BY-LAWS
OF
FOX RIVER COMMUNITY CONGREGATIONAL CHURCH

Amended as of January 28, 2024

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ARTICLE I - MEMBERSHIP

A. Membership Categories

Membership in this Church shall consist of two categories: Active and Inactive.

1. Active Members

An Active Member is a person who has become a Member in accordance with Article IV. of the Constitution and has not been designated as an Inactive Member.

2. Inactive Members

An Inactive Member is a former Active Member who, in spite of kindly reminders to his or her last known address, has not for a two-year period participated in the services of worship or the organized work of this Church, or contributed to its support or otherwise shown an interest in this Church; and who has been designated an Inactive Member by the Administrative Team in accordance with these criteria. An Inactive Member may be restored to the roll of Active Members by that person's request to the Administrative Team indicating compliance with one or more of these criteria.

B. Removal from Membership

Membership in this Church shall cease upon voluntary transfer or termination, at death, after three consecutive years as an Inactive Member or upon the affirmative vote of eighty percent (80%) of the Members present at a Church Meeting to which a recommendation of the Administrative Team for such termination has been presented.

C. Maintenance of the Membership Rolls

The Administrative Team shall be responsible for overseeing the maintenance of rolls of Active and Inactive Members. Such rolls shall be revised and published at least annually.

ARTICLE II - MEMBERS' POWERS AND AUTHORITY

The Active Members of the Congregation shall have sole authority to determine matters of policy in all areas of Church activity, to approve the annual budget, to search, call and terminate senior and associate ministers and other members of the compensated staff, to amend the Constitution or By-Laws, and to vote at Meetings of the Congregation with respect to all matters reserved to the Congregation by the Constitution.

ARTICLE III - MEETINGS OF THE CONGREGATION

A. Regular Meetings

The Congregation shall meet at least quarterly of which one meeting shall be the Annual/Election Meeting as set forth in Section B. immediately below. Unless the Congregation otherwise determines, with the exception of the Annual Election Meeting, the Quarterly Meetings shall be held on dates determined by the Administrative Team. The Congregation may authorize Regular Meetings in addition to the Quarterly Meetings and may eliminate such additional meetings previously authorized by majority vote of the Active Members present and voting. Among matters to be considered at the Regular Meetings are periodic informational reports on Church activities and consideration of recommendations by Officers, Teams, Committees and/or Ministers or other members of the staff with respect to matters of Church policy, programs or activities. At the first Regular Meeting of the calendar year, the Active Members shall act upon a budget for that calendar year. Any Active Member of the Congregation is entitled to bring up for consideration any matter of interest or concern.

B. Annual/Election Meeting

The Congregation shall hold an Annual/Election Meeting to be held in May each year. The Meeting shall be held on the third Sunday in May unless another May date is adopted by the Congregation. At such Meeting, the Active Members shall elect Officers and members of the Teams, and take such other action as the Congregation deems appropriate. In addition, as one of the Regular Quarterly Meetings, other business appropriate to Regular Meetings, as set forth in Section A. above is appropriate for the Annual/Election Meeting.

C. Special Meetings

Upon the call by a written petition to the Church signed by at least 10% of the Active Members of the Church or by 15 Active Members, whichever is more, the Congregation shall have a Special Meeting for any purpose relevant to the Church. Consistent with the requirements for notice in accordance with Section D. below, the date requested for the meeting by the Petitioners shall be honored so long as facilities are available and unreasonable conflicts can be avoided. Otherwise, the Lay Leader in consultation with the Petitioners shall establish an alternative date.

D. Notice

Notice of a Meeting of the Congregation shall be made in a timely and periodic manner both in written communications and from the pulpit and in a manner to reasonably inform all Active Members of the Congregation as to the time and nature of the meeting. The first notice shall be no later than two weeks prior to the Meeting. Notice of a Meeting which will act upon proposed changes in either the Constitution and/or the By-Laws shall state the proposed amendments.

E. Quorum

The presence of at least twenty percent (20%) of the Active Members shall constitute a quorum for the transaction of business requiring a vote of the Congregation. Unless specifically stated otherwise in the Constitution or the By-Laws, on matters requiring a vote, a vote of at least eighty percent (80%) of the Active Members present is required for passage.

F. Meeting Procedures

1. Call to Order

A Meeting of the Congregation shall be called to order by the Lay Leader or, in the Lay Leader's absence, the Assistant Lay Leader acting as Lay Leader pro-tem. If neither is present, any Active Member of the Church may call the Meeting to order for the election of a Lay Leader pro-tem by majority vote of the Active Members present and voting.

2. Order of Business

All Meetings of the Congregation will begin with an invocation and a recitation by the Congregation as a whole of the Mission and Covenant of the Church and will end with a benediction. For Regular Meetings the balance of the agenda will be arranged by the Lay Leader or person moderating the meeting in the place of the Lay Leader. It will include, but need not be limited to, the election of Officers and membership of the Teams at the Annual/Election Meeting and consideration of the budget at the first Regular Meeting in the calendar year. For Special Meetings the balance of the agenda will include a reading of the call for and action on the business of the Special Meeting.

