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**CONSTITUTION AND BY-LAWS
HIGHLAND COVENANT CHURCH
15022 NE BEL-RED ROAD
BELLEVUE, WA**

Amended:
February 1, 1977
October 4, 1977
January 19, 1982
April 21, 1986
April 26, 1987
March 25, 1990
March 31, 1996
June 30, 1996
June 14, 1998
March 19, 2017

March, XX, 2021 (proposed)

20

PREAMBLE

21 *Based on an historical statement from the Preamble of the Constitution and By-Laws of the Evangelical Covenant*
22 *Church as adopted by the Evangelical Covenant Church in 2002.*

23
24 The Evangelical Covenant Church is a communion of congregations gathered by God, united in Christ, and
25 empowered by the Holy Spirit to obey the great commandment and the great commission. It affirms its
26 companionship in faith with other church bodies and all those who fear God and keep God's commandments.

27
28 The Evangelical Covenant Church adheres to the affirmations of the Protestant Reformation regarding the Bible.
29 It confesses that the Holy Scripture, the Old and the New Testament, is the Word of God and the only perfect rule
30 for faith, doctrine, and conduct. It affirms the historic confessions of the Christian Church, particularly the
31 Apostles' Creed and Nicene Creed, while emphasizing the sovereignty of the Word of God over all creedal
32 interpretations.

33
34 In continuity with the renewal movements of historic Pietism, the Evangelical Covenant Church especially
35 cherishes the dual emphasis on new birth and new life in Christ, believing that personal faith in Jesus Christ as
36 Savior and Lord is the foundation for our mission of evangelism and Christian nurture. Our common experience
37 of God's grace and love in Jesus Christ continues to sustain the Evangelical Covenant Church as an
38 interdependent body of believers that recognizes but transcends our theological differences.

39
40 The Evangelical Covenant Church celebrates two divinely ordained sacraments, baptism and the Lord's Supper.
41 Recognizing the reality of freedom in Christ, and in conscious dependence on the work of the Holy Spirit, we
42 practice both the baptism of infants and believer baptism. The Evangelical Covenant Church embraces this
43 freedom in Christ as a gift that preserves personal conviction, yet guards against an individualism that disregards
44 the centrality of the Word of God and the mutual responsibilities and disciplines of the spiritual community.

45
46 The Evangelical Covenant Church has its roots in historical Christianity, the Protestant Reformation, the biblical
47 instruction of the Lutheran Church of Sweden, and the great spiritual awakenings of the eighteenth and
48 nineteenth centuries. These influences, together with more recent North American renewal movements,
49 continue to shape its development and distinctive spirit. The Evangelical Covenant Church is committed to
50 reaching across boundaries of race, ethnicity, culture, gender, age, and status in the cultivation of communities
51 of life and service.

52
53 This document, which strives to be in harmony with the above preamble, is the Constitution and By-Laws of
54 Highland Covenant Church of Bellevue, Washington.

57

ARTICLE I: Church Name

58 The name of this church shall be Highland Covenant Church of Bellevue, Washington.

59

ARTICLE II: Affiliation

60 The church is a member of the Evangelical Covenant Church (ECC) and its Pacific Northwest Conference (PNC).
61 It is pledged to work in harmony with the ECC and the Pacific Northwest Conference, and to faithfully support the
62 mission, ministries, and policies of each.

63

ARTICLE III: Confession of Faith

64 We believe in the Holy Scriptures, the Old and New Testament, as the Word of God and the only perfect rule for
65 faith, doctrine, and conduct.

66

ARTICLE IV: Purpose

67 We covenant to cultivate a community of worship committed to prayer, preaching and study of the Word of God,
68 the celebration of the sacraments, and fellowship across gender, race, age, culture, and class. In so doing, we
69 covenant to equip loving, giving, growing Christians to reach out with the good news of Jesus Christ-- evangelizing
70 the lost, ministering to those in need, and seeking justice for the oppressed.

