

White Rock Community Church

By-Laws

Article I. Membership

Section 1.01.

Any person professing faith in the Lord Jesus Christ, giving evidence of change of heart, and accepting the view of faith and practice held by this church may, upon having been baptized and upon completion of New Member's Orientation, be received as a member candidate. Upon successful completion of New Member Orientation a member candidate will be presented to the congregation for inclusion at the next Sunday church service. Candidates who seek membership by statement shall give satisfactory evidence of their compliance with Article IV; Section 4.01 of the Constitution and upon completion of New Member Orientation will be presented for inclusion at the next Sunday church service. The Pastor shall supervise the accepting of all new church members and the voluntary withdrawal and reinstatement of members to the church rolls.

Section 1.02.

Church members may be removed from the church rolls for these reasons: at his/her own request; by death; or by discipline of a congregational vote after following the guidelines of Matthew 18: 15-17, but only for preaching a doctrine contrary to the stated beliefs and doctrines of the church. In the event of discipline of a member, a vote shall be taken at a regular or special congregational meeting. At two-thirds (2/3) majority is required for passing. In this instance, a quorum should be defined as two-thirds of the average Sunday member attendance for the previous 90 days. Please refer to Article VI, Section 6.03 of the Constitution regarding the call of such meeting.

Article II. Pastor

Section 2.01.

The Pastor shall be an ordained minister, ordained by a chartered church or WRCC, and shall be called for an indefinite period of time.

Section 2.02.

The Pastor will give himself/herself to the ministry of the Word and the leadership of the congregation. He/She shall have general supervision of the activities of the church. When serving as a moderator, he/she shall be objective and non-voting, except in the event of a tie, as stated in Robert's Rules of Order." The Constitution, By-laws, Policies and Procedures of the church and Pastor/Church Covenant shall establish details as to responsibilities and privileges. The Pastor shall supervise the pastoral and office staff. The Pastor or his/her designee will serve as ex-officio member of committees and the Deacons. The Pastor shall guide the church body, the Church Council, and the Deacons in all spiritual matters.

Section 2.03.

The pastorate may be terminated by resignation or by dismissal. If termination of the Pastor is by dismissal, a vote must be taken at a regular or special congregational meeting. Please refer to Article VI, Section 6.03 of the Constitution regarding the call of such meeting. In this instance, a quorum should be defined as two-thirds (2/3) of the average Sunday member attendance for the previous 90 days. Termination of the Pastor requires a two-thirds (2/3) majority vote.

White Rock Community Church

By-Laws

Section 2.04.

A Pastor Search Committee shall be elected promptly at such time as the pulpit is, for any reason, vacated. The Chairperson of the Church Council, upon the happening of such contingency, shall lead the church to select, either in a regular or special congregational meeting, a Pastor Search Committee of five members to include at least three Deacons (active or inactive). Please refer to Article VI, Section 6.03 of the Constitution regarding the call of a special or regular congregational meeting. The five (5) nominees receiving the largest number of votes by the church members in attendance shall be deemed to be the Pastor Search Committee. The Pastor Search Committee's duty will be to recommend to the congregation an interim pastor.

It will also be this committee's responsibility, after due investigation, to agree upon a Pastor candidate, and present his/her name to the church. The committee shall present only one minister candidate at a time to the church.

Section 2.05.

The call of a Pastor may be held at any regular or special congregational meeting. In this instance, a quorum should be defined as two-thirds (2/3) of the average Sunday member attendance for the previous 90 days. A two-thirds (2/3) majority vote is required to call a Pastor candidate to the pulpit. Refer to Article VI, Section 6.03 of the Constitution regarding the call of such meeting.

Article III. DEACONS

Section 3.01 Qualifications for Deacon

Deacons shall be adults who are:

- 1) at least 21 years of age
- 2) members in good standing of this church for at least one (1) year
- 3) demonstrating in their Christian life a practice of spiritual maturity and wisdom
- 4) faithful and loyal supporters of the programs of the church
- 5) tithe in belief and practice
- 6) conforming to the standards set forth in Acts 6:3 and I Timothy 3: 8-13.

Section 3.02 Duties of the Deacon

1. In accordance with the teachings of the New Testament, deacons are servants of the church. They shall serve with the Pastor and staff in proclaiming the Gospel; ministering to the needs of members of the church and community; and leading the church to engage in worship, witness, Bible teaching, ministry, and application of Biblical principles. In addition, deacons, as lay spiritual leaders of the church, may provide advice and counsel to the Pastors, staff, church officers, committees, teams, or individual church members, as requested.
2. Meet regularly as outlined in the Policies and Procedures. The Deacons shall elect a Chairperson and a secretary to serve for a period of one year. The Chairperson, and in his/her absence, the Secretary shall preside at all meetings.

