

Heartland Community Church
Of
Overland Park, Kansas
Constitution

Effective January 1, 2003
Amended October 24, 2004
Amended July 9, 2006

Article I. Name

Section 1.01 The name of this church shall be Heartland Community Church.

Article II. Mission and Values

Section 2.01 Mission

The mission of this church is to Build a Church for the Unchurched.

Section 2.02 Core Values

- (a) Lost People matter to God
- (b) Seekers need relevant contextualization
- (c) An unleashed structure maximizes ministry
- (d) Anointed Biblical Teaching motivates people to change
- (e) Transformation happens best in small groups
- (f) CONCRETE discipleship should be normal
- (g) Stage 2 Christian growth (stage 2 begins after a new believer has been established) requires mobilization
- (h) Ministry begins with a called leader
- (i) Prayer is the critical work of ministry

Article III. Essentials of the Faith

Section 3.01 Foundational Essential

All Scripture is self-attesting and being Truth, requires our unreserved submission in all areas of life. The infallible Word of God, the sixty-six books of the Old and New Testaments, is a complete and unified witness to God's redemptive acts culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible uniquely and fully

inspired by the Holy Spirit, is the supreme and final authority on all matters on which it speaks. On this sure foundation we affirm these additional Essentials of our faith:

- (a) We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three Persons: Father, Son, and Holy Spirit. To Him be all honor, glory and praise forever!
- (b) Jesus Christ, the living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one Person forever. He died on the cross a sacrifice for our sins according to the Scriptures. On the third day He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.
- (c) The Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior. Indwelling our hearts, He gives new life to us, empowers and imparts gifts to us for service. He instructs and guides us into all truth, and seals us for the day of redemption.
- (d) Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's free grace. God credits His righteousness to those who put their faith in Christ alone for their salvation, and thereby justifies them in His sight. Only such as are born of the Holy Spirit and receive Jesus Christ become children of God and heirs of eternal life.
- (e) The true Church is composed of all persons who, through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit, are united together in the body of Christ. The Church finds her visible, yet imperfect, expression in local congregations where the Word of God is preached in its purity and the sacraments are administered in their integrity; where scriptural discipline is practiced, and where loving fellowship is maintained. For her perfecting, she awaits the return of her Lord.
- (f) Jesus Christ will come again to the earth -- personally, visibly, and bodily -- to judge the living and the dead, and to consummate history and the eternal plan of God. "Even so, come Lord Jesus." (Revelation 22:20).
- (g) The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations. Obedience to the Great Commission requires total commitment to "Him who loved us and gave Himself for us." He calls us to a life of self-denying love and service. "For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them" (Ephesians 2:10).

Section 3.02 Parent Document

These Essentials are set forth in greater detail in the Westminster Confession of Faith.

Section 3.03 Dealing with “Non-Essential” Issues

When dealing with non-essential issues, individuals are expected to come to well-thought-out positions based on diligent study of the scriptures. On non-essential issues, it is understood that disagreement may exist among various leaders and members of the church. Each person should express, his viewpoints on non-essential issues freely, and with respect for others. The motto: In Essentials Unity, In Non-Essentials Liberty, and in all things Charity defines the spirit of our doctrinal statement.

Article IV. Membership

Section 4.01 Qualifications for membership

The membership of this Church shall consist of persons who profess faith in the Lord Jesus Christ as personal savior, and who give evidence of such faith by showing a commitment to growth as CONCRETE disciples.

- (a) Committed to Jesus as Forgiver and Leader
- (b) Ownership of a relationship with Christ through a devotional life.
- (c) New Community involvement for growth in worship and knowledge
- (d) Connected to a small group that fosters friendships and cares for personal needs.
- (e) Reinvested in the lives of lost people
- (f) Engaged in serving the community through compassionate action
- (g) Trained in spiritual gifts and mobilized in ministry
- (h) Enabling ministry through sacrificial giving

Section 4.02 Receiving New Members

Persons may be received as members through the following process.