71

ARTICLE V: Membership

72 Membership in the church is granted as provided in the By-laws to those who through faith in God's Son, our
73 Lord Jesus Christ, have been born anew to a living hope through the Holy Spirit, have been baptized according
74 to the Holy Scriptures, desire to live a Christian life, promise to faithfully support the mission, ministries, and
75 policies of the church, and to share in its fellowship and obligations.

76

ARTICLE VI: Governance

77 The authority of the government of this church is vested in its membership acting through duly called
78 congregational meetings. The management, administration and oversight of business and spiritual affairs are
79 delegated by the congregation to appropriate leadership as delineated in this Constitution and By-Laws. All
80 elected leadership specified in the By-Laws shall be members of the church.

81

ARTICLE VII: Officers

82 The officers of the church shall be a Chair, a Vice-Chair, a Secretary, and a Financial Officer.

83

ARTICLE VIII: Congregational Meetings

84 A minimum of one annual congregational meeting shall be called by the Leadership Team each year as necessary
85 to conduct the following business:

- 86 • Annual written ministry and financial reports summarizing the preceding year.
- 87 • A report on an independent review of the preceding year's financial records submitted by the Financial
88 Officer.
- 89 • Presentation and election of candidates for the offices defined by this Constitution and By-Laws.

90 • Presentation and approval of the annual budget.

91

92 The above may be distributed into multiple congregational meetings as directed by the By-Laws.

93

94 Congregational meetings shall be announced at least one week in advance of the scheduled date.

95

ARTICLE IX: Assets of the Church

96 Section 1. Title

97 The congregation shall hold title to its own assets.

98

99 Section 2. Acquisition

100 Assets acquired in the context of an approved annual budget do not need congregational approval beyond that
101 provided by the budgetary approval process.

102 Acquisition of assets that would likely cause a total annual expenditure greater than the congregationally
103 approved budget shall be approved by a majority vote of the congregation.

104

105 Section 3. Assignment of Assets

106 No action for the sale or transfer of assets may be taken when the closure of the church is under consideration
107 without the prior approval of the Pacific Northwest Conference executive board. In the event the congregation
108 votes to cease, the property and all assets of the church shall become and be the property of the ECC and the
109 Pacific Northwest Conference, shared equally for the furtherance of the mission of both in that region, primarily
110 through church planting.

111

ARTICLE X: Amendments

112 Amendments in harmony with this Constitution, the Model Constitutions for Local ECC Churches, non-profit laws
113 of Washington, and not in conflict with ECC principles and policies may be adopted by a 2/3 vote of those present
114 and voting in the annual meeting of the congregation described in Article VIII, providing the proposed amendment
115 was presented in written form at the preceding annual meeting at least eleven months prior. Articles IX and X
116 may be amended only with the approval of the Pacific Northwest Conference executive board of the regional
117 conference.

118

ARTICLE I: Membership**121 Section 1. Purpose**

122 The purpose of membership is to join with other followers of Christ in building a community of worship committed
 123 to prayer, preaching and study of the Word of God, the celebration of the sacraments, and fellowship across
 124 gender, race, age, culture, and class. In so doing, the membership covenants together to equip loving, giving,
 125 growing Christians to reach out with the good news of Jesus Christ – evangelizing the lost, ministering to those
 126 in need, and seeking justice for the oppressed.

127

128 Section 2. Responsibilities

129 The members of this church do covenant together by God’s grace to live lives in a manner consistent with the
 130 standards of biblical teaching, including the support of this congregation in attendance, prayer, service, and
 131 giving, to live lives in word and deed that are an encouragement to others to know and be like Jesus Christ, to
 132 reflect in all our relationships the servant love of our Lord, and to support the broader mission of Christ through
 133 the ECC and Pacific Northwest Conference.

