

**CONSTITUTION AND BY-LAWS
CANNON BEACH COMMUNITY CHURCH
A CONGREGATION AFFILIATED WITH THE EVANGELICAL COVENANT CHURCH**

CONSTITUTION

PREAMBLE

(An 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, the 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' Creed and Nicene Creed, 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, which is in harmony with the above preamble, is the Constitution and Bylaws of the Cannon Beach Community Church, Cannon Beach, Oregon, a congregation affiliated with the Evangelical Covenant Church.

ARTICLE I

Name

The name of this church shall be the Cannon Beach Community Church.

ARTICLE II

Affiliation

The church is a member of the Evangelical Covenant Church (ECC) and its Pacific Northwest Conference (PNWC). It is pledged to work in harmony with the ECC and PNWC, and to faithfully support the mission, ministries, and policies of each.

ARTICLE III

Affirmations of Faith

1. We affirm the centrality of the Holy Scriptures, the Old and New Testament, as the Word of God and the only perfect rule for faith, doctrine, and conduct.
2. We affirm the necessity of the new birth through faith in Jesus Christ.
3. We affirm a commitment to the whole mission of the church.
4. We affirm the church as a fellowship of believers.
5. We affirm a conscious dependence on the Holy Spirit.
6. We affirm the reality of freedom in Christ.

ARTICLE IV

Vision, Mission, and Purpose

Vision Statement: Know Christ ~ Grow in Christ together ~ Go with Christ into our community and world.

Mission Statement: We are a loving body of seekers and believers in Jesus Christ, “seeking to know Christ and grow in Christ together,” through God’s Word, prayer and our worship of God; through fellowship and our shared life together; and through evangelism, service and outreach; creatively bringing Christ’s message of hope to our community and world.

Purpose: The purpose of this church shall be to love God and love one another, and to further the work of the Kingdom of God, by uniting ourselves in Jesus Christ for worship, prayer, spiritual formation, giving and service to others, to the end that others may be brought to a saving knowledge of Jesus Christ, become actively involved in the life and ministry of the church, and begin to live as disciples of our Lord Jesus Christ. As a congregation affiliated with the Evangelical Covenant Church, we covenant to make a real difference in the lives of people with the good news of Jesus Christ as we pursue the five mission priorities of the Evangelical Covenant Church: to make and deepen disciples of Jesus Christ; to help start and strengthen churches; to develop leaders; to love mercy and do justice; and to serve globally.

ARTICLE V

Membership

Membership in the church is granted as provided in the by-laws to those who through faith in God’s Son, our Lord Jesus Christ, have been born anew to a living hope through the Holy Spirit, desire to live a Christian life, promise to faithfully support the mission and ministries of the church, and to share in its fellowship and obligations.

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 unless otherwise noted.

ARTICLE VII

Officers, Leadership Team, and Deacons

The officers of the church shall be a chair, a vice-chair, a secretary, and a financial officer. All officers shall be members of the Leadership Team. The Leadership team shall be comprised of nine Elders and the Pastoral Staff. The Trustees of the church shall be the Leadership Team. The Deacon Team shall be comprised of six Deacons.

ARTICLE VIII

Congregational Meetings

An Annual Congregational Meeting shall be held as near the beginning of the fiscal year (January 1st) as feasible. For the Annual Meeting, written reports shall be submitted by the pastor(s), ministry staff, officers, and ministry teams. Reports on an independent review of financial records shall be submitted by the Church Accountant for the church and each of its organizations. Election for offices shall be held. The church budget shall be submitted for action. Additional congregational meetings shall be held as needed. Items as required by the Constitution and By-laws shall be submitted for congregational action.

ARTICLE IX

Assets of the Church

Section 1. Ownership. The congregation shall hold title to its own assets.

Section 2. Competing Claims. In the event of schism 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 which abides by the constitution and bylaws, as determined by the executive board of the PNWC.

Section 3. Agreement with Cascades Presbytery. As stated in the Disaffiliation Agreement between Cannon Beach Community Church and Cascades Presbytery dated January 26, 2013, "The real property of Cannon Beach, and in particular, title to the real property commonly known as 132 E. Washington, Cannon Beach, Oregon 97110, shall automatically revert to Cascades Presbytery in the event that Cannon Beach does not continue to be a part of a reformed denomination in active ministry for ten years immediately following the date of this Agreement." This reversionary clause is null and void after January 26, 2023.

