**HOLIDAY ISLAND COMMUNITY CHURCH BY-LAWS**

**ARTICLE I: ADMINISTRATIVE COUNCIL, WORSHIP COUNCIL, COMMISSIONS, AND OPERATIONS**

A. Purpose: The Administrative Council, Worship Council and Commissions are the means whereby the Church Membership delegates authority and responsibilities to the various elected officers and subsequent councils and commissions created for the purpose of implementing the duties, responsibilities, and obligations assigned. All persons serving on the Administrative Council, Worship Council, Commissions, and Committees shall be Church members/associate members.

B. Administrative Council

 1. The Administrative Council shall administer all matters pertaining to the function of the Church and shall be empowered to delegate such matters as it so deems.

 2. All actions of said Council and all other councils or commissions shall be in accordance with the laws of the State of Arkansas which pertain to the operations of congregationally governed Churches.

 3. The Administrative Council shall work in unison and harmony with the Worship Council seeking that Council’s advice and sharing the Administrative Council’s analysis on items of mutual endeavors.

C. Commissions

 1. There shall be six (5) Commissions established to assist the Administrative Council and Worship Council in the administration and operation of the Church. These Commissions are: Education, Member Services, Ministries, Music, and Trustee.

 2. The chairperson of each Commission shall serve on the Administrative Council.

D. Operations

 1. Meetings of the Councils and Commissions shall be scheduled in a timely and consistent manner so as to enable them to fulfill assigned and assumed responsibilities and perform them in an orderly fashion.

 2. The Administrative Council and Commissions shall be chaired by a chairperson elected by the Church. Additionally, a vice-chairperson shall be elected by the Church to the Administrative Council.

 3. Length of service and continuity of Council, Commission, and Committee membership

 a. Elected members shall serve no more than two (2) consecutive two (2) year terms. If a person should fill an unexpired term, he/she may complete that portion of the term and be elected to two (2) full two (2) year terms.

 b. Terms of appointment shall be two (2) years and such members may be reappointed indefinitely.

E. Council, Commissions and Committees

 1. It is the policy of the church that the Councils and Commissions shall be empowered to form standing and/or ad hoc committees.

 2. All council, commission, and committee chairpersons shall be members/associate members of the Church.

F. Recording and Reporting of Minutes

1. Electronic copies of all Councils and Commissions records and minutes shall be furnished to the Church Secretary for filing in the Church office.

 2. Such records and minutes shall be filed in a timely manner.

**ARTICLE II: CHURCH DOCUMENT SIGNING**

A. Signing

 1. The Administrative Council Chairperson, Administrative Council, Vice-chairperson, and Chairperson of the Trustee Commission are authorized to execute all legal documents on behalf of the Holiday Island Community Church.

 2. Signatures of at least two of the aforementioned officers shall be required for execution of approved legal documents.

 3. All legal documents must be approved by a simple majority of the voting members of the Administrative Council prior to execution of the document(s).

 **ARTICLE III: SOLICITATION OF FUNDS**

A. Policy: Funds for all Church programs shall be derived entirely from voluntary contributions of Church members.

 1. Special Projects: The Administrative Council may approve a special project for the purpose of raising money for emergency or special needs.

 2. Donations to Funds: The Administrative Council shall, at the time of annual budget formulation, present a list of funds to which the Church may contribute. The list may comprise on-going and new funds. A contribution made to one of these funds shall be accepted as income to that fund. The income must not be used for any other purpose. If a fund is terminated (project not completed) the Administrative Council shall determine the dispersal of those funds. Any gifts designated for other than approved funds shall be referred to the Administrative Council for consideration.

 3. Church Organization Solicitations: Church organizations (such as Men’s and Ladies Fellowship, Bible study groups, educational classes, etc.) may accept donations from its members to defray meeting expenses of supplies or equipment for the specific use of the organization.

B. Procedure:

 1. Church organizations shall submit annual budget requests for funds other than those used to defray meeting expense (meals and refreshments, etc.) through the applicable commission or committee to be included in the Church annual budget.

 2. All funds, other than donations to defray meeting expenses as described above, are to be channeled through the Church Treasurer.

 3. No group or organization under the umbrella of the Holiday Island Community Church shall deposit any funds outside the treasury of the Church with the exception of the Memorial Garden.

**ARTICLE IV: THE CHURCH YEAR AND WORSHIP SERVICES**

A. Church year: The Church year and fiscal year for all functions of the Church shall begin January 1 and end December 31. Officers elected at the annual meeting shall begin their terms February 1.

