

By Laws Of the Princeton Evangelical Free Church

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BY-LAWS
Of the Princeton Evangelical Free Church
09-19-2019

PREAMBLE

We, the members of the Princeton Evangelical Free Church, in order to carry out more efficiently the commission given by Jesus Christ to His Church, do ordain and establish the following By-laws, consistent with the Scriptures, to which we voluntarily submit ourselves:

MEMBERSHIP:

ARTICLE I

Section I Qualifications: Anyone may become a member of the Princeton Evangelical Free Church who has accepted Jesus Christ as their personal Savior, is in agreement with the Church's Statement of Faith, Constitution, and whose life manifests the fruits of the Holy Spirit. (See Constitution, Articles III and IV)

Section II Responsibilities and Duties of Membership: With the privilege of membership come certain duties and responsibilities. As each member is enabled by God to do so, they are called to:

- A. Regular attendance at the services of the Church (Heb. 10:24-25).
- B. Reading of the Bible. (Ps 1:1-3)
- C. Private and family devotions (2 Tim. 2:15), It shall be the sacred duty of parents to provide Christian instruction for their children (Dt. 6:7).
- D. Personal and public testimony of Christ to others (1 Pet. 3:15).
- E. Use of their talents & spiritual gifts for the Lord's service (1 Peter 4:10)
- F. Live out, by the power of the indwelling Holy Spirit of God, the example of Christ, (Ephesians 4:32)
- G. Remember each other in prayer (2 Cor. 1:11; James 5:16).
- H. Aid each other in sickness and distress (Acts 11:29; 20:35).
- I. Be courteous in speech (Col. 4:6); slow to anger (James 1:19).
- J. Commit themselves to a systematic contribution of tithes and offerings for the support and ministries of the local Church (I Cor. 16:2; 2 Cor. 9:6-8 & Mal. 3:8-11).
- K. Heed the admonitions of the Lord:
 - a. Do not love the world or the things of the world (1 John 2:15)

- b. Do not be conformed to this world, but be transformed by the renewal of your mind that you may prove what is the good and acceptable and perfect will of God (Romans 12:2)
- L. Set an example in speech and conduct, in love, in faith, in purity (1 Timothy 4:12).
- M. Abstain from any act or practice, which may be harmful in its influence or a stumbling block to the weak (Romans 14:13, 21).

Section III Admission: Admission to membership in this Church shall be as follows:

- A. Application for membership shall be made to the Pastor, the Chairman of the Church or any member of the Board of Elders. The Board of Elders shall examine all applicants for membership. All prospective members shall attend the membership class or meet with Elder Board members.
- B. The Board of Elders, after examination and approval of the candidate(s) shall distribute their names to all active members of the Church, via written communication and/or Pulpit announcement. Any member who has a valid reason for objecting to the receiving of any applicant into the Church shall immediately notify in writing the Board of Elders and give scriptural reasons for their objections. The Board of Elders shall consider these objections by discussing them with the applicant and the member to determine validity, at a follow-up meeting. If the objections are determined to be valid the applicants request for membership will be denied.
- C. If no objections have been raised within ten days from the date of communication, the Board of Elders shall notify the applicants of their approval, following final ratification at the next Elder Council Meeting.
- D. The accepted applicant shall be publicly welcomed into the Church at some subsequent regular worship service.
- E. Pastoral Staff shall become church members upon beginning their ministry in this Church. Spouses of Pastoral Staff are encouraged to seek membership with the Church.
- F. A copy of this Constitution and By-Laws will be made available to all candidates for church membership.

Section IV Associate and Emeritus Membership

- A. Persons under 18 and any member living away from the Princeton area for reason of school, work, or ministry, will be considered an Associate Member. Such persons will not be eligible to hold office, nor will they be allowed to vote.

When they become 18, or when they move back to this area and become actively involved in the church, they may apply to become an active Member. No person shall be allowed to continue as an Associate Member more than 2 years unless for reasons of ministry, schooling, or other extenuating circumstances. (*see also section III*)

- B. It is expected that every member who is absent twelve months, or longer, will communicate with the Church annually respecting their spiritual life and interest in the Lord's work at Princeton Evangelical Free Church. Any person, absent more than one year, from whom no communication has been received, may be dropped from the Roll by the Elder Board after a reasonable attempt has been made to contact the absentee Member.
- C. Members who, due to age and/or health reasons, cannot attend Sunday Service on a regular basis will be considered "Members Emeritus". A member emeritus continues to have all the rights of membership, with the exception of Voting Rights, so, their presence is not required to achieve a quorum for any business meeting.
- D. The Elder Board shall oversee the membership, associate membership and member emeritus rolls, and report changes at the Annual Meeting of the Church.

