

BYLAWS
OF
BELLA VISTA COMMUNITY CHURCH
Revised August 3, 2016

Shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; not domineering over those in your charge, but being examples to the flock. I Peter 5:2-3

PURPOSE

The purpose of these bylaws is to clearly define the organizational and administrative structures of Bella Vista Community Church. The structure is the means through which the congregation, the overall governing body, delegates authority and responsibility to various church officers, ministries and committees, which are established to perform the duties and responsibilities assigned to them.

GENERAL

ARTICLE I: GENERAL INFORMATION

- A. MEMBERSHIP: Bella Vista Community Church (BVCC) is open to all who profess that Jesus is the Christ the Son of the Living God and our only hope for salvation.
- B. CHURCH YEAR AND WORSHIP SERVICES
 - 1. The Church Year and Fiscal Year for all functions of the congregation will begin January 1 and end December 31. Officers elected at the annual meeting will begin their terms on January 1.
 - 2. Worship will be conducted each Sunday, weather permitting. The Sacrament of Holy Communion will be observed on the first Sunday of each month and on other special occasions.
- C. MEETINGS
 - 1. The annual meeting of the congregation will be held during the last quarter of each calendar year. The date will be set by the BOM.
 - 2. A special meeting of the congregation may be called at the request of the BOM, or in response to a written petition signed by 50 percent of the average attendance of the most recent month.
 - 3. Notice of regular or special meetings of the congregation will be in writing and announced at regular Sunday services at least two (2) weeks prior to the date of the meeting. The notice will also describe the business of the meeting.
 - 4. All business meetings will be conducted to conform with *Robert's Rules of Order* when not in conflict with the Constitution and Bylaws of Bella Vista Community Church.

ARTICLE II: GENERAL ADMINISTRATION

A. BOARDS, MINISTRIES AND COMMITTEES

1. All will elect a Chair, a Vice-Chair and a Secretary as soon as possible after the annual congregational meeting.
2. Continuity of membership can be maintained through the use of rotating three (3) year terms. All persons serving a one or three-year term may be re-elected or re-appointed.
3. Meetings will be regularly scheduled to enable them to fulfill assigned responsibilities and to perform assigned duties in an orderly fashion.
 - a. Each member is expected to attend worship services and to participate in fellowship activities of the church.
 - b. If a member fails to fulfill his/her responsibilities as provided by the Bylaws, the Chair may make a recommendation to the Board of Ministry (BOM) for that person's position be declared vacant.
 - c. A quorum will consist of a simple majority of the members.
4. Minutes are essential records of the church. Copies of minutes will be furnished to the church office staff by the Chair or Secretary of each board, ministry or committee. Minutes will include date and time of meetings, members present and absent, and actions taken. The Human Resource Committee (HRC) will maintain their confidential minutes in a separate file.
5. To make a motion to the BOM or the BOT, the motion will be in writing with copies to the staff and board members prior to the meeting date at which time action is requested.
6. May form subcommittees or ad hoc committees. The specific purpose should be described in detail in a motion, and submitted to the BOM for approval. The Nominating Committee's assistance may be solicited to identify members who have the qualifications or interest needed for the specific project. The board, ministry or committee that initiated the request for a subcommittee or ad hoc committee will provide oversight to assure complete understanding of the scope and time frame of the mission.
7. All ministries and committees will develop and submit proposed annual budgets, as necessary.

B. SIGNING OF CHURCH DOCUMENTS: Except for signing of checks, the Chair and Vice Chair of the BOT, the Treasurer, the Assistant Treasurer, and the Secretary of the BOT are authorized to execute any and all legal documents pertaining to the operation of BVCC, at the direction of the BOT. Signatures of at least two of the above mentioned officers are required.

C. SOLICITATION OF FUNDS

1. Funds for all church programs will be derived primarily from voluntary contributions of church members. Church organizations will refrain from organizing or participating in fund-raising projects except as hereinafter provided:
 - a. Special Projects: The BOM may approve a special project under "Miscellaneous Gifts" for the purpose of raising money for emergency or special needs.

- b. Approved List Of Special Projects: The BOM will approve a list of miscellaneous projects to which people may contribute. A contribution made to one of these project areas will be accepted as income for that project. The income must maintain its unique assignment in the financial records of the church until disbursed for that project, and may not be used for any other purpose without approval of the BOM. In the case of single-donor projects, any contribution made to a project which is not completed will be offered to be returned to the donor.
 - c. Thanksgiving/Christmas and Lenten/Easter Special Offerings: Two special offerings will be taken each year and will be included in the goal of 25% of the Ministry of Outreach and Mission Development. Donations received will be disbursed to causes approved by the Ministry of Outreach and Mission Development and the BOM.
 - d. Church Anniversary Offerings: One special offering may be taken each year on or near the date of the BVCC's founding for the purpose of accomplishing large maintenance projects or upgrades to the church facility. The Lead Pastor and the BOM Chair will consider possible projects, determine costs, and recommend a suitable project to the BOM. Upon their approval, the congregation will be given the opportunity to contribute to this offering.
 - e. Church Organization Solicitations: Adult Ministries may accept donations from members to defray meeting expenses, supplies or equipment for the specific use of the organization. Church organizations MAY NOT solicit funds from the total church membership.
 - f. Youth and Children's Ministries Fund-Raising: Members of the church's Youth and Children's Ministries may conduct fund-raising activities which have been approved by the BOM, such as car washes, bake sales, etc. The Ministries of Christian Education will provide overall supervision of such activities and will authorize distribution of funds.
2. No group/organization under the umbrella of Bella Vista Community Church will maintain any funds outside the treasury of Bella Vista Community Church (exception: BVCC Foundation).
- D. AMENDMENTS: Bylaws may be amended by a two-thirds (2/3) affirmative vote of the members of the Board of Ministry present and voting at a regular or special meeting, provided that proposed Amendments will be presented in writing at least thirty (30) days prior to the vote. For emergency resolutions, the BOM may waive the 30 days notice. Changes approved by the BOM will be added to this document as they occur, with the date the change was approved.