B. Worship Services: Worship shall be conducted each Sunday of the year, weather permitting. The Sacrament of Communion shall be observed on the fourth (4th) Sunday of each month and at such other times as the Minister shall deem appropriate.

**ARTICLE V: CHURCH MEETINGS**

A. Church Meetings

 1. All Church meetings, including Administrative Council and Commission meetings are open to all members/associate members of the Church

 2. Church worship service shall meet each Sunday morning of each month and at other times as deemed appropriate by the Minister.

 3. Annual Meeting

 a. An annual Church meeting shall be held within the first fifteen (15) days of January for the following purposes

 1. Elect those officers where vacancies occur.

 2. Review Church activities.

 3. Accept Church budget.

 4. Transact other business as required.

 4. Administrative Council, Worship Council, and all Commissions

 a. Administrative Council shall meet as required to conduct the business of the Church, but no less than once (1) a month, except under special circumstances.

 b. Commissions shall meet as required to conduct the business of the Commissions, but no less than once (1) a quarter.

 c. Worship Council and Functional Committees shall meet as required to conduct the business of the council or committee.

 d. All meetings shall have a quorum present to conduct the business of the Church.

B. Notification of Meetings

 1. Annual Meeting

 a. Notification of the annual Church meeting shall be announced for two (2) Sundays prior to the meeting.

 b. Announcements shall be at regular Sunday services.

 2. Special meetings

 a. Shall be announced two (2) Sundays prior to the meeting at a regular Sunday

C. Calling of Meeting(s)

 1. The Annual Meeting shall be called by the Administrative Council.

 2. Special meetings may be called upon request of the Minister, the Administrative Council, or a written petition of a simple majority of the voting members/associate members of the Church.

D. Purpose of Meetings and Agendas

 1. All meetings shall include a written and oral announcement of the meeting purpose.

 2. A printed agenda of the meeting shall be available at the meeting.

E. Governance of Meetings

 1. All business meetings of the Church, Councils, Commissions, and Committees shall be governed by the Church Constitution, the laws of the State of Arkansas, and Roberts Rules of Order.

**ARTICLE VI: NOMINATION AND ELECTION OF CHURCH OFFICERS**

A. The following procedure shall be followed in the selection of members of the Administrative Council and/or Commissions elected by the Church.

 1. The Administrative Council shall appoint a nominating committee to submit no less than one (1) name for each elected position.

 2. Vice-Chairperson of the Administrative Council shall serve as chairperson of the Nominating Committee.

 3. At the time of election, nominations from the floor may be made, provided that the person nominated has given written consent or is present at the meeting.

 4. After receiving nominations from the floor the chairperson shall call for a vote.

 5. The person receiving the majority of the votes cast shall be declared elected. In the event of a tie, the tied nominees shall be re-voted upon, with the one receiving a majority being declared elected.

 6. Length of service and continuity of Council, Commission and Committee membership.

 a. Elected members/associate members shall serve no more than two consecutive two (2) year terms. If a person should fill an unexpired term, he/she may complete that portion of the term and be elected to two consecutive two (2) year terms.

 b. Members/associate members appointed to committees by the Administrative Council shall serve two (2) year terms and such members/associate members may be reappointed indefinitely.

**ARTICLE VII: ADMINISTRATIVE COUNCIL**

A. The Administrative Council shall meet monthly for the following purposes.

1. Taking action on recommendations from the Education Commission, Member Services Commission, Ministries Commission, Music Commission, Trustee Commission, and members of the Administrative Council.

 2. Providing guidance to the permanent commissions, paid staff and various committees within the Holiday Island Community Church.

B. The Administrative Council shall consist of seven elected members and three (3) non-voting members.

 1. Voting members shall be the following.

 a. Chairperson

 b. Vice-chairperson

 c. Chairperson of the Education Commission

 d. Chairperson of the Member Services Commission

 e. Chairperson of the Ministries Commission

 f. Chairperson of the Music Commission

 g. Chairperson of the Trustee Commission

 2. Non-voting members shall be the following.

 a. Pastor

 b. Church Treasurer

 c. Recording Secretary

 1. A voting member of the Administrative Council may serve as recording secretary and maintain his/her voting rights.

C. Administrative Council shall have the following responsibilities and duties.

 1. Subject to the approval of the Church, the Administrative Council shall act as the legal agents of the Church in all business matters. All actions of the Administrative Council shall be in accordance with the laws of the State of Arkansas relating to administrative functions for Church governed Churches. A majority of the voting members/associate members constitutes a quorum.

