



Foundational Statements & Policies and Procedures Manual

Table of Contents

Page 2 – Our Purpose
Page 3 – Doctrinal Statement
Page 4 – Constitution
Page 5 – Bylaws
Page 11 – Ministry Organization
Page 17 – Organizational Chart
Page 18 – Policies and Procedures
Page 27 – A Brief History of Community Christian Church

And one of the scribes came up and heard them disputing with one another, and seeing that He answered them well, asked Him, "Which commandment is the most important of all?" Jesus answered, "The most important is, 'Hear, O Israel: The Lord our God, the Lord is one. And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.' The second is this: 'You shall love your neighbor as yourself.' There is no other commandment greater than these." – Mark 12:28-31

Our Purpose

Based on the teaching of Jesus in Mark 12:28-31, the people of CCC are committed to:
Loving God totally and loving all others fully. Simply said:
Passion for God and Compassion for People!

Our purpose will be embodied in these core values:

1. **Love** – God is love and God desires a deep, loving relationship with every man, woman, and child. God has demonstrated love for us in this – while we were sinners, Jesus Christ died for us. Love for God and others brings glory to God. (1 John 4:8, Romans 5:8)
2. **Learn** – God is light and desires that we walk in light as well. We have much to learn, and God has much to teach! We follow His Word and the guidance of the Holy Spirit. Followers of Christ will be life-long learners. (1 John 1:5, Psalm 119, John 16:13)
3. **Lead** – God has created us in His image. We have abilities and opportunities to share His mercy and grace with others. Christ followers will become servants and leaders in the church and community. (Genesis 1:27, 1 Peter 4:10, Matthew 23:11)
4. **Launch** – God has good news! The Gospel is the good news that Jesus Christ lived, died, and then was resurrected to life to rescue every man, woman, and child from the brokenness of sin. Every follower of Christ carries the message of redemption to a hurting and broken world. (Isaiah 52:7, Matthew 28:16-20)



DOCTRINAL STATEMENT

God the Designer and Creator of All Things

We believe in God as revealed in the Bible: God the Father, God the Son, and God the Holy Spirit. God created all things and reigns over all things. Nothing exists or occurs beyond God's reign.

(Genesis 1, Psalm 90:2, 2 Corinthians 13:14)

The Authority of the Word of God

We believe the Bible to be the inspired Word of God, therefore we accept the Word and the Word alone as our rule of faith, doctrine, and practice.

(Psalm 119:105, John 1, 2 Timothy 3:16-17)

The Life, Death, and Resurrection of Jesus Christ

We believe Jesus to be the promised Christ, the Spirit-conceived, virgin-born Son of God, who died for our sins, was raised on the third day, and is going to return to reign over a new heaven and new earth. The Gospel is the good news that Jesus Christ reigns in victory and has broken the power of sin and death by His death, burial, and resurrection.

(Luke 1, Isaiah 53, John 18:32, 2 Peter 3:13, Revelation 21)

God's Gift of Salvation

We believe that we are sinners saved by grace through faith. The grace of God is demonstrated in the life, death, and resurrection of Jesus. Faith is demonstrated in obedient living on our part. We believe people are made right with God through God's gift of mercy and forgiveness. This comes to us as the gift of God, received by faith, demonstrated in repentance, baptism, and pursuing a righteous life.

(Ephesians 2:8-9, John 1:14-17, James 2:14-17)

Jesus Christ as Our Advocate

We believe that all who have faith in Jesus Christ will enjoy eternal life in the presence of God in a renewed heaven and earth. God will judge all humankind, and Jesus will be the advocate of those who appealed to Him in faith. Those who have rejected God will be subject to judgment without Jesus Christ as an advocate. These will remain separated from God for eternity.

(Matthew 10:32-33, John 5:38-40, 1 John 2:1)

The Church

We believe that there is one church – The Body of Christ. The church exists to exalt God and bring glory to Him through sharing the Gospel message and discipling people towards a God-honoring life.

(Romans 12:4-6, John 17:20-23, Matthew 28:16-20)

**CONSTITUTION of COMMUNITY CHRISTIAN CHURCH
of ROUND ROCK, TEXAS – 2/14/89**

ARTICLE I. NAME

The name of the church is Community Christian Church of Round Rock, Texas.

ARTICLE II. PURPOSE

Community Christian Church is a non-denominational, independent, autonomous congregation of Christians dedicated to the perpetuation of Christianity as revealed in the New Testament Scriptures.

ARTICLE III. MEMBERSHIP

Any penitent believer in Jesus as the Christ, the Son of the Living God, who has made a public profession of that faith and has been baptized (immersed) into Christ in the name of the Father, Son, and Holy Spirit, for the forgiveness of sins, may be a member of Community Christian Church.

Those baptized into Christ through the Church's ministry are automatically members if they desire to be. Those who wish to be members, who have already been baptized into Christ, may do so by placing membership.

ARTICLE IV. BOARD OF DIRECTORS

The Board of Directors of Community Christian Church shall be the Elders and Minister(s).

ARTICLE V. TRUSTEES

Trustees will serve as the legal guardians of the Church and will have no authority to act except as directed by the Board of Directors.

ARTICLE VI. DISSOLUTION

Should the Church be dissolved, all assets shall be liquidated, and, after all indebtedness is eliminated, the remaining funds, if any, shall be distributed proportionately among the non-profit, tax exempt, religious organizations supported through the Church's Missions Fund.

ARTICLE VII. AMENDMENTS

This Constitution may be amended by a unanimous vote of the members present at a duly called Congregational Meeting.

**BYLAWS of COMMUNITY CHRISTIAN CHURCH
of ROUND ROCK, TEXAS – 5/23/99**

ARTICLE I. BOARD OF DIRECTORS

Section 1. Defined

The Board of Directors of Community Christian Church shall consist of the Elders and the Minister(s).

Section 2. Responsibilities

The responsibilities of the Board of Directors shall be the oversight, shepherding, and administration of the Church. This includes the setting of Church policy and the overseeing of the preaching and teaching and the growth and welfare of the entire Church.

The Board of Directors shall provide guidance to the Minister(s), screen all nominees for Church positions/offices, and be advisors to all ministries of the Church.

