

Bylaws of Lockwood Community Church

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Lockwood Community Church Bylaws

ARTICLE 1 – COVENANT PARTNERS

1. Covenant Partners

At LCC, Covenant Partners shall be all people who officially covenant together and agree to fulfill the vision of LCC. The term "Covenant Partner" shall not be deemed to hold any ownership in LCC. Likewise, the term "Covenant Partner" referenced herein reflects only a spiritual unity and shall not be deemed to have any legal status under State law except what is provided therein.

We also recognize that there will always be people, both saved and unsaved among us who, though not Covenant Partners, come under our regular influence. To all such, whether children or adults, we shall extend our love, watch-care, and instruction as far and for as long as they shall desire.

2. Expectations

Covenant Partners shall be expected to faithfully attend the regular meetings of the church, support its ministry with their prayers and resources and submit themselves in the Lord to its Elders' oversight and direction. They shall maintain a life that brings praise and honor to Jesus Christ, engage in mutual edification with others in the church and participate from time to time in evangelistic/mission opportunities among the unsaved

Covenant Partners shall provide advice and give or withhold confirmation, as the case may be, with respect to proposals made by the Elders for matters that affect the spiritual health and mission of LCC. Regarding all major decisions of LCC, the Elders may seek advice from the Covenant Partners. Furthermore, Covenant Partners shall cast their vote on church matters presented to them at Covenant Partner Meetings.

3. Eligibility

Individuals at LCC may become Covenant Partners if they satisfy the following criteria:

- a. Are at least eighteen years of age.
- b. Give satisfactory evidence of being a true believer and follower of Jesus Christ.
- c. Give relational indication that they desire to be a regular and responsible part of the life and ministry at LCC.
- d. Publicly declare (either verbally or in writing) their intention to become a Covenant Partner to the Elders.

4. Appointment

Eligible individuals must present their names to the Elders. After approval, their names will be added to the Covenant Partner roster. This Covenant Partnership shall be acknowledged through the normal channels of communication in the

church.

5. Removal

Covenant Partnership may be dissolved at the request of the Covenant Partner or at the discretion of the Elders for behaviors inconsistent with discipleship to Jesus.

6. Covenant Partner Meetings

The Administrative Board Chairman or Senior Pastor shall preside over all church meetings. The Annual State of the Church Meeting shall be held (conditions permitting) the fourth Tuesday in January every year. Due notice of said meeting shall be given at least two (2) weeks in advance by church publication and by announcement.

The annual meeting will allow for business to be conducted on items that the Elders and the Administrative Board decided to include in the agenda and items that may come up at the meeting. New items can come up for discussion but not be voted on.

Duly called special meetings may be called by the Administrative Board and/or the church family in cooperation with the Elders. Notice of said meetings shall include the meeting's purpose. Voting at special meetings will be limited to what is presented in the prepared agenda. New items can come up for discussion but not be voted on.

7. Voting and Quorum

A quorum shall consist of all Covenant Partners that are present. No vote shall be taken at any meeting except as shall be authorized by the Elders. In order to be eligible to vote, a Covenant Partner must be present (in person or virtually) to participate in discussions prior to a vote.

ARTICLE 2 - ELDERS

The Elders are called to oversee the Church of God and to protect it and provide spiritual guidance. The Lord Jesus Christ is the head of the church and LCC is a local expression of His universal body. The Elders are to submit to His leadership in everything. They will, therefore, never knowingly contradict biblical principles when making decisions that affect His work in and through LCC. They will strive to discern God's plan for LCC through prayer and the study of Scripture, with watchful attention to God's activity in and around us.

1. Role and Authority of Elders

The New Testament teaches that the church is to be led by a plurality of godly men called "Elders." They are called by God and affirmed by the Covenant Partners to shepherd, teach, pastor, and otherwise give leadership to the local church. This includes overseeing the work of the church (its worship, evangelism, edification, and equipping); protecting the church from error in doctrine (beliefs) and practice

(lifestyle); and making sure God's people are being fed through accurate and insightful biblical teaching. God has invested the Elders with the responsibility for the leadership of the local church. (Acts 20:28-31; 1 Pet. 5:1-4).

2. Function of Elders

The Elders serve for the purpose of supporting, encouraging, and providing accountability for the fulfillment of the church's vision. They shall vote on ratification of the following decisions:

- a. The selection of the Senior Pastor and all ministry leaders.
- b. Termination and/or discipline of the Senior Pastor.

3. Qualifications of Elders

All Elders must be Covenant Partners at LCC. The biblical qualifications of Elders are found in 1 Timothy 3:1-7.

4. Compensation

The Elders shall not receive any compensation for their services.

