

**BYLAWS  
TO THE CONSTITUTION  
ARCADIA CHURCH OF THE BRETHREN**

**ARTICLE I      GENERAL RESPONSIBILITIES/GUIDELINES**

**A. CHURCH CANCELATIONS      (Found in Church Board Charter)**

1. The Pastor or his appointee is responsible for unlocking and locking the Church Building for Church School and Church Worship Services.
2. The determination to cancel Church School and Worship Services due to inclement weather shall be made by the Pastor, Church Board Chairman and Trustee Team Chair.
3. Notice of Church Cancellations will be placed on the Church website and on Channel 13 TV station by the Pastor or his appointee.

**B. FUNERAL FLOWERS      (Found in Mission Team Charter)**

1. Ordering flowers upon the death of a Church Member shall be the responsibility of a member of the Mission Team?

**C. GOD’S FUND      (Found in Finance Team Charter)**

1. The Treasurer must be authorized by at least two members of the Finance Team to grant any requests for monies from the God’s Fund that exceeds \$1,200.00 annually to any one individual or family.
2. Distribution of monies from the God’s Fund that is more than \$500 and less than \$1,200.00 shall be determined by the Church Board Chair, the Mission Team Chair and the Treasurer.
3. The Missions Team is responsible for the distribution of God’s Fund monies that are less than \$500.

**D. TEAM OR POSITION VACANCY      (Found on Page 2 is Document)**

1. When a vacancy in any elected position occurs, the Church Board shall be authorized to fill such vacancy until the next Church Council meeting, at which time an official replacement for that office shall be elected for the remainder of the term.

**E. DEFINE CHURCH COUNCIL AND CHURCH BOARD      (Found in ACOB Constitution)**

1. The Church Council is the entire Church Congregation and is “the Church in Business Session”.
2. The Church Board is the Leadership Board and assures that the missions and vision of ACOB are fulfilled. The Board is accountable to the Church Council. (Full details are in the Board Charter).

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### ARCADIA CHURCH OF THE BRETHREN

#### ARTICLE II ELECTED POSITIONS

The Church Council shall elect from paper ballot prepared by the Nominating Team all the elected positions, elected team members and other personnel as the Church Council shall authorize. Appointed positions and or team member appointments are not subject to Council vote. See tables below:

POSITION	NUMBER ELECTED	OFFICE TERM	CHURCH MEMBER
Church Board	One (1) Every 3 Years Two (2) for next 2 yrs.	Three (3) Years	Required
Trustee Team Members	Two (2) Each Year	Three (3) Years	Three Required
Ministry Team Members	Two (2) Each Year	Three (3) Years	Not Required
Missions Team Members	Two (2) Each Year	Three (3) Years	Not Required
Education Team Members Church School Superintendent Children's Director Nursery Representative Junior Church Representative Middle School Representative High School Representative	Three (3) Each Year	Two (2) Years	Not Required Not Required Not Required Not Required Not Required Not Required
Auditing Team Members	One (1) Each Year	Two (2) Years	Not Required
Nominating Team At Large	One (1) Every 3 Years	Three (3) Years	Not Required
Church Clerk	One (1) Each Year	Three (3) Years	Not Required
Church Treasurer	One (1) Every 3 Years	Three (3) Years	Required
Assistant Church Treasurer	One (1) Every 3 Years	Three (3) Years	Required

**If more people are interested in the same position than required all names will be placed on the ballot for vote.**

**When a vacancy in any elected position occurs, the Church Board shall be authorized to fill such vacancy until the next Church Council meeting, at which time an official replacement for that office shall be elected for the remainder of the term.**

#### ARTICLE III ELECTED/EMPLOYED POSITIONS

POSITION	NUMBER ELECTED	OFFICE TERM	MEMBER
Church Pastor	One (1) Renewed Each Year	One (1) Year	Required
Church Moderator	One (1) Renewed Each Year	One (1) Year	Not Required

Other full or part time employees as may be employed by the Trustee Board to properly care for the Church and its activities.

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## **ARTICLE IV CHURCH COUNCIL**

The Church Council is the governing body of the congregation of the Arcadia Church of the Brethren. It is the “Church in Business Session” and is recognized to be the final authority.

Functions/Duties are listed below

1. The elections of Church officers.
2. Adoption of the annual budget.
3. Rule on policy and organizational matters.
4. Authorize church officials to act on behalf of the congregation.
5. Receive reports.
6. Provide a forum for both majority and minority viewpoints within the membership.
7. Adoption of revisions of the Church Constitution.
5. All reports to the Church Council shall be distributed to the congregation the two (2) consecutive Sundays prior to the Sunday of the Council Meeting

Meetings shall be conducted as listed below.

