

By-laws of Browncroft Community Church

Revision Approved on 4/22/2007 (Section 5.3.o)

BROWNCROFT COMMUNITY CHURCH BY-LAWS

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ARTICLE I: NAME AND PURPOSE

Section 1.1 Name:

The name of this corporation, which is incorporated under Article 8 of the religious corporation's law and applicable sections of the not-for-profit corporation law of the State of New York, shall be Browncroft Community Church, Inc.

Section 1.2 Purpose:

Browncroft Community Church is a fellowship whose purpose is to worship God and to equip believers to model and proclaim the Gospel of Jesus Christ as revealed in the Bible. Our ministries shall be directed according to the purposes of worship, evangelism, fellowship, equipping, mercy and missions.

ARTICLE II: ARTICLES OF FAITH

Section 2.1

We believe in the Scriptures of the Old and New Testament as verbally inspired of God and inerrant in the original writing and that they are of supreme and final authority in faith and life. II Peter 1:21; II Timothy 3:16,17

Section 2.2

We believe in one God eternally existing in three persons, Father, Son, and Holy Spirit. Genesis 1:1; John 10:30; Matthew 28:18-20

Section 2.3

We believe that Jesus Christ was begotten of the Holy Spirit and born of Mary while she was still a virgin and that He is true God and true man. Isaiah 7:14; Matthew 1:18-23; Col 2:9

Section 2.4

We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death, but also spiritual death which is separation from God; that all human beings are born with a sinful nature; and that those who reach moral responsibility become sinners in word and thought and deed. Genesis 1:27; Romans 5:12; Romans 3:23; Romans 6:23; I Corinthians 15:21,22

Section 2.5

We believe that the Lord Jesus died for our sins according to the Scriptures as a representative and substitutionary sacrifice and that all who believe in Him are justified on the ground of His shed blood. Acts 13:38,39; Romans 4:5,25; Galatians 2:16; I Corinthians 15:3

Section 2.6

We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as High Priest and Advocate. Luke 24:1-53; Acts 2:32; Hebrews 7:25; I John 2:1

Section 2.7

We believe in the Blessed Hope and the personal, pre-millennial and imminent return of our Lord and Savior, Jesus Christ. I Thessalonians 4:13-18; I Thessalonians 5:1-11; Matthew 24 and 25; Jude 1:1-25; Revelation 19:11-21

Section 2.8

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God, indwelt and sealed by the Holy Spirit, and preserved unto the day of redemption. John 3:5; John 10:28; I Peter 1:23; Romans 8:35-39

Section 2.9

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and in the conscious everlasting punishment of the lost. John 5:28,29; Revelation 20:4,5

Section 2.10

We believe that all the saved are called into a life of separation from all worldly and sinful practices and are under obligation to all the world by life and word to the truth and proclamation of the gospel. Romans 12:1,2; II Corinthians 5:14-21; Acts 1:8

In subscribing to these Articles of Faith, we by no means set aside, or undervalue, any of the Scriptures of the Old and New Testaments, but believe all to be God's own written word, given to us through the inspiration of the Holy Spirit.

ARTICLE III: MEMBERSHIP:

Section 3.1 Qualifications for Membership:

- a. The membership of this church shall consist of individuals who have professed faith in Jesus Christ as their personal Savior and Lord.
- b. The Equipping Team of the Board of Elders shall be responsible for examination of candidates for membership in relation to their confession of faith in the Lord Jesus Christ as their personal Savior and to their conduct of life as being consistent with such a confession. Candidates shall be admitted only upon giving satisfaction to the Equipping Team, furnishing written assent to the Articles of Faith, and receiving a majority vote of the Board of Elders on a motion for their acceptance into membership at a proper meeting of that body.
- c. Members who are not paid staff of BCC shall be considered lay members._

Section 3.2 Rights of Members:

- a. Each member of the church who is eighteen years of age or older shall be entitled to one vote at any annual or special meeting of the members.
- b. No member, minister or officer of this church shall have any right or interest in or to the property or assets of the church, all of which shall be subject to the direction, control and expenditure of the lay members of the Board of Elders except as may be limited by law or in these by-laws. Should the corporation be liquidated, or dissolved or for any other reason terminate its ministry, the property and assets of the corporation shall be distributed to other Christian organizations in accordance with the direction of a majority vote of those who are then members, and as the New York Supreme Court may direct.

