

Highland Christian Center

Bylaws

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## INTRODUCTION

We, the followers of Jesus Christ who make up the part of God's family and Christ's body known as Highland Christian Center, a congregationally governed body adopt this formal document which reflects the heart, spirit, and intent of our body; establishes the structure, functions, and purposes we embrace; and sets forth the guidelines and parameters by which we will seek to accomplish our stated mission and purpose.

## ARTICLE I - Name and Offices

### 1.1 Name

The name of this corporation is Highland Christian Center. The principal office of the Church is 7600 NE Glisan St, Portland, Oregon, 97213. This corporation will be further referred to in these Bylaws as the "Church" and also may be referred to in these Bylaws by and may do business as "Highland" and/or "HCC." The Highland Christian Center congregation shall have full power and authority to change the principal office from one location to another.

### 1.2 Other Offices

The Senior Pastor in coordination with the Executive Board and Church congregation shall have power and authority to establish other offices, campuses, sites and locations at any place or places where the Church is qualified under applicable law to conduct its business.

## Article II – Congregational Meetings

### 2.1 Public Worship

Meetings for public worship shall be held at such times and places approved by the congregation.

### 2.2 Church Business Meetings

The congregation shall meet twice a year, in January and October in person or virtually to review the work of the church and transact such other business as needed. The Executive Board shall schedule all congregational meetings. The meeting held in January shall serve as the annual meeting where the church budget shall be approved. Additionally, the congregation will select and approve the Nominating committee in the January meeting for the election of Executive Board members and other elected leaders, as needed. The Executive Leadership Team and the Executive Board shall submit an annual report in writing. The October congregational meeting shall serve to fill the elected Executive Board positions, other elected leaders and to review the proposed budget for the coming year. The current elected leaders shall serve until the January Congregational meeting at which time the new officers will be installed.

The Church Leadership including the Executive Board shall have a mid-year update on the status of the church ministries, operations and finance.

The Senior Pastor and Executive Board shall have the authority to call special church meetings as needed. Special church meetings may be called by a petition to the Executive Board signed by not less than 25% of the members. The Executive Board shall call such meetings within 3 weeks from receipt of the petition.

Adequate notice of all church meetings shall be announced no less than 14 calendar days prior to the date of the meeting.

### 2.3 Rules of Order

All business meetings of the church and the Executive Board shall be governed by Robert's Rules of Order (latest edition). It shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws, unless otherwise specified at the beginning of the meeting.

## ARTICLE III - Mission Statement; Vision Statement; and Priorities

Mission Statement: "Building a Bible-centered, purposed-driven, multicultural worship center, empowered by the Holy Spirit, committed to discipleship, reaching the lost, and impacting the community and world for Christ."

Vision Statement: "21st Century Ministry of Excellence."

Priorities:

- (a) Connected: Connect people to Jesus Christ and to one another through empowered relationships;
- (b) Purposed: Provide life-giving skills to enable believers to live to their fullest capacity; and
- (c) Empowered: Equip the believer to serve others in the church and in the community.

## ARTICLE IV - Nonprofit Status

The Church is a nonprofit corporation under the laws of the state of Oregon and is organized under the Oregon Business Organization Code, as amended in the Oregon Revised Statutes ("ORS"), Chapter 65). Further, this document is in compliance with ORS 65.094 and ORS 65.047. Federal tax exemption is granted under Internal Revenue Code 501(c)(3).

## ARTICLE V – Purposes

### Purpose of the Church

The Church is formed in accordance with Section 65.074 of the Oregon Revised Statutes. The Church is distinctively organized and exists solely for religious, evangelistic, charitable, community, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Additionally, the Church may participate in other activities, including taxable activities, if those actions are not restricted by applicable law for tax exempt organizations. Specifically, the purposes of this Church include, but are not limited to:

- a) Worship God through the free exercise of the Christian religion within available mediums, locations, formation of ministries, campuses, charities, and educational institutions, as needed to fulfil the mission of the Church.
- b) Equip servants of Christ through licensure, ordination, and employment to carry out the purposes of the Church, teaching, serving, disciplining, and ministering to the community locally, nationally, and abroad;
- c) Receive, manage, and disburse funding as needed for the sustainment, maintenance, and advancement of the Church in fulfilling its mission and vision;
- d) Support other organizations and ministries financially that qualify as exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, to advance the Kingdom of God;
- e) Build Community through partnerships, charitable acts, educational activities, and social justice to foster meaningful change in the lives of others as we bring hope to the world through a relationship with Jesus Christ. No act may be performed that would jeopardize the church nonprofit status or violate Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

## ARTICLE VI - Powers and Restrictions

The Church shall execute the implied and expressed powers necessary to promote the purposes as noted in Article V. Unless otherwise noted in these Bylaws, the Church shall have these powers as they exist until amended. The powers of the Church to promote the purpose are limited in the following manner:

- (a) The Church shall not pay or provide dividends of the net earnings to its members, elected officers, or other private persons. However, the Church shall be authorized to reasonably compensate persons for services in fulfillment of the purposes of the church and in accordance with these Bylaws.
- (b) The Church shall not use its platform or activities to become a substantial part of propaganda, inordinate influencing of legislation, intervening in political campaigns on behalf of any candidate for public office, including promoting publications or media. This statement does not prohibit the church from taking a stance or participating in activities against social injustices as noted in Section V (e), in fulfillment of being a change agent of hope in the community and advancing the Kingdom of God. Nevertheless, the Church shall not participate in any other activities not permitted as a (i) a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Code, or corresponding provisions of any subsequent federal tax

laws, or (ii) a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

(c) The Church shall not accept or be encumbered with any grant or gift that contains conditions that would violate or restrict the Church's religious, evangelistic, charitable, community, and educational purposes. Further, not grant or gift shall be accepted for private interests as opposed to public interests.

## ARTICLE VII - Affiliations

Highland Christian Center is an independent and autonomous church and not affiliated with any denomination and maintains the right to govern its own affairs. The Church may voluntarily affiliate with other churches, nonprofit organizations and denominations and/or organizations by two thirds (2/3) majority vote of congregational members.

