

**Constitution and Bylaws**  
**for**  
**Rockland Community Church**

**Revised February, 2018**

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## **About This Document**

This document formally describes the Constitution and the Bylaws of Rockland Community Church. The Constitution (as filed with the State of Colorado) begins on page 5; the Bylaws section follows, beginning on page 11.

**Constitution**  
for  
**Rockland Community Church**

# CONSTITUTION

## Article 1 - Name

The name of this church shall be the Rockland Community Church.

## Article 2 - Purpose

The avowed purpose of this church shall be to worship God, to preach the Gospel of Jesus Christ, and to celebrate the Sacraments; to realize Christian fellowship and unity within this church and the Church Universal; to render loving service toward humanity and to strive for righteousness, justice and peace.

## Article 3 - Head of the Church

This church acknowledges God, as revealed to us through Jesus Christ, as its head. The church acknowledges the Scriptures, interpreted by the Holy Spirit through reason, faith, and conscience, as its guide in matters of faith and discipline.

## Article 4 - Government of the Church

The government of this church is vested in its members who have the right to exercise control in all of its affairs, including such legal rights and limitations as are granted and imposed under the laws of the State of Colorado, as amended, and its Articles of Incorporation enacted thereunder. The membership of the church, as its governing body, may delegate certain responsibilities to various boards and ministry teams as the membership so determines and sets forth in the bylaws, when such bylaws are adopted at a properly called meeting of the voting members of the church.

# Doctrine

## Article 1 - Rule of Faith and Practice

This church recognizes the Bible as the sufficient rule of faith and practice and holds that living in accordance with the teachings of Jesus Christ and New Testament principles is the true test of Christian fellowship.

## Article 2 - Statements of Faith, Vision and Mission

### Statement of Faith

We believe in:

The only true God, the sovereign Creator and Sustainer of all things, existing eternally in three persons: Father, Son and Holy Spirit.

The divine inspiration, entire trustworthiness and authority of the Bible in faith and practice.

The full deity and humanity of Jesus Christ, who lived as a perfect example, who atoned for the sins of the world at the cross, who was bodily raised from the dead and ascended as both Lord and Savior, and who will return in power and glory in the fullness of time to judge the living and the dead, to consummate history and the eternal plan of God.

The true Church, which is composed of all persons who through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit are united together in the body of Christ. The Church finds her visible, yet imperfect, expression where the Word of God is preached in its purity and the

sacraments are administered in their integrity; where scriptural discipline is practiced, and where loving fellowship is maintained.

The value and dignity of all humankind: originally created in God's image to live in love and holiness, but who became alienated from God and each other because of sin and guilt, and who are justly subject to the judgment of God.

The justification (or being in right relationship with God), by God's grace, of all who repent and put their faith in Jesus Christ for salvation.

The present ministry of the Holy Spirit, by whose indwelling and transforming power the Christian is enabled to live out our new life and new calling to evangelism and discipleship of believers within the fellowship of the Church.

The spiritual unity of believers in our Lord Jesus Christ, with equality across racial, gender and class differences.

In the essentials, unity; in the non-essentials, diversity; and in all things, charity.

### **Vision Statement**

To know and encounter the love of Christ for the glory of God and the good of others.

### **Mission Statement**

To proclaim the Gospel of Jesus Christ through worship and praise within a community of faith ■□ through teaching ■□ through reaching out to others in word and deed ■□ through loving and supporting one another ■□ through bringing people to Jesus Christ as Savior and Lord so that together we will grow in "the grace of our Lord Jesus Christ, the love of God and the communion of the Holy Spirit." II Corinthians 13:13

## **Article 3 - Covenant**

The following covenant shall bind together in purpose and intent the members of our church:

We covenant one with another to seek and respond to the Word and the Will of God. In worshipping God we hold to be the mission of the Church to witness to the gospel of Jesus Christ in all the world. As did our fathers and mothers, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the Kingdom of God on earth and for eternal life, and with faith we shall work for the triumph of righteousness, justice and peace.

## **Article 4 - The Sacraments**

### **Christian Baptism**

As established by the authority of the Holy Scriptures, we hold Baptism to be an act of initiation into the Christian Fellowship of one who, by public declaration of faith and repentance, shall affirm belief in what God's love has done in the life, death and resurrection of Jesus Christ, as well as affirming his intent to engage actively in the extension of that love. We also baptize children and infants who have not reached the age of accountability as an act of dedication on the part of the parents to rear such infants or children according to the teaching of Christ, trusting that when such infants or children reach the age of accountability they will confirm this act of dedication/baptism for themselves through Confirmation.

