

# CATALYST CHURCH, INC.

## Constitution

### ARTICLE I – NAME

The name of this Corporation shall be Catalyst Church of God, Inc., hereafter referred to as Catalyst Church or Catalyst.

### ARTICLE II--CATALYST GUIDING PRINCIPLES

#### **Mission**

The purpose of Catalyst's existence is to produce disciples where persons of all ages are taking first steps and next steps in their journey with Jesus together.

These first steps and next steps will be monitored and measured through metrics found in Appendix one of these bylaws. (See Appendix 1)

#### **Boundaries**

The Catalyst Lead Pastor shall operate under appropriate moral and ethical boundaries expected of one called by God into vocational Christian ministry. These include all items delineated in the Catalyst Governing Board of Elders document (see Appendix 2 of these bylaws). Further, these boundaries shall include:

***Theological***--Lead Pastor shall abide by all expectations affirmed through his/her ordination as a minister of the Church of God (Anderson, IN) and as overseen by Indiana Ministries of the Church of God.

***Financial***--Lead Pastor shall abide by the financial parameters of the currently approved Fiscal Year's budget of Catalyst Church and by the appropriate spending procedures of Catalyst.

***Family Health***--Lead Pastor shall abide by the Elders expectations and enforcements to place the spiritual, physical, emotional and relational health of his/her immediate family as a high priority. This shall include but not be limited to: use of all allotted vacation time annually, practicing regular weekly days off and date nights with spouse, managing family finances with integrity and health, (other)

***Systemic/structural***--Lead Pastor shall lead the church and maintain practice of the Governance Structure of Leadership as the Standard Operating Procedures of Catalyst Church.

#### **Accountability**

The Purpose of the Governing Board of Elders:

The Catalyst Governing Board of Elders serve the church through overseeing the general leadership of Catalyst, establishing the theological, philosophical, financial and strategic parameters within which the Pastoral

Staff shall lead Catalyst. They serve to see that the mission of Catalyst is accomplished in a moral, legal, ethical and biblical manner.

The Elders shall hold accountable authority over its one employee, the Lead Pastor of Catalyst Church. Strategic roles performed by the Catalyst Church GBE shall include:

- Mission and vision:
  - Helping adults and children of all ages pursue first steps and next steps in their journey with God together.
- Oversight of Resources:
  - -capital and financial
- Doctrine and theology:
  - formed by the Bible, guided by the theological practices of the Church of God.
- Leadership development and structure systems.
  - Actively support and defend the freedom and authority of the Lead Pastor and the Directional Team to lead and manage all ministries and operations of Catalyst.
  - Elders are not expected to oversee day to day aspects of specific projects or ministry areas. Neither are they expected to be the direct report for any additional staff members of Catalyst Church.
  - Elders shall serve as thinking partners on the mission/vision of Catalyst.
  - Elders shall approve and monitor the goals submitted annually by the Lead Pastor.
- Family health:
  - Ensuring to the best of their abilities the ongoing health of the Lead Pastor's marriage, family and finances as referenced in the Boundary Principles.
- Financial:
  - Approving an annual financial budget for Catalyst
  - Determining appropriate compensation for the Lead Pastor of Catalyst Church, approving all Cost of Living Adjustments, Merit Raises, benefits increases and all appropriate housing and HSA allowances annually.
- Prayer:
  - Regularly for Catalyst, its mission, directional team and members.
- Organizational continuity:
  - Elders shall be responsible for the selection of new elders.
- Organizational health:
  - Elders shall Discern the proper course of action on any grievances between a directional team member and the Lead Pastor
  - Elders shall discern proper course of action on any formal grievances between a member of Catalyst Church and Lead Pastor.

The Lead pastor will meet with the Elders on a regular basis and as requested by the Elders Chair. These meetings shall include an annual evaluation meeting in December each year to review the prior year's agreed upon metrics goals and financial report.

**Elder selection, requirements for membership, and operating procedures will be guided and enforced by the Elder Expectations document found in Appendices 2-4 of this constitution.**

### **ARTICLE III- THE CATALYST LEAD PASTOR**

#### **The Role of the Lead Pastor and the Authority of the Lead Pastor**

The Lead Pastor of Catalyst is called by God and affirmed by the Elders to lead the congregation to accomplish the mission of more and better disciples through people of all ages taking first steps and next steps in their journey with Jesus.

This authority shall include the affirmation of all directional team members (both paid and unpaid). The Lead Pastor shall serve as the direct report for all directional team members, (or shall appoint a directional team member who will serve in the role of Direct report over designated Directional Team members.)

