

JACKSON FRIENDS CHURCH

Massillon, Ohio

ORGANIZATIONAL STRUCTURE

APPROVED BY THE CONGREGATION ON June11, 2023

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OUR MISSION IS TO:

Love Jesus Intimately, Grow Deeper, Spiritually, and Serve Others Intentionally.
Isaiah 6:1-8

OUR CORE VALUES

Unity: We believe a church will be healthy and grow through unity. As a church family we will establish this through clear communication, building trusting relationships, and encouraging one another.
(Eph. 4:11-16; 29-32)

Worship: We believe worship to be a spirit-filled expression of the church's love for God. Worshiping God is a way of life expressed through song, sermon, community, Biblical culture and work. (1 Peter 2:5; Heb. 12:28; 2 Cor. 5:9; Rom. 12:1-2; Eph. 4:11-12)

Equip: We believe in building up the body of Christ by promoting growth through Biblical truth, identifying spiritual gifts, resulting in a passion for service. (Eph. 4:11-12)

Obedience: We believe obedience to God is taught in Scripture and modeled by Jesus. Obedience grows as it is cultivated in an environment of trust which is evidenced by faithful stewardship, loving relationships, and Spirit-filled living. (Philippians 2:8; John 15:10)

People: We believe people desire affirmation and acceptance and are loved by God just the way they are. As a church body of diverse backgrounds we value everyone and believe all can be transformed in and through Jesus Christ.
(Rom. 12:9-21)

Prayer: We believe prayer to be heartfelt communion with God, both privately and corporately. We choose to saturate everything we are and do with fervent and persistent prayer.
(Col. 4:2-4; Eph. 6:18-20)

THE CONGREGATION

A member is anyone 18 years of age or older who has fulfilled the membership requirement and is actively fulfilling their membership covenant. Junior Member is anyone between the ages of 15 and 17 who has fulfilled the requirements and can participate in meetings but not vote until they reach the age of 18.

Membership (Faith & Practice 312)

An individual who has experienced salvation through Christ has become a member of the body of Christ (I Corinthians 12:13). Because individuals are united to Christ and the other members of the body in this way, it is a natural expression of this reality to be joined formally to a local body, the local church. To become a member of a church is to commit oneself formally to an identifiable, local body of believers. Therefore, membership is a covenant relationship. Covenantal church membership is a wise and helpful path for those who desire to walk together in obedience to the Lord and in a manner that is worthy of the gospel of Christ (Philippians 1:27).

a. Requirements for Membership

1. One's confession of Jesus Christ as Lord and Savior (Romans 10:9)
2. Attend membership seminar which will provide history of The Friends Church, Friends Doctrine, an overview of the mission, vision and core values of JFC, local church structure, JFC relationship with EFC-ER, and opportunities to serve in ministries at JFC.
3. Each applicant will be asked to share their testimony of faith in Christ with a member of our Elder Team.
4. Applications will then be reviewed by the Elder Team for consideration of membership.
5. The Presiding Elder of the Elder Team will take the team findings to the Lead Pastor and Elders for final approval.
6. New members will be welcomed and introduced at a Sunday Morning Service.

b. Membership Covenant

1. To bear testimony to a real conversion experience, based on the Word of God and assurance from the Holy Spirit of sins forgiven and commitment to Christian discipleship (Psalm 51:13; 2 Corinthians 5:17; I John 5:11-12).
2. To continuously seek spiritual growth, according to the Scriptures (Ephesians 4:15-16; I Peter 2:2; II Peter 3:18).
3. To attend faithfully the services of the local church and accept responsibilities in its work (Acts 2:42-47; I Corinthians 12; I Timothy 4:14-15; Hebrews 10:25).
4. To give cheerfully for the financial support of the church and its approved ministries (Deuteronomy 16:17; Malachi 3:10; Acts 11:29; 2 Corinthians 9:7).
5. To listen to and respect the counsel of the leadership of the church (Ephesians 5:21; Hebrews 13:17).
6. To acquaint themselves with the Evangelical Friends Church – Eastern Region Faith & Practice and to support its positions.

