

The River Community Church

OPERATIONS MANUAL

Affirmation of Faith
Church Covenant
Articles of Incorporation
Policies & Procedures

The River Community Church

3001 Muscatine Avenue

Iowa City IA 52240

January 29, 2002

Amended October 18, 2009

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The River Community Church Operations Manual

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I. HISTORICAL NOTES

On June 26, 1949, a group of 19 individuals met for a potluck dinner and organizational meeting at the home of Carroll and Phyllis Wood. The original congregation began meeting in a rented room in the Iowa City Community Building, located on the northeast corner of the intersection of College and Gilbert streets.

Property for the first church building was purchased in October, 1951 with the help of the Baptist General Conference. In July, 1953, a 30' x 60' building was begun with volunteer labor at 1839 B Street. God's perfect timing allowed use of one room of the new building's basement by early winter of 1953, the same winter that the Community Building burned down. The church was dedicated to the Lord in September, 1956. An educational wing was added to the B Street building in 1963.

By 1973 Bethany had outgrown its facilities. Property was purchased at 3001 Muscatine Avenue (at Dover Street) and a new building was begun. The next year (1974) saw the Bethany congregation move into the new partially finished facility, with much work remaining to be done. Carpeting and permanent pews were installed in 1980. Continued improvements have made the present facility a more effective place for the building of God's kingdom.

Average Sunday morning worship attendance for 1999/00 was 142. Attendance has been up and down over the past 15 years with a peaks of 221 (1983) and 203 (1994).

The Pastors who have served at Bethany have been:

Leonard Thompson, Pastor	January 1950 - December 1952
Leonard Goranson, Pastor	January 1953 - August 1957
Garland Hudson, Pastor	November 1957 - November 1961
Frank Doten, Pastor	April 1962 - September 1968
Robert Anderson, Pastor	January 1969 - August 1974
E. Robert Petersen, Pastor	August 1974 - September 1989
Mario Padilla, Youth Pastor	September 1978 - March 1987
Stan Rendahl, Interim Pastor	October 1989 - March 1990
Jon Meredith, Youth Pastor	August 1992 - May, 1999
Gail Mitchell Associate Pastor	May 1988 – June 2013
Jarol Duerksen, Pastor	April 1990 - February, 2000
Eric Hahn, Youth Pastor	November 1999 – March 2007
Steve Good, Youth Pastor	July 2007 - Present
Craig Holmes, Pastor	August 2001 – June 2007
Dave Conrads, Teaching Pastor	July 2007- June 2013
Gail Mitchell, Executive Pastor	July 2007 – Present

On January 29, 2002 the name of the church was changed from Bethany Baptist Church to The River Community Church, and this Operations Manual was approved.

II. AFFIRMATION OF FAITH

1. **THE WORD OF GOD.** We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct (II Timothy 3:16-17; Psalms 19:7; II Peter 1:21).
2. **THE TRINITY.** We believe that there is one living and true God, eternally existing in three persons; that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption (Isaiah 45:21-22; Jeremiah 10:10; Genesis 1:26; Matthew 28:19; John 1:1-14; John 14:16; Matthew 3:17).
3. **GOD THE FATHER.** We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of each person, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ (John 4:24; I John 1:5; 4:8; Exodus 3:14; Isaiah 6:3; John 17:3; Genesis 17:1; Romans 8:32; I John 4:10; Isaiah 55:6; Hebrews 7:25).
4. **JESUS CHRIST.** We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth (John 1:14-18; Matthew 1:18; Galatians 4:4; I Corinthians 15; I Thessalonians 4:13-17; Acts 1:10-11).
5. **THE HOLY SPIRIT.** We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide. We believe that the Holy Spirit gives spiritual gifts to all believers for the building up of the body of Christ¹. (John 16:8-11; John 14:16-18, 26; 15:26-27; 16:7; 13-15, I Corinthians 12:7).
6. **REGENERATION.** We believe that all men are sinners by nature and by choice, and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit (Romans 3:23, 6:23; John 1:12; 3:16; 5:24; Ephesians 1:13-14).
7. **THE CHURCH.** We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the gospel of Jesus Christ to a lost world (Matthew 16:18; Ephesians 2:19-22; Acts 2:41-42; 14:27).
8. **CHRISTIAN CONDUCT.** We believe that Christians should live for the glory of God and the well-being of others; that their conduct should be blameless before the world; that they should be faithful stewards of their possessions; and that they should seek to realize for themselves and others the full stature of maturity in Christ (Romans 5, 6, 7 & 8; Galatians 5:16-25).
9. **THE ORDINANCES.** We believe that the Lord Jesus Christ has committed two ordinances to the local church: Baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ (Matthew 3:13-17; John 3:26; 4:1-2; Matthew 28:19-20; I Corinthians 11:23-26).

10. **RELIGIOUS LIBERTY.** We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by ecclesiastical or political authority; and that therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other (John 1:12-13; Acts 4:18, 5:29, 6:3-6, 13:2-4, 15:2, 22-31).
11. **CHURCH COOPERATION.** We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether it is the Conference or a district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with interdenominational fellowships on a voluntary independent basis (Acts 15).
12. **THE LAST THINGS.** We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked (I Thessalonians 4:13-17; Acts 1:10-11; Revelation 20; I Corinthians 15).

Adopted by the Baptist General Conference 1951,
amended 1987, reaffirmed 1990, and
amended 1998, ¹added 2001 by BBC.

III. OUR COVENANT

As individuals who, through the ministry of the Holy Spirit and by the witness of others, have received Jesus Christ as Savior, confessed Him as Lord, and been baptized, we now corporately covenant (promise) to be a church that honors God in our ministry to each other and those without Christ. Instructed by God's Word and led by the Holy Spirit, we commit to the following:

Personal Purity: Our connection with the Lord is the source of everything we have to give to others, and Jesus made it clear: "Apart from Me, you can do nothing" (John 15:5). A yielded heart is a powerful tool in God's hands. We are convinced that our own personal purity and spiritual maturity are the greatest gifts we can bring to each other; therefore, we will diligently seek God and submit to His Spirit daily.

