

COMMUNITY COVENANT CHURCH  
 REPORT OF CONSTITUTION AND BYLAWS REVIEW COMMITTEE  
 BYLAWS

Original	Revised	Explanation/Reasons for Change
<p>No "Purpose" stated in existing version, however Article VI of the Bylaws, Section 1 addresses Holy Communion and Baptism as follows, "The sacrament of Holy Communion shall be conducted regularly as determined by vote of the church. The sacrament of Baptism shall be conducted in keeping with the Covenant principles and according to the needs of the constituency.</p>	<p style="text-align: center;"><b>ARTICLE I Membership</b></p> <p><b>Section 1. Purpose.</b> The purpose of membership is to join with other followers of Christ in building a community of worship committed to prayer, preaching and study of the Word of God, the celebration of the sacraments, and fellowship across gender, race, age, culture and class. In so doing, the membership covenants together to equip loving, giving, growing Christians to reach out with the good news of Jesus Christ - evangelizing the lost, ministering to those in need, and seeking justice for the oppressed.</p>	<p>Consistent with the proposed Constitution, we want to first state our God-given purpose as a church before addressing the procedure for joining as Members.</p>
<p><u>Section 4 Responsibilities of Membership</u></p> <p>a) Every member shall assume the responsibilities and obligations placed upon him by the Word of God and the Church. He shall through his witness by life, and word, consecrated service, prayer and financial support further the cause of Christ.</p> <p>b) Members must be 18 years or older to vote.</p>	<p><b>Section 2. Responsibilities.</b> The members of this church do covenant together by God's grace to live lives in a manner consistent with the standards of biblical teaching. This includes the support of this congregation in attendance, prayer, serving, and giving. We are to live our lives in word and deed that are an encouragement to others to know and be like Jesus Christ, while reflecting in all our relationships the servant love of our Lord, and to support the broader mission of Christ through the ECC and the Pacific Southwest Conference.</p>	<p>A further effort to identify the call of each of us as the premise upon which we individually and collectively live out our calling through the Church.</p>
<p><u>Section 3 Associate Membership</u></p> <p>Associate membership is available to applicants who desire to retain membership in another Christian church while temporarily residing in the community for reasons such as study, employment or health. Applicants shall qualify for membership under ARTICLE V of the Constitution and ARTICLE 1, Section 1, of these Bylaws without voting privileges.</p>	<p style="text-align: center;"><b>None</b></p>	<p>Provision is made for non-member friends in Article 1, Section 8.</p>
<p><u>Section 1 Admission into Membership</u></p>	<p><b>Section 3. Procedure for Admission.</b></p>	

<p>a) Application for membership shall be placed with the pastor or a member of the Elders. After the applicant has completed a course in the Inquirer’s Class, the applicant shall appear before the Elders to give a confession of Christian faith according to ARTICLE V of this Constitution. When the Elders have reviewed the application and found the applicant’s testimony to bear witness to faith in Christ, the Elders shall then post a list of the applicants’ names for two weeks for review by the membership of the church. If any member has a comment or question regarding the applicant, they should bring their concerns to the Head Elder. If no further review is requested or needed the applicant will be received as a member of this congregation.</p> <p>b) Transfer of membership. Applicants from other Christian churches shall submit letters of transfer, when available, to the pastor and/or the Elders who shall act upon the application according to the requirements of paragraph a) of this section.</p> <p>c) Applicants who are received into membership of this church shall be welcomed at the next service of Holy Communion and make public confessions of their Christian faith as outlined in <u>THE COVENANT BOOK OF WORSHIP</u>.</p>	<p>a. Membership in the church is granted to those who through faith in God’s Son, our Lord Jesus Christ, have been born anew to a living hope through the Holy Spirit, have been baptized according to the Holy Bible, desire to live a Christian life, promise to faithfully support the mission, ministries, and policies of the church, and to share in its fellowship and obligations.</p> <p>b. Upon completion of a membership class, persons desiring to apply for membership shall submit their application to the Leadership Team. Applicants shall meet with a team appointed by the Leadership Team to give testimony to personal faith in Jesus Christ. Upon completion of such, the team shall submit its recommendations on the applications to the Leadership Team who shall notify members of the church of the recommendations. Any member objecting to or having concerns over the granting of membership to an applicant shall communicate in writing such objection or concern to the Leadership Team within 10 days after notification by the Leadership Team.</p> <p>c. Final action on applications for membership shall be taken by the Leadership Team within sixty (60) days of receiving the recommendations of the interview team. Such action may be appealed by a member at the next congregational meeting where the action of the Leadership Team may be overturned by a majority vote of members present and voting.</p> <p>Applicants who are received into membership of</p>	<p>This follows the leadership model for processing applications for membership. Calling for a very careful process by which someone is considered for membership based upon their personal testimony of faith in Jesus Christ.</p> <p>Upon any challenge to membership by an applicant, that person may appeal to the Congregation who shall have ultimate authority to approve or disapprove membership.</p>
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	the church shall be welcomed at a service and make public confession of their Christian faith, as outlined in <i>The Covenant Book of Worship</i> .	
<p><b>Section 2</b>      <u>Children of Members</u></p> <p>Children belonging to members of the church and its constituency shall be nurtured under its spiritual care. When they have reached confirmation age they shall receive a special instruction by the pastor in the Word of God, Christian doctrine, and the history of the church; whereafter upon personal manifestation of spiritual life, Confession of Faith, and examination by the Elders may be received into membership of the church as outlined under Section 1a of this Article.</p>	<p><b>Section 4. Children.</b> Children of the church shall be nurtured under its spiritual care. They shall receive instruction in the Word of God, Christian doctrine, and the history of the church, normally using the confirmation/discipleship material of the ECC. At age 16, they may apply for church membership as outlined under Section 3 of this article.</p>	<p>Our church does not have a confirmation class, but the responsibility of the church to the children is clearly stated. The age at which a child should be entitled to apply for membership is yet to be determined. When they are deemed eligible for membership, they should have the right to vote.</p>
<p><b>Section 5</b>      <u>Discipline</u></p> <p>a)      <u>Negligent Members</u> A member, who willfully neglects his duties, fails to attend services of the church regularly or to contribute to its support according to his means shall be admonished by the Elders. If this admonition is not needed, the Elders shall deal with him as an erring member.</p> <p>b)      <u>Erring Members</u> A member known to err in doctrine or conduct shall be admonished according to the procedure outlined in Matthew 18:15-18 and Galatians 6:1. A fellow member having knowledge of such error shall in the spirit of Christian love seek to restore him. If he does not heed this counsel, the matter shall be brought to the attention of the Elders who shall in meekness and gentleness seek to restore him. If he fails to heed the counsel of the Elders his error shall be brought before a business meeting of the Church.</p> <p>c)      <u>Dismissal</u> Dismissal of members under paragraph a) and b) of this Section must be acted upon by the Church which alone has the authority.</p>	<p><b>Section 5. Discipline.</b></p> <p>a. Discipline of members. The Leadership Team shall be responsible for admonishing members who willfully neglect their responsibilities to the church or who err in doctrine or conduct.</p> <p>b. Erring members. Any member known to err in doctrine or conduct shall be counseled according to the procedure outlined in Matthew 18:15-18 and Galatians 6:1. Any member having knowledge of such error shall, in the spirit of Christian love, seek to restore the erring member. If he or she does not heed this counsel, the matter shall be brought to the attention of the Leadership Team in writing, which shall in meekness and gentleness seek to restore the member.</p> <p>c. After the above process has been completed, dismissal of a member remaining in gross error in doctrine or conduct may result by a two-thirds vote of all current Leadership Team members. Such action may be</p>	<p>The leadership team’s responsibility is identified with consideration similar to the existing Bylaws, including the applicable Scripture.</p> <p>Rather than the congregation, the dismissal process is vested first in the leadership team, with a right to appeal to the congregation by the person affected by the process.</p>

