

GREAT EXCHANGE COVENANT CHURCH PREAMBLE (2015)

(An historical statement from the Preamble of the Constitution and Bylaws of the Evangelical Covenant Church as adopted by the Evangelical Covenant Church in 2002.)

The Evangelical Covenant Church is a communion of congregations gathered by God, united in Christ, and empowered by the Holy Spirit to obey the great commandment and the great commission. It affirms its companionship in faith with other church bodies and all those who fear God and keep God's commandments.

The Evangelical Covenant Church adheres to the affirmations of the Protestant Reformation regarding the Bible. It confesses that the Holy Scripture, the Old and the New Testament, is the Word of God and the only perfect rule for faith, doctrine, and conduct. It affirms the historic confessions of the Christian Church, particularly the Apostles' and Nicene Creeds, while emphasizing the sovereignty of the Word of God over all creedal interpretations.

In continuity with the renewal movements of historic Pietism, the Evangelical Covenant Church especially cherishes the dual emphasis on new birth and new life in Christ, believing that personal faith in Jesus Christ as Savior and Lord is the foundation for our mission of evangelism and Christian nurture. Our common experience of God's grace and love in Jesus Christ continues to sustain the Evangelical Covenant Church as an interdependent body of believers that recognizes but transcends our theological differences.

The Evangelical Covenant Church celebrates two divinely ordained sacraments, baptism and the Lord's Supper. Recognizing the reality of freedom in Christ, and in conscious dependence on the work of the Holy Spirit, we practice both the baptism of infants and believer baptism. The Evangelical Covenant Church embraces this freedom in Christ as a gift that preserves personal conviction, yet guards against an individualism that disregards the centrality of the Word of God and the mutual responsibilities and disciplines of the spiritual community.

The Evangelical Covenant Church has its roots in historical Christianity, the Protestant Reformation, the biblical instruction of the Lutheran Church of Sweden, and the great spiritual awakenings of the eighteenth and nineteenth centuries. These influences, together with more recent North American renewal movements, continue to shape its development and distinctive spirit. The Evangelical Covenant Church is committed to reaching across boundaries of race, ethnicity, culture, gender, age, and status in the cultivation of communities of life and service.

The Evangelical Covenant Church, in order to accomplish its mission and purposes, has formulated and adopted this Constitution and Bylaws. The Constitution recognizes that the highest constituted authority of the Evangelical Covenant Church is the convention of delegates known as the Annual Meeting, which alone can adopt and amend the Constitution and Bylaws. The Evangelical Covenant Church shall be governed by this Constitution and Bylaws, its Articles of Incorporation, and all applicable laws.

This document, which is in harmony with the above preamble, is the Constitution and Bylaws of the Great Exchange Evangelical Covenant Church of (Sunnyvale), (Ca).

GREAT EXCHANGE COVENANT CHURCH CONSTITUTION

ARTICLE I

Name

The name of this church shall be the Great Exchange (Evangelical) Covenant Church of (Sunnyvale), (Ca).

ARTICLE II

Affiliation

The church is a member of the Evangelical Covenant Church (ECC) and its Pacific Southwest Conference [or Region] (PSWC). It is pledged to work in harmony with the ECC and (PSWC), and to faithfully support the mission, ministries, and policies of each.

ARTICLE III

Confession of Faith

We believe in the Holy Scriptures, the Old and New Testament, as the Word of God and the only perfect rule for faith, doctrine, and conduct.

ARTICLE IV

Purpose

We covenant to cultivate a community of worship committed to prayer, preaching and study of the Word of God, the celebration of the sacraments, and fellowship across gender, race, age, culture, and class. In so doing, we covenant to equip loving, giving, growing Christians to reach out with the good news of Jesus Christ-- evangelizing the lost, ministering to those in need, and seeking justice for the oppressed.

ARTICLE V

Partnership

Partnership in the church is granted as provided in the by-laws to those who through faith in God's Son, our Lord Jesus Christ, have been born anew to a living hope through the Holy Spirit, have been baptized according to the Holy Scriptures, desire to live a Christian life, promise to faithfully support the mission, ministries, and policies of the church, and to share in its fellowship and obligations.

