



BYLAWS OF BELLEVUE CHRISTIAN CHURCH (2022)

Bellevue Christian Church (hereafter referred to as BCC or “the Church”) is an independent autonomous congregation of Christians established in 1896, presently worshipping at and using for religious purposes 680-690 Lincoln Avenue, Bellevue, Pittsburgh, Pennsylvania 15202. The Church was founded under the auspices of the Stone-Campbell Movement, whose present Church bodies include the independent Christian Churches, Churches of Christ and the Disciples of Christ. As an autonomous congregation, the Church maintains the right to govern its own affairs, independent of denominational control. The government of the Church is vested in the Leadership Council by its Membership.

The inspired writings of the Bible are the primary source of guidance, and the “Statement of Beliefs” is a separate document publicly available online or upon request.

The following Bylaws are a legal document framed theologically with attention to the best practices of churches and other non-profit organizations.

ARTICLE 1: MEMBERSHIP

We are a church made up of Members. As the Apostle Paul writes, “Now you are the body of Christ and individual members of it” (1 Cor. 12:27). Membership is a commitment to the unity and flourishing of our Church.

1.1 Qualifications

Any person may offer himself/herself as a candidate for Membership at Bellevue Christian Church if the individual has met the following qualifications:

- Has accepted Jesus Christ as both Lord and Savior;
- Has been baptized by immersion;
- Is at least eighteen (18) years of age;
- Has been in regular attendance at Bellevue Christian Church for at least six (6) months;
- Has had an opportunity to learn about the meaning of Membership; and
- Makes a public confession of faith before the congregation.

Upon meeting those qualifications, the applicant will be publicly received into the active Membership of the Church upon invitation to do so by the Lead Pastor, representing the Leadership Council.

1.2 Responsibilities

Membership at Bellevue Christian Church is an active, not passive, commitment. Consequently, if one becomes a Member, he/she should pursue activities including but not limited to those listed below:

- Maintain an active, personal relationship with Jesus Christ.
- Read and study the Scriptures diligently and strive to develop and live according to the spiritual disciplines and precepts therein.
- Attend worship services regularly and participate in those ministries that will help in personal spiritual growth.
- Support the Church, its leadership, ministries and missions' outreach through prayers, tithes, offerings, and participation—as God enables you.
- Pray for, love, accept, serve and be an example to other Members and attendees of Bellevue Christian Church and those around you in your daily life.
- Seek opportunities to serve the Church, using your spiritual gifts.
- Attend Membership meetings both to obtain information and vote.

1.3 Discipline

If a Member blatantly demonstrates activities in opposition to Christ and the Biblical teachings as determined by the "Statement of Beliefs," discipline will be determined through Scriptural means, especially following Christ's instructions in Matthew 18:15-20. All attempts will be made to lovingly restore an individual back into Christian fellowship. The Leadership Council will facilitate the disciplinary process.

1.4 Termination of Membership

By Death

Upon the death of any Member, the date of death will be entered into the Church records, and the person will be removed from active status on the Church rolls.

By Request

Any Member who requests termination of membership will be removed from active status, upon written request. This request may be given to a member of the Leadership Council. Any Member in good standing who wishes to affiliate with another church will be granted a Letter of Transfer of Membership, upon request.

By Inactivity

If a Member is absent from Church services and participation for a period of twelve (12) months, his/her membership will be changed from active to inactive status on the Church rolls, unless said absence is due to an illness or other acceptable reason preventing them from attendance and participation. The staff and Leadership Council will meet annually to review all Membership absences and make determinations regarding active status, as needed. The determination shall rest within the discretion of the Leadership Council.

Should a Member whose membership changes to inactive status on the Church rolls wish to return to active status, he/she must make his/her intention known to the Leadership Council. The Leadership Council will determine what actions are necessary to return the individual to active status on the Church rolls.

By Removal, Exclusion, or Revoked Membership

Any Member not fulfilling the responsibilities of Membership, as set forth in the Bylaws, may have Membership status revoked by a majority vote of the Leadership Council. If a former Member should wish to be reinstated as a Member of Bellevue Christian Church, he/she will be required to complete the same membership process as any individual seeking membership, as defined previously.

ARTICLE 2: MEMBERSHIP BUSINESS MEETINGS

2.1 Attendance

Business Meetings are both the privilege and responsibility of the Members of Bellevue Christian Church to attend. Although anyone may attend a Business Meeting, only those who are active Members may participate and vote. Each Member has one vote. Children of members do not have voting privileges, but upon reaching 18 years of age, may become Members by complying with the qualifications listed above.

