

**Revised**  
**Governance structure for**  
**Community Church of Elkhorn**  
Updated Monday November 23,2009

One area we could discuss is whether to have stagger terms for  
People serving on the ministry teams this one time so that  
Not everyone comes off at one time. Example  
2 for 3 years  
2 for 2 years  
1 for a year

**In order to enhance and maximize our effectiveness for Christ Jesus our Lord**  
**We are suggesting that we operate under this revised governance plan for the next three years.**  
**Community Church of Elkhorn**

## Temporary By-Laws January 2010-2013

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## Organizational Overview

Leadership ministry team  
Sets boundaries

Pastor  
Leader/coach

### **Ministry teams**

**Pastor Bob to oversee the following ministry teams**

Young at Heart	Building Grounds	Hospitality Ministry	C.E Min.	Missions Ministry	Awana Ministry	Elder /Shepherding Ministry
Special Events	Prayer Ministry	Library Ministry	Helps Ministry			

**Associate pastor to oversee the following ministry teams**

Christian Ed	Missions Ministry	Awana Ministry
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### Definition of our Congregational structure

**This congregation is a congregationally run ministry. That means the congregation is involved in most major decisions affecting this ministry. These decisions include voting on an annual budget and any major alterations to that annual budget throughout the year. It also includes the approval of all remodeling and additions to the building, selecting pastors when a pastoral position is open, and a major involvement in the future of the ministry by participating on Ministry Teams to make sure the congregation is operating according to the spiritual giftedness of it's members.**

**While we are congregational, it is impractical to bring all issues to the congregation for a vote. Consequently, the congregation empowers the Leadership Team to set parameters for the ministry yearly. They are also charged with the responsibility of holding both the pastor and ministry teams accountable for operating within the boundaries set by the Leadership Team in conjunction with the congregation. This includes, but is not limited to, operating within the parameters of the annual budget. The Ministry Teams are empowered to do the work of ministry in a way that allows them to be creative within the boundaries set.**

1. Congregational involvement is a must for this governance structure to work effectively.
2. A trial period of 3 years is being requested to give sufficient time to develop this governance structure and perfect the process. **We could return to the previous structure if a majority of the Ministry Teams request such a change. A vote of a quorum of our membership is necessary as called for at a congregational meeting scheduled for that purpose.**

**ARTICLE I – SELECTION PROCESS FOR SERVING**  
**Section 1.01 Selecting the Leadership Team.**

- a. The first year this Leadership Team will be chosen by the CECL Team (made up of select elders, deaconate, and council members) and confirmed by the Elder board.
- b. In subsequent years new Leadership Team members will be nominated by those serving on the Ministry Teams.
- c. After names are nominated by the Ministry Teams, they shall be considered by the Elder/ Shepherd Ministry Team to make sure they live up to the By-law requirements and then questioned as to their desire to serve in such capacity. Their names shall then be brought to the congregation for a vote of confidence.

**Section 1.02 Selecting the Ministry Teams**

- a. Ministry Teams are made up of approximately 5 team members.
- b. People will be surveyed in the month of November to see where they would like to serve and if they are willing to sit on a Ministry Team that is in line with their giftedness and passion.
- c. Those willing to sit on a Ministry Team will be reviewed by the Elders to make sure they live up to the leadership requirements as outlined in our By-laws.
- d. If more people are willing to serve on a Ministry Team than needed, the names of those qualified will be selected by drawing lots.
- e. **One serving on a Ministry Team shall serve for 3 years, after which time, they can either step down or sign up for another 3 years. However, at the end of the three year period they must go through the selection process like everyone else.**
- f. **A person can only serve on one Ministry Team at any one time. However, they may sign up for more than one Ministry Team and give 1<sup>st</sup> choice and so on. There is no guarantee that they will get on their first choice.**
- g. **A person can have their name listed under any number of Ministry Teams, in a help capacity, to be called upon as needed to assist that Ministry Team when needed. These people will be confirmed by the Elder/Shepherding Ministry Team.**
- h. **Another level of involvement is to be willing to pray for a Ministry Team.**
- i. **One additional step is necessary in regards to the Elder/Shepherding ministry team.** After names are gathered and prequalified by the sitting Elders (to make sure they live up to the By-law requirements and questioned as to their desire to serve in such capacity) Their names shall then be brought to the congregation for a vote of confidence.

