



GRACE
FELLOWSHIP
CHURCH

BYLAWS

Purpose Statement:

Grace Fellowship Church exists to glorify God through worship, discipleship, service, and mission.

Grace Fellowship Church
1760 Williston Avenue
Waterloo, Iowa

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BYLAWS

PREAMBLE

In order to further define the offices and organizations of our church, we, the members of the Grace Fellowship Church of Waterloo, Iowa, adopt and accept the following Articles to be the Bylaws of this church.

In recognition of the authority of the Constitution of the Grace Fellowship Church, all Articles of these Bylaws are in support of that Constitution.

If there be any real or perceived disagreement or conflict between the Constitution and these Bylaws, the Constitution shall have priority. These bylaws will take precedence over any other document (policies, procedures or position statements) of this church.

ARTICLE I - ELECTED OFFICERS

SECTION 1. QUALIFICATIONS

All elected officers shall be elected from the membership of the church. The primary qualifications for service in the church are evidences of spiritual maturity and faithfulness.

SECTION 2. VOTE OF CONFIDENCE

A vote of confidence ballot shall be presented to the congregation toward the end of each fiscal year (which starts on July 1 and ends on June 30). The time of the vote shall be established by the Elder Board.

The Nominating Committee, as appointed by the Elder Board, shall make opportunity available to the congregation to submit nominees for any office.

The Elder Board shall prepare a vote of confidence ballot, based on term length, which includes all leadership teams provided for in the Constitution and Bylaws. All nominees must first be approved by the Elder Board and then shall be submitted to the congregation for a vote of confidence.

A vote of confidence will be defined as two-thirds majority vote of ballots cast by members at the meeting, including absentee ballots. Absentee Ballots will be made available during times appointed by the Elder Board.

Those confirmed by vote or appointment will serve their term as specified in the Constitution or Bylaws. Their terms shall begin their duties on July 1 following the vote of confidence business meeting.

SECTION 3. RECALL OF OFFICERS

Any officer may be removed from office for conduct unbecoming to a Christian, practices that are contrary to the Word of God, or service in his office which is unsatisfactory to the church.

Any member of the church who recommends the recall of any officer must submit his charge in writing to the Elder Board. The board shall make investigation and if deemed necessary shall make suitable recommendation to the congregation.

Recall of any officer (including pastors, elders, deacons and deaconesses) may not be exercised unless a two-week notice has been given to the membership in two Sunday services that such a recall has been requested.

A two-thirds majority vote of all voting members present at a duly authorized business meeting shall be necessary to remove an officer (including pastors, elders, deacons and deaconesses).

SECTION 4. VACANCY

If a vacancy occurs in any office (resignation, recall, death) except for the offices of elder and deacon, the Elder Board may appoint, with ratification by the congregation at the next scheduled business meeting, a member of the church to fill the unexpired term.

SECTION 5. POSITIONS

A. Recording Secretary

- a. Keep a complete record of all official business at regular and special meetings of the church.
- b. Meet with the Elder Board at their request.
- c. The term length of the recording Secretary is one year.

B. Financial Secretary and Assistant Financial Secretary

- a. Serve on the Business commission.
- b. Receive all monies of the church and keep a record of income and offerings.
- c. Keep a record of individual giving and provide receipts to those donors who desire them.
- d. The term length of the Financial Secretary and Assistant Financial Secretary is one year.

C. Treasurer and Assistant Treasurer

- a. Serve on the Business Commission.
- b. Deposit all church funds received and maintain records of fund balances.
- c. Issue checks in accordance with procedures authorized by the Business Commission.
- d. The term length of the Treasurer and Assistant Treasurer is one year.

D. Trustees

- a. Serve on the Business Commission.
- b. Hold in trust the property of the church.

- c. Take responsibility for the facilities and property of the church.
- d. Eight trustees are recommended.
- e. Two trustees are to be elected each year in order to stagger the terms.
- f. The term length for trustees is four years.

ARTICLE II - STANDING TEAMS

Section 1. General

This section defines requirements which apply to all standing commissions/ministries unless otherwise specified in the Constitution or these Bylaws.

