## Woodbridge Community Church

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# Woodbridge Community Church

# CONSTITUTION

## Section One: Purpose

**1.1 NAME.** Established on June 4, 1971, this non-profit 501(c)(3) corporation is to be known as **WOODBRIDGE COMMUNITY CHURCH** and is located at 5000 Barranca Parkway in Irvine, California.

**1.2 PURPOSE AND VISION: *Why* do we do what we do?** The purpose of Woodbridge Community Church is to glorify God by making disciples who are committed followers of Jesus Christ (Mt. 28:19-20). Our vision is to build ***"a community connecting people with God and equipping people for life."*** (2 Cor. 5:17-20).

**1.3 MISSION: *What* do we do to accomplish our purpose?** All ministries are established and continued based on their specific contribution to one or more of these five purposes which comprise our mission.

- ***WORSHIP:*** loving God and surrendering our lives to Him (Mk. 12:29-30; Rev. 4:11).
- ***DISCIPLESHIP:*** learning and growing to be like Christ (Mt. 28:19-20; Col. 1:28).
- ***FELLOWSHIP:*** connecting and sharing with God's Family (1 Cor. 12; Eph. 2:19).
- ***MINISTRY:*** exercising spiritual gifts to serve others (Eph. 4:12; 1 Pet. 4:10).
- ***EVANGELISM:*** communicating God's plan to the community, nation and world (John 3:16; Acts 1:8).

**1.4 CORE VALUES: *How* do we live to accomplish our purpose?**

- ***GOD-CENTERED.*** Woodbridge Community Church exists for God, and His purposes. He is to be first in every endeavor, program and person. Jesus Christ is Head of the church, and we yield our will, control, and ownership of the church to Him.
- ***WORSHIP-FOCUSED.*** Our highest calling is to love God with our entire being. We regularly gather as God's family to give Him the love of our hearts in the simplicity of worship.
- ***BIBLE-BASED.*** The Bible is the core content of all our teaching, and daily guide for practical living. Learning and living the Bible is the norm at Woodbridge resulting in authentic lifestyle Christianity.
- ***PRAYER-DEPENDENT.*** We recognize prayer as essential, our life-line for spiritual power, oneness, and changed lives.
- ***MISSION-DRIVEN.*** Our mission is transformed lives. We intentionally look outward to serve and reach the un-churched with the message of Christ. We seek to continually engage in community outreach and cross-cultural world missions, and to weave this into the fabric of everything we do. This requires awareness of culture to build bridges with people in their social setting. We consider property, facilities, and financial resources to be of secondary value to the eternal worth of a human life.

- ***DISCIPLE-MAKING.*** Woodbridge Community Church is a campus for disciple-making, and we offer classes, retreats, seminars, mentoring, and practical experience to develop mature disciples. To complete the task, we recognize that although the message doesn't change, the methods often change. Making disciples of Jesus Christ is far more important than adding numbers or attracting a crowd.
- ***GIFT-EQUIPPED.*** Spiritual gifts are given to each believer by the Holy Spirit to serve one another in love. Pastors train and equip, and each believer is called to be a minister and to minister. We consider our spiritual impact to be directly proportionate to the mobilization of every believer to be filled with the Spirit and exercise their spiritual gift toward a clear God-given purpose.
- ***LOVE-MOTIVATED.*** We are the community of God, knit together in love as the Body of Christ, and inseparable from one another.
- ***GRACE-LIVING.*** By the grace of God, we are forgiven, forever set free from condemnation, and given right standing before God. Therefore, we extend grace, forgiveness, acceptance, compassion and encouragement to each other as we hold one another accountable to Christ.
- ***FUTURE-FOCUSED.*** We choose to practice faith that is active and forward-looking anticipating the next step God wants us to take regardless of human limitations and resources. We are serious about building the family of God which is far larger than any church or denomination, and we do so by sharing our resources, encouraging other churches and assisting with the multiplication of churches.