**Section 1.03 Regular Attendee's Involvement in this Ministry.**

- a. **Non-members are able to sign up for Ministry Team involvement in a help capacity, but may not sit on the Ministry Team.**
- b. **They also must be confirmed by the Elder/Shepherd Ministry Team.**

**Section 1.04 Selecting the Chairmen for Ministry Teams**

- a. **Chairmen for a Ministry Team are selected by the Pastor, the Leadership Team and the Elder/Shepherding Ministry Team.**
- b. **The chairmen can be removed by the Pastor at any time if they are not doing the job**

**they have been call upon to do.**

- c. **In order to make sure every attempt has been made to help the chairmen develop into a successful leader, the Pastor must confer with the Leadership Team and get their consent before removing any chairman.**

## **ARTICLE II – CONGREGATIONAL MEMBERSHIP:**

Membership at Community Church of Elkhorn is based on ones profession of faith in Jesus Christ as Savior and Lord.

### **Section 2.01 Membership Duties:**

1. Shall strive to live in conformity with the Bible.
2. Shall attend regular worship services of the church (if physically able).
3. Shall financially support the church as God has prospered.
4. Shall be involved in some ministry in the church as physically able.

### **Section 2.02 Members Voting Rights:**

1. Voting rights are given to anyone who has attained 18 yrs. of age and who is an active member of our church.
2. Voting by proxy is prohibited.
3. Absentee ballots may be used by members.
4. Absentee ballots may be acquired from the office prior to the day of the meeting. All absentee ballots must be returned in a signed and sealed envelope clearly marked “**absentee ballot**” prior to the call to order of the meeting to be considered valid.

### **Section 2.03 Membership Termination:**

1. Shall be initiated when a member unites with another church.
2. Shall take place upon written request of that person, made to the church.
3. Shall be initiated when a member habitually neglects his/her church obligations as outlined in these by-laws.
4. Shall be initiated when a member is living in known sin as defined by the Bible using Matthew 18:15-20 as a guideline, with the desire to restore, not punish.

## **ARTICLE III LEADERSHIP**

### **Section 3.01 Qualifications:**

1. Teachable – willing to learn.
2. Morally upright – striving to live by God’s holy standard.
3. Demonstrating faith in Christ.
4. May not hold membership in a secret society.
5. Not prone to gossip.
- 6 Not given to angry outbursts – able to control ones emotions.
7. Able to support the Unity of the Body.
8. Not quarrelsome – will not sow discord within the body after a majority decision has been reached.
9. Involved in one or more ministry of the church outside of normal Sunday service attendance.
10. Able to support the majority decision.
11. Loving concern for all people.
12. Life long learner.
13. Has a positive attitude.

## **ARTICLE IV - MISSION PRINCIPLES THAT GOVERN ALL MINISTRIES OF THIS CONGREGATION**

### **4.01 Mission Principles**

(Defining what difference this church will make for whom and to what extent)

- A. Mission statement: Reaching Our World with the Love of Christ.
- B. Our Vision: Working to develop healthy God honoring families in Walworth County.
- C. Our Goal: Our highest priority shall be reaching people with the Love of Christ through a variety of means in order to help them accept Christ as Savior and build a firm foundation for healthy family units here in Walworth County.
- D. Ministry Opportunities: It shall be the goal of this church to equip and develop each believer for a significant ministry by developing their God given gifts, talents, and abilities for serving Christ.
- E. Missions: The second, but of no less important priority, shall be the sending of missionaries around the world.
- F. Worship: A significant and supporting priority shall be to gather and lead people into the presence of God through worship so that they are transformed and mobilized to serve Him.

## **ARTICLE V - LEADERSHIP TEAM**

### **Section 5.01 - Responsibility.**

The mission and purpose of the Leadership Team is to govern over the work here at Community Church of Elkhorn. While we tend to think in terms of managing the work, this Team does not manage the work, it oversees the people doing the work by setting boundaries to be respected by all Ministry Teams. In short they set the parameters, the vision, and the boundaries that the Ministry Teams and Pastors must work within. These are given in general terms so there is plenty of flexibility allowed for developing ministries. They also oversee the putting together of a budget annually that goes to the congregation for approval and conduct a pastoral job review annually.