134

135 Section 3. Procedure for Admission

- 136 a. Membership in the church is granted to those who through faith in God’s Son, our Lord Jesus Christ, have
 137 been born anew to a living hope through the Holy Spirit, have been baptized according to the Holy Scriptures,
 138 desire to live a Christian life, promise to faithfully support the mission, ministries, and policies of the church,
 139 and to share in its fellowship and obligations.
- 140 b. Upon completion of a membership class or confirmation at Highland, persons desiring to apply for
 141 membership shall submit their application to the Leadership Team. Applicants shall meet with a committee
 142 appointed by the Leadership Team to give testimony to personal faith in Jesus Christ. Upon completion of
 143 such, the committee shall submit its recommendation for or against membership to the Leadership Team.
- 144 c. Applicants who are not recommended for membership shall be notified by the Leadership Team.
- 145 d. A congregational member may appeal the negative recommendation of the committee at the next
 146 congregational meeting where the action of the Leadership Team may be overturned by a majority of voting
 147 members present.
- 148 e. If the committee recommends the applicant(s) for membership, the Leadership team shall announce the
 149 name(s) of the applicants to the congregation at least one week in advance of a congregational meeting
 150 during which a congregational vote will be held. A simple majority is required to approve the applicant(s) for
 151 membership.
- 152 f. Any member objecting to or having concerns regarding the granting of membership to the applicant shall
 153 communicate in writing such objection or concern to the Leadership Team at least five days in advance of
 154 the congregational meeting
- 155 g. Applicants who are received into membership of the church shall be welcomed at a service and make public
 156 confession of their Christian faith, as outlined in *The Covenant Book of Worship*.

157

158 Section 4. Children

159 Children of the church shall be nurtured under its spiritual care. They shall receive instruction in the Word of
 160 God, Christian doctrine, and the history of the church, normally using the confirmation/discipleship material of
 161 the ECC.

162

163 Section 5. Conflict Resolution and Member Discipline

- 164 a. Matthew 18: 15-18 and Galatians 6:1 will govern member interactions in the event of injury to one another.
- 165 b. Discipline of members. The Leadership Team shall be responsible for admonishing members who willfully
 166 neglect their responsibilities to the church or who err in doctrine or conduct. If a member suspects another
 167 of erring in doctrine or conduct and is unable to resolve the matter themselves, the matter shall be brought
 168 to the attention of the Leadership Team which shall in meekness and gentleness seek to adjudicate it.
- 169 c. When all other reasonable attempts have failed, a 2/3 vote of the Leadership Team members shall result
 170 in the dismissal of a member remaining in gross error in doctrine or conduct. Such action may be appealed
 171 by the member to the congregation for consideration at the next congregational meeting. The Leadership
 172 Team’s dismissal of a member shall be overturned by a 2/3 congregational vote.

173

174 **Section 6. Withdrawal and Removal of Membership**
175 Any member desiring to transfer or withdraw from membership shall make such request in writing to the Pastor
176 or Leadership Team. Letters of transfer shall be issued by the Pastor if so requested, presuming the member is
177 in good standing. The Leadership Team may annually review the membership roster. Those determined to have
178 neglected their responsibilities may be approached under the process outlined in Section 5 of this article.

179
180 **Section 7. Recording**
181 The names of those joining and terminating membership shall be duly recorded and reported to the
182 congregational at the annual business meeting

183 **ARTICLE II: The Leadership Team**

184 **Section 1. Purpose**
185 The Leadership Team shall be responsible for building, maintaining and overseeing the spiritual welfare of the
186 congregation and for directing and overseeing all ministries and business affairs of the church.

187
188 **Section 2. Composition**
189 The Leadership Team shall be comprised of the Senior Pastor and the officers of the church. Additional at-large
190 members may be elected as appropriate to constitute a Leadership Team of not less than 5 nor more than 9
191 members. The Leadership Team may appoint other pastors or staff members as non-voting advisors and may
192 remove the same.

193
194 **Section 3. Qualification**
195 Any member of the church meeting the biblical standards of character and giftedness for church leaders may be
196 nominated and elected to the Leadership Team.

197
198 **Section 4. Election**
199 Leadership Team members shall be nominated by the Nominating Committee and elected by a majority vote of
200 those members voting at a congregational meeting called for that purpose.

201
202 **Section 5. Term of Office**
203 Leadership Team members shall be elected for a term of three years and shall not be elected for more than two
204 consecutive three-year terms. After at least one year off, a person shall be eligible for service, subject to the
205 terms stated in this article.