Authentic Relationships: It does no good to keep one part of our body healthy if we continually mistreat another. The unhealthy part can jeopardize the well being (and even the very life) of the strong parts. Our relational world is a lot like our physical body – we cannot afford to neglect any part of it and think it will have no adverse effect on other parts of our lives. We take seriously Paul's admonition: "So far as it is up to you, be at peace with all men" (Rom.12:18). We will pursue honorable and loving relationships with each other and all people. We will seek reconciliation in strained relationships.

Loyalty to Our Mission: We commit to obey the Great Commandment and the Great Commission:

- Great Commandment – "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments." (Matthew 22:37-40)
- Great Commission – "Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." (Matthew 28:19-20)

As members of this body we will contribute our time, talents, and treasures, in response to God's leadership, so that His plans and purposes for this church can go forward.

Serving Others: When Jesus washed His disciples' feet, He not only wanted to show His love toward them – He pointed out a profound implication of His actions. He asked, "Do you understand what I have done for you? You call me 'Teacher' and 'Lord,' and rightly so, for that is what I am. Now that I, your Lord and Teacher, have washed your feet, you also should wash one another's feet. I have set you an example that you should do as I have done for you" (John 13:12-15). We will seek to serve more than to be served.

If or when we move from this body, we will as soon as possible unite with another local church where we can carry out the spirit of this covenant and the principles of God's Word.

IV. BIBLICAL VALUES

This church shall always be guided by the following biblical values in its operation and ministry:

- A. BRINGING GLORY TO GOD.** Since God is great, good, and glorious (Psalm 100), our church will endeavor to regularly engage His living Presence through positive, uplifting, and God-exalting worship.
- B. PRAYER.** Prayer is non-negotiable. Since God has not just invited but commanded us to pray (Matt. 7:7), our church will attempt to saturate its ministries with enthusiastic and expectant prayer.
- C. RELATIONSHIP.** Authentic, loving relationships are essential to a biblically functioning community. Since God is love (I John 4:8), our church will encourage loving behavior and activities among its people and toward its community.
- D. LEADERSHIP.** The local body shall be led by those with leadership gifts. Since God has given leadership to equip the people for service (Eph. 4:12), our church shall encourage leadership teams to work closely together for balanced leadership and effective ministry.
- E. GIFT-ORIENTED MINISTRY.** God's servants shall utilize their spiritual gifts. Since God has given Spirit-endowed abilities to every Christian (I Peter 4:10), our church shall assist each believer in the discovery, development, and deployment of his/her ministry capacities.
- F. FUNCTIONAL STRUCTURES.** God desires us to function as a unified community. Since God has designed the church to be a living body of interdependent and functioning parts (I Cor. 12), our church shall organize itself into co-operative ministry teams for the effective accomplishment of its tasks.
- G. SMALL GROUPS.** Life change happens best in the context of small groups. Since God's own nature is that of an intimate tri-unity our church shall encourage each person to participate in an appropriate face-to-face and heart-to-heart small group (Matt. 28:20, II Cor. 13:14).
- H. EVANGELISM.** Lost people matter to God, and therefore, ought to matter to the church. Since God demonstrated in Jesus an essential bond between caring for people's temporal needs and teaching them of the eternal Gospel, our church shall endeavor to express our love for the lost through need-oriented evangelism (Luke 4:38-44).

V. ARTICLES OF INCORPORATION (Constitution)

Adopted July 29, 1964 (Revised February 8, 1976; July 12, 1978; July 11, 1988; April 8, 1992; July 20, 1999, and January 29, 2002)

ARTICLE I

This association is incorporated as a corporation not for pecuniary profit, under and by virtue of Chapter 504 of the 1962 Code of the State of Iowa and Acts of the General Assembly amendatory thereto.

ARTICLE II

The name of this corporation shall be The River Community Church (formerly doing business as Bethany Baptist Church), and its principal place of business shall be at Iowa City, Johnson County, Iowa.

ARTICLE III

The purpose of this corporation is to establish, provide for, and maintain a place for religious worship at Iowa City, Iowa, for persons affiliated with The River Community Church, and for such purposes, to acquire, manage, and control such property as may be necessary, required, or desirable for the use and benefit of such organization; further to provide for the salvation of souls and the edification of Christians through the preaching of the Gospel of Jesus Christ, the teaching of God's Word, the Bible, and the administration of the ordinances of the New Testament, in the Iowa City area, in the United States, and in a world-wide ministry through missionary representatives.

ARTICLE IV

The corporation may acquire, own, hold, and sell and convey real estate and personal property, establish trusts for the purposes of this corporation, and accept and receive grants, gifts and donations and funds and property in conformity with the laws of the State of Iowa, and not in conflict with these Amended and Substituted Articles of Incorporation. It may adopt policies and procedures, and authorize the adoption of policies and procedures by the Board of Elders hereinafter provided for, and do any and all things proper and necessary to effectuate the purposes of the corporation.

ARTICLE V

The corporate life of this corporation shall be in perpetuity, unless sooner dissolved by 3/4 vote of 3/4 of the active members of corporation present, or by Act of the General Assembly of the State of Iowa, or by operation of law.

ARTICLE VI

The business of the corporation (see Article IV) shall be managed by the church and its duly elected board.

ARTICLE VII

The officers of the corporation shall consist of a President, Secretary, and Treasurer.

ARTICLE VIII

Instruments affecting real estate and other property, including deeds and mortgages, all releases of mortgages, liens, judgments, or other claims that are required by law to be made of record, shall be executed in the name of the corporation by the President and the Secretary of the corporation.

ARTICLE IX

This corporation shall have a corporate seal.

VI. POLICIES & PROCEDURES

A. CORPORATE OFFICERS

1. THE CORPORATE OFFICERS OF THE RIVER COMMUNITY CHURCH

- a) President: Shall be an Elder appointed by the Leadership Team.
- b) Secretary: Shall be appointed by the Leadership Team.
- c) Treasurer: Shall be appointed by the Leadership Team.

2. BONDING

The church shall provide for bonding of the three church officers.