The Lead Pastor shall negotiate all pay rates with all paid directional team members under the parameters of the salary budget designated by the Elders in the current Fiscal year's budget.

The Lead Pastor's job expectations shall fall under four basic areas of performance.

- Vision--What is the mission of Catalyst and how do we strategize to most effectively accomplish the mission.
- Communication--Creatively and effectively communicating the Word of God with integrity, committed to biblical orthodoxy and practical application and train other communicators on the teaching team to do the same.
- Leadership Development--the call to make disciples includes developing believers in service to Catalyst, to the greater Church and the Kingdom of God. The Lead Pastor will practice with intentionality a model of raising up new servant leaders through personal mentoring and cultivating a culture of Leadership Development throughout Catalyst.
- Funding the vision--The Lead Pastor will be a primary voice in communicating financial needs of Catalyst to effectively accomplish the mission of more and better disciples, and will consistently invite every member of Catalyst into partnership and stewardship at all levels (time, talents and resources)

A specific job description of the Lead Pastor shall be maintained, annually reviewed and adapted as needed by the Governing Board of Elders.

### **Selection and call of a Lead Pastor:**

- In the event Catalyst is without the services of a Lead Pastor, the Governing Board shall assume responsibility for all operations of Catalyst Church. The Governing Board may choose to function as Catalyst's Lead Pastor Search team or may elect to nominate an independent search team who serves at their discretion. If an independent search team is created, they shall report to the Governing Board regularly during their term of service.
- It shall be responsible for the regular services during the period when Catalyst is without pastoral leadership. The honorarium for such services shall be determined by the Governing Board.
  - It shall investigate the availability of prospective pastors and study their qualification as to character, leadership abilities, experience, ministerial recognition, and status. It shall seek the counsel of a representative area Church of God minister acquainted with Catalyst. It shall consult with the State Pastor and the administrative/credentials oversight director of Indiana Ministries of the Church of God for information and certification of ministerial status before submitting the name of any prospective minister to Catalyst for vote.
  - When unanimous agreement has been reached by the Elders on a prospective pastor, he/she shall be invited to meet with and preach at Catalyst. After reasonable time for prayer and spiritual guidance, Catalyst shall express its desire by ballot at a meeting to determine whether or not to extend a call.
  - The Elders shall submit the name of only one (1) prospective minister at a time for consideration and possible call. In the event he/she does not receive as much as a 75% vote of the members present and voting, the Governing Board shall proceed to select another prospective minister for presentation. The order of procedure shall be followed until a pastor is duly selected.

### **The Retention or Removal of a Lead Pastor**

The removal from office of a called and appointed Lead Pastor of Catalyst is an undertaking that should only be considered after much prayer and spiritual discernment on behalf of the leadership of Catalyst Church. The process for removal of a Lead Pastor from office shall be as follows:

- If 50% of the adult members of Catalyst object to the continued leadership of the Lead Pastor, they must present their objections in writing to the Elders where the objections shall be carefully studied.
- Objections to be studied must fall under the headings of: financial mismanagement; theological incongruence with an orthodox understanding of the bible, a moral failure; or the breaking of laws

- documented by statutes of the US or Indiana State Criminal Code.
- If no solution to the problem is reached between the objectors, the Governing Board and the Lead Pastor, the Board shall bring the matter for discussion to all Catalyst Church members, being responsible to properly call and conduct a special meeting in keeping with this constitution. The decision of Catalyst shall be final.
  - The decision to remove a Pastor from his/her office shall require an 80% majority vote of the members present and voting. If the vote is for removal, a minimum of 60 days shall be allowed for termination of the pastorate, unless there had been defection of character resulting in the immediate loss of recognized ministerial status. In such case, the removal shall be immediate and Catalyst shall have no further financial obligation.
  - Should a Pastor feel inclined to terminate his/her leadership, he/she shall present his/her resignation in writing to the Governing Board of Elders, which in turn shall present the Pastor's resignation to Catalyst in the proper manner. The resignation should provide for a minimum of 30 days before vacating the pastorate, unless other arrangements are worked out to the satisfaction of both Catalyst and the Lead Pastor.

#### **ARTICLE IV - DIRECTIONAL TEAM**

The Catalyst Directional team is responsible for the day to day operation of all ministry areas of Catalyst Church. Members of the Catalyst Directional team may serve in either paid staff (Part-time or full-time) or volunteer roles.

