

Atlee Community Church

Structure of Ministry

Article I Name & Principal Office

The name of the church is Atlee Community Church (ACC), hereinafter also referred to as “ACC” or the “Church.” The Structure of Ministry described in this document is designed for ACC. Atlee Community Church maintains its principal office at 7171 Verdi Lane, Mechanicsville, VA 23116. The Spiritual Management Team (SMT) will have full power and authority to change the principal office from one location to another. This article may be amended, without a membership vote, to state the new location.

Article II Purpose, Mission, Vision & Core Values

Purpose: To be a Biblically functioning community which seeks to turn unbelievers (and unchurched people) into fully devoted followers of Christ.

Mission: To reach seekers and equip believers to love God, love others and to serve the world.

Vision: To turn unbelievers (and unchurched people) into fully devoted followers of Christ.

Core Values: These core values were studied by the launch team of Atlee Community Church (January 1 - March 11, 1995). We believe them to be taught in Scripture and they are a building force behind all that we do at Atlee Community Church.

- We believe that teaching and worship are the catalyst for transformation in individuals’ lives and in the Church. (*Romans 12:7; 2 Timothy 3:16-17; James 1:23-25*)
- We believe seekers matter to God and, therefore, ought to matter to the Church. (*Matthew 18:14; Luke 5:30-32; Luke 15*)
- We believe the Church should be culturally relevant while being doctrinally pure. (*1 Corinthians 9:19-23*)
- We believe followers of Christ should be authentic and long for growth. (*Ephesians 4:25-26 & 32; Philippians 1:6; Hebrews 12:1*)
- We believe the Church should operate as a community of faith using its spiritual gifts. (*Romans 12; 1 Corinthians 12 & 14; Ephesians 4:11; 1 Peter 4:9-10*)
- We believe that loving relationships should permeate every aspect of Church life. (*Luke 10:1; John 13:34-35; 1 Corinthians 13*)
- We believe that life change happens best through Bible study, prayer, and accountability in a small group setting. (*Luke 6:12-13; Acts 2:42-47*)

- We believe that excellence honors God and inspires people. (*Proverbs 27:17; Colossians. 3:17*)
- We believe the Church should be led by those with leadership gifts. (*Acts 6:2-5; Romans 12:8*)
- We believe that full devotion to Christ and His purpose is normal for every believer. (*2 Corinthians 8:7; Philippians 2:1-11*)

Article III **Achievement of Purpose**

ACC seeks to achieve its purpose through the following Seven-Step Strategy:

1. Building Bridges of Relationship with unchurched people (*Luke 7:34; John 17:18*)
2. Personally Communicating Our Faith (*1 Peter 3:15*)
3. Providing a Service for “Seekers” (*Luke 5:27-32; Acts 2:47*)
4. Facilitating Small Groups (*John 13:34-35; Acts 2:42-47*)
5. Providing Worship for Believers (*Ephesians 4:11-16; Colossians 3:16*)
6. Helping people learn how to become good managers of their gifts, talents, and resources (*Matthew 25:14-30; Romans 12:4-5; 1 Corinthians 12 & 14; 2 Corinthians 8:7*)
7. Helping people grow in leadership and service (*Matthew 20:25-27; Romans 12:4-8; 1 Corinthians 12*)

Article IV **Statement of Faith**

A living Christian faith must be continually interpreted. This Statement of Faith is not to be regarded as complete or infallible. The purpose is to state in clear terms the Christian teachings we believe. Scripture references found at the end of each paragraph, while not exhaustive, give more detailed statements concerning these truths.

1. God:

We believe there is one true, holy God, eternally existing in three persons - Father, Son, and Holy Spirit - each of Whom possesses equally all the attributes of deity and the characteristics of personality. In the beginning God created the world and all that is in it out of nothing. God manifests and demonstrates His power, wisdom, and goodness as Creator, Redeemer, and Sustainer of the universe. God is just, yet loves us and offers us forgiveness. God the Father operates throughout history to fulfill His redemptive purposes. (*Genesis 1:1; Exodus 15:11-14; Exodus 20:1-6; Psalm 19:1-3; Matthew 6:9-10; John 14:6-13; 1 Corinthians 8:5-6; Hebrews 11:6*)

2. Jesus Christ:

Jesus Christ, God's son, is both fully God and fully human. He was united with true human nature by a miraculous conception and virgin birth. He lived a life of perfect obedience to the Father and voluntarily atoned for the sins of all by dying on the cross, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body in which He lived and died. He ascended into heaven and sat down at the right hand of the Father, where He is the only Mediator between God and humanity. He will come again to the earth, personally and visibly, to fulfill God's eternal plan and conclude human history. (*Isaiah 53; Matthew 1:18-23; Matthew 3:16-17; Matthew 28:1-6; Luke 1:35; Luke 24:46-47; John 1:1-18; John 11:25-27; John 14:7-11; John 20:1-20; Acts 2:22-24; Romans 3:23-26; Romans 5:8-21; 1 Corinthians 15:3-8; Galatians 4:4-5; Philippians 2:5-11; 1 Timothy 2:5-6; 1 Timothy 3:16; Hebrews 1:1-3; Hebrews 4:14-15; Hebrews 12:2; 1 Peter 2:21-25; Revelation 1:13-17; Revelation 5:11-14*)

