

**COMMUNITY FELLOWSHIP OF CHRISTIANS
CONSTITUTION**

ARTICLE I - NAME

Section 1. The name of the church is Community Fellowship of Christians, a non-affiliated church. The church is a not-for-profit corporation under the Colorado Corporation Code.

ARTICLE II - PURPOSE

Section 1. The purpose of this organization will be to conduct church services and do all things allied thereto in support of the cause of Jesus Christ.

ARTICLE III - MEMBERSHIP

Section 1. Definition. There are four classes of membership, two of whom are eligible to vote, and only one is eligible to serve as an Officer of the Board or chairperson of committees.

A. Adult Member, 18 years of age or older, eligible to vote, and if in year-round attendance, may serve as an Officer of the Board and/or serve as chairperson of committees.

B. Youth Member, under 18 years of age, non-voting.

C. Associate Adult Member, 18 years of age or older (whereby the person retains membership in another church), eligible to vote, but not eligible to serve as an Officer of the Board or chairperson of committees.

D. Associate Youth Member, under 18 years of age (whereby the person retains membership in another church), non-voting.

Section 2. Eligibility. Any person desiring to join the church will contact the pastor. Persons may be received into the fellowship of the church by any of the following methods:

A. Transfer of membership from another church.

B. Reaffirmation; having previous church membership but transfer is not available.

C. Confession of faith.

D. Reaffirmation would be required of a Youth Member turning 18 to become an Adult Member.

ARTICLE IV - PASTOR QUALIFICATIONS AND TENURE

Section 1. Selection of Pastor. The process of selecting a Pastor will begin with the selection of a Pastoral Search Committee. The Board of Directors will recommend, after prayerful consultation with members of the congregation, a slate of nominees for the Pastoral Search Committee. The congregation will make final appointment of each member of the Pastoral Search Committee by voting on each nominated person. Any serious Pastor candidate will be interviewed by the Board of Directors and Pastor(s) Emeritus (if any) in congregation before being considered. The recommended candidate will be voted on by the congregation with seventy-five percent (75%) of the votes cast being required for approval.

Section 2. Housing and Salary. The Pastor will be expected to live in Teller or Park County to minister to congregation. Housing allowance will be included in salary. Beginning salary will be offered and, at each review, a raise in salary can be considered.

Section 3. Church Doctrine. The Community Fellowship of Christians is an interdenominational organization and will therefore not embrace any particular denomination's doctrines. The Pastor is expected to be biblical in approach and reflect orthodox protestant doctrine.

Section 4. Continuing Education. Pastor will be expected to continue to enrich skills with further education. The Board will budget annually to aid in this further professional education.

Section 5. Term of Service. The Pastor will be under contract for one-year periods. Review will be required after six months from date of first contract and then every succeeding year by a vote of the congregation as defined in Article X, Section 6.

Section 6. The Pastor. The Pastor may attend any board, committee or special activity meeting as a non-voting member.

ARTICLE V – OFFICERS OF THE BOARD OF DIRECTORS

Section 1. Number, Tenure and Election. The officers of the Board of Directors are the President, the Vice-President, the Secretary, and the Treasurer. All officers will be elected at the Annual Meeting and serve for a period of one year. No appointments will be authorized. No members of immediate family can serve at the same time. When serving on a committee, the officer has only one vote. The officers and the chairpersons of committees must be in year-round attendance.

Section 2. Removal. Any officer may be removed from office at any regular or special meeting of the membership, whenever, in the judgment of the voting members, the best interests of the church would be served. Voting will be by secret written ballot, including absentee ballots from active voting members. Seventy-five percent (75%) of the votes cast will be required for removal.

Section 3. Vacancies. Any vacancy occurring among the officers will be filled by special election by voting members by an affirmative vote of such members, acting on the advice of a special Nominating Committee within ninety days unless an extension is approved by the Board of Directors. The Board of Directors will make no appointments. All offices are to be filled by election process. Officers so elected will serve the unexpired portion of the term of office.

ARTICLE VI - DUTIES OF THE OFFICERS OF THE BOARD OF DIRECTORS

Section 1. President. The President will preside at all meetings of the organization and will perform such other duties as deemed necessary for the proper administration of the business of the organization. Exceptions are such duties to be delegated or reassigned as necessary.

Section 2. Vice-President. The Vice-President will serve as assistant to the President in the administration of the business of the organization and will perform such specific duties as may be assigned by the President or the membership. In the absence of the President from a meeting of the organization, the Vice-President will preside at such meetings. In the event the President is unable to continue in office for any reason, the Vice-President will serve as interim President pending election of new President. The Vice-President shall be responsible for taking (or assigning someone to take) Sunday headcount and assisting the President with congregational votes.

Section 3. Secretary. The Secretary will, under the direction of the President, keep all records of the non-financial transactions of the organization. This is to include, but not exclusive of, maintaining and updating annually a complete membership roster and list of committee members and how many years they have served. The Secretary is also to perform such other duties as ordinarily pertains to the office of Secretary.

