

**BYLAWS  
of  
NORTH PARK COVENANT CHURCH**

**ARTICLE I**

Membership

*See also Constitution Article V.*

Section 1. Admission into Membership

a) Inquirers Classes

The pastoral staff, in cooperation with the Board of Deacons, shall be responsible for conducting inquirers classes for individuals interested in membership in the church.

b) Applications for Membership

Applications for membership shall be made to the senior pastor or to the Board of Deacons. Except as set forth in Section 2 of this article, all applicants for membership shall normally complete the inquirers classes. The applications shall be reviewed by the Board of Deacons, who shall examine the applicants as to their faith and Christian life. Upon recommendation of the Board of Deacons the congregation shall vote on receiving the applicants into membership.

c) Transfer of Membership

Applicants from other Christian churches shall submit letters of transfer, when available, to the senior pastor or to the Board of Deacons. The Board of Deacons shall act upon each application according to the requirements of paragraph (b) of this section. This includes the requirement to complete the inquirers classes.

d) Reception of New Members

Applicants who are voted into membership of the church shall be welcomed at a subsequent service of Holy Communion and make public confession of their Christian faith, as outlined in the Covenant Book of Worship.

Section 2. Children of the Church

Children of the church shall be nurtured under its spiritual care. When they have reached confirmation age, they shall receive instruction from the pastoral staff in the Word of God, in Christian life and doctrine, and on the history of the church using confirmation material of the denomination. Following confirmation they may apply for church membership as outlined under Section 1, (b), of this article. They need not complete the inquirers classes if they apply within two years of being confirmed.

### Section 3. Affiliate Membership

Affiliate membership is available to applicants who desire to retain membership in another Christian church while residing in the local community. Applicants shall qualify for affiliate membership under Article V of the Constitution and Section 1 (b) of this article. Affiliate members shall be entitled to voting privileges and to board and committee membership. They may be eligible to serve as teachers and youth leaders, as well as to participate in all church activities and events. Affiliate membership shall be reviewed annually by the Board of Deacons.

### Section 4. Associate Membership

Associate membership is available to any full member who moves to another community and joins another Christian church, but desires to maintain an official relationship with North Park Covenant Church. A request to change from full membership to associate membership shall be made in writing to the senior pastor or to the Board of Deacons. Associate members shall not have voting privileges in congregational business meetings. Associate membership status does not require annual approval. Associate members who return to the community and to active participation in the life of the church may, with the approval of the Board of Deacons, be returned to full membership.

### Section 5. Responsibilities of Membership

To the best of their ability, all members of the church shall assume the responsibilities and the obligations placed upon them by the Word of God and the church. They shall participate in the activities of the church and attend worship and business meetings as regularly as possible. They shall through their witness, service, prayer, and financial support further the cause of Christ in the local church, community, regional conference, and denomination.

### Section 6. Transfer or Withdrawal of Membership

Members desiring to transfer or withdraw their membership shall make such request in writing to the senior pastor or to the Board of Deacons. Letters of transfer shall be issued by the senior pastor. Transfers or withdrawals of membership shall be reported by the Board of Deacons to a congregational meeting where it will be made a matter of record. Repeated failure to respond to overtures by the Board of Deacons regarding membership intent shall be considered a voluntary withdrawal of membership. Members who move to a new community are encouraged to join a Covenant church or, if there is no Covenant church, some other Christian church.

### Section 7. Removal from Membership

If a member is determined by the Board of Deacons to be persistently living in contradiction to the responsibilities of membership, as set forth in Section 5 of this article, and cannot be won to responsible membership within a reasonable period of time, the Board of Deacons shall bring a recommendation to the church that his or her membership be terminated. A two-thirds vote of those present and voting at a congregational business meeting is necessary for such action. In addressing these concerns, the Board of Deacons and the congregation shall be guided by Matthew 18:15-18 and Galatians 6:1.

Section 8. Non-member Friends

The church shall seek to identify non-member friends and include them as part of the church's total constituency. The church and its pastoral staff shall serve them in all their spiritual needs and shall encourage them to consider this their church home. Non-member friends will enjoy all the rights and privileges of membership except those of voting and holding elected office. They may be eligible to serve as teachers and youth leaders, members of committees, as well as to participate in all church activities and events. They are entitled to receive all church communications and offering envelopes.