3. The Holy Spirit:

The Holy Spirit is the third person of the trinity. He was sent into the world by the Father and the Son to apply to humanity the saving work of Jesus Christ. The Holy Spirit awakens in us an awareness of our sin, and our need for a Savior. At the point of salvation, He permanently indwells every believer and becomes the source of comfort, strength, wisdom, and assurance of salvation. The Holy Spirit guides believers in understanding and applying the Scripture. His power and control are appropriated by faith, making it possible for the believer to lead a life of Christlike character and to bring glory to God the Father. He also gives every believer at least one spiritual gift for the building up of the body of Christ. (*Genesis 1:2; Psalm 139:7-10; Joel 2:28-29; Matthew 28:19-20; John 4:24; John 14:16-17, 26; John 16:7-14; Acts 1:8; Acts 2:1-4; Acts 4:31; Romans 8:9-11, 14-16, 26-27; 1 Corinthians 2:10-13; 1 Corinthians 12:4-11; Ephesians 1:13-14*)

4. The Bible:

The basis of our belief is the Bible, composed of the sixty-six books of the Old and New Testaments. We believe the Scripture originated with God and was written and recorded by men divinely inspired by God. The Bible thus speaks with the authority of God and reflects the backgrounds, styles, and vocabularies of the human authors. The message of the Bible is complete truth, gives us God's instruction for living, and shows us the way to salvation through Jesus Christ. The Bible is the unique, full, and final authority on all matters of faith and practice. (*Deuteronomy 4:1-2; Psalm 19:7-10; Psalm 119:105; Isaiah 40:8; Luke 24:44-46; Romans 15:4; Romans 16:25-26; 2 Timothy 3:15-17; Hebrews 4:12; 2 Peter 1:19-21*)

5. Salvation:

The central purpose of God's revelation in Scripture is to call all people into fellowship with Himself. Originally created to have fellowship with God, humans defied God, and chose to go their own way. They were separated from God and suffered the corruption of their nature. Sin entered the world early in human history and all individuals since have suffered and are thus in need of the saving grace of God. The salvation of humanity is wholly the work of God's free grace, not the result, in whole or in part, of human works or goodness. Every individual must personally appropriate salvation by faith in Jesus Christ. When God has begun a saving work in the heart of any person, He will continue performing it until the day of its full consummation. (*John 3:3-21; Romans 1:16-17; Romans 3:23-24; Romans 6:22-23; Romans 8:1-3; Romans 8:28-30, 38-39; Romans 10:9-13; 2 Corinthians 5:17-20; Colossians 3:10-17; Titus 2:11-14; 1 Peter 1:23; 1 John 1:5-9; Revelation 3:20*)

6. Human Destiny:

Death seals the eternal destiny of each person. For all humanity, there will be a resurrection of the body into the spiritual world. Unbelievers will be separated from God into condemnation. Believers will be received into eternal communion with God. (*Luke 16:19-20; Romans 5:12; Romans 5:18; Romans 6:23; 2 Corinthians 5:10; Hebrews 9:27*)

7. The Church:

There is one true universal Church, known as the body of Christ in Scripture, composed of all those who acknowledge Jesus Christ as Savior. The Scripture commands believers to regularly gather together to devote themselves to worship, prayer, teaching of the Word, and fellowship. Baptism and communion are observed as the ordinances established by Jesus Christ. Service to the body of Christ and outreach to the world are accomplished through the development and use of gifts and talents.

The local expression of the Church is realized wherever God's people meet in obedience to this command. Members are to work together in love and unity, under the watch care and guidance of the appropriate leadership, with the ultimate purpose of glorifying Christ. (*Matthew 16:15-19; Matthew 28:19-20; Mark 14:22-26; Acts 2:41-42, 47; Acts 9:31; Romans 6:3-5; 1 Corinthians 11:23-28; Ephesians 1:22-23; Ephesians 2:19-22; Ephesians 4:11-12; Hebrews 10:24-25; 1 Peter 5:1-3*)

8. Faith and Practice:

Scripture is the final authority in all matters of faith and practice. ACC leaves room for honest differences of opinion as to Biblical interpretation on doctrines, which are not essential to salvation. ACC recognizes that it cannot bind the conscience of individual members in areas where Scripture is silent. Each believer is to be led in those areas by the Lord, to whom he or she alone is ultimately responsible. However, all members will refrain from advocating doctrines that are not included in the Statement of Faith in such a way as to cause dissension.

