

# **Constitution and Bylaws of Greenbrier Community Church**

## **Article I. PURPOSE AND INTENT**

The purpose of Greenbrier Community Church (GCC) is to redeem the lost, restore the broken and resource the poor. The mission is to lead people into a personal relationship with Jesus Christ and to encourage and guide all people to become His fully devoted followers.

These bylaws have been adopted to assist GCC in fulfilling its purpose and mission. They are intended to establish a clear and simple framework for the governance of the church.

## **Article II. NAME AND LOCATION**

The name of the church is Greenbrier Community Church (GCC). The church is located at 825 Greenbrier Parkway in the City of Chesapeake, Virginia [23320](#).

## **Article III. STATEMENT OF BELIEFS**

The GCC Belief Statements summarize our beliefs as a church. We stand behind, and hope to share, these central elements with all who come to GCC. The Belief Statements, along with the Mission and Purpose, guide our decision-making, determine our priorities, inspire us to action, and distinguish our ministry from others. We have concentrated our beliefs on Christ and His message as found and supported by the clearest passages of Scripture.

### ***GOD***

We believe...

God exists eternally and reveals Himself to us in three Persons: Father, Son, and Holy Spirit. These three, known as the Trinity, are co-equal and are one God.

Matthew 3:16-17, 28:19; John 14:26, 15:26; Revelation 1:8

God is holy and perfect.

Leviticus 19:2; Isaiah 6:3; Matthew 5:48; Revelation 15:4

God is a Living God and is the source of all life.

Joshua 3:10; John 1:3, 5:26, 6:57

God is the Creator and Sustainer of the universe. He is all-powerful, all-knowing, and all-present.

Genesis 1:1-2; Psalms 24:1-2, 139:7-10; Isaiah 40:28; Jeremiah 32:17; John 1:1-5; Hebrews 4:13; 1 John 3:20; Revelation 4:11

God knows each of us intimately and involves Himself personally in our lives. He loves us and continuously seeks a relationship with us.

Psalms 139:13-16; Jeremiah 31:3; John 3:16-17

God is the Redeemer.

Job 19:25; Psalms 19:14; Isaiah 44:6, 63:16; John 3:16

### ***JESUS***

We believe...

Jesus Christ exists eternally and is one with God the Father and God the Holy Spirit.

Matthew 3:16-17, 28:19; John 14:26, 15:26

Jesus Christ is the Son of God; yet while on earth, He was fully human and without sin.

Matthew 1:18-25, 16:16; John 1:14; Philippians 2:6-7; Hebrews 1:4-13

Jesus Christ came to earth to be the Savior of the world and give people eternal life.

John 3:16, 10:17-18, 17:1-5; Hebrews 5:9; 1 John 4:14

Jesus Christ died on the cross as a substitute for us and as payment for our sins.

Acts 5:30-31; Romans 5:6-11; 2 Corinthians 5:16-21; 1 Peter 3:18

Jesus Christ arose on the third day after His crucifixion, demonstrating His power over sin and death.

Luke 24:45-48; 1 Corinthians 15:3-4

Jesus Christ reveals God the Father to us, and He is the only way for us to have a personal relationship with God.

John 10:1-30, 14:6-11, 17:25-26; Acts 4:12

Jesus Christ sets us free from sin and empowers us to do God's will.

John 8:32-38; 2 Corinthians 12:7-10; Galatians 5:1-13; Ephesians 3:16-21; Philippians 2:12-13, 4:13; 1 Peter 2:15-16

Jesus Christ is now our advocate with God, and we are to live under His Lordship while expectantly awaiting His return.

Matthew 24:42-44; John 14:1-3; Philippians 2:9-11; 1 Thessalonians 4:16-18, 5:4-6; Hebrews 4:14-16; 1 John 2:1-2

### ***HOLY SPIRIT***

We believe...

The Holy Spirit exists eternally and is one with God the Father and God the Son.

Matthew 28:19; John 4:24; 2 Corinthians 13:14; Hebrews 9:13-14; 1 Peter 4:14

The Holy Spirit provided the inspiration for men to write the Scriptures.

2 Timothy 3:16-17; 2 Peter 1:20-21

The Holy Spirit awakens in sinners their need for salvation.

John 14:26, 16:8-15; 1 Corinthians 2:6-8,10,14

The Holy Spirit brings understanding of the saving work of Jesus Christ.

John 14:16-18, 16:7-11; Romans 8:1-11; 1 Corinthians 12:2-3

The Holy Spirit works in the believer's life to produce love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Galatians 5:22-23

The Holy Spirit resides permanently in every believer from the point of salvation and is our seal unto salvation.

Acts 2:38; 1 Corinthians 12:13; Ephesians 1:13-14

The Holy Spirit enables the believer to develop a Christ-like character.

Ezekiel 36:27; Romans 5:1-5; Philippians 2:12-16; 2 Peter 1:4-8

The Holy Spirit guides the believer in understanding and applying Scripture.

John 14:26, 16:13-15; 1 Corinthians 2:10-13

The Holy Spirit gives spiritual gifts designed specifically for each believer that are to be used to equip us to use these gifts with love in service to the church.

