



## **– DISCIPLINE –**

### **Organizational By-Laws**

*Approved 11/03/2024*

## **DISCIPLINE – Organizational By-Laws**

### **Section 1. The Local Church**

**1.1. Founding** – Lakewood Community Church (commonly known as Lakewood Church) was established when the members of Lakewood United Methodist Church voted to disaffiliate from the United Methodist Church (UMC) denomination and to become an independent Affiliate Church (TWC-548) of the Great Lakes Region (GLR) of The Wesleyan Church (TWC).

**1.2. Organization** – Lakewood Church has formally adopted as our Doctrine of Faith the Articles of Religion of The Wesleyan Church. As Lakewood Church proceeds through the process of becoming a fully affiliated congregation of The Wesleyan Church, we take into consideration the Discipline of The Wesleyan Church, but we function according to this organizational structure in relation to elected and appointed leadership.

**1.3. Mission** – Lakewood Church exists to bring others to Christ (**BRING** them in),  
equip people (**BUILD** them up),  
and to love and serve our church, community, and world (**SEND** them out).

**1.4. Vision** – Lakewood Church's vision is to turn the world right-side up with Christ – one person, one family, and one community at a time.

### **Section 2. Membership**

**2.1. Process.** We view membership as a three-step process – **Believe, Belong, Become.**

**Believe** – place your faith in Christ for salvation and express:

- I am a genuine believer and walking in relationship / discipleship with Jesus Christ.
- I have been baptized as a believer in Jesus Christ.
- I desire for my life to be an example of integrity and holy living.
- I pledge to abide by the Doctrine and Discipline of Lakewood Church.
- I would like to become a Member of Lakewood Church.

**Belong** – get connected by:

- attending a Membership Pathway Session.
- being approved for Membership by the Lead Pastor.
- reciting the Membership Vows during a worship gathering of the church.
- continuing to engage in opportunities for spiritual growth.
- developing your spiritual gifts to serve in ministries of the church.

**Become** – keep growing by:

- remaining available to being discipled / mentored by others.
- learning to be confident in your testimony and witness.
- making disciples and leading them into a deeper walk with Christ.
- maturing in becoming more like Christ each day.

**2.2. Transfer.** When any member of Lakewood Church shall request a letter of transfer of membership to another local church, Lakewood Church staff will seek to accommodate such a request in a timely fashion.

**2.3. Termination.** Membership at Lakewood Church may be terminated by:

- Voluntary withdrawal.
- Joining another religious body or joining a secret order.
- Expulsion, only after proper hearing and restoration steps have failed.
- Death.

### **Section 3. Pastoral Leadership**

**3.1. Pastor.** The Lead Pastor shall be a credentialed minister called of God and appointed by Lakewood Church to serve as the spiritual shepherd, teacher, and administrative overseer of the local church; preaching the Word, directing the worship, administering the sacraments and ordinances of the Church; sharing the gospel message to the sin-burdened, the sick, and the distressed; discipling converts, nurturing and instructing believers, equipping and enabling them for their part in ministry; and serving in conjunction and unity with various ministry teams and church staff. The Lead Pastor shall be the administrative officer, and as such shall be an ex officio member of all ministry teams.

**3.1.1. Pastoral Transition.** The Leadership Team (LT) of Lakewood Church may consult with the Great Lakes Region (GLR) regarding a pastoral vacancy, pulpit supply, and best practices for recruiting a new pastor operating according to the following procedures.

**3.1.2. Pastoral Search Team.** The Leadership Team and Staff/Parish Relations Team in joint session will appoint a Pastoral Search Team of 5 to 7 Members of Lakewood Church representing a healthy cross-section of the demographics of the membership. The Pastoral Search Team (PST) will elect a chairperson from within the appointed PST who will prayerfully set the agenda for each meeting, lead communication on behalf of the team, and keep the process moving forward. Before posting the position and seeking applicants, the PST may need to prepare or update resources including:

- History / Church Profile / Church Vision / Five-Year Plan.
- Lead Pastor Job Description.
- Submission Requirements from Applicants.
- Timeline for Pastoral Transition.
- Compensation Package (set by SPRT; kept confidential until last phase).

