

ESTD



1750

M E D W A Y

COMMUNITY CHURCH

BYLAWS OF THE COMMUNITY CHURCH
Medway, Massachusetts

Version 23.0
Amended through June 14, 2021

AMENDMENT INFORMATION

Date	Version	Action by Congregation
1-15-1987	0.0	Approved unanimously
1-21-1988	1.0	Approved unanimously
4-16-1988	2.0	Approved (except amendment 2.2)
6-12-1990	3.0	Approved (except amendment 3.3)
1-23-1992	4.0	Approved (except amendment 4.1)
6-16-1994	5.0	Approved (except amendment 5.1)
2-12-1995	6.0	Approved unanimously
6-20-1996	7.0	Approved unanimously
6-19-1997	8.0	Approved unanimously
5-01-2003	9.0	Approved unanimously
6-24-1999	10.0	Approved unanimously
11-3-2003	11.0	Approved
2-09-2004	12.0	Approved
6-29-2004	13.0	Approved
2-02-2006	14.0	Approved
6-21-2007	15.0	Approved
6-19-2008	16.0	Approved
6-18-2009	17.0	Approved
1-31-2010	18.0	Approved
8-25-2010	19.0	Approved
6-14-2011	20.0	Approved unanimously
6-10-2013	21.0	Approved unanimously
6-09-2015	22.0	Approved
6-14-2021	23.0	Approved

TABLE OF CONTENTS

	Page #
Preamble	3
Article I: Legal Name, Common Name and Affiliation	3
Article II: Purpose	3
Article III: Covenant	3
Article IV: Doctrine	4
Article V: Membership	4
Article VI: Church Officers	5
Article VII: Corporate Officers and Properties Manager	11
Article VIII: Standing Committees	13
Article IX: Church Meetings	16
Article X: Miscellaneous	17

Historic Preamble of 1940

The Second Congregational Church of Medway, Massachusetts, and the Baptist Church of West Medway, churches of West Medway, Massachusetts; in order to better fulfill their common mission to the community, to conserve the resources of the Kingdom of God, and to protect the unity of His Disciples for which Christ prayed, do hereby adopt the following Articles of Agreement and constitute themselves the Federated Church, to be known as the Community Church.

Ratified and adopted by:

The Second Congregational Church of Medway, Massachusetts on the 25th day of June, 1940, and
The Baptist Church of West Medway, on the 25th day of June, 1940.

Historic Preamble of 1995

The Second Congregational Church of Medway, Massachusetts, and the Baptist Church of West Medway, Massachusetts both adopted resolutions to merge their memberships with the Community Church in order to reflect one Church body and membership and to fully unify the membership of the Community Church under the Lordship of Jesus Christ.

Ratified and adopted by:

The Second Congregational Church of Medway, The Baptist Church of West Medway and the
Community Church of West Medway on the 12th day of February, 1995.

ARTICLE I: LEGAL NAME AND COMMON NAME

The legal name of this church shall be The Community Church of West Medway, Inc., incorporated under the laws of the Commonwealth of Massachusetts in 1979. The common name of this church is Medway Community Church.

ARTICLE II: PURPOSE

The purpose of this church is for believers in the Lord Jesus Christ to meet together (Heb 10:25), worshipping God together as Jesus declared (John 4:23-24); to encourage and edify one another (I Thess 5:11); to love, serve and submit to one another (1 Pet 4:8-10; Eph 5:21); to submit to God's will in our lives (Rom 12:1-2); and to spread the good news of salvation to our local community and ultimately to the world (Mt 28:19-20; Acts 1:8).

ARTICLE III: CHURCH COVENANT

We trust that we have been brought by divine grace to receive the Lord Jesus Christ, to follow his teachings, and to consecrate our lives to Him as our Lord, finding in the Holy Scriptures the guide for our faith and practice.

We do therefore covenant with each other and with God to be together a church of God:

We will walk together in the fellowship of the Gospel, in brotherly love and harmony, encouraging one another in faith, praying for one another, helping one another, rejoicing in each other's good, walking with one another in sorrow or in joy, with sympathy and tenderness bearing one another's burdens.

We will meet together faithfully to worship God, asking His forgiveness and divine guidance in our lives.

As stewards of the Lord, we will aid in the support of a faithful ministry among us and in efforts to proclaim the Gospel to the whole human family, through serving its every need. And we will walk with other churches of Christ in this fellowship of service.

As fellow-workers for God, we will be fishers of men, and we will endeavor to instruct and to inspire our children, that they may know and follow the way of Jesus.

