



Congregational Church of Christian Fellowship

LAY LEADER ELECTIONS FAQs

ABOUT THE ELECTION

Why is CCCF holding a lay leader election?

CCCF is returning to the practice described in our Constitution and By-Laws of electing lay leaders to serve the congregation. Because regular elections have not been held for several years, this election is an important step toward strengthening the church's ministry, governance, and stewardship for the future.

What is the purpose of this election?

The election is intended to:

- Strengthen CCCF's ministry and mission.
- Give Active Members the opportunity to exercise their responsibility in congregational governance.
- Elect lay leaders who will provide administrative leadership.
- Promote responsible stewardship of church resources.
- Help ensure the church operates according to its By-Laws and California law.
- Position CCCF for spiritual growth and long-term sustainability.

Isn't the Pastor responsible for leading the church?

Yes—but in a Congregational Church, leadership is shared.

The Pastor serves as the church's primary spiritual leader, teacher, and shepherd. Lay leaders provide administrative leadership and work alongside the Pastor to support the ministry and mission of the church.

This partnership reflects the Congregational tradition that Christ is the head of the Church and that members prayerfully discern God's will together.

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Why are lay leaders so important?

Healthy churches need both spiritual and administrative leadership.

Lay leaders help:

- oversee church finances,
- care for church property,
- develop policies,
- provide accountability,
- support ministry,
- plan for the future.

When Pastor and lay leaders work together, the entire congregation is strengthened.

What positions will be elected?

The proposed election includes:

- **Moderator**
- **Treasurer**
- **Trustees**

Certain responsibilities of other offices may be temporarily delegated until additional qualified leaders are available.

What does the person in each position do?

- **Moderator** - runs key church business meetings; partners with the pastor and the congregation's committees to ensure the church operates smoothly; and decision-making is consistent with the church mission and CCCF model.
- **Treasurer** - pays the bills and maintains accounting records (according to CCCF financial policies and with help of paid professionals); co-signs checks; manages finances to meet the financial obligations of the church according to the budget.
- **Trustees** - care for the church property (with help of paid professionals); collect, count and bank all church funds; approve all payments of church funds.

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Can we elect “Co” positions?

Yes, if both people agree to be together on the ballot, we can elect co-moderators or two people for any position.

What else will we vote on during the Special Meeting?

We will also vote on delegating authority. We will explicitly grant authority to the elected person(s) to work with the elected moderator(s) to delegate some of their responsibilities to another CCCF member who is qualified to perform the delegated duties.

Why aren't all officer positions being filled right now?

- Like many churches, CCCF is rebuilding its leadership structure.
- The proposal is to elect the essential positions now and temporarily assign the responsibilities of vacant offices until future elections can fill those positions.
- This approach allows the church to move forward while remaining faithful to the intent of the By-Laws.

WHO CAN VOTE?

Who may vote?

Only Active Members may vote at Congregational Meetings under the CCCF Constitution and By-Laws.

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WHO CAN VOTE?

What is an Active Member?

According to the By-Laws, Active Members:

1. Attend worship services and the celebration of the Lord's Supper.
2. Share in the life and work of the church.
3. Support the church financially and maintain membership.
4. Seek the spiritual welfare of the church and community.
5. Complete a current Membership Census Form.

Why are there "operational definitions" of Active Membership?

The By-Laws describe what Active Members do but do not explain exactly how those requirements are measured.

The proposed operational definitions provide a fair, consistent, and transparent way to determine eligibility for this election. They are intended to apply the By-Laws—not change them.

Can I still become eligible before the election?

Yes. One goal of this election process is to give every member sufficient opportunity to become an Active Member before voting begins.

There is still time to:

- participate in worship,
- receive Holy Communion,
- become involved in church life,
- support the church financially,
- complete the Membership Census Form.

Why do I need to complete the Membership Census Form?

The Census Form helps the church:

- maintain accurate membership records,
- communicate with members,
- determine voting eligibility,
- better plan ministry.

Every member is encouraged to complete the current form.

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WHO CAN VOTE?

How will I know whether I am eligible?