5. The LCC Elder

At LCC, the Elders work together to fulfill their responsibilities. Each Elder will minister in his area(s) of giftedness and calling while helping the other Elders do the same. This work will include, but is not limited to: praying, teaching, planning, evaluating, setting ministry direction, delegating ministry responsibilities, modeling Christlikeness, and confronting those who oppose biblical truth or practice patterns of sinful behavior. The Elders will meet regularly for prayer and counsel in the discharge of these duties.

6. Meetings

The Elders shall elect a chairperson to preside over meetings with the default position falling to the Senior Pastor. Decisions will be made by consensus. The Elders will meet at least 12 times a year and may meet more often as the needs of the church demand. Meetings may be in person, via teleconference or web conference.

7. Number of Elders

The number of Elders shall not be fewer than three.

8. Selection of Elders

Whenever it appears God may be calling a qualified man to the office of Elder, the existing Elders shall approach the suggested individual(s) to determine their interest in serving. Suggestions of potential Elders may be given to the Elders by the congregation or may originate with the Elders. Potential Elders will be invited to meet with the existing Elders for a period not to exceed 6 months. During this time, potential Elders may assist with Elder ministries and further explore whether God may be calling them to this service. After this time, if the Elders and potential Elder(s) believe God has called them to this office, their name(s) shall be submitted to the Covenant Partners for affirmation by consensus (as defined in Article X of the LCC Constitution).

At any time of the year, the Elders may prayerfully submit to the Church qualified men (see Article 2, Section 3) for affirmation of their calling to serve as an Elder. The church will be given 30 days to submit to the Elders in writing any reasons why they doubt either the qualifications or the calling of the person(s) proposed. If the Elders find no sufficient cause for disqualification, they will ask the church to affirm by ballot the proposed Elder's calling. If there is consensus (as defined in Article X of the LCC Constitution) of those present at a duly convened meeting of the congregation to affirm the calling, the person will be installed as an Elder.

9. Elders' Term of Service

Each Elder will be appointed to a three-year term of service, subject to yearly evaluation by fellow Elders. During the period of annual review, both the individual Elder and the other Elders will evaluate his continued service in office, considering the biblical qualifications as well as any personal factors that might affect the fulfillment of his charge. An individual's service as an Elder may be discontinued by his own decision, or by the unanimous decision of the other Elders. Leaving the Eldership does not preclude future service in the position, subject to the regular Elder selection process. Upon completion of a three-year term, an Elder's name may be placed on the annual ballot for reaffirmation by consensus (as defined in Article X of the LCC Constitution).

10. Dismissal of Elders

Any person may at any time show cause in writing why an Elder should be disqualified from service. The Elders will decide, after investigation, if sufficient evidence exists to disqualify the Elder in question.

ARTICLE 3 - ADMINISTRATIVE BOARD

1. Role of the Administrative Board

The Administrative Board shall exercise oversight of the organizational aspects of Lockwood Community Church. The Board will develop strategy, monitor performance, and ensure financial accountability.

2. Responsibilities

The responsibilities of the Administrative Board are as follows:

- a. Promoting and reinforcing the church's core mission and developing strategy and methods to achieve it.
- b. Managing Performance – Responsible for monitoring and holding leadership accountable for ministries.
- c. Financial Oversight – Responsible for the church's stewardship, financial accountability, and solvency.
- d. Managing Compensation – Responsible for recommending the compensation of personnel pay packages.
- e. Writing and maintaining Building Usage Policies for all ministries including weddings, funerals, and other special events.
- f. Aiding ministry leaders in recruitment and training of co-laborers.
- g. Facilitating yearly evaluations of paid and volunteer staff.

- h. Reviewing and editing the Constitution and/or Bylaws when necessary and present it to the congregation for approval.
- i. Maintaining Supporting Documents and Board Records – Responsible for ensuring all Board records are kept including Board minutes, mission, vision, values statements, church by-laws, church constitution, and any policies that govern the Board function.
- j. Board Training – Responsible for ensuring that all new Board members are provided the appropriate orientation and training for their role.
- k. Appointing members of a Finance Committee that will operate under and report to the Administrative Board.
 - 1. The Finance Committee will be comprised of the Board Chairman, the Church Secretary, the church Treasurer, a second board member, and other members that the board deems necessary.
 - 2. The Finance Committee will be responsible for developing a budget to present to the board annually and monitoring ongoing financial matters.
 - 3. All Finance Committee members will be appointed at the first meeting after the annual meeting by the Administrative Board and serve only until the end of that calendar year.
- l. Presenting a budget to the congregation for approval prior to the beginning of each fiscal year.

3. Limits of Authority

The board may only act to implement actions approved by the Elders or congregation. The board will act at all times in harmony with the elders and congregation.