Section 4. Closure of the church. No action for the sale or transfer of assets may be taken when the closure of the church is under consideration without the prior approval of the PNWC executive board. In the event the congregation votes to cease, the property and all assets of the church shall become and be the property of the ECC and the PNWC, shared equally for the furtherance of the mission of both in that region, primarily through church planting.

ARTICLE X

Amendments

Amendments in harmony with this constitution and not in conflict with ECC principles and policies may be adopted by a two-thirds vote of those members present and voting in an annual meeting of the congregation, providing the proposed amendment was presented in written form at the preceding annual meeting. Articles IX and X may be amended only with the approval of the executive board of the PNWC.

BYLAWS

ARTICLE I

Membership

Section 1. Purpose. The purpose of membership is to join with other followers of Christ, including active non-members (“friends”), 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, the membership covenants 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.

Section 2. Responsibilities. The members of this church 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 support the broader mission of Christ through the PNWC and the ECC.

Section 3. Procedure for Admission.

- a. Membership in the church is granted to those who through faith in God’s Son, our Lord Jesus Christ, have been born anew to a living hope through the Holy Spirit, desire to live a Christian life, promise to faithfully support the mission and ministries of the church, and to share in its fellowship and obligations.
- b. All who come seeking membership shall be encouraged to attend a membership class and to receive the sacrament of baptism if never previously baptized according to the Holy Scriptures. Persons desiring to apply for membership shall submit their application to the Leadership Team. Applicants may join by confession of faith, reaffirmation of faith, or by letter of transfer from another Christian congregation when the applicant is in good standing as a member of another congregation. Applicants shall meet with the Leadership Team to give testimony to their personal faith in Jesus Christ.
- c. Applicants who are received into membership of the church by the Leadership Team shall be welcomed at a service of worship and make public confession of their Christian faith, as outlined in *The Covenant Book of Worship*, with the congregation making public commitment to support and pray for them as new members of the church.

Section 4. Children. Children of the church shall be nurtured under its spiritual care. They shall receive instruction in the Word of God, and practical instruction in living for Christ. At age of accountability according to the discretion of their parents and pastor, when they have professed faith in God’s Son, our Lord Jesus Christ, have been born anew to a living hope through the Holy Spirit, desire to live a Christian life, promise to faithfully support the church, and to share in its fellowship and obligations, they may apply for church membership as outlined under Section 3 of this article.

Section 5. Discipline.

- a. Training of members. The Leadership Team shall be responsible for instructing and training members in Christ and in God’s Word, helping them fulfill their responsibilities to faithfully support the mission and ministries of the church, and to share in its fellowship and obligations. The Leadership Team will seek to lovingly admonish and correct those who err in doctrine or conduct, as written in God’s Word, the only perfect rule for faith, doctrine and conduct.
- b. Erring members. Any member known to err in doctrine or conduct shall be restored gently according to Matthew 18:15-18 and Galatians 6:1. Any member having knowledge of such error shall, in the spirit of Christian love, seek to gently restore the erring member. If the erring member does not heed this counsel, the matter shall be brought to the attention of a Pastor in writing, who shall in meekness and gentleness seek to restore the member. If a member continues to err, the matter shall be brought to the attention of the Leadership Team to prayerfully and lovingly seek restoration of the member.

Section 6. Transfer, Withdrawal or Removal of Membership.

- a. Transfer or Withdrawal. Any member desiring to transfer or withdraw from membership shall make such request in writing to the Pastor or Leadership Team. Letters of transfer shall be issued by the Pastor if so requested, and the member is in good standing.

- b. Review of Membership Roster. The Leadership Team shall annually review the membership roster to determine inactivity, seek to restore inactive members, and lovingly seek to restore those who have neglected their membership responsibilities.
- c. Removal. The Leadership Team may remove members who have been inactive for more than two years. The Leadership Team may remove members who live in gross violation of their membership responsibilities (see Article V of the Articles of Incorporation, and Article 1, Section 2 of the By-Laws), provided the process for restoration as outlined in Section 5 of this article has been faithfully followed. Such dismissal of a member will be by two-thirds vote of the Leadership Team and may be appealed by the member to the congregation for consideration at a congregational meeting.