2.2 Annual Membership Meeting

The Annual Membership Meeting shall occur within three months after the beginning of each calendar year at a time to be determined by the Leadership Council, for the purpose of electing the membership of the Leadership Council, approving the yearly Budget, discussing goals for the coming year and acting on other items of business, as requested by the Leadership Council or the Membership, through written petition to the Leadership Council prior to the meeting.

2.3 Special Membership Meetings

Special Membership Meetings (hereafter referred to as "Special Meetings") may be called by the Leadership Council or through a written petition signed by at least 50 Members or 20% of the Membership (whichever is less) and presented to the Leadership Council. The purpose of a Special Meeting must be clearly stated and be of significant importance to the operation or Spiritual guidance of Bellevue Christian Church, which cannot wait until the Annual Meeting to be addressed. Such examples may include a change in pastoral staff, a major Church expenditure requiring voting approval, amendments to the Bylaws or any matters of extreme importance requiring immediate attention, as determined by the Leadership Council.

2.4 Matters That Require Member Voting

Member voting shall occur in the following instances:

- **Annual Budget Affirmation:** See Article 6.8.

- **Council Member Affirmation:** See Article 3.3.
- **Lead Pastor Selection or Dismissal:** See Article 4.2 and 4.6.
- **Any of the Following Fundamental Changes:** Division, Merger, and/or Consolidation involving the Church; sales of church assets over \$10,000; change in legal non-profit status of the Church; dissolution of the Church; budget variance beyond 20%; revisions to Charter or Bylaws (see Article 8).

2.5 Procedures for Meetings

All meetings will be announced a minimum of two (2) consecutive weeks preceding the meeting date through whatever written means are available at the time. An agenda and meeting materials, such as a Budget overview, will be made available to the Membership for review prior to the Annual Meeting. For any Special Meeting, the purpose must be clearly defined at the time of the announcement.

The Chair of the Leadership Council will preside over all meetings. However, if needed, another Member of the Leadership Council, chosen by the Leadership Council, may fulfill this purpose. For the purpose of the meeting, this member will be referred to as "the Chair".

The Chair of the Leadership Council will determine if a quorum exists before any vote can take place at a meeting of the Membership. The quorum needed depends upon the matter to be voted upon by the Membership. If a meeting involves selection/dismissal of the lead pastor or a vote on one of the "fundamental changes" listed in Article 2.4, a minimum of sixty (60%) percent of the Membership must be present at the meeting and given an opportunity to vote. Before a vote of approval on any other matter (other than selection/dismissal of the lead pastor or a vote on a "fundamental change" under Article 2.4) can be taken, it must be determined by the Chair that a minimum of thirty (30%) percent of the Membership must be present at the meeting and given an opportunity to vote. To approve any voting matter, two-thirds ($\frac{2}{3}$) of those Members in attendance at the meeting must vote in favor of the matter.

Matters requiring a vote will be brought before the Membership by the Chair. The process for approval will follow the guidelines indicated in *Robert's Rules of Order*.

A meeting of the Members may be held by means of the Internet or other electronic communications technology as long as the Members have the opportunity to read or hear the proceedings substantially concurrently with their occurrence, vote, pose questions, make appropriate motions and comment on the business of the meeting. A meeting held in this manner need not be designated as being held in any particular geographic location.

As an alternative to voting at the Annual Meeting, a Member's vote on any actions *may* be conducted by a mail-in ballot. If this option is chosen in any given year, notice will be provided to the Membership prior to the ballots being mailed. All other rules stated above regarding the quorum will apply to mail-in voting.

The presence or participation, including voting and taking other action, at a meeting of the Members, or the expression of consent or dissent to corporate action by a Member by conference telephone or other electronic means, including, without limitation, the Internet, shall constitute the presence of, or vote or action by, or consent or dissent of the Member.

ARTICLE 3: LEADERSHIP COUNCIL

As a church with roots in the Stone-Campbell Movement, we seek to ensure that our Church is governed according to the governance model we see in the earliest churches. With that in mind, we are led by a Leadership Council that fulfills both the biblical role of “overseers” as described in the New Testament model of church governance (cf. 1 Timothy 3:1-7; Titus 1:5-9; Acts 20:28-32; 1 Peter 5:1-4) and the legal non-profit role of “Board of Directors”. They are referred to as Council Members. We are led, not by one pastor or by multiple voting bodies, but by *a unified* Leadership Council. In short, the Leadership Council exists to collectively oversee the long-term flourishing (spiritual, financial, and otherwise) of our Church by discerning God’s will for our Church.

