

## **STATEMENT OF FAITH**

### **THE APOSTLES' CREED**

*I believe in God the Father Almighty, Maker of heaven and earth. And in Jesus Christ, His only Son, our Lord; Who was conceived by the Holy Ghost, Born of the Virgin Mary, Suffered under Pontius Pilate, was crucified, died, and buried. The third day He rose again from the dead; He ascended into heaven and sitteth on the right hand of God, the Father Almighty; from thence He shall come to judge the quick and the dead.*

*I believe in the Holy Ghost, the Holy Christian Church, the Communion of the Saints, the Forgiveness of Sins, the Resurrection of the Body, and the Life Everlasting. Amen.*

### **AUTHORITY FOR FAITH AND PRACTICE**

*We look to the bible, which is the Word of God, for guidance and authority for our faith and practice. The bible will be the standard to evaluate all issues not covered in this document.*

## **CHURCH CONSTITUTION AND BY-LAWS**

### **NAME**

**This Church shall be known as Linn Valley Community Church, a congregation located at Linn Valley Lakes, City of Linn Valley, Kansas.**

### **PURPOSE**

**The purpose of this congregation shall be to Keep the Great Commandment (Matt. 22:37-40); Fulfill the Great Commission; and to Conduct Worship Services by:**

1. Biblical Preaching and Teaching
2. Making Disciples
3. Administering the Lord's Supper & Believers' Baptism (Rom. 6: 1-6 & Matt. 3:13-17).
4. Supporting Foreign and Domestic Missions
5. Doing all other things pertinent to the conduct of a Christian Congregation.

## **MEMBERSHIP**

**Any person may become a member by presenting him or herself at any regular service in either of the following ways:**

1. By Profession of Faith and presenting oneself for Believers' Baptism.
2. By statement of Faith in having received Jesus Christ as Savior and Lord.

**(Members of this church may maintain their previous evangelical church membership if so desired.)**

## **DUTIES OF MEMBERS**

Members shall diligently attend the services of the church, support this church in proportion as the Lord prospers them, and cooperate with all the functions of this church as set forth in the constitution. In order to vote in a church wide business meeting a member must be 18 years of age and be on the active church membership roll. This roll will be updated every (6) six months by the church clerk and given to the secretary to be put in church records.

## **ORDINANCE OF BAPTISM AND COMMUNION**

Biblical Baptism is an ordinance of the church wherein the believer is immersed in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in the crucified, buried and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in the newness of life in Christ Jesus. **(Romans 6: 1-14)**

Communion/Lord's Supper is an ordinance of the church and is an act of obedience whereby the church, which is the body of Christ, through partaking of the bread and the fruit of the vine, memorializes the death of Jesus Christ, renews its commitment to Him, and anticipates His second coming. Communion shall normally be served the first (1<sup>st</sup>) Sunday of each month. **(I Corinthians 11: 17-34)**

## **STEWARDSHIP**

God is the source of all blessings, temporal and spiritual. All that we have we owe to Him. In numerous passages from the scriptures, God instructs His people to give. Therefore we should contribute of our means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of our Lord and Savior's cause on earth. **(II Corinthians 9: 6-11, Leviticus 27:30, and Malachi 3:10)**

## **OFFICERS**

The Officers of the congregation shall be Pastor, Associate Pastor, Deacons, & Trustees. All officers shall be members of Linn Valley Community Church.

## **MINISTRY TEAMS**

Ministry Teams are groups of people within the church who are elected annually by the church to serve in certain areas of church ministry such as: Hostess/Kitchen, Decorating, Usher/Greeter, Visitation, Picture Ministry, Comfort Connection, Music/Audio Advisory Team, Women's Ministries, Men's Bible Study, Building & Grounds, Library/Media Center, Staffing Team, Special Days Team, and other areas of ministry that may be added.

All Ministry Team Leaders will be nominated by the staffing team for a one (1) year term, except the Library/Media Ministry Team, which will serve for an indefinite period of time. Non-members may serve on Ministry Teams, but may not serve as chairperson.

## **COMMITTEES**

Committees are groups of people within the church who are elected annually by the church to serve in such areas as: Finance/Budget Committee, Audit Committee, Ministerial Relations Committee, Memorial Committee, and Building Use Coordinator.

All Committees will be nominated by the staffing team for a one (1) year term, which will serve for an indefinite period of time. Non-members may serve on Committees, but may not serve as chairperson.

## **AD HOC**

Adhoc Committee is a committee of people within the church *appointed by the Church Council* to work on a certain project. When the project is completed, the committee will disband.