NOMINATIONS AND ELECTIONS

ARTICLE III: NOMINATING COMMITTEE

- A. **PURPOSE:** To assure that boards, ministries and committees have access to a sufficient number of qualified and committed candidates for the positions required to fulfill their purpose.
- B. **ACTION:**
1. The committee will develop vetting procedures to assess candidates for the various positions to which they nominate candidates.
 2. When nominating members to the BOM and the BOT, the Nominating Committee will invite the congregation to submit names well in advance of the annual meeting. The committee will interview the candidates and present their recommendations to the BOM for approval.
 3. For all other positions, the Nominating Committee will solicit names of candidates to be interviewed for the various ministries and committees. Their recommendations will be submitted to the BOM for approval.
 4. New members to the congregation will be contacted by a member of the Nominating Committee within six (6) months of joining the church to determine whether the member is willing and able to serve in some capacity.
 5. When vacancies occur on boards, ministries or committees, the Nominating Committee and/or the Committee Chair will recruit a candidate to fill the unexpired term.
- C. **MEMBERS:** The Nominating Committee will consist of at least nine (9) voting members. Members will be recruited by the Nominating Committee and approved by the BOM for rotating three (3) year terms. The Chair of the BOM and the Lead Pastor will be non-voting members.

ARTICLE IV: NOMINATION AND ELECTION OF CHURCH OFFICERS

- A. **NOMINATIONS:** The Nominating Committee will nominate one individual for each of the elective positions to be filled at the annual meeting of the congregation. Nominees will be selected on the basis of the responsibilities and duties of each of the positions, the qualifications and abilities of each nominee to effectively perform the duties, and responsibilities as stated in the Bylaws. The consent of each nominee must be secured before his/her name is placed in nomination.
- B. **ELECTIONS:**
1. Election of members of the BOM and the BOT will be conducted during the annual meeting of the congregation.
 2. The Chair of the BOM will preside at all congregational meetings.
 3. The Chair of the Nominating Committee will present the slate of nominees, which has been approved for recommendation by the BOM. After a motion and second to receive the recommendation of the Nominating Committee, the presiding officer will call for a vote according to procedures determined by the BOM.

MINISTRIES

ARTICLE V: BOARD OF MINISTRY

- A. **PURPOSE:** The Board of Ministry (BOM) is the designated authority representing the congregation. Their responsibility is to provide spiritual leadership that encourages and enables the membership of Community Church to grow in its commitment to the Great Commandment and the Great Commission.
- B. **ACTION:**
1. The Board of Ministry (BOM) must abide by the BVCC Constitution and Bylaws, maintain an open and transparent environment in conducting affairs of BVCC, and review and approve changes to BVCC Bylaws and organizational structure.
 2. The BOM will elect from its membership a Chair, Vice Chair, Secretary and a Liaison to the five Core Ministries, the Board of Trustees (BOT), the Human Resource Committee (HRC) and the Nominating Committee. One member will serve as a backup for all Liaisons. The Liaisons will report to the BOM. In the absence of the Chair and Vice Chair, the Secretary will convene the BOM to elect a temporary or successor Chair from its membership.
 3. The BOM will appoint at least nine (9) members to the Nominating Committee and four (4) members to the Human Resource Committee for rotating three-year terms.
 4. Regularly scheduled meetings of the BOM shall be open to all members of the congregation. Members desiring to make a presentation to the BOM should notify the Chair in advance of the meeting. In situations involving personnel matters or others which require confidentiality, the Chair may call for an executive session.
 5. The Chair of the BOM will preside at all regular and special meetings of the BOM and the congregation.
 6. The BOM will not consider loans to any church member, pastor, or employee.
 7. If a member of the congregation expresses a concern about the conduct of a member of the staff, or a person in a leadership position of the congregation, whether appointed or elected, if the concern has merit the Chair of the BOM shall appoint a committee of the Board to investigate the concern and make a recommendation as to an appropriate resolution. The report shall be made to the BOM meeting in executive session.
 8. The Secretary will keep minutes of all meetings of the BOM and all congregational meetings.
- C. **MEMBERS:** The BOM will consist of twelve (12) voting members to be elected by the congregation at its annual congregational meeting from nominations provided by the congregation and vetted by the Nominating Committee. All positions are for rotating three-year terms. The Pastors and Parish Nurse will be non-voting members.

ARTICLE VI: MINISTRY OF CHRISTIAN EDUCATION

- A. **PURPOSE:** To provide overall leadership and direction to those activities designed to encourage Christian growth and spiritual development.
- B. **ACTION:** The ministry will be responsible to assure that the programs developed and supported by the Ministry of Christian Education enrich the lives of members by creating opportunities for Christian growth for all ages, but with special focus on youth and young families, in order to develop a dynamic Christian fellowship within the church family and foster an attitude of outreach to the surrounding community.
- C. **MEMBERS:** The voting members of the Ministry of Christian Education will consist of at least nine (9) members recruited by the Nominating Committee or Committee Chair for three (3) year terms. Non-voting members are the Director of Children's Ministry and the Associate Pastor for Family Ministry.
- D. **COMMITTEES REPORTING TO THE MINISTRY OF CHRISTIAN EDUCATION:**
 - Mid-Week Programming
 - Sunday School
 - Seasonal Events
 - Camp Ministry/Missions
 - Vacation Bible School
 - Sports Ministry
 - Discipleship
 - Library
 - Church Historian
 - Scholarship

The following objectives apply to the above mentioned committees:

1. A leader for each committee will be appointed by the ministry Chair each year, with approval of the Ministry of Christian Education, and will serve a one-year term with succeeding terms acceptable upon approval by the Ministry of Christian Education.
2. The leader is responsible to recruit other volunteers and to implement plans and provide ongoing evaluation of the program area, with regard to staffing, curriculum, supplies, and budget.
3. All teaching Ministries are to evaluate programs in progress and at completion, and record needs which require support from the budget.
4. One person appointed from the foundation will be a voting member of the Scholarship Committee.

ARTICLE VII: MINISTRY OF WORSHIP

- A. **PURPOSE:** To provide an environment that enhances the Christian spirituality of the congregation and upholds the message of the Great Commandment and Great Commission.
- B. **ACTION:** The Ministry of Worship will be responsible for appointing and overseeing the committees needed to provide congregational worship experiences.
- C. **MEMBERS:** The voting members of the Ministry of Worship will be composed of at least seven (7) members recruited by the Nominating Committee or Committee Chair for three (3) year terms.

