



Boards & Bylaws

Highland Park is governed by a set of bylaws (below) that allow the church to conduct normal business within a predetermined framework. Though HPCC recognizes all brothers and sisters in Christ as "members," for the purposes of voting and participating in business meetings, these individuals must be eighteen years of age or older, will have worshipped regularly with HPCC for at least 6 months prior, and will have lived in harmony with generally accepted Biblical principles for that same period.

The various governing and advising boards and committees are comprised of individuals nominated and ratified by congregational vote in our annual town hall meeting. These members serve a set term depending on the board/committee and position. A list of boards and committees, their respective duties and current members appears below.

BOARD OF SERVANT LEADERS (BSL)

Purpose: To provide spiritual leadership to HPCC, to govern various boards, committees, ministries and activities of the church; additionally, to manage pastoral searches and administer church discipline.

BOARD OF TRUSTEES (BOT)

Purpose: To execute all legal transactions related to church property, leases, mortgage and rentals; and to manage maintenance, repair and upkeep of property.

BOARD OF FINANCE (BOF)

Purpose: To monitor and administer the annual church budget, manage special gifts and endowments and all church offerings.

BOARD OF MISSIONS (BOM)

Purpose: To promote and educate the church in missions, work with Faith Promise budget, provide ministry to our partners in missions, and provide missions experiences for our church body.

ADDITIONAL BOARDS INCLUDE:

- Board of Evangelism and Lay Ministries
- Worship Arts Committee
- Youth Ministry Board
- Program Committee
- Senior Adult Ministry Board
- Community Group Dream Team
- Board of Children's Ministries
- HPCC Foundation Members
- Prayer Team Board
- Celebrate Recovery Team



ARTICLE I NAME & IDENTIFICATION

The name of this Association shall be Highland Park Community Church. The Highland Park Community Church is a congregation affiliated with the Church of God, an international movement within the Protestant stream of the Christian church. The Church of God reformation movement is non-denominational and non-sectarian; general offices are in Anderson, Indiana, USA. The Association is incorporated as Highland Park Community Church of God, Inc. with the Wyoming Secretary of State as of March 19, 1974.

ARTICLE II PURPOSE

The purpose of this Association as organized under these bylaws is to guide and facilitate the business, religious and charitable activities of this church including the acquiring and holding of real estate, the collecting and disbursing of money, and the appointing and directing of the boards and committees of the church.

This Association shall be permitted to engage in any lawful activity of a Wyoming not-for-profit corporation and shall have all the limitations, rights, and privileges of such a corporation.

ARTICLE III MEMBERSHIP

SECTION 1. The membership of this Association shall be restricted to those who meet the following conditions. Members thus qualified shall have the right to vote in all business meetings.

(a) A member of the Association shall be eighteen (18) years of age or older.

(b) A member of the Association shall have worshipped regularly with the Highland Park Community Church for a period of at least six (6) months immediately preceding any meeting at which rights of membership in the Association are exercised.

(c) A member of the Association shall have lived during this period of six months in harmony with the generally accepted worship and Biblical life-styles taught and practiced by the Highland Park Community Church and in harmony with the purpose and ministry of the Church of God as represented by the General Assembly of the Church of God in Anderson, Indiana.

SECTION 2. All persons shall be regarded as voting members of this Association upon their own declaration of eligibility, as defined in Section 1, by means of registering with the Secretary of the Association prior to the meeting. Each member shall declare membership in the Association one time each year by registering with the Secretary of the Association previous to the Annual Business Meeting of the Association. The listing of voting members shall be subject to the approval by the Association and incorporated into the minutes of the annual business meeting each year, or in the minutes of the meeting in which the person(s) first qualify for and declare eligibility.

SECTION 3. Persons may register as members of the Association beginning one-half hour before the Annual Business Meeting or special called meeting.

SECTION 4. The right of any person to voting membership may be challenged by any other member. In such a case, the right of voting membership shall be determined by a majority vote of the members present and voting.

