

**CONSTITUTION AND BY-LAWS**  
**for**  
**ELGIN EVANGELICAL FREE CHURCH**

**CONSTITUTION**

**PREAMBLE**

We place our faith wholly in the Lord Jesus Christ for our salvation (I Cor. 15:3-4) and believe that the teachings and practices as set forth in the New Testament, govern the Church of Jesus Christ (I Cor. 12:12-27; Eph. 5:22-23; II Tim. 3:16). We, therefore, band ourselves together in a local body of believers and adopt for our government, plan of worship and services, the following articles.

**ARTICLE I**

**NAME, AUTHORITY, AND AFFILIATION**

- A. Name – The name of this Church shall be the “Elgin Evangelical Free Church.” Hereafter referred to as The Church.
- B. Authority – The Congregation, at its annual, quarterly, and special meetings shall be the legislative and governing body of this organization.
- C. Affiliation – The Church is affiliated with the Evangelical Free Church of America through its Great Lakes District Conference and may send delegates to their conferences, support their Home and Foreign Missions, and unite in all mutual efforts for the furtherance of the Gospel of Christ in the measure that the Church itself may officially decide.

**ARTICLE II**

**PURPOSE**

The purpose of this body of believers shall be the advancement of the Church of Jesus Christ. It shall seek to attain this end through the following: The public worship of God (Acts 2:46-47); The preaching of the gospel (Romans 1:15-16); Personal Evangelism (Proverbs 11:30; Missionary endeavor (Acts 1:8); and Christian Education (II Timothy 2:15).

**ARTICLE III**

**STATEMENT OF FAITH**

Section 1. The Scriptures. We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, and the Divine and final authority for Christian doctrine and practice (II Tim. 3:16-17; II Pet. 1:20-21; John 17:17).

Section 2. The Godhead. We believe in one God, Creator of all things, holy, infinite, and eternal, existing in three persons – Father, Son, and Holy Spirit – who have the same nature and attributes, but who are distinct in office and activity (Deut. 6:4; Gen. 1:1; Isa. 6:3; Ps. 90:2; Mt. 28:19; II Cor. 13:14; John 14).

Section 3. God the Father. We believe in God the Father, omnipotent, omniscient, omnipresent, eternal and immutable; full of love, justice, goodness, mercy and truth (Eph. 4:6; I Cor. 8:6; I Tim. 2:5; Gen. 1:1).

Section 4. God the Son. We believe that Jesus Christ is fully God and fully man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross for our sins according to the Scriptures, arose bodily from the dead, and ascended into heaven, where, as our High Priest, He fulfills the ministry of intercession and advocacy for His people (John 1:1, 14; Luke 1:35; I Cor. 15:3-4; Acts 1:9; Heb. 4:14-16; 7:25).

Section 5. God the Holy Spirit. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict sinners, regenerate those who receive Christ as Savior, baptize them into the Church (the body of Christ), indwell them permanently, keep them eternally secure, give spiritual gifts to each one, and fill those yielded to Him (John 16:7-15; 3:6-8; I Cor. 12:13; John 14:16-17; Eph. 4:30; Rom. 12:4-8; Eph. 5:18).

Section 6. Creation and Fall. We believe that all things in heaven and earth were created by God and exist by His power (Gen. 1:1; Col. 1:16-17). We believe that angels are spiritual beings who were created as sinless personalities and presently exist in both fallen and unfallen states, the former consisting of Satan and his angels. Satan is the author of sin and cause of the fall; he is the open and declared enemy of God and man; he shall be eternally punished in the lake of fire (Heb. 1:13-14; II Peter 2:4; Rev. 7:11-12; 20:10). We believe that man was created innocent and in the image of God, but that he sinned, bringing both physical and spiritual death to himself and his posterity. We believe that man has inherited a sinful nature, is alienated from God, and is in need of salvation (Gen. 1:27; 3:1-24; Rom. 5:12; Eph. 2:1-3).

Section 7. Salvation. We believe that God in His mercy did not leave sinful man to suffer the eternal punishment he deserves, but that Jesus Christ by His shed blood did purchase salvation, so that all who repent of their sins and in faith turn to Christ, receiving Him as Savior, are justified by grace through faith apart from works and given the free gift of eternal life. We believe that all true believers, once saved, are kept secure in Christ forever (Rom. 8:38-39; John 10:27-30).

