

CONSTITUTION
COMMUNITY COVENANT CHURCH
REVISED, JANUARY 22, 1985

ARTICLE I NAME

The name of this church shall be the Community Covenant Church of Rocklin - Sunset Whitney, California.

ARTICLE II AFFILIATION

This church is a member of the Evangelical Covenant Church and its Pacific Southwest Conference and is pledged to work in harmony with the denomination and its decisions and to support its program, policies, and institutions.

ARTICLE III CONFESSION OF FAITH

This Church believes in the Holy Scriptures, the Old and New Testaments, as the Word of God and the only perfect rule for faith, doctrine, and conduct.

ARTICLE IV PURPOSE

- Sec. 1 The purpose of this church is to unite Christians in fellowship for spiritual development for the winning of persons to Christ and for the propagation of the Gospel of Jesus Christ through Christian instruction, Home and World Missions, and the institutions conducted by the Evangelical Covenant Church and its local regional conferences.
- Sec. 2 To fulfill this commitment, this church is irrevocably dedicated to religious and charitable responsibilities as its sole purpose.
- Sec. 3 In order to achieve this purpose this Church, in the unity of the Spirit, shall use the gifts that God has given it and the means of grace which God has placed at its disposal: The Word of God, Baptism, and Holy Communion.

ARTICLE V Membership

Membership in this church is granted upon application to those who through faith in God's Son, our Lord Jesus Christ, have been born anew to a living hope; have been baptized according to the Holy Scriptures; desire to live a Christian life; and promise to support the total ministry of this church, and to share its fellowship and obligations.

ARTICLE VI OFFICERS

The officers of this Church shall be a chairman, vice-chairman, secretary, financial secretary and a treasurer. These officers shall be the corporate officers of the church.

Constitution - Page 2

ARTICLE VII CHURCH COUNCIL AND ELDERS

Sec. 1 BOARD OF ELDERS

- a) Responsibility for spiritual guidance and direction of the church shall be vested in a body known as the Board of Elders. In addition to supervising the spiritual life of the church, the Board shall have such powers as are granted in the bylaws.
- b) The Board shall consist of at least four (4), as specified in the bylaws, including the senior pastor, who shall be a member ex-officio.

Sec. 2 CHURCH COUNCIL

- a) The general administration of the church shall be vested in a body known as the Church Council. In circumstances or where law requires action(s) by "Trustees", this Council shall be known as the "Board of Trustees" and the members of it as "Trustees."
- b) The Council shall consist of at least six (6) members as specified in the bylaws including the pastor, who shall be an ex-officio member of the Council.

ARTICLE VIII BUSINESS MEETINGS

- Sec. 1 Congregational business meetings shall be held at least semi-annually. The Annual Business Meeting shall be held as near the close of the fiscal year as feasible.
- Sec. 2 The annual meeting shall adopt a budget for the ensuing fiscal year.
- Sec. 3 At another business meeting written progress reports shall be submitted by the pastor and by each administrative committee of the church. Audited financial reports shall be submitted by the treasurer for the church and each of its organizations. Members of the Church Council shall be elected by secret ballot.
- Sec. 4 Notice of all congregational business meetings shall be mailed to members not less than two weeks prior to the meeting and shall include the date, time of meeting and an annotated agenda of business to be transacted.

ARTICLE IX PROPERTY

In the event of schism within the church, from which we earnestly pray God to spare us, the title of all church property, real and personal shall remain with the group which abides by this constitution. In the event of dissolution, the property and all assets of the church shall become and be the property of the Evangelical Covenant Church and the Pacific Southwest Conference; if it is then in existence and exempt under Section 501 c) (3); but if not then in existence or exempt, to another organization which is organized and operated exclusively for "charitable and religious" purposes and which has established its tax exempt status under Section 501 c) (3) of the Internal Revenue Code.

Constitution - Page 3

ARTICLE X AMENDMENTS

Amendments in harmony with the constitution and not in conflict with Covenant principles and policies may be adopted by a two-thirds vote of those present and voting in an annual meeting of the church, providing the proposed amendment was presented in written form at the preceding annual meeting, Articles I, III, IX and X cannot be changed.

When this church received appropriation aid from the regional conference and/or the denomination through subsidy or loans, proposed amendments must be also approved by the regional conference board and the executive secretary of Covenant Home Missions.

This Constitution was adopted at the Annual Meeting,
December 12, 1972. Revised January 22, 1985.

BYLAWS
COMMUNITY COVENANT CHURCH
Revised November 2, 1997

ARTICLE I MEMBERSHIP

Section 1 Admission into Membership

- 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.
- 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.
- 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 THE COVENANT BOOK OF WORSHIP.

Section 2 Children of Members

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.

Section 3 Associate Membership

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 I, Section I, of these Bylaws without voting privileges.

Section 4 Responsibilities of Membership

- 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.
- b) Members must be 18 years or older to vote.

BYLAWS - Page 2

ARTICLE I MEMBERSHIP (continued)

Section 5 Disciplinea) Negligent Members

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.

b) Erring Members

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. Discipline shall then be administered in the spirit of Christ with due regard for the welfare of the individual as well as the Church.

c) Dismissal

Dismissal of members under paragraph a and b of this Section must be acted upon by the Church which alone has the authority. A two-thirds vote of those present and voting at a congregational business meeting is necessary for such action.

Section 6 Transfer of Members

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.

Section 7 Removal of Membership

- 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.
- b) Members known to be joined to 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.

