

# Otterbein Church Organizational Structure

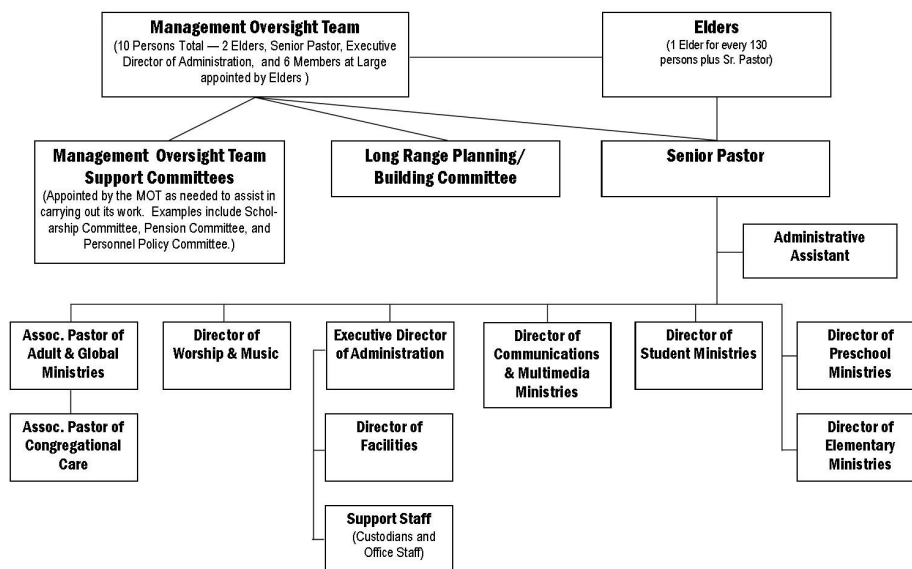


# A Brief Overview of the Organizational Structure

Following is an overview of the organizational structure of Otterbein Church.

- We believe the pastors and the staff are the equippers and encouragers and the people of the church are the ministers (Ephesians 4:11-13).
- All positions of ministry in the church are filled by appointment—not church elections. Our reason for this decision is 1) because we believe ministry should be according to giftedness and ability—not popularity; 2) because our size makes it impossible for people to know names on a ballot; and 3) because we believe appointments are the biblical way to choose leaders within the church (Acts 6:1-6).
- Decisions concerning the direction of the church are made by those entrusted with leadership positions. We do not have congregational votes.
- Decisions are always made at the lowest level possible in the organizational structure.
- The Management Oversight Team and the Board of Elders work together to provide oversight and direction for the ministry of the church.
  - The Elders are the highest governing authority in the church regarding spiritual accountability and care of the congregation. They are also responsible for the affirmation or appointment of all ministry positions in the church.
  - The Management Oversight Team is the highest governing authority in the church regarding the business affairs of the church including finance, personnel, and property. They are also responsible for appointing the Elder Selection Committee which selects persons to serve as Elders in the church.
- The Staff is responsible for the day-to-day ministry oversight and for equipping and supporting persons doing ministry.
- All ministry positions in the church have a one-year term of office with the exception of the Elders who have a two-year term of office. Ministries that recruit during the summer (children, youth, etc.) for service beginning in September have a term of September–August. All other ministries, ministry leaders, and the Management Oversight Team have January–December terms of office.
- Lay Ministry Leaders are appointed by the Board of Elders. They in turn are responsible to recruit and appoint other persons to work alongside them in carrying out their responsibilities. The Elders affirm those appointments made by the Lay Ministry Leaders.

## OTTERBEIN CHURCH & MINISTRY CENTER—ORGANIZATIONAL STRUCTURE



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## **A Detailed Description of the Organizational Structure**

Following is a detailed description of the organizational structure taken from Article VIII of the Bylaws of Otterbein Church, Inc.

**Section 1: General** – The authority for the oversight and direction of Otterbein Church is entrusted to the leaders of the church including the Board of Elders, Management Oversight Team, Staff, Long Range Planning Team, and Lay Ministry Leaders. Otterbein Church does not conduct congregational votes for any purpose unless specifically authorized by the Board of Elders.

**Section 2: Board of Elders** – The Board of Elders is responsible for the spiritual care and accountability of the congregation. They also provide spiritual oversight and guidance to the church staff and all ministry leaders. This includes the appointment of all Ministry Leaders, determining and upholding the beliefs and values of the church, and dealing with all church discipline issues of members of the church. They also work alongside the Management Oversight Team to assure the direction and vision of the church falls within biblical teaching.