## **PASTOR PROFILE**

1. The pastor shall be a man called of God, committed to prayer, and the Word of God. (Acts 6: 1-4)
2. The Pastor shall be a mature, Holy Spirit filled man, who seeks to live in accordance with the requirements of: (I Tim. 3: 1-7)
3. The Pastor shall preach the Word of God faithfully and accurately. (II Tim. 4: 1-5 and II Tim. 2:15)
4. The Pastor, as Shepherd, shall oversee the Church and her ministries with humility and grace in accordance with her purpose statement. (I Peter 5: 1-7)
5. The Pastor shall be called to serve for an indefinite period of time.
6. The Pastor shall be a member of the Linn Valley Community Church.

## **RESPONSIBILITIES OF THE PASTOR**

1. Is ultimately responsible to Christ for the spiritual growth and operation of the church.
2. Provide administrative leadership for the total church program.
3. Proclaim the gospel and lead the church in proclaiming the gospel.
4. Lead the church in caring for persons in the church and the community.
5. Lead or delegate the leadership of congregational services.
6. Preach and/or arrange worship services.
7. Advise on the selection of all staff members and their duties.
8. Supervise the church staff.
9. Provide leadership in the observance of church ordinances.
10. Oversee funeral services and wedding ceremonies as appropriate.
11. Counsel with and assist in training deacons.
12. Shall be a voting member in all standing committees and ministry teams.
13. Serve as chairman or delegate the leadership of the Church Council.

## **CALLING OF A PASTOR**

1. When a vacancy exists, or is imminent, a Pastor Search Committee of not less than (5) five church members will be recommended by the Church Council and elected by the church.
2. They shall consider as candidates for Pastor only those men who meet the qualifications of the Pastor's Profile and Responsibilities set forth in this Constitution. (Page #4)
3. The Pastor Search Committee will also be responsible for obtaining an interim pastor.
4. Candidate must have been ordained, or be willing to be ordained.
5. The Pastor Search Committee shall recommend only one candidate to the church at a time. Notice shall be published in the church bulletin two (2) weeks prior to an applicant's appearance. He shall be invited to preach before the church body at a regularly scheduled worship service. Voting shall be held immediately following the candidate's visit by secret ballot. He must be voted in by two-thirds of voting members present.

## **TERMINATION OF SERVICE**

1. The pastor shall serve until the relationship is terminated at his or the church's request. If the pastor submits his resignation, he shall give two weeks notice before the termination of his responsibilities. It will be at the church's discretion whether the pastor completes the notification period or is immediately relieved of his duties. In either case, two weeks pay will be given to the pastor.
2. If the church requests the resignation of the pastor, the church shall give one month's severance pay.
3. The deacons shall have the responsibility to obtain the services of a supply preacher until such time that the church elects a Pastor Search Committee.
4. It will take two-thirds of voting members present to retain a pastor.

## **INTERIM PASTOR PROFILE**

1. The pastor shall be a man called of God, committed to prayer, and the Word of God. (Acts 6: 1-4)
3. The Pastor shall be a mature, Holy Spirit filled man, who seeks to live in accordance with the requirements of: (I Tim. 3: 1-7)
3. The Pastor shall preach the Word of God faithfully and accurately. (II Tim. 4: 1-5 and II Tim. 2:15)
4. The Pastor, as Shepherd, shall oversee the Church and her ministries with humility and grace in accordance with her purpose statement. (I Peter 5: 1-7)
5. The Pastor shall be called to serve for an indefinite period of time.

# WORK SCHEDULE FOR FULL TIME CHURCH STAFF

The church acknowledges that the church staffs work cannot be rigidly regulated since it deals with crises and emergencies and weekend and evening work obligations. Because of this, the formal time agreements listed below recognize some flexibility to the use of personal time. Such use of personal time needs to be coordinated with the Senior Pastor.

1. **WORK WEEK:** The workweek for ministerial staff will consist of five working days, one of which is Sunday.
2. **HOLIDAYS:** The following are observed as paid holidays based on the employees regular work schedule:

<b>New Years Day</b>	<b>Thanksgiving (Two Days)</b>
<b>Independence Day</b>	<b>Christmas Day (Two Days)</b>
<b>Memorial Day</b>	<b>Labor Day</b>

If a holiday occurs on Saturday or Sunday, the preceding Friday or following Monday shall be observed as a holiday
3. **PERSONAL TIME:** Personal business is to be conducted outside of the regular scheduled working hours to the greatest extent possible.
4. **VACATIONS:** Staff vacation days are earned on a pro rata basis through the year, beginning January 1 of each year. Vacation leave is not cumulative from year to year without prior approval from the Staffing Team. After completing six consecutive months of employment, a staff member will be entitled to one week of vacation, to be taken during the following six months. After a staff member has been employed for 12 consecutive months he/she is entitled to two weeks vacation per year. After completing ten years of service, he/she is entitled to a total of four weeks vacation per year.
5. **PAID SICK LEAVE:** Staff shall earn five days paid sick leave per calendar year after completing six months of continuous employment. Illness in the immediate family includes spouse, children, parents, siblings, or in case of urgent need, grandchildren. Sick days can be accrued up to a maximum of 15 days.
6. **FUNERAL LEAVE:** Staff will be allowed (3) days funeral leave for immediate family for each death involved. Immediate family is as listed under paid sick leave.

