

**2010 Revised Guidelines of
New Lisbon Christian
Church**

GUIDELINES OF THE NEW LISBON CHRISTIAN CHURCH

PREAMBLE:

The intention of these guidelines is to document and reflect the operation and function of this local church, so that the congregation and its officers may understand our manner of conducting church business. A secondary purpose is to fulfill the legal requirements for operation of a non-profit organization in accordance with the laws of the State of Indiana.

ARTICLE I

NON-PROFIT ORGANIZATION:

- A. The New Lisbon Christian Church, New Lisbon, Indiana, will be incorporated in accordance with the laws of the State of Indiana, as a non-profit organization, for the purpose of teaching the "Way of Life" in accordance with the New Testament scriptures.
- B. Every officer of this church will be in agreement with the purpose of the organization and any regulations the State may require, to maintain the status of a non-profit organization.

ARTICLE II

AGENTS OR AGENCIES OUTSIDE THE NEW LISBON CHRISTIAN CHURCH:

- A. No earthly agent or agencies outside the New Lisbon Christian Church may represent, or speak for the New Lisbon Christian Church without the written approval of the *Elders*.
- B. This article also includes the members of the congregation and all officers; that no member or officer may represent, or speak for the entire membership without the written approval of the *Elders*.
- C. Further, no *Elder* may represent or speak for the entire *Eldership* without the written approval of the entire *Eldership*.

ARTICLE III:

ELECTIVE CHURCH OFFICES; QUALIFICATIONS, DUTIES, LENGTH OF TERMS:

- A. The offices of *Elder, Deacon, and Trustee* are to be considered elective church offices. Members of the congregation will be elected to hold these offices, by paper ballot vote at the *Annual Church Election* in the manner prescribed in these guidelines. Persons elected to these offices are expected to perform their duties consistent with Colossians 3:23, and these guidelines.

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- B. No person is eligible to hold an elective or appointed office or assistant until having been an active member of the congregation for at least one year. The *Elders* may waive or modify this requirement, if necessary. Further, the position of Senior Minister is exempt from this requirement.
- C. There is no limit on the number of *Elders, Deacons, or Trustees*, except that there be sufficient number of each as are required to fulfill the needs of the congregation.
- D. *Elders, Deacons, and Trustees* will be elected for terms of three (3) years, with one third of the terms expiring each year. Any officer may hold more than one office simultaneously, except that no person can be both *Elder and Deacon*.
- E. The *Elders* are empowered to make exceptions to Sections C and D of Article III at such times as required maintaining or benefiting the standards of the church.
- F. *Elders*:
1. **Scriptural qualifications:** The following New Testament scriptures are used as qualifications for the office of *Elder*: I Timothy 3:1-7, Titus 1:5-9, I Peter 5:1-4, Acts 20:28-30.
 2. **Responsibilities:**
 - a. Charged with oversight of the congregation.
 - b. Be considered members of various *Ministry Teams* in operation.
 - c. Execute oversight of the Lord's Table on each Lord's Day.
 - d. Provide communion and to the sick and shut-ins as requested.
 - e. Provide pulpit ministry during the absence of the *Sr. Minister* and at other times as necessary.
 - f. Work with the election committee as suggested by these guidelines.
 - g. Work with the *Adult Education, Youth, and Children's Ministry Teams* in the approval of all teachers and assistants before such appointments are made.
 - h. Be regular in attendance at all *Board Meetings*.
 - i. Be empowered (in concert with other *Elders*) to dismiss a regularly scheduled worship service.
- G. *Deacons*:
1. **Scriptural qualifications:** The following New Testament scriptures are used as qualifications for the office of *Deacon*: Acts 6:3, I Timothy 3:8-13.
 2. **Responsibilities:**
 - a. Supervise as delegates, serving of the emblems at the Lord's Table during Sunday worship service.

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- b. Assist *Elders* in providing communion to the sick and shut-ins when required.
- c. Supervise collection and counting of offerings during worship service. Certify cash amounts in writing after collection.
- d. Provide usher service at all church services, when required.
- e. Assist with baptismal services, as needed and supervise repair of baptismal clothing, as needed.
- f. Be in regular attendance at all *Board Meetings*.
- g. Have oversight of preparation of communion emblems.

