

THE BYLAWS & ORGANIZATIONAL STRUCTURE OF GREEN COMMUNITY MISSIONARY CHURCH OF ROSEBURG, OREGON

ARTICLE I - NAME

This church shall be known as the Green Community Missionary Church, Inc. of Roseburg, Oregon, hereafter referred to as Green Community Church or the church.

ARTICLE II - DENOMINATION

This church is a member church of the Missionary Church, Inc., and as such, shares in the privileges, benefits, and responsibilities of that relationship.

ARTICLE III - STATEMENT OF FAITH

This church is committed to the complete statement of faith and practice as found in the constitution of the Missionary Church, Inc. This includes the following:

We believe the Holy Scriptures are the divinely inspired Word of God and are authoritative in all matters of Christian faith and practice.

We believe there is one God, eternally existent in three persons, Father, Son, and Holy Spirit, who is the Creator and Sustainer of all things.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His atoning death on the cross, His bodily resurrection, and His ascension to the right hand of the Father.

We believe that Jesus Christ is the only Savior of men. Men are reborn through genuine repentance and personal faith in Him.

We believe in the present ministry of the Holy Spirit to convict, teach, guide, and enable Christians to live a godly life.

We believe that the Church is composed of believers in Jesus Christ. He is the Head and the source of its life. The Church, Christ's body, exists to bring glory to Jesus Christ and to accomplish His purpose.

We believe in the personal return of Jesus Christ. This is the hope of the Church and its encouragement for ministry.

We believe in the bodily resurrection of the dead and the believer's everlasting blessedness and joy with the Lord, while the unbeliever will encounter judgment and

everlasting conscious punishment.

ARTICLE IV - PURPOSE STATEMENT

The purpose of the Green Community Church is; 'to bring people to Jesus and membership in his family, develop them to Christ like maturity and equip them for their ministry in the church and their life mission in the world in order to magnify God's name'.

The purpose shall function as the "plumb line" by which all ministry is defined and executed. Ministry ideas that do not actively and intentionally serve the move the purpose and its goals will not be considered or will be withdrawn as determined by the Shepherding Team.

ARTICLE V - MEMBERSHIP

Section 1. Qualifications

Members of this church must be born again believers in Jesus Christ who are exhibiting genuine evidences of their salvation and who have been baptized by Immersion upon their confession of faith. Candidates who have been baptized in another manner subsequent to conversion may be admitted to membership if they are willing to be immersed as the Lord may lead them.

Section 2. Applicants

Applicants shall be expected to have completed the four class course of instruction, complete appropriate application forms, and be interviewed and evaluated by members of the Shepherding Team. The Shepherding Team shall affirm new members. Persons desiring membership are to already be actively serving on a ministry team, and it is highly recommended that they be involved in a small group and are manifesting their commitment to the church through attendance and consistent and committed giving to the local church. **Ordained or licensed pastors and their families are automatically received into membership in the church.**

Section 3. Duties of Membership

Membership in the local church is a trust and an important responsibility. Therefore, persons who seek this relationship do so taking carefully into mind the teaching of the scriptures, the admonition of the Holy Spirit, and the discernment of the community in the fulfillment of the following:

Covenant to participate in congregational worship, and **participation** in the ordinances of the church. **(Hebrews 10:25)**

Commit himself to a life of spiritual growth through the principles of God's Word and by the aid of the Holy Spirit. **(1Timothy 7 1:7-8)**

Seek to minister to others in the love of Christ through sharing, prayer, and personal

sacrifice, and through the gifts the Holy Spirit has given. **(1 Corinthians 12, Romans 12)**

Recognize that our mission in the world is to make disciples through faith in Jesus Christ and obedience to His Word. **(Matthew 28:18-20)**

Practice financial generosity in your commitment to the church for the work of the kingdom insofar as you are directed by the teaching of the scriptures and the testimony of the Holy Spirit. (2 Corinthians 8:3-7, 2 Corinthians 9:6-7 1 Timothy 6:17-19, Proverbs 3:9-10)

Remain loyal to Green Community Church, making every effort to build up the Body according to the instruction of Scripture.

