

White Rock Community Church

By-Laws

Article I. Membership

Section 1.01.

Any person professing faith in the Lord Jesus Christ, giving evidence of change of heart, and accepting the view of faith and practice held by this church may, upon having been baptized and upon completion of New Member's Orientation, be received as a member candidate. Upon successful completion of New Member Orientation a member candidate will be presented to the congregation for inclusion at any quarterly or special called business meeting. Candidates who seek membership by statement shall give satisfactory evidence of their compliance with Article IV; Section 4.01 of the Constitution and upon completion of New Member Orientation will be presented for inclusion at said business meetings. The Senior Pastor shall supervise the accepting of all new church members and the voluntary withdrawal and reinstatement of members to the church rolls.

Section 1.02.

Church members may be removed from the church rolls for these reasons: at his/her own request; by death; or by discipline of a congregational vote after following the guidelines of Matthew 18: 15-17, but only for preaching a doctrine contrary to the stated beliefs and doctrines of the church. In the event of discipline of a member, a vote shall be taken at a regular or special congregational meeting. At two-thirds (2/3) majority is required for passing. In this instance, a quorum should be defined as two-thirds of the average Sunday attendance for the previous 90 days. Please refer to Article VI, Section 6.03 of the Constitution regarding the call of such meeting.

Article II. Senior Pastor

Section 2.01.

The Pastor shall be an ordained minister, ordained by a chartered church or WRCC, and shall be called for an indefinite period of time.

Section 2.02.

The Pastor will give himself/herself to the ministry of the Word and the leadership of the congregation. He/She shall have general supervision of the activities of the church. When serving as a moderator, he/she shall be objective and non-voting, except in the event of a tie, as stated in Robert's Rules of Order." The Constitution, By-laws, Policies and Procedures of the church and Pastor/Church Covenant shall establish details as to responsibilities and privileges. The Senior Pastor shall supervise the pastoral and office staff. The Senior Pastor or his/her designee will serve as ex-officio member of committees and ministry planning committees. The Senior Pastor shall guide the church body, the Church Council, and the Deacons in all spiritual matters.

Section 2.03.

The pastorate may be terminated by resignation or by dismissal. If termination of the Pastor is by dismissal, a vote must be taken at a regular or special congregational meeting. Please refer to Article VI, Section 6.03 of the Constitution regarding the call of such meeting. In this instance, a quorum should be defined as two-thirds (2/3) of the average Sunday attendance for the previous 90 days. Termination of the Pastor requires a two-thirds (2/3) majority vote.

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Section 2.04.

A Pastor Search Committee shall be elected promptly at such time as the pulpit is, for any reason, vacated. The Chairperson of the Church Council, upon the happening of such contingency, shall lead the church to select, either in a regular or special congregational meeting, a Pastor Search Committee of five members to include at least three Deacons (active or inactive). Please refer to Article VI, Section 6.03 of the Constitution regarding the call of a special or regular congregational meeting. The five (5) nominees receiving the largest number of votes by the church members in attendance shall be deemed to be the Pastor Search Committee. The Pastor Search Committee's duty will be to recommend to the congregation an interim pastor. It will also be this committee's responsibility, after due, investigation, to agree upon a Pastor candidate, and present his/her name to the church. The committee shall present only one minister candidate at a time to the church.

Section 2.05.

The call of a Pastor may be held at any regular or special congregational meeting. In this instance, a quorum should be defined as two-thirds (2/3) of the average Sunday attendance for the previous 90 days. A two-thirds (2/3) majority vote is required to call a Pastor candidate to the pulpit. Refer to Article VI, Section 6.03 of the Constitution regarding the call of such meeting.

Article III. DEACONS

Section 3.01 Qualifications for Deacon

Deacons shall be adults who are:

- 1) at least 21 years of age
- 2) members in good standing of this church for at least one (1) year
- 3) demonstrating in their Christian life a practice of spiritual maturity and wisdom
- 4) faithful and loyal supporters of the programs of the church
- 5) tithe in belief and practice
- 6) conforming to the standards set forth in Acts 6:3 and I Timothy 3: 8-13.

