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# BYLAWS

## of

### Yuma Church of Christ

#### a 501(c)(3) Organization dba Yuma Christian Church

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#### ARTICLE ONE: The Organization and Name

##### 1.01 Official Name

The organization shall be known officially through its original registration with the State of Colorado as "Yuma Church of Christ". Subsequent to a renaming effort in 2015, the organization also formalized a "Doing Business As" registration with the State of Colorado and is commonly known as "Yuma Christian Church".

##### 1.02 Reference Name

In these bylaws, the organization shall be referred to as either "the organization" or "Yuma Christian Church" or simply "Church".

## ARTICLE TWO: Purpose

### 2.01 Purpose of the Organization

The purpose of the organization, formed in November of 1988, as set forth in the Articles of Incorporation on file in the office of the Secretary of the State of Colorado, is to function as a non-profit Christian Bible-based Religious Entity in the State of Colorado within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 as amended, or to any corresponding provision of any future federal tax law.

### 2.02 Purpose of the Bylaws

The purpose of these Bylaws are to serve as the guiding principles of how to govern, manage, and operate this organization. The Bylaws should provide consistency of function and decision making for the duration of the life of the organization.

#### 2.02.1 Document Control

The Bylaws shall be version controlled with a version number and an effective date assigned after any and every modification. Old versions shall be tracked and retained for future reference.

## ARTICLE THREE: Definitions

### 3.01 Purpose of Definitions

This article serves to define critical terms that will be used throughout this document so that there may be clarity and understanding of each name as well as the interrelationship between such terms.

<b>Church</b>	The encapsulation of the body of believers that attend our services.
<b>Church Building</b>	The physical structure in which the church gathers
<b>Congregation</b>	The group of attendees during any given church service. Also called Fellowship.
<b>Membership</b>	<p>The Members of the Congregation that are eligible to vote during congregational voting events.</p> <p>Such eligibility is defined by:</p> <ul style="list-style-type: none"> <li>• Being baptized by immersion</li> <li>• Expressed believer in Jesus Christ</li> <li>• Expressed desire to serve and be served in this fellowship.</li> <li>• At least 16 years old</li> <li>• Regular, active attendance</li> <li>• Regular, active giving</li> <li>• Participation and support of ministry program</li> </ul> <p>These qualifications shall be "regulated" via self-examination. This means that prior to voting, each person should evaluate themselves according to the above criteria and decide themselves if they qualify as a Member.</p>
<b>Elders</b>	A male position of leadership within the Church, of which a plurality governs the overall operation of the Church. The qualification requirements of an Elder as well as their election and terms are defined in <b>Exhibit A: Eldership</b> .
<b>Board of Elders</b>	A plurality of elders, the number of which is defined in Article VII, that serves as the Board of Directors for the corporation and the top leadership group within the Church.

<p><b>Deacons (Servant Leaders)</b></p>	<p>Men or Women within the membership that take on a role of service concerning the operational functions of the church, such as maintenance, outreach, ministry efforts, audio/visual, etc. They report to and serve under the Board of Elders. Their function, qualifications, and more are defined in <b>Exhibit B: Deacons / Servant Leaders</b>.</p>
<p><b>Preaching Minister</b></p>	<p>The Preaching Minister is a male paid position serving the preaching and teaching of the Gospel and the oversight of the counseling and discipleship in the Church. He reports to the Board of Elders. The job description for the Preaching Minister is found in <b>Exhibit C: Preaching Minister</b></p>
<p><b>Staff</b></p>	<p>The staff is defined as any paid and unpaid positions that are approved by the Board of Elders and serve under the direction of the Preaching Minister.</p>

**ARTICLE FOUR: Mission Statement**

**4.01 Purpose of the Mission Statement**

The Mission Statement shall define the aims and the values of the Church, and serve to ensure that the strategies and objectives set forth by the leadership and staff are consistent and aligned.

**4.02 Current Mission Statement**

As of 11/3/2021, the Mission Statement is:

*“We are loving people into an extraordinary life in Jesus. Connecting people to Christ. Equipping believers to follow Christ. Inspiring disciples to impact their world for Christ.”*

**ARTICLE FIVE: Statement of Faith**

**5.01 Purpose of the Statement of Faith**

The Statement of Faith for the Church defines the tenets of what we believe concerning God, Jesus, and the Holy Spirit. It is the backbone of where we put our faith, hope, and trust.

*We Believe the Scriptures of the Old and New Testaments are divinely inspired. The original writings are without error. The Bible is the final authority in matters of faith and life.*

Deut 4:2, 12:32 | Rev 22:18-19 | 2 Tim 4:16-17

*We Believe God is the source of all creation and that sin entered into the world first through Adam and Eve but resides in each of us as we all rebel and fall short of God’s holiness.*

Gen 1:26-27, 2:7, 17, 22-23, 3:6-20 | Rom 5:12 | 1 Cor 15:45-49

*We Believe because of God’s love for his creation, He sent His Son to make restitution for our sins on the cross.*

Luke 24:39 | Col 1:16 | Acts 2:22 | Phil 2:5-8 | John 1:1-3,14,18, 3:16-17, 8:58 | 1 Cor 15:47 | Heb 1:1-3

*We Believe He instructed us to proclaim to the world the forgiveness of sins and the certainty of eternal life for all that accept His grace through faith, repentance, confession, and baptism.*

Matt 28:18-20 | Rom 10:8-14

*We Believe He empowers the believer with His Holy Spirit to comfort and guide us (His Church) to accomplish His mission until He returns.*

John 15:26, 16:5-15

*We Believe that the love of Jesus is our hope and our calling to model to the world that He sends us into.*

1 Cor 13 | John 13:34-35

*We Believe in the unity of believers, not based upon agreements in all things but in a common belief in these core values and a desire to pursue that truth and live it out in love and grace.*

Eph 4:1-5 | Heb 6:1-12

*We Believe in the weekly observance of Communion*

1 Corinthians 11:24-25 | Matt 26:26-29 | Luke 22:14-20 | Acts 20:7-12

*We Believe that Marriage is between a man and a woman as designed by our Creator and revealed in His Word.*

Genesis 2:21-25

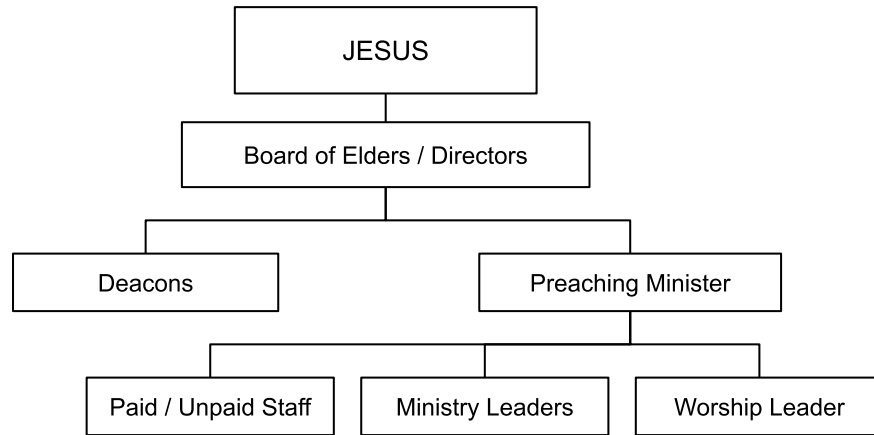
*We Believe in the sanctity of human life, that the life of a human being begins at conception and is a person that God loves and should be protected and loved by all.*

Psalms 139:13-16

## ARTICLE SIX: Organizational Structure

### 6.01 Organizational Chart

The Church shall be structured in the following governing arrangement. Our Church is “Board-led”, meaning that the Board has governance over the activities of the church, including selecting, hiring and firing of the preaching minister.



### 6.02 Decision Factors

Decisions and direction for the Church shall be formed by ensuring there is complete alignment with the following resources IN THIS ORDER:

1. Word of God (ie. The Bible)
2. Statement of Faith
3. The Corporate Bylaws
4. Mission Statement and Strategic Plan

### 6.03 Fiscal Year

The church shall operate on a fiscal year that runs from June 1 to May 31st of the following year.

## ARTICLE SEVEN: Organizational Functions

### 7.01 Purpose of this Article

This Article details the specific functions that occur in the organization. Such details are intended as processes to be followed to ensure consistency and accuracy over time in organizational functions.

### 7.02 Leadership Functions

#### 7.02.1 Board of Elders / Directors - Plurality Requirements

There shall be a plurality of Elders. This number will be at a minimum, two, and at a maximum, seven.

If there should arise a time when the church does not have an acting plurality of elders, a Steering Committee of at least three Members shall be selected to serve as the acting Board of Directors until such time as the Lord raises up Biblical Eldership in place to oversee His Church. The selection process shall be conducted through a special congregational meeting during which active members volunteer to serve on the Steering Committee and at least three are selected through the Membership voting process.

#### 7.02.2 Board of Elders / Directors Offices

Per the requirements of the State of Colorado, as a corporation, at a minimum there must be an office of President and an office of Secretary/Treasurer elected on the Board. This election takes place annually and is voted on by the Board itself.