1. The Church Council shall meet no less than three (3) times a year.
2. Robert’s Rules of Order shall apply to all the business meetings of the congregation unless portions of such are stated differently.
3. A majority vote of those present and accounted for shall prevail on all issues of business.
4. At the moderator’s discretion, all major issues shall be determined by ballot voting.
5. Minutes of all meetings shall be recorded and preserved.

## **ARTICLE V LEADERSHIP TEAMS**

All Leadership Teams shall elect a Chairperson and a Vice Chairperson for their Team. A Team member may not hold the position of chairperson for more than two consecutive years.

The Church Board and the Trustee Team must record minutes for each meeting. The Trustee Team, Ministry Team, Missions Team, Education Team and Finance Team are to present a report of the Team’s activities to the Church Board at each Board Meeting. Each Leadership Team will decide the date and times of their meetings and place those on the Church Calendar.

Each Leadership Team shall have a Team Charter which gives the Purpose of the Team, Members, Officers, Duties and Responsibilities, Meetings and Records/Reporting. The Team Charters must be review/revised annually by the Team. The Church Board shall be advised of any revisions to the Team Charter “Duties/Responsibilities” and meeting schedules. Revisions to all other sections of the Charter must be presented to the Church Board for approval.

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**ARTICLE V LEADERSHIP TEAMS** (continued)

**A. CHURCH BOARD**

The Church Board shall be comprised of five (5) elected individuals who are members of the Arcadia Church of the Brethren, the Church Clerk, the Church Treasurer, Chairperson or Representative of the Trustee Team, Chairperson or Representative of the Ministry Team, Chairperson or Representative of the Missions Team, Chairperson or Representative of the Education Team, and the Church Pastor(s). All members of the Church Board must be Members of the Arcadia Church of the Brethren to have voting privileges.

**B. TRUSTEE TEAM**

The Trustee Team shall have six (6) elected members. Each member of the Team should take responsibility for selected portions of the Team's duties and responsibilities. The Trustee Team is also the legal officers of the Arcadia Church of the Brethren, Inc. and thus the Trustee Team is required to have three or more team members who are members of the Arcadia Church of the Brethren.

Chairperson and Vice-Chairperson of the Trustee Team, if they are members of the Arcadia Church of the Brethren, shall serve as President and Vice-President of the Church Corporation. In the event the Chairperson and Vice Chairperson are not members of the Church then the Team shall appoint team members who are Church members to be the President and Vice-President of the Corporation.

**C. MINISTRY TEAM**

Individuals elected to the Ministerial Team must be Active Participants of the Arcadia Church of the Brethren. This team shall have six (6) elected Team members. Each member of the Team shall take responsibility for selected portions of the Team's duties and responsibilities.

**D. MISSIONS TEAM**

This Team shall have six (6) elected members. Individuals elected to the Missions Team are not required to be members of the Arcadia Church of the Brethren. The Team's focus should include outreach to the community, assistance to the needs of the church family, assistance to victims of disaster, visitations to shut-ins and/or church members and social events and celebrations, etc. Each member of the Team should take responsibility for selected portions of the Team's duties and responsibilities and encourage members of the congregation to participate in implementing the Teams' activities.

# **BYLAWS TO THE CONSTITUTION ARCADIA CHURCH OF THE BRETHREN**

## **ARTICLE V LEADERSHIP TEAMS** (continued)

### **E. EDUCATION TEAM**

Individuals elected to the Education Team are not required to be members of the Arcadia Church of the Brethren except the Church School Superintendent. This team shall have six (6) elected members. Each member of the Team shall take responsibility for selected portions of the Team's duties and responsibilities. The Education Team shall be composed of the Church School Superintendent, Children's Director, Nursery Representative, Junior Church Representative, Middle School Representative and High School Representative.

### **F. FINANCE TEAM**

The Finance Team shall have seven (7) elected members. The elected members of the Church Board, the Church Treasurer, and Assistant Treasurer shall serve as the Finance Team. The elected Members of the Church Board shall approve the projected budget for recommendation to the Church Council for final approval.

## **ARTICLE VI SERVICE TEAMS**

Service Team Leaders shall be elected by the Church Council. Church membership is not required to be a member of a Service Team. Each Service Team shall submit an annual report of the team's activities to the Church Board. Each Service Team shall have a Team Charter which gives the Purpose of the Team, Members, Officers, Duties and Responsibilities, Meetings and Records/Reporting.