### **Section 2:1 – Elder Selection Process:**

- 1) The Board of Elders consists of the Senior Pastor and (1) elder for every 130 persons in worship attendance.
- 2) One half of the Elders are elected annually by the Elder Selection Committee. Elders will serve a two-year term from January – December.
- 3) Nominations for Elders are received each year during the month of September. The nominations can come from any person who attends Otterbein Church. Nominations shall be done using the Elder Nomination Form and submitted to the church office no later than September 30. Any person interested in serving as an Elder and who meets the qualifications of an Elder may nominate himself using the Elder Nomination Form.
- 4) An Elder Selection Committee consisting of the Senior Pastor, two Elders who are not eligible for election, and three other persons appointed by the Management Oversight Team will review the Elder Nomination Forms to determine if a person is eligible for election. If they are eligible, the nominated person will be asked to complete an Elder Application Form. Application forms shall be sent to applicants no later than October 10.
- 5) Applications are to be returned to the Elder Selection Committee no later than November 10. After the Elder Application Form is submitted, the Elder Selection Committee will review the application to again determine eligibility. If the person is eligible, the Elder Selection Committee will conduct an interview of the applicant. Following the interviews, any person who does not meet the qualifications as determined by the Bible and the Elder Selection Committee will have their name removed as a candidate for consideration.
- 6) All persons who have been nominated and who meet the qualifications of an Elder will be placed on a ballot in alphabetical order. Members of the Elder Selection Committee will vote for the total number of Elders needed by secret ballot. The votes will be counted by audible tally by the Elder Selection Committee. In the event of a tie, those names will be placed on a ballot and the Elder Selection Committee will vote to break the tie. In the event that a tie of the same person takes place, the Elder will be chosen by lot.
- 7) The Elder selection process is to be completed no later than December 15 of each year.

### **Section 2:2 – Elder Qualifications**

- 1) Elders must be members of Otterbein Church who have signed the Otterbein Covenant.
- 2) Elders must have attended Otterbein for at least three years prior to their appointment as an Elder.
- 3) Elders shall be persons of high moral integrity and spiritual maturity. They should be men of good reputation in both the church and community. 1 Timothy 3:1-7, Titus 1:6-9, and the Seven Qualities of a Mature Reproducing Disciple of Jesus Christ shall be used as a guide to determine the spiritual fitness and moral integrity of an Elder.
- 4) All Elders must be actively serving in a ministry of the church.
- 5) All Elders must be available to participate in evening Elder meetings and attend worship services regularly.

### **Section 2:3 – Elder Removal Process**

An Elder may be removed from office using the following guidelines:

- 1) All issues related to a concern with an Elder should follow the guidelines in 1<sup>st</sup> Timothy 5:19 and Matthew 18.
  - 2) Any person concerned with a “sin” issue with an Elder should confront the Elder personally. (Matt. 18)
  - 3) Failure by an Elder to respond biblically to a “sin” issue will result in another Elder and the person making the accusation meeting with the Elder who “sinned.”
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- 4) Failure to respond biblically to that meeting will result in a meeting with all Elders (except the one accused) and the person making the accusation. Following that meeting, the Board of Elders will meet with the accused Elder to discuss and evaluate the issue to determine its validity and a proper biblical response. An Elder who is unwilling to respond biblically to the counsel of the Board of Elders will be asked for his resignation from the Elder Board. Failure to resign from the Elder Board will result in the accusation being presented to the Management Oversight Team and a vote for the person's removal from the Elder Board.

If the accusation against an Elder is deemed to be untrue or not in violation of Scripture (personality differences, etc.), then the Board of Elders will meet with the accuser and admonish them to respond biblically to the situation. Failure on the accuser's part to respond biblically may result in the Board of Elders proceeding with disciplinary action toward the accuser following the process outlined in Matthew 18.

#### **Section 2:4 – Elder Administration**

- 1) The Elders shall elect a chairman and assistant chairman annually.
- 2) The Elders shall meet at least once each month and/or at the call of the chairman of the Board of Elders.