3. Right to Be Heard

In the conduct of any Meeting of the Congregation, each and every Active Member of the Congregation shall be afforded full opportunity to express his or her views, interests and concerns as well as propose actions for consideration by the Congregation. Meetings are a gathering of our Church family – a voluntary community of believers - not a business or a government body to be governed by Robert's Rules of Order unless invoked in specific situations by vote of the Congregation.

4. Proxy

Voting by proxy is not allowed except as authorized in specific circumstances by the Congregation.

ARTICLE IV – GOVERNANCE

A. Basic Principles of Governance

1. Determination of Church Policy

a. Under the Headship of Christ and consistent with the Church Mission and Covenant, determination of Church policies is reserved exclusively to the Congregation. In reviewing Church policies, programs and activities, the Congregation, as well as those persons or bodies developing such policies, programs and activities, shall conduct its evaluation with the primary standard being whether they significantly contribute to the achievement of Church Mission and/or Covenant.

b. With respect to policy matters, the responsibilities and authority of the Officers, Teams and Committees are limited, within their respective realms of responsibilities,

(1) to developing recommendations, proposals and/or otherwise advising the Congregation (or with respect to Committees advising the body that created them),

(2) implementation of the policy decisions made by the Congregation, and

(3) overseeing administrative matters.

2. Indirect Action Prohibited

No Church Officer, Team or Committee and/or individual Member shall attempt to do indirectly what they are not authorized to do directly.

3. Open Meetings

All Team and Committee meetings shall be open to all Active Members of the Congregation. Reasonable opportunity shall be given to non Team or Committee members to express their interests, concerns and suggestions and to non Members as well whenever feasible and appropriate. Reasonable notice to the Congregation shall be given for all such meetings. Closed meetings to Active Members are not permitted.

4. Periodic Reporting and Policy Recommendations

Teams shall report periodically and at least twice each year at Meetings of the Congregation on their programs, activities, work accomplished and work yet to be done. When appropriate, they shall develop recommendations for new policies and changes in existing policy for consideration and action by the Congregation. Furthermore, they shall oversee and implement actions of the Congregation which fall within their respective realms of responsibility. Members of Teams and/or Committees holding views other than those presented to the Congregation shall be

afforded an opportunity to present their views as well if they choose to do so.

5. Records

Teams and Committees shall keep minutes in writing of their deliberations and determinations as well as the background information upon which their deliberations and determinations are based. Such information shall be open in a reasonable manner and timeframe to any Active Member.

B. Teams

1. Team Structure and Team Responsibilities

There shall be ten (10) Teams: - Worship Team, Fellowship Team, Evangelism Team, Assimilation Team, Adult and Youth Christian Education Team, Sunday School and Children Christian Education Team, Serving Team, Relational Small Group Team, Ministry Support Team and Administrative Team.

Worship Team Responsibilities include

assist Senior Pastor. (and/or his or her designated person) in the worship function by providing support, consultation and recommendations for implementing worship programs leading persons to experience God's presence and spiritual transformation. Assist in offering genuine participatory rather than spectator-oriented worship services, meaningful opportunities for confession and prayer, and worship services attracting and engaging those outside the faith. Assist in providing music expressing love, praise, reverence, and gratitude to God and in the sacraments and liturgy.

oversee special worship events

arrange for and train ushers and greeters with emphasis on creating a welcoming and fostering fellowship environment for both existing members and visitors

arrange for and/or offer teaching experiences on the purposes and the hows of worship

and, as common with all teams,

be alert to where and when the Team can be supportive of other teams and ministries in fostering fellowship, assimilation and moving people through the stages of disciple-making.

foster personal spiritual growth of Worship Team members by incorporating regular personal relationship fellowship building, prayer and scripture opportunities among Team members

promote general and systematic giving of time, talent and possessions

incorporate reaffirmation of Covenant in all team meetings and, where appropriate, in team programs, ministries and events

Fellowship Team Responsibilities include

create, promote and implement activities and programs creating environments fostering sense of belonging and friendships through the development of warm, knowing and caring personal relationships founded on respect, understanding, forgiveness, trust and love

offer church-wide social fellowship opportunities enabling people to get to know one another including host refreshments after worship services and refreshment/meals at other church events in conjunction with other teams sponsoring such events

foster home fellowship social gatherings

as common with all teams

be alert to where and when the Team can be supportive of other teams and ministries in fostering fellowship, assimilation and moving people through the stages of disciple-making

foster personal spiritual growth of Fellowship Team members by incorporating regular personal relationship fellowship building, prayer and scripture opportunities among Team members

promote general and systematic giving of time talent and possessions

incorporate reaffirmation of Covenant in all team meetings and, where appropriate, in Team programs, ministries and events

Evangelism Team Responsibilities include

directly and in conjunction with the Senior Pastor (and/or his designated person) repeatedly communicate, permeate and instill into the church culture Christ's call for evangelism, evangelism values, and evangelism lifestyle in all members of the church

plan, promote, organize and oversee efforts leading people outside the faith in getting to know and accept Christ as Lord and Savior, and to actively participate in our Christian fellowship community

encourage, train, equip, support and foster commitment of all church members in developing knowledge, skills and confidence to engage in personal relationship and serving evangelism including fostering members' understanding of their natural personal traits and style for evangelism and using their God given gift(s) and personality characteristic in reaching out to others

plan, promote, organize and oversee efforts and activities leading people outside the faith to know and accept Christ as Lord and Savior and to actively participate in our Christian fellowship community, including the following