ARTICLE VII

Governance

The authority of the government of this church is vested in its partnership acting through duly called congregational meetings. The management, administration and oversight of business and spiritual affairs are delegated by the congregation to appropriate leadership as delineated in the Bylaws. All elected leadership specified in the Bylaws shall be partners of the church.

ARTICLE VI

Officers

The officers of the church shall be a chair, a vice-chair, a secretary, and a financial officer. All officers shall be partners of the Leadership Team. [*For states so requiring*: The trustees shall be the Leadership Team.]

ARTICLE VIII

Congregational Meetings

An Annual Meeting shall be held as near the first of the fiscal year as feasible. At the Annual Meeting, written progress reports shall be submitted by the pastor(s), ministry staff, officers, and ministry teams. Reports on an independent review of financial records shall be submitted by the treasurer for the church and each of its organizations. Election for offices shall be held. The church budget shall be submitted for action.

Additional congregational meetings shall be held not less than semiannually. Items as required by the Constitution and By-laws shall be submitted for congregational action.

ARTICLE IX

Assets of the Church

1. The congregation shall hold title to its own assets.
2. In the event of schism within the church, in which there are competing claims to the assets by various factions of the partnership, the title of all church property, real or personal, shall remain with the group which abides by the constitution and bylaws, as determined by the executive board of the (PSWC).
3. No action for the sale or transfer of assets may be taken when the closure of the church is under consideration without the prior approval of the (PSWC) executive board. In the event the congregation votes to cease, the property and all assets of the church shall become and be the property of the ECC and the (PSWC), shared equally for the furtherance of the mission of both in that region, primarily through church planting.

ARTICLE X

Amendments

Amendments in harmony with this constitution, the Model Constitutions for Local ECC Churches, non-profit laws of the state or province of incorporation, and not in conflict with ECC principles and policies may be adopted by a two-thirds vote of those present and voting in an annual meeting of the congregation, providing the proposed amendment was presented in written form at the preceding annual meeting. Articles IX and X may be amended only with the approval of the (PSWC) executive board of the regional conference.

GREAT EXCHANGE COVENANT CHURCH BYLAWS

ARTICLE I

Partnership

Section 1. Purpose. The purpose of partnership is to join with other followers of Christ in building a community of worship committed to prayer, preaching and study of the Word of God, the celebration of the sacraments, and fellowship across gender, race, age, culture, and class. In so doing, we covenant together to equip loving, giving, growing Christians to reach out with the good news of Jesus Christ – evangelizing the lost, ministering to those in need, and seeking justice for the oppressed.

Section 2. Partnership Committee. See Article V Section 4 (Partnership Committee). The Partnership Committee is responsible for replacement of its own members to preserve continuity of operation. The Partnership Committee shall give oversight to the partnership process. The Partnership Committee shall report to the Leadership Team. In the absence of a Partnership Committee, the Leadership Team shall act in its place.

Section 3. Qualifications for Partnership. Each person applying to become a partner of GrX shall:

- a. Profess faith in Jesus Christ.
- b. Have been baptized, or be baptized before completion of the Partnership process.
- c. Complete the GrX partnership class.
- d. Commit to upstanding participation of GrX community

Section 4. Partnership Process.

- a. GrX shall provide at least three partnership enrollment periods each ministry year.
- b. Candidates shall attend the partnership class.
- c. Candidates shall submit the partnership application to the Partnership Committee. The Partnership Committee shall create and revise the partnership application.
- d. Candidates shall speak with a member of the Partnership Committee or Leadership Team member for a partnership dialogue. The Committee member shall use the time to become acquainted with the candidate, review any part of the candidate's application, answer questions that candidate may have, listen to comments/feedback the candidate has concerning the partnership process and/or GrX, and pray for the candidate.
- e. The Partnership Committee shall meet to make recommendations on the candidates and notify partners of the church of the recommendations via e-mail.
- f. Any partner may give feedback for the Partnership Committee's recommendations, in writing, to the Leadership Team, within 3 days of the published e-mail. The Leadership Team will review comments, and respond, based on the qualifications addressed in Section 3 above.
- g. Candidates, having met the qualifications set forth above, and having agreed to the commitments set forth below, shall be elected to the partnership at a meeting of the Partnership Committee upon a majority vote of the Committee member present..
- ~~h.~~ Candidates who are elected into the partnership of GrX shall be presented at any Sunday Service, or the next Congregational meeting.