#### **Section 2:5 – Elder Responsibilities**

- 1) Assure all teachings of the church are in accordance with the Scriptures and Confession of Faith.
- 2) Affirm the direction and vision of the church to assure it is fulfilling the church's purpose statement and in accordance with the Scriptures and Confession of Faith.
- 3) Administer Church Discipline in accordance with the principles of Matthew 18 for members of the church and those serving in ministries within the church.
- 4) Appoint annually (5) At-Large-Members to the Management Oversight Team. These appointments are to be done no later than December 15 of each year.
- 5) Appoint annually the members of the Long Range Planning Team..
- 6) Review and affirm annually the appointment of persons chosen by Lay and Staff Ministry Leaders to serve in ministry positions within the church who serve as ministry leaders, teachers, lay Biblical counselors, small group leaders (in all age groups), public ministry positions (i.e. praise team), and in ministry leadership teams who have responsibility for the direction and oversight of ministries within the church.
- 7) They will provide encouragement and spiritual counsel to the staff, Ministry Leaders, and LIFE Small Group Leaders.
- 8) They will be available to meet with persons attending the church for spiritual counsel and prayer.
- 9) Serve with the Management Oversight Team members as the Senior Pastor Search Committee.
- 10) Serve with the Management Oversight Team in the selection of all professional staff of the church.
- 11) Work alongside the pastoral staff in overseeing the distribution of the Samaritan Fund. This includes receiving monthly reports from the pastoral staff of those persons that have been helped through the Samaritan Fund.
- 12) Anoint, pray for, and lay hands on the sick.

**Section 3: Management Oversight Team** – The Management Oversight Team is highest governing authority in the church regarding business affairs including finance, property, and personnel.

#### **Section 3:1 – Administration:**

- 1) The Management Oversight Team consists of the Senior Pastor, Executive Director of Administration, (2) Elders chosen by the Board of Elders, (1) member of the Long Range Planning Team chosen by the Board of Elders in consultation with the Long Range Planning Team, and (5) persons appointed by the Board of Elders.
- 2) Management Oversight Team members serve for a one-year term that begins in January and ends in December.
- 3) The Management Oversight Team shall elect a chairman and assistant chairman at its January meeting. The Executive Pastor of Administration shall serve as the convener of the January meeting until a chairman is chosen.
- 4) The Management Oversight Team shall act as the legal representatives for Otterbein Church, Inc. As such, they shall appoint annually from within the team a president, vice-president, and secretary/treasurer. All other members of the team will be considered trustees of the church.

#### **Section 3:2 – Meeting Frequency:**

The Management Oversight Team meets at least monthly or at the call of the chairman of the team.

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**Section 3:3 – Management Oversight Team Responsibilities:**

- 1) Assure financial accountability and good stewardship of the financial resources of the church.
- 2) Provide monthly financial reports to the congregation, ministry leaders, and staff.
- 3) Approve the work of the Long Range Planning Team.
- 4) Approve the annual budget.
- 5) Manage stocks, annuities, gifts, bequests, and investments of the church.
- 6) Review and approve all unbudgeted expense and any other major expenses which might have an impact on the cash flow of the church.
- 7) Approve all lease agreements with Otterbein Ministries, Inc.
- 8) Approve all land acquisitions or the sale of land.
- 9) Approve all major facility expansion plans.
- 10) Appoint annually three persons to serve on the Elder Selection Committee.
- 11) Annually recommend names to the Board of Elders for consideration to serve on the Long Range Planning Team.
- 12) Annually appoint the Scholarship Team and manage the investments of the Scholarship Fund.
- 13) Annually appoint any Support Committees needed to assist in carrying out its work (ie. pension, personnel, etc.)
- 14) Work alongside the Senior Pastor to oversee the “professional” staff of the church. This shall include annual reviews and setting salary/benefits. Professional staff hirings and dismissals shall be done in consultation with the Board of Elders and the Senior Pastor.
- 15) Provide for an annual review of the Senior Pastor.
- 16) Serve along with the Board of Elders as the Senior Pastor Search Committee.
- 17) Serve along with the Board of Elders as the hiring committee for all professional staff of the church.
- 18) Sign contracts as the official agents of the church.
- 19) Provide for the annual audit of the church finances.

**Section 4: Long Range Planning Team** – The Long Range Planning Team recommends long-term facility improvements and construction to meet the needs of the church. They also oversee new construction and major expansion projects of the church.

**Section 4:1 – Administration:**

- 1) The Long Range Planning Team is appointed annually by the Elders.
- 2) The number of persons and structure of the Long Range Planning team is at the discretion of the Elders in consultation with the Management Oversight Team.
- 3) The work of the Long Range Planning Team will be approved by the Management Oversight Team.

**Section 4:2 – Responsibilities:**

- 1) The Long Range Planning Team will study and review facility needs.
- 2) The Long Range Planning Team will consult with ministry leaders and other outside consultants in determining a master plan for facility development.
- 3) The Long Range Planning Team shall serve as the Building Committee for new construction and major ministry improvements that have come from their recommendations.