Section V Withdrawal:

- A. Any member who wishes to withdraw membership from the Church may do so by written request or direct verbal communication to the Church Office. A letter of withdrawal from the Church will be sent with the approval of the Elder Board. A copy of the withdrawal letter will be maintained in the church records.
- B. Pastoral Staff and Spouses will be automatically withdrawn from the Membership upon resignation or dismissal from their Staff position. Pastoral Staff and Spouses may request continuance of their membership at the option of the Elder Board.
- C. Letters of withdrawal shall be reported to the Church at the next Congregational Meeting.

Section VI Discipline:

- A. Any member, including staff, whose conduct is not in harmony with the above Scriptural principles and for which they do not show evidence of repentance, shall be interviewed and counseled by the pastor and/or the Board of Elders after the manner clearly indicated in the Word of God (Matthew 18:15-17; Galatians 6:1). The restoration of the erring member shall be the single purpose, and love the sole motivating force in these interviews (2 Cor. 2:5-11).

- B. If the member should choose to continue in their unrepentant condition, their name would be removed from the church membership upon recommendation from the Board of Elders. The congregation shall consider this Elder Board recommendation. They shall vote as to whether the member should be removed. A two-thirds majority ballot vote of the members present is required. (Article 3 Sec II D.3)

Section VII Property Rights:

- A. Any member who has withdrawn their membership or whose name has been removed from the Church membership loses all rights of membership or the claim to membership of the Princeton Evangelical Free Church.
- B. The private property of the individual members of this Church shall be exempt from corporate debt.

PASTORAL AND OTHER SUPPORT STAFF

ARTICLE II

SENIOR PASTOR:

Section I Selection: The Senior Pastor shall be chosen and called by the Church whenever a vacancy occurs and called for an indefinite period of time. The election shall take place at a meeting called for that purpose and shall be by ballot with an affirmative vote of 80% or more of the attending membership being necessary to extend a call. (See also By-Laws Article IV, Section V, B. 2)

Section II Qualifications: The Senior Pastor must be a man established in the Word, of tested Christian character, and able to preach and teach the Word of God as described in I Tim. 3:1-7; 4:12-15; 2 Tim. 2:15 and Titus 1:5-9, qualify as an Elder, be in full agreement with the Church's Statement of Faith and willing to perform duties in accordance with the Constitution and By-Laws.

Section III Duties:

- A. Preach and teach the Word of God,
- B. Guide the Church under the Lordship of Jesus Christ, directed by the Holy Spirit of God according to Biblical directives and in conjunction with elected and appointed leaders
- C. The Sr. Pastor's leadership will focus upon preparing God's people for works of service (Eph. 4:12). Also, by personal example, support the Church's vision, goals and objectives.
- D. Committed to prayer as an essential part of the ministry of the Church
- E. Serve the community for the purpose of promoting the ministry and mission of the Church.
- F. Is an ex-officio member of the Elder Board, and of all other boards, committees and councils.

(An Ex-officio member will frequently abstain from voting, however unless By-laws constrain their rights, they are afforded the same rights as other members, to include debate, making formal motions, and voting.)

G. Manage the staff as assigned by the Elder Board.

Section IV Authority and Accountability: The authority of the Senior Pastor rests in the faithful proclamation and stewardship of the Word of God (2 Tim. 4:1-2). Pastoral authority is not that of a person, but the teaching authority of the Scripture (2 Tim. 3:16). The Senior Pastor is accountable to the Board of Elders, as well as the Church. The Senior Pastor shall report to the Board of Elders at their meetings, submit periodic reports at Congregational meetings and a comprehensive written report once a year at the Annual Congregational Meeting. The Senior Pastor's performance will be evaluated bi-annually, per job description by the Elder Board.