## **DISCIPLINARY ACTION**

In all cases of personal difficulty between members of the church, the members involved shall endeavor to bring about reconciliation in the manner described in Scripture. (Matthew 5:23-24 & 18: 15-16, Acts 5: 1-4, I Corinthians 5, III John 9-10, Revelation 2: 14-16 and 20-24)

## **DEACON BODY**

### **PURPOSE**

The purpose of the deacons is to assist the pastor and the church in such a way as to enable the pastor to fulfill his primary tasks of praying and being a minister of the word that the church may grow thereby.

### **QUALIFICATION**

He must be a member of Linn Valley Community Church for at least one (1) year before being eligible to serve as a deacon. He shall have proven himself by involvement in the services and ministry of the church. He must have been previously ordained in another church or be ordained before becoming an active deacon.

Deacons shall meet the qualifications and patterns set forth in the following New Testament passages.  
(I Timothy 3: 1-13 and Acts 6: 1-7)

### **NOMINATION**

As new deacons are needed the current deacon body shall ask the church membership to submit names to them of prospective deacons. The deacons and the pastor will interview each nominee and explain the qualifications and responsibilities of a deacon.

The deacon body will present qualified men to the church membership for approval. Deacons will be elected for a three (3) year term. The vote will be by secret ballot. After serving a three (3) year term, the deacon may become inactive, or continue to serve at the deacon body's request.

### **ORDINATION OF CANDIDATES**

After their election a special service will be held to present the candidates to the church for ordination before they serve as an active deacon. A deacon candidate who has been ordained in another church will not be ordained again, but will be affirmed during the ordination service.

### **DUTIES**

1. The role of deacon is that of service.
2. Strive to maintain harmony in the church.
3. Care for church members and others in the community.
4. Serve the elements of communion.
5. Assist pastor in baptisms.
6. Obtain the services of a supply preacher until the Pastor Search Committee takes these duties.
7. All deacons shall attend church council meetings.
8. One deacon to serve on the Finance/Budget Committee.

### **DISCIPLINE**

Any disciplinary action against a deacon shall follow the guidelines and scriptures set forth in the "Disciplinary Action" in the Constitution and Bylaws.

## **TREASURER**

1. Must be a member of the Linn Valley Community Church.
2. Shall attend Church Council meetings.
3. Shall receive and disburse all monies.
4. Shall keep accurate accounts of such actions.
5. Shall disburse as approved by the membership.
6. Shall keep detailed records of all individual giving and provide a yearly statement to the individuals.
8. Minimum of one trustee, one deacon, and pastor must approve any non-budgeted item over \$500. (with a limit of \$2000)

## **ASSISTANT TREASURER**

1. Must be a member of the Linn Valley Community Church.
2. Shall assume duties of the Treasurer when the Treasurer is absent.

## **CHURCH CLERK**

1. Must be a member of the Linn Valley Community Church.
2. Shall attend Church Council meetings.
3. Record all business meetings of the church.
4. Keep an accurate register of members.
5. Prepare reports as needed.
6. Receive and issue letters of transfer under church direction.

## **ASSISTANT CHURCH CLERK**

1. Must be a member of the Linn Valley Community Church.
2. Shall assume duties of the clerk when the clerk is absent.

## **TRUSTEES**

1. Must be members of Linn Valley Community Church.
2. Chairperson or church member representative from team shall attend Church Council meetings.
3. Shall serve on a three-year rotation basis with one of the trustees being replaced annually.
4. Candidates shall be presented to the church council by the Staffing Team to be voted on by the church membership.
5. Shall hold trust of all legal documents of the church & is to be put in bank safety deposit box .
6. Shall represent the church in all legal matters.
7. One trustee to serve on Finance/Budget Committee.

## **PARLIAMENTARIAN**

The Parliamentarian shall be a member of Linn Valley Community Church and shall assist the moderator in the conduct of business meetings when issues of procedure arise. The parliamentarian shall be familiar with basic parliamentary procedures and shall have a copy of Roberts rules of Order, Revised, at all business meetings for reference.

The parliamentarian shall be elected annually in the same manner and serve the same term as the moderator.

### **PARLIAMENTARIAN RULES**

Roberts Rules of Order, Revised, is the authority for Parliamentary Rules of procedure for ALL business meetings of this church.

