

Constitution and Bylaws of 1st Street Church

1115 1st Street, Fort Lupton, Colorado 80621

Approved on January 21, 2024

Article 1

Affidavit of Incorporation and Purpose

The principal office of 1st Street Church (“the church”, and “the church body”) is in the State of Colorado and located at the office location of 1115 1st Street Fort Lupton, Colorado 80621. The church may have such other offices as the Board of Directors (“Church Council”) may determine or as the affairs of the church may require from time to time.

The church shall have and continuously maintain in the State of Colorado a registered office as required by the Colorado Nonprofit Corporation Act. The registered office may be, but need not be, identical with the principal office in the State of Colorado, and the address of the registered office may be changed from time to time by the Church Council.

The church shall maintain a registered agent in the State of Colorado as required by the Colorado Nonprofit Corporation Act. Such registered agent may be changed from time to time as provided in the Colorado Nonprofit Corporation Act.

The purpose for which 1st Street Church is formed is exclusively religious, educational, and charitable within the meaning of Section 501(c)(3) of the Internal Revenue Service Code of 1986. More particularly stated, our statement of purpose is the following: 1st Street Church is a life-giving body entity that brings people to know Jesus and gain membership in his family, develops them to Christian maturity, equips them for ministry in the church and mission in the world, in order to magnify the name of God.

Article 2

Mission, Doctrine, and Values

1. The Mission of 1st Street Church:

We exist to worship Jesus and bring hope to our community.

2. The Doctrine of 1st Street Church:

- 2.1. Bible –The Old and New Testaments of the Holy Bible are God-breathed and useful for teaching, critiquing, correcting, and training in righteousness, so that the servant of God may be thoroughly equipped for every good work. The Bible is perfect in its ability to reveal God and His mission to humanity. We believe it is the final authority on all matters to which it speaks.
(2 Timothy 3:16-17; 2 Peter 1:21)
- 2.2. Trinity – Our God eternally exists in three persons: Father, Son, and Holy Spirit. These three are equal in divine perfection and perform distinct but harmonious roles.
(Matthew 28:19)
- 2.3. God the Father – The Father is an infinite, holy, personal deity. He is the creator of all things and the author of life itself. He is perfect in goodness, power, wisdom, justice, and love. He is personally concerned with the affairs of all humanity, hears and answers prayer, deserves perfect obedience, and by the work of Jesus, He saves people from sin and death.
(Acts 17:24-28)
- 2.4. God the Son – Christ Jesus has precisely the same nature, attributes, and divinity as the Father and Holy Spirit. He is truly God and truly human, conceived by the Holy Spirit and born of the virgin Mary. We believe that through his sinless life, his death on a cross, and his bodily resurrection, that He has achieved the possibility for all humans to find salvation from sin. This possibility is realized by entering into the family of God through faith in the lordship of Christ Jesus. We believe that Jesus is alive today, that He ascended into Heaven and sits beside the Father as High Priest to His people, and that He will physically return from Heaven in the last days to judge the living and the dead.
(John 1:1-3; Colossians 1:15-20)
- 2.5. God the Holy Spirit – The Holy Spirit has precisely the same nature, attributes, and divinity as the Father and Son. We believe the Holy Spirit is present among humanity today as helper, advocate, teacher, and intercessor. The Spirit fulfills its role by dwelling within the people of God, thus regenerating and transforming them into holy people. Through this work the Spirit progresses the mission of God by empowering God's people to spread the Gospel of Jesus by the gifts given to them.
(John 14:16-17, 26; 1 Corinthians 2:10-11)

- 2.6. Salvation – The mission of God is ultimately concerned with saving humanity from sin. We believe sin is the greatest threat to life, bringing about suffering and death. We also believe that without intervention from God, there is no hope for ever ridding the world of sin. We believe that by the grace of God, He has decided to save humanity from sin. By faith in the lordship of Christ Jesus we are reconciled to God in relational unity. Being united with Jesus, the people of God are given power over the forces of sin, transformed into a sinless creation, and promised eternal life. By the power of God, we believe the whole world will be rescued from sin. By the grace of God, we believe the people of God can look forward to a time when they will live forever in God's restored and perfect kingdom.
(Ephesians 2:1-10; Colossians 1:21-23; 2 Corinthians 5:17-21; Revelation 21:1-4)
- 2.7. Church – The people of the church make up the body of Christ. As such, we acknowledge that Christ Jesus, Himself, is the ultimate authority over the church. Those who make up the church are united by their confession of faith in the lordship of Jesus. Local assemblies are made up of members who proclaim faith in Jesus, work to spread the gospel, and gather regularly for worship. As part of our proclamation and worship, 1st Street Church engages in two ordinances: believer's baptism by immersion in water, and the Lord's Supper.
(1 Corinthians 12:12-13)
- 2.8. Christian Conduct – We believe all people are called to obedience to God. We do not believe the life we live can free us from sin, but we do believe that Jesus has freed his people from the power of sin. By proclaiming Jesus as lord, we recognize that His ways are better than our ways. Therefore, we believe all of God's people ought to strive to live in obedience to God. Though we all fail to live in perfection every day, we entrust ourselves to the transforming work of the Holy Spirit. As such we believe all Christians should work towards being good stewards of money, resources, and possessions. They ought to defend the flourishing of life, reject the perpetuation of abuse, and encourage proper sexual expression. All this is to be done in the interest of loving our neighbor as we love God—with love, selflessness, and generosity. We believe such conduct spreads the hope of the Gospel.
(1 John 1:5 – 2:2)