## ARTICLE VIII - Articles of Faith

### 8.1 Statement of Biblical Authority

Highland Christian Center believes the core purpose of the church is to save the lost and disciple the found. We believe the Word of God as our sole source of authority, and express that God sent his Son, Jesus Christ, into the world to redeem the world from sin that we might attain eternal life with Him.

### 8.2 The Triune God

We believe God is love and is Triune in essential being, one God in Three Persons, revealed as Father, Son, and Holy Spirit, worthy of the same confidence, obedience, and worship. (Genesis 1:1-31)

### 8.3 Jesus Christ

We believe in Jesus Christ. We believe that Jesus Christ was crucified, died for our sins, and that He arose from the dead and took again His body, wherewith He ascended into heaven and is there as mediator and in intercession for us. He conquered sin and death and through his atonement the world is saved from sin and reconciled. We believe he is coming again personally, bodily and visibly to this earth. (John 1:1-5, 14)

#### 8.4 The Holy Spirit

We believe in the Holy Spirit, that He is ever present and eternally one with the Father, active in and with the Church, convicting the world of sin, regenerating those who repent and believe, sanctifying believers, and guiding into all truth as it is in Jesus. The Holy Spirit glorifies Jesus Christ and baptizes believers into the body of Christ. He indwells all believers, empowers them for service, commands, forbids, sends forth, reproves, builds, and disperses spiritual gifts. (John 16:7-11)

#### 8.5 The Holy Scriptures

We believe the Bible. The Bible in its entirety is the Word of God, God-breathed, and as such is wholly true, inerrant, infallible, affirming the full and final authority on matters of faith, life, and practices. (2 Timothy 3:15-17)

#### 8.6 Sin

We believe that all people by nature are sinful. We believe that original sin came into the world through the disobedience of Adam and Eve. Being born in sin, all people need to be born again, sanctified and cleansed from all sins by the blood of Jesus Christ. To be born again one must confess and forsake their sins and believe on the Lord Jesus Christ. (Romans 1:18-25)

#### 8.7 Atonement

We believe that Jesus Christ, by His sufferings, by the shedding of His own blood, and by His death on the Cross, made a full atonement for all human sin, as referenced in Isaiah 53:5-6, 11)

#### 8.8 Feet Washing

We believe that this example (feet washing) set by Christ shows that humility characterized greatness in the Kingdom of God. Whenever this ordinance is carried out, we show our obedience to Christ's instructions as recorded in St. John 13:14-15

#### 8.9 Water Baptism

We believe that the instructions given us by the Savior, as recorded in Matthew 28:19-20 are sufficient for our guide and rules as the formula of water baptism, namely in the name of the Father, and of the Son, and of the Holy Ghost.

### 8.10 The Lord's Supper

We believe that the Communion Supper instituted by our Lord and Savior Jesus Christ is a binding New Testament sacrament, declarative of His sacrificial death, through the merits of which believers have life and salvation and promise of all spiritual blessings in Christ. When we eat the bread (His body) and drink the fruit of the vine (His blood), we profess our allegiance to Him as our King and pledge a life of obedience to His divine commandments. (1 Corinthians 11:23-34)

### 8.11 Divine Healing

We believe in the biblical doctrine of divine healing and urge our people to offer the prayer of faith for the healing of the sick. The Bible declares that healing is available to the believer through the authority in Christ Jesus and faith in his power. We also believe God heals through the means of medical science. (James 5:13-18)

### 8.12 The Sabbath

We recognize the first day of the week as the Christian Sabbath. (1 Corinthians 16:2)

### 8.13 Second Coming of Christ

We believe that the Lord Jesus Christ will come again as proclaimed in the Holy Scriptures. We believe that he shall come from heaven to earth, personally, bodily, and visibly. The second coming of Jesus Christ is the hope of believers that God is in control of all things and is faithful to the promises and prophecies in His Word. We who are alive at His coming shall not precede them that are asleep in Christ Jesus; but if we are abiding in Him, we shall be caught up with the risen saints, so that we shall ever be with the Lord. (1 Thessalonians 4:16-17)

### 8.14 Marriage and Sexuality

We believe that God created marriage to be exclusively the union of one man and one woman and that intimate sexual activity is to occur exclusively within that union. (Genesis 2:23-24)

### 8.15 Grace

We believe that the grace of God is the free and unmerited favor of God as manifested in the salvation of sinners and the bestowing of blessings through faith in Jesus Christ, enabling all who will to turn from sin to righteousness to live holy according to Scriptures as empowered by the Holy Spirit. God's grace is a gift that can only be appropriated through the redemption that is in Christ Jesus alone. (Ephesians 2:4-5)

### 8.16 Repentance

We believe repentance is the act by which a sincere change of mind occurs turning away from sin and recognizing the need for renewal. We believe repentance includes reconciliation between God and man that leads to salvation, a commitment to a renewed relationship with God, a walk of obedience to His Word, and living a righteous life. (Acts 3:19)

### 8.17 Justification, Regeneration, and Adoption

We believe justification is the act of God by which He grants full pardon of all guilt forgiveness of sins committed to those who repent and accept Jesus Christ as Lord and savior. (Acts 13:39)

We believe regeneration, or the new birth, is the act of God by which new life is given to humankind upon repentance; resulting in one being set apart and Holy in his sight. (Romans 2:29).

We believe adoption is the act where God redeems those who repent as his children, to receive privileges of the kingdom of God. (John 1:12 -13)

### 8.18 Christian Holiness and Sanctification

We believe that sanctification means "to make holy." Sanctification is carried on in the hearts of believers by God's grace through the presence of the Holy Spirit in initial sanctification, and the continued perfecting work of the Holy Spirit culminating in glorification. (Acts 20:32; 1 Peter 1:15-16)

### 8.19 Baptism with the Holy Spirit

We believe that the baptism of the Holy Ghost or Holy Spirit is an experience after conversion and sanctification. It can be experienced by all believers who ask for it, giving us power to be witnesses for Christ. We do not believe that Spirit baptism is the same as salvation. We believe that we are not baptized with the Holy Ghost in order to be saved, but that we are baptized with the Holy Ghost because we are saved to fulfill the calling of Christ in our lives. (Mark 1:8; 1 Corinthians 14:1-33)