SECTION 5. The rules governing membership in the Association herein stated shall apply only to the business organization of the Highland Park Community Church and shall not affect the standing of members in the fellowship of the church. These rules shall not in any way be construed to determine a person's

membership in the Body of Christ, a membership determined by a person's own expression of faith and the saving act of God in Jesus Christ.

SECTION 6. The Association may, by three-fourths majority vote at any business meeting, waive the requirements stated in Article III, Section 1 (b) regarding the six months church attendance membership qualifications.

ARTICLE IV OFFICERS

SECTION 1. The officers of the Association shall be: Chairperson (the Senior Pastor), Vice-Chairperson (Chairman of Board of Servant Leaders), Secretary (Secretary of the Board of Servant Leaders), & Treasurer (Finance Manager).

SECTION 2. The **Senior Pastor** of the congregation shall, by virtue of the office, be Chairperson of the Association. As Chairperson, the Senior Pastor may preside at all business meetings of the church. The Senior Pastor shall exercise general supervision over the affairs of the church. The Senior Pastor shall meet with any board or committee when requested to do so by the officers of the board or committee providing a written request is given to the Sr. Pastor specifying the time and place at least one week before the meeting. The Senior Pastor may appoint a representative to meet with the boards or committees if he is unable to do so.

SECTION 3. The **Vice-Chairperson** shall perform the duties of the Chairperson as indicated by Article IV Section 2 in the absence of the Senior Pastor, in the event of the Senior Pastor's inability to serve as Chairperson, or when the church is without a Senior Pastor.

SECTION 4. The **Secretary** shall keep an orderly record of the proceedings of the business meetings of the church in a book provided by the Association for that purpose. Copies of the minutes shall be provided to the Senior Pastor and the Vice-Chairperson of the Association and a copy available on request at the Church office. The copies shall be provided no later than two weeks following any business meeting. The record shall include the list of qualified members of the Association as stipulated in Article III. The book(s) containing records of the business meetings shall be carefully preserved by the Secretary at the church, shall remain the property of the Association, and shall be conveyed to his or her successor in no more than one week after the successor's term of office begins. The Secretary shall provide for the registration of electors of the Association as described in Article III, Section 2 and for the review and summaries of minutes indicated in Article IV.

SECTION 5. The Treasurer (**Finance Manager**) is an employee of the church, selected by the Sr. Pastor, approved by the Board of Finance & ratified by the BSL. The Treasurer of the Association shall receive and deposit the funds of the church in whichever bank is determined by the Board of Finance. The Treasurer shall be authorized to give receipts for all monies paid to the church. The bank account of the Association shall be in the name of the Association. The Treasurer shall cause all invoices and statements paid to be filed and properly preserved as a part of the records of the Association. The Treasurer shall make monthly reports to the Board of Finance, provide a copy of the report to the Senior Pastor, and post in a conspicuous place within the church building a report at least bimonthly. He/she shall give a complete report annually to the Association showing receipts and disbursements and their relationship to the budget. The books shall be subject to inspection by members of the Board of Finance and the Senior Pastor at any time. Other members of the Association may inspect the books of the Treasurer, except personal giving records, providing written request is submitted forty-eight (48) hours before inspection. The Treasurer shall convey the books to the Board of Finance without any restrictions, but shall maintain responsibility when an individual member inspects the records. The Treasurer shall post such bond as shall be required by the Board of Finance or voted by the Association.

SECTION 6. A vacancy in the office of Vice-Chairperson or Secretary shall be filled by the Board of Servant Leaders within sixty (60) days. A vacancy occurring in the office of Treasurer shall be filled by the Senior Pastor, approved by the Board of Finance with ratification by the Board of Servant Leaders within sixty (60) days.

ARTICLE V BOARDS & COMMITTEES

A. COORDINATION OF BOARDS AND COMMITTEES

SECTION 1. The work and term of the various boards and committees, ratified or appointed, shall be governed through the Board of Servant Leaders and coordinated by the pastoral staff.