3.1 Responsibilities

In order to fulfill the purpose stated above, the Leadership Council is responsible for the following:

- 1. DIRECTION:** This includes discerning and protecting the long-term mission and vision of the Church and setting any necessary boundaries for fulfilling that mission and vision—including, without limitation, presentation of the annual budget to the Membership (see Article 6) and proposal of changes to the bylaws (see Article 8) that serve the mission and vision of the Church.
- 2. DOCTRINE:** With the Bible as our authority (cf. 2 Timothy 3:16-17), this includes developing, amending, and interpreting the “Statement of Beliefs” that will guide what is taught in all areas of our Church—from the pulpit to the children’s ministry. It will require articulating our stance on new issues as they arise as well as shaping our response to major cultural events, when absolutely necessary, in light of what we believe.
- 3. DELEGATION:** This includes leading the process of selecting (and, if necessary, terminating) the Lead Pastor and guiding the Church through any pastoral transitions (see Article 4). It also requires defining the general responsibilities of the Lead Pastor, conducting a regular review process, and ensuring that the Lead Pastor (and family) has the encouragement and support necessary to thrive. Additionally, it requires working with the Lead Pastor to delegate authority to staff and volunteer leaders to fulfill the mission and vision of the Church (cf. Ephesians 4:11-13) (see Article 5).
- 4. DEMONSTRATION:** As “examples to the flock” (cf. 1 Peter 5:3), this includes demonstrating the kind of life we want to see lived out in our congregation—both in our individual lives *and* our relationships with one another. (See below for Leadership Council qualifications.)
- 5. DISCIPLINE:** When necessary, this includes overseeing the disciplinary process for Members of the Church who blatantly demonstrate activities in opposition to the doctrine articulated in our “Statement of Beliefs” (cf. Galatians 6:1) (see Article 1.3).

6. **DEVOTION:** This includes a commitment to the habit of praying for the Church individually and together (cf. Acts 6:4).

3.2 Qualifications

Individuals must demonstrate the following *minimum* qualifications in order to be considered for the Leadership Council and to remain on the Leadership Council once selected:

- A **CONSISTENT PATTERN** of demonstrating the Christ-like character qualifications and leadership competencies as listed in biblical passages like 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4.
- A **COMMITMENT** to our Church that has been demonstrated through attendance, serving, and giving—as well as active membership in our Church for, at least, one (1) year. *The Lead Pastor is exempt from the requirement of active membership for at least one (1) year prior to serving on the Leadership Council.*
- A sense of **CALLING** to the role (cf. 1 Peter 5:2).
- Shared doctrinal **CONVICTIONS** in accordance with our “Statement of Beliefs.”
- No actual or perceived **CONFLICT OF INTEREST**—including, but not limited to, the spouse or an immediate family member (i.e., spouse, ancestors, children, grandchildren, great grandchildren, and the spouses of children, grandchildren, and great grandchildren) of the Lead Pastor. (See Conflict of Interest Policy.)
- A demonstration of **COMPETENCIES** in different areas of expertise and gifts that will enable the Leadership Council to make wiser decisions—in addition to displaying competency in the areas of responsibility listed above.
- **CHEMISTRY** with the existing members of the Leadership Council so they can be united in vision, values, and methods of ministry in an atmosphere of friendship.

3.3 Selection and Election

Candidates will be added to the Leadership Council after careful review of their qualifications as noted above by the existing Leadership Council (see Article 3.2), recommendation of candidate(s) to the congregation by the existing Leadership Council, and a congregational vote to affirm the candidate(s). Members of the congregation may recommend an individual for consideration.

The candidate *may* be selected to serve a six (6) to twelve (12) month trial period, in which they will meet regularly with the Leadership Council but as a trial member without the authority to vote, make motions, or hold office.

Before recommending a new Leadership Council candidate to the congregation, the candidate must be affirmed by a two-thirds ($\frac{2}{3}$) majority of the existing Leadership Council. After approval by the Leadership Council, the candidate will then be officially recommended to the congregation at least three weeks before the Annual Meeting (or Special Meeting) of the congregation.

Between recommendation and election, any Member may express approval or disapproval of the recommended candidate(s) to the Leadership Council, but must provide written commentary in person, not anonymously. The Leadership Council will take any critical comments under serious consideration. However, after thorough evaluation, the Leadership Council may still determine to recommend said candidate to the congregation and will provide their reasons to the Member who initiated the commentary.

The candidate(s) will be officially added to the Leadership Council after a two-thirds ($\frac{2}{3}$) vote of the Members at the Annual (or Special) Meeting.

3.4 Duration of Service

Once selected, members of the Leadership Council will serve three (3) year terms. There is no limit on how many terms may be served, but, following the biblical pattern of rest, it is required that a one (1) year sabbatical is taken after two consecutive three (3) year terms.

If a member of the Leadership Council is to serve another term (either consecutively or after a one (1) year sabbatical) and still meets the qualifications for service, they must be reaffirmed by the decision of the existing Leadership Council according to a two-thirds ($\frac{2}{3}$) vote and by the vote of the Members at the Annual (or Special) Meeting.

