

Introduction to OCC Constitution & By Laws

This constitution has been written to set forth the essential biblical doctrines and biblical principles guiding the organizational structure and membership responsibilities of Orchard Community Church. It does not contain every biblical principle related to these issues, but those most crucial for the Church leadership to make orderly, godly and biblical decisions for the proper ruling of this local Church, and for enabling those seeking Church membership to make an informed decision and give their full consent by joining.

At the heart of these biblical principles are our Mission, Vision and Core Values.

Vision Statement: Inviting people to find HOPE and experience LOVE through FAITH in Christ

As a church our greatest hope and desire is to create a community where people find hope and life change in Christ. The Orchard needs to be a place where people can learn the truth of God's Word and how to live it. Where people connect with each other through life-sharing relationships. We need to be a church reaching out to people harassed and helpless (Matthew 9:36), helping them find truth and love through faith in Christ. We will strive to be a church working together to provide "easy to find" safe places for kids, striving to see the climate of the city move from unsafe and violent to safe and peaceful. We want to be a church that is diverse in ethnicity and united by our common great love of God. We will be a church that teaching people to serve in the church, in our neighborhoods, and around the world. We want to be willing to try new and innovative things for the sake of helping people find a meaningful relationship with God and strive to generously share our faith, hope and love.

Mission Statement:

Orchard Community Church is an inviting community of believers seeking to help people find and follow Jesus. Our desire is to build a community built on our **FAITH, HOPE and LOVE** in Christ. We will seek to help people of all ethnicities; ages and backgrounds grow in their relationship with God, connect in their relationship with others and share their faith with people in their neighborhoods and around the world. We hope this process will change the way people see and understand Christianity.

Core Values Conversation with OCC Elders:

1. **God speaks to us through the Bible.**
The Word of God is vital and transformative (2 Timothy 3:16) The Bible is relevant for all generations and provides our ultimate framework for what we believe and how we live.
2. **Believers regularly gather.**
Believers are better together (Hebrews 10:25, Matthew 18:20) God's intent is that all believers work together as part of His family.
3. **Healthy believers grow spiritually.**
Spiritual maturity is essential for believers (Matthew 5:43-48, Colossians 1:28-29) God's people are spiritually gifted by God for service and spiritual growth is demonstrated when believers use their gifts.
4. **Serving matters to God.**
Service is critical to the lifeblood of the Church (Matt. 20:28; Mark 10:45; Eph. 4:13-16) The Bible teaches and we are convinced that serving within the Church is imperative for spiritual growth and critical to the health and vitality of the local body.
5. **All people matter to God.**
Lost people matter to God (Luke 5:27-32, Matthew 28:19-20) The Gospel (Good News) must be proclaimed in ways that people can understand, both locally and globally. **Multiplication is critical and life giving** (Matthew 28:1-20, 6:33; John 13:34-35) Healthy believers are marked by their engagement in the process of both sharing their faith and
6. **We were created to Worship God.**
God's people worship Him (John 4:21-25; Rom. 12:1-2; Eph. 2:10; Matthew 22:37, Hebrews 10:25) God desires to be worshiped by His people and is worthy of it.
7. **We talk to God through prayer.**
Prayer is vital for spiritual life (John 15:7, Hebrews 4:12) Communication with God is imperative for spiritual vitality and growth.

These 7 Core Values are the foundational biblical principles upon which everything in ministry at the Orchard is built. It is the Church leadership's prayer that this document reflects the truths revealed in God's word for the organization and administration of His *Church*.

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Article I: Biblical Foundation & Purpose

Orchard Community Church (“OCC” or “Church”) is a family of individuals who voluntarily join together to live life in pursuit of spiritual fulfillment based on the Bible. Toward this goal, Bible references are provided in our Constitution to help the reader understand the biblical basis supporting the Bible-based truths we embrace and follow at OCC. These Bible-based truths are central to the understanding of our nature and calling. They are the foundation and the building blocks of all of our Church ministries and the guiding principles for all of our Church policies and decisions. If secular teaching conflicts with Bible-based truth and principle, this Church shall follow the Bible-based truth, as determined by its Elders.