Section V Resignation and Dismissal:

- A. Resignation: The Pastor must give at least thirty (30) days notice of resignation. Notice must be submitted in writing to the Chairman of the Church.
- B. Dismissal: Dismissal action may be initiated only by a recommendation from the Board of Elders at a congregational meeting of the Church called for that purpose. Prior to that recommendation, the Board of Elders shall have considered the action in light of Article I, Section VI of the By-Laws. The termination of the Senior Pastor's ministry by dismissal shall require an affirmative vote by ballot of 80% or more of members eligible to vote. If the congregation votes to dismiss the Senior Pastor, notice shall be given to the Senior Pastor in writing including the details of the dismissal. At least one month's salary shall be given in lieu of his attendance, effective from the date of dismissal.

Section VI Absence: The Board of Elders will be responsible for pulpit supply and the continuance of other pastoral ministries during any interim period; such as, when seeking a new pastor or when the Senior Pastor is unable to fulfill pastoral responsibilities.

ASSOCIATE PASTOR (S):

Section I Accountability: Associate pastor(s) are responsible to the Senior Pastor. They shall work with appropriate boards and Committees as their job descriptions mandate. Their performance will be evaluated bi-annually, per job description by the Senior Pastor and two elders.

Section II Selection: The Associate Pastor shall be chosen and called by the Church for an indefinite period of time. The election shall take place at a meeting called

for that purpose and shall be by ballot with an affirmative vote of 80% or more of the attending membership being necessary to extend a call. (See also By-Laws Article IV, Section 5, B 2)

Section III Qualifications: The associate pastor(s) shall be subject to the same scriptural qualifications and guidelines as the Senior Pastor.

Section IV Duties: The Associate Pastor's specific duties will be prescribed by the job descriptions as part of their call to the Church. The Senior Pastor, in coordination with Board of Elders, may make adjustments in their job description with notification to the Congregation.

Section V Resignation and Dismissal: Subject to the same requirements as the Senior Pastor.

ASSOCIATE MINISTRY STAFF

Section I Accountability: Associate Ministry staff are those who are responsible to the Senior Pastor or Associate Pastor(s) and Board of Elders. Examples might include, Worship Director, Church Administrator or Christian Education Director etc. Their performance will be evaluated bi-annually per, job description by the Senior or Associate Pastor and a representative of the Elder Board.

Section II Selection: Should the Congregation, Board of Elders or the Senior Pastor determine that an Associate Ministry staff position is needed, the Board of Elders will recommend a prescribed job description and salary package along with qualifications and guidelines and present this in full detail, to the congregation at a special or regular congregational meeting for discussion, further study or approval.

The Board of Elders, upon approval of the Job Description and Salary range, by the congregation, shall accomplish the calling of an Associate Ministry staff person.

Section III Qualifications: Associate Ministry staff shall meet requirements for leadership stated in I Timothy 3:8-12 & Acts 6:3. They shall be in full accord with the Church's Statement of Faith, Constitution, By-laws and have appropriate experience and education commensurate with the duties of the position.

Section IV Duties: Associate Ministry staff duties will be included in the job descriptions as part of their call to the Church. The Senior Pastor, in coordination with Board of Elders, will make adjustments in their job description with notification to the Congregation. They shall work with appropriate boards and committees as their job descriptions mandate.

Section V Termination: The Board of Elders is responsible for terminating Associate Ministry Staff and giving an appropriately detailed report to the congregation of their actions taken.

OTHER OPERATIONS STAFF: In order to accomplish the ministry of the Church, other workers may be necessary. Selection of other employees and establishing terms of employment shall be the responsibility of the Elder Board. A detailed report of their actions will be given to the Church membership. (See also Article IV, Section 3)

SERVICES, MEETINGS, ELECTIONS AND REPORTS

ARTICLE III

Section I WORSHIP AND OTHER SERVICES: The Board of Elders shall establish Worship and other services at such times as deemed appropriate.

Section II CHURCH CONGREGATIONAL MEETINGS:

- A. Congregational meetings will be held quarterly; including the Annual Congregational Meeting, the Semi-Annual Meeting and the Annual Church Budget Meeting. The annual church budget shall be made available prior to its submission for approval at a congregational meeting at least thirty (30) days before the start of the new fiscal year. As special needs arise business meetings may be requested through the Elder Board. Pastor(s), Boards, Councils or Committees.
- B. Special business meetings may be requested by the Senior Pastor, Elder Board, or by a request signed by 15% or more of the active membership of the Church. Business actions for Special Meetings shall be limited to the agenda item(s) published for the meeting.
- C. The annual election, as identified in Articles IV and V of the By-Laws, shall be held at a congregational meeting prior to the beginning of the fiscal year. Persons elected at the meeting will assume their respective offices at the beginning of the new fiscal year.
- D. Notice of all congregational meetings shall be given by announcements, verbally and in writing, at the regular Sunday services of the Church at least eight (8) days prior to the date of the meeting, and by posted notice at least seven (7) days prior to the date of the meeting, unless purpose of such meeting requires longer notice according to state law or Church constitutional requirements. The purpose and proposed agenda of the meeting shall be included with the notice and/or announcement.
- E. The protocol for all congregational meetings are as follows:
 - 1. Voting Rights:
 - i. Only Church members who are eighteen (18) years of age or older may vote and must be present in order to vote.

