

CONSTITUTION  
& BYLAWS  
OF  
PENINSULA  
COVENANT  
CHURCH

DECEMBER 11, 2005



Peninsula  
Covenant  
CHURCH

3560 Farm Hill Boulevard, Redwood City, CA 94061-1299  
650-365-8094

## **PREAMBLE**

*(A 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 (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.

This document was presented to the Congregation on May 22, 2005 and later adopted by vote on December 11, 2005.

This document, which is in harmony with the above preamble, is the Constitution and Bylaws of the Peninsula Covenant Church of Redwood City, California.

## **Constitution of Peninsula Covenant Church**

### **ARTICLE I**

#### **NAME**

The name of this church shall be the Peninsula Covenant Church of Redwood City, California.

### **ARTICLE II**

#### **CHURCH AFFILIATION**

This church shall be a member of the Evangelical Covenant Church (ECC) and its Pacific Southwest Conference (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**

#### **DECLARATION OF FAITH**

Our Declaration of Faith contains the foundational truths upon which we base all our other beliefs:

*We believe the Bible is the inspired Word of God and the final authority for Christian life and faith. We believe in the Triune God: Father, Son and Holy Spirit. We believe that Jesus was a real person, fully God and fully human. He lived a perfect life, then died on a cross, paying the penalty for our sins. Three days later, Jesus rose from the grave, conquering death. We believe that repentance from sin and belief in Jesus Christ as Savior and Lord is the only way to salvation. We believe in the resurrection of both the saved and the lost: the saved will be raised to life, and the lost to judgment. We believe in the Biblical teachings of water baptism and the regular celebration of The Lord's Supper. We believe God has supernaturally endowed every believer with spiritual gifts and a unique purpose, and that the Holy Spirit empowers us to live out that purpose through the church. We believe that the Church is the living Body of Christ on earth. As members of His Body we exist to celebrate the living God, cultivate personal growth in Christ, and communicate Christ's love to the world.*

### **ARTICLE IV**

#### **PURPOSE**

The purpose of this church shall be to exalt God in worship, unite Christians in fellowship for spiritual development, for the winning of persons to Christ, and for the propagation of the Gospel of Jesus Christ, to serve one another, this community, and the world through Christian education, home and world mission, and the institutions conducted by the Evangelical Covenant Church and its local regional conferences.

In order to achieve this purpose, this church, in the unity of the Spirit, shall use the gifts that God has given it and the means of grace, which God has placed at its disposal: the Word of God, Baptism and Holy Communion.

**ARTICLE V  
MEMBERSHIP**

Membership in this church is granted as provided in the Bylaws to those who, through faith in the Son of God, our Lord Jesus Christ, have been born again to a living hope through the power of God's Holy Spirit; have manifested themselves as true Christians as defined in the Holy Scriptures; have been baptized according to the Holy Scriptures, and have expressed their desire to join in the ministry of the church and to share in its fellowship, values, faith and responsibilities.

**ARTICLE VI  
GOVERNANCE**

The authority of the government of this church is vested in its membership 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 members of the church.

**ARTICLE VII  
CONGREGATIONAL BUSINESS MEETINGS**

Congregational Meetings of the membership shall be held as often as necessary, but not less than twice a year. The Annual Meeting shall be held to approve the budget for the ensuing year by simple majority vote of church members present and voting, and for reporting work and activities of the past year. The pastor(s), ministry staff, governance bodies, officers and other ministry teams shall submit written progress reports.

**ARTICLE VIII  
DISSENSION AND DISSOLUTION**

The property of this Corporation is irrevocably dedicated to religious purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any employee, officer or member thereof or to the benefit of any private persons. Upon the dissolution or winding up of this Corporation, its assets remaining after payment of, or provision for the payment of, all debts and liabilities of this Corporation, shall be distributed to the Pacific Southwest Conference of the Evangelical Covenant Church if it is then in existence and exempt under Section 501 (C) (3) of the Internal Revenue Code but if not then in existence or exempt, to the Evangelical Covenant Church, if it is then in existence and exempt under Section 501 (C) (3) of the Internal Revenue Code, but if not then in existence or exempt, to another evangelical Christian organization which is organized and operated exclusively for religious purposes and which has established its tax exempt status under Section 501 (C) (3) of the Internal Revenue Code.

In the event of division 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 that abides by the constitution and bylaws, as determined by the Executive Board of the Pacific Southwest Conference.