### **Section 5.02 Members**

- 1. A member of the Leadership Team shall be a member in good standing within the local church body and within the community. The Leadership team shall be made up of no more than four lay leaders and the Senior Pastor. If the Senior Pastor position is vacant, the Associate Pastor may be considered to fill this role if the Leadership Team deems it acceptable.
- 2. These positions are male leadership positions.
- 3. The Leadership Team is led by the Senior Pastor who is a co-equal on the Team, except in matters of a pastoral job review in the fall of the year and on pastoral salary consideration for the next year.
- 4. A chairman will also be selected to work along side the Senior Pastor in order to have a good idea of what is taking place on a monthly basis in the ministry for the purpose of taking over when the Senior Pastor is unable to lead this Team, for times of pastoral review, and for proper evaluating all ministry goals.

### **5.03 Operating Principles**

(Defining the standards necessary for enforcing the integrity and fulfillment of the Teams goals)

- A. The essential job of the Leadership Team is to act as a link to the people served by defining the guiding principles, and monitoring the Senior Pastors performance. In addition to these three essentials, the Team shall exercise authority granted to it in the By-laws and not delegated to the Senior Pastor.
- B. Shall be responsible for setting vision, confirming the budget, and monitoring the ministry.
- C. Shall conduct systematic and objective monitoring of the Senior Pastor's performance solely against accomplishment of the Mission Principles and compliance with Boundary Principles.
- D. Shall collect input and feedback from members, and attendees, to better understand their needs.

- E. Shall Set an agenda and run all congregational meetings.
- F. Shall coordinate the directional unity of all Ministry Teams by setting a vision.
- G. Shall form a search committee of Elders and spiritually mature individuals when a vacancy in a staff position occurs.
- H. Shall Annually review and establish the purpose, strategy, and objectives of the church in coordination with the Senior Pastor.
- I. Shall represent the congregation in staff responsibilities as outlined in these By-laws and annually appraise the ministry and salary of all staff positions.
- J. Shall Audit the financial records internally. The audit is to be completed by February 15<sup>th</sup> Outside audits may be commissioned at the discretion of the Leadership Team.
- K. Shall approve any individual unbudgeted expenses that do not exceed 1% of the annual budget, having the approval power in such cases so that most matters can be solved quickly.
- L. Being in compliance with the laws of the state of Wisconsin, the Leadership Ministry Team will select a Trustees Ministry Team when needed, designating such persons as required to represent the church on monetary issues. Enabled with prior instruction from the congregation, these persons are authorized to buy, sell, mortgage or transfer church property, or borrow money for property purchase or improvements.
- M. Shall handle any legal issues that might arise.
- N. Shall plan in conjunction with the Senior Pastor off site training conferences for leaders in the church.
- P. Shall oversee the treasurer and financial secretary positions.
- Q. Shall receive from the pastor an annual budget, alter it as necessary, add in the pastoral compensation and forward the budget to the congregation for adoption.

#### **5.04 Accountability Principles**

- A. The Leadership Team is accountable to the Lord first and foremost and at times might have to place His will above the will of the congregation.
- B. The Leadership Team is accountable to the congregation and will govern over all congregational meetings with an eye towards godly governance on all issues.

#### **5.05 Governing Principles:**

(The Leadership Team shall conduct itself with discipline and integrity with regards to its own process of governance.)

- A. Shall not manage the work but rather govern over the work of ministry.
- B. Shall not stifle the diversity in viewpoints.
- C. Shall not get bogged down with administrative details.
- D. Shall not do anything that will harm the integrity of this ministry.
- E. Shall not get involved in staff and Ministry Team activities.
- F. Shall not alter the integrity of the 10:30 worship service in its traditional format without the approval of the congregation at a congregational meeting called for such an issue.
- G. **If two style of services are ever developed, their service times will remain standard throughout the year.**
- H. The Team commits itself and its members to the following code of conduct:
  1. Members of the Team must exhibit loyalty to Christ and the members of this congregation.
  2. A Leadership Team member must disclose any conflict of interest and withdraw from any decision making issues that might be affected by it.
  3. Members of the Leadership Team must honor the principles and decisions of the Team acting as a whole. They may not foster dissent or attempt to exercise individual authority over the staff or the organization except as explicitly stated in the guiding principles.
  4. Must respect the confidentiality of sensitive board issues and must avoid facilitating gossip or other “triangulation” against the practice of direct, biblical resolution.