The Elders will select from their group a Chairman, whose responsibility is to lead the Elder meetings, and a Secretary/Treasurer, whose responsibility is to keep meeting records in accordance with **Section 7.03.3** and ensure that the financial functions as detailed in **Section 7.06** are properly conducted. Such positions should be rotated among the members occasionally, to ensure that such duties are effectively shared, and, where finances are concerned, that there is oversight from multiple viewpoints.

Both meetings shall happen during the first week of the fiscal year of the organization. See **6.03 Fiscal Year** and **Exhibit H: Working Church Calendar**.

#### 7.02.3 Elder Selection and Terms

An Elder shall be a man of good standing in the community and the church and shall be selected based on the Elder Selection Process outlined in **Exhibit A: Eldership**.

The Elders shall serve for three year terms. Elder terms should be spaced appropriately to ensure never more than two terms ending in the same year.

Near the end of the term, an Elder Evaluation (found in **Exhibit A: Eldership**) should be performed to ensure there is still leadership alignment, an appropriate calling, and physical/mental/spiritual capability with the Elder. Additionally, there should be some consideration from the Board regarding interests from other men in the membership toward Eldership. Based on these considerations, evaluations, and discussions, the Elder along with the Board, shall determine a course of action: (a) continue for another term; (b) step down and allow a new Elder candidate to replace; (c) step down with no replacement; or (d) continue and add a new Elder candidate.

*New elders can only be selected with a 100% vote from the Board.*

**Elder Discipline**

In the case of willful neglect to adequately and readily perform the duties of an Elder; or departure from the expected character requirements of the position, the other Elders will make every effort to lovingly restore the Elder's relationship with the Church. If they are unable to establish suitable relationships after seeking counsel and prayer, the Elder may be removed from the position with a 100% vote from the remaining Elders.

**7.02.4 Deacons (Servant Leaders)**

Deacons are servant leaders that report to the Board of Elders and are responsible for the various ministries that assist the Church in accomplishing its purpose. Deacons are an optional part of the Church's governance plan. Deacons can be "activated" within the Church by the Board by initiating the Deacon Selection Process outlined in **Exhibit B: Deacons/Servant Leaders**. Care should be taken that activation and deactivation of deacons is not happening unpredictably or upon impulse, but rather with great care and forethought.

**7.02.5 Deacon Selection and Terms**

Deacons shall be a man or woman and be selected based on the Deacon Selection Process outlined in **Exhibit B: Deacons/Servant Leaders**.

*New deacons can only be selected with a 100% vote from the Board.*

**7.02.6 Worship Leader**

The Worship Leader shall be a man or woman and is responsible for the worship part of the Church service(s). This position serves underneath the Preaching Minister and shall perform the duties outlined in **Exhibit E: Worship Minister**.

*The Worship Leader shall be appointed or hired with a 100% vote from the Board.*

**7.03 Meeting Functions****7.03.1 Prayer and Adherence to the Bible**

In alignment with our purpose, our mission and our statement of faith, it is expected that all of our meetings begin and end with prayer. It is also expected that all communication, whether private or public, and any meeting outcomes be consistent with the Word of God and be conducted in a way that would honor Jesus.

**7.03.2 Parliamentary Authority**

Parliamentary authority shall be the final word in the governance of meetings of the Church in all cases to which it is applicable and not in conflict with the Word of God or our Statement of Faith.

**7.03.3 Meeting Records**

It is important to keep appropriate minutes for all meetings which would record topics discussed, decisions made, and voting details/results at a minimum. Such minutes should be cataloged so that future needs of discovering meeting outcomes can be made without difficulty.

**7.03.4 Leadership Meetings**

There shall be regular meetings of the Church leadership (which includes all Elders and the Preaching Minister) at least once monthly at a minimum. The schedule of such meetings shall be made public and visible to the congregation. There shall be allotted time during leadership meetings so that people from the congregation are welcome to

present ideas, concerns, and otherwise have discussion about the Church. There may also be a time where Executive Session is required during a leadership meeting, where only the Elders are present. This allows for discussions that for various reasons may need to be private in nature.

See **Exhibit H: Working Church Calendar**.

### **7.03.5 Staff and Deacon Meetings**

#### **7.03.5a Staff Meetings**

There shall be regular meetings of the staff at least once monthly at a minimum.

This meeting shall be run by the Preaching Minister and the minutes of the meeting and any relevant outcomes not indicated in the minutes shall be made known to the Board within 48 hours of the meeting.

#### **7.03.5b Deacon Meetings**

If there are deacons in the Church, there shall be regular meetings of the deacons at least once every 60 days. The minutes and outcomes of the meetings shall be made known to the Board and the Staff as appropriate, within 48 hours of the meeting.

### **7.03.6 Congregational Meetings**

#### **7.03.5a Annual Church Update**

Once per year, there shall be a Congregational Meeting to report on the business and events of the Church. This meeting shall be after the budget is finalized for the upcoming year, and the financials for the previous year are in order. Any strategic planning efforts from the leadership and staff should be in order prior to this meeting so that such efforts shall be able to be presented and discussed. Any significant outcomes from the Church from the prior year such as baptisms, missionary efforts, and the like, should be presented. The annual meeting shall be organized and delivered primarily by the Board and the Preaching Minister.

See **Exhibit H: Working Church Calendar**.

#### **7.03.5a Other Meetings**

If there is a need for a congregational meeting, the topic and time/place of the meeting shall be announced at least two full weeks in advance as well as publicized to the congregation via handouts, posters, social media, email, etc.

### **7.03.7 Special Meetings**

There may be a need for special meetings that are critical for organizational function. Such meetings may be for Committees that are formed by the leadership to perform a certain purpose; or a meeting that is called by a non-leadership person(s) for a specific discussion with the leadership.

#### **7.03.7a Committee Meetings**

Committees that are formed for a specific purpose or function within the Church will certainly find the need to have one or more meetings. The committees shall ensure that the following conditions are met prior to, during, and after a meeting:

1. Ensure leadership is aware of the meeting, its time & place, purpose, and expected outcomes.

2. Ensure that there is reasonable notice for all committee members of the time and place of the meeting.
3. Ensure someone is selected to take notes and share such notes with relevant stakeholders after the meeting. See **7.03.3 Meeting Records**.

#### **7.03.7b Budgetary Meetings**

At least once quarterly, there shall be a budgetary meeting to review the current financial statements in comparison to the budget. Any relevant party shall attend the meeting such as the Preaching Minister and any stakeholders that are involved in concerns that are affected by the budget (such as deacons, ministry leaders, etc). Such meetings shall be led by either the Board or the Treasurer. It is important that discussions and corrective actions be centered around any variances from the budget, and such actions are documented, the outcome of which should be discussed and verified at future budget meetings.

See **Exhibit H: Working Church Calendar**.

#### **7.03.7c Specially Called Meetings**

There may be occasions where someone in the congregation desires to have a meeting with the Board or Staff to officially discuss a topic that requires feedback or decisions from leadership. Such meetings can be called by notifying the leadership in writing at least two weeks prior to the intended date of the meeting. The leadership is allowed to schedule the requested meeting on the next planned leadership meeting. If such a meeting requires announcement and potential participation to/from the congregation, the leadership shall provide an ample amount of time for congregational announcement, prior to the special meeting.

### **7.04 Voting Functions**

#### **7.04.1 Leadership Voting**

Leadership shall adhere to Parliamentary Procedure when a voting process is needed. It is important that the voting results are recorded in the meeting minutes and that the vote requirements are followed for any decision that needs to be made.

#### **7.04.2 Membership Voting**

Membership voting shall take place at a congregational meeting. The membership voting process shall be announced at least two (2) weeks prior to the vote and be advertised both by writing (via poster and/or bulletin insert) and electronically (social media and/or email). Membership voting shall be allowed only for the Membership as determined in **Article 3.01**. Membership voting shall be conducted via paper ballot and shall be managed by the Board. Votes shall be via paper ballot with clear obvious ballots, and precise, understandable directions. Member votes shall be double counted separately by two different Board members with general oversight provided by the other Board members. Membership voting results shall be made public immediately and recorded appropriately per **Article 7.03.2**.

### **7.05 Staff Functions**

#### **7.05.1 Hiring**

Hiring the paid staff is a critical function within the Church. It is important that the hiring process be done with great care as paid staff are some of the most valuable assets in the Church.



**7.05.1a Job Descriptions**

There shall be a job description written for every position, paid or unpaid, in the Church. The document shall indicate the details about the job, the requirements necessary for qualification, the expectations of duties, and the accountabilities of the position.

*Job descriptions shall be assessed and approved by a 100% vote from the Board.*

**7.05.1b Preaching Minister**

The Preaching Minister is a principal component of the workings of the church. This position is responsible for bringing the message to the congregation weekly, leading the paid and unpaid staff, overseeing the ministry efforts, as well as all of the other responsibilities outlined in the Job Description for the Preaching Minister.

Due to the crucial aspect of this Preaching Minister, it is required that a defined hiring process specific to this position be followed when hiring a new person.