206
207 **Section 6. Resignation, Removal, and, Partial Term Appointments**
208 A Leadership Team member may resign. Vacancies created by resignation or removal may be filled by
209 appointment through the 2/3 vote of the Leadership Team. A Leadership Team member appointed to serve an
210 unexpired term shall serve until the next annual business meeting, at which time they will be placed on the ballot
211 for congregational approval. A member appointed to complete a partial term of less than 14 months may serve
212 up to two additional full terms. If an appointed member's partial term is greater than 14 months, the member
213 shall be limited to one additional full term.

214
215 **Section 7. Notification of Meetings**
216 All Leadership Team members shall receive a minimum 3-day advance notification of any meeting, including
217 time and place of the meeting. The 3-day notice may be waived by a 2/3 vote of the entire Leadership Team.

218
219 **Section 8. Quorum**
220 A majority of Leadership Team members shall constitute a quorum.

221
222 **Section 9. Decisions**
223 The Leadership Team shall strive for unity in purpose and unanimity in decisions. Action by the Leadership Team
224 shall be taken in such a manner as to preserve the unity of the Spirit in the bond of peace. Matters shall be
225 determined by a majority vote of a Leadership Team quorum, except as otherwise specified by the Constitution
226 or By-Laws.

227
228 **Section 10. Organization**
229 The Leadership Team shall annually elect from among themselves the officers of chair, vice chair, secretary and
230 financial officer. The Leadership team has the freedom to reassign positions more frequently.

- 231 1. **Chair.** The Chair shall preside at all business meetings of the church and of the Leadership Team. The Chair
232 shall confer with the Senior Pastor in preparing the agenda for such meetings and shall utilize the counsel
233 that the Senior Pastor can give by virtue of training, experience, and calling.
- 234 2. **Vice-chair.** The Vice-Chair shall assume the duties of the chair in the Chair's absence, assist in the Chair's
235 duties, and chair the Pastoral Relations Committee.
- 236 3. **Secretary.** The Secretary shall record and oversee the preservation of the minutes of all business meetings
237 of the church and of the Leadership Team and be responsible for the legal documents of the church.
- 238 4. **Financial Officer.** The Financial Officer shall ensure proper policies, processes, reporting, and reviewing of
239 all matters related to the finances of the church, including the submission of monthly financial reports to the
240 Leadership Team.
- 241 5. **Senior Pastor.** The Senior Pastor is an ex-officio, voting member of the Leadership Team.
242

243 **Section 11. Responsibilities of the Leadership Team**

244 In being responsible to the congregation for building, maintaining and overseeing the spiritual welfare of the
245 church and for directing and overseeing all ministries and business affairs of the church, the Leadership team
246 shall:

- 247 a. Present annual mission and ministry objectives to the congregation;
- 248 b. Determine Ministry Teams needed to carry out the church's mission and ministry, and appoint appropriate
249 leadership for the Ministry Teams;
- 250 c. Meet corporately with representatives from the ministry teams and staff at least semi-annually to review and
251 plan for future ministry;
- 252 d. Approve church policies;
- 253 e. Be responsible for representing the congregation in certain staff relationships including:
254 1. Hiring, compensation, and dismissal of staff subject to the provisions of these By-Laws.
255 2. Review of the Senior Pastor including an annual appraisal and routine counsel or discipline as
256 appropriate;
- 257 3. Support of the Senior Pastor as appropriate in management and discipline of ministry staff.
- 258 3. Establishment and maintenance of personnel policies;
- 259 4. Approval of job descriptions for new staff positions;
- 260 f. Oversee the preparation and submittal of a proposed budget for each fiscal year to the membership for
261 approval. Upon approval of the budget by the membership, the Leadership Team shall be responsible for its
262 implementation and management. The Leadership Team shall have the authority to over-spend particular
263 line items as necessary, but in the event that they anticipate the total annual expenditure to exceed the
264 approved annual budget, the Leadership Team shall seek congregational approval to over-spend the annual
265 budget at a congregational meeting called for that purpose.
- 266 g. The Leadership Team shall appoint a member of the church as Financial Secretary (not necessarily a
267 Leadership Team member) who shall be authorized to receive monies on behalf of the church. They shall
268 also appoint a church member as Treasurer (not necessarily a Leadership Team member) to disburse funds
269 for church purposes in accordance with standard accounting procedures for non-profit organizations. The
270 Financial Officer may serve as either the Financial Secretary or the Treasurer. The Financial Secretary and
271 the Treasurer shall not be the same person. The Leadership Team shall annually appoint an independent
272 review of the financial records of the church and report such findings to the congregation. Neither the
273 Treasurer nor Financial Secretary shall serve more than six consecutive years.
- 274 h. Hear and respond appropriately to concerns of members;
- 275 i. Be responsible for church discipline as outlined in Article I, Section 5 of these By-Laws;
- 276 j. Act as the trustees of the church for the advancement and protection of its assets. The Leadership Team
277 shall designate those Leadership Team members and any other members of the church who shall be
278 authorized to sign legal documents on behalf of the church;
- 279 k. Be responsible for action on applications for membership as outlined in Article I, Section 3 of these By-Laws.