## 1.5 STATEMENT OF FAITH

- ***THE WORD OF GOD:*** We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.
- ***THE TRINITY:*** We believe that there is one living and true God, eternally existing in three persons, equal in perfection and attributes, and performing distinct but harmonious functions.
- ***GOD THE FATHER:*** We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe God hears and answers prayer, and that He saves from sin and spiritual death all who come to Him through Jesus Christ.
- ***JESUS CHRIST:*** We believe in Jesus Christ, His virgin birth, sinless life, miracles, and teachings. We believe in His atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth.
- ***THE HOLY SPIRIT:*** We believe in the Holy Spirit who convicts the world of sin, and regenerates, sanctifies, and empowers all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ and that He is an abiding helper, teacher, and guide.
- ***SALVATION:*** We believe that all people are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their

sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit and eternally secure in Christ.

- ***THE CHURCH:*** We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of baptized believers in Jesus Christ, and associated for worship, discipleship, fellowship, ministry, and evangelism.
- ***CHRISTIAN CONDUCT:*** We believe Christians should live for the glory of God by seeking to grow to full maturity in Christ, actively serving others, and conducting themselves blameless before the world.
- ***THE ORDINANCES:*** We believe Christ has committed two ordinances to the local church: baptism and communion. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe communion was instituted by Christ for commemoration of His death.
- ***RELIGIOUS LIBERTY:*** We believe that each person has direct access to God, and each church is independent of ecclesiastical or political interference in matters of faith and practice.
- ***CHURCH COOPERATION:*** We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another. Participation in a conference or interdenominational fellowship is voluntary and may be terminated at any time.
- ***THE LAST THINGS:*** We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, and the eternal destiny of heaven or hell depending on a person's relationship with God.

*From the Statement of Faith of the Baptist General Conference*

- ***MARRIAGE:*** We believe that marriage is the exclusive covenant union of one man and one woman ordained by God in the Bible.

**1.6 AFFILIATION.** Woodbridge Community Church maintains a voluntary fellowship with the Southwest Baptist Conference and the Baptist General Conference.

## Section Two: Membership

**2.1 BIBLICAL BASIS FOR MEMBERSHIP.** The Bible says, *" . . . God has placed the members, each one of them, in the body, just as He desired. . . . Now you are Christ's body, and individually members of it."* (1 Cor. 12:18, 27, NASB). On the day the church was born, 3,000 repented, believed, and were baptized. Their names were added to the church, and they immediately became active in the teaching, prayer and body life of the church (Acts 2:41-42). Membership identifies those who have committed their life to Christ and have been baptized as a testimony of their faith.

**2.2 ADMISSION OF MEMBERS.** Any person may be received into membership after completing the following: 1) sharing a personal testimony of faith in Jesus Christ; 2) being baptized by immersion or sharing personal testimony of baptism by immersion following salvation; 3) completing new member training; and 4) agreeing to abide by this Constitution. Applications for membership shall be approved by the Leadership

Team. In instances where baptism by immersion is not possible due to medical reasons, other modes of baptism may be considered acceptable upon approval of the Leadership Team.

**2.3 COMMITMENT OF MEMBERS.** Membership commitment is based on what the Bible teaches, no more and no less. Based on the Word of God and the Core Values (paragraph 1.4), each member is asked to seek to live out these personal commitments.

- I choose to be *"God-centered"* following Christ in my lifestyle, and yielding my will to Him (Luke 9:23).
- I choose to be *"worship-focused"* by giving God the love of my heart each day, gathering regularly with God's family to worship, and honoring Him with my resources (Heb. 10:25; 1 Cor. 16:2; Phil. 4:18-19).
- I choose to be *"Bible-based"* by learning and living God's Word (John 8:31-32; Col. 3:16).
- I choose to be a *"prayer-dependent"* casting all my cares on Him and praying for others (John 15:7-8).
- I choose to be *"mission-driven"* by seeking opportunities to share my faith, and supporting community outreach and cross-cultural world missions (1 Pet. 3:15; Acts 1:8).
- I choose to be a *"disciple-maker"* seeking opportunities for personal growth and encouraging others to follow Him (Mt. 28:19-20).
- I choose to be *"gift-equipped"* by exercising my spiritual gifts in the service of Christ (1 Pet. 4:10-11).
- I choose to be *"love-motivated"* refusing to isolate or run from conflict, but, instead, seeking opportunities to grow in relationships and showing love to others (1 Pet. 4:8-9).
- I choose to be *"grace-living"* extending God's grace, forgiveness, and compassion, refusing to sow discord, and communicating with and following the leaders of the church (Eph. 4:32; Heb. 13:17).
- I choose to be *"future-focused"* to take new steps by faith to make disciples (Mt. 28:19-20; Heb. 11:6).