Section 3.3 Conduct of Members:

- a. We shall require of each other, in our daily life and conduct, loyal obedience to the moral and spiritual teachings found in the Word of God so plainly as to need no definition.
- b. We urge upon each other public and private spiritual growth and testimony, supported by such practices as:
 - 1)regular attendance at the worship services;
 - 2)participation in the ordinances of the Lord's supper and baptism;
 - 3)the daily, systematic reading of the Bible;
 - 4)private and family prayer;
 - 5)witnessing to our faith and winning others to Christ;
 - 6)systematic stewardship of our time, talents and resources; and
 - 7)recognizing and avoiding worldly affections and entangling alliances with unbelievers.

Section 3.4 Discipline of Members:

- a. Discipline of members shall be entrusted to the Board of Elders.
- b. The Board of Elders shall proceed with discipline of any member who conducts himself or herself morally or ethically in a manner unseemly for a Christian.
- c. The Board of Elders shall endeavor to proceed in all cases with deliberation and according to both the letter and the spirit of the Scriptures.
- d. If necessary, the Board of Elders may terminate the membership of an offending member, but only after following the procedure outlined in Section 3.5, Termination of Membership.

Section 3.5 Termination of Membership:

- a. Members may withdraw or discontinue their membership at any time by written notice to, or personal request at a proper meeting of, the Board of Elders.
- b. The Board of Elders may terminate the membership of an offending member for disciplinary reasons, or may terminate the membership of any member who shall be absent from the worship services of the church for a period greater than one year without satisfactory reason for such action. Such removal shall take place only after the following steps have been taken:

- 1)Written notice shall be sent to the member providing an opportunity for a hearing before the Board of Elders with regard to the removal.
- 2)An affirmative vote on a motion for removal at a proper meeting of the Board of Elders by two-thirds of the members present and voting.

ARTICLE IV: GOVERNMENT & CORPORATE MEETINGS :

Section 4.1 Government:

- a. The government of the church is vested in its qualified voters.
- b. The Board of Elders shall have jurisdiction over all ministry teams, task forces and staff.

Section 4.2 Church Officers:

The officers of the church shall be the members of the Board of Elders, the Church Clerk, the Operations Treasurer and the Missions Treasurer. The Church Clerk, the Operations Treasurer and the Missions Treasurer shall be elected by the membership at the Annual Meeting each year to a one year term, which shall end at the close of the next annual meeting, and until his successor shall be elected.

Section 4.3 Annual Corporate Meeting:

The Annual Corporate Meeting of the members of the church shall be held in the church building on the first Tuesday of February for the purpose of the election of the Church Officers and the Personnel Team, the review of the Annual Report, the approval of the Church Operations and Missions Budgets, and for the transaction of other such business as shall properly come before the meeting.

Section 4.4 Special Meetings:

Special meetings of members may be called at any time by the Board of Elders on its own motion, or shall be called on the written request of at least ten qualified voters of the church. The business to be transacted must be stated in the call.

Section 4.5 Notice of Meetings:

The Board of Elders shall cause notice of the time and place of the annual corporate meeting, including in such notice the names of any Elders whose successors are to be elected thereat, to be read by any Elder at the regular Sunday morning worship service of the church on each of the two successive Sundays immediately preceding such meeting. Notice of any special meeting, stating the purpose of the meeting, shall be given in the same fashion.

Section 4.6 Conduct of Meetings:

- a. The Church Clerk shall call the corporate meetings to order, and shall keep the minutes thereof. Under his supervision, a presiding officer and three inspectors of election to receive the ballots cast on any matter shall be chosen by a majority vote of the qualified voters present and voting.
- b. Nominees for presiding officer shall be the chairman of the Board of Elders and any other qualified voter nominated from the floor.
- c. The chairman of the Board of Elders upon the advice and approval of the Board of Elders shall prepare the order of business of the annual and special corporate meetings.