280 **ARTICLE III: Ministry Teams**

281 **Section 1. Purpose**

282 Ministry Teams shall be formed as required to implement the varied ministries of the church.
283

284 **Section 2. Establishment and Elimination**

285 Ministry Teams shall be established and/or eliminated by the Leadership Team as appropriate to fulfill the
286 current ministry objectives of the church. The configuration of Ministry Teams shall be reviewed regularly by the
287 Leadership Team in accord with the church's purpose, strategies, and objectives for mission and ministry.

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Section 3. Duties

- The duties of Ministry Teams shall be to:
- a. Meet as required to plan and execute specific mission and ministry objectives.
 - b. Recruit and train ministry personnel.
 - c. Define and provide the necessary materials required for ministry.
 - d. Submit annually to the Leadership Team proposed budgets and objectives for the forthcoming year and conduct ministry consistent with approved budgets.
 - e. Report as requested to the Leadership Team.
 - f. Participate in semi-annual meetings with the Leadership Team per Article II, section 11.

Section 4. Leadership

- a. The leader of a Ministry Team shall be approved by the Leadership Team in consultation with the pastor(s). The team leader will serve as liaison to the Leadership Team to provide reports and information when requested, and to forward requests to the Leadership Team when necessary.
- b. Ministry Team members may be selected by the Ministry Team leader. The Leadership Team may remove a Ministry Team member.
- c. Each Ministry Team shall organize itself as required to perform its ministry.
- d. The Leadership Team may appoint one of its members to be a voting ex officio member of any Ministry Team. A Leadership Team member may serve as a Ministry Team's leader.

ARTICLE IV: Pastoral and Ministry Staff

Section 1. Purpose

Pastoral and additional ministry staff positions are created to help the congregation fulfill Christ's purposes in the world and among its members.

Section 2. Pastoral Qualifications

Pastors of the church shall meet the qualifications for character, giftedness, and call set forth in the Holy Scriptures. The Senior Pastor shall be an ordained pastor in good standing with the ECC. Other pastors can be credentialed in accordance with their duties. A pastor shall be a member of the church by virtue of the call to serve the church.

Section 3. Call of the Senior Pastor

The Senior Pastor shall be called at a congregational meeting, the purpose of which shall be announced to the congregation at least two weeks in advance. The Senior Pastor shall be called by a 2/3 majority vote of members present. Voting shall be via paper ballot. The call shall be for an indefinite period. When the church receives aid from the conference and/or denomination through appropriations, the call shall be with the approval of Pacific Northwest Conference. Nomination of a candidate for Senior Pastor is the responsibility of a Pastoral Search Committee as described in Article V, section 2.

Section 4. Call of Additional Pastors and Credentialed Ministry Staff

Congregational approval is required for the hiring of additional pastoral or credentialed ministry staff. The Leadership Team may establish or serve as a search committee to fill these positions. The Leadership Team will present one candidate at a congregational meeting called for that purpose. Such meetings shall be announced at least one week in advance. The membership vote shall be by paper ballot, with a minimum 2/3 majority required for call. The meeting shall include the budget implications of the proposed position. When the church receives aid from the conference and/or denomination through appropriations, the call shall be with the approval of the Pacific Northwest Conference.