### **The Lord's Supper (Eucharist, Holy Communion)**

We hold the Lord's Supper to be a commemoration of the death of Jesus Christ as well as an act of dedication, fellowship and communion, first with Christ, then with one another, in Him.

# Membership

## Article 1 - Qualification

This church will welcome into its membership any person having attained the age of eighteen years and who understands and accepts its Statement of Faith and Covenant. This acceptance is interpreted and understood to involve responsible participation on the part of each member in the following:

1. Corporate worship and private devotion;
2. Financial support of the Church and its mission;
3. The life, ministries and decisions of the Church.

## Article 2 - Reception

Individuals shall be received into membership at a service of worship. Individuals may be received into membership by any of the following:

1. On confession of faith, with baptism (if not previously baptized); or
2. On presentation of a letter of transfer from another Christian Church; or
3. Affirmation of faith.

## Article 3 - Members

1. A voting member is any member in good standing who has attained the age of 18 years. Voting members are eligible to vote on all issues that are raised at a congregational meeting. An active member is one who attends this church regularly.

## Article 4 - Discontinuation of Membership

### By Withdrawal

A member may on request:

1. Be granted a letter of transfer to any Christian Church (with the particular church named therein and said letter transmitted directly to that church);

Be made inactive by communicating to a member of the church staff.

### By Retirement

The staff may retire members:

1. Whose addresses have been unknown for a period of time.
2. Who, despite kindly reminders, have remained inactive during the prior year.
3. Who have not contacted the church and have had their mail returned with no forwarding address.

## Article 5 - Reinstatement

Inactive or moved members will be reinstated to members by the staff when they begin to attend Rockland again.

# Amendments

This constitution may be amended by a two-thirds vote of the voting members in attendance at a properly called annual or special congregational meeting, which is attended by at least 10% of the voting members.

The complete text of any proposed change shall be communicated to the membership at least 30 days before the annual meeting in which the vote is to be taken or at least 72 hours before a special meeting in which the vote is to be taken.

Any bylaws that are created to support this constitution shall also be amended in the same manner as this constitution.

**Bylaws**  
for  
**Rockland Community Church**

# BYLAWS

## Article 1 - General Organization

The fundamental organization of the church is based on the revelation of God in Jesus, one God who is also threefold – Father, Son, and Holy Spirit.

“For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life.” John 3:16

“Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit, just as you were called to one hope when you were called; one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all.” Ephesians 4: 2-6

“The grace of the Lord Jesus Christ and the love of God and the fellowship of the Holy Spirit be with you all.” 2 Corinthians 13:14

The earthly government is vested in the Congregational Membership. The desires of the membership are expressed at a properly called congregational meeting.

The Constitution delegates all other issues of governance to these bylaws.

## Article 2 - Form of Governance

The church is governed, between congregational meetings, by the Board of Elders. The function of the Board of Elders is to establish, protect and oversee the mission, vision, and goals of the church. The Board of Elders shall have authority to carry out the general business of the church in accordance with the authority given to it by the membership at its congregational meetings and the defined bylaws of the church.

The Board of Elders is assisted in its governance duties by ministry teams, which consist of three or more lay Deacons and staff representation. Ministry teams guide committees, as they are needed, to accomplish their goals.

The Board of Elders and Deacons are assisted by the Church Staff. The Staff shall give advice and counsel to the Elders and Deacons and shall perform such day-to-day duties and responsibilities as may be assigned or delegated by the Elders and Deacons in accordance with these Bylaws.

# Board of Elders

## Article 1 - Organizational Structure

The church governance between congregational meetings shall be performed by the Board of Elders, following the guidance of 1 Peter 5:2-5:

“Be shepherds of God’s flock that is under your care, watching over them – not because you must, but because you are willing, as God wants you to be; not pursuing dishonest gain, but eager to serve; not lording it over those entrusted to you, but being examples to the flock.”