## ARTICLE VI – SENIOR PASTOR POSITION

### 6.01 Governing Principles:

(Here we will define the limits and acceptable means that the Senior Pastor is hereby authorized to use in helping the church achieve it's mission purpose.)

- A. Shall not allow unbiblical teaching or preaching to be promoted in any activity or programming.
- B. Shall not alter the integrity of the 10:30 worship service in its traditional format without the approval of the congregation at a congregational meeting called for such an issue.
- C. If two style of services are ever developed, their service times will remain standard throughout the year.**
- D. Shall not act contrary to the Leadership Team's vision in organizing and running programs.
- E. Shall not allow or advise knowingly any Ministry Team to over spend their budgeted allotment.
- F. Shall not allow the building and grounds of the church to be inadequately maintained, or unnecessarily put at risk.
- G. Shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.
- H. Shall not treat paid or volunteer staff in a manner that is unsafe, unfair, or undignified.

### 6.02 Operating Procedures:

- A. The Senior Pastor has the responsibility, authority, and accountability to serve this congregation as it's primary leader.
- B. With respect to the Leadership Team the Senior Pastor will moderate all meetings except for meetings scheduled to monitor the Senior Pastor's performance. If a question of process arises with regards to the By-laws of the church, the Senior Pastor will defer to the judgment of the Leadership Team chairman.
- C. He shall be responsible for preaching, teaching, vision casting, and leadership development so that the congregation can grow in their faith and do the work of ministry.
- D. He shall work as a coach to develop the full time and volunteer staff (chairmen) in an effort to fulfill the vision as outlined annually by the Leadership Team.
- E. He shall train leaders to do the work of visitation and shall do crises visitation for the sick and dying.
- F. He shall have the responsibility of administrative guidance and leadership development for all office employees, pastoral staff, and lay staff.
- G. He shall sit as a co-equal on the Leadership Team and annually line up training for them so that they can be productive in fulfilling their given task of congregational governance.
- H. In the fall of the year, he along with the Treasurer and the Ministry Team chairmen shall put together a budget that will then go to the Leadership Team for consideration.
- I. In order to protect the board from sudden loss of a Senior Pastor, the Senior Pastor shall work with two other individuals to help them become familiar with all procedures and issues.

### 6.03 Accountability Principles

- A. All activities of the Senior Pastor are to be conducted within the boundaries of this document and the vision set annually by the Leadership Team.
- B. The Senior Pastor shall seek to hold all Ministry Teams accountable to the annual budget and the vision as set by the Leadership Team.
- C. The Senior Pastor shall be accountable to the Leadership Team in regards to fulfilling the vision and mission of this church as established by the Leadership Team annually.
- D. The Senior Pastor shall be responsible to the people who make up this congregation, to live by Biblical standards of ethics, morality, and the spiritual law as outlined in the Bible.

## **ARTICLE VII – ASSOICATE PASTOR OF FAMILY MINISTRIES**

**7.01** The qualities for the pastor are set forth in 1 Timothy 3:1-7

### **7.02 Governing Principles:**

(Defining the limits and acceptable means that the associate pastor is hereby authorized to use in helping the church achieve it's mission purpose.)

- A. Shall not allow unbiblical teaching or preaching to be promoted in any activity he is involved in or has oversight of.
- B. Shall not act contrary to Senior Pastor's guidance in organizing and running programs.
- C. Shall not allow or advise knowingly any ministry team he has oversight of to over spend their budgeted allotment.
- D. Shall not allow the building and grounds of the church to be inadequately maintained, or unnecessarily put at risk.
- E. Shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.
- F. Shall not treat paid or volunteer staff in a manner that is unsafe, unfair, or undignified.

### **7.03 Operating Procedures**

- A. Shall be responsible for oversight, training, and development of the Mission Ministry Team, Christian Education Ministry Team, and Awana Ministry Team. He shall also be responsible for the Junior high and Senior high youth groups.
- B. Shall help the Senior Pastor in various capacities throughout the year as needed.
- C. Shall fill the pulpit when the Senior Pastor is gone except for two Sundays a year when he is allowed to be gone at the same time as the Senior Pastor.