We believe that God has given every believer unique gifts, talents, and resources. As a matter of faith and practice it should be the goal of every believer to follow Christ fully, managing these gifts wisely and joyfully using them in ministry. (*Romans 1:8-12, 17; Romans 3:21-26; Romans 14:19-23; 1 Corinthians 12:1-11; 1 Corinthians 13:1-8, 13; Galatians 2:20; Galatians 5:22-26; Ephesians 1:15-18; Hebrews 10:22-25; Hebrews 11; James 1:2-6; James 2:14-18, 24-26*)

Article V **Statement on Biblical Marriage and Sexual Sin**

In accordance with our Statement of Faith, we believe that Marriage unites one man and one woman in a lifetime commitment to each other (*Genesis 2:23-24; Matthew 19:4-6*). Marriage provides for intimate companionship, pure sexual expression (*Genesis 2:25; Ephesians 5:31-33*), procreation, and reflects the relationship of Christ and the Church (*Genesis 1:28; Proverbs 5:15-19; 1 Corinthians 7:1-5*).

We believe that God has commanded that no intimate sexual activity be engaged in outside of a Marriage between one man and one woman. (*Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1, 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4*). Any such behavior will be a barrier to membership, employment, and leadership in a body of believers.

Article VI **Affiliation**

ACC is autonomous and maintains the right to govern its own affairs, independent of any denominational control. Recognizing the benefits of cooperation with other Churches and organizations, ACC voluntarily affiliates with the Baptist General Association of Virginia, the Dover Baptist Association, the Global Leadership Network, and the International and North American Mission Boards. Future affiliations and cooperations may be authorized by the Spiritual Management Team.

Article VII **Membership**

Section 1. Qualifications for Membership. Although ACC freely extends fellowship to all individuals, membership is open to those who have personally received Christ as their Savior, experienced believers' baptism, expressed a desire to become committed to ACC as a local body of believers, and who have worked prayerfully through the following process:

1. Consistent participation in the life of the Church.
2. Completion of the ACC membership orientation.
3. Agreement with the **Church's** purpose, core values, Seven-Step Strategy, membership responsibilities, and this **Structure of Ministry** document by signing the Membership Covenant.

All present members of the unincorporated entity known as Atlee Community Church will, upon signing the Membership Covenant agreeing to be bound by the Structure of Ministry of the new Church corporation, become members of this incorporated Church. No member of this Church, nor any employee, nor any member of the Spiritual Management Team will, by virtue of such membership position, incur or be subject to personal liability to any extent for any indebtedness, obligations, acts or omissions of this Church corporation.

Section 2. Membership Covenant. Having been led by the grace of God through the life-giving power of the Holy Spirit to repent from my sin and in faith turn to Jesus Christ as my Lord and Savior, and having given public testimony of this faith through baptism, we now joyfully and solemnly enter into this covenant with the members of Atlee Community Church:

1. We understand grace and have placed our faith in Jesus Christ.
2. We have followed Christ in baptism.
3. We will support and participate in the vision, mission, and purpose of Atlee Community Church.
4. We will be actively involved in the life of Atlee Community Church by living out the Core Values and Seven-Step Strategy and participate in all 3 Key Ministry Environments.
5. We will promote and protect the unity and structure of Atlee Community Church and follow the steps for conflict resolution as laid out in Matthew 18.
6. We will invest in the ministry with our tithes and offerings.
7. We have received a copy of the Structure of Ministry document and we have read and agree to abide by it.

Section 3. Classes of Membership. ACC will recognize two classes of members:

1. Active Members. All those individuals who meet the above qualifications for membership and who regularly attend, contribute, and participate in the Church will be considered Active Members. Active Members in good standing will have full voting privileges and may be eligible for lay leadership positions within the Church. Active Members unable to regularly participate due to work assignments (including military service), medical conditions, or educational pursuits will be considered Active Members while the exception exists.
2. Inactive Members. Those members who evidence lack of interest in the Church through inadequate attendance, participation, or contribution for the previous six (6) months may be designated an Inactive Member. Inactive Members will have no voting privileges and will be ineligible for lay leadership positions.

The Spiritual Management Team has the authority to review and update the membership rolls annually.

Section 4. Voting Privileges of Membership. All Active Members in good standing, without respect to age, will have an equal opportunity to express opinions on Church business matters. All Active Members in good standing, age 18 years or older, present at a duly called meeting (voting by proxy prohibited) will be eligible to vote on the following matters. Unless another percentage is stated, a simple majority vote of those Active Members present and voting will be sufficient for member approval.

1. Election of the SMT members.
2. Call or removal of the Senior Pastor.
3. Dissolution of the Church; and
4. Any other major event or decision as designated by the Spiritual Management Team.

Section 5. Termination of Membership. Persons may be removed from membership for the following reasons:

1. By personal request of the member in good standing.
2. Transfer of membership to another Church.
3. Death.
4. Dismissal by the Spiritual Management Team for discipline, as described below.

Section 6. Biblical Discipline. When a member's life and conduct is not in accordance with this Structure of Ministry document in such a way that the member hinders the ministry of the Church, Biblical discipline will be carried out by the Senior Pastor, the SMT, and mature members. Procedures for discipline of a member will be according to Matthew 18:15-17 as summarized in Biblical Discipline Policy.