D. COMMITTEES REPORTING TO THE MINISTRY OF WORSHIP:

Ushers and Greeters	Pew Maintenance	Coffee Fellowship
Communion Preparation	Transportation	Communion Serving
Chancel and Flower Distribution	Sound Booth	Slides during Worship

ARTICLE VIII: MINISTRY OF CHURCH GROWTH

- A. **PURPOSE:** To design strategies for growing the church which are in keeping with our Great Commandment/Great Commission mission and purpose.
- B. **ACTION:** This ministry will appoint and supervise all the functional committees needed to fulfill the ministry's responsibilities to grow the church. It will work closely with the staff in this task, and secure leadership that will carry out strategies resulting in outreach to the people of our community, their coming to faith in Christ, and their transition into the church.
 - 1. Assist and support the staff in identifying and sponsoring events that will appeal to different groups in our community. These events will be responsive to the needs and interests of these groups and will be designed to introduce people to our church and encourage their participation.
 - 2. At least one member from this ministry will attend the monthly information sessions. Those who join the church will receive a New Member Packet.
 - 3. Community Callers will contact all visitors to church services and periodically report its activity to the Ministry of Church Growth. Contact will also be made by one of the pastors following a visit to our church.
- C. **MEMBERS:** The voting members of the Ministry of Church Growth will consist of at least eight (8) members recruited by the Nominating Committee or Committee Chair for three year terms.
- D. **WELCOME CENTER**
 - 1. The Ministry of Church Growth will be responsible for having a person or persons at the Welcome Center and Information Center for Sunday worship services. These people should be versed in how to answer frequently asked questions.
 - 2. This ministry will assist the staff in providing commonly requested materials: extra copies of the church newsletter, community information, information on church social groups, special church programs, etc.
 - 3. Visitor "welcome gifts" will be provided by this ministry with the assistance of the church staff.
- E. **COMMITTEES REPORTING TO THE MINISTRY OF CHURCH GROWTH**

Décor	Security	Cooper School
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ARTICLE IX: MINISTRY OF MEMBER CARE

- A. **PURPOSE:** To train and coordinate various support committees which provide for pastoral care needs of members of the congregation in support of the Pastors.

B. ACTION: The ministry will be responsible for appointing and overseeing the committees needed to provide all aspects of member care, from initial contact with a member until the member is no longer a part of the church's fellowship.

C. MEMBERS:

1. The voting members of the Ministry of Member Care will consist of at least twenty (20) members recruited by the Nominating Committee or Committee Chair for three year terms.
2. A Pastor and a Parish Nurse will serve as a non-voting member of this ministry.

D. COMMITTEES REPORTING TO THE MINISTRY OF MEMBER CARE:

Shepherd Elders
Visitation Elders
Prayer Team
Prayer Shawl Ministry

Hospitality Committee
Funerals
Congregational Care Ministry

ARTICLE X: MINISTRY OF OUTREACH AND MISSION DEVELOPMENT

A. PURPOSE: To provide service in meeting the immediate needs of persons in crisis; to enable persons in need to help themselves and others; and to provide support to people and institutions that are dedicated to the future growth of the church and to spreading the Gospel of Jesus Christ at local, national and international levels.

B. ACTION:

1. Develop, promote and support the mission activities in which the church is engaged.
2. Assist the Finance Committee in developing the Outreach Budget.
3. Publicize and arrange for distribution of the Easter offering and the Thanksgiving/Christmas offering received each year. These offerings and other special offerings for outreach purposes will be included in the percentage for the outreach goal.
4. Develop other approved outreach offerings if requested, with the approval of the BOM.
5. The Chair will appoint, with the approval of the Ministry of Outreach, any committees needed to accomplish the outreach mission and development goals of the congregation. The ministry will exercise oversight of any such committees.
6. Annual reports or current financial statement of projects must be presented prior to funding.
7. Publish information regarding outreach projects and encourage other educational and informational opportunities.
8. Once the annual budget is approved, the Ministry of Outreach has the authority to proceed with those expenditures without further approval. Unbudgeted expenditures greater than \$2,000, or changes to the budget, will be submitted to the BOT for approval. Special congregational offerings given for a specific purpose may be disbursed without approval of the BOT.

C. MEMBERS:

1. The voting members of the Ministry of Outreach will consist of at least ten (10) members recruited by the Nominating Committee or Committee Chair for three (3) year terms.
2. A Pastor will serve as a non-voting member of this ministry.

D. DISASTER RESPONSE TEAM: The Chair of the Ministry of Outreach will appoint a team of individuals consisting of the Vice Chair of the Ministry of Outreach (team leader), the Church Treasurer (or his designee), and a member from the congregation to be the Disaster Response Team. The member from the congregation will be appointed for a one-year term.

1. The team will administer the Lenten offering account balance as the Disaster Relief Fund, as well as special offerings or donations for specific disasters. Administration of funds is the team's first priority, but assistance through volunteer labor may also be considered and facilitated.
2. The team will use recommendations from the pastoral staff and members of the congregation in order to determine if assistance is required, prioritizing areas of response as local, surrounding areas, state-wide, national and international.
3. In order to respond in a timely manner, the team is authorized to disburse funds up to \$2000 without prior approval of the Ministry of Outreach as long as they do not exceed donations on hand. Such disbursements will be reported at the next regular Ministry of Outreach meeting. Proposed donations exceeding \$2000 must have prior approval.
4. Special offering requests must be approved by the Lead Pastor and the BOM.

E. COMMITTEES REPORTING TO THE MINISTRY OF OUTREACH:

Cemetery Board
Helping Hands
Meals on Wheels
Blankets of Love

Cups and Croissants
English Tea
Gifts for Grooming

CHURCH BUSINESS

ARTICLE XI: BOARD OF TRUSTEES

- A. **PURPOSE:** Responsible for the operational and business affairs of BVCC.
- B. **ACTION:**
1. Direct the business and financial affairs of BVCC.
 2. Review and approve the budget proposed by the Finance Committee before forwarding to the BOM for approval.
 3. Monitor and approve activities of the Treasurer's monthly reports.
 4. Budgeted expenditures of less than \$2000 may be spent by a ministry or committee.
 5. Ministries are authorized to approve unbudgeted expenses within their areas of responsibility, provided their total budget for that year is not exceeded.
 6. Expenditures of \$2000 or more, whether budgeted or unbudgeted (with the exception of fixed operating expenses and Ministry of Outreach expenses once the budget for the year has been approved) will be referred to the BOT for approval.
 7. It is prudent for any committee involved in purchases of goods and services for the church to seek competitive bids before purchasing such items or services.
 8. Meetings of the BOT are to be open to all members of the congregation.
 9. Annually elect a Chair, Vice-Chair and a Secretary from the six elected members.
 10. The Secretary will keep minutes of all meetings of the BOT.
- C. **MEMBERS:** The BOT will consist of eight (8) voting members, six elected by the congregation for rotating three (3) year terms. The Finance Committee Chair and the Treasurer will be ex-officio members.