Section 5. Commitments. The partners of this church do covenant together by God's grace to live in a manner consistent with the standards of biblical teaching, including the support of this congregation in attendance, prayer, service, giving, and the support of the broader mission of Christ through the ECC and PSWC. The partners agree to the following commitments:

- a. I commit to read the GrX Bylaws in order to understand our congregational church governance.
- b. I commit to regularly attend GrX Sunday gatherings.
- c. I commit to regularly attend GrX Annual Meetings and Congregational Meetings.
- d. I commit to my Christian development by volunteering at GrX, utilizing my gifts and ministry passions, or

by participating in any of the following opportunities: small groups, discipleship groups, classes, and mentoring relationships.

- e. I commit to generously give of my income to GrX and to other causes of mercy and justice. [Both Old and New Testaments teach that we should aim for 10% (tithe) and then see what we could give beyond that (Lev. 27:30; Luke 11:42).]

Section 6. Children. Children of GrX shall be nurtured under its spiritual care. At age 18, they may apply for church partnership as outlined under Section 3 of this Article.

Section 7. Annual Partner Status Review. The Partnership Committee shall review the partnership roster annually to determine active and inactive Partners. To facilitate this Review, the Partnership Committee will establish a process, using reasonable means, including email, phone, and US postal service inquiries.

On an annual basis, the Partnership Committee will present results to the Leadership Team for review and approval.

- a. Inactive Partners. Partners, having been determined inactive by the Partnership Committee, shall be dropped from active Partnership upon approval of the Leadership Team.
- b. Reinstatement. Partners dropped from active partnership may be reinstated by action of the Partnership Committee

Section 8. Discipline of Partners and Removal from Partnership.

- a. Discipline of partners. The Pastoral Staff and/or Leadership Team shall be responsible for admonishing partners who err in doctrine or conduct.
- b. Erring partners. Any partner known to err in doctrine or conduct shall be counseled according to the procedure outlined in Matthew 18:15-18 and Galatians 6:1. Any partner having knowledge of such error shall, in the spirit of Christian love, seek to restore erring partner. If he or she does not heed this counsel, the matter shall be brought to the attention of the Leadership Team in writing, which shall in meekness and gentleness seek to restore the partner.
- c. After the above process has been completed, removal of a partner remaining in error in doctrine or conduct may result by a two-thirds vote of all current Leadership Team member. Such action may be appealed by the partner to the congregation for consideration at the next congregational meeting.

Section 9. Recording.

The names of those whose partnership status changes shall be duly recorded and reported.

ARTICLE II

The Leadership Team

Section 1. Purpose. The Leadership Team shall be responsible for building, maintaining and overseeing the spiritual welfare of the congregation and for directing and overseeing all ministries and business affairs of the church.

Section 2. Composition. The Leadership Team shall be comprised of not less than 5 or more than 9 Leadership Team members, one of whom shall be the Lead Pastor (ex officio). The Leadership Team may appoint other pastors or staff members as non-voting advisors, and may remove the same. The Leadership Team may appoint an associate pastor or staff with a temporary “voting status” on the Leadership Team, only with unanimous vote. This would only occur if the Leadership Team quorum has been compromised.

Section 3. Qualification. Any partner of the church meeting the biblical standards of character and giftedness for church leaders may be nominated and elected to the Leadership Team.

Section 4. Election. Leadership Team members shall be nominated by the Nominating Committee and elected by a (66%) vote of those partners voting at a meeting of the congregation called for that purpose. If possible, newly elected Leadership Team partners shall begin their service at the start of the church ministry calendar year. In the

case of elections occurring early in the year, electees may serve sooner, but terms shall begin at the start of the church ministry calendar year—specifically for officers.