Section 5. Inactive Membership

Students, military service persons, shut-ins, and members who are either infirmed, or due to employment or education, and are unable to fulfill their responsibilities as members for specified periods of time may have their names placed on the inactive membership list. In order for any of these persons to participate in any church related vote they must be in attendance for the first and any following announcements of called meetings. Otherwise they will be given non-member ballots to express their opinions.

Section 6. Removal from membership

Persons who have not attended, supported or been involved in ministry for a **continuous** period of six months forfeit their membership in the church and are required to reapply. Persons wishing reinstatement of membership may reapply after six months of active involvement in the church.

Section 7. Discipline

The Word of God teaches that the church should engage in self-discipline. In case of variance between believers (Matt. 18:15-17), private reconciliation should be sought. When any person fails to walk faithfully, or refuses to be reconciled in case of variance or offense, the individual shall be approached privately by one individual. If the erring one does not listen, then two or three persons shall talk to him so the facts may be confirmed by witnesses. If he does not listen, the matter shall be brought to the Shepherding Team. If the problem continues to be un-reconciled, the erring one shall be removed from membership. The purpose of church discipline is to bring about repentance, restitution, and reconciliation to the person taken in sin, not to sit in judgment of him or her.

ARTICLE VI – LEADERSHIP

Green Community Church is committed to the biblical model of leadership modeled by Jesus in John 13, wherein he washed the disciple's feet and instructed them to do the same for one another. We believe and practice that the role of leadership is to resource, support and encourage leadership and those we serve by empowerment and trusting in them and the spiritual gifts that God has given them in both leadership and service to act with integrity and commitment in the leadership given them. Leaders are a

resource and a source for guidance, accountability and vision by giving direction and motivation for the fulfillment of the purpose set before us by God.

ARTICLE VII - SENIOR TEACHING PASTOR

Section 1. Call

The Senior Teaching Pastor shall be called for an indefinite term of office from among persons affirmed as ministers in the Missionary Church. An 80% majority of all affirmations cast shall be required for a call.

Section 2. Review

Annually, in the absence of the Senior Teaching Pastor, the **members of the Shepherding Team** shall review his effectiveness. This review is for the purpose of maintaining an excellent pastor/church relationship. Their outcomes should be reported to the Senior Pastor and if necessary a plan for maintaining his **continuing** effectiveness should be put into place.

Section 3. Affirmation of Confidence

An affirmation of confidence may be called for by the **members of the Shepherding Team** or the Senior Teaching Pastor. The District Superintendent, upon recommendation of the District Executive Team, may also call for an affirmation of confidence. The affirmation shall be taken on or before the first Sunday in May, according to the sample ballot provided by the District Superintendent. Announcement of a meeting for pastoral affirmation shall be made at least two Sundays prior to the meeting.

The **Shepherding Team** Secretary shall immediately notify the Senior Teaching Pastor and the District Superintendent of the results of the affirmation. If the pastor receives 80 percent or less of the affirms cast, the advisability of his remaining shall be determined by the District Superintendent, the Shepherding Team and the Senior Teaching Pastor in consultation.

Section 4. Change of Senior Teaching Pastor

In the event a new Senior Teaching Pastor is to be called, a Search Committee as appointed by the **Shepherding Team** shall assume leadership in seeking a new pastor.

They shall work closely with the District Superintendent and shall bring recommendations to the Shepherding Team concerning candidates. The **Shepherding Team** shall, when appropriate, bring a recommendation to the church body.

Section 5. Duties

The Senior Teaching Pastor shall meet all qualifications and fulfill all duties as **the lead Shepherd** of the church. The senior pastor will serve as standing chair of the worship and media arts team. In addition to his duties, as a Shepherd, he shall be responsible for spiritual oversight in the areas of teaching, worship and prayer.