- 2.9. Coming of Jesus – The return of Jesus is eminent and will bring about the bodily resurrection of everyone who has experienced death. Upon resurrection, Jesus will judge all people. Out of an abundance of grace and generosity, He will grant eternal life in his perfect kingdom to those who have been made innocent by faith in His lordship. Those who reject the lordship of Jesus will be exiled to Hell in accordance with his perfect justice.
(1 Corinthians 15:21-28)

3. **The Core Values of 1st Street Church:**

- 3.1. Only Worship Jesus – We do not honor or glorify anything other than the Triune God.
- 3.2. Truth of the Bible – The Bible informs what we believe and do.
- 3.3. Prayer – We engage with God in all we do.
- 3.4. Integrity – We do the right thing even when it is difficult.
- 3.5. Generosity – We are generous in grace, love, time, and money.
- 3.6. Our Neighbor – We love our neighbor next to us, across the street from us, and across the town from us.
- 3.7. Simple but Meaningful – We have realistic expectations.

Article 3

Affiliations

All affiliations shall be stated in addendum A: “Declaration of Affiliations”. This document is to be amended by the Church Council as deemed necessary.

Article 4

Membership

The membership of 1st Street Church (“the congregation” or “the membership”) shall consist of baptized believers in Jesus who have followed the membership requirements identified in addendum B: “Membership Requirements”. Amendments to this document

are to be made by the recommendation of the Lead Pastor and the approval of Church Council.

At 1st Street Church membership is synonymous with involvement. The Apostle Paul uses the metaphor of a body to describe the church: “For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ” (1 Cor. 12:12). It should be the church’s goal to have a culture of active, involved membership.

1st Street Church is congregationally governed. As such there are certain voting and participation responsibilities members have in the following areas:

- i. The appointment and dismissal of the Lead Pastor.
- ii. The appointment of Church Council members.
- iii. The approval of incurring capital debt.
- iv. The approval of the yearly budget.
- v. The approval and dismissal of church members.
- vi. The amending of the Constitution and Bylaws.
- vii. Supporting the church prayerfully, financially, and with service.
- viii. Attending business meetings.

It is important to us as a congregationally governed church that membership is made up of faithful people making prayerful and wise decisions concerning these issues.

Membership is terminated at death, at the joining of another church, or at the request of the member to have their name removed from the membership rolls. Membership is suspended by conduct contrary to Scripture after due notice and a hearing before Church Council; or suspended by 6 months of inactivity, evidenced by lack of participation.

Suspended members are voted on to be removed from membership at every business meeting. In the event that a member is suspended due to disciplinary measures, it should be noted that the purpose of all matters of church discipline will be to restore those who have sinned. In the discharge of its duties, the Church Council shall use kindness, grace, consideration, and love throughout disciplinary proceedings. The accused member shall have the right to present their case to the Church Council prior to suspension.

Article 5

Pastor, Officers, Boards, Committees

1. **Lead Pastor.** The Lead Pastor holds the office of “President” of the corporation. The Lead Pastor of 1st Street Church must be theologically trained with a Master of Divinity degree or greater from a trusted and qualified seminary. The role of the Lead Pastor is defined by addendum C: “Lead Pastor Job Description”, which is amended by the Church Council as necessary.

The Lead Pastor is accountable to the Church Council. All 1st Street Church staff is accountable to the Lead Pastor.

The Lead Pastor handles any complaints or concerns regarding the Moderator. The Lead Pastor has the authority to call for the dismissal of the Moderator. The dismissal shall come before the congregation at a meeting of the members of 1st Street Church. Such meeting must be presented to the congregation for two consecutive weekends prior to date. A decision of dismissal must be made by a minimum participation of 25 percent of the total membership of 1st Street Church. A majority vote of the participating congregation is sufficient for dismissal.

2. **Moderator.** The Moderator of 1st Street Church serves as the chair of the Church Council to facilitate the alignment of objectives, resources, programs, and priorities between 1st Street Staff and the congregation; and to moderate disputes between these areas when they arise.

The Moderator will serve this role by creating clear and consistent communication between 1st Street staff and the congregation, including but not limited to leading the business meetings held by the church. This office is to be filled by a member of the church, voted on annually by the congregation.

The Moderator handles any complaints or concerns regarding the Church Council. The Moderator and Lead Pastor has the authority to call for the dismissal of a member of the Church Council. The dismissal shall come before the congregation at a meeting of the members of 1st Street Church. Such meeting must be presented to the congregation for two consecutive weekends prior to date. A decision of dismissal must be made by a minimum participation of 25 percent of the total membership of 1st Street Church. A majority vote of the participating congregation is sufficient for dismissal.