Each member of the PST will be committed to complete confidentiality throughout the entire process. Updates or communication to the congregation will be general in nature and only come from the chairperson of the PST. If confidentiality is breached by any PST member, that person may be removed or replaced at the discretion jointly of the LT/SPRT.

**3.1.3. Pastoral Application Process.** When the PST is ready to proceed and publicly post the position and receive information from applicants (a résumé with information on family, credentials, education, experience, references, etc.), the application timeline will be clearly communicated within that posting.

**3.1.4. Pastoral Interview Process.** The PST will prayerfully and systematically narrow the pool of applicants down to those candidates who would perhaps be a good fit to serve as the next Lead Pastor of Lakewood Church proceeding as follows:

- Preferred pastoral candidates will be contacted by the PST chairperson to determine their continued interest in serving and their availability for a first interview with the PST typically via video conference.
- After the first round of interviews, the PST will prayerfully and systematically narrow the pool of applicants down even more to candidates who would be the best fit.
- Members of the PST may begin to contact personal references for their feedback.
- The PST chairperson would contact those candidates to determine their continued interest in serving and their availability for follow-up interview(s) typically via video conference or conference call with the PST or written questions with answers.
- This process may continue a few rounds until a particular candidate is preferred.

**3.1.5. Pastoral Candidating.** In all matters related to pastoral candidating, the following guidelines shall be observed:

- Only one pastoral candidate at a time shall be presented to the congregation.
- The PST may consult with leaders of the GLR and submit a particular candidate to them for an interview and to conduct a personality profile and background checks.
- If all goes well, and the GLR recommends moving forward, the chairperson of the PST may contact that candidate and schedule an in-person visit (schedule set by PST) with interviews to be conducted by the PST, LT, and SPRT.
- If all goes well and the PST, LT, and SPRT are in agreement, the candidate may be invited to attend a Sunday gathering, introduced as the recommended candidate, and given opportunity to offer the benediction at the close of the service.

**3.1.6. Pastoral Voting.** In all matters related to voting on securing or retaining a pastor, the following regulations shall be observed:

- A decision to recommend a pastor for a congregational vote, and the vote, if recommended, must take place before another candidate is considered. The PST, LT, and SPRT may recommend a 2-year call, a 4-year call, or an extended call.
- Compensation including salary, expense allowances, housing, benefits, insurance, retirement, moving expenses, and related matters which the church proposes to maintain must be provided in writing for the candidate prior to a pastoral vote.
- If all continues to go well, the candidate will be formally invited to visit again, attend meet-and-greet gathering(s), and minister in preaching the Word of God during a Sunday gathering after which the congregation will vote on whether or not to extend a pastoral call to this candidate to serve as Lead Pastor.
- A representative from the GLR will be welcome to attend this gathering.
- A minister who is scheduled to give a candidating message here is expected to put all other candidating appointments on hold until this pastoral call is decided.
- The chairperson of the Leadership Team (or a member appointed by the LT) shall preside over the Local Church Conference for the taking of the pastoral vote.
- All pastoral votes shall be taken by secret ballot by members with special provision for absentee ballots.
- A favorable vote by a majority of voting members shall be required.
- A favorable vote of less than two-thirds majority requires reaffirmation by the LT.

- The pastoral candidate will be notified of the total number of votes cast, those voting “yes” and those voting “no” along with the corresponding percentage.
- If the vote is favorable, the minister shall notify the LT within seven days following the official notification of the pastoral call.
- All subsequent pastoral votes shall be taken at a duly announced session of the local church conference.