Section 6. Discipline

According to 1 Timothy 5:19, an accusation against the Senior Pastor should not be entertained unless it is processed through the Matthew 18 model and brought by two or three witnesses. Should the Senior Teaching Pastor depart from the standard of Scripture and engage in conduct which conflicts with Biblical principles of holiness, the steps of discipline outlined in Matt. 18:15-17; Rom. 16:17; 1 Cor. 5:1-13; 2 Thess. 3:6, 14, 15; 1 Tim. 6:3-5; Titus 3:10; and elsewhere in Scripture shall be followed. Specific procedures are identified in the Constitution of the Missionary Church, Inc.

ARTICLE VIII – THE PASTORAL TEAM & STAFF

Section 1. Call of Pastoral Team Members & Staff

All credentialed and non-credentialed pastoral staff shall be called for an indefinite term of office based on a recommendation, first from the Sr. Pastor to the Shepherding team from among persons affirmed as ministers in the Missionary Church. An 80% majority of all affirmations cast shall be required for a call.

Other Staff may be hired for service in the ministry of the church as are needed and are under the supervision of the Senior Teaching Pastor.

All persons hired or called will have position descriptions that will form the basis of their position and role for both accountability and review.

Section 2. Review

Annually, the Senior Teaching Pastor will review the effectiveness of all staff. This review is for the purpose of maintaining an excellence in ministry and pastor/church relationship.

Section 3. Oversight

The Senior Teaching Pastor has oversight and supervision of all credentialed and non-credentialed pastoral staff and serves as Pastoral Team Leader. Any pastoral team member who fails to perform their responsibilities is accountable to the Senior pastor and may have his call rescinded with reasonable cause at the Senior Pastor's discretion. The Senior pastor will consult with and build consensus among the members of the Shepherding Team regarding any dismissals prior to action being taken.

Section 6. Discipline

According to 1 Timothy 5:19, an accusation against any staff should not be entertained unless it is brought by two or three witnesses. Should any member of the Pastoral Team depart from the standard of Scripture and engage in conduct which conflicts with Biblical principles of holiness, the steps of discipline outlined in Matt. 18:15-17; Rom. 16:17; 1 Cor. 5:1-13; 2 Thess. 3:6, 14, 15; 1 Tim. 6:3-5; Titus 3:10; and elsewhere in Scripture shall be followed. Specific procedures are identified in the Constitution of the Missionary Church, Inc. The Senior Pastor oversees any disciplinary action with the direct involvement of another Shepherding team member.

ARTICLE IX – THE SHEPHERDING TEAM

Section 1. Team Composite

A. Number.

The **Shepherding** Team shall consist of the Senior Teaching Pastor and a minimum of four, and a maximum of, six governing **members** until the congregation reaches a membership of 200 persons, at which time a Shepherding Team member will be added for every additional 50 people up to a maximum of 11. Ordained or fully licensed staff may serve on the Shepherding Team ex-officio, but may not be affirmed formally to the office.

B. Individual Shepherding Team Roles.

The individual roles shall consist of the following:

1. **Team Convener**

The **Shepherding Team convener** shall call and preside at Shepherding Team meetings and at all business meetings of the church. The **Shepherding Team convener** shall not be a paid staff member of the church.

2. Senior Teaching Pastor.

The Senior Teaching Pastor shall assume the lead teaching role in the church. His duties include supervising all Associate pastors and other staff overseeing all other teaching roles in the church.

3. Administrative Shepherding Team Chair

The Administrative Shepherding Team Member shall chair the Administrative Team meetings and represent the Administrative Committee to the Shepherding Team. The Administrative Shepherding Team chair shall not be a paid staff member of the church.

4. Secretary of the Shepherding Team

The Secretary shall keep a faithful and accurate record of all business proceedings of the church and of the Shepherding Team. This person shall handle correspondence as authorized by the Shepherding Team.