SECTION 2. Each board and each committee must draft a written statement of policy or guidelines to give continuity to their work and clarify responsibilities. Any statements of policy or guidelines and changes in those statements shall be ratified by the BSL. All policy statements and guidelines shall be consistent with the contents of these bylaws and shall be distributed to all Board Chairpersons and Pastors with a master copy maintained in the church office.

SECTION 3. All members of boards and committees shall exhibit the qualities of a mature Christian according to the Biblical principles in our Purpose & Core Value Statement and the Servant Leader Covenant.

SECTION 4. Each board may appoint a sufficient number of committees or resource persons to carry out the work assigned by the Association.

B. BOARD OF SERVANT LEADERS

SECTION 1. Membership: The first Board of Servant Leaders (BSL) shall be comprised of **thirteen (13) Association members:** four (4) nominated by the Pastoral Staff and ratified by the Association at the Annual Business Meeting and five (5) to be ratified at the Annual Business Meeting from the names submitted by the Nominating Committee. The Chairperson of the Board of Trustees, the Chairperson of the Board of Finance, the Chairperson of the Missions Committee & the Senior Pastor shall serve on the BSL by virtue of their office. Thereafter, three nominations would be made annually by the Nominating Committee with concurrence of the Pastoral Staff to allow for staggered terms of office. All subsequent nominations to the BSL shall be ratified by the Association at the Annual Business Meeting. A person may serve two (2) consecutive terms as a member of the BSL after which one year must pass to be eligible for nomination to the BSL. The maximum length of a term is three (3) years.

SECTION 2. Officers: The Chairperson of the BSL shall be the Vice-Chairperson of the Association and shall be elected from the membership of the BSL, excluding the Chairpersons of the Board of Trustees, Mission Board and Board of Finance. The Secretary shall be elected by the BSL from its membership. The Secretary shall keep an accurate record of the decisions and actions of the BSL and the Association. The record of proceedings shall be and remain the property of the Association.

SECTION 3. Quorum: A majority of the members of the BSL must be present to constitute a quorum.

SECTION 4. Duties of the Board of Servant Leaders shall be as follows:

(a) The function of the Board of Servant Leaders shall be the spiritual leadership of the church, and all other areas of church business, except those specifically designated to other boards by the bylaws. They shall govern all boards, committees, ministries and activities of the church. The BSL shall be responsible to the Association. The BSL shall communicate as clearly as possible the vision, direction, and ministries of the church.

(b) The BSL shall annually elect from its membership a Chairman and Secretary. They may serve three (3) consecutive years in that office. After retiring one year, they may be nominated again.

(c) By virtue of the spiritual office defined in scripture, the Senior Pastor will bring the monthly agenda from the pastoral staff. All Board of Servant Leaders also have the privilege of submitting agenda items for the monthly meeting to the Chairman. The Senior Pastor will work closely with the Chairman to present the

monthly agenda. Other boards or committees may request an agenda item in writing to the Chairman for consideration at the BSL meetings.

(d) All members of the Board of Servant Leaders shall exhibit the qualities of a mature Christian according to the Biblical principles stated in our Purpose & Core Values Statement and the Servant Leader Covenant.

(e) The Senior Pastor shall be the Chairman of the Association. In the event that there is no acting Senior Pastor, the Chairman of the BSL shall serve as Chairperson of the corporation. It is highly recommended that no additional pastoral staff be hired in the absence of a Senior Pastor, believing that it is the Senior Pastor's responsibility to hire any new associates.

(f) The BSL shall ratify all committees, boards and policies made by each standing committee or board. They will maintain the continuity and consistency of the ministries of the church in keeping with the spiritual objectives of the church. They shall also ensure that each ministry directs its declared policies and programs. The BSL will review each ministry's effectiveness annually.