Section 8. Sanctification. We believe that sanctification is the work of God by which He set the believer apart for Himself and works in the believer's life to conform him to the character of Christ. Because the believer is united to Christ and adopted into His family, sin no longer has complete dominion over him. Because the Holy Spirit indwells him and he has been given a new nature which conflicts with his sinful nature, he is continuously at war with sin. The believer is to participate in the process of sanctification by diligently applying himself to cooperate with God's working in his life. The believer will not be completely sinless in practice until Christ returns and the believer is made like Him (Rom. 8:29; I Cor. 1:2, 30; 6:11; II Cor. 3:18; Eph. 5:15-27; I Thes. 5:23; Rom. 6:12-14; Gal. 5:17; II Peter 1:5-11; I John 3:2).

Section 9. The Church. We believe that the church, the Body of Christ, consists of all born-again believers anywhere in the world. We believe that the local church is an assembly of believers – persons who come together under divinely ordained leadership to worship and praise God, to study His Word, to observe the ordinances, to have fellowship with one another, to make disciples, and to serve the community

and mankind. We believe that the authority of the local church rests with the congregation – persons who have joined together to support the church body with their prayers, presence, gifts, and service – under the leadership of Christ (Mt. 16:16-18; Eph. 4:11-13; 5:23-29; Mt. 28:18-20; I Cor. 3:11; Eph. 1:22-23; 2:19-22; Col. 1:18; Acts 2:42-47).

Section 10. Marriage. We believe that God established marriage as a holy institution at creation and is exclusively the covenantal union of one man and one woman as defined by God and joined together by God as a lifelong commitment. (Gen 1:26–28, 2:22–24; Matt 19:5-6, Mark 10:6-9)

Section 11. The Ordinances. We believe that Christ instituted the ordinances of water baptism and the Lord’s Supper, which are to be observed by believers until He returns. We believe that by water baptism a believer is publicly identified with his Savior. The mode of baptism practiced by this church is immersion, because we believe it best portrays the believer’s death to sin and new life in Christ. We believe that the Lord’s Supper is a memorial of Christ’s death, the elements being symbols of His body and blood. The ordinance also represents the unity of believers and looks forward to the second coming of Christ. We believe that every Christian has the privilege to partake of the elements of the Lord’ Supper, but that participation should be preceded by reflection and self-examination (Mt. 28:19-20; Mark 1:9-11; Rom. 6:4; Col. 2:12; Acts 8:35-39; Mt. 26:26-30; I Cor. 11:23-26).

Section 12. The Second Coming of Christ. We believe in the personal, visible, premillennial, and imminent second coming of our Lord Jesus Christ; and this fact motivates the Christian to holiness and faithful service to Him. We believe that at the second coming He will raise the dead: the believers to everlasting blessedness and joy with the Lord, and the unbelievers to judgement and everlasting, conscious punishment (I Thes. 4:13-18; Rev. 20:1-6, 11-15; Mt. 24:14-31; II Pet. 3:10-13; I Cor. 15:50-58).

## **ARTICLE IV**

### **MEMBERSHIP**

Individuals, who have received Christ as Savior, and have publicly confessed their faith in the Lord Jesus Christ, have the assurance of salvation and whose character, conduct and reputation is in accord with this confession, who accepts the constitution and by-laws of this organization and is willing to support the church in attendance, prayer and material means may become a member of Elgin Evangelical Free Church, hereafter referred to as the Church. (Refer to By-Laws Article I).

## **ARTICLE V**

### **PROPERTY**

Section 1. This Church shall have the power to receive, either by gift or purchase, and to hold such real, personal, or mixed property as is authorized by the laws of the State of Illinois and as is deemed necessary for the business of the Church, and shall have the power to dispose of such property by mortgage, deed, or otherwise. All such property shall be held in the name of the Church.

Section 2. In case of a division of the Church (from which we pray God by His mercy to preserve us) the property of the Church shall belong to those who abide by its

Constitution and By-Laws.

Section 3. In case of dissolution, should such conditions arise, the property should be assigned to the Great Lakes District Conference. The Church should be considered dissolved if so decided by the organization, or when the Church has not held an annual meeting for three years, or when six (6) or less members remain. A two-thirds majority vote of the remaining members in good standing shall designate this assigning to the Great Lakes District.