ARTICLE XII: FINANCE COMMITTEE

- A. **PURPOSE:** To insure that financial resources given to Bella Vista Community Church support the church's Vision and Purpose Statements in accordance with the approved budget, and provide oversight concerning the expenditures of funds in carrying out the financial matters of the church.
- B. **ACTION:**
1. Committee Chair will serve as a voting member of the Board of Trustees and report to that body on the activities of the Finance Committee.
 2. Perform monthly bank reconciliations.
 3. Review with the Treasurer monthly financial reports provided by the Treasurer.
 4. Counsels the Treasurer on major financial transactions and issues including, but not limited to, the management of investments and loans.
 5. Coordinate with the Treasurer regarding the disposition of special gifts and memorial gifts that do not have a specific purpose identified by the donor.
 6. Contact all ministries and committees to determine their financial needs for the coming year.
 7. After consulting with the Lead Pastor, develop and conduct the annual stewardship campaign.

8. Review the budget requests and the results of the stewardship campaign and make adjustments if needed.
9. Develop an annual budget and present it to the BOT.
10. Insure that an in-house audit is performed on all church accounts by three (3) members of the congregation with a report given to the BOT. In addition, once every five (5) years have an outside review of the financial records performed by a CPA.

C. MEMBERS: The committee will be composed of at least four (4) voting members. If possible, members of this committee should include (1) an accountant or one with prior accounting experience, (2) a person with financial or banking background, and (3) a person with general business experience. The members of the Finance Committee will be appointed by the BOM from nominees provided by the Nominating Committee for one (1) year terms, with right of reappointment.

D. ADDITIONAL RESPONSIBILITIES: The Finance Committee has responsibilities outlined in Article XIV Annual Budget and Article XV Accounting System Funds and Records.

E. MEETINGS AND REPORTING: Meetings will be scheduled as required. A monthly review of the financial data provided by the Treasurer must occur prior to the BOT meeting.

ARTICLE XIII: TREASURER AND ASSISTANT TREASURER

A. PURPOSE: Keep all financial records of the church, receive and disperse all funds in accordance with policies and procedures directed by the BOT.

B. ACTION:

1. The Treasurer will serve as a voting member of the Board of Trustees and as liaison to the Foundation.
2. On a monthly basis, the Treasurer will provide members of the Finance Committee with sufficient data to review the current financial status of the church.
3. Present the financial report and the financial status of the church at the annual meeting of the congregation and at the monthly meetings of the BOT.
4. Identify at least three (3) persons to sign church checks. The only restriction is that church checks cannot be signed by the person reconciling the accounts of the church.
5. Supervise the activities of the person performing the accounting and check-writing duties, who will be bonded at the direction of the BOT.
6. Identify a person to be responsible for acknowledgement of memorials.
7. The Assistant Treasurer recruits, trains, and monitors the count teams. He/She serves as Treasurer in the absence or incapacity of the Treasurer.

C. MEMBERS: The Treasurer and Assistant Treasurer will be appointed by the BOM from nominees provided by the Nominating Committee for a one (1) year term with right of reappointment. The Treasurer and Assistant Treasurer will be bonded at the direction of the BOT.

ARTICLE XIV: ANNUAL BUDGET

A. BUDGET DEVELOPMENT:

1. The plan of operations of the church and funding required to carry out that plan will be formally expressed in an annual budget. The budget will be a guide to spending church funds and controlling expenditures. The source of funds to finance church operations is pledges and other contributions. For budget or analytical purposes, such items may be shown in general terms or as percentage increases or decreases. The confidentiality of pledges, pledge receipts, and other contributions will be maintained.
2. The responsibility for initiating budget development is with the Finance Committee.
 - a. The Finance Committee will contact all funded areas to determine the financial needs for the coming year. It is the responsibility of each ministry or committee to develop and present a request for funds and submit it to the Finance Committee by the deadline established.
 - b. The church will have an outreach goal of 25% of the operating budget, after excluding financial services (principal, interest, insurance, etc.). The dollar amount of the outreach goal includes the Ministry of Outreach budget, any special offerings for outreach purposes (Thanksgiving/Christmas, Lenten, disaster relief, congregational generated offerings), pastors' outreach, and all special offerings to be designated outreach projects.
 - c. After financial needs are determined, the Finance Committee will prepare the proposed annual budget for presentation to the BOT by the required date.
 - d. After the proposed budget is reviewed and approved by the Board of Ministry, it will be presented by the Chair of the Finance Committee to the congregation for action at the annual meeting of the congregation.

B. BUDGET AND FINANCIAL CONTROL

1. Upon approval of the budget by the BOM and the congregation at the annual meeting, the budget will be a guide to expenditures for each ministry or committee. Ministries and committees are responsible to manage the funds within that budget.
2. The Treasurer will prepare reports for each ministry or committee on their budget status.
 - a. If any ministry or committee finds it is necessary to exceed its budget, the chair of that ministry or committee will advise the Treasurer. The Treasurer has the authority to authorize expenditures up to \$1000 over budgets. The Treasurer will inform the Finance Committee and the BOT of any such authorizations. All requests exceeding \$1000 must be presented to the Finance Committee and the BOT for action.
 - b. Proper documentation is required prior to payment of invoices. The Treasurer or the Assistant Treasurer will review invoices prior to payment. A list of payments not requiring prior approval will be provided to the person with primary responsibility of writing checks.