 2. The Chairperson of the Administrative Council shall fulfill the usual duties of such an officer, call and preside at all regular and special business meetings of the Administrative Council, appoint members/associate members to fill vacancies in elected positions, and serve as Chairperson of the Church

 3. The Vice-chairperson shall fulfill the usual duties of such an office: call, and preside at all regular and special business meetings of the Church in the absence of the Chairperson, serve as Vice-chairperson of the Church, and serve as Chairperson of the Nominating Committee.

 4. The elected Chairperson of the Education Commission shall preside at all Education Commission meetings and shall have the responsibility of guiding and coordinating all Christian and secular education programs sponsored by the Church.

 5. The elected Chairperson of the Member Services Commission shall preside at all meetings of the Member Services Commission and shall have the responsibility of guiding and coordinating the operational committees of the Church.

 6. The elected Chairperson of the Ministries Commission shall preside at all Ministries Commission meetings and shall have the responsibility of guiding and coordinating all Church outreach programs to the Church, the local community, and the world community.

 7. The elected Chairperson of the Music Commission shall preside at all meetings of the Music Commission and shall have the responsibility of guiding and coordinating all music programs within the Church. The chairperson of the Music Commission shall also serve as an ad hoc member of the Worship Council.

 8. The elected Chairperson of the Trustee Commission shall preside at all meetings of the Trustee Commission and shall have the responsibility of maintaining all Church assets, both physical and financial, in good condition.

 9. The Recording Secretary shall keep the minutes of all regular or called meetings of the Administrative Council and the Church business meetings.

 10. The Minister shall provide spiritual and temporal guidance to the Administrative Council

 11. The Administrative Council shall appoint clerical assistants as needed.

**ARTICLE VIII: WORSHIP COUNCIL**

A. Purpose

 1. The Worship Council shall advise and support the Minister in his/her role as spiritual and worship leader.

 2. Worship is broadly defined and includes its inspirational, educational, evangelical and ritual aspects, as outlined in Article III of the Holiday Island Community Church Constitution.

B. Members

 1. The Worship Council shall be led by the Minister

 2. Other members shall be the chairpersons of the Music Commission, Altar, and Communion Committees, and other Church members/associate members as needed.

 3. Given the advisory role of the Worship Council, voting shall not be required.

C. Responsibilities

 1. The Minister shall call together, on an ad hoc basis, those Worship Council members deemed best suited to assist with a particular spiritual or worship responsibility.

 2. These persons shall advise the Minister, and assist as requested.

**ARTICLE IX: COMMISSIONS: MEMBERS, RESPONSIBILITIES AND DUTIES**

A. Each Commission or Committee shall determine the method of decision-making to be used at its meetings and those members to be involved in decision-making.

B. Education Commission

 1. Members

 a. Chairperson of the Education Commission, elected by the Church for a two (2) year term.

 b. Vice-chairperson of the Education Commission appointed by the Education Commission to serve in the absence of the Chairperson. Chairperson of the Christian Education Committee appointed by the Education Commission

 c. Commission Secretary appointed by the Education Commission.

 d. Librarian appointed by the Education Commission

 e. Historian appointed by the Education Commission

 f. Pastor

 2. Responsibilities and Duties

 a. Develop and offer Christian educational programs and various learning experiences suited to the needs and interests of the Church.

 b. Establish a procedure to evaluate programs and activities both before and after the completion of the program or activity.

 c. Seek out members/associate members of the Church who would serve as facilitators of educational programs.

 d. Manage and operate the Church Library

 e. Maintain the Church Archives and Church History

 f. Appoint committees as needed to carry out the functions of the Education Commission.

 g. Prepare an annual budget for presentation to the Trustee Commission

 h. Monitor and maintain the approved budget

 i. Present a monthly report to the Administrative Council

 j. Present an annual written report to the Administrative Council

3. Committees Reporting to the Education Commission

a. Christian Education Committee

1. Members: Chairperson of the Christian Education Committee and other members as needed

 2. Responsibilities and duties

 a. Develop a Christian Education program.

b. Approve all Christian education programs and activities offered by the Church.

 c. Secure facilitators for all Christian Education programs.

 d. Evaluate Christian Education programs.

 e. Present an annual written report to the Education Commission

b. Library Committee

 1. Members: Librarian and other members as needed

 2. Responsibilities and Duties

a. Develop a system for operating the library in a useful and secure manner

b. Secure volunteers to assist in maintaining the library collections

c. Present an annual written report to the Education Commission

c. Archive Committee

1. Members: Chairperson of the Archive Committee who shall serve as Historian and other members as needed

 2. Responsibilities and Duties

 a. Maintain the Church Archives

b. Develop and maintain Church histories in print and non-print forms

 c. Maintain records of all materials in the Church Archives d. With the Church Librarian, provide proper storage facilities for the Church Archives

 e. Present an annual written report to the Education Commission

 C. Member Services Commission

 1. Members

 a. Chairperson of the Member Services Commission, elected by the Church for a two (2) year term.