We will not grow weary in well-doing, but we will depend, as did our fathers, upon the power of the Holy Spirit to give us courage, as we work and pray for the Kingdom of God in the world.

(This covenant shall be reaffirmed each year by all the members of Medway Community Church on the Sunday closest to the June 25th anniversary of the establishing of the church.)

ARTICLE IV: DOCTRINE

The doctrines of this church shall be those which are taught in the Holy Scriptures of the Old and New Testaments, the Word of God. We believe that the Bible is God's infallible written word: uniquely, verbally and fully inspired by the Holy Spirit. Hence it was written without error in the original manuscripts. It is the supreme and final authority in all matters of faith and practice. We accept those large areas of doctrinal teaching which have been set down in the Apostle's Creed, the Nicene Creed, and the Westminster Confession of Faith.

ARTICLE V: MEMBERSHIP

Section 1: Qualification

The church welcomes anyone to become a member of this church who makes a credible profession of faith in Jesus Christ as Lord and Savior, has been baptized, assents to the Scriptures as the only inspired, inerrant, infallible, and authoritative Word of God, and agrees with the Church Covenant. The church endeavors to care for and nurture children of church members, who may become members upon the same criteria.

Section 2: Procedure

- a) Candidates must express a confession of faith in Jesus Christ as Lord and Savior or a reaffirmation of such faith.
- b) Candidates must be accepted by the Board of Elders acting on behalf of the church.

c) On the earliest convenient Sunday after such acceptances have been made, the Pastor and Elders in attendance will extend the right hand of fellowship on behalf of the church.

Section 3: Voting Privileges

All members shall have the right to vote at all church meetings, except that members under eighteen years of age shall not vote on matters relating to property rights and legal contracts.

Section 4: Responsibilities and Duties

Members are responsible to fulfill the Church Covenant, pledging themselves to attend the regular worship of the church and the celebration of the Lord's Supper; to live the Christian life; to share in the life and the work of the church; to contribute systematically and proportionately to its support and benevolences, and to seek diligently the spiritual welfare of the membership and the community.

Section 5: Termination

a) Letters of transfer to another church shall be granted by the church Clerk upon request of the church to which transfer is being made; such action is to be confirmed at a duly-called meeting of the Board of Elders. Membership with this church shall continue until notice has been received of the admission of such persons by the church to which transfer is being made.

b) Membership will be terminated by vote of the Board of Elders upon receipt of reliable information that a member of this church has joined the fellowship of another church without requesting a letter of transfer.

c) A member who for one year has failed to manifest any interest in the work of this church may be removed from membership by vote of the Board of Elders.

Section 6: Discipline

Questions of discipline shall be referred to the Board of Elders, which will act in accordance with those principles set forth in the Word of God with special reference to Matthew 5:23-24 and Matthew 18:15-18.

ARTICLE VI: CHURCH OFFICERS

Section 1: General

a) Elected Church Officers

Elected church officers shall consist of the Senior Pastor, Associate Pastors, and all members of the Board of Elders and the Board of Deacons. (For elected corporate officers, see Article VII.)

b) Accountability

All church officers are accountable to the congregation and, ultimately, are accountable to the Lord for their leadership and guidance of Medway Community Church (1 Tim 3:2-5; 2 Tim 4:2-5).

Section 2: Senior Pastor

a) Qualifications

The Senior Pastor of this church must be a man meeting the biblical qualifications described in I Tim 3:1-7 and Titus 1:5-9. He must also have a minimum educational level of Master of Divinity from an accredited institution and be ordained or credentialed by a nationally recognized evangelical group.

b) Election

The Senior Pastor is to be chosen by a favorable three-fourths (3/4) vote of the members present at a church meeting called especially for that purpose and shall hold office without limitation of time. He shall become a member of the church by virtue of his election and acceptance of the call.

c) Responsibilities and Duties

It shall be the Senior Pastor's duty to oversee the day-to-day ministry and life of the church, to promote the spiritual welfare of the church and of those whom it serves, to preach and teach the Word, to care for the stated services of public worship, and to administer the sacraments.

The Senior Pastor is a permanent member of the Board of Elders. He is accountable to them in the performance of his duties and is an equal member with them in the performance of their duties. He shall, as a part of and together with the Board of Elders, advise the Nominating Committee. He is an ex-officio member of all boards and committees.