5. Shepherding Team Members at-large.

The governing members at-large shall serve on the Shepherding Team consistent with the provisions of these Bylaws.

C. We believe that God calls both men and women to leadership and ministry. We are therefore committed to representative leadership amongst the Shepherding s team in a way that reflects this commitment.

D. Term: Scripture indicates no fixed term for called leadership. Therefore, each Shepherding

team member upon appointment shall be asked for a one-year commitment, subject to review, recommitment, and reaffirmation by 80% of affirms cast of the church membership annually.

Shepherding team members completing three years shall be required to step aside from the role for one year to allow for the bringing up of new leadership. Shepherding Team members may not be nominated or written in on affirmations from the floor of a congregational meeting

During the period of annual review, the Shepherding Team member shall evaluate their continued service as a Shepherding Team member. Considered in this review are the biblical qualifications as well as any personal factors that might affect his ability to serve as a Shepherding Team member.

An individual's service as a Shepherding Team member may be discontinued by his own decision, or by the consensus of the other Shepherding Team members. After annual review by his peers and recommitment, each Shepherding Team member's name will go before the membership 30 days prior to reaffirmation for their review. If a member has issue with any of the Shepherding Team members, this person shall follow the guidelines set forth in Matthew 18:15-17. If resolution can not be reached, there shall be a full Shepherding Team review of the situation.

The roles of Shepherding Team Convener, Administrative Team Leader, and Secretary shall be appointed by the Shepherding Team on an annual basis.

When a member of the team ceases to function in one of these roles, this person shall continue as a governing member at-large or in another role unless it has been determined by review that this person should not longer serve on the team.

D. Appointment/Review.

When an addition needs to be made to the Shepherding Team, they shall request the members of the congregation to identify and recommend candidates to the Shepherding Team for a period of two weeks. After considering all potential candidates, the Shepherding Team shall select from among them those who will be evaluated and interviewed and from that shall announce to the congregation its selection and shall call a business meeting of the church to affirm the new Shepherding Team candidate. At least 80% of all affirms cast shall be required for affirmation.

According to 1 Timothy 5:19, an accusation against any member of the Shepherding Team should not be entertained unless it is brought by two or three witnesses. In keeping with this passage and Matthew 18: 15-17, if anyone has a charge against any team member the following procedure shall apply:

This person should first approach the team member in private.

If the problem is still unresolved, this person should call two shepherding team members of his choice for a hearing.

There shall be a full Shepherding Team review of the situation at the request of either

of the hearing whole shepherding team
The Shepherding Team can remove any member of the team at any time they determine that this person has ceased to meet qualifications.

E. Qualifications.

All Shepherding Team members must be members in excellent standing of Green Community Church and have the following qualifications through the enabling of the Holy Spirit:

This person must be above reproach (1 Tim. 3:2, Titus 1:6, 7); that is, blameless or of good report. There is to be no grounds for accusing him of improper Christian behavior. If married, (1 Tim. 3:2; Titus 1:6) this person must be faithful to their spouse. This person must be loyal to her and her alone.

This person must be temperate (1 Tim. 3:2; Titus 1:7-8); that is, moderate and self-restrained. this person must not be given to quick and superficial decisions based on immature thinking.

This person must be self-controlled (1 Tim. 3:2; Titus 1:8); that is, sensible, wise and balanced in judgment. this person must not be a man who is in bondage to himself and the desires of the flesh.

This person must be respectable (1 Tim. 3:2); that is, this person must have an orderly life. this person must demonstrate good behavior.

This person must be hospitable (1 Tim. 3:2; Titus 1:8); that is, this person must be unselfish and willing to share his blessings with others. this person must be friendly and approachable, not cold and aloof.

This person must be able to teach (1 Tim. 3:2; 2 Tim. 2:24-26); that is, to communicate the truth of God to others in a non-argumentative way. this person must encourage others by sound doctrine and refute those who oppose it (Titus 1:9).