Section 4.7 Quorum and Voting:

The presence at any corporate meeting of at least one-fifth of the qualified voting members of the church shall be necessary to constitute a quorum. The action upon any matter or question, unless otherwise required by law or these by-laws, shall be decided by a majority of the qualified voters present and voting, a quorum being present.

ARTICLE V: BOARD OF ELDERS :

Section 5.1 Membership:

The Board of Elders shall consist of fifteen lay members elected from the members of the Church. In addition, the Church Clerk and the members of the Pastoral Staff Leadership Team shall be members of the Board of Elders,

ex-officio. The ex-officio members of the Board of Elders shall have voting powers except on matters of temporalities and property, real and personal, belonging to the corporation.

Section 5.2 Qualifications:

Candidates for the Board of Elders shall be mature Christians who are above reproach, worthy of respect, and exhibit qualities of spiritual leadership as defined in Scripture.

Section 5.3 Responsibilities:

- a. The Board of Elders shall provide spiritual leadership for the church, and shall guard the doctrinal, ethical and moral integrity of the church. They shall approve and promote the vision, mission, and goals of the church.
- b. The Board shall have the duties, legal powers and responsibilities of Trustees as defined by the laws of the State of New York, and in particular as Articles 2 and 8 of the religious corporations law vest in such office.
- c. The Board shall have control of all the properties, goods, and revenues belonging to the Church, and shall be assisted in these matters by the Finance and Facilities Team, the Operations Treasurer and the Missions Treasurer.
- d. The Board shall have the responsibility for raising all money for Church expenses.
- e. The Board shall have responsibility for presenting a report, including the results of the annual audit, as prepared by the Finance and Facilities Team and verified by the Board, to the membership at the annual meeting. It shall show in appropriate detail the following:
 - 1)the assets and liabilities, including the trust funds, of the corporation as of the end of a twelve-month period terminating not more than six months prior to said meeting;
 - 2)the principal changes in assets and liabilities, including trust funds, during said fiscal period;
 - 3)the revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, during said fiscal period;
 - 4)the expenses or disbursements of the corporation, for both general and restricted purposes, during said fiscal period; and
 - 5)the number of members of the corporation as of the date of the report, together with a statement of increase or decrease in such number during said fiscal period, and a statement of the place where the names and places of residence of the current members may be found.
- f. The Church Clerk shall file the annual report of the Board of Elders with the records of the corporation, and either a copy or an abstract thereof shall be entered in the minutes of the proceedings of the annual meeting of members.
- g. The Board shall annually nominate church members who are not Elders for the Personnel Team. The number to be nominated shall not be less than the number of candidates to be elected. These nominations shall be submitted to the membership for election at the annual meeting.
- h. The Board shall oversee all ministry leadership teams. The Board shall have the responsibility to review reports, create additional teams or task forces, refer matters to teams or task forces, and arbitrate matters in question. The Board of Elders shall have authority to approve operating policy, whether generated within the Board, or recommended by ministry teams or task forces, and shall ensure that such policy adheres to the church bylaws.
- i. The Board shall receive regular reports from the ministry leadership teams and any other such groups as it deems appropriate.
- j. The Board shall annually evaluate the performance of the Senior Pastor and the Executive Pastor.
- k. The Board shall recommend the hiring of Pastoral Staff to the membership at a proper meeting of that body. The membership shall approve by vote both the position and the candidate before any Pastoral Staff shall be added. The Board shall have authority to approve both the positions and candidates for Ministry Assistants.
- l. The Board shall recommend salaries and benefits for all Pastoral Staff, which shall be approved by a majority vote of the church members present and voting at the annual meeting.
- m. The Board shall set salaries and benefits for all other church staff, both full and part time.
- n. The Board shall have responsibility for approving the staffing plan for administrative and other support staff positions, as submitted by the Pastoral Staff Leadership Team.
- o. The Board shall be authorized to enter into any single capital expenditure for the Church to the limit of \$25,000, provided that it is necessary for the administration of the temporal affairs of the church. Contracts in excess of \$25,000 shall be approved by a vote of the membership. In the event of projects estimated to cost more than \$25,000, such as new construction, major renovation or repairs, the membership shall authorize the expenditure in advance. *In the event of a facility emergency, where time is of the essence to prevent imminent damage to the facility, the Board or its designee is authorized to spend all amounts necessary to prevent such*