**ARTICLE II**

The Church Staff

*The North Park Covenant Church affirms the priesthood of all believers and believes that all Christians are called to minister in Christ's name. The church also has a church staff. This article provides a structure for the church staff.*

Section 1. General Provisions

All members of the church staff shall live and work in accordance with the confession and purpose of the North Park Covenant Church. They shall receive the support and cooperation of the entire congregation as fellow members of the body of Christ and as servants of the Gospel and the ministry of the church. The senior pastor shall have general supervision of the entire church staff. The Executive Council may appoint members of the staff to serve as advisors to the Executive Council or any of the boards or committees of the church. The incapacity of church staff members shall be handled according to the policies of the Human Resources Committee.

Section 2. The Full-Time Pastoral Staff

a) Qualifications and Standing

The members of the full-time pastoral staff shall meet the New Testament requirements of the office (I Timothy 3:2-7) and shall be members in good standing of the Ministerium of the Evangelical Covenant Church. They shall, by virtue of call, be members of North Park Covenant Church.

b) Duties

The members of the full-time pastoral staff shall be devoted to the service and ministry of the church, faithfully preaching and teaching the Word of God, administering the sacraments, adhering to pastoral work, and performing other pastoral duties in a spirit of mutuality with other staff members, the congregation, and the Executive Council. They shall practice good administrative procedures and shall closely cooperate with the Executive Council and the boards and committees of the church. The members of the full-time pastoral staff shall keep an accurate

record of all pastoral acts and present a written report to the annual business meeting of the congregation. The members of the full-time pastoral staff shall be ex officio members of the Executive Council. The senior pastor shall be an ex officio member of all boards and standing committees of the church. Other members of the full-time pastoral staff may be appointed ex officio members of such boards and committees as shall be determined by action of a congregational business meeting or the Executive Council.

c) Cooperation

The members of the full-time pastoral staff shall, both in word and deed, work in harmony with the Evangelical Covenant Church, the Central Conference, and other Covenant ministers. They shall also cooperate with clergy of other Christian congregations and other faiths within the community.

d) Call

The members of the full-time pastoral staff shall be called at a regular or special congregational business meeting. Written notification of the proposed call shall be provided to all members of the congregation at least two weeks in advance (Article X). A candidate shall be presented by a search committee elected by a congregational business meeting. Such a committee shall be representative of the congregation. It shall include representation from each board with which the candidate will be expected to work and at least five members from the congregation at large. The senior pastor shall be an ex officio member of any search committee charged with finding a candidate for any of the other full-time pastoral staff positions. A search committee shall work closely with the conference superintendent. The congregational vote to call a member of the full-time pastoral staff shall be by closed ballot with a two-thirds majority of members present and voting required for call. The call shall be for an indefinite period of time (except for an interim pastor) with a minimum of six weeks' notice required by either the church or the pastoral staff member for termination of duties.

e) Charges against a Member of the Full-time Pastoral Staff

Charges of indiscretion, immorality, doctrinal error, unethical behavior, malfeasance, misfeasance, or disloyalty to the North Park Covenant Church or the Evangelical Covenant Church shall be submitted in writing to the Executive Council. If in the judgment of the Executive Council there is sufficient cause to pursue the charges, the charges shall be referred to the conference superintendent. The conference superintendent shall confer with the Executive Minister of the Ordered Ministry. These two officers shall determine a course of action and shall advise the Executive Council prior to any further action by the North Park Covenant Church. In any such case the pastor shall be offered the services of a peer mentor or advocate through the conference superintendent or the Executive Minister of the Ordered Ministry.

f) Resolution or Disposition of Concerns Regarding Full-time Pastoral Staff

If concerns develop in the relationship between pastor and congregation, in the interest of

cooperative and productive ministry, resolution will be sought in the least disruptive manner possible. To that end, concerns will first be brought by either party to the Mutual Ministry Committee. If resolution is not achieved after utilizing internal, Covenant, and other resources, the issue may be referred to the Executive Council for further consultation and resolution. If resolution is not achieved, the Executive Council may privately recommend that the pastor actively seek a call elsewhere, may request the pastor's resignation, or finally, at the request of the pastor or by decision of the Executive Council, the matter shall be referred to the congregation for action. Throughout this process the pastor will be encouraged to engage a peer mentor or advocate.

g) Removal or Suspension from Pastoral Office

A member of the full-time pastoral staff may not be removed from office except by a two-thirds vote of those members present and voting by closed ballot at a congregational business meeting called for that purpose and announced by written notification provided to all members of the congregation at least two weeks in advance (Article X). If a congregational business meeting has been called and announced for the purpose of voting on the removal of a member of the full-time pastoral staff from office, the Executive Council may, by a two-thirds vote of its entire elected membership, suspend that pastoral staff member from office with pay and benefits. Such suspension shall be in effect until it is either reversed by the Executive Council or the congregation has acted upon the recommendation to remove the pastoral staff member from office.