(g) The BSL may appoint ad-hoc committees to perform tasks and responsibilities it finds necessary. The BSL shall designate the duration of their service, budget, specific tasks to be performed, and structure and accountability of the group. The budget for said committee shall be approved by the Finance Committee. If the proposed expense exceeds \$25,000, the funding shall be voted on by the congregation at a special-called business meeting.

(h) The BSL shall resolve matters of working relationships of the staff, boards and committees and members of the church that cannot be resolved through the proper channels of accountability.

(i) Upon recommendation of the Senior Pastor, the BSL, by 2/3 vote, shall approve the dismissal of an associate pastor.

(j) When any pastor of the church appropriately indicates the termination of the pastoral relationship, the BSL shall appoint at least seven (7) persons to serve as a Pastoral Search Committee. The Senior Pastor shall serve as a member of this committee, ex officio, with voting privileges. The work of any committee involved in the call of pastoral staff members shall be subject to the guidelines in Article VI. In the event of calling a Senior Pastor, the Board of Servant Leaders will appoint a Search Committee. The Search Committee shall do the initial screening and present a candidate agreed upon by the Search Committee & the BSL for the position. The chosen candidate would be available for a Town Meeting and would be voted on at a special-called business meeting of the association.

(k) The BSL shall appoint representatives to the Association of the Church of God in Wyoming and representatives to similar organizations.

(l) The BSL shall administer church discipline.

(m) The BSL shall approve the hiring of pastoral staff, the job description of said position, and grant final approval of the recommendations from the Senior Pastor for salaries and benefits.

(n) The BSL shall ratify the annual budget submitted to the Board of Servant Leaders by the Finance Committee and present it to the Association at the Annual Meeting.

(o) The Senior Pastor shall manage the day-to-day affairs of the church on behalf of the BSL.

(p) The BSL shall ratify the annual Faith Promise Budget.

SECTION 5. Vacancies: Any vacancies in the membership of the BSL shall be filled by the Board of Servant Leaders within sixty (60) days after the vacancy occurs. The person appointed shall serve until a successor is ratified at the next annual business meeting.

SECTION 6. Nominating Committee

The Nominating Committee shall be comprised of three (3) persons who serve on the BSL and three (3) members from the lay leadership to be appointed annually by the BSL. The Nominating Committee shall nominate individuals for positions on the Board of Servant Leaders, the Board of Trustees, the Missions Board and the Board of Finance for presentation to the membership for ratification. This shall be accomplished by the first week of October each year. The list of nominees shall be made available to the voting membership at least two weeks prior to the Annual Meeting.

C. BOARD OF TRUSTEES

SECTION 1. Membership: The Board of Trustees of this Association shall be composed of seven voting members. Each trustee shall be ratified at the Annual Business Meeting of the church for a term of three years with the terms of office rotated so that no more than three terms expire in any given year.

A person may serve two consecutive terms as a member of the Board of Trustees. After a lapse of one year, a person who has previously served two consecutive terms as a Trustee may be nominated. Nominations from the congregation for these positions shall be accepted by the Board of Servant Leaders from September 1-15. The Nominating Committee will review all candidates' qualifications and submit names for ratification at the Annual Business Meeting.

SECTION 2. Officers & Duties of Officers: The Board of Trustees shall select from its own membership the following officers: Chairperson, Vice-chairperson and Secretary.

SECTION 3. Quorum: Four (4) members of the Board of Trustees must be present to constitute a quorum and to transact business.

SECTION 4. The duties and powers of the Board of Trustees shall be as follows:

(a) It shall be responsible for executing all legal transactions related to any property of the Association as authorized by the Association.

(b) It shall manage the business affairs of the Association related to property matters, those designated by the bylaws & those responsibilities assigned by the BSL. At its discretion, the Board of Trustees may delegate responsibilities to an appropriate person on staff with the consent of the Senior Pastor. The Board of Trustees shall conduct its business in accordance with the approved budget and shall confer with the Board of Finance when adjustments of more than three (3) percent of the annual budget are anticipated.

(c) It shall attend to all maintenance, repair, & upkeep of the existing structure and properties. It will be responsible for all capital improvements as set forth by a master plan adopted by the BSL.