Section 5. Term of Office. Leadership Team members shall be elected for a term of (2) years and shall not be elected for more than two consecutive terms. After at least one year off, a person may be eligible for subsequent service, subject again to the terms stated in this article. Under special circumstances Leadership Team member may be extended to serve beyond the two consecutive terms not to exceed one (1) year. This action must be approved by a (66%) partners vote.

Section 6. Vacancies and Removal. A Leadership Team member may resign. A Leadership Team partner may be removed from office by a (66%) vote of congregational partners voting at a meeting called for that purpose. Vacancies created by resignation or removal may be filled by appointment through the ~~2/3~~(66%) vote of the Leadership Team. A Leadership Team member appointed to serve an unexpired term of less than half the remaining term shall not be precluded from being elected thereafter to two full consecutive terms.

Section 7. Notifications and Quorum. All Leadership Team members shall receive a minimum 3-day advance notification of any meeting, including time and place of the meeting. In emergency situations, this notice may be waived by the 2/3 vote of the entire Leadership Team. A majority of Leadership Team partners shall constitute a quorum.

Section 8. Decisions. The Leadership Team shall strive for unanimity. Matters shall be determined by a majority vote of a Leadership Team quorum, unless on a matter in which the Constitution and Bylaws require a different percentage.

Section 9. Organization.

The Leadership Team shall elect from among themselves a chair, a vice chair, and a secretary and a financial officer.

1. **Chair.** The chair shall preside at all business meetings of the church and of the Leadership Team. The chair shall confer with the lead pastor in preparing the agenda for such meetings, and shall utilize the counsel that the pastor can give by virtue of training, experience, and calling.
2. **Vice-chair.** The vice-chair shall assume the duties of the chair in the chair's absence, and assist in the Chair's duties.
3. **Secretary.** The secretary shall keep and preserve the minutes of all business meetings of the church and of the Leadership Team, and shall conduct and preserve all official correspondence as shall be delegated and shall be responsible for documents of the church.
4. **Financial Officer.** The financial officer shall ensure proper policies, processes, reporting, and reviewing of all matters related to the finances of the church, including monthly financial reports to the Leadership Team.

Section 10. Responsibilities of the Leadership Team. In being responsible for building, maintaining and overseeing the spiritual welfare of the congregation and for directing and overseeing all ministries and business affairs of the church, the Leadership team shall:

- a. Present annual mission and ministry objectives to the congregation;
- b. Determine Ministry Teams needed to carry out the church's mission and ministry, and appoint or approve appropriate leadership for the Ministry Teams;
- c. Approve of church policies;
- d. Be responsible for representing the congregation in certain staff relationships including:
 1. Hiring and dismissal of staff subject to the provisions of these Bylaws. Action shall be by 2/3 vote;
 2. Annual appraisal of the lead pastor and of the ministry staff, and providing godly counsel or discipline as required;
 3. Annual review and approval of staff compensation and compensation for new staff; and other personnel expenses for any staff member or activity;
 4. Establishment of personnel policies;
 5. Approval of changes in staff job descriptions and approval of job descriptions for new staff positions; and
- e. Maintenance of current job descriptions for all staff member;