Section 3. Part-time Pastoral Staff

Part-time pastoral staff members shall be called and employed by the church in accordance with policies drafted by the Human Resources Committee and approved by the Executive Council. The provisions of these policies shall be in harmony with the provisions of these bylaws regarding full-time pastoral staff.

Section 4. Ministry Staff

a) Musical Ministry Staff

The members of the musical staff of the church shall be hired and employed by the church in accordance with policies drafted by the Human Resources Committee and approved by the Music Committee and the Executive Council. The Music Committee shall serve as the search committee for members of the musical staff of the church. The members of the musical staff shall work in close professional cooperation with the pastoral staff in carrying out the musical ministries of the church. They shall also work in cooperation with the Music Committee.

b) Additional Ministry Staff

The congregation may engage other full- or part-time ministry staff who do not have pastoral credentials. They shall be hired and employed by the church in accordance with policies drafted

by the Human Resources Committee and approved by the Executive Council, in consultation, when appropriate, with relevant boards and committees.

Section 5      Support Staff

Other church staff members shall be hired and employed by the church in accordance with policies drafted by the Human Resources Committee and approved by the Executive Council in consultation, when appropriate, with relevant boards and committees.

**ARTICLE III**

Officers

*See also Article X regarding matters of tenure and eligibility.*

Section 1.      Chair

The Chair shall preside at all congregational business meetings and at all meetings of the Executive Council. The Chair shall ensure that all decisions of the congregation and the Executive Council are carried out. The Chair shall consult with the pastors regarding matters that pertain to the welfare of the church. The Chair shall be responsible for securing leadership for church services in the absence of the pastors. The Chair shall be an ex officio member of all boards and of all standing and special committees of the church.

Section 2.      Vice-Chair

The Vice-Chair shall assist the Chair and shall assume the duties of the Chair in his or her absence. The Vice-Chair shall work with the Executive Council in identifying and contacting individuals to serve as members of standing and special committees. The Vice-Chair shall assist the Executive Council in monitoring the activities of each standing committee and ensure that reports are made to the Executive Council as required by these by-laws. The Vice-Chair shall serve on the Human Resources Committee.

Section 3.      Secretary

The Secretary shall record and preserve minutes of all congregational meetings and of meetings of the Executive Council and transmit them to the church office. The Secretary of the church shall be responsible for the official seal and documents of the church.

Section 4.      Vice-Secretary

The Vice-Secretary shall assist the Secretary and shall assume the duties of the Secretary in his or her absence.

## Section 5. Treasurer

The Treasurer shall be responsible for all church funds and shall make disbursements and investments as authorized by the congregation, the Board of Trustees or the Executive Council. The Treasurer shall present a written record of income and disbursements at each Executive Council meeting, at each Board of Trustees meeting and at each of the regular congregational business meetings of the church. The Treasurer shall serve as an ex officio member of the Board of Trustees and of the Memorials Committee.

## **ARTICLE IV**

### Executive Council

*See also Article X regarding matters of tenure and eligibility.  
See also Constitution Article VII.*

## Section 1. Composition

The Executive Council shall consist of the Chair, the Vice-Chair, the Secretary, the Vice-Secretary, the Treasurer, a chair from each church board and from Women Ministries, and all full-time members of the pastoral staff (ex officio). If circumstances require, a board or Women Ministries may select someone other than a chair as its Executive Council member. The Chair of the church shall serve as chair of the Executive Council. The Executive Council may ask appropriate persons to attend its meetings as advisors.