The Board of Elders shall be active members of the Church and consist of, at least, the Lead Elder, the Operations Elder, the Youth and Children and Family Elder, the Discipleship Elder, the Congregation Elder, the Worship Elder, the Outreach Elder, and the Lead Pastor. The Board of Elders may, by an affirmative vote of at least two-thirds of its members, increase the size of the Board, or for cause, remove an Elder. The Elders shall elect a Lead Elder at its first meeting following the Annual Congregational Meeting. The Lead Elder shall schedule and lead meetings of the Board of Elders and shall be responsible for summaries to be included in the annual report.

## Article 2 - Description

The Board of Elders shall prayerfully focus on the vision, direction and overall health of the church and be guided by God, in accordance with the wishes of the congregation as expressed at the various congregational meetings. It shall be the function of the Board of Elders for the church to oversee its mission, vision, and goals, be responsible for its overall spiritual wellness, and ensure the implementation of its goals and objectives.

The Elders should be women and men of mature Christian character whose lives demonstrate the general principles as stated in the biblical text of First Timothy chapter 3 and Titus chapter 1.

## Article 3 - Function and Responsibilities

The Board of Elders shall:

1. Meet generally monthly (at least ten times per year). The Clerk or their designate shall be present to record the proceedings for the general membership. The Elders may by a majority vote of those present at any meeting exclude either the Pastorate or the Clerk in order to discuss sensitive matters.
2. Require five votes in order to accept any issue that is voted upon. A minimum of five members will be required in order to conduct any meeting in which voting takes place.
3. Determine its own mode of procedure and appoint other committees as deemed necessary. The board members will be elected at large and they will determine their individual roles with ministry teams after they are elected.
4. Guide the Deacons, Ministry Teams and the Staff in their work.
5. Review and endorse budgets, annual plans, staffing plans, and unbudgeted capital investment plans.
6. Rule on differences which arise between Ministry teams, committees or organizations within the Church.
7. Advocate additional duties or objectives for any ministry team within the area of their respective responsibilities in the interest of a more effective total program.
8. Approve regular staff positions and hiring/terminations, provided that some of such responsibilities may be delegated to the Pastorate or Staff.
9. Fill vacancies in all elective offices until the next congregational meeting, provided that such authority may be delegated to the Elder responsible for such ministry team.

10. Appoint, upon the opening of a Pastoral position, a Pastoral Committee to select a candidate for the Pastorate. The Pastoral committee shall be composed of at least five members of the Church, at least one of whom shall be an Elder. The committee shall report its findings directly to the Board of Elders.
11. Terminate a member of the Pastorate, upon a determination of the Board of Elders made upon consultation with the remaining members of the Pastorate that such member of the pastorate has acted or is acting detrimentally to the welfare of the Church, provided that the Lead Pastor may only be terminated upon a vote of the Congregation at a regular or special congregational meeting.
12. Remove and replace a Deacon upon a determination that such Deacon is not fulfilling his or her responsibilities.
13. Be elected for a term of three years at the annual congregational meeting. The terms should be staggered in order to provide for approximately a one-third changing of the Board of Elders each year, with the exception of the Pastorate.
14. Be elected for no more than two consecutive terms. An Elder may be reelected to the Elder Board after he or she has been inactive for one year.
15. Be responsible for conducting annual reviews for all pastors; such responsibility may be delegated.

# Deacons

## Article 1 - Organizational Structure

The Deacons and affiliated staff form the basis of the Ministry teams. The Deacons shall be active members of Rockland elected to serve on specific Ministry teams. Each Ministry team shall elect a Lead Deacon at its first meeting following the Annual Congregational Meeting. The Lead Deacon shall schedule and lead ministry team meetings and shall be responsible for summaries to be included in the annual report.

## Article 2 - Description

The Deacons will work with appropriate staff to set goals, lay plans for and organize the work of the Ministry team to which they are associated. They are to represent the needs and ideas of the congregation and organize volunteer teams of individuals to carry out the work of the Ministry team that they are assigned to.

The Deacons should be women and men of mature Christian character whose lives demonstrate the general principles as stated in the biblical text of First Timothy chapter 3 and Titus chapter 1.

## Article 3 - Function and Responsibilities

The Deacons shall:

1. Provide vision and leadership for the ministry team to which they are assigned.
2. Support and encourage the staff person or persons that are affiliated with their ministry team.
3. Be elected by the church membership, at the annual meeting, for a term of two years.
4. Serve staggered terms such that the ministry team consistently retains experienced leadership.
5. Be elected for no more than two consecutive terms within a specific ministry team. They may be reelected to that ministry team after they have been inactive for one year.