- offer meaningful experiences to people outside the faith through building personal relationships. small group gatherings, teaching basics of faith and responding to questions, objections and doubts leading toward acceptance of Christ as Lord and Savior

- either directly and/or in conjunction with the senior pastor (and/or persons he or she designates), foster clearly understood alternative ways and opportunities to accept Christ as Lord and Savior

- foster evangelism through the formation of evangelism oriented short term and/or relational small groups either directly and/or in support of the Relational Small Group, Team and/or other teams

- when appropriate, consult with and recommend to the Pastor and/or Worship Team as to the nature and

effectiveness of worship services in attracting and engaging those outside the faith (worship evangelism)

- gather and develop evangelistic leaders to serve on other teams to uplift and implement evangelism values and activities in those teams

- foster the maintenance of an attractive, welcoming and non-threatening environment in which those not yet committed to Christ feel safe and free to explore the Christian faith.

as common with all teams

be alert to where and when the Team can be supportive of other teams and ministries in fostering fellowship, assimilation and moving people through the stages of disciple-making

foster personal spiritual growth of Evangelism Team members by incorporating regular personal relationship fellowship building, prayer and scripture opportunities among Team members

promote general and systematic giving of time, talent and possessions

incorporate reaffirmation of Covenant in all team meetings and, where appropriate, in team programs, ministries and events

Assimilation Team Responsibilities include

plan, promote, organize and oversee efforts assimilating members and prospective members into and progressing through the stages of disciple-making

develop and make available a current information data base on team, small group and other church offerings to participate in

foster and facilitate participation in assimilation opportunities including discerning prospective participants, encouraging their exploration, and assisting in making connections

offer relationship building assimilation opportunities including matching new and/or already believers with an existing small group of believers or create a new group

foster becoming a church member

recognize and celebrate new members

as common with all teams

be alert to where and when the Team it can be supportive of other teams and ministries in fostering fellowship, assimilation and moving people through the stages of disciple-making

foster personal spiritual growth of Assimilation Team members by incorporating regular personal relationship fellowship building, prayer and scripture opportunities among Team members

promote general and systematic giving of time, talent and possessions

incorporate reaffirmation of Covenant in all team meetings and, where appropriate, in team programs, ministries and events

Adult and Youth Christian Education Team Responsibilities include

offer Christian adult (including youth) educational experiences to foster understanding of, commitment to and involvement in growing toward being more Christ-like by progressing through the stages of stages of disciple-making

offer basic refresher and advanced educational experiences on the Bible, God's call for transformed living, elements of Christian living and other spiritual growth subjects

offer educational experiences about the role and practices of spiritual disciplines

in consultation with the Senior Pastor (or his or her designated person), offer Exploring Church Membership Class opportunities for non-members to learn and understand the church's mission, covenant, stages of disciple-making, core values, vision, the Congregational Way, benefits of being a member, how the church is organized, how to get involved in small groups and/or ministry, and membership requirements. Offer similar learning opportunities to current members.

for confirmed and church youth, offer preparatory church membership program experiences including Exploring Church

Membership Class, age suitable basic Christian education, and other spiritual growth programs and activities

as common with all teams,

be alert to where and when the Team can be supportive of other teams and ministries in fostering fellowship, assimilation and moving people through the stages of disciple-making

foster personal spiritual growth of Adult and Youth Christian Education Team members by incorporating regular personal relationship fellowship building, prayer and scripture opportunities among Team members

promote general and systematic giving of time, talent and possessions

incorporate reaffirmation of Covenant in all team meetings and, where appropriate, in team programs, ministries and events

Sunday School and Children Christian Education Team Responsibilities include

offer age-appropriate biblically based Christian education programs and experiences for children and youth of the church up to and including eighth grade and confirmation

recruit and schedule teachers

as common with all teams

be alert to where and when it can be supportive of other teams and ministries in fostering fellowship, assimilation and moving people through the stages of disciple-making

foster personal spiritual growth of Sunday School and Children Christian Education Team members by incorporating regular personal relationship fellowship building, prayer and scripture opportunities among Team members

promote general and systematic giving of time, talent and possessions

incorporate reaffirmation of Covenant in all team meetings and, where appropriate, in team programs, ministries and events

Serving Team Responsibilities include

foster a churchwide serving culture encouraging and equipping all church members to participate in a serving church ministry and/or serving in individual personal life circumstance

foster identifying and serving felt need groups both within and outside the church community whether or not they are believers or in our church community

teach and foster understanding the biblical mission and spiritual discipline bases for serving

foster and assist persons discerning and developing their personal gifts for serving and help matching persons' gifts with serving needs and opportunities both inside and outside the church

foster and assist persons serving physical, emotional and spiritual needs of others

in consultation with and support for Senior Pastor (or his or her designated person), provide pastoral care for both those inside and outside church including visiting shut-ins in nursing homes, hospitals, private homes, etc.