 b. Vice-chairperson of the Member Services Commission appointed by the Member Services Commission to serve in the absence of the Chairperson

 c. Commission Secretary appointed by the Member Services Commission.

 d. Chairpersons of the various committees reporting to the Member services commission

 2. Responsibilities and Duties

 a. Coordinate and monitor the various committees providing services to Church members/associate members

 b. Add additional committees as needed.

 c. Prepare an annual budget to present to the Trustee Commission

 d. Monitor and maintain the approved budget.

 e. Present a monthly report to the Administrative Council.

 f. Present an annual written report to the Administrative Council.

3. Committees reporting to the Member Services Commission

 a. Membership Committee

 1. Members: Chairperson of the Membership Committee appointed by the Member Services Commission and other members as needed.

 2. Responsibilities and Duties

a. Maintain a list of names, addresses, and phone numbers of all Church members/associate members

 b. Provide name tags for all members/associate members

c. Present an annual written report to the Member Services Commission

 b. Ushers and Greeters Committee

1. Membership: Chairperson of the Ushers and Greeters Committee appointed by the Member Services Commission and other members as needed

 2. Responsibilities and Duties

 a. Secure an adequate number of volunteers to serve as ushers and greeters at each worship service and other special services as needed

 b. Present an annual written report to the Member Services Commission

 c. Visitor Welcome Committee

1. Members: Chairperson of the Visitor Welcome Committee appointed by the Member Services Commission and other members as needed.

 2. Responsibilities and Duties

a. Send written notes and/or make phone calls to visitors to the Church

 D. Ministries Commission

 1. Members of the Ministries Commission shall include the following.

 a. Chairperson of the Ministries Commission elected by the Church for a two (2) year term.

 b. Vice-chairperson of the Ministries Commission appointed by the Ministries Commission to serve in the absence of the Chairperson

 c. Commission Secretary appointed by the Ministries Commission to maintain written records of meetings

 d. Chairpersons of the listed functional committees and of any additional functional committees appointed by the Ministries Commission

 2. Responsibilities and Duties

 a. Ensure the continued functioning of the various outreach committees as listed in section 3 below

 b. Develop additional outreach programs as needed

 c. Appoint additional functional committees as needed

 d. Review the job descriptions for the various functional committees.

 e. Prepare an annual budget for presentation to the Trustee Commission

 f. Monitor and maintain the approved budget

 g. Present a monthly report to the Administrative Council

 h. Present an annual written report to the Administrative Council

3. Committees Reporting to Ministries Commission

 a. Benevolence/Missions Committee

 1. Members: Chairperson of the Benevolence/Missions Committee appointed by the Ministries Commission, Chairperson of the Administrative Council and the pastor.

 2. Responsibilities and Duties

 a. Determine those charitable organizations to receive donations from the benevolence funds.

 b. Provide the Church Treasurer with a list of those organizations to receive benevolent donations and the amount to be donated.

 c. Present an annual written report to the Ministries Commission

 b. Bereavement/Illness Food Committee

 1. Members: Chairperson of the Care Giving Committee appointed by the Ministries Commission, Meals Coordinator, Cards/Flowers Coordinator, and other members as needed. Chairperson of the Bereavement/ Food Committee appointed by the Ministries Commission and other members as needed.

 2. Responsibilities and Duties

 a. Provide cards, flowers, and/or meals for occurrences of illness or bereavement.

 b. Present an annual written report to the Ministries Commission

 c. Fellowship Sunday Committee

 1. Members: Chairpersons of Fellowship Sunday and other members as needed.

 2. Responsibilities and Duties

 a. Secure volunteers to provide refreshments for Fellowship Sunday

 b. Present an annual written report to the Ministries Commission

 d. Ladies Fellowship Committee

 1. Members: Chairperson of Ladies’ Fellowship and other members as needed

 2. Responsibilities and Duties

 a. Secure programs for monthly meetings

 b. Secure and prepare refreshments for monthly meetings

 e. Men’s Fellowship Committee

 1. Members: Chairperson of Men’s Fellowship and other members as needed

 2. Responsibilities and Duties

 a. Secure programs for monthly meetings

 b. Secure and prepare refreshments for monthly meeting

 f. Prayer Quilt Ministry

 1. Members: Chairperson of the Prayer Quilt ministry, appointed by the Ministries Commission, and other members as needed

