

PARK RIDGE COMMUNITY CHURCH BY-LAWS

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PARK RIDGE COMMUNITY CHURCH BY-LAWS

PREAMBLE

In order to provide for the orderly administration of the affairs of Park Ridge Community Church in conformity with the general principles established by its Constitution, the following By-laws are hereby ordained and established.

PARLIAMENTARY AUTHORITY

The Parliamentary authority for all committees, boards, organizations or activities described herein, except where it may conflict with these By-laws, shall be Roberts' Rules of Order, Revised.

DEFINITION OF TERMINOLOGY

The following definitions will apply throughout these by-laws:

Member. A member of Park Ridge Community Church is an individual who has professed membership by virtue of confirmation, affirmation of faith, or transfer of membership from another community of faith. Membership is retained until the participant requests a transfer or termination of membership, death, or loss of contact for five years. Members of the Congregation are granted access to the budget, committee minutes, and other documents upon request. All members of the Church shall be eligible for Church office.

Term Limits. An officer or appointed Chair, who in any election year is completing or will complete their second consecutive full term in a particular office, will be deemed ineligible for that same office during the ensuing election year, either by way of nomination, election or appointment.

Open Meetings. All are welcome to attend any meeting of the church with the exception of the Staff Meetings, Executive Committee Meetings, Stephen Ministry, and Staff Parish Relations Committee Meetings (due to the confidential nature of these meetings).

Ex-Officio. “Ex officio” is a Latin term meaning “by virtue of office or position.” Without exception, ex-officio members of boards and committees have exactly the same rights and privileges as do all other members, including the rights to voice and vote. If an ex-officio member has a Conflict of Interest, that person will refrain from participation in that item of business (see below).

Quorum. Except as otherwise defined, any gathering of a board, committee, team, or task force will achieve a quorum to call a vote when a majority (more than half) of the members of that body are present. Ex-officio members do not count toward quorum unless they are named members of the specific committee. [For example: quorum for the Board of Directors will be 9 members (½ of named members plus 1) and quorum for the Executive Committee will be 5 members (½ of named members plus 1)].

Nominating Process. In January, the Chair and Vice Chair will confirm with current Officers and Chairs of Committees and Teams their desire to continue their term, begin a second term (when

applicable), or step down from their role. All known vacancies in leadership positions as well as needed members of committees and teams will be conveyed to the Nominating Committee. The Nominating Committee will utilize insight from existing leadership, from the Welcome/Membership Committee, and self nominations to begin to invite members to step into new roles. A slate with officers, deacons, leaders and members will be presented to the Church at the Annual Meeting for a vote.

Votes. At any Board or Committee at which a vote is called, the member holding the office outlined in these by-laws shall be present and vote, and if they are unable to be present, they may send a designee from their committee to cast a vote on behalf of that committee/ministry area. In the cases when two people occupy one role (i.e. co-Chairs), they will have a total of one vote. All votes will be held in real time, with virtual and present individuals, unless the Board of Directors suspends the rule to allow for other methods of voting.

Conflict of Interest. A conflict of interest is a conflict, or the appearance of a conflict, between the private interests (financial, professional, relational or political) and official responsibilities of a person in a position of leadership, including staff members, officers, Board and committee members of PRCC. If a COI is determined, then the person who has such conflict will abstain from making motions and voting with respect to the COI, either by self recusal or by the decision of the committee/Board/team. In conversation with the committee/Board/team, the person with a COI may or may not be permitted to engage in discussion of that particular item of business.

BY-LAWS

ARTICLE I.

CALLED CONGREGATIONAL MEETINGS

Section 1. Annual Meeting. The Annual Meeting of the members of the Church shall be held on the first Sunday of May, without further notice other than these By-laws, unless otherwise provided by the Board of Directors more than one month in advance.

At this meeting reports of all officers, committees, teams, and formed task forces shall be rendered and officers for the ensuing year shall be elected. For the purpose of conducting said election, a moderator shall be nominated and elected. The meeting shall also be open for the transaction of such other business as may properly come before the meeting.

Section 2. Special Meetings. Special meetings of the members of the Church may be called by the Clerk, either at the direction of the Board of Directors or by petition of twenty-five (25) members delivered to the Clerk. Notice of the date and purpose of such a special meeting shall be given by announcement from the pulpit on the two Sundays immediately preceding the meeting.

Section 3. Quorum. At called congregational meetings of the members of the Church a quorum shall consist of fifty (50) members, except as provided in Article VI of the Constitution (requiring a three hundred (300) member quorum at a special meeting to revise the Constitution).

ARTICLE II.

MINISTERS

Section 1. General. Under the direction of the Senior Minister, the ministers shall have spiritual oversight of the church, of the pulpit and of the services of public worship.

The ministers other than the Senior Minister shall report to and be responsible to the Senior Minister, who shall have general responsibility for the Church program, working in consultation with the Church officers, the Executive Committee, the Board of Directors and its committees, teams and task forces.