(d) It shall attend to all leases, buying and selling, and renting of church properties. The board of Trustees shall be empowered by a two-thirds majority vote of the membership of the Association present and voting in a regular or called meeting to mortgage or encumber real estate for the Association.

(e) It shall insure that the Finance Manager has implemented and is maintaining appropriate insurance coverage on church properties, staff, and activities.

(f) It shall be responsible for safeguarding the real estate property owned by the Association in a manner recommended by the General Assembly of the Church of God which meets annually at Anderson, Indiana and through procedures which are administered by the Board of Church Extension and Home Missions of the Church of God, P O Box 2069, Anderson, Indiana 46011.

(g) It shall appoint committees from its own membership and from the membership of the Association as the Board may deem necessary to carry out the responsibilities with which they are charged.

(h) Any expenditure by the Board of Trustees, the Board of Finance or the BSL involving more than five (5) percent of the annual budget shall require action by the Association, if not specifically provided for in the adopted budget of the church.

(a) The **Chairperson** of the Board of Trustees shall preside at all meetings of this Board, attend the BSL meetings and perform such duties as usually are assigned to the Chairperson of a deliberate body.

(b) The **Vice-chairperson** of the Board of Trustees shall serve in the absence of the Chairperson.

(c) The **Secretary** of the Board of Trustees shall keep an accurate record of the acts, decisions and proceedings of the Board. This record shall be the property of the Association and shall be conveyed to the secretary's successor at the time the successor's term begins. The Secretary of the Board of Trustees shall perform other duties incident to the office.

SECTION 6. Any **vacancies** in the elected membership of the Board of Trustees shall be filled by the Board of Servant Leaders within sixty (60) days after the vacancy occurs. The person appointed shall serve until a successor is ratified at the next annual business meeting.

SECTION 7. Members of the Board of Trustees are excluded from voting on items of business directly affecting their own salary, benefits or business.

D. BOARD OF FINANCE

SECTION 1. Membership: The Board of Finance of this Association shall be composed of eight (8) members ratified by the Association and the Finance Manager as the ex-officio member with voting privileges. Each member of the Board of Finance shall serve for a term of three years with the terms of office rotated so that no more than three terms expire in the same year. A person may serve two consecutive terms as a member of the Board of Finance, after which one year must pass to be eligible for nomination to the Board of Finance.

SECTION 2. Officers: The Board of Finance shall select from its eight (8) ratified members the following officers: Chairperson, Vice-chairperson and Secretary.

SECTION 3. Treasurer (Finance Manager): It shall be the duty of the Treasurer to oversee the contribution records of HPCC members, to accept other responsibilities as the Board of Finance directs & the duties specified in Article 4, Section 5.

SECTION 4. Quorum: Five (5) members of the Board of Finance must be present to constitute a quorum.

SECTION 5. The **duties and powers of the Board of Finance** shall be as follows:

(a) The Board of Finance shall monitor and administer the annual budget.

(b) The Board of Finance shall work with the Board of Servant Leaders in planning for and implementing a comprehensive stewardship education program.

(c) It shall receive and hold in trust any donations, bequests, endowments or other funds and property, except all those designated to the Highland Park Foundation or Women's Ministries of the church, insofar as it does not in any way infringe upon, hinder or thwart the spiritual purposes of the church under its recognized leaders.

(d) The Board of Finance shall prepare a proposed budget for presentation to the BSL. This proposed budget will be developed with input from the Chairpersons of all boards and Pastors. All salaries and benefits of hourly employees shall be recommended by their appointed supervisors with the Senior Pastor's approval in accordance with the Employees Handbook. The Board of Finance shall also review between July 1st and

15th the actual income and spending in relation to the approved annual budget, revising for presentation at a business meeting if necessary.

(e) The Board of Finance will authorize the Finance Manager to implement general accepted accounting practices for the purpose of conducting church business. All checks written on church accounts will be signed by two (2) authorized signatures.