The Senior Pastor shall provide a written report at the Annual Meeting. He is accountable to the church membership and shall be responsible for the day-to-day direction of all church staff.

d) Removal

The pastoral relation may be dissolved either by a three-fourths (3/4) vote of the members present at a church meeting called for that specific purpose, or by the Senior Pastor's resignation. A written notice of such resignation must be given thirty (30) days in advance.

Section 3: Associate Pastor

a) Qualifications

Associate Pastors of the church must be men who meet the Biblical qualifications described in I Tim 3:1-7 and Titus 1:5-9. The appropriate educational level for the position being filled shall be determined by the Ministerial Search Committee at the time of the search. The man shall preferably be ordained or credentialed by a nationally recognized evangelical group.

b) Election

Associate Pastors are to be chosen by a favorable three-fourths (3/4) vote of the members present at a church meeting called especially for that purpose and shall hold office without limitation of time. He shall become a member of the church by virtue of his election and acceptance of the call.

c) Accountability

Associate Pastors shall be directly accountable to the Senior Pastor, in consultation with the Board of Elders, and the congregation in the fulfillment of their effective and Christ-honoring ministry.

d) *Responsibilities and Duties*

Day-to-day supervision of Associate Pastors shall be the responsibility of the Senior Pastor, while the Board of Elders shall determine areas of labor. Associate Pastors are permanent members of the Board of Elders.

e) *Removal*

An associate pastoral relation may be dissolved either by a three-fourths (3/4) vote of the members present at a church meeting called for that specific purpose, or by an Associate Pastor's resignation. A written notice of such resignation must be given thirty (30) days in advance.

Section 4: Assistant Pastor

a) *Qualifications*

Assistant Pastors of the church must be men who meet the Biblical qualifications described in 1 Tim 3:1-7 and Titus 1:5-9. The appropriate educational level for the position being filled shall be determined by the Board of Elders at the time of the search. The man shall preferably be ordained, or credentialed (or pursue the like) by a nationally recognized evangelical group.

b) *Election*

Assistant Pastors are to be chosen by a favorable three-fourths (3/4) vote of the Board of Elders and shall hold office without limitation of time. He shall become a member of the church by virtue of his election and acceptance of the call.

c) *Accountability*

Assistant Pastors shall be ultimately accountable to the Senior Pastor, in consultation with the Board of Elders, and the congregation in the fulfillment of their effective and Christ-honoring ministry.

d) *Responsibilities and Duties*

Day-to-day supervision of Assistant Pastors shall be the responsibility of the Senior Pastor or his designee, while the Board of Elders shall determine areas of labor. Assistant Pastors are not members of the Board of Elders.

e) *Removal*

An Assistant pastoral relation may be dissolved by a majority vote of the Board of Elders, or by an Assistant Pastor's resignation. A written notice of such resignation must be given thirty (30) days in advance.

Section 5: Board of Elders

a) *Qualifications*

A lay member of the Board of Elders shall be a man meeting the Biblical requirements of 1 Tim 3:1-7 and Titus 1:5-9, a member of the church for at least two years, and active in ministry with Medway Community Church.

b) *Membership*

The Board of Elders shall normally consist of a minimum of six (6) lay members, the Senior Pastor, and all Associate Pastors. Senior and Associate Pastors are permanent members of the Board of Elders. A slate of lay nominees for the Board of Elders shall be prepared by the Nominating Committee for approval by

vote of the congregation at the Annual Meeting of the church; a two-thirds (2/3) affirmative vote shall be required for the election of an Elder. Because of the screening for Biblical qualifications that is required for this position, nominations from the floor will not be accepted during church meetings.

c) Term of Office

The term of office for a lay member of the Board of Elders shall be for a period of three (3) years, served consecutively. Approximately one third (1/3) of the required number of board members shall be elected each year at the Annual Meeting of the church.

No Elder shall serve more than two consecutive full terms. At the end of serving two consecutive full terms, the Elder must step down for a minimum of two years. After that time, the individual may upon his election serve in that office again. In the event that an insufficient number of candidates exists to fill a position or positions to be vacated by term limitation, the Board of Elders may make a recommendation to the church body to temporarily waive the term limit restriction. This recommendation must be approved by a two-thirds (2/3) vote of the church members present at a meeting called for that purpose.

d) Chairman of the Board of Elders

The Chairman of the Board of Elders shall serve in such capacity for not more than two (2) consecutive years. The Chairman of the Board of Elders shall be the Corporate President and the Church Moderator. (See Article IX.5 for duties of the Church Moderator.)

e) Responsibilities and Duties

The Board of Elders are shepherds of the congregation, and overseers of the ministry and life of the church. They shall develop goals for the church and evaluate progress towards those goals. They shall ensure doctrinal integrity in all aspects of the church's ministries. They are responsible for the spiritual health and welfare of the congregation and shall provide spiritual counsel as needed. They shall work to ensure the continuation of Biblically qualified leadership within the church.