# Ministry Teams

## Article 1 - General Responsibilities of the Ministry Teams

Ministry teams are composed of elected elders, deacons and affiliated staff and shall:

1. Be responsible for establishing and guiding committees as necessary to achieve their goals.
2. Determine their own mode of procedure and seek out other persons to assist when necessary.
3. Meet generally monthly (at least 10 times per year) with a majority of its members constituting a quorum.
4. Adhere to the following meeting guidelines: Any vote that is taken by the Ministry teams must pass by a majority of the members of the ministry team, regardless of the number of members present at a particular meeting. A majority of all of the members must be present in order to conduct a meeting. Minutes must be issued to show what decisions were made. These minutes shall be submitted to the church clerk for communication to the membership.
5. Have the authority to spend up to the amount that is assigned to them in the annual budget. Each team shall submit expected monthly expenditures for the next year to the Operations Ministry Team for inclusion in the proposed annual budget each October in preparation for the annual congregational meeting.

## Article 2 - The Operations Ministry Team

The Church has delegated to the Operations Ministry Team the following responsibilities:

1. The care and custody of all physical properties of the church including their maintenance and upkeep.
2. Authority to conduct and enter into preliminary negotiations with the intent to buy, sell, lease, mortgage or otherwise transfer or acquire an interest in real property; authority to buy, sell, mortgage, lease and convey or otherwise transfer or acquire an interest in real property in the name of the Church upon specific authority by a majority vote of the membership present at a properly called congregational meeting. A copy of the resolution passed by the membership, signed by an Elder, attested to by the Church Clerk, shall constitute complete and binding authority for any of the aforementioned transactions involving real property.
3. The preparation of an annual budget to be approved by the Elders and then voted upon at the annual congregational meeting.
4. The coordination of an annual stewardship campaign to solicit pledge commitments from the congregation.
5. Payment of all authorized bills in the normal operation of the church program and instruction of the designated financial staff in such payment and handling of funds.
6. The receipt, administration and disbursement of all designated funds, gifts and bequests made to the church.
7. Coordination for all church staff personnel matters, under the guidance of the Board of Elders.
8. The oversight of all fundraising activities.

### **Article 3 - The Worship Ministry Team**

The church has delegated to the Worship Ministry Team the following responsibilities:

1. To provide guidance and assistance to the pastors and staff with planning all elements of worship services, including evaluating and recommending changes to enhance the worship experience.
2. To organize and train various worship volunteers including ushers, scripture readers, sound technicians, communion servers, and greeters.
3. To assist the pastors in the coordination and planning for baptism and communion in a manner consistent with Rockland worship theology.
4. To assist the presiding pastor in the conduct of the worship service as planned. The presiding pastor shall be the final head of a specific service and may make changes as necessary to accommodate time constraints and other issues.
5. To consult with respect to the adult music program.
6. To work with the pastors and staff to develop proposals and implement strategic plans concerning the direction of worship at Rockland.

### **Article 4 - The Discipleship Ministry Team**

The Church has delegated to the Discipleship Ministry Team the following responsibilities:

1. To plan a cohesive curriculum of adult discipleship studies including Bible studies and classes in coordination with the Pastorate.
2. To plan other spiritual growth offerings for the membership such as Lent series, prayer studies, training on the sacraments, training on the Bible, and other book studies, all in coordination with the Pastorate.
3. To plan and coordinate an evangelism program in coordination with the Pastorate.
4. To organize and maintain a men's ministries program.
5. To organize and maintain a women's ministries program.
6. To organize and maintain a small groups program.
7. To recommend, prepare and conduct training for elected lay leadership.
8. To oversee Leadership Recruitment and training.

### **Article 5 - The Outreach/Missions Ministry Team**

The Church has delegated to the Outreach/Missions Ministry Team the following responsibilities:

1. To identify appropriate outreach partners and determine the criteria for giving to various outreach partners.
2. To respond to congregational and community requests for outreach financial support.
3. To solicit funding for outreach opportunities, in conjunction with volunteers, pastors and staff.
4. To coordinate all requests for congregation outreach fundraising with the church calendar to spread congregation fundraising requests throughout the year.
5. To study, evaluate and make recommendations to the Board of Elders and to the congregation regarding outreach and mission programs, budgets and projects.
6. To supervise and direct committees and Task Forces such as (but not limited to) the Tanzania Action Committee and the Romania Task Force. Funding decisions by such committees shall be approved by a majority vote of such committees.
7. To direct the Financial Staff to dispense budgeted Outreach funds as approved by the Outreach/Missions Ministry Team.