You can discern, based on the operational definition of active member, if you are eligible to vote. The church plans to:

- publish a preliminary list of eligible voters,
- publish a final voter list before the election.

What if I believe there has been a mistake?

Contact the Elections Committee. They will review questions or appeals concerning who can vote before the election.

The goal is to ensure fairness, transparency, and consistency.

THE VOTING PROCESS

When will the election be held?

The current plan calls for Special Congregational Meetings following Sunday worship services in late September and early October.

Final dates will be announced well in advance.

Why is this called a "Special Meeting"?

We do not currently have an elected moderator to hold the elections during an Annual Meeting. The CCCF By-Laws allow the Pastor to call a Special Meeting upon the written request of ten Active Members.

This election will take place during such a meeting for the purpose of electing lay leaders, including a moderator.

How are candidates selected?

The church will recruit qualified members who are willing to serve.

Candidates must meet the qualifications established in the By-Laws for the office they seek.

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THE VOTING PROCESS

What qualifications do candidates need?

All lay leaders must be spirit-led and willing to grow in their Christian journey. Some offices require a minimum number of years as an Active Member.

For example:

- Moderator — Active Member for at least five years
- Treasurer — Active Member for at least two years with financial experience
- Trustees — Active Members for at least two years

Other offices have different qualifications established in the By-Laws.

Can new members with less than one year of membership qualify to hold an office or position?

Yes, for the office of Clerk and Parliamentarian. For all other officers the By-laws specify the years of active membership required.

Will members have an opportunity to meet and talk with the candidates?

A "Meet the Candidates" Zoom meeting is planned before the election so members can hear from candidates and ask questions. The Zoom meeting enables people to call in to participate even if they do not have access to a computer. Also, information about the candidates will be emailed to all members as soon as feasible and mailed to members who request it.

What if I cannot attend on Election Days?

Proxy voting is planned for eligible members who cannot attend in person. Instructions and proxy forms will be available before voting begins.

Who runs the election and counts the ballots?

The Elections Committee will run the elections, including preparing the ballots; deciding disputes about eligible voters; receiving, counting, certifying the ballots, and reporting the election results.

Who is on the Elections Committee?

The Election Committee will be appointed after the Special Meeting is called by the Pastor. It will consist of no more than 5 people.

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THE VOTING PROCESS

Does there need to be a quorum for the election results to be official?

Yes, 15% of active members 18 years of age or older make a quorum.

AFTER THE ELECTION

What happens after the election?

The election results will be announced during worship, and the newly elected lay leaders will be formally installed and prayed over as they begin their service as soon as feasible.

Will the By-Laws be revised?

The current proposal is to elect lay leaders first. After they have gained experience serving the congregation, the church will prayerfully consider how to update the By-Laws appropriately through the normal congregational process.

How does this election support CCCF's mission?

This election is about much more than filling positions.

It is about equipping faithful leaders so that CCCF can continue to:

- Honor God
- Develop Christians
- Connect People
- Love Everybody

Healthy leadership helps create a healthy church where everyone can use their gifts to serve Christ.

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AFTER THE ELECTION

How can I participate even if I am not eligible to vote?

Every member has an important role.

You can:

- Pray for the church and its leaders.
- Encourage qualified members to serve.
- Attend informational meetings.
- Become more involved in church ministries.
- Work toward becoming an Active Member.
- Support and pray for those elected.

Where can I learn more?

Go to the church website Members Section, Elections downloads using password cccffamily2085 to find:

- An Informational flyer
- The 2026 Congregational Elections Plan Highlights
- The CCCF Congregational Model
- The CCCF Constitution and By-Laws
- The Operational Definition of Active Member

You can also

- Attend the "Get It Done" Meeting after worship service August 9th
- Attend the "Meet the Candidates" meeting
- Speak with the Pastor, members of the Sustainability & Growth Committee, or the Elections Committee
- Read the email you will receive about the election
- Listen to the election announcements during worship
- Pay attention to the calling post messages you will receive on the phone

At CCCF, ministry belongs to the whole congregation. Elections are one way we faithfully share responsibility for God's work. We encourage every member to become informed, become involved, and prayerfully participate as we seek God's direction for the future of our church.