### 8.20 The Church

We believe the church is the community that confesses Jesus Christ as Lord, the covenant people of God made new in Christ, the Body of Christ called together by the Holy Spirit through the Word. (Acts 19:32, 39, 41)



## 8.21 Resurrection and Judgment

We believe in the resurrection from the grave to either life or damnation according to one's belief. We believe every person shall appear before Christ and God to be judged according to his or her faith and deeds in this life. We believe that glorious and everlasting life is assured to those who believe in and follow Jesus Christ our Lord and Savior and they shall live with him in Heaven. (1 Corinthians 15:50-58)

## ARTICLE IX - Membership

### 9.1 Members:

In accordance with the gospel covenant Membership in the church shall be open to all persons; without regard to gender, race, color, or national origin, who:

- a) Profess a personal faith in the Lord Jesus Christ
- b) Express a willingness and desire to be saved from sin
- c) Are/desire to be baptized
- d) Seek to become genuine followers of Jesus Christ
- e) Follow the doctrine and disciplines of the church (as indicated in the HCC membership handbook)

### 9.2 Requirements: Membership is gained when individuals:

- a) Acknowledge they want to join Highland Christian Center
- b) Participate in the new membership class, prior to serving in any capacity at the church.
- c) Complete a background check for ministry service, upon successful completion of the new membership class
- d) Read and sign acknowledgement of the Membership Covenant
- e) Seek to be under Highland Christian Center Watch Care: These individuals are members of another church but want to join our church family while they are living in our community. They do not want to transfer their membership from their church but want to identify with Highland.

### 9.3 Responsibilities:

Members of the church shall be held accountable to the responsibilities of general Christian obligations; and they are therefore encouraged, and pledge themselves to:

- a) Submit to the authority of scripture as the solution to issues and concerns that arise in the church
- b) Faithfully attend regular worship services
- c) Participate in the celebration of the Lord's Supper (communion)
- d) Contribute to the support and benevolence of the church through the giving of tithes & offering, time, talents, and gifts.
- e) Become actively involved in a ministry within the first year of membership

- f) Pray for and pursue corporate health and individual holiness.

#### 9.4 Termination:

Church membership will be reviewed on an annual basis. Membership may be terminated as follows:

- a) **Absence:** If a member is not active (worship service attendance, tithing) for more than 12 consecutive months without communicating their need for leave to the senior/executive Pastor, active membership will be terminated. (Exceptions: Communicated temporary absenteeism, and absence due to physical limitations)
- b) **Disciplinary:** If a member has become detrimental to the purpose for which the church is organized (as explained in the HCC membership book), a 2/3 majority vote by the elder's council will serve as grounds for membership termination.
- c) **Voluntary resignation:** Members who seek to move or terminate their membership must notify the senior pastor and request to be released properly. No member shall have membership at more than one church unless under watch care.
- d) **Death**

#### 9.5 Voting:

All members, age 17 and over, are entitled to vote on all elections and congregational votes in person or virtually using a secure electronic method. Proxy voting is prohibited. Members who are unable to attend may request absentee ballots prior to the meeting or vote via a secure electronic method.

- a) **Notice:** The time, place and nature of upcoming votes will be communicated to the Church body at least fourteen (14) days in advance, and Church Members shall have an opportunity to submit questions, comments, and concerns, which will be considered by the Executive Board.
  - a. (i) Congregational votes shall take place following public worship services where an active member roster will be used to cross reference membership.
- b) **Results:** Two thirds (2/3) majority vote, when the number of affirmative votes is divided by the number of total votes cast, shall constitute a passing vote. A quorum shall be constituted by 25% of the membership; except when matters under Article X, Section 9.5 (d) vi, vii are to be voted on. In such cases 50% of the membership shall be required to constitute a quorum.
- c) **Communication:** Voting results shall be communicated to Church Members not later than seven (7) days following the vote.
- d) **Constituents:** Members of the Church shall vote on the matters of:
  - i. The annual operating budget;
  - ii. Non budgeted expenditures exceeding \$50,000.00
  - iii. Any proposed changes to the Bylaws
  - iv. All actions outside of the bylaws proposed by the Executive board
  - v. The selection of the following: nominating committee, pastoral search committee, and the Executive Board
  - vi. Purchase, sale, trade, convey, mortgage, and encumber real property
  - vii. Merger, affiliations, or dissolution of the Church

## 9.6 Formal Dispute Resolution:

Members of HCC are encouraged to make every effort to resolve disputes through the appropriate leadership level and to exercise the appeal process as necessary through the Grievance Committee.

# ARTICLE X – Leadership

## PART A: Pastors

### 10.1 Senior Pastor

The Senior Pastor of the church is responsible for the spiritual and administrative oversight of the church. The Senior Pastor shall work in collaboration with the Executive Board, the Senior Management Team, the Elders Council, the Executive Ministry leaders, and the ministerial staff in leading the church.

The Senior Pastor and Executive Pastor shall make up the Senior Management Team and have comprehensive oversight over the day-to-day activities of the church. The Senior Management Team along with the Finance Committee shall have authority to make non-budgeted expenditure up to \$10,000.

Spiritual oversight shall entail:

- Teaching, preaching & training of Biblical principles.
- Pastoral care through visitation and counseling.
- Spiritual guidance and support to the ministerial staff and non-ministerial staff.

Administrative oversight shall entail:

- Supervision of the Executive Pastor, Operations Pastor, Ministerial, Staff & Office Staff
- Serve as an ex officio member of all church committees and organizations, as noted in these bylaws
- The Senior Pastor may when appropriate represent the church in the community

### 10.2 Vacancy of the Senior Pastor

In the likelihood the Senior Pastor position becomes vacant, the Executive Board by two thirds (2/3) majority vote will appoint an interim Senior Pastor.

The congregation shall appoint a Pastoral Search Committee. Any member may make recommendations to the Pastoral Search Committee. Selection of the Pastoral Search Committee will be elected as defined in Article XII Section 3. The committee shall bring their top 5 candidates to the Executive Board for consideration. The Executive Board shall select the top 3 candidates that will move forward in the congregational election process.

The election shall be by ballot. Ballots are confidential. The candidate receiving the majority of the vote (2/3) of the congregation will be offered the Senior Pastor position.

