

VALLEY CHRISTIAN CHURCH
Moorhead, Minnesota

BY-LAWS

I. Church Year:

The church year shall be July 1 until June 30.

II. The General Church Board:

- A. Special Meetings: shall be held as required on call of the chairman or upon request of 3 or more members of the general church board.
- B. Quorum: See Article X, Paragraph 2.
- C. Order of Business: shall be as follows, unless a motion is made and passed to modify the order of business.
 - 1. Meeting called to order by presiding officer
 - 2. Devotions and prayer
 - 3. Reading and approval of minutes of previous meeting
 - 4. Minister's report
 - 5. Report of church clerk and approval of report
 - 6. Report of financial secretary and approval of report
 - 7. Report of Treasurer and approval of report
 - 8. Regular and special ministry reports
 - 9. Action on recommendations growing out of reports
 - 10. Consideration of unfinished business carried over
 - 11. New Business and program suggestions for future activities
 - 12. Minister's inspirational and benediction (adjourn)

III. The Procedure for Administering the Church Program shall be as follows:

- A. The task of administering the program of the church shall be delegated to the following standing ministries to assume responsibilities on July 1
 - 1. Worship and Devotional Life
 - 2. Christian Education
 - 3. Evangelism
 - 4. Membership Development
 - 5. Missions and Benevolence/Outreach
 - 6. Stewardship
 - 7. Property

- B. Special Committees shall be appointed when needed.
- C. The membership of each standing ministry shall be selected in the following manner, subject to the confirmation of the general board.
1. The chair, vice-chair, and minister shall constitute a committee to select the respective ministry chair.
 2. This committee shall then sit with the respective ministry chairs in the selection of the members of each ministry.
 3. Chairs of all standing ministries shall be selected from the membership of the Congregation.
 4. Membership of each standing ministry shall be on the basis of qualification for the task, regardless of membership on the general board.
- D. Each standing ministry shall organize itself to conduct the business for which it is responsible, meet regularly to attend to its business, and plan its general program which shall be presented to the general board. Upon approval by the general board, the ministry shall proceed to administer its program in cooperation with other standing ministries. Regular written reports shall be made to the general board.
- E. Each standing ministry will be assigned to an elder for general oversight and mentoring. If the chair is not a member of the general board, the assigned elder will be responsible for communication to and from the general board. Chairs are expected to mentor members of the ministry to prepare members for increased leadership responsibilities.

The purpose and duties of the standing ministries shall be as follows:

1. The WORSHIP MINISTRY shall be responsible for assisting with things pertaining to the worship such as:
 - a. The Lord's Supper
 - b. Special music for services
 - c. Ushering
 - d. Baptismal preparations
 - e. Midweek services and any other special worship program
 - f. Promotion of family worship at home
 - g. Decoration and appearance of the sanctuary for worship services.

2. The EDUCATION MINISTRY shall be responsible for planning and administering the educational program of the church including:
 - a. Sunday morning Bible school
 - b. Recommending selection of Bible school superintendents, teachers and other Bible school personnel
 - c. Youth activities
 - d. Workers conferences
 - e. Teacher training program
 - f. Vacation Bible school
 - g. Annual Christmas program
 - h. Distribution of Christian literature
 - i. New converts class
 - j. Nursery and Tiny Tots meeting during Sunday School hour and/or during the regular worship hours and the budget for them

3. The EVANGELISM MINISTRY shall be responsible for promoting and assisting in a year-round program of evangelism which reaches into every age level and every phase of the church life. Their responsibility shall be:
 - a. To compile a list of prospective members
 - b. Plan and direct cultivation of prospective members
 - c. Keep up a supply of evangelistic tracts available for use by those who attend our services
 - d. Plan special revival meetings
 - e. To follow up all visitors in any of our services with a letter and a personal call.

4. The MEMBERSHIP MINISTRY shall assist the secretary in keeping accurate up-to-date records; promote visitation projects; call on the indifferent, the sick, and the unfortunate and organize others to do likewise; provide an adequate social life for the church; and give publicity to church life and activities.

5. The MISSIONARY/OUTREACH MINISTRY shall be responsible for planning and promoting a definite program of missionary education in every department of the church; recommending the church's annual missionary and benevolent budget; enlisting support for missions and brotherhood causes; caring for local and general benevolent needs not otherwise provided for; promoting conventions, conferences, and retreats; recruiting and supporting life-work recruits.

6. The STEWARDSHIP MINISTRY shall be responsible for keeping alive in the congregation the realization of its stewardship obligations, promoting stewardship education, supervising the preparation and subscribing of the church budget.

7. The PROPERTY MINISTRY shall be responsible in cooperation with the trustees, for keeping all property and equipment in proper condition, studying needs and making recommendations for improvements, superintending the work of the custodian, caring for the grounds, and keeping all the properties adequately insured against possible loss or damage.

IV. The Procedure Governing Employment of Staff shall be as follows:

- a. Employees, other than heretofore provided, shall be secured upon recommendation of the respective Standing Ministries concerned.
- b. The general board shall designate the proper standing ministry to recommend back to the board the employment or release of such employees as shall be deemed necessary from time to time, final authority in all such matters, except calling the minister, to reside in the general board.
- c. Employment shall be by a two-thirds vote of board members present and voting, each employee to be responsible to the general board through the proper standing ministry.
- d. A written statement covering the terms of employment shall be included in the minutes, a copy of which shall be given to the employee.

V. Amendments

These By-Laws may be amended by a two-thirds vote of the members of the general board, voting in regular or special meeting, provided that the proposed amendment has been submitted in writing to the membership of the general board at least thirty days prior to the vote thereon.

These By-Laws effective August 14, 2007 and supersede all previous By-Laws.