A. Membership

The Elder Board shall submit the names of all team nominees to the congregation two weeks in advance of any scheduled congregational business meeting. If the congregation has any concerns about any nominee, the concern must be passed on to the Elder Board before the congregational business meeting. The concern will be investigated. If the concern is found legitimate the nominee will be removed from the ballot. If the Elder Board finds no grounds for the concern they shall recommend the names to the congregation for a vote of confidence at a scheduled congregational business meeting.

All team members shall be members of Grace Fellowship Church of Waterloo, Iowa in accordance with the Constitution.

Unless otherwise specified in the bylaws or the constitution, all team members shall be confirmed by a congregational vote of confidence to serve two-year terms. The terms of team members shall be staggered so that not all of the terms expire in any one year.

All teams shall include an elder representative to facilitate communication between the commissions / ministries and the Elder Board.

The chairperson shall be appointed yearly by the Elder Board from among the members of the respective team.

In the absence of a chairperson, the elder representative shall serve as chairman pro tem.

B. Conduct of Business

A quorum shall be necessary for each team to conduct business.

A quorum for conducting Team business is defined as two-thirds of the voting members currently serving on the respective Team / ministry.

Pastoral Staff are non-voting team members except where otherwise stated in this Constitution and its Bylaws.

Elder representatives on commissions or ministries are non-voting members and shall not vote on team matters unless necessary to break a tie.

The team chairperson is a voting member of the commission/ministry.

Meetings of any team may be called by the Lead Pastor, the Elder Board, the chairman of the respective team or by the majority of that commission's / ministry's members.

All votes at team meetings shall require a simple majority for passage except where otherwise stated in the Constitution or these Bylaws.

All commissions / ministries shall carry on their work under the direction of the Elder Board.

C. Vacancy

If a vacancy occurs in any team the Elder Board may appoint, with ratification by the congregation at the next scheduled business meeting, a member of the church to fill the unexpired term.

Section 2. Discipleship Team

A. Purpose

The Discipleship Team's primarily purpose is to help our local body to grow up in their faith, with the result or goal being (2 Tim 3:17) so that the man of God (the body of Christ at GFC) may be thoroughly equipped for every good work. Titus 2 gives us guidelines for this goal.

B. Membership

The Discipleship Team is made up of the following areas; Children's Ministry, Youth Ministry, and Adult Ministries. The Discipleship Team shall be led by the Oversight Team which consists of a Staff member designated by the Elder Board, an Elder Board representative who is not on the pastoral staff and a member of each of the ministry groups under its oversight, for example, Adult Ministry, Youth Ministry, Children's Ministry, and any other ministries as deemed appropriate by the Discipleship Team. The Team Leaders of the various active teams or groups will be presented to the congregation for a vote of confidence.

C. Responsibilities

The Responsibilities of the Discipleship Team are:

The Children's Ministry, which has the specific oversight of all the educational activities for those in the church from cradle through fifth Grade. Examples of these areas might include Children's Church, the Nursery, Sunday School, Partners in Education, Wednesday night Children's programs, Children's Summer Ministry.

The Youth Ministry, which has the specific oversight of all the educational activities for those in the church from seventh grade through twelfth grade. Examples of these areas might include Sunday School, Wednesday night teen programs, and Teen Summer Ministry.

The Adult Ministry, which has the specific oversight of all the educational activity within the church starting after High School. Examples of these areas might include the Small Group Ministry, Accountability Groups, Post High young adults, Men & Women's Groups, Recovery Groups and Bible Study Groups.

This Team may appoint committee personnel and ask advisory, non-voting members into its meetings in order to carry on its work.

Section 3. Care Team

A. Purpose

The purpose of the Care Team is to promote unity of the body by caring for the needs of the body and promoting opportunities for fellowship.

B. Membership

The Care Team shall consist of Deacons and Deaconesses, and a lay Elder.

C. Responsibilities

This Team shall be responsible for: assistance to the Pastoral Staff in Baptisms and Communion, greeters and ushers and for the individual needs of the people and the corporate needs of the body (such as, but not limited to; in home meals and child care, sickness, death, weddings, showers, receptions, farewells and any other such matters as shall be requested by the Elder Board).

D. Appointments

This Team shall be responsible for the appointing personnel as needed in fulfilling all aspect under Care Ministries.

E. Areas of Oversight or responsibility

Includes Meals on Wheels, Visitation, Greeters and Ushers, Social Functions, Social Event Coordination, The Deacon Fund, Funerals, Weddings and Baby Showers, Baptisms, Wedding Coordinating and New Baby Meals.