Section 1: Our Purpose

We believe that OCC exists as an assembly of believers to bring honor to God. (1 Peter 2:9-10; Ephesians 3:20-21)

Section 2: Our Key Functions

We seek to fulfill God’s purpose for the *Church* by participating in the *5 Key Functions* of:

1. **WORSHIP.** We honor God by exalting His character and by dedicating every activity in life as an offering of praise to Him (Exodus 20:4-6; John 4:23-24; 1 Peter 2:9; 1 Corinthians 10:31; Colossians 3:23; Revelation 4:11).
2. **FELLOWSHIP.** We honor God by connecting with His people and sharing life together (1 John 1:7; Acts 2:44-47; Hebrews 10:23-25; Romans 15:5-7; John 13:34-35; Ephesians 1:5).
3. **DISCIPLESHIP:** We honor God by growing toward spiritual maturity and Christlikeness (Ephesians 4:13-16; Matthew 18:20; Romans 8:29; Colossians 1:28-29; 1 Timothy 2:2).
4. **SERVICE:** We honor God by using our spiritual gifts, our natural abilities and life’s experiences to serve others (1 Peter 4:10-11; Matthew 25:34-40; 1 Thessalonians 5:11; Galatians 5:13; Ephesians 4:11-12).
5. **EVANGELISM:** We honor God by sharing the good news of forgiveness of sins through Jesus Christ (Matthew 28:18-20; Mark 16:15; John 3:17; Luke 19:10; Acts 1:8; 1 Timothy 2:4; 2 Peter 3:9).

The Orchard is part of The Evangelical Free Church of America which is an association of autonomous churches united around these theological convictions: OCC has adopted the Statement of Faith of the Evangelical Free Church of America (without changes or additions).

Article II: Our Statement of Faith

Section 1: God

We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

Section 2: The Bible

We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

Section 3: The Human Condition

We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God’s saving work in Jesus Christ can we be rescued, reconciled and renewed.

Section 4: Jesus Christ

We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel’s promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

Section 5: The Work of Christ

We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

Section 6: The Holy Spirit

We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

Section 7: The Church

We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Section 8: Christian Living

We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Section 9: Christ's Return

We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

Section 10: Response and Eternal Destiny

We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen

Article III: Ordinances

We believe that Christ has commanded us to observe the two New Testament ordinances of water baptism and the Lord's Supper. These two ordinances are observed in obedience to our Lord Jesus Christ as acts of love and devotion, and are not set forth in Scripture as a condition of salvation. We teach and practice immersion as the form of baptism for believers. We view the Lord's Supper as a memorial of our Lord's death, and the elements as symbols of His body and blood (Matthew 28:19; Acts 10:47-48; 1 Corinthians 11:23-26).

Article IV: Accountability Within Our Church**Section 1: Scriptural Foundation / Authority / Purpose**

We believe the holiness of God demands accountability, also called discipline, within the church. We further believe that accountability within the church is commanded by God in Scripture and is one of the most important responsibilities of the church. (Matthew 18:12-20; Romans 16:17; 1 Corinthians 5:1-13; 2 Corinthians 2:5-11; Galatians 2:11-14; 6:1; Ephesians 5:11; 1 Thessalonians 5:14; 2 Thessalonians 3:6-15; 1 Timothy 1:20; 5:19-20; 2 Timothy 3:1-5; Titus 3:10; Hebrews 10:24-30; 12:5-17; 2 John 7-11; Revelation 3:19).

We believe that accountability within the church brings honor to God by:

- a) Leading to the repentance, spiritual growth and restoration of the offender to usefulness to God and fellowship with the church;

- b) Guarding and preserving the welfare, purity, and edification of the church; and,
- c) Guarding other believers from being tempted, misled, divided, or otherwise harmed.

(Romans 2:24; 1 Corinthians 5:6-7; 1 Corinthians 10:21; Ephesians 4:13; 1 Timothy 5:20; Hebrews 12:11; 1 Peter 1:15-16; 2:12).

Section 2: Oversight and Implementation

The accountability and restoration principles that this Church follows are outlined in various parts of the Bible, see Matthew 5:23,24;18:15-18. The procedures for restoration and discipline are also to be based on biblical principles including those outlined in this Constitution. The Board of Elders is responsible for the oversight and implementation of all Church discipline. By becoming a member of the Church, the member agrees to submit and be subject to Church accountability as established and implemented by the Board of Elders.