## **Article 6 - The Congregation Ministry Team**

The Church has delegated to the Congregation Ministry Team the following responsibilities:

1. To coordinate and organize the various church fellowship programs.
2. To determine that a list or database of all church members is maintained.
3. To oversee all caring ministry teams to bring the Love of Christ to all those in need by responding to them with care, comfort, and prayer.
4. To ensure that church visits to the sick and elderly occur.
5. To assist with the new member program including classes and periodic contact with new members.

## **Article 7 - The Youth Ministry Team**

The church has delegated to the Youth Ministry team the following responsibilities, to be exercised in conjunction with the responsible staff:

1. To be responsible for the spiritual guidance of youth in the church from 6<sup>th</sup> grade through high school graduation.
2. To manage the music programs of the youth.
3. To determine and coordinate outreach opportunities for youth.
4. To determine, organize and coordinate various mission trips for the youth.
5. To oversee Youth Sunday School including the curriculum and soliciting teachers when needed.
6. To plan and conduct Youth Sunday and various special events.
7. To plan and coordinate spiritual milestones such as confirmation.
8. To periodically review staffing needs for the Youth programs, to recommend any changes, and to participate in a search for staffing changes.
9. To provide fiscal oversight to the program.

## **Article 8 - The Children and Family Ministry Team**

The church has delegated to the Children and Family Ministry team the following responsibilities, to be exercised in conjunction with the responsible staff:

10. To be responsible for the spiritual guidance of children in the church from birth through fifth grade.
11. To manage the music programs of the children.
12. To determine and coordinate outreach opportunities for children and family ministries.
13. To oversee Sunday school including the curriculum and soliciting/training teachers.
14. To plan and conduct special events such as Vacation Bible School and children and family ministry events.
15. To plan and coordinate spiritual milestones such as third grade Bibles and 1<sup>st</sup> communion.
16. To periodically review staffing needs for the Children and Family Ministry programs, to recommend any changes, and to participate in a search for staffing changes.
17. To provide fiscal oversight to the program.

# Committees

## Article 1 - Committee Descriptions

Much of the work of Rockland Church shall be performed by various committees that are overseen by the Board of Elders or relevant Ministry teams. Such committees will be formed on an as-needed basis by the membership, the Ministry teams, or the Board of Elders. These shall be called general committees.

## Other Lay Leadership Positions

### Article 1 - Clerk

The Church Clerk shall take the minutes of all congregational meetings and meetings of the Board of Elders. The Clerk shall work with the historian and staff to archive church records. The Clerk shall be responsible for keeping these bylaws current. The Clerk shall be elected at the annual congregational meeting for a term of two years with no term limits.

### Article 2 - Historian

The Church Historian shall be knowledgeable about Rockland history and preserve and protect the archives of the church which include:

1. The minutes of all congregational meetings and meetings of the Board of Elders after the year in which they were created, and
2. Items of a historical interest to the church, including photos.

The Historian shall be elected at the annual congregational meeting for a term of three years with no term limits.

### Article 3 - Eligibility

To be eligible to hold an elected position an individual shall be an active member of Rockland Community Church. The Historian or Church Clerk may concurrently hold more than one position.

# Staff

## Article 1 - Pastorate

The pastorate, as defined in these bylaws, consists of the Lead Pastor and such Associate Pastors and Assistant Pastors as may exist. The Lead Pastor is the head pastor in the pastorate, and the other Pastors shall perform such duties as determined by the Lead Pastor. Each pastor in the pastorate shall be a member of the Board of Elders but they may have only one vote between them. No member of the Pastorate can be elected as the Lead Elder. The Pastorate shall be considered advisors to all Ministry Teams.

### Termination

The Lead, Associate, or Assistant Pastor shall give sixty days of notice in case of a voluntary resignation, and the Lead Pastor shall vacate the parsonage within the same period of time. The church may request the resignation by a two-thirds vote of the voting members who are present at a properly called congregational meeting and the relationship shall be dissolved within sixty days. The parsonage shall likewise be vacated by the Lead Pastor within sixty days. When either party (the Pastor or the Church) decides to terminate the relationship, the termination shall be by action of the Board of Elders.