Section 4. Business Team Team

A. Purpose:

The purpose of the Business Team is to serve the local fellowship by administering its financial and physical resources so as to help implement and fulfill the vision, set forth by the Elder Board, and the mission of the church in a God-honoring manner.

B. Membership:

The Business Team shall consist of all trustees, the financial officers of the church (which shall include the Financial Secretary, Assistant Financial Secretary, Treasurer, and Assistant Treasurer) and a lay Elder.

C. Responsibilities:

This Team shall be responsible for the business affairs of the church including finances, budget (not including pastor's salaries), offerings, giving records, buildings, grounds, equipment, and legal matters.

This Team shall carry on its work under the direction of the Elder Board. It may incur non-budgeted expenditures of up to \$5,000 without congregational approval.

The Business Team is requested to report all non-budgeted expenditures under \$5,000 in the semi-annual written report they submit to the congregation.

D. Areas of Oversight

This Team oversees and is responsible for the activities and duties of the Recording Secretary, Property Committee, Memorials, Trustees, Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer and the Decorating Committee

Section 5. Worship Team

A. Purpose:

The purpose of the Worship Team is to foster an environment during corporate worship that helps people sense the presence of God and inspires them to respond to the Holy Spirit's leading in their lives.

B. Membership

The Worship Team shall be led by the Worship Ministry Oversight Team, which consists of the Worship Leader, the Team Leaders of the various active teams or groups (one of which will serve as Chairman) and an Elder Board Representative.

C. Responsibilities

They are responsible to make the recommendation of music philosophy and policies, the selection of congregational songs and special music for worship services, the forming and sustaining of worship teams, a choir and/or other choral groups, the appointment of accompanists for all scheduled services, the presentation of dramatic pieces, the use of audio visual technology, the recommendation of guest musicians and any other special groups or areas that would be involved in the purpose of this Ministry.

D. Areas of Oversight

Areas of Oversight would include but not be limited to the Worship Team, Creative Arts Team, Audio / Visual Team, Adult Choir, Special Music and Guest Artists.

Section 6. Global Missions Team

A. Purpose

The Purpose of the Missions Team is to encourage local/national/international mission's awareness of our GFC family by making the church aware of the missionaries we support and encouraging their support; promoting involvement in missions opportunities (short and long-term); and exploring new missions opportunities. All of this will be done in order to help fulfill the Great Commission (Matt 28:19-20; Act 1:8) so that men and women will be saved and taught in the knowledge of God (Eph 4:12-15) ; John 3:16; Rom 10:8-15)

B. Membership

The Missions Team shall consist of five (recommended, but not limited to) members approved by the congregation and an Elder Board representative.

C. Responsibilities

This Team shall be responsible for missionary education, publicity, conferences and displays in the general church program. It shall seek to coordinate and encourage missionary emphases in all of the various organizations of the church. The various ministries of the Fellowship of Grace Brethren Churches shall be given special priority.

Section 7. Local Missions Team

A. Purpose

The purpose of the Local Missions Team is to encourage and mobilize our GFC family in seeing the lost come to Christ by beginning where fallen men/women are found and leading them into a personal relationship with God through Jesus Christ (John 4:10; Acts 4:12).

B. Membership

The Local Missions Team shall consist of four (recommended but not limited to) members approved by the congregation and an Elder Board representative.

C. Responsibilities

It shall be responsible to promote the evangelistic outreach of the church through visitation, follow up, training classes, special meetings, and by any other means deemed advisable.

Section 8. Communications Team

A. Purpose:

The purpose of the Communications Team is to communicate the purpose of the church, how God is working in our church, promoting the ministries of our church, and the various activities associated with our church to both those within and outside the church.

B. Membership

The Communications Team shall consist of four (recommended, but not limited to) members approved by the congregation and an Elder Board representative.

C. Responsibilities

They are responsible but not limited to publicity, advertising, publications, all church indoor and outdoor electronic displays and our Media (CD/DVD) ministry.

D. Areas of Oversight

Areas of Oversight and responsibility include but are not limited to the operation and messaging of the Outdoor electronic sign and the updating of the Sunday morning Welcome Center Power Point. It would also oversee the Pictorial Directory, content of the LINK, the Media Ministry and our electronic media presence.