- ii. Absentee ballots may be used when members cannot attend because of illness, employment or vacation.
 - iii. They may ask the Church office for an absentee ballot.
 - iv. Each ballot must be submitted in a sealed envelope marked "absentee ballot" on which is written the name, local address, date and reason for absence.
 - v. Ballots must be received in the church office at least six hours prior to the Congregational meeting.
 - vi. If the motion applicable to the Absentee Ballot is modified at the congregational meeting, the absentee ballot becomes void.
- 2. Quorum: Twenty percent (20%) of the active membership shall constitute a quorum for the transaction of business.
- 3. Decisions: All matters in regular and special congregational meetings shall be decided by majority vote, unless otherwise specified in the Constitution or By-Laws, or approved at that meeting. Elections for all elective offices and positions identified in Articles IV and V of the By-Laws, amendments to the Constitution and By-Laws, the calling of the Pastoral staff, and all other important or sensitive issues shall be decided by ballot.
- 4. Special Financial Decisions: Recommendations for any non-budgeted financial expenditure must be submitted to the Board of Elders for consideration and response prior to the meeting. Their response shall include rationale for the decision.
- 5. Minutes of Meetings: the Secretary of the Elder Board must maintain accurate minutes of all congregational meetings. Minutes will be available to all active members, at the Church Office. A permanent record of all congregational meetings of the Church must be maintained in the Church Office and stored / safeguarded appropriately, within one week of the meeting closure.
- 6. Parliamentary Procedure: The overriding consideration in any proceeding is the grace, fruit, and wisdom of the Holy Spirit. Parliamentary procedure shall be in accordance with Robert's Rules of Order (revised), as generally understood, when it is not inconsistent with its Constitution and By-laws.

Section III MEETINGS OF BOARDS, COUNCILS AND COMMITTEES:

The Protocol For Regular and Special Meetings are as follows:

- A. Notice of Elder Board Meetings shall be made available to the Congregation prior to the scheduled meeting.

- B. Voting Rights and Procedures: Only members of that Board, Council or Committee may vote; When persons other than members are present for any action or final discussions, voting will be carried out with only voting and ex-officio members present.
- C. Decisions: Issues shall be decided by a majority vote of those Board, Council, or Committee members and ex-officio members present.
- D. Minutes of Meetings: the respective secretaries shall maintain accurate minutes of all meetings. Copies will be given to the members of the Board of Elders as soon as available.

Section IV REQUIREMENTS FOR CHURCH ELECTIONS:

- A. TIME OF ELECTION. Elections shall take place at a congregational meeting of the Church prior to the beginning of the new fiscal year. Exceptions shall be made for special elections.
- B. QUALIFICATIONS AND ELIGIBILITY FOR ELECTED POSITIONS
 - 1. All nominees for elected positions shall meet the spiritual requirements for leadership as stated in Acts 6:3; and 1 Timothy 3:8-12. Elders shall meet the spiritual requirements for leadership as stated in 1 Timothy 3:1-7.
 - 2. Only active, resident, voting members are eligible for elected positions. Members shall be eligible for an elected position after being an active member for at least one (1) year.
 - 3. Members may hold only one (1) elected position.
 - 4. Eligibility for a full term of office is not affected by filling a partial term. Vacated offices with more than six (6) months of the term remaining shall be filled by special election at a congregational meeting of the Church after candidates are nominated by the Nominating Committee. Vacated offices with less than six (6) months of the term remaining shall be filled by appointment by the Elder Board until the next scheduled Congregational Election. The filling of a vacated office by appointment shall be communicated to the congregation by Pulpit Announcement and Bulletin Insert at the first opportunity following the appointees acceptance of the position
- A. NOMINATIONS AND ELECTIONS
 - 1. The nominating committee shall present a list of eligible candidates for each office (two or more names for each office if possible).