Directional team members are responsible for:

1. Developing the strategies and practices specific to their area which will help Catalyst fulfill the mission/vision as guided by the Elders.
2. Developing team members who will partner with them to help develop and enact strategies.
3. Operate within their budget as approved by the Elders and expend funds in communication with the Financial Director/Administrative Director with regards to cash flow.
4. Communicate regularly with the Lead Pastor or direct report on the Pastoral Staff.
5. Communicate regularly with other directional team members in their department on the Catalyst Organizational Structure.
6. The Directional team leader has authority to add persons to their ministry team under advisement from the Lead Pastor/Pastoral Staff.
7. The Directional team shall manage the usage and flow of their budget funds for the fiscal year.

**Directional team selection, requirements for membership, and operating procedures will be guided and enforced by the Catalyst Directional Team document found in Appendix 5 of this constitution.**

**Selection and Call of all paid staff team members:**

- At the discretion of the Lead Pastor, after discussion with the Elders, any Catalyst Directional team role may be considered for paid (part-time or full time) status. The Lead Pastor shall investigate the availability of prospective team member for a paid role, and shall lead the interview process of any new prospective team member.
- If the governing board deems that additional directional staff may be hired while maintaining the financial, theological, strategic and philosophical parameters of Catalyst Church, the Lead Pastor shall call candidate to serve with Catalyst as a staff member of Catalyst Church, with all rights and responsibilities afforded by that designation.
  - The Catalyst Governing Board shall approve budgeted allotments for compensation of all support staff. The governing board will not be responsible for the selection, training or oversight of Catalyst Church staff. They shall hold as their responsibility the affirmation that current income and the current/future budgets will support the hiring of the staff members selected by the Lead Pastor of Catalyst Church.
- A job description shall be drafted by the Lead Pastor, and upon mutual agreement, that job description shall be in effect.
- All paid directional team members shall begin their service to Catalyst serving at the discretion of and as a direct report to the Lead Pastor. All evaluation, amendment of Job description/responsibilities, selection and/or termination of position shall be overseen by the Lead Pastor.
- The Lead Pastor shall reserve the right to place oversight of support staff members under the discretion of and as a direct report to a senior associate staff member.
- The Lead Pastor shall be responsible for negotiation of accepted compensation and benefits as appropriate with all paid directional team members.
- Should a directional team member determine to leave employment as a team member of Catalyst Church, they should submit their resignation to the Lead Pastor for acceptance and transitional planning. It is expected that any staff member shall give a minimum of 30 days notice before completing their service at Catalyst Church unless other arrangements are worked out to the satisfaction of both Lead Pastor and staff member, unless there has been defection of character resulting in the loss of recognized ministerial status, In such case, the removal shall be immediate and Catalyst shall have no further financial obligation. This gives appropriate time for transition and reallocation of job duties by the Lead Pastor.

## **ARTICLE V--DECISIONS REQUIRING AN ALL CHURCH AFFIRMATION**

### **Decisions requiring Catalyst Church voted congregational approval:**

1. The final selection of a new lead pastor shall require a vote of the membership of Catalyst Church with a 75% approval rating, based on the standards and process detailed in the official bylaws of Catalyst Church.
2. Any capital debt for the organization shall require a vote of the membership of Catalyst Church with 75% approval to incur.
3. The changing of bylaws of Catalyst Church shall require a vote of the membership of Catalyst Church, with a 75% approval rating to affirm changes.
4. Any vote to sever the denominational affiliation of Catalyst Church with the Church of God (Anderson) and or Indiana Ministries of the Church of God shall require the following process:
  - a. Appropriate conversation and a formal consultation process with an Indiana Ministries selected representative.
  - b. To terminate denominational affiliation with the Church of God, a 90% approval vote of the membership of Catalyst Church shall be required.
5. Any vote to dissolve as a functioning congregation. A vote to dissolve the congregation shall require the following process:
  - a. Appropriate conversation and a formal consultation process with an Indiana Ministries selected representative.
  - b. To dissolve as a conversation, a 90% approval vote of the membership of Catalyst Church shall be required.

### **All Church Special meeting procedures**

1. Special meetings of Catalyst Congregation may be called only by the Chairperson of the Governing Board of Elders or the Lead Pastor.
2. All such meetings shall be previously announced at a weekend service at Catalyst at least one (1) week prior to the specially called meeting, stating the purpose of the meeting and notice shall be posted in Catalyst written and online publications.
3. All special meetings shall be led by Lead Pastor unless the meeting is called to discuss/fill Lead Pastor position, or the Chair of the Governing Board determines a conflict of interest would take place by Lead Pastor's guidance of the meeting.