Section 5. Duties of the Senior Pastor

The Senior Pastor shall preach and teach the Word of God, administer the sacraments, provide missional leadership, and faithfully carry out pastoral work. The Senior Pastor shall direct the church staff, providing counsel, encouragement, and Christian discipline so as to assist in the accomplishment of objectives for each staff member. All staff shall report to the Senior Pastor. The Senior Pastor shall be an ex officio member of the Leadership Team and an ex officio member of all ministry teams and committees and in such capacity shall strive to establish and accomplish objectives and strategies in conjunction with the mission and purpose of the church. The Senior Pastor shall report to the Leadership Team.

344 **Section 6. Duties of Additional Pastors and Ministry Staff Members**
345 Additional pastors and ministry staff members shall carry out specific areas of ministry under the direction of the
346 Senior Pastor.

347
348 **Section 7. Cooperation**
349 The pastor(s) shall, both in word and precept, work in harmony with the ECC, and the Pacific Northwest
350 Conference.

351
352 **Section 8. Resignation of a Pastor or Ministry Staff Member**
353 A pastor or ministry staff member may resign by submitting a letter of resignation to the Leadership Team.
354

355 **Section 9. Dismissal**
356 The dismissal of a pastor or ministry staff member should be undertaken only after avenues of remediation have
357 been pursued.

- 358 a. **Dismissal of the Senior Pastor.** The dismissal of the Senior Pastor shall be by congregational vote at a
359 meeting announced in writing at least two weeks in advance. Such an agenda item cannot be a part of, or
360 added to, the agenda of any other meeting. Either a 2/3 majority vote of the Leadership Team or a
361 congregational petition signed by 20% of the membership is required to call such a congregational meeting.
362 The grounds for dismissal shall be presented. Members shall be allowed to speak to the matter. The Senior
363 Pastor shall be allowed to speak to the matter. The vote shall be by written ballot. A majority of voting
364 members present is necessary to dismiss the Senior Pastor.
- 365 b. **Dismissal of Additional Pastors and Ministry Staff.** Additional pastors and ministry staff called by the
366 congregation may be dismissed by the 2/3 vote of the Leadership Team. A meeting to overturn the action
367 of the Leadership Team may be called through a petition signed by 20% of the membership. The grounds
368 for dismissal shall be presented. Members shall be allowed to speak to the matter. The pastor or ministry
369 staff member in question shall be allowed to speak to the matter. The vote shall be by written ballot. A
370 majority vote of members present is necessary to overturn the action of the Leadership Team.

371
372 **Section 10. Charges Against a Pastor**
373 Charges against a pastor shall be submitted in writing to the Leadership Team and the Pacific Northwest
374 Conference superintendent, charging a pastor with indiscretion, immorality, doctrinal error, unethical behavior,
375 or disloyalty to the ECC. The superintendent shall confer with the ECC executive minister of the ordered ministry.
376 These two officers shall confer and determine the order of responsibility in pursuing the matter according to the
377 Rules and Regulations of the Board of Ordered Ministry of the ECC regarding discipline, prior to further action by
378 the church. A pastor or staff member credentialed by the ECC may be suspended by the ECC during this process.
379
380 Any pastor who is not credentialed by the ECC may be suspended or recommended for dismissal at any time
381 without prior notice by the Leadership Team.