3. QUALIFICATIONS

To be a corporate officer in this church, a person must be an active member.

4. DUTIES

The President, the Secretary, and the Treasurer (as required) of the corporation shall execute in the name of the corporation all instruments affecting real estate and other property, including deeds and mortgages, and all releases of mortgages, liens, judgments, or other claims that are required by law to be made of record.

B. MEMBERSHIP

1. ADMISSION

Any person may become a member of this church who trusts Jesus Christ as Lord and Savior, has been baptized by immersion, subscribes to the Church Covenant and the Affirmation of Faith, has been interviewed and approved by one or more Elders, and has been affirmed by the congregation.

2. RESPONSIBILITIES OF MEMBERS

- a) Conduct: Members shall endeavor to live in accordance with God's written Word and our Church Covenant. The members of the church should conduct themselves in a way that brings glory to God and use their gifts to minister to others, both within the church and outside the church. All members are subject to the principles and practices of biblical church discipline.
- b) Cooperation: All members shall endeavor to preserve the unity of the church so as not to disrupt the fellowship of the church.

3. MEMBER STATUS

- a) Active Members: 1). An active member is one who is upholding his/her responsibilities and who shows active interest through attendance at the worship services of the church, financial support, prayer support, and/or use of his/her spiritual gifts. 2) All active members of the church, eighteen years of age or older, shall constitute the voting body of the church. 3) Only active members of the church may be corporate officers, Elders, Deacons, Financial Secretary, Treasurer, Recorder or serve on the Leadership Team.

- b) Inactive Members: Any member who has not shown active interest shall be placed in either inactive status or dropped from the rolls, as determined by the Leadership Team. Neither inactive nor dropped individuals shall have the rights, privileges, or status of a member.
- c) Reinstatement: Anyone who is not an active member but was previously an active member may apply to the Elders to be reinstated as an active member.

4. TERMINATION OF MEMBERSHIP

- a) A member may terminate his membership by resignation.
- b) It shall be the responsibility of the Leadership Team to ensure that an effort is being made to contact members who have not shown active interest. After the Leadership Team has determined that a person is no longer interested in the ministry of our church, that person will be dropped from the membership rolls. The church members will be informed when members are dropped by this process.
- c) A person's membership may be terminated for just cause by the Elders in consultation with the Leadership Team.

C. CHURCH LEADERSHIP

The form of church leadership necessarily changes at different points in the life and growth of the local church. The New Testament is not specific about the style of church leadership. It mentions Elders as spiritual leaders and Deacons as official servants, but does not give details about how these offices are to be structured. The Bible talks about qualifications, spiritual gifts, and offices, but again without details about how they fit together. The specific form of church governance used in a particular setting has to be developed for that specific situation, and must be flexible to meet the changing needs of the specific local church. The style listed below is designed for the specific condition of the church at this current time. The leadership structure will be evaluated and adjusted as needed.

1. LEADERSHIP TEAM

- a) Qualifications: Members of the Leadership Team shall be active members of the River Community church. They shall be spiritually mature and responsible people who are able to work well with the pastoral staff and the rest of the Leadership Team, sharing a common vision, and being good representatives of the congregation. Congregational input on the qualifications of the candidates shall be sought prior to public affirmation by the membership.
- b) Structure: The Leadership Team shall consist of 8 to 12 Elders and Deacons who are representative of the congregation. Elders shall automatically be members. Deacons will be chosen from the men and women who are doing the ministry of the church. The members of the Leadership Team shall choose a chairman from among the Elders. The Leadership Team shall nominate new members as needed.
- c) Responsibilities: The Leadership Team shall have general oversight of the functioning of the River Community Church. This includes, but is not limited to, coordinating ministries, creating vision and developing ideas for ministry, developing budgets, evaluating pastors and ministries. They shall appoint ministry teams as they deem necessary. The Leadership Team will meet as needed and regularly report their decisions and the condition of the church to the congregation.

- d) Meetings: All regular and special meetings of the Leadership Team shall be open to all members of the church. Members and non members may participate in the discussion of the meeting by invitation of the Leadership Team. However, by consensus of team members present, the Leadership Team may proceed into closed session to deal with a confidential matter. Official action may be taken in closed session and a record of such action shall be filed in the official church records. Confidential records shall be available only to members of the Leadership Team.
- e) Decisions: The decisions of the Leadership Team shall be considered decisions made by the church. However, decisions regarding the following items are to be made by the congregation and not by the Leadership Team:
 - a) Approval of annual budget.
 - b) The buying and selling of real estate.
 - c) The incurring of a loan which exceeds 2% of the annual budget.
 - d) Substantive changes in the Articles of Incorporation or the Policies and the Procedures.
 - e) The calling or removal of a pastor.

2. ELDERS

- a) Elders are to be mature men who are spiritual examples to the church body and to the surrounding community. (See Titus 1:6-9; I Timothy 3:1-7, 5:17-19). Our senior and associate pastors, by virtue of their call, are considered Elders. Other Elders may be recognized by the church. The church should recognize such men by their spiritual calling and their Christian walk.
- b) The word Elder means overseer. Elders are men who oversee the spiritual and discipleship concerns of the church. The Elders shall be part of the church Leadership Team. They shall have additional responsibilities to oversee the various ministries of the church.

3. DEACONS

- a) Deacons are to be mature men and women who are spiritual examples to the church body and to the surrounding community. (See I Timothy 3:8-13)
- b) The word Deacon means servant. Deacons are men and women who serve the church, doing the specific ministries of the church. We use the term Deacon to refer to the ministry leaders who meet the qualifications of the Leadership Team and have agreed to serve on the Leadership Team.

D. SENIOR PASTORS

1. TITLE

A pastor having sufficient skills and experience to offer leadership to the entire congregation shall be called a Senior Pastor. His primary gifts may be in the area of leadership, discipleship, teaching, or administration. Specific titles and duties shall be designated in a job description to be agreed upon by the pastor and the Leadership Team.

2. REVIEW

Under the direction of the Leadership team, Sr. Pastors shall be reviewed annually.

