

CHRIST CHURCH OF PEACE BYLAWS

Mission Statement

Christ Church of Peace is a worshiping and ministering community of believers on a spiritual journey of discovery and growth with a Christian Foundation, embracing aspects of other faiths, and welcoming people of all races, nationalities, genders, sexual orientations, special needs and/or challenges.

Vision Statement

Christ Church of Peace will be known best for innovative ministry in service to God, and will be the Church of choice for all people seeking a spiritual home. We will be a role model for others to follow, growing stronger through diversity, becoming a tool for social change.

Article I: Membership

A) Eligibility for Membership

Any person who desires to become a member of this church may do so by going through the following process:

- 1) attend services for at least 90 days
- 2) attend a new member orientation with a church official
- 3) be presented to the church congregation
- 4) have name added to the church register

B) Voting Members

Any members, at least eighteen years of age, who attend services regularly and who faithfully and regularly give of their finances, time or talent.

Membership shall be reviewed at least annually by the Ministry Operations Team to determine voting eligibility. Voting members whose eligibility does not meet required criteria will be notified in writing by the Moderator.

C) Non-Voting Members

Members under the age of 18 and, therefore, not allowed to vote at the congregational meeting or those who have been notified in writing that they have been placed in a non-voting member status.

D) Reinstatement to Voting Member Status

A voting member previously placed in a non-voting status may request to be reinstated as a voting member by giving written notice to one of the following: the Pastor, the church administrator, or any member of the Ministry Operations Team. The Ministry Operations Team will review the request and member's eligibility pursuant to Article I(B) of these Bylaws.

Requests for reinstatement to voting member status must be approved by the Ministry Operations Team at least 30 days prior to any congregational meeting in order for the member to be eligible to vote at any such meeting.

E) Register of Members

There shall be a register of the names of all members.

F) Resignation of Membership

Any member may resign at any time by giving written notice. Upon receipt of a notice of resignation, the member will be removed from the register.

Article II: Meetings of the Congregation

Robert's Rules of Order shall govern all meetings where applicable, so long as they are consistent with the Bylaws.

A) Annual Meeting

The annual meeting shall be held in October on a date the Ministry Operations Team shall determine. The annual meeting shall include budget approval, election to fill the vacancies on the Ministry Operations Team, and any other appropriate items added to the agenda by a voting member of the congregation.

B) Special Meetings

Special meetings of the congregation may be called by the Ministry Operations Team. Special meetings may also be called by written petition, signed by at least 25% of the members eligible to vote, and

presented to any person on the Ministry Operations Team. Notice of the time and place of a special meeting and the business to be transacted shall be publicized.

C) Notice

Notice of Annual and Special Congregational meetings shall be announced in a church-wide publication at least two weeks prior to the meeting.

Notice of the meeting shall include:

1. date, time and place of meeting;
2. an agenda of the principal matter of business to be considered at the meeting;
3. copies of all resolutions, budget, financial statements to be presented at the meeting by the Ministry Operations Team, committees of the church, or voting members.

D) Amendments to the Congregational Meeting Agenda

Amendments to the agenda may be introduced and added to the agenda by a majority vote of the voting members present at the meeting.

E) Presiding Official

The Moderator of the Ministry Operations Team shall preside over all such meetings.

F) Voting

Approval of any agenda item requires a vote of two-thirds of the voting members present at the meeting.

G) Quorum

A quorum shall be established when at least 25% of the total eligible voting members are present. A quorum must be maintained when voting on any agenda item.

Article III: Ministry Operations Team

A) Membership

The Ministry Operations Team shall consist of six members who serve as non-paid volunteers, and the Pastor who serves Ex Officio. However, the Pastor may be called upon for a deciding vote. Each member shall be a

voting member of the congregation and shall serve for a term of two years with the option of running for one additional term. No member may serve on the Ministry Operations Team for more than two consecutive terms without an intervening one year (12 month) break. Only one member of a family/household may serve on the Ministry Operations Team. In the event that any member of the family/household serving on the Ministry Operations Team has another member of his/her family serving in another capacity, the Ministry Operations Team member must recuse themselves from voting on a decision concerning the other family/household member's personal position.

