



Christ

COMMUNITY CHURCH

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Christ Community Church

Bylaws

**Article I
Membership**

Christ Community Church encourages all regular attendees to become active members to enable greater personal growth and a fuller participation in the life and governance of the Church. A congregationally governed Church needs the wisdom God gave each of those whom He has brought. That input is impaired when regular attendees remain outside the decision-making process. Conversely, each one benefits from the commitment he or she makes to the local body.

Section 1. Admission into Membership

Anyone desiring to publicly express his/her commitment to Christ Community Church by becoming a member may do so by initially speaking with a pastor or an elder, and then attending the regularly offered membership informational course. If he/she remains interested, a member of the Council will then meet with that individual so he/she can give a confession of his/her faith in Christ, and learn more about Christ Community Church. Anyone who has met the requirements of Article V of the Constitution and signed the Covenant of Fellowship may be recommended for membership by a Pastor or Elder to the Church Council, which must approve membership by unanimous vote.

Section 2. Responsibilities of Membership

Those who unite in membership with Christ Community Church will agree to abide by the provisions set forth in Article V of the Constitution and will agree to abide by the Constitution and Bylaws of the Church and support the Mission of this Church as set forth in Article II of the Constitution. Such members will have indicated their support by signing the Covenant of Fellowship and will actively support the Church with their time, talents and financial resources. Members are to involve themselves in establishing and developing their personal faith in Christ and encouraging others who do not know Him to do the same. Members are to equip one another to live by the teachings of Christ, and to demonstrate to one another the love of Christ. In order to fulfill the mission of the Church, the members will involve themselves in authentic relationships, biblical teaching, and genuine worship. These responsibilities are explained in the Covenant of Fellowship and during membership orientation.

Section 3. Discipline and Restoration of Members

A member known to err in essential doctrine (see Article III of the Constitution) or conduct shall be admonished according to the procedure outlined in Matthew 18:15-20 and Galatians 6:1-5. Any member having knowledge of such error shall, in the spirit of Christian love, seek to restore the erring brother or sister in Christ. If this counsel is rejected, the matter shall be brought to the attention of one or two others, who will in meekness and gentleness seek to restore the erring one. If this person fails to heed the admonition of these, a Pastor or Elder will be informed of the matter, and he/she will also seek to restore the erring one.

If the person fails to heed the admonition of these, the Church Council will be informed and will notify the person in writing of his/her transgressions in hopes of repentance and restoration and

give him/her an opportunity to be heard before the Church Council. This discipline process and Church Council involvement will seek to bring the person to repentance and to restore the individual. If this person fails to heed the admonition of the Church Council, the Council may take appropriate disciplinary action administered in the spirit of Christ with due regard for the welfare of the individual as well as the Church. This shall include, but not be limited to, the right of the Council to terminate such erring member from the membership. Christ Community Church will, however, continue its commitment to love and pray for the erring individual, and will seek to restore the individual to the fellowship in the spirit of II Corinthians 2:5-8.

Section 4. Deletion of Members

Any member who joins another Church will be deleted from the Church roll, although the Church Council may at its discretion grant continued membership due to special circumstances. If any member willfully neglects attendance for one (1) year (excluding those who do not attend due to poor health or conflicting duties), an elder will inquire as to the reasons why that member is not attending and may bring a recommendation to the Church Council to have this person deleted from the membership. Any member who moves to another area may submit a written request to an elder or pastor to have his/her name removed from the membership roll.

**Article II
The Pastoral Staff**

Section 1. Definition

Each pastor fulfills the biblical function of an Elder. Each pastor is called (hired) by the Members to perform the duties contained herein and in the job descriptions maintained by the Administration Ministry Leader. Assisting the Senior Pastor are others who may be known as: Associate Pastors, Assistant Pastors, or other appropriate titles.

Section 2. Qualifications

The Pastors of the Church shall meet the New Testament qualifications for Elders as defined in Article V, Section 1 of the Bylaws. Each Pastor (and his/her spouse) shall be a member of the Church.