ARTICLE XV: ACCOUNTING SYSTEM FUNDS AND RECORDS

- A. **FUNDS AND ACCOUNTS:** The number of funds and accounts in the church's accounting system will be kept at the minimum necessary to assure effective and efficient management of church finances.
1. The General Fund is where all receipts of pledges and offerings are deposited.
 2. Disbursement of funds will be processed as follows:
 - a. Two (2) authorized persons other than office staff will either approve invoices and/or sign all checks. The exceptions to this are checks such as payroll checks, cafeteria plan checks, debt payment checks and others identified by the Treasurer with a list provided to the person writing checks.
 - b. The persons authorized to approve invoices are the Treasurer and Assistant Treasurer. Persons authorized to sign checks are the Treasurer, Assistant Treasurer and a person designated from the Finance Committee.
 - c. Checks over \$1000 will have two authorized signatures.
 - d. At the request of the Finance Committee, a record of all checks other than contractual personnel checks will be made available.
 3. Church debt and receipts for future planned expenditures will be administered by the Treasurer and the Finance Committee. Pledges and gifts for this purpose will be accounted separately from the General Operating fund. Interest on church debt will be a part of the General Operating budget.
 4. Memorial gifts received "in memory" of individuals will be accounted for separately depending on the dollar value of the gifts.
 - a. All memorials received for specific purpose will be deposited to that function.
 - b. Undesignated memorials totaling less than \$100 will be considered "miscellaneous memorials". Disbursement of all undesignated memorials will be coordinated with one of the Pastors, the Treasurer and the Finance Committee. Projects or ministries identified will be reviewed with the Finance Committee prior to disbursement.
 - c. Undesignated memorials totaling more than \$100 will be reviewed by relatives or authorized entities, if available, prior to their disbursement.
- B. **FINANCIAL CONTRIBUTIONS TO SPECIAL OUTREACH PROJECTS**
1. The Ministry of Outreach will approve and submit to the Board of Ministry Special Outreach Projects which are "congregationally initiated". Gifts made to these projects will be accepted as income for that project. This income will be disbursed for that project. Funds donated for these special projects may not be used for any other purpose without the approval of the BOM. Any special offering or gift for outreach purposes will be included in the 25% outreach goal.
 2. The Ministry of Outreach and Mission Development will be responsible for recommending any project under this provision to the BOM.
- C. **PREPAID PLEDGES:** Funds received in the current year to fulfill a pledged commitment for the following year(s) will not be considered budgeted income for the current year.

D. SPECIAL GIFTS – REAL ESTATE

1. The Finance Committee and Treasurer will review proposed gifts of real estate prior to presenting to the Board of Trustees. Such gifts will not be held as long term investments. The property, if accepted, will be listed for sale and sold as soon as possible.
2. Real property gifts to the church will be the responsibility of the Finance Committee, with all actions concerning the property authorized by the Board of Trustees.
 - a. All gifts of real property given to the church will be accompanied by a third party appraisal provided by the donor. In addition to the appraisal, the donor will furnish a current title policy confirming clear title, deed restrictions, tax status, etc. It is the church's intent to not accept real estate donations which are encumbered, delinquent in taxes or assessments, or in any form of litigation.
 - b. Title to donated property will be held in the name of Bella Vista Community Church.
 - c. A copy of the preceding statement of general policy and procedure will be given to potential donors.

E. SPECIAL GIFTS - SECURITIES

1. Gifts of securities may be accepted for the designated use identified by the donor. Securities given to the church will not normally be considered as long term investments.
2. Special gifts of securities will be administered by the Treasurer with the approval of the Finance Committee. Decisions as to final disposition of such securities will be the responsibility of the Board of Trustees. Unless a security is encumbered or an exception has been approved by the BOT, the Treasurer will sell the stock as soon as possible.

F. YEAR-END CARRY-OVER OF INVOICES: The Church Treasurer will reduce all ministry and committee budgets to zero at the end of the fiscal year.

1. The pastoral staff will be allowed to carry over for one (1) year any unused continuing education funds. If any funds were carried forward to the following, expenditures will be first charged to the carry forward funds until such time as they are expended. Expenditures will be then charged to the current budget.
2. The church budget is operated on a cash basis. Budgeted income and expenses do not carry over from one year to the next with the exception of those mentioned in F.1. above.

G. RETENTION OF RECORDS: RECORDS WILL BE RETAINED AS FOLLOWS:

1. Bank statements and checks – retain two (2) years, plus current year.
2. Paid invoices – retain two (2) years, plus current year.
3. Financial records – retain two (2) years, plus current year.
4. Pledge cards – retain current year and past year.
5. Payroll records – retain four (4) years.
6. All Board minutes – permanent.
7. All building plans, specifications, surveys, building costs, etc. – permanent.

PERSONNEL

ARTICLE XVI: HUMAN RESOURCE COMMITTEE

- A. **PURPOSE:** To establish policies and procedures for all employees of BVCC and to serve in an advisory capacity on personnel matters to the Board of Ministry.
- B. **ACTION:**
1. Implement and maintain a process of evaluation of all BVCC employees and maintain a personal confidential file for each employee.
 2. Conduct annual performance evaluations of pastors, in writing, with one copy to be filed and one given to the pastor evaluated. More frequent evaluations may be made if circumstances require it.
 3. Receive and analyze evaluations carried out by supervisor of paid staff positions.
 4. The committee will concur in any need for counselling and required action regarding any employee. At least two (2) members of the committee will communicate their recommendations to the employee concerned.
 5. The Chair of the HRC will report all evaluations and recommendations to the BOM.
 6. Using guidelines developed by the Finance Committee, work with the Lead Pastor to recommend an annual compensation plan for all employees. The Chair of the HRC will submit all recommendations regarding employee compensation and benefits to the BOM for approval.
 7. Be aware of comparable salaries and benefits offered in the greater NW Arkansas area to support recommendations.
 8. Assist the Pastoral staff and Church Administrator in filling paid staff vacancies. Forward recommendations for hiring, including salary, to the BOM for approval.
 9. Initiate and/or review required revisions to the Employee Handbook.
 10. Encourage and support the staff through recognition or special events.
 11. Maintain confidentiality with employment records.
 12. Counsel with Pastors and provide opportunity for them to share personal concerns.
 13. Assist the BOM in all matters related to the counsel, release, or dismissal of members of the church pastoral staff.
 14. Assist the Lead Pastor in scheduling vacations, continuing education and denominational events within stated policies.
 15. The Secretary will keep minutes of all meetings of the HRC.
- C. **MEMBERS:** The HRC will consist of four (4) voting members appointed by the BOM for three (3) year terms.

ARTICLE XVII: PASTORS

The Pastors are responsible for the spiritual leadership of the church as ministers of the Word and counselors to the congregation. As the church grows, the size of the pastoral staff will be increased as needed.

