

**NEW HOPE COMMUNITY CHURCH  
BYLAWS  
AS OF DECEMBER 21, 2015**

**ARTICLE I – Parliamentary Authority**

***Section A. Conduct of Business***

1. Robert's Rules of Order Newly Revised shall be the parliamentary authority in all matters not covered by this Constitution and Bylaws.
2. A parliamentarian may be appointed by the Elders.

**ARTICLE II – Executive Officers**

***Section A – Mantle Leader (Chairman of the Congregation)***

1. The mantle leader (Chairman of the Congregation) shall be the Senior Pastor, who shall preside at all meetings of the congregation and shall be responsible for execution of the Elders' decisions. The Chairman shall fulfill the role of the Vice Chairman in his absence.

***Section B – Vice Chairman***

1. The Vice Chairman of the congregation shall be an Elder and shall be selected by the Elders. In the absence of the Chairman at a congregational meeting, the Vice Chairman shall preside at such meeting. The Vice Chairman will also be responsible for chairing a monthly meeting of the Deacons, or other meetings of the Deacons as may be required.

***Section C – Secretary***

1. The Secretary shall be selected by the Elders and shall keep official records of all meetings of the congregation. A duplicate copy shall be kept in the church office.
2. The Secretary shall be responsible for notice of all meetings and for official correspondence of the church.

***Section D – Treasurer***

1. An Elder shall be appointed by the Elders to serve in the position of Treasurer. The Treasurer shall oversee all disbursements with the authority of the Elders.
2. The Treasurer shall select and chair a Finance Team which shall be made up of a mixture of Elders, Deacons and Active Members (who are not Elders or Deacons) who shall be qualified by their gifting in administration.
3. The Treasurer shall prepare a monthly financial report and shall disburse funds per the budget schedule. The monthly report shall be made available to all Staff, Elders and Deacons in a timely manner.

## **ARTICLE III – Quorum**

### ***Section A – Congregational Meetings***

1. A quorum consisting of one-fourth (1/4) of active church membership shall be present to conduct the business of any congregational meeting.

### ***Section B – Elders***

1. A quorum consisting of two-thirds (2/3) of the Elders, one of whom must be the Senior Pastor, shall be present to conduct business. When a Senior Pastor vacancy exists as a result of an unfilled position, or pastoral absence in excess of four weeks, two-thirds (2/3) of the remaining Elders shall be present to conduct business.

### ***Section C – Deaconate***

1. A quorum consisting of two-thirds (2/3) of the Council of Deacons shall be present to conduct business.

## **ARTICLE IV – Membership Status**

### ***Section A – Active***

1. Active Members are those who continue the regular covenant of this congregation by attending worship, by giving tithes or offerings and participating in the life of the church, recognizing the special circumstances of shut-ins.

### ***Section B – Inactive***

1. Inactive Members are those who have not attended worship, nor given tithes or offerings, nor participated in the life of the church, for a continuous 12 month period.

### ***Section C – Determination of Status***

1. Any change in status of membership shall be made by a decision of the Elders.

## **ARTICLE V – Church Year and Business Meetings**

### ***Section A – Church Year***

1. The church business year shall run from July 1 through June 30.

### ***Section B – Business Meetings***

1. The annual business meeting shall be held in June. This meeting shall be for the purpose of confirming church leaders for the coming year, adoption of the coming year's budget, receiving the written annual reports of the Eldership, the Deaconate and the Senior Pastor and considering special items of business designated in the notice.

2. Congregational input to the Elders and Deaconate will be facilitated by quarterly congregational meetings. During this time the whole Body will discuss:

- a. Key decisions before the Eldership
- b. Ministry results and questions flowing out of the Deacon service teams

- c. Financial reports
  - d. An open microphone for dialogue on other issues of concern to anyone in active membership with the church.
3. Only Active Members present shall be entitled to vote on matters brought before the congregation at any congregational meeting.
  4. When membership of the congregation, in unique cases of concern, believe the leadership "isn't hearing us" a Member may call for a private meeting with the Apostolic Counsel, and if confirmed by Apostolic Counsel call for further dialogue with the Eldership, Deaconate, and/or the entire congregation. The decision as to which groups meet with the concerned individual is the discretion of the Apostolic Counsel.

### ***Section C – Notice of Meetings***

1. Notice of all regular meetings of the congregation shall be announced from the pulpit and included in the bulletin at the regular Sunday morning worship service(s) of the church at least one week in advance of the meeting.
2. Notification of special meetings shall be made by means of a church letter, signed by the Chairman of the Congregation and sent through the mail at least five (5) days before such meeting, not including Saturday, Sunday and holidays to all active Members. The purpose of such a meeting shall be set forth in detail in such notice.