The Lead Pastor is not subject to term limits. His tenure will begin at the start of his employment and end upon his termination, resignation, or death.

3.5 Number of Members on the Leadership Council

The minimum number of members on the Leadership Council will be three (3), and the maximum number of members of the Leadership Council shall not exceed nine (9). If a vacancy occurs that leaves less than three (3) people on the Leadership Council, the vacancy must be filled with another qualified candidate. If a vacancy occurs and at least three people still remain on the Leadership Council, there is no requirement to fill the vacancy. Any appointment to fill a vacancy on the Leadership Council must be according to the same process outlined in Article 3.3.

3.6 Removal

The failure of a member of the Leadership Council to fulfill the qualifications or perform the responsibilities in the manner outlined previously shall be grounds for removal. Upon presentation of such evidence, the Leadership Council may declare the position vacant by a two-thirds ($\frac{2}{3}$) vote of a quorum at a regular or special meeting. The presence of two-thirds ($\frac{2}{3}$) of the Leadership Council will constitute a quorum for the consideration of removing a member of the Leadership Council.

If a member of the Leadership Council desires to resign for whatever reason, they may do so after a letter (digital or print) of resignation to be accepted by the Leadership Council. The resignation will be effective upon its receipt by the Church or at a subsequent time specified in the notice of resignation. When a vacancy through resignation occurs at a subsequent time specified in the notice of resignation, the remaining persons on the Leadership Council, including those who have so resigned, may all act by

applicable vote to fill the vacancy when required by Article 3.5, the vote thereon to take effect when the vacancy becomes effective.

3.7 Meetings

All members of the Leadership Council, except for those serving a trial period under Article 3.3 or others described herein as nonvoting, will have the power to vote, make motions, or hold office at meetings. The Leadership Council will decide how often to meet on a year-to-year basis and can call special meetings as needed.

Robert's Rules of Order will serve as guidance for rules of procedure for all meetings. Given that this is a guide for preserving order, and given that the Church is a Christian organization, it is hoped that love, patience, and forgiveness will be plentiful throughout all meetings, remembering that the purpose is to discern God's will for our Church.

At the first meeting of each year, someone from within the Leadership Council will be appointed to record the minutes of all Membership meetings and Leadership Council meetings, both Regular and Special meetings. These minutes will be kept in a secure location. They will be made available to the Leadership Council as soon as practicable following such meetings. These minutes will be available to any Member upon request.

The presence of a majority (one more than half) of the Leadership Council will constitute a quorum for the transaction of routine business (i.e., decisions that do not include any of the matters that require a vote by the Membership as listed in Article 2.4). Members of the Leadership Council may attend meetings in person or virtually. To approve any routine voting matter, two-thirds ($\frac{2}{3}$) in attendance at the meeting must vote in favor of the matter.

Any action which may be approved at a meeting of the Leadership Council may be approved without a meeting if a consent or consents to the action in record form are signed, before, on or after the effective date of the action, by all of the persons serving on the Leadership Council in office on the date the last consent is signed. The consent or consents must be filed with the Secretary of the Church.

A meeting of the Leadership Council may be held by means of conference telephone, the Internet or other electronic technology as long as the persons on the Leadership Council have the opportunity to hear the proceedings substantially concurrently with their occurrence, vote, pose questions, make appropriate motions and comment on the business of the meeting.

For any matter that requires a vote by the Membership before final approval (see Article 2.4), a quorum of, at least, two-thirds ($\frac{2}{3}$) of the voting Leadership Council members must be present to legally transact such business.

Once the issue(s) have been approved by a two-thirds ($\frac{2}{3}$) vote of a quorum of the Leadership Council, it/they then go to the Membership for the final vote, at an Annual or Special meeting, according to the procedure outlined in Article 2.5.

3.8 Officers

At the first Leadership Council meeting after the Annual Meeting, the following Officers of the Leadership Council will be elected by the Leadership Council:

- Chair
- Vice-Chair
- Treasurer
- Secretary

The duties of the Officers will begin after they have been elected/confirmed and extend for one (1) year from that time or until the next Annual Meeting of the Church, whichever is earlier; provided, however, that the Officers shall continue to serve until their successors are duly elected. Any person serving on the Leadership Council may hold more than one Office.

The Leadership Council, by a vote of at least two-thirds ($\frac{2}{3}$) of those present at a meeting, may choose to allow the Chair, upon conclusion of his/her term, to serve as Immediate Past Chair on the Leadership Council, provided he/she is still serving a term on the Leadership Council.