- (a) Attendance at a membership retreat
- (b) Profession of faith in Christ and commitment to CONCRETE growth expressed during a membership interview
- (c) Received by the congregation at a designated New Community service (this step is recommended, but not essential)
- (d) Grandfather clause: Persons who have been fully engaged in the mission of this church for an extended period of time may be received into membership without completing step a, at the discretion of the management team.

Article V. Leadership and Organization

Section 5.01 Elders

Under the authority of Jesus Christ and the Word of God, a body of Elders shall lead this local church. This body of Elders shall be specialized in function and role, according to gifts and passions. The elder roles shall be Senior Pastor, Advisory Team, Overseer, Management Team, Pastoral Team, and Trustee, as defined in section 5.01b. No elder shall serve with more than one elder team during any given term.

(a) Qualifications for service as an Elder

- (i) All Elders must meet the qualifications set forth in Scripture. See Titus 1:5-9; 1 Timothy 3:1-13; and 1 Peter 5:1-4.
- (ii) All Elders must be committed to working toward the following Standards for Key Leaders
 - 1) Personal Growth: Elders must strive toward a disciplined devotional life of prayer and Bible reading; growing in grace and love for God and others.
 - 2) New Community: Elders must promote and own the value of New Community and attend on a regular basis.
 - 3) Small Group: Elders must be involved in some form of regular small group life.
 - 4) Reinvesting in the Lives of the Lost: Elders must be pursuing at least one redemptive friendship at all times through both prayer and regular contact.
 - 5) Giving: Elders must be committed to tithing (10%) to God through Heartland (outside giving should be above and beyond)
 - 6) Above reproach: Elders must be committed to personal integrity in all areas of life. This does not imply perfection, but a disciplined effort to live a holy life through the grace of God and a willingness to deal with sin through confession and accountability.
- (iii) All elders must affirm the Essentials of our faith as listed in Article III.
- (iv) Specific elder roles may require additional qualifications.

(b) Specific Elder Roles

(i) Overseers

1) General Description

The overseers are responsible to provide accountability and discipline for the Senior Pastor in case of moral or theological infidelity. The number of Overseers shall be no fewer than 3 and no more than 5.

2) Specific Responsibilities

- a) Maintain a current relationship with the Senior Pastor
- b) Fulfill a crucial role in the discipline or removal of the Senior Pastor in case of moral or theological infidelity, according to the guidelines set forth in section 8.03 of this Constitution.

3) Special Qualifications

- a) An Overseer must be an experienced pastor outside of Heartland.
- b) An Overseer must know and love Heartland and the Senior Pastor
- c) An Overseer must agree to make himself available at his own expense except when Management Team requests their presence.

4) Selection, removal and length of service

- a) Overseers must be nominated by the Senior Pastor and approved by a Management Team vote (unanimous-2/3).
- b) Overseers terms are yearly renewable indefinitely.
- c) Overseers may be removed by a Management Team vote (2/3). Removal shall not occur if the Overseers are in the process of disciplining or removing the Senior Pastor as described in section 8.03.

(ii) Senior Pastor

1) General Description

The Senior Pastor is responsible for establishing big picture vision and leadership for the church and for providing accountability in staffing decisions.

2) Specific Responsibilities

- a) The Senior Pastor must devote himself to the ministry of the word and prayer
- b) The Senior Pastor is responsible to nominate new Management Team members.
- c) The Senior Pastor may remove Management Team members at his own discretion, after seeking counsel from the Advisory Team.
- d) The Senior Pastor is responsible for the leadership of the Management Team.
- e) The Senior Pastor establishes compensation for Management Team members as stated in section 7.04b of this Constitution
- f) The Senior Pastor provides accountability in staffing decisions according to lines of supervision.

3) Selection, discipline and removal

- a) A new Senior Pastor must be nominated by the Management Team by a unanimous-2/3 vote, and must be approved by the Advisory Team by a unanimous-2/3 vote.
- b) The Senior Pastor may be disciplined or removed from office according to the processes defined in section 8.02 or section 8.03 of this constitution.