Romans 12:4-8; 1 Corinthians 7:7, 12:4-11; Ephesians 4:7,11-16; 1 Peter 4:10-11

The Holy Spirit is the believer's constant source of comfort, strength, wisdom, and guidance.

John 14:16-18,26; Acts 1:8, 6:3, 9:31; Romans 8:11,26-27; 1 John 4:4

### ***THE BIBLE***

We believe...

The Bible is God's written revelation of Himself and of His redemptive plan for people.

Hebrews 1:1-2; 2 Peter 1:20-21; Luke 4:17-21; John 5:39-40,45-47; Acts 18:28; 1 Thessalonians 2:13; Revelation 1:1-3

God chose people of faith and inspired them through the Holy Spirit to accurately record all the things He wanted revealed. He allowed them to write in their own language and style to be culturally relevant.

2 Timothy 3:14-17; Hebrews 1:12, 2:1-4; 2 Peter 1:20-21

The Bible, though a collection of 66 books, is one book and stands alone as the Word of God.

Deuteronomy 4:2; Matthew 5:17-18; Revelation 22:18-19

The Bible is altogether true and reliable, and gives us the principles needed in our everyday lives.  
Psalms 19:7-11, 119:9-11,105,160; Luke 21:32-33; John 17:17, Romans 15:4; 2 Timothy 3:14-17;  
James 1:21-25

The Bible's message is one of hope in and salvation through Jesus Christ, along with judgment for sin.  
Luke 24:27,44-47; John 5:24, 20:30-31; Acts 4:12; Colossians 1:19-22; 2 Timothy 3:14-15;  
Hebrews 9:27-28

The Bible teaches that God creates each person as male or female; that these two distinct, complementary genders together reflect the "image of God" in humankind; and that each person's biological gender is an intrinsic, immutable aspect of his or her nature and identity.  
Genesis 1:26-27, 2:7,21-23

The Bible teaches that God established marriage in the beginning as a lifelong, exclusive relationship between one man and one woman; that He has reserved sexual intimacy as an expression of love and commitment between married couples; and any other intimate expression of sexuality outside of God's biblical intent for marriage is sin.

Genesis 2:23-25; Exodus 20:14,17, 22:19; Leviticus 18:1-20,22-23, 20:11-21; Matthew 19:4-6;  
Romans 1:18-31; 1 Corinthians 6:9-10,15-20; 1 Timothy 1:8-11; Jude 1:7

The teachings of the Bible take precedence over church traditions or human opinions.  
Deuteronomy 4:1-2; Psalms 119:89; Isaiah 40:8; Matthew 5:17-18; Mark 7:5-13; John 17:17;  
1 Thessalonians 2:13

## **PEOPLE**

We believe...

People are the crowning work of God's creation.  
Genesis 1:26-31; Psalms 8:3-6

People are all made in the spiritual image of God to be like Him in character, and life is therefore sacred from conception to natural death.

Genesis 1:27; James 3:9; **Psalms 139:13-18**

People are limited and finite; therefore, we need God to sustain our lives.

1 Chronicles 29:15; Psalms 55:22, 145:15-16; Isaiah 46:4; Matthew 6:25-33

God desires our obedience and wants to enjoy a mutually loving and personal relationship with all people forever.

Genesis 2:16-18; Hosea 6:6; Matthew 22:36-40; Luke 15:1-10; John 3:16-17; Acts 5:29; Ephesians 1:3-12;  
Titus 2:14

God gives people freedom of choice.

Joshua 24:15; Luke 15:11-32; John 7:17, 12:47-48; Romans 1:21,24-25

All people were physically and spiritually separated from God when Adam and Eve chose to disobey Him and sin entered the world.

Genesis 3; Romans 5:12-14

People continue to choose this path of rebellion against God and no person is without sin.

Isaiah 59:2, 64:6-7; Jeremiah 2:22; Romans 3:23, 7:19

## **SALVATION**

We believe...

Our sin carries with it the penalty of eternal separation from God, both physical and spiritual.

Isaiah 59:2; Ezekiel 18:4; Luke 16:19-26; Romans 3:23, 6:23; Colossians 1:21-22; Revelation 20:12,15

We can never make up for sin by our own effort or attain salvation by good deeds.

Romans 3:28, 7:21-25, 11:6; Galatians 3:1-3; Ephesians 2:8-9; 2 Timothy 1:9

At His own initiative, God acted to restore the relationship stained by sin.

Luke 19:10; John 3:16-17; Romans 5:8-10; Ephesians 2:13; 1 John 4:10; Revelation 3:20

Through grace, God allowed His Son, Jesus Christ, to suffer and die on a cross for our sin.

Isaiah 53:1-12; 1 Corinthians 6:20; 2 Corinthians 5:21; Ephesians 1:7; Philippians 2:8; Hebrews 2:9;  
1 Peter 3:18

Everyone can be saved from sin's penalty of eternal separation from God. This salvation is only possible by trusting in Jesus Christ as God's provision for sin.

