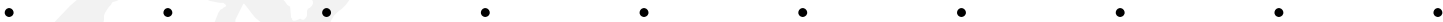


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Riverbend Church

**Policies and Organizational
Manual with By-Laws**



A Texas Non-Profit Corporation
Revised & Approved November 15, 2009

Membership

We believe that church membership involves sacred responsibilities and duties and should be entered into by those who have responded in personal faith to the Good News of God's grace in Jesus Christ and who have expressed that faith in baptism. If a member does not participate in the covenant in any way for a period of one year, unless providentially hindered, that person shall be removed from the membership roles. At such time as that person chooses to enter into the covenant again, membership will be renewed.

Ordinances

We observe the ordinances of the church as found in the New Testament: Baptism and the Lord's Supper. Riverbend Church shall practice baptism by immersion or in other ways, when special circumstances warrant, and open communion.

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I. Governmental Policy

Riverbend Church follows a policy of congregational self-government. This policy is inherent in our belief that each individual has equal rights and is of equal worth in the sight of God. Every member has the responsibility to seek to discover God's will in all matters and the right to express his conclusions so long as he observes the simple rules of Christian decorum and courtesy. Members are expected to cooperate with each other for the church's general good and to fully respect the opinion of the majority.

II. Congregational Business Meetings

- A. A regular business **meeting** of the congregation shall be held in **February** to approve the year's operational budget and officers with a majority vote (the annual church business meeting).
- B. A special business meeting of the congregation shall be held to approve any written contractual obligation in which the total obligation under the contract exceeds \$1,000,000. If the obligation is for facilities construction then a budget for such construction shall be presented at the meeting. A majority vote of approval shall be obtained prior to the Church entering into these obligations.
- C. Special business meetings of the congregation shall be called at any time by the Senior Pastor, Moderator, or Chairperson of the Coordinating Committee for consideration of specific items of concern to the congregation. Only the items cited in the call for a special business meeting will be considered at such meetings. Such special meetings will be announced at the morning worship services on the Sunday preceding the special meeting date. Such announcement shall include the time and place of the meeting, the topic for consideration, and any other pertinent facts relating to the meeting.
- D. Members present shall constitute a quorum at any congregational business meeting.
- E. The most recent version of Robert's Rules of Order shall be the parliamentary authority.

III. Fiscal Year

The fiscal year shall be January 1 through December 31.

IV. Church Staff, Officers and Committees

The purpose of this section is to define the church staff, the officers, and committees of the church; explain their duties and responsibilities; and acknowledge that the authority necessary to carry out these responsibilities is hereby granted.

A. *Church Ministerial Staff*

The church ministerial staff shall consist of those persons engaged by the church, on a remunerative basis as minister. They are distinct from employees of the church hired for clerical, secretarial, and property maintenance duties. Members of the church ministerial staff shall be engaged for an indefinite period and shall be subject to the personnel policies as established by the church. When a vacancy occurs in a ministerial staff position, other than the Senior Pastor, the Senior Pastor should recommend to the Personnel Committee the person to fill the position.

1. Senior Pastor

- a. The duties of the Senior Pastor are to lead the congregation in its ministries.
- b. The Senior Pastor shall be ex-officio member of all committees of the church.
- c. The relationship between the Senior Pastor and church may be dissolved at the option of either, by giving 30 days notice or otherwise, by mutual consent. It shall be the responsibility of the Church Council to request that a meeting of the church be called to consider dissolution of the church/Senior Pastor relationship when requested by the Senior Pastor or when the Church Council deems such action in the best interest of the church.
- d. The Senior Pastor may delegate whatever duties he feels necessary to the Executive Pastor.

B. Other Staff Positions

The Senior Pastor, after consultation with the Personnel Committee, shall define the duties and responsibilities of each person proposed to be added to the church staff and shall designate their titles.

C. Officers

Officers shall be nominated by the Church Nominating Committee to serve for a term of one year, commencing in **March** of each year, and shall be elected by majority vote at the business meeting in **February**. All persons nominated for offices shall be informed of their duties and shall consent to serve prior to their names being placed in nomination.

1. Secretary and Assistant Secretary

The secretary shall keep an accurate record of all proceedings, responsible for keeping corporate minute book, maintaining meeting minutes, issue letters of transfer when granted, and perform any other duties usually assigned to a church secretary. In the absence of the secretary, the assistant shall perform the duties of the secretary.

2. Moderator and Assistant Moderator

- a. The moderator shall preside at all regular and special business meetings of the church, except when his capabilities to preside impartially are in question. In the event of absence or disqualification, the assistant moderator shall preside, and in his or her absence or disqualification, the Senior Pastor or Executive Pastor shall preside.
- b. The most recent version of *Robert's Rules of Order* shall be observed in the transaction of business of the church. The moderator and assistant moderator shall acquaint themselves with *Robert's Rules of Order* before presiding at a church business meeting. The moderator may appoint a parliamentarian.

3. Trustees

The trustees, consisting of five persons, shall be the legal representatives of the church in matters concerning the church property and funds, subject to the direction of the church. The chairman of the trustees shall be nominated by the Nominating Committee with the other four members being the Senior Pastor, Executive Pastor, the chairman of the Coordinating Committee, and the moderator.