- f. Be responsible for church finances including:
1. Overseeing the preparation and submission of a proposed budget for each fiscal year to the partnership for approval. Upon approval of the budget by the partnership, the Leadership Team shall be responsible for seeing that the budget is carried out as approved. The Leadership Team shall have the authority to appropriately adjust budget items and amounts where ministry objectives necessitate but in no event shall total expenditures exceed the total authorized budget without prior notification of the partnership.
 2. Appointing a partner of the church as financial secretary (not necessarily a Leadership Team member) and appointing a treasurer (not necessarily a Leadership Team member) for church purposes in accordance with standard accounting procedures for non-profit organizations.
 3. Ensuring that minimum standards of financial procedure is observed and followed, including:
 - The counting and recording of all offerings by at least two duly appointed persons, or a fidelity bonded person;
 - The keeping of adequate books and records to reflect all financial transactions, open to inspection by authorized church officers at reasonable times;
 - Periodic reporting of the financial activities to the partners and/or boards vested with financial oversight at least annually, preferably more often;
 - A full financial review of all books and records relating to finances once each year by auditors. The definition of auditors includes a public accountant or public accounting firm or a committee of members versed in accounting procedures. Such auditors should not be related to the financial secretary or treasurer(s). The Leadership Team should approve the following annually: budget for the financial review, auditors who will perform the financial review, and what will be included in the financial review (e.g., a financial review checklist). Such auditors will provide a audit report of the results of the financial review to the Leadership Team and the findings will be reported to the congregation. Terminology in this section is meant to provide general guidance and is not intended to require or not require specific audit procedures or practices as understood within the professional accounting community.
- g. To hear and respond appropriately to concerns of partners;
- h. Be responsible for church discipline as outlined in Article I, Section 5;
- i. Act as the trustees of the church for the advancement and protection of its assets. They shall designate those Leadership Team member and any other partners of the church who shall be authorized to sign legal documents on behalf of the church;
- j. Be responsible for action on applications for partnership as outlined in Article I, Section 3.
- k. Unity. Action by the Leadership Team shall be taken in such manner as to preserve the unity of the Spirit in the bond of peace.

ARTICLE III

Ministry Teams

Section 1. Purpose. Ministry Teams shall be formed as required to implement the varied ministries of the church.

Section 2. Establishment. Ministry Teams shall be established or approved by the Leadership Team to implement specific ministries. The configuration of Ministry Teams shall be reviewed regularly by the Leadership Team, upon recommendation of the church staff, in accord with the church's purpose, strategies, and objectives for mission and ministry.

Section 3. Duties. The duties of Ministry Teams shall be to:

- a. Meet as required to plan and execute specific mission and ministry objectives.
- b. Recruit and train ministry personnel.
- c. Define and provide the necessary materials required for ministry.
- d. Submit annually to the Leadership Team proposed budgets and objectives for the forthcoming year and manage consistent with approved budgets.
- e. Report as requested to the Leadership Team.

Section 4. Leadership.

- a. The leader of a Ministry Team shall be approved by the Leadership Team in consultation with the pastor(s). The team leader will serve as liaison to the Leadership Team to provide reports and information when requested, and to forward requests to the Leadership Team when necessary.
- b. Ministry Team partners may be selected by the Ministry Team leader. The Leadership Team may remove a Ministry Team partner.
- c. Each Ministry Team shall organize itself as required to perform its ministry.
- d. The Leadership Team may appoint one of its partners to be an ex officio partner of any Ministry Team, who may also serve as that Ministry Team's leader.

ARTICLE IV

Pastoral and Ministry Staff

Section 1. Purpose. Pastoral and additional ministry staff servant-leadership positions are created to help the church fulfill Christ's purposes in the world and among its partners.

Section 2. Pastoral Qualifications. Pastors of the church shall meet the qualifications for character, giftedness, and call set forth in the Holy Scriptures. The Lead Pastor shall be an ordained pastor in good standing with the ECC. Other pastors shall be credentialed by the ECC in accordance with their qualifications and duties. A pastor shall be a partner of the church by virtue of the call to serve the church.

Section 3. Call of the Lead Pastor. The Lead Pastor shall be called at a regular or special congregational business meeting, the purpose of which shall be announced two weeks in advance. The Lead Pastor shall be nominated by a Pastoral search committee. This committee shall be elected by a congregational business meeting. It shall be representative of the congregation and have five to nine partners, including the Leadership Team chair. It shall work closely with the regional conference superintendent. The Lead Pastor shall be called by written ballot with a two-thirds votes required for a call. The call shall be for an indefinite period of time. When the church receives aid from the conference and/or denomination through appropriations, the call shall be with the approval of (PSWC).

Section 4. Call of Additional Pastors and Credentialed Ministry Staff. Additional staff member to hold ministerial credentials shall be called at a congregational business meeting, the purpose of which shall be announced at least two weeks in advance. The announced meeting shall include a budget of the proposed position. The Leadership Team will recommend one candidate for a call, and the vote shall be by written ballot, with two-thirds vote required for call. The Leadership Team may establish the search committee, and may serve as the search committee. When the church receives aid from the conference and/or denomination through appropriations, the call shall be with the approval of (PSWC). The call shall be for an indefinite period of time unless otherwise noted at the time of call.