- A. **PASTORAL STAFF:** The pastoral staff will consist of a Lead Pastor and other Pastors as needs determine. The Pastoral Team needs are to be chosen on the basis of congregational needs.
 - 1. The church will have at least one pastor available at all times.
 - 2. The Lead Pastor will be responsible for assuring that the Pastors' schedules are coordinated.

- B. **PREREQUISITES FOR POSITION OF PASTORS:**
 - 1. Academic: Master of Divinity – 3 year degree from a seminary accredited by the American Association of Theological Schools is preferred or an equivalent degree from an accredited graduate school.
 - 2. Philosophical and Theological Commitment: Subscribes to the statement of faith, mission, and purpose of BVCC.
 - 3. Experience: The Lead Pastor must have a minimum of five (5) years ministerial experience that prepares him/her for the needs of BVCC. Other Pastors should have a minimum of two (2) years ministerial experience. This requirement may be waived in the case of an outstanding seminary student with exceptional qualities.
 - 4. Personal Skills and Talents:
 - a. Excellence in preaching and teaching, combined with strong leadership qualities and high commitment to ministerial care and counseling.
 - b. Energetic self-starter with a friendly personality.
 - c. Administrative and organizational ability.
 - d. Personal integrity and involvement in community activities.
 - e. The Lead Pastor and Associate Pastors may not have strength in all skills, but the gifts of each one should complement the others.

- C. **DUTIES AND RESPONSIBILITIES OF THE LEAD PASTOR:**
 - 1. Provide direction to the Pastoral Staff and to the congregation to achieve and maintain a high level of spiritual and administrative leadership.
 - 2. Define and coordinate areas of responsibility for the Pastor(s) who will have access to the Lead Pastor on a continuing basis for counsel, advice and direction.
 - 3. Define and assign duties and responsibilities for the church staff, and provide direction and supervision for these employees.
 - 4. Assist the Human Resource Committee in employment performance evaluations, and counseling of the church staff.

- D. **DUTIES AND RESPONSIBILITIES OF THE PASTORAL TEAM:**
 - 1. Leadership, development and direction in their area of ministries.
 - 2. Coordinate spiritual goals, objectives and projected development with the Lead Pastor.
 - 3. Pastors will be non-voting members of the BOM and all other boards, ministries and committees of BVCC as assigned by the Lead Pastor.

E. PASTORAL SEARCH

1. When a pastoral vacancy occurs or a new pastor position is created, the BOM will authorize a search for a pastor.
2. The pastoral staff will serve as advisors throughout the process.
3. The basic procedural steps include:
 - a. Announce the vacancy.
 - b. Review all applications and establish a rank order as to fitness for the position.
 - c. Listen to leading candidate preach in person and check references.
 - d. Perform a thorough background check and obtain credit references on leading candidate.
 - e. Require a physical examination.
 - f. The search committee shall periodically make progress reports to the BOM and the congregation.
 - g. Arrange for candidate and spouse (if any) to visit BVCC and preach a sermon to the congregation, and also meet informally with the congregation.
 - h. The BOM will present their recommendation to the congregation for a vote.
 - i. The HRC will assist the BOM in making arrangements for moving, installation and reception of the new pastor.
4. The employment tenure of any pastor will be for an indefinite period of time and may be terminated by either party upon sixty (60) day written notice.

F. RESIGNATION OF PASTORS

1. Resignation of a pastor will be submitted in writing to the Board of Ministry Chair.
 - a. The resignation will be acted upon by the Board of Ministry at a regular or special meeting.
 - b. After the BOM acts upon a written notice of resignation, the BOM Chair will sign the written notice of acceptance and terms prepared by the BOM and will notify the pastor of the action.
 - c. The Chair of the BOM will present the resignation to the congregation as soon as possible.
 - d. The effective date of the resignation will be approved by the BOM. The termination agreement will consider accrued vacation time, salary, pension payments, housing allowance, and medical allowance.

G. DISMISSAL OF PASTORS

1. When the Human Resource Committee recommends the termination of the services of a pastor to the Board of Ministry, the recommendation will be in writing, giving the reasons for termination. Consideration should be given but not limited to the following points:
 - a. The pastor refuses or fails to work within the policies of Bella Vista Community Church.
 - b. The pastor demonstrates a lack of loyalty to Bella Vista Community Church.
2. In case of a problem that may lead to a pastor's dismissal, the pastor will receive due process. Due process would include but not be limited to:
 - a. The HRC should follow the guidelines in these Scriptures: 1Timothy 5:17-20, 1Thessalonians 5:12-13, and Hebrews 13:17. After the HRC has exhausted all measures to attempt to redeem a difficult situation in Christian compassion, they may then recommend to the Board of Ministry the dismissal of a pastor.

- b. The pastor shall be given an opportunity to resign. The HRC will work with the pastor on an appropriate severance package, if any. The severance package must be approved by the BOM.
- c. A vote to dismiss a pastor must be approved by a two-thirds (2/3) vote of the BOM.
- d. Written notice of termination, signed by the Chair of the Board of Ministry, will be given to the pastor. The termination agreement, except in cases of theological unorthodoxy or moral failure, will consider accrued vacation time, salary, pension payments, housing allowance, and medical allowance through the effective date. No other accumulations of carry-overs from previous years will be included.

H. VACATION LEAVE

1. Pastors will be granted paid vacation each year, and the time will be based upon total years of service as an ordained minister or previous ministerial service as follows:
 - a. After one year – three weeks vacation (21 days)
 - b. After five years – four weeks vacation (28 days)
 - c. After ten years – five weeks vacation (35 days)
2. The Lead Pastor and the HRC shall coordinate and oversee the timing of vacation leave for the pastors in such a way that appropriate sensitivities are shown both to the circumstances and needs of the pastors and to seasonal demand and coverage of the ministries of the church.
3. Vacation or continuing education leave of the Pastors must be submitted to the HRC for approval and then to the BOM for final approval before it occurs.
4. Definition and clarification of terms:
 - a. A vacation week is defined as seven (7) consecutive days. The vacation week therefore will include day(s) that are otherwise consider “off duty” days.
 - b. Agreed upon holidays will not be counted as days of vacation. Holidays are defined in the Bella Vista Community Church Employee Handbook.
 - c. BVCC follows the guidelines that a Pastor will be available for the needs of people at all times. As a result, flexible scheduling is necessary to meet such demands.
 - d. Based on a staff of three pastors, it is expected that one pastor (preferably two) must be available at all times, and a minimum of two pastors (preferably three) must be available for Christmas Eve services and the Easter Sunday services. This should be accomplished through an agreed upon rotation of the pastors and approved by the HRC. It is understood that a personal emergency may cause a pastor not to be available when otherwise he/she planned to be available, and at such a time, the others will try to adjust their schedules accordingly.
 - 1) Unused vacation time will not be permitted to be carried over to the next calendar year without prior approval of the Human Resource Committee.
 - 2) Vacation time is intended to rest, restore the mind and body, and to get away from the normal schedule of activities. Thus it is expected that each pastor will take a minimum of two of the earned vacation weeks off as seven consecutive days during the year. Other earned days of vacation may be scheduled one or more days at a time.
 - 3) Seven days of vacation will include only one Sunday. Example: Twenty-one days of vacation will include a maximum of three Sundays off.