John 3:36; Acts 4:12; Romans 1:16, 10:9-10,13; 2 Corinthians 5:17-21; 1 John 1:9

The moment we receive Jesus Christ in our life by faith, our personal relationship with God begins and cannot be lost.

John 1:12, 10:27-29; Romans 8:15-17,35-39; Ephesians 1:13-14; 1 John 5:11-13; Jude 24-25

### ***THE CHURCH***

We believe...

The church is the only institution founded by Christ, and it has been established to carry out the ministry of Jesus in the world.

Matthew 16:18-19, 28:18-20; Ephesians 1:22-23, 3:8-11; 1 Timothy 3:15

In the New Testament, the church is described as both a local group of believers, and all of those who, throughout the ages, acknowledge Jesus Christ as Savior and Lord.

Acts 9:31, 11:26; Romans 16:1,4,5,16; 1 Corinthians 4:17, 7:17; Ephesians 3:8-10,21, 5:32; Colossians 1:18

The local church is composed of baptized believers who come together to:

Worship	Psalms 29:2, 95:1-6,100; Ephesians 5:18-21
Serve	Deuteronomy 10:12; Joshua 22:5; Romans 12; 1 Corinthians 12
Grow spiritually	Acts 20:7; Romans 12:11; Ephesians 4:11-16; 2 Timothy 2:15; 1 Peter 2:1-5, 3:15; 2 Peter 1:5-8
Witness	Matthew 5:16, 28:19-20; Acts 1:8, 4:18-20; 1 Timothy 2:1-4; 2 Timothy 4:2
Observe the ordinances of Baptism and the Lord's Supper	Matthew 3:13-17, 26:26-29, 28:19; Luke 22:17-20; Acts 2:41-42; Romans 6:3-5; 1 Corinthians 11:23-34
Experience community	Acts 2:41-47; 2 Corinthians 12:12-2'; Galatians 6:1-2; Philippians 2:1-4; Hebrews 10:23-25

Our church is to conduct its own affairs under the Lordship of Christ.

Acts 1:15-26, 6:1-6, 13:1-3, 14:23,27,20:28; 2 Corinthians 8:1-8; 1 Peter 5:1-3

The church is to be uncompromising in the gospel message while being culturally relevant, so we may lead people into a personal relationship with Jesus Christ, and encourage and guide them to become His fully devoted followers.

Acts 17:16-34; 1 Corinthians 9:19-23, 10:23-33; Galatians 2:7-9

### ***FAITH AND PRACTICE***

The Bible is the final authority for all doctrines and beliefs. The Holy Spirit leads believers into an understanding of ~~the~~ the ~~s~~Scripture as opposed to any action taken by a church or person. The preceding statements are based on ~~the~~ the ~~s~~Scriptures, are the core, foundational beliefs vital to faith, and are commonly held by the people of GCC.

Our church will not seek to police an individual's thoughts or actions in areas where the scriptures are silent. These silent areas should not be used as a basis for or cause of dissension, but should be left to the conscience of each individual as led by the Holy Spirit.

### ***LIFESMALL GROUPS***

We believe that these small groups are foundational for developing spiritually, building relationships, meeting personal needs, and encouraging and holding each other accountable.

#### Article IV. AFFILIATION

GCC is an autonomous entity and maintains the right to govern its own affairs independent of any denomination control. While we are not subject to the control of any other ecclesiastical body, we recognize the benefits of mutual counsel and cooperation, which are common among the churches of like mind. Our church voluntarily affiliates with the Baptist General Association of Virginia, the Bridge Network, and other organizations that share and support the foundational beliefs of the Christian faith and the mission of GCC. Our church retains full power and authority to develop and implement or terminate affiliations with these or other organizations to facilitate achievement of the mission of the church. The Spiritual Leaders will authorize future affiliations, co-operations, or terminations.

#### Article V. MEMBERSHIP

##### 1. Requirements for Membership

Individuals seeking to become members of GCC do so by:

- a. Demonstrating a personal commitment of faith in Jesus Christ for salvation;
- b. Testifying to having undergone or demonstrating willingness to presently undergo believers' baptism as a testimony of salvation;
- c. Completing the GCC membership class; and
- d. Making a commitment to abide by GCC's Membership Covenant (Appendix A).

##### 2. Privileges of Membership

~~Only members~~ are eligible to serve as Ministry Directors, Coordinators, Lead Teachers, and LifeSmall Group Leaders and in other positions of leadership.

##### 3. Responsibilities of Membership

The responsibilities of the members are described in the Membership Covenant (Appendix A). A person must be present to vote. Every member eighteen years old or older shall have the right to voice their position on the following matters:

- a. Nominate and vote for Spiritual Leaders
- b. Nominate Board of Directors
- c. Nominate and vote for Coordinators
- d. Vote on annual GCC budget
- e. Vote on the merger or dissolution of GCC by two-thirds (2/3) majority
- f. Vote on the acquisition of real property and the incurring of indebtedness
- g. Affirm the calling of the Senior Pastor by two-thirds (2/3) majority vote
- h. Vote on amended bylaws as referenced in Article IX.