Section 7. Recording. The names of those joining and terminating membership shall be duly recorded and reported by the Secretary of the Leadership Team to the congregational meeting following action.

ARTICLE II

The Leadership Team

Section 1. Purpose. The Leadership Team shall be responsible for building, maintaining and overseeing the spiritual welfare of the congregation, including “members” and “friends” (active non-members), and for directing and overseeing all ministries and business affairs of the church.

Section 2. Composition. The Leadership team shall be comprised of nine Elders and Pastoral Staff. Elders who serve on the Leadership Team shall be active members of the congregation and shall be elected by the congregation to oversee the general administration of the church ministry. Pastoral Staff shall be members of the Leadership Team. The Trustees of the church shall be the Leadership Team.

Section 3. Qualification. Any member of the church meeting the biblical standards of character and giftedness for church leaders may be nominated and elected to the Leadership Team to serve as an Elder. All members of the Leadership Team shall either be faithfully married in a one-man/one-woman marriage, or living a life of chastity in singleness. Elders should be persons of faith in Jesus Christ and good judgment, living a manner of life that demonstrates the Christian gospel, both within the church and in the world. Elders are called by God to strengthen and nurture the faith and life of the congregation committed to their charge. Together with the Pastor, they should encourage the people in the worship and service of God, equip and renew people for their tasks within the church and for their mission in the world,

Section 4. Election. Leadership Team Elder members shall be nominated by the Nominating Committee and elected by simple majority of those members voting at a meeting of the congregation called for that purpose.

Section 5. Term of Office. Leadership Team Elder members shall be elected, three per year, for a term of 3 years (comprising three classes of three Elders per class) and shall not be elected for more than two consecutive terms. After at least one year off, a person may be eligible for subsequent service, subject again to the terms stated in this article.

Section 6. Vacancies and Removal. A Leadership Team Elder may resign. A Leadership Team Elder may be removed from office by a 2/3 vote of congregational members voting at a meeting called for that purpose. Vacancies created by resignation or removal may be filled by appointment through the 2/3 vote of the Leadership Team. A Leadership Team Elder appointed to serve an unexpired term of less than half the remaining term shall not be precluded from being elected thereafter to two full consecutive terms.

Section 7. Notification and Regularity of Meetings. All Leadership Team members shall receive a minimum 3-day advance notification of any meeting, including time and place of the meeting. Ordinarily, the Leadership Team will meet monthly except in August, with the time of the regular monthly meeting at the discretion of the Leadership Team. The Chair may convene the Leadership Team for special called meetings as needed, or when requested to do so by any two (2) of the members of the Leadership Team. Notice of special meetings shall be given to each member of the Leadership Team at least twenty-four (24) hours prior to the meeting.

Section 8. Quorum. A majority of Leadership Team members shall constitute a quorum.

Section 9. Decisions. The Leadership Team shall strive for unanimity and consensus in decision. Matters shall be determined by a majority vote of a Leadership Team quorum, unless on a matter in which the

Constitution and Bylaws require a different percentage. Differences of views among the Leadership Team will be held in confidence and expressed with mutual respect in the spirit of love.

Section 10. Officers.

The Leadership Team officers shall include Chair, Vice-Chair, Secretary and Financial Officer, with not more than two (2) Leadership Team Officers from the Church staff.

1. **Chair.** The Lead Pastor, serving as Chair, shall preside at all Leadership Team meetings. The Chair shall confer with the Vice-Chair, Secretary and Financial Officer in preparing the agenda for such meetings.
2. **Vice-chair.** The Associate Pastor or other member of the Leadership Team shall be elected annually by the Leadership Team to serve as Vice-Chair, and shall assume the duties of the Chair in the Chair's absence, and assist in the Chair's duties.
3. **Secretary.** The Secretary shall be elected annually by the Leadership Team, and shall keep and preserve the minutes of all congregational meetings of the church and of the Leadership Team, conduct and preserve all official correspondence as shall be delegated, and be responsible for the official seal and documents of the church. The Secretary shall assume the duties of the Chair when the Chair and Vice-Chair are absent.
4. **Financial Officer.** The Financial Officer shall be elected annually by the Leadership Team and shall ensure proper policies, processes, reporting, and reviewing of all matters related to the finances of the church, including arranging for the submission of monthly financial reports to the Leadership Team, arranging for monthly reconciling of the bank statements by a person (other than the Church Accountant or Financial Administrator) approved by the Leadership Team, and arranging for the training of Counters. The Financial Officer also oversees the Church Accountant and the Financial Administrator.

