

# ***Constitution and Bylaws***

*of*

## ***Christ Community Church at Pinehurst***

*An Evangelical Free Church*

*October 2019*

*(Adopted November 24, 2019)*

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# ***THE CONSTITUTION***

## **ARTICLE I**

### **Name**

The organization shall be known as Christ Community Church at Pinehurst by which name it is incorporated under the laws of the State of North Carolina (the “Church”). The terms “congregation” and “membership” are herein used interchangeably and designate the corporate body of all active members of the Church.

## **ARTICLE II**

### **Articles of Faith**

The Church is part of the Evangelical Free Church of America, an association of autonomous churches united around these theological convictions:

#### *God*

1. We believe in one God, Creator of all things, holy, infinitely perfect and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

#### *The Bible*

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that teaches, obeyed in all that it requires and trusted in all that it promises.

#### *The Human Condition*

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated by God and under His wrath. Only through God’s saving work in Jesus Christ can we be rescued, reconciled and renewed.

### *Jesus Christ*

4. We believe that Jesus Christ is God incarnate, fully God and Fully man, one Person in two natures. Jesus – Israel’s promised Messiah – was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

### *The Work of Christ*

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

### *The Holy Spirit*

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and grace.

### *The Church*

7. We believe that the true church comprises all who have been justified by God’s grace through faith alone in Christ alone. They are united in the only Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord’s Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

### *Christian Living*

8. We believe that God’s justifying grace must not be separated from his sanctifying power and purpose. God commands us to love Him supremely, and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God’s Word, the Spirit’s power and fervent prayer in Christ’s name, we are to combat the spiritual forces of evil. In obedience to Christ’s commission, we are to make disciples among all people, always being witness to the gospel in word and deed.

### *Christ's Return*

9. We believe in the personal, bodily and glorious return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

### *Response and Eternal Destiny*

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

## **ARTICLE III Standards of the Christian Life**

We believe that the Scriptures enjoin a life in which a Christian gives witness to union with Christ by manifesting the fruit of the indwelling Spirit in all aspects of life.

We believe that the Christian life should be characterized by love for and obedience to God's Word; love toward all (even those considered to be enemies); humility, honesty, fidelity and integrity in all family, social, business and professional relationships.

We believe that the Christian will be increasingly sensitive to the sin of his or her own heart and will yield to Christ as Lord of his or her life for victory over pride, self-seeking, jealousy, a critical spirit, bitterness and all other characteristics of the old nature. We believe that the Christian will remain separate from those things which tend to hinder work of the Holy Spirit and which impair the capacities of body, mind or spirit, realizing these unique capabilities are gifts of God for which the Christian is accountable and which are to be separated unto Him for His purposes. Moreover, we believe that the Christian should desire to mature in the grace and knowledge of the Lord Jesus Christ and become increasingly sensitive to the guidance of the Holy Spirit as to any practices, which hinder relationship with Christ.

As the Christian is made aware of such, he or she will, regardless of the standards of others, discontinue such practices. Further, the Christian realizes that "no man lives to himself" (Romans 14:7), and will gladly forego anything which causes a weaker brother or sister to stumble.

While it is understood that being born again through faith in Jesus Christ as personal Savior is the basis for membership in Christ Community Church, we recommend to all members and any who are seeking membership to prayerfully seek the guidance of the Holy Spirit concerning their attitude toward the scriptural standards of the Christian life as outlined in this statement. (Galatians 5:22-23; Philipians 1:9-11; Romans 6:11-13; Romans 12:1-2; Romans 14:13)

## **ARTICLE IV Government of the Church**

The government of this church is vested in its membership, which constitutes the congregation and is facilitated through the Elder Board of the Church, as defined in the Bylaws of the Church.

## **ARTICLE V Rights of the Church**

The corporation of the Church, through the Elder Board, shall have sole title to its real property and shall be sole owner of any equity it may have in any real property.

## **ARTICLE VI Dissolution, Consolidation, or Merger**

### **Section 1. Dissolution**

Upon the dissolution of the Church, the Elder Board, after paying or making provision for the payment of all liabilities of the Church, shall dispose of all the assets of the Church in a manner that complies with North Carolina state law. If the District EFCA (Evangelical Free Church of America) in which the Church resides is a qualifying entity at that time, the Elder Board may place such remaining assets under control of the District EFCA.

### **Section 2. Consolidation**

Should it become advisable for the Church to consolidate with another church, the Elder Board shall negotiate the terms and conditions of the consolidation. The consolidation agreement reached by the Elder Board shall not become effective unless approved by a two-thirds majority of the congregation present and voting at a meeting duly called for that purpose.

### **Section 3. Division**

If the Church should divide, the property shall remain with the group which seeks to stay in the Evangelical Free Church of America (EFCA), unless the EFCA contradicts those Articles of Faith set forth in Article II of this Constitution. If the EFCA contradicts these doctrines, the group adhering to this Constitution shall retain the property of this Church. If both parties remain in the EFCA, the property shall belong to the group with the greater number of Church members.

## **ARTICLE VII**

### **Amendments**

This Constitution may be amended by the following procedure. Amendments may originate only in the Elder Board. An amendment may be adopted by the Elder Board only after consideration in at least (2) two monthly meetings, of which all members of the Elder Board of the Church shall have been previously and duly notified in writing, including the text of the proposed amendment. Adoption of amendments shall require an affirmative vote of seventy-five percent (75%) of the members of the Elder Board. The proposed amendment shall then be taken to the congregation, but only after copies of the proposed amendment have been distributed to all active members prior to a vote on an amendment. An affirmative vote of seventy-five percent (75%) of the members of the congregation present and voting is required to carry such an amendment.

# **BYLAWS**

## **ARTICLE I Membership**

### **Section 1. Qualifications**

The membership roll of the Church is open only to those who have personally received Jesus Christ into their heart as their personal Savior, and who give satisfactory evidence of this in the form of a life lived in accordance with scriptural principles, as determined by the Elder Board, in its sole discretion (John 1:12 and Romans 10:9-10).