(f) The Board of Finance may delegate authority to the Finance Manager to transfer funds from the General Fund to the Building Fund if required, reporting such transactions to the Board of Finance at their next meeting.

(g) Each week, the Board of Finance shall assure that two authorized individuals count the offerings. Each week's offering will be processed in accordance with the cash handling procedures in the Finance Procedures Manual.

(h) The **Chairperson** of the Board of Finance shall preside at all meetings of the Board, attend the BSL meetings and perform such duties as usually are assigned to the Chairperson of a deliberate body.

(i) The **Vice-chairperson** of the Board of Finance shall serve in the absence of the Chairperson.

(j) The **Secretary** of the Board of Finance shall keep an accurate record of the acts, decisions and proceedings of the Board. This record shall be the property of the Association and shall be conveyed to the secretary's successor at the time the successor's term begins. The Secretary of the Board of Finance shall perform other duties incident to the office.

SECTION 6. Any **vacancies** in the elected membership of the Board of Finance shall be filled by the Board of Servant Leaders within sixty (60) days after the vacancy occurs. The person appointed shall serve until a successor is ratified at the next annual business meeting.

SECTION 7. Members of the Board of Finance are excluded from voting on items of business directly affecting their own salary, benefits or business.

E. BOARD OF MISSIONS

SECTION 1. Membership: The Board of Missions of this Association shall be composed of nine (9) members ratified by the Association, and the Senior Pastor shall appoint ex-officio, pastoral representation without voting privileges. Each member of the Board of Missions shall serve for a term of three years with the terms of office rotated so that no more than three terms expire in the same year. A person may serve two consecutive terms as a member of the Board of Missions, after which one year must pass to be eligible for nomination to the Board of Missions

SECTION 2. Officers: The Board of Missions shall select from its nine (9) ratified members the following officers: Chairperson, Vice-chairperson and Secretary.

The **Chairperson** of the Board of Missions shall preside at all meetings of the Board of Missions, attend the BSL meetings, coordinate the work of the Board of Missions with the Senior Pastor's pastoral representation who shall coordinate (Article V, A, Section 1) the day-to-day affairs on behalf of the Board of Missions and perform such duties as usually are assigned to the Chairperson of a deliberate body.

The **Vice-chairperson** of the Board of Missions shall serve in the absence of the Chairperson.

The **Secretary** of the Board of Missions shall keep an accurate record of the acts, decisions and proceedings of the Board. This record shall be the property of the Association and shall be conveyed to the secretary's successor at the time the successor's term begins. The Secretary of the Board of Missions shall perform other duties incident to the office.

SECTION 3. Quorum: Six (6) members of the Board of Missions must be present to constitute a quorum.

SECTION 4. The **duties and powers** of the Board of Missions shall include but not be limited to the following:

- (a) Promote and educate the church in missions
- (b) Prepare the Faith Promise Budget annual budget for ratification by the Board of Servant Leaders
- (c) Approve monthly Faith Promise Budget distribution
- (d) Annual election of officers: Chairman, Vice-Chairman, and Secretary
- (e) Provide ongoing ministry to our partners on and off the missions field
- (f) Develop new partners in missions
- (g) Provide short term and long term missions experiences

SECTION 5. Any **vacancies** in the elected membership of the Board of Missions shall be filled by the Board of Servant Leaders within sixty (60) days after the vacancy occurs. The person appointed shall serve until a successor is ratified at the next annual business meeting.

ARTICLE VI CHURCH-PASTOR RELATIONSHIPS

SECTION 1. The Senior Pastor shall serve in a dual role as the spiritual leader of the church and Chairperson of the Association. The Sr. Pastor shall maintain responsibility for guiding the spiritual pilgrimage of the congregation. The Pastor may request the Vice-Chairperson of the Association to function as the Chairperson for a stated meeting or for a fiscal year.

SECTION 2. The Senior Pastor shall be responsible for the content and form of worship, including the observance of ordinances, give inspiration and instruction in the faith, and be the principal administrator of the total work of the church.