The Board of Elders shall develop policy for worship, and administration of the sacraments. The Board of Elders, with the Board of Deacons, shall administer the sacraments as called upon by the Senior Pastor. It shall be the responsibility of the Board of Elders to ensure that the pulpit is supplied in the Pastor's absence. Elders shall be qualified and ready to teach or preach, as needed.

The Board of Elders shall interview and approve or decline all candidates for church membership and arrange for the public reception of new members. The Board of Elders shall be responsible for any necessary administration of church discipline in accordance with Biblical principles. They shall update the membership rolls annually.

The Board of Elders shall have veto power over nomination of ministerial staff candidates with a three-fourths (3/4) vote of the Board of Elders (see Article VIII.6).

The Board of Elders shall be responsible for overseeing the management of the business affairs, finances, and property of the Church

The Board of Elders shall have responsibility to oversee the overall direction of Medway Community Church's programs and outreach, as manifested in the various committees and boards and ministries.

The Board of Elders shall hold in trust all property and funds given to or acquired by Medway Community Church and shall have the responsibility for overseeing the management of all properties and business affairs of this church.

The Board of Elders shall be responsible for raising the financial support of the church, working in cooperation with any Stewardship ministry.

The Board of Elders shall direct the Treasurer in the expenditure of all general funds and oversee the Treasurer in investment of church funds.

The Board of Elders shall have no right to buy, sell, mortgage or transfer any property without approval by the church at its Annual Meeting or at a meeting especially called for that purpose.

Gifts to the church and undesignated bequests shall come under the jurisdiction of the Board of Elders.

The Board of Elders shall prepare the annual budget and shall present for approval by the membership at the Annual Meeting an outline of the annual budget for the upcoming fiscal year, identifying the major categories of anticipated expenses.

When a project or capital expenditure is anticipated to exceed twenty thousand dollars (\$20,000) or 3.0% of the church's annual budget, whichever is greater, the Board of Elders shall perform two additional steps before the project can be considered completely authorized. First, it shall attempt to receive a minimum of three competitive bids, rejecting any unqualified bids; however, if upon consideration by the Board of Elders the requirement of receiving three competitive bids may compromise the church's mission or ministries or does not appear to be practical for a specific project or capital expenditure, the congregation upon recommendation of the Board of Elders may vote to waive this requirement for the specific project or capital expenditure. Second, it shall present a summary of the project (including vendor name(s), contract amount, any additional amount deemed prudent and rejected bids), along with their recommendations. The congregation shall vote on the Board of Elders' recommendations at its Annual Meeting or at a meeting especially called for that purpose. The summary shall be electronically distributed to all members at the same time that the meeting's notice is posted in accordance with Article IX.4.

The Board of Elders shall hire all Assistant Pastors and non-ministerial personnel. The Board of Elders shall recommend to the congregation, as part of the annual budget proposal, compensation for all paid staff.

The Board of Elders may from time to time establish or dissolve such ministry teams as it deems appropriate for the work of the church. Except as otherwise specifically provided in these bylaws, and subject to the approval of the Board of Elders, each ministry or ministry team shall make such provision as it deems necessary for its organization and for the conduct of its business. Ministry teams may be linked with staff members and/or with Boards or Committees, as designated by the Board of Elders. Primarily to effect efficient communication flow, staff members linked with Boards or Committees shall serve on them as ex officio members; and staff members shall serve as overseers of ministry teams to which they are linked. Leaders of, and a majority of, all ministry teams shall be members of the church. A list of all ministry teams, together with a description of each ministry team's duties and responsibilities, shall be kept on file at the church office. A list of ministry teams shall be included in the report given at the Annual Meeting.

The Board of Elders, at their discretion, may appoint – or recommend to the church membership that the membership elect – temporary *ad hoc* committees for completion of specific tasks which may arise from time to time.

f) *Accountability*

The Board of Elders is responsible to the congregation for their collective actions. The individual members of the Board of Elders shall be accountable to each other and to the congregation.

g) *Removal*

A lay member of the Board of Elders may be removed by a two-thirds (2/3) vote of the church members present at a meeting called for that specific purpose.