A special committee shall be formed from the membership to assist in filling this position. They shall follow the current documented hiring process. The committee's responsibilities shall be as follows:

- Follow and enact the current documented Preaching Minister Hiring Process
- Assess the current Job Description to ensure it is relevant for the current organizational conditions and mission.
- Conduct the necessary advertising and outreach to appropriately search for potential candidates.
- Evaluate resumes and other data sent in by candidates.
- Conduct initial interviews and visitations as necessary
- Provide consistent and regular feedback to the Board

The Preaching Minister must have demonstrated complete alignment with the Statement of Faith in his resume, his interviews, his sample sermons, and in background conversations with references. Just like Elders, there should be demonstrable evidence of his mature, Christian character. He should be easily described by the values outlined in 1 Timothy 3.

The Preaching Minister must show respect for the current Mission Statement and Strategic Plan while also demonstrating his ability to introduce fresh ideas in the future.

The Preaching Minister must have familiarity with the Bylaws prior to job acceptance and be willing to uphold the policies in this document.

The Preaching Minister is considered part of the church leadership and as such, shall attend all leadership meetings. The Preaching Minister is not part of the Elders, and there will be occasions (such as leadership meeting executive sessions) where Elders will meet without the Preaching Minister.

There must be, at minimum, a 30 day, a 90 day, and a 360 day performance review conducted by the Board for a new Preaching Minister.

*The Preaching minister shall only be hired with 100% of the Board votes, and 80% of the Membership votes.*

#### **7.05.1c Staff (Paid and Unpaid)**

The staff, both paid and unpaid, refers to those people working in the Church to accomplish the normal tasks required. The staff shall work underneath the Preaching Minister and be managed according to normal business practices, including those detailed herein.

Any new proposed staff member positions shall be proposed by the Preaching Minister to the Board and shall be considered based on true needs of the Church as well as the budgetary capability of the Church.

*New staff hires shall be approved with the complete approval of the Preaching Minister and 100% vote from the Board.*

#### **7.05.2 Firing**

In the event that any of the paid/unpaid staff, including the Preaching Minister need to be dismissed from their duties, it is required that the following be true:

- The reasons for the dismissal are not based on rumor, innuendo, or unsubstantiated claims.
- It is not based on the testimony of only one person
- If the problems are criminal in nature, where criminal charges are filed, a criminal investigation should be conducted by proper civil authorities.

It is required that the following have taken place prior to any dismissal decisions:

- Open and transparent communication about the employee's performance and/or misconduct.
- If the misconduct is performance based, a written corrective action put in place to give the employee opportunity to fix the substandard efforts

If the misconduct is more serious, such as financial impropriety, immoral misconduct, blatant disregard of the bylaws, illegal activities, and related, immediate dismissal may be necessary. In such cases, dismissal should be carried out with minimal delay.

A firing event shall always be taken seriously and with great care and concern. There should be a full understanding of the situation by the leadership and the decision should be prayerfully considered.

There should be notification about the event to the congregation as soon as possible after the occurrence.

*Firing events can only happen with a 100% vote from the Board.*

#### **7.05.3 Review and Accountability**

Regular performance reviews of all of the staff is required, the outcomes of which shall be documented in writing.

Performance reviews should be performed at minimum once yearly. Such reviews should be based on the expectations and accountabilities set forth in the job description. Staff members should be held accountable to acceptable performance at a minimum and corrective actions should be put into place for anyone performing below standard.

The review of the Preaching Minister shall be performed by the Board. Review of staff members shall be performed by the Preaching Minister, the outcomes of which shall be shared with the Board.

Reviews shall be done in a three step process, where the employee conducts a self appraisal as well as an appraisal of his/her supervisor(s), and the supervisor conducts an evaluation of the employee. After these written evaluations have been conducted, the employee and supervisor(s) will go over the documents in a face to face meeting. All outcomes from the meeting shall be documented on the forms and saved in the employee file. The review forms are available in **Exhibit F: Performance Evaluation Forms**.

See **Exhibit H: Working Church Calendar**.

#### **7.05.4 Compensation**

Adjustments to compensation levels shall be evaluated annually at a minimum. Any adjustments shall consider the performance of the employee, the prevailing wage levels in the community, any minimum wage law adjustments, and the financial capabilities of the Church. Compensation discussions shall be "decoupled" from performance reviews and occur "off cycle" from such reviews. This separation allows clearer thinking and better analysis with regard to both performance evaluation and compensation adjustments.

Compensation adjustments are required to be documented by using the Compensation Adjustment Form found in **Exhibit G: Compensation Adjustment Form**.

*Compensation adjustments can only happen with 100% vote from the Board.*

### **7.06 Financial and Asset Management Functions**

#### **7.06.1 Fiduciary Responsibility**

The Board of Elders has complete fiduciary responsibility and financial oversight for the Church. As such, they are required to:

- Protect the overall health of the church by continuously analyzing financial condition and trends
- Maintain adequate levels of reserves
- Safeguard investments and assets
- Ensure internal controls are in place to prevent fraud and protect assets
- Take care of the organizational assets in methods that are consistent with Biblical principles.

#### **7.06.2 Budget**

##### **7.06.2a Budget Requirements**

The Board of Elders shall construct a 12 month budget once per year to be approved by May 15th for the following fiscal year. The budget shall recognize all potential sources of income (congregational giving, other donations, rental income, etc) as well as detailed breakouts of all relevant expenses (salary expenses, taxes, benefits, utilities, maintenance, ministries, etc.)

See **Exhibit H: Working Church Calendar**.

**7.06.2b Budget Transparency**

The budget shall be made available for review from the congregation and shall be delivered to any stakeholder who would be accountable to one or more line items on the budget. Example. A deacon in charge of maintenance needs to be aware and held accountable to the Maintenance Expense budget; the Women's Ministry volunteer leader needs to be aware of the portion of Ministry Expense apportioned to the Women's Ministry.

**7.06.2c Budget Meetings**

There shall be quarterly budget review meetings. See **Section 7.03.7b Budgetary Meetings**.

**7.06.2d** *The budget shall be approved with a 100% vote of the Board.*

**7.06.3 Banking and Investments****7.06.3a Accounts**

The Church will have one or more banking and investment accounts. Such accounts will be used to transact business and provide growth for savings of the Church. Any financial transactions and dealings must adhere with the fiduciary responsibilities outlined in **Section 7.06.1 Fiduciary Responsibility**.

**7.06.3b New Accounts**

*Any new and/or change of banking/investment account shall be approved with a 100% vote of the board.*

**7.06.3c Account Signers**

The Board shall, *with 100% vote*, approve the authorized signers on any financial account. At least one board member must be approved to sign. A Board Member and/or a Treasurer are the only people allowed to sign with a single signature. The Preaching Minister, any Staff Members, or others will require a Board Member to sign as well. *Any transaction over \$5,000 requires 100% Board Member vote approval and two Board signatures.*

**7.06.3d Savings Reserves**

The Board shall ensure that the Church has at least 10 weeks of savings reserves in liquid accounts at any given time

**7.06.3e Transaction Limits**

*Any spending transaction over \$5,000 requires 100% Board Member vote approval and two Board signatures. Any transaction over \$20,000 requires both 100% Board Member vote approval and a 75% membership vote approval.*

**7.06.4 Borrowing**

*Any debt instrument, including Accounts Payable, from \$500 to \$1,000 secured on behalf of the Church must be approved by a 100% vote of the Board of Directors. Any debt instrument more than \$1,000 must also be approved by the Membership by a 75% vote.*

**7.06.5 Procurement**

Procurement of supplies and goods necessary for the normal operation of the Church shall be conducted by the Staff and/or Board as required per the signing and borrowing limitations in **Section 7.06.2 and 7.06.3**. Those persons conducting procurement activities shall be aware of the budgetary limits for the spending category that such

activities are affecting and be ready to discuss any variances at future budgetary meetings as required in **Section 7.03.7b Budgetary Meetings**.

#### **7.06.6 Offering**

The collection of offerings from the congregation shall be conducted every Sunday and any appropriate special event. Offerings should be handled by Board approved personnel. Once received, the offering should be secured properly until it can be processed through the counting/deposit process.

##### **7.06.6b Count/Deposit Process**

The count/deposit process shall ensure the following events happen precisely:

1. There is an accurate count of all cash and checks received.
  - a. Such a count must be conducted by an approved counter.
2. All checks are immediately and properly endorsed.
3. A proper deposit slip for the appropriate bank account is filled out completely so that the offering can be delivered efficiently to the bank.
4. The offering and the deposit slip is safely secured in a cash bag, secure envelope, or similar device to be delivered to the bank.
5. Proper documentation is done for all checks so that the dates and amounts can be recorded to the donor's name for tax reporting. This documentation is then recorded into the financial accounting software.
6. The secured cash bag/envelope/device is taken to the bank within 24 hours to be deposited and such deposit is reconciled with the financial software.

**7.06.6c** *Persons allowed to handle and count offerings shall be approved with a 100% vote of the Board*

#### **7.06.7 Mission Support**

##### **7.06.7a Mission Support Target**

The Elders shall strive to commit 10% of the Church's collections toward Mission Support.

**7.06.7b** *Missions to be supported shall be approved with a 100% vote of the Board.*

#### **7.06.8 Record Keeping and Reporting**

##### **7.06.8a Software**

The Board of Elders shall ensure that a viable and modern financial record keeping software relevant to Churches with similar missions be put in place and actively used to accurately and regularly track the financial transactions of the Church.