The church shall be notified of any changes in the Senior Pastor 's contract or the inability to perform per the agreed upon contract within 45 days of the Executive Board's awareness. If an agreement is reached to terminate the relationship by the Executive Board it must be accepted by the majority vote (2/3) of the congregation.

### 10.3 The Executive Pastor

The Executive Pastor shall be an ordained minister. The Executive Pastor shall supervise all ministerial staff in the performance of their duties, assist the Senior Pastor in ministerial duties as needed and may represent the church in the community. He or she is accountable to the congregation and elected Executive Board officers and supervised by the Senior Pastor. The Executive Pastor shall serve as an ex officio member of the Executive Ministry Directorate and Governance Committee.

### 10.4 Operations Pastor

The Operations Pastor shall be an ordained minister. The Operations Pastor shall participate in the development and direction of church-wide programs, including oversight over all church operations, maintenance of the facilities, and contract procurement. Under the direct supervision of the Executive Pastor and Senior Pastor, the Operations Pastor shall represent the church in business aspects regarding maintenance, purchasing, and operational matters.

## PART B: The Executive Board

### 10.5 Executive Board Responsibilities

The Executive Board works with and advises the Senior Pastor on the overall policy, control, direction and management of the ministry, operations and finances of the Church. The Board shall be responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Board shall be members in good standing at Highland Christian Center for at least 2 years duration and must have knowledge of the functions of the Board.

The governing body of the church is the congregation and between congregation meetings, the congregation delegates governing authority to the Executive Board in all matters except:

- Election of Pastoral Search Committee
- Election of nominating committee
- Election of Church Officers
- Adoption of an annual budget
- Authority to make non-budgeted expenditure greater than \$50,000

- Authority to purchase, sell, trade, convey, mortgage and encumber real property
- Authority to merge or affiliate with another church or organization
- Authority to adopt or amend church bylaws
- Authority to liquidate or dissolve the church

#### 10.5.1 Composition:

The Executive Board shall consist of the elected officers (President, Vice President, Secretary, Treasurer), Senior Pastor, Executive Pastor, Operations Pastor, Lead Deacon, Lead Deaconess, Christian Education Director, Communications Director, Elder's Director, Evangelism Director, Family Life Director, Worship and Arts Director, Women's Director, and the Youth Pastor(s) and until changed by amendment of the Articles of Incorporation or these Bylaws, whereby additional Directors and/or leaders from time to time be nominated and elected in accordance with these Bylaws. The voting members of the Executive Board shall be the elected officers (President, Vice President, Secretary, Treasurer) and one vote from the Executive Ministry Directors. All other Executive Board members are ex officio, shall be appointed by the Senior Pastor and confirmed by the congregation.

Fifty-one percent (51%) of the Executive Board shall constitute a quorum. Two thirds (2/3) majority of the Executive Board voting members shall constitute a passing vote. Voting by proxy is prohibited. There may be a re-vote at subsequent Executive Board meetings for items that do not pass initially, pending more data or information. Voting may be done online through secure electronic voting methods.

#### 10.5.2 Election

The President, Vice President, Treasurer and Secretary of Executive Board shall be elected by two thirds (2/3) majority of the Congregation and shall serve for a maximum of two 2-year terms. The President and Treasurer will be elected for odd numbered years, while the Vice President and Secretary shall be elected for even years. Executive Board officers may only be re-elected for two consecutive terms. Thus, no Executive Board member shall serve more than four (4) years.

#### 10.5.3 Removal of Executive Board Officers

Any Officer may be removed from office upon proven breach of fiduciary duties and conflict of interest. A written notice of proposed removal of any Officer shall be given to the Secretary, or the Elders Council Director if the Secretary is in question for removal, at least thirty (30) days prior to the meeting at which an action to implement such removal is to be taken. The affected Officer shall have the same 30-day notice. The Officer shall have the opportunity to answer the charges in the presence of his accusers but shall not be present during the discussion and vote on their removal. Such removal shall take place only upon and after a passing vote (2/3 majority) of the Elder's Council and other members of the Executive Board. The Officer under

consideration for removal shall not have voting rights while such removal is being considered.

Vacancies in the Executive Board of the Church by reason of death, resignation or removal shall otherwise, be filled by election of the Congregation as soon as is reasonably possible.

## 10.6 Executive Board Officers

### 10.6.1 President

The President shall perform such duties as are incumbent upon the office. In collaboration with the Senior Pastor and executive board set short and long-term goals and strategies for the purpose of sustaining and growing of the church. The President shall have oversight of the Executive Board. The President will be responsible for establishing meetings, setting the agenda and presiding over the meetings. He/she shall be an Ex-officio member on all committees and commissioned ministries.

### 10.6.2 Vice President

The Vice President shall, in the absence of a duly appointed President or in the event of the President's inability or refusal to act, perform the duties and exercise the powers of the President. The Vice President shall chair the Governance Committee and perform other duties as assigned by the Executive Board.

### 10.6.3 Secretary

The Secretary shall maintain an accurate record of all Executive Board and congregational meetings, shall execute any legal documents approved by the Executive Board and the congregation, have charge of the official records and seal of the Church, custodian of church Bylaws and shall perform such other duties as are incident to the office of Secretary and as may be assigned by the Executive Board or President.

### 10.6.4 Treasurer

The Treasurer shall serve as the overseer of the financial operations of the Church. The Treasurer shall be the custodian of church funds, and ensure all church finances, accounting, budgets and record keeping are maintained at the highest levels per generally accepted accounting practices (GAAP) and state and federal laws. The Treasurer shall provide monthly and annual financial reports for the Executive Board and Congregation meetings. The Treasurer shall chair the Finance Committee and shall be responsible for implementing any changes in controls or mechanisms as directed by the committee.

#### 10.6.5 Elders Council

The Elders Council is comprised of ordained ministers who are responsible for spiritual oversight of church activities and ministries in accordance with the Word of God. Elders shall promote the growth and welfare of the Church; provide pastoral care to the church and assist the Senior Pastor in developing the mission and work of the church. The Elders shall be charged with the election or dismissal of ministerial staff along with the Executive Board for any legal or financial implications or risk. Elders are required to meet the Biblical standards of their respective office and shall be appointed by the Senior Pastor in consultation with the Elder Council and confirmed by the Congregation. Specific duties, terms of office and removal of elders shall be governed by the Elders Council Handbook.