Section 3. Meetings

The Board of Directors shall meet as often as deemed necessary. They shall meet at least quarterly with the General Board.

ARTICLE II. GENERAL BOARD

Section 1. Defined

The General Board shall consist of Elders, Minister(s), Basic Ministry Area Leaders, Servant-Leaders, and Specific Ministry Leaders.

Section 2. Officers

Officers of the General Church Board shall be appointed by the Board of Directors and approved by the Congregation. Recommendations from the Congregation will be considered. The men and women selected by the Board of Directors shall be made known to the Congregation at least one month prior to their appointment. During this time, members of the Congregation may submit in writing to the Board of Directors any reasons why a particular candidate should not be appointed. The Board of Directors will consider these reasons and determine if the man or woman should or should not be appointed. The Board of Directors will then present their appointees for confirmation of at least a two-thirds affirmative vote at a duly called Congregational Meeting.

The officers of the General Board shall serve terms of one calendar year.

The President shall preside over the meetings of the General Board and over Congregational meetings.

The Vice-President shall preside in the absence or incapacitation of the President.

The Secretary shall record the minutes of the meetings of the General Board and of Congregational Meetings.

Section 3. Responsibilities

The General Board shall meet at least quarterly for the following purposes:

1. To hear reports and/or recommendations from the various Basic and Specific Ministry Area Leaders;
2. To discuss ways of continuing to reach for the goal of being the Church that God wants us to be;
3. To keep open the lines of communication between the Board of Directors and the various ministries of the Church;
4. To serve and keep open the lines of communication between all levels of CCC leadership and the individual members of our congregations

ARTICLE III. ELDERS

Section 1. Qualifications

The qualifications for Elders are those of the New Testament Scriptures.

Section 2. Duties

The duties of Elders shall be those consistent with the teachings of the New Testament Scriptures.

Section 3. Selection

Elders shall be appointed by the Board of Directors and approved by the Congregation. Recommendations from the Congregation will be considered. The men the Elders select for appointment shall be made known to the Congregation at least one month prior to their appointment. During this time, members of the Congregation may submit in writing to the Board of Directors any reasons why a particular candidate should not be appointed. The Board of Directors will consider these reasons and determine if the man should or should not be appointed. The Board of Directors will then present their appointees for confirmation by at least a two-thirds affirmative vote at a duly called Congregational Meeting.

Section 4. Number

The number of Elders shall be determined by the Board of Directors.

Section 5. Length of Terms

Elders shall serve indefinitely. However, each will stand for approval each year. For at least a month before the Annual Congregational Meeting the Board of Directors will receive written reasons from any member of the Congregation as to why a particular man should not continue to serve in the Eldership. The Board of Directors will then determine whether or not he should be recommended to continue to serve. Those recommended will be presented for confirmation by at least a two-thirds affirmative vote at the Annual Congregational Meeting.

ARTICLE IV. MINISTERS

Section 1. Selection

Ministers shall be called and employed by a recommendation of the elders and a three-fourths (75%) majority vote of approval of the members present at a duly called Congregational Meeting.

Section 2. Duties

The duties of the Ministers shall be those consistent with the teachings of the New Testament Scriptures and those agreed upon by the Ministers and the Elders.

Section 3. Length and Termination of Service

Ministers shall be called and employed for an indefinite period of time.

The services and employment of Ministers may be terminated by written resignation or by the unanimous vote of the Elders at a duly called meeting.

In case of resignation, thirty days' notice shall be given unless other arrangements are agreed upon by the Minister(s) and Elders.

In case of dismissal by the Elders, a Minister shall either remain in service for thirty more days or be paid thirty days' pay and dismissed immediately.

ARTICLE V. SERVANT-LEADERS

Section 1. Servant-Leaders

Servant-Leaders shall be appointed by the Board of Directors whenever the Board of Directors determine there is a need, and then approved by the Congregation. The number and terms of service shall be determined by the Board of Directors. The process shall be as follows:

1. The names of the men and/or women who are selected by the Board of Directors shall be made known to the Congregation at least one month prior to their appointment;

2. During this time, members of the Congregation may submit in writing to the Board of Directors reasons why a particular candidate should not be appointed;

3. The Board of Directors will consider the reasons presented and determine if an individual man or woman should or should not be appointed;

4. The Board of Directors will then present their appointees for confirmation by at least two-thirds affirmative vote at a duly called Congregational Meeting.

Servant-Leaders are in every sense "servants," as the term is defined, and will have responsibilities determined by the Board of Directors which are in keeping with New Testament teaching.

The qualifications shall be those found in the New Testament Scriptures for such servants.

Servant-Leaders shall serve indefinitely. However, each will stand for approval each year. For at least a month before the Annual Congregational Meeting the Board of Directors will receive written reasons from any member of the Congregation as to why a particular man or woman should not continue to serve as a Servant-Leader. The Board of Directors will then determine whether or not he or she should be recommended to continue to serve. Those men and women recommended for continued service will be presented for confirmation by at least a two-thirds affirmative vote at the Annual Congregational Meeting.

Section 2. Basic Ministry Area Leaders

The Board of Directors shall appoint Basic Ministry Area Leaders, who shall oversee and coordinate Specific Ministries in their area. These shall be Ministers, Elders, Deacons, and Deaconesses. Their number and terms of service shall be at the discretion of the Board of Directors. They shall appoint Specific Ministry Leaders, subject to the approval of the Board of Directors.

Section 3. Specific Ministry Leaders

Specific Ministry Leaders shall be appointed by the Basic Ministry Area Leaders, subject to the approval of the Board of Directors. Their number and terms of service shall be at the discretion of the Basic Ministry Area Leaders, subject to the approval of the Board of Directors.

Section 4. Trustees

Three members of the Congregation shall be selected to serve as Trustees.

They shall be appointed by the Board of Directors, subject to confirmation by a two-thirds affirmative vote of the Congregation at a duly called Congregational Meeting. They shall act on behalf of the Church in all legal matters, as directed by the Board of Directors.