##### **7.06.8b Financial Statements**

The Board of Elders should ensure that clear and accurate financial statements are produced on a monthly basis. Such reports shall be made available to the congregation in a timely manner.

##### **7.06.8c Giving Statements**

Annual giving statements for every member should be delivered to each member by the first of February.

See **Exhibit H: Working Church Calendar**.

#### **7.06.8d Mission Report**

An annual report of our mission support, if active, shall be given to the congregation, either by the Mission Committee or the Board of Elders.

See **Exhibit H: Working Church Calendar**.

### **7.07 Ministry Functions**

Ministries serve to provide purpose centered focus with congregation led groups seeking to grow spiritually, provide outreach services, enhance internal functions, connect with others in the church, or otherwise enhance the function of the Church.

#### **7.07.1 Selecting Ministries**

It is important that ministries are selected carefully and given appropriate resources to succeed. Any supported ministry within the Church must be approved by the Board with assurances that there is appropriate congregational leadership and interest as well as financial and spiritual support for the ministry to guarantee a decent chance ministry success.

*7.07.1a Ministries shall be approved with a 100% vote of the Board.*

#### **7.07.2 Curriculum**

##### **7.07.2a Sanctity of Curriculum**

It is important to the sanctity of the mission of the Church that the curriculum used by various ministries have clear alignment with the Purpose, Mission, and Statement of Faith of the Church. It is unwise to present “mixed messages” during ministry events by using curriculum that is “at odds” or in conflict with the core precepts of the beliefs of the Church.

*7.07.2b Curriculum used in the Church shall be approved with a 100% vote of the Board.*

### **7.08 Service Functions**

#### **7.08.1 Worship & Music Services**

Worship and Music services occur during nearly every normal Sunday service but can also happen during special events. It is important that the worship elements, the worship team and the music itself be in alignment with biblical principles and our statement of faith. Since this is such a critical part of the overall church service, the messages, images, actions, and related factors need to unquestionably convey the biblical truth and our faith statement.

#### **7.08.3 Devotions**

Devotions are a normal part of the Sunday morning service and delivered prior to Communion and Offering. The intention of such devotions is to help prepare the Congregation to be in the correct mindset for taking communion and giving toward the offering.

Similar to worship & music services, it is very important that the devotions convey the appropriate message that is aligned biblically and with the statement of faith concerning financial offering and weekly communion. It is essential that the people selected for performing devotions be familiar and respectful of the following requirements:

- Male or female
- Must have an understanding of the biblical description and expectations of both communion and financial giving.
- Must understand and agree with our Statement of Faith with regards to weekly and open communion.
- Must recognize the potential impact of communication from the pulpit and commit to a careful choice of words and actions to ensure that any devotion will not convey doubt or disagreement toward our Christian, Biblical beliefs or our Statement of Faith. The pulpit shall not be used as a “weapon” and instead be used to teach and create harmony and unity in the church.
- Must be respectful of the order of service in terms of time. A typical acceptable time for each devotion is three to five minutes.
- Must be well prepared and support their devotion with appropriate commitment and prayer.

**7.08.3a** Congregation members who desire to give devotions shall be approved with a 100% vote of the Board prior to delivering a devotion..

## **7.09 Corporate Functions**

### **7.09.1 Record Keeping**

Per guidelines from the State of Colorado, as a corporation, the following records must be kept.

- The Articles of Incorporation and Bylaws
- Minutes from all director and shareholder meetings over the past three years
- All written communications to shareholders over the past three years
- A record of all actions taken by directors or shareholders without a meeting
- A record of all actions taken by a committee of the board of directors in place of a meeting
- A record of all waivers of notices of meetings of the shareholders, directors or any committee of the board of directors
- A record of the names and addresses of all shareholders, arranged alphabetically and by class of shares
- A list of the names and business addresses of current directors and officers
- A copy of their most recent annual report
- All financial statements for the past three years

### **7.09.2 Bylaws Review**

Once annually in January, the Board of Directors/Elders shall do a thorough review of the Bylaws to ensure compliance as well as determine if any modifications need to be made. If there are amendments that are determined, the process shall be followed as detailed in **Article Nine: Amendments**.

See **Exhibit H: Working Church Calendar**.

### **7.09.3 Reporting**

There shall be a member of the Board of Directors appointed to be the Registered Agent for the corporation and as such, cause certain documents such as the Certificate of Good Standing to be filed in a timely manner.

## ARTICLE EIGHT: Facilities

### 8.01 Purpose of this Article

This Article defines how the management of the Church's facility assets is conducted and managed.

### 8.02 Maintenance

The Board of Elders shall ensure that any/all facilities are properly maintained to ensure safe and appropriate use by the staff and congregation. This may be conducted through the use of congregational volunteers, paid/unpaid staff, contractors, or deacons, based on the nature of the project/maintenance. Such maintenance needs to adhere to budgetary expectations.

### 8.03 Facility Improvements

From time to time, it may be deemed necessary to improve the facilities. This can be a remodel, a new addition, updating, etc. Such projects shall be communicated to the congregation and there shall be adherence to financial requirements in **Section 7**.

*Any facility improvements shall be approved with a 100% vote of the Board.*

### 8.04 Buy/Sell

Any transaction involving the buying or selling of real estate or new improvements on existing real estate must be accomplished with adherence to the financial requirements in **Section 7**.

Additionally, a special committee from the Membership shall be formed to provide feedback from and a voice for the Congregation.

*Any buy/sell transaction shall be approved with a 100% vote of the Board, an 80% vote from the special committee, and an 80% vote from the Membership.*

### 8.05 Facility Usage

#### 8.05.1 Outside Functions

The facility may occasionally be used for outside functions. However, such functions must not interfere with the normal affairs of the Church, nor can they involve activities that are in opposition to our Mission Statement or Statement of Faith, and must be pre-approved by the Board of Elders.

#### 8.05.2 Subletting & Rental

The building shall **not** be sublet or rented to another entity.

*8.05.3 Any facility usage agreements shall be approved with a 100% vote of the Board.*

## ARTICLE NINE: Amendments

### 9.01 Purpose of this Article

This article defines the details and processes of how to make amendments to this set of Bylaws.

### 9.02 Sources of Amendments

Amendments to the Bylaws can be suggested by either the Membership, Deacons, Staff, or the Board. Such suggestions shall be brought to the Board in writing, showing the original wording alongside the new, proposed wording. There shall also be an annual Bylaws review process conducted by the elders. See **Section 7.09.2 Bylaws Review**.



**9.03 Amendment Approval**

*Amendments to the Bylaws shall be approved with a 100% vote of the Board, unless the amendment is affecting the functioning or the governance of the Board itself, in which case there needs to be an 80% vote of approval by the Membership as well.*

**9.04 Amendment Recording**

The amendment shall be recorded in the meeting notes and a new version of the bylaws shall be written and distributed appropriately. Per **Section 2.02.1**, a new version number and effective date shall be applied to the new Bylaws version and the old version shall be recorded and tracked.

**ARTICLE TEN: Conflict Resolution and Discipline****10.01 Conflict**

Conflict within the Church shall be handled in methods that are consistent Biblically, particularly with a mindset of “what would Jesus want us to do?”.

**10.01.1 Conflict Resolution Guide**

This guide is to be consulted whenever conflict is needed to be resolved in the Church.

**1. Self-Reflection & Prayer (Matthew 18)**

Jesus tells us to take time to examine our role in a conflict. If any person in the church has a conflict, he or she should begin in prayer and first ask God for direction. They should ask themselves whether they can let the conflict go. They should put themselves in the other’s shoes and ask themselves what others may say they have contributed to the problem.

**2. One on One Discussions (Matthew 18:15)**

If the matter is not resolved through self-reflection and prayer and there is still a disagreement or conflict, particularly a disagreement between two parties, the second step and the ideal response is for the two parties to meet together, face to face, to discuss the matter and seek common ground. (Matthew 18:15). If any person in the church has a concern or a complaint about a leader of the church, whether the pastor or a lay leader, the concerned person is strongly encouraged to discuss the matter directly with the leader involved (Matthew 18:15). The purpose of this second step is to resolve the conflict, not to get mad or to get even. The situation/conflict should not be viewed as a competition where one has to win and one has to lose. All conflict is not necessarily bad. Conflict that is dealt with, discussed and resolved can be good if it provides an opportunity for unity and growth within the congregation. As a result, each person should work hard to understand the other person’s point of view, to listen to the other person without interrupting, and to try to work together to create solutions.

Gossip is strongly discouraged as dishonoring to our Lord Jesus Christ (James 4:11-12). One on one discussions under this policy should be focused on the issue or problem, not the person(s) involved. Additionally, each person in the meeting should speak for themselves, not an unknown group of people or “many people in the congregation.”