as common with all teams

be alert to where and when the Team can be supportive of other teams and ministries in fostering fellowship, assimilation and moving people through the stages of disciple-making

foster personal spiritual growth of Serving Team members by incorporating regular personal relationship fellowship building, prayer and scripture opportunities among Team members

promote general and systematic giving of time, talent and possessions

incorporate reaffirmation of Covenant in all Team meetings and, where appropriate, in Team programs, ministries and events

Relational Small Group Team Responsibilities include

foster creation and, implementation of relational small groups which lead people toward spiritual growth (a more Christ-like life) through learning, understanding and practicing spiritual disciplines (including worship, prayer, spending time with God's Word), and basics of Christian living including fellowship, serving and evangelism

equip relational small group participants for effective relational small group experiences by

- fostering understanding the attributes underlying effective relational small groups including honesty, humility, courtesy, confidentiality, caring, reliability, support in difficult times, reflective listening, affirming one another, mutual trust, mutual accountability and confession

- developing and implementing means to help relational small group members to discern their gifts and match them to ministry

- finding, training and developing relational small group leaders either directly and/or in conjunction with other church leadership training programs

foster church-wide the multiplication of and participation in relational small groups either directly and/or supporting other teams doing so

foster relational small groups undertaking serving and/or evangelism efforts, projects or activities

as common all with teams

be alert to where and when the Team can be supportive of other teams and ministries in fostering fellowship, assimilation and moving people through the stages of disciple-making

foster personal spiritual growth of Relational Small Group Team members by incorporating regular personal relationship fellowship building, prayer and scripture opportunities among Team members

promote general and systematic giving of time, talent and possessions

incorporate reaffirmation of Covenant in all Team meetings and, where appropriate, in Team programs, ministries and events

Ministry Support Team Responsibilities include

foster teams functioning together in advancing the mission of the church including facilitating coordination of church policies, planning, programs and activities

directly and/or in conjunction with the Senior Pastor (or his or her designated person) and/or other teams, foster understanding of and commitment by all members of the church to following Christ by progressing the through the Stages of Disciple-Making

foster excellence in all that the church does; assuring quality in the physical and welcoming environment of the church, quality in the content of disciple-making experiences offered by the church, and quality of spiritual results in growing, disciples.

institute a church-wide program for all church members to discover their gifts, talents and interests, guide them in matching their characteristics to existing or new ministries and/or team roles, encourage their commitment to serve, and foster appropriate teams to train and assist them in their growth[1]

develop, implement and foster periodic individual spiritual growth self- assessment of all members of the church and foster development of individual personalized spiritual growth plans

foster people volunteering for teams and other church ministries

either directly and/or in conjunction with other teams and/or the Senior Pastor (or his or her designated person), institute periodic assessment of the church's disciple-making efforts evaluating whether they significantly contribute to the achievement of mission purposes of the church and, when appropriate, recommend to teams

[1] However, in doing so, the Ministry Support Team will neither directly nor indirectly endorse a person for a Team or Officer position.

and/or the Congregation areas for continuation, improvement or removal

directly and/or in conjunction with Senior Pastor (and/or his or her designated person), foster leadership recruitment and development process, and prepare for emerging leadership needs

make available and distribute church public information

in consultation with the Senior Pastor (or his or her designated person,) implement annual financial stewardship campaign raising funds to maintain the annual operating budget, including organizing and soliciting annual pledge support.

encourage the development of bequests, trust funds, and memorials.

as common with all teams

be alert to where and when the Team can be supportive of other teams and ministries in fostering fellowship assimilation and moving people through the stages of disciple-making

foster personal spiritual growth of Ministry Support Team members by incorporating regular personal relationship fellowship building, prayer and scripture opportunities among Team members

promote general and systematic giving of time, talent and possessions

incorporate reaffirmation of Covenant in all Team meetings and, where appropriate, in Team programs, ministries and events

Administrative Team Responsibilities include

(1) Budget - In consultation with the other Teams, formulate and present a recommended proposed annual church budget, based upon the mission purposes of this Church, for approval by the Congregation at the first Regular Meeting in the calendar year. To enable this activity, at a date determined by the Administrative Team, each Team shall submit to the Administrative Team its proposed itemized budget, based upon the mission purposes of this Church, of proposed expenditures and revenues, if any, for the next one or two (2) years as the Administrative Team so determines.

(2) Oversight of Personnel - Exercise general oversight responsibilities as to personnel, whether volunteer or paid, including recommendations as

to compensation (including benefits) and performance evaluation in accordance with standards adopted by the Congregation. The Administrative Team shall make recommendations to the Congregation on all matters of administrative personnel procedure, policy and compensation (including benefits). It shall maintain supportive relationships with the ministers and other staff members and, with the advice of the Ministry Support Team, assist them to evaluate the fulfillment of their calling. At the discretion of the Congregation, the Administrative Team oversight of personnel matters is subject to review, ratification and/or change by the Congregation.

(3) Communications - Formulate and present recommended programs of communications both internally within and externally outside of the Church for consideration and approval by the Congregation, and implement and administer that which is approved. Communication programs recommended by other Teams within their respective spheres of responsibility shall be communicated to the Administrative Team for purpose of overall coordination of church communications.

(4) Membership - Discharge the administrative responsibilities pertaining to membership in this Church as set forth in Article I. above.