H. *Trustees*:

1. Qualifications:

- a. They should demonstrate interest in the church operation and concern for the welfare of the church.
- b. They must be freeholders of property as required by the laws of the State of Indiana.
- c. They should also be capable of performing logistical duties required to maintain the church facilities.

2. Responsibilities:

- a. Choose a chairman as soon as practical after the *Annual Church Election*.
- b. Have authority over all legal titles to church property and handle all business and legal transactions related to, and directed by the *Elders, Church Board*, and the congregation. The location of these documents, etc will be in a secure location within the church building. Electronic documents and all back-ups of these documents will likewise be secured in a separate location.
- c. Have oversight of all endowment and trust funds of the church.
- d. Perform all duties required by State and Federal laws.
- e. Be in regular attendance at all *Board Meetings*.
- f. Chairman of the *Trustees* shall be required to file with the Auditor of Henry County, each year during the month of March, the church's property tax exemption and present a copy of the proper form to the *Church Board*.
- g. Maintain the church property to the satisfaction of the *Elders*.

I: *Determining the Chair for Eldership and Deacons*:

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1. *Elders and Deacons* should convene as soon as practical after the *Church Election* and in a manner of their choosing, select a chairman of their respective groups. Persons selected for these positions should not serve more than two consecutive terms in this position, at the discretion of the *Elders*.
2. They should strive to see that the duties of their respective boards are fulfilled and follow these guidelines as nearly as possible.

ARTICLE IV

ADULT EDUCATION MINISTRY TEAM:

A. The Adult Education Ministry Team (AEMT) is to operate as the adult teaching unit of this local assembly. The *Elders* shall have oversight of this ministry and its operation. The *Church Board* and the *Elders* should assist this team in all ways possible.

1. Qualifications: All AEMT teachers and assistants shall have been actively involved in the educational programs of the church for at least one year (such qualification may be waived or modified by the *Elders*, if necessary) and be capable and desirous of filling the needs of the office to which they are appointed. All teachers and assistants are appointed for terms of one year and be allowed to succeed themselves. They are expected to regularly attend Sunday morning worship services and other services, as often as possible.
2. Teachers and assistants may be involved in either Sunday morning teaching or Wednesday evening services.
3. Must endeavor to teach their respective classes in accordance with New Testament scriptures.
4. Use only those materials provided by, or approved by the *Elders*.
5. When a teacher must be absent from a class, it is imperative they notify their assistant as soon as possible. If this does not solve the problem, they must notify an *Elder* or provide an approved replacement (approved by the *Elders*).

B: *Youth Ministry Team (YMT):*

1. *YMT* should labor alongside the *Youth Minister* and the *Elders* to provide leadership and guidance for youth groups and activities. The primary goals of the *YMT* are salvation, spiritual growth and maturity, Christian education and evangelism of young people of Jr & Sr high school age. Young people of the congregation should be allowed to have their own officers and conduct such activities as they desire so long as they are in keeping with New Testament scriptures and approved by the *Elders* before the event takes place.

C. *Children's Ministry Team (CMT):*

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1. *CMT* should labor alongside the *Elders* to provide leadership and guidance for children, ages K – 6.
6. These children will not have officers or conduct their own activities except as educational exercises.

D. *Worship Ministry Team (Worship Team):*

1. *Worship Team*, currently consisting of singers, musicians, sound and video techs, should labor alongside the *Elders* under the supervision of the *Worship Team Leader* to pursue excellence in providing a seamless worship experience whenever we meet together. This is a highly sensitive area of the worship service and deserves those individuals who desire and pursue the highest standards of performance in whatever area they minister. The primary goal of every service is to glorify God and acknowledge that He alone is the audience.

E. *Finance Ministry Team:*

1. The *Finance Team* is an essential piece in the overall function of the local assembly. Those who seek to serve in this ministry should be persons with knowledge of financial matters and understand on a fundamental level the concept of Stewardship. The funds entrusted to us are truly not our own, but belong entirely to God and to be used for His Glory. Diligence in budgeting and funding activities of the church is a bedrock principle. The good of the Church is always to be used as the guiding factor in choosing how funds are to be allocated.