The minister or ministers of the Church, one of whom may serve as Senior Minister, shall be members of the Board of Directors and members ex-officio of all regular and special committees, teams and task forces.

Section 2. Church Staff Administration. The Senior Minister shall be responsible first to the membership of the Church. Administratively, however, the Senior Minister shall be responsible to the Board of Directors and to the Executive Committee to the extent set forth in Article V, Sec. 2 herein.

The Senior Minister shall have general supervision of the Church office, direct the activities of Church personnel and schedule custodial and office work to be done for the Church organizations and activities. The Senior Minister shall have power to delegate such phases of their responsibility to other ministers and to others on the Church staff as they find appropriate.

Section 3. Team Leadership. Each year at the Board of Directors Organizational meeting, the Senior Minister shall provide a list of the committees and teams each staff and minister are charged with relating to, in order to ensure consistent and clear organizational support for each committee and team.

Section 4. Removal. A minister may be removed from their position as indicated under Article V, Sec. 2.f.i.

Section 5. Hiring of Ministerial Staff. When it becomes necessary to fill a vacancy or add to the ministerial staff, the minister called shall be recommended by a Search and Call Task Force consisting of at least eight (8) members appointed by the Board of Directors, and then the minister shall be proposed for acceptance by ballot at a special meeting of the members of the Church called for that purpose.

ARTICLE III.

OFFICERS

Section 1. List of Elected Officers, their Election and their Terms. The officers of the Church shall be those set forth below, each of whom shall be elected at the Annual Meeting in May and shall

begin their term of office at the annual Organizational Meeting of the Board of Directors next following their election. Each shall hold office from that date for the term hereby set forth opposite the office and until a successor shall have been duly elected and inducted into office.

- Chair of the Congregation one year • Vice-Chair of the Congregation one year • Clerk two years • Treasurer two years • Receipts Treasurer two years • Church Attorney two years • Nine Trustees two year renewable term • Twenty-four Deacons two year renewable term • Fund Managers Panel three years, one elected annually 1. Contingency Fund Manager; 2. Endowment Fund Manager; 3. Capital Replacement Fund Manager • Faith Development Committee Chair two years • Worship Committee Chair two years • Christian Outreach Committee Chair two years • Staff Parish Relations Committee Chair two years • Fellowship Committee Chair two years • Welcome and Membership Committee Chair two years • Nominating Committee Chair two years • At Large Board Members two years

Section 2. Vacancies. A vacancy in any office because of death, inability to serve, resignation or removal, or for any other cause shall be filled by appointment of the Chair of the Congregation, subject to the approval of the Executive Committee and the Board of Directors. Said appointee shall hold office until the next following annual Organizational Meeting of the Board of Directors when his or her successor shall have been duly elected and inducted into office. An officer may be removed from their position as indicated in Article V, Sec. 2.f.i.

Section 3. Chair of the Congregation. This officer shall have the responsibility of generally overseeing the secular affairs of the Church and coordinating the activities of its various committees and organizations. The Chair shall serve as Chair of both the Board of Directors and the Executive Committee. The Chair shall preside at all meetings of the Board of Directors, the Executive Committee and all called congregational meetings, except that portion of the Annual Meeting conducted by the Moderator elected pursuant to Article I, Sec. 1 hereof. The Chair may, by direction to the Clerk, call special meetings of the Board of Directors, the Executive Committee or any Committee, Team or Task Force. The Chair shall be a member ex-officio of all Committees, Teams, and Task Forces.

Section 4. Vice-Chair of the Congregation. The Vice-Chair of the Congregation shall perform such duties as shall be designated to them by the Chair of the Congregation, the Executive Committee or the Board of Directors. In the absence, death, inability to serve or removal of the Chair, the Vice-Chair shall exercise all of the powers, duties and responsibilities of the Chair. The Vice-Chair shall serve as the Chair of the Finance Committee and shall be a member ex-officio of all Committees, Teams, and Task Forces.

Section 5. Clerk. The Clerk shall keep a faithful record of the proceedings of the meetings of the Board of Directors and of the Executive Committee and shall submit these records to each such

body for correction and approval at its next succeeding regular meeting. The Clerk shall perform these same duties for any called meeting of members of the Church. The minutes of meetings of the Executive Committee shall be reviewed, also, by the Board of Directors at its next succeeding meeting, and the Board shall take whatever action appears necessary thereon.

The Clerk shall be custodian of the Seal of the Church. The Clerk shall keep all records, correspondence, official reports and valuable papers of the Church as directed by the Board of Directors, give legal notice of all meetings when necessary, and perform such other duties as may be prescribed by the Board of Directors, by the Executive Committee or as usually pertain to the office of the Clerk.