Section 7. Member Restoration. Members dismissed by the Spiritual Management Team will be restored by the SMT according to the spirit of 2 Corinthians 2:7-8, when their lifestyles are in accordance with the Structure of Ministry document. Members who transferred their membership or requested removal may seek to have their membership reinstated through a personal interview with the Senior Pastor and approval by the SMT.

Article VIII

Membership Meetings

Section 1. Worship Services. The Church will hold worship services on Sunday and such other days as determined by the Senior Pastor and the Spiritual Management Team.

Section 2. Annual Members' Meeting. The Church will hold an annual business meeting of the members each calendar year. Notice of the time and place for the annual meeting will be published/announced on at least two (2) consecutive Sundays preceding the date of the meeting.

Section 3. Special Members' Meeting. Special business meetings may be called at any time by the Senior Pastor or by a majority of the Spiritual Management Team for any purpose by giving at least one week's notice.

Section 4. Quorum. Those members present at a meeting duly noticed and called will constitute a quorum of the membership for the transaction of business.

Section 5. Moderator. The Spiritual Management Team will appoint a moderator to facilitate member meetings. In conducting the affairs of this Church, in the current edition of *Robert's Rules of Order (Revised Ed)* will serve as a guide for parliamentary procedures unless the Articles and Structure of Ministry state otherwise.

Section 6. Minutes. Minutes of the annual and special member meetings will be taken and kept in the records of the Church.

Article IX

The Spiritual Management Team

Section 1. General Powers. The corporate powers of the Church will be exercised by or under the authority of the Board of Directors, referred to in the Structure of Ministry as the "Spiritual Management Team" or the "SMT." The powers, business, and property of the Church will be exercised, conducted, and controlled by the SMT for the purposes of overseeing the legal, business, financial, and administrative affairs of the Church with consensus agreement. If, in the course of the decision-making processes, the SMT cannot unanimously agree, then the decisions will be made by majority vote of the SMT members present and voting at that meeting. The Senior Pastor, who will be recognized as the authority to oversee the spiritual affairs of the Church, will be the tie-breaking vote if that case ever arises.

Section 2. Composition, Qualifications, Number, Election, and Term. The SMT will consist of the Senior Pastor and at least two (2) At-Large SMT members. At-Large SMT members will meet the Scriptural and leadership qualifications as determined by the SMT (see Appendix 2: How Is The Church Led?). The authorized number of SMT members will not be less than three (3). The Church will attempt to maintain at least five (5) SMT members each year. No less than fifty (50%) percent of the SMT will be laypersons from the Active Membership and not related to paid staff.

Candidates for At-Large SMT member will be recommended to the Senior Pastor. The SMT will interview potential candidates to determine that they meet the desired and/or required qualifications and have a desire to serve. No candidate will be nominated without his or her consent. Qualified candidates will be nominated

by the Spiritual Management Team for approval by the active members. Upon election, At-Large SMT members will serve for a term of three (3) years. There will be three annual classes of SMT members so that approximately one third (1/3) are up for election every year to maintain continuity and make for smooth transitions within the SMT. At-Large SMT members will be eligible for reelection for unlimited terms or until their successor is elected and qualified.

Section 3. Specific Duties and Responsibilities. Without prejudice to the general powers outlined above, and subject to the same limitations, the SMT will have the following duties and powers:

1. To establish governing principles, policies, and determining practices for the Church, including the creation and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;
2. To review suggested objectives and Church goals;
3. To review and coordinate program plans recommended by Church officers, organizations, and teams;
4. To coordinate the use of leadership, calendar time, and other resources according to priorities to avoid conflicts in the use of Church facilities;
5. To recommend the borrowing of money and incurring indebtedness on behalf of the Church and cause to be executed and delivered for the Church's purpose and in the Church's name, promissory notes, and other evidence of debt and securities;
6. To evaluate program achievements in terms of Church goals and objectives;
7. To oversee legal, business, financial, and administrative affairs of the Church;
8. Other powers and duties assigned by the Church membership and needed for the orderly administration of the Church.

The SMT may delegate some of its authorities and duties to individual SMT members, pastors, staff, ministry teams, and others as long as the delegation does not breach its fiduciary duties to the Church. The SMT may also invite the Chairpersons of the teams of the Church to be non-voting invitees to SMT meetings whenever projects or programs in which their team may be involved are to be considered.

Section 4. Vacancies. A vacancy on the SMT because of death, resignation, removal, disqualification, or any other cause may be filled by nomination and election by majority of the SMT members for the remainder of the term.

Section 5. Resignation and Removal. Any SMT member may at any time deliver a written notice of intent to resign to the Senior Pastor, which will be effective upon acceptance by the SMT. Other than the Senior Pastor whose removal is provided below, any Officer or SMT member may be removed at any time with or without cause when, in the sole judgment and discretion of the SMT, by a two-thirds (2/3) majority of the SMT members present and voting that such individual should no longer serve.

