

CHCC By-Laws

COLONIAL HEIGHTS CHRISTIAN CHURCH Kingsport, Tennessee

Preamble

Colonial Heights Christian Church, herein also referred to as CHCC, endeavors to be a Church of the Lord Jesus Christ as described and established by the New Testament. The purpose of these by-laws is to help us carry out the life of this Church in a biblical manner. *Acts 2:42 They devoted themselves to the apostles' teaching and to fellowship, to the breaking of bread and to prayer.* CHCC establishes these By-laws to be used in the administration of this local congregation. The ultimate authority for the Church's organization, governance and operation is the Bible. When a conflict or ambiguity exists concerning these by-laws, we will turn to the Scripture for resolution.

ARTICLE I

Statement of Position

CHCC was organized in January 1958, as a Christian Church with the members to be known as Christians. By-laws have been updated several times over the past 63 years. In 2022, the bylaws were rewritten and updated to follow more closely the pattern of the Church in the New Testament. The form of government is elder governance. (I Peter 5:1-5, I Timothy 5:17) Although we are all equal members in the body, God has given us different and unique gifts to serve. (Romans 12:4-6). We will strive to use those gifts and function as a team. There shall be no creed or articles of faith other than those contained in the New Testament.

ARTICLE II

Elders

Section 1: General Scope

CHCC seeks to be a New Testament Church committed to the teachings of the Bible. No other authority or tradition is to guide the means, faith, or structure of the Lord Jesus Christ's Church. The pastoral and administrative structure for a New Testament Church is to utilize a plurality of leaders, consisting of, but not limited to, elders, professional staff, and servant leaders. The Elders will be made up of non-vocational elders and vocational elders (Executive Team). 1 Peter 5:1. The Elders are accountable before God for the ultimate oversight of CHCC.

Section 2: Duties

The Elders will work together to set the vision and direction of CHCC. They oversee, lead, shepherd, and care for the spiritual health of CHCC as set forth in the Bible. According to scriptural example, the elders' primary responsibilities in an elder governance leadership model are:

- Prayer (Acts 6:4)
- Preaching/ Teaching (Acts 6:2; "ministry of the word")

- Policy creation and oversight (Acts 15:22, 28-29)
- Pastoral care (Acts 20:28)
- Protection (Acts 20:28-31)
- Facilitate the annual strategic planning process including evaluation of ministry performance; review of mission, vision, and core values; development of key objectives and tactics.

Non-Vocational Elders will be responsible for employment of Vocational Elders (Executive Team)

Section 3: Qualifications

Any man who is an active member of CHCC, demonstrates spiritual maturity, and meets scriptural requirements (see 1 Timothy 3:1-7, 5:17-22; Titus 1:5-9; Hebrews 13:17), is eligible to be considered to serve as an elder.

Section 4: Selection

While there is no established biblical mandate for a set number of elders, those elders currently serving will determine the appropriate number of elders to serve at CHCC. When deemed necessary to have additional elders, current serving elders will prayerfully recruit, orient, equip and integrate new elders, who are scripturally qualified, into the eldership through a process consistent with scripture.

Section 5: Terms of Service

Each Non-Vocational Elder will be asked to serve a for three-year term. An elder whose term expires will not be appointed to serve the following year. In unusual extenuating circumstances, the Elders may ask an elder to serve one additional year. All Non-Vocational Elders will require 3/4 majority affirmation at the annual congregational meeting.

Section 6: Organization of The Elders

The Elders will meet as a collective group as often as they deem necessary, and minutes will be recorded. The Elders will appoint annually from their own number, in the following roles: Chair, Vice-Chair, and Secretary.

ARTICLE III

Church Leadership

Section 1: General Scope

The following is a description of the various positions of leadership at CHCC, which creates a multi-faceted leadership structure and allows us to do ministry in a Biblical manner.

Section 2: Elders

The Elders will provide oversight to CHCC as outlined in Article II.

Section 3: Trustees

Appointed by elders and affirmed by congregation. They will serve one-year terms. They are designated to sign legal documents for the church as directed.

Section 4: Executive Team

DUTIES:

The Executive Team, which consists of the Lead Preaching Minister and the Executive Minister, are responsible to the Non-Vocational Elders to lead the Church in such a way that the church functions effectively as a New Testament Church, thereby achieving the stated vision and purpose.

- They are to lead by precept and example, maturing believers through insightful and accurate presentation of the Word.
- Lead the ministry staff in the establishment and ongoing direction of ministries that effectively reach the church's demographic, ensuring the accomplishment of the overall mission.
- Ensure the operational readiness of the church through leadership and oversight of the support staff performing duties in administration, finance, human resources, supply, and facilities management.

Section 4.1: Lead Preaching Minister

QUALIFICATIONS:

Lead Preaching Minister will be ordained and will possess the same spiritual qualifications as that of an elder (see By-Laws, Article II: Elders, Section 3: Qualifications).