(5) Financial

In accordance with either policies or specific actions approved by the Congregation, the Administrative Team shall exercise powers and duties with respect to Church financial assets. In doing so, it is authorized to engage in the following activities.

(a) Financial Affairs - The Administrative Team shall manage and safeguard the funds of the Church, designate depositories and authorize routines for approval of the Treasurer. It shall establish policies and procedures for the purchase of all goods and services. It shall be responsible for cash management of all Church funds and for approving all expenditures by the Church.

(b) Financial Records and Reporting - The Administrative Team shall maintain monthly financial schedules in accordance with accepted accounting policies showing funds received, expenditures made, activity relevant to budget, cash on hand and investments, and any other information relevant to managing the financial affairs of the Church in a prudent and fiscally responsible manner. The Administrative Team shall at least quarterly report to the Congregation the financial affairs of the Church including the relationship of such financial results to the budget.

(c) Investments - In accordance with standards adopted by the Congregation, the Administrative Team shall administer the investment activities of the Church including investing reserve funds and, where applicable, funds of separate foundations or trusts for specific purposes established in accordance with paragraph (g) below. The funds and property of the Church, unless specifically otherwise provided by deed, gift, bequest, device, grant or contribution, may be invested in real estate, both improved and unimproved, intangible or intangible personal property and/or in securities of one or more types as may be authorized by the Administrative Team in accordance with policies or specific actions approved by the Congregation. Church investments shall be published to the Congregation at least quarterly.

(d) Audit - In accordance with Article IV.C.2.c. below, provide advice to the Congregation as to membership of the Audit Committee, review the findings and recommendations of the Audit Committee and provide to the Congregation the Team's own findings and recommendations as to the audit report.

(e) Borrowing - When required in the interest of the Church, the Administrative Team may recommend to the Congregation that the Church borrow funds, the purpose of the borrowing, the amount of funds to be borrowed and the manner of such borrowing. The Team has no authority to borrow funds for any purpose without specific approval by the Congregation. If the recommendation is approved by the Congregation, the Team shall authorize the proper officers of the Church to make, execute and deliver in the name and on behalf of the Church such notes, bonds and other evidence of indebtedness as the Congregation authorizes and the Team shall have power to mortgage or pledge the property of the Church, or any part thereof, as security for such indebtedness as the Congregation authorizes.

(f) Financial Plan - The Administrative Team shall formulate and present a recommended long range financial plan for approval by the Congregation and implement that which is approved.

(g) Gifts - The Administrative Team shall review memorials and special gifts, including planned giving, and shall administer and invest all funds received therefrom as well as naming trustees when appropriate. Before becoming the property of the Church, each gift, bequest, device, grant or contribution must be accepted by the Team. It shall discuss, consider, and determine with donors whereby Church projects are proposed, the availability of projects, and the appropriateness of the use of these gifts for the Church. It may also establish and administer a memorial fund. All activity conducted pursuant to this section shall be done in consultation with other Teams whose areas of responsibilities would be directly affected by

such gifts and in accordance with policies or specific actions approved by the Congregation.

(6) Physical Property Assets - In accordance with either policies or specified actions approved by the Congregation, the Administrative Team shall exercise powers and duties with respect to Church physical property assets. In doing so, it is authorized to engage in the following activities.

(a) Facilities Management - The Administrative Team shall be responsible for management of rental facilities and maintaining and managing the physical property and facilities of the Church. All such property shall be kept, used and disposed of for the benefit of the Church.

(b) Real Property - When appropriate the Administrative Team shall recommend to the Congregation for approval the purchase, sale, or mortgage of real property. The Team shall have no power to buy, sell, or mortgage real estate without specific authority being granted by the Congregation.

(7) Emergency Action - The Administrative Team is authorized take emergency action with respect to urgent matters which need to be dealt with before a Meeting of the Congregation can be held.

2. Members of Ministry Support and Administrative Teams

a. *Ministry Support Team* - The Ministry Support Team shall consist of the following members:

One representative from each of the other six (6) Teams. Such representatives shall be the Leaders of such Teams or, in the Leaders' absence, the Assistant Leaders or other Team members selected by their respective Teams.

Up to seven (7) at-large members as determined in accordance with Section 3. below.

b. *Administrative Team* - The Administrative Team shall consist of the following members:

The Lay Leader and Assistant Lay Leader elected in accordance with Article V.A.1. below.

Up to eleven (11) at-large members as determined in accordance with Section 3. below.