**3.1.7. Absentee Ballots.** A member who cannot attend a pastoral vote because of confining illness, required employment, or necessary out-of-town travel or seasonal residency may cast an absentee ballot subject to the following conditions:

- The member shall secure a standard ballot from the chairperson of the LT identical to the ballots to be used at the session.
- The member shall submit the marked ballot in a sealed envelope identified with the name of the absent member.
- The chairperson of the LT must certify the envelope as submitted by a member to whom a ballot was supplied and who is eligible to cast an absentee ballot.
- Envelopes containing certified absentee ballots shall be opened by the secretary in the presence of the chairperson of the LT, prior to the tallying of the vote, and these ballots placed without inspection with the others for counting by the tellers.

**3.1.8. Approval of Pastoral Agreement.** A pastoral agreement must be approved by the LT and SPRT along with the Great Lakes Region and is final upon signed acceptance by those representatives and the pastor. The Staff/Parish Relations Team (SPRT) shall provide for an annual review of the Lead Pastor with constructive feedback as needed.

**3.1.9. Time of Pastoral Changes.** Except for unusual situations such as resignations, removals, or deaths, pastoral changes shall take place on either January 1 or July 1.

**3.1.10. Call Resignation.** If the Lead Pastor resigns during the call term of service to a church, the pastor must notify the chairperson of the LT and the GLR at least 60 days in advance. If the LT, SPRT, and GLR deem it wise, the Lead Pastor may be released from ministry obligations sooner but with pay until the effective date of the resignation.

**3.1.11. Recall Vote.** If the LT and SPRT in joint session by a two-thirds majority vote to require a recall vote of the Lead Pastor, the congregation will be assembled for a duly called Special Local Church Conference announced at least two weeks in advance with only this issue on the agenda – *whether or not to retain the minister as the Lead Pastor*. The Lead Pastor will be removed by a two-thirds majority vote of all members present.

**3.1.12. Pastoral Reaffirmation.** The Lead Pastor may request that the congregation be assembled for a non-binding vote of confidence announced at least 2 weeks in advance with only this question on the agenda – *Does the congregation reaffirm our Lead Pastor?* If the vote is not favorable, the Lead Pastor has 30 days before responding to prayerfully discern whether or not to continue to serve in this capacity.

**3.2. Pastoral Staff.** The Lead Pastor shall be in charge of all church staff including both salary and hourly employees of Lakewood Church. The SPRT will work with the Lead Pastor in the entire employment process as a human resources type of support including the posting, interviewing, hiring, compensation, reviewing, suspension, and termination.

**3.2.1. Ministry Staff.** All members of the Ministry Staff are “at will” employees and serve to support the Lead Pastor in fulfilling the calling and vision of the church. These would include those hired to oversee any particular ministry department (e.g. student ministry, children’s ministry, worship ministry, discipleship ministry, evangelism, fellowship, etc.). Job titles and job descriptions may be adapted to fit the profile and responsibilities of those executing the work of the ministry.

**3.2.2. Office Staff.** All members of the Office Staff are “at will” employees and serve to support the Lead Pastor in fulfilling the calling and vision of the church. These would include those hired to assist with the administration of the church (e.g. treasurer, administrative assistant, church office admin, etc.). Job titles and job descriptions may be adapted to fit the profile and responsibilities of those executing the administrative work.

**3.2.3. Facility Staff.** All members of the Facility Staff are “at will” employees and serve to support the Lead Pastor in fulfilling the calling and vision of the church. These would include those hired to maintain the church facilities (e.g. custodian, maintenance, etc.). Job titles and job descriptions may be adapted to fit the profile and responsibilities of those executing the work of the ministry.

## **Section 4. Lay Leadership**

**4.1. Roots of the Ministry Tree.** The foundation for lay ministry teams are as follows:

**4.1.1. Lay Leader.** The Lay Leader (LL) shall be a member of Lakewood Church and function as the primary lay representative of the laity of Lakewood Church and shall have the following responsibilities:

- fostering awareness of the role of laity both within the congregation and through their ministries in the home, workplace, community, and world, and finding ways within the community of faith to recognize all these ministries.
- meeting with the pastor to discuss the state of the church and the ministry needs.
- serving as an ex officio member of the Leadership Team, Finance Team, Nominations Team, and the Staff/Parish Relations Team.
- continuing involvement in training opportunities to develop an understanding of ministries that will most effectively fulfill Lakewood Church’s mission and vision.
- advising the Leadership Team of opportunities available and the needs expressed for effective ministries of the church through its laity in the community.
- informing the laity of training and leadership development opportunities provided locally, regionally, and nationally.
- assisting the Lead Pastor as needed with the visitation of members, the sacraments of baptism and communion, and a prayerful hospitality shown to all attendees.
- keeping lines of communication open when questions or concerns are expressed.