Section 4. Treasurer. The Treasurer will have the custody of the funds of the organization, excluding other groups organized under the auspices of church. The Treasurer will account to the

membership at all Quarterly Meetings and at such other times as may be prescribed by the membership and will perform all duties such as ordinarily pertain to the office of Treasurer. All funds disbursements will be by two-signature checks signed by President or by Vice-President in absence of President, and Treasurer. In the absence of the Treasurer, the Chairperson of Finance may sign checks on behalf of the Treasurer. The Treasurer is a non-voting member of Finance. For the protection of the Treasurer, all funds must be counted by a committee of no less than two persons (Treasurer will not be one of the two). The Treasurer will be solely responsible for making and distributing year-end statements to donors for tax purposes. The Treasurer shall keep individual tithing and/or donating records for 7 years and then destroy all previous records.

ARTICLE VII – BOARD OF DIRECTORS

Section 1. Composition. The Board of Directors is composed of the President, Vice-President, Secretary, Treasurer, Chairperson of the Deacons, Chairperson of the Trustees, Chairperson of Finance, Head of Health and Safety, Head of Christian Education, Head of Music, Chairperson of Christian Women’s Fellowship, and Chairperson of Christian Men’s Fellowship. All are voting members of the Board of Directors.

Section 2. Other Groups. Chairpersons of other groups or salaried staff authorized under the auspices of the church are invited to board meetings in a non-voting capacity to present action items, items of concern, and interests of the church.

Section 3. General Responsibilities. The business of the church will be managed by the Board of Directors as directed by the voting membership.

Section 4. Meetings. The Board of Directors will meet at the call of the President at least four times during the calendar year.

Section 5. Quorum. At all meetings of the Board of Directors, a majority thereof will constitute a quorum.

ARTICLE VIII - COMMITTEES

Section 1. Definition. There are two types of committees:

A. Standing Committees (Deacons Committee, Trustees Committee, Finance Committee, Health and Safety, Christian Education, and Music) cannot be dissolved. After a committee member’s 3-year term, they can be re-elected. The Standing Committee will hold their first meeting within 3 weeks after the annual congregational meeting and elections.

B. The other type of committee is the Special Committee, which is active for whatever time is necessary to resolve the issue.

1. The President will appoint a Nominating Committee (Special Committee type) prior to the fourth quarter of the current year for elections and any special elections when required. The Nominating Committee members shall be CFC members. They cannot serve more than 2 years consecutively and must be off the committee for 2 years before serving again.
2. The Treasurer shall appoint, and the President of the Board will approve, CFC members for the offering counting team, consisting of 2 permanent and 2 alternates. Both Treasurer and Board President must agree to the appointees.
3. The President shall appoint a Memorial Committee consisting of 3 CFC members for the time until the memorial is accomplished.
4. The President is a voting member of the Board of Directors and is invited to attend all committees and special activities as a non-voting member.

Section 2. Composition and Election. The members of the Standing Committees will elect a chairperson and a secretary who will keep minutes of all meetings.

Section 3. Quorum. A majority of the membership of the Committee will constitute a quorum.

Section 4. Duties of the Deacons. The Deacons will:

- A. Assist the Pastor with the spiritual care of the church and help implement programs and services considered necessary for an effective ministry.
- B. Assist the Pastor in the preparation and administration of the ordinances.
- C. Assist the Pastor in visitations: visits to the sick, shut-ins, or members who may be in need of counsel or other assistance.
- D. Supervise the work of the church for the needy in the community and missions, and they are authorized to expend a maximum designated amount and special gifts and offerings.

Section 5. Duties of the Trustees. The Trustees will be concerned with the ministry of stewardship through the care of the physical properties and will be responsible for the normal and reasonable maintenance.

- A. **Inventory.** The Trustees will maintain a current inventory of church property, including the physical property and contents, determine the value of the inventory, and provide such information to the Board of Directors for use in determining levels of insurance.

Section 6. Duties of Finance. Finance will be concerned with the ministry of financial stewardship through preparation and monitoring of annual budget of Church. Budget will be prepared by members of Finance Committee through input of President, Vice-President, Pastor, Standing Committees, Head of Christian Education, Head of Music, and chairpersons of other groups organized under the auspices of the church. Finance is to give leadership to the congregation, in coordination with the Pastor, in the area of Christian stewardship.

- A. **Review.** Finance will review the accounts of the treasurer and will make a report of such review at the quarterly congregational meeting. Under extenuating circumstances, an audit can be called for by the Board of Directors, the Finance Committee, or the congregation.
- B. **Responsibilities.** Finance will ensure monies gathered will be deposited in federally insured interest-bearing accounts or federal government securities until obligated to budgeted expenses and ensuring fiscal responsibility of the church.

Section 7. Duties of Health and Safety. The Head of Health and Safety shall have all background checks and should have law enforcement background as requested by the insurance provider. Duties will include making sure team members are certified in CPR, AED, and FIRST AID TRAINING and provide protocols for accurate hand-off to fire department and ambulance personnel. The Head of Health and Safety should train or provide training and implement church security protocols to safety team members.