Eight weeks before the Annual Congregational Meeting, notice will be provided to all members of all upcoming vacancies on the Ministry Operations Team. Any member in good standing who is interested in serving on the Ministry Operations Team should submit an application within 6 weeks prior to the Annual Congregational Meeting. If necessary the Ministry Operations Team will solicit other candidates to fill open positions. Based on written ballot, the congregation will elect the new members of the Ministry Operations Team.

A Ministry Operations Team member shall take office after being elected and shall continue until the term expires, the Ministry Operations Team member resigns, or is removed. In the event of a vacancy on the Ministry Operations Team for any reason, the Ministry Operations Team shall appoint a new interim member to serve until the next Annual Congregational Meeting at which time he/she shall be voted upon by the congregation if the terms they are filling has not yet expired.

Election of new Ministry Operations Team officers will be held immediately following the Annual Congregational Meeting.

At the close of the Annual Congregational Meeting, the newly elected Ministry Operations Team members will meet with the Ministry Operations Team members already in office. The new Ministry Operations Team will elect the officers of Moderator, Vice Moderator, and Secretary through a written ballot vote.

B) Resignation/Removal

Any Ministry Operations Team member may resign by giving notice in writing to any Ministry Operations Team member.

Any Ministry Operations Team member may be removed, with cause, by action of two-thirds of the Ministry Operations Team members present at a meeting, or by a majority vote of the voting members present at the

annual meeting of the congregation, or a special meeting called pursuant to Article II of these Bylaws.

C) Meetings

Robert's Rules of Order shall govern all meetings where applicable, so long as they are consistent with the Bylaws.

1) Regular Meetings

Regular meetings of the Ministry Operations Team shall be held monthly at the church's primary place of worship, unless otherwise noted and agreed to by majority vote.

2) Special Meetings

Special meetings of the Ministry Operations Team may be called by the Moderator, or upon the written request of two or more Ministry Operations Team members.

3) Executive Session

In regards to personnel matters, an Executive Session of the Ministry Operations Team shall be called by the Moderator, or in the Moderator's absence, an elected official of the Ministry Operations Team. Only the Ministry Operations Team members shall be present.

4) Presiding Official

The Moderator of the Ministry Operations Team shall preside over all such meetings. In the absence of the Moderator, the Vice Moderator shall preside. In the absence of both the Moderator and the Vice Moderator, the Secretary shall preside.

5) Matters to be considered at Ministry Operations Team meetings:

- a. selection of administrative and pastoral staff
- b. major decisions relating to the assets of Christ Church of Peace.
- c. financial budgets
- d. proposed amendments to the Bylaws
- e. encouragement for members who are lax in their attendance at worship services
- f. matters in which the Ministry Operations Team feels led to seek the congregation's advice and counsel
- g. selection, correction, or dismissal of the Pastor
- h. selection, correction, or dismissal of Ministry Operations Team member
- i. application of a member of Christ Church of Peace for Ordination

- j. any other matters that relate to the ministry and operation of the church

6) Voting

Any action by the Ministry Operations Team may be decided upon by a majority vote of the Team members present at the meeting, unless otherwise noted in these Bylaws.

7) Quorum

A quorum shall be established when a majority of the total Ministry Operations Team members are present. A quorum must be maintained when voting on any matters.

Should less than six members remain on the Ministry Operations Team due to resignation, death, etc., of other members, then the total members present to establish a quorum shall be the majority of the members remaining on the Ministry Operations Team.

8) Virtual Attendance Permitted

Ministry Operations Team meetings shall be held at the church's primary place of worship, but Team members who are not present in person shall have the right to participate by telephone, subject to any limitations establish in rules adopted by the Ministry Operations Team to govern such participants. Rules governing appearance by telephone are contained in the Christ Church of Peace Standard Operating Procedures.

Article IV: The Pastor

The Pastor shall serve Ex Officio on all Teams and Committees.