*imminent damage and in a manner that is in the best interest of the physical and financial position of the Church. The emergency spending must be promptly communicated to the Congregation.
(Amendment approved 4/22/2007)*

Section 5.4 Election:

- a. All lay Elders must be either nominated by the Personnel Team, or nominated from the floor at the annual corporate meeting.
- b. All lay Elders are elected by ballot and each member must receive a majority vote of the members present and voting at the annual corporate meeting in which the member is elected.
- c. All lay Elders shall serve a term of three years, and shall take a sabbatical of at least one year after serving a *six year maximum continuous period. (Amendment approved 4/4/2006)*
- d. One-third of the lay Elders shall be elected each year at the annual corporate meeting from nominations made by the Personnel Team or by any church member during the meeting.
- e. Lay Elders shall take office one week after the annual corporate meeting.
- f. Should the membership not elect enough lay Elders in a given annual corporate meeting to fill the open positions, or vacancies should appear on the Board of Elders during the year, the Board of Elders may appoint interim lay Elders to serve until the next annual corporate meeting. At that meeting, any unfulfilled three year terms of office shall also be filled by a majority vote of the members present and voting.

Section 5.5 Officers:

The Board of Elders shall have a chairman and vice chairman, as elected by the Church membership from its lay members. The chairman shall moderate the meetings of the Board of Elders and be a nominee to moderate the corporate meetings, with the vice-chairman substituting in his absence. The Church Clerk shall serve as secretary of the Board of Elders.

Section 5.6 Meetings:

- a. The Board of Elders shall meet monthly, according to an annual meeting schedule, which may be modified by providing written notice to all members of the Board of Elders at least ten days in advance of the next regular meeting to be held.
- b. A majority of members shall constitute a quorum, resulting in a proper meeting of that body. For voting on matters of temporalities and property, real and personal, belonging to the corporation, a quorum shall require a majority of the lay Elders, not including the Church Clerk.
- c. The action on any matter or question, unless otherwise required by law or these by-laws, shall be decided by a majority of the members present and voting, a quorum being present.
- d. A period of time shall be made available at the beginning of each regular meeting for interested church members to address the Elders to ask questions, present ideas or otherwise make suggestions.
- e. Special meetings of the Board of Elders may be called by either the chairman or by two of its members by giving at least twenty-four hours notice thereof personally, by telephone or by mail to the other members of the Board of Elders. The business to be transacted must be stated in the notice.

ARTICLE VI: BOARD OF ELDERS' MINISTRY LEADERSHIP TEAMS:

There shall be eleven (11) Ministry Leadership Teams reporting to the Board of Elders, and their *Purpose, Membership and Responsibilities* are outlined in this Article. Each of these teams, shall comply with the guidelines outlined in Section 6.1, unless the guidelines outlined there are superseded under the section dealing with that team. Six of the teams shall be focused on the purposes of the church stated in Article I Section 1.2 of these Bylaws, and shall be responsible for the adult ministries of the church in the respective areas of Worship, Evangelism, Fellowship, Equipping, Mercy and Missions. Two of the teams (Children Ministries and Youth Ministries) shall be responsible for ministering to young people according to the purposes of the church in an appropriate manner for these respective age groups. The three final teams (Finance and Facilities, Personnel, and Service) shall serve as resources to the ministries of Browncroft Community Church.