**2.4 RIGHTS OF MEMBERS.** Members, 18 years of age and older, are eligible to vote. Members of the church do not have any rights to the property or assets of the church.

**2.5 RELEASE AND REACTIVATION OF MEMBERS.** Members who have been absent for 6 months or more without indicating interest in continued membership shall be released from the membership. Membership may be reactivated by request.

**2.6 DISCIPLINE OF MEMBERS.** Causes for discipline include: divisiveness (Rom. 16:17-18; Titus 3:9-10), immorality, greed, idolatry, slander, abusive speech, drunkenness, swindling (1 Cor. 5:11), false teaching (1 Tim. 1:20; 2 Tim. 2:17-18), and leading an unruly life (2 Thess. 3:6-15). The procedures specified in Gal. 6:1, Matt. 18:15-17, 1 Tim. 5:19-20, and Titus 3:10 will be followed to restore, reprove or remove members.

## THE HEAD OF THE CHURCH

The Head and Chief Shepherd of Woodbridge Community Church is Jesus Christ (Col. 1:18; 1 Peter 5:5), and as an organization, we seek to discover and carry out His priorities and plans in every aspect of church life. No decision is knowingly made which is contrary to the teaching of God's Word. Human leaders are chosen to serve under the authority of Christ, and they have no higher priority than to yield their will to His will, discover His compassion for people, and to spend time in the Word and prayer sensing where He is leading.

## BIBLICAL LEADERSHIP PROFILE

The New Testament is clear that the church is to be led by a plurality of godly individuals. All leadership, including pastors-elders-overseers, pastoral shepherds, ministry directors, administrative and support staff, deacons, deaconesses, and teachers, are selected and held accountable according to the following Biblical criteria:

1. Growing in a personal relationship with Jesus Christ, committed to the Word and prayer, and willing to be accountable in a discipleship relationship (John 15:7-8; 2 Tim. 2:1-5);
2. Committed to the Bible as the inspired Word of God (2 Tim. 3:16-17);
3. Participates in worship services on a regular basis. Church membership is encouraged (Heb. 10:24-25);
4. Biblically balanced in beliefs, and not given to extreme views and dogmatism, not argumentative, divisive, or lording it over others (1 Cor. 8:1; 2 Tim. 2:24-25);
5. Motivated by love and not financial gain, status or title (1 Pet. 5:2-4; Mt. 23:12);
6. Supportive of the leadership, vision and ministry of the church (Heb. 13:17);
7. Growing in the qualities of a spirit-filled life: controlled temper, speech, not divisive, and a lifestyle of Biblical morals in sexual, ethical, and financial dealings (Gal. 5:19-23);
8. Kind, courteous, and friendly in contacts with people (2 Tim. 2:24; 3 Jhn. 14);
9. Committed to team ministry, flexible to new ideas, and not self-willed or pushy (Phil. 2:3-4).
10. Knows their spiritual giftedness and is fervently committed to exercise those gifts; consistent in time and financial support of the ministry (1 Peter 4:10-11; 1 Cor. 16:2).
11. Dependable, faithful, reliable, teachable and willing to receive input and advice (Prov. 15:22); and
12. Committed to community evangelism and world-wide missions, and willing to believe God and take bold steps of faith to carry out the Great Commission (Mt. 28:19-20; Heb. 11:1).

## 3.1 PASTORS-ELDERS-OVERSEERS

### 3.1.1 Biblical Definition.

**Elder** (Grk. *"presbuteros"*) is a spiritually mature individual chosen to lead the family of God. Synonymous terms include **overseer** (Grk. *"episkopos"*) meaning "to watch over" and **pastor** (Grk. *"poimen"*) meaning a "caring shepherd."