**Section 5: Staff** – The “professional” (paid) staff of the church is responsible for the day-to-day ministry oversight. They are also responsible for equipping and supporting the Lay Ministry Leaders and Ministry Teams in the church.

**Section 5:1 – Administration:**

- 1) The staff of the church is ultimately responsible to the Elders and the Management Oversight Team of the church. Day-to-day oversight of the staff is the responsibility of the Senior Pastor.
  - 2) The Management Oversight Team and the Elders are responsible for the selection and dismissal of staff members.
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## Section 5:2 – General Overview of Staff Responsibilities:

### Senior Pastor:

- Works alongside Elders and Management Oversight Team in providing Leadership and Oversight of the total ministry of the church
- Seeks God's direction and vision for the church and is the principal communicator of that vision to the congregation
- Primary Preacher/Teacher for worship events
- Provides daily oversight to the paid staff of the church
- Provides oversight of Leadership development of the paid staff and ministry leaders
- Performs pastoral functions including weddings, funerals, infant dedications, and baptisms

### Executive Pastor of Administration:

- Provides oversight of the financial and business affairs of the church
- Works alongside the Director of Facilities in providing property and facility oversight
- Provides oversight of guest services (ie. security, ushers, greeters, bookstore, parking, medical response teams, etc.)
- Provides oversight for the Stewardship ministries of the church
- Works alongside the Senior Pastor and Associate Pastor of Spiritual Development in providing staff support to our volunteer ministry placement program. This includes providing administrative support, training, and volunteer coordination
- Serves as a member of the Management Oversight Team
- Serves as a member of the Long Range Planning Team and provides staff support to the work of the Long Range Planning Team
- Provides oversight to the technology systems of the church

### Associate Pastor of Spiritual Development:

- Provides oversight and staff leadership to all ministry leaders and programs in the following areas: Small Group Ministry, Adult Spiritual Development, New Believers, Adult Recreation Ministries, and Local Outreach Ministries
- Assists in performing pastoral functions including preaching/teaching, weddings, funerals, infant dedications, and baptisms

### Associate Pastor of Congregational Care:

- Provides oversight and staff leadership to all ministry leaders and programs in the following areas: Pastoral care of all persons associated with Otterbein, Prayer ministry, Guest follow-up and assimilation of new persons into the life of the church, Ministry and follow-up to absentees, Pastoral Counseling, and Global Outreach Ministries
- Assists in performing pastoral functions including preaching/teaching, weddings, funerals, infant dedications, and baptisms

### Director of Worship and Music:

- Provides oversight and staff leadership for all worship and music ministries within the church including those ministry programs that exist to support the worship and music ministries (ie. sound, lighting, drama, etc.)

### Director of Communications and Multimedia Ministries:

- Oversees and supports the ministry of the church by providing effective print and web communications for the congregation and community
- Oversees and supports the ministries of the church by providing multimedia resources

### Director of Student Ministries:

- Provides oversight and staff leadership of all ministries for grade 6-12 students

### Director of Preschool Ministries:

- Provides oversight and staff leadership of all ministries for children in nursery through pre-kindergarten

### Director of Elementary Ministries:

- Provides oversight and staff leadership of all ministries for children in kindergarten-grade 5
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Director of Facilities:

- Oversees, maintains, and schedules all property, vehicles, and facilities owned by the church

Office Manager/Administrative Assistant:

- Supports the ministry staff by overseeing the office staff, part-time personnel, and volunteers and by providing the necessary supplies and office support for the ministries of the church.

**Section 6: Lay Ministry Leaders** – Lay Ministry Leaders are persons who give leadership to a ministry of the church. Each Lay Ministry Leader is responsible to oversee, coordinate, and carry out their respective areas of ministry.

**Section 6:1 – Administration:**

- 1) Lay Ministry Leaders are appointed annually by the Board of Elders.
  - 2) Lay Ministry Leaders may appoint a Ministry Team to serve alongside them in the oversight of their respective ministry. Ministry Team members are to be affirmed by the Board of Elders. The number of team members, their responsibilities, and the length of their term will be determined by the Lay Ministry Leader.
  - 3) Lay Ministry Leaders and Lay Ministry Teams have authority to make decisions which pertain to their respective ministries as long as they fulfill the purpose statement of the church, are biblically in line with the Bible and the Confession of Faith, and have the financial resources necessary. Lay Ministry Leaders and Ministry Teams are accountable to the Board of Elders to ensure all of the above requirements are fulfilled.
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August 15, 2007

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