F. *Church Treasurer:*

1. On October 2, 2000, the *Church Board* determined that due to legal ramifications, this office should be filled as a paid staff position. Hiring will be performed by the *Elders*.
2. Responsibilities:
 - a. Have custody of all church fund records and keep an accurate accounting of these funds. Procedures enumerated here are designed to provide an accurate and confidential accounting of all donated funds and for the protection of the *Church Treasurer*.
 - b. Receive all church and Sunday school offerings, and any other donations made to New Lisbon Christian Church. Upon receiving these funds, see that they are promptly placed in a bank or other secure institution as is agreeable with the *Elders*.
 - c. Maintain legible records of a type designated by the *Elders* and the laws of the State of Indiana. These records show all funds received and disbursed. Present a monthly accounting at each *Board Meeting*, of receipts and expenditures, transacted during the previous month for the approval of the *Church Board*. Electronic storage of these records will be backed up and stored in a separate secure location.
 - d. Maintain a separate entry account for each person or family who makes offerings by envelope. Upon request by these persons, furnish a copy of such offerings by the end of the month of February each year, showing the total offerings for the previous calendar year.

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- e. Issue receipts, as requested, for donations or gifts to the church in the form of cash, and retain copies of such receipts unless such gifts are placed in the regular offering plate (not an envelope).
- f. Be authorized by the *Church Board* to make regular monthly payments on those accounts requiring them without presentation to the *Board* each month for approval. These payments should be made on or before their due dates.
- g. Regarding other debts presented to this officer for payment, some discretion is permitted. When it is known that the *Church Board* has approved the expenditure, payment shall be made in a timely manner. Any debt presented for payment must be signed by the person making the presentation. If the *Treasurer* has question as to the validity of the debt, inquiry must be made to whatever entity can clarify the matter.
- h. Insure the *Sr. Minister, Youth Minister* and other paid staff are paid in a timely manner.
- i. All payments will be made by bank check for accountability. No payment is to be made in cash.
- j. Requests by individuals to see the *Treasurer's* records will be handled in accordance with Article XI, Section L.
- k. Any knowledge of personal accounts is considered private and shall not, under any circumstances be discussed with anyone except the person involved, or at such times as directed by the *Elders*, pursuant to a legal inquiry by an authorized entity.
- l. Assist those persons directed by the *Elders* and the *Church Board* in an annual audit of the accounting records during the first quarter of each calendar year.

G. *Missionary Funds Treasurer (and assistant):*

1. This is a voluntary position, however, since public, donated funds are involved, the same diligence required of *Church Treasurer* should be used.
2. Qualifications for this office are an interest in missionary activities and a basic knowledge of bookkeeping.
3. Responsibilities:
 - a. Receive notification of all funds designated for missionary projects of the church. Disburse these funds as directed by the *Chair* of the *Missionary Ministry Team* (under the direction of the *Elders*).
 - b. Maintain a legible record of all transactions having to do with missionary funds, and present a report of these transactions to the *Church Board* at monthly meetings.

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- c. Items donated for missionary use which are not monetary should be given an estimated value and shown in the monthly report.
- d. If required, maintain accounts for individuals, handling these accounts in the same manner of privacy and discretion as the *Church Treasurer* is directed to use.
- e. Provide receipts to individual donors, if requested.
- f. Cooperate with the *Elders* and the *Church Board* in an annual audit of books, to be conducted in a similar manner as to the *Church Treasurer's* audit. A change in personnel in this position should result in the out-going *Treasurer* not dispersing any funds after the audit has taken place.

ARTICLE V

AUXILIARY AND OTHER CHURCH ORGANIZATIONS:

- A. Any group of individuals is allowed to organize and operate in any manner they wish, so long as they comply with New Testament scriptures, the policies of the church and the guidance of the *Elders*. They should submit written permission from the *Elders* to organize and explain their reasons for forming and the activities they plan. Any and all such groups will be answerable to the *Elders* for the activities of the group and its members.
- B. Should it come to the attention of the *Elders* that an organization is conducting activities counter to New Testament scriptures, the policies of the church, or the *Elders* guidance, or are creating problems detrimental to the church's operation, the *Elders* must make inquiry into the allegations in person, or in writing. If improper conduct is determined, the *Elders* will request in writing that the conduct cease. Should the conduct continue, the *Elders* will declare the organization disbanded, and subsequently notify both the congregation and the community (if necessary) of the action taken, and that the organization no longer has the support of New Lisbon Christian Church.