### **A. NOMINATING TEAM**

The Nominating Committee shall be composed of a Member of the Ministry Team, Member of the Trustee Team, Member of the Missions Team, Member of the Education Team and One (1) elected at large member. Individuals appointed to the Nominating Team are **not** required to be members of the Arcadia Church of the Brethren. The elected at large member shall be a member of the Arcadia Church of the Brethren and shall serve as chair of the Nominating Team. Each member of the Team shall take responsibility for selected portions of the Team's duties and responsibilities.

### **B. AUDIT TEAM**

The Auditing Team shall have two (2) elected members. An auditor is not required to be a member of the church. Each member of the Team shall take responsibility for selected portions of the Team's duties and responsibilities.

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**ARTICLE VII CHURCH FELLOWSHIPS**

Fellowship Teams shall function as teams that provide interaction with one another for purposes of like or similar service, causes, studies or learning. Examples are Women's Fellowship, Men's Fellowship, The Youth Fellowship, Home Fellowship, Bible Study Teams and Social Activities Teams.

**ARTICLE VIII CHURCH PERSONAL**

**A. TREASURER**

The position of Church Treasurer is to keep accurate accounting records of receipts and disbursements of the Arcadia Church of the Brethren and the Arcadia Church of the Brethren, Inc. (the legal entity).

The Church Treasurer and the Assistant Church Treasurer shall be members of the Arcadia Church of the Brethren. The Church Treasurer shall serve as a member of the Church Board and Finance Team. Church Treasurer and Assistant Treasurer positions are accountable to the Church Board and the Church Council.

The Treasurer and Assistant Treasurer positions are elected positions with a three year term of office. The Nominating Team shall secure applicant(s) for the positions of Church Treasurer and Assistant Treasurer and shall present the name(s) to the Church Counsel for election.

**B. CHURCH CLERK**

The Church Clerk serves as secretary to the Church Board and the Church Council and shall keep accurate records of all the Church Board and Council meetings. She/he is not required to be a member of the Arcadia Church of the Brethren.

The Nominating Team shall secure applicant(s) for the position of Church Clerk and shall present the name(s) to the Church Counsel for election. The Church Clerk position is an elected position with a three year term of office.

**C. MODERATOR**

The Moderator shall be the official head of the Church Council meetings, but shall recognize the Pastor as the spiritual leader of the Church.

The moderator shall be selected from outside the Arcadia congregation. Any Church of the Brethren member, minister or layman shall be eligible to serve as moderator. The Moderator may be selected within the Arcadia congregation, only when no one outside the congregation is available. The Nominating Team shall secure applicant(s) for the position of Church Moderator and shall present the name(s) to the Church Counsel for election. The Church Moderator is an elected position with a one year term of office renewal each Year.

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**ARTICLE VIII CHURCH PERSONAL** (continued)

**D. PASTOR**

The purpose of the position of pastor is to provide the Arcadia Church of the Brethren with a spiritual leader of the church program. The pastor is to aid the Church in worshiping and serving God.

He or she must be properly educated and/or ordained, installed, licensed and a member of the Arcadia Church of the Brethren (In special situations a licentiate or a minister from another denomination, may serve upon approval by the Arcadia Church of the Brethren Board).

The Pastor shall accept and adhere to the faith and practices of the Church of the Brethren and the Arcadia congregation. His/her life and conduct shall witness to the Christian faith.

In the event of a pastoral change, the Church Board shall appoint a "Pastor Search Team" to advertise in the appropriate venue (websites, newspapers, etc.) for potential candidates to be considered and to implement the "Guidelines for Pastor Search Procedure". The appointed Team shall have five members, two of which shall be members from the Ministry Team. The Team shall conduct investigations and interviews and shall make recommendations to the Church Board and the Church Council for selection of a pastor. The Church Council must approve the employment of the pastor.

**E. HIRING ADDITIONAL PASTORAL CHURCH STAFF**

When additional Pastoral staff is required, the full time Pastor shall make the request to the Church Board for discussion and feasibility. If the Church Board agrees with the request, it must seek approval from the Church Council for such action. The full time Pastor shall be an intricate part of the Search Team when searching for additional Pastoral staff.

**ARTICLE IX AMENDMENTS TO THE BY-LAWS**

The By-Laws may be amended by a two-thirds vote of the Church Board present and accounted for at the meeting in which the By-Laws are presented to the Board for approval.

**ARTICLE X REVIEW/REVISION OF THE BY-LAWS**

This document shall be reviewed and/or revised at least every three years. A Project Team shall be appointed by the Church Board to execute this process. The project must be completed within one year.