Section 3.02 Duties of the Deacon

1. In accordance with the teachings of the New Testament, deacons are servants of the church. Through the Deacon Family Ministry Program they shall serve with the pastor and staff in proclaiming the Gospel; ministering to the needs of members of the church and community; and leading the church to engage in worship, witness, Bible teaching, ministry, and application of Biblical principles. In addition, deacons, as lay spiritual leaders of the church, may provide advice and counsel to the pastors, staff, church officers, committees, ministries, or individual church members, as requested.
2. Meet regularly as outlined in the Policies and Procedures. The Deacons shall elect a Chairperson and a secretary to serve for a period of one year. The Chairperson, and in his/her absence, the Secretary shall preside at all meetings.

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Section 3.03 Election of the Deacons

1. Potential Deacon candidates are recommended by church members and/or a committee of Deacons who investigate and prayerfully consider any candidates.
2. The pastor must present nominations to the church. Election as Deacon candidate is by a two-thirds (2/3) vote of church membership present.
3. Elected candidates must serve a training internship as directed by the Pastor. When completed, Deacon candidates are presented to the church for ordination. Term of office is two (2) years from the date of election.
4. Deacons may be elected to serve two (2) two (2) year terms, but not more than four (4) years, at which time they must rotate off for at least an entire term (2 years) before becoming eligible for re-election.

Article IV. CHURCH COUNCIL

Section 4.01 The Church Council shall be the coordinating council of the church serving the congregation in its ministries and programs.

Purpose: To assist the church in establishing objectives and goals for its ministry and plan programs for their achievement; to promote cooperation among the various church organizations; and to evaluate results.

Membership: Ministerial Staff, Church Clerk, Treasurer, Chairpersons of all committees and ministries, and the Deacon Chair. The entire council will annually elect a chair from chairpersons of all committees and ministries at the November monthly meeting. Pastoral staff will serve as nonvoting ex-officio members. If a ministry or committee chair can not attend a Church Council meeting, the secretary shall attend and represent the chair with full voting rights of the chair. The Senior Pastor will vote in case of a tie vote.

Duties:

- 1) To formulate and recommend to the church: (a) objectives and goals for – **Pointing People to Jesus through; Reaching, Teaching, Celebrating and Serving.** (b) plans of action to accomplish these objectives and goals, (c) evaluations of achievements in terms of established objectives and goals.
- 2) To review and coordinate program plans recommended by various church officers, ministries, and committees; to lead each organization to understand its tasks; and to serve as a clearing house for the congregation for organizational problems and inconsistencies.
- 3) Set and announce the agendas for quarterly and special called congregational meetings based upon information, reports, and proposals provided by ministry and office staff, committees, ministries, and individual members. Said agenda and proposals shall be made available to church members fourteen days prior to meeting.
- 4) To set an annual calendar, published in January which shall include, insofar as possible, all meetings and activities; data for the calendar shall be submitted to the Council by the church officers, committee and ministry chairpersons.
- 5) To review and recommend on going updates and additions to the church policies and procedures as needed.

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Article V. Trustees

The Trustees shall consist of three (3) elected members. They shall have title to the church property and shall perform such duties as are required by law, subject to the approval of the church. They shall hold in trust the church property. They shall have no power to buy, sell, or mortgage, without the approval of the church.

Article VI. Church Officers

The officers of the church shall consist of Pastor, Church Council, Church Clerk, Treasurer, Trustees, and any others that the Church may choose to elect from time to time in order to carry out its New Testament program of work. Unless otherwise stated in the by-laws, all pastoral staff and general staff shall be under the supervision of the Senior Pastor or his/her designee. All staff, as far as practical, shall be members of this church.