A prospective member will be asked if he or she is able to ascribe to (i) the Constitution, (ii) the Bylaws of the Church, (iii) the Church's Mission Statement, Purposes, and Values, and (iv) any formal positions regarding the Church's faith, doctrine, practice, policy, and discipline as determined by the Elder Board (collectively the "Church Conviction Documents"). In appropriate cases, the Elder Board, or duly designated representatives thereof, may counsel with a person as to whether membership in the Church would be wise and prudent where significant disagreements with the Church Conviction Documents are present.

### **Section 2. Procedure**

#### (a) Active Membership:

Persons desiring to unite with Christ Community Church are to contact either a member of the Elder Board, one of the pastors, or the Church office and participate in a Church membership information class. The Church membership class shall be designed by the Elder Board or duly designated representatives thereof. Upon completion of the class, which includes review of the Church Conviction Documents, the prospective member shall complete a membership application form and give testimony of personal faith in Christ in an Elder Board membership interview conducted by an Elder or a duly designated representative.

Upon completion of the Church membership class, giving a clear testimony of faith in Jesus Christ, and agreeing to abide by the Church Conviction Documents, the candidate shall be approved for membership by the Elder Board. Following approval, acceptance of the candidate shall be communicated to the congregation in a timely manner.

#### (b) Active Membership of Children:

Children who give evidence of having exercised a saving faith in Jesus Christ and affirm the Church Conviction Documents may be received into membership according to Article I, Section 1, Paragraph 2 of the Bylaws. The privileges of voting or performing official responsibilities shall not be extended to a child member until he or she has reached the age of eighteen (18).

#### (c) Inactive Membership:

When a member of the congregation has responsibilities that require significant times of absence



from Church services and meetings, that member may be placed, upon their approval, on the inactive membership list. Inactive members shall be entitled to all privileges and subject to all rules, regulations and discipline governing active members, except that they shall have no vote in congregational meetings and shall not hold positions on the Elder Board. An inactive member may change his or her status when such responsibilities are completed and requested in writing to the Elder Board or the Church office.

### **Section 3. Termination**

#### **(a) Letter of Transfer:**

When an active member in good standing unites with another church and desires a letter of transfer, he or she, or the new church, must request such letter in writing. Upon receipt of such a written request, the Church office is authorized to grant a letter of dismissal and recommendation to the other church and to delete such name from the Church membership roll.

#### **(b) Joining Another Church Without Notification:**

If and when the Elder Board or a member of the Pastoral Staff reasonably determines that a member of the Church has joined another body of believers, but has not notified the Church, the Church office may delete such name from the Church membership roll.

### **Section 4. Change of Membership**

#### **(a) Non-attendance:**

When a member has not attended the any services of the Church for an extended period of time and this absence has not been caused by either sickness or some other providential hindrance, the person involved shall be contacted by the Church office regarding their presumed lack of interest in the Church. Should the person indicate no renewal of interest and still prefer an association with the Church, the Church office may place such name on the inactive roll of membership. If such persons have moved away, such procedure may be handled by mail. No vote of the membership or Elder Board is needed for this action.

#### **(b) Reinstatement:**

Should a person whose name has been deleted or removed from the Church's membership roll indicate a renewed interest by attendance at the Church's regular weekend services and/or by other participation in Church activities, such person may request the Church to reinstate his or her active membership. Such request must be submitted in writing. Reinstatement as provided herein shall be upon approval by majority vote of the Elder Board or unanimous agreement of the Executive Team comprising the Senior Pastor and Executive Pastor.

### **Section 5. Discipline, Dismissal of Members**

#### **(a) Discipline:**

The Elder Board is empowered to make decisions in cases of discipline according to spiritual teaching. Such action must be exercised in the light and spirit of Galatians 6:1 and Matthew 18:16-17.

(b) Dismissal:

Upon examination of the person involved, if the Elder Board finds the member to be no longer abiding by the Church Conviction Documents or no longer living in accordance with scriptural principles, the Elder Board can, upon majority vote, dismiss such a person from membership in the Church.

(c) Restoration:

Should a dismissed member experience spiritual restoration and desire renewed fellowship with the Church, such person may make such a request known in writing to a pastor or member of the Elder Board. Upon favorable consideration by the Elder Board of the Church, such person shall be called upon to give his or her testimony to the Elder Board and, upon the Elder Board's approval by majority vote, such person shall be reinstated into membership into the Church.

**Section 6. Privileges of Membership**

The member has the privilege of being associated and partnering with this work of God and the ministries of the Church. Members may serve in various volunteer leadership positions, have priority use of facilities over non-members, and have the right to vote on matters of the Church described herein.

**ARTICLE II**  
**The Senior Pastor**

**Section 1. Definition**

The Senior Pastor of the Church shall be an ordained man, duly called by the membership and installed in due process.

**Section 2. Qualifications**

The qualifications of the Senior Pastor of the Church are enjoined in the scriptures (1 Timothy 3:1-7 and Titus 1:5-9). He shall be set apart to "labor in the Word and in doctrine." Further, he shall conscientiously subscribe to the Church Conviction Documents. His private and family life must be exemplary, thereby adorning his profession in the Gospel. He must be a man zealous and industrious in the ministry, kind and loving toward all his people, compassionate and concerned for the lost and helpful and cooperative with the Elder Board.

**Section 2. Call and Tenure**

(a) Formation of Senior Pastor Search Committee:

When the office of Senior Pastor becomes vacant, the Elder Board shall act promptly to select a Senior Pastor Search Committee, whose function shall be to seek a new Senior Pastor. This committee shall be composed of at least four members of the Elder Board and at least three members representing the congregation at large, and shall be selected by the Elder Board. This committee shall meet and elect its chairman and secretary.