ARTICLE VI

ANNUAL CHURCH MEETINGS (ELECTION AND BUSINESS):

New Lisbon Christian Church will normally conduct two congregational meetings per year.

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A. The first congregational meeting will be held in January. At this meeting the results of the previous year's elections will be officially announced. Secondly, information will be presented, mostly items of a financial nature, to the congregation. Budgets and trends in giving could be shared here. Other topics such as upcoming projects may also be discussed in an effort to inform the congregation of the current status, as well as plans of the leadership.

B. The second scheduled congregational meeting will be held in December and will primarily be a means of electing the officials needed to operate the church in accordance with the New Testament and the laws of the State of Indiana. *Elders, Deacons* and *Trustees* will be elected by paper ballot. Preliminary results will be announced to members of the congregation who remain for the Fellowship Dinner which follows the meeting.

ARTICLE VII

ELECTION OF OFFICERS:

A. The election of church officers is of prime importance to all members of the congregation. These officers make up the leadership of the local church and direct its function. Every member should realize that they are obligated to the Lord and the rest of the congregation to nominate and elect only those people whose goal is following the Will of God and improving the workings of His church. The *Sr. Minister, Elders* and the *Church Board* members should make every effort to impress upon the congregation the importance of making informed nominations and attending the election meeting.

B. Any member in good standing who has reached their eighteenth birthday is eligible to vote in this election of officers.

C. All voting at this annual church election meeting will be done on paper ballots.

D. As a courtesy, absentee ballots will be prepared by the election committee and made available to those members who know they will be unable to attend. The chairman of the election committee will keep record of the number of absentee ballots prepared and issued, in order to insure proper accounting of ballots submitted.

ARTICLE VIII

ELECTION COMMITTEE:

A. Those appointed to this committee will strive to serve the best interests of the congregation with all diligence.

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- B. The *Election Committee* is responsible for securing a slate of candidates for all offices covered by this election. They will conduct the election and tabulate ballots in accordance with these guidelines at the *Annual Church Election Meeting*.
- C. The members of the election committee are appointed by the chairman of the *Church Board*. This board will consist of at least one *Elder* (the first *Elder* appointed will act as committee chairman), one *Deacon* and two other members of the congregation, not necessarily holding any office.
- D. The *Election Committee* will be appointed eighty days prior to the *Annual Church Election Meeting*.
- E. Not less than fifty-one days prior to the election, the chairman of the *Election Committee* will announce to the congregation that nominations for all elected offices are open and being accepted by the committee. This announcement should also contain instructions concerning protocol for making a nomination. Date for closing of nominations will also be announced at this time.
- F. The *Election Committee* prepares a suitable nomination form and makes it available to the congregation. It will also provide a suitable container to receive nominations in a secure and confidential manner. A voting member (18 years and older) must determine the qualifications for a particular office and then approach the person they wish to nominate who meets these qualifications. After determining the person's willingness to serve, they should print the person's name and the office for which nominated, along with their own name on the nomination form. This form must be signed by the person being nominated and the person nominating. The form should then be placed in the secure container. The nomination container will be available for at least fifteen days, being checked frequently by the committee members.
- G. The committee will not ask for, not accept any nominations made by voice or in any other way than prescribed above.
- H. The *Election Committee* shall also endeavor to prepare their own slate of candidates for the offices being selected, using the above protocol.
- I. Not less than 26 days prior to the *Annual Church Election*, the chairman of the *Election Committee* will announce the close of nominations.
- J. As soon as possible, after the close of nominations, the committee will meet and compile a list of nominees for all offices being selected. Nomination forms not signed will be discarded. Signed forms will be retained and a thorough check made to insure all nominees are qualified for the office in question. After this check is complete the *Election committee* will present the slate of nominees to the *Elders*.
- K. The *Elders* will carefully and prayerfully consider each name submitted for nomination. They may remove a name from the list if they are aware of a scriptural reason the nominee is not qualified for the position. If such a removal occurs, both the person removed and the person nominating will be notified in person and the reason be made known, provided confidentiality is not compromised.
- L. If a person is nominated for both *Elder* and *Deacon*, the *Elders* will contact the nominee to resolve the issue.