ARTICLE VI. CONGREGATIONAL MEETINGS

Section 1. Annual Congregational Meeting

An annual Congregational Meeting shall be held in October of each year for the purpose of receiving reports from the various ministries of the Church, presenting the budget for the year, presenting Elders for confirmation, presenting Elder candidates for approval, presenting Deacon and/or Deaconess candidates for approval, and conducting any other business requiring congregational approval or attention.

The President of the General Board shall preside at the Annual Congregational Meeting.

A quorum shall consist of those members present and voting at a duly called meeting.

Section 2. Called Congregational Meetings

Congregational Meetings may be called by a consensus of the Board of Directors, providing a two weeks' notice is given by announcement in the Sunday morning assembly or by notice in the Church newsletter.

Section 3. Matters Requiring Congregational Meetings

In addition to those matters normally considered at Congregational Meetings, the purchase or sale of real estate and/or buildings and entering into building programs require congregational approval at a duly called Congregational Meeting.

Section 4. Voting Qualifications

The following are qualifications members of the Church must meet in order to vote in Congregational Meetings:

1. Member of the Congregation for at least six (6) months;
2. In attendance at worship assembly a minimum of twelve (12) times in the six (6) months prior to the Congregational Meeting;
3. At least eighteen (18) years of age.

Some exceptions may be considered and approved as determined by the Board of Directors. A voting privilege may be disallowed any member for sufficient cause as determined by the Board of Directors.

Section 5. Proxy Votes and Absentee Ballots

There shall be no proxy voting. Absentee voting shall be at the discretion of the Board of Directors.

ARTICLE VII. DISCIPLINE OF MEMBERS

The New Testament Scriptures teach that all members of Christ's Church are to grow in their relationship with Christ and manifest behavior conforming to the teachings of Christ. If a member should refuse to cease behavior considered contrary to those teachings, after attempts to "restore him (or her) gently," the elders may discipline him or her further. Our Scriptural guidelines for church discipline are provided in Matthew 18:15-17, Galatians 6, 1 Corinthians 5, and 1 Peter 5:1-3.

Discipline may result in public expulsion from the Church. All members of the Church, including the Elders and Ministers, are subject to discipline.

Such disciplinary action requires the agreement of at least two-thirds of the Elders, except in the case of the dismissal of a Minister, which shall require a unanimous vote of the Elders. An Elder is ineligible to vote in his own disciplinary case.

The purpose of Church Discipline is the relational and spiritual restoration of church members, for the unification of the Church body, and the glorification of God.

ARTICLE VIII. AMENDMENT OF THESE BYLAWS

These Bylaws may be amended at any regular or called Congregational Meeting by a three-fourths (75%) vote of the members present, provided that the proposed amendment(s) has been approved by the Elders and made available in writing to the Congregation at least two weeks prior to the meeting.

ARTICLE IX. POLICIES AND PROCEDURES MANUAL

For policies and procedures not set forth in the Constitution or Bylaws, please refer to the "Policies and Procedures Manual" written and/or approved by the Board of Directors.

MINISTRY ORGANIZATION (November 2020)

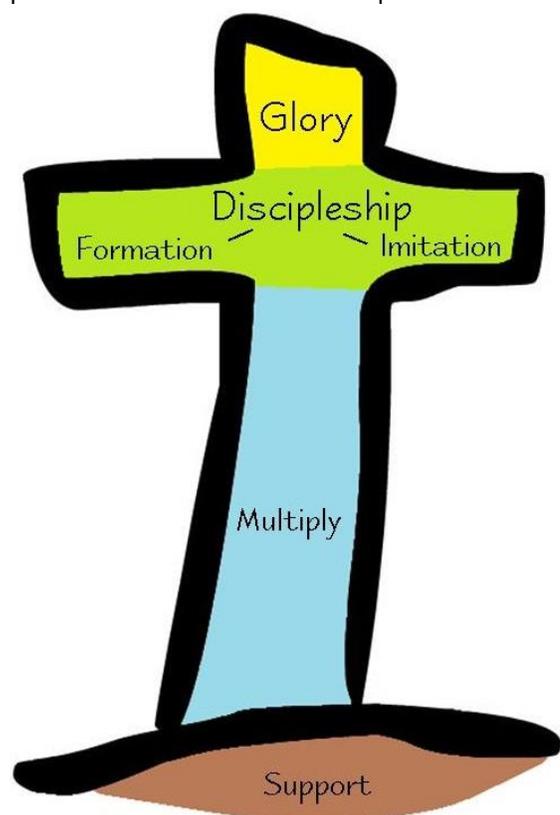
The ministry system is divided into five areas of focus: Love, Learn, Lead, Launch, and Support. Our hope is that our ministry organization creates an environment and opportunity where God is glorified (**Love**), disciples grow (**Learn**), followers serve (**Lead**), and the Gospel is shared (**Launch**). The **Support** ministry area ensures that CCC's physical and administrative resources properly support the ministry needs of the church.

Each Basic Ministry Area Leader will recruit Specific Ministry Area Leaders to increase participation and leadership development. This is the New Testament concept of equipping the saints for ministry in Ephesians 4:12. Basic Ministry Area Leaders will oversee and partner with their Specific Ministry Area Leaders to plan ministry needs.

Each Basic Ministry Area Leader will be responsible for equipping, training, and administrating their team. Utilize church ministry and administrative staff to accomplish your goals. Publish needs, requests, updates, and plans in the church newsletter and bulletin. Communicate with the church office on financial and planning matters.

→ All Basic Ministry Area Leaders and Specific Ministry Area Leaders are expected at the quarterly General Board meetings. A written report submitted beforehand is acceptable when attendance is not possible.

→ Ministry leaders need to communicate with the CCC office **one month** in advance when planning dates for ministry activities. This will ensure that every event receives proper publication and will keep us from double-booking the CCC calendar.



CCC's Ministry Emphasis:

Passion for God and Compassion for People!

- **Glory** – Loving God and loving others brings Him glory! We call this emphasis area **Love**.
- **Discipleship** – Throughout history, the Christian life has been demonstrated in two ways: formation and imitation. Formation is learning and following, while imitation is doing and demonstrating. We call these areas **Learn** and **Lead**.
- **Multiply** – Jesus prepared His disciples to follow His own example, going into all the world to make disciples. We call this emphasis area **Launch**.
- **Support** – The church needs administrative support to resource the needs of a growing body.

