

# Bylaws- Leadership Team Model

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## Lake Union Evangelical Covenant Church

*Adopted January 9, 2005*

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### ARTICLE I MEMBERSHIP

**Section 1. Purpose** The purpose of membership 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, the membership covenants 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. Responsibilities** The members of this church do covenant together by God's grace to live lives in a manner consistent with the standards of biblical teaching, including the support of this congregation in attendance, prayer, service, and giving, to live lives in word and deed that are an encouragement to others to know and be like Jesus Christ, to reflect in all our relationships the servant love of our Lord, and to support the broader missions of Christ through the ECC and the NW Conference.

#### **Section 3: Procedure for Admission.**

- a. Membership in the church is granted 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.
- b. Upon completion of a membership class, persons desiring to apply for membership shall submit their application to a member of the Leadership Team or the pastor. (The new member classes can be accomplished in a group setting or one on one with the pastor.) Applicants must give testimony to personal faith in Jesus Christ. This confession of faith can be delivered in person to the pastor and a member of the Leadership Team or in written form.
- c. Upon completion of the above, the application will be forwarded to the Leadership Team to formally grant membership to Lake Union ECC.

- d. Applicants who are received into membership of the church shall be welcomed at a service and may make public confession of their Christian faith or can have their confession of faith read by the pastor or other appointed person of their choice.

#### **Section 4: Children**

Children of the church shall be nurtured under its spiritual care. They shall receive instruction in the Word of God, Christian doctrine, and the history of the church, using the confirmation/discipleship material in harmony with the ECC doctrines and practices. They may apply for church membership as outlined under Section 3 of this article.

#### **Section 5: Discipline.**

- a. **Discipline of members.** The Leadership Team shall be responsible for admonishing members who willfully neglect their responsibilities to the church or who err in doctrine or conduct.
- b. **Erring Members.** Any member 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 member having knowledge of such error shall, in the spirit of Christian love, seek to restore the erring member. 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 member.
- c. After the above process has been completed, dismissal of a member remaining in gross error in doctrine or conduct may result by a two-thirds vote of all current Leadership Team members. Such action may be appealed by the member to the congregation for consideration at the next congregational meeting.

**Section 6: Withdrawal and Removal of Membership** Any member desiring to transfer or withdraw from membership shall make such request in writing to the Pastor or Leadership Team. Letters of transfer shall be issued by the Pastor if so requested, and the member is in good standing. The Leadership Team shall annually review the membership roster to determine inactivity. Those determined to have neglected their responsibilities may be approached under the process outlined in Section 5 of this article.

**Section 7: Recording:** The names of those joining and terminating membership shall be duly recorded and reported to the congregational meeting following the action.

## **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 Senior Pastor (ex officio). The Leadership Team may appoint other pastors or staff members as non-voting advisors, and may remove the same.

**Section 3: Qualification:** Any member 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 majority vote of those members voting at a meeting of the congregation called for that purpose.

**Section 5: Term of office:** Leadership Team members shall be elected for a term of (choose 1, 2, 3 ) 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.

**Section 6: Vacancies and Removal:** A Leadership Team member may resign. A Leadership Team member may be removed from office by a majority vote of congregational members voting at a meeting called for that purpose. Vacancies created by resignation or removal may be filled by appointment through the 2/3 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: Notification of Meetings:** 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, the 3-day notice may be waived by the 2/3 vote of the entire Leadership Team.

**Section 8: Quorum:** A majority of Leadership Team members shall constitute a quorum.

**Section 9: 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 10: Organization:** The Leadership Team shall elect from among themselves a chair, a vice chair, 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 senior pastor in preparing the agenda for such meetings, and shall utilize the counsel that the senior 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, conduct and preserve all official correspondence as shall be delegated, and be responsible for the official seal and 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 the submission of monthly financial reports to the Leadership Team.

**Section 11: Responsibilities of the Leadership Team:** In being responsible to the congregation for building, maintaining and overseeing the spiritual welfare of the church for directing and overseeing all ministries and business affairs of the church, the Leadership Team shall:

- a. Present annual mission and ministry objective to the congregation
- b. Determine Ministry Teams needed to carry out the church's mission and ministry, and appoint appropriate leadership for the Ministry Teams.
- c. Approve church policies including any personnel policies. Personnel policies would be approved after consultation with MMC.
- 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 following consultation with Mutual Ministry Committee (MMC) as appropriate
  2. Review summary of staff and pastor evaluations as presented by MMC. Discuss major issues. Approval of staff compensation and other personnel expenses following recommendation of the MMC and review of budget
  3. Approval of changes in staff job descriptions, approval of job descriptions for new staff positions; and maintenance of current job descriptions as recommended by MMC
- e. Be responsible for overseeing the preparation and submission of a proposed budget for each fiscal year to the membership for approval. Upon approval of the budget by the membership, 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. However, total expenditures shall not exceed the authorized budget by more than 10% overall without prior notification of the membership. If an emergency expenditure exceeding \$750 is required, Leadership Team will be notified (may be electronically) for their endorsement. Emergency expenditures are in areas that cannot be postponed until the next Leadership Team meeting such as heating, air handling, etc. The congregation will be notified as soon as feasible. The Leadership Team shall appoint a member of the church as financial secretary (not necessarily a Leadership Team member) who shall be authorized to receive monies on behalf of the church. The Leadership Team shall appoint a treasurer (not necessarily a Leadership Team member) to disburse funds for church purposes in accordance with standard accounting procedures for non-profit organizations. The Leadership Team shall