Section 6: Board of Deacons

a) *Qualifications*

A member elected to the office of Deacon must meet the Biblical qualifications described in Acts 6:1-6 and 1 Tim 3:8-13 and must be a member of the church.

b) *Membership*

The Board of Deacons shall normally consist of nine (9) members.

A slate of nominees for the Board of Deacons shall be prepared by the Nominating Committee for approval by vote of the congregation at the Annual Meeting of the church. Because of the screening for Biblical qualifications that is required for this position, nominations from the floor will not be accepted during church meetings.

c) *Term of Office*

The term of office for a member of the Board of Deacons shall be for a period of three (3) years, served consecutively. Approximately one third (1/3) of the required number of board members shall be elected each year at the Annual Meeting of the church. No Deacon shall serve more than two consecutive full terms. At the end of serving two consecutive full terms, the Deacon must step down for a minimum of two years. After that time, the individual may, upon election, serve in that office again. In the event that an insufficient number of candidates exist to fill a position or positions to be vacated by term limitation, the Board of Elders may make a recommendation to the church body to temporarily waive the term limit restriction. This recommendation must be approved by a two-thirds (2/3) vote of the church members present at a meeting called for this purpose.

d) *Chairman of the Board of Deacons*

The chairman of the Board of Deacons shall serve in such capacity for not more than two (2) successive years.

e) *Responsibilities and Duties*

The Board of Deacons shall care for the needy, the sick, the sorrowing, and the stranger in our church, and in the community as appropriate. The Board of Deacons, with the Board of Elders, shall assist the Senior Pastor in the preparation and administration of the sacraments.

The Board of Deacons shall collect and distribute the monies of the Deacons' Fund to assist those in urgent or temporary need.

f) *Removal*

A member of the Board of Deacons may be removed by a two-thirds (2/3) vote of the church members present at a meeting called for that specific purpose.

ARTICLE VII: CORPORATE OFFICERS AND PROPERTIES MANAGER

Section 1: General

The corporate officers of this church shall be the President (previously elected by the Board of Elders to serve concurrently as Chairman of the Board of Elders), the Treasurer, the Clerk, and the Collector. The Properties Manager shall not be considered to be a corporate officer.

a) Qualifications

All corporate officers and the Properties Manager, as well as any Assistant Treasurer, Assistant Clerk, Assistant Collector, or Assistant Properties Manager must be members of this church. The President shall be the current Chairman of the Board of Elders, previously selected by the Board of Elders. (See Article VI.5.d for duties of the President.)

b) Election and Term of Office

The President (Chairman of the Board of Elders), the Treasurer, the Clerk, the Collector, and the Properties Manager will be elected at the Annual Meeting of the church by majority vote for a period of one (1) year, Corporate officers shall not serve for more than five (5) consecutive years, except that the President shall not serve for more than two (2) consecutive years.

c) Accountability

All corporate officers and the Properties Manager, as well as any associated assistants, are accountable to the Board of Elders and to the congregation in all their actions and decisions.

Section 2: Treasurer

a) Duties

It is the Treasurer's duty, under the direction of the Board of Elders, to see that all church properties are properly protected by insurance, and that all properties and funds are properly protected against encumbrances.

The Treasurer shall receive the reports of the Collector regarding income and shall keep a complete record of all church financial activities including disbursements, income, and financial condition. The Treasurer shall ensure that monies given to the church and designated for a specific purpose or project shall be spent as designated. Financial reports are to be given monthly to the Board of Elders at its regular meetings, and an annual report shall be presented to the congregation at the Annual Meeting of the church.

The Treasurer shall develop and/or maintain an accounting system for the church, in accordance with generally accepted accounting principles, that will ensure a proper level of security relative to the church's income and payment systems. The Treasurer shall submit the accounting records at each year's end to the church's auditor for a detailed audit.

It shall be the Treasurer's duty, under the direction of the Board of Elders, to invest church funds judiciously so as to protect said funds and maintain an appropriate level of return on their investment.

The Treasurer shall give such bond as may be required by the Board of Elders of the church.

The Treasurer, in consultation with the Board of Elders, may appoint an Assistant Treasurer, who is not considered to be a corporate officer, to assist the Treasurer in whatever ways are mutually acceptable.

Section 3: Church Clerk

a) Duties

The Clerk shall keep a faithful record of the proceedings of Medway Community Church. The Clerk shall be responsible for the record books and legal documents of the church, but not those records for which the Treasurer shall have responsibility for, and shall record the following: the reception of all new church members; every termination of membership by dismissal, death or otherwise; all marriages and baptisms which the Pastor shall report.