**4.1.2. Nominations Team.** The Nominations Team (NT) is composed of church members of Lakewood Church. The charge of the NT is to identify, develop, deploy, evaluate, and monitor Christian spiritual leadership for the Church. Members of the NT shall engage in and be attentive to developing and enhancing their own Christian spiritual life in light of the mission of the Church. The NT shall engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of the local church. It shall provide a means of identifying the spiritual gifts and abilities of the membership. The NT shall work with the Leadership Team (LT) to determine the diverse ministry tasks of the congregation and the skills needed for leadership.

- The NT shall serve throughout the year to guide the LT on matters regarding the appointed/elected volunteer leadership (not employed staff) of the congregation so as to focus on mission and ministry as the context for service; guide the development and training of spiritual leaders; recruit, nurture, and support spiritual leaders; and assist the Leadership Team in assessing leadership needs.
- The NT shall appoint the chairpersons of the LT, FT, SPRT, and BT subject to the approval of the LT and members voting at the Local Church Conference (LCC).
- The NT shall recommend to the LT and members gathered at the Local Church Conference the names of people to serve as officers and leaders of designated ministries required for the work of the church and as the law of the church requires or as the Local Church Conference deems necessary to its work.
- The NT is to be composed of three church members of Lakewood Church, in addition to the Lead Pastor and the Lay Leader.
- The Lead Pastor shall be the chairperson of the NT.
- A layperson elected from within the NT shall serve as the vice-chairperson.
- To secure experience and stability, those serving on the NT shall be divided into three classes, one of which shall be elected each year for a three-year term.
- To begin the rotation process, in the first year, one person shall be elected for 1 year, one person for 2 years, and one person for 3 years.
- The NT may recommend (subject to the approval of the LT) a realignment of the year(s) that terms expire to keep terms in balance.
- Each year's new class, and vacancies at the time of the Local Church Conference, shall be elected from nominees, from the floor of the LCC, and/or through the recommendation of the NT.
- After completing his/her term, a member of the NT must take a year break before being eligible to serve on the NT again. Exceptions to this policy may be approved by a unanimous vote of the NT and a majority vote of the LT.
- Only one person from an immediate family residing in the same household shall serve on the NT.
- When a vacancy occurs during the year, nominees recommended by the NT may be appointed by the Leadership Team (LT) to fulfill the unexpired term. The NT may also recommend the vacancy be filled at the next Local Church Conference.
- Terms for those serving on Teams in the Roots and Branches of the Ministry Tree shall begin in January and go through December. It is recommended that all team members (both outgoing and incoming) attend the January team meetings.

**4.1.3. Leadership Team.** The Leadership Team (LT) shall provide for planning and implementing a program of nurture, outreach, witness, and resources in the local church. It shall also provide for the administration of its organization and temporal life. It shall envision, plan, implement, and annually evaluate the mission and ministry of the church. The Leadership Team shall be amenable to and function as the administrative agency of the local church.

- The NT shall appoint the chairperson of the LT subject to the approval of the LT and members voting at the Local Church Conference (LCC).

LT Mission and Ministry –

a) The nurturing ministries of the congregation shall give attention to but not be limited to education, worship, spiritual formation, membership care, small groups, and stewardship. Attention must be given to the needs of individuals and families of all ages.

b) The outreach ministries of the church shall give attention to local and larger community ministries of compassion.

c) The witness ministries of the church shall give attention to developing and strengthening evangelistic efforts of sharing of personal and congregational stories of Christian experience, faith, and service; communications; Lay Servant Ministries; and other means that give expressions of witness for Jesus Christ.

d) The leadership development and resourcing ministries shall give attention to ongoing preparation and development of lay and clergy leaders for the ministry of the church.

e) The nurture, outreach, and witness ministries and their accompanying responsibilities shall include consideration of...