3. Members of Teams in General

a. *Election* - At the Annual/Election Meeting, the Congregation will elect members of the Teams, including the at-large members of the Ministry Support and Administrative Teams, from the candidates established in accordance with Section b. below.

b. *Election Coordinator and Candidates* - On a timely basis after the Annual/Election Meeting, the Lay Leader shall appoint an Election Coordinator who shall serve until the completion of the following Annual/Election Meeting. The Election Coordinator shall compile and present a list of candidates for the various elected Officer and Team membership positions to the Congregation for election at the forthcoming Annual Election Meeting. The list shall consist of the names of all those Members who volunteer to serve by submitting their names as candidates to the Election Coordinator. This list becomes the list of candidates. The list shall remain open until the actual commencement of the election at the Annual/Election Meeting. No person may be put on the candidate list without his or her consent. An individual may remove his or her name from the candidate list at anytime up to the commencement of the election.

c. *Individual's Limit on Number of Teams* - Any Active Member of the Congregation may volunteer to serve on no more than two Teams of his or her choice. However, a Member may serve on more than two Teams if either (1) the additional membership is due to being a member of the Ministry Support Team as a representative of another Team or (2) the additional Team would otherwise fail to reach its minimum number of members.

d. *No Recommended Slate of Candidates* - If the number of volunteers exceeds the maximum membership for a particular Team, the Election Coordinator will make no recommendations as between the volunteers and will put forward no slate of recommended nominees or candidates. Instead, the compiled list of volunteers, in its entirety, will serve as the list of candidates for election. However, the Election Coordinator may encourage individuals to allocate their talents to Teams needing additional members rather than to a Team having an excess number of volunteers.

e. *Team Size Limits* - The minimum and maximum limits of members are as follows:

	Minimum	Maximum
Worship Team	5	13
Fellowship Team	5	13
Evangelism Team	5	13

Assimilation Team	5	13
Adult and Youth Christian Education Team	5	13
Sunday School and Children Education Team	5	13
Serving Team	5	13
Relational Small Group Team	5	13
Ministry Support Team		
Team Leaders	10	10
At Large Positions	3	7
Administrative Team		
At Large Positions	5	11

f. *Voting for Team Members* - If the number of volunteers on the candidate list does not exceed the number of maximum positions available, all the candidates are automatically elected. If the number of volunteers exceeds the maximum limit for a Team membership and/or the at large positions for the Ministry Support or Administrative Teams, the Congregation shall elect the maximum number from among those who volunteered and remain on the candidate list as compiled in accordance with Paragraph b. above. Each Active Member will cast a number of votes equal to the maximum number of positions for that Team and for the at large positions of the Ministry Support and Administrative Teams with no more than one vote per candidate. Those candidates receiving the most votes up to the maximum number limit of members for each Team or at-large positions will be elected for the ensuing term.

g. *Insufficient Membership* - If the number of candidates is less than the minimum number deemed essential for adequate functioning of the Team, as set forth in Paragraph e. above, at the Annual/Election Meeting or a subsequent Meeting of the Congregation, the Congregation shall either

(1) reallocate the responsibilities of the Team, either in whole or in part, to another Team or combination of Teams until the ensuing year, or

(2) shall suspend the conduct of such functions until the minimum number of Members volunteer to serve on such Team.

h. *Vacancies* - If the maximum number of Team positions, including at large members for the Ministry Support and Administrative Teams, are not filled by means of the election, the Lay Leader shall subsequently fill such vacant positions, up to the maximum limit, for the balance of the term from among any Active Members of the Congregation who volunteer. In the event a vacancy occurs which would reduce the Team's membership below the minimum number or which would, in the judgment of the Team Leader of the affected Team, impair the functioning of the Team in the absence of filling such vacancy, the Lay Leader, in consultation with the

Team Leader and the Serving Team, shall endeavor to fill the vacancy for the balance of the term. If unable to do so, upon recommendation of the Team Leader of the affected Team, the Congregation shall either reallocate responsibilities of the Team or suspend the conduct of the Team's functions in accordance with Paragraph g. above.

i. *Removal* - A Team may recommend to the Administrative Team the removal of any member who consistently fails to meet the responsibilities of commitment to duties, attendance at meetings or participation in activities. Upon approval of removal by the Administrative Team, after affording the Member an opportunity to be heard, the Lay Leader may fill the vacancy in accordance with paragraph h. above.

4. Team Procedures

a. *Team Leaders* - An organizational meeting of each Team shall be held within two weeks after the Annual/Election Meeting. Each Team, other than the Administrative Team whose Team Leader is the Lay Leader pursuant to Article V.A.2.a., shall elect from among its membership a Team Leader and an Assistant Team Leader. Eligibility for Team Leader shall require the completion of at least one (1) year on the Team unless no other member of the Team with such experience is willing to serve as Team Leader. No Team Leader or Assistant Team Leader of a Team may serve in that position for more than two (2) consecutive years. Unless no other Team member is willing to serve, then the term may be extended for another year. If the position of Leader becomes vacant, it shall be filled by the Assistant Team Leader for the balance of the term. However, such period shall not be considered in determining the limit of two consecutive years. Upon election by the team members, the Team Leader shall, as soon as possible, notify the Lay Leader and the Clerk of their Team's choice of Team Leader and Assistant Team Leader.

b. *Team Member Tenure* - Tenure shall commence immediately upon the conclusion of the Annual/Election Meeting and runs until the conclusion of the next Annual/Election Meeting. No Team member may be elected to a fourth, or subsequent, consecutive one year term at any Annual/Election Meeting where the number of candidates for that team exceeds the maximum number of Team members authorized by Article IV. B. 3. e. above.[2]

c. *Meetings* - In addition to the organizational meeting held immediately after the Annual/Election Meeting called for in paragraph a. above, each Team shall hold at least six (6) meetings during the year. These