(b) Duties of Senior Pastor Search Committee:

This Senior Pastor Search Committee shall act prayerfully, expeditiously and tactfully to find a potential Senior Pastor. When they have agreed by seventy-five percent (75%) of affirmative votes on a man to recommend, they shall then make their recommendation to the Elder Board in a regular or duly called meeting. An Elder Board approval of such a recommendation shall require seventy-five percent (75%) of the votes of those members of the Elder Board present and voting. The man shall then be invited to come to candidate and discuss the matter of becoming Senior Pastor of the Church. The congregation shall be notified that the prospective Senior Pastor is coming to candidate.

Following his candidacy and discussion with both the Senior Pastor Search Committee and the Elder Board, the Senior Pastor Search Committee will again go back to the Elder Board with at least a seventy-five percent (75%) affirmative vote to recommend whether or not a call be extended to the candidate to become the Senior Pastor. This will again require a seventy-five percent (75%) affirmative votes of all members of the Elder Board present and voting.

(c) Disposition:

The Elder Board will then call for a congregational meeting, which shall be announced at least two Sundays before the meeting. In acting on such a recommendation of a pastoral call, an affirmative vote of the congregation by at least seventy-five percent (75%) of all Active Members present and voting shall be required to approve such a call. Upon such a favorable vote, the congregation thereby delegates and empowers the Elder Board to extend the call to the candidate to become Senior Pastor.

**Section 4. Office & Duties of Senior Pastor**

The Senior Pastor shall be the lead teacher and visionary of the Church and is the spiritual leader of the church while also acting as its President. Thus, the Senior Pastor shall be responsible for, and directly accountable to, the Elder Board concerning the overall spiritual leadership of the Church. The Senior Pastor may act as chairman or moderator of any Church or Elder Board meeting when called upon to do so. He shall also conscientiously perform such duties as may be arranged between the Elder Board and himself as Senior Pastor. He shall be a full voting member, but not chairman of the Elder Board, and he may be an ex-officio member of all committees of the Elder Board.

The Senior Pastor shall lead, directly or indirectly, the Church in worship and prayer and shall oversee the preaching and teaching of God's Word, the doctrines found in the Bible, and the application of Biblical principles to Christian living and service. He shall, directly or indirectly, administer the ordinances of the Church, shall oversee the spiritual health and vitality of the Church, and shall earnestly seek the salvation of the lost. In addition, he shall set an example for other believers in his personal, family, and public life.

**Section 5. Discipline**

Pastoral discipline of the Senior Pastor shall be considered only upon the testimony of two or

three witnesses (in this case, members), as explained in I Timothy 5:19. If the Senior Pastor teaches anything contrary to the Bible, lives a life that is unbecoming to the Gospel, or neglects to perform his expected duties, the Elder Board shall review this situation with him. If he does not repent, nor discontinue these teachings and/or ways, the Elder Board shall enlist the help of the District Superintendent of the EFCA to work and counsel with the Senior Pastor concerning these matters. If a decision is reached to recommend dismissal of the Senior Pastor, then the Elder Board shall make that recommendation to the Active Membership.

## **Section 6. Terminating the Senior Pastor's Services**

The services of the Senior Pastor may be terminated in three ways:

(a) Upon his voluntary resignation made to the Elder Board.

The Senior Pastor shall submit his written resignation to the Elder Board of the Church, giving at least thirty (30) days' notice. The Elder Board shall act upon such a resignation and upon acceptance of the same shall notify the congregation in a timely and appropriate manner as determined by the Elder Board.

(b) Upon submittal of his resignation when so requested by the Elder Board.

The Elder Board of the Church by a seventy-five percent (75%) vote of all its members may, for reasons it deems valid and appropriate, consider asking the Senior Pastor to resign. The Senior Pastor shall be notified in writing of the reasons for such consideration. The Elder Board may then ask for the Senior Pastor's resignation if his response is not deemed satisfactory. The Senior Pastor will then submit his resignation within forty-eight (48) hours. Upon submission of his resignation, all duties may be suspended at the discretion of the Elder Board. Submission of the resignation is to be followed by a congregational meeting duly announced two Sundays before the meeting. The meeting may be on the second Sunday. Acceptance will be by a majority of active members of the Church present and voting. In this case, voting shall be by secret ballot.

(c) By recommendation of the Elder Board to the congregation that he be dismissed.

Should the Senior Pastor refuse to submit his resignation, the Elder Board may, for reasons it deems valid and appropriate, act to dismiss him. Such action will require a seventy-five percent (75%) affirmative vote of all members of the Elder Board. Upon the Elder Board's vote for dismissal, all duties of the Senior Pastor will be immediately suspended. Should the Elder Board take this action, it will then call a meeting of the congregation, duly announced two Sundays before the meeting and duly stated two Sundays before the meeting. The meeting may be on the second Sunday. The Elder Board will recommend that the congregation take similar action. An affirmative vote by a majority of the Active Members of the Church present and voting shall be required to confirm dismissal as recommended by the Elder Board. Voting shall be by secret ballot.

## **Section 7. Interim Pastor**

The Church may call an interim pastor during a vacancy in the Senior Pastor position. The Board of Elders is authorized to seek an interim pastor and to designate his duties if they believe such a need is justified. The Elder Board may terminate the call and/or employment of an interim

pastor at any time and for any reason. No vote of the Church membership is required for this action.

## **ARTICLE III Executive Pastor**

### **Section 1. Qualifications and Call**

The qualifications of the Executive Pastor of the Church are enjoined in the scriptures (1 Timothy 3:1-7 and Titus 1:5-9). Further, he shall conscientiously subscribe to the Church Conviction Documents and shall be credentialed from a recognized credentialing agency. His private and family life must be exemplary, thereby adorning his profession in the Gospel. He must be a man zealous and industrious in the ministry, kind and loving toward all his people, compassionate and concerned for the lost, and helpful and cooperative with the Elder Board.

### **Section 2. Call and Tenure**

#### (a) Formation of Executive Pastor Search Committee:

When the office of Executive Pastor becomes vacant, the Elder Board shall act promptly to select an Executive Pastor Search Committee, whose function shall be to seek a new Executive Pastor. This committee shall be composed of at least four members of the Elder Board and at least three members representing the congregation at large and shall be selected by the Elder Board. This committee shall meet and elect its chairman and secretary.