## Section 2. Responsibilities

The responsibilities of the Executive Council shall include the following:

- a) To lead and engage the congregation in defining vision and establishing goals, reviewing them annually, and submitting a report to the congregation's annual meeting.
- b) To review the programs and ministries of the church, coordinate and oversee the work of the boards, receive reports and recommendations from the pastoral staff, officers, boards, committees, and representatives of various groups and organizations within the church, and take action as needed.
- c) To ensure that decisions of the congregation are carried out.
- d) To appoint members to all standing committees and exercise general oversight over their work. To invite the chair of each standing committee to attend at least one meeting of the Executive Council each year, at which time special attention shall be given to the work of that committee.
- e) To assign responsibility for ensuring that church records of baptisms, confirmations, marriages, and changes in membership status are properly maintained. These records, along with minutes,

legal documents, a current copy of the Constitution and Bylaws, and other significant records, shall be retained in a place of deposit determined by the Executive Council.

- f) To assign responsibility for ensuring that a manual is maintained and distributed containing all actions of the congregation, Executive Council, church boards, committees, or other sources creating policy or having policy implications. The Executive Council shall be informed whenever policies are written.
- g) To appoint annually two qualified persons to conduct an internal audit of the financial records of the church and its affiliated organizations, and to submit a report to the Board of Trustees, the Executive Council, and the next congregational business meeting. If possible, the Executive Council shall seek in these appointments to retain one of the previous year's auditors for the sake of continuity. No auditor shall serve for more than two years consecutively.
- h) To approve the employment or termination of employment of church staff members other than the full-time pastoral staff.
- i) To prepare a written report of its activities for presentation to the annual meeting of the congregation and to coordinate the completion of the Annual Report.
- j) To review the Constitution, Bylaws, and policies of the church periodically, and to recommend any appropriate changes to the congregation.
- k) In the event of a vacancy in an officer or board position, to appoint a replacement to serve until the next annual election.
- l) When a group within the church is not connected to the church structure but would benefit from such a connection, the Executive Council shall assign responsibility for oversight and support.
- m) The Executive Council may appoint a member of the church staff to execute on behalf of the church any contract or other instrument that the Executive Council, the Board of Trustees, or the congregation has authorized to be executed.

## **ARTICLE V**

### **Church Boards**

*See also Article X regarding matters of tenure and eligibility.  
See also Constitution Article VII.*

#### **Section 1. Common Provisions**

- a) **Composition.** Each board shall consist of at least five elected members. In conjunction with the approval of the Nominating Committee the Executive Council shall recommend to the congregation the size of each board. The members of each board shall be elected by the

congregation. Each board shall have a member of the pastoral staff as an ex officio member. Each board may have staff members appointed as advisors by the Executive Council.

- b) **Organization.** At its first meeting after the election of new members, each board shall choose from among its members for terms of one year, a chair and vice-chair (or co-chairs), a secretary, and, optionally a financial secretary. The secretary shall record and preserve minutes of all board meetings and provide copies to the church office. Each board may appoint committees or ministry teams and shall oversee the work of those committees or ministry teams.
- c) **Budget and Reporting.** Each board shall submit a budget proposal annually to the Budget Committee and be responsible for the administration of the budgeted funds allocated to it. Each board shall prepare a written annual report for presentation to the annual meeting of the congregation.
- d) **New Ministries.** Each board shall be receptive to new and existing ministries of the congregation which fall within its area of responsibility. Each board shall evaluate, guide, enable, and encourage such ministries.
- e) **Compliance.** Each board shall ensure that both the provisions of the Constitution and Bylaws and the decisions of congregational business meetings and of the Executive Council falling within its area of responsibility are carried out.
- f) **Working Rules.** Each board shall develop working rules for the conduct of its meetings and ministries and submit those working rules to the Executive Council for approval.

## Section 2. Individual Boards

- a) **Board of Christian Formation.** The Board of Christian Formation shall
  - i. be responsible for formational programs for all ages;
  - ii. be responsible for the selection and supervision of leaders, teachers, counselors, programs, and curriculum;
  - iii. make recommendations to the Executive Council regarding employment of non-pastoral staff members needed for its programs; and
  - iv. be responsible for the oversight of the North Park Church Cooperative Preschool.
- b) **Board of Community Concern.** The Board of Community Concern shall
  - i. implement ministries of compassion to needy persons and groups within the church's immediate and surrounding neighborhoods;
  - ii. promote awareness and action among the congregation addressing issues of structural injustice in the community, nation, and world;
  - iii. serve as a resource in the area of community concern to other boards and committees in the congregation;
  - iv. link the congregation to organizations outside the congregation which promote efforts of compassion, mercy, and justice; and
  - v. stimulate, coordinate, and oversee education and action in these areas consistent with the mission of the church.