#### 10.6.6 Deacon/Deaconess

Deacons/Deaconess shall assist the Elders in promoting the growth and welfare of the Church; give counsel and service in the business affairs and program activities of the Church; cooperation in ministering to the needy; and perform such other duties as may be assigned. Specific duties, appointments, terms of office and removal shall be governed by the Deacons/Deaconess Handbook. Deacons/Deaconess are required to meet the Biblical standards of their respective office, shall be appointed by the Senior Pastor in consultation with the Elder Council.

### 10.7 Executive Ministry Directorate

The Executive Ministry Directorate shall be comprised of the Senior Pastor, Executive Pastor, Operations Pastor, Directors for the Christian Education, Communications, Evangelism, Elders, Family Life, Women and Youths. The Executive Ministry Directorate shall oversee the work and commission of the church. They are accountable to the congregation and elected Executive Board and supervised by the Senior Pastor.

The task of administering the programs of the Church shall be delegated to these functional ministries. Each ministry Director shall be responsible for creating and managing their departmental budget and shall provide quarterly and annual reports for the Executive Board and congregation. The structure and responsibilities are included in each ministry's handbook. The Executive Ministry Directors shall meet at least once a month to review and coordinate all ministerial activities of the Church into a unified work to fulfill the mission of the Church. The Executive Ministry directors along with team leaders in their respective ministries shall meet monthly to plan, implement and evaluate programs and ministry.

Team Leaders perform key ministry operations throughout Highland Christian Center. These ministries may be comprised of Elders of the church; other licensed and ordained members; deacons and deaconesses; and laity.

The Senior Pastor will appoint Executive Ministry Directors in consultation with the Executive Pastor and Elders Council and confirmed by the congregation. Selection,

Terms of office and removal of Ministry Directors and team leaders under each ministry shall be governed by the respective Ministries handbook.

#### 10.7.1 Christian Education Ministry

The Christian Education Ministry under the leadership of the Christian Education Director shall be responsible for developing a comprehensive and effective program of Christian education for the entire constituency of the Church and shall plan and administer the total educational program of the Church, including ministerial, membership and leadership trainings. Specific classes will be detailed in the Christian Education booklet. It shall also cooperate with other ministries of the Church in planning educational programs.

#### 10.7.2 Communications Ministry

The Communications Ministry under the leadership of the Communications Director shall be responsible for developing a comprehensive communication plan for church programs publicity through all possible media channels including but not limited to print media, website, photography, videos, social media outlets and TV/radio. This Ministry shall ensure that the church is equipped with modern graphic design, information technology, a robust social media program, and connection across all media platforms.

#### 10.7.3 Elders' Ministry

The Elders Ministry under the leadership of the Elders Director shall be responsible for the growth and welfare of the church. It shall consist of the Elders council, Deacons/Deaconess Ministry, Altar Workers, and Adjutants. The Deacons Ministry has several ministries under its belt including the Men of Valor (Men's Ministry); the Parking Ministry; Men's Bible Study, and Security Ministry. The Deaconess Ministry also oversees the Ushers, the Greeters, Sanctuary Décor, and Communion Setup.

#### 10.7.4 Evangelism Ministry

The Evangelism Ministry under the leadership of the Evangelism Director shall be responsible for cultivating an evangelistic spirit within the Church and plan and administer evangelistic programs both locally and beyond to minister to reach the lost. The Evangelism Director shall identify and develop bible based social justice programs and activities the church can be involved in to address the needs of the communities. This Ministry shall comprise the Outreach/Street Ministry, Foreign Missions, Prison Ministry, Burnside Feed Homeless Outreach Program, Food Bank and the Benevolence ministries.



#### 10.7.5 Family Life Ministry

The Family Life Ministry under the leadership of the Family Life Director shall provide critical ministry to the family and the whole person. This Ministry consists of the Health and Wellness ministry, Couples' ministry, Young Adult Ministry, Mature Adult Ministry, College Ministry, Family Ministry, Counseling center and Celebrate Recovery ministry. Families are essential to the life of the church and we are committed to ensuring that we provide ministry to all who pass through our doors.

#### 10.7.6 Women Ministry

The Women Ministry under the leadership of the Women's Director shall minister to women through outreach programs and discipleship. This shall be executed through various programs including women's bible studies, Life groups and events such as retreats, conferences and other fellowship programs. The Women's Directorate also consists of the Mother's Board which focuses on mentorship of younger women.

#### 10.7.7 Worship and Arts Ministry

The Worship and Arts Ministry under the leadership of the Worship and Arts Director shall be responsible for leading the membership through uplifting and inspirational worship experience in public worship. The Ministry shall consist of praise team and worship band, audio/video technical team, choirs, Dance/Drama/Fine Arts and Flag Ministry.

#### 10.7.8 Youth Ministry

The Youth Ministry under the leadership of the Youth Director(s) shall minister to both physical and spiritual needs of the youths through programs. The Youth Ministry shall also consist of the "Kid's Zone" whose responsibility is to provide spiritual care to the kids at their level at times determined by the Church.

### 10.8 CHURCH STAFF

#### Office Staff General

Highland Christian Center is a multi-faceted operation, multi-million-dollar operation that requires a large and diverse office staff and managerial team for effective ministry operations in meeting the church's mission, vision, and priorities. The office staff may expand and/or decrease based on ministry requirements and financial resources able to maintain operations and execute the HCC Strategic Plan. The Senior Pastor and Executive Pastor shall oversee all church staff. Positions and job descriptions will be governed by the Highland Christian Center employee handbook.

## ARTICLE XI – Licensing and Ordination

### 11.1 Licensing

Generally, a person must attend Ministers' Training for one (1) year to be considered for licensing. Following the one-year Ministers' training, the candidate for licensure shall meet a board led by the Elders Council to determine full eligibility and suitability for licensing. Upon approval and recommendation from the Elders Council, the Senior Pastor shall license approved candidates.

### 11.2 Ordination

Any member who have served as a licensed minister for two (2) years at Highland Christian Center and is in good standing, as determined by the Elders Council in accordance with the Scripture will be considered for ordination. Upon approval and recommendation from the Elders Council, the Senior Pastor shall ordain approved and recommended candidates.