## **ARTICLE VI- VOTING ELIGIBILITY AND PROCEDURES**

### **Voting Rights of Catalyst:**

Voting member at Catalyst shall be restricted to those who meet the following conditions:

- They shall be 16 years of age or older
- They shall have worshipped regularly with Catalyst for a period of at least

six (6) months immediately proceeding any meeting at which they exercise voting rights.

- They shall have lived, during this period of six (6) months, in harmony with the accepted standards of membership of Catalyst Church.
- All persons shall be regarded as voting members of Catalyst upon their own declaration of eligibility as defined above. This declaration shall be by means of registering with the Governing Board Secretary prior to the meeting. The list of voting members shall be approved by those present at the meeting and incorporated into the minutes.
- The right of any person to voting membership may be challenged by any other member. In such a case the right of voting membership shall be determined by a majority vote of the members present and voting by secret ballot.
- The rules governing voting rights herein stated shall apply to the business organization only and shall not affect, in any way, the fellowship of Catalyst.

## **ARTICLE VII – CORPORATE OFFICERS**

The officers of Catalyst shall be: Lead Pastor, Chairperson of the Governing Board of Elders and the Corporate Secretary. The Lead Pastor of Catalyst shall, by virtue of his role, preside at all business meetings of Catalyst and exercise general supervision over the affairs of Catalyst. The Chairperson of the Governing Board of Elders shall exercise general supervision over Catalyst and shall preside at all business meetings in the absence or in the event of the Lead Pastor's inability to serve or a vacancy in the role of Lead Pastor. A corporate secretary shall be appointed by the Governing Board of Elders and shall maintain an official updated legal record of all business meetings and decisions/policies affirmed by the Catalyst Elders.

## **ARTICLE VIII--DISSOLVEMENT OF CATALYST CHURCH**

If at any point a decision should be made by Catalyst Church to cease its existence as a functioning congregation, all procedures shall be followed according to the decisions requiring a congregational vote found in Article V. Should a vote to dissolve the corporation of Catalyst Church take place, all assets of Catalyst shall transfer in their ownership to Indiana Ministries of the Church of God, who shall have complete and sole authority to re-administer those assets at their discretion. Further, the name "Catalyst Church" and "Catalyst Church of God, Inc" shall transfer in its proprietary ownership to Indiana Ministries as well, including all intellectual property (including online assets) and any owned copyrighted material produced by Catalyst Church. Computers and other resources utilized by Catalyst staff members whose ownership would be assumed by Indiana Ministries in the event of a church closure may be



negotiated with Indiana Ministries for transfer of ownership to appropriate staff members. Any determination to dissolve the corporation of Catalyst Church of God, Inc shall follow the protocol in Article V Section 5.

## **ARTICLE IX--LEADERSHIP INDEMNITY PROTECTION**

Catalyst Church shall conduct all business as a not-for-profit corporation under the requirements for such an organization under Indiana Statute. Catalyst Church operates under the 501(c)3 umbrella of Church of God Ministries, Anderson, Indiana, with all the rights and obligations that partnership affords.

**SECTION 1. INSURANCE.** Catalyst will maintain liability insurance on behalf of any and all persons who are or were a director, officer, leader, employee, committee member or volunteer of the Ministry (while serving in their capacity as such). Such insurance will be purchased for the purpose of protecting such persons from covered loss resulting in liability asserted against the above individuals in connection with their activities on behalf of the Ministry.

**SECTION 2. INDEMNIFICATION REQUESTS.** Should any director, officer, leader, employee, committee member or volunteer of the Ministry incur any liability as a result of their affiliation with or service to the Ministry that is not covered by the Ministry's insurance policy, and should such liability result in any out-of-pocket cost to such individual, then such individual may request indemnification from the Ministry. The granting of full or partial indemnification shall be at the discretion of the governing board of the Elders as set forth in Section 3 herein.

**SECTION 3. INDEMNIFICATION DECISIONS.** In relation to any indemnification request that is made pursuant to Section 2 herein, if such request is made by an individual who is not currently serving on the governing board of Elders of Catalyst Church, then the indemnification decision (whether to indemnify the requesting individual, and the dollar amount of such indemnification), will be made by the Elders. Such decision of the GBE will be final. If the indemnification request is being made by a person who is currently serving on the governing board, then the indemnification decision (whether to indemnify the requesting party, and the dollar amount of such indemnification), will be made by the remaining disinterested members of the governing board. A decision on the indemnification request by a majority of disinterested members of the Governing Board of Elders will be final.