**ARTICLE VI**

**AMENDMENTS**

Amendments to this Constitution must be submitted by an active Church member in writing to the Elder Board as a preliminary step to a regular business meeting of the Church at least three months prior to the annual meeting. The Elder Board will then represent the amendments to the Church at the succeeding congregational meeting. The amendments can then be acted upon but for adoption must receive the affirmative vote of two-thirds of the membership present and voting.

# **Bylaws**

## **Article I – Members**

### **Section 1 – Membership Procedure**

1. Persons desiring membership will express their intentions to the Elders. They will be given a copy of the membership application and membership covenant and will attend a membership class where they will review the Constitution and By-laws, Mission, Core Values and Strategies of the Church.
2. The Elders will hear their personal testimony of faith in Jesus Christ and certify that they agree with the Constitution and By-laws, Mission and Core Values of the Church and will abide by the Membership Covenant.
3. Full and part-time Pastors and Ministry Staff and their spouses, by virtue of their position, will automatically become members of the Church for the duration of their employment.

### **Section 2 – Changes in Membership Status**

1. Any person may withdraw from membership by letter of resignation or written request for transfer of membership submitted to the Elders. The termination of membership shall be effective at the time the Church receives the written resignation of membership.
2. Any member who is absent from services for one year, showing no interest, and giving no response to contact from the Church may be removed from membership by the Elders upon notification to the membership at a Congregational Meeting.
3. Any member who becomes a member of or associates himself or herself with another church, may be removed from membership by the Elders upon notification to the membership at a Congregational Meeting.
4. A member may be removed from membership as part of church discipline. Such termination of membership will be effective at the time of an affirmative vote of the Elders.

### **Section 3 – Discipline**

1. Members will endeavor to maintain the unity of the body in the bond of peace by submitting to one another in love and by respecting the authority of spiritual leadership.
2. Any member found to be living or teaching contrary to biblical teaching, the Statement of Faith and/or the membership covenant will be admonished in love by the Elders, and a biblical process of church discipline will be pursued, as specified in a separate church discipline policy paper. If there is no repentance after reasonable efforts, the individual will be removed from membership by affirmative vote of the Elders. This will be reported at a subsequent Congregational Meeting (Matt 18:15-18; I Cor 5:11; II Cor 2:5-11; and Gal. 6:1-2).
3. If an individual requests restoration to the Church, it may take place when a spirit of contrition and repentance is adequately demonstrated to the Elders over an appropriate period of time. Conditions of restoration will be verified by the Elders which will recommend reinstatement to the membership for approval.

### **Section 4 – Congregational Meetings**

1. The May Congregational Meeting will be held for the purpose of electing Elders, approving delegates for the national conference, and reporting ministry and financial updates.
2. The September Congregational Meeting will be held for the purpose of approving the Annual Budget, approving delegates for the district conference, and reporting ministry and financial updates.
3. The January Congregational Meeting will be held for the purpose of reporting ministry and financial updates.

### **Section 5 – Voting**

1. Each member, 18 years or older, present at a Congregational Meeting is entitled to one vote on each matter brought before the congregation for approval.
2. A two thirds majority vote of members present and voting at a Congregational Meeting is required to approve matters brought before the congregation, unless the vote of a greater number is required by these Bylaws.

### **Section 6 – Congregational Responsibility**

1. The congregation is the body of believers committed to the mission of the church and carries out the ministries of the church as listed in the membership covenant. Members and regular attenders shall be involved in the ministries of the church through active participation on ministry teams.
2. Members of the congregation shall vote on the following actions of the church as stated in the constitution and by-laws:
  - The calling of a Senior Pastor
  - The selection of Elders
  - The receiving of new members
  - The amendment of the constitution and by-laws
  - The establishment of an annual budget
  - The borrowing of funds in excess of 5% of the annual budget
  - The purchase of property or change of location