Section 6. Treasurer. The Treasurer shall manage and disburse all monies and process securities tendered by the Receipts Treasurer for operating, memorial gifts, Christian Outreach, Special and Other Church purposes in accordance with budgets, procedures and financial commitments approved by the Board of Directors and as otherwise directed by said Board. The Treasurer shall also:

- a. Maintain adequate accounting records and supporting documents and files; 5
- b. Present written financial records at each regular meeting of the Board of Directors and to the members at each Annual Meeting;
- c. Submit all records for examination as requested by the Auditor;
- d. Serve as a member of the Finance Committee as provided in Section 6 of Article V; and
- e. Engage the services of an outside auditor, or create an internal evaluation audit team approved by the Board of Directors to: (i) make periodic, not to exceed four years, written examinations of the records of the Treasurer and such other records as may be necessary to assure a complete audit; and (ii) make interim written examinations of accounting and other records when directed by the Board of Directors.

Section 7. Receipts Treasurer. The Receipts Treasurer will accept, deposit in the Church bank accounts (or in the case of donated securities, turn over to the Treasurer) and record the source of those moneys tendered through online giving, midweek and Sunday offerings, and other receipts with timely advice to the Treasurer of the aggregate sum of each type of income as defined in the Church Chart of Accounts.

For those receipts designated for Funds other than the General Fund, the Receipts Treasurer will advise the appropriate Committee Chair of the receipt and amount, but the source will not be specified unless requested by the donor.

The Receipts Treasurer shall serve as a member of the Finance Committee; and shall perform such duties as shall be assigned to him or her by the Treasurer. The Receipts Treasurer shall be elected by the congregation for a term of two years.

Section 8. Church Attorney. The Church Attorney shall give legal counsel and guidance to the Board of Directors, the Executive Committee, the Trustees and all other officers and committees, as directed by policy set by the Board of Directors, regarding legal matters affecting the Church. The Church Attorney shall, when appropriate, recommend the retention of outside counsel.

Section 9. Board of Trustees. The Chair of the Trustees shall coordinate the committee's resources to ensure fulfillment of church needs as directed by the Board of Directors and the Executive Committee. The Trustees shall be responsible for the care and upkeep of the physical properties of the Church, including the hiring and supervision of the employees necessary to care for the physical property. The Trustees shall hire such other employees as may be required (and not specifically provided for elsewhere in these By-laws), provided, however, that funds shall be available therefore in the approved budget.

The Trustees shall have responsibility for the real and personal property of the Church; however, they may not arrange for the purchase, sale or mortgage of real property except with the recommendation of the Board of Directors and with specific authorization from the membership of the Church, given at an Annual Meeting or at a special meeting of the members called for that purpose. The Trustees also shall have the responsibility of arranging for and negotiating all contracts for the construction of new buildings and major additions to or improvement of the real property of the Church, but only when so recommended by the Executive Committee, the Board of Directors, and specifically authorized by the membership of the Church as above provided.

Notwithstanding the above, however, the Trustees may, under circumstances they have found to constitute an emergency, recommend to the Executive Committee immediate expenditures for the care and upkeep of the physical properties of the Church, in which event the Executive Committee shall be empowered to the extent set forth in Article V, Sec. 2.f.ii hereof.

The Trustees shall, at least annually, survey the needs and requirements of the Church, its committees, organizations and activities and the adequacy of the physical facilities to meet those needs, reporting their recommendations to the Executive Committee and the Board of Directors.

The Trustees each year shall prepare a budget request for presentation to the Finance Committee to include all areas under their supervision. The Trustees shall administer their final budget when approved.

The Trustees shall hold regular monthly meetings at which a majority of the Trustees shall constitute a quorum.

The Chair of the Trustees will be nominated and elected following the church process identified for the Annual Meeting each year. The Trustees shall submit to the Chair of the Congregation those selections and the names of Trustees to serve on the following Church activities:

- The Chair and one additional Trustee to serve as an alternate on the Board of Directors;
- The Chair to serve on the Church Use Committee

- One Trustee to serve on the Memorial Gifts Team

Section 10. Deacons. Twenty-four individuals shall serve as Deacons for a term of three years, with eight deacons elected each year. Deacons serve the needs of the congregation as lay ministers, attending to the needs of the congregation, including

- a. In the administration of the Ordinances, they shall aid the ministers in the observance of the Lord's Supper and may assist in baptism services;
- b. They shall assist the ministers and church leaders in serving members and visitors on their spiritual journeys as they seek to deepen their faith life and service to others; and
- c. They shall serve and volunteer on ministry committees, teams, and task forces aligning with their own spiritual gifts and passions.

The Deacons shall select their own Chair and shall hold regular meetings at least three times each year. The Chairperson of the Deacons shall prepare annually for presentation to the Finance Committee a budget request and shall administer their final budget when approved. The Chairperson or designee shall serve on the Ministry Council and the Worship Committee, and shall ensure the appropriate number of Deacons are signed up to prepare and serve the sacraments.

Section 11. Fund Managers Panel. The general purpose of the Fund Managers Panel is to oversee investments of Park Ridge Community Church funds. The Fund Managers Panel shall consist of three members nominated by the church nominating process and elected at the Annual Meeting. Each member of the panel will serve for three years after election with terms staggered so that one member is elected each year.

