



**CONSTITUTION AND BYLAWS
OF THE MONROE CITY, INDIANA
FIRST CHURCH OF GOD**

ADOPTED (date)

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FOREWORD

The members of this congregation of believers, known as the “Monroe City First Church of God, 4930 South DeBord Road, Monroe City, Indiana” have established these bylaws as a standard by which to conduct all spiritual, legal and business affairs, set procedures, and perform the functional operations of the church.

ARTICLE I – NAME

All business will be transacted in the name of the MONROE CITY FIRST CHURCH OF GOD.

ARTICLE II – PURPOSE

Section 1: The primary purpose of this congregation will be to propagate the teachings and expand the kingdom of Jesus Christ. To this purpose, the congregation is voluntarily associated with, and thus a constituent part of a larger group of similar churches known as the “Church of God.” This congregation’s teachings, beliefs, doctrines, and practices are solely founded upon the Bible, and are accepted by us as a body of believers. This church is associated with the Church of God, with general offices in Anderson, Indiana.

Section 2: The purpose of this constitution and bylaws is to provide for the legal and functional aspects of the church’s work. Matters such as church doctrines, beliefs, religious customs, and practices are left by us to the careful supervision and management of the pastorate, with the assistance and guidance of the elected or appointed and ratified membership of the leadership organizations described in this document.

Section 3: In order to facilitate the outreach and educational work of this Church, the designated leaders will have, with the implied consent of the congregation, the right to purchase, hold, sell or otherwise dispose of real estate; erect, furnish, maintain and equip such real estate; to accept and acquire donations, bequests and endowments; to borrow or loan money; to mortgage or encumber any of its properties; to bargain and contract; and to sue and be sued in its corporate capacity.

Section 4: Based on the revealed truths and the perfect love of God behind them and consistent with the primary purpose of this congregation defined in Article 2 section 1 above, Monroe City First Church of God accepts the Biblical definition of marriage as a covenant relationship between one man and with one woman (as biologically designed by birth). This church will not allow, recognize, participate in or support any other concept or definition of marriage. Any

relationship between two men or two women in any claimed marriage, domestic partnership, domestic unit or other relationship proclaimed equivalent to a marriage is deemed by our church to be contrary to God's Word and will not be recognized.

ARTICLE III – MEMBERSHIP

Section 1: The word “membership” will pertain to the collective persons who meet the following qualifications and conditions necessary to allow them to vote in the business and special meetings of the Church:

- A. They will have attained the age of sixteen (16).
- B. They will have worshipped regularly with the congregation for a period of at least six (6) months immediately preceding any business or special meeting.
- C. They will be Christians and claim to be in possession of an individual experience of salvation and must be in harmony with the general purposes, standards, doctrines and beliefs as held by the congregation and those of the Church of God, Anderson, Indiana. These doctrines are kept in the church office by the secretary/administrative assistant.
- D. In the event that eligibility of an elector is challenged, the Pastor and Church Council will determine the voting eligibility of that elector for that particular business or special session, but such action will, in no way, be construed as determining the spiritual status of that individual before God.

ARTICLE IV – BUSINESS AND SPECIAL MEETINGS

Section 1: The regular annual business meeting of the Church will be held in the month of January with the actual date being determined by the Church Council.

Section 2: The regular annual meeting for the election and ratification of all Boards, Standing Committees, treasurers and teachers will be held in the month of August with the actual date being determined by the Church Council.

Section 3: Special meetings may be called by the Church Council as needed. Meetings will require the congregation be given one (1) week notice of the special meeting and the matter(s) to be considered.

Section 4: Ten (10) percent of the average worship attendance will constitute a quorum at all business and special meetings.

ARTICLE V – ABSENTEE VOTING PROCEDURES

Section 1: Absentee ballots will be accepted for any regular or special meeting of the Congregation. Persons requesting absentee ballots must do so in writing to the church office at least two (2) days prior to the election date and meet all voting qualifications. Each ballot must be sealed in an envelope and returned to the Church Council member or church office prior to the election. Names of persons voting absentee will be read and accepted by Church Council.

ARTICLE VI – NOMINATION, APPOINTMENT & RATIFICATION PROCEDURES

Section 1: During the month of June, the Church Council will prepare and distribute to the congregation a survey form that will include the following:

- a. Solicitation of nominations for the position of “at large” Church Council members. Any congregation member receiving 3 or more nominations will be eligible for placement on the ballot at the annual meeting in August, following the nominee’s acceptance. The Church Council will nominate individual(s) if necessary to ensure a minimum of 2 (two) choices of candidates for the vacant “at large” seat.
- b. Solicitation of suggested appointees for the Board of Trustees, Lay Ministry Committee, Board of Christian Education, Youth Committee, Worship Committee and Elders.