## **ARTICLE X- AMENDING OF THESE BY-LAWS**

### 1. Amending Procedure:

These by-laws may be altered, amended, or replaced at a special Business Meeting of Catalyst by a three-fourths (3/4) vote of the members voting.

### 2. Copies

A written copy of any proposed changes is to be submitted to all voting members one week prior to the vote in written/and electronic form.

# Appendix 1 Catalyst Church Operating Metrics Template (2014)

## Systems

### Gathering

First steps:

1st Time Guests: 300

Return Guests: 150

Explore Catalyst participants (adult): 100

Baptisms:

Year over comparison: +15

Worship Attendance:

Attendance Average Year Over comparison: +60

Ckidz Attendance Average Year over comp: +30

Community Event Attendance

Community Easter Egg Hunt: 600+

Concert in the Park: 200+

Other Community Events engaged

### Growth

First Steps:

Level One Discipleship Participants: 15

New participants on serving teams: 45

Next Steps:

Level Two Discipleship Participants: 10

Level Three Discipleship Participants: 5

Level Four Discipleship Participants: 0

Participants on serving teams year over comp: +60

### Groups

First Steps:

1st time participants in LTG Spring: 15

1st time participants in LTG Fall: 25

Next Steps:

Adult Group participation Year over comparison: +35

1st time group leaders/hosts: 5+

## **Gifts**

### First Steps:

Engaging your gifts training and mentoring: 15

### Next Steps:

Volunteers in a coaching/mentoring relationships: 5

## **Go**

### First Steps:

1st time participants in Mission trip: 3

1st time participants in Local Partnership projects: 10

Kid participants in Partnership events: 10

### Next steps:

Participants in Operation Christmas Child: 125

Participants in Change this world: 50

Participants in Partnership events year over comp: +50

## **Give**

### First steps:

1st time givers to Catalyst: +20 households

New monthly percentage givers at Catalyst: +15 households

### Next steps:

Total giving year over comp: +9000 (162000)

Implementation of CCB System

## **Staffing**

Paid Staff year over comp: +2

Volunteer Staff year over comp: +/- 0

Chris use of vacation and days off.

Preaching schedule for 2014:

Chris develop a "this is the last year I \_\_\_\_\_" list.

January 10/11 Offsite.

## **Stadiums**

Development steps toward permanent location:

Possible development steps toward launch of multi-site.

## **Appendix 2 The Governing Board of Elders**

The Governing Board of Elders (**referred to hereafter as Elders**) function primarily as discerners and guardians for Catalyst. Elders function as overseers, charged with evaluation of the effectiveness and direction of the organization according to five criteria:

1. Mission and vision: Helping adults and children of all ages pursue first steps and next steps in their journey with God together.
2. Resources, capital and financial
3. Doctrine and theology, formed by the Bible, guided by the theological practices of the Church of God, shaped by the Governance Model recommended by Indiana Ministries, and fleshed out by the teachings and practices of Catalyst Church.
4. Leadership and structure systems and personnel.
5. Ensuring to the best of their abilities the ongoing health of the Lead Pastor's marriage, family and finances.

The Lead pastor will meet with the Elders on a regular basis and as determined at the discretion of the Elders or Chair.

Elders are not expected to oversee day to day aspects of specific projects or ministry areas. Neither are they expected to be the direct report for any additional staff members of Catalyst Church. All directional team and pastoral staff members shall have as their final direct report the Lead Pastor of Catalyst Church.

### **The Authority of the Elders**

For all practical purposes, the Elders shall have final say in any and all matters concerning the overall direction of Catalyst. Elders shall strive to attain unanimous consent of all its members on any matters submitted to a formal vote. Anything voted on by the Elders requires a two-thirds majority of members to pass. A quorum of 80% of active members must be present and voting at the time any vote is taken.

The elders shall hold specific responsibility for the following tasks:

1. They shall serve as the search team (or may designate members thereof) for the selection of a candidate to fill the position of Lead Pastor should the need arise.
2. They shall provide for the discharge of all Lead Pastor's duties in the event and during the period that the role may be unfilled.
3. They shall serve in the role of interview team for all paid pastoral/director level staff positions at Catalyst Church.
4. They shall approve an annual budget for the ministries of Catalyst Church.
5. They shall prompt the creation and affirm the position description of any

- new roles on the Catalyst Directional Team.
6. They shall set appropriate compensation levels for the Lead Pastor of Catalyst Church and shall be granted authority to adjust compensation levels at their discretion.
  7. They shall be the final review and accountability voice for annual metrics and goals established by the Lead Pastor, and shall undertake a semi-annual performance review with the Lead pastor.
  8. They shall hold the Lead Pastor accountable to provide semi-annual performance reviews with all other paid staff at Catalyst Church.
  9. They shall serve as partners and supporters in any church disciplinary measures needed to be taken by the Lead Pastor among Catalyst Church.