SECTION 3. Pastors shall become members of the Association when they come into the employment of the church. These persons shall be responsible for spiritual and functional leadership within the church as shall be defined by position descriptions and shall be directly accountable to the Sr. Pastor.

SECTION 4. The Senior Pastor's salary, provision for housing, benefits and similar considerations shall be reviewed annually by the Board of Finance. Other Pastor(s) salary, provision for housing, benefits and similar considerations shall be reviewed annually by the Senior Pastor with recommendations given to the Board of Finance.

SECTION 5. The termination of a pastoral or employment relationship shall be done in one of the following ways:

(a) The Senior Pastor shall submit a letter of resignation to the BSL. Associate Pastors shall submit a letter of resignation to the Senior Pastor who shall at the earliest possible date notify the BSL. The BSL shall at the earliest possible date, through its chairperson or some other member of the BSL they assign, announce the resignation of a Pastor to the Association.

(b) When there is question as to the retention or removal of the Senior Pastor from the leadership of the congregation, the process outlined below shall be followed:

- (1.) If one-fourth of the eligible membership of the Association (See Article 3) object to the continued leadership of a Pastor, they may present their objections in writing to the BSL where the objections shall be carefully studied. If no solution to the problem is reached, the BSL shall bring the matter to the Association, being responsible to properly call and conduct the meeting in keeping with these bylaws. The Vice-

Chairperson of the Association shall be the moderator of any business session having to do with the retention or removal of a Pastor. The matter for consideration shall be presented by the BSL in written form at the business meeting and after discussion shall be voted by secret ballot.

- (2.) The decision to remove a Pastor from his office shall require a majority vote of the members present and voting. If the vote is for removal, a minimum of sixty (60) days shall be allowed for termination of the Pastoral relationship, unless there has been a defection of character resulting in the loss of recognized ministerial status. In such case, the removal shall be immediate and the church shall have no further financial obligations.
- (3.) If the Pastor should desire a vote as an expression of the congregation's opinion concerning his/her continued leadership, a vote for this purpose may be taken in a regular or special-called meeting of the Association. The details and method of the vote shall be arranged by the Pastor in consultation with the BSL. Whether the vote is determinative or only a matter for the pastor's eyes only are decisions that shall be made by the Pastor and the BSL before the business meeting in which the expression is taken and clearly indicated to the members present and voting.

(c) The Senior Pastor may recommend to the BSL the removal of an Associate Pastor.

(d) In addition, the Sr. Pastor may initiate conversations and actions for the termination of the employment of other staff persons, pursuant to policies established in the Employee Handbook.

SECTION 6. The **Pastoral Search Committee** shall elect its own officers and proceed in the following manner:

(a) The call of Associate Pastors is the responsibility of the Senior Pastor with the help and ratification of the Search Committee and ministry committees affected by the call.

(b) It shall investigate the availability of prospective pastors and study their qualifications as to character, leadership abilities, education, experience, ministerial recognition, status and ministerial compatibility. It shall seek the guidance of the Wyoming Ministerial Assembly or its Credentials Committee, who may consult with the Division of Church Service of the Church of God for information and certification of ministerial standing.

(c) A clear agreement shall be reached with the Pastor(s) regarding responsibilities and working relationships, preferably in writing.

(d) The Pastor's salary allowance, provision for housing, benefits, and similar considerations shall be established by the Search Committee in concurrence with the Board of Finance and communicated to the pastor at the time of his call and shall be reviewed annually by the process stated in these bylaws.

(e) Agreements and financial arrangements in the call of all pastoral staff members shall be similar except that the Senior Pastor shall be included in the negotiations with other prospective staff members.

ARTICLE VII MEETINGS OF THE ASSOCIATION

SECTION 1. The fiscal year of the Association shall be the calendar year, January 1 through December 31. Terms of office are concurrent with the fiscal year.