White Rock Community Church

By-Laws

Section 3.03 Election of the Deacons

1. Potential Deacon Candidates are recommended by church members and/or a committee of Deacons who investigate and prayerfully consider any candidates.
2. The pastor must present nominations to the church. Election as a Deacon candidate is by a two-thirds (2/3) vote of church membership present at a regular or special called Congregational Meeting. Refer to Article VI, Section 6.03 of the Constitution regarding the call of such meeting.
3. Elected candidates must serve a training internship as directed by the Pastor. When completed, Deacon Candidates are presented to the church for ordination. Term of office is two (2) years from the date of election.
4. Deacons may be elected, or re-activated by the Pastor and sitting Deacons, to serve two (2) two (2) year terms, but not more than four (4) years, at which time they must rotate off for at least a year before becoming eligible for re-activation.

Article IV. Church Officers

The officers of the church shall consist of the Pastor, Church Council, Church Clerk, Treasurer, Trustees, and any others that the Church may choose to elect from time to time in order to carry out its New Testament program of work. Unless otherwise stated in the by-laws, all pastoral staff and general staff shall be under the supervision of the Pastor or his/her designee. All staff, as far as practical, shall be members of this church. A Church Officer must have been an active member of the church for the previous 12 months when elected.

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 four(4) consecutive terms. 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.

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.

Article V. Trustees

The Trustees shall consist of three (3) elected members. They shall have title to the church property and shall perform such duties as are required by law, subject to the approval of the church. They shall hold in trust the church property. They shall have no power to buy, sell, or mortgage, without the approval of the church.

White Rock Community Church

By-Laws

Article VI. Church Clerk

The church shall elect annually a clerk who shall maintain a record of all the actions of the church during Congregational meetings, except as otherwise herein provided. He/she is responsible for keeping a register of the names of members with dates of admission, removal, or death, together with a record of baptisms. The clerk shall preserve on file all communications (written reports, proposals or any other documentation distributed at a Congregational or Church Council meeting), Church Council monthly minutes, and minutes from the Deacons, Administrative and Ministry Committee meetings. The Church Clerk will also provide parliamentary guidance. In the absence of a Church Clerk Church Council may delegate the clerical responsibilities to the Administrative staff and/or the secretary of Church Council.

Article VII. Treasurer

The Treasurer shall have custody of the church funds and shall keep full and accurate accounts of receipts and disbursements in books belonging to the church. He/she, or his/her designee, shall deposit all monies in the name and to the credit of the church in such depositories as may be designated by the church. He/she shall give an account of all transactions as Treasurer, and of the financial condition of the church at all regular church council and congregational meetings, or as requested. All checks or demands for money and notes of the church shall be signed by this officer (or such other person or persons as the Church Council may from time to time designate.) Financial accounting records maintained by the Treasurer shall be audited, when requested by the Church staff or Church Council by a committee or accounting firm as authorized by the Church Council. The Church Treasurer shall also be a member of the Finance Committee. In the absence of a Treasurer these responsibilities shall be assumed by the Chair of Finance until an Interim Treasurer can be appointed by Church Council. An Interim Treasurer does not become an Officer of the church.

Article VIII. Church Council

The Church Council shall be the executive board attending to business in between Congregational Meetings.

Membership: Ministerial Staff, Church Clerk, Treasurer, Chairpersons of all committees, and the Deacon Chair. The entire council will annually elect a chair and secretary from chairpersons of all committees at the October monthly meeting. The Church Clerk may be elected as secretary of Church Council.

Pastoral staff will serve as nonvoting ex-officio members. If a committee chair cannot attend a Church Council meeting, the secretary shall attend and represent the chair with full voting rights of the chair, unless the secretary is chair of another committee. In this instance, the secretary will have representation and voice for that committee, but no voting privileges. The Pastor will vote in case of a tie vote.

White Rock Community Church By-Laws

Duties:

- 1) To 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 our Doctrinal Statement.
- 2) To assist the church in establishing objectives and goals for its ministry and plan programs for their achievement; to promote cooperation among the various church organizations; and to evaluate results.
- 3) To review and coordinate program plans recommended by various church officers, Deacons, and committees; to lead each organization to understand its tasks; and to serve as a clearing house for the congregation for organizational problems, inconsistencies and concerns. As a clearinghouse the Church Council will refer matters to the proper entity empowered to resolve the issue or provide resolution if there is not a predefined path to be followed.
- 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 fourteen days prior to 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 seven days prior to the meeting. Documents to be available prior to the meeting will be in the Parlor and on the website.
- 5) To set an annual calendar, 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 and keep current 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) From time-to-time it may be necessary to conduct a Church Council meeting via electronic telecommunications. Please refer to our E-Meeting Policy and Procedures.