#### (b) Duties of Executive Pastor Search Committee:

This Executive Pastor Search Committee shall act prayerfully, expeditiously and tactfully to find a potential Executive Pastor. When they have agreed by seventy-five percent (75%) of affirmative votes on a man to recommend, they shall then make their recommendation to the Elder Board in a regular or duly called meeting. An Elder Board approval of such a recommendation shall require seventy-five percent (75%) of the votes of those members of the Elder Board present and voting. The man shall then be invited to come to candidate (which may, or may not, include preaching) and discuss the matter of becoming Executive Pastor of the Church. The congregation shall be notified that the prospective Executive Pastor is coming to candidate.

Following his candidacy and discussion with both the Executive Pastor Search Committee and the Elder Board, the Executive Pastor Search Committee will again go back to the Elder Board with at least a seventy-five percent (75%) affirmative vote to recommend whether or not a call be extended to the candidate to become the Executive Pastor. This will again require a seventy-five percent (75%) affirmative votes of all members of the Elder Board present and voting.

#### (c) Disposition:

The Elder Board will then call for a congregational meeting, which shall be announced at least two Sundays before the meeting. In acting on such a recommendation of a pastoral call, an affirmative vote of the congregation by at least seventy-five percent (75%) of all Active Members present and voting shall be required to approve such a call. Upon such a favorable vote, the

congregation thereby delegates and empowers the Elder Board to extend the call to the candidate to become Executive Pastor.

### **Section 3. Duties and Authority**

The Executive Pastor is the operational leader of the church. Thus, the Executive Pastor shall be responsible for, and directly accountable to, the Elder Board concerning the overall operational leadership of the Church within the governance policies established by the Elder Board while also acting as its Secretary. The Executive Pastor shall be a full voting member, but not Chairman, of the Elder Board.

The Executive Pastor shall lead directly or through others all paid staff, except the Senior Pastor, and ensure implementation of the church vision, mission, strategic objectives and core values. He shall oversee the administrative and financial operations of the Church, including budget development and oversight, financial policy development, physical asset procurement, oversight and disposition of assets and other business management, administrative and financial issues.

### **Section 4. Discipline**

Pastoral discipline of the Executive Pastor shall be considered only upon the testimony of two or three witnesses (in this case, members), as explained in I Timothy 5:19. If the Executive Pastor teaches anything contrary to the Bible, lives a life that is unbecoming to the Gospel, or neglects to perform his expected duties, the Elder Board shall review this situation with him. If he does not repent, nor discontinue these teachings and/or ways, the Elder Board shall enlist the help of the District Superintendent of the EFCA to work and counsel with the Executive Pastor concerning these matters. If a decision is reached to recommend dismissal of the Executive Pastor, then the Elder Board shall make that recommendation to the Active Membership.

### **Section 5. Terminating the Executive Pastor's Services**

The services of the Executive Pastor may be terminated in three ways:

(a) Upon his voluntary resignation made to the Elder Board.

The Executive Pastor shall submit his written resignation to the Elder Board of the Church, giving at least thirty (30) days' notice. The Elder Board shall act upon such a resignation and upon acceptance of the same shall notify the congregation in a timely and appropriate manner as determined by the Elder Board.

(b) Upon submittal of his resignation when so requested by the Elder Board.

The Elder Board of the Church by a seventy-five percent (75%) vote of all its members may, for reasons it deems valid and appropriate, consider asking the Executive Pastor to resign. The Executive Pastor shall be notified in writing of the reasons for such consideration. The Elder Board may then ask for the Executive Pastor's resignation if his response is not deemed satisfactory. The Executive Pastor will then submit his resignation within forty-eight (48) hours. Upon submission of his resignation, all duties may be suspended at the discretion of the Elder Board.

(c) By termination

Should the Executive Pastor refuse to submit his resignation, the Elder Board may, for reasons it deems valid and appropriate, act to dismiss him. Such action will require a seventy-five percent (75%) affirmative vote of all members of the Elder Board. Upon the Elder Board's vote for dismissal, all duties of the Executive Pastor will be immediately suspended.

**Section 6. Interim Pastor**

During a vacancy in the Executive Pastor position, the Elder Board is authorized to seek an interim pastor (and/or a properly qualified member of the Elder Board) and to designate his duties if they believe such a need is justified. The Elder Board may terminate the call and/or employment of an interim pastor at any time and for any reason. No vote of the Active Membership is required for this action.

**ARTICLE IV**

**Associate Pastoral Staff and Other Staff Positions**

**Section 1. Qualifications and Call**

All members of the Pastoral Staff of the Church shall have credentials from a recognized credentialing agency or be in the process of actively seeking such credentialing. The establishment, qualifications, call, tenure, duties and all other matters pertaining to Pastoral Staff, other than the Senior Pastor and Executive Pastor, hereinafter called "Associated Pastors" shall be determined by the Executive Pastor and the Elder Board and set forth in writing. An Associate Pastoral Staff member must be an individual of irreproachable Christian character, having a good report, and a consistent devotional life. See I Timothy 3:1-13 and Titus 1:1-9. Associate Pastors must conscientiously ascribe to the Church Conviction Documents.

Associate Pastoral Staff positions may be filled either through a call to a new Associate Pastoral Staff member or by an existing Associate Pastoral Staff member. No vote of the membership is required for this action.

**Section 2. Duties**

Associate Pastoral Staff members shall devote their time to service in their area(s) of assigned responsibility and as further directed by the Executive Pastor. The job description for each staff position shall be formulated and may be revised from time to time by the Executive Pastor.

**Section 3. Discipline**

Discipline for Associate Pastoral Staff members shall be in accordance with I Timothy 5:19. The Executive Team (consisting of the Senior Pastor and Executive Pastor) may terminate the employment of an Associate Pastoral Staff member by unanimous vote at any time and for any reason, subject to any limitations promulgated by the Elder Board. No vote of the membership is required for this action.