The term of service of all Church officers, except Senior Pastor and Trustees, shall be for one (1) year only or until his/her successors are elected and assume office. Church officers, except Senior Pastor and Trustees, may serve for only two consecutive terms. Church officers are elected at the regular congregation meeting held in September and begin their term of service on October 1st except when specially approved by the Church Council. No member may hold more than one elected church office at a time.

Officers of the church should show restraint and objectivity during discussions to not cause undue influence in decision making processes. Chairs, Pastors and/or Ex Officio members shall not exercise their right to vote unless there is a tie or unless voting is conducted by ballot.

Article VII. Church Clerk

The church shall elect annually a clerk who shall maintain a record of all the actions of the church, except as otherwise herein provided. He/she is responsible for keeping a register of the names of members with dates of admission, removal, or death, together with a record of baptisms. The clerk shall preserve on file all communications, written official reports, church council monthly minutes, and give parliamentary guidance. In the absence of a Church Clerk the church may delegate the clerical responsibilities to the Administrative staff.

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Article VIII. Treasurer

The Treasurer shall have custody of the church funds and shall keep full and accurate accounts of receipts and disbursements in books belonging to the church. He/she, or his/her designee, shall deposit all monies in the name and to the credit of the church in such depositories as may be designated by the church. He/she shall give an account of all transactions as Treasurer, and of the financial condition of the church at all regular church council and congregational meetings, or when needed. All checks or demands for money and notes of the church shall be signed by this officer (or such other person or persons as the church may from time to time designate.) Financial accounting records maintained by the Treasurer shall be audited, when requested by the Church staff or Church by a committee or accounting firm as authorized by the church. The Church Treasurer shall also be a member of the Finance Committee.

Article IX. Nominating Committee

A Nominating Committee shall be elected annually in September. The Committee shall be composed of five (5) members. These members shall serve for one year.. The committee is charged with the responsibility of nominating church members who will be candidates for election as church officers and Ministry Committee members.

Article X. Ministry Committee Structure

Ministry Committee positions are filled under the direction of the Nominating Committee-(see Nominating Committee policy). Their recommendations are submitted to the congregation for election. Ministry Committee officers must be members of the WRCC Congregation. Members are restricted to serving in one officer position at a time. Officers of Ministry Committees consist of a Chair and a Secretary. Should the Chair of any Ministry Committee be unable to fulfill their term, the Secretary shall become Chair until said term expires. The Ministry Committee shall immediately hold an election to appoint a new Secretary. A member may serve on two committees, with no more than one being an administrative committee. When a member has missed 1/3 of the scheduled meetings a committee shall vote to remove the member and notify the Nominating Committee. An individual may serve on committees as a volunteer, with the exception of Administrative Ministry Committees (Finance, Nominating, Personnel and Policy and Procedures).

Administrative Ministry Committees positions will be filled with "Active" WRCC members as defined in the Constitution Section 4.03. STATUS OF MEMBERSHIP. Spouses of Pastors are restricted from serving on any Administrative Ministry Committee. Couples are restricted from serving on the same Administrative Ministry Committee. Minimum membership for a committee to be active is four (4) members. If an Administrative Ministry Committee's membership falls below five (5) members, it should contact the Church Council, to fill the vacant slot(s) in the interim, to allow the Nominating Committee adequate time to fill said position(s).

From time-to-time it may be necessary to conduct a meeting via electronic telecommunications. Please refer to our E-Meeting Policy and Procedures. Church council is excluded from performing meetings in this manner.

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Article XI. Amendments

Amendments are defined as changes or additions to this document. Proposed amendments shall be brought, in writing, to the Church Council by the Policy and Procedures Committee Ministry for placement on a Congregational Meeting agenda

Notice of any amendment to these By-Laws shall be proposed, in writing, and distributed at least two (2) weeks prior to any congregational meeting of the church and shall be acted upon at that congregational meeting. Copies of proposed amendments shall be made available to active members. To be adopted, the amendment must be approved by two-thirds (2/3) of the active members present and voting, refer to the Constitution, Section 6.03. MEETINGS.