Section 6. Transactions With Interested Parties. A contract or other transaction between the Church and one or more of its SMT members, Pastors, Officers, or family members thereof (hereinafter "Interested Party"), or between the Church and any other entity, of which one or more of the Church's SMT members and Pastors, are also Interested Parties ("Common Party"), or which entity is an Interested Party has a financial interest – will be voidable at the sole election of the Church unless all the following provisions are satisfied:

1. The Church entered into the transaction for its own benefit;
2. The transaction was fair and reasonable as to the Church, or was in furtherance of its exempt purposes at the time the Church entered into the transaction;
3. Prior to consummating the transaction, or any part, the SMT authorized or approved the transaction, in good faith, by a vote of a majority of the SMT members then in office, without counting the vote of the interested SMT member(s), and with knowledge of the material facts concerning the transaction and the Interested Party's interest in the transaction; and
4. Prior to authorizing or approving the transaction, the SMT, in good faith, determined after reasonable investigation and consideration, that either the Church could not have obtained a more advantageous arrangement, with reasonable effort under the circumstances, or the transaction was in furtherance of the Church's tax-exempt purposes.

Common or interested SMT members may not be counted in determining the presence of a quorum at a meeting of the SMT (or a committee thereof) which authorizes, approves, or ratifies such contract or transaction. This Article will serve as a Conflicts of Interest policy for the Church until additional policies are adopted by the SMT to provide for full disclosure of material conflicting interests by SMT members, Officers, or staff. Such policies will permit the SMT to determine whether a contemplated transaction may be authorized as fair and reasonable to the Church. Notwithstanding the above, no loan will be made by the Church to any of its SMT members, Officers, Pastors, or Members.

Section 7. No Compensation. No salary or compensation will be paid to any member of the SMT in his/her capacity as a SMT member, but nothing herein will be construed to preclude any SMT member from serving the Church in any other capacity and receiving reasonable compensation. Moreover, SMT members may receive reasonable reimbursement for travel and other approved expenses upon request and written documentation.

Section 8. Place and Time of Regular Meetings. Regular meetings of the SMT will be held at least quarterly and at any place and at any time designated by the SMT.

Section 9. Special Meetings. Special meetings of the SMT may be called by the Senior Pastor or by a majority of the SMT members for whatever purpose or purposes at any time. The transactions of any meetings of the SMT, however called and noticed and wherever held, will be valid as though at a regular meeting.

Section 10. Notices. Notice of the time and place and, in the case of a special meeting, the purpose of every meeting of the SMT will be in writing and will be duly sent, mailed, or otherwise delivered to each SMT member not less than five (5) days before the meeting. No notice of any regularly scheduled or adjourned meeting need be given.

Section 11. Quorum. A simple majority of SMT members present at the beginning of a meeting will constitute a quorum for purposes of transacting business at a meeting.

Section 12. Chairperson. The Senior Pastor will serve as Chairperson of the SMT and set the agenda for and facilitate the SMT meetings.

Section 13. Manner of Acting. Except as otherwise provided in the Structure of Ministry, the act of the majority of the SMT members present at a meeting at which a quorum is present will be the act of the SMT.

Section 14. Action Without Meeting. Any action required or permitted to be taken by the SMT members may be taken without a meeting, if all the SMT members, individually, or collectively, consent in writing to the action. Such action by written consent will have the same force and effect as the unanimous vote of the SMT. Such written consent or consents will be filed with the minutes of the proceedings of the SMT.

Section 15. Participation by Video/Conference Telephone. Members of the SMT or of any team thereof may participate in a meeting by means of a video/conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other. Participation by such means will constitute presence in person at such meeting. When such a meeting is conducted by means of a video/conference telephone or similar communications equipment, a written record will be made of the action taken at such meeting, noting participation of those who were present by means of such communications equipment.

Section 16. Advisory Teams. The SMT, by majority vote of all SMT members, may appoint two or more persons from among its number to serve as a special advisory team, as the SMT may determine necessary, which will have such powers and duties as will from time to time be prescribed by the SMT. Except as otherwise provided by law, the Articles of Incorporation, the Structure of Ministry, or by a Resolution of the SMT, each advisory team may not exercise the authority of the SMT.

Section 17. Minutes. Minutes of the meetings of the SMT will be recorded and taken by a designated SMT member who will be responsible for circulating copies to the SMT members in a timely manner.

Article X **Senior Pastor**

Section 1. Qualification and Number. Atlee Community Church will have a Senior Pastor and one or more associate pastors as determined necessary by the SMT. All pastoral staff will meet the Scriptural requirements of an Overseer or Elder as outlined in I Timothy 3:1-7 and Titus 1:5-9.