Section 6.1 Ministry Leadership Team Guidelines:

- a. Each of the ministry leadership teams shall include at least one member of the Board of Elders.
- b. Each of the teams shall have officers of chairman, and secretary, which they shall annually elect from their membership at the meeting following the annual corporate meeting. Other lay church members, Ministry Assistants, and Pastoral Staff Members shall be included on the team as appropriate, provided that:
 - 1)the members are approved annually by the ministry leadership team
 - 2)the individuals nominated agree to serve, and
 - 3)service on any one team by any lay church member shall be for a six-year maximum continuous period, with a minimum of one year off before beginning another period of service.
- c. In addition to the responsibilities detailed below, each team shall have the following general responsibilities:
 - 1)maintain a current list of their team's duties, procedures and responsibilities;
 - 2)oversee other aspects of congregational life as seem proper within the context of the team's stated purpose, so long as those activities are either assigned by, or approved by, the Board of Elders.

Section 6.2 Personnel Team:

- a. Purpose: Provide oversight in the area of recruitment and evaluation of paid staff; and nominate candidates for church office to be presented at the annual corporate meeting.
- b. Membership:
 - 1)two lay Elders;
 - 2)Senior Pastor and/or Executive Pastor, ex-officio but non-voting;
 - 3)three lay church members as elected to staggered **three*-year terms by the membership at the annual corporate meeting, having been either previously nominated and submitted to the membership by the Board of Elders, or nominated by any church member from the floor during the meeting. (*amendment approved 4-4-2006)
 - 4)The Personnel Team shall elect officers of chairman, and secretary from among its lay membership at the meeting following the annual corporate meeting.
 - 5)Membership on the Personnel Team by any lay church member shall be for a six-year maximum continuous period, with a minimum of one year off before beginning another period of service.
- c. Responsibilities:
 - 1)submit nominations for the Church Clerk, the Operations and Missions Treasurers, and the Board of Elders to the membership for election at the annual corporate meeting; also submit recommendations to the Board of Elders for lay members of the Personnel Team to be nominated at the annual corporate meeting.
 - 2)submit recommendations to the Board of Elders for creation of all salaried staff positions, including Pastoral and other church staff;
 - 3)facilitate the recruitment of personnel for Pastoral Staff and Ministry Assistant vacancies;
 - 4)facilitate the annual performance appraisal of the Senior Pastor and the Executive Pastor;
 - 5)facilitate the annual performance appraisals for all other paid church staff, which will be done under the supervision of the Senior Pastor and the Executive Pastor;
 - 6)submit salary recommendations for all paid church staff to the Board of Elders for approval;
 - 7)recommend personnel policies for approval by the Board of Elders, and assist the Senior Pastor and Executive Pastor in carrying out these policies.

Section 6.3 Service Team

- a) Purpose: Help match volunteers to ministry opportunities within Browncroft Community Church
- b) Membership
 - 1)one lay Elder;
 - 2) pastoral staff members and ministry assistants as designated by the Board of Elders;
 - 3) lay church members approved by the Service Team.
- c) Responsibilities
 - 1)keep a master list of volunteer ministry opportunities within Browncroft Community Church;
 - 2)help people to find service opportunities which are suitable to their gifts, capabilities and interests.

Section 6.4 Finance & Facilities Team:

- a. Purpose: Manage the areas of finance and facilities, including the ministry of stewardship, under the direction of the Board of Elders.
- b. Membership:
 - 1)one lay Elder;
 - 2)Operations Treasurer;

- 3) the Church Business Administrator, and/or other pastoral staff members, ex-officio and non-voting, as designated by the Board of Elders, as well as lay church members approved by the Finance and Facilities Team.
 - 4) The Finance and Facilities Team shall elect officers of chairman and secretary from among its lay membership at its meeting following the annual corporate meeting.
- c. Responsibilities:
- 1) supervision of the Operations Treasurer, the Missions Treasurer, and assistants as necessary;
 - 2) oversight and review of the bookkeeping methods employed by the Operations and Missions Treasurers and financial or clerical staff, including appropriate cash control measures;
 - 3) maintenance of a journal, which shall be a complete record of all monies received by the Church in the form of donations;
 - 4) management of the investment of Church funds, and the prompt payment of all salaries and bills;
 - 5) submission of monthly reports, in writing, to the Board of Elders reporting in appropriate detail the financial position of the Church, including changes in assets and liabilities during the period;
 - 6) management of the Church facility, purchase of supplies and all other material provisions for the Church;
 - 7) appointment of an auditor or auditing sub-committee to review all financial records of the Corporation each year; and submission of a report of the findings of these audits to the Board of Elders; and
 - 8) submission of an Operations Budget to the Board of Elders for approval at the Annual Corporate Meeting.