The Clerk shall issue letters of membership dismissal when so voted by the Board of Elders.

The Clerk shall properly record all business transacted at all meetings of the church. The Clerk shall give notice of all church meetings, where such notice is necessary, in accordance with Article IX.4. The Clerk shall notify all persons of their election to offices and/or committees.

The Clerk shall perform all other duties which properly appertain to the office of Clerk, or which may be attached thereto by the church.

The Clerk, in consultation with the Board of Elders, may appoint an Assistant Clerk, who is not considered to be a corporate officer, to assist the Clerk in whatever ways are mutually acceptable.

Section 4: Collector

a) Duties

The Collector shall be responsible for the counting and recording of money received from pledges, subscriptions and open plate collections of regular and special church services. The Collector shall arrange for funds collected to be deposited in a bank account specified by the Board of Elders, receive a receipt thereof and notify the church Treasurer in writing of the details of such collections and deposits.

The Collector shall submit a written summary report of the collections on a monthly basis to the Board of Elders, and annually to the congregation at the Annual Meeting of the church. The Collector shall provide contributors with statements of their individual accounts as required by the Board of Elders.

The Collector, in consultation with the Board of Elders, may appoint an Assistant Collector, who is not considered to be a corporate officer, to assist the Collector in whatever ways are mutually acceptable.

Section 5: Properties Manager

a) Duties

The Properties Manager, under the direction of the Board of Elders, shall be responsible for overseeing and arranging for operation and maintenance of all church properties, and shall make recommendations to the Board of Elders for capital improvements to, and development of, church property.

The Properties Manager shall coordinate a volunteer team for the purpose of providing regular maintenance to the church owned facilities. The Properties Manager shall also, when deemed necessary and within the approved church budget, contract paid labor.

The Properties Manager, or their designee, shall oversee the daily duties of custodial staff, and provide an annual evaluation of the custodial staff's job performance.

The Properties Manager, in consultation with the Board of Elders, may appoint an Assistant Properties Manager, who is not considered to be a corporate officer, to assist the Properties Manager in whatever ways are mutually acceptable.

ARTICLE VIII: STANDING COMMITTEES

Section 1: General

a) Qualifications

All members of committees set forth in this Article shall be members of this church.

b) Election and Term of Office

Members of Committees described in this Article IX shall be elected at the Annual Meeting of the church by a majority vote. Each Committee, at the discretion of the Board of Elders, may consist of three (3) to nine (9) lay members, one third of whom shall be elected each year at the Annual Meeting of the church to serve a three (3) year term. Members may serve no more than two (2) consecutive full terms and must then wait two (2) years before serving again on this committee. The committee shall elect a chairperson each year following the Annual Meeting. All committee chairmen shall serve as such for not more than two (2) successive years.

In addition to members elected by the congregation, the Senior Pastor or his designee shall appoint a staff liaison for each committee. This liaison will serve as an ex officio member of the board and provide a conduit for communication and coordination with the church staff. It is the staff liaison's responsibility each year to nominate a chairperson for the committee, who will be elected by majority vote of the committee.

c) Accountability

Members of all committees are accountable to the Board of Elders and the congregation in all their actions and decisions. Committees may be linked with staff members, as designated by the Board of Elders.

d) Procedure

Each of the committees shall submit a written report on its activities to the congregation at the Annual Meeting of the church.

There must be a majority of committee members present at committee meetings in order to convene for purposes of voting. Committees may subdivide for the purposes of administration.

Committees are responsible to prepare and request annual budgets. They shall present their requested budgets to the Board of Elders in sufficient time for the Board of Elders to review such requests and to prepare the total annual budget by the end of each fiscal year.

Section 2: Adult Discipleship Committee

a) Responsibilities & Duties

The Adult Discipleship Committee shall be responsible to unify and coordinate the adult education ministries of the church. In consultation with the pastor(s), it shall implement and administer appropriate educational programs, classes, and seminars for the congregation in order to promote the spiritual development of individuals.

In the absence of any paid staff charged with small-group development, the Adult Discipleship Committee may help administer the small group and/or Community Group ministry within the church, providing resources and assistance to various groups. The Adult Discipleship Committee shall be responsible for maintenance of the Resource Center and may appoint a Resource Center Coordinator. Final approval for all new resources shall be made in concert with a member of the pastoral staff.

The Adult Discipleship Committee shall prepare and request an annual budget.

When requested by the Director of Children's Ministries, the Director of Youth Ministries, or other paid staff, the Adult Discipleship Committee may assist said staff members with the performance of their various duties.