3. SELECTION OF SENIOR PASTORS

- a) When it is necessary to select a new Senior Pastor, the Leadership Team shall appoint a Pastor Search Team, subject to approval by the congregation. This team shall consist of at least seven active members (at least one being an Elder) who seek out and interview candidates qualified to fill the office of Senior Pastor.
- b) The proposed candidate shall be presented to the Leadership Team. If the Leadership Team agrees that this is the right person for the position, the Search Team shall present him as a candidate to the entire congregation.
- c) Reasonable efforts shall be made to enable the members of the church to meet the candidate, to hear his preaching, and to ask questions in an open forum.
- d) A special meeting of all the members of the church shall be convened to consider selection of the new senior pastor. A quorum for calling a senior pastor shall be 62.5% of the voting members of the congregation. An affirmative vote of 80% of the active voting members present shall be necessary to approve the selection.
- e) In cooperation with the Leadership Team the Search Team shall be responsible to negotiate the terms and conditions of employment.

4. DISCIPLINE

The Elders in conjunction with the Leadership Team shall have the authority to suspend a pastor for the “Situations Requiring Discipline” specified in Appendix 1. Any form of suspension or removal shall follow the guidelines set forth in Appendix 4.

E. ASSOCIATE PASTORS

1. TITLE

The church may employ additional pastors as deemed necessary to accomplish its purpose. The senior pastor(s) shall supervise, guide and mentor all other members of the pastoral staff.

2. REVIEW

Under the direction of the Leadership team, Sr. Pastors shall be reviewed annually.

3. SELECTION OF ASSOCIATE PASTORS

- a) When it is necessary to select a new associate pastor, the Leadership Team and the pastoral staff shall seek out and interview candidates qualified to fill the open position.
- b) The candidate shall be introduced to the congregation. Reasonable efforts shall be made to enable the members of the church to meet the candidate, to hear his testimony and his vision, and to ask questions in an open forum.
- c) A special meeting of all the members of the church shall be convened to consider selection of the new associate pastor. A quorum for calling a pastor shall be 62.5% of the voting members of the congregation. An affirmative vote of 80% of the active voting members present shall be necessary to approve the selection.
- d) The Leadership Team shall be responsible to negotiate the terms and conditions of employment.

4. DISCIPLINE

The Elders in conjunction with the Leadership Team shall have the authority to suspend a pastor for the “Situations Requiring Discipline” specified in Appendix 1. Any form of suspension or removal shall follow the guidelines set forth in Appendix 4.

F. CHURCH STAFF

1. OFFICE SECRETARY OR ADMINISTRATIVE ASSISTANT

The office staff shall be recommended by the pastoral staff for the purpose of supporting the pastoral staff and the church operations. Hiring and terms of employment are subject to the approval of the Leadership Team.

2. CUSTODIAN

The custodial staff shall be hired by the Buildings and Grounds Team (a ministry team) subject to approval by the Leadership Team.

3. OTHER STAFF POSITIONS

Other staff positions may be created as needed to support the ministry of the church. Hiring and terms of employment are subject to the approval of the Leadership Team.

G. MEETINGS OF THE MEMBERS

1. ANNUAL BUSINESS MEETING

An annual meeting of the members shall take place each year during the month of August, on the date set by the Leadership Team. The meeting shall be chaired by the chairman of the Leadership Team or by another Elder. Voting will be by secret written ballot, with one vote per active member present, or by open ballot upon the motion of any active member present which is approved without any dissenting votes. A dissenting vote may be privately communicated to any member of the Leadership Team prior to the meeting. The agenda of the annual meeting shall include, but not be limited to:

- a) Review of financial and membership reports and the program results for the past year.
- b) Adoption of the annual budget for the new fiscal year.
- c) Presentation of Leadership Team for the new year.

2. SPECIAL BUSINESS MEETINGS

Special meetings of the active members may be called by the Leadership Team, or upon petition of not less than one-tenth of the active members. The agenda for a special meeting shall be set forth in the notice of said meeting. Motions and amendments concerning stated agenda items may be made and voted on. Motions concerning new business items may be made; however no vote may be taken at this meeting on such motions. The meeting shall be chaired by an Elder selected by the Leadership Team. Voting will be by secret written ballot, with one vote per active member present, or by open ballot upon the motion of any active member present which is approved without any dissenting votes. A dissenting vote may be privately communicated to any member of the Leadership Team prior to the meeting.

3. NOTICES

Notice of the annual business meeting and special business meetings shall be provided in at least one of the two following manners: a) by written notice in the church bulletin on the two weekends immediately preceding the date of the meeting; or b) by mailing of a written notice to each active member not less than ten or more than thirty days prior to the date of the meeting. The notice shall include the time and place of the scheduled meeting and a brief description of the agenda.

4. EMERGENCY BUSINESS MEETINGS

The Leadership Team may call an emergency business meeting when they believe an issue is too pressing to wait for a special business meeting. They will notify the congregation in the way they consider best for notifying the largest number of members. The notification will include the subject to be considered at the meeting.

5. ACTIONS AND QUORUMS

All actions approved at the annual business meeting, special business meetings, or emergency business meetings will be binding provided they are acted upon by a quorum of active members. A quorum will consist of twenty percent (20%) of the active voting members except for the approval of the selection of a new pastor, in which case a quorum will consist of sixty-two and one-half percent (62.5%) of the active voting members. Because of special circumstances some members are not able to attend church services and should not be counted in determining a quorum. The decision on who shall be counted will be made by the Leadership Team. A majority of the votes of the active voting members present at any meeting at which a quorum is present will be necessary for the adoption of any proposal unless a greater proportion is required by law or by these policies and procedures. **Absentee ballots shall not be allowed.**

6. FAMILY MATTERS MEETINGS

Family Matters meetings shall be called by the Leadership Team as needed, at least quarterly. The agenda shall include, but not be limited to, notice of upcoming church events and activities. Family Matters meetings are open congregational forums for purposes of information and fellowship. No action may be taken which requires voting. Meetings shall be scheduled and moderated by the Leadership Team, or their appointed representative.

7. RECORDER

The recorder, appointed by the Leadership Team, shall record the proceedings of all business meetings and Family Matters meetings. These proceedings shall be kept on file in the church office.