### 11.3 Transfer Ordination Standing

Experienced and previously ordained ministers from another denomination shall be interviewed and considered for transfer ordination after six months of observation at Highland Christian Center based on qualifications, standing in the church, and approved by the Elders Council and Senior Pastor.

### 11.4 Duties/Expectations of Ordained Ministers

All ordained staff members are expected to assist in baptism, communion, prayer and other ministerial duties. Furthermore, ordained Elders are expected to be available to officiate weddings and funerals as needed.

### 11.5 Revocation of Highland Christian Center Licensure & Ordination

The Church reserves the right to revoke licensure and ordination in cases such as moral failure or termination of employment. The decision to rescind or extend ordination shall be at the discretion of the Senior Pastor, Executive Pastor, and Elders Council.

## ARTICLE XII – Church Committees

Committees shall include Finance, Bylaws, Governance, Pastoral Search, Grievance, and Nominating. Members of these committees shall be members in good standing at Highland

Christian Center for at least 2 years duration and must have knowledge of the functions of the committee.

## 12.1 Finance Committee

The Finance Committee shall provide financial oversight for Highland Christian Center. This committee does not provide financial oversight to any of Highland Christian Center affiliates.

The Finance Committee shall (1) be responsible for advisement on maintaining and protecting the church's property and the management of its business and fiscal affairs, (2) work in conjunction with Senior Management Team to prepare an annual budget for adoption by the church, (3) monitor the expenditure of funds in accordance with the budget, (4) monitor the financial affairs of the church and make sure they are being conducted efficiently and responsibly.

The Finance Committee's authority shall be granted by (a) the Senior Management Team, or (b) the Executive Board, or (c) the congregation.

### 12.1.1 Members, Terms and Criteria

The Finance Committee is appointed by the Executive Board and will consist of three (3) congregational members. The Treasurer of the Executive Board will chair the team. Members will serve no more than two consecutive years. The Board members' term will be consistent with their term of office. The Senior Management Team shall appoint one voting member from its operations staff to the committee, which has the primary duty to manage HCC finances. All members of the Finance Committee have a fiduciary duty to Highland Christian Center. The Finance Committee along with the Senior Management Team shall have authority to make non budgeted expenditure up to \$10,000.

## 12.2 - The Governance Committee

The Governance committee shall receive, review, and recommend proposed amendment to Highland Christian Center Bylaws. At the Executive Board request, the committee may review and recommend changes to the Bylaws. The committee shall be responsible for selection of the Nominating Committee. The Nominating Committee shall present candidates solicited from Highland Christian Center members. The congregation must vote to approve members of the Nominating Committee during the January congregational meeting.

### 12.2.1 Timeframe:

The committee will meet annually from October 1<sup>st</sup> - December 15<sup>th</sup> and finalize its work by December 31<sup>st</sup> prior to the Annual Congregation meeting. Recommended changes must be approved by the Executive Board no later than January 15<sup>th</sup>, annually. Changes will be presented at the Annual Congregational meeting and voted on.

### 12.2.2 Members, Terms and Criteria

The committee, appointed by the Executive Board will consist of three (3) congregational members, the Executive Pastor and the Vice President of the Executive Board. The Vice President of the Executive Board will chair the committee. Members will serve no more than two consecutive years. The Board members' term will be consistent with their term of office.

## 12.3 Grievance Committee

The Grievance committee is designed to handle any dispute. Specific duties and requirements are outlined in the Church's Grievance policy.

### 12.3.1 Members, Terms and Criteria

The Grievance Committee shall be appointed by the Senior Management team and will consist of two (2) congregational members and one Elder from the Elder's Council. The Grievance Committee members will serve no more than two consecutive years. The Elder's Council will serve until their term expires on the council

## 12.4 Nominating Committee

The Nominating Committee shall consist of five (5) members who shall be elected at the annual congregational meeting for a term of one (1) year. There is no limit to the number of consecutive terms each member can serve.

The Nominating Committee shall (1) solicit and accept all nominations for officers from all Board members whose terms will be continuing and from the congregation; (2) confirm that nominees will serve if elected; and (3) prepare a slate of candidates to nominate for the Executive Board. The committee shall present its nominations in the notice for the annual congregational meeting.

The Nominating Committee will also be responsible to present candidates for the Pastoral Search Committee to the congregation, as needed.

## 12.5 Pastoral Search

The congregation will vote to form a Pastoral Search Committee consisting of six elected members plus the current Board President (who is a voting member). If a new Board President is elected during the search process, he or she will assume the role of the previous Board President. Candidates for the Pastoral Search Committee will be presented to the congregation by the Nominating Committee. The congregation must vote to approve members of the Pastoral Search Committee in a congregational meeting.

## ARTICLE XIII - Indemnification

### 13.1 Indemnify and Hold Harmless

The Church may indemnify and hold harmless those acting on behalf of the Church within the authority granted by Church, and/or by contract as permitted by the applicable law and Oregon statutes.

### 13.2 Insurance

The Church will purchase and maintain appropriate insurance to protect itself, directors, officers, employee or agent of the Church for action while acting on behalf of the Church in their role and responsibilities for the Church.

## ARTICLE XIV – Dissolution

Upon dissolution of the church and satisfaction of all indebtedness, upon a 2/3 vote of the members, its assets and all property and interest which it shall then possess, including any devise, bequest, give or grant contained in any will or instrument, in trust or otherwise, made before or after such dissolutions, shall be transferred to appropriate organizations approved by two thirds (2/3) majority of Highland Christian Center members. In no event shall they assets be transferred to any entity or be used for any purpose which violates section 501 C (3) of the Internal Revenue Code.

## ARTICLE XV - Books and Records

### 15.1 Required Books and Records

The Church shall keep correct and complete books and records of accounts.

### 15.2 Fiscal Year

The Church fiscal year shall begin on the first day of January and end on the last day of December in each year

### 15.3 Independent Financial Audit Review

The Church will engage an independent certified public accountant or licensed examiner to conduct and audit review a minimum of every 3 years, in accordance with the auditing standards generally accepted accounting practices (GAAP), and within the laws/regulations in the United States of America, of the financial records of the Church.