Section 11. Responsibilities of the Leadership Team. The Leadership Team is responsible to the congregation for building, maintaining and overseeing the spiritual welfare of the church and for directing and overseeing all ministries and business affairs of the church. The Leadership team shall:

- a. Present annual mission and ministry objectives to the congregation in the Annual Report;
- b. Determine Ministry Teams needed to carry out the church's mission and ministry, and appoint appropriate leadership for the Ministry Teams;
- c. Approve church policies;
- d. Be responsible for representing the congregation in certain staff relationships including:
 - Hiring and dismissal of staff subject to the provisions of these Bylaws. Action shall be by 2/3 vote.
 - Annual appraisal of the pastors and ministry staff, and providing godly counsel.
 - Annual review and approval of all staff compensation and personnel expenses for any staff member or activity.
 - Establishment of personnel policies.
 - Approval of changes in staff job descriptions and approval of job descriptions for new staff positions.
 - Maintenance of current job descriptions for all staff members.
- e. Be responsible for overseeing the preparation and submission of a proposed budget for each fiscal year to the membership for approval. Upon approval of the budget by the membership, the Leadership Team shall be responsible for seeing that the budget is carried out as approved. The Leadership Team shall have the authority to appropriately adjust budget items and amounts where ministry objectives necessitate but in no event shall total expenditures exceed the total authorized budget without prior notification of the membership.
- f. Hire a Church Administrator who will also serve as Financial Administrator. For duties of the Financial Administrator, see Article V, Section 3b below.
- g. Appoint a Church Accountant (either a church member volunteer or contract-paid person). For duties of the Church Accountant, see Article V, Section 3c below.
- h. Annually appoint an independent review of the financial records of the church and report such findings to the congregation.
- i. Hear and respond appropriately to concerns of "members" and "friends" (active non-members);
- j. Be responsible for church discipline as outlined in Article I, Section 5 of these Bylaws;
- k. Act as the Trustees of the church for the advancement and protection of its assets. The Leadership Team shall designate those Leadership Team members and any other members of the church who shall be authorized to sign legal documents on behalf of the church;
- l. Be responsible for action on applications for membership as outlined in Article I, Section 3 of these Bylaws.
- m. In voting, members of the Leadership Team shall exercise integrity and abstain when there is any conflict of interest.

Section 12. Unity. Action by the Leadership Team shall be taken in such manner as to preserve the unity of the Spirit in the bond of peace, with humility, respect and mutual love.

ARTICLE III

Ministry Teams

Section 1. Purpose. Ministry Teams shall be formed as required to implement the varied ministries of the church.

Section 2. Establishment. Ministry Teams shall be established by the Leadership Team to implement specific ministries. The configuration of Ministry Teams shall be reviewed regularly by the Leadership Team, upon recommendation of the church staff, in accord with the church's mission, purpose, strategies, and objectives for mission and ministry. Ministry Teams may include the following areas of ministry:

Ministries of the Church

- Worship
- Christian Formation
- Hospitality
- Children & Youth
- Women's Ministry
- Outreach
- Mission
- Building & Grounds
- Finance
- Personnel & Mutual Ministry
- Deacons

Section 3. The Deacon Team.

- a. The Deacon Team shall be comprised of six active members from the congregation, nominated by the Nominating Committee and elected by simple majority by those members voting at a meeting of the congregation called for that purpose.
- b. The Deacons shall be accountable to the Leadership Team, assisting the Elders in caring for the congregation, ministering to those in need, the sick, the friendless, and any who are in distress, with compassion, witness, and service after the example of Jesus Christ, according to the Scriptural pattern for this ministry.
- c. Deacons serving on the Deacon Team shall be elected, two per year, for a term of 3 years (comprising of three classes of two Deacons per class) and shall not be elected for more than two consecutive terms. All members of the Deacon Team shall either be faithfully married in a one-man/one-woman marriage, or living a life of chastity in singleness. After at least one year off, a person may be eligible for subsequent service, subject again to the terms stated in this article.