3. **Church Council.** The Church Council functions primarily as overseers for the entire church, not specific projects or ministry areas. The council members evaluate the effectiveness and direction of the church according to two criteria: (1) The mission, doctrine, and values stated in article 2, (2) the church's resources.

The Church Council shall consist of the Lead Pastor, Moderator, and Treasurer. Additional members may be added as the Church Council deems necessary. Members are to be nominated by the Lead Pastor and Moderator. Those nominated must be approved by the congregation. All members of the Church Council must be members of 1st Street Church, must meet the qualifications of 1 Timothy 3:1-11 and Titus 1:5-9, and must be approved annually. Members serve three-year terms but no more than two consecutive terms in a row. The Lead Pastor shall be the only church staff as a member of the Church Council.

The Church Council shall act according to addendum D: "Church Council Charter". This document is to be amended by the Church Council as deemed necessary.

The Church Council is responsible for evaluating programming based on its appropriateness and effectiveness in furthering the overall mission of 1st Street Church. The Church Council does not determine programming. This responsibility falls to the respective staff.

The Church Council has final say in any and all matters concerning the overall direction of the church, except as determined by a vote of the congregation.

There are three decisions that the Church Council may not make without the approval of the congregation: (1) The Church Council may not terminate or appoint the Lead Pastor; (2) the Church Council may not approve capital debt for the church; (3) the Church Council may not amend the Constitution and Bylaws.

When the position of Lead Pastor is vacated, it is the responsibility of the Church Council to nominate a potential Lead Pastor. The candidate must be recommended to the congregation for two consecutive weekends prior to special vote. Congregational approval must be made by a minimum participation of 25 percent of the total membership of 1st Street Church. A majority vote of the participating congregation is sufficient to appoint the Lead Pastor.

Church Council handles any complaints or concerns regarding the Lead Pastor. The Church Council has the authority to call for the dismissal of the Lead Pastor. The termination shall come before the congregation at a meeting of the members of 1st

Street Church. Such meeting must be presented to the congregation for two consecutive weekends prior to date. A decision of dismissal must be made by a minimum participation of 25 percent of the total membership of 1st Street Church. A majority vote of the participating congregation is sufficient for termination.

4. **Trustee Board.** The primary function of the Trustee Board is to ensure the financial health of the church as an advisory board to the Church Council.

The Trustee Board shall consist of the Lead Pastor, Moderator, and Treasurer. Additional members may be added as the Trustee Board deems necessary. Trustees are to be nominated by the Lead Pastor and Treasurer. Those nominated must be approved by the Church Council. All members of the Trustee Board must be members of 1st Street Church and have the professional skills necessary to perform their assigned tasks. Members serve three-year terms.

The Trustee Board shall act according to addendum E: "Trustee Charter".

5. **Committees.** All committees at 1st Street Church are provisional. The Church Council shall appoint committees as necessary to assist in the overall mission and ministry of the church.

All committees are accountable to the Church Council in all matters. The way they are organized and conduct business is at the discretion of the committee in agreement with Church Council.

Committees are created and decommissioned by Church Council.

6. **Election Rules.**

- 6.1. If the Moderator leaves before their term expires, the church shall hold an election to replace that person at the next business meeting.
- 6.2. If a member of a board leaves before their term expires, or if a chairperson steps down, that board elects a temporary replacement member to fill that term.
- 6.3. Any complaints or concerns regarding a board member should be directed to and handled by the chairperson or associated staff of that board.

Article 6

Meetings, Reports, Quorums

1. **Meetings.** A business meeting shall be held in January and in June, to approve members of the Church Council and to approve the yearly budget, respectively. A special meeting may be called as determined by the Church Council and Moderator.

The Moderator shall set the meeting dates, which shall be announced to the congregation for two consecutive weekends prior.

2. **Reports.** Annual reports shall be in writing from the Lead Pastor or an appointed agent. Reports must be available to the congregation for two weekends prior to the business meeting where they will be presented.
3. **Quorum.** The attendance at a business meeting must be a minimum of 20 percent of the membership.

Article 7

Parliamentary Procedure

Meeting procedures will be governed by the leader of the meeting based on the needs of the attendees and purpose of the meeting.

Roberts Rules of Order will be used conditionally in business meetings when deemed necessary by the Moderator.

Written voting procedures will be used when deemed necessary by the Church Council. Anonymous ballots will not be taken for record keeping purposes.

The Moderator will facilitate resolution through appropriate means.

Article 8

Amendments

1. This constitution and these bylaws may be amended at the recommendation of the Church Council. A congregational vote may be taken at any business meeting of the church body, providing that any proposed change has been made available and publicly announced on two consecutive weekends prior to the meeting. A vote amending these

bylaws must have a minimum 25% of the total membership present, and the motion must pass by an affirmative vote of 75% of the present members.

2. All addendums may be amended by the Church Council by a majority vote. The contents of any addendum shall not contradict the contents of this constitution or these bylaws.