Section 3. Duties

The primary duty of the pastoral staff is to equip the local Church for the work of ministry (Ephesians 4:11-12). In order to provide vision and leadership to the Church, the Pastors will give attention to prayer and the ministry of the Word of God (Acts 6:1-4). They are to follow the example and instructions given in Acts 20:18-32 and I Thessalonians 2:1-12. Each Pastor shall perform his/her responsibilities in accordance with his/her letter of call and job description. Any significant revisions of the job description shall be approved by the Church Council, which will inform the Congregation at the next business meeting. The Senior Pastor and one (1) other pastor recommended by the Senior Pastor shall be members of the Church Council. Each Pastor

shall communicate to the Church his/her goals for the coming year, and his/her own evaluation of progress for the prior year, by way of a written report at the Church annual business meeting.

Section 4. Call

Each Pastor shall be recommended by a Pastoral Search Committee and shall be called at a regular or special business meeting, the date and purpose of which shall be announced two (2) Sundays in advance. The Senior Pastor shall be chosen by secret ballot of the membership with at least a two-thirds (2/3) vote required to authorize a call. Other pastors shall be called by a two-thirds (2/3) majority vote of the Church Council and affirmed by a simple majority of the members. Unless otherwise stated, the call for each Pastor shall be for an indefinite period.

Section 5. Termination of the Call

A. Anyone proposing to terminate the call of the Senior Pastor shall deliver a written notice to the Church Chairman, signed by representatives of five (5) separate families that include a member or members of the Church. The Chairman will arrange for a meeting with the Pastor and two (2) of the five (5) signers of the letter, to see if there are unresolved issues or misunderstandings that can be taken care of short of terminating the call of the Pastor. If there is no resolution, then the matter shall be brought up before the Church Council, which will have broad discretion in attempting to resolve any issues or misunderstandings that may be present, including but not limited to meeting without the Senior Pastor present, asking for the one or more of the signers to address the Church Council, and providing direction to the Senior Pastor and/or the signers of the letter. However, if the Church Council cannot resolve the issues or misunderstandings to the satisfaction of the five (5) families, then the Chairman of the Church will call a special business meeting of the Congregation, with notice of such meeting being given at services for the two (2) Sundays immediately preceding this meeting. The Chairman of the Church shall preside as moderator. A two-thirds (2/3) majority vote by secret written ballot shall be required to terminate the call.

B. The Senior Pastor may at any Church Council meeting make a motion to terminate the call of any other pastoral staff member. The pastoral staff member will not be present during the motion or during any discussion by the Church Council, but he/she will have an opportunity, if he/she so chooses, to address the Council prior to a vote. The Church Council has the authority to terminate the call of any pastoral staff member (except the Senior Pastor) by a two-thirds (2/3) majority vote of those present and voting, with a two (2)-week written notice given to the pastoral staff member, following the vote..

**Article III
Officers**

Officers shall be nominated and elected from the active membership of the Church. The officers of the Church shall be a Chairman, Treasurer, and Secretary. No one person can serve in more than one Church Council position simultaneously.

Section 1. Church Chairman

The Church Chairman shall be a lay member and will also serve as the Chairman of the Church Council. The Chairman shall preside at all business meetings of the Congregation and of the Church Council. He/she will work closely with the Senior Pastor in Church matters, including the preparation of agendas for business and Council meetings. The Chairman shall be an ex-officio member of each Ministry and Committee of the Church. The Chairman shall convene special Church Council meetings at his/her discretion. The Chairman shall appoint another member of the Church Council (except a Pastoral staff member) to act as Chairman if he/she is to be absent from any Council or Church business meeting.

Section 2. Treasurer/Finance Ministry Team Leader

The Treasurer shall be a lay member of the Church Council and will also serve as Chairman of the Finance Ministry. The Treasurer will be responsible for developing an annual budget for approval by the membership. The Treasurer shall be responsible for receiving and recording all funds contributed to the Church. He/she shall be responsible for all funds committed to him/her and shall make disbursements as authorized by the Church or the Council. The Treasurer shall also present a written report of the receipts and expenditures monthly at a regular meeting of the Council and to the annual business meeting of the Church.