ARTICLE IX– HEAD OF CHRISTIAN EDUCATION AND HEAD OF MUSIC

Section 1. Head of Christian Education. The Head of Christian Education will have the responsibility to supervise and/or conduct, under the auspices of the Board of Directors, Pastor and church membership, all ministries involving Christian Education, including, but not limited to, Sunday school, Bible studies, and children's activities.

Section 2. Head of Music. The Head of Music will have the responsibility to supervise and/or conduct, under the auspices of the Board of Directors and church membership, all music programs of the church in coordination with the Pastor.

ARTICLE X - MEETINGS OF MEMBERS

Section 1. Annual Meeting. The Annual Meeting of the membership will be held in January, suggested the third Sunday, for elections. The annual meeting will include submission of reports of officers, Pastor, Board of Directors, committees, and activities and for the conduct of such other business as may be properly brought before the membership.

Section 2. Budget Approval. The annual budget will be approved in a special congregational meeting in December.

Section 3. Quarterly Meetings. The Quarterly Meetings of the membership will be held during the months of January, April, July, and October for the conduct of any business which may be properly brought before the membership.

Section 4. Special Meetings. Any special meeting of the membership required for the conduct of church business will be authorized by the President or by petition of a simple majority of the voting members. Notice of such meeting will be given in verbal public announcement or written mailing two consecutive weeks prior to meeting.

Section 5. Nomination Process. Church members desiring to be on the ballot and not part of the Nominating Committee vetting can go to any Board Member with their request. Any nominee must meet the qualifications of that position and then they shall be placed on the ballot. Any qualified nominations from the floor may also be accepted.

Section 6. Voting. Each voting member present will be entitled to one vote. Voting for election of officers, approval of the budget, and amendments to the constitution will be by secret written ballot. Secret absentee voting will be provided for elections and budget upon request. Ballots will be validated and counted by three (3) voting members using official membership roll. Counted ballots will be sealed and retained for six (6) months.

Section 7. Quorum. At any meeting of the membership, a quorum shall consist of twenty percent (20%) of total voting members except for selection of a new Pastor and amending the constitution.

ARTICLE XI - FISCAL YEAR

The fiscal year of the organization will be the calendar year.

ARTICLE XII - PERSONAL LIABILITY

All persons or corporations extending credit to, contracting with, or having claim against the organization will look only to the funds and property of the organization for payment of such contract or claim or for the payment of any debt, damage, judgment, or decree, or any other money that may otherwise become due or payable to them from the organization, so that neither the members of the organization nor the officers, present or future, will be personally liable thereof.

ARTICLE XIII - RESTRICTIONS ON PERSONAL USE

Section 1. No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered to make payments and distribution in furtherance of its Christian purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence

legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other

activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 2. Upon the dissolution of the corporation the membership shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the membership shall determine. Any of such assets not so disposed of shall be disposed of by the District Court of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XIV- AMENDMENT OF CONSTITUTION

Except for Articles XII and XIII which cannot be amended, this Constitution may be amended at any membership meeting by seventy-five percent (75%) of the votes cast, provided that the proposed amendment(s) of the Constitution has been presented in writing and verbal public announcement at prior membership meeting at least four consecutive weeks in advance. All amendment(s) to the Constitution must be presented and approved by the Board of Directors before going to the congregation for a vote.

ARTICLE XV - CONDUCT OF MEETINGS

All meetings of the membership, Board of Directors, and committees will be conducted according to Robert's Rules of Order (Revised).

ADDENDUM

The original Constitution and By-Laws were presented to the membership at the regular business meeting on 6 September 1998, revised 29 September, presented again to membership, posted in the church until 6 December 1998, when the membership voted to adopt.

Revised (08/18/98) Second Revision (09/29/98)

Vic Keeton, Bill Williams, Marvin Bultema, Robert Whipple, Nancy Keeton (Constitutional Committee)

Revised (08/02/07) Third Revision

Rob Rodine, Ron Kirkpatrick, Jill Durham and Nancy Keeton (Constitutional Committee)

(08/22/07) Approved by Community Fellowship of Christians Board of Directors.

Revised (7/13/2019) Fourth Revision Submitted to Board for Approval and

Revised (11/15/2019) Fifth Revision Submitted to Board for Final Approval

Dean Blair (current chairperson), Larry Reeves (originating chairperson), Nancy Keeton, Doug Phillips, Gary Schaber, Sheila Williams, Howard Melching (non-voting), Trudy Buck (non-voting)

Revised (12/9/2019) Sixth Revision Submitted for Absentee Members Voting Only and Seventh

Revision Submitted to Absentee Members Voting and Congregation for Approval (12/18/2019).

Revised (1/20/2020) Seventh Revision Submitted to Congregation for Approval. Approved at Annual Congregational Meeting. Dean Blair (current chairperson), Larry Reeves (originating chairperson), Nancy Keeton, Doug Phillips, Sheila Williams, Howard Melching (non-voting), Trudy Buck (non-voting)

Revised (12/17/2023) Eighth Revision Submitted to Congregation for Approval and Approved at Special Congregational Meeting. Changes were submitted by the Board of Directors.