Section 3: Continuation of Discipline

We believe that the Elders of this Church have the biblical right and responsibility to restore to the Lord a member who is living in disobedience to the Bible. Accountability procedures may be instituted at any time and may continue after a member seeks to withdraw from membership if the Board of Elders determines that such discipline may serve to guard and preserve the honor of God, protect the purity of the *Church*, or restore the disobedient member to the Lord. While the Church cannot force a withdrawing person to remain in this congregation, the Church has the biblical right and the responsibility to encourage restoration, to bring the disciplinary process to an orderly conclusion, to make determinations as to the person's membership status, and to follow accountability principles and processes the Board deems biblically appropriate. (Matthew 18:12-14; Romans 16:17; 1 Corinthians 5:1-13; 2 Thessalonians 3:6-14; 2 Timothy 1:15; 2:16-18; 4:9, 14-15; 3 John 9-10).

Article V: Our Commitment to Marriage, Families and Individuals

We believe that God designed marriage to reflect the beauty and permanence of Christ's loving relationship with his bride, the *Church* (Ephesians 5:22-33; Revelation 19:7). We also believe God established marriage to be a lifelong, exclusive relationship between one man and one woman (Matthew 19:4-6). Therefore, we are deeply committed to preserving and strengthening marriages, families and all individuals attending our Church.

We believe that God designed and limited the expression of sexual intimacy to the exclusive boundaries of a one man and one-woman marriage covenant (Genesis 2:24-25; 1Corinthians 7:3-5). We also believe that God commands that each individual abstain from any form of sexual impurity including adultery, fornication, pornography, incest, molestation, any expression of same sex relationships or the altering of ones' gender by surgery or appearance, and all other biblically immoral behavior (Genesis 2:24; 19:5,13; 26:8-9; Leviticus 18:1-30; Romans 1:26 -29; 7:2; 1 Corinthians 5:1; 6:9-10; 7:10; 1 Thessalonians 4:1-8; Hebrews 13:4). Therefore, we are deeply committed to enabling individuals to live a life of biblically moral behavior.

We believe that life begins at conception (Psalm 139:13-16), that every child is created by God for a purpose (Jeremiah 1:4-5; Galatians 1:15), and is a gift from God (Psalm 127:3). We also believe that God gives the primary responsibility of training children to the parent(s), being charged with giving discipline and instruction of the Lord according to biblical principles (Ephesians 6:4). Therefore, we are deeply committed to helping all families by providing biblical resources and encouragement so that all can grow to be like Christ (Ephesians 4:13).

We believe and understand that every person, including Christians, struggle living biblically pure lives. We also believe and understand that every person also struggles with the negative effect his or her failure to live a biblically pure life has on his or her life and relationships. We believe that God understands this struggle and calls believers to seek assistance from other believers and especially from Church leaders. We believe that our pastoral and lay Church leaders have the responsibility of providing Bible-based counseling and oversight (Romans 15:14; Galatians 6:10; 2 Timothy 4:1-2; Hebrews 13:17; James 5:16). We believe that the Bible is God's manual providing guidance and instruction for faith and for life for every person (2 Timothy 3:16-17). Therefore, we are deeply committed to enabling individuals to live life according to God's will as revealed in the Bible. Toward this goal, our counseling and spiritual guidance are based on biblical principles, which in some instances may differ from current secular principles, in which instances biblical principles are followed.

Article VI: Joining Us (Membership)

Section 1: Classes and Requirements for Membership

Our two categories or classes of membership are “Active Membership” and “Associate Membership”. To qualify for either class of membership an individual must:

- A. be at least sixteen years old;
- B. attend our services regularly for a period of at least six months within the immediate eight-month period prior to being granted membership;
- C. attend our new member’s class;
- D. make a credible profession of faith in Christ when personally sharing his or her story of faith in Christ with a member of, or a duly appointed representative of our Board of Elders;
- E. read and agree to abide by the OCC Constitution and Bylaws; and,
- F. sign the OCC Covenant of Membership.

The Board of Elders may recommend individual exceptions to items B and C of these requirements, but in these exceptional cases will clearly explain the reason(s) for any such exception when it submits the recommendation of that individual to the Church at the regular business meeting.

The individual becomes a member only after he or she:

- 1. has fulfilled all of the Membership requirements outlined above; and,
- 2. has been approved by the Membership at a regular business meeting, after having been recommended for membership by the Board of Elders.

Section 2: Membership Roll and Category Changes

Members of this Church are enrolled in one of the following two categories:

- A. Active Member Roll: This roll consists of all Members who show consistent commitment to the Covenant of Membership and attend Church on a regular basis; or,
- B. Associate Member Roll: This roll consists of those who take up temporary residence in another locality and enter into membership in another church as part of their training or in order to serve.