**There are four decisions that the Elders may not make without membership approval at a Catalyst Specially Called Meeting.**

1. The Elders may not appoint a new lead pastor without a vote of the membership of Catalyst Church, based on the standards and process detailed in the official bylaws of Catalyst Church.
2. The Elders may not approve debt for the organization without a vote of the membership of Catalyst Church based on the standards and process detailed in the official bylaws of Catalyst Church.
3. The Elders cannot change or sever the denominational affiliation of Catalyst Church with the Church of God (Anderson).
4. The Elders may not change the bylaws of Catalyst Church.

**Requirements for Membership of the Governing Board of Elders**

Elders Carry the ultimate responsibility and authority to see that the church remains on a true biblical course; that its members are being appropriately shepherded, that the church is being fed through insightful and accurate biblical teaching, and that the life of the church is being well managed with the assistance of competent and godly leaders.

An Elder Candidate Must Be:

- A committed follower of Christ
- An active member of Catalyst Church for at least two years prior to their selection to the Board,
- Actively involved in ministry at Catalyst Church for at least two years,
- A consistent financial supporter of the general ministries of Catalyst Church,
- Participate actively in a Catalyst Life Together Group
- Known and approved for consideration by a staff member, a current Elder or a member of the Catalyst Directional team.
- Fully subscribed to the organization's mission and values.
- Committed to the qualifications for elder/overseer as outlined in 1 Timothy

3:1-11, Titus 1:5-9.

- o Have a healthy reputation in the eyes of the church and the community.
- o Single or in a healthy marriage relationship.
- o Practices temperance, prudence, respect for those inside and outside the church.
- o Not over-indulgent in any substance or behavior which could bring about disrepute among believers or non-believers.
- o One whose household, including spouse and children would affirm their eligibility to serve in this role.
- o One who is leading his/her children still at home to pursue their own relationship with Jesus as well.
- o Confident, yet humble.
- o Willing to discharge the duties of the role of Pastor in partnership with the Lead Pastor and staff of Catalyst Church.
- o Willing to work in partnership with others.
- o Committed to serve according to Catalyst Leadership Core Values.
- o Committed to the 5 C's of our Leadership Circle.
  - Character
  - Competency
  - Chemistry
  - Courage
  - Calling

### **Selection for membership of the Governing Board of Elders**

1. All potential Elders for Catalyst shall be put forth for nomination by a group of two current Elders and two non-members of the Elder team. These nominations shall be submitted no less than three months before the completion of the terms of elders finishing their term.
2. All potential Elders for Catalyst Church shall be interviewed by the Lead Pastor as part of the nomination process.
3. Potential elders will be introduced to the membership of Catalyst Church. During the period of interview, any member of Catalyst who deems a potential elder to be unfit to serve in this role of Pastoral Leadership for Catalyst Church, shall make this known confidentially and only to the Lead Pastor, who will determine the proper course of action/investigation.
4. Following a pre-determined period of prayer and information seeking from the Catalyst tribe, Potential elders shall be ratified by a vote of the current elders to take place no less than 30 days before the new term of service shall begin. This will provide for an appropriate period of orientation and transition.

### **Length of terms for the Governing Board of Elders**

1. Terms of service for the Elders shall be two years, with an elder eligible to serve 2 consecutive terms.
2. At the discretion of the Lead Pastor, and for specific continuity purposes, a member of the GBE may be asked to extend their 2nd term for a period of 1 year.

### **Time Commitment for the Governing Board of Elders**

1. 90 minutes per month dedicated to a monthly elders meeting.
2. 1 weekend per year dedicated to an elders advance (retreat)
3. 2-3 hours per month of elder board materials, meeting prep, etc.
4. Additional hours on an as needed basis should issues/responsibilities arise above and beyond normal elder responsibilities.