I. EVALUATION OF PASTORS' PERFORMANCE

1. The performance of each Pastor will be evaluated at least once a year. Periodic evaluations will be made as circumstances require.
2. The HRC will make evaluations of all pastors, and seek the assistance of the Lead Pastor in making evaluations of the Pastoral Team.
3. Each evaluation will be in writing, kept in a confidential file, with a copy given to the Pastor.
4. The Chair of the HRC will report all evaluations to the Board of Ministry orally along with any recommendations for action that the committee chooses to make.
5. The information and evaluations are to be used in a confidential manner as required in the conduct of church business.

J. EVALUATIONS OF PASTORS: Evaluations will include, but are not limited to:

1. Planning and directing administration – focusing on such items as effective leadership, ability to accept direction, and relationships with other staff members.
2. Preparing and conducting worship services – meeting needs of interdenominational membership, depth and Biblical content of sermons, dignity and delivery, and the Pastor as a teacher.
3. Coordinating work effectively with all church ministries and committees, giving inspired leadership to all activities.
4. Planning efficiently and effectively for church visitations – meeting personal needs, member visitation, and visiting newcomers in Bella Vista to encourage membership.
5. Preparing for special services – memorial services, marriages, special worship services, communion for the homebound.
6. Recommending to the Board of Ministry present and future needs of Bella Vista Community Church.
7. Loyalty to BVCC and to the organizational structure.

K. SERVICE ON BOARDS OR DENOMINATIONAL COMMITTEES AWAY FROM BELLA VISTA

1. Pastors of BVCC who serve on boards or committees outside the geographical area of Bella Vista (50 miles), will be allowed reasonable time away with salary. No expenses, mileage, lodging, etc., will be provided.
2. Time away must be approved by both the HRC and the BOM in advance of the schedule meeting.

L. CONTINUING EDUCATION

1. Each Pastor will be provided a designated amount to be paid for maintaining and increasing their professional capabilities through the attendance of seminars. Continuing study by attendance at seminars, conferences, symposiums, retreats, etc., will be considered. When Pastors elect to attend seminars or retreats as part of their continuing education, such time will not exceed two weeks or two Sundays during a calendar year, and must be approved by the BOM.
2. Continuing education for Pastors must be approved by the HRC and the BOM. Criteria used for approval (if funds are used from Continuing Education) will be based on the benefit to BVCC. Prior to approval, a memo will be submitted to the HRC describing the area of intended study and how the study is expected to benefit BVCC. Upon completion

of the continuing education, the Pastor will prepare a short, written report for the HRC and the BOM summarizing the content and the actual benefit received both personally and for BVCC. (Copies of memos and reports will be placed in the appropriate personnel files maintained by the HRC.)

M. LEAVE TO MEET DENOMINATIONAL REQUIREMENTS

1. The church will grant leave to a Pastor when the Pastor's denominational affiliation requires attendance at specific functions in order to remain in good standing, provided the Pastor's absence does not interfere with the Pastoral needs of Community Church. Such time will not exceed two weeks during the calendar year, nor result in being absent more than two Sundays. Denominational and Continuing Education together will not exceed two weeks or two Sundays each calendar year.
2. Leave for Pastors to meet denominational requirements must have prior approval of both the HRC and the BOM.

N. SICK LEAVE

1. Sick leave is based on years of service. Years of service will include all years as an ordained Pastor.
 - a. Less than three (3) years of service as an ordained pastor:
 - 1) Salary and allowances for the first thirty (30) days of disablement.
 - 2) After thirty (30) days of disablement, salary and allowances may be extended for a minimum of ninety (90) days.
 - b. More than three (3) years of service as an ordained pastor:
 - 1) Same as 1) above.
 - 2) Same as 2) above, except the period of coverage may be extended to a minimum of one hundred eighty (180) days.

O. APPROVAL OF LEAVES OF ABSENCE

1. Leaves of absence for Pastors are subject to the approval of the BOM. They may be taken either as paid or unpaid leaves.
2. Requests will be submitted in advance in writing to the HRC. Requests involving a Sunday preaching or worship assignment at another church must be approved in advance by the HRC and the BOM. If an emergency arises and leave is necessary, the affected Pastor will notify the Chair of the HRC who will notify the Chair of the BOM.

P. SABBATICAL LEAVES OF ABSENCE

1. The HRC may consider requests for sabbatical leave when a pastor has served BVCC faithfully over an extended period of years, so that HRC members believe the majority of the congregation will gladly support the sabbatical as a well-deserved time for study and spiritual renewal. A sabbatical is granted in order to provide the recipient with a period in which to deepen his/her own relationship with God, and through study and training to pursue God's guidance for developing ministry initiatives (studies, new ministry directions for the church, etc.) which require more focused time and attention than is possible in the press of day-to-day responsibilities.
2. Written requests for sabbatical leave for full-time pastors will be submitted to the HRC, preferably at least six (6) months prior to the beginning of the requested leave. Requests shall include proposed sabbatical dates; where the leave will be spent; how the sabbatical

is expected to benefit both the congregation and the requesting pastor; and a list of the ministry responsibilities to be handled in his/her absence. If the HRC approves, they will submit the request to the BOM for final approval. Upon BOM approval, the requesting pastor will work with the HRC, the other pastors, and the staff to ensure that his/her areas of ministry are covered during the sabbatical absence. For the year in which it is granted, sabbatical leave will be given in lieu of a pastor's continuing education leave. However, that year's continuing education funds may be applied to the cost of the sabbatical. A pastor's full salary will continue during the sabbatical period. Two pastors may not take sabbaticals in one calendar year. Upon returning, a pastor will report to the HRC and the BOM in writing about the results of the sabbatical, to include experiences of personal growth about which he/she may wish to share, as well as any new plans for ministry that he/she would like to develop. A pastor will also share with the congregation through sermons, the newsletter and other appropriate means, about the sabbatical experience and the inspiration and guidance he/she received. A pastor will commit to remain at BVCC for at least twelve months following the completion of a sabbatical.