Section 4. Duties. The duties of Ministry Teams shall be to:

- a. Meet as required to plan and execute specific mission and ministry objectives.
- b. Recruit and train ministry personnel.
- c. Define necessary materials required for ministry.
- d. Submit annually to the Leadership Team proposed budgets and objectives for the forthcoming year and manage consistent with approved budgets.
- e. Report as requested to the Leadership Team.

Section 5. Leaders of Ministry Teams.

- a. The leader of a Ministry Team shall be approved by the Leadership Team in consultation with the pastor(s). The team leader will serve as liaison to the Leadership Team to provide reports and information when requested, and to forward requests to the Leadership Team when necessary.
- b. Ministry Team members may be selected by the Ministry Team leader. The Leadership Team may remove a Ministry Team member.
- c. Each Ministry Team shall organize itself as required to perform its ministry.

ARTICLE IV

Pastoral and Ministry Staff

Section 1. Purpose. Pastoral and additional ministry staff positions are created to help the congregation fulfill Christ's purposes in the world and among its members.

Section 2. Pastoral Qualifications. Pastors of the church shall meet the qualifications for character, giftedness, and call set forth in the Holy Scriptures. Pastors shall either be faithfully married in a one-man/one-woman marriage, or living a life of chastity in singleness. The Lead Pastor shall be an ordained pastor in good standing with the ECC. Other pastors shall be credentialed by the ECC in accordance with their qualifications and duties. A pastor shall be a member of the church by virtue of the call to serve the church.

Section 3. Call of the Lead Pastor. The Lead Pastor shall be called at a special congregational business meeting, with a quorum of 50% of the membership, the purpose of which shall be announced two weeks in advance. The Lead Pastor shall be nominated by a pastoral search committee. This committee shall be elected by the membership at a congregational business meeting. It shall be representative of the congregation and have five to nine members. It shall work closely with the regional conference superintendent. The Lead Pastor shall be called by written ballot with at least two-thirds vote of members present required for a call. The call shall be for an indefinite period of time. When the church receives aid from the conference and/or denomination through appropriations, the call shall be with the approval of PNWC.

Section 4. Call of Additional Pastors and Credentialed Ministry Staff. Additional staff members to hold ministerial credentials shall be called at a congregational meeting, the purpose of which shall be announced at least two weeks in advance. The meeting shall include the budget implications of the proposed position. The Leadership Team will recommend one candidate for a call, and the vote shall be by written ballot, with two-thirds vote required for call. The Leadership Team may establish the search committee, and may serve as the search committee. When the church receives aid from the conference and/or denomination through appropriations, the call shall be with the approval of PNWC. The call shall be for an indefinite period of time unless otherwise noted at the time of call.

Section 5. Duties of the Lead Pastor. The Lead Pastor shall preach and teach the Word of God, administer the sacraments, provide missional leadership, and faithfully carry out pastoral work. The Lead Pastor shall direct the church staff, providing counsel, encouragement, and Christian discipline so as to assist in the accomplishment of objectives for each staff member. All staff shall be responsible to the Lead Pastor. The Lead Pastor shall be a member of the Leadership Team and an ex-officio member of ministry teams as needed, and committees and in such capacity shall strive to establish and accomplish objectives and strategies in conjunction with the mission and purpose of the church. The Lead Pastor will be mindful of his/her self-care, including spiritual needs, continuing education, mentoring, counseling, and retreat to refresh their soul and continue to grow.

Section 6. Duties of Additional Pastors and Ministry Staff Members. Additional pastors and ministry staff members shall carry out specific areas of ministry under the direction of the Lead Pastor. They may be designated by the Leadership Team to be the leader or member of one or more Ministry Teams.

Section 7. Cooperation. The pastor(s) shall, both in word and precept, work in harmony with the ECC, and the PNWC. The pastor(s) will strive to keep this congregation connected and mutually supportive with fellow churches, colleagues and staff of the North Pacific Conference of the ECC and within wider ECC community.

Section 8. Resignation of a Pastor or Ministry Staff Member. A pastor or ministry staff member may resign by submitting a letter of resignation to the Leadership Team. Unless otherwise stated, six weeks notice should be observed.