Section 8 Forfeiture of Property Rights

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.

BYLAWS - Page 3

ARTICLE I MEMBERSHIP (continued)

Section 9 Non-member Friends

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.

ARTICLE II THE PASTORS

Section 1 Qualifications

- 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.
- 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.

Section 2 Duties

- 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.
- 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.

Section 3 Cooperation

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.

Section 4 Call

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.

BYLAWS - Page 4

ARTICLE II THE PASTORS (continued)

Section 5 Charges Against the Senior Pastor or the Associate Pastor(s)

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 judgement 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.

ARTICLE III OFFICERS

Section 1 Chairman

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.

Section 2 Vice-Chairman

The Vice-Chairman shall assume the duties of the chairman in his absence and assist him in his duties.

Section 3 Secretary

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.

Section 4 Financial Secretary

The Financial Secretary shall receive, record, and transmit to the church treasurer all funds contributed to the church.

Section 5 Treasurer

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.

Section 6 Election and Appointments

The officers shall be selected as follows:

- a) Chairman be elected by the congregation.
- b) Vice-Chairman be appointed by the Council from among its members.
- c) Secretary be elected by the congregation.
- d) Financial Secretary be appointed by the Council.
- e) Treasurer be appointed by the Council.

BYLAWS - Page 5

ARTICLE IV CHURCH COUNCIL & ELDERSSection 1 Board of Elders

- 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.

- 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).

- c) Meetings

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 3 members may vote to refer a matter to the congregation. An absent member may vote by proxy.

- d) Duties

The Board of Elders shall fulfill the duties conferred on it by the constitution and bylaws, including the following:

- 1) Oversee the spiritual life of the congregational and provide pastoral care.
- 2) Supervise the church membership and make recommendations to the congregation concerning admission of new members, and the discipline or removal of existing members.
- 3) Keep the congregation informed of actions and decisions of the Board that affect the congregation.

Section 2 Church Council

- a) Membership

A prospective Council member must be a member of Community Covenant Church who has been attending regularly for at least 1 year. The Church Council shall consist of the Senior Pastor, the chairman of the church, the secretary, and the chairman of such administrative committees as the congregation shall elect.

- b) Size and Tenure

Members of the Council shall be elected for a term of 2 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.

BYLAWS - Page 6

ARTICLE IV CHURCH COUNCIL & ELDERS (continued)

Section 2 Church Council (continued)

- 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:
- 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.
 - b) Establish administrative and program policies in conformity with the spirit of the church constitution.
 - c) Evaluate the total church program on a continuing basis.
 - d) Plan and recommend the annual budget and stewardship opportunities for the church no later than one month before the fiscal year ends.
 - e) Review and approve the schedule of the church activities and Personnel.
 - f) Take such action as is necessary in cases of special emergency.
 - g) Appoint administrative committee members and church workers as defined by the Bylaws for the administrative committees, as the Council may deem appropriate.
 - h) Hire and terminate non-pastoral church employees.
 - i) Each Council member is to prepare an annual report and submit it to the Council Secretary one month prior to the anniversary of the Council term, to be reviewed at the following Council meeting.

d) Administrative Committees

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, Youth Ministries.

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.

e) Vacancies

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.

ARTICLE V COMMITTEES

Section I Nominating Committee

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:

BYLAWS - Page 7

ARTICLE V COMMITTEES (continued)

Section 1 Nominating Committee (continued)

- a) Confirm the willingness of each candidate to serve before listing his name on the ballot.
- b) Prepare and present a complete ballot to the congregation. This shall constitute completion of the committee assignment, unless given further responsibilities.

Section 2 Pastoral Relations Committee

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 committee shall meet at least semi-annually in keeping with the program and purpose of the Covenant pastoral relations commission.

Section 3 Special Committees and Task Forces

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 need, but shall be automatically terminated at the end of one year unless specifically extended.

Section 4 Auditors

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.

ARTICLE VI MEETINGS

Section 1

Public services shall be conducted regularly on Sundays and weekdays for worship, the preaching and teaching of God's Word and prayer.

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.

Section 2

Church business meetings shall be held regularly as stipulated in the constitution, ARTICLE VIII. Special business meetings may be called by the chairman of the church or by the Church Council after proper notification has been made.

BYLAWS - Page 8

ARTICLE VI MEETINGS (continued)

Section 3 Church Council and Administrative Committee Meetings

Regular meetings of the Church Council shall be held not 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 committees, and task forces may be called by their respective chairman.

Section 4 Organization Meetings

Meetings and activities of the organizations of the church shall be planned and conducted regularly under the direction and supervision of the Church Council.

ARTICLE VIII GENERAL PROVISIONS

Section 1 Quorum

- a) Ten percent, or not less than ten members of the membership attending a business meeting properly called shall constitute a quorum.
- b) The quorum for the Council, committee and task force meetings shall be a majority of its membership.

Section 2 Tenure

Officers of the church shall be selected for terms of 2 years (ARTICLE IV - Section 2). They may succeed themselves only once.

Section 3 Rules of Order

All business meetings of the church and of the Council, committees and organizations shall be conducted according to Robert's Rules of Order.

ARTICLE VIII AMENDMENTS

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.

This Constitution and Bylaws was adopted at the Annual Meeting, December 12, 1972.
Revised May 20, 1984. Revised September 6, 1988. Revised June 8, 1997.
Revised November 2, 1997.