Section 6.5 Worship Team:

- a. Purpose: Provide oversight of the worship services of the church, including all aspects of worship such as inspiration, instruction and music.
- b. Membership:
 - 1) one lay Elder;
 - 2) the Director of Worship and Music Ministries;
 - 3) other pastoral staff members and ministry assistants as designated by the Board of Elders;
 - 4) lay church members approved by the Worship Team.

Section 6.6 Evangelism Team:

- a. Purpose: Provide vision and leadership at Browncroft Community Church to support existing evangelistic efforts and champion new outreach opportunities for the unsaved members of our community.
- b. Membership:
 - 1) one lay Elder;
 - 2) Outreach Pastor or Associate Pastor;
 - 3) other pastoral staff members and ministry assistants as designated by the Board of Elders;
 - 4) lay church members approved by the Evangelism Team.

Section 6.7 Fellowship Team:

- a. Purpose: Encourage people to move to a sense of belonging at Browncroft Community Church and to develop a caring community, which nurtures people in their walk with Christ.
- b. Membership:
 - 1) one lay Elder
 - 2) pastoral staff members and ministry assistants as designated by the Board of Elders;
 - 3) lay church members approved by the Fellowship Team.

Section 6.8 Equipping Team:

- a. Purpose: Develop and oversee ministries of discipleship, so that God's people might be equipped for works of service and developed into spiritual maturity.
- b. Membership:
 - 1) one lay Elder;
 - 2) pastoral staff members and ministry assistants as designated by the Board of Elders;
 - 3) lay church members approved by the Equipping Team.
- c. Responsibilities
 - 1) direct adult Christian Education;
 - 2) examine candidates for membership in the Church.

Section 6.9 Mercy, Care and Compassion Ministries Team:

- a. Purpose: Demonstrate Christ's love in a tangible way by ministering to the temporal and relational needs of the church fellowship and related local ministries; and by visiting and encouraging those who attend or formerly attended the Church
- b. Membership:
 - 1)one lay Elder;
 - 2) pastoral staff members and ministry assistants as designated by the Board of Elders;
 - 3) lay church members approved by the Mercy, Care and Compassion Team.
- c. Responsibilities
 - 1)Administer the Mercy fund and/or other similar benevolence funds in accordance with BCC policy as well as IRS benevolence fund rules.
 - 2)Oversee any ministries of mercy within the Church.

Section 6.10 Missions Team:

- a. Purpose: Plan and oversee or conduct all missions-related church activities; administer and promote missionary giving; and recruit and encourage individuals attending the Church to enter missionary service.
- b. Membership:
 - 1)one lay Elder;
 - 2) pastoral staff members and ministry assistants as designated by the Board of Elders;
 - 3)Missions Treasurer;
 - 4) lay church members approved by the Missions Team.
- c. Responsibilities:
 - Submission of a missions budget to the Board of Elders for approval by the membership at the Annual Corporate Meeting.

Section 6.11 Children Ministries Team

- a. Purpose: Provide a ministry of effective Christian Education for children through the sixth grade and provide appropriate nursery care for worship services.
- b. Membership:
 - 1)one lay Elder;
 - 2)Director of Children Ministries
 - 3) other pastoral staff members and ministry assistants as designated by the Board of Elders;
 - 4) lay church members approved by the Children Ministries Team.