Section 9. Charges Against a Pastor. Charges against a pastor shall be submitted in writing to the Leadership Team and the PNWC superintendent, charging a pastor with indiscretion, immorality, doctrinal error, unethical behavior, or disloyalty to the ECC. The superintendent shall confer with the ECC executive minister of the ordered ministry. These two officers shall confer and determine the order of responsibility in pursuing the matter according to the Rules and Regulations of the Board of Ordered Ministry of the ECC regarding discipline, prior to further action by the church. A pastor or staff member credentialed by the ECC may be suspended by the ECC during this process. However, any minister who fails to become credentialed with the ECC may be suspended or recommended for dismissal at any time without prior notice by the Leadership Team.

Section 10. Dismissal. The dismissal of a pastor or ministry staff member should be undertaken only after avenues of remediation have been pursued.

- a. **Dismissal of the Lead Pastor.** The dismissal of the lead pastor shall be by congregational vote at a special meeting called for that express purpose. Such an agenda item cannot be a part of, or added to, the agenda of any other meeting. The congregational meeting for such a vote may be called by the 2/3 action of the Leadership Team, or through the request of the congregation accomplished by a petition for such a meeting signed by 20% of the membership. The quorum for such a meeting shall be 50% of the membership. The grounds for dismissal shall be presented. Members shall be allowed to speak to the matter. The pastor shall be allowed to speak to the matter. The vote shall be by written ballot. A majority vote of members present and voting is necessary to dismiss the Lead pastor.
- b. **Dismissal of Additional Pastors and Ministry Staff.** Additional pastors and ministry staff called by the congregation may be dismissed by the 2/3 vote of the Leadership Team. A meeting to overturn the action of the Leadership Team may be called through the request of the congregation, accomplished by a petition signed by 20% of the membership. The quorum for such a meeting shall be 50% of the membership. The grounds for dismissal shall be presented. Members shall be allowed to speak to the matter. The pastor or ministry staff member in question shall be allowed to speak to the matter. The vote shall be by written ballot. A majority vote of members present and voting is necessary to overturn the action of the Leadership Team.

ARTICLE V

Committees, Boards and Taskforces

Section 1. Nominating Committee.

- a. **Composition.** The nominating committee shall consist of one Leadership Team member designated by the Leadership Team, the Lead Pastor or staff member designated by the Lead Pastor, and at least two members at-large elected by a majority of the members voting at a congregational meeting. The Leadership Team shall designate one of the committee members to serve as Chair of the nominating committee.
- b. **Term.** The terms of the member from the Leadership Team shall be at the pleasure of the Leadership Team. The at-large members shall serve one year terms.
- c. **Quorum.** A majority of members shall constitute a quorum of the nominating committee.
- d. **Responsibilities.** The nominating committee shall be responsible for nominations to fill the offices of Leadership Team, the at-large members of the nominating committee, and any other positions assigned to it either by the Leadership Team or congregation.
- e. **Nominating procedure.** Any member of appropriate character, giftedness, and call may be considered for any position. One or more candidates for the office of Leadership Team shall be nominated by the nominating committee. One or more candidates for the office of at-large members of the nominating committee shall be nominated.
- f. **Unity.** Actions by the nominating committee shall be taken in such manner as to preserve the unity of the Spirit in the bond of peace.

Section 2. Pastoral Search Committee. The Lead Pastor shall be nominated by a pastoral search committee as set out in Article IV, Section 3 of these Bylaws.

Section 3. The Counting Team, Financial Administrator and Church Accountant.

- a. The Counting Team.
 - 1. The congregation shall elect at the Annual Congregational Meeting, eight (8) members to the Counting Team along with four (4) substitute counters to serve under the authority of Leadership Team as directed by the Financial Officer. The terms of office shall be for one year. This office may be elected to serve each year without limit. In the event of resignation or death, the Leadership Team shall appoint a successor to serve until the next Annual Congregational meeting. Ordinarily, members of the Counting Team shall be active members of the church unless the Leadership Team approves otherwise.
 - 2. The Counting Team duties include: receiving, counting and manually recording all moneys given to the Church; making deposit of all moneys weekly; and maintaining confidentiality with respect to all financial records. The duties of the Counting Team shall begin in January each year following the election by the congregation. The weekly offering shall be counted on Sunday, after worship services by at least two (2) members of the Counting Team. Married couples and people living in the same household shall not count together. The Church Accountant shall not serve on the Counting Team. Counters will give to the Financial Administrator and to the Church Accountant a written record to explain the allocation of the bank deposit and a copy of the deposit slip to the bank. The Church

Accountant shall not have access to the offering moneys (separation of spending and receiving duties is vital) but must know the amounts for entry into financial books and the checkbook.