- a. The board may not remove or create staff positions without approval of the congregation.
- b. The board may make recommendations to the Elders or congregation where appropriate and seek congregational approval for proposed actions.
- c. The board may make purchases for unanticipated expenses up to the limit approved in the annual budget. Additional expenses must be approved by the congregation.
- d. In the event of a serious, unexpected or dangerous situation that requires the church to take immediate action to fulfil its purpose and call, the AB is authorized the expenditure of moneys - not to exceed the amount of \$50,000 - not previously budgeted for spending.

4. Composition of the Administrative Board

The Administrative Board will be composed of one Elder, one Deacon, one Trustee, and four additional members at-large. The Senior Pastor shall serve as an advisory member. The Elders, Deacons, and Trustees will each appoint a representative from their respective teams and will ensure that member is replaced if they become no longer available to serve. The church family will elect at-large members in a congregational meeting. All Administrative Board members must continue to hold a Covenant Partner status. All members, except the Senior Pastor, shall be voting members; each with one vote.

5. Qualifications of Administrative Board Member

An Administrative Board Member must be a Covenant Partner.

6. Selection Process

In September of each year an ad hoc (appointed by Elders) nominating committee, consisting of one Elder, one Deacon and three at large Covenant Partners will be formed. The newly formed nominating committee will initiate the following process:

- a. The nominating committee will receive instruction from the Elders on the qualifications and responsibilities of each open position and will determine what questions should be asked of potential candidates.
- b. Congregation members may suggest potential candidates to the nominating committee.
- c. The nominating committee will recommend and request interviews for each of the candidates.
- d. At the conclusion of the interview process, the nominating committee will submit its recommendations to the Elders for approval.
- e. Those recommended for office will be announced to the church family who then will be given 30 days to show cause in writing why any of the nominees may not be qualified to serve. The Elders will decide, after investigation, if sufficient evidence exists to disqualify any nominee.
- f. At the Annual Meeting (or other congregational meeting), the approved nominees will be presented to the church for a vote by a ballot.
- g. If a vacancy occurs mid-year in one of the four at large positions, the elders will appoint a 2nd Deacon or Trustee to fill that seat until the next Annual meeting in January.

7. At-Large Members Terms of Service

Each at-large member will serve the church for a three-year term. There are no term limits. At-large members seeking an additional term do not need to go through the nominating process and will be presented to the congregation for approval.

At the first meeting following the annual church meeting in January, the board shall elect a chairman from among its at-large members to serve a one-year term.

8. Dismissal of Administrative Board Members

Any person may, at any time, show cause in writing why an Administrative Board member should be disqualified from service. The Elders will decide, after investigation, if sufficient evidence exists to dismiss the board member in question.

The Administrative Board or Elders may submit a request to the church family, at a duly called meeting, to vote to remove a board member, other than the Senior Pastor, at any time, with good cause.

9. Procedures

The Administrative Board will meet a minimum of 12 times per year. Quarterly schedules will be agreed upon every three months. A quorum of 4 board members is required for any board action. All decisions require a simple majority vote of those

present.

10. Compensation

Members shall not receive salaries or compensation for their services as board members.

ARTICLE 4 - DEACONS

At LCC, Deacons are men who are called to be servant leaders who attend to the church family's practical care needs. They have accepted major areas of ministry responsibility in the church. In consultation with the Elders, areas of ministry will be delegated to individual Deacons according to their giftedness, calling, and the particular needs of the church.

1. Responsibilities and Role

Deacons shall be responsible to maintain fellowship with the Lord, other leaders in the church, and the church family.

- a. Deacons shall oversee the Benevolent Fund.
- b. Deacons shall oversee the church visitation ministry.
- c. Deacons shall be responsible for communion supply and set-up, and other areas of ministry as designated by the Elders for the well-being of the church.

2. Qualifications of Deacons

All Deacons must be Covenant Partners at LCC. Furthermore, they shall meet the biblical qualifications for Deacons expressed in 1 Timothy 3:8-13.

3. Selection

In September of each year, or in the case of special circumstances, the Elders will determine if additional Deacons should be appointed. If so, they will initiate the following process:

- a. A nominating committee, consisting of at least three Covenant Partners and at least one Elder will be appointed by the Elders.
- b. The nominating committee will receive instructions from the Elders on the qualifications and responsibilities of Deacons and will determine what questions should be asked of potential candidates.
- c. Suggestions of potential Deacons may be given to the nominating committee by the congregation or may originate with the Deacons.
- d. The nominating committee will recommend and request interviews for each of the candidates.
- e. At the conclusion of the interview process, the nominating committee will submit its recommendations to the Elders for final selection.
- f. Those recommended for the office of Deacon will be announced to the church family who then will be given thirty days to show cause in writing why any of the prospective Deacons would not be qualified to serve. The Elders will decide, after investigation, if sufficient evidence exists to disqualify the nominee.