<p>A two-thirds vote of those present and voting at a congregational business meeting is necessary for such action.</p>	<p>appealed by the member to the congregation for consideration at the next congregational meeting.</p>	
<p><u>Section 6 Transfer of Members</u></p> <p>A member who moves to another community should soon thereafter identify himself with the local Covenant Church. If there is no Covenant Church, he should identify himself with some other evangelical Christian church. Application for transfer of membership shall be made in writing to the pastor who shall issue the transfer to the church with which a member is uniting. Withdrawal of said membership shall be reported through the Church Council to the next business meeting where it shall be made a matter of record.</p> <p><u>Section 7 Removal of Membership</u></p> <p>a) Request for withdrawal from membership in the church shall be made in writing to the pastor or the Board of Elders. After careful consideration the Elders may present a recommendation for withdrawal to a business meeting of the church.</p> <p>b) Members known to be joined in another Christian church and not being active in this church for at least one year shall be referred to the Board of Elders. After careful consideration, the Elders may present a recommendation for removal to the congregation.</p>	<p><b>Section 6. Withdrawal and Removal of Membership.</b> Any member desiring to transfer or withdraw from membership shall make such request to the Pastor or Leadership Team. Letters of transfer shall be issued by the Pastor if so requested, and the member is in good standing. The Leadership Team shall at least annually review the membership roster to determine inactivity. Those determined to have neglected their responsibilities may be approached under the process outlined in Section 5 of this article.</p>	<p>This retains the right for a withdrawing member to request a letter of transfer together with responsibility of the leadership team to keep the membership roster updated and a true representation of the membership.</p>
<p><b>None</b></p>	<p><b>Section 7. Recording.</b> The names of those joining and terminating membership shall be duly recorded.</p>	<p>This summarizes the importance of good membership record-keeping.</p>
<p><u>Section 8 Forfeiture of Property Rights</u></p> <p>A member who has been properly dismissed from the church or has withdrawn his membership has forfeited all rights to any and all property of the church.</p>	<p><b>None</b></p>	<p>The old Bylaws deal with the question of corporate law and are not needed here for the reason that a member, as with a stockholder in a profit corporation, does not hold ownership to the assets of the corporation.</p>
<p><u>Section 9 Non-member Friends</u></p>	<p><b>Section 8. Non-Member Friends.</b> Non-member</p>	<p>Care and nurture of non-member friends is</p>

<p>Non-member friends shall be enrolled by the church as a part of its total constituency. The church and its pastors shall serve them in all their spiritual needs and they shall be encouraged to consider this as their church home. They shall be kept informed of the activities of the church.</p>	<p>friends shall be enrolled by the church as a part of its total constituency. The church and its pastors shall serve them in all of their spiritual needs and they shall be encouraged to consider this as their church home. They shall be kept informed of the activities of the church and encouraged to participate.</p>	<p>recognized here. The value of non-member friends is highlighted as to how they may be served and encouraged to serve.</p>
<p style="text-align: center;"><b>ARTICLE III</b> <b>OFFICERS</b></p> <p><u>Section 1      Chairman</u></p> <p>The Chairman shall preside at all business meetings of the church and of the Council. He shall confer with the pastor in preparing the agenda for such meetings and shall utilize the counsel the pastor can give by virtue of his training, experience and calling. The chairman shall be responsible for leadership of the church services in the absence of the pastor. He shall be an ex-officio member of any and all boards and committees of the church.</p> <p><u>Section 2      Vice-Chairman</u></p> <p>The Vice-Chairman shall assume the duties of the Chairman in his absence and assist him in his duties.</p> <p><u>Section 3      Secretary</u></p> <p>The Secretary shall keep and preserve minutes of all business meetings of the church and the church Council. He shall conduct and preserve such official correspondence as shall be delegated to him. He shall be responsible for the official seal and documents of the church.</p> <p><u>Section 4      Financial Secretary</u></p> <p>The Financial Secretary shall receive, record and transmit to the church treasurer all funds contributed to the church.</p>	<p style="text-align: center;"><b>ARTICLE II</b> <b>The Leadership Team</b></p> <p><b>Section 1. Purpose.</b> The Leadership Team shall be responsible for building, maintaining and overseeing the spiritual welfare of the congregation and for directing and overseeing all ministries and business affairs of the church. The Senior Pastor has primary responsibility for the spiritual welfare of the congregation as stated in Article IV, Section 5.</p> <p><b>Section 2. Composition.</b> The Leadership Team shall be comprised of not less than five or more than nine Leadership Team members, one of whom shall be the Senior Pastor (ex-officio) who shall be deemed a voting member. The Leadership Team may appoint other pastors or church members as non-voting advisors, and may remove the same.</p> <p><b>Section 3. Qualification.</b> Any member of the church who has been attending regularly for at least one (1) year and meeting the biblical standards of character and giftedness for church leaders may be nominated and elected to the Leadership Team.</p> <p><b>Section 4. Election.</b> Leadership Team members shall be nominated by the Nominating Team and elected by a two-thirds vote of those members voting at a meeting of the congregation called for that purpose.</p> <p><b>Section 5. Term of Office.</b> Leadership Team</p>	<p>New Article II introduces the proposed Leadership Team framework that is intended to open great flexibility that responds to and should aid in the further implementation for the freedom and opportunity anticipated by Vision 2010.</p> <p>Financial Secretary is now deemed to be a position appointed by the Leadership Team.</p>