H. MINISTRY TEAMS

1. Ministry teams exist to accomplish the ministry goals of the church.
2. They are formed by the Leadership Team and are responsible to the Leadership Team.
3. Each team will have a leader approved by the Leadership Team, and may appoint additional members as needed.
4. Each team will operate under the guidance of an Elder.
5. Each team will recommend its annual budget.

6. Each team will operate within its approved budget (the Leadership Team may authorize additional expenditures.)
7. The list of Ministry Teams with their descriptions and responsibilities will be kept in the Job Descriptions book in the church office.

I. FINANCIAL POLICIES

1. FISCAL YEAR

The River Community Church's fiscal year shall begin on August 1 and end on July 31.

2. BUDGETS

All ministry teams will recommend their operating budget to the Leadership Team. The Leadership Team will present a budget for approval by the Church.

3. FINANCIAL SECRETARY

The Leadership Team will appoint a Financial Secretary who will be responsible for recording all Church income and for depositing all income in such banks, trust companies, credit unions or other depositories as the Leadership Team may select. All contributions will be confidential, and records will be maintained according to calendar year in order to verify each contribution in case of a personal audit. Letters of verification for monetary gifts will be provided as required by law. The Financial Secretary, upon request, will also provide letters of verification for goods donated to the church. The Financial Secretary will provide a monthly report of income (which shall not disclose confidential information) to the Leadership Team, which shall also be made available to the Congregation. The Financial Secretary will also provide the audit committee with a record of all deposits made during the fiscal year. Term of office will be at the will of the Leadership Team. An assistant financial secretary may be appointed pending approval of the Leadership Team.

4. TREASURER

The Treasurer, appointed by the Leadership Team, will be responsible for payment of all obligations of the Church in a timely manner. In addition, the Treasurer will maintain documentation of all payments made and provide the Elders with a monthly report of expenditures, as well as a summary of all existing financial account balances. The Treasurer's monthly report will also be made available to the Congregation. The Treasurer will provide the audit committee with a record of all debits posted to The River Community Church accounts during the fiscal year, with documentation concerning the designated purpose of the expenditures. Term of office will be at the will of the Leadership Team. An assistant Treasurer may be appointed pending approval of the Leadership Team.

5. AUDITING COMMITTEE

The duties of the Auditing Committee, which shall consist of two members appointed by the Leadership Team, shall be to audit the financial records of the church. They shall submit a report to the Leadership Team.

6. LOANS

The Leadership Team will authorize the Treasurer to secure loans when necessary. The Leadership Team may not borrow funds in excess of two percent (2%) of the current operating budget without the approval of the Congregation.

7. LIMITATIONS

Unless clearly set forth in the current operating budget, the Leadership Team may not sell, purchase, mortgage, lease, pledge or exchange property or purchase any items or services which are in excess of two percent (2%) of the current operating budget without the approval of the Congregation. (Note: this prohibition does not apply to the designated giving projects.)

8. DESIGNATED GIVING POLICY

- a) There are a number of requirements in the Internal Revenue Service Code that are required in order for a gift to be tax deductible. Some of these uniquely apply to Designated Gifts made to a church. Among these are:
 - 1) The gift must be cash or property. Contributions of service are not deductible.
 - 2) The gift must be unconditional. The donor may not receive anything tangible in return either in the way of property or service.
 - 3) The church must have full control over all gifts and be able to demonstrate that control in a way that shows that the church has full discretion as to the use of the gift to carry out the church's functions and purposes.
- b) In order to ensure that these requirements are met, the following procedures will be followed:
 - 1) All gifts given directly to persons or organizations other than The River Community Church are not within the control of the Church and therefore not within the requirement of the IRS code. Such gifts will be forwarded directly to the designated party(s) and not recorded on The River Community Church financial records.
 - 2) The Leadership Team shall maintain a list of approved projects which will be dependent on designated gifts and that are supported outside the operating budget. The Leadership Team may approve additional projects at any time during the year. Any ministry team or church member may request approval of a project. The Leadership Team may terminate projects when necessary or when the project has been completed.
 - 3) Donations to The River Community Church will be duly recorded by the financial secretary and deposited in an account for The River Community Church. The Treasurer will disperse the funds from those accounts according to the following general guidelines:
 - (a) Undesignated gifts will be dispersed in accordance with the annual budget as approved by the Leadership Team.
 - (b) Designated gifts will be set aside for their approved project(s). Funds will be dispersed for the project as soon as the designated funds are adequate for accomplishing the project. All funds remaining at the termination of the project may be used for other purposes.

- (c) Funds received for unapproved projects will be returned to known donors.
- 4) Confidential records will be kept in sufficient detail so as to demonstrate that these policies and procedures have been followed in the case of an audit.

J. MISCELLANEOUS POLICIES AND PROCEDURES

1. BOOKS AND RECORDS

The Church, in its offices, shall keep:

- a) Accurate and complete books of non-confidential financial records.
- b) Minutes of the proceedings of its Leadership Team.
- c) The Job Descriptions book.
- d) The membership lists
- e) Minutes of all congregational meetings and decisions
- f) Record of all official policies, including the Policies and Procedures Manual

2. DISPOSITION OF CHURCH PROPERTY

- a) Division: In case of organic division of the Church membership, the Church property shall belong to those members who abide by these policies and procedures. In case of disagreement on this issue, ownership shall be decided by the Iowa Baptist Conference Board of Overseers.
- b) Dissolution: Should conditions arise when, for any reasons, the Church ceases to function, the Church property shall be transferred to the Iowa Baptist Conference.
- c) Consolidation: Should conditions arise where a consolidation with another church is advisable, the Leadership Team shall be authorized by the church to negotiate the terms of such a consolidation with final approval by the membership.

3. AFFILIATIONS

- a) General Conference: This Church shall be affiliated with the Baptist General Conference. (Converge Worldwide)
- b) State Conference: This Church shall be affiliated with the Minnesota-Iowa Baptist Conference.
- c) Local affiliation: The Church shall be affiliated with Converge Iowa City.