Assistant Officers may be appointed by the Leadership Council, but persons serving in such capacity who were not elected to serve on the Leadership Council shall not have any powers granted to persons elected to serve on the Leadership Council under these Bylaws.

The duties of each Office are defined below. Any Assistant Officer authorized by the Leadership Council shall perform such duties as may be delegated to him/her by the Officer to whom he/she is an assistant, and in the absence or disability of such Officer may perform the duties of his/her Office.

Chair

The Chair will preside at all Leadership Council and Membership meetings. The Chair will preserve order, regulate debate and appoint Committees, as may be required. The Chair is also an *ex-officio* member of all committees and/or teams. If the Treasurer and/or Finance Secretary are unable to perform their duties, the Chair is authorized to do so until such time as the Officer can resume his/her duties or an interim person is elected/appointed to fill the position. The Chair must be a voting member of the Leadership Council.

Vice-Chairperson

The Vice-Chair will preside at all meetings when the Chair is unable to do so. If a vacancy occurs in the Chair, the Vice-Chair will assume the position of Chair and all the duties that accompany that position. If neither the Chair nor Vice-Chair is available at meetings, a Chair *pro tempore* will be elected by the majority of the members of the Leadership Council to preside for that meeting. The Vice-Chair must be a voting member of the Leadership Council.

Treasurer

- He/she must be a Member of the Church but does not have to be a member of the Leadership Council.

- He/she will be responsible for all duties set forth in Article 6, for obtaining and recording all current expense receipts, depositing all offering receipts, and disbursing as needed and recording such disbursements, all in a timely fashion. This will include disbursements for salaries, related expenses (taxes/Social Security/pension funds), Church expenses for operations, as well as major/minor non-budget expenses as approved by the Leadership Council or Business Director. An appropriate transfer of money to the Mission Ministry as authorized by the Leadership Council will take place quarterly.
- A report of all activities will be made monthly and reported to the Leadership Council and Business Director for their meetings. A final report shall be given at the Annual Membership Meeting.
- He/she will provide to the Financial Secretary all evidence of individual contributions to the Church during the year within one (1) week of receipt of the contribution.
- He/she, in consultation with the Leadership Council and with the final approval of the Leadership Council, within six (6) weeks of the Annual Meeting, will appoint an Assistant Treasurer.
- The Treasurer and Assistant Treasurer will be bonded for the appropriate amount as determined by the Leadership Council.
- If he/she is not already a member of the Leadership Council, he/she is not a voting member of the Leadership Council.

Secretary

- He/she must be a Member of the Church but does not have to be a member of the Leadership Council.
- He/she will be responsible for maintaining an accurate record of the Church Membership, including new Members, baptisms, deaths, and changes to inactive/active Membership. This will be done with the assistance of the Church Staff and Leadership Council. Yearly, at the Annual Meeting, a report of such Membership will be given to the Church.
- He/she will be available and perform any additional secretarial duties as may be requested by the Leadership Council e.g., meeting notifications, letters, etc.
- He/she will take the minutes of all Leadership Council and Membership meetings.
- He/she will keep a file of the meeting minutes taken at Leadership Council and Membership meetings.
- If he/she is not already a member of the Leadership Council, he/she is not a voting member of the Leadership Council.

3.9 Limitation of Personal Liability

To the fullest extent that the laws of the Commonwealth of Pennsylvania, as in effect on the date of adoption of this Article 3.9 or as such laws are thereafter amended, permit elimination or limitation of the liability of members of the Leadership Council, no member of the Leadership Council of the Church shall be personally liable as such for monetary damages for any action taken, or any failure to take any action, as a member of the Leadership Council. Specifically, a member of the Leadership Council shall not be personally liable for monetary damages, unless (1) the member of the Leadership Council has breached or failed to perform the duties of their office under the NPCL (Non-Profit Corporation Law) and (2) the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness. Any amendment or repeal of this Article 3.9 or adoption of any other provision of these Bylaws or the Church's Articles of Incorporation which has the effect of increasing liability for a member of the

Leadership Council shall operate prospectively only and shall not have any effect with respect to any action taken, or failure to act, prior to the adoption of such amendment, repeal or other provision.

This Article 3.9 shall not apply to the responsibility or liability of the member of the Leadership Council under any criminal statute or the liability of the member of the Leadership Council for payment of taxes under any local, state, or federal law.

3.10 Compensation

Individuals serving on the Leadership Council, as such, shall not receive any salary for their services, but by resolution of the Leadership Council, expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Leadership Council; provided, that nothing herein shall be construed to preclude any individual on the Leadership Council from serving the Church in any other capacity and receiving compensation therefor.