- electing a prayer coordinator to promote prayer emphasis in the local church
- establishing a prayer room or designated place for prayer and prayer resources
- encouraging intentional prayer for the pastoral leadership of the local church

LT Meetings –

a) The LT shall meet monthly at a regularly appointed date and time. The chairperson or the pastor may call special meetings or change the scheduled meeting date and time.

b) In order for the LT to give adequate consideration to the missional purpose of the local church, it is recommended that the meeting agenda be provided a few days in advance with priority given to ministries of nurture, outreach, and witness. The administrative and supportive responsibilities of the church will then be given attention. It is recommended that the council use a consensus/discernment model of decision-making.

LT Responsibilities – It will also be the responsibility of the Leadership Team to:

a) review the membership of the local church.

b) fill interim vacancies occurring among the lay officers of the church between sessions of the annual Local Church Conference.

c) establish the budget on recommendation of the FT and ensure adequate provision for the financial needs of the church.

d) approve the salary and other remuneration of the pastor(s) and staff members after receiving recommendations from the SPRT.

e) review the recommendation of the SPRT regarding provision of adequate housing for the pastor(s), and report the same to the Local Church Conference for approval. Housing provisions shall comply with current IRS guidelines. Housing shall not be considered as part of compensation or remuneration.



LT Membership – Members of the LT shall be involved in the mission and ministry of the congregation. The Leadership Team (LT) shall include the following:

- the Lay Leader;
- chairperson of the Leadership Team;
- chairperson of the Staff/Parish Relations Team
- chairperson of the Finance Team
- chairperson/rep of the Board of Trustees
- chairperson/rep of the Worship Planning Team
- chairperson/rep of the Missions Team
- chairperson/rep of the Discipleship Team
- chairperson/rep of the Community Fellowship Team
- the Lead Pastor
- representative of Student Ministries
- a Member-At-Large (optional)

LT Quorum – The members present and voting at any duly announced Leadership Team meeting shall constitute a quorum.

**4.1.4. Finance Team.** The Finance Team (FT) elected annually by the Local Church Conference upon recommendation by the NT and leadership development or from the floor, composed of the chairperson; the pastor(s); the chairperson of the Leadership Team; the chairperson or representative of the SPRT; a representative of the trustees to be selected by the trustees; the chairperson of the ministry group on stewardship; the lay leader; the financial secretary and/or treasurer; and other members to be added as the Local Church Conference may determine. Only one person from an immediate family residing in the same household shall serve on the FT.

- The NT shall appoint the chairperson of the FT subject to the approval of the LT and members voting at the Local Church Conference (LCC). It is recommended that the chairperson of the FT shall be a member of the Leadership Team.

The financial secretary or treasurer, if paid employees, shall be members without vote. The positions of treasurer and financial secretary should not be combined and held by one person without additional controls approved by the LT, and the persons holding these two positions should not be immediate family members. No immediate family members of any appointed clergy may serve as treasurer, finance chair, financial secretary, counter, or in any paid or unpaid position under the responsibilities of the FT.

The FT shall give stewardship of financial resources as their priority throughout the year. It may delegate the responsibility to either a sub-group or task force that would plan, strategize, and implement ways to generate more resources for mission and ministries of local churches and beyond. It is strongly recommended that the FT, in collaboration with the Leadership Team, find creative ways to turn their congregations into tithing congregations with an attitude of generosity. All financial requests to be included in the annual budget of the local church shall be submitted to the FT. The FT shall compile annually a complete budget for the local church and submit it to the LT for review and adoption. The FT shall be charged with responsibility for developing and implementing plans that will raise sufficient income to meet the budget adopted by the LT. It shall administer the funds received according to instructions from the LT.