 2. Responsibilities and Duties

 a. Construct quilts to be presented to members/associate members and friends of the church who are in need of special prayers.

 b. Presentation of prayer quilts to those who are not members/associate members or friends of the church will be considered on a case-by-case basis.

 c. Display the quilts for completion with prayers and knots.

 d. Present an annual written report to the Ministries Commission.

 g. Meals on Wheels Committee

 1. Members: Meals on Wheels Coordinator, appointed by the Ministries Commission and other members as needed.

 2. Responsibilities and Duties:

 a. Secure volunteers to serve as delivery persons for the Carroll County Meals on Wheels program.

 b. Present an annual written report to the Ministries Commission.

E. Music Commission

 1. Members of the Music Commission shall include the following:

 a. Chairperson of the Music Commission elected by the Church for a two (2) year term

 b. Vice-chairperson appointed by the Music Commission to serve in the absence of the Chairperson

 c. Commission Secretary appointed by the Music Commission to maintain written records of meetings

 d. Volunteer directors of choirs, bell choirs, and other choirs and ensembles as created

 e. Volunteer keyboardist(s)

 f. Volunteer leader of the Joyful Singers

 g. An At-large Representative of the Choir

 h. Music Librarian

 i. Non-voting members

1. Minister

2. Paid Choir Director(s)

3. Paid Keyboardist(s)

 2. Responsibilities and Duties

 a. Work with Minister to enhance worship

 b. Create, develop and offer music programs for worship and ministry

 c. Enlist and train persons to staff music programs

 d. Provide musicians/vocalists for worship services as needed.

 e. Enlist and offer special musical talent for worship services, from inside and outside the Church

 f. Interface and participate with choirs and musical groups from outside the Church to offer worship and ministry opportunities

 g. Administer the Woodward Memorial Concert Services.

 h. Establish a procedure to evaluate music programs

 i. Develop, inventory, and operate a Church music library

 j. Inventory and maintain Church owned musical instruments and equipment

 k. Appoint committees as needed to accomplish goals

 l. Prepare an annual budget for presentation to the Trustee Commission

 m. Monitor and maintain the approved budget

 n. Present a monthly report to the Administrative Council

 o. Present an annual written report to the Administrative Council

F. Trustee Commission

 1. Members of the Trustee Commission shall include the following

 a. Chairperson of the Trustee Commission, elected by the Church for a two (2) year term.

 b. Vice-chairperson appointed by the Trustee Commission to serve in the absence of the Chairperson

 c. Commission Secretary, appointed by the Trustee Commission to keep records of meetings

 d. Chairperson of the Finance Committee appointed by the Trustee Commission

 e. Chairperson Property Committee appointed by the Trustee Commission

 f. Chairperson of the Memorial Garden Committee appointed by the Trustee Commission

 g. Chairperson of the Money Counting Committee appointed by the Trustee Commission

 2. Responsibilities and Duties

 a. Administer all financial transactions of the Church.

 b. Develop and submit a proposed annual budget for all permanent boards, commissions, and their committees.

 c. Monitor and maintain the approved annual budget.

 d. Ensure adequate insurance coverage(s) for the protection of the Church property and functions of the Church.

 e. Assist and direct the Church Treasurer regarding investment of Church funds.

 f. Ensure that the Church’s property is maintained properly, including janitorial requirements for the Church buildings.

 g. Coordinate any new building activity, repairs to buildings and major landscaping alterations.

 h. Administer all undesignated memorial funds.

 i. Develop and maintain the Church’s communications, computer and sound systems.

 j. Maintain inventory of all Church property.

 k. Present an annual written report to the Administrative Council

 3. Committees Reporting to the Trustee Commission

 a. Finance Committee

 1. Members: The Chairperson of the Finance Committee and other members as needed.

 2. Responsibilities and Duties

 a. Contact all boards and committees to determine their financial needs for the ensuing year.

 b. Oversee Church investments and recommend revisions as required to the Trustee Commission.

 c. Maintain communication with the Church Treasurer.

 d. Perform other financial functions as needed.

 e. Present an annual written report to the Trustee Commission.

 b. Property Committee

 1. Members: Chairperson of the Property Committee, Building and Grounds Superintendents appointed by the Trustee Commission and other members as needed.