382 **ARTICLE V: Committees**

383 **Section 1. Nominating Committee**

- 384 a. **Composition.** The nominating committee shall consist of three congregational members, one of which may
385 be a Leadership Team member, elected at a congregational meeting, The Senior Pastor is an ex-officio
386 member of the nominating committee. The Nominating Committee shall elect its own chair
- 387 b. **Term.** Nominating Committee positions shall be one-year terms, with members serving at most three
388 consecutive terms. It is recommended that at least one Committee member continue to the next term to
389 maintain committee continuity.
- 390 c. **Quorum.** A majority of members shall constitute a quorum of the Nominating Committee.
- 391 d. **Responsibilities.** The nominating committee shall be responsible for nominations to fill the offices of
392 Leadership Team, the nominating committee, the at-large members of the pastoral relations committee, the
393 delegates to the annual meetings of the Pacific Northwest Conference and the Evangelical Covenant Church,
394 and any other positions assigned to it either by the Leadership Team or congregation.
- 395 e. **Nominating Procedure.** Any member of appropriate character, giftedness, and call may be nominated. No
396 more than one candidate shall be nominated per open position.
- 397 f. **Unity.** Actions by the nominating committee shall be taken in such manner as to preserve the unity of the
398 Spirit in the bond of peace. When necessary, a simple majority shall decide contested issues.

399
400 **Section 2. Pastoral Search Committee**

401 The Senior Pastor shall be nominated by a Pastoral Search Committee which shall be nominated by the
402 Leadership Team and elected by a vote of the membership at a congregational meeting. The Search Committee
403 shall be representative of the congregation and have five to nine members. The committee shall work closely
404 with the Superintendent of the Pacific Northwest Conference.

405
406 **Section 3. Senior Pastoral Relations Committee**
407 The Senior Pastoral Relations committee shall work toward a vital, healthy, mutually beneficial relationship
408 between the congregation and the Senior Pastor. The Pastoral Relations committee shall have four main areas
409 of responsibility:

- 410 a. Care and encouragement for the Senior Pastor and their family;
- 411 b. Receiving the perspective and concerns of the Senior Pastor relative to their relationship with the
412 congregation and the effectiveness of their ministry;
- 413 c. Communicating the perspectives and concerns of the congregation to the Senior Pastor relative to the
414 Pastor's ministry; and
- 415 d. Periodic review of the Senior Pastor's professional goals and their goals for the church.

416
417 The Pastoral Relations committee shall be chaired by the Vice Chair. Other members shall include one
418 congregational member nominated by the Nominating Committee and elected by the congregation; and one at-
419 large committee member chosen by the Senior Pastor. The at-large committee member shall be an active
420 participant in the life of Highland but is not required to be a congregational member. No more than two members
421 of the Pastoral Relations Committee may be Leadership Team members. Committee members shall serve no
422 more than two consecutive three-year terms.

423
424 **Section 4. Other Special Committees**
425 The Leadership Team or the congregation may establish committees to address specific tasks. Such committees
426 shall report back to the Leadership Team unless otherwise instructed by the Leadership Team. The committee
427 shall terminate upon the completion of its task.

428 **ARTICLE VI: Congregational Meetings**

429 **Section 1. Annual Business Meeting**
430 An Annual Business Meeting shall be held in the first quarter of the fiscal year for the purpose of reporting on
431 the life of the church in the preceding year. At this meeting, written reports shall be submitted as appropriate by
432 the pastor(s), ministry staff, Leadership Team and ministry teams. The financial report and a report on an
433 independent review of financial records shall be submitted by the Financial Officer. Election for offices shall be
434 held.

435
436 **Section 2. Annual Budget Meeting**
437 An Annual Budget Meeting shall be held in the fourth quarter of the fiscal year. At this meeting the proposed
438 church budget for the coming fiscal year shall be submitted to the congregation for action.

439
440 **Section 3. Other Meetings**
441 Additional congregational meetings shall be held as required by the Constitution and By-laws.

442
443 **Section 4. Notification of Meetings**
444 All meetings shall be announced by written communication to the membership at least one week prior to the
445 meeting date unless otherwise specified in the Constitution or By-Laws.

446
447
448 **Section 5. Conduct of Meetings**
449 The Chair of the Leadership Team or, in their absence, a person designated by the Leadership Team shall serve
450 as Chair of any meeting of the membership.

451
452 **Section 6. Voting**
453 Each congregational member, and only members, shall be entitled to cast one vote on any matter at hand at any
454 meeting of the membership. Such votes must be cast in person. Vote by proxy shall not be allowed. Voice votes
455 are allowed where no objection is raised except where otherwise specified in the Constitution or By-Laws.
456 Passage requires a majority vote unless otherwise specified in the Constitution or By-Laws.