2. Names placed on the ballot for elected positions by the Nominating Committee, or names placed in nomination, from the floor, at the congregational meeting must have the prior consent of the potential nominee and only after the potential nominee has been informed in writing of the qualifications and responsibilities of the office by the Nominating Committee, or the nominator, respectively.
 - a. The process for nominations from the floor will be as follows;
 1. The nominator shall be responsible to obtain a written copy of the qualifications and the applicable responsibilities, and deliver them to the potential nominee at least three (3) days prior to the congregational meeting.
 2. The Nominee must be qualified and agreeable to let their name stand for the nomination.
 3. The nomination of Elders requires 28 days.
 4. The Nominator must notify the Church Chairman of the pending nomination from the floor at least 3 days prior to the Congregational Meeting.
3. The slate of nominees shall be distributed to all active members at least two weeks (14 days) prior to the elections;
 1. Specific instructions on placing nominations from the floor must be included for positions identified.
4. On each ballot for the filling of more than one (1) position, members can vote for as many candidates as there are positions open. The candidates receiving the most votes are elected.
5. Election of Elders requires 75% vote affirmative vote of the Members present and is governed by Article IV, Section 3C of these by-laws.

Section V Annual Reports - Written annual reports shall be submitted to the congregation no later than two weeks (14 days) before the Annual Meeting.

GOVERNMENT

ARTICLE IV

Section I Authority: The Church has final authority under the headship of Christ. (Eph 1:22) The Church shall annually elect the Chairman of the Church, Elder Board, Chairpersons of the Councils, Treasurer, Financial Secretary, Auditors, a By-laws Revision Committee, and the Nominating Committee. The Church shall vote on the fiscal budget, calling of pastoral and associate level staff, purchases & sale of property, and any other agenda items deemed necessary by its members.

Section II Officers: The officers of this Church shall be Chairman, Vice Chairman, Secretary, Financial Secretary and Treasurer, as well as, any other officers as shall be deemed necessary by the Church. All authority in the Church is vested in the voting membership of the Church.

A. Chairman: Elected annually the Chairman will preside at all business meetings of the Church and chair the Elder Board. The Chairman shall also be an ex-officio member of all other boards and committees. The election process for Chairman will follow the same guidelines as Elder.

B. Vice Chairman: Elected from the Board of Elders by the Board of Elders annually. The Vice Chairman will take the place of the Chairman when absent.

C. Secretary:

- a. Elected from the Board of Elders by the Board of Elders annually, shall keep an accurate record of the proceedings and decisions at all congregational meetings of the Church and Elder Board meetings, such minutes to be approved at the next meeting.
- b. Shall assure that a correct register is kept of the membership, showing dates of admission, withdrawal, transfer, dismissal and/or death.
- c. Shall arrange legal notice of all meetings when such notice is required.
- d. Shall submit a statistical report at the annual meeting on the membership of the past year.
- e. Shall issue credentials to all members duly chosen to represent the Church at any meetings in which the Church shall decide to be represented, such as national or district meetings of the Evangelical Free Church of America.

D. Financial Secretary: Elected for a three year term is accountable for all monies received of the Church and shall oversee the recording and deposit of all funds with the Bank, and report all transactions of those funds to the Treasurer. The Financial Secretary shall make an income report to the Church at all regular business meetings and at such other times as may be requested by the Board of Elders or Church. When approved by the elder board, certain duties may be accomplished by utilizing church staff or other church members.

E. Treasurer: Elected for a three year term shall receive from the Financial Secretary, the report of the deposits of the funds of the Church; shall oversee disbursement of said funds as directed by the Church Boards, report as to the financial standing of the Church at all regular business meetings and at such other times as may be requested by the Church or Church Boards. When approved by the elder board, certain duties may be accomplished by utilizing church staff or other church members.

Section III Board of Elders: The congregation governs the Church ministries through the Board of Elders. While the congregation retains final authority it delegates to the Board of Elders the authority to establish and or approve policy decisions not specifically limited in these By-Laws. The Elders shall oversee the spiritual welfare and ministry direction of the Church. Any action taken by the Board of Elders can be reviewed by the membership at a congregational meeting and changed by a majority vote.

- A. COMPOSITION AND ORGANIZATION: The Board of Elders shall have six to eight (6-8) elected members and the Senior Pastor. The Senior Pastor is an ex-officio member but not eligible for an elected office on the Board.