Disagreements and conflicts should be addressed as soon as possible. The longer conflict is unresolved, the harder it is to bridge the differences (Matthew 5:23-24). Resolving conflict is impossible if one is unwilling or unable to forgive. If and when the matter is resolved, the parties agree to put the issue/conflict behind them, and move forward in a positive and constructive manner that allows them to stay healthy, spiritually and emotionally. This means the parties will open their hearts and minds to allow Christ to fortify their spirit, and they will commit to let go of the conflict and to not discuss it further

**3. Objective Assistance/Mediation (Matthew 18:16)**

If the matter is not resolved through one-on-one discussions or if for any reason it is not possible to meet one-on-one, parties with a conflict or disagreement should seek the assistance of a church

leader to help facilitate the resolution process. The mediator should be a person who is accepted by all parties involved and he/she should know something about the Church's procedures and decision-making processes. The person should be one who will not take sides, but will be neutral regarding the issues and conflict.

It is recognized by the parties that a member of the Board may be the best person to serve as a mediator for issues involving the pastor/staff or issues involving the church's vision, ministries or mission; and a deacon may be best with issues involving the property and/or building. Church staff and leaders may also recommend another party as mediator, possibly someone from outside the congregation or someone obtained through conference-related mediation resources (Matthew 18:16).

Depending on the situation, a team of mediators may be required to intervene in a conflict (Matthew 18:16).

If and when the matter is resolved, the parties agree to put the matter behind them and move forward in a positive and constructive manner by committing to let go of the conflict and to not discuss it any further.

#### **4. Additional Conflict Resolution Issues**

Concerns involving sexual misconduct, child abuse, or financial impropriety of the leadership, preaching minister, or any of the church staff and/or lay leadership should be directed immediately to the Board.

Mediators and committees of the Church asked to assist with any conflict resolution shall strive to propose constructive solutions.

For purposes of this policy, "resolution" is defined as mutual agreement or understanding among all the parties in a conflict. When a resolution is achieved, the parties agree to put the matter behind them and move forward in a positive and constructive manner by committing to let go of the conflict and to not discuss it any further.

In all circumstances, the confidentiality of the parties involved in a conflict shall be respected.

There are some conflicts that cannot be resolved to the mutual satisfaction of all of the parties. If all efforts at conflict resolution fail, parties should remember the mission of the Church. They should let go of any anger or disappointment that they have over the unresolved issue, and move forward focused on the common ground that is shared by us all in the teachings of Christ, rather than walking away from the church because of an unresolved conflict. If, however, they believe they are not able to stay at Yuma Christian Church in peace, any party wishing to leave Yuma Christian Church is asked to do so lovingly, without spite or bitterness, on the part of the person leaving or on the parts of those staying at this church, so that we may not bring disgrace on the name of Jesus (1 John 2:10).

## **10.02 Discipline**

It is important to establish and communicate the guidelines for correcting inappropriate member behavior at Yuma Christian Church. This section is the Church's policy for corrective action and restoration of a church member(s) who has behaved inappropriately and the leadership deems it necessary to take action. This section outlines the reasons for, the purpose of, and process for church discipline. It is the responsibility of the Board and staff leaders to ensure the details of this policy are known and followed by all paid/unpaid staff and volunteers. The primary responsibility of this policy rests with the Board.

### **10.02.1 Church Discipline Description**

**10.02.1a** Church Discipline is the process whereby the Board takes action to correct a church member's behavior adversely affecting both him/her and the church as a whole.

**10.02.1b Definition of Discipline**

Discipline: In cases where a member becomes unwilling to place themselves under the authority of the Word of God, that member shall be disciplined by the church elders.

In all cases, the model found in the New Testament shall be followed (Matthew 18:15-18, 1 Corinthians 5:1-13, 2 Corinthians 2:5-8, 2 Thessalonians 3:6-15, James 5:19-20)."

**10.02.3 The Purpose of Church Discipline**

**10.02.3a** The Bible teaches there are four reasons to correct a church member. The first three were implied in what was stated above: (1) to protect the church from division; (2) to protect the church from the spread of false teaching; and (3) to protect the church from the spread of lax moral behavior. The fourth reason for church discipline has to do with the church member directly: (4) to restore the erring church member to a right relationship with God.

**10.02.3b** If a Christian is being divisive, teaching unsound doctrine, and/or is living in persistent unrepentant sin, they are sinning against God. 2 Thessalonians 3:14-15 says, "Take special note of those who do not obey our instruction in this letter. Do not associate with them, in order that they may feel ashamed. Yet do not regard them as enemies, but warn them as fellow believers." Elsewhere Galatians 6:1-2 instructs, "Brothers and sisters, if someone is caught in a sin, you who live by the Spirit should restore that person gently. But watch yourselves, or you also may be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ."

**10.02.3c** It must be noted that while the goal is to restore a Christian's relationship with God, this does not necessarily mean their relationship with Yuma Christian Church must be restored. In rare cases, for various reasons, it would be better for a Christian facing church discipline to have their relationship with God restored but seek to worship and serve in another church fellowship.

**10.02.3 The Process of Church Discipline**

**10.02.3a** The church discipline process at Yuma Christian Church is based on Jesus' teaching in Matthew 18:15-17: "If a brother or sister sins, go and point out the fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector."

**10.02.3b Step One: One on One Confrontation**

This happens when one church member confronts another church member regarding their persistent unrepentant sin, divisive behavior, and/or aberrant doctrinal teaching. If the church member confronted acknowledges and repents of his/her behavior, the goal of the confrontation has been achieved – the erring Christian has changed his/her ways and the matter is considered resolved. .

**10.02.3c Step Two: Multiple Confrontations**

Oftentimes, the behavior goes unchecked even after one Christian is confronted by another. When this happens scripture encourages Christians to escalate the process to involve one or two other Christians. In many cases, when a Christian

in err is confronted multiple times by multiple people they will grasp that what others are perceiving of their behavior is not one isolated perspective. If after multiple confrontations the church member confronted acknowledges and repents of his/her behavior, the goal of the confrontation has been achieved – the erring Christian has changed his/her ways and the matter is considered resolved.

**10.02.3d Step Three: Church Elder Confrontation** (Implementation of Restoration Process)

Unfortunately, sometimes Christians will not change their persistent unrepentant sin, divisive behavior, and/or aberrant doctrinal teaching, even after multiple confrontations. When this occurs, the Board steps in to lead the unrepentant church member through a detailed restoration process. Before the Board meets with the church member in question, a member of the Board will contact and interview those church members who have been involved in confrontations with or otherwise have been impacted by the church member in question. These interviews are documented for the record. At this meeting, the church member is asked to acknowledge and repent of their behavior as well as submit to a detailed restoration process. If the church member in error submits to and completes the restoration process the goal of the confrontation has been achieved. The erring Christian has changed his/her behavior and the matter is considered to be resolved. If a church member refuses to participate in the restoration process, the Board will proceed to step four. A refusal to meet with the Board on the part of the church member in question will be interpreted as a “refusal to participate in the restoration process.”

**10.02.3e Step Four: Removal From Membership and All Church Participation**

When a church member refuses to acknowledge and repent of his/her behavior, and complete the restoration process presented by the Board, their name will be removed from the membership roll of the church and they will be asked to leave the church. Under no circumstances will they be allowed to participate again in any Yuma Christian Church worship service or church-related activity until they have met again with the Board and submitted to the restoration process. If a church member refuses to complete the restoration process, a notification will be placed in the church program stating the church member has been removed from the membership roll of the church and all parties affected by the church member’s behavior will be personally contacted by the Board. If at a future time the church member seeks to come back to the church, even years afterward, the church member must first complete the restoration process before being restored to church membership.

**10.02.4 Restoration Process**

**10.02.4a** While each restoration will vary according to the circumstances, it will include at least the following:

**10.02.4b Initial Meeting**

The Board will meet with the church member in question and present him/her with the details of the case against them. If the church member acknowledges and repents of their behavior they will be asked to sign a document outlining their commitment to the following:

**10.02.5c Repentance to All Parties Affected**

The church member will personally ask for forgiveness from everyone he/she has affected with their behavior. A list will be generated at the initial meeting of such

people to contact. The Board will follow up with the parties the church member agreed to contact to ensure this has happened.

**10.02.4d Probationary Period**

Any probationary period(s), ineligibility, or other limitations of service will be determined at the discretion of the Elders.

## **ARTICLE ELEVEN: Dissolution**

If God should call an end to the work of this Church, any and all possessions and real property must be given to the Center of New Hope based in Yuma, CO. If Center of New Hope is not currently in operation as a 501(c)(3) Church, then the assets will be given to the Solomon Foundation in Denver CO for the expressed purpose of planting churches in Colorado. In the event that Solomon Foundation is no longer serving Colorado, the then-current Board will choose a ministry from our currently supported ministries or from the Christian Church Directory of Ministries. *In the event that there is no active Eldership, the remaining Membership will, with a 66.7% vote, choose a ministry from the same directory.*

## **EXHIBIT A: ELDERSHIP**

### **BOARD OF ELDER POSITION DESCRIPTION**

#### **General Overview**

Titus 1:5 and 1:9, Acts 20:28, I Peter 5:1-4, Acts 20:28-31, James 5:14

- Ultimate responsibility and authority to see that the church remains on a true course biblically, that its members are being appropriately shepherded, that the body is being fed through insightful and accurate biblical teaching and that the life of the church is being well managed with the assistance of other competent and godly leaders.
- Care about the spiritual and physical well being of members, regularly praying for the sick.
- Guard congregation against harmful influences, confronting those who are contradicting biblical truth or continuing in a pattern of sinful behavior.
- Shepherd the body at Yuma Christian Church (YCC) by being an example or role model. Encourage and consult with key staff and members.