Changes between Active and Associate categories of Membership and reinstatement to one of these categories are actions that must be approved by a two-thirds vote of the Lay Elders but do not require approval of the Church Membership. Recommendations to receive new applicants and to terminate Active or Associate Members are to be made by the Board of Elders to the Church Membership at a regular or special business meeting. The recommendation is not effective until it is confirmed by a two-thirds majority of Active Members voting at that meeting.

Section 3: Voting

- A. Eligibility: Only persons in ‘good standing’ (i.e. not under Church discipline) on the Active Member Roll have the right to vote. Associate Members do not have the right to vote.
- B. Issues requiring vote of Active Members:
 - 1. Except as provided for in Section 4 below, approval of new Members and Member terminations requires a two-thirds majority vote of Active Members’ ballots cast at a regular or special meeting of the Membership for

business. (Vote may be by voice or show of hands rather than secret ballot.)

2. This Constitution and Bylaws may only be amended, modified, or rescinded by a two-thirds majority vote of Active Members' ballots cast at a regular or special meeting of the Membership for business.
 3. Affirmations of the Senior Pastor and Associate Pastors require approval by a two-thirds majority vote of Active Members' ballots cast at a regular or special meeting of the Membership for business.
 4. Election of Lay Elders and elected members of the Nominating Committee.
- C. Absentee Ballots: Absentee ballots are furnished to eligible voters upon written request to the [Church Secretary](#), provided that such request allows sufficient time for the ballot to be returned to Church Secretary prior to counting the votes.

Section 4: Termination

An individual's membership in this Church may be terminated:

- A. By request: A letter of termination upon request of a Member in good standing, i.e. not under our Church discipline.
- B. By removal: Any Member out of harmony with the doctrine and practices of this Church as set forth in this Constitution, or whose conduct has been determined by the Board of Elders to be harmful to the health and unity of our Church family, may be recommended for removal from Church membership by the Board. In this event, pending the vote by Church Membership on the Board's recommendation for a Member's removal, the privileges and rights of an individual's membership may be temporarily suspended by the Board.
- C. For inactivity: Any Member who has been inactive for a period of twelve months and has been non-responsive to contact efforts, may be recommended by the Board to the Active Members to be dropped from the rolls.
- D. By death: The names of deceased Members are removed from our Membership rolls.

Section 5: Covenant of Membership

The principles in the Covenant of Membership are fundamental principles of the Church. The Covenant of Membership is:

"My purpose in applying for Membership in Orchard Community Church is to fully cooperate and participate with the Church in promoting the Church Mission, Vision and Core values, and the *5 Key Functions*.

I have read and I agree to abide by the OCC Constitution and Bylaws.

In joining with fellow OCC Members in this commitment and in entering into this Covenant of Membership. I affirm that I am trusting solely in the merits of Jesus Christ for my salvation from sin.

In addition, I gladly and freely covenant with God and the Church that by God's enabling grace, as a Member I will endeavor to conduct my life in accordance with the Scripture including but not limited to the biblical principles noted in the Constitution and in the following principles:

1. I will sincerely pray that Christ be exalted and that lives be blessed through the ministries of this Church (2 Thessalonians 3:1).
2. I will endeavor to live in a way that consistently honors Jesus Christ, whom I acknowledge as the Lord of my whole life (Ephesians 4:1).
3. I will participate as regularly as possible in worship, and fellowship with this congregation (Hebrews 10:25).

4. I will seek to discover my spiritual gifts and abilities, and use them in some form of service that brings honor to God (Ephesians 4:11-13).
5. I will faithfully commit to financially support the church in accordance with biblical teaching on giving. (Malachi 3:10, 2 Corinthians 9:6-11).
6. I will refrain from promoting any Scriptural interpretations that are out of harmony with those set forth by this Church (1 Corinthians 1:10).
7. I will refrain from sexual impurity (Genesis 2:24; 19:5,13; 26:8-9; Leviticus 18:1-30; Romans 1:26 -29; 7:2; 1 Corinthians 5:1; 6:9-10; 7:10; 1 Thessalonians 4:1-8; Hebrews 13:4).

If my adherence to the foundational biblical principles of this Church is called into question, I agree to submit to the authority and judgment of the Board of Elders (1 Corinthians 6:1-4; Hebrews 13:17) including their accountability and restoration principles such as those found in Matthew 18:15-18. If I remain unwilling to settle any differences under the authority of the Board of Elders, then I agree that in addition to other accountability steps the Board of Elders may administer, the Church should drop my name from its membership roll.