ARTICLE 4: LEAD PASTOR

The Lead Pastor is responsible for overseeing the day-to-day ministry of the Church, including the ministry leaders, in line with the direction set by the Leadership Council and for bearing the primary burden of preaching/teaching in alignment with the “Statement of Beliefs.”

4.1 Qualifications

With the exception of the requirement to be involved in our Church as a member for at least one (1) year, the Lead Pastor must meet the same qualifications listed for the Leadership Council as provided in Article 3.2, as well as demonstrate the competencies specific to the role of Lead Pastor.

4.2 Selection

A Search Team will be established by the Leadership Council to locate a qualified candidate for Lead Pastor. It will include *at least* one (1) member of the Leadership Council. Additional members of the Search Team may be appointed, but they must be Members of Bellevue Christian Church.

The Search Team will be responsible for advertising, making contacts, and receiving applications for the position of Lead Pastor. They will determine which contacts to interview and present to the Membership and they will keep the Leadership Council apprised regularly of their progress.

Once a candidate is selected by the Search Team, the final approval of the position will be determined by a Membership vote at a meeting called specifically for that task.

Additionally, the Leadership Council, during a vacancy in the position of Lead Pastor, will be charged with making arrangements to fill the Sunday preaching during that vacancy.

4.3 Responsibilities

The Lead Pastor will be responsible for fulfilling the duties assigned by the Leadership Council. These will be established in a position description at the beginning of his tenure and reviewed on a regular basis.

4.4 Supervision

The Lead Pastor is accountable to the Leadership Council. The Lead Pastor's performance of the role, along with the qualifications for the role, will be reviewed on *at least* an annual basis.

4.5 Authority and Limitations

The Lead Pastor will be an *ex officio* member of all committees and/or teams. As such, the Lead Pastor may choose to abstain from voting. However, the same rights are still present (e.g., debate, making motions and voting). The Lead Pastor will be considered a full member of the Leadership Council, with voting rights, and must regularly attend meetings. The Lead Pastor shall also comply with all requirements for the Leadership Council as set forth in these Bylaws.

4.6 Duration of Service

A Lead Pastor will be hired for an indefinite period of time. The tenure of service will terminate with resignation, death, a two-thirds ($\frac{2}{3}$) vote to remove by the Leadership Council, or during the Annual Meeting or Special Meeting called by Members in accordance with the Bylaws where a minimum of sixty (60%) percent of the Membership must be present at the meeting and given an opportunity to vote for removal. Two-thirds ($\frac{2}{3}$) of those Members in attendance at the meeting must vote in favor of removal.

ARTICLE 5: STAFF AND VOLUNTEER MINISTRY LEADERS

The Lead Pastor, as representative of the Leadership Council, is permitted to delegate authority and responsibilities to qualified paid ("staff") and unpaid ("volunteer") Ministry Leaders according to the changing needs of the Church so that the Leadership Council can remain devoted to its own responsibilities (see Article 3.1) (cf. Acts 6:1-7).

5.1 Responsibilities

Ministry Leaders are responsible for leading ministry teams. Each Ministry Leader will have a position description with clearly articulated responsibilities that is reviewed on a regular basis.

5.2 Qualifications

Potential Ministry Leaders must demonstrate the biblical qualifications listed in 1 Timothy 3:8-13 and Acts 6:1-7 and alignment with our "Statement of Beliefs."

5.3 Selection

Ministry Leaders may be selected at any point throughout the year. The following process is generally followed in selecting new Ministry Leaders: 1) Creation of a position description outlining core responsibilities, 2) Assessment of the qualifications listed above, 3) Approval by the Lead Pastor, 4) Completion of an onboarding process, 5) Public announcement to the Church.

5.4 Staff

Staff Ministry Leaders may be hired as needed, provided funding is available.

5.5 Duration of Service

Service in the role of Ministry Leader continues as long as they demonstrate the qualifications articulated above and perform the responsibilities articulated in their position description. A letter of resignation (print or digital) should be given to the Lead Pastor and Leadership Council if a ministry leader desires to resign from the role.

5.6 Removal

The failure to perform the responsibilities as articulated in the position description or the failure to demonstrate the qualifications listed above shall be considered grounds for removing a Ministry Leader by the Lead Pastor, as representative of the Leadership Council.

5.7 Supervision

As representative of the Leadership Council, the Lead Pastor is supervisor of staff and volunteer Ministry Leaders. The Lead Pastor may delegate supervision to others, as needed.

ARTICLE 6: CHURCH FINANCES

The mission of our Church requires the generosity of its Members. We are committed to stewarding the generosity of the Church toward the fulfillment of our mission, and we are committed to doing that in a way that is transparent, consistent, and accountable. The Treasurer of the Leadership Council will oversee the Church Finances.