- c) Board of Deacons. The Board of Deacons shall work with the pastoral staff to care for the spiritual life of the church and its community through
  - i. providing support and guidance for its worship life, including the sacraments, memorial services, and related arrangements;
  - ii. assuring that all who come to worship are welcomed through ministries of greeting, hospitality, and invitation to participate in church life;
  - iii. assisting in ministry to the sick, shut-ins, those with personal needs, newcomers, and the needs of specific groups of persons; and
  - iv. assuring that those on the membership rolls maintain a meaningful relationship to the church.
  
- d) Board of Trustees. The Board of Trustees shall
  - i. manage and maintain church properties and arrange for adequate insurance coverage for all church properties and for all possible liabilities;
  - ii. oversee the finances of the church, receive monthly reports from the church Treasurer, and arrange for payment of compensation, honoraria, purchases, and other obligations authorized by the annual budget of the congregation;
  - iii. together with the Treasurer establish and maintain proper accountability procedures for the collection, disbursement, and accounting of funds;
  - iv. include in its annual report a statement of the church's assets and liabilities;
  - v. receive from any individual or organization a description of a proposed donation of property, furniture, or equipment of a permanent nature and determine whether or not to approve such a donation; and
  - vi. disburse up to seven thousand five hundred dollars (\$7,500) for any one extra-budgetary expenditure. Such action shall be reported to the Executive Council. Expenditures in excess of this amount shall require the prior approval of a congregational business meeting.

## ARTICLE VI

### Committees

*See also Article X regarding matters of tenure and eligibility.*

#### Section 1. Mutual Ministry Committee

Purpose. The Mutual Ministry Committee shall work toward a vital, healthy, and mutually beneficial relationship between the congregation and the pastors and other ministry staff. The Mutual Ministry Committee shall have four areas of responsibility:

- a. to care for and encourage the pastors, ministry staff, and their families;
- b. to receive the perspectives and concerns of each pastor and ministry staff member regarding the congregation and ministry;

- c. to communicate the perspectives and concerns of the congregation to each pastor and ministry staff member relative to that person's ministry; and
- d. to review periodically personal and church goals.

Membership. The Mutual Ministry Committee shall consist of one representative of each of the boards, the Church Chair and Vice-Chair, and three members at large. The board representatives on the Mutual Ministry Committee shall not also serve as board representatives for the Executive Council. The at-large members shall be selected by the Nominating Committee and elected by the congregation at the spring congregational meeting. The at-large members shall serve three year terms, with one term expiring each year. The committee shall choose its own chair; neither the Church Chair nor the Vice-Chair is to serve in that office.

Function. The Mutual Ministry Committee shall meet at least two times per year with each pastor and member of the ministry staff. The committee shall prepare a written annual performance review for each full-time pastoral staff member and devote one meeting with that pastor to related discussion as well as any compensation-related issues. The committee shall submit these reviews and any written pastoral responses to the Executive Council for confidential consideration. Any recommendations concerning compensation adjustments shall be forwarded to the Budget Committee.

## Section 2. Human Resources Committee

Purpose. The Human Resources Committee shall provide a professional structure under which all employees of the church can function in an efficient manner. It shall maintain the Human Resources Manual and ensure that its policies are followed. These policies include the recruitment and hiring of staff other than full-time pastors, employee benefit programs, employee work conditions and conduct, and termination. The Human Resources Committee shall ensure that all staff positions have a job description and that performance evaluations occur annually. It shall make annual compensation recommendations to the Budget Committee.

Membership. The Human Resources Committee shall consist of six members including at least one member of the Board of Trustees selected by that board. The remaining members shall be nominated by the Nominating Committee and elected by the congregation at the spring congregational meeting. The elected members shall serve three year terms with approximately one-third of the terms expiring each year. The Treasurer and the Vice-Chair of the church shall be ex officio members of the committee. The committee shall choose its own chair. It shall report to the Executive Council.

## Section 3. Memorials Committee

Purpose. The Memorials Committee shall be responsible for increasing awareness and support of the church's memorial and endowment programs and administering the Memorial Fund and the Endowment Fund and the distribution of funds from each. *(See also Bylaw Article VII)*

Membership. The Memorials Committee shall consist of at least five members, one from the Board of Trustees and the remainder nominated by the Nominating Committee and elected by the congregation. The Church Treasurer shall serve as ex officio.