Section 2: Following the completion of the survey, the Church Council will meet to make appointments for open seats on the Board of Trustees, Lay Ministry Committee, Board of Christian Education, Youth Committee and Worship Committee. The Board of Elders will meet to give consideration for changes to its membership. Both appointing bodies will have access and give consideration to the suggestions from the congregation survey results described in Section 1 above.

Section 3: The Church Council will prepare a ballot of election and ratification. A sample ballot will be available to the congregation one week prior to the annual meeting in August. During this meeting the ballot will be distributed and marked by qualified voters in attendance at the meeting and will include the following:

- a. An approve/disapprove option for the person listed by name for appointment to a vacancy on the Board of Trustees, Lay Ministry Committee, Board of

Christian Education, Youth Committee, Worship Committee and Elders, as determined in Section 2 above.

- b. A listing of candidates for the open “at large” seat on the Church Council as described in Section 1 (a) above. Congregation members will be instructed to vote for one candidate.
- c. A listing of the membership of all standing Councils, Boards, and Committees whose terms do not expire that year.
- d. An approve/disapprove option for the Sunday School teachers listed by name and class.
- e. An approve/disapprove option for the Treasurers of the congregation listed by name

Section 4: The results of the ballot of election and ratification described in Section 3 above will be compiled immediately following their collection by the Church Council. The results will be posted.

Section 5: In the event of a tie vote or failure to receive a majority of approved votes, the process will be repeated in a timely manner with a partial ballot.

ARTICLE VII – OFFICERS

Section 1: The officers of the Congregation will consist of a Chairperson, Vice-Chairperson, Secretary, Reporting Treasurer and Treasurer of Giving.

Section 2: Chairperson of the Church Council is the Chairperson of the Congregation and will have overall supervision of all business meetings of the Congregation.

Section 3: Vice-Chairperson of the Church Council will be the Vice-Chairperson of the Congregation and will perform the duties of the Chairperson in his/her absence or inability to serve as Chairperson.

Section 4: Secretary of the Church Council will be Secretary of the Congregation, keeping in a record of business meeting proceedings. These records will be carefully maintained and preserved and will remain the property of the Church. Permanent records will be kept in the Church Office.

Further responsibilities include making sure that all bylaw amendments are carefully and properly worded and included in the existing bylaws and seeing that new copies are made and distributed to the Congregation, when necessary.

Section 5: Treasurers of the Congregation will be required to furnish requested financial reports and information to the Board of Trustees and Church Council. The Church Council will approve term of office annually. The Congregation at the annual meeting will ratify the Treasurers' appointments.

The Reporting Treasurer will oversee duties performed by the church administrative staff that includes: properly filing and preserving all paid invoices as required by law; maintaining a set of financial records as directed by the Board of Trustees; and see that the Treasurer's reports and IRS policies are available for inspection in the Church office.

The Treasurer of Giving will deposit all monies received in a bank designated by the Board of Trustees; post individual giving in a proper ledger; send out annual reports of individual giving, as requested. The Treasurer will present overall giving income financial picture to the Board of Trustees and the Church Council.

The Reporting Treasurer, or Treasurer of Giving, will sign checks for payments included in the current year's budget or as approved by Church Council.

The financial records will be available for inspection by the Board of Trustees, the Church Council or the Pastorate at any time. These records will also be made available to any church member (as defined in Article III) upon request.

ARTICLE VIII – BOARD OF TRUSTEES

Section 1: The Board of Trustees will consist of five members whose term will be for a period of two years, two members being appointed on even years and three members on odd years.

Section 2: Appointments to this board are made by the Church Council and are subject to ratification by the congregation. Those who are appointed and serve as members will meet the following qualifications: 1) be a Christian and claim to be in possession of an individual experience of salvation; 2) be in harmony with the general beliefs and doctrines of the Monroe City First Church of God; 3) Strive to live a life that exemplifies Biblical values; 4) attend church and church functions on a regular basis.

Section 3: No member of this board may be appointed for more than two successive terms. Persons serving two successive terms are eligible to be re-appointed after one year.

Section 4: Three members will constitute a quorum.

Section 5: Ex-officio members of this board will consist of the Senior Pastor, Reporting Treasurer and/or church staff as assigned by the Senior Pastor.

Section 6: This board will receive, hold in trust, and conduct all business for all donations, bequests, endowments and other funds and property arising from other sources. They will attend to all improving, leasing, purchasing, selling, renting, insuring and repairing of all church property. This board will supervise custodial/maintenance staff team members, including their duties and work schedules. In addition, they are responsible for the compliance with all legal issues. Expenditures approved by this board are subject to restrictions within the stipulated yearly budget. The Church Council must approve expenditures beyond limit in any budget category. This board will be responsible to report financial status, as necessary, to the Church Council to insure that all expenditures comply with budget category restrictions.