The FT shall carry out the Leadership Team's directions in guiding the treasurer(s) and financial secretary.

a) The FT shall designate at least two persons not of the immediate family residing in the same household to count the offering. They shall work under the supervision of the financial secretary and chairperson of the FT. A record of all funds received shall be given to the financial secretary and treasurer. Funds received shall be deposited promptly in accordance with the procedures established by the FT. The financial secretary shall keep records of the contributions.

b) The church treasurer(s) shall disburse all money contributed to causes represented in the local church budget, and such other funds and contributions as the LT may determine. Contributions to restricted funds shall not be used for any cause other than that to which they have been given. The church treasurer shall make regular and detailed reports on funds received and expended to the FT and the LT.

c) The FT shall establish written financial policies to document the internal controls of the local church. The written financial policies should be reviewed for adequacy and effectiveness annually by the FT and submitted as a report to the Local Church Conference annually.

d) The committee shall make provision for an annual audit of the financial statements of the local church and all its organizations and accounts. The committee shall make a full and complete report to the annual Local Church Conference. A local church audit is defined as an independent evaluation of the financial reports and records and the internal controls of the local church by a qualified person or persons. The audit shall be conducted for the purpose of reasonably verifying the reliability of financial reporting, determining whether assets are being safeguarded, and determining compliance with local law and local church financial policies and procedures..

The audit may include:

- 1) a review of the cash and investment reconciliations;
- 2) interviews with the treasurer, financial secretary, pastor(s), finance committee chair, business manager, those who count offerings, church secretary, etc., with inquiries regarding compliance with existing written financial policies and procedures;
- 3) a review of journal entries and authorized check signers for each checking and investment account; and
- 4) other procedures requested by the FT.

The audit shall be performed by an audit committee composed of persons unrelated to the persons listed in 2. above or by an independent certified public accountant (CPA), accounting firm, or equivalent.

e) The committee shall recommend to the LT proper depositories for the church's funds. Funds received shall be deposited promptly in the name of the local church.

f) Contributions designated for specific causes and objects shall be promptly forwarded according to the intent of the donor and shall not be used for any other purpose

g) After the budget of the local church has been approved, additional appropriations or changes in the budget must be approved by the Leadership Team.

h) The committee shall prepare annually a report to the Leadership Team of all designated funds that are separate from the current expense budget.

**4.1.5. Staff / Parish Relations Team.** The Staff / Parish Relations Team (SPRT) assists the Lead Pastor and staff in assessing their gifts, maintaining health and work-life balance, and setting priorities for leadership and service. It is the responsibility of the SPRT to keep in close communication with the Nominations Team (NT) on any issues or concerns.

- The NT shall appoint the chairperson of the SPRT subject to the approval of the LT and members voting at the Local Church Conference (LCC).
- The SPRT shall be composed of not less than five and not more than nine people.
- There should be a good cross-section of demographics represented on the SPRT.
- No staff member or immediate family member of a pastor or staff member may serve on the SPRT. Only one person from an immediate family residing in the same household shall serve on the SPRT.
- To secure experience and stability, those serving on the SPRT shall be divided into three classes, one of which shall be elected each year for a three-year term.
- The Lay Leader (ex officio member) is exempt from term limits.
- To begin rotation process where such has not been in place, in the first year, one class shall be elected for 1 year, one class for 2 years, and one class for 3 years.
- The NT may recommend (subject to the approval of the LT) a realignment of the year(s) that terms expire to keep terms in balance.
- After completing his/her term, a member of the SPRT must take a year break before being eligible to serve on SPRT again. Exceptions to this policy may be approved by a unanimous vote of the NT and a majority vote of the LT.
- When a vacancy occurs during the year, nominees recommended by the NT may be appointed by the Leadership Team (LT) to fulfill the unexpired term. The NT may also recommend the vacancy be filled at the next Local Church Conference.
- The SPRT shall meet each month at a time announced by the chairperson.
- The Lead Pastor shall be present at SPRT meetings unless recusing himself/herself in situations like a performance review or compensation evaluation.
- The SPRT shall meet in closed session with the expectation of confidentiality.