### **7.04 Accountability**

- A. Accountable to the Senior Pastor.

## **ARTICLE VIII – MIINSTRY TEAMS**

### **8.01 Definition:**

Ministry Teams are groups of people formed to do the work of ministry here at Community Church of Elkhorn. They include but are not limited to the Elder Team, building and grounds Team, Hospitality Team, Christian Education Team, Mission Team, Prayer team, Young at Heart Team, Special Events Team, Library Team, Helps Team and Awana Team. Other Ministry Teams will be organized as the church grows and the need arises.

### **8.02 Mission Principles for all Ministry Teams**

(Defining what difference this church will make for whom and to what extent)

- A. Mission statement: Reaching our World with the Love of Christ
- B. Vision statement: Working to develop healthy God-honoring families in Walworth County.
- C. Goal Statement: Our highest priority shall be reaching people with the Love of Christ through a variety of means in order to help them accept Christ as Savior and build a firm foundation for healthy family units.
- D. Ministry opportunities: It shall be the goal of this church to equip and develop each believer for a significant ministry by developing their God given gifts, talents, and abilities for serving Christ.
- E. Missions: The second but no less important priority shall be the sending of missionaries around the world.
- F. Worship: A significant and supporting priority shall be to gather and lead people into the presence of God through worship so that they are transformed and mobilized to serve Him.

**8.03 Governing Principles for all Ministry Teams:**  
(Defining the limits for doing the work of ministry)

- A. Shall not allow unbiblical teaching or preaching to be promoted in any activity or programming.
- B. Shall not alter the integrity of the 10:30 worship service in its traditional format without the approval of the congregation at a congregational meeting called for such an issue.
- C. **If two styles of service are ever developed, their service times will remain standard throughout the year.**
- D. Shall not act independent of the Leadership Team's vision in organizing and running programs.
- E. Shall not knowingly over spend your Ministry Team budgeted allotment.
- F. Shall not allow the building and grounds of the church to be inadequately maintained, or unnecessarily put at risk by any program or activity.
- G. Shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.
- H. Shall not treat any individual in a manner that is unsafe, unfair, or undignified.

**8.04 Accountability Principles**

- A. Shall be accountable to the Senior Pastor on all issues.

**ARTICLE IX – PASTORAL STAFF RELATIONSHIPS**  
**(High lighted and underlined words altered in some way )**

**Section 9.01 Defined**

- 1. The pastoral staff shall include the Senior Pastor and all others called by this church for pastoral ministry.

**Section 9.02 Hiring Procedures Outlined**

- 1. In the case of a pastor, the Elder/ Shepherd Ministry Team in cooperation with the Leadership Team shall act as a pastoral search committee. They may also at their discretion decide to add others to the search committee, as they deem necessary.
- 2. Upon a majority affirmative vote by the Search Committee, the membership shall be advised that an individual shall come and preach in partial fulfillment of the candidacy process. This notification shall be made a minimum of two weeks prior to his candidacy before the congregation.
- 3. During the candidates time with us, he shall meet with all groups who will work with him, or in the case of a senior pastor, shall go before a congregational meeting to answer their questions relating to his possible hiring.
- 4. The following Sunday the congregation shall vote on the candidate. 80% or greater affirmative ballot vote is required to issue a call .

**Section 9.03 Dissolution Procedures Outlined**

- 1. There shall be at least a 30 day notice of resignation given by staff members. Such notice shall be given in writing.
- 2. Pastoral termination must be based on his deviation from his responsibilities as outlined in 1 Timothy 3:1-7 or as a result of breaking with the responsibilities of his office as outlined in these by-laws.
- 3. A pastoral termination grievance **must be brought to the Elder/Shepherd Ministry Team along with the Leadership Ministry Team** who will attempt to determine the validity of the grievance.
- 4. A termination vote requires an 80% majority by ballot vote by a quorum of the congregation.
- 5. The terminated party shall receive no less than 60 days of severance pay.
- 6. All other non-pastoral paid employees may be terminated by the Leadership team.