White Rock Community Church

By-Laws

Article IX. Nominating Committee

A Nominating Committee shall be elected at a regular or called congregational meeting prior to the beginning of their term of service on October 1. The Committee shall be composed of five (5) members. Church Council presents a slate with a minimum of 5 members for a Congregational vote. The Nominations slate is determined through collaboration of the Pastors, the current Nominations Committee and the sitting Church Council. These members shall serve for one year. The committee is charged with the responsibility of nominating candidates for election as Church Clerk, Treasurer and Administrative Committee members. The Nominating Committee will also coordinate the list of members and volunteers for the Ministry Committees and their associated Teams.

Article X. Committee Structure

Committee positions will be filled with "Active" WRCC members as defined in the Constitution Section 4.03 STATUS OF MEMBERSHIP. There are two types of committees: Administrative Committees and Ministry Committees. There will be a minimum of two and not more than four Administrative Committees (duties and committee names to be determined by the outgoing Church Council for the next year). There will be a minimum of two and not more than five Ministry Committees (duties and committee names to be determined by the outgoing Church Council for the next year and during the year as necessary to support the mission of the church). The Administrative Committees will stand as they are appointed. The Ministry Committees can form teams as needed.

Administrative Committee positions are filled under the direction of the Nominating Committee (see Nominating Committee policy). Their recommendations are submitted to the congregation for election. Once approved by the Congregation the committee meets and elects their Committee Chair and Committee Secretary.

- To be on an Administrative Committee you must have been an active member of the church for the previous 12 months when elected.
- Spouses or Domestic Partners of Pastors are restricted from serving on any Administrative Committee.
- Couples are restricted from serving on the same Administrative Committee.
- A member may serve on three committees, with no more than one being an Administrative committee.
- When a member has missed 1/3 of the scheduled meetings a committee shall vote to remove the member and notify the Nominating Committee.
- Minimum membership for a committee to be active is four (4) members.
- If an Administrative Committee's membership falls below five (5) members, it should contact the Church Council, to fill the vacant slot(s) in the interim, to allow the Nominating Committee adequate time to fill said position(s).

White Rock Community Church

By-Laws

Ministry Committees are formed at organizational meetings in October. The organizational meeting is facilitated by pastoral staff, in which a Chair and Secretary shall be elected by the members present who have designated on the nominations form their intention to serve on one or more of the Teams under the umbrella of that committee. The Chair shall lead the members in organizing the Teams within the committee. Each Team shall elect a Team Lead, who will become a voting delegate of the committee. A Ministry Committee must have a minimum of four (4) members. The Chair and the Secretary may or may not be Team Leads.

- A member may serve on three committees, with no more than one being an Administrative committee.
- When a member has missed 1/3 of the scheduled meetings a committee shall vote to remove the member and notify the Nominating Committee.
- Any individual may serve on an unlimited amount of Teams as a volunteer.
- Minimum membership for a committee to be active is four (4) members.
- A quorum for a Ministry Committee is 3 people.

Officers of Committees consist of a Chair and a Secretary. To be a Committee Chair you must have been an active member of the church for the previous 12 months when elected. Members are restricted to serving in one Committee Chair position at a time. Should the Chair of any Committee or the Deacons be unable to fulfill their term, the Secretary shall become Chair, if he/she is eligible to assume the position, until said term expires, and the committee shall immediately hold an election to appoint a new Secretary. If the Secretary is ineligible to assume the position of Chair, because he/she is Chair of another committee or has not been an active member of the church for 12 months, the committee shall elect a new Chair at a called meeting or the next monthly meeting.

From time-to-time it may be necessary to conduct a committee meeting via electronic telecommunications. Please refer to our E-Meeting Policy and Procedures.

Article XI. Amendments

Amendments are defined as changes or additions to this document. Proposed amendments shall be brought, in writing, to the Church Council by the Policy and Procedures Committee for approval and then placement on a Congregational Meeting agenda

Notice of any amendment to these By-Laws shall be proposed, in writing, and distributed at least two (2) weeks prior to any congregational meeting of the church and shall be acted upon at that congregational meeting. Copies of proposed amendments shall be made available to active members. To be adopted, the amendment must be approved by two-thirds (2/3) of the active members present and voting, refer to the Constitution, Section 6.03. MEETINGS.

Document History

07/24/2016 approved by the Congregation