Function. Working closely with the Board of Trustees, the committee shall annually encourage members and friends to include the church in wills, trusts, and other estate planning tools and to encourage special gifts of a memorial or celebratory nature. The committee shall advise potential donors concerning the Endowment Fund and the Memorial Fund. It shall also acknowledge the receipt of gifts, inform families regarding their use, and maintain a book of remembrance and other records of memorials. When a gift is undesignated the committee shall make the donor or family aware of the available options, including the Endowment Fund. Gifts which remain undesignated shall be distributed evenly between the Endowment Fund and the Memorial Fund.

The boards and committees of the church may consult with the Memorials Committee at any time regarding the availability and possible use of funds. By the end of October each year the Memorials Committee shall solicit the congregation, boards, and other committees for recommendations on the use of undesignated Endowment Fund distributions and memorial funds. The Memorials Committee shall evaluate all requests and submit to the Board of Trustees a recommendation for their use. With the concurrence of other concerned boards or committees, the Board of Trustees may amend Memorials Committee recommendations. Fund uses exceeding \$1,000 shall be approved by the Executive Council. The committee shall provide an annual financial report to the congregation listing receipts and disbursements of income and an evaluation of assets.

#### Section 4. Standing Committees

The following standing committees shall function to assist in the management of the affairs of the church. The congregation or the Executive Council may appoint other standing committees as may be needed. Standing committees are accountable to the Executive Council and shall report to the Council on their activities at least once a year. They shall provide a copy of all committee minutes to the church office. Any recommendations to the congregation must first be submitted to the Executive Council for consideration and approval.

On recommendation of the Vice-Chair, members of standing committees shall be appointed by the Executive Council for terms of three years so that approximately one-third of the terms expire each year. New members of these committees shall be appointed no later than the June meeting of the Executive Council. At its first meeting with the new members, each committee shall choose from among its members, for terms of one year, a chair and a secretary.

##### a) Columbarium Committee

The Columbarium Committee shall consist of at least three members appointed by the Executive Council and appropriate church staff members as determined by the Executive Council. The committee shall elect its own chair. The Columbarium Committee shall:

- i. oversee the care and use of the columbarium as defined by the North Park Covenant Church Columbarium and Memorial Gardens Rules and Regulations;
- ii. manage all funds directly associated with the care of the columbarium;
- iii. promote the sale of niches to members of North Park Covenant Church and others who qualify;
- iv. preserve all records pertaining to the columbarium; and

- v. arrange with a representative of the burial vault company, identified in the Columbarium Rules and Regulations, for purchases of inurnment services and lettering of niche plaques.

b) Hospitality Committee

The Hospitality Committee shall consist of at least three members. The committee shall be responsible for organizing serving committees to serve refreshments after church services on Sunday mornings and at any other church functions designated by the Executive Council. One member of the committee shall be a liaison with Women Ministries regarding oversight of the church kitchen. The committee shall include as many members and friends of the congregation as possible in its service responsibilities. It shall submit a budget proposal annually to the Budget Committee and administer the funds allocated.

c) Missions Committee

The Missions Committee shall consist of at least three members. The committee shall promote and encourage interest in and support of the various mission projects of the church. It shall review individual and group requests for support for special missions projects and shall determine when permission can be granted for fund-raising within the congregation. It shall submit a budget proposal annually to the Budget Committee and be responsible for the administration of the funds allocated.

d) Music Committee

The Music Committee shall consist of at least three members. All church music staff shall be advisors to the committee. The committee shall supervise the music program of the church and its budget. It shall submit a budget proposal annually to the Budget Committee. The committee shall function as a search committee to fill vacancies in musical ministry staff positions.

e) Stewardship Committee

The Stewardship Committee shall consist of at least three members. The committee shall serve throughout the year as a source of information, education, and challenge for the congregation concerning stewardship of time and money. It shall be responsible for planning and implementing the annual stewardship program(s). The committee chair shall be a member of the Budget Committee.

Section 5. Special Committees

a) Budget Committee

The Budget Committee shall be formed by the Executive Council no later than three months before the end of the fiscal year. The Budget Committee shall be chaired by the church Treasurer and include two elected members of the Board of Trustees, one elected member of

each of the other boards, and the chair of the Stewardship Committee. The Budget Committee shall present a preliminary draft of a church budget for the next fiscal year to the Board of Trustees and, following approval by the Board of Trustees, to the Executive Council for approval. The final draft shall be presented to a congregational meeting for adoption as close to the beginning of the new fiscal year as possible.

b) Nominating Committee

At the winter congregational meeting the congregation shall elect a Nominating Committee consisting of one outgoing member of each board and two members from the congregation at large.