**3.1.2 Biblical Responsibilities.** Biblically, the pastor-elder-overseer is given the responsibility and authority to ***lead*** the church under the authority of Christ and to ***feed*** God's family with clear, accurate, and practical teaching from the Bible. The Pastor-elder-overseer's responsibilities also include caring for the spiritual and physical well-being of members, leading individuals to Christ (2 Tim. 4:5), equipping believers to discover their spiritual gifts and ministry (Eph. 4:11-12), counseling and praying with the hurting, guarding the church from danger and harmful influences (Acts 20:28-29), and praying and anointing with oil those facing serious illness (James 5:14).

- **[1]To the elders among you . . . [2]Be shepherds of God's flock that is under your care, serving as overseers—not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; [3]not lording it over those entrusted to you, but being examples to the flock.** 1 Pet. 5:1-3 (NIV)
- **The elders who rule well are to be considered worthy of double honor, especially those who work hard at preaching and teaching.** 1 Tim. 5:17 (NASB)

The Bible instructs the members of the church to lovingly support their leaders and to follow their lead.

- **[17]Obey your leaders and submit *to them*, for they keep watch over your souls as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you.** Heb.13:17 (NASB)
- **[12] . . . appreciate those who diligently labor among you, and have charge over you in the Lord and give you instruction, [13]and that you esteem them very highly in love because of their work. Live in peace with one another.** 1 Thess. 5:12-13 (NASB)

**3.1.3 Biblical Gifts and Qualifications.** Spiritual gifts for the pastor-elder-overseer may include pastor, preaching, teaching, wisdom, leadership, administration, hospitality, showing mercy, evangelist, and other gifts. The qualifications are specified in 1 Tim. 3:1-7 and Titus 1:5-9.

- **[1]If anyone sets his heart on being an overseer, he desires a noble task. [2]Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, [3]not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. [4]He must manage his own family well and see that his children obey him with proper respect. [5](If anyone does not know how to manage his own family, how can he take care of God's church?) [6]He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. [7]He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.** 1 Tim. 3:1-7 (NIV)
- **[5]The reason I left you in Crete was that you might straighten out what was left unfinished and appoint elders in every town, as I directed you. [6]An elder must be blameless, the husband of but one wife, a man whose children believe and are not open to the charge of being wild and disobedient. [7]Since an overseer is entrusted with God's work, he must be**

**blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. [8]Rather he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. [9]He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it.** Titus 1:5-9 (NIV)

### 3.1.4 Senior Pastor and Associate Pastors

**3.1.4.1 Senior Pastor.** The primary responsibilities of the Senior Pastor are to study and teach the Word of God (2 Tim. 4:1-5) and to provide strategic leadership in equipping the church body to do the work of the ministry (Eph. 4:11-16). Moreover, the Senior Pastor is the chief executive officer of the church. He is the leader of the church in all its ministries and is responsible for the day-to-day operations of the church, including hiring, leading, training, supervising, reviewing, disciplining, and terminating church staff. The Senior Pastor is an *ex-officio* member of all church ministries.

**3.1.4.2 Associate Pastors.** The responsibilities of Associate Pastors include assisting the Senior Pastor, teaching the Word, training and equipping believers, and taking oversight for specific ministry areas. Associate Pastors are members of the Leadership Team.

**3.1.4.3 Pastoral Selection.** To select a Senior Pastor, a Pastoral Selection Prayer Team shall be established consisting of three (3) members from the Leadership Team and three (3) members at large named by the Leadership Team. When unanimous concerning a candidate, they shall recommend the candidate to the Leadership Team. The Leadership Team shall interview the candidate, seek God's leading and choice, and if confirmed, present the individual to the church. Only one candidate may be presented to the church at one time. Multiple interviews with the candidate will be arranged prior to the motion being presented at a Church Business Meeting. The minimum quorum to call a Senior Pastor is 30% of eligible voting members. An affirmative vote of 75% or more of the members present and eligible to vote is required. Associate Pastors shall be interviewed and selected by the Senior Pastor and Leadership Team.