Article 9

Division and Dissolution

1. **Division.** In the case of organic division of the membership, the church property and assets shall belong to those members who abide by the articles of this constitution and these bylaws.
2. **Dissolution.** The Church Council may recommend to cease corporate activities of 1st Street Church and dissolve and liquidate the corporation by a three-fourths vote. The dissolution shall come before the church at a meeting of the members of 1st Street Church. Such meeting will be presented to the membership for two consecutive weekends prior to the meeting. There must be in attendance at the meeting 25 percent of total 1st Street Church membership. A 75% vote of members present and voting by written ballot is sufficient for dissolution.

Upon dissolution of the corporation, the Trustee Board shall pay or make provision for the payment of all of the liabilities and debts of the corporation, and shall thereafter dispose of all of the assets of the corporation exclusively for religious purposes.

The undersigned certify, that the above Constitution and Bylaws have been approved and adopted by the members of 1st Street Church, at a duly called meeting on January 21, 2024.



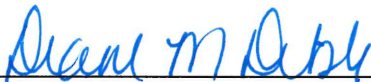
Alex Stadler – Lead Pastor

2/22/24
Date



David Caudle – Moderator

3/3/24
Date



Diane Dible – Treasurer

2/22/24
Date



Kenneth Harnett – Board Member

03/03/24
Date



Brenda Weisheit – Board Member

2/22/24
Date



David Robertson – Board Member

2/22/24
Date



Rodney Knodel – Board Member

2/22/24
Date



David Hamblin – Board Member

03/08/24
Date

Addendum A

Declaration of Affiliations

1st Street Church declares affiliation with the American Baptist Churches of the Rocky Mountains and The American Baptist Churches of the U.S.A.

Addendum B

Membership Requirements

Part 1

Purpose

At 1st Street Church membership is synonymous with involvement. The Scriptures use the metaphor of a body to describe the church: “For just as the body is one and has many members, and all the members of the body though many, are one body, so it is with Christ” (1 Corinthians 12:12). It should be the church’s goal to have a culture of active, involved membership.

Part 2

Responsibilities

1. Participation

- a. Regular attendance at 1st Street Church – Members should attend Sunday Services at 1st Street Church on a regular basis (at least two services a month).
- b. Connected with ministry – Members should either be serving in a ministry of the church, engaged relationally with a community focused ministry of the church, or both.
- c. Giving generously – Members should be financially supportive of 1st Street Church.
- d. Inviting Neighbors – Members should intentionally be inviting their neighbors to attend the services or ministries of the church.
- e. Attending Business Meetings – Members should attend at least one of the regularly scheduled business meetings.

2. Voting

- a. Appointment and dismissal of the Lead Pastor.
- b. Appointment and dismissal of Church Council members.
- c. Approval and removal of church members.
- d. Approval of the yearly budget.
- e. Approval of incurring capital debt.
- f. Approving amendments to the Constitution and Bylaws.

Part 3

Qualifications

1. Baptized Believer – Members should have publicly professed their faith in the lordship of Christ Jesus, preferably through baptism.

2. Unity of Beliefs – Members should agree with the doctrine of 1st Street Church (Appendix 1).
3. Participation in the Church – Members should be actively participating as described in Part 2.
4. Membership Covenant – Members should agree to the membership covenant (Appendix 2).
5. Of Age – Members must be at least 18 years of age.

Part 4

Process

1. An application is to be filled out by a prospective member.
2. After submission of the application, a pastor is to reach out for an interview. This interview is meant to confirm the eligibility of the candidate, and confirm the candidate's understanding of the Membership Covenant.
3. After the interview, candidates who have been confirmed by the interviewing pastor as eligible, are to be recommended for approval.
4. Recommended candidates are then approved by the congregation at the next business meeting.

Appendix 1 – 1st Street Church Doctrine

Bible – The Old and New Testaments of the Holy Bible are God-breathed and useful for teaching, critiquing, correcting, and training in righteousness, so that the servant of God may be thoroughly equipped for every good work. The Bible is perfect in its ability to reveal God and his mission to humanity. We believe it is the final authority on all matters to which it speaks. (2 Timothy 3:16-17; 2 Peter 1:21)

Trinity – Our God eternally exists in three persons: Father, Son, and Holy Spirit. These three are equal in divine perfection and perform distinct but harmonious roles. (Matthew 28:19)

God the Father – The Father is an infinite, holy, personal deity. He is the creator of all things and the author of life itself. He is perfect in goodness, power, wisdom, justice, and love. He is personally concerned with the affairs of all humanity, hears and answers prayer, deserves perfect obedience, and by the work of Jesus, he saves people from sin and death. (Acts 17:24-28)

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united with Jesus, the people of God are given power over the forces of sin, transformed into a sinless creation, and promised eternal life. By the power of God, we believe the whole world will be rescued from sin. By the grace of God, we believe the people of God can look forward to a time when they will live forever in God's restored and perfect kingdom. (Ephesians 2:1-10; Colossians 1:21-23; 2 Corinthians 5:17-21; Revelation 21:1-4)