<p><u>Section 5 Treasurer</u></p> <p>The Treasurer shall be responsible for all funds committed to him and shall make disbursements as authorized by the church or the Council. The Treasurer shall also present a written report of the receipts and expenditures to each regular business meeting of the church.</p> <p><u>Section 6 Election and Appointments</u></p> <p>The officers shall be selected as follows:</p> <p>a) Chairman is elected by the congregation.</p> <p>b) Vice-Chairman is appointed by the Council from among its members.</p> <p>c) Secretary is elected by the congregation.</p> <p>d) Financial Secretary is appointed by the Council.</p> <p>e) Treasurer is appointed by the Council.</p> <p style="text-align: center;"><u>ARTICLE IV</u> <u>CHURCH COUNCIL &amp; ELDERS</u></p> <p><u>Section 1 Board of Elders</u></p> <p>a) The Board of Elders shall consist of four members, who shall be duly elected from the membership of the church, except for the Senior Pastor, who shall serve in an ex-officio capacity. Elders shall serve for terms of two years and each may succeed himself as many times as re-elected.</p> <p>b) Qualifications Elders must meet the spiritual qualifications for their office contained in the Word of God (I Timothy 3:1-7, Titus 1:5-9, I Peter 5:1-4 and Matthew 20:26).</p>	<p>members shall be elected for a term of two (2) years and shall not be elected for more than two consecutive terms. After at least one year off, a person may be eligible for subsequent service as a Leadership Team member, subject again to the terms stated in this Article.</p> <p><b>Section 6. Vacancies and Removal.</b> A Leadership Team member may resign. A Leadership Team member may be removed from office by a two-thirds vote of congregational members voting at a meeting called for that purpose. Vacancies created by resignation or removal may be filled by appointment through the two-thirds vote of the Leadership Team. A Leadership Team member appointed to serve an unexpired term of less than half the remaining term shall not be precluded from being elected thereafter to two full consecutive terms.</p> <p><b>Section 7. Notification of Meetings.</b> All Leadership Team members shall receive a minimum three-day advance notification of any meeting, including time and place of the meeting. In emergency situations, the three-day notice may be waived by the two-thirds vote of the entire Leadership Team.</p> <p><b>Section 8. Quorum.</b> A majority of Leadership Team members shall constitute a quorum.</p> <p><b>Section 9. Decisions.</b> The Leadership Team shall strive for unanimity. Matters shall be determined by a majority vote of a Leadership Team quorum, unless on a matter in which the Constitution and Bylaws require a different percentage.</p> <p><b>Section 10. Organization.</b> The Leadership Team shall elect from among themselves a Chair, a Vice Chair, a Secretary and a Treasurer. Each of which officers, upon expiration of their term of office, shall continue to serve until their successor is duly</p>	<p>Discusses how positions on the Leadership Team are designated, by congregational election or appointment by the Leadership Team.</p> <p>The functions covered in current Article IV, both as to Council Members and Elders, can now be developed under the proposed Leadership Team structure.</p>
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<p>c) Meetings</p> <p>In addition to frequent informal meetings for prayer and evaluation of the life of the congregation, the Board of Elders shall conduct official meetings not less than once a month. The Board of Elders shall elect its own chairman each year. A quorum shall consist of three Elders, and all actions must be by unanimous vote of all members of the Board, except that three members may vote to refer a matter to the congregation. An absent member may vote by proxy.</p> <p>d) Duties</p> <p>The Board of Elders shall fulfill the duties conferred on it by the constitution and bylaws, including the following:</p> <ol style="list-style-type: none"> <li>1) Oversee the spiritual life of the congregation and provide pastoral care.</li> <li>2) Supervise the church membership and make recommendations to the congregation concerning admission of new members, and the discipline or removal of existing members.</li> <li>3) Keep the congregation informed of actions and decisions of the Board that affect the congregation.</li> </ol>	<p>elected or appointed as the case may be.</p> <ol style="list-style-type: none"> <li>a. <b>Chair.</b> The Chair shall preside at all business meetings of the church and of the Leadership Team. The Chair shall confer with the Senior Pastor in preparing the agenda for such meetings, and shall utilize the counsel that the Senior Pastor can give by virtue of training, experience, and calling.</li> <li>b. <b>Vice-Chair.</b> The Vice-Chair shall assume the duties of the Chair in the Chair's absence, assist in the Chair's duties, and chair the Mutual Ministry Team.</li> <li>c. <b>Secretary.</b> The Secretary shall keep and preserve the minutes of all business meetings of the church and of the Leadership Team, conduct and preserve all official correspondence as shall be delegated, and be responsible for the official seal and documents of the church.</li> <li>d. <b>Treasurer.</b> The Treasurer shall ensure proper policies, processes, reporting, and reviewing of all matters related to the finances of the church, including the submission of monthly financial reports to the Leadership Team.</li> </ol>	
<p><u>Section 2 Church Council</u></p> <p>a) <u>Membership</u></p> <p>A prospective Council member must be a member of Community Covenant Church who has been attending regularly for at least one year. The Church Council shall consist of the Senior Pastor, the Chairman of the church, the Secretary, and the Chairman of such administrative</p>	<p><b>Section 11. Responsibilities of the Leadership Team.</b> In being responsible to the congregation for building, maintaining and overseeing the spiritual welfare of the church and for directing and overseeing all ministries and business affairs of the church, the Leadership team shall:</p> <ol style="list-style-type: none"> <li>a. present annual mission and ministry objectives to the congregation;</li> <li>b. determine Ministry Teams needed to carry out the church's mission and</li> </ol>	