6.1 Business Director

The Leadership Council may appoint a Business Director to manage the team responsible for the legal, financial, property, and other general business requirements of the church.

Qualifications

Unless the Business Director is a member of the Leadership Council, the Business Director is subject to the same requirements as Ministry Leaders (see Article 5.2). Additionally, in order to avoid actual or perceived conflict of interest, the Business Director must not be the spouse or immediate family member (i.e., spouse, ancestors, children, grandchildren, great grandchildren, and the spouses of children, grandchildren, and great grandchildren) of the Lead Pastor.

Relationship to Leadership Council

If this person is not a member of the Leadership Council, they *may* be considered an *ex officio* member of the Leadership Council to provide input on decision-making when necessary but without the ability to make motions, vote, or hold office. The Business Director, like the other Ministry Leaders, is supervised by the Lead Pastor.

Responsibilities

While a more detailed list of responsibilities may be outlined in a position description, according to the needs of our Church, the Business Director is *at minimum* responsible for:

- Building a team of people to serve the property, financial, legal, and general business needs of the Church;
- Developing the annual budget, alongside the Treasurer, for approval by the Leadership Council and Membership;
- Approving non-budgeted items that do not exceed one thousand five hundred (\$1,500) dollars;
- Evaluating, as deemed appropriate, and submitting to the Leadership Council, non-budgeted requests exceeding one thousand five hundred (\$1,500) dollars; and
- Appointing, in consultation with the Treasurer, a Financial Secretary and Assistant Treasurer.

If there is no Business Director, any responsibilities given the Business Director in what follows must be assumed by the Leadership Council.

6.2 Accounts

- The financial accounts will be established in accordance with generally accepted accounting principles, and updated annually as needed through the budgetary process by the Treasurer and under the supervision of the Business Director.
- The Business Director, or a person appointed by the Business Director, will regularly reconcile the transactions of the Treasurer to ensure that they are complete and balanced. This includes examining the cleared checks for their validity. This must be done at least quarterly.
- At least every five (5) years, a formal financial review by an outside entity shall take place.
- Arrangements will be made to provide the Treasurer with access to the sites for online giving to obtain appropriate financial information and to provide appropriate information to the Financial Secretary.

6.3 Financial Secretary

- The Financial Secretary will be appointed by the Business Director, in consultation with the Treasurer and the Lead Pastor, with final approval by the Leadership Council.
- He/she must be a Member of the Church but does not need to be a member of the Leadership Council.
- He/she will maintain a record of all giving to the Church throughout the year. Individual reports of giving will be distributed semi-annually. By the end of January, a final individual accounting will be given to all donors for the previous year.

6.4 Assistant Treasurer

- The Assistant Treasurer will be appointed by the Business Director, in consultation with the Treasurer and the Lead Pastor, with final approval by the Leadership Council.
- He/she must be a member of the Church but does not need to be a member of the Leadership Council.
- He/she will assume the duties of Treasurer during the absence of the Treasurer. Should the Treasurer be unable to fulfill his/her duties, or there is a vacancy in the position of Treasurer, the Assistant Treasurer will assume all those duties for the remainder of the term of office, or until a new Treasurer can be appointed/elected.

6.5 Financial Statements

- Financial Statements shall be prepared regularly by the Treasurer and be presented to the Business Director and Leadership Council when needed.
- Financial Statements shall conform to non-profit corporate standards.
- Upon request of the Leadership Council or Business Director, details supporting any line item shall be made available for review. Any active Member shall have the right to review the financial statements upon request. All Financial Statements will be deemed CONFIDENTIAL in nature and limited to Members only. Members who violate the confidential nature of the statements shall have their right to further review of them revoked.
- The Treasurer will provide a condensed version of the Financial Statements to the Members present at the Annual Meeting. (See Article 3.7)

6.6 Offerings

Regular offerings will be taken at each Sunday service. An offering may also be taken at other services, if deemed appropriate.

Special Offerings

Special offerings, with specific designations and purposes, may be taken at any time deemed appropriate by either the Leadership Council or Lead Pastor. Provision will be made to be sure that these offerings are separate from or identified from the regular offerings.

Accounting and Recording of Offerings

Two (2) to three (3) persons chosen by the Treasurer will be directly involved in counting and recording the loose unidentified cash receipts from any offering. One of the persons may be the Treasurer. This will be done immediately after the last service on Sunday or after an offering is received at any other service. If another time is chosen, the exact time will be determined in consultation with the Lead Pastor, Business Director, and the Treasurer. It should preferably be no later than 48 hours after receipt. With any delay in counting, the loose, unidentified cash will be monitored by two (2) persons until it is safely stored appropriately and can be counted.