## **Article II – Leadership Structure**

### **Section 1 – Elders**

1. The Elders will consist of the Senior Pastor and men from the church membership who meet the biblical qualifications and the requirements of the elder job description and elder covenant. The biblical qualifications for the Elders are listed in I Tim 3:1-7 and Titus 1:5-9. Elders must accept the Statement of Faith, Bylaws, Mission, Core Values, and Strategies of the Church. The Elders are accountable to the congregation and are elected by the church membership.
2. The Elders are responsible for shepherding and governing the church as listed in the Elders job description (Acts 20:28; I Peter 5:2; Titus 1:5-9; I Tim 3:1-7; II Tim 2:22-26; and Acts 6:2-4). These responsibilities include:
  - Providing spiritual leadership by modeling spiritual maturity, protecting doctrine and praying for the church;
  - Ensuring the spiritual health of the congregation through teaching, equipping, disciplining and caring;
  - Setting the church vision & values, long range goals, policies, and operating boundaries

- (budget alignment, theology, philosophy, and policies);
- Delegating authority & responsibility for vision casting and operations to the Senior Pastor;
  - Supporting the Senior Pastor and holding him accountable to meet goals and stay within boundaries with elder approval of actions which have significant impact on the congregation;
  - Holding each other accountable to fulfill their role and model the spiritual qualifications.
3. The Elders shall prepare the job description and set the compensation package for the Senior Pastor
  4. Authority to direct and manage the affairs of the Church not granted to the members by these Bylaws shall reside with the Elders.
  5. The Elders shall appoint from within its members the Chairman and Secretary.
  6. The Chairman shall possess leadership qualities. He shall have served at least one (1) year on the board prior to appointment as Chairman. The Chairman shall preside over all Elders meetings and Congregational Meetings. He can appoint another Elder to preside over meetings in his absence. He will work with the Senior Pastor to develop meeting agendas.
  7. The Secretary shall keep minutes of all Elders meetings and Congregational Meetings. He will also maintain all official documents and records of the Church. He will work with the Senior Pastor to review and update the membership list on a regular basis.
  8. The Elders will hold meetings as often as necessary, but no less than monthly, to provide organizational governance in alignment with the Bylaws and the Elders job description. At least two-thirds of the Elders must be present at an Elder meeting to conduct official business. Minutes of all meetings shall be kept and made available to the membership, exclusive of confidential pastoral issues, for review upon request.
  9. Current Elders will propose new Elders for a congregational approval. Recommendations for Elder will be accepted from members and considered by the Elders. Elders will screen all candidates according to Elder qualifications and job description. Prospective Elders will be mentored by the current Elders and serve for a trial period before they are presented to the congregation, in order to ensure there is clear understanding of the responsibilities and good teamwork with the Elders.
  10. The number of the Elders will be determined by need and the availability of qualified men. However, the minimum number of Elders shall be four plus the Senior Pastor, and the maximum is eight plus the Senior Pastor. Decisions of the Elders shall be by consensus.
  11. Elders shall be elected to four-year terms by a 75% majority vote of members present and voting a congregation meeting. Elders may serve an indefinite number of terms, as long as they are affirmed by their fellow Elders annually and by the congregation at the end of each term. To maintain continuity, the terms of no more than half of the Elders will expire each two years.
  12. An Elder may be granted a leave of absence by the other Elders for personal reasons. The Elders will notify the members of a leave of absence at the next Congregational Meeting.
  13. Any vacancy or unexpired term of an Elder greater than four months shall be filled by the Elders as soon as practical. The Elders shall nominate qualified candidates who must receive at least a 75% majority vote of members present and voting at the next Congregational Meeting.
  14. Elders will review each other's performance annually and affirm their participation for the next year.
  15. An Elder may be removed from office by 1) his own decision communicated in writing to the Elders, or 2) a unanimous decision of the other Elders. Any decision to remove an Elder must be based on his failure to meet the biblical qualification or to effectively fulfill the requirements of the Elder job description. Accusations against Elders and their discipline must be handled according to I Tim 5:19-21.

16. In the event of a serious, unresolved disagreement between a majority of the congregation and the Elders or a debilitating split among the Elders, the leadership of the Great Lakes District of the Evangelical Free Church of America will be asked to mediate the conflict. An official request to the district to provide mediation will be issued by the Elders.
17. A current Elder shall not serve as a Staff Pastor or Ministry Director.
18. An Elder shall not be compensated for serving as an Elder. Due to potential conflict of interest, if any Elder's spouse, child or relative is to be considered for a paid position in the church, that appointment must be approved by a 75% majority vote of the members present and voting by secret ballot at a Congregational Meeting.