LOVE – BASIC MINISTRY AREA (Glory)

Everything that God created exists to glorify Him, and this is especially true of the church. Our hope is to create a heart's desire within each member and guest at CCC to seek God's glory through congregational worship and fellowship. Glory to God will be demonstrated in our love for God and others.

The Love Basic Ministry Area Leader will ensure that CCC focuses on glorifying God in our worship and fellowship. Oversight in this area will require creativity, communication, and an active, engaging presence in worship gatherings.

Specific Ministry Areas:

Worship Ministry – Worship is a personal attitude of humility and thankfulness that is expressed in a life of service, song, and testimony. We seek to incorporate these expressions into our Sunday morning worship gathering. The Basic Ministry Area Leader will coordinate several aspects of the worship ministry, including the communion meditation roster and communion/offering servers.

Communion Meditation and Servers – The CCC office will keep a ready roster of current individuals who are willing and able to preside at communion, as well as a list of those willing and able to serve communion and offering. New communion presiders will need to be recruited as needed. The office administrator will assist in communicating the monthly schedule.

Worship Music – Worship music and additional worship service elements need to be coordinated weekly. All worship team members and church staff must receive timely communication regarding rehearsal times and information needed for the bulletin.

Communion Preparation – Community Christian Church celebrates communion each week as a central part of our worship. This ministry leader will coordinate communion supplies and a schedule of preparation helpers. The office administrator will assist in communicating the monthly schedule.

Ambassadors Ministry – Ambassadors are greeters who minister at the front doors of the main building each week. The ministry leader needs to schedule and communicate with CCC members to ensure that ambassadors, or substitutes, are ready to serve. Ambassadors hand out bulletins, greet worshippers, and help guests find their way to a class or to the worship assembly.

Fellowship – The fellowship ministry schedules and supports meals, get-togethers, potlucks and picnics designed to give the people of CCC the opportunity to share time together. This ministry leader needs to coordinate additional helpers for set up and clean up as well as keeping an eye on the needed pantry and paper supplies. Dates for events need to be communicated one month in advance.

Audio-Visual Ministry – One sound and one video volunteer are needed each week for worship. Special events also call for audio-visual volunteers. This ministry leader needs to be able to run sound and video, train others, and maintain a roster and schedule of workers.

Kids' Choir – CCC's Kids' Choir is for children in Kindergarten up to 5th grade. They often sing special songs of praise in worship and they put on seasonal productions. This ministry leader needs to schedule rehearsals and performances as well as communicate with the CCC office administrator and parents.

Kids' Worship Bags – CCC provides an activity bag for elementary kids during worship gatherings. Kids are encouraged to sing, listen, and participate in the worship service with their parents and siblings. Help from adults will be needed in returning bags following worship.

LEARN – BASIC MINISTRY AREA (Formation)

God is light and has called His people to walk in His light. CCC is committed to learning and teaching the Word of God and providing an environment of encouragement, support and mutual accountability as we live out the Gospel.

The Learn Basic Ministry Area Leader will oversee many of the educational environments of CCC, requiring discernment, Biblical knowledge, and active oversight in the lives of teachers and volunteers. This ministry leader needs to oversee the yearly certification process for teachers and youth helpers.

Throughout the history of Christianity, growing as a disciple has been referred to as "formation" just as Romans 12:2 calls us to "be transformed by the renewing of your mind."

Specific Ministry Areas:

Sunday School – CCC provides Sunday School classes during the 9:30 hour. Teachers and curriculum for each age group is required.

King's Kids – King's Kids is a ministry for Pre-K through 2nd grade students that is offered during the worship assembly. King's Kids includes worship, Bible lessons, and activities.

Junior Church – Junior Church is for 3rd through 5th grade students and is offered during the teaching time of our worship assembly. Junior Church includes a Bible lesson and activities specifically for this age group.

Nursery – The CCC Nursery is available for infants and toddlers during Sunday morning gatherings. The Nursery ministry leader will work with the Learn Basic Ministry Area Leader to create a check-in and check-out process, clean-up process, and a schedule of volunteers.

Student Ministry – 6th through 12th grade students are invited to participate in CCC through fellowship with other students, guidance in the Word and service to others.

Adult Groups – There are several adult classes available on Sunday mornings, as well as small groups throughout the week. Adult study group leaders need to communicate Bible study topics and meeting schedules to the CCC office on a regular basis.

Women's Ministry – CCC's Women's Ministry creates ministry events for the women of CCC, including fellowship and service opportunities. The Ministry Area Leader will need to communicate women's ministry plans to the CCC office on a monthly basis.

LEAD – BASIC MINISTRY AREA (Imitation)

God has created us in His own image. We have abilities and opportunities to share His mercy and grace with others. Christ followers will become servants and leaders in the church and community.

In 1 Corinthians 11:1 Paul encourages believers to follow Him, just as He is imitating Jesus Christ. It is our desire to lead the people of CCC in imitating the actions and attitude of Jesus Christ.

The Lead Basic Ministry Area Leader will be instrumental in training, scheduling, and overseeing the 'hands and feet' ministries of CCC that impact and reach our community.

Specific Ministry Areas:

Care Group Ministry – The Care Group Ministry seeks to give help and encouragement to the people of CCC during times of difficulty and crisis. The Care Groups are established geographically with individual Care Group leaders for each area group. Care Groups are equipped to help with meals and visitations. This ministry leader will need to establish and communicate with Care Group leaders. We also have a care ministry for mailing cards of encouragement to the people of CCC.

Benevolence Ministry – The Benevolence Ministry provides immediate short-term financial assistance primarily to CCC members and secondarily to the greater community. Our Benevolence fund is supported by designated donations and will be used for food, clothing, shelter, and emergency needs.

Serve Team – The CCC Serve Team plans activities and events that demonstrate the compassion and justice of God on behalf of our community. The Serve Team leader will coordinate a monthly meeting and communicate plans to the CCC office.

Member Orientation & Involvement – This ministry will seek to ensure that new members to CCC are quickly made aware of opportunities for growing and serving at CCC. A new member packet will be made available with the hope of spending a short visit together with time for questions and answers.