I enter into this Covenant joyfully, knowingly, freely, and not subject to any duress.”

Article VII: Church Organization and Administration

Section 1: Church Organization

- A. The Church organization is outlined in Attachment No. 1. Changes in elements of this organization are considered amendments to this Constitution and are made only with the approval of the Church Membership.
- B. Current organization charts showing sub-elements of the Church organization are maintained by the Church staff.
- C. Only such men and women are recommended for elective or appointed office as can and will conscientiously affirm the Constitution including the Statement of Faith without reservation.

Section 2: Elders

- A. In accordance with the provisions of this Constitution and the Articles of Incorporation, and subject to the provisions and limitations of the California Nonprofit Religious Corporation Law and any other applicable laws, the temporal activities, business, and affairs of the Church are governed, and all corporate powers are exercised by or under the direction of the Board of Elders, composed of both Lay and Pastoral Elders. For the purpose of this Constitution, the directors of this Church are referred to as “Elders” and the Board of Directors is referred to as the “Board of Elders” or the “Board.”
- B. Lay Elders
 1. Lay Elders are volunteer Church Members, i.e. not paid by the Church.
 2. Lay Elders are elected by the Church Membership for one-year terms at the annual congregational business meetings.
 3. Lay Elders are not eligible to serve in elective office for at least one year after completion of two consecutive full terms.
 4. The number of Lay Elders must always be at least one more than the total number of Pastoral Elders.
 5. A vacancy among the Lay Elders because of death, resignation, removal, disqualification, or any other cause is filled by appointment by the Board of Elders upon recommendation of the Nominating Committee. Such appointment continues in force for the balance of the vacated term or until the next election as determined by the Board.

C. Pastoral Elders

1. Pastoral Elders consist of the Senior Pastor and all Associate Pastor(s). Pastoral Elders may also include Assistant Pastor(s) and other key staff as appointed by the Board of Elders upon recommendation of the Senior Pastor.
2. The Senior Pastor and Associate Pastor(s) are approved by a two-thirds majority of the Lay Elders, and recommended to Church Members for affirmation at a regularly scheduled or specially called business meeting. Notice of such meeting must be given at regular weekly meetings of the Church two consecutive weekends immediately preceding the affirmation meeting. Affirmation is by secret ballot. A majority of at least two-thirds majority vote of Active Members' ballots cast is necessary to affirm the Board's recommendation.
3. The Senior Pastor serves as the executive officer of the Church to implement the policies as established by the Board of Elders. He has the general oversight of all Church ministries, and provides the leadership necessary to assure effective management and administration of the total Church program.
4. The Senior Pastor has the primary responsibility for the public pulpit ministry.
5. The Lay Elders, together with the Senior Pastor, are responsible for selecting Assistant Pastors. Upon recommendation of the Senior Pastor, new Assistant Pastors are affirmed as Matters of Special Significance as defined in Section II 5A.

D. Qualifications: All Elders must meet the qualifications of 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-3.

E. Purposes and duties: The purposes and duties of the Board of Elders include the following Scriptural responsibilities:

1. To guard the truth of the Scriptures and apply them to life situations (1 Timothy 3:2; Titus 1:9).
2. To care for the spiritual welfare of the Members of the Church (Hebrews 13:17).
3. To provide leadership and exercise authority over the Church. (1 Timothy 3:4-5; 5:17).
4. To shepherd the Members of the Church. To pray for the sick and to minister the Word of God (Acts 20:28; James 5:14-15).
5. To serve willingly (1 Peter 5:2).
6. To oversee discipline and restoration of Church Members and those who voluntarily agree to submit to the authority and judgment of the Board of Elders and to the discipline, restoration, and conflict resolution policies of this Church (Titus 1:13).

F. Termination of Office

1. Lay Elders, the Senior Pastor, and Associate Pastor(s) are subject to a vote of confidence by the Church Membership at any time by written request to the Board of Elders of ten percent of the total active Church Membership or by recommendation of two-thirds of the Lay Elders. Involuntary termination requires a two-thirds majority vote of Active Members' ballots cast at a meeting called for that purpose. Prior to such a vote, the Lay Elder, Pastor, or Associate Pastor must be advised of the nature and substance of any relevant charges and afforded opportunity to defend against such charges before the Lay Elders and the Church Membership.
2. Assistant Pastors may be terminated by a two-thirds vote of the Lay Elders. Prior to such a vote, the Assistant Pastor must be advised of the nature and substance of any relevant charges and afforded opportunity to defend against such charges before the Lay Elders.