**ARTICLE IX  
AMENDMENTS**

Amendments to this Constitution may be proposed in written form to any Congregational Meeting of the church membership. Amendments may be adopted by the affirmative vote of a two-thirds (2/3) majority of those members present and voting at a subsequent Congregational Meeting of the church, but not sooner than six months from the date of proposal.

# Bylaws of Peninsula Covenant Church

Approved by Congregation, December 11, 2005

## SECTION 1 GOVERNANCE

The authority of the government of Peninsula Covenant Church is vested in its membership, with authority given to various groups of leadership as outlined below. The intent is that the various groups involved in the governance at PCC shall have as their overriding principal of operation Ephesians 4:1-16, both within the specific body of leadership and amongst the various groups delineated in this section.

I. COUNCIL – The purpose of the Council shall be to monitor and oversee the spiritual health of Peninsula Covenant Church (“PCC”), to ensure PCC’s continued biblical alignment with the direction God is calling PCC, to enable and support the ministries of PCC, and provide for the essential operations, administration and implementation of the Mission, Beliefs and Values of PCC.

### A. Qualifications of the Council:

1. The Council shall be made up of members of the church who have the gifts of the spirit consistent with that necessary to fulfill the purpose and responsibilities of the Council at PCC (1 Timothy 3:1-13).
2. The Council shall consist of not less than nine (9) and not more than twenty-one (21) members, including by position the Senior Pastor (or a designate of the Senior Pastor). The Council shall include the four (4) officers of the church (Chairperson, Vice-Chairperson, Secretary and Treasurer).

### B. Admission to the Council and removal from office:

1. A two-thirds (2/3) aye vote of the congregation at a Congregational Meeting shall elect the members of the Council through the process outlined in the Nominating Committee section of the bylaws.
2. Those elected shall serve for terms of three (3) years in such a manner that the terms of approximately one-third (1/3) of the members shall expire each year. A Council member may be reelected to serve a second three (3) year term through the process outlined in the Nominating Committee section of the Bylaws. Members of the Council elected to serve the remainder of an un-expired term may still be reelected for two (2) full terms as outlined above.
3. After serving two (2) consecutive, three (3) year terms (not including any time served as part of an un-expired term), members of the Council shall be eligible for re-election to the Council only after a lapse of one year.

4. Any officer or position on the Council becoming vacant during the term shall be filled for the remainder of the term by election of the congregation at a subsequent congregational meeting of the Church. If necessary, the Church Council may appoint a qualified person to serve in the interim, but for no more than one year.
5. Members of the Council may resign by doing so in writing to the Council. Members of the Council may be removed from office on the recommendation of the remainder of the existing Council to the congregation and by a two-thirds (2/3) aye vote of those members present at a Congregational Meeting.
6. Accusations against a member of the Council shall not be heard or responded to without at least two (2) witnesses. Should a member of the Council unfortunately go astray in teaching or in conduct, the Council, through the Spiritual Guidance Commission shall, in all humility and love, admonish the member. If this attempt is unsuccessful, the Council shall take the appropriate action according to the Holy Scriptures.

### C. Responsibilities and duties of the Council:

1. The Council shall be responsible for the spiritual and administrative leadership of the church in cooperation with the Staff and Ministry Leaders.
2. The Council shall be known as the board of “trustees” in circumstances or where the law requires action by “trustees.”
3. The Council shall meet monthly, or as needed. A majority of the Council members constitutes a quorum for making decisions. Council members may participate in a meeting through the use of conference telephone, or similar communications equipment, so long as all members participating can hear each other. Such participation shall constitute a personal presence at the meeting.
4. The Council members shall serve as chairpersons of the committees to which they are elected and assume responsibilities for directing all ministry activities that fall within the functional category, in cooperation with the Staff and Ministry Leaders associated with that specific area of ministry. As chairperson of a Council committee, the Council members shall oversee the establishment and maintenance of policies and procedures under which their respective committees shall function. These policies and procedures shall be approved and amended by the Council.
5. The Council shall review all new ministries of PCC in accordance with Section 5 of the Bylaws.
6. The Council, along with the Senior Pastor (or designate), shall review and approve the schedule of Church activities and personnel, hiring of staff (as delineated in the Human Resources Manual), and the setting and reviewing of salaries.