### ***Section D – General Meetings: Elders***

1. Meetings shall be held weekly or as often as deemed helpful by the Eldership. Decision making shall be made in a spirit of humility and respect. The Eldership shall seek to walk in consensus. If time demands a decision be made before consensus can be reached, majority vote will be practiced. Each Elder and the Senior Pastor shall have one vote.

### ***Section E – General Meetings: Deaconate***

1. Meetings shall be held monthly or as often as deemed helpful by the whole Deaconate and Vice Chairman. Recommendations for decisions to be made by the Elders shall be made in a spirit of humility and respect. The Deaconate shall seek to walk in consensus. If time demands a decision be made before consensus can be reached, majority vote will be practiced. Each Deacon shall have one vote; the Vice Chairman shall vote only to resolve tie votes. Elders shall attend Deaconate meetings to enhance communications.

## **ARTICLE VI –The Senior Pastor**

### ***Section A – Pastoral Vacancy***

1. As soon as a Senior Pastor vacancy occurs, the Elders shall inform the congregation.

### ***Section B – Search Committee: Selection; Duties***

1. Counsel shall seek a candidate for the office of Senior Pastor.
2. In seeking interim pastors and filling the vacancy, the Elders may use any source.
3. After carefully surveying the church's needs and interviewing selected candidates for the office of Senior Pastor, the Elders shall recommend a candidate to the congregation at a congregational meeting. (Reference Article V, Section C of the Bylaws.)

4. The nominees should be well trained and exhibit a clear and definite call to pastoral ministry as well as possess spiritual giftedness for the office of Senior Pastor (*Ephesians 4:11-12*).

### ***Section C – The Call***

1. A three-fourths favorable vote of those Active Members present and voting by secret ballot at a special congregational meeting is required for a call to be extended to the candidate. (Reference Article V, Section C of the Bylaws.)

### ***Section D – Pastoral Term***

1. The Senior Pastor shall be elected for an indefinite period.
2. The termination of the Senior Pastor's call shall be by a two-thirds vote of those Active Members present and voting by secret ballot at a special meeting of the congregation (Reference Article-V. Section C. of the Bylaws).
3. Notice of such termination shall be sent to the congregation by means of a church letter signed by the Elders.
4. In order to terminate this relationship, three (3) months' notice shall be given by either party. Notice of less than three (3) months may be given if agreed upon by both parties.

### ***Section E – Pastoral Review***

1. The relationship of the Senior Pastor and congregation shall be reviewed annually in a conference between the Senior Pastor and the Elders one month before the Annual Business Meeting. Respecting the confidentiality of this conference, a written record may be kept if agreed upon by all parties.

### ***Section F – Pastoral Compensation***

1. The church Elders, in consultation with the Senior Pastor, shall conduct an annual review of the Senior Pastor's compensation package and recommend adjustments in it.

## **ARTICLE VII – Deaconate Standing Teams**

### ***Section A – Deaconate***

1. The Vice Chairman shall serve as the chairperson of the Deaconate.
2. Primary service teams shall be established by the Deaconate, each led by a Deacon. Nothing in this section is meant to preclude ministry teams not headed by a Deacon.

### ***Section B – Team Composition, Responsibilities, and Authority***

1. The Deacon of each of the standing teams shall organize the respective teams to include Active Members of the congregation and pastoral Staff as enabled by their gifts. Team members shall serve a term of three years and then rotate off of the team. They may return to a specific team after one year sabbatical. A team member who is on sabbatical may serve on another team if so selected. An Active Member may serve on the same team for more than three years with elder approval.
2. Each team shall meet monthly, or as often as deemed helpful by the team, in order to assure the timely administration and conduct of business for the area of activity for which the team was formed.

3. During the periodic meetings of the teams as noted in “2.” above, each team will plan, develop and carry out the work of the respective team.
4. The Deacon of each standing team shall make a report to the Deaconate monthly.
  - a. All items of activity which involve the expenditure of funds shall be reviewed for approval by the Eldership. So as to expedite approval, such matters should be submitted to the Finance Team prior to meeting with the Eldership except when a decision requires a quicker response. In such cases, a request can be made directly to the Elders for a decision at their weekly meeting.
  - b. All items of activity which are to involve the congregation or which might impact the direction or ministry of NHCC shall be reviewed for approval during a meeting with the Eldership. For example, if a Team determines that they want to have an activity such as a church picnic, outreach event or other activity, such information shall be brought to the Eldership for review. Such review may be made by appointment with the Eldership for any of their weekly meetings.
  - c. Each team is responsible for preparing a budget for their activities and submitting that to the Finance Team for review and approval of the Eldership (see Section C of this Article). Once the budget is approved, the spending of such monies shall be reviewed monthly in order to insure that expenses are in line with the ability of NHCC to meet such expenses. At the discretion of the Eldership, allocation of funds for a budgeted item may be adjusted, up or down, as the year progresses.
  - d. Teams may make requests to the Eldership for additional funds based on justifiable projects or needed expenditures. Examples would be an emergency repair or replacement of a major item of equipment, such as an air conditioner, or an opportunity for a special mission trip.