Section 2. The Role of the Senior Pastor. Consistent with the New Testament concept of spiritual gifts, it is evident that the Senior Pastor, like any member of the body, is uniquely gifted and should seek to minister within areas of giftedness. The Senior Pastor is primarily responsible for providing visionary leadership and teaching of the Word of God - the Bible. The Senior Pastor is to lead, teach, and exhort by precept and example. The Senior Pastor's goals are:

1. to help seekers understand the truths of the Bible and teach in such a way that they may come to salvation through faith in Jesus Christ; and
2. to help mature believers through insightful and accurate presentation and proclamation of the Word, equipping them to be true "ministers" in the body.

As a teacher, the Senior Pastor must stress both the understanding and application of God's truth.

Section 3. Selection of the Senior Pastor and Term. In the event of the vacancy of the office of Senior Pastor for whatever reason, the SMT will either serve as or create and appoint a pastor search team. The team will appoint a chairperson and secretary from among their number and will proceed with as little delay as possible in searching for a potential candidate. The Church may inform the team of any additional qualifications they desire in a Senior Pastor. The team will seek out a suitable candidate, and its recommendation to the SMT will constitute a nomination. Upon a two-thirds (2/3) majority approval of the SMT, the candidate will be invited to minister to the Church during a regular worship service. Afterwards, a special member meeting will be held with proper notice given to vote on the candidate. The election will be by secret ballot and an affirmative vote of two-thirds (2/3) of the Active Members present and voting at the duly called meeting will constitute a call. The team will inform the candidate of the voting results as soon as possible. Upon election, a Senior Pastor will serve for an indefinite term until the sooner of his death, resignation, or removal.

Section 4. Compensation. The SMT, in consultation with the necessary teams, will specify the Senior Pastor's initial compensation at the time of his calling. The Senior Pastor will recuse himself from any discussions and voting regarding his compensation. The Church will provide, as possible, an adequate salary and those benefits requested and approved as part of an Annual Budget. These benefits may include, but are not limited to, a minister housing allowance, health insurance, continued education, pension, conference funds, vacation time, and other special funds as needed for his ministry.

Section 5. Resignation, Discipline, and Removal of the Senior Pastor. The Senior Pastor may resign by giving written notice of intent to resign to the SMT. If any two (2) Active Members (with preference to unrelated persons) have a grievance against a Pastor, those members must present their grievances to the SMT. If the conduct of the Senior Pastor is immoral or egregiously improper, the SMT will discipline the Senior Pastor, up to and including termination. The removal of the Senior Pastor must first be recommended and approved by the SMT before going to the membership for a vote. The Senior Pastor may be removed by a two-thirds vote of the members present at any special or regularly called membership meeting.

Article XI **Ministry Teams**

ACC shall have ministry teams in place to carry out the necessary ministries of the Church. These teams will be teams of gifted people dedicated to a specific ministry. Some teams will be in place in order to accomplish specific tasks and ministries necessary for a certain time period, while others will seek to fulfill the function of servants (deacons) as recorded in Acts 6:1-6 and 1 Timothy 3:8-12. (Examples include: music team, drama team, extension ministry team, community care team, set-up teams, etc.) Teams will change as ministry needs change. Ministry teams will function under the oversight of the SMT and will operate under the direction of the appropriate staff person, or the person appointed by the SMT. The SMT may request personal interviews with those functioning in leadership roles to ensure continuity with ACC Core Values.

Article XII **Non-Pastoral Staff**

The specific roles and job descriptions for each staff ministry team member shall be approved by the SMT upon the recommendation of the Senior Pastor or other appropriate staff. The SMT shall be responsible for

personnel policies and the overall monitoring of the staff ministry team, including staff selection and dismissal, when necessary. Each staff member shall have an annual review with his or her supervisor. A written summary shall be placed in the employee's personnel file and given to the SMT.

Article XIII **Church Policies and Procedures Manual**

Section 1. Development of Church Policies and Procedures Manual. The development of a Church policies and procedures manual will be overseen by the SMT, or its designee, with professional consultation and review. This manual will include all Church policies, procedures, job descriptions, and organization charts depicting lines of responsibility in the administration of the Church. The SMT, or its designee, will review the manual at least annually, with the authority to recommend changes for the SMT to consider and vote on.

Section 2. Compilation and Maintenance of the Manual. The SMT and any of its designees will be responsible for compiling and maintaining a policy and procedures manual for the day-to-day administrative functions of the Church not covered in this Structure of Ministry document. A designated staff member will maintain the manual, which will be kept in the Church office and made available for review by any member of the Church.

Article XIV **Biblical Settlement of Disputes Within or Against the Church**

In any dispute arising between or among Church members, the dispute may be resolved by the Spiritual Management Team (or a duly appointed committee from the SMT) under the *Rules and Procedures for Christian Conciliation* published at www.aorhope.org/icc-rules. All employees of the Church will sign policies or contracts with the Christian Dispute Resolution clause in it. All contractors and vendors of the Church may be asked to sign policies or contracts with the Christian Dispute Resolution clause in it.