7. The Council shall appoint Council committee members and church workers as defined by the policies and procedures established for Council committees, as the Council may deem appropriate.
8. The Council shall submit a budget to the Congregation as outlined in Section 4.
9. The Council shall appoint delegates to the Annual Meetings of the Evangelical Covenant Church of America and Pacific Southwest Conference.
10. The Council shall determine within itself if other members of the Council should excuse themselves from dealing with any issues due to a potential conflict of interest.
11. Members of the Council shall maintain a personal lifestyle consistent with the Word of God and evidenced by the fruits of the Holy Spirit.
12. The Council shall facilitate a gathering of the Ministry Leaders, and anyone else deemed appropriate, at least two (2) times annually for prayer, celebration, support and communication about the ministries at Peninsula Covenant Church.

D. Council Committees:

1. Regular Committees

- a. The Council shall establish regular committees, as they deem necessary, to carry out the ministry of the Church. Council members elected through the Nominating Committee process will chair the committees they are elected to.
- b. The Council may add or delete Council Committees, and add, modify, or delete responsibilities of committees, as it deems necessary.

2. Special Committees and Task Forces

- a. Special committees and task forces for specific purposes may be appointed at any duly constituted business meeting of the congregation or by the Council according to need, but shall be automatically terminated after one year unless specifically extended by the appointing body.

E. Council Commissions:

Commissions are permanent sub-groups of the Council and may only be added or deleted through a process of amending the Bylaws. All members of Council Commissions shall be members of the Church, and shall be added or deleted from the Commissions by Council action.

1. Executive Commission

- a. The Executive Commission shall be chaired by the Vice-Chairperson of the Council and made up of the Officers of the Church and the Senior Pastor, or a designate of the Senior Pastor.
- b. The Executive Commission shall act to set the agenda for meetings of the congregation and of the Council, and perform other duties to

ensure that the other members of the Council are accountable to their responsibilities as members of the Council.

2. Spiritual Guidance Commission

- a. The Spiritual Guidance Commission shall be made up of at least 6 and not more than 12 members. The Senior Pastor and Council Chairperson shall be members by position.
- b. The Spiritual Guidance Commission shall be co-chaired by the Chairperson of the Council, and the Senior Pastor.
- c. The Spiritual Guidance Commission shall serve the Council in monitoring and providing for the spiritual health and guidance of the PCC as it relates to the Holy Scriptures, and the Mission, Beliefs and Values of PCC including, but not limited to, necessary biblical discipline of church staff and members of the church, and the review of new and existing ministries as to their alignment with the Holy Scriptures and Mission, Beliefs, and Values of PCC, as outlined in Section 5 of the Bylaws.

3. Finance Commission

- a. The Finance Commission shall be Chaired by the Treasurer and be responsible for ensuring the proper handling of all the Church's financial assets as directed by the Congregation and Council.
- b. The Finance Commission shall oversee the implementation of the budget process as detailed in Section 4 of the Bylaws.

4. Fee-For-Service Ministry Commissions

- a. There shall be a commission for each of the Fee-For-Service ministries at PCC (e.g. Peninsula Covenant Church Community Center, Preschool and School Age Child Care), and the Council member elected and assigned to the specific area of ministry shall chair these commissions.

F. Officers:

The officers of the Church shall be members of the Council and include the following positions: Chairperson, Vice-Chairperson, Treasurer and Secretary.

1. The Chairperson shall carry out all duties of the Chairperson included in the Bylaws including, but not limited to, presiding at Congregational Meetings of the Church and meetings of the Council, and ensure that all phases of the work are conducted properly and according to the provisions of the Constitution and Bylaws of the Church and the decisions of the Congregation.
2. The Vice-Chairperson shall carry out all duties of the Vice-Chairperson included in the Bylaws including but not limited to assisting the Chairperson and, during the Chair's absence, assume that office and its duties.
3. The Treasurer shall carry out all duties of the Treasurer included in the Bylaws including, but not limited to, responsibility for all funds of

PCC, shall make disbursements as authorized by the Congregation or the Council. The Treasurer shall also present a written report of the receipts and expenditures along with a summary report of the finances of the church as requested by the Council.

4. The Secretary shall carry out all duties of the Secretary included in the Bylaws including, but not limited to, keeping and preserving the minutes of all the congregational meetings of the Church, and all meetings of the Council, as well as ensure the preservation of all official correspondence as shall be delegated to the Secretary. The Secretary shall also be responsible for the official seal and documents of the Church.