SELECTION:

The Non-Vocational Elders will appoint a team of individuals (i.e., Search Team), comprised of selected elders and other leaders as deemed appropriate. The Search Team will locate a Lead Preaching candidate, conduct initial interviews, complete background investigations, and recommend a candidate to the elders for their review and approval. After prayerfully reviewing the candidate, the elders will present the

candidate to the congregation to be called to the role of Lead Preaching minister. He will need affirmation from $\frac{3}{4}$ of the congregation.

Section 4.2: Executive Minister

QUALIFICATIONS:

The executive minister will be ordained and will possess the same spiritual qualifications as that of an elder (see By-Laws, Article II: Elders, Section 3).

SELECTION:

The Non-Vocational Elders will appoint a team of individuals (i.e., Search Team), comprised of selected elders and other leaders as deemed appropriate. The Search Team will locate an Executive Minister candidate, conduct initial interviews, complete background investigations, and recommend a candidate to the elders for their review and approval. After prayerfully reviewing the candidate, the elders will present the candidate to the congregation to be called to the role of Executive Minister. He will need affirmation from $\frac{3}{4}$ of the congregation.

Section 5: Staff

Other staff members including ministers, directors, and administrative assistants may be hired to carry out the mission of CHCC. Selections of individuals to fill these positions will be the responsibility of the Executive Team. They will appoint a search team, when appropriate, led by the Executive Minister to make a recommendation to the Elders. Final approval of hiring, compensation, and benefits will be by the Elders.

Section 6: Ministry Teams

Ministry teams, except those led by staff, will be led by Deacons, consisting of men and women who are CHCC members selected and appointed by elders to lead others in serving (Romans 16:1,2 & 1 Timothy 3:8-13,). Ministry teams will perform duties related to specific ministry tasks (i.e. outreach/benevolence team, missions team, worship/music team, finance team etc.). Each team is responsible to meet regularly, and they will be accountable to an elder, a staff member, or another individual appointed by the Elders. Each team will have a ministry description, outlining the role and responsibilities of the team. Every Ministry Team will be an integral part of CHCC, and not an entity in itself. The Elders will have ultimate oversight of all ministry organizations/teams connected with the CHCC.

ARTICLE IV

Membership

CHCC membership is extended and open to all individuals who:

- Believe that Jesus is the Christ, the Son of the Living God
- Repent and confess this faith before witnesses
- Baptized by immersion in the name of the Father, The Son, and the Holy Spirit

- and/or transfer of membership from another church, Christian or otherwise, if they have fulfilled identical requirements.

ARTICLE V

Congregational Meetings

Section 1: Annual Meeting

An annual business meeting of the congregation shall be conducted once a year, on a date and time designated by the Chair of the Elders.

The purpose of this meeting will be to:

- Reflect and Celebrate what God has done at CHCC
- Adopt the general operating budget
- Affirm decisions presented by the Elders
- Cast vision for the coming year

Section 2: Affirmations

Affirmation is the process of expressing written support for the decisions of the Elders. Affirmation of Elder decisions will be by three-fourths of the members present. All affirmations will be by those present at the membership meeting. Member affirmation will be requested for the following:

- Next annual general operating budget
- Amending of the By-Laws
- Appointment of elders
- Indebtedness that results in a mortgage against Church real estate
- Appointment of trustees

If a decision of the Elders is not affirmed by a three-fourths majority, the decision will not be implemented. If the annual budget is not affirmed, the Finance Team will be requested to develop a revised budget to be presented to the congregation for affirmation at a called congregational meeting before the end of the calendar year.

Section 3: Notification

Notice of congregational meetings shall be communicated at least two weeks in advance of such meetings.

Section 4: Quorum

Those members present will constitute a quorum of the membership for the transaction of any and all business.

Section 5: Special Meetings

Special meetings of the Congregation may be called as determined by the Elders.

Section 6: Meeting Procedures

The Chair of the Elders will preside all CHCC Congregational meetings, and in his absence such meetings will be conducted by the Vice-Chair of the Elders. Official minutes will be recorded and filed in the CHCC permanent records by the Secretary of the Elders.

Section 7: Members Rights to petition the Elders

When a member or members of CHCC has a concern or wishes to have input on an issue(s) regarding the business and affairs of CHCC, they are encouraged to meet with an elder or elders. This concern/input will be shared with the Elders at a regular Elders meeting and follow up meetings with the member(s) will be held to seek resolution.

If members of CHCC comprising at least three-fourths of the previous year's average Sunday morning attendance petition the Elders for a congregational meeting, one shall be held within 30 days. The present members may take action regarding the business and affairs of CHCC by three-fourths majority vote. The results of the vote shall be binding on the Elders.

ARTICLE VI Fiscal Operations

Section 1: Fiscal Review

The fiscal operation of the Church is subject to annual review as deemed necessary by the Finance Team.

Section 2: Fiscal Year

The fiscal year of the Church is January 1 through December 31.

ARTICLE VII Amendments

Section 1: General Scope

These by-laws, or any provision of them, may be altered, amended, or repealed; and new by-laws may be adopted at any time by the Elders, with the affirmation of the change(s) by three-fourths of the members present at any special or regular Congregational meeting.

**These bylaws were approved at a called congregational meeting on May 10, 2023.*