

**OFFICIAL BYLAWS OF
SOMBRA DEL MONTE CHRISTIAN CHURCH, INC.**

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BYLAWS

ARTICLE I - ADMINISTRATIVE CHURCH YEAR

The administrative church year shall begin on January 1.

ARTICLE II - FINANCIAL CHURCH YEAR

The financial church year shall begin on January 1.

ARTICLE III - ANNUAL AUDIT

The Moderator of the Official Board shall provide for an audit of all the financial records of the church annually. Such an audit is to be completed not later than three (3) months after the close of the financial year. The audit shall be made by a person or persons not currently serving as Treasurer or Assistant Treasurer.

ARTICLE IV - MEETINGS OF THE OFFICIAL BOARD

A. The Official Board shall hold regular meetings at such times as may be set by a two-thirds (2/3) majority of those members present and voting.

B. Special meetings as needed shall be called by the Moderator, or by the Vice Moderator in the absence of the Moderator, on request of five (5) or more members of the Board, or by request of the Board of Elders. Discussion and/or action shall be limited to the subject or subjects for which the meeting is called. Notice of special meetings shall be made by any of the following methods: mail, e-mail, telephone, announcement at regular worship services, by an item of new business at a previous Official Board Meeting. All members must be notified.

C. Seven (7) of the members of the Board shall constitute a quorum.

D. Suggested order of business:

1. Call to order by presiding officer
2. Prayer or devotional service
3. Approval of minutes of previous meeting
4. Financial report
5. Reports and action on recommendations from departments, committees, auxiliary organizations, groups, and special committees
6. Consideration of unfinished business
7. Consideration of new business
8. Ministers' remarks and prayer
9. Adjournment

ARTICLE V - PROCEDURE FOR ADMINISTERING CHURCH PROGRAMS

A. The administration of the church program shall be delegated to the following functional Departments under the supervision of the Official Board, each of which may also have subordinate ministries under their purview:

1. Education
2. Evangelism
3. Fellowship
4. Outreach
5. Property
6. Worship
7. Stewardship

8. Membership

B. The Department Chairpersons shall be selected by a committee comprised of the incoming officers of the Official Board and the Incumbent Chair of the Elders.

C. The Department Chairpersons shall select the members of their respective Department. The Departments may include members of the Official Board and/or members of the congregation at large.

D. Each Department shall organize itself to study its responsibilities (see attachments), plan its program, meet regularly to attend to its business, discuss fulfillment of the year's objectives, evaluate its program, and submit a report regularly to the Cabinet. The Department shall proceed to administer its program in cooperation with the other functional Departments and the various auxiliary organizations.

E. Each Department shall, on the basis of its needs, submit a proposed budget to the Official Board when the annual all-church budget is created. Each Department shall be responsible for administering its approved budget under the supervision of the Official Board.

F. The church, in recognition of the importance in setting an example, will include in its annual budget an amount of 10% of the administrative and department expenses as the Outreach Department budget.

G. Special Funds for which contributions will be accepted shall be authorized by the Treasurer and assigned to a Department for administration.

ARTICLE VI - CHURCH CABINET

A. It shall be the purpose of the Church Cabinet to promote creative interchange of ideas and coordinate the church program in keeping with the Constitution, By-laws, policies, and procedures of the church.

B. It shall be responsible for:

1. Studying the needs of the church, evaluating its present activities, and coordinating future programs.
2. Correlating plans and activities of Departments and groups for the most efficient program.
3. Performing such other duties as may be assigned by the Official Board.

C. The Cabinet shall be composed of:

1. The Minister(s)
2. The Moderator of the Official Board
3. The Vice Moderator of the Official Board
4. The Chairperson of each functional Department
5. The Presidents of the C.M.F., C.W.F., Y.A.F., C.Y.F., and Chi Rho

6. Such others as may be needed and assigned by the Official Board

D. The Cabinet shall be Chaired by the Vice Moderator of the Board. In the Vice Moderator's absence, the Moderator of the Board will chair the Cabinet.

E. The Cabinet shall meet monthly to communicate and coordinate church activities, and to encourage participation and avoid schedule conflicts. The Vice Moderator or the Minister may call such special meetings as may be necessary.