## Article 2 - Lead Pastor

### Selection of the Lead Pastor

A Pastoral Search Committee shall be formed to make a canvass of qualified ministers, select one who in their judgment shall be called to the Lead Pastor position, and discuss with him or her the terms and conditions of the call. The Board of Elders shall, upon selection of a candidate, introduce him or her to the congregation, and at a properly called congregational meeting, propose his or her election by the membership. A two-thirds vote of the members at that meeting shall constitute a call. When a candidate has accepted a call, he or she shall, at the first opportunity, become a member of the church.

### Lead Pastor Function and Duties

The Lead Pastor shall seek to build up and edify the church and shall be concerned in everything that he or she does to bring into being a people of God, who, as a church, will serve the purpose of the church in the local community and the world; namely, to increase among all people the love of God and neighbor. He or she shall seek to enlist all people as followers of Christ; preach the Gospel; administer the Sacraments; have under his/her care all services of public worship. He or she shall lead the staff and activities of the church in cooperation with the Board of Elders and Ministry Teams. He or she shall be a member of the Board of Elders as a member of the Pastorate.

## Article 3 - Associate and Assistant Pastors

The number and roles of the Associate and Assistant pastors shall be determined by the Board of Elders in consultation with the Lead Pastor. Any Associate or Assistant Pastor may be hired on a part-time, interim or full-time basis.

### Selection of an Associate or Assistant Pastor

A Pastoral Search Committee shall be created to make a canvass of qualified ministers, select one who in their judgment shall be called to an Associate or Assistant Pastor position, and discuss with him or her the terms and conditions of said call. Upon his or her selection by a Pastoral Search Committee, the Board of Elders shall approve the call of such Associate or Assistant Pastor by a minimum of 5 affirmative votes, and

a congregational vote shall not be required. When a candidate has accepted a call, he or she shall, at the first opportunity, become a member of the church.

### **Associate and Assistant Pastor Function and Duties**

Each Associate and Assistant Pastor shall seek to build up and edify the church and shall be concerned in everything that he/she does to bring into being a people of God, who, as a Church, will serve the purpose of the church in the local community and the world; namely, to increase among all people the love of God and neighbor. He or she shall seek to enlist all people as followers of Christ, preach the Gospel, and administer the Sacraments.

### **Article 4 - Director of Operations**

The Director of Operations is a member of the paid staff reporting to the Lead Pastor and shall be responsible for the proper operation of the church and its staff. The Director of Operations is responsible for working closely with the Operations Ministry Team and any related committees. The Director of Operations is a legal representative for the church.

### **Article 5 - Financial Staff**

The Operations Ministry Team shall appoint a person to be responsible for the church funds, if there is no currently hired staff person fulfilling this role. This individual, in accordance with instruction from the Operations Ministry Team, shall pay all bills of the church, keep a true and accurate account of all receipts and disbursements and report them upon request, monitor an annual review or audit of the Church's financial affairs, and be bonded if required by the Operations Ministry Team. This individual has ultimate fiduciary responsibility for the safeguarding of church monies. This person should ensure timely reporting of corporate documents as required by the state of Colorado.

# Meetings

## Article 1 - Congregational Meetings

The purpose of the annual congregational meeting shall be to receive annual reports from the Board of Elders and the various ministry teams of the church; to elect Elders, Deacons, and other lay leaders for the ensuing year; to adopt the annual budget; and to transact whatever other business may be necessary.

### The Official Church Year and Annual Congregational Meeting

The official year of the church shall begin on January first and end on December thirty-first. The date of the annual congregational meeting shall be the second Sunday in February except when changed by the Board of Elders and thirty days of notice is given to the membership.

### Special Meetings

Special congregational meetings shall be called by the Clerk upon receipt of a written request from at least twenty-five members of the Church, the Pastorate, or the Board of Elders.

## Article 2 - Decisions Made by the Congregation

The following decisions may only be made by the church in a congregational meeting:

1. Final approval of annual budget,
2. Calling or termination of the Lead Pastor,
3. Election of Elders, Deacons, and other elected lay leadership,
4. Constitution and bylaw changes,
5. Changes in church property designation as defined in the Operational Ministry Team responsibilities,
6. Changes in denominational affiliation.