Section 7: This board will have the authority to request permission from the Church Council to form sub-committees to fulfill specific functions under their responsibility. Such requests should be submitted with the suggested names of qualified congregation members to serve on said sub-committee and a clear definition of sub-committee responsibility and function. Upon approval by the Church Council for formation of the requested sub-committee, this board will proceed to form, organize, instruct and oversee the new sub-committee until such time as the services of the sub-committee are deemed by this board to no longer be required.

Section 8: The officers of the Board of Trustees will be a Chairman, who will preside at all board meetings; a Vice-Chairman, who will preside at board meetings when the Chairman is absent; a Secretary, who will keep records of actions taken by the board as well as minutes of the meetings of the Board of Trustees. Copies of the minutes will be forwarded to the church office secretary/administrative assistant once approved by this board. The Chairman, or his designee, will serve as representative on the Church Council.

Section 9: This board will meet regularly at least once each quarter, the first meeting being held within two weeks after the annual business meeting, to appoint officers and Church Council designee. The name of this board's Council designee will be given to the head Elder, who in consultation with the Elder Board and the pastorate will approve the appointment. The board will also schedule additional meetings as deemed necessary by the Chairman, Senior Pastor or staff designated by the Senior Pastor to assure adequate monitoring of church assets and disbursements. All board members will be given ample notification of meetings.

ARTICLE IX - LAY MINISTRY COMMITTEE

Section 1: The Lay Ministry Committee will consist of five members whose term will be for a period of two years, two members being appointed on even years and three members on odd years.

- Section 2: Appointments to this committee are made by the Church Council and are subject to ratification by the congregation. Those who are appointed and serve as members will meet the following qualifications: 1) be a Christian and claim to be in possession of an individual experience of salvation; 2) be in harmony with the general beliefs and doctrines of the Monroe City First Church of God; 3) Strive to live a life that exemplifies Biblical values; 4) attend church and church functions on a regular basis.
- Section 3: No member of this committee may be appointed for more than two successive terms. Persons serving two successive terms are eligible to be re-appointed after one year.
- Section 4: Three members will constitute a quorum.
- Section 5: Ex-officio members of this board will consist of the Senior Pastor and/or church staff as assigned by the Senior Pastor.
- Section 6: This Committee will serve to coordinate the hospitality ministries of the church. Their duties will include special events, bereavement meals, new member luncheons and Faith Café courtesy activities. Specific function and actions of this Committee are subject to direction by and approval of the Senior Pastor or staff designated by the Senior Pastor, who will provide overall vision for the focus of this Committee's duties.
- Section 7: This Committee will have the authority to request permission from the Church Council to form sub-committees to fulfill specific functions under their responsibility. Such requests should be submitted with the suggested names of qualified congregation members to serve on said sub-committee and a clear definition of responsibility and function. Upon approval by the Church Council for formation of the requested sub-committee, this committee will proceed to form, organize, instruct and oversee the new sub-committee until such time as the services of the sub-committee are deemed by this Committee to no longer be required.
- Section 8: The officers of the Lay Ministry Committee will be a Chairman, who will preside at all board meetings, a Vice-Chairman, who will preside at board meetings when the Chairman is absent and a Secretary who will keep records of actions taken by the committee as well as minutes at the meetings of the Lay Ministry Committee. Copies of the minutes will be forwarded to the church office secretary/administrative assistant once approved by this committee. The Chairman, or his designee, will serve as representative on the Church Council.
- Section 9: This committee will meet regularly at least once each quarter, the first meeting to be held within 2 weeks after the annual business meeting, to appoint officers and a Church Council designee. The name of this committee's Council designee will be given to the head Elder, who in consultation with the Elder

Board and the pastorate will approve the appointment. The Committee will also schedule additional meetings as deemed necessary by the Chairman, Senior Pastor or staff designated by the Senior Pastor to assure adequate coordination of Committee duties. All Committee members will be given ample notification of meetings.