II. MINISTRY LEADERS – The purpose of ministry leaders is to perform specific ministry service and to support and carry out the mission of PCC.

A. Qualifications of Ministry Leaders:

1. Ministry leaders are persons who have chosen to follow the call of God and use the gifts and talents given them to serve the body of Christ at PCC. Ministry Leaders may consist of both volunteer (lay) and paid ministry positions.

B. Admission of Ministry Leaders:

1. Volunteer (lay) Ministry Leaders shall be admitted through a process determined by the committee or ministry staff overseeing their specific area of ministry.

C. Responsibilities and Duties of Ministry Leaders:

1. Ministry Leaders shall carry out their specific ministry duties in line with the Holy Scriptures, in submission to PCC Leadership, and the Mission, Beliefs and Values of PCC, as well as adhering to the Constitution and Bylaws of PCC.
2. The specific responsibilities of Ministry leaders will vary depending on the area of ministry to which they are serving.
3. The Ministry Leaders shall attend a gathering, facilitated by Council at least 2 times annually for prayer, celebration, support and communication about the ministries at PCC.

III. STAFF – The purpose of the Staff is to equip the people of PCC to fulfill their calling as ministers of God's Kingdom.

A. Qualifications of Staff:

1. The Staff of the Church shall be made up of both men and women who have the spiritual gifts and talents consistent with that necessary to fulfill the purpose and responsibilities of the Staff position for which they are hired to occupy.
2. All Staff shall be employed in a manner consistent with the policies and procedures, as determined by the Council and outlined in the

Human Resources Manual. Pastoral Staff shall have additional requirements listed in a sub-section of this section.

3. The Staff shall act to enforce all PCC policies and procedures in all matter and kind with the Council and Ministry Leaders of the Church.
4. Accusations against a member of the Staff shall not be heard or responded to without at least two (2) witnesses. Should a member of the Staff unfortunately go astray in teaching or in conduct, the Council (or a designate) shall, in all humility and love, admonish the member. If this attempt is unsuccessful, the Council (or designate) shall take the appropriate action according to the Holy Scriptures, and Human Resources Manual, and may seek the counsel of the Board of Ministerial Standing of the Pacific Southwest Conference, following which, and if considered necessary, the Council (or a designate) shall take the appropriate action.

B. The responsibilities of the Staff shall include:

1. The specific job descriptions detailing the responsibilities of Staff which shall be subject to the approval of the Council, in cooperation with the Senior Pastor (or designate of the Senior Pastor), and kept on file in the Church Office.
2. Working in cooperation with the Council Committee Chair that is assigned to their area of ministry.
3. Maintaining a personal lifestyle consistent with the Word of God and evidenced by the fruits of the Holy Spirit.

C. Sub-groups of Staff:

1. Pastoral Staff

- a. Pastoral Staff shall be all those on staff called to serve as pastors, and are employed according to the IRS guidelines for Clergy.
- b. The Council shall call Pastoral Staff by an affirmative vote of two-thirds (2/3) of the Council.
- c. The Senior Pastor Staff shall be called at a congregational meeting by the affirmative vote of two-thirds (2/3) of those present. The purpose of the meeting shall be announced at least eight (8) days before the meeting, and at all public services on two (2) consecutive Sundays.
- d. The Pastoral Staff of this Church shall, in both word and precept, work in harmony with the larger work of the Evangelical Covenant Church of America, seeking to enlist the support of its enterprises, and seeking always the unity of the Spirit in the bond of peace.

SECTION 2

**PENINSULA COVENANT CHURCH COMMUNITY AND MEMBERSHIP**

Peninsula Covenant Church is a community of people gathered in the name of the Lord Jesus Christ for the purpose of "Thriving Together...Discovering God's

Design." We are a community committed to the Mission, Beliefs and Values of Peninsula Covenant Church, and to each other without regard for gender, race, age, culture or class. We understand our community is made up of people in many different places along their walk of faith. We do encourage everyone to become a part of our community through membership. The following include guidelines for those who wish to formally commit to the membership of PCC:

#### I. Membership

A. 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, 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.

B. 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 the support Mission, Beliefs and Values of PCC, and the broader mission of the Evangelical Covenant Church and the Pacific Southwest Conference.