(iii) Advisory Team

1) General Description

The Advisory Team with input from Management Team shall establish and oversee annual church wide goals and priorities. The Advisory Team is also responsible to provide wise leadership counsel to the Senior Pastor, evaluate his performance, and call a new Senior Pastor when necessary. Advisory Team members shall be lay leaders only and the number of Advisory Team members shall be no fewer than five.

2) Specific Responsibilities

- a) Pray for and give informal counsel to the Senior Pastor

- b) Maintain an ongoing relationship with the Senior Pastor.
- c) Vote to approve the calling of a duly nominated Senior Pastor by a unanimous-2/3 vote.
- d) Establish the Senior Pastor's compensation according to section 7.04a of this Constitution.
- e) Complete an annual evaluation of the Senior Pastor using Heartland's staff evaluation package (as it is used by the rest of the staff), along with mandatory interviews of Management Team members.
- f) Administer discipline and/or removal of the Senior Pastor in case of gross negligence in job performance according to the process set forth in section 8.02 of this Constitution.
- g) Fulfill a crucial role in the discipline and/or removal of the Senior Pastor for theological or moral infidelity according to the process established in section 8.03 of this Constitution.
- h) Advisory Team members may give wise counsel to the Senior Pastor and Management Team regarding issues related to the leadership of the church.
- I) Advisory Team with input from Management Team shall establish and oversee annual church wide goals and priorities.

3) Organization

A Moderator shall be appointed by the Senior Pastor from among the members of the Advisory team to facilitate the execution of the Advisory Team's constitutional responsibilities. The advisory team may determine their own organization to carry out their responsibilities

4) Selection, removal, and length of service

- a) Advisory Team members must be nominated by the Senior Pastor and approved by Management Team vote (unanimous-2/3).
- b) Removal of an Advisory Team member must be by 2/3 vote of the Advisory Team.
- c) Advisory Team members serve two-year terms which are renewable indefinitely. The intent is that the terms of Advisory Team members would be overlapping.

(iv) Management Team

1) General Description

The Management Team is responsible for overseeing the development of ministries, implementing church-wide priorities, policies and systems that will contribute to effective functioning of the church, and the vision of the Senior Pastor and Advisory Team.

2) Specific Responsibilities

- a) Establish systems and policies that will make the church function most effectively to carry out its mission.
- b) Develop, and propose an annual budget and propose increases or make revisions to that budget according to the procedure set forth in section 7.02 of this Constitution.
- c) With the Advisory Team, establish annual goals and church wide priorities in accordance with Article VI of this Constitution.
- d) Each member has the authority to hire, fire, and manage staff according to lines of supervision, under the accountability of the Senior Pastor within the parameters of the annual budget.
- e) The Management Team determines compensation for non-Management Team staff according to section 7.04 of this Constitution.
- f) The Management Team is responsible to nominate a new Senior Pastor for approval by the Advisory Team.

3) Organization

- a) The Management Team shall be led by the Senior Pastor
- b) The Management Team may determine their own organization to carry out their responsibilities.

4) Selection, removal, and length of service

- a) Management Team members must be nominated by the Senior Pastor and approved by a unanimous-2/3 vote of the existing Management Team.
- b) Removal of a Management Team member from service on the Management Team is at the discretion of the Senior Pastor after seeking the counsel of the Advisory Team.

- c) Firing of a Management Team member must occur through the appropriate lines of supervision, under the accountability of the Senior Pastor.

(v) Trustees

1) General Description

The Trustees are responsible for insuring that the financial and legal affairs of the church are handled with responsibility and integrity as listed below. Trustee members shall be lay leaders only and the number of Trustee members shall be no fewer than five.