Section 3. Secretary/Administration Ministry Team Leader

The Secretary shall be a lay member of the Church Council and will also serve as Chairman of the Administration Ministry. The Secretary shall be responsible for keeping and preserving the minutes of all business meetings of the Church and of the Council. He/she shall conduct and preserve all official correspondence as shall be delegated him/her. The Secretary shall be responsible for maintaining the Church roll, Church policy statements, job descriptions, and other items of official interest.

Section 4. Trustees

There shall be three (3) Trustees appointed by the Church Council to serve at the will of the Church. The Trustees shall, as provided by law and the action of the Church, hold in trust the title of all real property of the Church and shall represent the Church in all matters of legal responsibility regarding the purchase and disposal of Church property. They shall execute all legal papers relating to the Church as the Church may direct. They shall have no power to buy, sell, mortgage, lease or transfer any property of the Church without specific vote of the Church authorizing such action; neither shall they have any control over the use of the Church property except by vote of the Church. Any one of the Trustees shall be authorized to co-sign checks, etc., in the absence of the Treasurer or Chairman of the Church Council.

**Article IV
Church Council**

The Church Council is the primary planning and control body for the Church and is responsible for overseeing its operation and directing its activities. The Council delegates authority and responsibility to working bodies referred to herein as Ministries, which are in turn accountable to the Council. The Pastoral Staff is also accountable to the Church Council for the performance of their duties.

Section 1. Organization

A. The Council shall consist of at least three (3) or more members, who shall be duly nominated and elected from the membership of the Church based on their spiritual character, gifts, abilities, training, and special interests (e.g., I Timothy 3:1-7; Romans 12:3-8). The Church Council shall consist of the Church Chairman, Treasurer, and Secretary, and may also include six (6) additional Ministry Team Leaders (Worship, Missions, Children's, Students', Adults and Outreach), the Senior Pastor and one (1) additional Pastor, and the Elder(s).

B. Council members, except the pastoral staff, shall serve a Term in the position for which they were elected. A "Term" is defined as a period of serving on the Council in any position after being elected. The standard Council Term length is two (2) years; however, a member that was appointed to fill a vacancy may serve a one (1) year initial Term, depending on when the member was appointed. A Term starts at the beginning of the Council year (June 1st) following election. A Term excludes any period of time wherein the member was appointed to fill a vacancy prior to an election. A member may be elected to serve a consecutive Term. After serving two continuous Terms of any length, in any position, a member shall not be eligible to serve on Council for one year.

C. Those who are nominated for Ministry Team Leader offices will be nominated for a specific Ministry Team.

D. Adding or deleting individual Ministries shall be accomplished by amending these Bylaws in accordance with Article IX of the Constitution.

Section 2. Responsibilities of the Church Council

A. Oversees Ministries that conduct the work of the Church and reviews their policies and programs to assure conformity with directives of the Congregation and the spirit of the Church Constitution. Takes corrective action when necessary.

B. Nurtures the spiritual life of the Church.

C. Supervises Church membership through delegation to appropriate Ministries, including recommendations relative to reception or removal of members.

D. Evaluates and monitors the total Church program on a continuing basis, and develops long-range goals and strategies for ministry as well as major policies. Short-term plans and policies are the responsibility of the individual Ministries and Pastoral Staff.

E. Recommends to the Congregation, at the annual business meeting, a plan of ministry and the budget for the ensuing year. This plan is based on the consolidation of proposed activities and budgetary requirements submitted to the Budget Committee by the individual Ministries.

F. Reports to the Congregation, at the May annual business meeting, a summary of the prior ministry year.

G. Reviews and approves the annual Church calendar, including the Senior Pastor's annual leave requests, and resolves conflicts in scheduled activities.

H. Reviews and approves performance evaluations, salary adjustments, and changes in job descriptions for all salaried personnel.

I. Works with the appropriate pastoral staff and/or other employees of Christ Community Church to provide strategic direction to the ministry area.

J. Has the authority to request reports from the Pastoral Staff and the Ministry Team Leaders.

K. Approves all Church policy statements.

L. Takes such action on behalf of the Congregation as deemed necessary in cases of emergency. Any significant action shall be reported to the Congregation.

M. Approves all non-recurring expenditures above \$1,000 and less than \$5,000.

N. Approves reductions to the budget as necessary to ensure expenditures are consistent with income projections.

O. Approves changes to individual ministries in the budget by no more than plus or minus 25 percent and the overall budget by no more than plus or minus 10 percent.