**3.1.4.4 Ministry Position Description.** A Ministry Position Description (MPD) shall be prepared and approved by the Leadership Team for each pastor. The MPD may be revised as needed. All pastors are called for a continuous term of service, and shall be members of the church. Agreed upon salary and other benefits shall be presented to the pastor in writing. Salaries and benefits shall be reviewed at least annually by the Leadership Team. The employment relationship is detailed in the *Employee Handbook*.

**3.1.4.5 Pastoral Resignation** requires giving written notice a minimum of thirty (30) days in advance, and this shall be submitted to the Leadership Team before it is presented to the church.

**3.1.4.6 Senior Pastor Termination.** An accusation against a pastor requires confirmation by two or more witnesses (1 Tim. 5:19-20). The Leadership Team shall present to the church any written request for the dismissal of a Senior

Pastor when signed by 75% or more of the Leadership Team or by 30% or more of the eligible voting membership of the church. A vote on a motion for dismissal shall take place at a Church Business Meeting with a minimum quorum of 30% of the eligible membership required. The vote shall be by written ballot with an affirmative vote of 75% or more of the members present and eligible to vote necessary to carry the motion. If the church votes to dismiss the Senior Pastor, the pastor's relationship with the church shall terminate immediately. The pastor shall receive a minimum of two (2) months termination salary plus accrued vacation.

## 3.2 MINISTRY LEADERSHIP AND SUPPORT STAFF

**3.2.1 Pastoral Shepherds** shall assist the Senior Pastor with the care of the congregation, teach the Word of God in various group settings, and be available to share Christ, counsel, and pray with individuals following worship services and during the week. Pastoral Shepherds may serve on a vocational or volunteer basis, and they may be asked to report periodically to the Leadership Team.

**3.2.2 Ministry Directors** are assigned a major area of the ministry to plan, develop and oversee under the direction of the Senior Pastor. Ministry Directors may serve on a vocational or volunteer basis, and they shall represent their ministry area to the Leadership Team.

**3.2.3 Administrative and Support Staff** shall be assigned specific responsibilities in the ministry to assist the leadership in carrying out the work in an efficient manner.

**3.2.4 Selection and Qualifications.** All Pastoral Shepherds, Ministry Directors, Administrative and Support Staff shall be selected according to the Biblical Leadership Profile, interviewed in multiple settings, and selected by the Senior Pastor and Leadership Team.

**3.2.5 Ministry Position Description.** A Ministry Position Description (MPD) shall be prepared and approved by the Senior Pastor. The MPD may be revised as needed. Agreed upon salary and other benefits shall be presented to the individual in writing. Salaries and benefits shall be reviewed at least annually by the Leadership Team. The employment relationship is detailed in the *Employee Handbook*.

## 3.3 DEACONS AND DEACONESSES

**3.3.1 Biblical Definition.** Deacon and deaconess both come from the same Greek word "*diakonos*" meaning a servant, minister, one who serves in practical, need meeting ways. The root of the word, "*diako*," means "to speedily carry out a responsibility."

- **Choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them to give our attention to prayer and the ministry of the word.** Acts 6:3-4 (NIV)
- **I commend to you our sister Phoebe, a servant** (Gr. d*iakonos* or "deaconess") **of the church . . . she has been a great help to many people, including me.** Rom. 16:1-2 (NIV)

**3.3.2 Biblical Gifts and Qualifications.** Spiritual gifts may include serving, administration, helps, leadership, wisdom, showing mercy, hospitality, and other gifts. The qualifications are found in 1 Tim. 3:8-13:

- **[8]Deacons likewise *must be* men of dignity, not double-tongued, or addicted to much wine or fond of sordid gain, [9]*but* holding to the mystery of the faith with a clear conscience. [10]These men must also first be tested; then let them serve as deacons if they are beyond reproach. [11]Women *must* likewise *be* dignified, not malicious gossips, but temperate, faithful in all things. [12]Deacons must be husbands of *only* one wife, *and* good managers of *their* children and their own households. [13]For those who have served well as deacons obtain for themselves a high standing and great confidence in the faith that is in Christ Jesus.** 1 Tim. 3:8-13 (NASB)

**3.3.3 Selection and Responsibilities.** Deacons and deaconesses are members of the church selected by the congregation for service based on spiritual gifts, aptitude for ministry and heart desire. Their responsibilities include practical areas of service. Deacons and deaconesses may meet/work separately or together in carrying out the work in the most efficient manner.