Any dispute between a member and the Church, or its agents in their representative capacity, will be resolved through Christian Conciliation. Christian mediation should be attempted but if it does not resolve the dispute then legally binding Christian Arbitration will be employed by the SMT or individuals selected by the SMT in accordance with the *Rules of Procedure for Christian Conciliation*. A decision will be reached after prayerful consideration, in a spirit of humility, with each Arbitrator seeking that which most glorifies God and regarding one another before himself.

Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. Jurisdiction and venue will be the county and state where the Church is located and Virginia law will apply to the dispute. Members, Pastors, staff or third-party vendors/contractors will understand that these methods will be the sole remedy for any controversy or claim arising against the Church and expressly waive their right to file a lawsuit in any civil court against one another or the Church for such disputes, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of the Commonwealth of Virginia. Notwithstanding this above provision, to protect the Church and its members and under its risk policy procedures, the Church is required to maintain liability insurance. Therefore, this conflict provision is conditioned upon agreement by the

Church's insurers that, in light of the particular facts and circumstances surrounding the disputed matter, this provision, and the process it establishes will not diminish any insurance coverage maintained by the Church.

Article XV

Church Finance and Asset Policies

Section 1. Budget and Audit. The Finance Director or designated staff member will work with the Senior Pastor to prepare and submit a proposed annual budget to the SMT for approval prior to the Annual Members' Meeting. The SMT, or a designated team, will conduct or arrange for an annual review or audit of a type and nature they deem appropriate; however, every five (5) years, the Church will conduct either a review or audit by an outside auditor.

Section 2. Accounting Procedures. All funds received for any and all purposes will be reconciled and properly recorded in the books of the Church by the Finance Director or designated staff member. A system of accounting for handling of all funds will be the responsibility of the Finance Director or designated staff member with oversight by the SMT.

Section 3. Deposits. The Finance Director or designated staff member will select banks, trust companies, or other depositories in which all funds of the Church not otherwise employed will, from time to time, be deposited to the credit of the Church.

Section 4. Checks. All demands for money and notes of the Church will be signed by a designated staff member as authorized by the SMT. Any check over the amount of one thousand dollars (\$1,000.00) will require two authorized signatures.

Section 5. Fiscal Year. The SMT, in consultation with the Senior Pastor or designated staff member, will have the power to fix, and from time to time change the fiscal year of the Church. Accurate records will be kept by the Church and a report will be made on a fiscal year basis. All funds will be reported to the SMT.

Section 6. Contracts. The Senior Pastor may sign contracts to bind the Church once approved by the SMT or according to its procedures. However, the SMT may authorize a designated staff member of the Church, in addition to the officers or agent(s) authorized by the Structure of Ministry, to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Church, including real estate transactions once proper approval has been sought and obtained. Such authority may be general or confined to specific instances. All contracts for major services or expenditures should be reviewed by a competent attorney at the SMT's discretion.

Section 7. Endowments. The SMT may establish on behalf of the Church any endowments for the general purposes or for any special purposes of the Church.

Section 8. Benevolence Fund. The SMT will establish procedures to receive and disburse by check all funds allocated to them in the Benevolence Fund. It will be the duty of the SMT, or a designated benevolence team, to determine needs of the congregants or others in the community as they arise. The SMT or its designee will examine the need of the recipients of these designated funds.

Section 9. Partnerships, Joint Ventures, LLCs, and Auxiliary Corporations. The SMT may authorize in writing any officer(s), agent(s) or designated staff member(s) of the Church to enter into any partnerships or joint ventures or create auxiliary corporations or limited liability companies that the SMT determines will advance the religious purposes and goals of the members as described herein and not violate the Church's tax-exempt status.

Section 10. Purchase or Sale of Property and Borrowing. Neither officers, agents or designated staff member(s) of the Church may purchase or sell real or personal property on behalf of the Church unless authorized by the SMT. The SMT must approve any borrowing of money.

Article XVI **Indemnification**

Any person made or threatened to be made a party to any action or proceeding, whether civil or criminal, by reason of the fact that person or testator is or was an SMT member, employee, or agent of the Church, may be indemnified by the Church, and the Church may advance his related expenses to the full extent permitted by law. The Church may purchase and maintain insurance to indemnify: (a) itself for any obligation which it incurs as a result of the indemnification specified above; and (b) its SMT members.

Article XVII **Procedure for Amendment**

Should the need to amend this document arise, a proposal for revision may be initiated by the SMT at its discretion or submitted to the SMT by any Church member. After prayerful consideration, the amendment may be approved or denied by the SMT. The text of any proposal wherein formal input from the Church membership is required, members will be notified at least two weeks in advance of amendments being ratified by SMT.

I, the undersigned Representative for Atlee Community Church do hereby certify that the above Structure of Ministry was adopted on _____ by the members at a duly called meeting and that the Structure of Ministry is current and in operation as of that date.