P. Annually appoints members to standing committees.

Q. Has the authority to hire and terminate the employment of all non-Pastoral staff members. Has the authority to terminate the employment of all Pastoral staff members, except the Senior Pastor.

Section 3. Meetings

A. Regular meetings of the Church Council shall be held, at a minimum, on a monthly basis.

B. The February through May meetings of the Church Council shall be attended by both old and newly elected council members, for purposes of transition and organization.

C. Council members are to attend both their individual Ministry meetings and Council meetings. Attendance records shall be maintained. Members are responsible to notify the Church chairman in advance of an expected absence. In the event any Council member is unable to attend any meetings of the Council, at such time as the member notifies the Chairman of his/her absence, he/she shall select a member of his/her Ministry to attend the Council meeting as a non-voting representative of the Ministry. If absence from any three (3) consecutive regularly scheduled Council meetings, or any four (4) meetings during the year, occurs without reasonable notification or explanation, the Council shall review the matter with the individual and has the right to declare the office vacated. Any member of the Council may resign by means of a written submission to the Church Chairman.

Section 4. Vacancies

Whenever there is a vacant Council position, the Council shall appoint a member of the Church to fill the vacancy. The Congregation shall be notified the next Sunday. If the vacancy occurs and is filled in the first year of the position's standard two (2)-year Term, the position will be filled at the next regular election as a one (1)-year Term. No member shall be appointed to a vacant Council position for a period that exceeds one year or that bypasses a regular Council election.

**Article V
Elders**

Section 1. Qualifications of Elders

Elders shall be duly nominated and elected from the qualified membership of the Church based on their spiritual character, gifts, abilities, training, and special interests as defined in I Timothy 3:1-7, I Peter 5:1-11, Titus 1:5-9, and I Timothy 5:17.

Section 2. Number of Elders

The number of Elders will be based on the size of the Church congregation. As the Church experiences growth, it will be up to the Church Council to determine if an additional Elder position is needed. If the Council determines that an additional position is needed, the congregation would be informed at the next regular business meeting of the Church, for implementation the following election cycle. Additional Elder positions will be added during an election cycle that creates a staggered balance among the Elders' Terms.

Section 3. Purpose of Elders

The Elders shall be members of the Church Council. The Elders, with the pastoral staff, will be responsible for leading the efforts of the Church to fulfill its part in the Great Commission (Matthew 28:18-20) and the Great Commandment (Mark 12:29-31; John 13:34-35). Elders, with the pastoral staff and Home Group leaders, will be responsible for visiting the Church's members and friends, and for providing congregational care services designed to meet physical and spiritual needs and to promote spiritual growth. Elders' responsibilities will include oversight of the Home Group Ministry, assimilating new members into the fellowship, coordinating and administering baptisms, and distribution of benevolent funds according to an approved Benevolence Policy.

Section 4. Home Group Ministry

Christ Community Church is committed to meeting together regularly in Home Groups for teaching, prayer, accountability, and fellowship. Those in the congregation will be encouraged to commit to a Home Group. Each Home Group will be headed by a Home Group leader, who must be a member of Christ Community Church. Each Home Group will choose a person who will assist the Elder in caring for the physical needs of the Home Group, based upon his/her willingness to serve and the qualifications outlined in I Timothy 3:8-13 and Acts 6:3.

**Article VI
Ministries**

The Ministries are the working bodies through which particular Church programs and policies are designed and implemented. The Ministries are accountable to the Church Council, which delegates authority and responsibility to the Ministries.

Section 1. Ministry Organization

Each Ministry shall consist of the Ministry Team Leader, and at least three (3) other Church members who are appointed by the Ministry Team Leader. Those who are appointed shall serve for one (1) year and may be reappointed. Each Ministry may secure the services of individuals as deemed necessary for specific tasks.

Section 2. Number and Purpose of Ministries

There shall be at least eight (8) Ministries with scope and purpose outlined below.