G. Board of Elders Organization and Meetings

1. At the first Board meeting after the annual congregational business meeting, the Lay Elders elect from among their members a chairman, a vice-chairman, a secretary, and an alternate secretary.
2. In the absence of the chairman and vice-chairman, the Senior Pastor moderates meetings of the Board of Elders.
3. Regular meetings of the Board of Elders are held at least monthly. Special meetings may be called at the request of the Senior Pastor, the Chairman of the Board, or a majority of the Lay Elders.
4. A quorum for the conduct of normal business consists of at least a majority of the Lay Elders, together with a representation from the Pastoral Elders.
5. Matters of Special Significance
 - a. Certain kinds of issues are listed in this Constitution as being matters of special significance, e.g. approval of new Assistant Pastors, and recommendation of amendments to this Constitution. Except as this Constitution may prohibit, any matter may be deemed a Matter of Special Significance at the request of 1/3 Elders.
 - b. Matters of Special Significance are decided by a two-thirds majority of the Lay Elders together with the Senior Pastor or, in his absence, his designated pastoral representative.
 - c. Only the Lay Elders vote on matters where there may be a personal conflict of interest for the Senior Pastor.
6. The Secretary of the Board of Elders maintains Board policies and procedures that describe Board operating processes, procedures, and organization as needed within the bounds of this Constitution.

Section 3: Officers

- A. The Officers of the Church include a President, a Vice President, a Secretary, and a **Treasurer**, all of whom must be Church Members. The Church may also have, at the Board of Elders' discretion, one or more additional Vice Presidents and one or more Assistant Secretaries. Except for the President, any other Officer may or may not be employed by the Church.
- B. The Senior Pastor serves as President of the Church. The other Officers of the Church are appointed by the Board of Elders and each serves at the pleasure of the Board, subject to the rights, if any, of the Officer under any agreement of employment.
- C. The Senior Pastor may only be terminated as provided in Section 2 of this Article. Any other Officer's term may only be terminated by the Board as a Matter of Special Significance.
- D. Resignation of Officers: Any Officer may resign at any time by giving written notice to the Church. The resignation takes effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation is without prejudice to the rights, if any, of the Church under any agreement to which the Officer is a party.
- E. Vacancies in Offices: A vacancy in any office because of death, resignation, removal, disqualification, or any other cause is filled by appointment by the Board of Elders. Such appointment continues in force for the balance of the vacated term or until the next election as determined by the Board.
- F. President: The President is, subject to the control of the Board, the general manager of the Church and he supervises, directs, and controls the business and the Officers of the Church. The President has such other powers and duties as are prescribed by this Constitution or by the Board of Elders.
- G. Vice President: The Vice President is appointed by the Board of Elders. In the absence or disability of the President, the Vice President performs all duties of the President. When so acting, the Vice President has all powers of and is subject to all restrictions on the President.

- H. **Secretary:** The Secretary is appointed by the Board of Elders at least thirty days prior to the annual meeting of the Church Membership. The term of office is for a period of one year beginning the first day of the month following the meeting. The Secretary keeps a record of all business transacted at meetings of the Church Membership and also secures, after each annual meeting, the signature of each Church Elder and Officer on a document reaffirming their affirmation of the Constitution of the Church. The Secretary ensures that an accurate record of the Church Membership rolls is maintained, showing all Members' names, addresses, and categories of Membership, and also performs any other duties normally required of such an Officer.
- I. **Treasurer:** The **Treasurer** is appointed by the Board of Elders at least thirty days prior to the annual meeting of the Church Membership. The term of office is for a period of one year beginning the first day of the month following the meeting. The duties of the **Treasurer**:
1. To oversee the collection, safeguarding, and disbursement of the funds of the Church under the direction of the Board of Elders.
 2. To ensure the maintenance of adequate financial records in accordance with Generally Accepted Accounting Principles, make quarterly and annual reports to the Church, and provide such other reports as prescribed by the Board of Elders.
 3. To submit the Church's financial records for independent review in such manner and at such times as prescribed by the Board of Elders.
 4. To perform such other duties as prescribed by the Board of Elders.