F. The Cabinet shall perform its duties under the direction of the Official Board.

ARTICLE VII. - COMMITTEES

A. PERSONNEL

1. Membership - The Personnel Committee shall be composed of the following persons: The Chairpersons of the Stewardship, Worship, Property, Fellowship, and Education Departments, and the Moderator of the Official Board. The Chairperson of the Personnel Committee shall be a member other than the Moderator of the Official Board. The Minister(s) shall be ex-officio member(s).

2. The Personnel Committee shall be responsible for the following:

a. The establishment of personnel policies for all paid staff, except for the Minister(s), concerning employment, vacations, holidays, and other benefits, subject to the approval of the Official Board.

b. Review of recommendations for adjustment in salaries and other compensation for all paid staff, except for the Minister(s), which have been received from the interested Departments. Such recommendations will be reviewed, adjusted as appropriate, and forwarded to the Stewardship Department for budget planning and presentation to the Board.

c. Establish and maintain current job descriptions for all professional and nonprofessional staff members, Minister(s) excepted. These job descriptions must be formulated in close liaison with the appropriate Departments.

d. Employees shall be secured or released by majority vote of the Official Board upon recommendation of the functional Departments concerned through the Personnel Committee.

e. Each employee is to be responsible to the Official Board through the appropriate Department and the Senior Minister.

f. A written job description, signed and dated, concerning terms of employment shall be given to the employee. One copy of the job description and terms of employment shall be kept on file in the Church office.

B. PASTORAL RELATIONS COMMITTEE

1. Purpose - The purpose of the Pastoral Relations Committee is to provide a climate of help and encouragement whereby the ministry can be more effective for our Minister(s) and our members. A separate Committee may be established by each Minister.

2. Membership - The Pastoral Relations Committee shall consist of no less than three members. Members of the Pastoral Relations Committee shall be nominated by the minister and ratified by the Board of Elders. Each member of the Committee shall be nominated for a one year term. There shall be no limit to the number of terms a member can serve.

3. Authority - The Pastoral Relations Committee shall be responsible to the Board of Elders. The Committee will provide a report of their meetings to the Elders when deemed necessary. These reports need not include "Minister confidential" information.

4. Specific Responsibilities:

a. To establish a confidential and supportive relationship with each Minister and his/her family.

b. To be a channel of communication between the Minister(s) and members of the congregation.

c. To advise the Minister(s) in matters pertaining to leadership in the church and management of church programs.

d. Shall make recommendations to the Elders concerning the pastor's salary, benefits, and expenses.

C. NOMINATING COMMITTEE

1. See ARTICLE IV, SECTION E, ELECTIONS, of the Constitution of Sombra Del Monte Christian Church.

D. LONG RANGE PLANNING COMMITTEE

1. The purpose of this committee shall be to look to the future and propose plans and goals to enable Sombra Del Monte Christian Church to grow and be prepared to meet the changes of our community. It should propose plans for the maintenance and development of the church property, programs, leadership, and other factors affecting the long range life and development of this church.

2. This committee shall be responsible to and report to the Official Board.

3. The committee shall consist of not less than three (3) members. The Moderator of the Official Board and the Minister(s) shall serve as ex-officio members. The Chairperson and Committee members shall be nominated by the Moderator from the members of the church, and

ratified by the Official Board. In case of a vacancy on the committee, the Moderator of the Official Board shall appoint a member of the congregation to fill the unexpired term.

E. MEMORIALS COMMITTEE

1. All gifts received by the church as a result of memorial contributions will be handled in accordance with Board approval and administered by the Memorials Committee.
2. The Committee shall consist of the Vice Chair of the Elders (who will chair the committee), the Senior Minister, the Vice Moderator of the Official Board, Second year Trustee, and two members at large from the congregation. The members at large shall be appointed by the Moderator with approval by the Official Board. The members at large will serve for two years with their terms staggered so that the term of office of one of the members expires each year.

F. SPECIAL COMMITTEES - Special committees may be appointed by the Moderator of the Official Board when needed.

ARTICLE VIII - AUXILIARY ORGANIZATIONS

The purpose and responsibility of the Christian Men's Fellowship, Christian Women's Fellowship, Young Adult Fellowship, Christian Youth Fellowship, Chi Rho, and any other Auxiliary Organization, shall be outlined in their own constitution, bylaws, or plan of procedure in accord with the total church program. All such organizations require Board approval of their establishment and continue until the Board takes action to terminate them. All such organizations in existence at the time of these bylaws ratifications shall continue until the Board takes action to terminate them.