## ARTICLE XVI - Administrative Provisions

### 16.1 Definitions

“Deliver” means (a) mailing; (b) transmission by facsimile equipment, for purposes of delivering a demand, consent, notice or waiver to the corporation or one of its directors or officers; or (c) electronic transmission, in accordance with the Elders’, Officer’s, contractors, staff members, or employee’s consent, for purposes of delivering a demand, consent, notice or waiver to the Church or one of its Elders, Officers, contractors, staff members, or employees.

“Electronic transmission” means an electronic communication (a) not directly involving the physical transfer of a record in a tangible medium, and (b) that may be retained, retrieved and reviewed by the sender and recipient thereof, and that they may be directly reproduced in a tangible medium by a sender and recipient.

“Execute,” “executes” or “executed” means (a) signed, with respect to a written record; or (b) electronically transmitted along with sufficient information to determine the sender’s identity, with respect to an electronic transmission.

“Record” means information inscribed on a tangible medium or contained in an electronic transmission.

“Tangible medium” means a writing, copy of a writing, facsimile or a physical reproduction, each on paper or on other tangible material.

### 16.2 Electronic Notice

#### 16.2.1 Consent to Electronic Notice

In order to consent to notice via electronic transmission, a director or officer must, in a record, designate in the consent the appropriate electronic format and the address or system to which notices may be electronically transmitted, for example, specify and email address to which such electronic transmission may be sent.

#### 16.2.2 Revocation of Consent of Electronic Notice

A director or officer who has consented to receipt of electronically transmitted notices may revoke the consent by delivering a revocation to the corporation, in the form of a record (sent to the attention of the secretary). Additionally, the consent of any director or officer is revoked if the corporation is unable to electronically transmit two consecutive notices given by the corporation in accordance with the consent, and this inability becomes known to the secretary of the corporation or other person responsible for giving the notices. The inadvertent failure by the corporation to treat this inability as a revocation does not invalidate any meeting or other action.

### 16.2.3 Effective Date of Delivery

If notice is mailed, it shall be deemed delivered when deposited in the mail properly addressed to the director or officer at his or her address as it appears on the records of the corporation with postage thereon prepaid, if the notice is by electronic transmission, it shall be deemed delivered when it is transmitted electronically in accordance with the consent of the director or officer. All other notice in tangible medium shall be deemed delivered upon receipt.

### 16.2.4 Amendments and Alterations

Excepting those alterations included under the section, "Voting by Members," these Bylaws or any provision contained herein may be altered, amended, repealed or restated, by request to the Governance Committee, and a passing vote (2/3 majority) of the Executive Board. The new Bylaws will be adopted then by two thirds (2/3) vote of the Congregation. Such vote shall take place at any special or regular Congregational Meeting.

### Execution:

The Bylaws have been duly adopted by Highland Christin Center and approved by the congregation on (date).

## Scripture Addendum

The Triune God (Matthew 3: 16-17; Matthew 28:19; 2 Corinthians 13:13; 1 Corinthians 12:4,5; Ephesians 4:4-6; 1 Peter 1:2; Revelation 1:4-5; Genesis 18:14; Psalms 107:25-29; Nehemiah 1:3-6; James 4:12-15; Psalm 15:3; Exodus 3:7; Isaiah 5:16; 1 Peter 1:15-16; John 17:24; Psalm 21:7; Lamentations 3:22-23)

Jesus Christ (Romans 8:18; John 14:6; 1 John 3:2; 1 John 2:28; 1 Corinthians 4:5; John 1:18; 1 Peter 4:13; Hebrews 1:2-3, 8; 2 Thessalonians 2:8; Colossians 3:4; 1 Corinthians 1:7; John 8:24; Luke 22:70; Revelation 1:17; Revelation 22: 12-13, 16; Luke 2:11; Acts 9:17; Titus 2:13; Mark 2:8; Matthew 28:20; Mark 2:5-10; John 10:28; Luke 19:10; Romans 1:3; 1 Corinthians 15:3)

The Holy Spirit (Luke 1:35; 1 Corinthians 2:10-11; John 14:26; John 16: 12-13; Psalm 139:7-10; Job 33:4; Psalm 104:30; John 6:63; Romans 8:11; Genesis 2:7; 2 Peter 1:21; 2 Samuel 23:2-3; Isaiah 6:8-10; Exodus 16:7; 1 Corinthians 12:4-6; Acts 5:3-4; 2 Corinthians 13:14; John 14:16; Romans 8:9;

The Holy Scriptures (Luke 24:44-47; John 10:35; 1 Corinthians 15:3-4; 1 Peter 1:10-12; 2 Peter 1:20-21)

Sin (Genesis 3; 6:5; Job 15:14; Psalm 51:5; Jeremiah 17:9-10; Mark 7:21-23; Romans 5:12-14; 7:1-9; 1 Corinthians 3:1-4; Galatians 5: 16-25; 1 John 1:7-8; Matthew 22:36-40; 1 John 3:4; John 8:34-36; 16:8-9; Romans 3:23; 6:15-23; 8:18-24; 14:23; 1 John 1:9; 2:4; 3:7-10)

Atonement (Mark 10:45; Luke 24:46-48; John 1:29; 3:14-17; Acts 4:10-12; Romans 3:21-26; 4:17-25; 5:6-21; 1 Corinthians 6:20; 2 Corinthians 5:14-21; Galatians 1:3-4; 3:13-14; Colossians 1:19-23; 1 Timothy 2:3-6; Titus 2:11-14; Hebrews 2:9; 9:11-14; 13:12; 1 Peter 1:18- 21; 2:19-25; 1 John 2:1-2)

Feet Washing (Genesis 18:4; 19:2; Judges 19:21; 1 Samuel 25:41; Luke 7:44; Matthew 20:26-27; Mark 10: 44-45; 1 Timothy 5:10; John 13: 6-10)

Water Baptism (Matthew 3:1-7; Acts 2:37-41; 8:35-39; 10:44-48; 16:29-34; 19:1-6; Romans 6:3-4; Galatians 3:26-28; Colossians 2:12; 1 Peter 3:18-22)

The Lord's Supper (Exodus 12:1-14; Matthew 26:26-29; Mark 14:22-25; Luke 22:17-20; John 6:28-58; 1 Corinthians 10:14- 21)