The term of office for Elder shall be one (1) year. Elders shall be limited to four (4) consecutive one (1) year terms, however, an elder may be selected to fill an unexpired term of six (6) months or less, and still be eligible to serve for four (4) additional one (1) year terms up to a maximum of four (4) consecutive years.

Any elder who has served the maximum of four (4) consecutive years, will not become eligible for re-election until off the Board for at least one (1) year.

- B. QUALIFICATIONS: Elders shall meet the qualifications as set forth by the congregation in Article 3, Section IV.B
- a. They shall also, in their and public lives, conform to the principles set forth in such Scriptures as 1 Tim.2:12; 3:1-7; Romans 12:1-2; I John 3:16-18; Psalm 15; II Corinthians 5:17; Galatians 5:13-26; Ephesians 4:22-32, 5:1-28; Philippians 2:1-5; Colossians 3:5-10; I Peter 2:1, 3:7-9, 5:2-3. The congregation shall select as Elders, men who are active members of integrity, who have demonstrated spiritual maturity to oversee the congregation's life, who are willing to serve and able to commit themselves to the priority of Eldership.
- C. SELECTION: The membership at a congregational meeting shall elect Elders prior to the beginning of the new fiscal year with no less than a 75% vote of confidence of the members present. The newly elected elders shall begin serving at the beginning of the new term or mid-term as a result of special elections.

Any member of the congregation may recommend a person as a nominee for the position of Elder. This recommendation must be in writing, and signed, giving reasons for believing that the recommended nominee meets the listed qualifications for the position of Elder. Recommendations from the membership shall be presented to the nominating committee for consideration at least twenty eight (28) days before the election.

A brief written summary of prior service about nominees for elder shall be provided to the congregation at least two weeks (14 days) prior to the election.

If, in the opinion of the nominating committee or the Board of Elders, there are no candidates who meet the appropriate Scriptural standards or who are unable at this time to accept a nomination for Board of Elders' positions, the position shall go unfilled until such candidates are available. When necessary for the filling of vacancies, Elders may be elected at any regular or special congregational meeting following the above stated selection process.

If more candidates receive the 75% of votes than there are open positions, the open positions will go to those receiving highest percent of votes. In case of a tie the Elder will be chosen by lot (Acts 1:15-26).

- D. **QUORUM AND UNANIMITY:** A quorum for the Board of Elders shall be two thirds (2/3) (rounded down) of its total membership. The purpose of the Board of Elders is to oversee the ministries of the Church for the congregation. The elders shall work toward unity of spirit and consensus in decision. (Phil. 1:27; Eph. 4:2-6)

- E. **AUTHORITY AND RESPONSIBILITIES:** The function of the Elders may be summed up under two heads: teaching and leading. They are the doctrinal guardians of the flock, ensuring that every aspect of the church's ministry is characterized by a faithful proclamation of the Word of God (1 Peter 5:3-4), and overseers of the spiritual life of the Church; their priority work includes prayer and the ministry of the Word (Acts 6:4; 2 Tim 2:15).

1. The teaching role of the Board of Elders includes:

- a. Preparing God's people for works of service, so that the body of Christ may be built up (Eph. 4:11-12).
- b. Able to teach God's truth in season and out of season; correcting, rebuking and encouraging--with great patience and careful instruction (1Tim 3:2; 5:17; 2Tim 4:2; 1Pet. 3:15).
- c. Protecting the congregation from doctrinal error (Acts 20:17, 28; Titus 1:9; 1Thes. 5:12).

2. The leading of the church by the Board of Elders includes:

- a. Recognizing the authority of the Chief Shepherd, Jesus Christ, and ensuring that every aspect of the church's ministry is characterized by a faithful proclamation of the Word of God (1Peter 5:3-4).
- b. Assuming responsibility for the spiritual welfare of the Church, corporately and individually (Acts 20:28). Being alert to the needs of the congregation, remembering those needs in prayer and communicating them, when appropriate, to the congregation.