ARTICLE X - BOARD OF CHRISTIAN EDUCATION

- Section 1: The Board of Christian Education will consist of five members whose term will be for a period of two years, three members being appointed on even years and two members on odd years.
- Section 2: Appointments to this board are made by the Church Council and are subject to ratification by the congregation. Those who are appointed and serve as members will meet the following qualifications: 1) be a Christian and claim to be in possession of an individual experience of salvation; 2) be in harmony with the general beliefs and doctrines of the Monroe City First Church of God; 3) Strive to live a life that exemplifies Biblical values; 4) attend church and church functions on a regular basis.
- Section 3: No member of this board may be appointed for more than two successive terms. Persons serving two successive terms are eligible to be re-appointed after one year.
- Section 4: Three members will constitute a quorum.
- Section 5: Ex-officio members of this board will consist of the Senior Pastor and/or church staff as assigned by the Senior Pastor.
- Section 6: It will be the duty of this board to promote and administrate the Christian Education Ministries of the church through Sunday School, Vacation Bible School, Children's Church, and Wednesdays with Jesus' Disciples (WWJD) program for Birth to 5th Grade, using means in harmony with the ideals and activities of the church as covered in Article II, Sections 1 and 2. The board will ensure availability of volunteers, curriculum, training, and resource materials to facilitate duties.
- Section 7: This board will have the authority to request permission from the Church Council to form sub-committees to fulfill specific functions under their responsibility. Such requests should be submitted with the suggested names of qualified congregation members to serve on said sub-committee and a clear definition of responsibility and function. Upon approval by the Church Council for formation of the requested sub-committee, this board will proceed to form, organize, instruct and oversee the new sub-committee until such time as the services are deemed by this board to no longer be required.

Section 8: The officers of the Board of Christian Education will be a Chairman, who will preside at all board meetings; a Vice-Chairman who will preside at board meetings when the Chairman is absent; a Secretary, who will keep records of actions taken by the board as well as minutes of the meetings of the Board of Christian Education. Copies of the minutes will be forwarded to the church office secretary/administrative assistant once approved by this board. The Chairman, or his designee, will serve as the representative on the Church Council.

Section 9: This board will meet regularly at least once each quarter, the first meeting to be held within 2 weeks after the annual business meeting to appoint officers and Church Council designee. The name of this board's Council designee will be given to the head Elder, who in consultation with the Elder Board and the pastorate will approve the appointment. The board will also schedule additional meetings as deemed necessary by the Chairman, Senior Pastor or staff designated by the Senior Pastor to facilitate fulfillment of board responsibilities. All board members will be given ample notification of meetings.

ARTICLE XI – YOUTH COMMITTEE

Section 1: The Youth Committee will consist of five members whose term will be for a period of two years, three members being appointed on even years and two members on odd years. One or two of the seats may be occupied by youth group member(s) (16+ years of age) who has/have been regular participator(s) with the group for at least 6 months. Pastoral staff in oversight of youth ministries will make recommendation to the Church Council of what youth group member(s) may be eligible for a Youth Committee seat.

Section 2: Appointments to this committee are made by the Church Council and are subject to ratification by the congregation. Those who are appointed and serve as members will meet the following qualifications: 1) be a Christian and claim to be in possession of an individual experience of salvation; 2) be in harmony with the general beliefs and doctrines of the Monroe City First Church of God; 3) Strive to live a life that exemplifies Biblical values; 4) attend church and church functions on a regular basis.

Section 3: No member of this committee may be appointed for more than two successive terms. Persons serving two successive terms are eligible to be re-appointed after one year.

Section 4: Three members will constitute a quorum.

Section 5: Ex-officio members of this board will consist of the Senior Pastor and/or church staff as assigned by the Senior Pastor.

- Section 6: It will be the duty of this committee to promote and administrate the Christian Education Ministries of the church for grades 6 through 12 through youth programming, Sunday School curriculum and other means in harmony with the ideals and activities of the church as covered in Article II, Sections 1 and 2. The committee will ensure availability of volunteers, curriculum, training, and resource materials to facilitate duties.
- Section 7: This committee will have the authority to request permission from the Church Council to form sub-committees to fulfill specific functions under their responsibility. Such requests should be submitted with the suggested names of qualified congregation members to serve on said sub-committee and a clear definition of responsibility and function. Upon approval by the Church Council for formation of the requested sub-committee, this board will proceed to form, organize, instruct and oversee the new sub-committee until such time as the services are deemed by this board to no longer be required.
- Section 8: The officers of the Youth Committee will be a Chairman, who will be chosen from among the adult members and will preside at all board meetings; a Vice-Chairman who will preside at board meetings when the Chairman is absent; a Secretary, who will keep records of actions taken by the board as well as minutes of the meetings of the Youth Committee. Copies of the minutes will be forwarded to the church office secretary/administrative assistant once approved by this committee. The Chairman, or his adult designee, will serve as the representative on the Church Council.
- Section 9: This committee will meet regularly at least once each quarter, the first meeting to be held within 2 weeks after the annual business meeting to appoint officers and Church Council designee. The name of this committee's Council designee will be given to the head Elder, who in consultation with the Elder Board and the pastorate will approve the appointment. The committee will also schedule additional meetings as deemed necessary by the Chairman, Senior Pastor or staff designated by the Senior Pastor to facilitate fulfillment of committee responsibilities. All committee members will be given ample notification of meetings.