ARTICLE IX - AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the members of the Official Board present and voting in a regular or special meeting, provided the proposed amendment has been read at the regular meeting of the Official Board prior to the meeting at which the vote is taken. The duties of the functional Departments, attached hereto, shall be part of these Bylaws. These Bylaws were approved by the Official Board. These Bylaws supersede the Bylaws as revised on July 21, 1999.

ATTACHMENTS TO THE BYLAWS of SOMBRA DEL MONTE CHRISTIAN CHURCH, INC. OF ALBUQUERQUE, NEW MEXICO

EDUCATION DEPARTMENT:

PURPOSE: To plan and administer the total education program of the church. To establish learning opportunities for all age groups and levels within our congregation and area of responsibility.

RESPONSIBILITIES:

1. Organize and supervise a school of learning (Sunday School) for all ages.

2. Order and distribute supplies and materials necessary for the education program.
3. Enlist and provide training for all teachers and prospective teachers in the educational system.
4. Maintain a library as a resource for the education program and for the edification of the church membership. Maintain an accurate listing of all books, periodicals, etc., and a workable system for lending, return and repair of same.
5. Appoint Institutional Representatives for the Scout Troops.
6. Encourage the establishment of Daily Vacation Bible School, appoint a director, establish dates, and assist with the program.
7. Keep accurate records of enrollment in all educational functions.
8. Plan for and encourage systematic Bible reading and study in the homes.
9. Encourage prayer groups in the church and in the homes.
10. Prepare and recommend an annual budget to the Stewardship Department that is adequate for an effective educational program. Monitor the expenditure of Department funds in the execution of the program and request Board approval of expenditures that exceed the current year budget.
11. Create short-term Ministry Teams to help fulfill the responsibilities of the Department throughout the year.

**EDUCATION DEPARTMENT MINISTRIES:
YOUTH MINISTRY TEAM**

PURPOSE: To plan and administer the youth programs of the church and to provide youth leadership accountability.

RESPONSIBILITIES:

1. Tailor the youth ministry program to meet the spiritual needs of the youth of our congregation.
2. Meet regularly with the Youth Director and Education Department Chair to evaluate the effectiveness of youth ministries.
3. Assist the Youth Director and Education Department Chair in the planning and implementation of youth ministry programs.

4. Encourage representation on the team by both male and female church members, members of all age generations (parents, grandparents, and great-grandparents) and representatives from the Chi Rho and CYF youth groups.

EVANGELISM DEPARTMENT

PURPOSE: To spread the Word of God and to promote Sombra del Monte as a comfortable and welcoming Christian church home.

RESPONSIBILITIES:

1. To plan and implement advertising which will project a positive image of Sombra Del Monte Christian Church.

2. Supervise the development of a "year-round" visitation program in enlistment.

3. Develop and maintain a file of information on prospective members.

4. Devise and implement a program of obtaining names of potential members. Work through Sunday School classes, worship services, neighborhoods, etc., in acquiring a list of potential members.

5. Plan and arrange training for evangelistic and other appropriate programs, including recruitment of callers.

6. Provide names and addresses of prospects to appropriate groups.

7. Provide the Membership Department with names and information on any new members.

8. Prepare and recommend an annual budget to the Stewardship Department that is adequate for an effective evangelism program. Monitor the expenditure of Department funds in the execution of the program and request Board approval of expenditures that exceed the current year budget.

9. Create short-term Ministry Teams to help fulfill the responsibilities of the Department throughout the year.

FELLOWSHIP DEPARTMENT

PURPOSE: To assist each member of the congregation to function effectively in the total life of the congregation and to develop and strengthen the spirit of Christian community that exists at Sombra Del Monte.

RESPONSIBILITIES

1. Supervise and assist with the social activity calendar of the congregation.

2. Assist the Membership Department in planning and conducting receptions for all new members.

3. Assist and advise organizations within the congregation on special occasions (e.g., Mother-Daughter Banquet, Sweetheart Banquet, Youth Banquet, etc.)