## **Section 2 – Senior Pastor**

1. The Senior Pastor will be a man who meets the biblical qualifications for an Elder and requirements of the Senior Pastor job description. The biblical qualifications for an Elder are listed in I Tim 3:1-7 and Titus 1:5-9. He must accept the Statement of Faith, Bylaws, Mission, Core Values, and Strategies of the Church. The Senior Pastor is accountable to the Elders and is a voting member with the Elders as the first among equals. He will work within the boundaries established by the Elders and along the guidelines established with the Elders. He will look to his fellow Elders for counsel.
2. The Senior Pastor is responsible for leading and teaching the church fulfilling the responsibilities listed in the Senior Pastor job description. These responsibilities include:
  - Providing spiritual leadership by modeling a health, growing spiritual life;
  - Modeling, communicating and promoting the church mission and values;
  - Teaching the congregation;
  - Proactively assessing the spiritual needs of the congregation and the community, and bringing proposals to the Elders;
  - Working with both Elders and Staff to set strategies for each ministry;
  - Aligning resources and operating structures to accomplish ministry strategies;
  - Directing Staff and holding them accountable to set and achieve goals, and stay in boundaries with elder approval of actions which have significant impact on the congregation;
  - Making sure Staff is motivated, trained, and ministering effectively;
  - Holding other Elders accountable to fulfill their role and model the spiritual qualifications;
3. The Senior Pastor proposes staff positions, job descriptions, and compensation in line with the annual budget to the Elders for approval.
4. The Senior Pastor will meet with his staff regularly to set strategies, plan and manage the ministries of the church.
5. The Senior Pastor shall be called for an indefinite period by an 85% majority vote of members present and voting by secret ballot at a Congregational Meeting. A Senior Pastor candidate will be recommended by the Pastoral Search Team, approved by the Elders and presented to the congregation for consideration.
6. The Senior Pastor will receive an annual review from the Elders based on prior criteria established and reviewed by both the Senior Pastor and the Elders.
7. If the Senior Pastor decides to resign from his position, he is required to communicate this decision to the Elders in writing at least thirty days prior to stepping down. Whether the Senior Pastor performs his duties in the interim time between submitting his resignation and actually stepping down shall be determined by the Elders.
8. The Senior Pastor may be removed in two ways: Termination for moral failure will be immediate and will be the decision made by the Elders with no congregational vote necessary. Removal for any other reason shall be upon recommendation of the Elders and requires at least a two-thirds majority vote of members present and voting by secret ballot at a Congregational Meeting. Any



decision to remove the Senior Pastor must be based on his failure to meet the biblical qualification or to effectively discharge his duties as defined by the Senior Pastor job description. Any performance failure must be documented by a performance review followed by a probationary period allowing time for corrective action.

### **Section 3 – Staff Pastors**

1. Staff Pastors may be called to manage and oversee ministries of the church under the supervision of the Senior Pastor and are part of his staff. They may be paid or unpaid, full time or part time. The Senior Pastor proposes staff positions, job descriptions, and compensation in line with the annual budget to the Elders for approval.
2. Staff Pastors must be men who meet the biblical qualifications for an Elder and the requirements of their job description. The biblical qualifications for the Elders are listed in I Tim 3:1-7 and Titus 1:5-9. He must accept the Statement of Faith, Bylaws, Mission, Core Values, and Strategies of the Church. Staff Pastors are accountable to the Senior Pastor.
3. Staff Pastors are responsible for managing specific ministries of the church according to their job descriptions with responsibilities including:
  - Participating with the Senior Pastor in developing ministry strategies;
  - Developing ministry tactics with Senior Pastor approval;
  - Determining what ministry teams are necessary with Senior Pastor approval;
  - Selecting, training and supervising Ministry Team Leaders;
  - Supporting Ministry Team Leaders in recruiting, motivating, equipping and overseeing their teams;
  - Providing feedback to the Senior Pastor on ways to improve.
4. Staff Pastors will meet with the Senior Pastor regularly to set strategies, plan and manage the ministries of the church.
5. Pastoral Staff are hired or appointed for an indefinite period of time. The interview and selection process will be agreed to between the Senior Pastor and Elders prior to the search. The Senior Pastor shall review qualified candidates and select the best person for the position in collaboration with the Elders.
6. Staff Pastors will receive an annual review from the Senior Pastor. This review will be based on their job description and prior criteria established and reviewed by all parties.
7. Staff Pastors who decide to resign are required to communicate their decision to the Senior Pastor in writing at least thirty days prior to stepping down. Whether the staff member performs his duties in the interim time between submitting a resignation and actually stepping down shall be determined by the Senior Pastor in consultation with the Elders.
8. Staff Pastors may be removed upon recommendation of the Senior Pastor in consultation with the Elders. Termination for moral failure will be immediate. Any performance failure must be documented by a performance review followed by a probationary period allowing time for corrective action.