Church – The people of the church make up the body of Christ. As such, we acknowledge that Christ Jesus, himself, is the ultimate authority over the church. Those who make up the church are united by their confession of faith in the lordship of Jesus. Local assemblies are made up of members who proclaim faith in Jesus, work to spread the gospel, and gather regularly for worship. As part of our proclamation and worship, 1st Street Church engages in two ordinances: believer's baptism by immersion in water, and the Lord's Supper. (1 Corinthians 12:12-13)

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Coming of Jesus – The return of Jesus is eminent and will bring about the bodily resurrection of everyone who has experienced death. Upon resurrection, Jesus will judge all people. Out of an abundance of grace and generosity, he will grant eternal life in his perfect kingdom to those who have been made innocent by faith in his lordship. Those who reject the lordship of Jesus will be exiled to Hell in accordance with his perfect justice. (1 Corinthians 15:21-28)

Appendix 2 – Membership Covenant

Obligation of 1st Street Church to its members:

1. We covenant that your pastors and staff will meet the criteria assigned to them in the Scriptures (1 Tim. 3:1-13; 5:17-22; Titus 1:5-9; 1 Peter 5:1-4).
2. We covenant to seek God's will for our church community to the best of our ability as we study the Scriptures and follow the Spirit (Acts 20:28; 1 Peter 5:1-5).
3. We covenant to care for you and seek your growth as a disciple of Christ, in part by equipping you for service and praying for you regularly, particularly when you are sick and in need (Eph 4:11-13; James 5:14).
4. We covenant to provide teaching and counsel from the whole of Scripture (Acts 20:27-28; Gal 6:6; 1 Tim 5:17-18).
5. We covenant to be on guard against false teachers (Acts 20:28-31).
6. We covenant to exercise church accountability in the pursuit of unity and restoration when necessary (Matt 18:15-20; 1 Cor 5; Gal 6:1)
7. We covenant to set an example and join you in fulfilling the duties of church members (1 Cor 11:1; Phil 3:17; 1 Tim 4:12).

My Obligation to 1st Street as a member:

1. I understand the mission and beliefs of the church and will not be divisive to its teaching. I also understand the importance of submission to church leadership and will be diligent to preserve unity and peace (Eph 4:1-3; Heb 13:7, 17).
2. I covenant to submit to the authority of Scripture as the final arbiter on all issues (Ps 119; 2 Tim 3:16-17; 2 Peter 1:21).
3. I will maintain a close relationship with the Lord Jesus through regular bible reading, prayer, fellowship, and practice of spiritual disciplines. My relationship will be evident through my participation in worship services, communion, engaging in community, service, and a life that glorifies Jesus (Ps 105:1-2; 119:97; Acts 2:42-47; Heb 10:23-25; 2 Peter 1:3).
4. I will worship at 1st Street Church at least twice a month.
5. I will actively pursue steps of connection through participation in a community of fellow believers.
6. I will steward the resources God has given me, including time, talents, and treasure (Prov 3:9-10; Rom 12:1-2; Gal 5:22-26; Eph 4:1-16; 5:15-18). This includes regular financial giving, service, and participation in community that is sacrificial, cheerful, and voluntary (Rom 12:1-8; 2 Cor 8-9; 12:7-31; 1 Peter 4:10-11).
7. I will attend at least one business meeting each year.
8. I covenant to submit to discipline by God through the Holy Spirit, to follow biblical procedures for church discipline in my relationships with brothers and sisters in Christ, to submit to righteous discipline when approached biblically by brothers and

sisters in Christ, to submit to discipline by church leadership if the need should ever arise (Ps 141:5; Matt 18:15-17; 1 Cor 5:1-5; 2 Cor 2:5-8; Gal 6:1-5, 8; 1 Tim 5:20; 2 Tim 2:25; Titus 1:9; 3:10-11; Heb 12:5-11; Rev 2:5-7, 14-25).

9. I agree, by God's grace, to walk in holiness as an act of worship to Christ Jesus, who has saved me from my sin that I could live a new life (2 Cor 5:17).

My commitment to the mission:

1st Street Church exists to worship Jesus and bring hope to our community.

I have read the mission statement above and commit to participate in this mission as a diligent, faithful disciple of Jesus, that my identity would be in him, my worship would be for him, my fellowship would be through him, and my interaction with the culture would be for his glory.

Addendum C

Lead Pastor Job Description

Part 1

Qualifications

1. The Lead Pastor of 1st Street Church is to be theologically trained with a Master of Divinity degree, or greater, from a trusted and recognized seminary.
2. The Lead Pastor is to undergo the preliminary licensing process, by submitting the Clergy Licensing Application to the Church Council and then appearing before the Council to answer questions for clarification. Upon review, approval is granted by the Church Council. A candidate must be approved for a ministry license.
3. The Lead Pastor must be appointed by a vote of the membership of 1st Street Church.