Section 6.12: Youth Ministries Team:

- a. Purpose: Provide a ministry of effective Christian Education for young people from seventh grade up through and including High School.
- b. Membership:
 - 1)one lay Elder
 - 2)Director of Youth Ministries
 - 3) other pastoral staff members and ministry assistants as designated by the Board of Elders;
 - 4) lay church members approved by the Youth Ministries Team.
- c. Responsibilities:
 - Administer the BCC scholarship fund

ARTICLE VII: PASTORAL STAFF AND ASSISTANTS :**Section 7.1 Membership of the Pastoral Staff:**

The Pastoral Staff shall consist of the Senior Pastor, the Executive Pastor, one or more Associate Pastors, and other pastoral staff members as recommended by the Board of Elders and approved by a vote of the church membership. While this Article describes an organizational structure including an Executive Pastor and one or more Associate Pastors, whether these positions are to be filled will depend on the size and other circumstances of the Church, as recommended by the Board of Elders for approval by the membership.

Section 7.2 Pastoral Staff Leadership Team:

The Pastoral Staff Leadership Team shall consist of the Senior Pastor, the Executive Pastor, and other Pastoral Staff as designated by the Board of Elders. The Pastoral Staff Leadership Team shall have the primary leadership responsibility for the rest of the staff and shall be members, ex officio, of the Board of Elders.

Section 7.3 Senior Pastor:

The Senior Pastor shall have primary responsibility for the preaching ministry of the Church as well as providing spiritual leadership, vision and guidance for the Congregation. Together with the Executive Pastor, he shall also be responsible for managing the entire salaried staff according to an organizational structure approved by the Board of Elders. He shall carry out policies and directives of the Board of Elders, and shall provide general oversight of all church ministries through the staff.

Section 7.4 Executive Pastor:

The Executive Pastor, together with the Senior Pastor, shall be responsible for managing the entire salaried staff according to an organizational structure approved by the Board of Elders. He shall fill in for the Senior Pastor on an interim basis whenever the Senior Pastor is unable to carry out his responsibilities for any reason. He shall work together with the Personnel Team in recruiting staff for Pastoral Staff and Staff Assistant positions which have been approved. Together with the Senior Pastor, he shall be responsible for employing and terminating administrative and support staff in accordance with Personnel policies.

Section 7.5 Associate Pastor:

The Associate Pastor(s) shall assist the Senior Pastor in the preaching ministry of the Church as well as providing spiritual leadership and guidance for the Congregation.

Section 7.6 Other Pastoral Staff:

Other Pastoral Staff positions, as appropriate to the ministry of the church, shall be recommended by the Board of Elders and approved by the membership at an annual or special meeting. Pastoral Staff members shall direct one or more of the ministries called out in Section 1.2, or shall direct the ministry to one or more groups of people (children, youth, singles, etc.) of the Church. The Church Business Administrator shall also be a member of Pastoral Staff.

Section 7.7 Call of Pastoral Staff:

All Pastoral Staff shall be called by a two thirds vote of the church members at an annual or special meeting, upon the recommendation of the Board of Elders.

- a. The call of the Senior Pastor may be terminated at any time by either the Pastor or the members of the church by giving two months notice, or by mutual consent. A majority vote of the church members present and voting at a corporate meeting shall be required before the two months notice may be given by the church. The church members for cause may terminate the call sooner.
- b. The call of other Pastoral Staff may be terminated at any time by the staff member or the Board of Elders by giving one month's notice, or by mutual consent. A majority vote of the Elders present and voting at a Board of Elders meeting shall be required before the notice may be given by the church. The call may be terminated sooner by the Board of Elders for cause.

Section 7.8 Ministry Assistants

Ministry Assistant positions, as appropriate to the ministry of the church, shall be approved by the Board of Elders. Ministry Assistants shall assist Pastoral Staff in ministry. While a component of a staff assistant's job may be administrative, a significant part of the job shall be ministry. Following the approval of a ministry assistant position, the person to fill the position shall be recommended for approval by the Board of Elders. This recommendation shall be made by a) the Personnel Team, b) the Ministry Leadership Team and Pastoral Staff person who will work directly with the Ministry Assistant, and c) a member of the Pastoral Staff Leadership Team. The call of Ministry Assistants may be terminated at any time by the Ministry Assistant or the Board of Elders by giving one month's notice, or by mutual consent. A majority vote of the Elders present and voting at a Board of Elders meeting shall be required before the notice may be given by the church. The call may be terminated sooner by the Board of Elders for cause.