ARTICLE 6 - SENIOR PASTOR

1. Function of the Senior Pastor

The Senior Pastor shall serve, together with the elders, by providing leadership and spiritual oversight. He shall also serve as the President of the Corporation and the default Chairman of the Elders, unless by agreement of the elders, another serves this role.

2. Duties

The Duties of the Senior Pastor include the following:

a. Leadership.

The Senior Pastor will work with the elders to provide biblical guidance for the church family. The Senior Pastor, together with the elders, will lead by personal example, biblical teaching, and the leadership of the Holy Spirit.

b. Spiritual Oversight

The Senior Pastor shall work cooperatively with the Elders, Deacons, and Covenant Partners. The Senior Pastor shall help ratify and communicate the God-given vision and mission of the church. He shall oversee and coordinate the day to-day ministry of the church.

c. Meetings

The Senior Pastor shall call and preside over all meetings of the ministry staff, assuring that all orders and resolutions of that team are fulfilled. He shall execute in the name of LCC all deeds, contracts, loans and other documents under the advice of the Treasurer and direction of the Administrative Board. He shall be considered an ex-officio (non-voting) member of the Deacons as well as all Ministry Teams, connection groups or any other group that meets within the body of LCC and may rightly offer supervision and management usually vested in the executive office of any corporation. He shall receive minutes and other pertinent committee activity and proposed actions.

d. Corporate Oversight

The Senior Pastor shall also serve as the President of the Corporation according to the Articles of Incorporation.

3. Compensation

The Administrative Board will serve as the Compensation Team for the function of the review of salary packages for all ministry staff and other paid staff of the church.

4. Qualifications

The Senior Pastor must be in good standing. All other qualifications of the Senior Pastor will be determined by the Elders.

5. Selection of a New Senior Pastor

In the event that the Senior Pastor deceases while in office, is incapacitated

indefinitely, disciplined by the Elders, resigns, or if the position becomes vacant for any other reason, the Elders shall work cooperatively with the remaining Pastoral Staff to locate a new Senior Pastor. Both bodies shall function as one Pastoral Search Team. If the Senior Pastor resigns or is in good standing with the church and wishes to be a part of the pastoral search process, he may do so as long as it is not deemed a conflict of interest by the Elders. Given the latitude for Leadership the Senior Pastor is given under these Bylaws and the Leadership and ministry qualities needed by the Senior Pastor to empower the church, the process of selection of a new Senior Pastor shall be conducted in the most careful manner.

ARTICLE 7 - OTHER POSITIONS OF SERVICE

1. Trustees

The Administrative Board will present Trustees to the church for approval by consensus (as defined in Article X of the LCC Constitution) at the Annual Meeting. Trustees will exercise oversight of church property. Each Trustee will be appointed for a three-year term of service. Trustees must be a Covenant Partner.

2. Global Ministries Leader

The Global Ministries Team Leader will give leadership to the church in its efforts to advance the gospel through its missionary outreach. The Elders will present the Global Ministries Team Leader to the church for approval by consensus (as defined in Article X of the LCC Constitution) at the Annual Meeting. The Global Ministries Team Leader will be appointed for a three-year term of service. The GMT Leader must be a Covenant Partner.

3. Other Positions of Service

Other positions of service will be directly appointed by the Elders or Administrative Board as needs arise or vacancies occur.

4. Treasurer

The Administrative Board will present the Treasurer to the church for approval by consensus (as defined in Article X of the LCC Constitution). The Treasurer will be appointed for a three-year term of service. The Treasurer must be a Covenant Partner. This position may be compensated.

5. Paid Ministry Staff

- a. The Elders are responsible for the process of hiring paid ministry staff. The Covenant Partners will affirm the candidate by consensus (as defined in Article X of the LCC Constitution) at a duly-called meeting.
- b. The Senior Pastor shall serve as an Elder.
- c. Paid ministry staff shall be under the oversight of the Elders.
- d. When just cause is evident, paid ministry staff may be dismissed at the discretion of the Elders. The dismissal process will follow LCC personnel policies and procedures and be supervised by the Elders and the Senior Pastor.

6. Other Paid Staff Members

Other Paid Staff members will be supervised and evaluated by the Administrative Board in consultation with the Elders. Creation of additional positions shall be done by agreement with the Elders and the Administrative Board, upon authorization of funds by the church family.

ARTICLE 8 - AMENDMENTS

These Bylaws may be amended through alteration, addition, or subtraction by consensus at any Annual Meeting or any other duly called church meeting. The congregation shall be apprised, in writing, of the proposed change(s) at least 2 weeks prior to the meeting. The notice of any meeting at which the Bylaws are altered, amended, or repealed, shall include the text of the proposed Bylaw Sections as well as the text of any existing sections proposed to be altered, amended, or repealed or a fair summary of those sections.