- annually appoint an independent review of the financial records of the church and report such findings to the congregations. Neither the treasurer nor the financial secretary shall serve more than four consecutive years.
- f. Hear and respond appropriately to concerns of members and refer to MMC as appropriate;
  - g. Be responsive for church discipline as outlined in Article I, Section 5 of these Bylaws.
  - h. Act as the trustees of the church for the advancement and protection of its assets. The Leadership Team shall designate those Leadership Team members and any other members of the church who shall be authorized to sign legal documents on behalf of the church.
  - i. Be responsible for action on applications for membership as outlined in Article 1, Section 3 of these Bylaws.

**Section 12: 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 implementing the varied ministries of the church.

**Section 2: Establishment.** Ministry Teams shall be established 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.** The leader of a Ministry Team shall be approved by the Leadership Team in consultation with 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.

- a. Ministry Team members may be selected by the Ministry Team leaders. The Leadership Team may remove a Ministry Team member.
- b. Each Ministry Team shall organize itself as required to perform its ministry.
- c. The Leadership Team may appoint one of its members to be an ex officio member 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 congregation fulfill Christ's purposes in the world and among its members.

### **Section 2: Pastoral Qualifications.**

The pastor(s) of the church shall meet the qualifications for character, giftedness, and call set forth in the Holy Scriptures. The Senior 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 member of the church by virtue of the call to serve the church.

### **Section 3: Call of the Senior Pastor**

The Senior Pastor (shall be called at a regular or special congregational business meeting, the purpose of which shall be announced two weeks in advance. The Senior Pastor shall be nominated by a pastoral search committee. This committee shall be elected by the membership at a congregational business meeting. It shall be representative of the congregation and have five to nine members, including the Leadership Team chair. It shall work closely with the regional conference superintendent. The Senior Pastor shall be called by written ballot with a two-thirds vote of members present and voting 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 the NW Conference.

**Section 4: Call of Additional Pastors and Credentialed Ministry Staff.** Additional staff members 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 meeting shall include the budget implications 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 received aid from the conference and/or denomination through appropriations, the call shall be with the approval of NW Conference. The call shall be for an indefinite period of time unless otherwise noted at the time of call.

### **Section 5: Duties of the Senior Pastor.**

The Senior Pastor shall preach and teach the Word of God, administer the sacraments, provide missional leadership, and faithfully carry out pastoral work. The Senior Pastor shall direct the church staff, providing counsel, encouragement, and Christian discipline so as to assist in the accomplishment of objectives of each staff member. All staff shall be responsible to the Senior Pastor. The Senior Pastor shall be a member of the Leadership Team and 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 6: Duties of Additional Pastors and Ministry Staff Members.**

Additional pastors and ministry staff members shall carry out specific areas of ministry under the direction of the Senior Pastor. They may be designated by the Leadership Team to be the leader or member of one or more Ministry Teams.

**Section 7: Cooperation.**

The pastor(s) shall, both in word and precept, work in harmony with the ECC and the NW Conference.

**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, six weeks' notice shall be observed.

**Section 9: Dismissal.** The dismissal of a pastor or ministry staff member should be undertaken only after avenues of remediation have been pursued.

- a. **Dismissal of the Senior Pastor.** The dismissal of the senior pastor shall be by congregational vote at a special meeting called for that express purpose. Such an agenda item cannot be part of, or added to, the agenda of any other meeting. The congregational meeting for such a vote may be called by the 2/3 action of the Leadership Team, or through the request of the congregation accomplished by petition for such a meeting signed by 20% of the membership. The quorum for such a meeting shall be 50% of the membership. The grounds for dismissal shall be presented. Members 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 majority vote of members present and voting is necessary to dismiss the senior 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 membership. The quorum for such a meeting shall be 50% of the membership. The grounds for dismissal shall be presented. Members shall be allowed to speak to the matter. The pastor or ministry staff member in questions shall be allowed to speak to the matter. The vote shall be by written ballot. A majority vote of members 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 NW Conference 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 the Ordered Ministry of the ECC regarding discipline, prior to further action by the church. A pastor or staff member 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 designated by the Leadership Team, the Senior Pastor or staff member designated by the Senior Pastor and at least two members at-large elected by a majority of the members voting at all congregational meetings. The Leadership Team shall designate one of the committee members to serve as Chair of the committee.
- b. **Term** The terms of the member from the Leadership Team shall be at the pleasure of the Leadership Team. The at-large members shall serve two year terms. The initial terms of the at-large members shall be alternated so that at least one at-large member shall be elected each year.
- c. **Quorum.** A majority of members shall constitute a quorum of the nominating committee.
- d. **Responsibilities.**  
The nominating committee shall be responsible for nominations to fill the offices of the Leadership Team, the at-large members of the nominating committee, the at-large members of the mutual ministry committee and any other positions assigned to it either by the Leadership Team or congregation.
- e. **Nominating procedure.**  
Any member 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 members 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 Senior Pastor shall be nominated by a pastoral search committee. The nominee shall meet the criteria set out in Article IV, Section 2 of these Bylaws. This committee shall be elected by a congregational business meeting. It shall be representative of the congregation and have five to nine members, including the Leadership Team chair. It shall work closely with the regional conference superintendent.