Section 5. Cooperation. The pastor(s) shall, both in word and precept, work in harmony with the ECC, and the regional conference.

Section 6. Duties of the Lead Pastor. The Lead Pastor shall preach and teach the Word of God, administer the sacraments, provide missional leadership, and faithfully carry out pastoral work. The Lead Pastor shall direct the church staff, providing counsel, encouragement, and Christian discipline so as to assist in the accomplishment of objectives for each staff member. All staff shall be responsible to the Lead Pastor. The Lead Pastor shall be a member of the Leadership Team and an ex officio member of all ministry teams and committees and in such capacity shall strive to establish and accomplish objectives and strategies in conjunction with the mission and purpose of the church.

Section 7. Duties of Additional Pastors and Ministry Staff Member. Additional pastors and ministry staff partners shall carry out specific areas of ministry under the direction of the Lead Pastor. They may be designated by the Leadership Team to be the leader or member of one or more Ministry Teams.

Section 8. Resignation of a Pastor or Ministry Staff Member. A pastor or ministry staff member may resign by submitting a letter of resignation to the Leadership Team. Unless there are extenuating circumstances, a six weeks notice should be observed. In the case of the Lead Pastor resignation, the Leadership Team shall work in collaboration with the pastor to ensure adequate time for a good transition for all assigned duties and responsibilities.

Section 9. Dismissal. The dismissal of a pastor should be undertaken only after avenues of remediation have been pursued.

- a. **Dismissal of the Lead Pastor.** The dismissal of the lead pastor shall be by congregational vote at a special meeting called for that express purpose. Such an agenda item cannot be a part of, or added to, the agenda of any other meeting. The congregational meeting for such a vote may be called by the Leadership Team, or through the request of the congregation accomplished by a petition for such a meeting signed by 20% of the partnership. The quorum for such a meeting shall be 50% of the partnership. The grounds for dismissal shall be presented. Partners shall be allowed to speak to the matter. The pastor shall be allowed to speak to the matter. The vote shall be by written ballot. A 2/3 vote of partners present and voting is necessary to dismiss the lead pastor.
- b. **Dismissal of Additional Pastors and Ministry Staff.** Additional pastors and ministry staff called by the congregation may be dismissed by the 2/3 vote of the Leadership Team. A meeting to overturn the action of the Leadership Team may be called through the request of the congregation, accomplished by a petition signed by 20% of the partnership. The quorum for such a meeting shall be 50% of the partnership. The grounds for dismissal shall be presented. Partners shall be allowed to speak to the matter. The pastor or ministry staff member in question shall be allowed to speak to the matter. The vote shall be by written ballot. A majority vote of partners present and voting is necessary to overturn the action of the Leadership Team.

Section 10. Charges Against a Pastor. Charges against a pastor shall be submitted in writing to the Leadership Team and the (PSWC) superintendent, charging a pastor with indiscretion, immorality, doctrinal error, unethical behavior, or disloyalty to the ECC. The superintendent shall confer with the ECC executive minister of the ordered ministry. These two officers shall confer and determine the order of responsibility in pursuing the matter according to the Rules and Regulations of the Board of Ordered Ministry of the ECC regarding discipline, prior to further action by the church. A pastor or staff partner credentialed by the ECC may be suspended by the ECC during this process. However, any minister who fails to become credentialed with the ECC may be suspended or recommended for dismissal at any time without prior notice by the Leadership Team.

ARTICLE V

Committees

Section 1. Nominating Committee.