4. AMENDMENTS

- a) The Articles of Incorporation, Affirmation of Faith, and Church Covenant may be altered, amended or repealed and new items may only be adopted by a vote of two-thirds of the active members present at any church business meeting. A quorum shall consist of twenty percent (20%) of the active voting members. The process for making these changes shall be as follows:
 - 1) PROPOSAL: Amendments shall be introduced at any regular Leadership Team meeting. Upon recommendation by the Leadership Team, amendments shall be acted upon at a church business meeting.
 - 2) NOTIFICATION: Notification of the proposed amendment shall be announced at a regular Sunday morning church service, posted on a Church bulletin board,

and mailed to each voting member at least two weeks in advance of the vote for prayerful consideration. If amendments are discussed at a Family Matters meeting at least 1 week before the meeting at which the vote is taken, it is not necessary to mail a notice to each voting member.

- 3) INTENT OF AMENDMENTS: All amendments must be consistent with the attitudes and spirit of Jesus Christ as set forth in the Bible.
- b) POLICIES AND PROCEDURES: The policies and procedures may also be amended by the congregation as described above (J.4.a), or may be amended by the Leadership Team as deemed necessary to make corrections or improve clarity.

Appendix 1

MEMBER DISCIPLINE

- a) Purpose of Discipline: Discipline is a biblically mandated means for accomplishing five purposes in the life of the body and individual believers:
- 1) ***Health of the Body*** – A key purpose of church discipline is to purify the church body. Sin, left alone, will permeate the entire church body (I Corinthians 5:6-8). It is a spiritual cancer that can destroy the local church. Maintaining the church’s health, therefore, requires dealing with or removing that which would destroy it.
 - 2) ***Restoration*** – Restoration of a sinner (Galatians 6:1; Romans 15:2; II Timothy 4:2; I Corinthians 5:5) and/or restoration of unity within the body (Philippians 4:2) is a primary purpose of any disciplinary action. Therefore, any action is to be taken in love (II Corinthians 2:8, 6:6) and must include the willingness to forgive (II Corinthians 2:6-8). Christian love and justice, patterned after God’s character, does not allow sin to be ignored (Revelation 3:19).
 - 3) ***Example to the Body*** – By disciplining offending members, we demonstrate to the remainder of the body the seriousness of sin (I Timothy 5:20). This teaching value of discipline must remain subordinate to the rule of restoration and love.
 - 4) ***Order in the Body*** – A church divided by dissension is ineffective (I Corinthians 1:10,11; 3:1-3). The prerogatives for public disciplinary action of this category are the principle of love and biblical standards of conduct. Extreme caution must be used so that community or individual standards of separation are not raised to a level of biblical imperatives. Included in this area is the biblical requirement that people in the church respect and submit to their designated leaders (Romans 13:1-5; I Thessalonians 5:12-13; I Thessalonians 3:14; I Timothy 5:17-20).
 - 5) ***Witness*** – To demonstrate the reality of righteous living to the unsaved world and protect the reputation of Christ’s Church (John 2:13-17; I Corinthians 6:1-8). Christians have been instructed that their love for one another is the sign of discipleship (John 13:34,35; John 17:20,21). For example, immorality or dishonest business dealings by a church “leader” is a negative witness when ignored by the church.
- b) Situations Requiring Discipline: Church discipline should not be exercised in every case of sin or deviation from the truth, for it is not God’s principle method for making the church pure. Instead, sin that damages the church, weakens its testimony, or promotes disunity constitutes a disciplinary offense. Scripture gives specific guidelines for identifying these sins.
- 1) ***Immorality*** – Unrepentant immorality by a church member shall be grounds for disciplinary action (I Corinthians 5:13). The Christian home is the earthly illustration of Christ’s relationship with the church (Ephesians 4:21-33) and all the church’s resources should be available to strengthen members’ homes.
 - 2) ***Doctrinal Error*** – Teaching of doctrine contrary to Scripture or the church’s Affirmation of Faith (Acts 20:28-30; Galatians 1:9; I Timothy 1:18-20; II John 11). When an individual departs from a fundamental truth of the faith, the leaders must act. In areas of Christian living and, sometimes, on interpretation of Scripture, there is room for differences of opinion.

- 3) **Divisiveness** – Disrupting the harmony of the body through gossip, complaining, criticism, or creating factions (II Thessalonians 3:11; Titus 3:10,11; Romans 16:17). A self-centered individual who continually brings division and strife to the church is to be warned twice and then removed from fellowship until repentant. They are willfully rejecting the command to strive for unity.
 - 4) **Sin Against Another Believer** – The church may become involved in situations where one member has allegedly wronged another (I Corinthians 6:1-8). Church action should only take place after a personal attempt by the individual with the grievance to resolve the problem (Matthew 18:15).
 - 5) **Inactivity** – Failure of a member to participate in church activities for an extended period – specifically, but not limited to, worship services, service in ministry, or financial support (James 4:17; Galatians 6:9; Hebrews 12:1-12).
 - 6) **Disrespect of Leadership** – When a member demonstrates a hostile and unsubmitive attitude toward leaders (I Thessalonians 5:12-13; I Timothy 5:17-21). Leaders include those elected/appointed by the congregation, pastoral or program staff, as well as ministry leaders.
 - 7) **Undisciplined Living** – (I Thessalonians 5:14; II Thessalonians 3:6,11,14) – This is characterized by a believer whose life is dramatically out of step with God’s truth for righteous living. At Thessalonica this was manifested by idleness, gossiping and consuming the church’s resources.
 - 8) **Sins of the Spirit** – (I Corinthians 5:11) – Covetousness and idolatry are examples of a life dominated by wrong desires, greed, self-promotion, or materialism. While most believers occasionally struggle with these attitudes, scriptural exhortations against these sins of the spirit clearly refer to those whose lives are consistently gripped by them.
- c) Process of Member Discipline: The responsibility for disciplinary action shall rest with the Board of Elders.
- 1) Any request for discipline shall be presented in writing with a single copy to the senior pastor and/or Board of Elders Chairman only. A member or regular attendee may bring requests for discipline. Due to the seriousness of these issues, no action will be taken on anonymous or verbal allegations. A personal complaint of one party against another shall only be considered when direct attempts at reconciliation by the injured party have been unsuccessful.
 - 2) The Board of Elders shall then carefully examine the request for discipline. Preliminary investigation and initial action may be handled by a group of three or more elders and pastors (at least one elder and one pastor represented) so delegated by the Board of Elders. The preferred means shall be by witnesses. Requests for discipline that cannot be verified shall be dismissed. The procedure of investigation shall be continued to the satisfaction of the Board of Elders.
 - 3) Recognizing that restoration is the primary goal of discipline, the offending individual shall be contacted by the Board of Elders after confirmation of the allegation. The individual shall be asked to answer the charge. This contact and discussion may be before the entire Board or a group of three or more elders and pastors (at least one elder and one pastor) so delegated by the Board. The seriousness of this sin must be stressed (rebuking – II Timothy 4:2; Titus 1:13, 2:15) and, where appropriate, the person is to be encouraged to repent and do what is right (exhortation – II Timothy 4:2; Hebrews 3:13; Titus 2:15).