A. Finance Ministry

To serve Jesus Christ through His Body at Christ Community Church by the management of all financial matters in accordance with the annual budget, financial policies of the Church, and other fiscal decisions made by the Congregation. This Ministry shall prepare and present by

April 30 to the Church Council a proposed budget for the upcoming fiscal year. After the Church Council approves the budget, the budget is presented at the annual business meeting of the Church for approval.

B. Administration Ministry

To serve Jesus Christ through His Body at Christ Community Church by attending to the administrative needs of the Church and Pastoral staff. This will include being responsible for developing and/or maintaining minutes of Church business meetings and Church Council meetings, the Church roll, Church policy statements, job descriptions, annual/sick leave tracking, and other items of official interest. This will also include providing administrative support for the Pastoral staff in the absence of a Secretary or Office Administrator.

C. Worship Ministry

To serve Jesus Christ through His Body at Christ Community Church by planning, developing, and coordinating with the Pastor regular and special worship services and music/art programs that support worship and other ministries of the Church, including Ushers/Greeters, Audio/Visual, and communion.

D. Children's Ministry

To serve Jesus Christ through His Body at Christ Community Church by planning, developing, and overseeing Christian education programs for children from birth through graduation from elementary school.

E. Missions Ministry

To serve Jesus Christ through His Body at Christ Community Church by planning, developing, and overseeing the Church's local and foreign missionary programs.

F. Outreach Ministry

To serve Jesus Christ through His Body at Christ Community Church by planning, developing, and overseeing outreach designed for those who have not yet come into contact with the Church, and planning, developing, and overseeing an outreach program to Church visitors. The Outreach Ministry will regularly coordinate with the Elders the assimilation of new attendees into the fellowship.

G. Adult Ministry

To serve Jesus Christ through His Body at Christ Community Church by planning, developing, and overseeing ministries oriented towards adult members (college-age and above). This would include men's and women's ministries, adult education activities, and Church-wide events.

H. Students' Ministry

To serve Jesus Christ through His Body at Christ Community Church by planning, developing, and overseeing Christian education programs for students from entry into middle school through graduation from high school.

Section 3. Meetings

Ministry Teams shall meet as needed but not less than quarterly. Ministry Team members are expected to attend their meetings.

**Article VII
Committees**

Section 1. Pastoral Search Committee

Upon acceptance of the resignation of a Pastor, or when it is determined that another Pastoral position should be created and staffed, a Pastoral Search Committee shall be formed as follows: three (3) members shall be chosen from the Church Council by the Church Council; four (4) additional members from the Congregation at large, as presented by the Nominating Committee, shall be elected by the Congregation. The members thus selected shall be called together by the Chairman of the Church, and the Committee shall elect from their members a Chairman and a Secretary. The calling of a Pastor shall be in accord with Article II of these Bylaws.

Section 2. Nominating Committee

This Committee shall consist of six (6) members, of whom three (3) shall be elected from the Congregation at the January business meeting and three (3) chosen from the members of the Council by the Council. The members of this Committee shall serve a one (1)-year term. The six (6) members thus selected shall be called together by the Chairman of the Church, and the Committee shall elect from their members a Chairman and a Secretary. Further responsibilities of the Nominating Committee are included in Article IX.

Section 3. Special Committees and Task Forces

Special committees and task forces may be appointed for specific purposes by the Chairman of the Church with Council approval, according to need. Such committees and task forces shall be automatically terminated when the assigned responsibility is completed.

**Article VIII
Business Meetings**

Section 1. Annual Meeting

The Church shall have an annual business meeting the third Sunday of May, at which time written reports shall be submitted by the Pastors and the various Ministry Leaders. The budget for the fiscal year will also be approved at this meeting.

Section 2. Regular Business Meetings

Regular business meetings of the Church shall be held on the last Sunday of January and September. The members of the Church shall elect the Elders and Ministry Leaders during the January business meeting for the following year. While no written or oral notice is required for these scheduled meetings, the Church will generally give at least one (1)-week notice as a reminder to the members.

Section 3. Special Business Meetings

Special business meetings of the congregation may be called by the Chairman of the Church in consultation with the Senior Pastor, by a majority of the Church Council, or through a written petition submitted to the Chairman by five (5) or more members from separate families. Members shall be given one (1)-week's notice of all business meetings, including the purpose of the meeting.