**3.3.4 Number and Term.** While elected by the congregation, the number of deacons and deaconesses commissioned at any given time shall be determined by the Leadership Team and may be adjusted as necessary to achieve the objectives of the church. Elected deacons and deaconesses serve on a volunteer basis for a three (3) year term. Deacons and deaconesses who serve two (2) full terms shall be ineligible for re-election until the lapse of one (1) year. Terms of service for deacons and deaconesses begin July 1 and conclude on June 30 of the year that they leave office. One-third (1/3) shall be elected each year if possible depending on the needs of the church and availability of qualified individuals.

## 3.4 LEADERSHIP TEAM

**3.4.1 Role and Responsibility.** Representing the congregation, and guided by prayer and the Holy Spirit, the Leadership Team is the corporate Board of Directors. The Leadership Team is responsible for reviewing the performance of the Senior Pastor, establishing church policies, setting annual goals and budgets, and overseeing the overall operations of the church. The Leadership Team shall have ultimate responsibility for overseeing the business, legal, and financial affairs of the church, subject to the final authority of the congregation on matters reserved for congregational approval herein. The Leadership Team shall also be responsible for assisting the pastors with the spiritual care of the congregation, and overseeing the acquisition, use, and disposition of church property and resources. All business, legal, and financial affairs of the church shall be subject to the jurisdiction and oversight of the Leadership Team with the exception of the purchase, lease, or sale of real estate, expansion of facilities, and obtaining loans secured by real property, which shall be presented to and approved by the congregation upon the recommendation of the Leadership Team.

**3.4.2 Election and Appointment.** The Leadership Team consists of the Senior Pastor, Associate Pastor(s), all elected deacons, and two (2) deaconess representatives selected by the deaconesses.

**3.4.3 Officers.** All officers shall be members of the Leadership Team and shall be selected annually by majority vote of the Leadership Team. Officers shall serve a one (1) year term beginning July 1 to June 30. Officers may be re-elected or removed at anytime by majority action of the Leadership Team.

**3.4.3.1 Chairman:** presides at Leadership Team and Church Business Meetings. The chairman is responsible to organize and guide the leadership in carrying out the responsibilities of paragraph 3.4.1. The chairman is an *ex-officio* member of all ministries.

**3.4.3.2 Vice Chairman:** assumes the duties of the Chairman when absent, and serves as Chairman of the Nominating Team.

**3.4.3.3 Secretary/Treasurer:** oversees the preparation, review, execution and maintenance of all corporate records, official documents and minutes of meetings of the Leadership Team and Church Business Meetings. The Secretary/Treasurer is responsible for overseeing the management of all cash resources, the proper disbursement of funds, recording of receipts and disbursements, and review of financial transactions and reports provided by staff or ministry teams to the Leadership Team.

**3.4.3.4 Other Officers:** may be established as needed by the Leadership Team.

## 3.5 NOMINATING TEAM

**3.5.1 Role & Responsibility.** The Nominating Team shall present nominees for the annual election of deacons and deaconesses, and for filling vacancies occurring during the year. See paragraph 4.2.7.

**3.5.2 Composition and Membership.** The Nominating Team shall consist of the Vice Chairman of the Leadership Team who shall serve as chairman, a representative of the deaconesses, four (4) additional congregational members selected for a single 3 year term, and the Senior Pastor. The Vice Chairman shall recommend candidates for the Nominating Team to the congregation for election following the procedure specified in paragraph 4.2.7.

**3.6 MINISTRY TEAMS.** The Leadership Team shall establish ministry teams to carry out the purposes specified in paragraph 1.3. The chairperson of each ministry team shall be confirmed by the Leadership Team.