#### **Specific Duties**

- Provide Spiritual Oversight
  - Confront false teaching and behavior contradictory to biblical truth.
  - Review and evaluate teaching and curriculums for biblical accuracy and consistency with YCC values (Children's Ministries, Bible Studies, Youth Ministries, etc.).
  - Set and/or review policy (i.e., divorce, alcohol, homosexuality, etc.).
  - Attend/support ministry events.
- Shepherd the Flock
  - Direct people into appropriate process for guidance, assistance, problem resolution.
  - Respond to letters/phone calls from body/staff/public
- Manage the Church of God
  - Encourage staff and volunteers.
  - Conduct staff and support staff interviews.
  - Conduct exit interviews as they happen
  - Conduct scheduled periodic reviews of Preaching Minister.
  - Delegate work to assistants, staff and/or outside experts.
  - Leverage experience by working with outside leadership and churches
- Pray for the Sick
  - Attend monthly elder prayer meetings.
  - Visit the sick at home or in hospital in special circumstances for private counsel.

## Qualifications

### 1 Timothy 3:2-7 and Titus 1:6-9

<p><b>Above reproach</b> Lead by example and demonstrate a lifestyle free from patterns of sin.</p>	<p><b>Husband/Wife of one spouse</b> If married, must be devoted spouses.</p>
<p><b>Temperate</b> Self controlled; enslaved to nothing, free from excesses.</p>	<p><b>Prudent</b> Sober, sensible, wise, balanced in judgment; not given to quick, superficial decisions based on immature thinking.</p>
<p><b>Respectable</b> Demonstrate a well-ordered life and honorable behavior.</p>	<p><b>Able to teach</b> Able to communicate truth and sound doctrine in a non-argumentative way.</p>
<p><b>Not addicted to wine</b> Free from addictions and willing to limit their liberty for the sake of others.</p>	<p><b>Not pugnacious or quick tempered</b> Gentle, patient, and able to exercise self-control in difficult situations.</p>
<p><b>Uncontentious</b> Not given to quarreling or selfish argumentation.</p>	<p><b>Free from the love of money</b> Not stingy, greedy, out for sordid gain, or preoccupied with amassing material things.</p>
<p><b>Manage own household</b> Have a well-ordered household and healthy family life.</p>	<p><b>Not a new convert</b> Not a new believer; has been a Christian long enough to demonstrate reality of their conversion and depth of their spirituality</p>
<p><b>Good reputation with outsiders</b> Well-respected by unbelievers and free from hypocrisy.</p>	<p><b>Not self-willed</b> Not stubborn, prone to force opinions on others or abuse authority; they must be servants.</p>
<p><b>Loving what is good</b> Desire the will of God in every decision.</p>	<p><b>Just</b> Desire to be fair and impartial; their judgements must be based on scriptural principle.</p>
<p><b>Devout</b> Devoted Christ followers seeking to be conformed to His image; committed to prayer, worship, the study of Scripture and the guarding of their own walk.</p>	<p><b>Holding fast to the faithful word</b> Stable in the faith, obedient to the Word of God; continually seeking to be controlled by the Holy Spirit.</p>

### Spiritual Gifts Needed:

- Discernment
- Leadership
- Encouragement
- Wisdom
- Mercy

### Recommended Characteristics/Skills:

- Confidentiality
- Spiritual maturity
- Able to exhort in sound doctrine
- Excellent interpersonal skills
- Excellent communication skills
- Team player

## PROSPECTIVE NEW ELDER WORKSHEET

The Elders of the Yuma Christian Church are seeking God's leader in the Church. The Shepherds have seen leadership qualities in your life. With the study of scripture and prayer we hope to discern His will for you and for the Yuma Church.

### Biblical Leadership

**Acts 14:23** *"Paul and Barnabas **appointed** elders for them in each church and, with **prayer and fasting**, committed them to the Lord..."*

**Titus 1:5** *"The reason I left you in Crete was that you might straighten out what was left unfinished and **appoint** elders in every town..."*

**Definition:** cheirotoneō **appointed**

- 1) to vote by stretching out the hand
- 2) to create or appoint by vote: one to have charge of some office or duty
- 3) to elect, create, appoint

Paul and Barnabas did the appointing, but the word implies that there was a congregational discernment. YCC desires to faithfully understand and use biblical process to know His will.

**Acts 20:28** *"Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church..."*

**I Peter 5:1-4** *"To the elders among you, I appeal as a fellow elder, a witness of Christ's sufferings and one who also will share in the glory to be revealed: Be shepherds of God's flock that is under your care, serving as overseers--not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock. And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away."*

**1 Elders** – maturity    **2 Shepherds** – nurturing    **3 Overseers** – watch over Three names one calling.

**Mark 10:42** *"Jesus called them together and said, "You know that those who are regarded as rulers of the Gentiles lord it over them, and their high officials exercise authority over them."*

**1Co 11:1** *"Follow my example, as I follow the example of Christ."*

**I Timothy 3:2-7 Titus 1:6-9 NIV Definition from Strauch "Biblical Eldership" (Quotes from The Message)**

**RATING** (Rate yourself and the current Elders will rate you as well)

**Above reproach** – free from offensive character or conduct. "well thought of"

1-2-3-4-5-6-7-8-9-10



**Husband of one wife** – a one-woman kind of man. “committed to his wife”

1-2-3-4-5-6-7-8-9-10

**Temperate** – balanced judgment, free from rash behavior. “cool”

1-2-3-4-5-6-7-8-9-10

**Self-controlled** – prudent or commonsense. “collected”

1-2-3-4-5-6-7-8-9-10

**Respectable** – known to be self-controlled in public. “accessible”

1-2-3-4-5-6-7-8-9-10

**Hospitable** – Christ like demonstration of love. “hospitable”

1-2-3-4-5-6-7-8-9-10

**Able to teach** – a grasp of God, His revealed will and willing to share it. “knows what he is talking about”

1-2-3-4-5-6-7-8-9-10

**Not given to drunkenness** – not controlled or even influenced by the use. “not be over fond of wine”

1-2-3-4-5-6-7-8-9-10

**Not violent but gentle** – bad tempered, irritable but equitable and gracious. “not pushy but gentle”

1-2-3-4-5-6-7-8-9-10

**Not quarrelsome** – a peace maker. “not thin skinned”

1-2-3-4-5-6-7-8-9-10

**Not lover of money** – controlled by love of money instead of people, materialistic. “not money hungry”

1-2-3-4-5-6-7-8-9-10

**Manage family well** – lead and care for. “handle his own affairs well”

1-2-3-4-5-6-7-8-9-10

**Children obey and respect** – not a requirement to have, sign of skills. “attentive to ... respect of children”

1-2-3-4-5-6-7-8-9-10

**Not a recent convert** – not a specified time, but time to show skills. “He must not be a new believer”

1-2-3-4-5-6-7-8-9-10

**Good reputation outside** – is the life outside the church the.

1-2-3-4-5-6-7-8-9-10

**Is it something I am passionate about doing?** 1Ti 3:1 This is a trustworthy saying: “If someone aspires to be a church leader, he desires an honorable position.” **Yes** \_\_\_ **No** \_\_\_

## EVALUATION OF ROLES AND DUTIES AS A CHURCH LEADER

### Have I been faithful in my God-given duties?

Rate (1-5)

#### As an example to the flock of God (Ti. 2:7,8; Heb. 13:7; 1 Pet. 5:3)

##### As an example in life (1 Tim. 4:6)

Keeping myself/ourselves right with God by:

guarding myself/ourselves (Acts 20:28), and walking in the Spirit (Gal.5:16)

growing in grace and knowledge of Christ (2 Pet. 3:18)

prayer and study (Acts 6:4; 1 Tim. 4:13-16; 2 Tim. 2:15)

proper delegation of certain tasks to deacons (Acts 6) or others

separating from selfish interests (Acts 20:33-35; Rom. 13:8)

##### As an example, holding steady in wise and biblical balance, by

keeping my/our homes in order (1 Tim. 3:4-5)

being good stewards (1 Cor. 4:1-2; 9:17; Col. 1:24-25)

the study-application of God's Word (2 Tim. 2:15)

being a living sacrifice unto the Lord

(Phil. 2:17; 2 Tim. 4:6; Acts 20:24; 31:13; Phil. 3:7-8)

##### As an example to the flock in doctrine (1 Tim. 4:16)

#### Have I been faithful in my duty as a sound teacher of God's Word?

(Mk. 6:34b; 1 Cor. 12:28,31; Col. 1:28; 1 Tim. 3:2; 5:17; Ti. 1:9; Jas. 3:1; Rev. 7:17)

In public teaching?

In private teaching and instruction?

#### Have I been faithful as an undershepherd of God's flock (Acts 20:28; 1 Pet. 5:12)?

By comforting them, nourishing them with compassion (Matt. 9:36; Mk. 6:34; Jas.5:14):

Through times of hospitality

Through pastoral visits

Through godly counsel or advice

By protecting them (Jn. 10:11,15; Acts 20:28-30; Ti. 1:9; Eph. 4:14; Heb. 13:17):

From outer enemies (2 Cor. 11:12-15)

From inner enemies (2 Tim. 2:16-18; Jude 12-13)

#### Have I been faithful as a godly ruler (Heb. 13:7,17; 1 Thess. 5:12-13; 1 Tim. 5:17):

Through the proper interpretation and application of Scripture to life within the church?