4. Assist the appropriate Departments in planning special events (e.g., Week of Compassion Dinner, Financial Victory Dinner, etc.)
5. Inventory and order all necessary supplies for the kitchen and Fellowship Hall to assure that sufficient quantities are on hand at all times.
6. Foster and supervise recreational activities for the church.
 - a. Plan and organize teams for softball, bowling, etc.
 - b. In cooperation with appropriate Departments, plan such events as picnics, golf tournaments, and family nights.
 - c. Purchase and maintain all equipment for such activities.
7. Promote visitation among the church membership. Keep the church office informed of illnesses, deaths, etc.
8. Coordinate nursery attendants for church functions when needed.
9. Maintain nursery furnishings, equipment, linens, toys, etc.
10. Prepare and recommend to the Stewardship Department an annual budget that is adequate for an effective fellowship program. Monitor the expenditure of Department funds in the execution of the fellowship program and request Board approval of expenditures that exceed the current year budget.
11. Create short-term Ministry Teams to help fulfill the responsibilities of the Department throughout the year.

MEMBERSHIP DEPARTMENT

PURPOSE: To assist the church in knowing and ministering to each member of the congregation in order that the Church functions effectively in the lives of its members.

RESPONSIBILITIES:

1. Keep accurate records of all new members. Arrange for a visit within the first week of their membership. Provide them with a New Member Packet and current information concerning various activities, meetings, organizations, etc.
2. Arrange for a sponsorship program for new members. Notify proper Sunday School class(es), Youth Group(s), CWF, etc.
3. Provide THE SHADOW with information about activities within the congregation. Assist the Evangelism Department in providing publicity about the church in local media, national periodicals, etc.

4. Promote visitation among the church membership. Keep the church office informed of illnesses, deaths, etc.
5. Gather information on college students, military service people, etc, and include them in the life of the church.
6. Seek to revitalize the non-participating members.
7. Keep accurate records of all members of the congregation.
8. Keep the Memorials Book up to date.
9. Prepare and recommend to the Stewardship Department an annual budget that is adequate for an effective fellowship program. Monitor the expenditure of Department funds in the execution of the fellowship program and request Board approval of expenditures that exceed the current year budget.
10. Create short-term Ministry Teams to help fulfill the responsibilities of the Department throughout the year.

MEMBERSHIP DEPARTMENT MINISTRIES:

BEREAVEMENT MINISTRY TEAM

PURPOSE: To provide assistance to church family members during the time of loss.

RESPONSIBILITIES:

Upon receiving notification of a death in the church family, contact a family member or close friend to determine what assistance can be provided to the bereaved family. Examples of such assistance might be meals, and/or ushers or other persons to assist with memorial services.

OUTREACH DEPARTMENT

PURPOSE: To foster an understanding of the scope of the church beyond the local congregation and promote active involvement with the groups designated as Outreach.

RESPONSIBILITIES:

1. Promote mission and benevolence education in every Department and group in the church.
2. Enlist the membership in giving to all Outreach concerns. Promote "Special Days" offerings. Set goals and allocations for special offerings.
3. Promote and encourage attendance at all conventions and assemblies, rallies, etc., of the Christian Church. Promote ecumenical involvement.
4. Acquaint the membership with church colleges and seminaries, NBA Homes, missionary work, hospitals, etc.
5. Promote involvement and cooperation with social welfare agencies (e.g., The Storehouse, Jemez House, etc.).

6. Prepare lists of various volunteer opportunities in social and welfare agencies and make these available to the congregation.
7. Maintain a public display of mission and benevolent activity (e.g., Mission Table, Bulletin Board, posters, etc.).
8. Arrange for missionaries, social workers, etc. to speak before the congregation, groups, etc.
9. Prepare and recommend Outreach beneficiaries. Monitor the expenditure of Department funds in the execution of the Outreach program and request Board approval of expenditures that exceed the current year budget. Monitor the allocation of outreach offerings.
10. Create short-term Ministry Teams to help fulfill the responsibilities of the Department throughout the year.

PROPERTY DEPARTMENT

PURPOSE: To oversee the maintenance and care of all church property and to provide clean and adequate facilities for all church functions.