# *Section Four: Procedures*

## 4.1 CORPORATE CALENDAR YEAR

**January:** The fiscal year begins on Jan. 1. Contribution records are prepared and distributed.

**February - April:** The Nominating Team begins the selection and interview process.

**May - June:** Candidates for deacons, deaconesses, and Nominating Team are introduced and the election takes place. Terms of service conclude on June 30th for those completing their third year.

**July:** Those elected begin their term of service on July 1, the corporate officers are selected by the Leadership Team, and a commissioning service is held for all leadership.

**August - September:** Leadership is trained, and the goal and budget planning process begins.

**October - December:** The Annual Meeting is scheduled preceded by an Information Meeting.

**December:** Membership records are updated. The fiscal year ends on Dec. 31.

## 4.2 CHURCH BUSINESS MEETINGS AND ELECTIONS

**4.2.1 Church Business Meetings.** A Church Business Meeting may be called by the Leadership Team whenever the congregation is required by this Constitution to vote on church business matters.

**4.2.2 Notice of Church Business Meetings.** Notice of all business meetings of the church shall be in writing in the worship folder for two (2) consecutive Sundays preceding a meeting.

**4.2.3 Qualified Voters.** All members 18 years of age or older shall be eligible to vote.

**4.2.4 Quorum for Church Business Meetings.** A quorum shall be 10% minimum of the eligible voting membership (members 18 years of age and older) for all Church Business Meetings except when calling or terminating the Senior Pastor for which the quorum shall be 30% minimum. A Church Business Meeting shall not be conducted without a quorum.

**4.2.5 Definition of Voting Majority.** All matters subject to a vote of the congregation shall be determined by a simple majority unless otherwise indicated.

**4.2.6 Annual Business Meeting.** The Annual Business Meeting shall be held during the months of October, November, or December, the date and time to be determined by the Leadership Team. The purpose of this meeting is for the presentation of annual reports and goals, approval of the annual budgets, and other items of business. The meeting shall be announced in the worship folder and the proposed annual budgets shall be made available to the membership at least two (2) Sundays before the meeting. There shall be at least one Information Meeting prior to the Annual Business Meeting to discuss the goals and budgets.

**4.2.7 Procedure for Elections.** The annual election shall be held during May or June of each year. The Nominating Team shall nominate at least one person for each elected position with names of candidates presented to the congregation in written form in the worship folder two (2) Sundays prior to an election. Election is done by written ballot at the conclusion of the worship services. Elected individuals begin their term of service on July 1. Vacancies in elected positions occurring during the year may be filled as needed for the unexpired term following this same procedure.

**4.2.8 Absentee Ballot**. When a matter is to be decided by written ballot, absentee ballots shall be available from the church office prior to the business meeting. To be valid, an absentee ballot shall be returned to the church office in a sealed envelope prior to the business meeting. The signature of the voting member shall

be on the envelope. An absentee ballot received after the business meeting shall be considered null and void. Absentee ballots shall not be considered for the purpose of establishing a quorum.

## 4.3 FINANCES

**4.3.1 Fiscal Year.** The fiscal year of the church begins on Jan. 1 and ends on Dec. 31.

**4.3.2 Sources of Income.** The ministry shall be primarily supported through voluntary contributions. Gifts given to the church which are restricted in use by the donors shall be accepted and disbursed as designated or returned to the donor based on the discretion of the Leadership Team. Any new fund raising activity or event requires prior approval of the Leadership Team.

**4.3.3 Annual Budget.** The proposed annual budgets for the Ministry Budget, Missions Budget, and all other budgets shall be presented by the Leadership Team at the Annual Business Meeting. The Leadership Team shall be responsible for monitoring revenues and expenditures on a monthly basis and keeping the congregation informed. Any proposed unbudgeted expenditures which exceed 10% of the total Ministry and Missions Annual Budgets shall require congregational approval at a Church Business Meeting.