By making provisions for the good order and well-being of the church?

By justly exercising the keys of the kingdom through discipline (Matt. 18:15-18)?

## EXHIBIT B: DEACONS / SERVANT LEADERS

### JOB DESCRIPTION

**Job Title:** Deacon / Servant Leader

**Reports To:** Elders

#### **Qualifications:**

The office of Deacon/Servant Leader is one of ministry and service to Jesus Christ through His church. This is not an office or position given to someone to honor them. To be eligible for this respected position, a deacon/servant leader must have been a member of this church at least one year and must seek to consistently meet the following qualifications:

1. They are full of the Holy Spirit (Acts 6:3,5) - Such people are spiritually minded and submissive to God's leadership.
2. They are full of wisdom (Acts 6:3) - Such people have spiritual knowledge and understanding that provide sound direction for the ministry of the church.
3. They are also full of faith (Acts 6:5) - Spiritual people walk by faith and not by sight because they know and trust the God of the Word and believe in the Word of God.
4. They have a good reputation (Acts 6:3) - Such a person demonstrates integrity and honesty to others. They have a believable Christian life.
5. This person should be grave or dignified and worthy of respect (1 Tim. 3:8) - Such a person faces life seriously and there is a certain stateliness about them that commands respect.
6. They are someone who is not double-tongued, but is sincere in their speech (1 Tim. 3:8) - Such a person should speak with verbal honesty and integrity, not saying one thing to one person and something else to another.
7. This person should be free from addictions to alcohol and drugs. (1 Tim. 3:8) He realizes the importance of his Christian influence and is willing to limit his liberty for the sake of others.
8. They are not a greedy person (1 Tim. 3:8) - Such a person is free from the love of money and other earthly possessions.
9. This person has a deep Biblical commitment (1 Tim. 3:9) - This person holds to the truths of the Christian faith with a clear conscience. They are not easily swayed from the truth because they strive to live what they know.
10. They must first be tested and proven (1 Tim. 3:10) - This person must have proven over time that they are faithful and that their walk is credible.
11. They must also be beyond reproach and blameless (1 Tim. 3:10) - Such a person must display a lifestyle free from continual patterns of Scriptural disobedience. There should be nothing in their life for which they could be accused and thus disqualified.
12. This person's spouse should be worthy of respect, temperate and faithful in everything. (1Tim3:10) - The spouse should be devoted to God and yielded to the Holy Spirit.
13. They should be faithful to their marriage. (1 Tim. 3:12) - They should be devoted and faithful to their spouse.
14. They must manage their children and their household well (1 Tim. 3:12) - Such a person should demonstrate leadership in their home life. They should have a well-ordered family life, and well-behaved children (still under their authority).
15. They must recognize God-given spiritual leadership that is incumbent upon the office of a pastor and seek to submit to his leadership (Heb. 13:7, 17).
16. They shall practice "storehouse tithing" of their family income (Mal. 3:10).

17. They should do all they can to create and preserve unity and harmony in the church (Eph. 4:1-3).

**Key Responsibilities and Duties:**

1. Participate regularly in a church group, either as a worker or a member.
2. Perform the duties required as set forth by the Elders, such as overseeing building maintenance, growing certain ministries, etc.
3. Actively attend worship and serve in some ministry in the life of the church.
4. Be supportive of the overall ministry of the church.
5. Participate in all scheduled Deacon Body activities, unless providentially hindered.
6. Be available to minister when called upon by the Elders or the Preacher.
7. Practice personal evangelism of the lost as opportunities arise.
8. Attend beneficial training sessions as available, unless providentially hindered.
9. Pray for and be supported by the Preaching Minister, Elders, Staff, and Deacon Body Leadership.

I have read and understand the duties of a Deacon as outlined above, and, if affirmed by the church will perform them to the best of my abilities.

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**Deacon / Servant Leader**

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**Date**

## **EXHIBIT C: PREACHING MINISTER**

### **Preaching Minister Job Description**

The Preaching Minister understands that this Job Description is under the oversight of the Board of Elders of Yuma Christian Church. The way this scope of work is accomplished should be communicated and agreeable with the Board of Elders. The Preaching Minister understands that ministry demands a lot of time and his congregation needs to know when he is available to minister to the various needs of the congregation. This schedule must be communicated to the Board of Elders.

**Vision:** Loving people into an extraordinary relationship with Jesus

**Mission:** Connecting people to Christ, Equipping people to follow Christ, and Inspiring disciples to impact their world for Christ.

### **Requisite Skills**

- a strong biblical knowledge and a Theology that lines up with Yuma Christian Church
- statement of faith
- strong communication skills
- organization skills
- a heart to serve people of all ages
- effective, engaging public speaking skills
- proficiency in relevant technology and social media platforms
- demonstrate qualities of a servant leader (1 Tim. 3 and Titus 1)
- ability to set good boundaries with the congregation
- ability to seek out skill sets in others and delegate to those skills.

**Education Level:** a completed or in-progress degree in Ministry

### **Responsibilities**

- The Preaching Minister's first ministry is to his wife and children.
- Coordinate with the worship minister and team for worship service
- Demonstrate strong work ethic and be accessible to the people that he serves.
- Work concurrently with the elder's board to define a strategic plan signed by both the elders and the Preaching Minister and lead the strategic planning process after year 1
- Participate in the development of ministry teams' budgets and submit budgets to Elders' board for annual budget approval
- Attend all leadership meetings (and arrange for necessary absences)
- Ensure that ministries are aligned with the strategic plan, biblical principles and YCC Statement of faith
- Provide pastoral counseling as needed

### **Compensation Package**

- Compensation will be negotiated based on experience and qualification.
- Two weeks of vacation and one week to attend professional development conferences are included in compensation package

### **Continued Education**

Preaching Minister will have a continuing growth plan that is designed to improve ministry skills and the ability to lead and disciple people to Jesus. It will be signed by Preaching Minister and

the Elders. It will be updated yearly at the same time as the Strategic Plan. The Preaching Minister will also help organize a growth plan for the individual elders that will also be signed by the Preaching Minister and the elders.

**The Strategic Plan** (This Section will be updated at the end of the year, for the next year.)

1. Establish youth ministry programs directed at Grades 6-12.
2. Develop a discipleship program to guide new Christians and further educate the Yuma Christian Church congregation.
3. Plan and implement small groups  
Our members need a safe space to develop safe relationships to do life, and the church needs a less formal place to invite people to church to begin their relationship with God.
4. Establish organized structure and support to manage growth  
What does this look like exactly? Maybe Ministry leaders (deacons) that look at the needs of the congregation as well as ministry directed at church and the community.
5. When needed, organize and provide a second service.  
We know we are limited for worship space.

## **EXHIBIT D: USAGE AGREEMENTS**

### **Usage Agreement**

5/16/2018

### **Joint Facility Usage Agreement**

Yuma Christian Church (YCC) and Center of New Hope (CNE)

Facility: 611 N Albany, Yuma, CO 80759

This agreement will be in effect for as long as YCC and CNE are doing the work of Jesus Christ in the Community of Yuma and if we have a common statement of faith.

A joint Usage Committee will be formed by equal representation of staff to work out scheduling of usage of both facilities. Usage will be determined by first come, first serve basis and giving priority of Sunday morning times to YCC and afternoon/evening times to CNE.

Church Building Facility Cost will be shared equally by both congregations.

Upgrades to the original facility will be the responsibility of YCC. Any changes of facilities must be discussed with both organizations to assure optimal functionality for both organizations.

This agreement is to protect both churches from being without space to do ministry. If either party determines that a different location would benefit the work for Jesus, they should give a 90 day notice to the leadership.