Part 2

Role of the Lead Pastor

The Lead Pastor is expected to be the spiritual and executive leader of 1st Street Church. This is described as follows:

1. Primary Spiritual Leader – The pastor’s spiritual leadership is most often manifested in the function of preacher. Should there be a team of preachers, the Lead Pastor is expected to lead that team. As such, the pastor should ensure the presence of consistent biblical preaching that strategically moves the congregation in the direction of spiritual growth. This may also include pastoral counseling and other forms of discipleship for the growth of the congregation.
2. Executive Director – The Lead Pastor is to act as the President of the organization. They are to serve on the Church Council and work closely with the Moderator. It is their job to initiate strategic planning for 1st Street Church, to establish systems and culture that contribute to the mission and values of the church, and to oversee all executive functions of the organization.
3. Leadership Coach – The Lead Pastor is to lead over the various ministries of the church as the leader of leaders. It is their responsibility to see to the leadership development of all staff and volunteer leaders. The Lead Pastor is not expected to lead all the ministries of the church, but should be leading, supporting, and developing all the leaders of the church’s ministries.
4. Operations Manager – The Lead Pastor is to act as the general manager of 1st Street Church. It is their responsibility to oversee the business operations of the

organization. Church staff is to report to the Lead Pastor, and it is the pastor's job to manage the hiring, training, support, development, accountability, and firing of the staff. The Lead Pastor should also oversee the management of the church's budget and should ensure that the church's resources are being used for effective ministry.

5. The Lead Pastor is accountable to the Church Council.

Addendum D

Church Council Charter

Part 1

Purpose

The Church Council functions primarily as overseers for the entire church, not specific projects or ministry areas. The council members evaluate the effectiveness and direction of the church according to two criteria: (1) The mission, doctrine, and values stated in article 2, (2) the church's resources.

Part 2

Job Description of Church Council Members

1. Modeling spiritual leadership to the congregation. The Church Council is responsible for demonstrating full devotion to Christ. As Paul expressed, "And you should imitate me, just as I imitate Christ," in 1 Corinthians 10:34.
2. Providing development, encouragement, and accountability for the Lead Pastor.
 - a. It is the job of the Church Council to ensure that the Lead Pastor is equipped and able to lead 1st Street Church. It is also their responsibility to ensure that 1st Street Church is governed according to its governance as stated in its Constitution and Bylaws.
3. Protect the 5-Layers of Strategic Alignment Pyramid (see Appendix 1).
 - a. Protect the Core Beliefs of 1st Street Church as outlined in the Constitution and Bylaws, in regard to teaching and practice.
 - b. Uphold the established mission of 1st Street Church.
 - c. Assure that the church is living out the Great Commission of making disciples and bringing hope to its community.
 - d. Evaluate that the organizational goals are being achieved.
4. Oversight of Church Resources
 - a. The Trustee Board serves as an advisory board to Church Council on the financial health of the church.
5. Advising the Lead Pastor, as requested, on strategic decisions the staff is considering.
6. There are three decisions that the Church Council may not make without membership approval at a business meeting.
 - a. The Church Council may not appoint or terminate the Lead Pastor.
 - b. The Church Council may not approve capital debt for the church.
 - c. The Church Council may not amend the Constitution and Bylaws.

Part 3

Church Council Qualifications

1. Members must meet the qualifications of 1 Timothy 3:1-11 and Titus 1:5-9.
2. Members should be active, giving members of 1st Street Church.
3. Must be able to affirm and agree to the tenants of the Church Council Relationship Covenant (see Appendix 2).
4. Members must have one of the following qualities:
 - a. Leading (Administration, Leadership)
 - b. Teaching (Disciple Maker, Teaching)
 - c. Caring (Encouragement, Pastor, Helps)
 - d. Spiritual Power (Evangelism, Faith, Prayer)
 - e. Protecting (Discernment, Wisdom, Word of Knowledge)
 - f. Development, Empower, Releasing (New Ministry Development, Exhortation)

Part 4

Selection of Members

1. Church Council members are nominated based on gifting, biblical qualifications, alignment to the mission, and their affirmation of our beliefs.
2. The Lead Pastor and Moderator recommend new board members to Church Council after prayer, a thorough screening, and deliberation with the greater Church Council.
3. Church Council nominates new members to be approved by the congregation at the January business meeting, or a duly called special meeting.

Part 5

Role of Moderator

1. The Moderator of 1st Street Church serves as the Chair of the Church Council. Their responsibilities include:
 - a. Working closely with the Lead Pastor on determining the monthly agenda.
 - b. Runs all Church Council meetings.
 - c. Leads the Church Council in making decisions.
 - i. The goal is consensus.
 - ii. If consensus cannot be reached, a majority vote is needed to move forward.
 - d. Determines next steps and action items.

Part 6

Commitment

1. Council Members are asked to serve three-year terms.
 - a. Each Successive year is approved by church membership.
 - b. A member shall not serve more than two consecutive terms in a row.
2. Time commitments are as follows:
 - a. Church Council meetings:
 - i. A single, two-hour meeting per month.
 - b. Two to four hours a month for reviewing of materials, policies, correspondence, and preparation.
 - c. If serious issues arise that require immediate attention, additional hours may be required outside of regular meetings.