2) Specific Responsibilities

- a) The Trustees are the only body within the church who is able to authorize:
 - i) Buying or selling real estate
 - ii) Borrowing money or
 - iii) Securing real estate leases
- b) The Trustees insure financial integrity by monitoring ECFA audit information and reviewing ECFA compliance. See section 7.05 of this Constitution.
- c) Trustees must approve the budget proposed by the Management Team. . See section 7.02 of this Constitution.
- d) Recommend ranges for Senior Pastor, Management Team, and full-time Ministry staff members' salaries according to section 7.04b of this Constitution.

3) Organization

A Management Team appointee shall moderate the Trustees. The moderator shall not have a vote on the Trustee team. The trustee team may determine its own organization to best carry out its responsibilities.

4) Special Requirements

- a) All Trustees shall be people who have exemplified sound management of personal finances, which include giving, living within their means and budgeting.

5) Selection, removal, and length of service

- a) The Management Team appointed moderator is responsible to nominate Trustees.

- b) The Management Team must approve a nominee by a unanimous-2/3 vote.
- c) The Trustees may remove a Trustee member by a 2/3 vote.
- d) Trustees serve two-year terms, which are renewable indefinitely.

(vi) Pastoral Team

1) General Description

The Pastoral Team is responsible for modeling and promoting CONCRETE spiritual growth and providing pastoral care for Heartland members in crisis situations

2) Specific Responsibilities

- a) Promote Prayer and New Community involvement throughout the church.
- b) Encourage and support the staff and other lay leaders of the church
- c) Provide pastoral care for individuals in crisis situations
- d) Administer a benevolence fund and food pantry collection and distribution
- e) Assist in administering the sacraments

3) Organization

- a) A Management Team appointee shall chair the Pastoral Team.
- b) The Pastoral Team members may determine their own organization to accomplish their responsibilities.

4) Selection, removal, and length of service

- a) Nominated by Pastoral Team members, approved by Management Team vote (unanimous-2/3), and commissioned at New Community.
- b) Removal by Management Team vote according to procedure in section 8.05
- c) Three-year terms of service, renewable indefinitely.

Section 5.02 Church Staff

Paid and volunteer staff may be hired to carry out specific ministry and administrative responsibilities according to lines of supervision, under the accountability of the Management Team, in accordance with the annual budget.

Section 5.03 Lay Leadership

Permission for ministry is assumed within Heartland's mission and values. Volunteer leaders are encouraged to develop ministries that will contribute to the vision of the church according to their gifts and passions. Resources from the church may be requested to support ministries through the appropriate staff person, but such support is not implied.

Section 5.04 Licensing and Ordination

Section 5.05 Definitions for voting

- (a) Quorum of church members voting is no less than 20%
- (b) Quorum of Elders voting is no less than 50%
- (c) 2/3 majority required for second votes is defined as "no less than 2/3"

Article VI. Annual Goals

The Advisory Team with input from Management Team shall be responsible to establish and oversee annual church wide goals and priorities. Management Team is responsible for the implementation of annual goals and church wide priorities.

Article VII. Finances

Section 7.01 Giving

It is understood that membership in this church involves a commitment to support the church and its causes with regular and proportionate giving. Each member is encouraged in scriptural giving with tithing as the ideal minimum.

Section 7.02 Annual Budget

An annual budget shall be established to allocate resources according to ministry priorities.

(a) Preparation of the budget

The Management Team is responsible to prepare the budget.

(b) Approval of the budget

The Trustees must approve the content and total amount of the budget by a simple majority. The Management Team must send a copy of the proposed budget to the Trustees for review within five days of Management Teams approval of the proposed budget.

(c) Revisions to the budget

The Management Team may make revisions to the budget by a unanimous-2/3 vote at any time during the year, provided the revisions do not increase the total amount of the budget.

(d) Increases to the budget

The Management Team may request an increase to the annual budget. The Trustees must approve any such increase to the annual budget by a unanimous-2/3 vote.

Section 7.03 Designated Giving

The Management Team and Trustees must approve categories for designated giving.