### **Section 3: Mutual Ministry Committee**

The Mutual Ministry Committee shall reflect biblically and theologically on the role and work of the pastor(s) and staff as they carry out their leadership responsibilities. The committee shall assist the pastor(s) and staff in assessing their gifts, maintaining health holistically and work-life balance, and setting priorities for leadership and service. This committee serves as an advisory committee to the leadership team.

The committee shall meet only with the knowledge of the pastor. The pastor shall be present at each meeting of the committee except where he voluntarily excuses himself. The duties of the committee shall include the following:

- To encourage, strengthen, nurture, support, and respect the pastor(s) and staff and their family(s).
- To promote unity in the church.
- To confer with and counsel the pastor(s) and staff on the matters pertaining to the effectiveness of ministry; relationships with the congregation; the pastor's health and self-care, conditions that may impede the effectiveness of ministry; and to interpret the nature and function of the ministry.
- To confer with, consult, and counsel the pastor(s) and staff on matters pertaining to priorities in the use of gifts, skill, and time and priorities for the demands and effectiveness of the mission and ministry of the congregation.
- To provide evaluations at least annually for the use of the pastor(s) and staff in ongoing effective ministry and for identifying continuing educational needs and plans also providing Godly counsel or discipline as required.
- To communicate and interpret to the congregation the nature and function of ministry.
- To develop and recommend approval to the leadership team of written job descriptions and titles for staff members in cooperation with the senior pastor.
- Make recommendations to leadership team of suggested changes to existing personnel policies or additional policies recommended.
- To consult with the pastor and staff concerning continuing education, work-life balance dimensions of personal health and wellness, and spiritual renewal, to arrange with leadership team for the necessary time and financial assistance for the attendance of the pastor and/or staff at such continuing education, self-care, and spiritual renewal events as may serve their professional and spiritual growth, and to encourage staff members to seek professional certification in their fields of specialization.
- To consult on matters pertaining to proposals for compensation, travel expense, vacation, health and life insurance, pension, housing allowance, and other practical matters affecting the work and families of the pastor and staff, and to make annual recommendation regarding such matters to the leadership team, reporting the budget items to the committee on finance.

Membership of the committee will include the pastor, one member of the leadership team and two to three other members of the congregation. The committee as a whole shall be recommended by the pastor and chair to the congregation for approval at the semi-annual congregational meeting.

**Section 4: 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 unless otherwise instructed by its founding body. 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 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.

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

**Section 3: Notification of meeting.** All meetings shall be accounted by written communication to the membership at least two week prior to the meeting day.

**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 membership.

**Section 5: Voting.** Each member, and only members, shall be entitled to cast one vote on any matter at hand at any meeting of the membership. Such votes must be cast in person. 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 membership shall constitute a quorum for the annual meeting with a minimum of 20 members. Unless otherwise noted in these Bylaws, ten percent of the membership shall constitute a quorum for any other meeting, with a minimum of 20 members.

**Section 7: Rules of order.**

All congregational meetings of the church and of 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 member may advance an item to the agenda of a congregational meeting by the majority vote of the membership 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 membership, 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 its own assets.

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

**Section 3: Disputed Assets.** In the event of a schism within the church, in which there are competing claims to the assets by various factions of the membership, 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 NW Conference.

**Section 4: Assignment of Assets.** 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 NW Conference 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 NW Conference 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 membership 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 20% of its membership.

**Section 3: Notification.** All members 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 members 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 member to the Leadership Team.

## **Article IX Amendments**

**Section 1: Procedure.** These Bylaws may be amended by a vote of two-thirds of the membership present and voting at a duly called meeting for that purpose. A proposed amendment to the Bylaws must be presented in writing to the membership not less than 90 days prior to the meeting called for the purpose of voting on bylaw changes. Article VII, Section 3 and 4, Article VIII and Article IX may only be amended with the prior approval of the NW Conference executive board.