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M. The *Elders* bear the full weight of responsibility for determining the fitness of a given nominee for office, especially *Elder* and *Deacon*. Since God holds them personally accountable for the leadership and shepherding of the local church, their decision to allow a nomination to stand or fall is not negotiable.

N. The *Election Committee* will prepare and provide a simple ballot suitable for use by the congregation at the election meeting. Effort will be made to insure the ballot is easy to use to avoid confusion in voting.

O. The committee should make a sample ballot available to the congregation as soon as possible in order to make an informed decision.

P. The *Election Committee* shall be in charge of conducting the balloting at the meeting. A member of this committee should instruct members to clearly indicate their choice for each selection, to avoid confusion in counting votes. Voting members should attempt to keep their choices private and not interfere with others voting. After sufficient time has elapsed to mark ballots, they will be collected and the committee will retire to a suitable location for tabulation. All ballots are counted in the overall count, even though every candidate does not receive a vote on every ballot. Only ballots which are mutilated, illegible or completely blank shall not be counted.

Q. Candidates are elected to office by the following measure:

1. Persons receiving favorable votes equal to or exceeding sixty-seven (67) percent of the total number of ballots submitted shall be elected for the offices of *Elder* or *Deacon*.
2. A simple majority (50%) of ballots submitted will select a person nominated for *Trustee*.
3. The *Election Committee* will prepare a list of newly elected officers and each member of the committee will sign the summary, attesting to its accuracy. Results will then be announced to the congregation available, and a copy of the summary will be provided to the secretary of the *Church Board* for inclusion in the minutes of the next regular board meeting.
4. All ballots, tabulation documents, nomination forms and scraps of paper used in the election process will be destroyed in a confidential manner (i.e. shredding). The chairman will announce the committee dismissed and thank them for their service.

R. Persons elected at the *Annual Church Election Meeting* take office beginning January 1st of the following year.

ARTICLE IX

SENIOR MINISTER AND YOUTH MINISTER:

A. The *Senior Minister* and the *Youth Minister* will be separate individuals.

1. The *Sr. Minister* will perform primary duties of preaching and teaching the gospel and ministering to the needs of the congregation as an *Elder* in accordance with New Testament

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scriptures. He will have oversight regarding church membership roles insuring that new members and transfers names are added to the roster. Records of deceased members are to be maintained with dignity befitting their contributions. The *Sr. Minister* should be considered "first among equals" in regards to his status as an Elder, having no more or less authority than any other elected *Elder*.

2. He will endeavor to call on such persons in the congregation and the community (as time allows) who are home-bound or otherwise cannot attend services. During times of crisis, he should make every effort to give Spiritual guidance and leadership to members and their families, as well as those in the community, as time allows. He should, with all due diligence, create and maintain good will and harmony within the church and the community at large, always seeking to promote the Church and bring Glory to God.

3. New families in the community and guests to the services should be welcomed at the earliest opportunity, with offers of assistance to ease their transition.

4. Any person seeking counsel from the *Sr. Minister* should be made to feel comfortable and accepted. Every effort should be made to accommodate the Spiritual needs of the congregation in areas of counseling and advice, at all times maintaining the purity of the New Testament scriptures.

5. The *Sr. Minister* is expected to attend all meetings of the *Church Board* and whatever *Elders Meetings* are called. He will present a written report to the *Church Board* at its meetings detailing his travels and activities from the previous month.

6. When a call is extended to a prospective *Sr. Minister* for employment it shall be on a limited term basis. A contract will be drawn up between the *Minister* and the *Elders* setting forth compensation, vacation privileges, absences from the pulpit and other items as needed.

7. If an occasion should arise for the *Sr. Minister* to resign, he should present a written letter of resignation to the *Elders* not less than sixty (60) days prior to the conclusion of his ministry. Special arrangements may be made with the *Elders* for a shorter term if necessary.

8. Should the *Elders* decide that a *Minister's* services are no longer required, he is to be informed in writing of this decision no less than sixty (60) days prior to the termination. If such a period of time is deemed excessive, a compensation of no more than two weeks wages will be offered.