In case of denial or of conflict in testimony, a meeting between the accused and the accusers or witnesses may be required. The meeting will be led by a member of the Board of Elders with at least one pastor present.

In case it is discovered that the accused is innocent, the Board of Elders shall dismiss the request for discipline to clear the reputation of the accused.

If at any time in this process the individual acknowledges their sin and confesses their wrong before God and those present, an immediate plan for restoration will be put in place. Such a plan may include apologies to wronged individuals, restitution, lifestyle changes, and/or individual discipline or counseling.

If the individual refuses to confess their sin after their culpability is determined by the Board of Elders, they shall be removed from positions of service within the church. The loss of position of service within the church will be the full responsibility of the Board of Elders.

On occasion, the seriousness of the issue may require immediate suspension of a person from a position of service until a full investigation can take place. Such a decision will require the approval of at least three elders and will require confirmation of the Board of Elders at their next meeting in order for the suspension to continue in effect

If confession still does not follow, the charge should be brought to the congregation for possible censure (I Timothy 5:20) and/or loss of membership (exclusion – Romans 16:17; II Thessalonians 3:6,14,15; I Corinthians 5:1-13).

- 4) All disciplinary actions shall be carried out with much prayer and by self-examination of the “judges,” fully recognizing human weakness and sin’s power (Matthew 7:5). All actions shall be held in strict confidence until such time that they need to be made public for the purpose of censure or restitution.
- 5) Feedback to the individual registering the request for discipline shall be made, but details will be revealed only at the discretion of those responsible for the disciplinary action. If an accusation is found to be false, the informer shall be told with a warning about the seriousness of any accusation against another believer. There will be times when they are told that investigation revealed extenuating situations that make disciplinary action inappropriate. It may or may not be appropriate to reveal such details.

Appendix 2

CONCILIATION OF DISPUTES

In the event a dispute may arise between two or more members, or a member and any officer or official or anybody of the church operating under the authority of these bylaws, and such dispute cannot be resolved according to the biblical mandate found in Matthew 18:15-17, the parties to the dispute shall submit the circumstances and issues of the dispute for mediation and arbitration. Disputes may include circumstances in which a member believes that he/she is being deprived of any right or privilege normally conferred on active members. The Board of Elders shall appoint a panel and oversee the conducting of proceedings (I Cor 6:1-8).

- a) Each party to the dispute shall select a trusted active member to hear the matter in a fair and impartial manner. Such person may not be in any way related to the choosing party by way of family connections, employment or contractual relations.
- b) The persons so selected shall appoint one additional active member as may be necessary to provide an odd numbered mediation panel and such additional person shall be similarly qualified as to all of the parties in conflict.
- c) When the mediation panel is assembled, the parties in conflict shall be permitted to present evidence and arguments in support of their position and the panel shall deliberate as necessary to resolve the problems. In all matters the panel shall first seek to reconcile the conflicting parties. If reconciliation is not possible, then the panel shall arbitrate a solution and such solution shall be binding upon all parties subject to the approval of the Board of Elders.
- d) No person shall bring any dispute under these bylaws to any court of law or chancery without first proceeding under the above conflict resolution procedure. Unless the determination of the mediation panel is clearly in conflict with the laws of the State of Iowa or in such venue as is appropriate, no court shall reverse or otherwise amend the determination except as may be necessary to correct a minor discrepancy.

Non-member Discipline: Non-members found to be causing a disruption in the fellowship shall be asked to desist or depart the fellowship

Appendix 3

ELDER/PASTOR RELATIONSHIPS

Elders and pastors shall work together as brother laborers in Christ. If an elder finds he cannot support the senior pastor or other members of the pastoral staff in their ministry, he shall examine his heart and seek to understand the reason for his inability to support the pastor.

- a) If the reason is a matter of personal preference and he is unable to effect a reconciliation of the ministerial relationship between himself and the pastor, he shall step down for a season. This shall last until such time as he experiences a change of heart and may perform the duties of eldership without question of quenching the spirit of the ministry and thus the church. He may resume the duties of an elder at such a time as the Board of Elders may again seat him.
- b) If the reason is a matter of transgression, he shall first bring it to the pastor according to Matthew 18:15-17. If this does not resolve the situation, he shall then bring the issue before the Board of Elders with the pastor in question and any other interested parties invited to attend. If this does not result in a resolution, then the matter shall be brought before the church. If a resolution (which may include action according to the policies of discipline of the members or the specific disciplinary authority of the Board of Elders) is not achieved in the matter of established transgression, then the Board of Elders shall impose a judicious solution. They shall act within the bounds of and according to the specified policies describing their disciplinary authority, or bring the matter before the church, or initiate severance of the pastoral relationship, according to their judgement. This action shall take into account the needs of the church, its ministry, and if possible, the ultimate benefit of the person of the pastor.
- c) If the reason is a matter of doctrine, guidance, or leadership in the church, he shall bring the matter before the Board of Elders. The pastor in question shall be invited to attend. If this does not lead to a resolution, then the matter shall be brought before the congregation for an ultimate solution.