##### 4. Membership Status Changes

Members may be removed from the church roll for the following reasons:

- a. The request of the member;
- b. The transfer of membership to another church;
- c. Death of the member; or
- d. Termination of membership by the Spiritual Leaders

##### 5. Termination of Membership

The Spiritual Leaders may terminate a person's church membership when, in the considered judgment of the Spiritual Leaders, the member's life and conduct are not in accordance with the Membership Covenant in such a way that the member's behavior, thoughts, or actions severely and negatively hinder the ability of the

church to act as a positive and living witness of Jesus Christ. This action is not taken lightly, and is followed only as a last resort and only under the discretion of the Spiritual Leaders after a thorough investigation, a sincere and active effort to bring about reconciliation and restoration of the member, and prayerful consideration of the consequences to the member and to the church.

Termination of church membership shall require the vote of two-thirds (2/3) of the Spiritual Leaders. Procedures for the dismissal of a member shall be according to Matthew 18:16-17:

*"But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses'. If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector."*

#### 6. Restoration of Membership

Terminated members may be restored to full, active membership when their behaviors, thoughts, and actions come into compliance with the tenets of the Membership Covenant. Church membership shall be restored by the Spiritual Leaders according to the spirit of 2 Corinthians 2:7-8:

*"Now instead, you ought to forgive and comfort him, so that he will not be overwhelmed by excessive sorrow. I urge you, therefore, to reaffirm your love for him."*

### Article VI. PASTORAL, ADMINISTRATIVE AND MINISTERIAL LEADERSHIP

GCC is a gift-based, leader-led, and member-empowered church (Romans 12:4-6, 1 Peter 5:1-2, Ephesians 4:12). As such, we are guided by the Holy Spirit and the truth of ~~s~~Scripture. Leaders are defined in VI.3.

#### 1. Spiritual Leadership

The head of GCC is Jesus Christ. As an organization, we seek to reflect His priorities in all we do and how we accomplish it. No decision is ever made that would knowingly contradict any of Christ's teachings. In addition, through the guidance of the indwelling of the Holy Spirit, we endeavor to discern God's will for us as a church. Whenever we implement a plan, we monitor our effectiveness while prayerfully exploring the next step God is showing us.

#### 2. Servant Leadership

*"Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves"* (Philippians 2:3).

The ideal leader is humble and servant-like in spirit. Leaders at all levels do not see their role as "being in authority" over those in their charge. Instead, they desire to serve the church with their gifts and to build a functioning Christian community. Members of the church see this servant-leadership in action and likewise esteem those in leadership. Whether as a leader or a follower, everyone in the church is submitted to Jesus Christ, and we strive to consider others as more important than ourselves.

#### 3. The Leadership Team

The Leadership Team at GCC is comprised of the Senior Pastor, the Spiritual Leaders, Staff and Ministry Directors, and Coordinators. The composition and responsibilities of each of these entities is delineated as follows:

##### ~~a. The~~ **The Senior Pastor**

The Senior Pastor, in consultation with the Spiritual Leaders, is primarily responsible for the spiritual life of GCC. It is the Senior Pastor's responsibility to:

- Provide biblical vision and direction for the congregation.

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- Oversee and coordinate the day-to-day ministry of the congregation and administration of GCC.
- Staff GCC, as necessary, to help administrate its affairs.

The Senior Pastor ~~will~~ may work with Spiritual Leaders, Staff and Ministry Directors, Coordinators, or anyone serving in the functions or offices as outlined in Ephesians 4:11-13 to serve the spiritual needs of the congregation. Additionally, the Senior Pastor, with the support of the Coordinators and final approval of the Spiritual Leaders, may budget monies, hire staff, interview and appoint Ministry Directors, develop projects, and create ministries and programs according to their biblical understanding and the leading of the Holy Spirit. The Senior Pastor shall have the authority to appoint any assistants necessary to properly carry out the approved plans and programs that advance the mission of GCC. The Senior Pastor is responsible and accountable to the Spiritual Leaders for his performance and the performance of the staff. The Officers of the Board of Directors, which includes the Senior Pastor, shall ~~and~~ review contracts, authorize personnel actions, and take legal action consistent with the guidance given by the Spiritual Leaders and as authorized by the congregation. Any action taken to discipline or remove the senior pastor is the responsibility of the Spiritual Leaders with support from the Board of Directors.

~~b. Spiritual~~ **Spiritual Leaders** (referred to as Elders in the New Testament)

1) Purpose: Scripture indicates that the decision-making authority in the church rests with the Spiritual Leaders of the church. Spiritual Leaders are men and women of GCC who have been gifted and called to function in both a leadership and pastoral position within the church. The Senior Pastor will serve as a Spiritual Leader, along with a minimum of five other Spiritual Leaders.

The Spiritual Leaders provide general watch care and oversight for the congregation. They evaluate the teaching ministry and review major decisions and strategic initiatives. They utilize their spiritual gifts to ensure GCC is on a biblically sound course. They guard GCC against harmful influence and confront those who are contradicting biblical truth or who are continuing in sinful patterns of behavior.