## Appendix 3 Essential Components of an Elder

### 1. First “C”—Character (1 Timothy 3:2–7 and Titus 1:6–9)

- **Above reproach**—Elders must lead by example and demonstrate a lifestyle free from patterns of sin.
- **Husband of one wife**—Elders, if married, must be devoted spouses.
- **Temperate**—Elders must be self-controlled, enslaved to nothing, and free from excesses.
- **Prudent**—Elders must be sober, sensible, wise, balanced in judgment, not given to quick, superficial decisions based on immature thinking.
- **Respectable**—Elders must demonstrate a well-ordered life and honorable behavior.
- **Hospitable**—Elders must be unselfish with personal resources, willing to share blessings with others.
- **Able to teach**—Elders must be able to communicate truth and sound doctrine in a non-argumentative way.
- **Not addicted to wine**—Elders must be free from addictions and willing to limit their liberty for the sake of others.
- **Not pugnacious or quick-tempered**—Elders must be gentle, patient, and able to exercise self-control in difficult situations.
- **Uncontentious**—Elders must not be given to quarreling or selfish argumentation.
- **Free from the love of money**—Elders must not be stingy, greedy, or for sordid gain, or preoccupied with amassing material things.
- **Manage own household**—Elders must have a well-ordered household and a healthy family life.
- **Not a new convert/not a new believer**—Elders must not be new believers. They must have been a Christian long enough to demonstrate the reality of their conversion and depth of spirituality.
- **Good reputation with outsiders**—Elders must be well-respected by unbelievers and free from hypocrisy.
- **Not self-willed**—Elders must not be stubborn, or prone to forcing their opinions on others or abusing authority. They must be servant-minded.
- **Loving what is good**—Elders must desire the will of God in every decision.
- **Just**—Elders must desire to be fair and impartial. Their judgments must be based on scriptural principles.
- **Devout**—Elders must be devoted Christ followers, seeking to be conformed to His image. They must be committed to prayer, worship, the study of Scripture, and the guarding of their spiritual walk.
- **Holding fast the faithful Word**—Elders must be stable in the faith,

obedient to the Word of God, and continually seeking to be controlled by the Holy Spirit.

**2. Second “C”—Competence:** Defined as specific, Holy Spirit-endowed gifts and abilities, combined with skills acquired through training and life experience.

**3. Third “C”—Chemistry:** The intangible quality of being able to “fit” within the existing team. The ability to blend into and enrich the current circle of community and relational harmony within the board.

**4. Fourth “C”—Courage:** The ability, when needed, to enter into difficult exchanges and defend the faith, the church, and individuals in ways that preserve and maintain the community. The ability to speak the truth in love without destructive results.

**5. Fifth “C”—Calling:** The ability to sense God’s calling on one’s life for a particular season of service to the body of Christ: “I think God is in this.”

## **Appendix 4 Essential Spiritual Gifts for Elders**

The spiritual gifts of discernment, wisdom, and teaching are considered foundational gifts for those who serve as Elders; however, the presence of other gifts such as leadership, administration, encouragement, and mercy greatly enhance Elder functioning.

### **1. Discernment**

The gift of discernment is the divine enablement to distinguish between truth and error. It is the ability to discern the spirits, differentiating between good and evil, right and wrong. Scripture references are: 1 Corinthians 12:10; Acts 5:1–4; and Matthew 16:21–23. People with this gift:

- Distinguish truth from error, right from wrong, pure motives from impure motives.
- Identify deception in others with accuracy and in an appropriate manner.
- Determine whether a word attributed to God is authentic.
- Recognize inconsistencies in a teaching, prophetic message, or interpretation.
- Can sense the presence of evil.

### **2. Wisdom**

The gift of wisdom is the divine enablement to apply spiritual truths effectively to meet needs in specific situations. Scripture references are: 1 Corinthians 12:8; James 3:13–18; 1 Corinthians 2:3–14; and Jeremiah 9:23–24. People with this gift:

- Focus on the unseen consequences in determining what next steps to take.
- Receive an understanding of what is necessary to meet the needs of the body.
- Provide divinely guided or given solutions in the midst of conflict and confusion.
- Hear the Spirit provide direction for God's best in a given situation.
- Apply spiritual truth in specific and practical ways.

### **3. Teaching**

The gift of teaching is the divine enablement to understand, clearly explain, and apply the Word of God, causing greater Christ-likeness in the lives of listeners.

Scripture references are: Romans 12:7; 1 Corinthians 12:28–29; Acts 18: 24–28; and 2 Timothy 2:2. People with this gift:

- Communicate biblical truth that inspires greater obedience to the Word.
- Challenge listeners simply and practically with the truths of Scripture.
- Present the whole counsel of God for maximum life change.
- Give attention to detail and accuracy.
- Are committed to consistent personal time of biblical study and reflection.