- a. **Composition.** The nominating committee shall consist of one Leadership Team member (not the Lead Pastor), designated by the Leadership Team, a staff member designated by the Lead Pastor, and at least two partners at large elected by a majority of the partners voting at a meeting called for that purpose. The Leadership Team shall designate one of the committee partners to serve as Chair of the nominating committee.
- b. **Term.** The terms of the partner from the Leadership Team shall be at the pleasure of the Leadership Team. The at large partners shall serve two year terms. The initial terms of the at large partners shall be alternated so that at least one at large partner shall be elected each year.
- c. **Quorum.** A majority of partners shall constitute a quorum of the nominating committee.
- d. **Responsibilities.** The nominating committee shall be responsible for nominations to fill the offices of Leadership Team, the at-large partners of the nominating committee, the at-large partners of the congregational relations committee, and any other positions assigned to it either by the Leadership Team or congregation.
- e. **Nominating procedure.** Any partner of appropriate character, giftedness, and call may be considered for any position. One or more candidates for the office of Leadership Team shall be nominated by the

nominating committee. One or more candidates for the office of at large partners of the nominating committee shall be nominated.

- f. **Unity.** Actions by the nominating committee shall be taken in such manner as to preserve the unity of the Spirit in the bond of peace.

Section 2. Pastoral Search Committee. The Lead Pastor shall be called at a congregational business meeting, the purpose of which shall be announced two weeks in advance. The Lead Pastor shall be nominated by a pastoral search committee based on criteria set out in Article IV. This committee shall be elected by a congregational business meeting. It shall be representative of the congregation and have five to nine partners, including the Leadership Team chair. It shall work closely with the regional conference superintendent. The Lead Pastor shall be called by written ballot with a 2/3 vote of partners present and voting required for a call. The call shall be for an indefinite period of time.

Section 3. Mutual Care Committee.

The Mutual Care Committee shall work toward a vital, healthy, mutually beneficial relationship between the congregation and the pastors and ministry staff. The Mutual Care Committee shall have four main areas of responsibility:

- a. Care and encouragement for the pastors, ministry staff, and their families;
- b. Receiving the perspectives and concerns of each pastor and ministry staff member relative to the congregation and ministry;
- c. Communicating the perspectives and concerns of the congregation to each pastor and ministry staff member relative to that person's ministry; and
- d. Periodic review of personal and ministry goals.

The Mutual Care Committee is made up of one or more member of the Leadership Team selected by the Leadership Team, and two congregational partners approved by the Leadership Team. Appointed at-large partners shall serve a two year term and may not succeed themselves.

Section 4. Partnership Committee. The Partnership Committee shall give oversight to the partnership process. The Partnership Committee shall report to the Leadership Team. In the absence of a Partnership Committee, the Leadership Team shall act in its place.

- a. **Composition.** The Partnership Committee shall consist of three to seven at-large partners. The Partnership Committee shall designate a chair. The chair shall be responsible for overseeing Committee meetings and responsibilities.
- b. **Term.** The Partnership Committee member shall serve two-year terms. The Partnership Committee will be responsible for replacing its members as needed to maintain, as bylaws state, three to seven at-large partners on the committee.
- c. **Quorum.** The majority of Partnership Committee member present shall constitute a quorum.
- d. **Responsibilities.** The Partnership Committee shall provide at least three partnership enrollment periods each ministry year.
 1. Read and refer to Article I (Partnership) of the Bylaws.
 2. Schedule and announce the partnership class; recruit partnership class teachers.
 3. Collect, review, and file partnership applications.
 4. Facilitate partnership dialogues ; take and file dialogue notes.
 5. Make recommendations on candidates and notify partners of the recommendations via e-mail.
 6. Elect partnership candidates by a (66%) vote
 7. Coordinate the presentation of new partners.
 8. Review the partnership roster annually to determine inactivity.
 9. Grant letters of transfer, if requested by a partner
 10. Maintain the list of active partners and inactive partners.
 11. The list of active partners, inactive partners, and transfers shall be submitted to the Leadership Team for approval.
 12. Create and maintain files for each partner.

Section 5. Other Special Committees. The Leadership Team or the congregation may establish a committee to address a specific task. The committee shall report back to the body which formed it. The committee shall terminate upon the completion of its task.