- b. The Financial Administrator shall be the staff Church Administrator with the following duties: recording all financial data from weekly offerings, giving and contributions; keeping an up-to-date record of individual contributions; acknowledging memorial contributions; sending an annual report to each individual contributor of their record of giving; be authorized by the Leadership Team to sign checks as needed; and maintaining confidentiality with respect to all financial records.
- c. The Church Accountant may be either a church member volunteer appointed to this position by the Leadership Team, or a contract-paid person appointed to this position by the Leadership Team. The Church Accountant's duties include: disbursing funds, including writing of checks, as authorized by the Leadership Team and congregation in accordance with standard accounting procedures for non-profit organizations; overseeing financial records of expenses; assisting the Leadership Team in annual budget planning; and presenting written financial reports of receipts and expenditures to each regular meeting of the Leadership Team and to the congregation at the Annual Congregational meeting.

Section 4. Corporation Officers. The congregation shall elect at the Annual Congregational Meeting corporation officers including Corporation President, Corporation Secretary and Corporation Treasurer. Each officer's term of service is one year, without term limits. At the Annual Congregational Meeting, the Corporation President will conduct the annual corporation meeting, bringing any corporation business before the congregation for their vote.

Section 5. Mutual Ministry Team.

The Mutual Ministry Team shall work toward a vital, healthy, mutually beneficial relationship between the congregation and the pastors and ministry staff. The Mutual Ministry Team shall be made up of a member of the Leadership Team selected by the Leadership Team, and at least two congregational members elected by the congregation at a congregational meeting. Elected at-large members shall serve a one year term and may serve up to three consecutive terms. The Mutual Ministry Team shall include these areas of responsibility:

- 1) Care and encouragement for the pastors, ministry staff, and their families;
- 2) Receiving the perspectives and concerns of each pastor and ministry staff member relative to the congregation and ministry;
- 3) Communicating the perspectives and concerns of the congregation to each pastor and ministry staff member relative to that person's ministry; and
- 4) Periodic review of personal and church goals.

Section 6. Special Committees and Taskforces. The Leadership Team may establish a special committee or a taskforce to address a specific task. All special committees shall report back to the body which formed it unless otherwise instructed by its founding body. A Taskforce shall terminate upon the completion of its task.

ARTICLE VI

Congregational Meetings

Section 1. Annual Meeting. An Annual Meeting shall be held as near the first of the fiscal year (January 1st) as feasible. Prior to the Annual Meeting, written progress reports shall be submitted by the pastor(s), ministry staff, officers, and ministry teams and published in the Annual Report, to be available a week prior to the Annual Meeting. Reports on an independent review of financial records shall be submitted by the Church Accountant for the church and each of its organizations. Election for offices shall be held. The church budget shall be submitted for action.

Section 2. Other meetings. Other meetings may be called by the Leadership Team or by written request signed by 10% of the membership, unless otherwise noted in these Bylaws.

Section 3. Notification of meeting. All meetings shall be announced by written communication to the membership at least two weeks prior to the meeting date.

Section 4. Conduct of meeting. The Lead Pastor, serving as Chair of the Leadership Team or such other person as may be designated by the Leadership Team in the Chair's absence shall serve as Chair of any meeting of the membership.

Section 5. Voting. Each member, and only members, shall be entitled to cast one vote on any matter at hand at any meeting of the membership. Such votes must be cast in person. Vote by proxy shall not be allowed. The Chair of the meeting may call for written balloting as needed.

Section 6. Quorum. Twenty percent of the membership shall constitute a quorum for the annual meeting, with a minimum of 20 members. Unless otherwise noted in these Bylaws, ten percent of the membership shall constitute a quorum for any other meeting, with a minimum of 20 members.