## **ARTICLE X – NON-PASTORAL STAFF RELATIONSHIPS**

### **Section 10.01 Defined**

1. Shall include all secretarial, custodial, interns, and any other temporary help. Employees other than a pastor are hired on an at will basis by the Leadership Ministry Team.

### **Section 10.02 Hiring Procedures Outlined**

- a. All non-pastoral positions will be handled by the Leadership Team who will act as a search committee. All final decisions will be brought to the church for ratification.

### **Section 10.03 Dissolution Procedures Outlined**

- a. All non-pastoral positions will be terminated by an act of the Leadership Team based on either:
  1. Some dereliction of duty (Morally, Spiritually, or Administratively).
  2. Some inappropriate behavior.
  3. Some administrative change in positions.
  4. For any illegal activity (Either relating to the church or out side the church ministry).
  5. For a failure to get along with any or all other employees of this congregation.

## **ARTICLE XI – MINISTRY TEAMS**

### **11.01 Elder/ Shepherding Ministry Team**

**A. Mission:** Caring for the Flock of God 1 Peter 5:2

#### **B. Operating Procedures For the Elder/ Shepherding Ministry Team**

1. The chairman shall meet in some capacity on a monthly basis with the Pastor for guidance, coaching, and accountability to the mission.
2. The chairman shall run all meetings of the Ministry Team and be responsible for the Team's Mission being fulfilled.
3. Shall make sure that regular worship services are prepared in the absence of a pastor.
4. Shall be responsible for helping the pastor with worship service issues.
5. Shall be responsible for Shepherding the flock of God here in our congregation.
6. Shall be responsible for putting together a budget in the fall of the year for the next years budget, keeping in mind the up coming needs of caring for the flock of God.

#### **C. Accountability**

The Elder/Shepherding Ministry Team is accountable to the Senior pastor

### **11.02 Building and Grounds Ministry Team.**

**A. Mission:** To Enhance all programs by caring for the facility

#### **B. Operating Procedures**

1. The chairman shall meet in some capacity on a monthly basis with the Pastor for guidance and coaching and accountability.
2. The chairman shall run all meetings of the ministry team and be responsible for the team fulfilling it's purpose.
3. Shall be responsible for maintenance and upkeep of all utilities.
4. Shall be responsible for the structural components of the building.
5. Shall be responsible for the care of the driveways, yards, and gardens outside the church building. This would include lining up snow plowing, and cutting of the grass in season.
6. Shall be responsible for the regular maintenance of furnaces, and air conditioning.
7. Shall be responsible for working on building projects as needed.

8. Shall be responsible for making suggestions to the church for ways to improve our facilities.
9. Shall be responsible for putting together a budget in the fall of the year for the next years budget, keeping in mind the up coming need of all church property.
10. Shall work closely with the Leadership Team to manage new building projects.
11. On issues of replacement or repairs to existing facilities or equipment that would effect the safety, or security of church property, the building and grounds ministry team has the authority to spend what is needed within the guidelines below to act quickly on such issues without going to the congregation for approval.
  1. Assuming sufficient funds are on hand without the need to borrow money.
  2. Assuming these safety issues refer to exterior walls, windows, doors, roofing, or support beams, along with Furnaces, Plumbing, Electrical issues, and.
  3. This does not apply to interior items such as sound system, instruments, or media equipment.

**C. Accountability**

The Building and Grounds Ministry Team is accountable to the Senior pastor.

**11.03 Hospitality Ministry Team**

**A. Mission:** To Enhance the ministry of this congregation by establishing a warm and friendly atmosphere

**B. Operating Procedures**

1. The Chairman shall meet in some capacity on a monthly basis with the Pastor for guidance, coaching, and accountability.
2. The Chairman shall run all meetings of the Ministry Team and be responsible for the Team fulfilling it's purpose.
3. Shall be responsible for developing and staffing welcome center.
4. Shall be responsible for developing and staffing greeters, and ushers for services.
5. Shall be responsible for taking food to shut-ins, and food for families following a funerals.
6. Shall be responsible for overseeing church fellowship opportunities.
7. Shall be responsible for overseeing kitchen supplies.
8. Shall be responsible for overseeing that the church building is well decorated in season and inviting to those who attend programs in the church. This includes painting and decorating as needed.
9. Shall be free to develop programs that will enhance the warm friendly atmosphere at our church.
10. Shall put together a budget in the fall of the year for their next year needs.