**4.1.6. Board of Trustees.** The Board of Trustees (BT) shall have as its primary focus the maintenance and upkeep of the buildings and grounds of the facility necessary to support the mission and vision of Lakewood Church. The BT shall consist of not fewer than three and not more than six persons who faithfully attend and support the ministries of the church. Each member of the BT shall be of legal age as determined by law, and at least two-thirds shall be church members of Lakewood Church.

- The NT shall appoint the chairperson of the BT subject to the approval of the LT and members voting at the Local Church Conference (LCC). Only one person from an immediate family residing in the same household shall serve on the BT.
- To secure experience and stability, those serving on the BT shall be divided into three classes, one of which shall be elected each year for a three-year term.
- To begin rotation process where such has not been in place, in the first year, one class shall be elected for 1 year, one class for 2 years, and one class for 3 years.
- The NT may recommend (subject to the approval of the LT) a realignment of the year(s) that terms expire to keep terms in balance.
- After completing his/her term, a member of the BT must take a year break before being eligible to serve on the BT again. Exceptions to this policy may be approved by a unanimous vote of the NT and a majority vote of the LT.

**4.1.7. Lay Delegates.** The Lay Delegates (LD) may be appointed (according to GLR guidelines if applicable) subject to the approval of the LT and members voting at the LCC to represent Lakewood Church at the GLR Annual Conference.

**4.2. Branches of the Ministry Tree.** The extensions for lay ministry teams are as follows:

**4.2.1. Discipleship Team.** The Discipleship Team (DT) shall have as its primary focus the Christian education and discipleship of children, youth, and new believers along with the training and leadership development of more mature believers. The chairperson of the DT shall be appointed by the NT subject to the approval of the LT and members voting at the Local Church Conference (LCC).

The Discipleship Team (DT) shall include the following:

- chairperson of the Discipleship Team
- Sunday School coordinator(s)
- small group ministry coordinator(s)
- the Lead Pastor
- representative of Student Ministries

**4.2.2. Missions Team.** The Missions Team (MT) shall have as its primary focus the support and promotion of local, regional, and world missions and outreach endeavors which resonate with the mission and vision of Lakewood Church. The chairperson of the MT shall be appointed by the NT subject to the approval of the LT and members voting at the Local Church Conference (LCC).

The Missions Team (MT) shall include the following:

- chairperson of the Missions Team (MT)
- the Lead Pastor
- not less than five and not more than nine members-at-large appointed by the NT for a 3-year term subject to the approval of the LT and members voting at the LCC
- After completing his/her term, a member of the MT must take a year break before being eligible to serve on the MT again. Exceptions to this policy may be approved by a unanimous vote of the NT and a majority vote of the LT.

**4.2.3. Worship Planning Team.** The Worship Planning Team (WPT) shall have as its primary focus the planning of worship music and gatherings in harmony with the theme and messages and spirit-led flow of services of Lakewood Church. The chairperson of the WPT shall be appointed by the NT subject to the approval of the LT and members voting at the Local Church Conference (LCC).

The Worship Planning Team (WPT) shall include the following:

- chairperson of the Worship Planning Team (WPT)
- the Lead Pastor
- not less than three and not more than five members-at-large appointed by the NT each year subject to the approval of the LT and members voting at the LCC

**4.2.4. Community Fellowship Team.** The Community Fellowship Team (CFT) shall have as its primary focus the congregational care and fellowship of Lakewood Church. The chairperson of the CFT shall be appointed by the NT subject to the approval of the LT and members voting at the Local Church Conference (LCC). The CFT may appoint a Coordinator overseeing various ministries including:

- Congregational Care
- Kitchen and Funeral Luncheons
- Keenagers (age 55+)
- Weddings
- Memorial

The Community Fellowship Team (CFT) shall include the following:

- chairperson of the Community Fellowship Team (CFT)
- the Lead Pastor
- not less than seven and not more than eleven members-at-large appointed by the NT each year subject to the approval of the LT and members voting at the LCC

**4.2.5. Support Services Teams.** The Support Services Teams (SST) focus on extending a warm welcome and great first impression for guests attending Lakewood Church. Coordinators shall be appointed to oversee and recruit volunteers to serve in several areas of ministry including:

- Guest Services – Greeting / Valet
- Coffee Hosts – Gathering Room
- Tech Advisory – Worship Media
- Decorating – Seasonal Atmosphere
- Prayer Chain – Regular Communication
- Safety and Security Team
- Other ministries as implemented

## **Section 5. Local Church Conferences and Voting Guidelines**

The church members of Lakewood Church, duly called and assembled together to do business and make decisions, constitute the Local Church Conference (LCC). The LCC is the highest governing body of Lakewood Church.

**5.1. Annual Local Church Conference.** The LCC shall meet annually within 60 days of the end of the calendar year. The date and time of the LCC must be published and publicly announced at least four weeks in advance. The Lead Pastor shall serve as the chairperson of the LCC. During the annual LCC, reports shall be made, the annual budget shall be approved, nominated committees / ministry teams shall be appointed, and other business shall be transacted as necessary.

**5.2. Special Local Church Conference.** A Special LCC may be called into session by the Lead Pastor and a majority vote of the Leadership Team, or in times of emergency by the Lead Pastor and LT chairperson, for the transaction of critical business. The date and time of a Special LCC must be published and publicly announced at least two weeks in advance.

**5.3. Pastoral Vote.** A Pastoral Vote LCC may be called into session by a majority vote of the Leadership Team, for the sole purpose of extending, renewing, or reaffirming a pastoral call. The date and time of a Special LCC must be published and publicly announced at least two weeks in advance.

**5.4. Affiliation.** Although Lakewood Church is currently on a pathway to fully affiliate with The Wesleyan Church, the Leadership Team may review this decision and make a new recommendation to the members of Lakewood Church at a duly called LCC. The members of Lakewood Church by a two-thirds majority may vote to dissolve this affiliation and/or form an affiliation with another denomination.

## **Section 6. Amendment of By-Laws**

The Leadership Team may review these By-Laws and make a recommendation for Amendments to the members of Lakewood Church at a duly called LCC. The members of Lakewood Church by a two-thirds majority may vote to approve those Amendments.



## **SUMMARY OF DISCIPLINE – Organizational Structure**

- ❖ Lakewood Community Church (commonly known as Lakewood Church) is an independent Affiliate of the Great Lakes Region (GLR) of The Wesleyan Church (TWC).
- ❖ Church Membership is available to genuine believers walking in relationship / discipleship with Jesus Christ as a three-step process – **Believe, Belong, Become.**
- ❖ The Lead Pastor serves as the spiritual shepherd, teacher, and administrative overseer of the local church, preaching the Word, directing worship, administering the sacraments and ordinances of the Church, serving in unity with ministry teams and church staff.
- ❖ The Roots of the Ministry Tree including the Leadership Team, Board of Trustees, Finance Team, Staff/Parish Relations Team, and Nominations Team oversee the administrative and spiritual leadership of Lakewood Church in unity with the Lead Pastor.
- ❖ The Branches of the Ministry Tree including the Discipleship Team, Missions Team, Community Fellowship Team, Worship Planning Team, and Support Services Teams serve as purpose-driven extensions of the ministry and influence of Lakewood Church.
- ❖ The Local Church Conference (LCC) is the highest governing body of Lakewood Church and makes major decisions in unity for the sake of the Kingdom, assigning authority to the Roots and Branches of the Ministry Tree as representatives to implement the mission and vision of the LCC throughout the year.



**10265 Brown Road | Lake Odessa, MI 48849 | 269.367.4800**

**[www.michiganlakewood.org](http://www.michiganlakewood.org)**

*Lakewood Church is an Independent Affiliate of the  
Great Lakes Region of The Wesleyan Church*