2) Eligibility and Election: Each candidate must meet the qualifications set out in Appendices B and C, be nominated by a member of GCC, interviewed by the existing Spiritual Leaders, and affirmed by the congregation with a majority vote.

3) Term: Since scripture provides no fixed term for Spiritual Leaders, GCC asks that, in the absence of extenuating circumstances, Spiritual Leaders serve a minimum 3-year term. ~~At~~ the end of the 3-year term, the current Spiritual Leader team will evaluate the status and advisability of continued service. Additional ~~years of~~ service will be evaluated annually on an ongoing basis. Staggering of terms is desired will be used to support continuity. Any decisions will be made by consensus of the entire Spiritual Leader team.

We understand that there are occasions when the demands of life, illness, stress, and/or other personal issues outside of an individual's control may interrupt his or her heartfelt commitment. In such cases the need will be shared among the Spiritual Leaders and a temporary relief from service or resignation will be accepted in the spirit of support and care.

4) The Selection of Senior Pastor: In the event of a vacancy in the position of Senior Pastor, the Spiritual Leaders will lead the process to search for candidates to fill the vacancy. They may include other GCC members in the process. Once they follow God's leading to a specific candidate, the person will be introduced to other leaders and ultimately to GCC members for ratification by two-thirds vote.

~~e. Staff.~~ **Staff and Ministry Directors** (Appendix C)

GCC employs a paid Staff and recruits volunteer Ministry Directors selected on the basis of their giftedness and passion for their area of ministry. The Senior Pastor, with the support of the Human Resource Coordinator(s), and in consultation with the Spiritual Leaders, is responsible for recruiting and hiring new

Staff and recruiting volunteer Ministry Directors, with final approval from the Spiritual Leaders. The Senior Pastor oversees and directs the work of the Staff and Ministry Directors. The Senior Pastor or his designee during periods of Senior Pastor absences and/or designee is responsible for monitoring staff performance and conducting on-going performance review for staff members. The Senior Pastor is responsible and accountable to the Spiritual Leaders for his performance and the performance of the staff and Ministry Directors.

The paid church Staff manages the day-to-day affairs of the ministries of the church. Their paid status makes it possible for them to devote themselves fully to the goals and objectives of the church, and to serve as resources to the volunteer Ministry Directors and other leaders of the church.

The Staff and Ministry Directors support the strategies and priorities determined by the Leadership Team. The Leadership Team consists of the Senior Pastor, Spiritual Leaders, Staff and Ministry Directors, and Coordinators. Because of the dynamic nature of the ministry of GCC, positions and associated duties within the staff structure are fluid and can be adapted to meet the current needs of the organization, its members, and the people the church seeks to attract.

Ministry Directors are GCC members who have been gifted by God and called to lead others in a specific ministry (e.g., preschool, children, youth, small group, music, drama, production). All ministries fall under the spiritual oversight/overarching authority of the Spiritual Leaders, but carry out operations in an autonomous manner with the church Staff acting in an advisory and resource capacity.

#### d. ~~Coordinators~~ Coordinators

1) Purpose: The Coordinators are interviewed by the Spiritual Leaders and approved by the congregation to oversee the areas of finance, facilities, and human resources. The team of Coordinators, when fully staffed, will include two Finance Coordinators – one of which is the Treasurer, two Facility Coordinators, and two-a-lead Human Resource Coordinators. This team should function at the request of the Spiritual Leaders and report to the Spiritual Leaders, which would have final approval of their recommendations.

2) Eligibility and Election: Each candidate must meet the qualifications set out in Appendices C and D, be nominated by a member of GCC, interviewed by the existing Spiritual Leaders, and affirmed by the congregation with a majority vote.

3) Term: GCC asks that, in the absence of extenuating circumstances, Coordinators serve a minimum 3-year term. At the end of the 3-year term, the Senior Pastor and current Coordinators will evaluate the status and advisability of continued service. Additional years-of-service will be evaluated annually on an ongoing basis. Staggering of terms will be used to support continuity. Any decisions will be made by affirmation of the entire Spiritual Leader team.

#### 4. Multifaceted Leadership

The way these groups work together can best be stated as follows:

- a. The Staff and Ministry Directors direct the ministries of the church with overall leadership provided by the Senior Pastor.
- b. These ministries are supported by the Coordinators.
- c. All activities of GCC are carried out by ministry leaders under the watch care of the Spiritual Leaders.

## Article VII. BOARD OF DIRECTORS



A. The Board of Directors supports the mission and purpose of GCC by executing contracts, personnel, and legal actions consistent with the direction given by the Spiritual Leaders of GCC or as authorized by the congregation.

#### B. Meetings

1. Annual Meeting: The Board of Directors shall hold an Annual Meeting in compliance with the State Corporation Commission.

2. Special Meetings: The Board of Directors may hold special meetings at any time, at the call of the Chairperson of the Board, or upon request by one-third of the total number of the Board of Directors.

3. Notice: Notice of meetings (except as hereinafter provided) may be given orally (by telephone or in person) or in writing at least 24 hours prior to the time of the meeting. Reasonable efforts shall be used to describe the purpose of each meeting.