In the absence of permanent/interim church staff or other designee responsible for Children's Ministries and/or Youth Ministries, the oversight and administration of said ministry may temporarily fall to the Adult Discipleship Committee.

Section 3: Missions Committee

a) Responsibilities & Duties

The Missions Committee shall be responsible for formulating and administering the missionary program of the church. It shall establish and maintain clear policies for funding projects and advancing goals. It shall be responsible for educating the congregation about its missionary efforts.

The Missions Committee shall prepare and request an annual budget for missions. Because of the Missions Committee's proportionally large budget, relative to other committee and ministries within the church, it is expected the Missions Committee will make every effort to develop and request a budget within a range recommended by the Board of Elders in support of the agreed upon goals.

Section 4: Nominating Committee

a) Responsibilities & Duties

The Nominating Committee shall present nominations for officers and committees as provided for in these bylaws at each Annual Meeting; the right of a church member to make advance recommendations to the nominating committee shall always be recognized. In addition to the Senior Pastor's advice, input from the congregation shall be actively solicited in all of the Nominating Committee's considerations of candidates.

In the event of a vacancy that occurs in any office or committee during the year, it is the responsibility of the Nominating Committee to recommend candidates to fill the vacancy if the committee determines their work will require a replacement before the next annual meeting.

b) Selection of Elders, Deacons, and Standing Committee Members

The Nominating Committee, with advice from the Senior Pastor, will actively solicit input from the congregation in order to develop a list of potential candidates, and then will list them in preferred order, and submit that list to the Board of Elders for consideration. The Board of Elders, after consulting with the Board of Deacons, will affirm the Nominating Committee's selection(s) or suggest an alternate list. There will be agreement between the Nominating Committee and the Board of Elders before invitations are extended and put forth for consideration at the Annual Meeting or a special called meeting.

Section 5: Evangelism and Outreach Committee

a) Responsibilities and Duties

The Evangelism and Outreach Committee shall, under the direction of the Senior Pastor or his designee, be responsible for managing and conducting the evangelistic ministries of the church. The Committee shall primarily address the following duties:

- 1) Develop and administer plans, programs, and events to carry the Good News of Jesus Christ to the Metro-west Community
- 2) Train and motivate members of the congregation unto the work of Gospel evangelism.
- 3) In the absence of permanent/interim church staff or other designee responsible for guest services (i.e. connect team, coffee team, guest assimilation, etc), the oversight and administration of said ministry may temporarily fall to the Evangelism and Outreach Committee.

The Evangelism and Outreach Committee shall prepare and request an annual budget.

Section 6: Ministerial Search Committee

a) Membership

When needed, the Ministerial Search Committee shall ideally consist of three (3) members of the Board of Elders (nominated by the Board of Elders), three (3) members of the Board of Deacons (nominated by the Board of Deacons), plus three (3) members of the church at large; a minimum of 2 Elders, 2 Deacons, and 2 members at large shall be required. All Committee members are to be elected by the church as the need arises. Members at large should meet the scriptural qualifications for serving on the Board of Deacons.

b) Responsibilities

Should a Senior or Associate Pastor resign, die, retire, or be removed from office by vote of the church, or should the need for an additional Associate pastor become necessary, the Ministerial Search Committee shall meet within seven (7) days of their election to initiate the process of search for a candidate to fill the need. The Ministerial Search Committee shall choose a chairman, formulate a budget, establish a stated regular meeting time, search for acceptable candidates to fill the vacancy, examine credentials and qualifications of such candidates, and call the necessary church meetings for presentation of the candidate(s) to the congregation. For the Associate Pastor position, the requirement of a ministerial search committee may be waived by a vote of the congregation in the case of a current staff member who has been actively serving Medway Community Church for 18 months or more.

The Ministerial Search Committee shall continue to meet and search until the church votes favorably to fill the vacancy.

ARTICLE IX: CHURCH MEETINGS

Section 1: Worship

Public worship services shall be held regularly on the Lord's Day. Regular or occasional services held at other times may be called by the Senior Pastor, the Elders, or by a vote of the church. The Lord's Supper shall be celebrated, unless otherwise ordered, on the first Lord's Day of each month.

Section 2: Annual Meeting

The Annual Meeting of Medway Community Church shall be held in the second or third week in June each year.

All church officers, corporate officers, committee members, and/or nominees to office shall make every effort to be in attendance at the Annual Meeting of Medway Community Church.