B. Youth Minister:

1. Items 2, 3,4,6,7, and 8, above will apply equally to the *Youth Minister*. The *Youth Minister* is not considered an *Elder*, and should only attend those *Elders Meetings* to which he is invited.

2. Further, part-time arrangements may be made if agreeable to both parties, for the employment of a *Youth Minister*.

OTHER MINISTRY TEAM OFFICES:

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It may be necessary, from time to time to employ professional or lay leaders to oversee and guide other ministries within the church. Such offices may include, but not be limited to; *Worship leader, Finance leader, and Children's team leader.*

- A. *Elders* should endeavor to exercise good stewardship in the selection and hiring of these individuals. Part-time positions should be utilized whenever possible to keep wage/benefits costs within reason.
- B. These personnel will not be considered *Elders*, and would only report to the *Church Board* under unusual circumstances, but would rather be under the direct supervision of the *Elders*.

PULPIT COMMITTEE:

Should it become necessary for the congregation to call a new minister, a pulpit committee will be appointed by the *Church Board Chair*. There will not be fewer than five (5) members with an *Elder* serving as chair. This committee functions as directed by the *Elders*.

ARTICLE X

REMOVAL FROM CHURCH OFFICE:

- A. This is an extremely grave undertaking and should be considered only in the most dire circumstances. *This situation should be handled by the Elders in accordance with New Testament scriptures (Matt 18:15-17, 1 Cor 5:1-13).*
- B. Meetings of the entire group of *Elders* should have already been taking place where the matter has been thoroughly discussed. *Chairman* of the *Elders* should make every effort to insure 100% attendance at these discussion meetings. If the action is directed toward the *Elder Chair*, another *Elder* must assume this position as is agreeable with the entire group. All diligence should be made to determine facts in the case and not merely opinion, or conjecture.
- C. In the event a complaint against an officer is made by a member of the congregation, the individual must meet personally with the *Eldership* to voice the complaint in person and answer any questions they may have concerning the situation. After hearing the complaint, the *Elders* will determine if further action is required.
- D. If further action is not determined to be necessary, the *Elders* will contact the complainant and explain their decision. If further action is indicated, the *Elders* should call upon any and all persons having personal knowledge of the situation for verification and/or clarification.
- E. The officer to whom the complaint is directed will be interviewed by the *Elders* to determine the validity of the complaint and any extenuating circumstances. Only after hearing all possible information, the *Elders* must prayerfully consider all ramifications and repercussions possible, and then vote on removing the person from the office.

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F. If the person is required to resign and is not present at the meeting of the *Elders*, at least two *Elders* will personally contact him/her to request the resignation. A written resignation should be secured as soon as possible and all written and oral information treated with utmost confidence. Should the request for resignation be refused, the *Chairman* of the *Elders*, with another *Elder* as a witness, must declare the office vacant and the term expired.

G. In all matters regarding incidents of this nature, every effort must be made to extend God's Grace to all concerned and strive to bring no reproach upon God's Church.

H. As a final step, an *Elder* will meet with the original complainant to inform them of the results and action taken or not.

ARTICLE XI

COMPOSITION OF THE CHURCH BOARD:

Elders: Approved by existing *Elders* and elected by the congregation.

Senior Minister: Approved by the *Elders* and elected by the congregation.

Deacons: Approved by the *Elders* and elected by the congregation.

Trustees: Approved by the *Elders* and elected by the congregation.

Youth Minister: Approved by the *Elders* and elected by the congregation.

Church Treasurer: Hired by the *Elders* and presented to the congregation.

Board Secretary: Elected by the *Church Board*.

Guidelines Officer: Elected by the *Church Board*.

ARTICLE XII

FUNCTIONS AND DUTIES OF THE CHURCH BOARD:

A. The primary duty of the *Church Board* is to see that the church's business is handled without the involvement of the entire congregation. This board should restrict its activities to matters of business. Any issue of spiritual or scriptural nature should be referred to the *Elders* for consideration and oversight. Church board members should endeavor to consider the best interest of the church ahead of their personal feelings in all matters of business brought before them. A prayerful attitude and a sincere, humble desire to do God's Will should always prevail in board meetings. (Philippians 2:3)