The Fund Managers Panel shall report to the Finance Committee. The Fund Managers Panel will have primary responsibility for the established funds including the Capital Replacement Fund, Contingency Fund and Endowment Fund. The Fund Managers are responsible for designating, overseeing & communicating with outside investment advisors as may be required to carry out the business of managing Church investments.

The Funds should be managed together with the appropriate level of diversification, with the goals and requirements of each individual Fund taken into consideration. The Funds shall be invested separate and apart from regular Church funds and are to be treated as restricted assets of the Church.

The Fund Managers shall submit written reports, no less often than quarterly, on the performance and the financial status of the individual funds and on any amounts spent. Reports will be distributed to the Finance Committee, the Treasurer, the Board of Directors and any other interested member who requests a copy. The Fund Managers shall keep a record of any contribution made to a fund including the name of the contributor, the amount, the date contributed, the specific fund and any stipulations or provisos. A list of donors shall be available to the Board of Directors unless anonymity was requested. Any stipulations or provisos connected with gifts or bequests shall also be available to the Board of Directors.

Subsection A. Capital Replacement Fund

- a. The purpose of the fund, known as the Capital Replacement Fund (CRF) is to act as a funding mechanism for capital expenditures and ongoing maintenance of the church properties. The fund will not be used for operating cash purposes or to cover budget deficits.
- b. Contributions toward this fund will be used according to the capital replacement schedule as outlined and managed by the Trustees of the church. Duplicate copies shall be deposited with the Treasurer and Finance Committee. Contributions shall be acknowledged by the manager of the fund and a copy given to the Treasurer of the Church. Copies of mailings requesting contributions & reports on the status of the fund that are transmitted to the congregation shall be placed in the official records of the Church.

Subsection B. Contingency Fund

- a. The purpose of the Contingency Fund is to accumulate capital to invest so as to provide income and meet emergency financial demands that, but for the Fund, could only be met by a special fund-raising effort by the membership.
- b. Decisions regarding approval of projects and deposition of contributed principal of the Funds shall require approval by both the Finance Committee and the Board of Directors. Notice shall be given to the Fund Managers Panel prior to any action taken by the Board. Requests for Fund expenditures made by the Board shall be acted upon by the Managers within 30 days after receiving the request.
- c. The Church may borrow up to 5% of its annual operating budget from the Fund, interest-free, provided that repayment is made to the Fund before the 31st day of December of the year in which the borrowing was made. In any calendar year in which the principal of the Fund exceeds \$150,000, the amount in the account greater than \$150,000 may, with the approval of the Board of Directors, be paid over to the General Fund or the Capital Replacement Fund no later than July 1 of the following year, with the use of such income to be unrestricted.

Subsection C. Endowment Fund

- a. The purpose of the Endowment Fund is to provide a means of accepting gifts given to the Church during the lifetime of a person as well as accommodating bequests made under a last will and testament.
- b. The Fund Managers Panel shall be given the sole power to invest the principal for the benefit of the Church. All funds received by the Endowment Fund, unless otherwise specified by the donor, will be maintained as part of the principal of the Fund, to be expended only under the conditions specified below. This principal will be invested by the Fund Managers in a prudent manner.
- c. The income earned from funds given to the Endowment Fund without stipulation may be available to the general fund as approved by the Finance and Executive Committees. The principal of the funds received with stipulations or provisos concerning the use of said funds and the income earned there from will be administered as stated and in the manner intended by the donor. It shall be the duty of

- the Fund Managers Panel to keep accurate records on such specifically designated funds and to pass on such records to succeeding Fund Managers Panels.
- d. Under exceptional circumstances, when an emergency occurs and no other funds are available to meet the needs of the Church, principal in the Trust will be provided when requested by the Executive Committee, approved by the Board of Directors and authorized by the membership of the Church at an Annual Meeting or at a special meeting called for that purpose.
 - e. The Endowment Fund may be terminated only by a vote of the membership of the Church at an Annual or special meeting or if the Church ceases to exist. If the termination is by a vote of the membership, the assets then remaining in the Fund shall be assigned as the membership directs.

Subsection D. New Special Designated and Restricted Funds. Park Ridge Community Church may from time to time establish a number of designated and restricted funds, the number and purpose of such funds changes over time.

- a. New investment funds may be established by request to the Treasurer and the Finance Committee and approved by the Board of Directors.
- b. Records detailing the purpose of each such fund, the date established, and the church committee or team responsible for the fund, and distribution plans will be kept by the Treasurer.
- c. The Fund Managers, in conjunction with the Finance Committee may designate the appropriate account in which these funds will be deposited and held, with the fund description and location shared at the next BOD meeting
- d. Records with regard to the designation, receipts and expenditures of each such fund will be included in the accounting system of the church, with donor anonymity wishes respected.
- e. Should at any time in the future it be determined that any such fund is no longer necessary, the remaining monies will be distributed according to the recommendation of the Finance Committee and a vote of the BOD.

Section 12. Committee Chairpersons. The following Chairpersons, or their designees, will represent their ministry area at the Board of Directors. They are considered Officers of the church, by virtue of their election by the congregation. Descriptions of these committees are found in Article V of these bylaws.