Section 3: Special Meetings

Special meetings of Medway Community Church are to be called by the Clerk of the church in accordance with Section 4 of this article. Special meetings may be ordered by the Board of Elders or by the Senior Pastor for the transaction of business. Special meetings may also be requested by signed, written petition to the Clerk, in which said petition specifies the purpose for the requested special meeting and is signed by no fewer than that number of members identical to or greater than the required quorum for a congregational meeting of the church (see Article X.5.c).

The Chairman of the Board of Elders shall be authorized to call an emergency meeting of Medway Community Church to address situations of an immediate nature, without giving the required notice for meetings as presented in Section 4 of this article.

Section 4: Notice of Church Meetings

Notice of the Annual Meeting and any special meetings shall be given by electronic notice to the church membership. This notice shall also be read from the pulpit during worship services on the two (2) consecutive Sundays prior to the date of the meeting.

Section 5: Meeting Order

a) Moderator

The Chairman of the Board of Elders is the Moderator of all Annual and Special church meetings. He shall preside over church meetings, decide all questions of order, and make public declaration of all votes. In the event of the Moderator's absence at a church meeting, a Moderator *pro tempore* shall be appointed by the Moderator beforehand or, in the absence of such appointment, the Church Clerk shall call the meeting to order and a Moderator *pro tempore* shall be elected by majority vote of the congregation to preside for the duration of that called meeting. The Church Moderator may appoint a parliamentarian to assist in conducting the meeting in accordance with Robert's Rules of Order (see Article X.5.b).

b) *Rules*

The latest revision of Robert's Rules of Order shall govern church meetings in all cases to which it is applicable and in which it is not inconsistent with the bylaws of this church. If a vote so declared is immediately questioned by seven (7) or more voters, the Moderator shall verify the vote by polling.

c) *Quorum*

A quorum for the Annual Meeting or any special meeting of the church shall consist of thirty (30) members, plus one member for every additional ten (10) members over the first three hundred (300) members of the church. A lesser number, however, may adjourn such meeting.

d) *Eligibility for Voting*

Any member in good standing may vote at any meeting of the church, except that members must be at least 18 years of age to vote on matters relating to property rights and legal contracts.

ARTICLE X: MISCELLANEOUS

Section 1: Amendments

Amendments to these bylaws may be made at any duly called meeting of Medway Community Church, upon a favorable three-fourths (3/4) vote of the members present at such meeting, provided:

1. that notice of the proposed amendment, along with the full text of the proposed amendment, has been given in the written notice for the meeting;
2. that in the case of proposed amendments of a significant nature, that copies of the written notice for the meeting have been sent, by United States mail or electronically, to all the members of Medway Community Church, at the same time that the notice has been posted in accordance with Article X.4. Any member upon request, in lieu of electronic mailing, shall be furnished a printed copy of the written notice and full text of the proposed amendment.
3. Amendments to these bylaws shall be presented to the congregation in the following manner:
 - a) The original section or paragraph written out in full.
 - b) The addition or change written out in full.
 - c) The summary rationale for the change or addition.

The Clerk shall record the above information, along with date of passage or defeat, and any other pertinent information in the minutes of the meeting and in a separate, cumulative log of proposed changes.

Section 2: Questions

Any questions that may arise under these bylaws, which Medway Community Church is unable to settle, shall be referred to the Board of Elders. The Board of Elders may, if it is found to be necessary, consult additional advisors.

Section 3: Definitions

The term "ex officio" member shall mean having all the privileges of committee membership, including the right to make motions and to vote (unless otherwise specified in these Bylaws), but having none of the ongoing obligations. Ex officio members shall not be counted in determining quorum requirements.

The term "ministerial staff" applies to the pastoral positions of Senior Pastor, Associate Pastor, and Assistant Pastor. The term "non-ministerial" staff applies to all other paid positions (i.e. directors, office manager, etc).

The terms "church membership" and "congregation" are interchangeable.

The term "Bylaws" shall mean the main body of these Bylaws, consisting of Articles I through X, but excluding the Table of Contents, Prologue, and any appendices that may be attached hereto.

Section 4: Compliance

This organization is organized exclusively for one or more of the purposes as specified in Internal Revenue Code Section 501(c)(3). No part of the net earnings of the organization shall inure to the benefit of any member, officer or private individual, except for reasonable compensation for services rendered. In the event of dissolution, all of the remaining assets and property of the organization shall be distributed to a church that is duly incorporated, that is exempt from taxation under Section 501(c)(3) and that is in agreement with the Church's Covenant and Statement of Faith.