#### **Section 4. Resignation**

Associate Pastoral Staff members may submit a written resignation to the Elder Board of the Church, giving at least thirty (30) days' notice. The Elder Board shall act upon such a resignation and upon acceptance of the same shall notify the congregation in a timely and appropriate manner as determined by the Elder Board.

#### **Section 5. Creating New Associate Pastoral Staff Positions**

The following steps must be taken to create a new Associate Pastoral Staff position.

1. The Executive Pastor must create a high-level job description for the new position in accordance with Section 2 above.
2. Monetary compensation for the position must already be part of the approved budget or the budget must be amended to include the funds for compensation for the new position.
3. The new position must be filled in accordance with Section 1 above.

#### **Section 6. Other Staff Positions**

All other Church employed positions shall be created and coordinated through the Executive Pastor of the Church working in harmony with the Elder Board.

All Ministry Staff and office staff, and each of them, shall conscientiously subscribe to, and live in accordance with, the Church Conviction Documents.

## **ARTICLE V The Elder Board**

#### **Section 1. General Powers**

The government of the Church is vested in its membership, which constitutes the congregation, and is facilitated through the Elder Board. The affairs of the Church shall be managed by the Elder Board except as otherwise provided by law, by the charter of the Church, or by the Church Constitution and Bylaws. The Elder Board of the Church operates according to a strict Policy Governance Model where the board establishes the guiding principles and policies ("P&P") for the organization, delegates responsibility and authority to those who are responsible for enacting the P&P's, monitors compliance with the P&P's, and ensures the staff, and Elder Board are held accountable for their performance. Hence, the Elder Board defines, delegates and monitors organizational work toward the successful pursuit of the mission of Christ Community Church.

The Church, through the Elder Board, shall have sole title to its real property and shall be the sole owner of any equity it may have in any real property. The Elder Board shall have the management and control of all property, both real and personal, belonging to the Church. The Elder Board shall be the executive of the congregation in its dealings with pastors, employees, affiliate



organizations, and any outside organizations. The Elder Board shall have supervision over the business transactions and general work of the Church, its organizations, and branches. Except as otherwise provided by law, the Articles of Incorporation, or the Church Constitution and Bylaws, the Elder Board shall, at all times, be subject to the majority vote of the membership of the congregation of the Church.

The Elder Board shall have the management and control of all property belonging to the Church. It shall not encumber with loans, transfer, sell, or purchase any real estate of the Church except by express authority conveyed through a majority vote of the membership of the Church voting at a properly called business meeting. The Elder Board is, however, authorized to make capital improvements of no more than five percent (5%) of the annual budget without congregational approval.

For purposes of the Church's faith, doctrine, practice, policy, and discipline, the Elder Board is the Church's final interpretive authority on the Bible's meaning and application.

Finally, the Elder Board shall be the primary leaders for any searches regarding either the Senior Pastor or Executive Pastor of the Church. They will also routinely and formally evaluate their own performance against self-defined goals, bylaw-based performance standards, and specified governance structure.

## **Section 2. Selection and Composition**

The number of Elders constituting the Elder Board shall be not fewer than seven (7) and not more than ten (10). Members of the Elder Board shall be selected from the active male membership of the Church in such number as shall be determined from time to time by the Elder Board. The Senior Pastor and Executive Pastor shall serve as members, with full voting privileges, of the Elder Board.

The Elder Board shall elect its own Chairman from time to time from among its members. The Senior Pastor and Executive Pastor will not serve as Chairman.

## **Section 3. Qualifications**

The qualifications of a member of the Elder Board of the Church are enjoined in the scriptures (1 Timothy 3:1-7 and Titus 1:5-9). Further, he shall conscientiously subscribe to the Church Conviction Documents.

## **Section 4. Responsibilities of the Elder Board**

In line with the scripture (James 5:14-15; I Peter 5:1-3), members of the Elder Board are responsible for driving the mission of Christ Community Church, to provide spiritual counsel, teach and defend the truth of the gospel, encourage the Church including Pastoral Staff, pray for healing and well-being, oversee the spiritual needs and direction of the congregation, and shall be generally responsible for the physical properties and finances of the Church.

### **Section 5. Term of Office**

The term of office for members of the Elder Board shall be for three (3) years, commencing at the beginning of the Church's fiscal year next following their affirmation.

After completion of two consecutive terms of office, a member of the Elder Board shall be ineligible for re-election to the Elder Board until a full year has elapsed. This shall apply to a person elected to fill the unexpired term of a member of the Elder Board provided the unexpired term is two years or more in length. However, in exceptional circumstances, upon the request of the Executive Team, a 2/3 vote of the non-staff Elders, and only if it serves the best interests of the Church (as prayerfully and solely determined by the Elder Board), a member of the Elder Board can serve for one additional year in office following two consecutive terms.

### **Section 6. Removal from Office**

A member of the Elder Board shall be removed from office when the Elder Board determines that he is no longer qualified to serve under Article IV, Section 2 of the Bylaws of the Church.

### **Section 7. Nominating Process**

The nominating process shall originate with the Elder Board. The congregation and the pastoral staff shall be notified and instructed to submit names of potential nominees to the Elder Board in writing. The congregation must have at least thirty (30) days' prior written notice announcing the nomination process to allow members time to submit names of potential nominees.

### **Section 8. Procedure for Confirmation**

Selection of prospective candidates shall be the responsibility of the Elder Board. If more names are submitted than necessary, the Elder Board will prioritize the candidates by present evaluation of leadership qualifications. The candidates will be contacted and, upon acceptance by the candidates, training by the Elder Board and Pastors will occur. The final ballot shall have approval of a least seventy-five percent (75%) affirmative votes of the members of the Elder Board before presentation to the congregation.

Should a member of the congregation have questions about, or uncertainty of, a candidate's qualifications for the Elder Board, the Matthew 18 principle should then be incorporated. The individual should go to the candidate first. If resolution is not satisfactory, then the member should bring his concerns to the Elder Board.