This person must not be given too much wine (1 Tim. 3:3; Titus 1:7). There must be no drunkenness (Eph. 5:18).

This person must not be violent, but gentle (1 Tim. 3:3); that is this person must not be a person given to physical violence or verbal abuse, but one who is characterized by forbearance and tenderness.

This person must not be quarrelsome (1 Tim. 3:3); that is, not given to selfish argumentation. this person must be cooperative and have readiness to listen.

This person must not be a lover of money (1 Tim. 3:3; Titus 1:7; 1 Peter 5:2); that is, this person must be honest and upright in his financial dealings and balanced materially as demonstrated by generosity and stewardship.

This person must manage his own family well and see that his children obey him with proper respect (1 Tim. 3:4); that is, this person must be a man whose children believe and are not open to the charge of being wild and disobedient (Titus 1:6). If this person does not know how to manage his own family, this person must not be entrusted with the oversight of the church (1 Tim. 3:5).

This person must not be a recent convert (1 Tim. 3:6); that is, one who is a new Christian. this person must be a mature believer and one who has been a Christian for a period of time—

at least long enough to demonstrate the reality of his conversion and the depth of his spirituality.

This person must have a good reputation with outsiders (1 Tim. 3:7); that is, those in his neighborhood and place of employment must also respect his character and integrity.

This person must not be overbearing (Titus 1:7); that is, stubborn and one who tries to have his own way. This person must not be an intensive person, forcing his own ideas and opinions on other people.

This person must not be quick tempered (Titus 1:7); that is, one who is easily angered. This person must be in control of his own spirit.

This person must be one who loves what is good (Titus 1:8); that is, this person must not follow after and desire those things which are evil and sinful. This person must be the kind of person who desires to do the will of God in everything (1 Pet. 5:2).

This person must be upright (Titus 1:8); that is, fair and impartial. This person must be one who can make objective judgments based on principle.

This person must be holy (Titus 1:8); that is devout and separated from sin.

This person must hold firmly to the trustworthy message (Titus 1:9); that is, this person must be stable in his faith and obey the Word of God in all respects. This person must not be hypocritical, teaching one thing and living another.

If this person is married, his/her spouse must be (1 Tim. 3:11):

worthy of respect; that is, held in high esteem. not a malicious talker; that is, not sharp or loose of tongue. temperate; that is, sober-minded and well-balanced. trustworthy in everything; that is, absolutely reliable. A person who is married to an unbeliever will be considered based on their own spiritual maturity and the agreement of the spouse to their involvement in leadership.

Section 2. Meetings

The meetings of the Shepherding Team shall be called by the Convener, the Senior Pastor or at the request of three team members and shall occur at least once per month. A three-day meeting notice shall be given unless waived by a majority of the Team.

Section 3. Duties

The duties of the Shepherding Team shall consist of the following:

Prayer: Each team member is one who cares about the spiritual and physical well-being of our members, their first and foremost responsibility shall be devotion to prayer. Available to pray for all needs of the church body. Available in accordance with James 5:14-18 to pray for and anoint the sick. Prayer for God's direction and wisdom in the ministry of the church.

Spiritual Oversight: The Shepherding Team members have the ultimate responsibility and authority to see that the church remains on a true course biblically, that its members are being appropriately shepherded, that the body is being fed through insightful and accurate biblical teaching and that the life of the church is being well managed with the assistance of other competent and godly leaders.

They are to confront false teaching and behavior contradictory to biblical truth and implement appropriate church discipline.

Review and evaluate teaching and curriculums for biblical accuracy and consistency with church values.

Set and/or review policy on biblical position be held by the church (i.e., ordination, baptism, divorce, and membership).

Shepherding the Flock:

The Shepherds must guard the body against harmful influences confronting those who are contradicting biblical truth or continuing in a pattern of sinful behavior. Participate in the Matthew 18 conflict resolution process. Direct people into appropriate processes for guidance, assistance and problem resolution.