[2] Amended June 12, 2005 to permit a Team Member to serve more than thee consecutive years if the Team maximum size limit is not exceeded.

and additional meetings may be called at any time by the Team Leader or by any three (3) members, upon notice. A Team quorum for all business shall be a majority of the members of the Team. The act of the majority of the members of a Team present at a meeting at which a quorum is present shall be the act of the Team. Except in situations requiring emergency action by the Administrative Team taken in accordance with Article IV.B.1. above, written notice of at least seven (7) days shall be given to each Team member and made publicly available to each Active Member of the Congregation.

d. *Manual of Procedures* - As a guide for carrying out their duties and preserving their experience, all Teams shall maintain an official Manual of Procedure which is subject to review and approval, rejection or amendment by the Congregation at its discretion. A master copy of the Manual of Procedure shall be kept in the custody of the Clerk. Such Manuals are open to the inspection by any Active Member of the Congregation.

5. Professional Staff as Ex Officio Members

Each Team shall include as a member, in an ex-officio capacity without vote, the Minister(s) and/or other appropriate members of the professional staff who are most closely associated with the functions of that Team. Allocation of these responsibilities shall be determined by the Senior Minister.

C. Committees

In addition to those responsibilities set forth in Article IV Section A above, Committees shall have the following responsibilities.

1. Team Appointed Committees

a. Any Team may appoint one or more Committees and Leader(s) thereof to assist it in the performance of one or more of its duties. Notice of the appointment of a committee and a solicitation of interest to serve on such committee shall be provided in a timely and reasonable manner to all Active Members. With the exception of the Committees appointed by the Congregation pursuant to Section 2. below, all Committees and their members shall be advisory to, supervised by, and serve at the pleasure of the appointing Team. Such Committees can be authorized for a definitive period of time or on an on-going basis.

b. Such Committees shall consist of Active Members appointed for a term running to the conclusion of the next Annual/Election Meeting. However, he or she may be re-appointed for not more than two consecutive

succeeding terms. The Committee may consist in part or in whole of persons not members of the body creating the particular committee.

2. Congregation Appointed Committees

a. The Congregation may appoint (and subsequently dissolve at its discretion) one or more Committees to carry out special tasks or projects. All such Committees and their members shall be advisory to, supervised by, and serve at the pleasure of the Congregation. They can be authorized for a definitive period of time or on an on-going basis.

b. Congregation appointed Committees shall consist of Active Members appointed in the manner designated by the Congregation for a term running to the conclusion of the next Annual/Election Meeting. However, members may be re-appointed for not more than two consecutive succeeding terms.

c. Consistent with paragraphs a. and b. above and considering the advice of the Administrative Team, the Congregation shall appoint an Audit Committee consisting of at least five (5) members. Neither the majority of the Committee nor the Committee Leader may be members of the Administrative Team, nor may the Treasurer or Assistant Treasurer be a member of the Audit Committee.

In accordance with standards adopted by the Congregation, the Audit Committee shall recommend to the Congregation for approval a person or organization to perform an annual audit. The Committee shall review and present the findings of the annual audit to the Administrative Team and to the Congregation for whatever action, if any, the Congregation deems appropriate. The Administrative Team shall either join in the findings and/or recommendations of the Audit Committee, or present its own findings and/or recommendations to the Congregation.

ARTICLE V - OFFICERS

All Officers shall be elected at the Annual/Election Meeting by the Active Members, and shall serve without compensation. Subject to modification with respect to the Lay Leaders in accordance with Section A. below and the requirement that if no candidate receives a majority of the votes cast, there shall be an immediate runoff election between the two persons receiving the highest number of votes, a person becomes a candidate for an Officer position and is elected in the same manner as those elected as Team members pursuant to Article IV. B.3. above. An Officer needs to be an Active Member of the Church.

A. Lay Leaders

1. Filling the Positions

a. Election. The Principal Officers of the Church (Lay Leader and Assistant Lay Leader) shall each be elected by a majority vote to serve a one-year term of office.

b. Qualification. No person may be elected to the Lay Leader or Assistant Lay Leader position who has not been a member of this Congregation for at least one year at the time of his/her election and who has not served for at least one year on at least one of the Teams designated in Article IV, Section B of these By-Laws.

c. Vacancy. In the event the Lay Leader resigns or is otherwise unable to continue in the position, the Assistant Lay Leader shall assume the position of Lay Leader and fill out the balance of the term. If the position of Assistant Lay Leader becomes vacant, it shall be filled by election at an Annual/Election, a Regular or a Special Meeting of the Congregation.

d. Limitation on Tenure. A person may serve no more than two (2) successive terms in each of the two positions except that filling out the balance of another's term in accordance with Paragraph "c" above shall not be considered in determining successive terms.

e. Subsection 1, d, above notwithstanding, The Lay Leader may be elected to a third consecutive term if, after a diligent search, no other qualified member is found who is willing to serve in the position for the following year.

2. Responsibilities

a. The Lay Leader shall preside at Membership Meetings and shall be the Leader of the Administrative Team.

b. The Assistant Lay Leader shall assume the responsibilities of the Lay Leader if the Lay Leader is unable to perform those duties. He or she may serve as either Leader or member of an Administrative Team Committee if so appointed.