D. Standing Committees

Members of all committees are elected for one year terms, with a limit of three years continuous service on the same committee by any individual member, unless other provisions are made herein. The Nominating Committee is encouraged to provide for continuity by ensuring that some experienced committee members continue to serve. Unless otherwise provided for herein, the members of all committees are nominated by the Nominating Committee and recommended to the Church Council. Once they are approved by the Church Council the entire slate is presented to the church for approval or rejection at the **February** business meeting. Once approved by the church, the new committee members take office **on March 1**. Each committee is expected to:

- ** *Obtain an adequate and working knowledge of proper procedures, practices, and understanding in its field of service.*
- ** *Exercise prompt and faithful discharge of its duties.*
- ** *Observe regular meetings for appropriate business.*
- ** *Present budget requirements to the Coordinating Committee, and use each such allotment according to established procedures.*
- ** *Keep the church membership informed of its business by submitting pertinent data for publication in the church newsletter.*
- ** *Make quarterly reports to the church and submit a written report at the annual business meeting summarizing the previous year's activities. The annual report may include recommendations for changes in the committee's duties.*

1. Church Council

The Church Council shall be composed of the Senior Pastor, the Executive Pastor, the Chairman of the Board of Trustees, moderator of the church, the chairpersons of the Coordinating, Personnel, Mission and Stewardship Committees of the church, (a quorum is five). When new committee chairpersons are elected, they become eligible to serve for **five** years as their committee's chairperson and on the Council, subject to the election procedures herein. *The Chairman of the Board of Trustees and the Moderator of the church are also eligible to serve for five years.* The Senior Pastor shall be the chairperson of the council, or he may delegate such duty to the Executive Pastor or, in the absence of the Senior Pastor or Executive Pastor, the moderator may serve in this capacity. The council shall meet no less frequently than quarterly and/or upon the call of the chairperson in order to carry out its role of providing coordination and leadership of the total church program. The Church Council shall propose the members of the Nominating Committee and shall present the names of the committee members to the church for affirmation at the **February** business meeting. The council shall perform the duties as provided for herein. No member of the Nominating Committee may serve on the Church Council.

2. Coordinating Committee

The Coordinating Committee shall be composed of seven members (a quorum is four). Their principal function is to conduct the secular affairs of the church. Major areas of responsibility delegated to this committee shall include:

- a. Oversee the management of all physical properties owned or used by the church, including capital purchases.
- b. Oversee the financial management of the church funds including monthly financial reports.
- c. Budget planning. The Committee shall work closely with the church staff in the preparation of the proposed annual Church Budget.
- d. The Coordinating Committee shall present the proposed budget from staff to the Church Council and after the budget is approved, to the church for affirmation.
- e. Oversee use of buildings by organizations and groups outside the congregation.

- f. Oversee provision for an adequate property, casualty, and liability insurance program.

3. *Mission Committee*

The Mission Committee shall consist of seven members (a quorum is four), with duties to;

- a. Oversee the implementation of the Church Mission in all aspects of the church.
- b. Propose local community services to be sponsored by the church.
- c. Coordinate the community services of church organizations.
- d. Involve the membership in community services.
- e. Communicate and work with denominational and interdenominational bodies concerning community services and programs.

4. *Nominating Committee*

The Nominating Committee, shall consist of six members, shall be elected by the church from recommendations of the Church Council (a quorum is four). No member of the Church Council may serve on the Nominating Committee. The Nominating Committee shall nominate officers, and committee members for approval and shall present the nominees for approval as stated above. When a vacancy occurs, the Nominating Committee shall present to the Church Council its nomination of a replacement for approval.

5. *Personnel Committee*

The Personnel Committee shall be composed of seven members (a quorum is four). Their principal function shall be to assist the Senior Pastor and the church in matters related to personnel. Their duties shall include;

- a. Develop and recommend to the Coordinating Committee proposals concerning salaries, benefits, policies, and procedures for the church staff and employees.
- b. Hear grievances regarding church personnel.
- c. Recommend appropriate action by the church regarding termination of church ministerial staff.

6. *Stewardship Committee*

The Stewardship Committee shall be composed of seven members (a quorum if four) and shall be responsible for leading a continuous program of growth in Christian stewardship with the objective of involving the membership in personal commitments of time, talent, and treasure. This committee shall work with all appropriate church committees, staff, members, teachers and organizations to incorporate the teaching, understanding, and practice of Christian stewardship.

7. *Senior Pastor Search Committee*

The members of the Senior Pastor Search Committee shall be the members of the Church council with the exception of the Senior Pastor. A budget account shall be established by the Coordinating Committee to defray expenses associated with the work of the committee.

Responsibilities of the Senior Pastor Search committee are as follows:

- a. The committee shall choose its own chairperson
- b. The committee shall present the minister who, in its own judgment will provide the most effective Senior Pastor leadership for the church. Only one person shall be presented to the church for consideration at a time.
- c. The minister selected, with his agreement, shall be presented to the church for consideration
- d. The committee shall call a special business meeting of the church, date and time to be announced in writing to the membership at least seven (7) days in

advance, for the sole purpose of acting on the committee recommendation to the church regarding the call of a Senior Pastor.

- e. Voting shall be by secret ballot with the affirmation vote of two-thirds of those members present and voting constituting approval of the committee recommendation.
- f. Upon approval by the church, the committee shall formally extend an invitation to the minister to accept the position as Senior Pastor of the church.
- g. Upon acceptance, the committee shall make arrangements as necessary for the relocation of the minister and family, the orderly assumption by the minister of the office of Senior Pastor, and the reception and installation of the Senior Pastor by the church.

E. Ad Hoc Committees

Ad Hoc Committees may be appointed by the Church Council when deemed necessary to promote the ministries of the church.

V. Amendments

This Manual may be amended at any regular or special business meeting, by a majority vote of those present, providing written notice of the proposed change/changes shall have been made available to the membership two weeks before the meeting and the meeting shall have been announced two Sundays prior to the meeting.