## **EXHIBIT E: WORSHIP MINISTER**

### **Worship Leader Job Description**

Author: Ross Bledsoe

Date: 3/20/2023

The worship leader must possess the qualifications of a Deacon and Elder

The worship leader will serve as a shepherd to the members of the worship team

The worship leader will be responsible for setting up and running worship practices

The worship leader will be responsible looking to grow the worship team and identifying potential in others

The worship leader will be responsible for selecting songs for the weekly worship service

The worship leader will be in communication with the preaching minister to attempt to coordinate the worship set with the sermon

The worship leader will need to be continually looking to grow the worship set so that new songs are introduced regularly

The worship leader will be responsible for team building for the members and potential members of the worship team

The worship leader will ensure that prayer is a part of every practice

The worship leader will be available to the congregation and will listen to suggestions and criticisms with grace

The worship leader will create a culture of fellowship with their team members

The worship leader needs to understand the congregation and realize that the job calls for the worship leader to lead the congregation into worship

The worship leader will understand that worship is not a performance and will make sure that the songs and style are done in a fashion that the congregation feels empowered to participate

The worship leader understands that the people on the stage are Church leaders and will ensure that the people they choose to be a part of the worship team are qualified to be Church leaders

The worship leader will make the decisions about who is on the worship team and will schedule team members for each week

The worship leader will continually evaluate the people on the worship team and will pastor and mentor the members of the worship team through love and grace, however they must be willing to make a change if the people on the stage are not fit to be Church leaders



## EXHIBIT F: PERFORMANCE EVALUATION FORMS

### Performance Self Appraisal for Administrative Staff

(Part 1: completed by the Employee)

Employee name:

Position:

Evaluation date:

Supervisor:

Critical Attributes	Strengths	Areas to Strengthen
<b>Teamwork / Relationships</b> – Works well on a team. – Helpful to coworkers. – Works effectively with others. – Accepts constructive criticism.		
<b>Attitude toward Work</b> – Cares about the work being done. – Positive about the work and fellow employees. – Ability to acknowledge problems without being pessimistic. – Supports supervisor and coworkers.		
<b>Independence / Initiative</b> – Correctly sets priorities. – Sees what needs to be done and takes action. – Completes tasks timely with little follow up. – Recognizes problems and deals with them.		
<b>Innovation</b> – Finds new and unique solutions to problems. – Contributes to group processes to set plans and resolve problems		
<b>Dependability</b> – Responsible. – Timely completion of projects. – Consistently performs well.		
<b>Communication</b> – Speaks and writes clearly. – Listens to others. – Shows sensitivity and caring.		
<b>Utilization of Time</b> – Time spent on the job commensurate with value added. – Uses time efficiently to accomplish duties. – Seeks to help others. – Arrives at appointments and meetings on time. – Accomplishes tasks in reasonable time.		
<b>Accomplishments</b> – Completion of assignments in a timely manner. – Quality of work. – Technical skills.		
<b>Spiritual Leadership / Example</b> – Seeks to model Christian life. – Ethical / honest.		

**Appraisal of Supervisor Relationship for Administrative Staff** (Part 2: completed by employee)

Name and position title:

Date:

Please describe your relationship with your supervisor:

Rate the following from 1 to 5. Feel free to add comments. (1= strongly disagree - 5=strongly agree)

\_\_\_\_\_ My supervisor(s) helps me set priorities for my responsibilities.

\_\_\_\_\_ My supervisor(s) listens to and responds to my concerns.

\_\_\_\_\_ My supervisor(s) empowers me to continuously improve work processes.

\_\_\_\_\_ My supervisor(s) creates a climate where I can be completely open in discussing my mistakes and areas that need improvement.

\_\_\_\_\_ My supervisor(s) often asks what he/she might do differently to more effectively manage me.

**Supervisor:**

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

**Employee:**

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

## Administrative Staff Performance Evaluation (completed by the supervisor)

Name of staff person :  
Supervisor:

Position:  
Evaluation date:

Write notes in the margins for added specificity and clarity.

**1. EFFECTIVENESS IN DEALING WITH PEOPLE:** Extent to which employee cooperates with and effectively influences those with whom s/he comes in contact. (This item includes showing respect and communicating effectively with the congregation, staff, and others.)

*a. Regarding Internal Relations*

- Extraordinary relational skills.
- Above average relational skills.
- Maintains effective working relations with others.
- Somewhat less effective than required by job.
- Relations too ineffective to remain in job without improvement.

*b. Regarding External Relations*

- Extraordinary relational skills.
- Above average relational skills.
- Maintains effective working relations with others.
- Somewhat less effective than required by job.
- Relations too ineffective to remain in job without improvement.

**2. JOB KNOWLEDGE:** Extent of job information and understanding possessed by employee. (This item includes acquiring necessary new information.)

- Extraordinarily well informed.
- Well informed on all phases of work.
- Knowledge fully satisfies job requirements.
- Lacks some required knowledge.
- Knowledge inadequate to remain in job without improvement.

**3. ACCURACY:** Correctness in performance of work duties and responsibilities.

- Nearly always accurate. Requires minimal supervision.
- Highly accurate most of the time. Requires little supervision.
- Usually accurate; makes an average number of errors. Requires average supervision.
- Makes more than the acceptable number of errors. Requires extra supervision.
- Careless; makes frequent errors. Requires close supervision.

**4. EFFECTIVENESS** in carrying out goals and attaining objectives.

- Superior effectiveness; highly meritorious performance.
- Above average effectiveness.
- Satisfactory effectiveness.
- Just getting by; needs improvement.
- Clearly ineffective; corrective action needed.

**5. EFFICIENCY** in completing a normal amount of work in a timely manner.

- Highly industrious; superior work output.
- Industrious; exceeds the norm.
- Amount and timeliness of work is satisfactory.
- Barely completing enough work to get by; needs improvement.
- Not meeting minimum requirements; corrective action needed.

**6. JUDGMENT/DISCRETION:** Extent to which decisions and actions are appropriate and based on sound reasoning.

- Superior judgment at all times.
- Excellent judgment in determining the proper course of action.
- Exercises good judgment.
- Judgment not entirely adequate to meet the demands of the job.
- Judgment too poor to remain in job without improvement.

**7. INITIATIVE:** Extent to which employee is a self-starter in attaining job objectives.

- Extraordinary initiative.
- Shows above average initiative.
- Displays satisfactory initiative.
- Lacks initiative in some respects.
- Lacks sufficient initiative to remain in job without improvement.

**8. JOB ATTITUDE:** Amount of interest, enthusiasm, and positive intent shown on the job.

- Exceptionally positive attitude at all times.
- Very positive, interested, and enthusiastic.
- Good attitude.
- Attitude poor in some respects.
- Attitude too poor to remain in job without improvement.

**9. ADAPTABILITY:** Extent to which employee adapts to changes in work situation.

- Highly adaptable in all situations.
- Quickly adapts to changes.
- Adapts to changes with little difficulty.
- Resists changes in work situation.
- Does not adapt enough to remain in job without improvement.

**10. SELF-PRESENTATION:** General physical and verbal appearance.

- Exceedingly favorable presentation.
- Favorable presentation.
- Satisfactory presentation.
- Presentation of self needs some improvements.
- Presentation too unfavorable to remain in job without improvement.

**11. DEPENDABILITY:** Extent to which the employee can be counted upon to carry out instructions, be on the job, and fulfill responsibilities.

- Extraordinary dependability in all respects.
- Above average dependability.
- Fully satisfies dependability of the job.
- Dependability is not fully satisfactory.
- Too unreliable to remain in job without improvement.

**12. ATTENDANCE:**

- Excellent attendance.
- Seldom absent.
- Occasionally absent.
- Often absent; poses a problem.
- Excessive absenteeism; cannot be depended upon.

**OVERALL APPRAISAL OF EMPLOYEE PERFORMANCE.**

(Average of 12 preceding ratings).

- Topnotch performance. Superior contribution to the association.
- Consistently above average performance. Excellent work.
- Fully competent in present job. Good performance.
- Does not fully meet requirements of the job.
- Inadequate to remain in present job without improvement.

**GENERAL COMMENTS:**

**STRENGTHS TO BUILD ON:**

**AREAS TO WORK ON:**

# EXHIBIT G: COMPENSATION ADJUSTMENT FORM

## Compensation Adjustment Form

Employee name: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_

Effective Date of Compensation Adjustment: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Adjustment Rationale

- Promotion Increase
- Merit Increase
- Cost of Living Increase
- Other

### Compensation Adjustment Justification

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Compensation Adjustment

- Increase     Decrease

Employee's current salary/hourly wage: \$ \_\_\_\_\_

Amount of proposed increase/decrease \$ \_\_\_\_\_ which is \_\_\_\_% of base pay

Employee's NEW annual salary/hourly wage \$ \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

### APPROVALS

Board of Elders Representative Name: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

## EXHIBIT H: WORKING CHURCH CALENDAR

### ANNUAL

<b>MONTH</b> (Fiscal Year: June to May)	<b>SCHEDULED ACTIVITIES</b>
<b>JUNE</b>	WEEK ONE: ANNUAL CORPORATE MEETING - Elect corporate officers WEEK ONE: ANNUAL ELDER'S MEETING - Elect Chairman and Sect/Treasurer WEEK TWO: ANNUAL "STATE OF THE CHURCH" MEETING INCLUDING SUPPORTED MISSIONS
<b>JULY</b>	
<b>AUGUST</b>	
<b>SEPTEMBER</b>	WEEK ONE: QUARTERLY FINANCIAL REVIEW
<b>OCTOBER</b>	
<b>NOVEMBER</b>	WEEK TWO: MID YEAR STAFF REVIEW(S)
<b>DECEMBER</b>	WEEK ONE: QUARTERLY FINANCIAL REVIEW
<b>JANUARY</b>	WEEK ONE: BYLAWS REVIEW MEETING WEEK FOUR: GIVING REPORTS FOR CONGREGATIONAL MEMBERS SENT OUT
<b>FEBRUARY</b>	
<b>MARCH</b>	WEEK ONE: QUARTERLY FINANCIAL REVIEW
<b>APRIL</b>	WEEK FOUR: BUDGET ESTIMATES AND REQUESTS DUE FROM STAFF & MINISTRY LEADERS
<b>MAY</b>	WEEK ONE: YEAR END STAFF REVIEWS & COMPENSATION ADJUSTMENTS WEEK TWO: FINALIZE BUDGET

### WEEKLY

Eldership Leader Meetings every Wednesday