### **Section 9. Procedure for Affirmation**

Affirmation shall take place at a properly called congregational meeting following or during a Sunday morning service or some other appropriate time by written ballot. The ballot of candidates for the Elder Board shall contain the names of as many candidates as the Elder Board has need of. Candidates receiving at least seventy-five percent (75%) approval of the members of the congregation voting shall be affirmed.

### **Section 10. Vacancies on the Elder Board**

Should vacancies occur on the Elder Board due to any cause, the Elder Board shall fill, by

appointment, the vacancy for the remainder of the term. The procedure for this appointment is: the Elder Board can nominate from the male membership. The congregation will have at least one month's notice in order to submit names for consideration by the Elder Board for confirmation. By written ballot, the nominee shall be affirmed by at least seventy-five percent (75%) of the votes of the Active Membership present and voting.

**Section 11. Failure to Hold Elections**

Should circumstances prevent the holding of a congregational meeting for the affirmation of members of the Elder Board at the regular time, the members of the Elder Board shall hold office until the affirmation process can be completed and their successors are affirmed.

**Section 12. Annual Meeting.** The annual meeting of the Elder Board shall be held in December, in the Elder Board's sole discretion, on a date designated in the notice of the meeting or in a waiver of notice of the meeting signed by all the Elders then in office, for the purpose of electing Elders and officers of the Church and for the transaction of such other business as may be properly brought before the meeting. If the annual meeting shall not be held in the month designated by these Bylaws, a substitute annual meeting may be called by or at the request of the Elder Board and such meeting shall be designated and treated for all purposes as the annual meeting.

**Section 13. Additional Meetings.** The Elder Board of the Church, at its option and if the affairs of the Church warrant any such meeting, shall meet regularly on such schedule as shall be established by the Elder Board for the purpose of informing the Elders concerning the management of the Church and of its assets and in order to conduct such other business as the Board deems it necessary or desirable to conduct.

**Section 14. Special Meetings.** Special meetings of the Elder Board may be called, upon no fewer than seven (7) days' prior written notice to all Elders, by or at the request of the senior pastor, the Chairman, or by request of four (4) other members of the Elder Board. Any other meetings of the Elder Board can be called by written consent of a majority of the Elder Board.

**Section 15. Place of Meetings.** The annual or any special meeting of the Elder Board may be held at such place, either within or without the State of North Carolina, as shall be designated in the notice of the meeting or in a waiver of notice of the meeting signed by all the Elders then in office.

**Section 16. Notice of Meetings.** The Chairman of the Elder Board shall give notice of each annual meeting and of each additional meeting of the Elder Board by providing written notice to each Elder at least eight (8) days prior to the date of the meeting. The Senior Pastor, the Chairman, or other persons calling a special meeting of the Elder Board shall give notice thereof (or cause the Secretary to give notice) by providing written notice to each Elder at least ten (10) days before the meeting. Unless otherwise indicated in the notice thereof, any and all business may be transacted at a meeting of the Elder Board. Attendance by an Elder at a meeting shall constitute

a waiver of notice of such meeting, except where an Elder attends for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called.

**Section 17. Quorum.** A simple majority of the Elders in office shall constitute a quorum for the transaction of any business at any meeting of the Elder Board.

**Section 18. Manner of Acting.** Except as otherwise provided by law, the Articles of Incorporation, the Constitution, or these Bylaws, the act of a majority of the Elders present at a meeting at which a quorum is present shall be the act of the Elder Board. Each member (lay and pastoral) of the Elder Board shall have one vote. Cumulative voting shall not be permitted.

**Section 19. Action Without Meeting.** Any action which may be taken at a meeting of the Elder Board, or of a committee of Elders, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Elders or by all of the members of such committee, as the case may be, and filed with the minutes of the proceedings of the Board or committee, whether done before or after the action so taken.

## **ARTICLE VI Committees**

**Section 1. Standing or Advisory Committees.** Other committees, ministry teams, councils and individuals not having and exercising the authority of the Elder Board in the management of the Church may be designated by a resolution adopted by a majority of the Elders present and voting at a duly called meeting at which a quorum is present. Such committees, ministry teams, councils and individuals shall have such authority and responsibilities as shall be validly delegated by, and shall be answerable and subject to, the Elder Board. Thus, committees and ministry teams would operate under the authority of the Elder Board, but often would act at the direction of the appropriate Pastoral and Ministry Staff of the Church.

### **Section 2. Audit Committee**

An Audit Committee shall arrange for an audit of the Church's financial records to be reported to the membership at its annual Congregational meeting at least once in any three-year term. The audit shall be by individuals independent of the Finance Committee and shall not include any paid staff of the Church.

### **Section 3. Finance Committee**

A Finance Committee shall advise and assist the Executive Team in effectively carrying out its financial responsibilities. The Elder Board shall, in a written charter and through such other written direction as it shall provide, further specify and amend as the Elder Board sees fit, the duration, duties, budget, structure, operating procedure, and record-keeping requirements of the Finance Committee (hereinafter the "Finance Committee Charter"). The Finance Committee Charter shall be made available to members upon request. The authority to adopt and approve

an annual budget shall reside solely with the membership. The Finance Committee may amend and update the budget as circumstances may require, but only the membership shall have the authority to approve changes to the budget that in the aggregate exceed five percent (5%) of the total annual budget. No vote of the membership is required for these actions.

**Section 4. Vacancies.** Any vacancies in any position or in the membership of any committee authorized by this Article VI shall be filled by election or appointment made in the same manner as provided in the case of the original election or appointment.

## **ARTICLE VII Meetings of the Church**

### **Section 1. Annual Business Meeting**

An annual business meeting will be called each year during the month of November to approve the budget for the ensuing year, affirm Elder Board candidates for the coming term, and address any other business that is deemed appropriate by the Elder Board. The annual business meeting may be held at any appropriate day and time during the month of November after having been duly called pursuant to Article VIII, Section 1 of the Bylaws. They will be facilitated by the Secretary or Elder Board Chairman.