ARTICLE VI

Congregational Meetings

Section 1. Annual Meeting. An Annual Meeting shall be held as near the first of the ministry calendar year as feasible. At the Annual Meeting, written progress reports shall be submitted by the pastor(s), ministry staff, officers, and ministry teams. Reports on an independent review of financial records shall be submitted by the treasurer for the church and each of its organizations. Election for offices shall be held. The church budget shall be submitted for action after the partnership has reviewed the proposed budget two weeks prior to submittal for vote.

Section 2. Other meetings. Other meetings may be called by the Leadership Team or by written request signed by 10% of the partnership, unless otherwise noted in these Bylaws.

Section 3. Notification of meeting. All meetings shall be announced by written communication to the partnership of the church at least two weeks prior to the meeting date.

Section 4. Conduct of meeting. The Chair of the Leadership Team or such other person as may be designated by the Leadership Team in the Chair's absence shall serve as Chair of any meeting of the partnership.

Section 5. Voting. Each partner, and only partners, shall be entitled to cast one vote on any matter at hand at any meeting of the partnership. Such votes must be cast in person by partners in actual attendance at the meeting. Vote by proxy shall not be allowed. All votes shall be by written ballot. The Chair of the meeting may call for open balloting where no objection is raised.

Section 6. Quorum. Twenty percent of the partnership shall constitute a quorum for the annual meeting, with a minimum of 20 partners. Unless otherwise noted in these Bylaws, ten percent of the partnership shall constitute a quorum for any other meeting, with a minimum of 20 partners.

Section 7. Rules of order. All congregational meetings of the church and of any other committees or organizations shall be conducted according to the current edition of Robert's Rules of Order, subject to the provisions of this Constitution and Bylaws.

Section 8. Final voice. The congregation reserves for itself final authority in any matter of its choice. A partner may advance an item to the agenda of a congregational meeting by the majority vote of the partnership at that meeting, providing that the item is not in conflict with other provisions of the constitution and by-laws. An item brought to the agenda in this way shall be decided by a majority vote of the partnership, unless the item requires a different percentage as outlined elsewhere in the Constitution and Bylaws, in which case that percentage shall be used.

ARTICLE VII

Assets

Section 1. Title. The congregation shall hold title to all of its assets.

Section 2. Acquisition. Assets acquired through budgetary provisions do not need additional congregational approval. Assets acquired beyond budgetary provisions, particularly land or facility acquisition, require the approval of the congregation by majority vote.

Section 3. Disputed Assets. In the event of schism within the church, in which there are competing claims to the assets by various factions of the partnership, the title of all church property, real or personal, shall remain with the group which abides by the constitution and bylaws, as determined by the executive board of the (PSWC).

Section 4. Assignment of Assets. No action for the sale or transfer of assets may be taken when closure is under consideration without the prior approval of the (PSWC) executive board. In the event the congregation votes to cease, the property and all assets of the church shall become and be the property of the ECC and the (PSWC), shared equally for the furtherance of the mission of both in that region, primarily through church planting.

ARTICLE VIII

Closure

Section 1. Action Needed. The congregation may terminate its existence by a majority vote of the partnership present and voting at a congregational meeting called for that purpose.

Section 2. Meeting Provisions. The decision on whether to close the church cannot be a part of, or added to, the agenda of any other meeting. The congregational meeting for such a vote may be called by the Leadership Team or through the request of the congregation, accomplished by a petition for such a meeting signed by 50% of the partnership.

Section 3. Notification. All partners of record must be notified of the meeting through first class mail at least two weeks in advance.

Section 4. Quorum. The quorum for such a meeting shall be all partners of record who are present at the meeting.

Section 5. Asset Distribution. Upon the vote to close, the assets of the congregation shall be transferred according to Article VII, Section 4 of these Bylaws.

Section 6. Collaboration. Should congregational attendance stand below 25, the conference executive board may appoint an ex officio members to the Leadership Team.

ARTICLE IX

Amendments

Section 1. Procedure. These Bylaws may be amended by a vote of two-thirds of the partnership present and voting at a duly called meeting for that purpose. A proposed amendment to the Bylaws must be presented in writing to the partnership not less than 90 days prior to the meeting called for the purpose of voting on bylaws changes. Article VII, Section 4, and Article VIII may only be amended with the prior approval of the (PSWC) executive board.