Casting the Vision:

The shepherding team will be responsible to cast the vision before the whole congregation and maintain the focus for forward movement.

Ordaining/Blessing:

As the Shepherding Team appoints individuals to various areas of ministry responsibility, they shall also, in accordance with scripture, lay hands on them and ordain or bless them. This includes new members of the church, Ministry Team Leaders, Administrative Committee Members, new governing team members, pastors, church planters, and missionaries.

Managing the Church:

The Shepherding Team manages the church by being an example or role model. Encourage, evaluate and consult with key staff members.

Affirm the Leadership Team.

Appoint the Administrative Committee including a Treasurer and any other financial officers as necessary to accurately and carefully manage the finances of the church.

Affirm the strategic plans and ministry initiatives in conjunction with the leadership team.

Conduct key staff hiring and exit interviews.

Conduct annual reviews of Senior Pastor.

Review and oversee all matters related to church membership.

Submit an annual budget to the church membership for approval.

Submit any financial proposals exceeding the following limits to the church membership for

approval.

Capital expenditures not already affirmed in the annual budget if the sum of all exceeds \$2,500; and total expenditures exceeding the annual budget by more than 5%.

The Shepherding Team is authorized to acquire, own, hold, use, lease, mortgage, pledge, sell, convey or otherwise dispose of property, real or personal, tangible or intangible; to borrow money and to issue, sell or pledge its obligations and evidences of indebtedness, and mortgage the church's property and franchises to secure the payment thereof; to sue and be sued in its corporate name, and to do any and all acts and things necessary, convenient or expedient to carry out the purposes for which it is formed. The Shepherding Team Convener and Secretary of the Shepherding Team shall be authorized to sign all legal documents unless other designation is made by the Shepherding Team.

Appointments and Reviews: The Shepherding Team shall establish the size of the Administrative Committee and appoint its members. It shall be the responsibility of the Shepherding Team to affirm or remove from employment the Senior Teaching Pastor, and ministry team leaders. In the process of filling Ministry Team Leaders and Administrative Committee vacancies, the Shepherding Team shall appoint search committees as needed.

Section 4. Quorum

A quorum shall be required in order for the Shepherding Team to conduct any official church business. A quorum shall consist of a majority of the membership of the Shepherding Team.

ARTICLE X – LEADERSHIP TEAM

The Leadership Team of the Green Community Church is composed of the leaders of all the ministry Teams of the church.

Section 1. Personnel

A. Number.

The Leadership Team shall consist of the Senior Teaching Pastor, the members of the Shepherding Team and the leaders of each ministry team.

Individual Roles.

They shall appoint a Leadership Team facilitator who from within their membership, who shall, with the Senior Teaching Pastor, cooperate to jointly determine the meeting time and agenda. Pastoral team members may not serve as chair of the Leadership Team. They shall meet regularly, no less than twice per quarter, or 6 six times per year.

Section 2. Leadership Team Responsibilities

The Leadership Team responsibilities are as follows:

Oversee the overall ministry and operations of the each ministry team, ensuring that the intent, vision and direction of the Shepherding Team are being effectively carried out.

B. Prepare an annual Ministry Plan for Shepherding Team review and approval. The Ministry Plan shall be submitted to the Shepherding Team yearly.

C. Prepare an annual budget for Shepherding Team review and approval. The budget shall be submitted to the Shepherding Team yearly.

Provide input for the design of any building expansion projects.

ARTICLE XI – MINISTRY TEAMS

The ministry of the Green Community of Church will be empowered through the work of ministry teams that are served by Ministry Team leaders. Team members are gifted and committed participants of the Green Community Church. In the event that gifted leadership is not available or willing to serve, ministries will be discontinued. We will not fill slots in ministry unless God has provided gifted leadership.