### **Section 2. Special Business Meetings**

Special business meetings of the Church membership may be called by the Senior Pastor or by the Elder Board. Special business meetings can also be called on written request to the Elder Board by ten percent (10%) or more of active members of the Church. Notice of meetings shall be handled in the prescribed manner as stated in Article VIII, Section 1 of the Bylaws. They will be facilitated by the Church Secretary or Elder Board Chairman.

## **ARTICLE VIII Congregational Meetings**

### **Section 1. Duly Called Meeting**

A duly called meeting of the membership by the Elder Board shall be one that, for at least two successive weekends, has been (a) announced during all weekend church services, and (b) printed in the Church bulletin. The period from the date of the first announcement and printing to the date of the last announcement and printing, both dates inclusive, shall not be less than eight (8) days, and such meeting shall commence no earlier than immediately following the conclusion of the final weekend church service on the second successive weekend. Such a call shall indicate the purpose of the meeting and only those matters announced therein may be considered. They will be facilitated by the Secretary or Elder Board Chairman.

## **Section 2. Quorum and Voting**

Unless otherwise provided herein, those members present or voting by absentee ballot at any properly called meeting of the members of the Church shall constitute quorum. Unless otherwise provided in these Bylaws, all items set before the congregation for a vote shall require an affirmative vote of seventy-five percent (75%) of the quorum. There shall be no voting by proxy.

## **Section 3. Absentee Ballots**

An Active Member who wishes to participate in a meeting, but is unable to attend, may request an absentee ballot from an Elder or the Church office. Absentee ballots must be signed by the member and received by an Elder or person designated by the Elder Board prior to the time the vote is taken at the meeting.

# **ARTICLE IX Officers of the Church**

## **Section 1. Titles and General Responsibilities.**

The officers of the Church shall be a President, a Secretary, and a Treasurer. The Elder Board shall also elect a Chairman of the Elder Board. Any two or more offices may be held by the same person, except the offices of President and Secretary. The Treasurer may be an employee of the Church, but the Chairman of the Elder Board and all other lay Elders may not. The Senior Pastor or Executive Pastor shall not serve as Chairman of the Elder Board. The Treasurer may not be a member of the Elder Board. The officers of the Church shall perform (a) all necessary legal functions of the Church and keep proper records, legal papers, documents, and the official seal of the corporation, (b) all such functions as provided in this Article IX and, (c) in addition, only such functions as directed by the Elder Board on behalf of the congregation, provided, however, that such functions do not conflict with the Church Conviction Documents.

## **Section 2. Election and Term.**

- (a) President. The Senior Pastor shall serve as President. The President of the Church shall be elected by the Elder Board at its next duly called meeting following the Elder Board's extension of the call to the candidate to become Senior Pastor of the Church and the candidate's acceptance thereof. The President shall hold office until his tenure as Senior Pastor of the Church ends pursuant to Article II of these Bylaws.
  
- (b) Treasurer. At its annual meeting, the Elder Board shall nominate a person to serve as Treasurer of the Church. The candidate for Treasurer must then be affirmed by a simple majority of the members of the Church present and voting, by written ballot, at a duly called meeting. The Treasurer's term shall commence at the beginning of the Church's fiscal year next following affirmation of the members of the Church as provided herein, and the Treasurer shall hold office for three (3) years and until his successor is elected as provided

herein and qualifies. There shall be no term limit for the office of Treasurer, provided a financial audit of the Church is conducted during each term of office.

- (c) Secretary. The Executive Pastor shall serve as Secretary. The Secretary of the Church shall be elected by the Elder Board at its next duly called meeting following the Elder Board's extension of the call to the candidate to become Executive Pastor of the Church and the candidate's acceptance thereof. The Secretary shall hold office until his tenure as Executive Pastor of the Church ends pursuant to Article III of these Bylaws.
- (d) All Other Officers. All officers other than those of President, Treasurer and Secretary shall be elected by the Elder Board at its annual meeting. These officers shall hold office until the next annual meeting and until their respective successors are elected and qualify.

### **Section 3. Removal.**

Any officer or agent elected or appointed by the Elder Board may be removed by the Board when, in the sole discretion of the Board, the best interests of this Church will be served thereby.

### **Section 4. Vacancies.**

Vacancies among the officers of the Church may be filled by an affirmative vote of a majority of the whole Board at any annual or special meeting of the Board.

### **Section 5. Chairman of the Board.**

The Chairman of the Board shall preside at all meetings of the Elder Board and shall perform such other duties as may be directed by the Elder Board or the President.

### **Section 6. President.**

The President shall be the chief executive officer of the Church and, subject to the control of the Elder Board, shall supervise and/or delegate the management of the Church in accordance with these Bylaws. The President may sign, with any other proper officer, instruments which may be lawfully executed on behalf of the Church, except where required or permitted by law to be otherwise signed and executed, and except where the signing and execution thereof shall be delegated by the Elder Board to some other officer or agent. In general, he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Elder Board from time to time, provided, however, that such duties do not conflict with the Church Conviction Documents.

### **Section 7. Treasurer.**

The Treasurer shall have custody of all funds and securities belonging to the Church and shall receive, deposit, or disburse the same under the direction of the Elder Board; provided, that the Board may appoint a custodian or depository for any such funds or securities, and the Board may designate those persons upon whose signature or authority such funds may be disbursed or transferred. The Treasurer shall be responsible for the ongoing management of the Church's financial resources with budget guidelines, according to applicable laws and reporting

requirements, and in keeping with the ethical standards of financial accounting and practice, communicating with the Elder Board and congregation as appropriate. The Treasurer shall serve as a member of the Finance Committee. The Treasurer shall not perform any duties that conflict with the Church Conviction Documents.

