convene a special business meeting to address the issue(s) in the petition, or place the issue(s) on the agenda for the next Semi-Annual Business Meeting. The business meeting may be restricted in whole or in part to Members, as determined by the Overseers, whenever the issue under discussion merits confidentiality.

## **3. Proper Notice.**

Notice for all regular and special business meetings shall be at least seven (7) days. Notice of such meetings shall be by active written and verbal communication to Members and shall also be published in a church publication. Such notice shall include a meeting agenda, and include any special items for action. In the case where ratifications are being made, written notice of candidates' names shall also be provided in the agenda at least seven (7) days prior to the meeting. In the case where the meeting shall be to amend this Constitution or the Articles of Incorporation of Woodridge Church, thirty (30) days public notice shall be provided pursuant to Article XI of this Constitution.

## **4. Parliamentary Procedures.**

The overriding consideration in any procedure is the grace, fruit and wisdom of the Holy Spirit. Parliamentary procedure shall be generally in accordance with Robert's Rules of Order (Revised).

**5. Quorums.**

A quorum for conducting business meetings shall be the larger amount of thirty-five (35) Members or ten percent (10%) of the current total Membership. In the absence of a quorum, the meeting shall be rescheduled.

**6. Voting Procedures.**

A properly noticed business meeting is required for any Membership voting. At any business meeting where voting is conducted, the Membership shall use the following procedures:

- a. Only Woodridge Church Members and Fellowship Members shall be eligible to vote as set forth in Article V.
- b. Unless waived by written ballot by the majority of the Members in attendance, written ballots shall be used for each topic requiring a vote. Ballots will only be provided to properly identified Members at the time of the meeting and care shall be taken to ensure ballots are properly managed and tabulated.
- c. Absentee ballots are encouraged and shall be valid if received by the meeting chairperson prior to the meeting at which the vote shall occur. A designated Overseer shall determine validity of absentee ballots and report at the meeting the names of those submitting absentee ballots.
- d. Ratification of Senior Pastor, Overseers and Called Staff requires a seventy-five percent (75%) affirmative vote of the quorum.
- e. Unless otherwise provided in this Constitution, a majority vote of the quorum is required for all action by the Membership.

**7. Effective Date of Service.**

Overseers, Called Staff and other elected persons shall assume their responsibilities on the first day of the fiscal year or on any other date indicated on the ballot at the time of election, unless elected or appointed during the year to fill a vacancy.

**ARTICLE X  
FISCAL YEAR**

**1. Fiscal Year.**

The fiscal year of Woodridge Church shall be October 1 through September 30.

**ARTICLE XI  
AMENDMENTS**

**1. Amendments.**

- a. This Constitution and the Articles of Incorporation of Woodridge Church may be amended at any properly noticed business meeting. Written public announcement of such a meeting must be made to the Congregation at least thirty (30) days prior to such meeting.

- b. Written copies of proposed amendments must be made available at least seven (7) days in advance of the meeting.
- c. Only Woodridge Church Members may vote to amend this Constitution or the Articles of Incorporation. A two-thirds (2/3) vote of the quorum shall be required to amend the Constitution or the Articles of Incorporation.

**ARTICLE XII**  
**INDEMNIFICATION**

**1. Indemnification.**

Every member or recognized volunteer of the Overseers, Calling Committee, Called Staff or Support Staff of Woodridge Church shall be indemnified by Woodridge Church against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such member or recognized volunteer of the Overseers, Calling Committee, Called Staff or Support Staff in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member or recognized volunteer of Overseers, Calling Committee, Called Staff or Support Staff, or any settlement thereof, unless adjudged to be liable for intentional misconduct in the performance of her/his duties therein either by a court of law or by the Overseers. Provided, however, that in the event of a settlement, the indemnification herein shall apply only when the Overseers approves such settlement and reimbursement as being in the best interest of Woodridge Church. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which such member or recognized volunteer of the Overseers, Calling Committee, Called Staff or Support Staff is entitled.

**ADOPTION**

This Constitution has been approved and adopted by the Members of Woodridge Church on \_\_\_\_\_ (month, day, and year).

\_\_\_\_\_  
Overseer Chair – President

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Witness – Treasurer