4. Action Without Meeting: Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if the action is taken by all members of the Board of Directors. The action shall be evidenced by one or more written consents stating the action taken and signed by each member of the Board of Directors.

5. Quorum: A majority of the members of the Board of Directors shall constitute a quorum at any meeting.

#### C. Composition of the Board

1. Purpose: In addition to the responsibilities provided for in these Bylaws, in the Articles of Incorporation, and Virginia law, the members of the Board of Directors may receive input from the Spiritual Leaders or Coordinators requiring action by the Board.

2. Eligibility and Election: Open positions on the Board of Directors shall be filled each year at the Annual Meeting by majority vote of the members of the Board of Directors from a slate of nominees approved by the Spiritual Leaders. All nominees shall be members of GCC and whose nomination shall originate from members of GCC.

3. Term: GCC asks that, in the absence of extenuating circumstances, members of the Board serve a minimum 3-year term. At the end of the 3-year term, the Senior Pastor and current Board will evaluate the status and advisability of continued service. Additional years of service will be evaluated annually on an ongoing basis. Staggering of terms will be used as desired to support continuity. Any decisions will be made by affirmation of the entire Board of Directors.

4. Number: The Board of Directors shall consist of no less than three and no more than five members. One position shall be reserved for the Senior Pastor as an ex officio member of the Board of Directors with full voting and participation rights. The Senior Pastor shall serve as a permanent member of the Board as long as he holds the position of Senior Pastor.

5. Removal: A member of the Board of Directors may be removed prior to the expiration of his or her term by a two-thirds vote of the Board, but only at a meeting called for the purpose of removing that Director. The meeting notice must be in writing, and shall state that the purpose or one of the purposes of the meeting is removal of the member of the Board of Directors. Reasonable efforts The Board shall be used to notify the congregation in the most appropriate manner at least one week prior to such a meeting. This section shall not apply to the position of the Senior Pastor.

6. Vacancies: The Board of Directors may fill any vacancy on the Board by majority vote. If the remaining members of the Board of Directors do not constitute a quorum, they may fill the vacancy by the vote of a majority remaining in office. The Board position shall be filled in accordance with Article VII.C.3 above.

7. Officers of the Board

a) The Board shall annually elect a Chair~~person~~ and a Board Secretary.

b) There shall be a President, a Treasurer, and such other officers as the Board may designate. The President ~~may should~~ be the Senior Pastor. Officers, other than the President, are not required to be a member of the Board of Directors. Other than the President, one person may hold more than one office. All officers, ~~other than the Treasurer,~~ shall be appointed by the Board ~~upon approval by the Spiritual Leaders.~~

c) President: The President shall have general oversight and direction of the business and affairs of the Corporation, with the cooperation of the Coordinators, and held accountable by the Spiritual Leaders.

d) Treasurer: The Treasurer shall properly manage all funds of the corporation and shall provide for the deposit of those funds in a bank or banks that may be designated by the Board of Directors. Those funds shall be paid out by checks of the corporation or by an alternative payment method approved by the Board of Directors. The Treasurer will lead a Finance Team and be the Finance Coordinator. The Treasurer is not a voting member of the Board.

8. Compensation and Conflict of Interest Policies (meeting State Corporation guidelines)

a) Compensation: Any salaries and/or wages, together with fringe benefits or other forms of compensation (including, without limitation, housing, transportation, and other allowance paid to or provided to employees, directors, and/or Board members), will not exceed a value which is reasonable and commensurate with the duties and working hours associated with such employment and with the compensation ordinarily paid persons with similar positions or duties. In addition, said person(s) receiving compensations will not vote on or participate in decisions regarding his/her compensation. All compensation arrangements must be approved in advance of the payment of compensation. Compensation arrangements will be based on information about compensation paid by similarly situated organizations for similar services, and/or current compensation surveys ~~comple~~ed by independent firms, and the information relied upon will be documented in writing. All decisions (including individual votes cast) regarding compensation arrangements, including the date and terms thereof, must be documented in writing in Board or Finance Team minutes, resolutions, or consents.

b) Conflict of Interest: Any director, officer, or key employee who has an interest (financial or otherwise) in a contract or other transaction presented to the Board of a committee thereof for authorization, approval, or ratification shall make a prompt and full disclosure of his/her interest to the Board or committee prior to its acting on such contract or transaction. Such disclosure shall include any relevant and material facts known to such person about the contract or transaction which might reasonably be construed to be adverse to the corporation's interest. The body to which such disclosure is made shall (with the interested party absent for discussion and voting) thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict is found to exist, such person shall not vote on, nor use his/her personal influence on, nor participate (other than to present factual information or to respond to questions) in, the discussions or deliberation with respect to such contract or transaction. Such person may not be counted in determining whether a quorum, is present for neither the discussions and deliberations nor when the Board of Directors or a committee of the Board takes action on the transaction. If there are only three members on the Board, the other two must be present to make a quorum. If there are five Board members, three of the other four members must be present for a quorum. The Board or Committee thereof will determine whether the corporation can obtain with reasonable efforts a more

favorable contract or transaction from another person or entity that would not give rise to a conflict of interest; and, if not, whether the transaction is nevertheless in the corporation's best interest, and fair and reasonable. The minutes of the meeting shall reflect the disclosure made, the vote thereon, and, where applicable, the abstention from voting and participation, and whether a quorum was present.