Divine Healing (Luke 13:11-16; 2 Kings 5:1-19; Psalm 103:1-5; Matthew 4:23-24; 9:18-35; John 4:46-54; Acts 5:12-16; 9:32-42; 14:8-15; 1 Corinthians 12:4-11; 2 Corinthians 12:7-10; Luke 9:1)

The Sabbath (Hebrews 4:9; 10:25; Mark 2:27; Revelation 1:10; Colossians 2:16-17; Romans 14:5)

Second Coming of Christ (Acts 1:1-10; Hebrews 9:28; Matthew 24:42-44; John 5:28-29; Titus 2:11-13; James 5:7; 2 Peter 3:3-15; Revelation 1:7-8; 22:7-20)

Marriage and Sexuality (Leviticus 18:22; [Matthew 19:1-9](#); [Mark 10:1-12](#); Matthew 5:28, 15:19; 1 Thessalonians 4:3-5; Hebrews 13:4; Romans 1:26-32, 1 Corinthians 6:9-11; 7:1-40, 11:1-34, 13:4-8)



Grace (Genesis 1:26-27; 2:16-17; Deuteronomy 28:1-2; 30:19; Joshua 24:15; Psalm 8:3-5; Isaiah 1:8-10; Jeremiah 31:29-30; Ezekiel 18:1-4; Micah 6:8; Romans 1:19-20; 2:1-16; 14:7-12; Galatians 6:7-8; Job 14:4; 15:14; Psalms 14:1-4; 51:5; John 3:6a; Romans 3:10-12; 5:12-14, 20a; 7:14-25; Ezekiel 18:25-26; John 1:12-13; 3:6b; Acts 5:31; Romans 5:6-8, 18; 6:15-16, 23; 10:6-8; 11:22; 1 Corinthians 2:9-14; 10:1-12; 2 Corinthians 5:18-19; Galatians 5:6; Ephesians 2:8-10; Philippians 2:12-13; Colossians 1:21-23; 2 Timothy 4:10a; Titus 2:11-14; Hebrews 2:1-3; 3:12-15; 6:4-6; 10:26-31; James 2:18-22; 2 Peter 1:10-11; 2:20-22)

Repentance (2 Chronicles 7:14; Psalms 32:5-6; 51:1-17; Isaiah 55:6-7; Jeremiah 3:12-14; Ezekiel 18:30-32; 33:14-16; Mark 1:14-15; Luke 3:1-14; 13:1-5; 18:9-14; Acts 2:38; 5:31; 17:30-31; 26:16-18; Romans 2:4; 2 Corinthians 7:8-11; Romans 10:9; 1 Thessalonians 1:9; 2 Peter 3:9; James 4:8)

Justification, Regeneration, and Adoption (Luke 18:14; John 3:3-8; 5:24; Romans 1:17; 3:21-26; 4:5-9, 17-25; 5:1, 16-19; 6:4; 7:6; 8:1, 15-17; 1 Corinthians 1:30; 6:11; 2 Corinthians 5:17-21; Galatians 2:16-21; 3:1-14, 26; 4:4-7; Ephesians 1:6-7; 2:1, 4-5; Philippians 3:3-9; Colossians 2:13; Titus 3:4-7; 1 Peter 1:23; 1 John 1:9; 3:1-2, 9; 4:7; 5:1, 9-13, 18)

Christian Holiness and Sanctification (Deuteronomy 30:6; Matthew 5:43-48; 22:37-40; Romans 12:9-21; 13:8-10; 1 Corinthians 13; Philippians 3:10-15; Hebrews 6:1; 1 John 4:17-18; Matthew 5:8; Acts 15:8-9; 1 Peter 1:22; 1 John 3:3; Matthew 5:1-7:29; John 15:1-11; Romans 12:1-15:3; 1 Corinthians 1:2, 30, 6:11; 2 Corinthians 3:18, 7:1; Ephesians 4:17-5:20; Philippians 1:9-11; 3:12-15; Colossians 2:20-3:17; 1 Thessalonians 3:13; 4:7-8; 5:23-24; 2 Timothy 2:19-22; Hebrews 10:10, 14, 19-25; 12:14; 13:20-21; 2 Peter 1:1-11; 3:18; Jude 20-21)

Baptism with the Holy Spirit (Jeremiah 31:31-34; Ezekiel 36:25-27; Joel 2:28-29; Malachi 3:2-3; Matthew 3:11-12; Luke 3:16-17; John 1:33; Acts 1:5; 2:1-4, 14-18, 8:14-17, 9:7, 11:15-16, 15:8-9, 19:2; Romans 5:16, 29; 1 Corinthians 12:1-30, 13:1, 8-13)

The Church (Exodus 19:3; Jeremiah 31:33; Matthew 8:11; 10:7; 16:13-19, 24; 18:15-20; 28:19-20; John 17:14-26; 20:21-23; Acts 1:7-8; 2:32-47; 6:1-2, 8:1, 13:1; 14:23; Romans 2:28-29; 4:16; 10:9-15; 11:13-32; 12:1-8; 15:1-3; 1 Corinthians 1:2, 3:5-9; 7:17; 11:1, 17-33; 12:3, 12-31; 14:26-40, 15:9; 2 Corinthians 5:11-6:1; Galatians 1:13, 5:6, 13-14; 6:1-5, 15; Ephesians 4:1-17; 5:25-27, 5:23; Philippians 2:1-16; 1 Thessalonians 4:1-12; 1 Timothy 4:13; Hebrews 10:19-25, 12:23; 1 Peter 1:1-2, 13; 2:4-12, 21; 4:1-2, 10-11; 1 John 4:17; Jude 24; Revelation 5:9-10)

Resurrection and Judgement (Genesis 18:25; 1 Samuel 2:10; Psalm 50:6; Isaiah 26:19; Daniel 12:2-3; Matthew 25:31-46; Mark 9:43-48; Luke 16:19-31; 20:27-38; John 3:16-18; 5:25-29; 11:21-27; Acts 17:30-31; Romans 2:1-16; 14:7-12; 1 Corinthians 15:12-49; 2 Corinthians 5:10; 2 Thessalonians 1:5-10; Revelation 20:11-15; 22:1-15)