The Nominating Committee shall nominate one person for each open position, including the church officers, church boards, at-large members of the Mutual Ministry Committee, the Human Resources Committee, the Memorials Committee, and delegates to the annual meetings of the Central Conference and the Evangelical Covenant Church.

The Nominating Committee shall obtain consent from all persons placed in nomination prior to publishing the ballot. The ballot shall be distributed at least two Sundays prior to the spring congregational meeting.

Additional nominations may be made from the floor of the congregational business meeting. The person making the nomination shall obtain the prior consent of the person being nominated.

c) Search Committees

Pastoral Staff. When required the congregation shall elect a pastoral search committee in accordance with Bylaw II.2.d.

Musical Staff. When required the Music Committee shall serve as the search committee for members of the musical staff, in accordance with Bylaw II.4.a. All musical staff shall be approved by the Executive Council and candidates for organist or choir director shall be presented to a congregational business meeting. The vote shall be by ballot and a two-thirds majority shall be required.

Other Church Employees. The Executive Council may, at its discretion, appoint search committees for other church employee positions.

The deliberations of all search committees shall remain confidential.

Section 6. Board Committees

Church boards may establish or authorize committees or ministry teams responsible for specific ministries and, if established, shall designate a board member as liaison with each committee or team. The board shall determine terms of service for committee or team members. Church membership is not required for committee and ministry team service.

Section 7. Working Rules

Each committee shall maintain working rules consistent with the Constitution and Bylaws. The Executive Council shall review the working rules of standing committees and special committees. The boards shall review the working rules of the committees and ministry teams they create.

Section 8. Coordination of Efforts

The Executive Council and the Vice-Chair of the church shall attempt to coordinate the activities of all committees so that their duties and activities are not unnecessarily duplicative.

**ARTICLE VII**

**Endowment Fund and Memorial Fund**

Section 1. Endowment Fund

The Endowment Fund of the church is established as the repository for bequests, memorials, and gifts intended to be held as permanent endowments. The Endowment Fund shall be invested using the investment services of the Covenant Trust Company of the Evangelical Covenant Church. Investment decisions such as asset allocation, types of investment vehicles and other matters shall be made jointly by the Memorials Committee and the Board of Trustees in consultation with Covenant Trust Company. Such investment decisions shall be subsequently ratified by the Executive Council.

Before December 31st of each year the Memorials Committee and the Board of Trustees shall agree upon a "drawdown" to be taken from the Endowment Fund to be deposited into the Memorial Fund. Typically the drawdown rate will be between 4 and 5%, but not to exceed 10%, of the December 31 ending Endowment Fund asset value. The Memorials Committee and the Board of Trustees shall evaluate that annual percent based on circumstances at the time and agree upon a prudent drawdown percent, which shall in no case exceed the year's earnings. Each annual drawdown percent shall be ratified by the Executive Council.

The corpus (the original gift value) of the Endowment Fund shall not be invaded unless the existence of the church is threatened. Any invasion of the corpus shall require the approval of the congregation by a two thirds vote of those present and voting at a congregational business meeting and the approval of the Executive Board of the Central Conference. Written notification that such an action shall be proposed shall be provided to the congregation at least two weeks in advance. The Endowment Fund shall be included in the annual audit of church finances.

Section 2. Memorial Fund

The Memorial Fund of the church is established as the repository for bequests, memorials, and gifts intended as memorials or other similar purposes. Monies held in the Memorial Fund for longer than

three months shall be deposited or invested so as to earn interest. All earnings received shall be credited to the Memorial Fund. The Memorial Fund shall be included in the annual audit of church finances.

Section 3. Donor Restrictions

The Board of Trustees and the Executive Council shall review all donor restrictions and may decline to accept bequests, memorials, and gifts on the basis of that review should the restrictions be out of harmony with the values or best interests of North Park Covenant Church.

*See also Bylaw VI.3.*

**ARTICLE VIII**

Affiliated Organizations

Affiliated organizations may be authorized by the church for the purpose of carrying out activities and programs not inconsistent with the Constitution and these Bylaws.

The chair and vice-chair of any affiliated organization must be members of the church.