Member involvement is a critical need in the body. Our hope is to help each Christ follower find an outlet for serving and growing. This ministry leader will help in seeing that all CCC members are challenged to serve.

Austin Disaster Relief Network – The City of Austin has been blessed with the ministry of ADRN. CCC is a participating church and has been involved with ADRN in many ways. This ministry leader will need to communicate and coordinate relief efforts and training opportunities to the people of CCC.

Round Rock Area Serving Center – The Round Rock Area Serving Center (RRASC) was established by churches to create a central resource for help and aid. CCC sends one representative to quarterly meetings, and this person can keep CCC aware of upcoming needs and events at the RRASC.

LAUNCH – BASIC MINISTRY AREA (Multiply)

God has good news! The Gospel is the good news that Jesus Christ lived, died, and the resurrected life to rescue every man, woman, and child from brokenness. Every follower of Christ carries the message of redemption to a hurting and broken world – each one of us is a missionary, and ambassador, a carrier.

The Launch Basic Ministry Area will put the Great Commission of Jesus into effect: “Go and make disciples in all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you.” Matthew 28:19-20.

The Launch ministry is about multiplying disciplines – teaching evangelism and equipping the church to spread the Gospel.

Specific Ministry Areas:

Missions Ministry – The Missions Ministry manages the selection and funding processes for missionary outreach programs (primarily foreign). The ministry is funded through special and designated donations. The ministry provides updates to the congregation about the work of CCC's supported missions. Periodic funding reminders and challenges to the congregation will be issued as well.

Local Outreach – CCC is perfectly placed among the neighborhoods of West Round Rock. We desire to make sure that every family and home in the surrounding area is aware of CCC's ministry to them. Local outreach will take place by canvassing the neighborhoods and creating ministry events for the community.

Equipping for Evangelism – We believe that the Gospel is preached through loving actions. There is also a time for Gospel presentation and conversation. We want to equip every CCC member with a simple personal approach for sharing the Gospel.

Starting Point – Starting point is a simple introduction to the vision and values of CCC. Starting Point meets on the first Sunday of each month and includes a light breakfast. A short presentation is given with time for questions and answers from guests and visitors.

SUPPORT – BASIC MINISTRY AREA

The support Basic Ministry Area provides the financial, physical and administrative support for the successful operation of the overall ministry function of CCC. Many of these essential tasks are performed at the CCC office during office hours by CCC ministers and staff.

Administration – This ministry provides oversight of facilities, events, publications, and church business. The office administrator, finance secretary, and lead minister work together to see that church administration supports the ministry of CCC.

Staff – Church staff and associate minister are supervised by the lead minister concerning day to day duties and time out of the office for vacation, personal days and ministry related events. Office hours and contact information will be posted clearly online and in publications.

Finance Ministry – This ministry manages the church income and expenses, assists with budget preparation, provides financial reports, conducts stewardship programs and ensures compliance with IRS and other governmental directives. The CCC finance secretary will transact daily business and assist church leaders as needed with fiancé information.

Property Ministry – This ministry provides for a safe, attractive, functional physical facility for congregational activity. The activities of this ministry include organizing teams for building maintenance and seasonal grounds maintenance.

Purchasing – This ministry leader will keep a roster of needed supplies and check them weekly. Additional needs from other ministry leaders may be added as needed. The CCC office staff will assist in making purchasing decision. Bulk items, paper products and kitchen and bathroom supplies need to be stored and accessible.

Security Team – CCC's Security Team will keep medical and first aid supplies ready. The Security Team will also work to keep a constant eye on the main building entry doors during worship gatherings for the safety of CCC members and guests.

Glory (Love) - Curt Riggs

- **Worship**
 - **Worship Music** - Benjamin Schilling
 - **Communion Preparation, Meditation, and Servers** - Alice Mac Kenna
 - **Audio/Visual** - Benjamin Schilling
- **Kid's Choir** - Heidi Frock
- **Kid's Worship Bags** - Twyla Helmkamp
- **Ambassadors** - Bob Otto
- **Fellowship** - John Sullivan

Formation (Learn)

- **Children's Education**
 - **Sunday School/Gospel Project** - Ryan

Trask

- **King's Kids** - Kim Condit
- **Junior Church** - Ben Ryon
- **Nursery** - Beth Schaefer
- **AWANA** - PJ Condit
- **Youth (6th-12th Grades)** - Ryan Trask
- **Adult Groups**
 - **Sunday Morning Classes** - Teachers
 - **Men's Ministry** -
 - **Women's Ministry** - Beth Schaefer

Imitation (Lead) - Mike Mac Kenna

- **Care Groups** - Alice Mac Kenna
- **Benevolence** - PJ Condit
- **Member Orientation & Involvement**
- **RRASC** - Sheri Demers
- **Serve Team** - Heidi Frock
- **Card Ministry** - Janie Veach

Multiply (Launch) - PJ Condit

- **Missions**
 - **Finance** - Gary Wirth
 - **Communication** - Mike and Lynn Card
- **Local Outreach**

Support

- **Admin & Staff** - PJ Condit
- **Finance** - Ben Ryon
 - **Finance Secretary** - Cheryl Foster
 - **Collection/Deposit** - Alice Mac Kenna
- **Property** - Kurt Spahrman
- **Security Team** - Curt Riggs
- **Purchasing** - Tisha Ritter

POLICY SECTION

Audio-Visual System Policy – The audio-visual systems for the auditorium are under the supervision of the Love Basic Ministry Area, and only those persons designated may operate them. Anyone planning to use the audio-visual systems must make arrangements for one of the designated operators to be present.

Special events may be scheduled that require a trained operator. In these cases, the CCC office will coordinate the need and request that a \$100 payment be made directly to the operator.

Benevolence Ministry Policy – The Lead Minister will give oversight to the Benevolence Ministry in cooperation with CCC's Elders. Requests for help that exceed \$200 must be brought before the Elders for approval. The primary use of Benevolence funds will be for food, clothing and shelter.