c. Church Covenant

1. To provide opportunity for and assistance in worship and in spiritual growth (Acts 2: 42-47; Ephesians 4: 15-16; I Timothy 4:11; Hebrews 10:25).
2. To provide help in discovering each member's talents and gifts, and opportunities to express these gifts in service (I Corinthians 12; I Timothy 4: 14-15).
3. To provide discipleship training and instruction toward maturity in Christ (Ephesians 4: 11-13; Colossians 2: 6-7).
4. To provide counsel and accountability when members are neglecting faithful fulfillment of their covenant (Matthew 18: 15-17; Galatians 6: 1-2, 10).
5. To receive and respect the input of its members (Ephesians 5:21).
6. To provide a system for spiritual care of its members (Galatians 6:1; James 1:27).

d. Removal of Membership

1. Requests for removal of membership from JFC will be granted by the Elder Team and forwarded to the office to maintain a current membership list.
2. Those members who are not fulfilling their Membership Covenant will be contacted by a designated Overseer in an effort to bring the member into total fellowship and service of the church.

e. Membership Transfer

1. When request for providing a transfer of membership is received from another Friends church, the local church may issue a letter of transfer at the discretion of the lead pastor.
2. Each local church may receive letters of transfer from other EFC-ER churches when members are in good standing with their covenantal responsibilities. Such members will enjoy the full rights, responsibilities and privileges of membership in the receiving local church.

Congregational Business Meetings (Faith & Practice 313)

- a. The Congregational Business Meeting (or **CBM**) is the members of the local church gathered in business session. As such, it is the local authoritative body, and no member, officer, or group has any authority that it does not derive from the congregation.
- b. A yearly CBM will be scheduled annually. Additional meetings may be scheduled at the discretion of the Elder Team. A notice of the meeting will be announced from the platform and placed in the bulletin at least 2 weeks prior to the scheduled meeting.
- c. A CBM will be presided over by the Presiding Elder. Business should be conducted as an exercise in corporate, worshipful seeking of God's will. Therefore, in general, by waiting on the Holy Spirit's leadership, the congregation should expect to arrive at a high degree of unity in the proceedings. Business will be conducted using a simplified form of parliamentary procedure. When necessary, voting is an acceptable method by which the Presiding Elder may most accurately determine "the sense of the meeting". Where substantial agreement is in question, the Presiding Elder may decide that further consideration is in order.

- d.** Items for attention at the Congregational Business Meeting are to be presented to the Elder Team prior to the CBM. Items not on the agenda should be directed to the Presiding Elder, who has the discretion to determine appropriate action. The elder team will set and approve the agenda for the CBM.
- e.** Voting in any CBM is only by active members who are present and only those active members 18 years or older. Active is defined as attendance at least 12 times in the past year. In the case of a pastoral call, nonmember votes will be collected but nonbinding.
- f.** The purpose of Congregational Business Meetings is as follows:
 - 1. The call of a Lead Pastor
 - 2. To approve Officers and Elders
 - 3. To approve budgets
 - 4. To approve any capital building programs and capital debt
 - 5. To set and revise major church policies in accordance with Faith & Practice
 - 6. To seek prayerfully the Lord's direction and guidance for the church
- g.** Criticisms of a personal nature during the CBM are out of order and should be handled in accordance with Matthew 18:15-17.