<p>committees as the congregation shall elect.</p> <p>b) <u>Size and Tenure</u></p> <p>Members of the Council shall be elected for a term of two years in such a manner that approximately one-half of the Council is elected each year. A member of the Council may succeed himself only once.</p> <p>c) The Council in its administrative responsibility in cooperation with the pastor shall fulfill the functions defined by the Constitution and Bylaws, including the following:</p> <p>a) Assist the Pastor and Elders in nurturing the spiritual life of the church and in the service of communion as planned by the Senior Pastor in cooperation with the Worship Chairman.</p> <p>B) Establish administrative and program policies in conformity with the spirit of the church constitution.</p> <p>c) Evaluate the total church program on a continuing basis.</p> <p>d) Plan and recommend the annual budget and stewardship opportunities for the church no later than one month before the fiscal year ends.</p> <p>e) Review and approve the schedule of the church activities and Personnel.</p> <p>f) Take such action as is necessary in cases of special emergency.</p> <p>g) Appoint administrative committee members and church workers as defined by the Bylaws for the administrative committees, as the Council may deem appropriate.</p> <p>h) Hire and terminate non-pastoral church employees.</p> <p>i) Each Council member is to prepare an annual report and submit it to the Council Secretary one month prior to the</p>	<p>ministry, and appoint appropriate leadership for the Ministry Teams;</p> <p>c. approve church policies;</p> <p>d. be responsible to assure that the congregation is represented in relationships including:</p> <ol style="list-style-type: none"> <li>1. hiring and dismissal of staff subject to the provisions of these Bylaws. Actions shall be by two-thirds vote;</li> <li>2. a pastoral relations process by which the Senior Pastor and ministry staff are annually reviewed, providing Godly counsel or discipline as required;</li> <li>3. annual review and approval of staff compensation and compensation for new staff; and other personnel expenses for any staff member or activity;</li> <li>4. establishment of personnel policies;</li> <li>5. approval of changes in staff job descriptions and approval of job descriptions for new staff positions; and</li> <li>6. maintenance of current job descriptions for all staff members;</li> </ol> <p>e. be responsible for overseeing the preparation and submission of a proposed budget for each fiscal year to the membership for approval. Upon approval of the budget by the membership, the Leadership Team shall be responsible for seeing that the budget is carried out as approved. The Leadership Team shall have the authority to appropriately adjust budget items and amounts where ministry objectives necessitate. The Leadership Team shall appoint a member of the church as financial secretary (not necessarily a Leadership</p>	
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<p>anniversary of the Council term, to be reviewed at the following Council meeting.</p> <p>d) Administrative Committees</p> <p>Implementation of policies and programs established by congregational or Church Council action may be accomplished through committees covering the following administrative area: Worship, Evangelism, Visitation, Fellowship, Service, Education, Personnel, Stewardship, Properties, and Youth Ministries.</p> <p>A Church Council member shall serve as chairman of the committee to which he is elected and assume responsibility for directing all congregational activities which fall within that functional category, in cooperation with the pastor.</p> <p>e) Vacancies</p> <p>Vacancies which occur before the terms expire of church officials shall be filled by election at a church business meeting from candidates recommended by the Church Council.</p>	<p>Team member) who shall be authorized to receive monies on behalf of the church and shall appoint a bookkeeper (not necessarily a Leadership Team member) to disburse funds for church purposes in accordance with standard accounting procedures for non-profit organizations. The Leadership Team shall annually appoint an independent review of the financial records of the church and report such findings to the congregation.</p> <p>f. hear and respond appropriately to concerns of members;</p> <p>g. be responsible for church discipline as outlined in Article I, Section 5 of these Bylaws;</p> <p>h. act as the Trustees of the church for the advancement and protection of its assets. The Leadership Team shall designate those Leadership Team members and any other members of the church who shall be authorized to sign legal documents on behalf of the church;</p> <p>i. be responsible for action on applications for membership as outlined in Article I, Section 3 of these Bylaws.</p> <p><b>Section 12. Unity.</b> Action by the Leadership Team shall be taken in such manner as to preserve the unity of the Spirit in the bond of peace.</p> <p style="text-align: center;"><b>ARTICLE III</b></p> <p style="text-align: center;"><b>Ministry Teams</b></p> <p><b>Section 1. Purpose.</b> Ministry Teams shall be formed as required to implement the varied ministries of the church.</p>	<p>While the existing Bylaws make no specific provision for Deaconesses, their invaluable</p>
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	<p><b>Section 2. Establishment.</b> Ministry Teams shall be established by the Leadership Team to implement specific ministries. The configuration of Ministry teams shall be reviewed regularly by the Leadership Team, in consultation with the church staff, in accord with the church’s purpose, strategies, and objectives for mission and ministry.</p> <p><b>Section 3. Duties.</b> The duties of Ministry Teams shall be to:</p> <ol style="list-style-type: none"> <li>a. Meet as required to plan and execute specific mission and ministry objectives.</li> <li>b. Recruit and train ministry personnel.</li> <li>c. Define and provide the necessary materials required for ministry.</li> <li>d. Submit annually to the Leadership Team proposed budgets and objectives for the forthcoming year and manage consistent with approved budgets.</li> <li>e. Report as requested to the Leadership Team.</li> </ol> <p><b>Section 4. Leadership.</b></p> <ol style="list-style-type: none"> <li>a. The leader of a Ministry Team shall be approved by the Leadership Team in consultation with the pastor(s). The team leader will serve as liaison to the Leadership Team to provide reports and information when requested, and to forward requests to the Leadership Team when necessary.</li> <li>b. Ministry Team members may be selected by the Ministry Team leader. The Leadership Team may remove a Ministry Team member.</li> <li>c. Each Ministry Team shall organize itself as required to perform its ministry.</li> </ol> <p>The Leadership Team may appoint one of its members to be an ex-officio member of any</p>	<p>function is permitted in this Article.</p> <p>This introduces the joy and the challenge to develop a healthy ministry framework. Simplicity and specifics are the goals as the appropriate needs and opportunities present themselves, with the flexibility for appropriate changes.</p>
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	Ministry Team, who may also serve as that Ministry Team's leader.	
<p>ARTICLE II THE PASTORS</p> <p><u>Section 1 Qualifications</u></p> <p>a) The Senior Pastor of the church shall meet the New Testament requirements of his office and shall be a member in good standing in the Covenant Ministerium. He shall by virtue of his call be a member of the church and an ex-officio member of the Church Council and the boards of all organizations within the church. He has the right to vote.</p> <p>b) Each Associate Pastor shall, like the Senior pastor, be called and equipped to minister according to the requirements of the church. He shall by virtue of his call be a member of the church. Each Associate Pastor shall possess the professional qualifications and personal motivation and skills to accomplish his unique ministry.</p> <p><u>Section 2 Duties</u></p> <p>a) The Senior Pastor shall be devoted to the service of the church, preaching and teaching the Word of God, administering the Sacraments, and faithfully giving himself to pastoral work. He shall provide the church with an accurate record of his pastoral acts and present a written report annually to a business meeting of the church. He shall practice good administrative procedures and cooperate with the church council.</p> <p>b) The duties of each Associate Pastor shall be described in his letter of call or job description and shall be a part of the official records of the church.</p> <p><u>Section 3 Cooperation</u></p>	<p><b>ARTICLE IV Pastoral and Ministry Staff</b></p> <p><b>Section 1. Purpose.</b> Pastoral and additional ministry staff servant-leadership positions are created to help the congregation fulfill Christ's purposes in the world and among its members.</p> <p><b>Section 2. Pastoral Qualifications.</b> Pastors of the Church shall meet the qualifications for character, giftedness, and call set forth in the Holy Bible. The Senior Pastor shall be an ordained pastor in good standing with the ECC. Other pastors shall be credentialed by the ECC in accordance with their qualifications and duties. A pastor shall be a member of the Church by virtue of the call to serve the church.</p> <p><b>Section 3. Call of the Senior Pastor.</b> The Senior Pastor shall be called at a regular or special congregational business meeting, the purpose of which shall be announced two weeks in advance. The Senior Pastor shall be nominated by a Pastoral Search Team. This Team shall be elected by the membership at a congregational business meeting. It shall be representative of the congregation and have five to nine members, including the Leadership Team Chair or alternate by congregational vote. It shall work closely with the Superintendent of the Pacific Southwest Conference. The Senior Pastor shall be called by written ballot with a two-thirds vote of members present and voting required for a call. The call shall be for an indefinite period of time.</p> <p><b>Section 4. Call of Additional Pastors and Credentialed Ministry Staff.</b> Additional staff members to hold ministerial credentials shall be called at a congregational business meeting, the purpose of which shall be announced at least two</p>	<p>The call of the Senior Pastor and additional Pastors remains as a decision of the Congregation.</p> <p>The call, duties, relationship to the ECC and the Pacific Southwest Conference of the Pastors are spelled out. Matters of discipline and dismissal of Pastors or ministry staff rest ultimately with the Congregation but may include the Conference</p>