Section 7.04 Compensation for paid staff

(a) Senior Pastor

Compensation for the Senior Pastor shall be established by the Advisory Team after considering the written recommendation of the Trustees, using marketplace standards as indicated by the National Association of Church Business Administrators.

(b) Management Team Members

Compensation for Management Team members shall be established by the Senior Pastor, after considering the written recommendation of the Trustees, using marketplace standards as indicated by the National Association of Church Business Administrators.

(c) Full Time Ministry Staff

Compensation for full time ministry staff shall be determined by the Management Team according to an established salary structure, after considering the written recommendation of the Trustees, using marketplace standards, as indicated by the National Association of Church Business Administrators. Part-Time and Administrative Staff

(d) Part Time and Administrative Staff

Compensation for part-time and administrative staff shall be determined by the hiring supervisor within the parameters of the annual budget and under the accountability of the Management Team.

Section 7.05 Financial Integrity

- (a) Each staff member and volunteer who handles or spends Heartland's money must do so thoughtfully, diligently, and with the highest integrity before God.
- (b) The Trustees shall be responsible to insure that the financial affairs of the church are handled with integrity by overseeing an annual Evangelical Council on Financial Accountability (ECFA) audit, and establishing financial policies and procedures that the ECFA requires for membership.

Article VIII. Church Discipline

Section 8.01 Discipline of members and attendees

The discipline of members and attendees shall be a responsibility of the elders under such rules and procedures as the elders may from time to time establish on the basis of Scripture. A spirit of prayer, kindness, forbearance, and holy firmness with the goal of restoration shall guide all such proceedings.

Section 8.02 Discipline or removal from office of the Senior Pastor for sub-standard performance

The Advisory Team is responsible for holding the Senior Pastor accountable to job performance. This must be addressed in the context of an annual performance review. If upon review the Senior pastor has been grossly negligent in performing his duties the following process will be followed. Once this process has started, Advisory Team members can not be removed until the process is completed.

(i) Performance Review

In the process of the Performance Review the Advisory Team clearly communicates their dissatisfaction with the Senior Pastor's performance.

(ii) Establish a performance plan

The Advisory Team must establish a three-month performance plan that addresses the specific areas of negligence in the Senior Pastor's performance. The Senior Pastor and the Advisory Team must sign this performance plan. If the Senior Pastor refuses to sign this performance plan then the Advisory Team may skip to step 5.

(iii) Inform the Management Team

The Advisory Team shall meet with Management Team to inform them of the disciplinary action without the Senior Pastor present.

(iv) Monthly accountability check-ins

The Advisory Team shall meet monthly with the Senior Pastor to review progress in his performance plan.

(v) Performance Plan Review

The Advisory Team shall meet at the end of the three-month time period to review the Senior Pastor's performance progress. If the progress is satisfactory, the pastor shall be notified, and no further action is necessary until the next annual review nine months later (see step x).

(vi) Advisory Team Vote

If the Senior Pastor's performance progress is deemed unsatisfactory by the advisory team, the advisory team shall vote to determine a further course of action. Such action may include termination of the pastor's call. This vote requires unanimous/2/3rds approval.

(vii) Advisory Team meets with the Senior Pastor

If the Advisory Team votes to terminate the Senior Pastor's call, they shall meet with the Senior Pastor within one week of the vote. The Advisory Team shall provide the Senior

Pastor with a written letter describing the specific reasons for termination. At this time, the Senior Pastor shall be given the opportunity to resign. If the Senior Pastor chooses not to resign, the Advisory Team shall proceed to step viii, and during that time the Senior Pastor shall not perform any of his ministry duties until the congregation has voted on his termination.

(viii) Congregational meeting #1

The Advisory Team shall call a congregational meeting by announcing it at least two weeks in advance at a Sunday morning service. The Advisory Team shall run this meeting, and the Senior Pastor will not be given the opportunity to speak. The purpose of this congregational meeting is to communicate four things:

- 1) Senior Pastor has failed to pass his annual performance review due to gross negligence and has failed to meet performance objectives set forth in a three month performance plan.
- 2) Explain the process for terminating a Senior Pastor for gross negligence.
- 3) The Advisory Team has voted to terminate the Senior Pastor's call.
- 4) The date of the congregational meeting to vote on the termination of the Senior Pastor.