### ***Section C – Operating Budgets for Each Fiscal Year***

1. At the direction of the Finance Team, all teams and pastoral Staff groups shall submit operating budgets for each fiscal year. These are to be submitted no later than the end of April for review by the Finance Team.
2. The Finance Team shall draw up an annual budget for the Church based on the requests of the teams and the pastoral Staff.
3. The budget shall be presented to a joint meeting of the Deaconate and the Elders for their review and approval with each Elder and Deacon having one vote. Provided that a quorum is present, a two-thirds vote of those present shall constitute approval of the budget. The approved budget will then be submitted to the congregation for approval at the Annual Business Meeting.
4. Any expenditure which would result in the acquisition of land, the expansion of the current physical facility of NHCC, or incurring church indebtedness will require approval of the congregation.
5. The sale of any asset belonging to New Hope Community Church which has an appraised value that exceeds \$25,000 shall require the approval of the Membership.

## **ARTICLE VIII – Other Pastors & Staff (“Staff”)**

### ***Section A – Interviewing and Continuing Relationships***

1. Whenever there is a Staff position to be filled, the Elders may name a committee to secure, screen and recommend candidates. The make-up of the committee shall depend on the position to be filled.

### ***Section B – Hiring***

1. Staff shall be selected by the Senior Pastor with confirmation by the Elders as is necessary to maintain and run the business of the church. Prior to creating an additional Staff position, the Senior Pastor shall seek input from the Deacons and/or the Membership.

### ***Section C – Staff Review***

1. The Senior Pastor or his designee shall be responsible for the evaluation of Staff.  
2. The Senior Pastor, with confirmation by a two-thirds vote of the Elders, may discharge any Staff member.

### ***Section D – Staff Duties***

1. Staff are to pray for and with the congregation; to spiritually feed the congregation by reading, expounding and preaching the Word; to assist in administering the Sacraments; to visit regularly the Members of the church, with special attention given to the sick, elderly and troubled.  
2. In addition to duties contained in their job definitions, the Staff may be called upon to perform other duties from time to time as requested by the Senior Pastor or the Elders.

### ***Section E – Staff Compensation***

1. The Senior Pastor and Eldership shall determine compensation and job definitions for each Staff member.

### ***Section F – Grievance Procedure***

1. Staff shall verbally express any grievance to the Senior Pastor. If a mutually satisfactory settlement is not reached, the grievance shall be brought before the Elders for a hearing.

## **ARTICLE IX – Termination of Deacons & Elders**

### ***Section A – Termination of Deacons & Elders***

1. Requiring a Deacon or Elder to step down prior to the end of his normal term shall require a two-thirds vote of those Active Members present and voting by secret ballot at a special meeting of the congregation. (Reference Article V, Section C of the Bylaws.)

## **ARTICLE X - Policy Governing the Use of New Hope Community Church Facilities for Non-Church Purposes**

### ***Section A – Use of New Hope Community Church Facilities for Non-Church Purposes***

In the event that a member of the congregation or an outside organization desires to use any of the facilities or grounds of New Hope Community Church for a non-New Hope Community Church related function or purpose, the following guidelines shall be used:

1. Any request for use of the facilities or grounds must be made in writing and shall be reviewed for approval by the Board of Elders. The use of the facilities shall be in accordance with the Constitution, By-Laws and the strategic goals of New Hope Community Church.
2. Requesting organizations shall provide the Elders with a written detailed review of the event which must include: a statement of the requesting organization's mission or purpose; the date and time of the event; the purpose of the event, an outline of the agenda, an overview of any and all presentations which are planned to be made and a list of speakers or performers. Copies of any handouts which are to be used and distributed shall be included with the request.
3. Requesting organizations may use the services of New Hope Community Church staff members only with the approval of the Elders. Compensation for such services may be requested by New Hope. Such compensation will fairly and reasonably compensate the individual staff member or members for their services. New Hope Community Church will invoice the organization for such services and will pay the staff members through the church payroll system.
4. A charge for use of the facility shall be assessed based on the then current operating cost to New Hope for the facility including but not limited to: insurance, utilities, cleaning, audio visual equipment, etc. Payment is due and payable prior to the event.
5. Weddings shall be in accordance with the Constitution of New Hope Community Church (Article I, Section C, Item k) and governed by the policies which are shown as Appendix A and Appendix B of these New Hope Community Church By-Laws.