Financial Peace University is a financial teaching program that is available for those who are in debt or financially challenged. CCC members with more than two Benevolence needs in one year will need to enter a financial mentoring relationship before additional help is provided.

Building Use Policy – Use of the building by various groups in the church or by members of the church for church activities is on a first-come, first-served basis. To reserve the building contact the CCC office administrator.

Use of the building by members for other than church activities is subject to the approval of the Board of Directors. Members who want to use the building for events for family or personal activities may be charged per hour per A/C and heating zone, and a Building Use Agreement form must be filled out.

Use of the building by non-members or non-church-related groups is at the discretion of the Board of Directors. A Building Use Agreement form must be filled out and the group may be charged per hour per A/C and heating zone. A refundable deposit may also be required.

Those using the building must clean up after themselves, returning facilities to pre-event status utilizing the checklist in the Community Room hallway. This checklist is for members and non-members using the CCC facilities.

There is to be no smoking in any part of the building or on the grounds, and no alcoholic beverages are allowed on the premises. Additional guidelines are found on the Building Use Form.

See also "Kitchen Use Policy."

Communicable Diseases Policy – Community Christian Church welcomes those with HIV (Human Immunodeficiency Virus) and AIDS (Acquired immunodeficiency Syndrome).

No person shall be refused admittance to the assemblies of the church because of HIV or AIDS or any other disease not spread by casual, nonsexual contact. Preschool children with the AIDS virus, however, because of their tendency to share bottles, toys, and other items, must remain with their parents or guardians and must not be taken to the nursery or to a children's class.

Ethnic Policy – We are committed to reach people for Christ, regardless of ethnic background, race, or national origin. All are welcome, and ethnic or racial discrimination will not be tolerated.

Kitchen Use Policy – Those using the kitchen must wash, dry, and put away all utensils and other items used, properly dispose of all trash and garbage, and generally leave the kitchen area and community room clean and in good order for the next users. Cleaning supplies are stored under the kitchen sink. Cloths and towels that are used must be taken home for cleaning and returned promptly.

The church provides disposable plates, bowls, cups, eating utensils, cups, and napkins for church-related activities. Those planning activities in which these items will be used should check to make sure our supply is adequate. Needs should be reported to the church office at least a week prior to the scheduled event.

Louella Ryan Bible College Scholarship Fund Policy – This fund was begun to honor the memory of Louella Ryan who deeply loved the Lord, His Word, and young people. It is funded through designated gifts. The purpose is to provide congregational support and financial assistance for members of Community Christian Church who desire to attend an approved Bible college with a view toward commitment to an area of vocational Christian ministry. This fund and payments will be administered by the Board of Directors.

The Plan:

1. \$500 per semester will be paid to the school for expenses the first year, providing adequate funding is available.
2. If the student makes acceptable progress the first year and desires to continue preparation for Christian ministry at an approved institution as a full-time student, the \$500 per semester award will be continued on the same basis through the second year.
3. If the student makes acceptable progress the second year and desires to continue preparation for Christian ministry at an approved institution, the \$500 per semester award will be continued on the same basis through the third and fourth years.
4. Support for additional years will be considered on a case by case basis.

Application:

Members desiring to participate in this scholarship program must submit a letter of request to the Board of Directors of the church, indicating the institution they wish to attend, the area of Christian ministry they wish to train for, and their reasons for wanting to do so. Such a letter should be submitted at least two months prior to the beginning of each school year.

Membership Policy – Only those who have professed faith in Jesus as the Christ, the Son of God, have been baptized (immersed), and expressed a desire for membership may be members. The Elders and Minister recognize, however, that: (1) each member needs to be committed both to Christ and to the local church; (2) the genuineness of each member's profession of faith needs to be ensured; and (3) each member needs to be assimilated into the life and ministry of the local church and encouraged in spiritual growth.

Therefore, placing membership shall consist of a public declaration by a candidate of his or her commitment to membership and the subsequent examination and confirmation by the Elders and/or Ministers of his or her profession of faith and commitment to membership. Appropriate orientation and introduction to Community Christian Church will then be provided, and the new member strongly urged to become active in the life and ministry of the church.

Children (those under the age of eighteen) are required to have the written consent of their parents.

Discipline and Dismissal – We see that the Biblical responsibility of each member of the church is:

- to be a faithful, growing participant in the worship, ministry, and life of the local church (John 15:1-4, Acts 2:42, Hebrews 10:24-25).
- to live a Christ-honoring life (Micah 6:8, Romans 12:1-2).
- to hold a sound doctrine (Psalm 119, Titus 2:1; 1 Timothy 1:3-4).

We see also that the Biblical responsibility of the members and leaders of the church is to hold each member accountable (Luke 17:3-4, Galatians 6:1). Therefore wayward members who continue in habitual, willful sin will be disciplined (encouraged, prayed with and for, called to repent, exhorted to cease sinful behavior, held accountable) and names removed from the membership of Community Christian Church (1 Corinthians 5; Titus 3:10).

The goal of discipline is the salvation of the offender and his/her restoration to the fellowship of the church (1 Corinthians 5:4, 5; 2 Corinthians 2:1-11) and the maintenance of sound doctrine and the purity of the church (1 Corinthians 5:6-13)

Members who do not participate in the worship, financial support, and ministry of the congregation for a period of six months will be considered inactive. Those inactive for as much as one year will be deleted from the membership. Exceptions may be made by the Board of Directors in special cases, such as in the event of illness or other extenuating circumstance.

Members deleted from the membership must meet with at least two of the Elders and renew their membership commitment in order to be reinstated.

Nursery Policy - The nursery shall be staffed only by certified and approved personnel, and ministry leaders will maintain a schedule of workers. When possible, at least two adults shall be on duty. Approved minors at least twelve years old may be utilized as assistants, but no more than two minors for each adult may be used. Babies will be checked in and checked out according to the process established by the Basix and Specific Area Ministry Leaders.