 2. Responsibilities and Duties

 a. Maintain a janitorial program to ensure Church building cleanliness.

 b. Develop and maintain a program to ensure adequate maintenance of all Church properties.

 c. Coordinate any new building activity, repairs to buildings and major landscaping alterations.

 d. Maintain inventory of all Church property for insurance purposes.

 e. Determine potential exposure to loss and place adequate insurance coverage to protect the Church property and all Church functions.

 f. The Property Committee shall report at least annually to the Trustee Commission and the Administrative Council with explanation regarding insurance coverage.

 g. Develop and maintain the Church’s communications, computer and sound system.

 h. Present an annual written report to the Trustee Commission

 c. Memorial Garden Committee

 1. Members: Chairperson of the Memorial Garden Committee and other members as needed.

 2. Responsibilities and Duties

 a. Disperse information and answer questions regarding the use of the Garden.

 b. Collect payments and maintain a separate bank account for Garden operations.

 c. Assist interested individuals in their arrangements for future use of the Garden.

 d. Keep records of spaces dedicated and available.

 e. With assistance of the Property Committee oversee the maintenance of the Garden to ensure a dignified and pleasing appearance.

 f. Coordinate inurnments with the church’s minister.

 g. Purchase all cremorial equipment as required and maintain bronze memorial plaque acquisition and inscriptions.

 h. Ensure that the “Terms and Conditions” of Garden use are strictly adhered.

 i. Present an annual written report to the Trustee Commission.

 d. Money Counting Committee

 1. Members: Chairperson of Money Counting committee and other members as needed

 2. Responsibilities and Duties

 a. Count weekly collections

**ARTICLE X: ANNUAL BUDGET, FISCAL YEAR, FINANCIAL REPORTS**

A. Development of Annual Budget

 1. The responsibility for developing the annual Church budget is with the Trustee Commission.

 2. All areas that are to be funded are to be contacted to determine what the financial needs shall be.

 3. Each Commission and its committees are responsible for presenting a request for funds to the Trustee Commission at the established deadline.

 4. When financial needs are determined and the proposed budget completed, the budget shall be presented to the Administrative Council for review and acceptance.

 5. The budget shall be presented to the Church for approval at the annual Church meeting.

B. Fiscal Year

 1. The Church fiscal year shall be from January 1 to December 31 of the applicable year.

 2. In the event items have been purchased, but not invoiced by the end of the fiscal year, The Church Treasurer is to be notified by the responsible Commission. The Church Treasurer may set aside funds for payment of that invoice.

 3. All carry over invoices must be paid within the first thirty days of the new fiscal year.

C. Financial Reports

 1. The Church Treasurer shall be responsible for preparation of monthly reports for the Administrative Council and the Trustee Commission.

 2. Payment of invoices with accompanying documentation is to be submitted to the Church Treasurer.

 3. An audit of the Church financial records shall be conducted annually and a report filed with the Administrative Council and Trustee Commission.

**ARTICLE XI: ACCOUNTING SYSTEM FUNDS AND RECORDS**

A. Funds and Checking Account

 1. Policy: The number of funds and checking accounts shall be kept at the minimum necessary to assure effective and efficient management of Church finances.

 a. The General Fund is where all receipts and offerings are deposited.

 b. Offering and gifts that are undesignated shall be deposited in the General Fund and used for Church operations.

 c. Offerings and gifts that are designated for a specific use shall be deposited in the General Fund and accounted for as separate funds.

 d. Change of, or revision to the Church’s accounting system shall be approved by the Administrative Council and the Trustee Commission.

B. Special Gifts: Real Estate

 1. Policy: Gifts of real estate may be accepted with approval of the Administrative Council and the Trustee Commission. Such gifts shall not be held as long-term investments. The property, if accepted, shall be listed for sale as soon as possible.

 2. Procedure: Real property gifts to the Church shall be the responsibility of the Trustee Commission with all actions concerning the property authorized by the Administrative Council.

 a. All gifts of real property given to the Church shall be accompanied by an independent appraisal. The donor shall also furnish documentation offering a clear title, deed restrictions, tax status, etc.

 b. Title to donated property shall be held in the name of the Church.

 c. Potential donors shall be made aware of the foregoing policy.

C. Special Gifts-Securities

 1. Policy: Gifts of securities must have prior approval of the Trustee Commission and the Administrative Council. Gifts of securities are not to be considered long term investments.

 2. Procedure: Special gifts of securities shall be administered by the Trustee Commission. Decisions as to final disposition shall be the responsibility of the Administrative Council.