Section 7.9 Pastoral Interns

From time to time it may be mutually beneficial for the Church to hire Pastoral Interns who are at the beginning stages of their ministry. Pastoral Interns shall be approved by the Board of Elders for a specified period of time. Interns shall be supervised in their ministry by a member of the Pastoral Staff Leadership Team or by one of the

other Pastoral Staff.

Section 7.10 Interim Pastoral Staff

In the event that one of the Pastoral Staff positions becomes vacant, the Board of Elders shall consider whether it would be beneficial to fill the position on an interim basis until a more permanent Pastoral Staff member can be identified and called by the church. Interim Senior Pastor, Executive or Associate Pastors shall be called by a vote of the church members at an annual or special meeting, upon the recommendation of the Board of Elders. For other vacated Pastoral Staff positions, the Board of Elders can approve the hiring of an Interim Pastoral Staff member for a period of up to one year. Hiring of interim Pastoral Staff for a period of time beyond one year must be approved by the church members at an annual or special meeting.

ARTICLE VIII: ORDINATION :

We recognize that it will be the purpose of the Lord to call out from among us those men whom He has called into the work of the Christian ministry, and whom He has by gift and endowment, qualified for such work. We therefore provide for the church's acknowledgment of such a call in ordaining such persons to the work of the ministry.

Section 8.1 Preliminary Procedure:

- a. An applicant for ordination shall be required to submit his application in writing to the Pastor or the Board of Elders. The Board of Elders shall make every effort to satisfy itself of the fitness of the candidate for the work of the ministry.
- b. The Board of Elders shall call a corporate Meeting to consider the appraisal of the candidate and, if it is deemed advisable, to authorize the calling of a Council of Ordination. The Board of Elders shall prepare a statement concerning this appraisal for presentation to the corporate meeting.
- c. The Board of Elders shall select the members of the Council of Ordination, and shall instruct the Church Clerk to issue invitations to such churches as are to be represented. The Board of Elders shall compile a roll of the churches responding favorably, and of their respective delegates. None other than those thus chosen may be seated as voting delegates in the Council when it is called except by a two-thirds vote of those already accepted.
- d. The Board of Elders shall determine the time, place, and order of the Council of Ordination.

Section 8.2 Council of Ordination:

- a. The Church Clerk shall read the order of the Corporate Meeting of Browncroft Community Church authorizing the calling of a Council of Ordination. Under the supervision of the Church Clerk, a Moderator and a Clerk of the Council shall be chosen.
- b. The Council of Ordination shall examine the candidate regarding his personal Christian experience, his call to the Christian ministry, and his views on the cardinal Christian doctrines. The Moderator, or any other delegate of the Council, may ask for the Candidate's views on any point of doctrine, or the candidate may make a comprehensive statement covering such necessary points as are included in the Articles of Faith.
- c. The Council of Ordination shall authorize a Service of Ordination, to which the public shall be invited, when there is an affirmative vote. Two or more delegates shall be appointed to act with the candidate on the arrangements for such a meeting. A Service of Ordination shall not be arranged for the same day as the Ordination Council.
- d. The minutes of the Council of Ordination shall be read and adopted in preparation for the reading of the same at the public service, and for the permanent records of the church.

Section 8.3 The Public Service of Ordination:

- a. The order of the service shall be as determined by the Council of Ordination and the candidate. The minutes of the Council of Ordination shall be read.
- b. The Certificate of Ordination shall be presented to the candidate at the close of the service.

ARTICLE IX: AMENDMENTS

These By-laws may be amended by a two-thirds vote of the qualified voters present and voting at any proper corporate meeting, after written notice, embodying such by-laws or amendment, has been openly given at a previous meeting, and also in the notices of the meeting at which the proposed by-laws or amendment is to be acted upon.