- c. Being responsible for the counseling and admonition of the constituency of the Church, refuting false doctrines, addressing inappropriate conduct and administering Church discipline when necessary (Mt. 18:15-20; 1Thes. 5:12).
- d. Praying for the sick and helping the weak in accordance with James 5:14-15 and Acts 20:35.
- e. The ministry of managing the Church as one would manage his own household. (1Timothy 3:5; Titus 1:5).
 - i. Designate from among their number one or more elders to each Council for the purpose of communication, coordination, and service.
 - ii. Ratify all council members, other than elected council chairperson.
 - iii. Establish committees as necessary and appoint committee members from the congregation. At least one (1) elder shall serve on each committee.
 - iv. Fulfill the duties of Board of Trustees as required by state law. (Constitution, Article VII)
 - v. Establish and or approve policy on methods of raising funds and ensure that such policies are carried out on Church property and at Church activities.
 - vi. Open and maintain bank accounts and rent safe deposit boxes, as necessary, on behalf of the Church.
 - vii. Prepare a proposed annual budget and submit it to the congregation for approval at the Church Budget Meeting (see Article III, Section II, A.).
 - viii. Establish and or approve policies within the limits of the church budget, for the use of Church funds.
 - ix. Keep accurate minutes of all the proceedings and decisions of the board, such records to be maintained in the church.
 - x. Receive and disburse all Church funds, maintaining appropriate records, providing fiscal control, and submitting documented financial status to the congregation at each regular congregational meeting.
 - xi. Require job descriptions for all paid positions associated with Church operation, conduct annual reviews and assessments of

employee performance through the appropriate staff lines of authority.

- xii. Evaluate bi-annually the job performance of the Senior Pastor.
- xiii. Be responsible to ensure worship services and ordinances are conducted (including baptisms and the Lord's Supper).
- xiv. Encourage staff and fellow board members by being mutually accountable.
- xv. Shall annually evaluate each other's performance as elders, based on these responsibilities.

SPECIAL AUTHORITY: In order to deal with emergencies that may occur from time to time during the year, the Board shall have authority to enact limited budgeted deviations. These deviations shall not exceed two percent (2%) of the Annual Budget. Total cumulative deviations shall not exceed 5% during one Church Calendar year without prior approval by the congregation.

REMOVAL: An Elder may be removed, upon the action of the Board of Elders or the congregation, and confirmed by a majority vote of the membership, taken by ballot.

Section IV Councils: The Board of Elders shall fulfill some of their responsibilities through Councils as determined by the Board of Elders in response to congregational and ministry needs. Councils shall be staffed annually to discharge duties as required in accordance with the stated purpose of the Church. Each Council shall be responsible to the Board of Elders for carrying out its assigned functions.

A. Council Structures

- 1. The chairperson of each council shall be elected by the congregation for a three (3) year term and may not serve more than two (2) terms in succession, not counting the filling of any unexpired term. Nominees for these positions must be members of the Church. As such they shall meet the spiritual requirements for leadership stated in I Timothy 3:8-13 & Acts 6:5.
- 2. The chairperson of a council will communicate to the Board of Elders the roster of members to their council.
- 3. Appointed members of councils are based upon the recommendation of the council Chairs. They shall serve a three (3) year term and may serve no more than two (2) terms in succession. Council members names shall be communicated to the Church.

4. The council Chairperson shall appoint a Secretary from its members.
 5. The Board of Elders shall assign an Elder liaison to each council as a participating member.
 6. The Senior Pastor may assign a pastoral staff representative to a council as an ex-officio member.
- B. Council Meetings: Each council is to meet regularly. The council chairperson shall call the meeting, provide an agenda and preside at the meeting.
- C. General Responsibilities:
1. Minutes of all meetings shall be maintained with copies given to Council members and the Church Office for inclusion in the Church Record. A written annual report shall be presented to the congregation at the Annual Meeting.
- D. Council Committees
1. Councils may establish committees to serve within the council as needed, to carry out their assigned responsibilities as appropriate. These committee participants may be drawn from the congregation at large.

Section V STANDING AND SPECIAL COMMITTEES: The following standing and special committees shall be established to discharge such duties as required.

- I. The members of each committee must be members of the Church.
 - II. The standing committee members are to be elected for one (1) year terms, coinciding with the fiscal year, unless otherwise designated.
 - III. Each committee shall select its own chairperson, unless otherwise specified in the By-Laws.
 - IV. No person may serve more than six (6) consecutive years as the chairman and/or member of a standing committee. Regular Minutes of all committee meetings shall be maintained with copies given to the Committee participants and the Church Office for inclusion in the Church Records.
- A. STANDING COMMITTEES: These are permanent committees whose functions are required on a continuing or intermittent basis.
1. Auditing Committee
 - a. The Auditing Committee is accountable to the congregation for this function.
 - b. It shall consist of two (2) members.