(ix) Congregational Meeting #2

The Advisory Team shall call a congregational meeting by announcing it at least two weeks in advance at a Sunday morning service. The Advisory Team shall run this meeting, and the Senior Pastor will not be given the opportunity to speak. The purpose of this congregational meeting is to vote on the termination of the Senior Pastor. At least 20% of the members of the congregation shall meet and vote on the termination of the Senior Pastor. The votes needed to approve termination are a simple majority (over 50%).

(x) Next Annual Review-

Advisory Team shall perform the annual performance review of the Senior Pastor. If at the end of the 9 month period the Advisory Team determines gross negligence persists they may skip the performance plan process described in steps ii through v, proceeding directly to the vote described in step vi.

Section 8.03 Discipline or removal from office of the Senior Pastor for moral or theological infidelity

(a) Definition of theological infidelity

A clear and consistent departure from any one of the Essentials of the Faith listed in Article III of this Constitution.

(b) Definition of moral misconduct

Serious moral sin which would include, but not be limited to, sexual infidelity, substance abuse, gambling, embezzlement, or conviction of a felony.

(i) Confront Senior Pastor

A church member must first confront the Senior Pastor with his concern one-on-one (Matt 18:15).

(ii) Confront Senior Pastor with two

Then a minimum of two church members in agreement will confront the Senior Pastor before coming to the Advisory Team with the issue.

(iii) Inform Advisory Team

If the Senior Pastor's response is not satisfactory, the church members will inform the Advisory Team regarding the issue.

(iv) The Advisory Team Vote

The Advisory Team will vote to decide whether the complaint fits the guidelines of a theological infidelity or moral misconduct as described above (1st Vote unanimous and 2nd vote 2/3rds). If the Advisory Team decides that the concern is legitimate, they shall proceed to step 5.

(v) Convene Overseers

The Advisory Team will contact the board of Overseers to initiate investigation and potential discipline of the Senior Pastor.

(vi) Overseers Vote

After appropriate investigation, the board of Overseers shall vote to establish a discipline plan for the correction and restoration of the Senior Pastor (unanimous—2/3rd's). The Overseers will communicate this plan to the Advisory Team for implementation.

(vii) Advisory Team meets with Senior Pastor

Advisory Team shall meet with the Senior Pastor to present the discipline plan determined by the Overseers. During this meeting the Senior Pastor and the Advisory Team must sign the discipline plan. If the Senior Pastor refuses to sign this discipline plan, then the Advisory Team may skip to step 10 without delay.

(viii) Meeting with Management Team

Advisory Team will meet with Management Team to inform them of the current situation without the Senior Pastor present.

(ix) Monthly accountability check-ins

The Advisory Team shall meet monthly with Senior Pastor to review progress in his discipline plan.

(x) Advisory Team meeting

The advisory team shall meet three months after the implementation of the discipline plan to review the Senior Pastor's adherence to the discipline plan, and to decide a further course of action. If the Senior Pastor has failed to meet the specific discipline objectives listed in the discipline plan, the Advisory Team may vote to terminate the Senior Pastor's call. Such a vote requires unanimous, 2/3rds approval. If Advisory Team votes to terminate then they shall proceed to step 11. If the Senior Pastor has sufficiently met the specific discipline objectives as determined by Overseers, or if the Advisory Team

doesn't approve termination, the Advisory Team shall inform the Senior Pastor, the Overseers, and the Management Team that the Senior Pastor has been restored to normal service.