The Treasurer will then count the giver-designated monies at a convenient time and record them appropriately, preferably within forty-eight (48) hours. The Treasurer may have someone assist in that counting, if he/she wishes to do so. The total contributions will be deposited in a timely fashion, preferably within no later than forty-eight (48) hours after being received. The personal individual account figures will then be given to the Financial Secretary within one week.

If neither the Treasurer nor the Assistant Treasurer will be available, the Treasurer will appoint the Business Director to take charge of the counting procedures for that time.

6.7 Authorized Financial Signatures

The following individuals will be authorized to sign checks: Treasurer, Assistant Treasurer, Financial Secretary, Business Director, Chair of the Leadership Council, and Immediate Past Chair of the Leadership Council. The Assistant Treasurer, Financial Secretary and Business Director as well as the Immediate Past Chair of the Leadership Council if he/she is not currently serving on the Leadership Council, must have approval from the Leadership Council before signing any check for a non-budgeted expense over \$1,500. (See Article 6.1)

Checking accounts require only one (1) signature. Financial investments will require two (2) signatures. The Treasurer will have the checkbook unless given to the Assistant Treasurer or other authorized signer in the absence of the Treasurer.

6.8 Church Budget

By August 31 of each year, the Treasurer will prepare budget sheets and give them to the Lead Pastor and all Ministry Leaders who oversee a budgeted ministry. The first draft of the proposed Budget requests will be submitted to the Treasurer or Business Director by September 30. The Treasurer will then submit the first draft in Budget form to the Business Director as soon as possible.

The Business Director, in consultation with the Treasurer and other members of his/her team, will be responsible for evaluating the Budget requests and recommending to the Leadership Council the approval/disapproval of them. The proposed Budget will be submitted to the Leadership Council, Lead Pastor, and Pastoral Staff for review and input by October 31. The Leadership Council will discuss Budget concerns with Ministry Leaders and submit recommendations to the Treasurer by November 30.

The proposed Budget will be presented by the Treasurer to the Leadership Council in time for approval before being presented to the Membership at the Annual Meeting. The Leadership Council shall approve the proposed Budget at least three (3) weeks prior to the Annual Meeting. The Treasurer, for three (3) weeks prior to the Annual Meeting, will have an overview of the proposed Budget available for the Membership to evaluate. A detailed copy will also be available upon request. Any questions or comments by Members of the Church regarding the proposed Budget must be given in writing to the Treasurer or Business Director at least one (1) week before the Annual Meeting as only those questions or comments raised during this time will be discussed at the Annual Meeting. The Treasurer or Business Director may discuss any concerns raised by Members with such Members and will communicate the concern to the Leadership Council. At the Annual Meeting, the Treasurer will also present the proposed Budget approved by the Leadership Council and conduct the voting for final approval of the proposed Budget.

The Annual Church Budget shall serve as a guide for the expenditure of funds in all areas of the Church ministry. Unanticipated expenditures after final Budget approval in excess of ten (10%) percent of the annual budget line item shall require a Leadership Council vote.

ARTICLE 7: INDEMNIFICATION

7.1 Judgments, Fines, Settlements, and Expenses

The Church shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that such person is or was a member of the Leadership Council, Officer, employee, ministry leader, or agent of the Church or is or was serving at the request of the Church as a member of the Leadership Council, officer, employee, ministry leader, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such an action, suit or proceeding if the act or failure to act gave rise to the claim for indemnification is not determined by a court to have constituted willful misconduct or recklessness.

7.2 Expenses

To the extent that a member of the Leadership Council, Officer, employee, ministry leader, or agent of the Church has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in this Article 7.1 or in defense of any claim, issue, or matter therein, such person shall also be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

7.3 Advancement of Expenses

Expenses incurred in defending a civil or criminal action, suit, or proceeding may be paid by the Church in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of a member of the Leadership Council, Officer, employee, ministry leader, or agent to repay such amount if it shall ultimately be determined that such person is not entitled to be indemnified by the Church pursuant to this Article 7.

7.4 Nonexclusivity of Article Seven

The indemnification provided by this Article 7 shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled and shall continue as to a person who has ceased to be a member of the Leadership Council, Officer, employee, ministry leader, or agent of the Church and shall inure to the benefit of the heirs, executors, and administrators of such a person.

ARTICLE 8: REVISIONS TO BYLAWS

Revisions to the Bylaws will be made after development by the Leadership Council chair appointed Bylaw committee. The change(s) will be presented to the Leadership Council and voted on at the next meeting of the Leadership Council. If approved, they will then be presented to Church Membership for final approval. The changes must be presented to the Church Members at least three (3) weeks before the Membership Meeting (either Annual or Special Meeting).

DATE APPROVED: The 31st day of January, 2022