Section 4: Nominating Committee

- A. **Membership:** The Nominating Committee consists of five Members of the Church who are in good standing. The Board of Elders appoints **one** member to this Committee from its own Lay members. At the annual Church business meeting the Church Membership elects the remaining **four**, none of whom can be Elders.
- B. **Meetings:** The Committee elects a chairman at its first meeting, and meets thereafter at the call of the Chairman as often as required to fulfill its duties. A quorum consists of a minimum of four members. At least seventy-five percent majority vote of those present is required to approve actions of the Committee.
- C. **Duties:**
1. The Committee receives and considers all suggestions for nominations received from any Church Member in good standing. The Committee prepares a list of suggested nominees and submits this list to the Board of Elders for their consideration.
 2. The Board of Elders reviews the list of suggested nominees and announces the approved nominees to the Church on the two consecutive weekends immediately prior to the day of the election.
 3. To fill any vacated elective offices, the Committee recommends the names of individuals to the Board of Elders. The Board of Elders fills such vacancies by appointment, the appointment to continue in force for the balance of the term of office or until the next election, at the discretion of the Board of Elders.

Article VIII: Church Records

Section 1: Maintenance of Records

- A. General Records: An accurate, complete, and permanent record is kept of the decisions of all regular and special business meetings of the Church Membership, the Board of Elders, the Nominating Committee, and all the other councils, committees, and subcommittees reporting to the Board of Elders. The Church Secretary is responsible for the official Church records, and the respective secretaries are responsible for the records of other Church activities.
- B. Confidential Records: Discussions by the Board of Elders of items of a personal nature which do not result in a recommendation to the Church Membership are not entered in the minutes of the Board of Elders' meetings. Such matters may be included as attachments to the minutes and may include but not be limited to:
 - 1. Pastoral and staff counseling of individuals.
 - 2. Discussion of proposed disciplinary actions that do not result in recommendation to the Membership.
 - 3. Other items of a personal nature, revelation of which would result in unnecessary embarrassment to the parties involved.

Section 2: Documentation of Policies and Procedures

Documentation of Church policies, positions, organization, and practices is maintained current by the Church staff. Revisions to Church policies and positions must be approved by the Board of Elders. The purposes of these documents are:

- A. To define Church policies and positions not included in this Constitution.
- B. To define Church organization, lines of authority, and responsibility.
- C. To outline the purposes, composition, responsibilities, and duties of appointed committees and Officers.
- D. To detail the purposes and functions of the various ministries.
- E. To outline the duties of the paid staff of the Church.
- F. To establish specific procedures for the conduct of Church ministries and business.
- G. To regulate other matters, as necessary, to insure effectiveness of ministries and efficiency of operations.

Section 3: Inspection of Records

- A. The following records are open to inspection by the Members at all reasonable times during office hours:
 - 1. A current copy of this Constitution.
 - 2. Minutes of regular and special meetings of the Church Membership maintained by the Church Secretary.
 - 3. Minutes of the regular and special meetings of the Board of Elders.
 - 4. Documentation of the Church's policies, positions, operations and practices.
- B. Confidential records as described in Section 1.B of this Article are not open to inspection by the Church Members other than the members of the Board of Elders.
- C. Individual giving records are only available to the **Treasurer, select Elder appoints** and accounting staff specifically authorized by the **Treasurer**. All other financial records are made available to all Elders and Officers.

D. Audited annual financial statements are made available to Members.

Article IX: Meetings

Section 1: Regular

The annual meeting of the Church Membership to hear reports, elect Elders and Nominating Committee members, and conduct such other business as would naturally come before it is held in April of each year. Quarterly business meetings are held in July, October, and January. The date of a business meeting is announced from the pulpit and a copy of the agenda prepared by the Board of Elders is posted in a prominent location, for two consecutive weekends immediately preceding the day of the meeting. Business to be conducted is confined to matters contained in the agenda.

Section 2: Special

The Church Membership may be called together for the transaction of any legitimate business (excepting amendments to this Constitution) by a majority of the Lay Elders. Notice of such meeting is given on the two consecutive weekends immediately preceding the day appointed, and the nature of the business to be conducted is stated.

Section 3: Procedures

The Senior Pastor or an Associate Pastor moderates all meetings of the Church Membership for business. In their absence, or in matters of conflict of interest, the Chairman of the Board of Elders moderates. The Members present at any annual, quarterly, or special business meeting constitute a quorum for the conduct of business. Except as otherwise stipulated herein, a two-thirds majority vote of Active Members' ballots cast at any regular or special meeting is required to approve action on matters of business.