## Article 3 - Rules and Regulations of Congregational Meetings

A membership meeting which is called and conducted according to the following rules and regulations shall constitute a properly called congregational meeting:

### Notices

1. The nature, purpose, place and time of the congregational meeting shall be set forth in writing and such notice communicated to each member family.
2. Notices for the annual congregational meeting shall be mailed or emailed to each member family not less than thirty days prior to the date of said called meeting and shall be communicated by other means for an equal period of time.
3. Notices for special congregational meetings must be communicated to all member families at least seventy-two hours prior to the meeting time.

### Voting

1. All members of the Church shall be entitled to vote.
2. All voting shall be done by voice unless otherwise requested by the Lead Elder.
3. A majority vote shall be decisive on all matters unless otherwise provided herein.

## **Quorum**

A quorum shall be required at all congregational meetings and shall consist of ten percent of the voting members of the church.

## **General**

1. Roberts Rules of Order, as revised, shall govern all meetings.
2. All congregational meetings shall be presided over by the Lead Elder or the Lead Elder's designated substitute.

# **General Issues**

## **Article 1 - The Church the Final Authority**

In all matters not covered by the Constitution and bylaws, the Board of Elders shall act as an advisory board for the church. The membership itself shall have final authority.

Should a problem arise in any area of the Church or its program, the person familiar with the problem should

1. Present the problem at a meeting of the ministry team that is responsible for that area of the church governance program.
2. If the ministry team does not provide a mutually satisfactory solution within ninety days, the person familiar with the problem may present the problem to the Board of Elders at their next regularly scheduled meeting.
3. The importance of the problem may require the calling of a special meeting of the Board of Elders, and in such a situation any ten adult members of the church may so instruct the lead Elder who shall call a special meeting. If the Board of Elders does not provide a mutually satisfactory solution within ninety days, a special congregational meeting of the membership may be called to decide the issue.

## **Article 2 - Policy and Procedures Document**

The Church shall create and maintain a document or series of documents that describes operational policies and procedures for Rockland. This documentation will be made generally available to all members.

## Changes to this document

Description	Date	Version
Original composition	2/28/07	Approved by the members at the Y2008 annual meeting
Annual meeting Y2009 modifications incorporated by Sid Platt, historian.	7/14/2009	Approved by the members at the Y2009 annual meeting.
Annual meeting Y2014 modifications incorporated by Kathy McManus, clerk.	4/11/2014	Approved by the members at the Y2014 annual meeting. Re Amendment 1: New Article 4.5 conflicts with existing Article 3 in Staff section of Bylaws. Re Amendment 2: The revised language for Article 7 in Ministry Teams section of Bylaws actually replaces #10 (#11 does not exist). Noting that the description of Clerk in Other Lay Leadership Positions should be amended at the next opportunity to include responsibility for revising these Bylaws in response to changes voted on at congregational meetings. (What to do about discrepancies introduced by voted-on changes, especially discrepancies not realized at the time of vote? Authority could be given to Clerk to make changes in keeping with the spirit and nature of the voted-on amendments – with oversight and approval by Board of Elders or lead elder/designee and historian?)
Annual meeting Y2015 modifications incorporated by Board of Elders and Kathy McManus, clerk.	2/27/2015	Approved by the members at the Y2015 annual meeting.  Constitution changes- 1. Separation from the United Church of Christ (UCC) 2. Revised Statement of Faith doctrines 3. Changes to membership responsibilities: staff to monitor  Bylaw changes- 1. Roles & functions of Elders, Deacons, Ministry Teams 2. Changes to the Staff section

Annual Meeting 2018	2/4/2018	<p>Bylaw changes:</p> <ol style="list-style-type: none"> <li>1. Under section of staff in article 3, the last sentence reading “He or she shall be a member of the Board of Elders as a member of the Pastorate.” is deleted.</li> <li>2. Under the section on Elders in Article 1, the first sentence of the second paragraph is amended to read “...and the Lead Pastor”, rather than ...and the Pastorate (which regardless of the number of pastors, will share one vote).”</li> <li>3. Under the section Other Lay Positions in Article 3 on Eligibility, the final sentence is deleted and replaced by, “The Historian or Church clerk may concurrently hold more than one elected position.”</li> </ol>
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