**C. Accountability**

The Hospitality Ministry Team is accountable to the Senior pastor

**11.04 Christian Education Ministry Team**

**A. Mission:** Providing challenging biblical opportunities for continued growth to energize people for Christ.

**B. Operating Procedures**

1. The Chairman shall meet in some capacity on a monthly basis with the Associate Pastor for guidance, coaching and accountability.
2. The Chairman shall run all meetings of the Ministry Team and be responsible for the Team fulfilling it's purpose.
3. Shall be responsible for staffing and developing Sunday School programs.
4. Shall be free to develop programs and opportunities for students of all ages to learn how to minister to others.
5. Shall be responsible to develop a budget for the upcoming year which can include money for new ministries they plan on developing.
6. Shall be responsible for oversight of the nursery.

**C. Accountability**

The Christian Education Ministry Team is accountable to the Associate pastor

### **11.05 Mission Ministry Team**

**A. Mission:**

**B. Operating Procedures**

1. The Chairman shall meet in some capacity on a monthly basis with the Associate Pastor for guidance, coaching and accountability.
2. The Chairman shall run all meetings of the Ministry Team and be responsible for the Team fulfilling its purpose.
3. Shall be responsible for developing an active ministry program of support and care for our missionaries around the world.
4. Shall be responsible for developing programs to reach out and evangelize our community.
5. Shall develop a budget and strategy for the upcoming year.
6. Shall be free to explore ways of building our world and local mission outreach programs.

**C. Accountability**

The Mission Ministry Team is accountable to the Associate Pastor.

### **11.06 Prayer Ministry Team**

**A. Mission:**

**B. Operating Procedures**

1. The Chairman shall meet in some capacity on a monthly basis with the Pastor for guidance, coaching and accountability.
2. The Chairman shall run all meetings of the Ministry Team and be responsible for the Team fulfilling its purpose.
3. Shall be responsible for developing the prayer ministry in our church.
4. Shall develop and run a prayer chain for immediate prayer requests.
5. Shall work to develop prayer emphasis' in the lives of the congregation throughout the year.

**C. Accountability**

The Prayer Ministry Team is accountable to the Senior Pastor

### **11.07 Young at Heart Ministry Team**

**A. Mission:**

**B. Operating Procedures**

(This area of ministry is aimed particularly at those who are 50 year of age and above.)

1. The Chairman shall meet in some capacity on a monthly basis with the Pastor for guidance coaching and accountability.
2. The Chairman shall run all meetings of the Ministry Team and be responsible for the Team fulfilling its purpose.
3. Shall develop ways to minister to seniors as needed.
4. Shall submit a budget for the coming year as needed to expand ministries to our seniors.

**C. Accountability**

The Young at Heart Team is accountable to the Senior Pastor

## **11.08 Awana Ministry Team**

### **A. Operating Procedures**

1. The Chairman shall meet in some capacity on a monthly basis with the Associate Pastor for guidance, coaching and accountability.
2. The Chairman shall run all meetings of the Ministry Team and be responsible for the Team fulfilling it's purpose.
3. Shall work to establish and run a ministry to younger kids during the week.

### **B. Accountability**

The Awana Ministry Team is accountable to the Associate Pastor

## **11.09 Special Event Ministry Team**

### **A. Mission**

### **B. Operating Procedures**

1. The Chairman shall meet in some capacity on a monthly basis with the Pastor for guidance, coaching and accountability.
2. The Chairman shall run all meetings of the Ministry Team and be responsible for the Team fulfilling it's purpose.
3. The special events would include banquets, concerts, and other events that occur on less then regular monthly or weekly basis. These activities occur for the most part only once a year. Some activities that have been a tradition here like the fall harvest banquet, and the Agape meal would be cared for by this Ministry Team.

### **C. Accountability**

The Special Events Ministry Team is accountable to the Senior Pastor

## **11.10 Helps Ministry Team**

### **A. Mission:**

### **B. Operating Procedures**

1. The Chairman shall meet in some capacity on a monthly basis with the Pastor for guidance, coaching and accountability.
2. The Chairman shall run all meetings of the Ministry Team and be responsible for the Team fulfilling it's purpose.
3. They are charged with the mission of caring for those in need in Walworth County who can not help themselves.