**Article IX
Elections**

Section 1. Nominating Committee Responsibilities

The Nominating Committee shall prepare and present at the January business meeting of the Church a ballot with one (1) or more candidates for each office to be filled. If an incumbent council member is deemed sufficient and willing and is eligible under Article IV, Section 1.A., the Committee will not need to seek another candidate. The Nominating Committee must unanimously agree to nominate each candidate. This committee shall assume complete responsibility of interviewing candidates to determine their willingness to serve before placing their names on the ballot, and for printing, tabulating, and disposing of the ballots. The Nominating Committee Chairman shall regularly inform the Church Chairman of all nominees being considered. Sample ballots shall be made available to the congregation the two (2) Sundays prior to the annual election and shall include a short profile of each candidate.

Section 2. Nominations

Nominations in writing will be sought from the Congregation during the September Church business meeting. Members will have until December 15 to present names to the Nominating

Committee. Any nominations received from the Congregation at least three (3) weeks prior to the election to serve on the Nominating Committee will be included on the ballot, if the nominee or nominees are willing to serve. Nominations from the floor will not be permitted.

Section 3. Secret Ballot

All elections shall be conducted by secret ballot, unless otherwise determined by a simple majority (51 percent) of all members voting at the business meeting.

Section 4. Absentee Ballots

Under unusual circumstances, absentee voting will be permitted and absentee ballots may be obtained from the Chairman of the Nominating Committee by Church members who will be absent for good reason from the annual business meeting. Good reason will be a serious disability or sickness that prevents physical attendance or a previously scheduled business/family trip that prevents such attendance and voting. The completed absentee ballot shall be placed in a sealed envelope with the name of the voter on the outside and returned to the Secretary of the Church Council, who will release all such ballots to the Nominating Committee at the election. Absentee ballots received by the Nominating Committee *after* the election shall not be counted.

Article X General Provisions

Section 1. Quorum

A. Twenty percent (20%) of the members of the Church age eighteen (18) and over present at any duly called business meeting shall constitute a quorum for a business meeting. Members under age eighteen (18) are not eligible to vote.

B. A simple majority (51%) of the members of the Church Council, Ministry teams, committees and task forces shall constitute a quorum for their respective meetings.

Section 2. Rule of Order

All business meetings of the Church and of the Council, committees, task forces and all organizations of the Church shall be conducted in an orderly fashion, using *Robert's Rules of Order (Revised)* as a general guide (I Corinthians 14:40).

Section 3. Majority

A majority for all business meetings of the Church and of the Council, Ministries, committees, and task forces shall be two-thirds (2/3) of those members present and voting (assuming a quorum is present), unless otherwise specified in the Constitution or Bylaws.

Section 4. Fiscal Year

The fiscal year of the Church shall begin June 1st and end May 31st.

Section 5. Pension Fund

A. Each full-time staff member who has served the Church for at least one (1) year as of December 30th will receive a minimum of four (4) percent of his or her annual salary paid on December 30th of each year. Each recipient will be strongly encouraged to invest the funds in an approved retirement plan (e.g., IRA or Keogh).

B. A full-time ordained Pastor who resigns or is terminated by the Church during the year will not receive any pension payment for that year.

C. A full-time ordained Pastor who retires will receive a prorated pension payment for the period from January 1st until his/her retirement date.

Section 6. Financial Auditing

A financial audit or review will be conducted at least bi-annually (i.e., once every two [2] years). An internal review and financial statement will be done annually. Auditors who are not associated with the Church (or any member of the Church) shall be appointed by the Church Chairman with Church Council approval. The audit shall be submitted to the Church Council no later than January 30 for review and for reporting at the next Congregational meeting.

Section 7. Decisions Reserved by the Members

The following specific decisions have been reserved by the Members and have not been delegated to the Church Council or any other Ministry or Committee of the Church:

- A. Hiring and terminating the call of the Senior Pastor. Hiring all other Pastoral staff members.
- B. Single expenditures above \$5,000 (unless specifically approved in the annual budget).
- C. Borrowing funds for a capital expenditure.
- D. Approving the annual budget.
- E. Amending the Constitution or the Bylaws.
- F. Purchase or sale of real property.

