

## Church Council Policies and Procedures September 2, 2021

*These policies and procedures for the Hoffmantown Church Council are amplifications and expansions of the policies outlined in the Church Bylaws dated July 1, 2019. Precedent goes to applicable laws, the Articles of Incorporation and the Bylaws in case of conflict. These policies and procedures are not all-inclusive but designed to be guidelines for operation of the Church Council.*

As a restatement from the bylaws, the role of the Church Council is to “ensure synergy and cooperation among all aspects of the Church, and to address general issues not otherwise addressed; receiving such issues and assigning them to appropriate entities for consideration and resolution.” It is intended that the Church Council itself will make very few decisions for the Church. In those cases where the Church Council will fill the role of decision maker, the Church Council must have unanimous agreement and the agreement must be documented and communicated to the Church members.

The Church Council will ensure that there is a master list of Hoffmantown Policies and Procedures developed by the various ministries, committees and teams within the Church. The aggregate of these will be identified as the Hoffmantown’s Policies and Procedures Manual. Each responsible group will be asked to review and update their PPs at least every year.

The Church Council will normally meet on a monthly basis but the Chair may call additional meetings. Minutes will be kept of all Church Council meetings and will be available to members for review; however, there may be redactions of confidential matters. The Church Council meetings will be open to Hoffmantown members to observe but may be closed for discussion of confidential matters.

The Church Council will elect a Chair and Vice Chair(s) using the procedures it establishes. The Corporate Officers (President, Secretary and Treasurer) and Directors will be nominated by the CC for approval by the church body at the annual meeting as required in the Bylaws.

The job description for the at-large Church Council members is as described in the Bylaws. In addition the members must have demonstrated faithful service to the Lord and to Hoffmantown Church. They must have been members for at least five years. It is desired that the six at-large members have a variety of skills and experience. At-large Church Council members will be elected by the procedures designated by the Bylaws and the Church Council. Serving on the Church Council does not disqualify a member from serving on another council.

The Church Council will receive periodic reports from the various ministries in order to be informed of Church ministries and to contribute to the synergy of the Church Purpose, Vision, Mission.

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The Church Council will establish procedures for access to Church records. Requests for access to church records will be approved by the CC officers as needed.

The Church Council will monitor the master Church calendar.

The Church Council will establish guidelines for periodic (at least every 2 years) review of Hoffmantown's members roll to ensure its accuracy.

As required by the Bylaws, the CC will review recommendations for new members for the Finance and Personnel Committees and approve as appropriate.

The CC will assist the church staff in establishing Working Groups as needs arise.

Per the Bylaws, all motions to change the Bylaws will be reviewed by the Church Council. Input will be received from the Pastors, Elders and Church Council to determine if the proposed Bylaw change should be submitted at the annual meeting for congregational vote. The only case where the proposed Bylaws change is not brought forward to the congregation is when Pastors, Elders and Church Council are unanimous in their objection to the proposed Bylaw change.

In order to accomplish its role to facilitate communication with the Church, the Church Council will encourage the congregational members to approach the Church Council with questions or suggestions for improvement, efficiencies or new service opportunities. The Church Council will route the questions and suggestions to the appropriate bodies or Church staff.

The Bylaws contain the general procedures for Church discipline and reconciliation and restoration in Article 3, Section 3. Church discipline lies under the authority and responsibility of the Elders and Pastors, not the Church Council. If efforts to resolve and reconcile are unsuccessful, the Church Council may then be engaged as a mediating body. The Church Council will focus on facilitating Biblical reconciliation following biblical principles, like those found in Matt. 5:23-24, 18:15-17, 1 Cor. 5, 1 Tim. 5:19-20, Deut. 19:15-20, and Article 3, Section 3 of the Bylaws. As stated in the Bylaws, "If reconciliation cannot be agreed upon, the Elders will present the matter to the Church Council with their recommendations and the member will be able to present their position to the Church Council. If reconciliation is reached at this point, the matter is closed. If not, the Church Council and Elders will bring the issue and their recommendation before the members for a vote."

These policies and procedures may be changed by the unanimous agreement of the Church Council.

Adopted by the Church Council on September 2, 2021

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# Plurality of Leadership