B. Treasurer

The Treasurer shall be responsible for custody of all Church funds and valuable papers, and for the deposit thereof as the Administrative Team directs. The Treasurer shall give such bond, as the Administrative Team prescribes, at Church expense; shall make such payments from general Church funds and such investments as the Administrative Team shall have authorized; and shall account for all receipts and disbursements. A person may be elected as Treasurer for successive terms. The Treasurer shall be a non voting ex-officio member of the Administrative Team.

C. Assistant Treasurer

The Assistant Treasurer shall assist the Treasurer and act when the Treasurer is absent or otherwise unable to act. A person may be elected as Assistant Treasurer for successive terms.

If the position of Treasurer becomes vacant, the Assistant Treasurer shall become Treasurer. If the position of Assistant Treasurer becomes vacant it may be filled by election at an Annual/Election, a Regular or a Special Meeting of the Congregation.

D. Clerk

The Clerk shall act as Secretary for the Church, keep official records, issue letters of transfer as directed by the Administrative Team and give legal notice of Membership Meetings. A person may be elected as Clerk for successive terms.

If the position of Clerk becomes vacant, it may be filled by election at an Annual/Election, a Regular or a Special Meeting of the Congregation.

ARTICLE VI - MINISTERS AND STAFF

A. Call and Termination of Ministers

All Ministers of this Church shall have been ordained or under care of this Church to be ordained and, before being recognized, shall have become a Member of this Church. The Senior Minister and any other Minister authorized by the Congregation shall be called by a vote of at least eighty percent (80%) of Active Members present at a Meeting to which, upon due notice, the election of a Minister is proposed by the Minister Search and Development Team which is hereby authorized by this Article. This Team is also responsible for receiving and responding to requests for in-care status as well as developing and overseeing minister development and the in-care functions of the church. The Team shall

consist of the Senior Pastor and those current and past Lay and Assistant Lay Leaders and current and immediate past year Team Leaders who are members of the Church and who indicate a willingness to serve on the Team. The Minister Search and Development Team Leader shall be the current Lay Leader or, if he or she is unwilling or unable to serve, another Team member elected by the Team.

B. Responsibilities in General

The Minister(s) shall have responsibility for the spiritual welfare of the Church including better enabling Members of the Congregation to connect with God; for conducting services of worship including preaching the Gospel and administering the Sacraments; for fostering the Vision of the Church as expressed in the Church Mission, Covenant and/or otherwise; for fostering the effectuation of the Congregational Way; for effectuating a Bible based ministry; for providing pastoral care; for encouraging, training and building members of the Congregation for greater participation in the various functions of worship and ministry such as worship, corporate and individual prayer life, pastoral care, "bearing witness" to the Gospel both inside this Church and to the outside community; for enlisting followers of Christ; for fostering, Christian service; and for fostering Christian education.

C. Ex-Officio Responsibilities

As appropriate to their individual responsibilities, the Minister(s) and other professional staff shall be non-voting ex-officio members of the Teams and Committees in accordance with Article IV.B.5. above. The Senior Minister shall also have responsibility for overseeing Church relations with other churches and religious organizations. In doing so, he or she shall consult with the Lay Leader or a Team or Teams as appropriate.

D. Other Staff

The Congregation may authorize staff in addition to the Senior and Associate Ministers on either volunteer or compensatory basis. Such positions may include a Director of Music to supervise and direct musical activities of the Church; a Director of Christian Education to supervise and direct education programs of the Church; a Church Historian to compile and maintain documents, records, pictures and other materials relating to history of this Church and to make available such information and expertise to the Congregation, Officers, Teams, Committee and individual members of the Congregation; and/or staff to perform the necessary administrative and financial functions of the Church, including accounting and payroll, maintenance, scheduling, clerical, and custodial. All such staff shall be retained by an eighty percent (80%) vote of the Congregation and shall serve at the pleasure of Congregation with termination requiring an eighty percent (80%) vote

of those members present. Such staff personnel decisions shall be made after receiving the recommendations of the Administrative Team and in consultation with the Senior Minister.

ARTICLE VII - RECORDS AND EXECUTION OF DOCUMENTS

All contracts and other documents pertaining to Church property shall be executed in the name of the Church by the Leader of the Administrative Team or, if absent, the Assistant Lay Leader or such other person as is duly authorized by that Team. Such instrument shall be attested by the Clerk or other Officer of the Church. No person or Team shall have authority to enter into any contract, written or verbal, without the written approval of the Administrative Team. Any contract which is not budget approved or is for a period longer than one year, with advice from the Administrative Team, shall further require approval of the Congregation. No transfer, sale, conveyance or other disposition of either real or personal property may be made unless authorized by the Congregation in accordance with ARTICLE IV.B..1.g. The Church shall maintain records of its business and affairs, including membership, financial affairs, and property. All checks, drafts, or other draws on its funds shall be executed by the Treasurer or, if absent, the Assistant Treasurer or as authorized by the Administrative Team.

ARTICLE VIII - FISCAL YEAR

The fiscal year of the Church shall be the calendar year running from January 1 to December 31.

ARTICLE IX - AMENDMENT

These By-Laws may be amended at any Membership Meeting upon the vote of eighty percent (80%) of the Members present.