### VIII. AFFILIATE MINISTRIES: SCHOOLS

Directors of any GCC affiliate schools will be active members of GCC.

1. The Greenbrier Enrichment Center and School (GEC) will provide a current, written covenant between GCC and GEC. The GEC ~~Director/Administrator~~(s) will meet at least semi-annually with the GCC Spiritual Leaders to share ministry initiatives and concerns and annually to renew the covenant between the church and the school, and to share other ministry initiatives and concerns. Between meetings, the GEC ~~Director/Administrator~~(s) may address needs and concerns to the GCC Senior Pastor.

~~2. The Greenbrier Weekday Preschool (GWP) will provide a current, written covenant between GCC and GWP. The GWP Director will meet at least annually with the GCC Spiritual Leaders to renew the covenant between the church and the school, and to share other ministry initiatives and concerns. Between meetings, the GWP Director may address needs and concerns to the GCC Pastor.~~

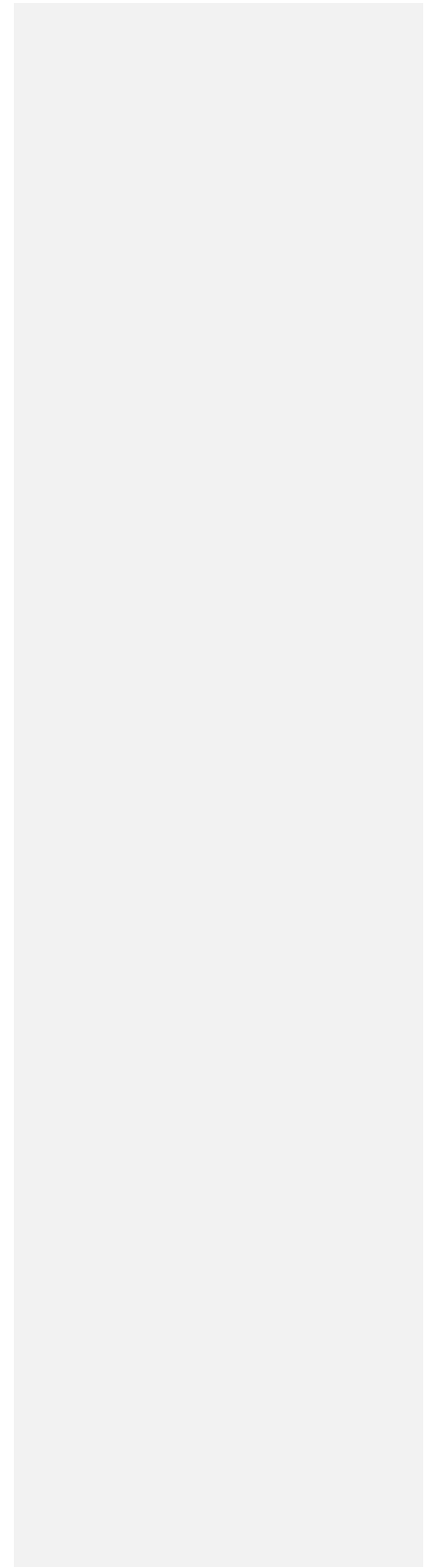
### IX. AMENDMENT OF BYLAWS

This document was drafted by faithful but fallible people. Should the Spirit of God point out the need to revise this document in any way, the suggested revisions will be submitted to the Leadership Team for their consideration.

The Leadership Team (consisting of the Senior Pastor, Spiritual Leaders, Staff and Ministry Directors, and Coordinators) retains the authority and responsibility to make non-material, minor revisions to the Constitution and Bylaws, ministry philosophy, or overall structure and governance (e.g., rewording, clarification of ideas considered to be confusing, added scriptural support) for the sake of clarity; and to make material changes as necessary to ensure that they remain current and relevant in view of the dynamic nature of practices and ministries at GCC. Proposed significant and material changes to the Constitution and Bylaws will be published for review by the membership four weeks prior to the vote on the matter by the general membership.

### X. PROMULGATION OF APPENDICES

Inasmuch as the nature of appendices is that they contain fluid and dynamic information that necessarily changes to reflect current activities and policies within the church, the attachments noted in this document may be amended or replaced without commensurate change to this Constitution and Bylaws. All changes to attachments must be approved by the ~~Senior Pastor in consultation with the~~ Spiritual Leaders. The Spiritual Leaders are responsible for coordination within the entire Leadership Team.



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**APPENDIX A**

**Membership Covenant**

Having accepted the free gift of God's grace, and wanting to join Greenbrier Community Church...

