

# **Articles of Congregational Administration**

## **Article I Elder and Deacon Selection**

- 1) Elder and Deacon selection shall take place at an interval of every two years, during which time:
  - a) Elders and Deacons shall openly submit nominees for consideration.
  - b) Nominees shall be notified and given the opportunity to accept or decline the nomination.
  - c) Elders and Deacons shall be selected from the list of nominees by anonymous vote of all currently serving Elders and Deacons, and:
    1. Nominees receiving two dissenting votes shall not be affirmed.
- 2) Affirmation of currently serving Elders and Deacons shall take place at an interval of every two years, offset one year from the Elder and Deacon Selection process.
  - a) Currently serving Elders and Deacons shall be affirmed by anonymous vote of all currently serving Elders and Deacons, and:
    1. Nominees receiving two dissenting votes shall not be affirmed.
- 3) The congregation shall be made aware of the current leadership roster, each year, as the selection or affirmation processes are completed.

## **Article II Role of Elders**

- 1) The Elders shall keep a Record of the Elders, accessible to the congregation, containing a written record of their individual opinions, and collective decisions regarding doctrinal matters brought before them.
- 2) Elders shall be responsible for shepherding the congregation, according to the precepts of the Bible.
  - a) Concerning Individuals:
    1. The public or private nature of the shepherding shall be at the discretion of the individual seeking, or receiving guidance, except where:
      - a. A felony has been committed
      - b. Life is being threatened
  - b) Concerning doctrine:
    1. All doctrinal concerns shall be submitted in writing to the Elders, and signed by one or more members of the congregation.
      - a. Doctrinal concerns shall be placed in the Record of the Elders.
      - b. Doctrinal concerns shall be addressed by one or more Elders in writing, and placed in the Record of the Elders.
      - c. All collective decisions shall be in writing, and placed in the Record of the Elders.
      - d. The Elders may adopt any one written response to any written concern as their collective decision.

### **Article III** Role of Deacons

- 1) The Deacons shall keep a Record of the Deacons, accessible to the congregation, containing a written record of operational concerns brought before them.
  - a) Operational concerns shall be submitted in writing to the Deacons, and signed by one or more members of the congregation.
    1. Day-to-day operational communications may be omitted from the Record of the Deacons, and handled verbally.
      - a. Day-to-day operational communications include such things as:
        - i. Being notified that maintenance or upkeep is needed.
        - ii. Staff scheduling
        - iii. Status and updates of ministry activity
  - b) Operational concerns shall be addressed by one or more Deacons in writing, and placed in the Record of the Deacons.
  - c) All collective decisions regarding operational concerns shall be in writing, and placed in the Record of the Deacons.
  - d) The Deacons may adopt any one written response to any written concern as their collective decision.
- 2) The Deacons shall be responsible for the operation of the facility.
- 3) The Deacons shall be responsible for overseeing hired staff.
  - a) All work performed by members of the congregation shall be performed on a volunteer basis.
  - b) Members of the congregation shall not be hired as employees.
- 4) The Deacons shall be responsible for creating and maintaining a viable budget.
- 5) The Deacons shall be responsible for overseeing ministries.
- 6) The Deacons shall provide periodic reports to the congregation.
- 7) The Deacons shall provide periodic reports to the Elders.

### **Article IV** Congregational Redress

- 1) The congregation shall have access to the Record of the Elders and the Record of the Deacons.
- 2) All doctrinal and operational concerns shall be brought before the appropriate leadership in writing, signed by one or more members.
  - a) Day-to-day operational concerns may be communicated verbally to the appropriate Deacons, per Article III - 1)a)1.a.
- 3) The Leadership shall not ask the congregation to vote.
  - a) Any vote or consensus taken by the congregation shall be of their own concern.
    1. The congregation shall not present the results of a vote or consensus to leadership, except through submission in writing, with the consensus being all of those who's signature appears on the document.