<p>The pastors shall, both in word and precept, work in harmony with the Covenant, the Evangelical Covenant Church, its Pacific Southwest Conference and their fellow ministers.</p> <p><u>Section 4 Call</u></p> <p>The pastors shall be called at a regular or special church business meeting, the purpose of which shall be announced two Sundays in advance. They shall be chosen by closed ballot with a two-thirds vote required for a call. The call shall be for an indefinite period with a minimum of six weeks notice required by the church or the pastor for termination of his pastoral service. When this church receives aid from the Conference and/or the Covenant through subsidy or loans, a call to the pastor shall be extended jointly by the church and the local regional conference, subject to approval by the executive secretary of Covenant home missions.</p> <p><u>Section 5 Charges Against the Senior Pastor or the Associate Pastor(s).</u></p> <p>Charges against a pastor shall be submitted in writing and shall not be considered unless supported by the testimony of three witnesses. If, in the judgment of the church, he errs in doctrine or conduct, the case shall be referred to the Committee on Ministerial Standing and Discipline of the local regional conference prior to further action by the church.</p>	<p>weeks in advance. The meeting shall include the budget implications of the proposed position. The Leadership Team will recommend one candidate for a call, and the vote shall be by written ballot, with two-thirds vote required for call. The Leadership Team may establish the Pastoral Search Team, and/or may serve as the Search Team. The call shall be for an indefinite period of time unless otherwise noted at the time of call.</p> <p><b>Section 5. Duties of the Senior Pastor.</b> The Senior Pastor shall preach and teach the Word of God, administer the sacraments, provide missional leadership, and faithfully carry out pastoral work, which is the spiritual oversight of the church. The Senior Pastor shall 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 shall be responsible to the Senior Pastor. The Senior Pastor shall be a voting ex-officio member of all ministry teams and committees and in such capacity shall strive to establish and accomplish objectives and strategies in conjunction with the mission and purpose of the church.</p> <p><b>Section 6. Duties of Additional Pastors and Ministry Staff Members.</b> Additional pastors and ministry staff members shall carry out specific areas of ministry under the direction of the Senior Pastor. They may be designated by the Leadership Team to be the leader or member of one or more Ministry Teams.</p> <p><b>Section 7. Cooperation.</b> The pastor(s) shall, both in word and precept, work in harmony with the ECC, and the Pacific Southwest Conference.</p> <p><b>Section 8. Resignation of a Pastor or Ministry Staff Member.</b> A pastor or ministry staff member may resign by submitting a letter of resignation to the Leadership Team. Unless there are extenuating</p>	<p>superintendent and ECC in the process. All of this is to assure care and fairness for the affected staff member in the process.</p>
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circumstances, six weeks' notice should be observed.