ARTICLE XII - WORSHIP COMMITTEE

- Section 1: The Worship Committee will consist of five members whose term will be for a period of two years, two members being appointed in even years and three members on odd years.
- Section 2: Appointments to this committee are made by the Church Council, who will assure qualifications are met and are subject to ratification by the congregation. Those who are appointed and serve as members will meet the following qualifications: 1) be a Christian and claim to be in possession of an individual

experience of salvation; 2) be in harmony with the general beliefs and doctrines of the Monroe City First Church of God; 3) Strive to live a life that exemplifies Biblical values; 4) attend church and church functions on a regular basis.

Section 3: No member of this committee may be appointed for more than two successive terms. Persons serving two successive terms are eligible to be re-appointed after one year.

Section 4: Three members will constitute a quorum.

Section 5: Ex-officio members of this board will consist of the Senior Pastor and/or church staff as assigned by the Senior Pastor.

Section 6: It will be the duty of this committee to oversee and facilitate all regular and special worship services in cooperation with the pastorate. They will ensure that all services are God-honoring and present an atmosphere conducive to movement of the Holy Spirit. The duties of this committee will be inclusive of, but not limited to music, flowers and decorations, audio/visual technicians, ushers, and drama presentations.

Section 7: This committee will have the authority to request permission from the Church Council to form sub-committees to fulfill specific functions under their responsibility. Such requests should be submitted with the suggested names of qualified congregation members to serve on said sub-committee and a clear definition of and function. Upon approval by the Church Council for formation of the requested sub-committee, this committee will proceed to form, organize, instruct and oversee the new sub-committee until such time as the services of are deemed by this committee to no longer be required.

Section 8: The officers of the Worship Committee will be a Chairman, who will preside at all committee meetings; a Vice-Chairman who will preside at committee meetings when the Chairman is absent; a Secretary, who will keep records of actions taken by the committee as well as minutes of the meetings of the Worship Committee. Copies of the minutes will be forwarded to the church office secretary/administrative assistant once approved by this committee. The Chairman, or his designee, will serve as the representative on the Church Council.

Section 9: This committee will meet regularly at least once each quarter, the first meeting to be held within 2 weeks after the annual business meeting to appoint officers and Church Council designee. The name of this committee's Council designee will be given to the head Elder, who in consultation with the Elder Board and the pastorate will approve the appointment. The committee will also schedule additional meetings as deemed necessary by the Chairman, Senior Pastor or church staff designated by the Senior Pastor to assure fulfillment of committee responsibilities. All committee members will be given ample notification of meetings.

ARTICLE XIII- BOARD OF ELDERS

- Section 1: The Board of Elders will consist of a minimum of three (3) members of the congregation, and the senior pastor. Additional membership from the congregation may be appointed by this Board to better enable its mission as defined in section 4. The senior pastor may invite the pastorate staff as he/she feels is appropriate.
- Section 2: Appointments to this board are made by the Board of Elders and must meet qualification criteria as outlined in Section 7. Appointments are subject to annual ratification by the congregation. New appointees will be allowed to serve without congregation approval in the interim before the next regular ballot of election and ratification in August.
- Section 3: An Elder will be considered active until such time as he resigns or is determined by a unanimous vote of the other Elders to no longer meet qualification criteria. A resigning Elder will be considered eligible for reappointment in the future.
- Section 4: It will be the responsibility of this board to:
1. Maintain the overall spiritual focus of the church by working with the Senior Pastor to provide biblical guidance for matters of spiritual consequence in the church.
 2. Provide compassionate counseling and guidance to members of the congregation.
 3. Establish policy, procedure and guidelines for benevolent giving. This includes the formation of a benevolent fund and a committee to administrate it.
 4. Support and assist in visitation, assimilation and other pastoral duties of the church in co-operation with the pastorate staff.
 5. Promote and administrate the adult Christian Education Ministries of the church through Sunday School, small groups and other activities for college age through adult using means in harmony with the ideals of the church as covered in Article II, Sections 1 and 2. The board will ensure availability of volunteers, curriculum, training, and resource materials to facilitate duties.

6. Facilitate and oversee preparation and disposal of communion sacraments as instructed by the Senior Pastor.
7. Review and in consultation with the pastorate approve the names submitted for Church Council membership representatives from the Board of Trustees, Lay Ministry Committee, Board of Christian Education, Youth Committee and Worship Committee. Care should be taken to insure that the Church Council membership avoids or minimizes the potential for real or perceived conflicts of interest arising from family relationships with staff or other Church Council members. If the Elders determine that such a conflict of interest may be created, they will ask the involved board(s) or committee(s) to select a different Church Council appointee.