**4.3.4 Church Financial Responsibility and Records.** The Leadership Team shall be responsible for the overall stewardship of the funds and assets of the church. This shall include the proper receipt, and the accurate and thorough recording and reporting of all financial activity of the church. Financial records and reports shall be maintained on a basis which conforms to generally accepted accounting principles and in sufficient detail to facilitate the comparison of actual versus budgeted amounts.

## 4.4 DISPOSITION OF CHURCH PROPERTY

**4.4.1 Division.** If a division of the church occurs, the title and possession of the church property shall reside with that division of the membership which continues to be governed by this Constitution.

**4.4.2 Dissolution.** If conditions arise that prohibit the church from continuing and the organization is dissolved, the church property shall be transferred to the Southwest Baptist Conference.

## 4.5 RULES OF ORDER, EFFECTIVE DATE, AND AMENDMENTS

The latest available issue of *Robert's Rules of Order* shall govern the business proceedings of this church except when inconsistent with this Constitution. This revised Constitution is effective as of August 31, 2014 and supersedes all previous versions. This Constitution may be amended at any Church Business Meeting of the church by a 67% favorable vote of those members present and eligible to vote. A copy of the proposed amendment shall be made available to the membership in written form in the worship folder at least two (2) Sundays before the vote takes place.

# Woodbridge Community Church
# CONSTITUTION QUICK REFERENCE

| Position | Responsibilities | Selected by | Term of Service |
|---|---|---|---|
| **Senior Pastor** | Teaching the Word, providing strategic leadership, overseer of the church organization, executive officer of the staff, leader of the church in all its ministries, member of the Leadership Team, and *ex-officio* member of all ministries (3.1.4). | Congregation (75% majority required) | Continuous |
| **Associate Pastors** | Teaching, leadership, equipping and pastoral care, and member of the Leadership Team (3.1.4). | Sr. Pastor and Leadership Team | Continuous |
| **Pastoral Shepherds** | Volunteer or vocational individuals assisting the pastors with the care of the congregation, teaching the Word, and availability to counsel and pray with individuals (3.2.1). | Sr. Pastor and Leadership Team | To be determined |
| **Ministry Directors** | Leading and directing a ministry area under the direction of the Sr. Pastor, and representing the ministry area to the Leadership Team (3.2.2). | Sr. Pastor and Leadership Team | To be determined |
| **Administrative and Support Staff** | Church staff including secretarial, financial, facility care, and ministry interns (3.2.3). | Sr. Pastor and Leadership Team | To be determined |
| **Deacons and Deaconesses** | Assisting the ministry in practical, need meeting areas (3.3). | Congregation | 3 yr. term (up to 2 consecutive terms) |
| **Leadership Team** (Sr. and Assoc. Pastors, Deacons and Deaconess representatives) | LT is the Corp. Board of Directors overseeing the business, operational, legal, financial and admin. affairs of the church, establishing policies and procedures, preparing annual reports and budgets, overseeing the acquisition, use and disposition of church property and resources (3.4). | Congregation | 3 yr. term (elected representatives) |
| **Chairman** | Presides at Leadership Team and Church Business Meetings, organizing and guiding the leadership, *ex-officio* member of all ministries (3.4.3.1). | Leadership Team | 1 yr. term |
| **Vice Chairman** | Assumes the duties of the Chairman when absent and Nominating Team Chairman (3.4.3.2). | Leadership Team | 1 yr. term |
| **Secretary/ Treasurer** | Oversees all corporate records, and management of all cash resources (3.4.3.3). | Leadership Team | 1 yr. term |
| **Nominating Team** (Vice Chmn., Deaconess rep., 4 cong. reps.) | Reviewing Biblical qualifications and qualified candidates, conducting interviews, and presenting candidates for election (3.5 and 4.2.7). | Congregation | 3 yr. term (limit of 1 consecutive term) |
| **Ministry Teams** | Established to carry out ministry purposes such as worship, discipleship, evangelism, fellowship, ministry, missions, finances, other areas (3.6). | Leadership Team | To be determined |
| **Congregation** | Voting on elected leadership, annual budgets, recommendations for purchase, lease, sale of real estate, expansion of facilities, and loans secured by real property (3.4.1 and 4.2). | | |

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