Ministry Team leaders are recommended by members of the congregation to the Shepherding Team over a period of two weeks. These names are considered and persons will be interviewed by the Senior Teaching Pastor and the members of the Shepherding Team to discern giftedness and leadership capacities for these key ministry roles. The names of those being considered will be published with the first announcement of a call meeting. They will be affirmed to their leadership by an 80% affirmation of the congregation at a called congregational meeting.

Section 1: There are seven standing ministry teams that exist to serve the basic functions of church life. In the absence of gifted leadership for these key teams the Shepherding of the congregation will serve until gifted leadership can be found.

Operations Team – Shall be responsible for the oversight, security and maintenance of all physical; properties of the church.

Student Ministries – Shall be responsible for middle and high school ministry and discipleship.

The Student Ministries pastor will be the standing chair of this team.

Family Ministry Team – Shall oversee all children’s discipleship and ministries.

Worship & Media Arts – Shall oversee all aspects of the assembling together for worship. The

Senior Teaching Pastor will be the standing chair of this team.

Community Care – Shall oversee the biblical work of deacons in the church.

Adult Ministries – shall oversee all adult ministry to include gender as well as discipleship and small groups.

Outreach/Inclusion Team – Shall oversee integration and inclusion of new participants.

Additional ministry teams may be added based on need and the affirmation of the Shepherding Team in consultation with the Leadership Team.

Ministry and role description may be found in Appendix "A" of this document for detailed responsibilities for each of these leadership positions and their teams.

ARTICLE XII - ADMINISTRATIVE COMMITTEE

Section 1. Personnel

Number.

The precise number of Administrative Committee members shall be determined by the Shepherding Team as needed and determined by the size of the congregation and its needs.

Individual Roles.

The individual Administrative Committee roles shall consist of the following:

Chairman of the Administrative Committee.

The Administrative Shepherding Team member shall serve as Chair of the Administrative Committee. This person shall call and preside over Administrative Committee meetings. It is the responsibility of the Chairman to convey the intent and direction of the Shepherding Team to the Administrative Committee and assure that such is being carried out in the ministry and operations of the church. It is the responsibility of the Administrative Shepherding Team member to act as advocate for the Senior Teaching pastor.

The Senior Teaching Pastor

It is the responsibility of the Senior Teaching pastor to represent all church staff to the Administrative Committee. This person shall assist the Administrative Team Leader in accurately representing the intent and direction of the Shepherding Team to the Administrative Committee and in assuring that such is being carried out in the ministry and operations of the church.

Vice-chairman of the Administrative Committee.

The church Treasurer shall serve as Vice-chairman of the Administrative Committee. This person shall preside over Administrative Committee meetings in the absence of the Chairman.

The Treasurer shall be responsible for maintaining financial oversight of budgets and special funds as affirmed by the Administrative Committee and Shepherding Team.

His or her responsibilities shall include:

Budget formulation and financial control of expenditures.

Accounting (receipts, disbursements, and records).

Providing monthly reports to the Administrative Committee.

Providing annual reports to the church body.

Providing annual statements of giving to contributors.

Engaging an internal committee of persons within the membership to audit all

church financial records and to make recommendations to the Administrative

Committee concerning procedures which assure accurate and honest stewardship

of the church assets

Secretary of the Administrative Committee.

The Secretary shall keep a faithful and accurate record of all business proceedings of the Administrative Committee and shall provide minutes of all such meetings to the Secretary of the Shepherding Team. This person shall handle correspondence as authorized by the Administrative Committee.

Members at-large.

Other persons will be included to fulfill responsibilities as need or so determined by the Administrative committee with the consultation of the Shepherding Team.

Term.

The terms of the Chairman, Secretary, Treasurer and members at-large are a two year term. There is no limit on the number of consecutive terms an individual may serve. Staff members are appointed indefinitely.

Section 2. Meetings

The meetings of the Administrative Committee shall be called by the Administrative Committee Chairman or at the request of three Administrative Committee members and shall occur at least twice per quarter. A three day meeting notice shall be given unless waived by a majority of the Administrative Committee.