**Section 9. Charges Against a Pastor.** Charges against a pastor shall be submitted in writing to the Leadership Team and the Conference Superintendent, charging a pastor on such matters as indiscretion, immorality, doctrinal error, unethical behavior, or disloyalty to the ECC. The Superintendent shall confer with the ECC Executive Minister of the ordered ministry. These two officers shall confer and determine the order of responsibility in pursuing the matter according to the Rules and Regulations of the Board of Ordered Ministry of the ECC regarding discipline, prior to further action by the church. A pastor or staff member credentialed by the ECC may be suspended by the ECC during this process.

**Section 10. Dismissal.** The dismissal of a pastor or ministry staff member should be undertaken only after avenues of remediation have been pursued.

- a. **Dismissal of the Senior Pastor.** The dismissal of the Senior Pastor shall be by congregational vote at a special meeting called for that express purpose. Such an agenda item cannot be a part of, or added to, the agenda of any other meeting. The congregational meeting for such a vote may be called by the two-thirds action of the Leadership Team, or through the request of the congregation accomplished by a petition for such a meeting signed by 20% of the membership. The quorum for such a meeting shall be 50% of the membership. The grounds for dismissal shall be presented. Members shall be allowed to speak to the matter. The Senior Pastor shall be allowed to

	<p>speaking to the matter. The vote shall be by written ballot. A majority vote of members present and voting is necessary to dismiss the Senior Pastor.</p> <p><b>Dismissal of Additional Pastors and Ministry Staff.</b> Additional pastors and ministry staff called by the congregation may be dismissed by the two-thirds vote of the Leadership Team. A meeting to overturn the action of the Leadership Team may be called through the request of the congregation, accomplished by a petition signed by 20% of the membership. The quorum for such a meeting shall be 50% of the membership. The grounds for dismissal shall be presented. Members shall be allowed to speak to the matter. The pastor or ministry staff member in question shall be allowed to speak to the matter. The vote shall be by written ballot. A majority vote of members present and voting is necessary to overturn the action of the Leadership Team.</p>	
<p style="text-align: center;"><u>ARTICLE V</u> <u>COMMITTEES</u></p> <p><u>Section 1 Nominating Committee</u></p> <p>The Nominating Committee shall consist of not less than three (3) members who shall be elected at a business meeting at least three (3) months prior to the meeting where election is held. The Senior Pastor shall be ex-officio member of this committee. After being activated by the church Chairman, committee members shall elect their own chairman and secretary. The responsibility of the committee shall include the following:</p> <p><u>Section 2 Pastoral Relations Committee</u></p> <p>The Pastoral Relations Committee shall consist of the Church Chairman, one Council member selected by the Council, and two other members not on the Council selected by the Church Annual Meeting. Term of office shall be one year. The</p>	<p style="text-align: center;"><b>ARTICLE V</b> <b>Teams</b></p> <p><b>Section 1. Nominating Team.</b></p> <ol style="list-style-type: none"> <li>a. <b>Composition.</b> The Nominating Team shall consist of one Leadership Team member designated by the Leadership Team, the Senior Pastor or staff member designated by the Senior Pastor, and at least two members at-large elected by a majority of the members voting at a congregational meeting. The Leadership Team shall designate one of the team members to serve as Chair of the Nominating Team.</li> <li>b. <b>Term.</b> The terms of the member from the Leadership Team shall be at the pleasure of the Leadership Team. The at-large members shall serve two-year terms. The initial terms of the at-large</li> </ol>	<p>The Leadership Team approach suggests in an even more positive way our working together regardless of the assignment under which we agree to serve within our church. In view of this, there is an attempt to provide consistency in evaluating the value of every role within the church as being part of a team working together. Further with respect to the team concept, it represents the need for strong pastoral leadership together with strong lay leadership. The exception for comprehensive pastoral leadership relates to Section 2 which deals with the pastoral search team where the lay members are the ones who bear all leadership responsibility.</p>