ELDER TEAM

Elder Team (F&P 331)

a. Composition

1. The Elder body consists of no more than five (5) lay elders, nominated from the Nominating Team, one elder (Presiding Elder nominated by the Lead Pastor) and the Lead Pastor, who serves as an Elder and presides at the meetings.
2. The Presiding Elder, nominated by the Lead Pastor and approved by the Elder Team, is a member of the Elder Team, and will preside over Elder Team meetings, in the absence of the Pastor.
3. The Elders will serve on 3-year staggered terms. Terms do not automatically renew. When the term is up the elder must be re-nominated. Retiring elders are eligible for re-nomination.
4. Within 1 year prior to the stepping down of a currently serving Elder(s), Elder Team potential nominees will be asked to sit in on Elder meetings as invited.

b. Spiritual Role

1. The primary responsibility of the Elder Team is to care for the overall spiritual condition of the church by supporting the vision, strategy, core values and mission of the church in conjunction and consultation with the Lead Pastor.
2. The Elders are to work together with the Lead Pastor for the development of the spiritual life of the church. The Elders are the primary protectors and encouragers of a positive spiritual climate within the church body.
3. Elders shall meet the Biblical qualification guidelines in as defined below:
 - a. Maintain and teach by living a godly, Christian lifestyle.
 - b. Provide a prayer shield for the pastoral team and the local church.
 - c. Defend, protect, and support the integrity of the pastoral team and the local church.
 - d. Pray for the sick.
 - e. Help to mediate disputes among the brethren.
 - f. Advise the Lead Pastor on spiritual issues in the church.
 - g. Organize, implement, and execute licensing and ordination requirements and procedures as defined in F & P.
 - h. Conduct church discipline as defined in the F & P.
 - i. Complete an evaluation of the Lead Pastor as defined in F & P.
4. Processing Nominated Elders
Standards of performance: anyone who is nominated for the Elder Team will answer a nomination questionnaire which includes their testimony, tithing, attendance, and volunteerism.
5. Elder Interns
Interns are those individuals selected by the Elders for potential Elders in the future. Nominees for eldership shall be taken from the list of approved candidates who have completed this process. Those selected as an intern will sit in on Elder meetings to observe and learn about the function of elders. They will have a voice, but no vote in Elder Team Meetings.

c. Duties

1. To recommend when necessary, any changes needed to this document, in order to align with the growth, vision and goals of JFC.

2. To implement and manage the policies approved in basic principle by the congregation.
3. To seek to maintain good order, unity, faithfulness to our F & P, and efficiency in all the work of the Church.
4. To make available attendance and the minutes of Elder Team meetings to the Congregation, unless Executive Session is needed.
5. To work with Staff when changes to this document are needed in order to align with future growth, vision and goals of JFC and to recommend significant changes to the Congregational Business Meeting.
6. To maintain church minutes, legal documents, policy decisions, and other guiding principles for the church.

d. Meetings

1. The Elders should meet at least 10 times per year at a set time agreeable to all members and as called by the Lead Pastor or Presiding Elder, in the absence of an acting Lead Pastor. (Possibly forego July and December)
2. The Lead Pastor or Presiding Elder in consultation with the Lead Pastor can call special meetings as situations warrant.
3. All Elder Team members need to make every effort possible to attend every Elder Team meeting.
4. All Elder meetings should begin with devotions and prayer.
5. The Senior Pastor is responsible for preparing a meeting agenda prior to the meeting and ensuring all business is completed in a timely manner.
6. At the first Elder meeting of the year, the Elders shall select a person from outside of the Elder Team to serve as secretary for the year.
7. The Lead Pastor may invite Staff to the Elder Team meetings as deemed necessary.

e. Nominating Team

1. The Nominating Team will consist of no more than 5 church members, including the Lead Pastor, the Presiding Elder, who acts as chairperson, and up to 3 others appointed by the Elders. The term for a Nominating Team member is three years and the terms will be staggered.
2. Duties
 1. Nominate the Elders as terms expire (includes Presiding Elder nominee from the Lead Pastor)
 2. Nominate delegates to Yearly Meeting.
 3. Propose names to fill vacancies when requested.

LEADERSHIP DEVELOPMENT PATH

The Leadership Development Path (LDP) is an avenue utilized to help prepare leaders for service. The LDP will be comprised of department leaders, elders, and anyone in the church holding a leadership role. Others may be added at the discretion of leaders already in the LDP.