- a. Christian Outreach Committee Chair
- b. Faith Development Committee Chair
- c. Fellowship Committee Chair
- d. Nominating Committee Chair
- e. Staff Parish Relations Committee Chair
- f. Welcome and Membership Committee Chair
- g. Worship Committee Chair

Section 13. At Large Members. In order to allow for representation of the diversity within the congregation, two at-large members of the Board of Directors shall be nominated and elected at the annual meeting. The term for this member is two years, and care should be given to consider nominees who will help represent a demographic not already present in the other Board members.

ARTICLE IV.

BOARD OF DIRECTORS

Section 1. Powers and Duties of the Board. The Board of Directors shall manage the goal setting and strategic vision for the church. The Board of Directors shall also manage and approve the church's budget. In addition, the Board of Directors has jurisdiction over all matters not specifically reserved in these By-laws to the members of the Church or to the ministers. Appeal of any decision of a minister, an officer or a committee shall be made first to the Executive Committee and then, if necessary, to the Board, whose decision thereon shall be final.

Section 2. Selection. Each year, vacant positions on the Board of Directors shall be nominated by the Nominating Committee and approved by the congregation at the Annual Meeting. Vacancies are addressed in Article III Sec. 2.

Section 3. Representation on the Board. The Board of Directors shall consist of the members of the Church holding the following offices:

1. Minister(s)
2. Chair of the Congregation
3. Vice-Chair of the Congregation
4. Clerk
5. Treasurer
6. Chairperson of the Board of Trustees
7. Chairperson of the Faith Development Committee
8. Chairperson of the Welcome and Membership Committee
9. Chairperson of the Christian Outreach Committee
10. Chairperson of the Worship Committee
11. Chairperson of the Staff Parish Relations Committee
12. Chairperson of the Fellowship Committee
13. At-Large Members

Chairpersons or representatives of Teams or Task Forces may be invited by the Chair of the Congregation to attend and/or request to make a presentation at Board meetings.

Section 4. Organizational Meeting of the Board of Directors. An Organizational Meeting of the Board of Directors for the purpose of inducting into office all elected Board members shall be held

on or before the third Tuesday of June each year. At this meeting the Board shall review all of the existing special committees, teams, and task forces. The Board will review Committee and Team Rosters, ensuring staff or minister liaisons assigned to each.

- a. Review New and Existing Charters of Teams and Committees. At its Organizational Meeting, the Board of Directors shall review all new and existing charters for teams and committees, ensuring that the ministries of the church are attended to.
- b. Appointments by the Board of Directors. At the Organizational Meeting of the Board, and at all times thereafter, the Board shall see to the completion of its organization and that of the Church by acting upon the appointment, reappointment or confirmation of appointment of the any vacant offices
- c. Formation of a Task Force. At the Organization Meeting of the Board, and at any and all times thereafter, the Board shall form Task Forces, as needed, for a defined goal. Such task forces shall be created for 1 year, renewed at the will of the Board. Search and Call Task Forces, found in Article II, Sec. 4 is one example of such.

Section 5. Regular Meetings of the Board. The Board of Directors shall meet at least once each quarter on such day as the Board shall adopt by resolution.

Section 6. Special Meetings of the Board. The Board of Directors shall meet in special sessions when called by the Clerk:

- a. At the direction of the Chair of the Congregation;
- b. Upon written request of five members of the Board; or
- c. Upon request by a minister.

ARTICLE V.

COMMITTEES

Section 1. General. Committees serve to govern the church itself and oversee the operations of the church. Committees are accountable to the Congregation at large and led by volunteer congregational leaders.

- a. Committee Chairs. All Committee Chairs will be nominated by the Nominating Committee and approved by the congregation at the Annual Meeting. No salaried employee of the Church shall serve as the Chair of any committee. Prior to the Organizational Meeting of the Board of Directors each year, the committee Chair shall submit to the Chair of the Congregation the names of all committee members, as well as the name of an Assistant Chair. All Committee Chairs shall ensure that their Committee prepare for presentation to the Finance Committee each year a budget request and shall administer the final budget when approved.
- b. Committee Meetings. All committees shall, unless otherwise provided in these By-laws, establish their own schedule for regular meetings, but shall be subject to call for special meetings by their Committee Chair, the Ministers or the Chair of the Congregation.

- c. Committee Reports. Reports of committees, organizations and recognized activities to the regular meetings of the Board of Directors must follow the organizational rules of the Board of Directors.
- d. Committee Charters. All active Committees will be delineated in the document entitled “Charters of Park Ridge Community, Committees, Teams and Task Forces” that is stored in a shared file available to the Board of Directors.
- e. Committee Membership. All committee members may be appointed by that committee’s Chairperson or through the Nominating Committee process for a renewable term of three years, except where otherwise outlined in these By-Laws. Except as otherwise defined, each committee shall have a minimum of four persons, in addition to the Chairperson of that committee.