SECTION 2. The **Annual Business Meeting** of the Association shall comply with the following guidelines:

(a) The Annual Business Meeting of the Association shall be held at the church building or some other designated place between the fifteenth day of October and the fifteenth day of November each year.

(b) The date, time and place of the forthcoming meeting shall be announced publicly in a regular service of the church and written notice in the weekly Sunday bulletin at least two Sundays prior to the Annual Business Meeting.

(c) A quorum for any business meeting of the Association shall be seventy-five (75) of the registered voters of the Association.

(d) All elections/ratifications shall be by ballot.

(e) Shall ratify the annual budget.

(f) Absentee ballots may be filed by a qualified elector of the Association if the elector finds it impossible to attend the business meeting due to illness or some other unavoidable reason. The elector may cast an absentee ballot, providing request has been made five days prior to the meeting. A marked ballot must be sealed in an envelope, the name of the elector placed on the envelope before the business meeting, the name approved as a voting member, and the name recorded in the minutes of that business meeting.

(g) All business meetings shall provide opportunity for all persons to ask questions, express opinions, and call for actions as provided by these bylaws. In the event there is disagreement on procedure, Robert's Rules of Order shall be followed to expeditiously facilitate matters on which there may be marked disagreements as to content and/or process.

SECTION 3. Special meetings may be called at any time by the Chairperson of the Association, the BSL, or upon written request of a number equal to 10% of the average worshipping attendance for the six (6) months prior to the meeting. Those signatures must be eligible voting members of the Association. All such meetings shall be previously announced at a regular service of the church at least one (1) week prior to the special-called meeting, stating the purpose of the meeting, date, time and place.

SECTION 4. Minutes of all business meetings shall be recorded by the Secretary of the Association. At each business meeting, the Chairperson shall appoint a three-member Minutes Review Committee to read the minutes with the Secretary and assure that they are an accurate recording of the transactions of the meeting. The Secretary and the Minutes Review Committee members shall sign the minutes after determining the accuracy of the minutes.

The Secretary shall read a brief summary of the minutes of the previous meeting and indicate they have been approved by the Minutes Review Committee. A member of the Association may call for a complete reading of the minutes of the previous meeting. In the Annual Business Meeting, the minutes of the previous annual business meeting and the minutes of all interim business meetings shall be summarized by the Secretary.

SECTION 5. In all business meetings of the church and in the deliberations of boards and committees, the Chairperson shall make a reasonable attempt to gain consensus. When the Chairperson of any group determines a consensus is not possible, then a majority vote shall decide the action or policy being considered.

ARTICLE VIII EXPULSIONS

SECTION 1. Any officer of this Association or member of any board or committee may be expelled from office by a two-thirds vote of the members of the BSL.

SECTION 2. Expulsions may be for conduct deemed to be unbecoming a member of Highland Park

Community Church or detrimental to the purpose of the church, for failure of duty, or for other reasons the congregation may deem sufficient grounds for expulsion.

SECTION 3. When one has been expelled from office, the authority of such person in that office ceases at once.

SECTION 4. Every effort will be made to bring the offending person back into harmony with the Body of Christ as outlined in Matthew 18.

SECTION 5. Service on the Boards and Committees is very important in the life of the church and attendance is strongly recommended. Therefore, any member of a Board, Committee or the BSL who has three consecutive absences without notification to their board, committee or the BSL will be contacted by the Chairperson of that Board, committee or the BSL to explain their absences. A request for appropriate action, if necessary, will be submitted by the chairperson of the Board or Committee to the Chairperson of the BSL prior to the BSL meeting.

ARTICLE IX AMENDMENTS

SECTION 1. These bylaws may be amended by a two-thirds affirmative vote of the registered members present and voting at any regular or special-called meeting provided the suggested amendment shall have been studied by a committee of not less than three (3) members appointed by the BSL and shall have been available at the church office at least seven (7) days previous to the time of voting thereon. At least one member of the committee shall be from the general membership of the Association and not a member of the BSL.