Representative

Date

Appendix 1

Scriptural Procedures & Principles For Confrontation & Conflict Resolution

Scripture encourages believers to be concerned with each other's spiritual well-being, and teaches them to confront in love where there is evidence of continual sin and an unrepentant spirit. Continual sin and an unrepentant spirit in the life of a believer obstructs his walk with the Lord, threatens the unity and fellowship within the body, and ultimately weakens the witness of the Church. ACC acknowledges the following Biblical procedures and principles for such confrontation: *Luke 17:3; 2 Corinthians 6:3; 2 Corinthians 11:29; Galatians 6:1; 1 John 1:7.*

1. If an individual has knowledge of continual sin and an unrepentant spirit in the life of a fellow believer, he/she should go promptly and confront the individual in private. (*Matthew 18:15*)
2. If there is no expression of repentance, he/she should confront the individual in the presence of two or three witnesses. (*Matthew 18:16*)
3. If there is still no repentance, Scripture teaches that the matter should be brought before the Church. In the ACC Church structure, the matter should at this point be brought before the Spiritual Management Team, as representatives of the Church. (*Matthew 18:17*)
4. If there is no evidence of genuine repentance after confrontation by the SMT, the SMT will provide the member with written notice of the unrepentant sin(s), the time, and the place it will address the charges. (*Matthew 18:17*)
5. If there is still no evidence of repentance, Scripture teaches that the individual should be removed from the body and believers should break fellowship with him, until such time as there is genuine repentance. The Senior Pastor and the SMT will announce to the membership to carry out Biblical admonitions to bring about genuine repentance and restoration. (*1 Corinthians 5:11; 2 Thessalonians 3:6; 2 Thessalonians 3:14; Titus 3:10-11*)

In addition to the above procedures, Scripture teaches that confrontation should be approached and carried out with an attitude of love, concern, and humility, and should be motivated by the sincere desire to see repentance and restoration of fellowship. Reflecting Christ's grace and forgiveness, believers are taught to forgive and to seek to restore fellowship. (*Matthew 6:14-15; Matthew 18:21-35; Luke 17:3; Galatians 6:1; Ephesians 4:32*)

The same Biblical principles and procedures for confrontation apply in attempting to resolve relational conflicts within the body. In such cases Scripture indicates that it is the responsibility of the believer to go promptly to his brother/sister when he has been offended, or when he has reason to believe that he may have done the offending. (*Matthew 5:23-24; Ephesians 4:26-27*)

Appendix 2

How Is The Church Led?

“For we are God’s fellow workers; you are God’s field, God’s building. According to the grace of God which was given me, as a wise builder, I laid a foundation, another is building upon it. But let each man be careful how he builds upon it.” (*1 Corinthians 3:9-10*)

God’s plan for leadership is revealed in Scripture. He launched the Church by giving certain gifts to specific individuals “...apostles, prophets, evangelists, pastors and teachers.” (*Ephesians 4:11-13*) These believers under the leadership of the Holy Spirit initiated the Christian movement and brought local congregations into existence through teaching and preaching.

“For this reason, I left you in Crete that you might set in order what remains, and appoint elders (SMT) in every city as I directed you.” (*Titus 1:5*)

“Be on guard for yourselves and for all the flock among whom the Holy Spirit has made you overseers (SMT), to shepherd the Church of God which He purchased with His own blood.” (*Acts 20:28*)

As Churches were established, and when more than one person became qualified, elders (SMT) were appointed to continue the pastor-teaching ministry in the local Church. The elders (SMT) were given the ultimate responsibility for the management and oversight of that particular Church body, and the shepherding of its members. (*Acts 14:23; Acts 20:28-32; 1 Timothy 3:1-7; 1 Timothy 5:17; Titus 1:5-9; 1 Peter 5:1-4*)

“Let the elders (SMT) who rule well be considered worthy of double honor, especially those who work hard at preaching and teaching.” (*1 Timothy 5:17*)

Some elders (SMT) would give more time to the spiritual leadership than others and would be called to fill more demanding responsibilities. They therefore would be worthy of “double honor” (usually understood as monetary compensation).

“And the twelve summoned the congregation of the disciples and said, “It is not desirable for us to neglect the word of God in order to serve tables. But select from among you, seven men of good repute, full of the spirit and wisdom, who we may put in charge of this task.” (*Acts 6:2-3*)

These leaders, along with all members of each local body form a unique organism...a visible and functioning expression of the universal Church. ACC recognizes this Biblical pattern for plurality of Godly leadership, under the management and oversight of overseers (the Spiritual Management Team).

“Obey your leaders and submit to them, for they keep watch over your souls as those who will give an account. Let them do this with joy, not grief, for this would not be profitable for you.” (*Hebrews 13:17*)

The Role of The Spiritual Management Team

1. The Spiritual Management of the Church. (*1 Timothy 3:5; 1 Timothy 5:7*)
2. Shepherding of the Body. (*Acts 20:28; 1 Peter 5:1-3*)
3. To Teach and Exhort/Encourage. (*1 Timothy 3:2; Titus 1:9*)
4. Lead by Example. (*1 Peter 5:3*)
5. Refute those who contradict truth and manage conflict. (*Acts 20:29-31; Titus 1:9*)