Personnel Policies

Elders

The Elders are selected from among the men of the congregation, who, by the judgment of the Board of Directors, sufficiently measure up to the qualifications given in the New Testament Scriptures. The selection procedure is as follows:

1. The Board of Directors will announce that they are receiving recommendations from the congregation for elder candidates. Forms are provided so that recommendations are in writing and signed.
2. The Board of Directors will consider those they consider qualified, along with those the congregation has recommended.
3. Those whom the Board of Directors believe ought to be considered are then contacted by letter asking for their response.
4. Those who respond in the affirmative are then interviewed by appointment with the Board of Directors.
5. Following the interviews, the names of those whom the Board of Directors recommend are published, and the congregation is given a period of time to present in writing to the Board of Directors any objections they may have regarding any of the men recommended. If the Board of Directors judge an objection a valid reason, they may rescind their recommendation.
6. At a duly called Congregation Meeting the qualified voting members of the congregation are given the opportunity to formally approve the Board of Directors recommendations by a show of hands.
7. At the earliest appropriate time the newly approved Elders will be formally ordained and installed.

Elders stand for approval each year at the Annual Congregational Meeting. For a month before the meeting, the Board of Directors will receive in writing any objections from the congregation as to why any particular Elder should not continue to serve. If the objection is deemed a valid reason for terminating his service, he will not be recommended. Otherwise the congregation will be asked to show approval by a show of hands.

Rather than being representatives of the congregation, the Elders, along with the Ministers, are overseers and shepherds, leading in the direction they understand God wants the Church to go, not necessarily in the way the people of the church want to go.

The Elders serve with the Ministers as a servant-leader *team*, not as overseers of the Ministers. There is mutual accountability. The Elders hold the Ministers accountable, and the Ministers hold the Elders accountable.

Ministers

Ministers are employed for an indefinite period of time by the following procedure:

1. When it is determined by the Board of Directors that a Minister should be employed, they shall publicize that applications and/or resumes will be received.
2. Applications and/or resumes are received and reviewed by the Board of Directors.
3. Interviews with applicants deemed qualified are scheduled. Whether or not more than one applicant is interviewed is at the discretion of the Board of Directors.
4. The Board of Directors conduct interview(s). They may involve others in the congregation in the interview.
5. An applicant the Board of Directors recommends is then presented to the congregation for approval at a duly called Congregational Meeting.

The remuneration package and other details of a Minister's employment are worked out between the Minister and the Board of Directors.

The Elders shall be responsible for the review and approval of the performance and compensation of the Minister(s). The amount and type of compensation, including salary, fringe benefits and deferred compensation, shall be reviewed at least annually and adjusted as warranted by the end of the fiscal year.

The Elders shall be solely responsible for the review and evaluation of the abilities, efforts and needs of the Minister(s) on a regular basis. They shall consider input from the Minister(s) regarding his/their activities, abilities and efforts in light of the needs and ministries of the congregation. They shall also carefully consider any comments provided by members of the congregation about or regarding the ministers. They shall regularly, as appropriate, consult with the Minister(s) with regard to these matters.

Promotion of Child Safety and Prevention of Child Abuse Policy

Community Christian Church is firmly committed to the care and safety of families and their children. We consider abuse or neglect of children as contrary to Christian morality and as an offense against human dignity.

I. Policy

1. This statement of policy is intended to promote child safety, prevent child abuse, mitigate harm to others, establish a viable awareness program, and provide guidance to church personnel in preventive and reporting procedures.
2. Abusive or neglectful behavior in any form is outside the scope of employment for all church workers. The church strongly supports the State as it deals with the social and moral evil of abuse and neglect. All employees, affiliates, and volunteers of the church must comply with state and local laws, as well as with church policy and guidelines about child abuse.
3. This policy statement is meant to emphasize our deep concern for the victim and family of the victim; to safeguard against fraudulent claims that may ruin the reputation of innocent persons; and to assist in the reconciliation of the offender and his or her family.

II. Applicable Law

1. The State of Texas has statutes and cases which define the types of conduct that violate the law. (Texas Family Code law is maintained online at <https://statutes.capitol.texas.gov/>)
2. The law changes from time to time; therefore, all personnel should familiarize themselves with the changes that may occur. Regular updates of the law will be provided by the Board of Directors during yearly teacher certification.

III. Action Where Guilt Determined

Any church worker who admits to, does not contest, or is found guilty of an incident involving abuse (or neglect) of a child shall be terminated from any position involving children.

IV. Action Where Abuse Suspected

1. Any church worker suspected of child abuse shall be immediately removed from any position involving children.
2. An immediate investigation shall be initiated to ascertain whether there is cause to believe

child abuse or neglect has occurred.

3. If cause is found, immediate reporting to the appropriate state agency shall be initiated and the church investigation ceased until resumption of the internal inquiry will in no way hinder the state's investigation.

V. Action Where Innocence Found

1. A restoration committee, formed from the pastoral leadership and other parties deemed to be helpful, shall review the situation of the individual found to be falsely accused or under suspicion.
2. After consultation with the innocent party, the congregation, if appropriate, will be notified of the individual's innocence and good standing within the body.

VI. Suspicious Actions

Any suspicious behavior or conduct by a volunteer or paid staff member should be reported immediately to the appropriate supervisor, ministry leader, or nearest pastoral leader.

VII. Implementation.

1. Because of the susceptibility of children and youth, only personnel of high moral character should be recruited for any position where contact with youth may be made.
2. Screening of prospective workers requires, as a minimum, completion of the application form, an interview, and ministry leader approval. Background check through state agencies, reference inquiry and other character evaluations may also be accomplished. The applicant must be made cognizant of these possibilities upon applying for service with the youth.
3. Prior to commencement of service, individuals must complete an initial certification session emphasizing church policy, the "Child Prevention of Abuse Program," and reporting requirement.
4. On the job training, recurring training, and special emphasis training will be conducted, as appropriate, by ministry leaders with an emphasis on supervision and safety.
5. Annual certification and recertification is require by all volunteer and paid staff personnel who have contact with youth or could have contact in future activities. In addition to revisiting the subjects in paragraph four (4) above, special emphasis will be given to adequate supervision of children at all times, either by their parents of church workers.

Transportation Policy – Events that take place away from the church campus sometimes require group transportation. The transportation policy will ensure that CCC is taking responsibility to see that members and guests safety attend off-campus events.