Appendix 1 – Strategic Alignment Pyramid



Appendix 2 – Church Council Relationship Covenant

Knowing that I am, as a leader in 1st Street Church, called by God to model healthy relationships with other board members and the rest of the Body of Christ, I agree to the following...

1. To pray daily for the members of this board and for the ministry of this church.
2. To never speak ill of any member of the Church Council.
3. To address relational tension personally and quickly.
4. To quickly forgive quirks and idiosyncrasies that irritate me, knowing I need this same mercy for the things I do that annoy others.
5. To quickly address statements that aggravate me and to allow no grudges within me to linger.
6. To support the decisions of this board once they are made, even when those decisions are not in alignment with my recommendations.
 - a. Except for clear biblical or moral violations.
7. To care for board members who are hurting or going through a time of crisis.
8. To be respectfully forthright in board deliberations, and to always be clear about ulterior motives and personal preferences.
9. To never betray the confidence of the board and the Church Council.
10. To lovingly hold one another accountable to this covenant.

Appendix 3 – Church Relationships



Notes:

The only person accountable to the Church Council is the Lead pastor. All other staff leadership, including hiring and firing, is the Lead Pastor's responsibility.

Church Council has one advisory board, the Trustee Board, who assists the Council and staff with overseeing the finances of the church.

Addendum E

Trustee Charter

Part 1

Purpose

The Trustee Board assists the Church Council with overseeing the finances of 1st Street Church. The Trustee Board is formed and empowered by the church's Constitution and Bylaws to function as a team of subject matter experts in the accounting and finance area regularly reviewing the church's financial status and advising the Church Council.

Part 2

Job Description of Trustee Board Members

1. Provides support to the Church Council and staff to ensure the plans and strategic actions of the church are financially sound by reviewing and approving monthly financial reports and other information as needed to properly assess the financial health of 1st Street Church.
2. Establishes the guidelines for the annual budget.
 - a. Coordinating with the Lead Pastor to set annual budget dollars for fiscal year.
 - b. Recommends changes to the yearly compensation of the Lead Pastor.
 - c. Determines percentage of budget to be spent on church staff.
3. Evaluates and approves capital expenditures.
4. Evaluates and approves expenditures outside of the budget that exceed \$5,000.
 - a. Expenditures outside of the budget that do not exceed \$5,000 are to be approved by the Lead Pastor.
5. Annually reviews financial controls to guide the Treasurer.
6. Advises the Lead Pastor on strategic decisions for the church, as requested.
7. Give oversight to the Treasurer in the completion of annual financial audits.
8. Regularly review the church's cash flow management strategy and formally determine its recommendation on the current cash flow management level (Appendix 1)

The Trustee Board is ultimately accountable to the Church Council as described in the 1st Street Church Constitution and Bylaws. The Church Council has the authority to override any decision made by the Trustee Board. However, if such an occasion should

arise, it will be necessary for the Church Council to meet with the Trustee Board and discuss the matter in full.

Part 3

Trustee Qualifications

1. Trustees must be active, giving members of 1st Street Church. Prior to appointment, they are recommended to have a minimum of twelve months membership in good standing. They must be in alignment with the mission of the church, as described in the Constitution and Bylaws.
2. Trustees must have a strong background in finance, management, accounting, or another expertise deemed to be advantageous to the function and purpose of the Trustee Board.
3. Trustees must affirm and sign the Trustee Relationship Covenant (Appendix 2).

Part 4

Role of the Treasurer

1. The Treasurer serves as the chairperson of the Trustee Board. They are to serve as the liaison between the Trustees and the Church Council.
2. It is their duty to work with the Lead Pastor to determine the monthly agenda.
3. Runs all Trustee Meetings and leads the Trustee Board in making decisions.
 - a. The goal is consensus.
 - b. If consensus cannot be reached, a 60% vote is needed to move forward.
4. Determine next steps and action items.
5. The sitting Treasurer nominates the next Treasurer. The Church Council approves the nominated candidate.
6. Ensures minutes of all Trustee Board meetings are recorded by a team member and reviewed by all members. Upon approval of the Trustees, minutes are distributed to the Church Council and kept on file by the Treasurer.

Part 5

Role of the Lead Pastor

1. Represents the staff of 1st Street Church and is to be the only staff member on the Trustee Board.
2. Responsible for training, implementing, and maintaining the process and systems with which the staff interacts with church finances.
3. Works with Treasurer to determine monthly agenda.

4. Submits special items to the Trustees, requesting their feedback and wisdom.

Part 6

Commitment

1. Trustees are asked to serve terms of three years.
 - a. Each year of a term is approved by the Church Council.
2. Time commitments are recommended as follows:
 - a. Trustee Board Meetings
 - i. One meeting per month.
 - b. One to two hours a month for reviewing materials, policies, correspondence, and preparation.
 - c. If serious issues arise that require immediate attention, additional hours may be required outside of regular meetings.
3. Trustees may be dismissed prior to the completion of their term if the Church Council deems their services are no longer needed.