**ARTICLE IX**

Worship and Congregational Meetings

*See also Constitution Article VIII.*

Section 1. Public Services

Public services shall be conducted regularly on Sundays and at other appropriate times for worship, preaching, and prayer.

Section 2. Celebrating the Sacraments

The sacrament of Holy Communion shall be celebrated at least monthly. The sacrament of Holy Baptism shall be celebrated in keeping with Covenant policies.

Section 3. Congregational Business Meetings

At least two congregational business meetings shall be held each year as stipulated in Article VIII of the Constitution. A meeting shall be held as close to the start of the fiscal year as possible, and shall be called the annual meeting. It shall include the adoption of the budget and receipt of annual reports. The second shall be held in the spring and include the election. Special meetings of the congregation may be called by the church Chair, the Executive Council, or by written petition signed by at least 25 members of the church. Public notice of all congregational meetings shall be made at least two weeks in advance

and shall state the items of business to be presented. The Executive Council shall have the authority to approve the minutes of all congregational business meetings. Once approved, they shall be made available to the congregation.

## ARTICLE X

### General Provisions

#### Section 1. Parliamentary Authority

Where the church's Constitution or Bylaws are silent, the rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern all congregational business meetings and all meetings of the Executive Council and church boards and committees to which they are applicable.

#### Section 2. Quorum

Ten percent of the membership of the church shall constitute a quorum for congregational business meetings. A majority of the voting membership shall constitute a quorum for meetings of the Executive Council and of the boards and committees of the church.

#### Section 3. Required notifications

When the Constitution or Bylaws require written notification it shall be provided in written form to members using the preferred contact method on record with the church office at the time of the notification or, in absence of that, by US Postal Service. Notification shall be considered provided when sent. It is the responsibility of church members to maintain current contact information on file with the church office.

#### Section 4. Tenure and Eligibility

Only members of the church are eligible to serve as officers, board members, or on elected committees. Officers, board members, and elected committee members shall be elected at the spring congregational business meeting for terms of one year for officers and three years for board and committee members with, when possible, approximately one third of board and committee terms expiring in any one year. No person may serve concurrently in more than one of these positions. Following three consecutive years of elected service in any of these positions or any combination of them, a person shall not be eligible for election to any of these positions for a period of one year.

#### Section 5. Meeting Procedures

The Executive Council, church boards, and elected committees shall meet in person on schedules that best meet their needs. If desirable and practicable, meetings may be conducted by remote, but simultaneous, means of communication accessible by all members. On routine matters that do not require discussion, votes may, with unanimous consent, be taken by e-mail or other non-simultaneous means of communication. Official minutes shall be kept for all meetings, however they are conducted.

Section 6. Executive Session

The Executive Council or any board or standing committee may, when necessary to keep its proceedings and minutes confidential, meet in executive session to deal with legal issues, negotiations regarding contracts or property purchases, or to discuss sensitive personnel matters. If the reasons for holding an executive session no longer apply, that body may make those proceedings or decisions public. A body may exclude from executive session any or all advisors and any members of the body who are directly affected by what is being discussed or decided. Search committees normally meet in executive session when they are considering candidates. The Mutual Ministry Committee meets in executive session when it is dealing with sensitive personnel matters.

Section 7. Cases of Conflict

If any board or committee action conflicts with the actions, powers, or responsibilities of any other board or committee, the boards or committees in question shall first seek resolution between them. If that fails the matter shall be referred to the Executive Council for resolution.

In instances of conflict between any board or committee and the Executive Council, if mutual resolution fails, the Executive Council's authority supersedes others', but its decisions may be appealed to a congregational meeting called in accordance with the relevant Bylaws provision.

Section 8. Financial Management

No one authorized to sign checks or otherwise expend church funds shall be involved in the recording of monetary donations or other church income or in the preparation of bank deposits.

Section 9. Fiscal Year

The fiscal year shall be January 1 through December 31.

**ARTICLE XI**

**Amendments**

Amendments to these Bylaws not in conflict with the Constitution may be adopted at any regular congregational business meeting or at a special congregational business meeting called for that purpose. A two-thirds vote of the members present and voting is required for passage. Such amendments must be presented in writing to the Executive Council and to the congregation at a preceding regular or special congregational business meeting.

Adopted 6/16/2010 (excluding Article VII)

Adopted 2/20/2011 (Article VII, changes to Article VI)