

# **Bylaws of the Advisory Council of Community Christian Fellowship**

## **Article I. Name and Purpose**

- A. The name of the organization is the Advisory Council of Community Christian Fellowship (the “Council”). Community Christian Fellowship (“CCF”) is a congregation of the Worldwide Church of God in the greater Houston, Texas area.
- B. The purpose of the Council is to define, enable and promote the ministries of CCF within the policies and directives of its denominational headquarters. This is achieved through
  - 1. Establishment and administration of guidelines for worship services, bible studies, social functions, outreach, missions, and similar activities appropriate for the proper functioning of the church,
  - 2. Acquisition and disposition of church assets,
  - 3. Budget adoption and tracking,
  - 4. Maintenance of the church calendar, and
  - 5. Providing advice to, and performing other duties as requested by, the senior pastor.

## **Article II. Membership**

- A. Membership of the Council shall consist of eight (8) adult members (over age 16) of CCF, including
  - 1. Seven (7) members elected by the congregation, and
  - 2. The church treasurer, appointed by the senior pastor.
- B. The senior pastor, or his designated representative, shall attend all meetings, with time allocated for whatever reports or remarks he may have.
- C. Church elders who are not members may attend Council meetings in an ex-officio, non-voting capacity.

## **Article III. Elections and Term of Membership**

- A. Elections shall be held on the date of the last regular church service in March.
  - 1. The Council may specify a period of time for early voting.
  - 2. All adult members of the congregation (over age 16) may vote.
- B. The seven (7) elected members will each serve a two-year term.
  - 1. Three (3) positions will be open for election in odd-numbered years.
  - 2. Four (4) positions will be open for election in even-numbered years.
- C. Vacancies prior to the end of a term shall be filled by the senior pastor from the list of persons who received votes in the most recent Council election.
- D. The senior pastor appoints the church treasurer for an indefinite term.

#### **Article IV. Council Officers**

- A. At its regular meeting in April, the new Council shall elect a chair, vice chair and secretary.
- B. The chair, vice chair and secretary shall serve a one (1) year term beginning in April.
  - 1. These officers may serve consecutive terms if their term of council membership has not expired.

#### **Article V. Specific Duties**

- A. Senior Pastor
  - 1. May overrule decisions made by the Council, and
  - 2. May remove a Council member who is evidencing behavior not fulfilling the responsibilities of an elected Council member.
- B. Council Chair
  - 1. Sets the date and time for regular Council meetings,
  - 2. Presides over all Council meetings, following generally accepted rules of order,
  - 3. Distributes an agenda to council members, along with any pertinent documents, within the week prior to each regular meeting,
  - 4. Notifies the Senior Pastor of any vacancies in Council membership, and
  - 5. Appoints committee chairs.
- C. Vice Chair
  - 1. Assumes the duties of the chair in his or her absence, and
  - 2. Communicates with members on behalf of the chair in the event he or she is unable to do so.
- D. Secretary
  - 1. Records appropriate minutes of all meetings,
  - 2. Forwards minutes to Council members and posts them on the church bulletin board the week following each meeting,
  - 3. Maintains the files of minutes of Council meetings, including all documents and other records that were part of the discussion,
  - 4. Maintains files for other church records and documents as directed by the senior pastor or the Council, and
  - 5. Informs the chair of any unfinished business that needs to be included on the next agenda.
- E. Treasurer
  - 1. Bears the primary responsibility of assuring CCF's compliance with the denomination's financial requirements,
  - 2. Provides a current financial statement at each meeting,
  - 3. Maintains history files of financial records, and
  - 4. Makes all financial records available for review when requested.

## **Article VI. Standing Committees**

- A. Accounts Review Committee
  - 1. Reviews the congregation's financial records at least once a year, covering as much detail as necessary to assure the integrity of CCF's financial system.
    - a. This review may be omitted if an outside audit is conducted.
  - 2. Approves the reconciliation report of the church's monthly bank statements.
  - 3. Performs special reviews as requested by the Council or the senior pastor.
  - 4. Committee members are not necessarily members of the Council.
  
- B. Missions Committee
  - 1. The Missions Committee researches and adopts specific missions and ministries for financial support as a method for CCF to promote Christian discipleship.
  - 2. The committee administers the budget established by the Council for this purpose.
  - 3. Committee members are not necessarily members of the Council.
  
- D. Hospitality Committee (Amended September 17, 2006)
  - 1. The Hospitality Committee oversees special purpose receptions and similar functions held at or around the time of regular worship services, or otherwise requested by the Council.
  - 2. The committee administers the budget established by the Council for this purpose.
  - 3. Committee members are not necessarily members of the Council.
  
- E. Social Committee (Amended September 17, 2006)
  - 1. The Social Committee provides overall supervision for scheduled church potluck lunches as well as refreshments/coffee at weekly services.
  - 2. The committee administers the budget established by the Council for this purpose.
  - 3. Committee members are not necessarily members of the Council.
  
- F. Special Events Committee (Amendment Adopted October 8, 2006)
  - 1. The Special Events Committee generates ideas and provides overall supervision for other functions that support the mission of the church.
  - 2. The committee administers the budget established by the Council for this purpose.
  - 3. Committee members are not necessarily members of the Council.

## **Article VII The Finance Committee** (Amendment Adopted September 17, 2006)

- A. The CCF Finance Committee performs duties distinct from those of the Council and its Standing Committees. It is supervised by and is directly accountable to the senior pastor.
  
- B. The Finance Committee has primary responsibility for the day-to-day administration of CCF's financial system including planning and budgeting, receiving, recording, banking, investing, disbursing and monitoring.
  - 1. The church budget is brought to the Council for approval.
  - 2. Any exceptional financial events, as defined by the senior pastor, are reported to the Council.
  
- C. Membership includes the treasurer, the assistant treasurer (if there is one), the head usher, and one or more general members.

**Article VIII. Meetings**

- A. Regular meetings shall be held at least ten (10) times per year.
  - 1. A quorum must be present at any meeting to conduct valid business.
    - a. A quorum consists of five (5) Council members, and the senior pastor or his representative.
- B. The chair may convene special or emergency meetings at the request of any member.

**Article IX. Amendments**

These Bylaws may be amended by a two-thirds majority of the Council after reading and discussion at two (2) consecutive meetings. Proposed amendments must be submitted to the chair for distribution with regular Council announcements.

BYLAWS ADOPTED THIS 13<sup>th</sup> DAY OF November , 2004.

[Original Signed]

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Mark A. Mounts, Senior Pastor

[Original Signed]

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Debra Glover, Secretary