**(Exception)** The LVCC Constitution & Bylaws and Operations Manual supercedes all of the Robert's Rules of Order Revised Edition.....

#### **Taken from Robert's Rules of Order Revised Edition pg. 15:**

The vast number of societies....religious & etc. formed all over the land must have some system of conducting business and some rules to govern their proceedings, and are necessarily subject to the common parliamentary law **when it does not conflict with their own special rules.**

## **BUSINESS MEETINGS**

Business meetings will be held on the **fourth (4<sup>th</sup>) Sunday of January, April, July and October.** The Senior Pastor, Moderator, or the Deacon Body may call Special Business Meetings as required. An announcement from the pulpit must be made in three (3) consecutive services in advance (two (2) Sunday services and one (1) Wednesday night service) except in case of an emergency. Twenty (20%) percent of voting members must be present at a regular or special business meeting to constitute a quorum for the transaction of business. Voting will be by show of hands except in the calling of a pastor and election of deacons, which shall be by ballot. All business meetings will be conducted at the conclusion of the church service with a short break before proceeding.

## **MODERATOR**

The moderator shall be a member of Linn Valley Community Church and shall preside over all business meetings. The moderator shall be appointed annually by the church council. The term of the moderator shall begin in January and end in December of the same year. The moderator must maintain a nonpartisan perspective while presiding over a meeting. Should the need arise for the moderator to address an issue; proper etiquette should be followed for stepping away from the position.

In the absence of the church clerk and assistant clerk at a meeting, the moderator shall appoint a temporary clerk for the purpose of recording the minutes of the meeting.

In the absence of the moderator, the chairman of deacons or the pastor shall preside.

## **RULES OF CONDUCT FOR BUSINESS MEETINGS** **Linn Valley Community Church**

The business meetings will be conducted in accordance with the Rules of Conduct outlined in the Constitution & Bylaws of Linn Valley Community Church.

1. All motions must be in accordance with Constitution & Bylaws and Operations Manual of this church.
2. In order to speak you must raise your hand and be recognized by the Moderator. Out of courtesy and due to recording of the business meeting you will be given a microphone. Due to this being one of our rules, without a microphone you will forfeit your right to speak.
3. After a reasonable amount of time for discussion, the Moderator may call for the vote.

### **NONDEBATABLE ISSUES:**

The Constitution & Bylaws and the Operations Manual plus the programs already established in this church. **EXCEPTION:** A motion and second to change one of these rules.

## **CHURCH COUNCIL**

### **PURPOSE**

The Church Council shall serve the church by leading in planning, developing, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

### **MEMBERSHIP**

Regular members of the Church Council shall be the Senior Pastor, other ministerial staff members, all members of the Deacon Body and Trustees, Sunday School Director, Treasurer, Church Clerk, the Chairman of each Ministry Team or a Church Member Representative from that team and Church standing committees.

### **DUTIES**

1. Recommend goals to the church.
2. Appoint the moderator for the church business meetings.
3. Review and coordinate ministry and program plans recommended by the church officers, ministry teams and committees.
4. Evaluate achievements in terms of church objectives and goals.
5. Approve/disapprove candidates for the church staffing team as presented by the current staffing team. The nominations shall be brought before the church for approval.
6. Shall appoint other committees as needed.
7. Shall be responsible for the "Operations Manual".

### **MEETINGS**

The Church Council will meet on the **first (1<sup>st</sup>) Tuesday of January, April, July, and October**. Meetings can be rescheduled if necessary. The senior pastor or his designee shall preside over the Church Council meetings. Senior pastor or moderator may call a special meeting as required. Council members will be contacted as to date and time.

## **AMENDMENTS**

The following section provides direction regarding the procedures to amend the Church Bylaws.

### **PROCEDURE**

Any church member may propose a change to the Bylaws. No amendment that is contrary to scripture will be considered. The proposed amendment must be submitted in writing to the pastor or chairman of deacons and will be discussed by the church council at the earliest possible church council meeting.

Prior to the church council meeting, the pastor will advise the council members that a proposed change to the Bylaws will be discussed. The member sponsoring the proposed amendment shall be invited to attend the council meeting to discuss amendment.

### **CHURCH COUNCIL ACTION**

If the church council decides this issue should be considered by the church body, they shall submit in writing the proposed amendment at the next business meeting. The Church Council shall present the amendment in one of the following ways:

1. With recommendation to adopt.
2. With recommendation to reject.
3. Without recommendation.

The church council will be responsible to see that an announcement regarding the proposed amendment is made during at least two worship services immediately prior to the regular business meeting at which time the decision will be made.

### **CHURCH ACTION**

The church will take appropriate action on the proposed amendment. If the amendment is accepted by two-thirds of the members present, the church clerk will be instructed to mail or provide a copy of the revision to each church family.