- c. The committee shall be responsible for securing an annual audit of Church financial records.
- d. The results of the audit shall be reported to the congregation at the Annual Congregational Meeting.

2. Nominating Committee

a. Composition, Selection, and Qualification

The nominating committee shall consist of: the Senior Pastor (ex-officio), two (2) elders and four (4) members elected from the church membership.

- 1) The Board of Elders shall select from its membership two members to serve each year. One shall be designated as the Nominating Committee Chairman.
- 2) Four (4) members of the nominating committee shall be elected by the congregation. These shall be elected for two (2) year terms, two (2) elected each year.
- 3) People selected to serve on the Nominating Committee shall be members who have demonstrated their commitment, leadership and knowledge of the congregation. They shall meet the spiritual requirements for leadership stated in I Timothy 3:8-13 & Acts 6:5. They shall be in full accord with the Church's Statement of Faith.

b. Responsibilities

- 1) The Nominating Committee is responsible to the congregation for choosing candidates for all elected positions. The Nominating Committee will be encouraged to solicit nominations for candidates from the Congregation. All such submissions shall be reviewed but are not binding upon the Nominating Committee for further action.
- 2) The Nominating Committee shall meet as necessary to nominate qualified candidates to fill any vacancies for Annual and Special Elections.

3. By-Laws Revision Committee:

This committee shall be made up of at least two (2) members appointed from the Board of Elders and four (4) members selected at large from the church membership.

- A. People selected to serve on the By-laws Revision Committee shall be members who have demonstrated their commitment, leadership and knowledge of the congregation.
 - B. They shall meet the spiritual requirements for leadership stated in I Timothy 3:8-13 & Acts 6:5.
 - C. These 4 members at large shall be elected for two (2) year terms, two (2) elected each year.
 - D. It shall elect a chairperson from among its own membership.
 - E. The purpose of the by-laws Revision Committee will be to review and/or revise the By-laws of the church, in whole or in part, to assure current and appropriate guidelines for the ministry of the Church.
 - F. The By-laws Revision Committee shall be accountable to the congregation.
- B. SPECIAL COMMITTEES: These are committees established by the congregation to complete an assigned task. When the task is complete, the committee is dissolved. When the task spans multiple years, the Congregation shall reaffirm the appointment of the Special Committee members at each Annual Meeting.
- 1. Search and Call Committee:
 By vote of the Church membership the Call Committee will be established to hire, open, or expand the positions of Sr. Pastor or Assoc Pastor.
 The Call committee will consist of seven (7) members: the Church chairman, two (2) elders elected by the Board of Elders, and four (4) members at large elected by the congregation.
 When established to fill an Associate Pastor position, this committee will also include the Senior Pastor.
 This committee will elect its own Chairperson and function until the staff position is filled or the congregation decides otherwise
 This Committee will be accountable to the Elder Council.
 - 2. Other Special Committees:
 Other special committees shall be formed as recommended or approved by the Board of Elders.
- These Committees will be accountable to the Elder Council.

QUALIFICATIONS FOR SERVICE IN THE CHURCH

ARTICLE V

While many stewardship opportunities exist where Church membership is not a specified prerequisite, it is nonetheless required that all who serve in any specific capacity serving the Body of Christ in this Church be of one mind on fundamental spiritual issues.

Therefore, it is required that any person serving in any such capacity or representing the Church in any way (elected, appointed, invited or hired) meet the spiritual qualifications for Church membership and be in agreement with the Church's Statement of Faith as given in Article IV of the Constitution.

This does not waive the requirement for Church membership as specified in the By-Laws for certain offices or positions in the Church.

ORGANIZATION WITHIN THE CHURCH ARTICLE VI

No organization shall be formed or considered to be a part of the Church activities before the sponsors have submitted their plans to the Congregation, Elder Board or Councils. The various organizations are requested to confer with the appropriate Councils quarterly regarding their plans and activities.

AMENDMENTS ARTICLE VII

These Bylaws may be amended or altered by a two-thirds majority vote of the Church Members at any regular or special business meeting of the Church, providing notification of the proposed alteration or amendment has been made to the congregation according to By-law requirements for meeting notification.

Revised and approved at the congregational meeting of 1/21/2002

Revised and approved at the congregational meeting of 9/19/2019

Revised and approved at the congregational meeting of 12/7/2025