Section 2. Executive Committee.

- a. General. The Executive Committee shall have as its primary purpose that of being of executive assistance to the Board of Directors in the conduct of the detailed affairs of the Church. The Executive Committee is charged with overseeing the day-to-day operations of the church, in the exercise of the powers conferred by these By-laws, and in the performance of such other duties as may be lawfully delegated to it from time to time by the Board.
- b. Membership. The Committee shall consist of six members of the Board of Directors currently serving in the following offices, plus the Senior Minister:
 - 1. Chair of the Congregation, who shall chair the Committee
 - 2. Vice-Chair of the Congregation
 - 3. Clerk, who shall be Secretary
 - 4. Treasurer
 - 5. Chair of the Trustees
 - 6. Chair of the Staff Parish Relations Committee
- c. Duties and Powers. The Executive Committee shall advise and aid the Officers, committees, teams, organizations and recognized activities of the Church in all matters concerning the affairs of the Church and the conduct of its business. Subject to the general direction and control of the Board of Directors, the Committee shall have and may exercise all of the authority of the Board, including the power to authorize the Seal of the Church to be affixed to all papers which may require it. The Executive Committee shall maintain a record of its acts, proceedings and meetings, and the minutes shall be submitted at the next meeting of the Board for approval or appropriate action.
- d. Meetings. The Executive Committee shall meet once prior to each meeting of the Board of Directors if there is business to address, and more often when necessary upon its own resolution. Special meetings may be called by the Clerk at the direction

of (a) the Chair of the Congregation, (b) the Vice-Chair of the Congregation, (c) the Senior Minister, or (d) any other three of its members.

- e. Church Staff Administration. The Executive Committee shall designate which of the ministers of the Church shall serve as Senior Minister, and shall define their duties with relation to the Church and other ministers of the Church. It shall be the joint responsibility of this Committee and the ministers to develop a program that will ensure harmonious and effective use of the pastoral talents available to the Church.

The Committee shall exercise general supervision over the ministers and other paid staff personnel, particularly with reference to administrative functions such as amount of salary, interpretation of contracts, expense accounts, housing, hours of work, vacations, pensions and other considerations of employment.

- i. Removal of Officers and Ministers. In matters pertaining to the removal of any officer or minister, the Committee shall carefully investigate, review and analyze the details of any such situation, shall prepare a written report for the Board of Directors setting forth all of the attendant facts and circumstances and shall make its recommendations to the Board. Recommendations of the Committee concerning the removal of an officer or of a minister shall require a two-thirds majority of all of the members of the Executive Committee. Action of the Board on removal of an officer shall be final. Removal of a minister shall require approval by ballot at a special meeting of the members of the Church called for that purpose.
- ii. Emergency Expenditures. Whenever the Trustees shall recommend to the Executive Committee, under circumstances found by the Trustees to constitute an emergency, that the use, care and upkeep of the physical properties of the Church require the immediate letting of a contract or contracts and expenditures for improvements, the Executive Committee may in its discretion, and subject to review and approval by the Board of Directors, authorize such contract or contracts and expenditures without presentation to, action by, or authorization of the membership of the Church as required in Article III, Sec.9 hereof; provided, however, that funds for such expenditures shall be available in the approved budget.
- iii. Title to Property. Title to the real and personal property of the Church shall be held in the name of the Corporation: the Park Ridge Community Church. Transactions affecting such title pursuant to specific authorization as set forth in Article III, Sec. 9 hereof shall be accomplished at the direction of the Executive Committee by the Clerk of the Church who shall execute, seal where appropriate and deliver the contracts and such other papers as may be necessary to consummate the transaction so authorized.
- iv. Budget. The Executive Committee shall prepare for presentation to the Finance Committee each year a budget request that shall include the financial requirements of the ministerial contracts, expense accounts, ministerial housing, pensions and other benefits, and the financial requirements of the

office and office personnel of the Church. The Committee administers the final budget when approved.

Section 3. Christian Outreach Committee. The Christian Outreach Committee shall promote mission education and shall counsel all organizations of the Church for the purpose of coordinating mission activities. This Committee should monitor areas of need in the immediate area, state, nation, and world and provide opportunities for the congregation to respond to those needs.

Section 4. Faith Development Committee. The Faith Development committee shall provide opportunities for spiritual growth and development of faith for people of all ages of the congregation, in coordination with the ministers, staff, and volunteers and in alignment with the Statement of Purpose. The Chairperson or designee shall participate in and report to the Board of Directors and Ministry Council meetings to update these bodies with ongoing ministries and events. In addition to the members of the committee, staff and ministers organizing age-level education programs in the church, as well as leaders of the associated teams, shall participate in this committee.

Section 5. Fellowship Committee. The Fellowship Committee shall schedule, organize and coordinate opportunities for social engagement, across the generations of the church. Activities and events may include church dinners, church outings, and fun. The Chairperson, or their designee, shall participate in and report to the Board of Directors and Ministry Council meetings to update these bodies with ongoing ministries and events.

