

White Rock Community Church Policy & Procedure Manual

Church Council Policies & Procedures

I. Purpose

The purpose of this document is to establish guidelines for the Church Council at White Rock Community Church (WRCC).

II. Authority and Responsibility

This policy is reviewed by the Church Council and approved by the Congregation. It is the responsibility of the Church Council to ensure compliance with this policy.

III. Policy

The WRCC Constitution and the WRCC By-Laws act as the primary policy and operating guidelines for WRCC. Individual Committee Policy and Procedures shall also be abided by as secondary guidelines.

The following policy statements apply to the Church Council at WRCC.

- A. **MISSION STATEMENT** - The mission of the Church Council is to be the executive board attending to the business of the Church in between Congregational meetings.
- B. **MEMBERSHIP** - The Church Clerk and the Treasurer are elected at the regular congregation meeting held in September and begin their term of service on October 1st except when specially approved by the Church Council. The Administrative Committee Chairs, Deacon Chair and Ministry Committee Chairs are elected in their October meetings and then become members of Church Council. No member may hold more than one elected Chair position at a time. The term of service of all Church officers, except the Pastor and Trustees, shall be for one (1) year only or until his/her successors are elected and assume office. Church officers, except the Pastor and Trustees, may serve for only two consecutive terms. A Church Officer must have been an active member of the church for the previous 12 months when elected. Membership in the Church Council may also occur by succession when the Secretary of a committee becomes Chair after the resignation or removal of the Chairperson.
- C. **OFFICERS AND ELECTIONS** - The first order of business at the committee's meeting in October shall be to elect a Chair and a Secretary. Elected Chairpersons may only serve a maximum of two (2) consecutive terms as a Chair on any committee. (See WRCC By-Laws, Article IV – "Church Officers.") Election results must be reported to the Church Clerk prior to the October meeting of the Church Council.
- Nominations for elections, motions and seconds for all motions are restricted to current voting members (as defined in the By-Laws Article VIII) of Church Council.
 - Members eligible for consideration of Church Council officer positions should be qualified prior to nominations beginning.
 - The position of Chair of Church Council is open to Chairs of the Administrative and Ministry Committees.
 - The position of Secretary of Church Council is open to Chairs of the Administrative and Ministry Committees and the Church Clerk.
 - Elections with multiple candidates will be voted on by ballot.
 - Two tellers for ballot voting will be named prior to votes being counted.

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- D. **COMMITTEE GUIDELINES** - The Church Council shall consist of Church Clerk, Treasurer, chairpersons of all committees and the Deacon chairperson. The Pastor or the Pastor's designee shall act as a non-voting observer and advisor. The Church Clerk may be elected as secretary of Church Council. A quorum for a Church Council meeting is a simple majority.
- E. **FURTHER COMMITTEE NOTES** - Meetings of all committees are to be conducted according to the Committee Guidance Rules as listed in the documents "Guiding Principles" and "Ten Rules for Respect". Each committee member shall be provided a copy of these documents at the first meeting of the committee in October.
- F. **ATTENDANCE** - Church Council members serving in the position of Committee Chairman may be absent at only two (2) consecutive Church Council meetings, whether regular or specially called meetings, unless an absence is excused as hereinafter provided. Church Council members may be absent at only two (2) consecutive Congregational meetings, whether regular or specially called Congregational Meetings, unless an absence is excused as hereinafter provided. Failure to meet these attendance guidelines may result in removal from the Church Council and the Chairmanship of the subject Committee. Requests for excused absences must be brought to the Church Council for approval. A request for an excused absence may be made in person or in writing including by e-mail to the Church Clerk; and the excused absence may be approved or denied by a simple majority of a quorum at the next regular Church Council meeting. (See WRCC By-Laws, Article VIII – "Church Council".) When a member has missed 1/3 of the scheduled meetings the Council shall vote to remove the officer from the Council and the Chairmanship of the subject Committee.

G. Responsibilities:

The Church Council or its designee(s) shall have the following responsibilities:

- 1) Formulate and recommend to the church: (a) objectives and goals for – **Pointing People to Jesus through; Reaching, Teaching, Celebrating and Serving.** (b) plans of action to accomplish these objectives and goals, (c) evaluations of achievements in terms of established objectives and goals in accordance with the WRCC Doctrinal Statement.
- 2) Assist the church in establishing objectives and goals for its ministry, and plan programs for their achievement; promote cooperation among the various church organizations; and evaluate results.
- 3) Review and coordinate program plans recommended by various church officers, Deacons and committees; lead each organization to understand its tasks; and serve as a clearinghouse for the Congregation for organizational problems, inconsistencies and concerns. As a clearinghouse, Church Council shall refer matters to the proper entity empowered to resolve the issue or provide resolution if there is not a predefined path to follow.
- 4) Set and announce the agendas for quarterly and special called Congregational meetings based upon information, reports, and proposals provided by ministry and office staff, committees, ministries, and individual members. Said agenda and By-Law and/or Constitutional changes shall be made available to church members a minimum of fourteen (14) days prior to the Congregational meeting. Standard meeting documents (prior meeting minutes, Clerk Report, Treasurer Monthly/Quarterly Report, and Nominations Ballot) will be available the day of the meeting. Non-standard documents shall be available a minimum of seven (7) days prior to the meeting. Documents to be available prior to the meeting will be in the Parlor and on the website.

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- 5) Set an annual calendar to be published in January which shall include, insofar as possible, all meetings and activities and church office hours in observance of holidays. Data for the calendar shall be submitted to the Council by the church officers, church staff, committee members and Deacons. The secretary of Church Council and the administrative staff shall maintain the calendar throughout the year.
- 6) Approve the operational policies and procedures and the annual budget prior to placement on the agenda for a Congregational vote.
- 7) In Congregational Meetings Officers of the church should show restraint and objectivity during discussions to not cause undue influence in decision making processes. Chairs, Pastors and/or Ex Officio members shall not exercise their right to vote unless there is a tie, in accordance with Roberts Rules of Order, or unless voting is conducted by ballot.
- 8) Conduct Church Council meetings when necessary via electronic telecommunications (See E-Meeting Policy and Procedures.)

Approved By:

Created 2006.

Revised and approved by the Congregation March, 2011.

12/21/13 approved by Church Council.

1/18/14 approved by P&P

3/23/14 approved by the Congregation