### **C Accountability**

The Helps Ministry Team is accountable to the Senior Pastor

## **11.11 Library Ministry Team**

### **A. Mission:**

### **B. Operating Procedures**

1. The Chairman shall meet in some capacity on a monthly basis with the Pastor for guidance, coaching and accountability.
2. The Chairman shall run all meetings of the Ministry Team and be responsible for the Team fulfilling it's purpose.
3. They are charged with the mission of providing healthy God honoring materials for expanding our minds.

### **C Accountability**

The Library Ministry Team is accountable to the Senior Pastor

**ARTICLE XII - MEETINGS**  
**(Alterations are in bold dark print and underlined)**

**Section 12.01     The Annual Meeting**

1. The annual business meeting of the church shall normally be held in December:
2. Issues discussed at this meeting:
  - a. The annual operating budget for the next year.
  - b. Congregational involvement on Ministry Teams for the next year.
3. The fiscal year of the church shall be from January 1st through December 31st.

**Section 12.02     Business Meetings**

- 1. Will be called as needed throughout the year by the Leadership Team and one semi-annual meeting shall take place part way through the year if other meetings are not called for.**

**Section 12.03     Parliamentary Procedures**

1. An agenda relating to all vote issues must be available in the bulletin in written form at least two Sundays prior to any congregational meeting.
2. All monetary issues, constitutional, and leadership positions that will be voted on shall be available in written form and made available at a designated public location within the church at least two weeks prior to the meeting.
3. Any issue not specifically listed above in point 2 may be discussed and possibly voted on at any previously scheduled congregational meeting.
4. A simple motion will be received on all vote issues. Discussion will follow by the congregation.
5. Any amendments must be made by the original presenter and discussed and seconded before a vote.
6. We shall not be bound to Robert's Rule of Order.

**Section 12.04     Quorums**

1. A quorum consists of 25% of registered church members and is necessary to conduct all Congregational meetings for voting to take place.

**ARTICLE XIII - ORDINANCES**

**Section 13.01     Service of Infant Dedication**

In this service the parents and congregation declare their intent to raise a child in a godly manner.

**Section 13.02     Service of Baptism**

Water baptism is a biblical testimony for believers. It is a commandment of Jesus Christ as defined by the scriptures.

**Section 13.03     Service of Communion**

In the communion service we remember that Christ died for us and secured a new covenant of grace through the shedding of His blood for the remission of sins until He comes again. Communion at the Community Church of Elkhorn is open to all who profess a personal belief in Jesus Christ as Savior.

#### **ARTICLE XIV – ORDINATION AND LICENSING**

1. Shall be conferred upon individuals who manifest the qualifications of the office.
2. And who have been recommended by the Elder/Shepherding Ministry Team.
3. And shall be confirmed upon those who fulfill the requirements of the Forest Lakes District of the Evangelical Free Church of America.

#### **ARTICLE XV – AMENDMENTS TO THE BY-LAWS**

1. Amendments of or alternations to these By-laws must be made by a quorum of members present and voting.
2. Amendments of or alterations to these By-laws must be affirmed by two-thirds of the members present at a meeting called for that purpose.

#### **ARTICLE XVI – DEALING WITH DISAGREEMENTS AND CONCERNS**

- 1. Any disagreement is to be discussed between the parties involved first.**
- 2. If no agreement or satisfactory resolution is arrived at then the issue is to be brought to the proper Ministry Team with the hopes of solving the situation.**
- 3. The Ministry Team must inform the Pastor, who will inform the Leadership Team immediately about the issue at hand. Then the Ministry Team shall have 10 days to resolve the disagreement.**
- 4. If the Ministry Team is unable to resolve the disagreement in the time allotted them, they shall take the issue to the Leadership Team.**
- 5. The Leadership Team in conjunction with the Senior Pastor, shall attempt to resolve the problem within a 14 day time frame.**
  - a. If the problem can not be solved in this manner, then the issue will be taken to the denominational district office for guidance as to what is right and proper in the situation at hand.**
- 6. On issues relating to a pastor, refer back to Article IX section 9.03.**