Section 6. Finance Committee.

- a. General. This Committee shall have the responsibility for overseeing the financial affairs of the Church and of the recognized organizations and activities responsible to the Board of Directors. The Committee shall establish the fiscal period of the Church, subject to the approval of the Board, and shall have a continuing responsibility to advise the Board regarding its financial condition and forward planning for the Church.
- b. Membership. The Committee shall consist of:
 - i. The Vice-Chair of the Congregation, who shall chair the Committee;
 - ii. The Treasurer of the Church;
 - iii. The Receipts Treasurer;
 - iv. The Memorial Gifts Representative
 - v. One member appointed by the Chair
 - vi. The Fund Managers Panel, one manager each for the following funds, Contingency, Capital Cost Replacement and Endowment, each manager serving a 3-year term.
- c. Pledges. The Committee shall be responsible for the annual pledge canvass, for which one of the members shall be Director.
- d. Budgets. The Committee shall secure budget requests from all committees and departments of the Church, determine the integrated financial requirements of such organizations and prepare and present a proposed budget to the Board of Directors

for approval.

- i. Upon completion of the annual pledge canvass above, the Committee shall prepare and present an operating budget of estimated total income and expense to the Board of Directors for approval.
- e. Disbursements. During the fiscal year the authority for the approval of disbursements shall be as follows:
- i. Each Operating Committee Chair - Items approved in the Committee Budget; ii. Finance Committee - The reallocation of items within approved budgets; iii. Treasurer - Financial commitments of the operating budgets as approved by the Board of Directors; and
 - iv. Board of Directors - Expenditures in excess of the total of approved items shall require recommendation of the Committee and approval of the Board.

Section 7. Nominating Committee. The Nominating Committee shall select qualified candidates for all elective offices listed in Article III, Sec. 1 of these By-laws and shall present the slate of willing nominees at the regular April meeting of the Board of Directors and to the Annual meeting of the Congregation. The Nominating Committee may be called upon in case of mid-term vacancies, as needed.

The Committee shall consist of nine persons, in addition to the Senior Minister. A layperson elected by the congregation will serve as Chair of the committee and shall make the report at the Annual Meeting. The membership of the committee shall be divided into three classes, one of which shall be elected each year for a three-year term. Only one person from an immediate family is eligible to serve on the Committee. Retiring members are not eligible to succeed themselves.

Section 8. Staff Parish Relations Committee. The Staff Parish Relations Committee shall assist the Executive Committee and Board of Directors with the management of the staff of PRCC, by creating and updating personnel policies, participating in staff reviews, advising the Executive Committee on personnel issues, and fostering an environment of cooperation and respect between the staff and lay persons of the church, so that the congregation lives into its mission and vision.

The Committee shall consist of six to nine lay members, each serving for three year terms, with rotating classes of 3 years, in addition to the Senior Minister, Chair and Vice Chair of the Congregation.

Section 9. Welcome and Membership Committee. The Welcome and Membership Committee shall have responsibility for administering Article IV - Membership - of the Constitution of the Church. ["This Church shall be composed of those who sincerely seek to follow the Way of Jesus Christ. Membership shall be open to all by either a Letter of Transfer from another Christian Church, or by a personal affirmation of faith in God and Jesus Christ"]. It will also assist in imparting pertinent information to new members toward orienting them about Church activities, and take positive action with a view toward assimilating new members into such activities.

The Committee shall work with the Church staff to develop full information on new members, the

death, removal or withdrawal of present members and, in cooperation with the staff, shall maintain a record of the Church membership which shall be available to the members at all times. The staff shall, as requested, issue letters of transfer.

Prior to the Organizational Meeting of the Board of Directors each year, the Chair shall submit to the Chair of the Congregation the name of one member to serve on the Church Use Committee.

Section 10. Worship Committee. This committee shall support the planning, coordination, and development of meaningful worship experiences throughout the year. Through meeting and looking ahead, all those participating in worship services can contribute to the details and components of worship, ensuring proper advance preparation, supply ordering, volunteer recruitment, evaluation of prior services, and support to ministers and staff.

The Committee shall consist of six to eight members as follows:

- a. The Chair, nominated and elected by the Congregation; and
- b. The Chair of Deacons, or other designated Deacon;
- c. The Chair of Ushers, or other designated Usher;
- d. The Director of Music Ministries, or other designated Musician;
- e. A member of the Children's Ministry Team;
- f. And one to three additional members appointed by the Committee Chairperson

ARTICLE VI - TEAMS

- A. Teams facilitate ministry in coordination with the church ministers and staff. Teams are empowered to make important choices to achieve practical goals for results that outwardly impact the church and the rest of the world. All teams must have active BOD approved charters on file with the Senior Minister and Chair of the Congregation.
- B. Teams are allowed to organize as they see fit to achieve their goals within the parameters of their BOD approved charter.
- C. Each Team shall prepare for presentation to the Finance Committee each year a budget request and shall administer the final budget when approved.
- D. Teams shall coordinate with a Committee Chair, the Senior Minister, or the Chair of the Congregation to act as a liaison between the Team and the BOD.
- E. Any person wishing to establish a new team should reach out to the Senior Minister or Chair of the Congregation. A charter must be approved by the BOD prior to organizing.
- F. All active Teams will be delineated in the document entitled "Charters of Park Ridge Community, Committees, Teams and Task Forces" that is stored in a shared file available to the Board of Directors.