Section 5: The Board of Elders will select from among its lay membership a Head Elder who will preside at board meetings. In addition, the Board will select 2 Elders to serve as representatives on the Church Council.

Section 6: The board will meet within 2 weeks after the annual business meeting. Additional meetings will be scheduled quarterly and as necessary by the Head Elder or Senior Pastor, to assure fulfillment of board responsibilities. All board members will be given ample notification of meetings.

Section 7: Qualifications for Elders:

1. Those chosen for appointment must first be willing and have a desire to serve and attend church functions regularly.
2. As outlined in Titus 1:6-9 and 1 Timothy 3:1-7, those appointed must be: self-controlled; hospitable; able to teach; not violent, but gentle; Not quarrelsome; not a lover of money; not a recent convert; has a good reputation with outsiders; not overbearing; not quick-tempered; loves what is good; upright; holy; disciplined; above reproach; husband of one wife; temperate; respectable; not given to drunkenness; manages his own family well; see that his children obey him; does not pursue dishonest gain; holds to the truth; sincere, and tested.

ARTICLE XIV - CHURCH COUNCIL

Section 1: The Church Council will consist of nine members. The composition of this membership is:

- a. The Chairman, or member designee, of the Board of Trustees.
- b. The Chairman, or member designee, of the Lay Ministry Committee.
- c. The Chairman, or member designee, of the Board of Christian Education.

- d. The Chairman, or member designee, of the Youth Committee.
- e. The Chairman, or member designee, of the Worship Committee.
- f. The two (2) elected “at large” members of the Congregation. These positions will have a term of 2 years with 1 member being elected each year and no member may have more than two successive terms. Persons serving two successive terms are eligible to be re-appointed after one year. Nominees for these positions must be eligible voters as defined by Article III, Section 1 and must be verified for suitability to serve in this position by the Church Council. Those who are nominated and serve as members will meet the following qualifications: 1) be a Christian and claim to be in possession of an individual experience of salvation; 2) be in harmony with the general beliefs and doctrines of the Monroe City First Church of God; 3) Strive to live a life that exemplifies Biblical values; 4) attend church and church functions on a regular basis.
- g. The two (2) designees selected by the Board of Elders from their membership.

Section 2: Five members will constitute a quorum.

Section 3: Ex-officio members of this council will be the Senior Pastor, Church Treasurers and/or staff designated by the Senior Pastor.

Section 4: This Council will be responsible for general oversight of all functional and administrative aspects of church life. They will hear reports from the various boards and committees represented to facilitate communication and co-ordination of effort. The duties of this Council will include but not limited to:

- a. Communication with the congregation regarding projects planned and progress of those underway.
- b. Serve as the budget committee.
- c. Make appointments of qualified congregation members to the Board of Trustees, Lay Ministry Committee, Board of Christian Education, Youth Committee and Worship Committee.
- d. Approve expenditures not included in, or exceeding, the annual budget. Any single expenditure exceeding 2% of the annual budget must be approved by the congregation. Exceeding the total annual budget by 10% or more, requires congregational approval.
- e. Conduct yearly review of church staff and assume administrative responsibility for staff relations, including hiring/termination of non-pastoral staff as this Council deems necessary.

- f. Approve formation of sub-committees as required to fulfill specific functions in connection with the Mission of Monroe City First Church of God, and assign responsibility for these sub-committees to the appropriate standing board or committee. Care will be taken to assure qualifications and suitability for service of the membership of these sub-committees.
- g. Assign responsibility and accountability to the appropriate standing committee for any issue or task that is not clearly defined within these bylaws.

Section 5: The officers of the Church Council will be a Chairman, who will preside at all Council meetings, a Vice-Chairman who will preside at Council meetings when the Chairman is absent, and a Secretary, who will keep the records of actions taken by the Council as well as minutes of the meetings of the Church Council. Copies of the minutes will be forwarded to the church office secretary/administrative assistant once approved by this council.

Section 6: This Council will meet regularly at least once each quarter, the first meeting to be held within 4 weeks after the annual business meeting to appoint officers. The committee will also schedule additional meetings as deemed necessary by the Chairman or Senior Pastor to assure fulfillment of Council responsibilities. Council reserves the right to call an executive session as necessary. All Council members will be given ample notification of meetings.

Section 7: Members of the Church Council will recuse themselves from voting on or discussing issues regarding an employee of the church who is a member of their immediate family. Such activity could constitute a conflict of interest.

ARTICLE XV – THE SENIOR PASTORATE

Section 1: The Senior Pastor of the Monroe City First Church of God will exercise supervision over the entire work of the Church, and will be an ex-officio of the Church Council and all Ministry Teams.