#### C. Process for Admission:

1. Membership in this church is granted as provided herein to those who, through faith in the Son of God, our Lord Jesus Christ, have been born again to a living hope through the power of God's Holy Spirit; have manifested themselves as true Christians as defined in the Holy Scriptures; have been baptized according to the Holy Scriptures, and have expressed their desire to join in the ministry of the church and to share in its fellowship, values, faith and responsibilities. (Article V of the Constitution of PCC.)
2. People wishing to place membership in PCC shall complete a membership process, as outlined by the Council, or committee designated by the Council, and shall at least include: completion of a membership class, commitment to the responsibilities of membership, and reception into membership at a regular worship service of the church.

#### D. Church Discipline:

1. Any member or non-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 Council in writing.

2. The Council, through the Spiritual Guidance Commission, shall be responsible for admonishing members who willfully neglect their responsibilities to the church or who err in doctrine or conduct. The dismissal of a member remaining in gross error in doctrine or conduct may result by a unanimous vote of the Council.

#### E. Withdrawal and Removal of Membership:

1. Any member desiring to transfer or withdraw from membership shall make such a request in writing to the Council. Letters of transfer shall be issued by a designate of the Council if so requested, and the member is in good standing. The Council, or designated committee, shall annually review the membership roster to determine inactivity. Those determined to have neglected their responsibilities shall be forwarded to the Council and the Council shall approach the member(s) as outlined in the "Discipline" section above.

### SECTION 3 NOMINATING COMMITTEE

- I. Purpose: The purpose of the Nominating Committee is to prayerfully and thoroughly review and recommend people to serve as godly leaders of PCC.
- II. Qualifications and Service: The Nominating Committee shall consist of not less than four (4) members of PCC who shall be elected at the previous Congregational Meeting set for regular elections for church leadership. The Senior Pastor (or designate) shall be an ex-officio member of the committee. After being convened by the Chairperson of the Council (or designate), the committee members shall elect their own Chairperson and Secretary. Members of the Nominating Committee shall be members in good standing as described in Section 2 of these Bylaws. Members of the Nominating Committee shall be elected to three (3) year terms in such manner that approximately one-third (1/3) of the members shall expire each year. A committee member shall not be considered for re-election unless the committee member was elected to serve the remainder of an un-expired term. A committee member shall be eligible for re-election to the Nominating Committee after a lapse of one (1) year.
- III. Responsibilities and Duties of the Nominating Committee
  - A. The Nominating Committee shall prayerfully review and recommend to the Congregation, people to serve as godly leaders of PCC including, but not limited to, the members of the Council, and Nominating Committee. The Nominating Committee may also be requested, by the Council, to review and recommend people for other positions of church leadership on an ad hoc basis.

- B. The Nominating Committee shall prayerfully consider proposed candidates for leadership positions at PCC, provide meaningful disclosure to the candidate of the job duties of the position for which the person is being considered.
- C. The Nominating Committee shall obtain a written description of each position under consideration to assist in the review and recommendation process. The written description of each position shall not be more than three (3) years old.
- D. The Nominating Committee shall thoroughly determine the candidate's qualifications for office, and confirm the candidate's willingness, giftedness and passion to serve. The Nominating Committee shall confer with the Spiritual Guidance Commission, specifically in reference to a candidate's spiritual qualifications, in fulfilling this section of the Bylaws.
- E. The Nominating Committee shall unanimously recommend candidates to the Congregation for approval.
- F. The Nominating Committee shall provide, for Congregational review, a written position description and a written statement of any person recommended by the Nominating Committee, disclosing the person's qualifications for service, at least two (2) weeks prior to any vote on such recommendation.
- G. The Nominating Committee shall provide a ballot, listing qualified candidates for offices to be filled, for a Congregational vote at an annual meeting of the PCC Congregation. The ballot shall be provided at least two (2) weeks in advance. In recommending the candidates on the ballot the Nominating Committee confirms to the Congregation that the candidates on the ballot have gone through the process for consideration as outlined in this section of the Bylaws. Though the Nominating Committee may review multiple candidates for the positions to be filled, the Committee shall only recommend one (1) person on the ballot, for each position, to the Congregation for a vote.

**SECTION 4  
BUDGET PROCESS**

- I. Purpose: The purpose for this section of the Bylaws is to ensure that sufficient time, communication and collaboration are given to the preparation of the budget so that a sound budget may be presented to the Congregation for approval at the Annual Meeting.
- II. Process
  - A. The Finance Committee of the Council shall initiate the budget process at least four (4) months prior to the start of the new fiscal year.
  - B. Staff leaders and Council members responsible for various budget areas shall prepare their budget worksheets within guidelines communicated by the Finance Committee, and complete the budget worksheets by the due date.