ARTICLE VII - TASK FORCES

Section 1. General

- a. Task Forces serve to accomplish specific missions at the bequest of the Board of Directors. While a few standing Task Forces are named, The Board of Directors may, at any time at its discretion, create and appoint additional Task Forces for such specific responsibilities as the Board may from time to time determine. The method of selecting a committee, its size, duties and tenure (not to exceed two years) shall be determined by the Board at the time such committee is created unless named here.
- b. All active Task Forces will be delineated in the document entitled “Charters of Park Ridge Community, Committees, Teams and Task Forces” that is stored in a shared file available to the Board of Directors.

Section 2. Church Use Task Force. This Task Force shall have authority to approve or reject requests by outside groups or individuals to use Church facilities, rooms, buildings or grounds. This shall not apply to use by Park Ridge Community Church groups or organizations.

The Task Force shall establish procedures and standard fees, as approved by the Board, and shall have authority to adjust these fees for specific uses.

The Task Force shall include:

- (a) The Chair of the Congregation;
- (b) The Vice Chair of the Congregation;
- (c) The Senior Minister;
- (d) The Chair of the Trustees; and
- (e) One member of the Membership Committee selected by that Committee from among their number.

Section 3. Pastoral Review Task Force. This Task Force shall provide for pastoral review and evaluation, and shall support the SPRC as ombudsmen to the entire paid staff. The Committee shall include:

- (a) The Chair of the Congregation;
- (b) The Vice-Chair of the Congregation; and
- (c) Immediate Past Chair of the Congregation.

ARTICLE VIII - DISSOLUTION

In the event Park Ridge Community Church ceases to exist, other than combining or associating with another church whose purpose is considered comparable to the Statement of Purpose of the Church, the assets of the Church shall be given over to the International Council of Community Churches or its successor.

ARTICLE IX - AMENDMENT

By-laws may be amended by the affirmative vote of two-thirds of the Board members present at a meeting of the Board of Directors; provided, however, that one month's prior notice of the proposed change shall have been given in writing to all Board members.

APPENDIX 1

**CONSTITUTION
of
THE PARK RIDGE COMMUNITY CHURCH
(As Amended September 30, 1962)**

**ARTICLE I
STATEMENT OF PURPOSE**

We desire to associate ourselves in a Fellowship of the Christ Spirit and covenant to accept one another in diversity of faith, supporting each other in love and respect. The Fellowship that is our Church grows from and builds upon the traditions of the various Christian Churches of the centuries.

We intend as individuals to grow in our understanding of the true nature of God and the Way of Life taught by Jesus Christ. Unity with God is our Goal, Jesus Christ is our Way, the Bible is our greatest resource and the Church is our visible, sustaining Fellowship.

As members of this Church, we shall go forward together in freedom seeking continually to learn more of the true nature of God and His purpose.

**ARTICLE II
NAME**

The name of this Church shall be The Park Ridge Community Church.

**ARTICLE III
PRINCIPLES**

This Church stands committed to the proclaiming of the gospel of Jesus Christ, to the teaching of his Message, to the building of Christian character, and to the work of the Good Samaritan.

This Church shall preach the larger unity of the Church for which Jesus prayed and which Paul taught, seeking the coming of a truly universal Church.

This Church acknowledges only the Lord Jesus Christ as its Head.

This Church receives the Holy Scriptures as its only trustworthy source of faith, inspiration and guidance.

This Church shall be subject to no other ecclesiastical body, yet it shall recognize the obligation and privilege of the communion of churches by seeking and extending that fellowship, sympathy, advice and co-operation which the New Testament exemplifies.

Government of this Church shall be vested in the membership body and shall be conducted according to its understanding of God's Will.

ARTICLE IV
MEMBERSHIP

This Church shall be composed of those who sincerely seek to follow the Way of Jesus Christ. Membership shall be open to all by either a Letter of Transfer from another Christian Church, or by a personal affirmation of faith in God and Jesus Christ.

ARTICLE V
SACRAMENTS

The Lord's Supper shall be celebrated at least quarter- annually. The invitation to the Lord's Table shall be such as to include all who sincerely love the Lord Jesus Christ. Baptism may be administered on request to confessing believers and to children of believers; the method and form shall be optional with the individual.

ARTICLE VI
AMENDMENT

This Constitution shall be amended only upon the affirmative vote of not less than seventy-five percent (75%) of those members of this Church who shall attend a special meeting of the membership called for that purpose and announced from the pulpit on not less than two (2) consecutive Sundays prior to the meeting date at which meeting no other business shall be transacted and at which three hundred (300) members shall constitute a quorum.