If in the case of doctrinal matters a "working agreement" is reached to enable the continued pastoral relationship, a document shall be prepared containing the following:

- 1) Description of doctrinal differences at issue.
- 2) Explanation of why an agreement to continue a pastoral relationship, despite specific doctrinal differences, is beneficial to the church and shall be effected.
- 3) Agreement of the basis for future teaching or behavior regarding the issue in question.
- 4) Dated signatures of the pastor and the members of the Board of Elders.

This document shall be entered into and maintained with the church records. A copy of this document shall be kept with the records of the Board of Elders and one provided to the pastor for his records.

Appendix 4

SUSPENSION AND/OR REMOVAL OF THE SENIOR PASTOR

The Board of Elders shall have the authority to suspend a pastor for the “Situations Requiring Discipline” specified in Appendix 1. Any form of suspension or removal shall follow the guidelines set forth in Appendix 4, shall be with pay, and shall not exceed 30 days. Suspension may only be imposed by a unanimous vote of the Board of Elders, excluding the pastor in question. This action must be preceded by a meeting of the Board of Elders that is open to the pastor. Notice of such meeting shall follow these Policies & Procedures concerning special meetings of the Board of Elders.

A written specification for discipline must be presented to the pastor seven days prior to the meeting. This may be reduced to no less than 24 hours in the case of criminality, adultery or fornication.

At the meeting, an elder shall review the reasons for considering the suspension or removal of the senior pastor and there shall be open discussion of the relevant issues. Regardless of the outcome of this meeting, the Board of Elders and the pastor shall endeavor to embark upon a resolution or restoration process as described in Matthew 18:15-17.

The Board of Elders may not ask or suggest that a pastor resign. This must only be done in a public forum.

Upon receipt of petition of redress from no less than 20% of the voting members of the congregation, the elders shall call a special meeting of the church to consider the status of a pastor. This petition must be composed of:

- a) Name of the pastor.
- b) Specific statement of cause.
- c) Description of circumstances.
- d) Signature of petitioners.

If the Board of Elders is to bring a question of the status of a pastor before the congregation, a special meeting of the members of the congregation shall be called for the next Sunday possible, following the morning worship service, for announcement of cause. After a time of fasting and prayer and consideration by the congregation, a second meeting will be called. This meeting shall be announced in two consecutive Sunday morning worship services and shall occur on the second Sunday, following the worship service.

At the second special meeting, the question shall be presented by the Board of Elders, and after reasonable discussion, a vote shall be taken. The affirmative vote of a majority of a quorum (50% of voting members) of the active voting members shall be required to remove a pastor.

Appendix 5

PASTOR/ELDER RELATIONSHIP

Pastors, elders, and ministry leaders are to work together as co-laborers in Christ. If a pastor finds that he cannot support another member of the pastoral staff, an elder, or a ministry leader in the ministry of the church, he shall examine his heart and mind, seeking to understand why he cannot do so. See Appendix 5 for guidance.

If it is a matter of personal preference and they are unable to mutually submit in Christian love (Eph 5:21) they shall:

- a) If between pastors not involving the senior pastor
 1. Meet together with the senior pastor seeking guidance and instruction.
 2. If the guidance and instruction of the senior pastor is not successful in attaining a resolution, the senior pastor shall bring the involved parties to the Board of Elders. The elders shall issue instruction or disciplinary action according to their discretion.
- b) If between the senior pastor and another pastor, the pastor shall bring the matter to the Board of Elders with the other party invited to attend. The elders shall issue instruction or disciplinary action according to their discretion.
- c) If between a pastor and an elder the pastor shall bring the matter to the Board of Elders with the other party invited to attend. The elders shall then hear the presentation of circumstances and then move into closed session. The involved parties shall not participate in the deliberation or the decision-making process. The elders shall issue instruction or disciplinary action according to their discretion.

If there is a matter of transgression, he shall attempt to resolve the matter according to the instruction of Matt. 18:15-17. If the initial step is not successful, the matter shall be brought before the Board of Elders with all interested parties invited to attend. The elders shall exercise their disciplinary authority, or bring the matter before the church for disposition. This may be with or without recommendation of severance of any offending party.

If it results from doctrinal differences, or perceived failure of leadership in the church, he shall meet with the one in question to discuss and attempt to reconcile his concerns. If this is not successful, then he shall:

- a) If between pastors not involving the senior pastor
 1. Meet together with the senior pastor seeking guidance and instruction.
 2. If the guidance and instruction of the senior pastor is not successful in attaining a resolution, the senior pastor shall bring the involved parties to the Board of Elders. The elders may proceed in the following ways:
 - (a) Effect a "working agreement" so as to continue the pastoral relationship despite minor differences with the established doctrines of the church (see: Affirmation of Faith). "Working agreement" is described under "Elder/Pastor Relationship" on page 16 under item C.7.
 - (b) Issue an instruction for future behavior.
 - (c) Forward the matter to the church for disposition, with or without a recommendation for severance of pastoral relationship.
- b) If between the senior pastor and another pastor, the pastor shall bring the matter to the Board of Elders with the other party invited to attend. The elders may, according to their discretion:

1. Effect a "working agreement" so as to continue the pastoral relationship despite minor differences with the established doctrines of the church (see: Affirmation of Faith). "Working agreement" is described under "Elder/Pastor Relationship" on page 16 under item C.7.
 2. Issue an instruction for future behavior.
 3. Forward the matter to the church for disposition, with or without a recommendation for severance of pastoral relationship.
- c) If between a pastor and an elder or deacon, the pastor shall bring the matter to the Board of Elders with the other party invited to attend. The elders may, according to their discretion:
1. Effect a "working agreement" so as to continue the pastoral relationship despite minor differences with the established doctrines of the church (see: Affirmation of Faith). "Working agreement" is described under "Elder/Pastor Relationship" on page 16 under item C.7.
 2. Issue an instruction for future behavior.
 3. Take action on the status of an elder or deacon.
 4. Forward the matter to the church for disposition, with or without a recommendation for severance of pastoral relationship.

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