### **Section 4 – Ministry Directors**

1. Ministry Directors may be called to manage and oversee ministries of the church under the supervision of the Senior Pastor and are part of his staff. They may be paid or unpaid, full time or part time. The Senior Pastor proposes staff positions, job descriptions, and compensation in line with the annual budget to the Elders for approval.

2. Ministry Directors must be men or women who meet the biblical qualifications of a Deacon or Deaconess and the requirements of their job description. The biblical qualifications for the Deacon and Deaconess are listed in I Tim 3:8-13 and Titus 1:5-9. They must accept the Statement of Faith, Bylaws, Mission, Core Values, and Strategies of the Church. Ministry Directors are accountable to the Senior Pastor.
3. Ministry Directors are responsible for managing specific ministries of the church according to their job descriptions with responsibilities including:
  - Participating with the Senior Pastor in developing ministry strategies;
  - Developing ministry tactics with Senior Pastor approval;
  - Determining what ministry teams are necessary with Senior Pastor approval;
  - Selecting, training and supervising Ministry Team Leaders;
  - Supporting Ministry Team Leaders in recruiting, motivating, equipping and overseeing their teams;
  - Providing feedback to the Senior Pastor on ways to improve.
4. Ministry Directors will meet with the Senior Pastor regularly to set strategies, plan and manage the ministries of the church.
5. Ministry Director are hired or appointed for an indefinite period of time. The interview and selection process will be agreed to between the Senior Pastor and Elders prior to the search. The Senior Pastor shall review qualified candidates and select the best person for the position in collaboration with the Elders.
6. Ministry Directors will receive an annual review from the Senior Pastor. This review will be based on their job description and prior criteria established and reviewed by all parties.
7. Ministry Directors who decide to resign are required to communicate their decision to the Senior Pastor in writing at least thirty days prior to stepping down. Whether the staff member performs his or her duties in the interim time between submitting a resignation and actually stepping down shall be determined by the Senior Pastor in consultation with the Elders.
8. Ministry Directors may be removed upon recommendation of the Senior Pastor in consultation with the Elders. Termination for moral failure will be immediate. Any performance failure must be documented by a performance review followed by a probationary period allowing time for corrective action.

### **Section 5 – Ministry Team Leaders**

1. Ministry Team Leaders serve the church by leading a specific approved ministry under the oversight of a Staff Pastor or Ministry Director.
2. Ministry Team Leaders must be members in good standing who reflect a life of spiritual maturity and have a passion for the ministry. They must accept the Statement of Faith, Bylaws, Mission, Core Values, and Strategies of the Church. Ministry Directors are accountable to a Staff Pastor or Ministry Director as assigned by the Senior Pastor.
3. Ministry Team Leaders are responsible to lead specific ministries with responsibilities including:
  - Implementing ministry strategies;
  - Recruiting, motivating, equipping and overseeing their teams;
  - Planning and executing ministry events;
  - Evaluating the effectiveness of the ministry;
  - Help develop annual budgets for area of ministry
  - Providing feedback to the Staff Pastor or Ministry Director on ways to improve.
4. The Staff Pastor or Ministry Director will meet with the Team Leaders in various settings for oversight, encouragement, training, and alignment.

5. Ministry Team Leaders are volunteers asked to serve for an indefinite period of time by the Staff Pastor or Ministry Director in consultation with the Senior Pastor.
6. Ministry Team Leaders who decide to resign are asked to communicate their decisions to the Staff Pastor or Ministry Director in Writing at least thirty days prior to stepping down.
7. Ministry Team Leaders may be asked to step down upon recommendation of the Staff Pastor or Ministry Director in consultation with the Senior Pastor.