457

458 **Section 7. Quorum.**
459 Twenty voting congregational members, including at least two Leadership Team members, or 20% of the voting
460 congregational members including at least two Leadership Team members, whichever is least, shall constitute
461 a quorum for any congregational meeting unless otherwise specified in the Constitution or By-Laws.
462

463 **Section 8. Rules of Order**
464 All congregational meetings of the church and of any other committees or organizations shall be conducted
465 according to the current edition of The Standard Code of Parliamentary Procedure subject to the provisions of
466 this Constitution and By-Laws.
467

468 **Section 9. Final Voice**
469 The congregation reserves for itself final authority in any matter of its choice. A member may advance an item
470 to the agenda of a congregational meeting by the majority vote of the membership at that meeting, providing
471 that the item is not in conflict with other provisions of the Constitution and By-Laws. An item brought to the
472 agenda in this way shall be decided by a majority vote of the membership, unless the item requires a different
473 percentage as outlined elsewhere in the Constitution and By-Laws.

474 **ARTICLE VII: Highland Christian School**

475 Highland Christian School is an important and distinctive ministry of Highland Covenant Church. Its purpose is
476 to provide a quality Christian learning environment for the children of Highland Covenant and the surrounding
477 communities. This purpose shall be accomplished through a Christ-centered curriculum which best meets the
478 spiritual, educational, emotional, and physical needs of children. The overriding concern of this ministry is to
479 make known the love and saving grace of Christ to the children and their families in the context of an outstanding
480 educational environment. The administration of the school shall be accomplished by the Leadership Team. The
481 Highland Christian School budget and staff are subject to approval by the Leadership Team.
482

483 The Highland Christian School Director shall be appointed by the Leadership Team and shall serve as an advisory
484 consultant to the Leadership Team regarding school matters. Every effort shall be made such that the Director
485 is a member of Highland Covenant Church. If necessary, to ensure the success of the school, a non-member may
486 be hired as Director as long as such person actively attends Highland at least once per month and strives to
487 develop and maintain personal relationships within the body of Highland Covenant.
488
489

490 **ARTICLE VIII: Closure and Declining Attendance**

491 **Section 1. Action Needed**
492 The congregation may terminate its existence by a 2/3 vote of the membership present and voting at a
493 congregational meeting called for that purpose.
494

495 **Section 2. Meeting Provisions**
496 The decision on whether to close the church cannot be a part of, or added to, the agenda of any other meeting.
497 The congregational meeting for such a vote may be called by the Leadership Team or through the request of the
498 congregation by a petition for such a meeting signed by at least 20% of the membership.
499

500 **Section 3. Notification**
501 All members of record must be notified of the meeting through first class mail at least two weeks in advance.
502

503 **Section 4. Quorum**
504 The quorum for such a meeting shall be all members of record who are present at the meeting.
505

506 **Section 5. Asset Distribution**
507 Upon the vote to close, the assets of the congregation shall be transferred according to Article IX of the
508 Constitution.
509

510 **Section 6. Collaboration**
511 Should congregational average attendance be below 25 for a period of four months or more, the conference
512 executive board may appoint an ex officio member to the Leadership Team.

513 **ARTICLE IX: Assets of the Church**

514 **Section 1. Disputed Assets**
515 In the event of schism within the church, in which there are competing claims to the assets by various factions
516 of the membership, the title of all church property, real or personal, shall remain with the group which abides by
517 the Constitution and By-Laws, as determined by the executive board of the Pacific Northwest Conference.
518

519 **ARTICLE X: Amendments**

520 **Section 1. Procedure**
521 These By-Laws may be amended by a vote of 2/3 of the membership present and voting at a duly called meeting
522 for that purpose. A proposed amendment to the By-Laws must be presented in writing to the membership not
523 less than 90 days prior to the meeting. Article VIII, IX and X may only be amended with the prior approval of the
524 Pacific Northwest Conference executive board.
525