Section 7. Rules of order. All congregational meetings of the church and of any other committees or organizations shall be conducted according to the current edition of Robert's Rules of Order, subject to the provisions of this Constitution and Bylaws.

Section 8. Final voice. The congregation reserves for itself final authority in any matter of its choice. A member may advance an item to the agenda of a congregational meeting by the majority vote of the membership at that meeting, providing that the item is not in conflict with other provisions of the constitution and by-laws. An item brought to the agenda in this way shall be decided by a majority vote of the membership, unless the item requires a different percentage as outlined elsewhere in the Constitution and Bylaws, in which case that percentage shall be used.

ARTICLE VII

Weddings & Memorials

Section 1. Weddings. Marriage is a gift created by God and blessed by Jesus Christ as a lifelong covenant relationship between a man and a woman. The covenant of marriage includes sacred vows that express a couple's commitment before God and witnesses to love one another and be faithful to one another for life. All weddings performed in the Church Building or by the Pastoral Staff shall be between one man and one woman and shall include elements of a Christian wedding ceremony, officiated by a Christian Pastor.

Section 2. Memorials. Memorial or Funeral services held in the Church Building or officiated by the Pastoral Staff shall be services of witness to the resurrection of Jesus Christ as well as a celebration of the life of the deceased, bringing a ministry of love and hope to all who grieve. All Memorial or Funeral services held in the church sanctuary shall be officiated by a Christian Pastor for the purpose of comforting the bereaved and bearing witness to our eternal and living hope in Jesus Christ.

ARTICLE VIII

Assets

Section 1. Title. The congregation shall hold title to its own assets.

Section 2. Acquisition. Assets acquired through budgetary provisions do not need additional congregational approval. Assets acquired beyond budgetary provisions, particularly land or facility acquisition, require the approval of the congregation by majority vote.

Section 3. Disputed Assets. In the event of schism 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 which abides by the constitution and bylaws, as determined by the executive board of the PNWC. As stated in Article IX, Section 3 in the Articles of Incorporation, all property of Cannon Beach Community Church will revert to Cascades Presbytery in the event that Cannon Beach Community Church does not continue to be a part of a reformed denomination in active ministry through January 26, 2023.

Section 4. Assignment of Assets. No action for the sale or transfer of assets may be taken when the closure of the church is under consideration without the prior approval of the PNWC executive board. After January 26, 2023 (see Section 3 of this article), in the event the congregation votes to cease, the property and all assets of the church shall become and be the property of the ECC and the PNWC, shared equally for the furtherance of the mission of both in that region, primarily through church planting.

ARTICLE IX

Closure

Section 1. Action Needed. The congregation may terminate its existence by a majority vote of the membership present and voting at a congregational meeting called for that purpose.

Section 2. Meeting Provisions. The decision on whether to close the church cannot be a part of, or added to, the agenda of any other meeting. The congregational meeting for such a vote may be called by the Leadership Team or through the request of the congregation, accomplished by a petition for such a meeting signed by 20% of the membership.

Section 3. Notification. All members of record must be notified of the meeting through first class mail at least two weeks in advance.

Section 4. Quorum. The quorum for such a meeting shall be all members of record who are present at the meeting.

Section 5. Asset Distribution. Upon the vote to close, the assets of the congregation shall be transferred according to Article VIII, Section 4 of these Bylaws. As stated in Article VIII, Section 3, all property of Cannon Beach Community Church will revert to Cascades Presbytery in the event that Cannon Beach Community Church does not continue to be a part of a reformed denomination in active ministry through January 26, 2023. After January 26, 2023, this reversionary clause is no longer in effect.

Section 6. Collaboration. Should congregational attendance stand below 25, the conference executive board may appoint an ex officio member to the Leadership Team.

ARTICLE X

Amendments

Section 1. Procedure. These Bylaws may be amended by a vote of two-thirds of the membership present and voting at a duly called meeting for that purpose. A proposed amendment to the Bylaws must be presented in writing to the membership not less than 90 days prior to the meeting called for the purpose of voting on bylaws changes. Article VIII, Sections 3 and 4, and Article IX may only be amended with the prior approval of the PNWC executive board.

Approved by Pacific Northwest Conference in April 2013 and adopted by Cannon Beach Community Church 6/2/13; amended 1/29/17.