D. Year End Carry-Over of Invoices

 1. Policy: The Church Treasurer shall reduce all Commission and Committee Budgets to zero at the end of the fiscal year.

 2. Procedure:

 a. Some purchased budgeted items may not be invoiced by year-end. In this event, the Treasurer shall be notified in order that funds may be set aside for payment.

 b. The budget year shall be charged in the year the purchase was made.

 c. Transactions of this type must be made within 30 days after the end of the fiscal year. Failing to do this, the transaction shall be charged to the new budget.

E. Retention of Records

 1. Policy: Records shall be retained as follows:

 a. Bank statements and checks---four years plus current year.

 b. Paid invoices--- four years plus current year.

 c. Financial records--- four years plus current year.

 d. Pledge cards---current and past year.

 e. Payroll records--- four years plus current year.

 f. All Councils and Commissions minutes---permanent

 g. Building plans specifications, surveys, construction costs, etc---permanent.

 h. Records of individual giving--- four years.

F. Purchase Orders

 1. Policy: All purchases of supplies, equipment and services over an amount determined by the Administrative Council must be documented in the form of a purchase order. Purchase order forms shall be available at the Church office.

 2. Procedure:

 a. Purchase order form is to be completed in its entirety including area of the annual budget to be charged with this expense.

 b. Purchase order must be approved by the Commission Chairperson responsible for that portion of the annual budget.

 c. A copy of the purchase order should be promptly given to the Church Treasurer.

 d. Original order shall be retained in Church office file.

**ARTICLE XII: SENIOR MINISTER**

A. Prerequisites for Position

 1. Believes in the policy and ministry of a Community and Nondenominational Church as outlined in the Holiday Island Community Church's Constitution, particularly Articles II, III and VI.

 2. College and seminary graduate

 3. Ordained (approval of Pulpit Committee)

 4. Valid license to preach

 5. Good working relationship with governing bodies of Churches served

 6. Experience in pastoral care and counseling

 7. Willingness to participate in community activities

B. Method of Selection

 1. A Pulpit Committee consisting of three (3) members of the Administrative Council and three (3) members of the Church, all appointed by the Administrative Council

 2. Responsibilities and duties of Pulpit Committee

 a. Publicize the position

 b. Review all resumes and rank candidates

 c. Check references

 d. Hear all finalists preach - in person, by audio or video tape

 e. Interview candidate (and spouse, if appropriate)

 f. Obtain credit references and advise candidate that he/she will be checked

 g. Negotiate a financial package with the prospective Minister.

 h. Recommend final candidate to Administrative Council

 i. Make arrangements for moving, installation, and reception of new minister

 3. Administrative Council shall recommend candidate to Church at least two (2) weeks prior to voting, either by letter, Church bulletin or verbal announcement

 4. Voting shall be by secret ballot, present or absentee, and accepted by 80% of Church voting at any regular or special business meeting

 5. Employment tenure shall be for an indefinite period of time and may be terminated by either party upon sixty (60) days written notice

C. Duties

 1. The Senior Minister shall have responsibility for the worship services of the Church.

 2. The Senior Minister shall serve as spiritual advisor to the members/associate members of the Church.

 3. The Senior Minister may serve as Ex-officio member of all Church Commissions and Committees

 4. The Senior Minister shall work in harmony with all elected Church leaders to promote a spirit of harmony and cooperation within the Church.

D. Resignation of Minister

 1. Resignation shall be submitted in writing to the Chairman of the Administrative Council

 2. Resignation shall be acted upon by the Administrative Council at a regular or special called meeting

 3. Chairman of the Administrative Council shall present the resignation to the Church as soon as possible

E. Dismissal of Minister

 1. The Administrative Council may dismiss a Minister by authority of the Church assembled at a Regular or Called Business Meeting and rendering a simple majority vote of dismissal.

F. Vacation, Sick and Personal Leave

 1. Vacation time shall take into consideration the total years of pastoral ministry.

 2. Sick and Personal Leave shall be negotiated by the Pulpit Committee and approved by the Administrative Council.

G. Performance Evaluation

 1. Annual evaluation by the Administrative Council, with evaluations as circumstances require

 2. Evaluation shall be in writing, kept in a confidential file, with a copy given to the minister

 3. Evaluation guidelines shall be developed by the Administrative Council

H. Continuing Education

 1. Holiday Island Community Church shall provide a designated amount to be paid to the minister for maintaining and increasing his/her professional capabilities.