RESPONSIBILITIES:

1. Assist the Trustees in arranging for adequate insurance to protect the church and its property.
2. Carry out policies as to the use of church facilities and equipment by church organizations and groups.
3. Evaluate requests from outside groups for the use of church facilities and equipment, coordinate with the Office Manager regarding potential scheduling of such use, and make recommendations to the Board for action on such requests.
4. Cooperate with other Departments in securing necessary equipment for their functions; provide for the repair and maintenance of equipment.
5. Provide for the landscaping of church grounds; supervise the care of the grounds.
6. Inspect all buildings and areas to insure that proper safety equipment is in working order.
7. Establish standards for items to be placed in or on buildings or grounds.
8. Determine need for equipment and non-expendable office items and make recommendations for procurement of these items.
9. Supervise the use and maintenance of vehicles owned by the church.

10. Prepare and recommend to the Stewardship Department an annual budget including estimated operating costs, utility costs, and capital expenditures. Monitor the expenditure of Department funds in the care and maintenance of the facilities and grounds and request Board approval of expenditures that exceed the current year budget.

11. Create short-term Ministry Teams to help fulfill the responsibilities of the Department throughout the year.

STEWARDSHIP DEPARTMENT

PURPOSE: To develop an understanding of the full meaning of Christian Stewardship and to encourage the utilization of the full resources of the membership.

RESPONSIBILITIES:

1. Develop the annual budget for the church financial year by:
 - a. Seeking Departmental budget requests in sufficient time for the Stewardship Department to study, coordinate and report to the Board for action.
 - b. Preparing budgets for all items not covered by functional Department recommendations, and,
 - c. Recommend the annual budget to the Official Board for action.
2. Plan and supervise the annual Every Member Stewardship campaign.
3. Monitor church expenditures to assure compliance with the budget.
4. Assist the Moderator of the Board in monitoring the performance of the Treasurer, Financial Secretary, Assistant Treasurer, and Assistant Financial Secretary, to assure that:
 - a. Records of giving are accurate and statements are provided to the contributors.
 - b. All bills are paid promptly.
 - c. The Board is kept apprised of the financial status of the church.
5. Provide information to the Membership department for inclusion in the New Member Packet to inform new members of the financial and stewardship responsibilities of the church and to solicit their commitment.
6. Conduct a program of stewardship education throughout the membership.
7. Monitor the memorial funds.

8. Prepare an annual budget sufficient to administer and execute the responsibilities of the Department. Monitor the administration of Department funds in the execution of the program and request Board approval of expenditures that exceed the current year budget.

9. Create short-term Ministry Teams to help fulfill the responsibilities of the Department throughout the year.

WORSHIP DEPARTMENT

PURPOSE: To deepen and strengthen the devotional life of the members. To make the public worship services of the congregation meaningful and inspirational.

RESPONSIBILITIES:

1. In cooperation with the Minister(s), plan and arrange regular worship services.
2. In consultation with the Minister(s), plan and administer special worship services - Maundy Thursday, Christmas, etc.
3. Supervise the music program of the church.
4. Assist in the recruiting of members for the choirs.
5. Maintain and care for music, robes, hymnals, etc. Report to the Property Department any maintenance needs on pews, fixtures, organ, etc.
6. Prepare calendar for floral contributors for the entire year.
7. Arrange for floral displays for special occasions.
8. Decorate the sanctuary for special occasions: Christmas, etc.
9. Be responsible for the Baptistry and for Baptismal services. See that adequate supplies of robes, towels, caps, etc. are available.
10. In cooperation with the Servants of the Table Ministry, provide and maintain all worship appointments -- Communion equipment and supplies, candles, table covers, altar appointments, etc.
11. Cooperate with other groups for the presentation of plays and dramas.
12. Prepare and recommend to the Stewardship Department an annual budget that is adequate for effective worship programs. Monitor the administration of Department funds in the execution of the program and request Board approval of expenditures that exceed the current year budget.
13. Create short-term Ministry Teams to help fulfill the responsibilities of the Department throughout the year.

**WORSHIP DEPARTMENT MINISTRIES:
SERVANTS OF THE TABLE MINISTRY**

PURPOSE: To function in the role of servant/leader during the worship services of the congregation.

RESPONSIBILITIES:

1. Prepare and serve Communion
2. Collect the offering
3. Coordinate the Ushers and Greeters
4. Monitor the church building during the worship services
5. Secure the building after worship
6. Other duties as needed