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- B. The *Church Board* will meet monthly on a date decided by the board. Announcement will be made in the weekly bulletin and verbally to the congregation to insure maximum attendance at these meetings. It is permissible to dismiss one monthly meeting per year provided no urgent issues exist.
- C. The presiding officer at regular monthly board meetings will be its *Chair*, or in his absence the *Vice-Chair*. Should both these officers be absent, the *Elder Chair* may preside. In the unlikely event all these persons are absent, those present should select an acting chair, and decide if business can be effectively conducted. A quorum shall consist of fifty percent (50%) of total board members provided there are at least two (2) *Elders* and one (1) *Deacon*. Fewer than this number is deemed not representative to conduct business.
- D. Every officer on the *Church Board* should realize that the congregation has expressed faith in them for representation and should exercise all diligence in attendance and concentration on matters discussed. They should consider it their duty to prayerfully consider and vote in the best interest of the congregation on each and every item submitted for discussion and vote. Each member will have one vote. Those officers holding more than one position still have only one vote. Any potential conflict of interest arising at board meetings should result in that member excusing himself/herself from voting on that issue.
- E. Regular monthly meetings of the *Church Board* are open to any member of the congregation wishing to attend. Any member may present items of business or discussion, or express their opinion regarding at item being discussed, but shall not be empowered to vote on the matter.
- F. Voting shall be done by voice, show of hands, or paper ballot, at the discretion of the *Board Chair*. Each vote is to be preceded by prayer offered by the person introducing the motion.
- G. The *Board Secretary* is in charge of providing paper suitable for balloting in an informal setting. This officer will be in charge of distributing, collecting, tabulating materials, and announcing the results of each written ballot measure voted on. This counting is done in the presence of the *Board* and the results announced in a timely manner.
- H. The *Church Board* does not have the authority to terminate the services of a *Minister* in itself. The *Elders* may announce to the *Board* prior to announcing to the congregation that a *Minister* is leaving. The *Church Board* is authorized to accept the resignation submitted by a *Minister*.
- I. The *Church Board* will insure that the church membership records, the church's general fund ledger and missionary funds ledger are accessible to member of the congregation, if they attend a board meeting.

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However, individual records maintained by the *Church Treasurer* and *Missionary Team Treasurer* are personal, private and confidential, and not accessible to anyone except the individual member and the *Elders*. Any individual may request their own records and such requests will be honored. In practice, neither *Elders*, nor *Sr. Minister*, shall have normal unsupervised access to personal financial records of members of the church. Only in the gravest situations, may access be granted and then only when the *Church Secretary*, and a witness are present to insure confidentiality.

J. It is possible that these officers may be requested by agents of the Federal or State government to inspect personal account records in the course of some official investigation. Upon verification of these individual's identification and verification of the subpoena such requests will be honored. At no time, however, may the ledgers, CD's or other storage vehicles for this information be removed from the presence of the officers involved. Certified copies of the records may be required by the subpoena, and these requests will be honored.

K. At the December meeting of the board, the *Board Chair* shall appoint an auditing committee. This committee will consist of at least one *Elder* and one *Trustee*. During the first calendar quarter of each year, this committee will audit the records of the *Church Treasurer* and the *Missionary Team Funds Treasurer*. This audit is to be signed and dated and submitted to the *Church Board* at its next regular meeting and entered into the minutes of that meeting.

L. Audits, offering receipts, cancelled checks and all other paper records of church business will be filed in an orderly manner and retained in the church building in a secure location for seven years, or in accordance with current tax regulations. Electronic records will likewise be kept secure and backed up in a separate location for a like period of time.

M. The *Church Board* in conjunction with the *Elders* is responsible to insure adequate janitorial service is provided for the church building and grounds. This effort should be based on fair and impartial selection by means of sealed bids.

N. The *Church Board* will appoint individuals the task of reviewing and updating these guidelines in years ending in (0) and (5), to make recommendation to the *Elders* and the *Church Board* of changes needed in order to keep the guidelines up to date with current law and practice.

O. Since the *Church Board* is involved in nearly all matters concerning the church, there may be matters brought to the attention of the board that are not covered by these guidelines. Should this occur, the board should deal with these matters in a prayerful and scriptural manner as seems appropriate at the time.

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P. Should any elected church or board office become vacant, the *Elders* will be allowed to appoint a member in good standing of the congregation to fill the remainder of their term. The temporary appointment will end with the normal term of office on December 31st of that year.