Article X: Election of Elders and Nominating Committee

Section 1: The Process

The Church Members elect all Lay members of the Board of Elders and elective members of the Nominating Committee by secret ballot. The nominees receiving the highest number of votes are elected. In the event that there is only one nominee for a vacancy, a two-thirds affirmative vote of Active Members' ballots cast is required to elect. All elected Elders and members of the Nominating Committee must be on the Active Member Roll of the Church.

Section 2: Starting Date of Newly Elected Persons

The terms of newly elected Elders and members of the Nominating Committee begin immediately upon election.

Article XI: Dissolution

Section 1: Qualifications

No part of the net earnings of the Church shall ever inure to the benefit of any donor, Member, director, Officer of the Church, or any private individual; and no donor, director, Member, Officer of the Church, or any private individual shall be entitled to share in the distribution of any of the Church assets.

Section 2: Distribution of Assets

In the event of default or termination of the activities of Orchard Community Church, all remaining assets of the church shall become the property of the EFCA West District or any of its successor 501(c)(3) organizations.

Article XII: License for Ministerial Duties and Ordination to The Gospel Ministry

Section 1: License for Ministerial Duties

The Board of Elders may license individuals to perform ministerial duties for specified periods of time. Applicants for such licensing must meet requirements as specified in the Church's policies and procedures.

Section 2: Ordination to the Gospel Ministry

The Board of Elders seeks out and encourages individuals who have given evidence of God's call to be ordained to the Gospel ministry. The Church may publicly ordain such candidates and may present them with an ordination certificate after they have met requirements specified in the Church's policies and procedures.

Article XIII: Amendments**Section 1: Procedures**

This Constitution and Bylaws may only be amended, modified, or rescinded by a two-thirds majority vote of Active Members' ballots cast at any regular or special meeting of the Membership for business. Such amendments must be submitted to the Church Membership by the Board of Elders by posting three weeks prior to the meeting, and public and written announcements must be made for each of at least three weekends preceding the day of the meeting.

Section 2: Proposed Amendments

A Constitution Committee appointed by the Board of Elders prepares proposed amendments to the Constitution. The Board considers the proposed amendments as Matters of Special Significance, and, if so approved, recommends them to the Church Membership.

Article XIV: Miscellaneous**Section 1: Execution of Documents**

The Board of Elders, serving as Trustees, may authorize any Officer or Officers, agent or agents to enter into any contract or execute any instrument in the name of and on behalf of the Church, and such authority may be general or confined to specific instances; and, unless so authorized by a two-thirds majority of the Lay Elders, no Officer, agent, or other person has any power or authority to bind the Church by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

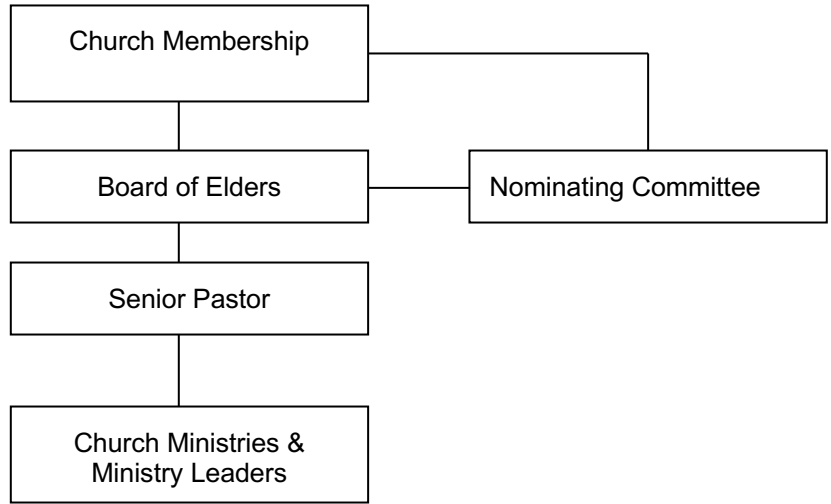
Section 2: Construction and Definitions

Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the California General Nonprofit Corporation Law govern the construction of this Constitution.

Section 3: Rules of Order

The rules contained in the current version of Robert's Rules of Order govern all business meetings of the Church Membership and the Board of Elders, except in instances of conflict between these Rules of Order and the Church Constitution or provisions of law.

Organizational Chart for
Orchard Community Church
2017



Attachment No. 1 Changes in elements of this organization constitute amendments to the Constitution and are made only with the approval of the Church Membership.