Article XI Settlement of Disputes Within or Against the Church

In any dispute arising between or among Church members, pastors, or staff, the dispute shall be resolved by the Church Council (or a duly appointed team from the Church Council) under the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker[®] Ministries (complete text of the Rules is available at www.HisPeace.org or at the Church office). All employees and contractors of the Church shall be asked to sign policies or contracts with the Christian Dispute Resolution clause in it. A decision shall be reached after prayerful consideration, in a spirit of humility, with each Council member seeking that which most glorifies God and regarding one another before himself.

Any claim or dispute arising between or among Church members, pastors or staff and the Church shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker[®] Ministries (complete text of the Rules is available at <http://www.hispeace.org/> or at the Church office). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. Members, pastors and staff shall understand that these methods shall be the sole remedy for any controversy or claim arising within the Church or against the Church and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of the Commonwealth of Virginia.

Article XII Church Employees

The paid staff employees of the Church shall be overseen in accordance with the provisions of the *Christ Community Church Employee Handbook*. The paid staff employees shall be under the supervision of the Senior Pastor or someone designated by the Senior Pastor.

Article XIII Church Policy and Operations Manual

The development of a Church policy and operations manual shall be overseen by the Church Council. This manual shall include all Church policies, procedures, job descriptions and organization charts depicting lines of responsibility in the administration of the Church. The manual shall be kept in the Church office and made available for use by any member of the Church. The Church Secretary shall maintain the manual. The Church Council shall review the manual at least annually, and has the authority to make changes.

Any Church member may initiate suggested additions, revisions, or deletions to the manual by recommending changes to the related team or committee, or to a member of the Church Council.

Article XIV
Conflict of Interests Policy

Section 1. Full Disclosure of Possible Conflicts

A contract or other transaction between the Church and one (1) or more of its directors, officers or family members thereof (hereinafter “Interested Party”), or between the Church and any other entity, of which entity one (1) or more directors, officers, or trustees are also Interested Parties, or in which entity an Interested Party has a financial interest, shall be voidable at the sole election of the Church Council unless all of the following provisions are satisfied:

1. The Church entered into the transaction for its own benefit or for the benefit of another supported organization;
2. The transaction was fair and reasonable as to the Church, or was in furtherance of its religious, charitable, or educational purposes at the time the Church entered into the transaction;
3. Prior to consummating the transaction, or any part, the Church Council authorized or approved the transaction, in good faith, by a vote of a majority of the Council Members then in office, without counting the vote of the interested Council Member or Members, and with full knowledge of the material facts concerning the transaction and the Interested Parties’ interest in the transaction; and
4. Prior to authorizing or approving the transaction, the Church Council, in good faith, determined after reasonable investigation and consideration that either the Church could not have obtained a more advantageous arrangement, with reasonable effort under the circumstances, or the transaction was in furtherance of the Church’s tax-exempt purposes.

Interested Council Members may be counted in determining the presence of a quorum at a meeting of the Church Council (or a committee thereof) that authorizes, approves, or ratifies such contract or transaction, but may not be counted for voting purposes.

Section 2. No Compensation for Serving as Council Member

Whether or not employed by the Church for other purposes, Council Members and members of any committee of the Church Council shall for their director/officer duties be regarded as volunteers and serve without compensation for those duties, but shall be entitled to reimbursement for any reasonable expenses incurred on behalf of the Church. Any director or officer barred from receiving compensation under these provisions shall not be barred from serving the Church in any other appropriate capacity and receiving reasonable compensation for such other services.

**Article XV
Amendment to the Bylaws**

Any amendments to the Bylaws not in conflict with this Constitution may be adopted at any regular business meeting (or at a special meeting called for that purpose) by a three-quarters (3/4) majority vote of all members present and voting, provided that the proposed amendment has been first presented in writing at a preceding regular business meeting.

I, the undersigned Secretary of Christ Community Church, do hereby certify that the above Bylaws, as revised, were adopted on October 15, 2017 by the members of Christ Community Church at a duly called meeting, and that these Bylaws are current and in operation as of that date.

Joseph Baratta
Church Secretary

6/20/18
Date