1. The LDP will be led by a person determined by the Lead Pastor.
2. The LDP will meet at least three (3) times a year.

a. Staff/Leadership Path (F&P 360-370)

Attachment: A – JFC Leadership Path Development Plan

Attachment: B – JFC Leadership Path Core Competencies

BUDGETING & STEWARDSHIP GUIDELINES (F&P 320-322)

1. The Finance Team, appointed by the Elders, will prepare the budget for the coming year in conjunction with ministry leaders.
2. The budget will be presented to the Elders for their approval.
3. Once the budget is approved by the Elders it will move to the CBM for final approval.
4. If, in the course of a fiscal year, the budget needs to be adjusted, the Elder Team has the responsibility and authority to approve the changes. If the amount exceeds 20% of the original budget, the changes must be taken back to the CBM for approval. (Occurrences of budget changes should be out of the ordinary. If it's an annual happening, the budget calculation and approval methods should be re-evaluated for updating).

OFFICERS

Officers of the congregation serve a variety of roles to legally represent the church. Officers must be members in good standing.

The Officer Team is comprised of the following members:

a. Presiding Elder

Presides over Congregational Business Meetings (CBM).

b. Finance Team Leader

Oversees a team of people who receive the offerings and enlists a process of proper safeguarding and confidentiality of funds, counting them in the presence of a nonfamily second party. The Finance Team Leader oversees a process to handle bank deposits and accounting of contributions and makes available individual contribution statements. This position should be an Elder.

c. Treasurer

Keeps accounts and makes payment of bills, working closely with the Elder Team and ministry leaders as necessary. The treasurer must also maintain an accurate understanding of federal and state laws pertaining to the local church. All financial records must be available for examination for proper financial accountability on an annual basis or upon request by those in financial responsibility. The treasurer serves on the Finance Team.

d. Legal Trustees

Trustees are the representatives of the local church who have the authorization to sign legal documents based on the action of the Congregation. Such items include loans, property deeds and other legally binding documents.

The Legal Trustees are made up of the Presiding Elder, the Financial Team Leader, and one additional designated Elder at large. The Finance Team Leader will determine who will sign legal documents.

e. Elders

Elders are considered officers of the congregation by virtue of office.

ELECTION OF OFFICERS

Members of The Officer Team are nominated by the Leadership Search Team and presented to the congregation at the annual Congregational Business Meeting in January for a vote.

Terms of Service

a. Elders:

To begin the process the Elder Team will serve on staggered terms as follows: two on a one-year term, two on a two-year term, and one on three-year terms.

b. Officers:

Officers will serve on three-year terms. If continually affirmed by the Congregation, officers may serve consecutive 3-year terms with no limits.

OVERSEERS (total of 10)

Overseers are appointed by the Elder Team.

a. Duties and responsibilities:

1. Check in with church attenders who have been absent
2. Receives church roster to check attendance regularly
3. Find out reason for absence
4. Pray with people who need support
5. Encourage people who are hurting, upset or angry
6. Talk with attenders who want to become members of the church
7. Speak with Pastor to organize membership class
8. Make contact with visitors
 - a. Encourage them to return
 - b. Get them associated with a Sunday School class and/or ministry of service.

LEAD PASTOR

The lead pastor is called by The Congregation and works in conjunction with the Elder Team to oversee the ministries of the local church.

a. Requirements of a Lead Pastor:

1. Maintain a vital and intimate personal relationship with the Lord to remain firm in faith. Daily Bible study and prayer. 1st Peter 1:16
2. A Lead Pastor serves under the guidance of the Holy Spirit. Galatians 5:16
3. A Lead Pastor is loving, compassionate, honest and accountable. A person of integrity with the ability to motivate, guide, inspire and equip the flock.
4. A Lead Pastor is able to discern God's vision for the church and sets strategic direction. A Lead Pastor involves the staff in carrying out the vision for the church and communicates the vision to the church body.