Appendix 1 – Cash Flow Management

Cash Flow Management Strategy

Level 4 – Crisis

Conditions

1. Activated after eight consecutive months at the Level 1 Conditions from a fiscal year OR
2. Offering dropped by 40% under expected amounts.
3. Past due AP more than \$10,000.
4. Activate until budget is met and deficit resolved.

Strategy

1. Reduce staff to essential personnel only.
2. Create and initiate church re-launch strategy.
3. Evaluate possibility of selling assets.
4. Lead Staff and congregation in fasting and prayer campaign.

Level 3 – Critical

Conditions

1. Activate after six consecutive months at the Level 1 Conditions and from fiscal year start OR
2. Offering dropped 30% under expected.
3. Past due AP more than \$7,000 to \$10,000.
4. Active until budget is met and deficit is resolved.

Strategy

1. Release staff.
2. Cancel non-critical programs and focus strictly on weekend services and family ministry.
3. Draw funds from emergency accounts.
4. Launch campaign to raise additional funds.

Level 2 – Concerned

Conditions

1. Activate after four consecutive months at the Level 1 Conditions from fiscal year start OR
2. Expected annual shortfall General Fund giving versus budget >12% (after depreciation).
3. Active until budget is met and deficit resolved.

Strategy

1. Freeze spending for staff and leadership development, including all conferences.

2. Reduce to one mission trip.
3. Freeze and reduce non-essential fixed expenses.
4. Reduce ministry budgets by 15% to 20%

Level 1 – Caution

Conditions

1. Activated after three consecutive months average monthly shortfall expenses versus General Fund giving >\$45,000
2. Active until budget is met and shortfall resolved.

Strategy

1. Cancel all capital funds projects.
2. Share issues with ministry staff.
3. Evaluate rehiring staff that leave.

Level 0 – Business as Usual

Conditions

1. Meeting budget the majority of months and expected for the entire year.

Strategy

1. Spend according to approved budget.

Appendix 2 – Trustee Board Relationship Covenant

Knowing that I am, as a leader in 1st Street Church, called by God to model healthy relationships with other board members and the rest of the Body of Christ, I agree to the following...

1. To pray daily for the members of this board and for the ministry of this church.
2. To never speak ill of any member of this board or the Church Council.
3. To address relational tension personally and quickly.
4. To quickly forgive quirks and idiosyncrasies that irritate me, knowing I need this same mercy for the things I do that annoy others.
5. To quickly address statements that aggravate me and to allow no grudges within me to linger.
6. To support the decisions of this board once they are made, even when those decisions are not in alignment with my recommendations.
 - a. Except for clear biblical or moral violations.
7. To care for board members who are hurting or going through a time of crisis.
8. To be respectfully forthright in board deliberations, and to always be clear about ulterior motives and personal preferences.
9. To never betray the confidence of the board and the Church Council.
10. To lovingly hold one another accountable to this covenant.

Appendix 3 – Rules of Engagement for Staff Interaction

Staff Spending

1. Staff will spend towards their approved budget and will require approval from the Lead Pastor to overspend a budget line item.
 - a. The approval will require an intentional acknowledgement of reduction of expense in another line item.
 - b. If a reduction in another area is not possible and the Lead Pastor deems this a viable request, approval may require Trustee Board approval.
2. Each month, the Lead Pastor will provide the Treasurer with information regarding any anomalies or notable expenses to report at the Trustee Board meeting for the purpose of informing.

Trustee Board Approval

1. Trustee approval is required when an item will:
 - a. Cause us to exceed the total budget by \$5,000.
 - b. Is an unbudgeted capital item greater than \$5,000.
2. Capital Expense Definition:
 - a. A capital item that is anything that:
 - i. The cost of a single item is larger than \$3,000.
 - ii. The item is not currently being intentionally budgeted for.
 - iii. The item will be used for longer than one year.

Process for Submitting a Request for Trustee Approval

1. Requests need to be made to the Lead Pastor no later than the second Monday of the given month.
2. Requests to the Lead Pastor must contain the following information:
 - a. Brief purpose and benefit of expense.
 - b. Cost, and whether it is a one time or recurring expense.
 - c. Which vendor was selected and why (if applicable).
 - d. Whether or not there is a financial impact on other ministries.
 - e. What is the time frame? When will it be started and what is the date of completion.
3. The person requesting approval will attend the Trustee Board meeting to make their request in person.
4. If all information has been offered as requested, the Trustee Board is assumed to make a decision within the meeting that the request was proposed. However, approval may require more time, if indicated by the Trustees.

Due diligence for each request requires the following:

- a. Two bids for each work project. If two bids are not possible, an explanation is required.
- b. If two bids differ significantly, a third bid should be found.
- c. When choosing a bid, consider the following information:
 - i. Reputation of the vendor product.
 - ii. Cost.
 - iii. Ability to serve our unique needs.
 - iv. Best fit for our needs.
 - v. Warranty.
 - vi. References.