<p>committee shall meet at least semi-annually in keeping with the program and purpose of the Covenant pastoral relations commission.</p> <p><u>Section 3 Special Committees and Task Forces</u></p> <p>Special committees or task forces for specific purposes may be appointed by any duly constituted business meeting of the congregation or by the Church Council according to need, but shall be automatically terminated at the end of one year unless specifically extended.</p> <p><u>Section 4 Auditors</u></p> <p>Two auditors shall be elected by the Church Council. They shall audit the financial reports submitted by the Treasurer and the financial secretary of the church and of each of its organizations at the close of the church fiscal year. The Auditors shall submit their report in writing to the Church Council who will submit the report to the congregation.</p>	<p>members shall be alternated so that at least one at-large member shall be elected each year.</p> <p>c. <b>Quorum.</b> A majority of members shall constitute a quorum of the Nominating Team.</p> <p>d. <b>Responsibilities.</b> The Nominating Team shall be responsible for nominations to fill the offices of Leadership Team, the at-large members of the Nominating Team, the at-large members of the Mutual Ministry Team, and any other positions assigned to it either by the Leadership Team or congregation.</p> <p>e. <b>Nominating procedure.</b> Any member of appropriate character, giftedness, and call may be considered for any position. The office of Leadership Team member shall be nominated by the Nominating Team. The candidates for the office of at-large members of the Nominating Team shall be nominated.</p> <p>f. <b>Unity.</b> Actions by the Nominating Team shall be taken in such manner as to preserve the unity of the Spirit in the bond of peace.</p> <p><b>Section 2. Pastoral Search Team.</b> The Senior Pastor shall be nominated by a Pastoral Search Team. The nominee shall meet the criteria set out in Article IV, Section 2 of these Bylaws. This team shall be elected by a congregational business meeting. It shall be representative of the congregation and have five to nine members, including the Leadership Team chair. It shall work closely with the Superintendent of the Pacific Southwest Conference.</p> <p><b>Section 3. Mutual Ministry Team.</b> The Mutual Ministry Team shall work toward a vital, healthy, mutually beneficial relationship</p>	<p>The Mutual Ministry Team reports the range of functions that we have commonly known as elders, pastoral relations, and staff support. Given the</p>
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	<p>between the congregation and the pastors and ministry staff. The Mutual Ministry Team shall have four main areas of responsibility and shall meet with the pastors and staff at least quarterly:</p> <ol style="list-style-type: none"> <li>a. Care and encouragement for the pastors, ministry staff, and their families;</li> <li>b. Receiving the perspectives and concerns of each pastor and ministry staff member relative to the congregation and ministry;</li> <li>c. Communicating the perspectives and concerns of the congregation to each pastor and ministry staff member relative to that person's ministry; and</li> <li>d. Periodic review of personal and church goals.</li> </ol> <p>The Mutual Ministry Team shall be made up of the Vice Chair (who shall chair this team), two at-large members elected by the congregation at a duly called business meeting, and other members deemed necessary by the Mutual Ministry Team. Elected at-large members shall serve a two year term and may succeed themselves.</p> <p><b>Section 4. Other Special Teams.</b> The Leadership Team or the congregation may establish a team to address a specific task. The team shall report back to the body which formed it unless otherwise instructed by its founding body. The team shall terminate upon the completion of its task.</p>	<p>history of elders serving beyond fixed, limited terms, it is suggested that the at-large members of the ministry team, while serving two year terms, may succeed themselves with no stated limit on the number of successions.</p> <p>The importance of the Mutual Ministry Team meeting with the pastors and staff on a quarterly basis is to assure strong pastoral, staff and lay relations.</p> <p>From time to time, short-term projects or missions may be called for and this is where the special teams may be called into being for the limited purpose and often for a relatively short period of time.</p>
<p style="text-align: center;"><u>ARTICLE VI</u> <u>Congregational Meetings</u></p> <p><u>Section 1</u></p> <p>Public services shall be conducted regularly on Sundays and weekends for worship, the preaching and teaching of God's Word and prayer.</p>	<p style="text-align: center;"><b>ARTICLE VI</b> <b>Congregational Meetings</b></p> <p><b>Section 1. Annual Meeting.</b> An Annual Meeting shall be held as near the first of the fiscal year as feasible. At the Annual Meeting, written progress reports shall be submitted by the pastor(s), ministry staff, officers, and ministry teams. Reports on an independent review of financial records shall be</p>	<p>The importance and scope of the annual Congregational Meeting as well as other Congregational Meetings is emphasized. This is a reminder that the members constituting the congregation are the ultimate authority, with the Membership entitled to be made privy to the work</p>

<p>The sacrament of Holy Communion shall be conducted regularly as determined by vote of the church. The sacrament of Baptism shall be conducted in keeping with the Covenant principles and according to the needs of the constituency.</p> <p><u>Section 2</u></p> <p>Church business meetings shall be held regularly as stipulated in the constitution, ARTICLE VIII. Special business meetings may be called by the chairman on the church or by the Church Council after proper notification has been made.</p> <p><u>Section 3 Church Council and Administrative Committee Meetings</u></p> <p>Regular meetings of the Church Council shall be held no less than monthly. Administrative committees, special committees and task forces shall meet not less than at frequency specified by the Council. Special meetings of the Council, the committee, and task forces may be called by their respective chairman.</p> <p><u>Section 4 Organization Meetings</u></p> <p>Meetings and activities of the organizations of the Church shall be planned and conducted properly called shall constitute a quorum.</p> <p style="text-align: center;"><u>ARTICLE VII</u> <u>General Provisions</u></p> <p><u>Section 1 Quorum</u></p> <p>a) Ten percent, or not less than ten members of the membership attending a business meeting properly called shall constitute a quorum.</p> <p>b) The quorum for the Council, committee and</p>	<p>submitted by the Treasurer for the church and each of its organization. Election for Leadership Team members, at-large members of the Nominating Team and at-large members of the Mutual Ministry Team shall be held. The church budget shall be submitted for action.</p> <p><b>Section 2. Other meetings.</b> Other meetings may be called by the Leadership Team or by written requested signed by 10% of the membership, unless otherwise noted in these Bylaws.</p> <p><b>Section 3. Notification of meeting.</b> All meetings shall be announced in accordance with the Constitution and these Bylaws.</p> <p><b>Section 4. Conduct of meeting.</b> The Chair of the Leadership Team or such other person as may be designated by the Leadership Team in the Chair's absence shall serve as Chair of any meeting of the membership.</p> <p><b>Section 5. Voting.</b> Each member, and only members, shall be entitled to cast one vote on any matter at hand at any meeting of the membership. Such votes must be cast in person. Vote by proxy shall not be allowed. All votes shall be by written ballot. The Chair of the meeting may call for open balloting where no objection is raised. Members must be 16 years or older to vote.</p> <p><b>Section 6. Quorum.</b> Twenty percent of the membership shall constitute a quorum for the annual meeting, with a minimum of 20 members. Unless otherwise noted in these Bylaws, ten percent of the membership shall constitute a quorum for any other meeting, with a minimum of 20 members. In the absence of a quorum, the meeting shall be adjourned for two weeks from the date of the failed quorum upon no less than seven days written notice to the membership of the adjourned meeting. At the reconvened meeting, with or</p>	<p>of the persons serving the Lord through the church in designated positions.</p> <p>A minimum age has been stated again upon which a member may vote.</p>
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<p>task force meetings shall be a majority of its membership.</p> <p><u>Section 2 Tenure</u></p> <p>Officers of the Church shall be selected for terms of two years (ARTICLE IV – Section 2). They may succeed themselves only once.</p> <p><u>Section 3 Rules of Order</u></p> <p>All business meetings of the church and of the Council, committees and organizations shall be conducted according to Robert’s Rules of Order.</p>	<p>without a quorum, any matter that appeared on the adjourned meeting agenda may be transacted.</p> <p><b>Section 7. Rules of order.</b> All congregational meetings of the church and of any other teams or organizations shall be conducted according to the current edition of Robert’s Rules of Order, subject to the provisions of this Constitution and Bylaws.</p> <p><b>Section 8. Final voice.</b> The congregation reserves for itself final authority in any matter of its choice. A member may advance an item to the agenda of a congregational meeting by the majority vote of the membership at that meeting, providing that the item is not in conflict with other provisions of the Constitution and Bylaws. An item brought to the agenda in this way shall be decided by a majority vote of the membership, unless the item requires a different percentage as outlined elsewhere in the Constitution and Bylaws, in which case that percentage shall be used.</p>	
<p style="text-align: center;"><b>None</b></p>	<p style="text-align: center;"><b>ARTICLE VII</b> <b>Assets</b></p> <p><b>Section 1. Title.</b> The congregation shall hold title to its own assets.</p> <p><b>Section 2. Acquisition.</b> Assets acquired through budgetary provisions do not need additional congregational approval. Assets acquired beyond budgetary provisions, particularly land or facility acquisition, require the approval of the congregation by a two-thirds vote.</p> <p><b>Section 3. Disputed Assets.</b> In the event of schism within the church, in which there are competing claims to the assets by various factions of the membership, the title of all church property, real or personal, shall remain with the group which abides by the Constitution and Bylaws, as determined by the Executive Board of the Pacific Southwest Conference.</p>	<p>An affirmative statement that the congregation making up the church is the owner of all assets.</p> <p>Upon establishing a budget by the congregation, further congregational approval is not to be required when the operation of the church runs within the budget. The significant exception is matters associated with the purchase and sale of land or facility that in effect represent capital investments or expenditures. In such event, a two-thirds vote is suggested.</p> <p>If there is a dispute among the membership where a faction desires to withdraw from the church, the property remains with the group that is not withdrawing and is confirmed by the Executive Board of the Pacific Southwest Conference. If the congregation as a whole decides to cease or leave</p>