Section 2: The Congregation will call a Senior Pastor to the pastorate of the Church in the following manner:

- A. The Church Council will appoint from among themselves and the Congregation a Search Committee of five (5) to make a survey of available ordained pastors of the Church of God with offices in Anderson, Indiana, and make whatever inquiry and study necessary to acquaint itself with the qualifications and work of such prospective pastors. If a suitable candidate is not found, the search may be broadened to other ordained pastors. A selected candidate ordained outside of the Church of God Anderson must

begin ordination process through Anderson within the first year of employment. Church Council will be responsible to assure the process is completed. A recognized background check, which is available through Indiana Ministries, should be conducted and reviewed for any candidate before presentation by the council to the Congregation for a vote. Only one (1) candidate at a time will be presented to the Congregation. The Search Committee will acquaint the Congregation with the prospective pastor by reviewing qualifications and previous experience before the Church, and by inviting the candidate to speak to the Congregation.

- B. Seven (7) days after the candidate is presented, the Church Council may present the name of the prospective pastor to the Congregation for a vote. To be given the call to the pastorate, any prospective pastor must receive at a minimum 85% affirmative vote. The time and hour of the vote for the prospective pastor must be announced no less than one (1) week prior to the vote. The Chairperson will ensure a quorum is present.
- C. The Church Council will act on the affirmative vote by offering the candidate the position of Senior Pastor.
- D. The Church Council will use the best available market data to determine a fair, competitive salary and benefit package for the Senior Pastor.

Section 3: The Senior Pastor's tenure of office may be terminated in either of the following ways:

- A. Senior Pastor may resign his services to the Church. The Senior Pastor must give a minimum of a 30 (thirty) day and a maximum of ninety (90) day notice of final date of service. Church Council may determine a severance package up to a maximum of 90 days salary.
- B. Church Council may terminate the services of the Pastor.

Reasons for termination must be in writing and reviewed by all nine (9) members of the Church Council.

- 1. If the written documentation is judged to be of substance, the Church Council will seek to remedy the situation through counseling with the Senior Pastor involved or through other methods as the Council determines proper and effective, including requesting resignation.

If the situation cannot be resolved, Church Council will proceed with the termination. The decision to terminate requires an affirmative majority vote of seven (7) of the nine (9) Church Council members.

2. Following an affirmative Council vote, the Chairperson of the Congregation will call a Special Meeting of the Congregation for the purpose of presenting the rationale of the decision. The Chairperson will preside the meeting of the Congregation. A minimum 75% affirmative vote of the congregation is required to proceed with the termination of the Senior Pastor.
3. The details of the case will be shared in such a manner as to bring the least amount of damage to the terminated Senior Pastor and the Senior Pastor's family.
4. The Church Council will be responsible to the Senior Pastor, whose services are terminated in such manner, for consideration of remuneration up to a maximum of 30 days salary.
5. If the Senior Pastor and family are residing in the Church parsonage, they will have thirty (30) days to vacate the property.

Section 4: It will be the responsibility of the Search Committee, as defined in Section 2(a) to keep the Pulpit supplied during the Senior Pastor vacancy.

ARTICLE XVI – THE PASTORATE STAFF TEAM

The Church will be served and led by a collaborative team that may consist of, but not limited to the Senior Pastor, Associate Pastor(s), non-ordained ministry assistants, administrative/secretarial staff and custodial/maintenance personnel under the general direction and supervision of the Senior Pastor.

Section 1: The interviewing, background check and hiring of non-pastoral staff is completed by the Church Council and does not require formation of a search committee or congregation approval.

Section 2: The hiring of an Associate Pastor or non-ordained ministry assistant will be initiated by the Senior Pastor, who will prepare a job description for the position and present it to the Church Council for approval. Following approval of the job description, the Church Council will act on behalf of the congregation by forming a Search Committee of five (5), who report back to the Church Council. The Senior Pastor and the Search Committee will then proceed to view applications of prospects. Congregation members may nominate prospects to the Senior Pastor or Search Committee by submitting such nominations in writing. The Search Committee is responsible to investigate and interview the prospects; conduct background checks; seek feedback from individuals in the congregation; and, finally discern God's Will in the call of the prospect to become a candidate for the pastorate staff. The Congregation will be given the opportunity to meet the candidate during a worship service(s). One week after

the candidate is presented; the Congregation will have the opportunity to express their will regarding the acceptance of the candidate through a vote. The call to serve on the Pastorate Staff team as an Associate Pastor or non-ordained ministry assistant will be issued by the Church Council upon a minimum affirmative vote of 85% of the Congregation at the Special Meeting.

