

BY-LAWS OF THE EXECUTIVE COMMITTEE
OF THE COMMUNITY CHURCH OF GUNNISON, COLORADO
Approved October 12, 2016

SECTION I. RELATIONSHIP TO CONSTITUTION

These By-Laws are rules for use by the Executive Committee of Community Church, and as such are supplementary to and dependent on the Constitution of Community Church in the form most recently approved by the congregation.

SECTION II. ORGANIZATION

1. The Executive Committee, at its first meeting in January shall elect a Chairman, a Vice Chairman, and a Secretary, and appoint standing subcommittees. The Chairman, Vice Chairman, and Secretary will serve a term of one year.
2. The Chairman, chosen from the members of the Executive Committee, shall preside at the meetings of the Executive Committee.
3. The Vice Chairman will be chosen from the members of the Executive Committee, and in the absence of the Chairman will fulfill the duties of the Chairman.
4. The Secretary will record minutes of all Executive Committee meetings. If the Secretary is not available, any available member of the Executive Committee may record minutes. Minutes of meetings in executive session shall consist only of the text of decisions agreed to by vote.
5. If there is no administrative coordinator or financial coordinator on the church staff, then the Executive Committee at its first meeting in January shall elect a Treasurer from among its members, to serve a term of one year.
6. When a vacancy occurs on the Executive Committee, a nominating subcommittee shall be appointed by the Chairman to select a candidate replacement to present to the Executive Committee. Upon two-thirds vote of the Executive Committee, the candidate shall be added to the Executive Committee to fill the unexpired term.

SECTION III. GOVERNANCE

1. The primary responsibility of the Executive Committee will be to ensure the purpose and mission statements of the church are being fulfilled, maintain financial and legal accountability, oversee the Senior Pastor, and provide for staffing needs.
2. The Chairman, with the concurrence of the Executive Committee, can appoint subcommittees as needed to address on-going or short-term issues arising from the natural business of the church.
3. The Senior Pastor will present a report at each Executive Committee meeting for their review, showing how the purpose and vision statements of the church are being carried out.
4. The Senior Pastor, his staff, and the Finance Committee of the Executive Committee will prepare an annual budget to be presented to the Executive Committee for its review. A preliminary annual budget will be compiled, and submitted to the Executive Committee for their review. At the October Executive Committee meeting, the budget will be finalized for recommendation to the congregation. It will then be presented to the congregation at the Annual Congregational meeting in December for ratification.
5. Unethical or immoral activity by any church staff member or church leader shall be dealt with according to Matthew 18:15-17.
6. The Senior Pastor will conduct Personnel Reviews of all paid staff prior to the beginning of budget planning each year.
7. The Executive Committee will conduct a review of the Senior Pastor annually.
8. An Annual Survey to assess the concerns of faith of the Community Church, its employees, and ministries will be taken once each year. All those attending the church shall be eligible to complete the survey. The results of the survey will be summarized and presented to the congregation during the Annual Congregational Meeting in December.

SECTION IV. MEETINGS

1. The Executive Committee shall meet at least monthly on a date determined by the Chairman in the previous meeting.
2. Regular Executive Committee meetings shall be open to attendance from any member of the congregation, and to church staff members, although only Executive Committee members may vote.
3. Items brought to the attention of the Executive Committee during the meeting by congregational members or church staff, will be addressed at the appropriate time set in the agenda.
4. Subcommittee meetings may be called by the subcommittee chairman, the Chairman of the Executive Committee, or the Senior Pastor.
5. When deemed necessary by the Executive Committee, Executive Session may be called. Executive Session is a closed session to anyone outside of Executive Committee members. A summary of this session will be available to all members and staff of Community Church. Summary will include any decisions made, but may not include specific discussion about topics.

SECTION V. AUXILIARY AND ASSOCIATED ORGANIZATIONS

All organizations and committees connected with the church and using its facilities and equipment shall be regarded as integral parts of the church and under its general supervision.

SECTION VI. MINISTRY TEAM

1. The Senior Pastor shall submit a report monthly to the Executive Committee on the activities of the Ministry Team.
2. The Executive Committee shall determine whether persons nominated to serve on the Ministry Team, are qualified. If they are qualified, the Senior Pastor, Ministry Team, and Executive Committee will decide whether to add them to the Ministry Team

SECTION VII. QUORUM

A majority of the members of the Executive Committee shall constitute a quorum.

SECTION VIII. AMENDMENT

These By-Laws of the Executive Committee may be altered or amended by a two thirds vote at any regular meeting of the Executive Committee.