A) Selection

In the event that Christ Church of Peace is without its Pastor, the Ministry Operations Team will act as the search group to seek a Pastor. The Ministry Operations Team will seek additional representation from the congregation in the form of a Pastoral Search Team to assist in their search. When a candidate has been approved by a vote of 75% of the Ministry Operations Team members present at a meeting, a special congregational meeting shall be called. A vote of at least 75% of the voting members present at the congregational meeting is required to call a Pastor.

B) Tenure/Termination

The Pastor shall have contractual tenure of office terminable by:

- 1) retirement;
- 2) resignation;
- 3) a vote of at least 75% of the voting members present in a meeting of the congregation; or
- 4) the end of his/her contract.

If charges are brought against the Pastor by voting members of the congregation, the Ministry Operations Team shall follow the procedures outlined in Matthew 18:15-17 (King James Version) as follows:

15) Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother.

16) But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.

17) And if he shall neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto thee as an heathen man and a publican.

C) Roles and Responsibilities

In addition to the Pastor's spiritual leadership role, the Pastor's primary responsibility is the ministry of the Word and prayer, in order to provide strategic leadership and vision to the Body. A complete list of roles and responsibilities are outlined in the Standard Operating Procedures.

Article V: Interim Pastor

A) Selection

In the event that Christ Church of Peace is without its Pastor, it may elect to install an Interim Pastor. The Ministry Operations Team will act as the search group to seek an Interim Pastor and will seek additional representation from the congregation in the form of a Pastoral Search Team to assist in their search. When a candidate has been approved by a vote of 75% of the Ministry Operations Team members present at a meeting, a special congregational meeting shall be called. A vote of at least 75% of the voting members present at the congregational meeting is required to call an Interim Pastor.

B) Tenure/Termination

The Interim Pastor shall serve one year in office terminable by:

- 1) retirement;
- 2) resignation;
- 3) a vote of at least 75% of the voting members present in a meeting of the congregation; or
- 4) the end of his/her contract.

If charges are brought against the Interim Pastor by voting members of the congregation, the Ministry Operations Team shall follow the procedures outlined in Matthew 18:15-17 (King James Version) as follows:

- 15) Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother.
- 16) But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.
- 17) And if he shall neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto thee as an heathen and a publican.

C) Roles and Responsibilities

In addition to the Interim Pastor's spiritual leadership role, the Interim Pastor's primary responsibility is the ministry of the Word and prayer, in order to provide strategic leadership and vision to the Body. A complete list of roles and responsibilities are outlined in the Standard Operating Procedures.

Article VI: Other Provisions

A) Fiscal Year

The fiscal year of the corporation shall begin on each January first and end on December thirty-first.

B) Expenditures/Contracts

- 1) All unbudgeted expenditures representing a singular or a cumulative amount **more than** \$3000, and all deeds, resolution, conveyances, and mortgages of the corporation shall be approved with a vote of two-thirds of the voting members of the congregation present at a meeting, and if necessary, signed by the Treasurer and countersigned by the Secretary.

- 2) All unbudgeted expenditures representing a singular or a cumulative amount **less than** \$3000 can be approved with a vote of two-thirds of the Ministry Operations Team members present at a meeting, and if necessary, signed by the Treasurer and countersigned by the Secretary.

C) Church Bank Accounts

Two signatures shall be required on all transactions. Any two of the following may sign: the Moderator, the Vice Moderator, the Secretary, and either the Treasurer, and/or the Assistant Treasurer.

D) Real Estate

The primary meeting place of the church shall not be purchased, sold, conveyed, encumbered or made subject to any lien; and no church building shall be erected by this corporation unless such purchase, sale, conveyance, encumbrance or building shall be first authorized by a vote of two-thirds of the Ministry Operations Team members present at a meeting, and a vote of three-fourths of the voting members present at a meeting of the congregation; each body acting separately, at an annual meeting of either, or at a special meeting of either, duly called for that purpose, which purpose shall be plainly stated in the call.

Article VII: Amendment of Bylaws

These Bylaws may be changed or amended at any meeting of the congregation, by a vote of two-thirds of the voting members present at the meeting. Notice of the meeting, stating the purpose including the proposed amendment, shall be given as provided in Article II of these Bylaws.