Section 3: Professional ordination is required at the time of hire to have the title of Pastor. A selected candidate ordained outside of the Church of God Anderson may be conferred the title of Pastor, but must begin the ordination process through Anderson within the first year of employment. Church Council will be responsible to assure the process demonstrates continued progress and is completed. Ordination is not required for the ministry assistant staff team member. If a non-ordained staff team member pursues and completes the ordination process, the church council may confer the title Associate Pastor following an 85% approval of congregation.

Section 4: The Senior Pastor will participate in the annual staff review of the Pastorate Staff. The staff review may take the form of a written review, if desired, by the Senior Pastor or as requested by the Church Council.

The Church Council relationship with the Pastorate staff is as follows:

1. The Senior Pastor will formulate the job description for each pastorate staff member as a recommendation to the Church Council. Job descriptions are subject to the final approval of the Church Council. The pastorate staff job descriptions will be reviewed annually as a part of the evaluation process. Any additions or deletions of responsibilities will be brought to the Church Council for final approval and be recorded in the minutes. The Senior Pastor will keep the current job descriptions on file.
2. The Senior Pastor will call upon the pastorate staff to develop programs that fit into the overall direction of the Congregation.
3. The Senior Pastor will encourage and enable all pastorate staff in the performance of their duties.
4. In the situation of a staff conflict, the Council as a group will approach those *directly affected* by the conflict individually for evaluation and feedback. If additional resolution help is needed, the matter will be referred to the Elders. The Elders will return with a recommendation to the council for resolution action or further mediation.

Section 5: An Associate Pastor Staff member may have his/her tenure of office terminated in either of the following ways:

- A. An Associate Pastor may resign his/her services to the Church. The Associate Pastor must give a minimum of a 30 (thirty) day and a maximum of ninety (90) day notice of final date of service. Church Council may determine a severance package up to a maximum of 90 days salary.
- B. An Associate Pastor may be terminated for the same reasons that a Senior Pastor may be terminated as defined in Article XIV, Section 3. The procedure for termination begins with a written recommendation from the Senior Pastor, to the Church Council, or may be initiated by a Church Council vote with seven (7) or more members in favor of initiating termination proceedings. The Board will then investigate the matter by personally collecting matters of fact and meeting with the affected Associate Pastor. The decision to terminate requires an affirmative majority vote of seven (7) of the nine (9) Church Council members. The Church Council may determine a severance package in such manner for remuneration for up to a maximum of 30 (thirty) days salary.

The Associate Pastor will have thirty (30) days to vacate the parsonage, if the Associate Pastor and family are residing there. The Senior Pastor, as an ex-officio member of the Church Council, will be in attendance at any meeting involving termination of an Associate Pastor Staff member.

Pastorate Staff team members are not expected to resign when a new Senior Pastor is called.

Each staff team member is expected to make every reasonable effort to graciously work in cooperation with the new Senior Pastor in meeting his/her goals and adapting to his/her style of ministry. If irreconcilable differences arise:

- a. The Church Council will mediate as requested by the Senior Pastor after at least six (6) months and no more than twelve (12) months of the new Senior Pastor's ministry has begun.
- b. The Senior Pastor may recommend termination of an active Pastorate Staff Team member to the Church Council after the first six- (6) months of ministry. The Church Council must begin action to resolve the issue immediately.
- c. The Church Council must make every effort to resolve personnel conflicts involving the new Pastor within the first year of the new Pastor's ministry.

In the absence of a Pastorate Staff Team member, the Senior Pastor will ensure the ongoing ministries affected by the absence of the staff team member, keeping the Church Council apprised of steps being taken to ensure the ongoing ministries and seeking approval where finances are affected beyond the budgeted expenses.

ARTICLE XVII – BYLAW AMENDMENTS

Section 1: These bylaws may be altered, amended or repealed at annual or special business meetings of the church by three-fourths ($\frac{3}{4}$) vote of the qualified electors present and voting at any regular or special meeting of the congregation.

Section 2: To amend, alter, or change these By-Laws, a public announcement will be made at a regular Church service one (1) week in advance of the meeting called for that purpose. The proposed by-laws will be read or made available in printed form at the time of the advance notice.

ARTICLE XVIII – ADOPTION

The foregoing bylaws will be effective when the following conditions are met:

- a. Public announcement at a regular church service one week in advance of a regular or special business session called for the purpose of adopting these bylaws, the proposed bylaws being read or made available in written form at the time of the advance notice.
- b. When the members of the congregation will by three-fourths vote adopt them.
- c. When an official copy to be deposited with the secretary will have been signed by the Church Council as legal representatives of the Monroe City First Church of God, located at 4930 S. DeBord Rd., Monroe City, Indiana.

Adopted by the Monroe City First Church of God as above and accepted by the congregation at a special meeting held (date).

Ratified by the Church Council of the Monroe City First Church of God on this _____ day of _____, 201__.