ARTICLE XIII

ELECTIONS, QUALIFICATIONS AND DUTIES FOR OFFICERS OF THE CHURCH BOARD:

A. Annually, at the January board meeting, the board will elect a slate of board officers for the upcoming year. The term of office will be one (1) year. The board will elect a *Chair*, a *Vice-Chair*, a *Secretary*, and a *Guidelines officer*. These will be selected from among members of the *Church Board*. None of these positions may be filled by the current *Elder Chair*. The *Board Chair* may succeed himself, with the approval of the *Elders*.

B. *Board Chair*:

1. **Qualifications:** Must be an official elected by the congregation whose term of office does not end on Dec 31st of the year selected.

2. **Responsibilities:**

a. Accept from any member of the congregation, items of business to be brought to the monthly board meetings. He should remain impartial in his dealings with the items presented. He is allowed to express his opinion as any other board member, during discussion, but should refrain from using undue influence in determining the outcome of any vote. He should require a new ballot on votes which end in a tie and make every effort to arrive at a final decision on each item of business. Only items not considered urgent should be tabled.

b. Appoint necessary committees and serve as "ex officio" member of each, assisting in any manner possible the conducting of their business, but not be an official member of any of these committees. He should always advise the *Vice Chair* as early as possible if it is determined that he is unable to attend a regular monthly meeting. Included in this notification would be any items in his knowledge needing to be presented.

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C. Board Vice-Chair:

1. **Qualifications:** Same as *Board Chair*.
2. **Responsibilities:** This officer should be capable of assuming all the duties of the *Board Chair* at any time. He is subject to the same regulations and should keep himself informed of all church business. He is qualified to serve as chair of any committee to which he is appointed but should relinquish any such chair positions if it becomes necessary to replace the *Board Chair* on a continuing basis.

D. Board Secretary:

1. **Qualifications:** Be a member of the congregation for at least one year.
2. **Responsibilities:**
 - a. **Primary responsibility is to record the minutes of regular and special board meetings and maintain these minutes in a legible and organized manner. Minutes of the previous month's meeting will be presented for board approval at the next regular meeting. Minutes must include the presentation and outcome of any item of business requiring a vote. Minutes will also include the outcome of the *Annual Election Meeting* held in December.**
 - b. **Prepare other correspondence as directed by the *Board Chair*.**
 - c. **An acting secretary may be appointed by the *Elders* or *Board Chair* in the absence of the elected secretary.**

E. Guidelines Officer:

1. **Qualifications:** Be a member of the congregation for at least one year, and have knowledge of guidelines and this church's policy and operation.
2. **Responsibilities:**
 - a. **Be able to interpret the meaning of the guidelines and explain them to any committee, ministry team, new member, or other interested person who inquires. This officer may request the assistance of the *Elders* or the *Board Chair* when questions arise.**

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- b. In years ending in zero (0) and five (5), this officer should cooperate with the committee set up to evaluate the current guidelines and examine proposed changes.
- c. Insure that all new members of the congregation receive copies of these guidelines and offer assistance in their interpretation.

ARTICLE XIV

AMENDMENTS TO THE CHURCH CONSTITUTION:

No amendment to the church constitution can be presented to the congregation for a vote unless the entire *Eldership* recommends the amendment. The *Church Board* will prepare and distribute announcement of proposed amendment(s) to the congregation at least fifteen days prior to a vote. Voting on constitutional amendment(s) may take place during the Sunday morning worship service with members of the *Church Board* being in charge of distributing, collecting and tabulating ballots. One *Elder*, one *Deacon*, and one *Trustee* should be involved in this voting process and attest to its accuracy by signing the resulting document. Sixty-seven (67) percent of the total ballots cast "in favor" are required for an amendment to pass. Each amendment shall be considered and voted upon separately, and results should be entered into the minutes of the next regular board meeting.

ARTICLE XV

ADDITIONS OR CHANGES TO CHURCH GUIDELINES:

The *Eldership* shall have the authority to change or modify these guidelines at any time within the scope of the New Testament scriptures. Any action taken by them as a group will have the effect of changing said guidelines until the next revision year arrives, when the changes should be incorporated into the text.