(xi) Advisory Team meets with the Senior Pastor

Within a week's time the Advisory Team shall meet with the Senior Pastor to inform him that he has not met his objectives and they have voted to terminate his call. The Senior Pastor shall be given the opportunity to resign. The Advisory Team shall provide the Senior Pastor with a written letter describing the specific reasons for termination. If Senior Pastor doesn't resign Advisory Team shall proceed to step 12 and the Senior Pastor shall not perform any of his ministry duties until the Overseers have voted on his termination.

(xii) Overseers Vote

The Advisory Team shall inform the Overseers that they have voted to terminate the Senior Pastor's call for failing to adhere to the discipline plan they set forth. The Overseers shall meet to vote on the termination of the Pastor's call. This vote requires a simple majority (>50%) for approval.

Section 8.04 Discipline or removal from office of a Management Team member

A Management Team member may be disciplined or removed from office for moral or theological infidelity, or if he is failing to carry out his responsibilities (see definitions for moral or theological infidelity in section 8.03).

(a) Confront Elder

A church member must first confront the Elder with his concern one-on-one (Matt 18:15).

(b) Confront with two

Then a minimum of two church members in agreement will confront the Elder before coming to the senior pastor with the issue.

(c) Inform Senior Pastor

If the Elder's response is not satisfactory, the church members will inform the Senior Pastor regarding the issue.

(d) Senior Pastor decision

The Senior Pastor will gather information as necessary in order to make a decision on the matter. He shall seek counsel from the Advisory Team, as well as the offender's supervisor before making a decision. Removal of a Management Team member from service on the Management Team is at the discretion of the Senior Pastor.

Section 8.05 Discipline or removal from office of Trustees, Advisory, or Pastoral Team members

A trustee, advisory team member, or pastoral team member may be disciplined or removed from office for moral or theological infidelity, or if he is failing to carry out his responsibilities (see definitions for moral or theological infidelity in section 8.03).

(a) Confront Elder

A church member must first confront the elder with his concern one-on-one (Matt 18:15).

(b) Confront with two

Then a minimum of two church members in agreement will confront the elder before coming to the Management Team with the issue.

(c) Inform Management Team

If the elder's response is not satisfactory, the church members will inform the Management Team regarding the issue.

(d) Management Team decision

The Management Team will discuss the issue and gather information as necessary in order to make a decision on the matter. Removal of a Pastoral Team member requires a 2/3 vote by the Management Team. If the member in question is a Trustee or Advisory Team member the Management Team, after completing the process above, will make a recommendation to the appropriate team.

Article IX. Revisions, Additions and Amendments

Section 9.01 Provisional Period

This document shall be effective on January 1, 2002 for a provisional period of 1 Year. During this provisional period, revisions, additions, and amendments may be made only in the following manner.

- (a) At a scheduled Management Team meeting, where a quorum of Management Team members is present,
- (b) after a written proposal has been discussed at a prior Management Team meeting,
- (c) and all Management Team members have been notified that the issue is on the agenda for a vote,
- (d) The Management Team may repeal, revise or amend specific parts of this constitution by a unanimous vote.
- (e) If the proposal fails to pass in this vote, a 2/3 majority of Management Team members may designate a new date for a second vote.
- (f) In the second vote, the Management Team may repeal, revise or amend the proposed parts of this constitution by a 2/3 majority vote.
- (g) If the issue does not pass on the second vote, it may not be considered again during the provisional period unless it is submitted as a new and different proposal.
- (h) Article III of this Constitution shall not be repealed, amended, nor revised.

Section 9.02 Revisions, additions or amendments of this constitution may be made only in the following manner (after the provisional period):

- (a) At a duly called meeting where a quorum of the total Elder body (excluding Overseers) are present; and
- (b) At least one Elder from each of the Elder teams (excluding the Overseers) is present;
- (c) By a 2/3 vote of approval;
- (d) After a written proposal distributed to each elder through standard mail at least one month in advance; and
- (e) After a reasonable discussion by the Elder body at the meeting.

Section 9.03 Article III of this Constitution shall not be repealed, amended nor revised.

Heartland Community Church Accountability Structure