5. A Lead Pastor should work well with the Elders, Officers, Staff and Key Leadership. This enables the mission, vision, and core competencies of the church to be enacted. Ephesians 4:12; 1st Peter 5:2,3
6. A Lead Pastor, as Head Shepherd, leads the congregation in all forms of spiritual matters and is involved in administrative decisions in order to oversee the stewardship of the church.
7. A Lead Pastor should maintain priorities at home with spouse and family, as applicable.

b. Responsibilities of the Lead Pastor will:

1. Be a disciple of Jesus Christ who pursues knowing, loving, and obeying Christ as he/she leads others to do the same (2 Timothy 2:2).
2. Be saturated with the written Word, diligent in prayer, and dynamically led by the Holy Spirit (1 Timothy 3:1-7; Ephesians 4:11-12).
3. Discern God's vision for the church.
4. Be responsible to establish core values in cooperation with the Elder Team to fulfill the vision of the local church.
5. Equip and empower people to live the mission, vision, and core values of the church (Ephesians 4:12).
6. Oversee the preaching and teaching of the Word of God.
7. Protect the unity of the local church (Ephesians 4:2-7).
8. Ensure and oversee that pastoral care is taking place among the church body (Acts 20:28).
9. Serve as an elder.
10. Be responsible for keeping the history, doctrine, mission, vision, and core values of EFC-ER before the local church.
11. Be a supportive liaison between EFC-ER and the local church.
12. Responsible for hiring (within the guidelines of the approved budget) or terminating of staff, working closely with the Elder Team during this process. Termination of a staff member will be done by the Lead Pastor or department head pastor in consultation with the Lead Pastor.
13. Should a staff member who has been corrected, disciplined, or terminated from staff desire to appeal the decision made, he/she may appeal to the Presiding Elder for a Matthew 18 meeting with the Lead Pastor. Should that not bring resolution, two other Elders may be brought into the process. The desire is reconciliation, not necessarily reinstatement.
14. Before a search can begin to fill a newly created position, the Lead Pastor must present a written job description along with budgetary salary requirements to the Elder Team for approval. The new position must be approved by the Elder Team. If funds are not included in the approved budget or exceed the 20% allowance, then a special Congregational Business Meeting must be called to approve the necessary funds.

c. The initial call of the Lead Pastor

A pastoral call acknowledges the will of God and the desire of the pastor, the local church, and EFC-ER for the pastor to lead in serving the local church.

The process for calling a new lead pastor is:

1. The Presiding Elder contacts the EFC-ER Church Health Director who will provide guidelines to begin the process of securing a new pastor.
2. A pastoral search team, composed of members in good standing, will be established by The Elder Team to conduct the search process. Pastoral staff may not serve on the search team.
3. All applicants proposed for pastoral candidacy must be vetted by the EFC-ER Leadership Development Team.
4. The pastoral search team will recommend a pastoral candidate for approval by the congregation.
5. A Pastoral Call Agreement will be issued.
6. Once a Pastoral Call Agreement is accepted, the Presiding Elder will notify the Church Health Director.

d. Renewal of The Lead Pastor Call

A pastoral review is conducted two years after the initial call and every four years subsequently.

e. Pastoral Review Process:

1. Each member of the Elder Team, and if applicable, pastoral staff should submit a review, provided by the Church Health Team of the EFC-ER, of the pastor's performance.
2. The lead pastor will complete a self-evaluation provided by the Church Health Team.
3. The Church Health Director will summarize and present the findings to the Elder Team and Lead Pastor.
4. When there is not consensus between the Elder Team, Lead Pastor, and the Church Health Director about the continuation of the pastoral call, the Church Health Director may recommend a church assessment.
5. As a result of the assessment process, the Elder Team, Lead Pastor, and Church Health Director may agree to continue or discontinue the pastoral call.

ADMINISTRATION MINISTRY TEAMS

The areas of responsibility and terms of service for the various Administration Ministry Teams will be developed or dissolved based upon need by the Elder Team. Examples of administration ministry teams are the Finance, Counting, Facilities and Grounds, First Impressions, Security, Outreach, Sports and Recreation, Family Life Center, Spiritual Life, or Children's Ministry Teams. This list of examples is not all-inclusive.