Group Transportation

Group transportation, or car-pooling, is an effective means of sharing resources and providing access to off-campus events. Group transportation shall be arranged beforehand to ensure that safe vehicles and qualified drivers are used. Drivers in a car-pool group should exchange cell phone numbers so that group vehicles can safely communicate with each other. Designate a navigator or caller, so that the driver does not have to make calls, text, or search maps while driving. Emergency transportation is the only exception of these guidelines.

Driver Qualifications:

- Persons transporting others shall be at least twenty-one years of age for local trips and at least twenty-five years of age for interstate travel.
- Persons transporting others must have:
 - A valid Texas Driver's License
 - Proof of personal liability insurance
- Persons transporting others shall:
 - Be healthy and fit enough to drive responsibly
 - Refrain from cell phone talking and texting while driving. A passenger will be designated to answer call.
 - Refrain from configuring GPS devices while driving. A passenger will be designated to configure GPS devices.
 - Obey all traffic laws and drive in a manner that gives the passengers assurance of safety.
- Personal vehicles used must:
 - Be driven by the current owners (Exceptions must be authorized by owners)
 - Be listed on the driver's personal liability insurance
 - Up to date on State Inspection and Registration

Rented Transportation

Rented vehicles are an accepted form of transportation, except in the case of 15 passenger vans. CCC prohibits the use of 15 passenger vans for travel. There are new models of cargo vans that are acceptable (Dodge Sprinter, etc.) that do not present the same dangers as traditional 15 passenger vans.

- Rental vehicle drivers must comply with all of the above driver protocols
- Additional insurance and coverage offered by the rental agency may be purchased if the ministry area leader deems it appropriate.

Chartered Transportation

Those chartering transportation shall follow these policies:

- Charter agencies shall provide proof of Texas licensing to operate charter transportation. Charter agencies shall provide proof of Interstate Commerce Commission licensing for trips out of the State of Texas.
- Charter agencies shall provide proof of current insurance coverage for the duration of the activity.
- Charter agencies shall provide driver qualifications for the assurance of passengers and family.
- The church shall secure indemnification from the charter agency for all liabilities resulting from their transportation.

Wedding Policy – Community Christian Church recognizes that marriage is a picture of God's holy relationship with His Church. In the Scriptures the Church is described as the Bride of Christ. Our policy is to ensure that weddings performed at CCC and/or by CCC ministers build the body of Christ and help bring Godly families into creation.

As a general rule, the ministers require a series of premarital counseling sessions. The Ministers do not desire to unite non-members of CCC, those who are not Christ followers, those they are not able to counsel, those with whom they are not acquainted, those who are already living together, and/or those with whom they will not have a continuing relationship.

Christ's church is not in the "church building rental business," so the building is not available for rent to those outside the congregation who wish to use it for their weddings except in the case of Christian couples with extenuating circumstances, such as: the facilities of their own congregation are unavailable or inadequate. The Board of Directors will make this determination. A building use fee of up to \$500 may be required, with a designated portion (no more than half) going to those who help set up and clean up after the wedding.

The building will be made available to members for their weddings on a first-come, first-served basis, with a fee of up to \$150 to pay audio visual technicians.

All wedding parties must fill out a Wedding Use Form and turn it in to the CCC office before the date will be held on the calendar.

Each wedding party must accept responsibility to see that all rooms used are cleaned and put back in order, all A/C or heating is turned off or properly set, and the building is properly secured. A 'clean up' person will be designated on the Wedding Use Form.

A BRIEF HISTORY OF COMMUNITY CHRISTIAN CHURCH

The Heart of Texas Evangelistic Association (HOTEA) began praying about planting a church in Round Rock in January of 1986. God provided the leadership and resources necessary for Larry Farthing and his family to move to Round Rock to plant the new church.

On March 6, 1986 twenty-nine people interested in planting the new church met together, including two representatives of HOTEA. At that meeting it was decided that Community Christian Church would begin meeting on Sunday evenings at 6PM for praise, prayer, preaching and the Lord's Supper.

After three months of evening gatherings, the first Sunday morning worship service was held on June 1, 1986 at C. D. Fulkes Middle School auditorium with forty-six people in attendance. As CCC grew, new facilities were necessary, and CCC found several short-term locations in Round Rock over the next three years.

On July 16, 1989, after many months of praying, planning, and working, we met for the first time at 4300 Sam Bass Road in facilities purchased from Calvary Apostolic Church. The location and facilities here have been a tremendous asset to CCC's ministry in Round Rock.

In the spring of 2005 Larry Farthing retired from CCC after 20 years of successful ministry. In the fall of 2005 PJ Condit transitioned from Youth Minister to Lead Minister. CCC continues to grow in our love for God and His Word, reflecting in a growing ministry to our community. In the Spring of 2011 CCC celebrated 25 years of life and ministry in Round Rock – may our future bring glory and honor to the Lord!

Christian churches like Community Christian share a history in the restoration Movement that occurred shortly after the Revolutionary War. Prominent leaders in the movement were: Barton W. Stone, Thomas Campbell and his son Alexander, and Walter Scott.

Accepting the Bible as the sole authority in faith and practice, these Christians rejected formal creeds and confessions of denominations and rested on Scriptural claims that Jesus is the Son of God and the head of the church. They practiced baptism by immersion, and communion was a focal part of worship. They recognized the need for local congregations to be led by elders selected from among its members.

As America expanded into the Midwest and beyond, Restoration Movement churches were planted that emphasized the unity in Christ of all believers, while maintaining a heart for the Word and the Gospel. Independent Christian Churches share a common history with the Church of Christ and the Disciples of Christ congregations, though there are differences today in both theology and practice.

CCC has sister churches across Texas and the USA, and we often partner together in

ministry to support Bible Colleges and Seminaries. Christian camps, service organizations and missionaries.

The “North American Christian Convention” convenes each year but there are no designated “delegates,” and no resolutions are passed or policy set, and no “denominational business” is transacted. A “National Missionary Convention” serving the same constituency with a missions-oriented program has met each year since 1947.

The independent nature of each congregation allows the people and leadership within the church to follow the leading of the Spirit, in accordance with the word, for the good of the community. This also creates a deep need for elders and staff who are Biblically sharp, have discernment and are open to accountability.