- C. The Senior Staff (staff leadership representing each overall ministry area of the budget), as delineated by the Senior Pastor (or a designate), shall review a summary of the worksheets and implement changes as necessary to establish a draft budget.
- D. The Finance Committee shall review the draft budget and make a recommendation to the Council, at least one (1) month prior to the start of the new fiscal year.
- E. The Council shall submit a recommended budget to the Congregation at least two (2) weeks prior to the Annual Meeting.

**SECTION 5  
NEW MINISTRY DEVELOPMENT**

- I. The Council shall facilitate a process through which new ministries at PCC will be: 1) Confirmed as to their alignment with the Mission, Beliefs and Values; 2) Approved with consideration to the feasibility and impact of the new ministry on the essential operations, resources, and infrastructure of the Church, and 3) Commissioned by the Congregation as a new ministry at PCC.
- II. Definition of a "new ministry": A new ministry is a ministry that will be directly related to PCC through the use of PCC's resources (space, finances, people and/or etc.) and does not currently exist, and is not considered an "independent ministry organization" (e.g. Bible Study Fellowship). New ministries include programming changes within existing ministries, only to the extent that the programming change is considered a significant change in the use of resources currently being utilized (e.g. a large increase in funds needed or space required that is not currently being utilized by the ministry group), or such that the programmatic changes are a significant change in the philosophy or purpose of the original ministry group. Should there be a question as to whether a ministry, or programmatic change in an existing ministry, is significant enough to be considered a new ministry, as defined in this section, the determination will be made by the Senior Pastor (or other designate of Staff) and Chairman of the Council (or other designate of the Council).

**SECTION 6  
MEETINGS**

- I. Public Services: Public services shall be conducted regularly on Sundays and, when deemed appropriate, on weekdays for worship, the preaching and teaching of God's Word and prayer.
- II. Celebrating the Sacraments: The Sacraments of Holy Communion shall be celebrated monthly or as determined by the Council. The Sacrament of Baptism shall be celebrated in keeping with Covenant policies and in accordance to the needs of the Congregation.
- III. Congregational Meetings: In order to conduct business, a quorum of the Church membership must be present. Congregational Meetings shall be



held regularly not less than semi-annually, as specified in Article VII of the Constitution. Special Congregational Meetings may be called by the Chairperson of the Council, or the Council, in consultation with the Senior Pastor, or shall be called on request of one percent (1%) or more members of the Church. The purpose of the meeting shall be announced at least eight (8) days before the meeting and at all public services on two (2) consecutive Sundays. Only members in good standing are allowed to vote at Congregational Meetings.

- IV. Quorums: Ten percent (10%) of the membership of the Congregation shall constitute a quorum for any Congregational Meeting. The quorum for committee meetings or task force meetings shall be a majority of their respective membership unless otherwise noted in the Bylaws or unless otherwise stated specifically when the committee or task force is formed.
- V. Recommendations by the Congregation: A member of the church may advance an item to the agenda of a Congregational Meeting by a majority vote of the membership at that meeting. An item brought to the agenda in this way shall be decided by a majority vote of the membership, unless the item is subject to additional provisions as outlined elsewhere in the Constitution or Bylaws. Any request or recommendation of a group or of an individual may be made, at any time, through a written request to the appropriate church leadership body.
- VI. Rules or Order: All meetings of the Church shall be conducted according to Robert's Rules of Order.

#### SECTION 7 GENERAL PROVISIONS

- I. Official Documentation: The church leadership (as defined in Section 1 of the Bylaws) shall maintain clear and up-to-date documentation, available to staff and the general membership (except for confidential matters involving individuals, salaries, etc.), with the purpose of defining important policies and procedures governing the ministry objectives of the church. Official documentation shall be maintained on an annual basis. These documents shall include, but are not limited to: Annual Ministry Reports, Mission/Beliefs/Values, Church Policy and Procedures Manual(s), Annual summary of leadership decisions.

#### SECTION 8 AMENDMENTS

Amendments to these Bylaws shall first be proposed in writing to a Congregational Meeting of the Church, and can be adopted only after the elapse of at least thirty (30) days, by affirmative vote of not fewer than a two-thirds (2/3) majority at a subsequent Congregational Meeting.