#### **4. Leadership**

The gift of leadership is the divine enablement to envision the future of the church coupled with a humble heart to serve others. Scripture references are: Genesis 12:1; Isaiah 43:18–19; Matthew 7:7; Matthew 20:25–28; Luke 22:27; John 10:3–4, 11; I Corinthians 2:9–13; and James 1:5. People with this gift:

- Are servants by nature; eager to see the church prevail in the world.
- Demonstrate spiritual foresight that anticipates the work of God.
- Allow Scripture and prayer to inform their decision-making process.
- Impart vision to others using clear communication.
- Can assess significant past events and their potential for impact on the present and future.
- Are able to think creatively and apply ideas and concepts in new ways.
- Desire accountability in fulfilling their responsibilities and meeting the needs of those they serve.

## **Appendix 5**

### **The Catalyst Directional Team**

The Catalyst Directional team is responsible for the day to day operation of all ministry areas of Catalyst Church. Members of the Catalyst Directional team may serve in either paid staff (Part-time or full-time) or volunteer roles.

Directional team members are responsible for:

1. Developing the strategies and practices specific to their area which will help Catalyst fulfill the mission/vision as guided by the Elders.
2. Developing team members who will partner with them to help develop and enact strategies.
3. Operate within their budget as approved by the Elders and expend funds in communication with the Financial Director/Administrative Director with regards to cash flow.
4. Communicate regularly with the Lead Pastor or direct report on the Pastoral Staff.
5. Communicate regularly with other directional team members in their department on the Catalyst Organizational Structure.

The Lead Pastor will meet with the directional team on a regular basis and as requested by Directional team members.

#### **The Authority of the Directional Team**

The Catalyst Directional team shall have final say over all the day to day decision making of their particular ministry area. The Elders seek to be a permission granting entity so long as strategies align with the overarching mission of Catalyst.

1. The Directional team leader has authority to add persons to their ministry team under advisement from the Lead Pastor/Pastoral Staff.
2. The directional team can manage the usage and flow of their budget funds for the fiscal year.

**These are decisions on which the directional team must cede final say to the Elders.**

1. The directional team may not create/determine new member roles. (Ex. A new ministry area that needs oversight by a new team member)

2. Overspend their annual budget without specific consent and a written budget request to be approved by the Elders.
3. Replacing themselves (final approval) on the directional team.
4. Any grievance between a directional team member and the lead pastor.

## **Requirements for Membership of the Directional Team**

### Directional Team Members

- be a committed follower of Christ
- have been a member of Catalyst Church for at least one year prior to their selection to the DT
- have been actively involved in ministry at Catalyst Church for at least a year.
- be a consistent financial supporter of the general ministries of Catalyst Church,
- fully subscribe to the organization's mission and values.
- Commit to the qualifications for elder/overseer as outlined in 1 Timothy 3:1-11, Titus 1:5-9.
  - Have a healthy reputation in the eyes of the church and the community.
  - Single or in a healthy marriage relationship.
  - Practices temperance, prudence, respect for those inside and outside the church.
  - Not over-indulgent in any substance or behavior which could bring about disrepute among believers or non-believers.
  - One whose children (where applicable) would affirm their eligibility to serve in this role.
  - One who is leading his/her children still at home to pursue their own relationship with Jesus as well.
  - Confident, yet humble.
  - Coachable and teachable. Willingness to be part of a coaching relationship as available.
  - Willing to work in partnership with others.
  - Committed to the Catalyst Leadership Core Values.
  - Committed to the 5 C's of our Leadership Circle.
    - Character
    - Competency
    - Chemistry
    - Courage
    - Calling

## **Length of terms for the Catalyst Directional Team**

- Team leaders' terms shall be for a period of one year, and a team leader may serve as many consecutive terms as is mutually agreed upon by the member and the Lead Pastor or their direct report.

- Terms shall run from June 1 to May 31st. Each year a goal review and evaluation will take place to promote maximum effectiveness by leaders of the directional team. Because of their role as primary leaders in the day to day operations of Catalyst, we have to commit to growing in our leadership capacity.
- Should a team member determine not to continue their leadership for the upcoming year, they shall give notice no later than March 1st so that a new directional team member can be prepared/trained and integrated well into the Directional Team.

### Time Commitment for the Directional Team

1. 90 minutes per month dedicated to a monthly directional team meeting.
2. 1 weekend per year dedicated to a directional team offsite
3. 3-5 hours per month of meetings with team members, lead pastor/direct report one on one's, and preparation/leadership of events driven by your team.
4. Additional hours on an as needed basis should needs arise above and beyond normal directional team responsibilities.