I will protect the unity of my church by:  
Acting in love toward other members  
Refusing to gossip  
Respecting the authority of the leaders

I will share in the responsibility of my church by:  
Praying for its spiritual growth and the needs of its people  
Inviting the unchurched to attend  
Welcoming those who visit

I will serve the ministry of my church by:  
Discovering my gifts and talents  
Developing a servant's heart  
Serving where God leads

I will support my church by:  
Attending faithfully  
Living a Godly life  
Giving regularly

**APPENDIX B**

**Specific Biblical Qualifications for Spiritual Leaders**

**(1 Timothy 3:2-7 and Titus 1:6-9)**

Above reproach ~ models God-centered living

Devoted spouse, if married

Temperate ~ self-controlled

Prudent ~ wise and balanced judgment

Respectable

Hospitable ~ willing to share

Able to teach ~ interpret/communicate doctrine

Not addicted to wine ~ free from addictions

Not pugnacious or quick tempered ~ gentle and patient

Uncontentious ~ not argumentative

Free from the love of money ~ not materialistic

Manage own household ~ healthy family life

Not a new convert

Good reputations with outsiders

Not self-willed ~ servant leader

Loving what is good ~ follower of God's will

Just ~ fair and impartial

Devout ~ conforms to Christ's image; committed to prayer, worship, study of Scripture, and guards their own walk

Holds fast to the word of truth ~ stable in the faith, obedient to the Word of God, and controlled by the Holy Spirit

## APPENDIX C

### General Qualifications for Spiritual Leaders, Staff and Ministry Directors, Coordinators, Board of Directors, Lead Teachers, and Small Group Leaders

| Is an active member of GCC and demonstrates ownership of the Vision, Mission, Values, Purpose, and Goals of GCC.

Supports the methods and strategies of GCC.

Demonstrates these five qualities:

**Grace** ~ has experienced the saving grace of God by accepting the gift of salvation and eternal life through faith in Jesus Christ.

**Growth** ~ is committed to the life-long process of spiritual growth with openness to life transformation and the personal goal of being a fully devoted follower of Christ.

**Group** ~ is participating in a small group as the best environment for spiritual growth and is experiencing the benefits of community in group life.

**Gifts** ~ has gone through a process of spiritual gift discovery, is totally committed to developing their gifts to their highest potential, and is deploying their gifts with excellence in God-honoring service.

| **Good Stewardship** ~ is practicing sound financial, time, and talent management; is committed to growth in giving to the tithing to GCC; aspires to and is pursuing the qualifications listed in 1 Timothy 3:2-7 and Titus 1:6-9.

## APPENDIX D

### Specific Qualifications for Coordinator Positions

#### FINANCE COORDINATORS (2)

##### General:

The Finance Coordinators manage the monetary resources of GCC and insure stewardship, education, and promotion. They work with other Coordinators in making decisions consistent with the church's mission and goals, and in support of Ministry Directors.

##### Budget/Accounting Coordinator Responsibilities:

- Church Treasurer
- Annual spending plan
- Oversee accounts payable
- Provide guidance for the Bookkeeper
- Benevolent funding

##### Education/Promotion Coordinator Responsibilities:

- Educate congregation on stewardship
- Direct education on personal finances

##### Spiritual Gifts:

Administration, Leadership, Wisdom, Encouragement

##### Skills:

Financial management experience, accounting knowledge, effective communicator, team management



FACILITIES COORDINATORS (2)

General:

The Facilities Coordinators manage the buildings, grounds, and future development of the GCC site. They work with other Coordinators in making decisions consistent with the church’s mission and goals, and in support of Ministry Directors.

Maintenance Coordinator Responsibilities:

Grounds

Grass  
Shrubs/trees  
Landscaping  
Parking lot

Buildings

Janitorial  
Repairs  
Building maintenance  
Heating/air (HVAC)  
Plumbing/electrical

Planning Coordinator Responsibilities:

Space/Equipment Utilization

Knowledge of space available  
Knowledge of equipment/furniture available  
Coordinate ministry needs

Master Plan (Future)

Expansion  
Capital improvements

Spiritual Gifts:

| Administration, Helps, Craftsmanship, Leadership

Skills: Basic knowledge of facilities, contracting, empowerment, team management

| HUMAN RESOURCE COORDINATORS (2)

General:

| The Human Resource Coordinator and team manages GCC's resource of people, ensuring spiritual gift discovery, and the right service alignment. They work with other Coordinators in making decisions consistent with the church's mission and goals, and in support of Ministry Directors.

| Volunteer Development ~~Coordinator~~ Responsibilities:

- Receive input from Ministry Directors regarding human resource needs.
- Regularly provide spiritual gift discovery training.
- Discern spiritual gifts of individuals and link to service opportunities.
- Establish an evaluation procedure for all persons serving as group leaders, coaches, and directors.

| Staff Development ~~Coordinator~~ Responsibilities:

- Receive staff need suggestions and champion staff professional and personal development. Interview and recommend for hiring. Receives input from Spiritual Leaders.
- Maintain, update, and ensure staff compliance with GCC personnel policies.
- Develop evaluation and compensation procedures for paid staff.
- Communicate financial needs to Budget Financial ~~Coordinator~~ Directors.

Spiritual Gifts:

Discernment, Encouragement, Administration

Skills:

Interviewing and counseling on gifts, skills, abilities, talents, and personnel management.