 2. Approval for educational and professional development shall be made by the Administrative Council.

 3. Absence for educational and professional development shall not exceed two (2) weeks or two (2) Sundays during a calendar year

 4. A report, after the event, shall be submitted to the Administrative Council

I. Personal Loans

 1. No loans or salary advances shall be approved for a minister

J. Employment Status

 1. The Federal Internal Revenue Service requires that ministers be classified as Contract Employees

 **ARTICLE XIII: PAID POSITIONS/CHURCH EMPLOYEES**

A. Paid positions shall include Church Secretary, Church Treasurer, Choir Director, Keyboardists, and other positions as approved by the Administrative Council.

 1. A contract template for each paid position shall be developed by the Administrative Council. Contract template shall include qualifications, duties, and responsibilities for each paid position.

 2. For Senior Minister see Article XII-J (above).

B. Church Employees

 1. All contracts shall be for a period of one (1) year with the option to renew.

 2. All contracts shall be subject to the approval of the Administrative Council.

 3. All compensation for Church Employees shall be approved by the Church members/associate members at the Annual Meeting.

 4. Compensation for Church Employees is specific to the paid position and shall not be transferred to any other Church Employee.

 5. Church Employees shall be subject to an annual performance review by the Administrative Council or a designate.

 **ARTICLE XIV: USE OF FACILITIES**

A. Policy

 1. The facilities of the Church and fellowship building(s) are available for authorized organizations and programs approved by the Facilities Coordinator.

 2. Individual members/associate members of the Church may request usage of the Church and fellowship building(s) from the Facilities Coordinator.

 3. Smoking and/or alcohol use is prohibited on Holiday Island Community Church property.

B. Procedure

 1. Requests for use of building facilities by groups not constituted by the Church shall be directed to the Administrative Council.

 2. The pastor may extend the use of the facilities in ministry.

 3. Approved activities and programs shall follow current, approved usage policies for the Church building (“Guidelines for Use of Church Building and Parking Lot, revised April 2002”) and for the fellowship building (“Guidelines for Use of Herman and Ellen Cook Center for Continuing Ministries, 2005”).

**ARTICLE XV: FACILITIES SECURITY**

A. The Administrative Council shall be responsible for developing a policy to insure the reasonable security of the buildings and Memorial Garden.

B. The Trustee Commission shall determine procedures to be implemented for the area and buildings’ security to include, but not limited to:

 1. Key distribution and identification of individuals who have keys

 2. Location of key box

 3. Normal hours of operation

 4. Outside lighting security

 5. Contact person in event of break-in or vandalism to property.

 6. Coordinate security endeavors with the building maintenance coordinator and others who use the facilities.

**ARTICLE XVI: AMENDMENTS TO CONSTITUTION AND BY-LAWS**

A. The Constitution and By-laws may be amended by a simple majority vote of the members/associate members of the Church voting at any Annual or Called Church Meeting

B. The Administrative Council shall have the responsibility to recommend all proposed amendments to the Church.

C. Notice of Vote on Proposed Amendments

 1. Written notice explaining the recommended change(s) shall be provided at least two (2) weeks prior to the meeting.

 2. Written notice shall be understood as in the Sunday Worship program or other forms of written correspondence.

**ARTICLE XVII: DISTRIBUTION OF ASSETS UPON DISSOLUTION**

A. Although the period of duration of this corporation is to be perpetual, if for any reason the corporation is to be dissolved, or otherwise terminated, no part of the net proceeds of the corporation, as identified in the Articles of Incorporation, shall inure to the benefit of, or be distributed to, its members, officers, or other private persons.

B. The corporation shall be authorized to make payments and distributions in furtherance of the authority assigned and set forth in Article VI of the Constitution.

C. Notwithstanding any other provisions of these Articles, the corporation shall not carry on any other activities not permitted to be carried on:

 1. By a corporation exempt from Federal income tax under section 501(C)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law, or

 2. By a corporation, contributions to which are deductible under section 170(C)(2) of the Internal Revenue Code of 1954 or corresponding provisions of any future United States Internal Revenue law

D. Further, upon dissolution of the corporation, the Administrative Council shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in such a manner, or to such organization(s) operated exclusively for charitable, education, religious or scientific purposes as shall at that time qualify as an exempt organization under section 501(C)(3) of the Internal Revenue Code of 1954, or corresponding provision of future United States Internal Revenue laws; as the Administrative Council shall determine.

E. Any such assets not so disposed of shall be turned over to the Circuit Court of the county in which the principal office of this corporation is located, for such purpose as the court shall determine as to such organizations as are organized and operated exclusively for such purposes.

Holiday Island Community Church By-Laws Amended 1/8/23

Attested by Greg Moore, Holiday Island Community Church Chairperson

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Greg Moore, Chairperson (2022-2024)