**Section 8. Secretary.**

The Secretary shall preside at all business meetings of the Church and keep accurate records of the acts and proceedings of all such meetings and all meeting of the Elder Board. He shall attend all Elder Meetings to record proceedings and decisions. He shall give all notices required by law and these Bylaws. He shall also have general charge of the corporate books and records. The Secretary may also sign, with any other proper officer, instruments which may be lawfully executed on behalf of the Church, except where required or permitted by law to be otherwise signed and executed, and except where the signing and execution thereof shall be delegated by the Elder Board to some other officer or agent. It will be the Secretary's responsibility to establish, and be familiar with, all of the items to be discussed at each business meeting and facilitate every congregational meeting per Robert's Rules of Order. In the absence of the Secretary, the Chairman of the Board of Elders shall serve as moderator for the meeting. In case neither individual is able to attend, then the Senior Pastor will serve as Moderator. The Secretary shall perform all duties incident to the Office of Secretary and such other duties as may be assigned to him from time to time by the President or by the Elder Board, provided, however, that such duties do not conflict with the Church Conviction Documents.

**ARTICLE XI**  
**General Provisions**

**Section 1. Seal**

The seal of the Church shall contain the name of the Church and shall be in the form appearing in the margin of this page.

**Section 2. Waiver of Notice**

Whenever any notice is required to be given to any Elder or other person under the provisions of the Constitution and Bylaws, the charter of the Church, or by applicable law, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

**Section 3. Checks and Drafts**

All checks, drafts or other orders for payment of money, issued in the name of the Church, shall be signed by such officer or officers, agent or agents of the Church and in such manner as shall from time to time be determined by resolution of the Elder Board or their duly authorized representative.



**Section 4. Bond**

The Elder Board may by resolution require any or all officers, agents or employees of the Church to give bond to the Church, with sufficient sureties, conditioned on the faithful performance of the duties of their respective offices or positions, and to comply with such other conditions as may from time to time be required by the Elder Board.

**Section 5. Fiscal Year**

The fiscal year of the Church shall end on December 31 of each year.

**Section 6. Contracts**

Subject to Section 7 of this Article XI, below, the Elder Board may authorize any officer or officers, agent or agents, to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the Church, and such authority may be general or confined to specific instances.

**Section 7. Loans**

No loans shall be contracted on behalf of the Church and no evidences of indebtedness shall be issued in its name unless authorized by the Elder Board and approved by a majority vote of the Active Membership of the Church voting at a duly called business meeting. No transfer or sale of any real estate of the Church, nor any purchase of any real estate for the Church, shall be made or executed unless authorized by the Elder Board and approved by a majority vote of the membership of the Church present and voting at a duly called business meeting.

**Section 8. Deposits**

All funds of the Church not otherwise employed shall be deposited from time to time to the credit of the Church in such depositories as may be selected by or under the authority of the Elder Board.

**Section 9. Records and Reports**

All of the Church's records shall be maintained in written form or in another form capable of conversion into written form within a reasonable time. The Church shall keep as permanent records minutes of all meetings of its Elder Board, a record of all actions taken by the Elder Board without a meeting, and a record of all actions taken on behalf of the Church by a committee of the Elder Board in place of the Elder Board. The Church, through the Secretary, shall maintain appropriate accounting records. The Church shall keep a copy of the following records at its principal office: (a) the Articles of Incorporation and all amendments to them currently in effect, (b) these Bylaws and all amendments to them currently in effect, (c) resolutions adopted by its Elder Board relating to the number of Elders, (d) the annual financial statements prepared during the past three (3) years, and (e) a list of the names and business addresses of its current Elders and officers.

### **Section 10. Amendments**

These Bylaws may only be amended or repealed by the following procedure. Amendments may originate only in the Elder Board. An amendment may be adopted by the Elder Board only after consideration in at least two (2) monthly meetings, of which all members of the Elder Board of the Church shall have been previously and duly notified in writing, including the text of the proposed amendment. Adoption of amendments shall require an affirmative vote of seventy-five percent (75%) of the members of the Elder Board. The proposed amendment shall then be taken to the congregation, but only after copies of the proposed amendment have been distributed to all Active Members. An affirmative vote of sixty-seven percent (67%) of the members of the congregation present and voting is required to carry such an amendment.

### **Section 11. Designated Contributions**

The Church may accept any contribution, gift, grant, bequest, or devise that is designated, restricted, or conditioned by the donor, provided that the designation, restriction, or condition is consistent with the Church's general tax-exempt purposes. Donor-designated contributions will be accepted for special funds, purposes, or uses, and such designations generally will be honored. However, the Church shall reserve all right, title, and interest in and to and control over such contributions, and shall have authority to determine the ultimate expenditure or distribution thereof in connection with any such special fund, purpose, or use. Further, the Church shall acquire and retain sufficient control over all donated funds (including designated contributions) to assure that such funds will be used exclusively to carry out the tax-exempt purposes.

### **Section 12. Indemnification of Elders, Officers, and Agents**

The Church shall indemnify its elders, officers, and agents to the full extent as provided by North Carolina and United States laws.

### **Section 13. References to Internal Revenue Code**

All references in these Bylaws to provisions of the Internal Revenue Code are to the provisions of the Internal Revenue Code of 1986, as amended, and to the corresponding provisions of any subsequent federal tax laws.

### **Section 14. Principles of Construction**

Words in the singular shall be deemed to include the plural and vice versa; the words "pay" and "distribute" shall also mean assign, convey, and deliver; and the table of contents, headings, and underlined paragraph titles are for guidance only and shall have no significance in the interpretation of these Bylaws.

### **Section 15. Robert's Rules of Order**

The annual meeting and other meetings of the Elder Board shall be conducted in accordance with the latest authorized edition of Robert's Rules of Order. In the event of any inconsistency between the specific Robert's Rule and the laws of the State of North Carolina, the laws of the State of North Carolina shall govern.

**Section 16. Writing**

Unless otherwise provided herein, “writing” and “written” as used in these Bylaws include communication by post, national overnight courier service, facsimile, e-mail, personal delivery of documents, and comparable means of communication.