	<p><b>Section 4. Assignment of Assets.</b> No action for the sale or transfer of assets may be taken when the closure of the church is under consideration without the prior approval of the Pacific Southwest Conference Executive Board. In the event the congregation votes to cease, or to continue upon leaving its affiliation with the ECC and the Pacific Southwest Conference, the property and all assets of the church shall become and be the property of the ECC and the Southwest Conference, shared equally for the furtherance of the mission of both in that region, primarily through church planting.</p>	<p>its affiliation with the ECC, all property and assets of the church will become the property of the ECC and the Pacific Southwest Conference to be used equally by both, primarily for church planting.</p>
<p>None</p>	<p style="text-align: center;"><b>ARTICLE VIII</b> <b>Closure</b></p> <p><b>Section 1. Action Needed.</b> The congregation may terminate its existence by a majority vote of the membership present and voting at a congregational meeting called for that purpose.</p> <p><b>Section 2. Meeting Provisions.</b> The decision on whether to close the church cannot be a part of, or added to, the agenda of any other meeting. The congregational meeting for such a vote may be called by the Leadership Team or through the request of the congregation, accomplished by a petition for such a meeting signed by 20% of the membership.</p> <p><b>Section 3. Notification.</b> All members of record must be notified of the meeting through the first class mail at least two weeks in advance to the member's address of record.</p> <p><b>Section 4. Quorum.</b> The quorum for such a meeting shall be all members of record who are present at the meeting.</p> <p><b>Section 5. Asset Distribution.</b> Upon the vote to close, the assets of the congregation shall be transferred according to Article VII, Section 4 of</p>	<p>This new Article establishes the procedure to be followed if the congregation decides to terminate its existence. Such action may be taken only at a meeting called and announced for that specific purpose alone, with all members of record receiving notice through First Class Mail at least two weeks in advance to the member's address of record.</p>

	<p>these Bylaws.</p> <p><b>Section 6. Collaboration.</b> Should congregational attendance stand below 25, the executive board of the Pacific Southwest Conference may appoint a voting ex-officio member to the Leadership Team.</p>	<p>In the unlikely event that attendance of the congregation runs below 25, the Executive Board of the Pacific Southwest Conference may appoint a voting ex-officio member to the Leadership Team.</p>
<p style="text-align: center;"><u>ARTICLE VIII</u> AMENDMENTS</p> <p>Amendments to these bylaws not in conflict with the constitution may be adopted at any regular business meeting or at a special business meeting called for that purpose, by a two-thirds vote of the members present and voting, provided that such amendments have been presented in writing to the Church council and at a preceding regular business meeting. When this Church receives aid from the original conference and/or the Covenant through subsidy or loans such proposed amendments must also be approved by the regional conference board and the executive secretary of Covenant home missions.</p>	<p style="text-align: center;"><b>ARTICLE IX</b> <b>Amendments</b></p> <p>These Bylaws may be amended by a vote of two-thirds of the membership present and voting at a duly called meeting for that purpose. A proposed amendment to the Bylaws must be presented in writing to the membership not less than ninety days prior to the meeting called for the purpose of voting on bylaws changes. Article VII (Assets), Sections 3 and 4, Article VIII (Closure) and Article IX (Amendments) may only be amended with the prior approval of the executive board of the Pacific Southwest Conference.</p>	<p>The Bylaws may be amended by a two-thirds vote of the membership as provided in Article VIII of the current Bylaws. Ninety days prior written notice is required. That rule is kept here.</p> <p>If the proposed Amendments involve Article VII, the disposition of sale or assets due to a division in the church, Article VIII dealing with closure of the church, and Article IX, this Amendment Article, the Executive Board of the Pacific Southwest Conference must approve the proposed Amendments intended by the Congregation. All of this is to assure stability in the church for maintaining the integrity of its God-given purpose and function.</p>