Q. PERSONAL LOANS: No loans or salary advances will be approved for a pastor.

ARTICLE XVIII: DIRECTOR OF MUSIC

A. PURPOSE: To support the pastoral staff and provide spiritual leadership to the congregation in worship and special events through music and the arts.

B. DUTIES AND RESPONSIBILITIES:

1. Oversees the Sunday morning selection of music and schedules all special music and concerts.
2. Communicates with the Lead Pastor on progress and needs of the music department.
3. Evaluates performance of the members of the music staff.
4. Responsible for managing the music department expenditures and budget.
5. Maintains an inventory of sheet music.
6. Writes a monthly article for the church newsletter.
7. Actively promotes membership and participation in the music department functions.

C. PREREQUISITES FOR POSITION:

1. Subscribes to the statement of faith, purpose and vision of BVCC.
2. Degree in music.
3. Minimum of five years previous church director experience.
4. Energetic, self-starter.
5. Able to work in a team environment.
6. Strong verbal and written communication skills
7. Good organizational and administrative skills.
8. Working knowledge of church music composers and publishers.

ARTICLE XIX: PARISH NURSING

A. PURPOSE: The parish nurses are responsible for helping members of the church – whether at home, in church, or in a hospital or care facility – resolve medical issues. This includes the mental, physical and spiritual support any member may need.

- B. **PARISH NURSE PERSONNEL:** The parish nurse staff will consist of a Nurse Coordinator and additional nurses to fill the requirements based on congregational needs. All staff are part-time.
- C. **PREREQUISITES FOR THE POSITION OF PARISH NURSE:**
1. A nursing degree from an accredited college or university – ADN, BSN, MSN.
 2. At least three (3) years of nursing experience or advanced education in mental health, public health, hospice, counseling, or case management.
 3. Must be a registered nurse in good standing with a current Arkansas Nursing License.
 4. Adhere to principles of confidentiality and professional standards.
 5. Belief in and willingness to promote the healing ministry of the church with the integration, application, and communication of Christian belief and an understanding that positive faith has a powerful impact on health.
- D. **DUTIES AND RESPONSIBILITIES:**
1. Attend bi-weekly nursing staff meetings and any other meetings called by the Nurse Coordinator or Pastors.
 2. Make hospital, hospice, home or nursing home visits.
 3. Facilitate support groups as assigned; conduct blood pressure and blood sugar screening clinics as scheduled.
 4. Maintain written documentation of all contacts and report these at the nursing staff meetings and in a bi-weekly report to the Pastors.
 5. Participate in continuing education to maintain and further develop parish nursing skills and knowledge, and to meet State of Arkansas licensing requirements.

ARTICLE XX: CHURCH ADMINISTRATOR

- A. **PURPOSE:** To perform necessary organizational administrative and managerial functions.
- B. **DUTIES AND RESPONSIBILITIES:** The position assures that the church business management responsibilities are performed in a manner consistent with the unique obligations of a Christian church.
1. With appropriate counsel, makes day-to-day operating decisions concerning personnel, facilities, and operating and technology equipment.
 2. Provides overall management of the administrative and custodial personnel.
 3. Responsible for developing and implementing necessary maintenance and upgrades of the church building and grounds, after proper approval and funding commitment has been received.
 4. In conjunction with the church member appointed to oversee the insurance needs of the church, is responsible for maintaining appropriate insurance coverage to protect the church and its property.
 5. In conjunction with the Human Resources committee, plans and oversees employee benefits, staffing levels, employee hiring retention, performance evaluations and salary recommendations. Maintains complete and accurate employee records.
 6. Performs visits as appropriate with church members to hear concerns, answer questions, and shares, as appropriate, information about church issues and activities.

7. In cooperation with the Lead Pastor, Board of Ministry and the Treasurer, monitors all church processes and, when required, implements actions necessary to maintain the church's fiscal health and sustainability.

C. PREREQUISITES FOR POSITION

1. A Masters Degree in business or a related field or a Masters of Divinity with a business related undergraduate degree (examples: Economics, Finance, and Accounting), or a minimum of 10 years business and/or personnel management experience.
2. Energetic, self-starter.
3. Able to work in a team environment.
4. Strong verbal and written communication skills.
5. Good organizational and administrative skills.

ARTICLE XXI: ALL OTHER STAFF

A. DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS

1. Each non-pastoral staff position will be defined by a current position description that has been reviewed and approved by the position's immediate supervisor and the HRC.
2. Each position description will be reviewed, updated, and approved on an annual basis in conjunction with the employee's annual performance evaluation.
3. The Church Administrator will maintain a file of current position descriptions.

B. PERFORMANCE AND SALARY REVIEW

1. Each employee will receive an annual performance review conducted by their immediate supervisor and approved by the next staff member (Pastor or non-Pastor) in the reporting structure of the organization.
2. Salaries will be reviewed annually and appropriate action, based on the employee's performance and available funds, will be recommended by the employee's immediate supervisor. The BOM will approve all salary increases.
3. The Church Administrator will maintain a secured file on each employee that includes as a minimum, their position description, performance reviews and salary history.

C. ADDITIONAL EMPLOYMENT TERMS AND CONDITIONS

1. Additional terms and conditions outlining employee benefits and obligations are detailed in the Bella Vista Community Church Employee Handbook.
2. The Employee Handbook will, on an annual basis, be reviewed and revised as required, subject to the approval of the Lead Pastor and the HRC. Revisions deemed urgent can, with these same approvals, be incorporated prior to the annual review.
3. The Church Administrator will maintain a computerized master of the Employee Handbook. Each employee will be given a hard copy for their file and use.

D. POSITIONS CURRENTLY AUTHORIZED BY THIS SECTION

1. The non-pastoral positions covered by this Article are identified on the organization chart contained in the *Ministries, Committees & Staff* directory and Addendum II.

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