Section 3. Duties

The duties of the Administrative Committee shall consist of the following:

Oversee the financial assets and expenditures of the church within the budget and guidelines affirmed by the Shepherding Team. Any expenditure exceeding the affirmed budget amount for a budget category shall be brought before the Administrative Committee for approval.

Any expenditure exceeding the total operating budget shall be brought before the Shepherding Team for approval.

Any capital expenditure in excess of \$2,500.00 not already in the budget shall be brought before the Shepherding Team for approval.

Appoint the internal auditing committee oversee use of the facilities and any building

- projects affirmed by the Shepherding Team.
 - Propose salaries for all church staff to the Shepherding Team for final approval.
 - Develop the salary portion of the annual budget proposal for the Shepherding Team
 - Appoint any committee or person to a position (e.g. building committee, salary survey committee) deemed necessary to carry on the work of the church within the jurisdiction of the Administrative Committee.
- Assist with Human Resources Policies and procedures.

Section 4. Quorum

A quorum shall be required in order for the Administrative Committee to conduct any official church business. A quorum shall consist of a majority of the membership of the Administrative Committee.

ARTICLE XIII - CORPORATE OFFICERS

The corporate officers shall be, by virtue of their appointed or affirmed leadership, those members of the Shepherding Team who fulfill the role of convener and secretary of the shepherding team..

ARTICLE XIV - CHURCH BUSINESS MEETINGS

Section 1. Affirming Membership

All members of the church who are sixteen years of age or over, and who continuously have fulfilled the qualifications for membership of regular attendance, participation on a ministry team , shall be eligible to participate in affirmations in church business meetings.

Section 2. Annual Business Meetings

A business meeting shall be held annually during the third quarter to affirm all Shepherding Team appointments, affirm budget, and transact any other necessary business. Business meetings shall be held at the regular place of assembly.

Section 3. Additional Business Meetings

Additional business meetings may be called by the Shepherding Team or by 20 percent of the affirming membership of the church. Such meetings shall be announced at a regular church service ten days in advance of the meeting by the Chairman or Secretary of the Shepherding Team, or by an authorized member of the group calling such meeting, and shall be held at the regular place of assembly.

Section 4. Meeting Announcements

A public announcement of all business meetings shall be made at least ten days in advance. If necessary, the date and hour of the Annual Business Meeting, or any additional business meeting called by the Shepherding Team, may be changed by the Shepherding Team provided the same advance notice is made. An additional business meeting called by another group can be changed

by an authorized member of the group provided the same advance notice is made.

Section 5. Quorum

A quorum shall consist of a majority of the affirming membership present of the Green Community Church.

Section 6. Absentee Affirmation

There shall be no provision for absentee affirmation or proxy affirmation.

ARTICLE XV - MISCELLANEOUS

Section 1. Gender

For editorial simplicity, only the masculine version of certain nouns and pronouns have been used in these Bylaws.

Section 2. Amendments

These Bylaws may be amended or changed at any business meeting of the church Body, providing announcement of the proposed revision is made when the Meeting is called. An affirmation of at least 2/3 of the membership present at a called meeting shall be required to make such revision.

APPENDIX A – POSITION DESCRIPTIONS

Currently we have position descriptions for all members of the Pastoral Team. Pending approval of this document, the transitional team will develop detailed descriptions for all other positions which will be posted.

Pastoral Team

Senior Teaching Pastor
Youth Pastor
Office Administrator

Shepherding Team

Shepherding Team Convener
Administrative Team Leader
Secretary
Members-at-Large

Leadership Team

Operations Team Leader.
Student Ministries Team Leader
Children's Ministry Team Leader
Community Care Team Leader
Adult Ministries Team Leader
Outreach/Inclusion Team Leader
Worship & Media Arts Team Leader

APPENDIX B – ORGANIZATIONAL MODEL