### **Section 6 – Administrative and Operational Staff**

1. Administrative and operational staff may be hired or appointed to carry out the daily functions of the church under the supervision of the Senior Pastor or ministry leader he assigns. They may be paid or unpaid, full time or part time. The Senior Pastor proposes positions, job descriptions, and compensation in line with the annual budget to the Elders for approval.
2. Administrative and operational staff should be Christians who reflect a life of spiritual maturity and accept the Statement of Faith, Bylaws, Mission, Core Values, and Strategies of the Church. Ministry Directors are accountable to the Senior Pastor or ministry leader he assigns.
3. Administrative and operational staff are responsible for the duties listed in their written job description.
4. Administrative and operational staff are hired or appointed for an indefinite period of time by the Senior Pastor or ministry leader he assigns in consultation with the Elders.
5. Administrative and operational staff who decide to resign are asked to communicate their decisions to the Staff Pastor or Ministry Director in Writing at least 14 days prior to stepping down.
6. Administrative and operational staff may be asked to step down upon recommendation of the ministry leader in consultation with the Senior Pastor.

### **Article III – Pastoral Search Team**

1. When a vacancy in the Senior Pastorate exists, a search team will be recommended by the Elders and approved by a 75% vote of members present and voting at the Congregational Meeting.
2. The Pastoral Search Team will consist of at least seven members: two Elders, two Ministry Team Leaders, and at least three members from the congregation. A chairperson shall be elected by the team from among the five non-board members.
- ~~3.~~ The Elders will construct a Pastoral Candidate Profile describing the skill and characteristics of the Pastor the church is seeking. The search team shall prayerfully interview possible candidates and recommend the one candidate that best fits the profile to the Elders for approval.
4. If approved, the Elders will present the candidate to the congregation for consideration. If the congregation does not call a particular candidate, then the search team will continue the search process and present another candidate.

### **Article IV – Finance**

1. The Director of Finance is responsible for the financial affairs of the church including:

- Ensuring that all duties are carried out by the Treasurer and Financial Secretary;
  - Presenting financial reports at all Congregational Meetings;
  - Preparing annual budgets
  - Providing accurate annual giving statements to the congregation;
  - Ensuring church funds and investments are managed in an appropriate manner;
  - Ensuring the books are auditor reviewed at least every two years.
2. A Treasurer and Financial Secretary will be appointed by the Director of Finance and approved by the Elders. The Treasurer and Financial Secretary will be accountable to the Director of Finance.
  3. The Treasurer will be responsible to pay salaries, disperse funds, pay bills, and maintain and report the expenditures of the church. The Treasurer will assure that the expenditures are done in accordance with the approved church budget. The Treasurer must be a member of the church who reflects a good testimony and spiritual maturity, and has proper financial qualifications.
  4. The Financial Secretary will be responsible to oversee the receipt, initial recording, and deposit of contributions. The Financial Secretary must be a member of the church who reflects a good testimony and spiritual maturity, and has proper financial qualifications.
  5. An annual budget will be submitted to the membership for approval at the September Congregational Meeting. This budget will be developed by the Director of Finance with input from Ministry Team Leaders for approval by the Elders prior to the Congregational Meeting.
  6. Any borrowing of funds in excess of 5% of the annual budget must be approved by a two-thirds majority vote of the members present and voting at a Congregational Meeting.
  7. The Elders may spend up to 4% of the general budget on non-budgeted items without the approval of the congregation.
  8. The fiscal year of the church will be from October 1<sup>st</sup> through September 30<sup>th</sup>.

### **Article V – Fundraising**

The only method of raising monies for the support and maintenance of the general budget of the church shall be through tithes and voluntary offerings. Fundraising for church sponsored special events is permitted with prior approval of the Elders. Undesignated monies shall be disbursed according to the Church budget. Designated gifts shall be disbursed according to the intent of the donor, subject to prior approval of the Elders, or returned.

### **Article VI – Amendments**

These Bylaws shall be reviewed periodically by the Elders and may be altered, amended, or repealed by a two-thirds majority vote of members present and voting at a Congregational Meeting.

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