

By-Laws of the Calvary Bible Evangelical Free Church of Wayne NE

200.00 Statement of Faith. The Evangelical Free Church of America is an association of autonomous churches united around these theological convictions:

God

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

The Bible

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

Jesus Christ

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus-Israel's promised Messiah-was conceived through the Holy Spirit and born of the Virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

The Work of Christ

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

The Holy Spirit

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of

God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

The Church

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Christian Living

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Christ's Return

9. We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to bold living, sacrificial service and energetic mission.

Response and Eternal Destiny

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

300.00 Membership

300.10 Membership. Membership in this church is the acceptance of responsibility. It is the membership that gives assent and encouragement to the disciple-making ministry of the congregation. Therefore, attendance at business meetings and faithful service to the Lord are expected.

301.00 Classification of Members. The members of the church shall consist of active and associate members.

- 301.10** Active. Active members shall be the voting members who share in the responsibility of decision-making of the church.
- 301.20** Associate. Associate members of the Calvary Bible Evangelical Free Church shall consist of those members who do not vote.
- 301.21** Out of Town. A member who has moved away or for other reasons is unable to attend or participate in church activities may, by action of the deacon board, be placed on an associate roll with all church privileges except the right to vote. When the member is again able to participate, the deacon board, after a brief interview, may place the member's name in active status with the right to vote.
- 301.22** Non-voting membership. For someone who desires membership but has no desire to participate in business meetings. These associate members will not vote and will not be counted as making up a quorum for meetings. Non-voting members who desire active status may be so instated, after a brief interview by the deacon board, provided such interview occurs at least two weeks before the regular or special business meeting.
- 301.23** Multiple membership. Those who wish to retain membership in another church, after an interview with the deacon board, may be placed into candidacy as associate members.
- 301.24** Junior. Junior members shall consist of all members between the ages of 14 and 18. A profession of faith must be made to the elder/deacon board. At age 18, after a brief interview, the deacon board may place the members name in active status with the right to vote.

302.00 Qualifications for Membership

- 302.01** Confession of faith. Any person who repents of personal sin and confesses faith in the Lord Jesus Christ having been born again (Acts 4:12; John 3:3; Romans 10:9-10), who has the assurance of salvation (1 Peter 3:15), and whose character, conduct, and reputation are in accordance with his confession and the Word of God may apply for membership.
- 302.02** Cooperation. In addition, an applicant must subscribe to the Statement of Faith contained in the by-laws, be willing to work within the constitution/by-laws of the organization, and demonstrate loyalty by a willingness to support the church in attendance, prayers and Christian service. A recommendation may be made for members to participate in a membership class.

- 302.03** Baptism. Persons who desire to affiliate with the church and are not baptized are encouraged to consider taking this step at the earliest opportunity.
- 302.04** No person shall be excluded from membership because of sex, race, national or ethnic origin or color. Rather, the Elder-Deacon Board shall examine all applicants for membership to determine if they are members of the Body of Christ, and to determine if they sincerely support the purpose of this local church as stated. If the Elder-Deacon Board determines that the moral and spiritual character of an individual gives evidence that he or she is not a member of the Body of Christ and/or that he/she would not support the stated purpose of this local church, then his/her application for membership shall be presented to the congregation with a recommendation to reject the application.

303.00 Application of Membership

- 303.01** Procedure. An application form for membership may be requested from any of the members of the Elder-Deacon board or the pastor and returned for consideration.
- 303.02** Preparation. Applicants shall be requested to read the constitution/by-laws and also may be encouraged to attend a membership class.

304.00 Approval Procedure for Membership

- 304.01** Interview and Recommendation. The Elder-Deacon board and the pastor shall interview all membership candidates. Included in this interview shall be a personal testimony of faith in Jesus Christ. Upon the recommendation of the Elder-Deacon board, the name of the candidate shall be presented to the membership for their approval at a business meeting. Names(s) of membership candidate(s) and recommendation will be presented to the active membership at least ten days prior to the business meeting.
- 304.02** Objection. If any member has a valid reason or objecting to the receiving of any application into the church, this member shall submit in writing to and appear before the Elder-Deacon board and give scriptural reasons for denying membership. The validity of these objections shall be considered by the Elder-Deacon board prior to the business meeting at which the applicant shall be voted on.
- 304.03** Recommendation and Vote. At any duly called business meeting, the applicant(s) who have been recommended for membership shall be voted by ballot into the membership by receiving the affirmative vote of at least 2/3 of the active members present. The applicant(s) shall not be present while the application is being considered. Voting privileges are granted to

the new member after the application has been approved by the congregation.

304.04 Reception. New members may be publicly received into the fellowship of the church, preferably during the next communion service, at which time they are encouraged to share their personal testimony. If appropriate, the general board secretary or the pastor will send notification of membership to the most recent church where the person was an active member.

305.00 Letters of Transfer

305.01 Letter of transfer. Applicants seeking membership by letter from another church shall be accepted only after meeting the above requirements.

306.00 Pastoral Membership

306.01 The pastoral staff and their spouses automatically become members with full voting privileges upon personal testimony and assuming the responsibilities as pastor of this church.

307.00 Conduct and Duty of Members

307.01 Towards the church. Regular attendance at the service of the church, daily private and family Scripture reading and prayer, personal and public testimony, are encouraged upon each member. It shall be the sacred duty of parents to provide Christian instruction for their children. Each member shall consider it their responsibility and privilege to make full use of their gifts for the Lord's service. All members are encouraged to remember each other in prayer, to aid each other in sickness and distress, to be courteous in speech, and slow to anger. (1 Peter 3:8-12; Hebrews 10:24-25; Romans 12:3-8; 1 Corinthians 12-14; Matthew 25:14-30; 2 Corinthians 9:6-7; Mark 12:41-44; 1 Corinthians 16:2; Acts 20:35)

307.02 Admonition to Purity. Each member is called upon to heed the admonition of the Word: "Do not love the world, or the things of the world," and "Do not be conformed to this world, but be transformed by the renewing of your mind that you may prove what is the good and acceptable and perfect will of God." We should seek to be examples in speech, in conduct, in love, in faith, and in purity. A member is expected to abstain from any act or practice that may be harmful in its influence or a stumbling block to the weaker brother or sister (Romans 12:2; Romans 14:13; 1 Timothy 4:1; Philippians 2:15).

307.03 Admonition to Unity. Each member is called upon to heed the Scriptures that call us to be united in spirit and faith (Ephesians 4:3,13). Each member should live in such a way as to avoid language, behavior or

practices that would hinder a close working relationship between other believers and the leadership of the church.

307.04 Non-attending. Any member who absents himself or herself from church services and does not communicate with this church for a period of three months shall be contacted, if possible, and encouraged by the Elder-Deacon board. If ongoing encouragement does not result in activity during the next nine months, the Elder-Deacon board shall remove their name from membership and report such action to the membership at the next business meeting. Any member thus removed from membership shall be notified of the action taken by registered letter sent to the last known address. (Hebrews 10:38)

308.00 Restoration and/or Discipline of Members

308.01 Discipline of Members. If any member conducts himself or herself in a manner which becomes an offense to the church by reason of immoral or unchristian conduct as judged by Scripture, by promoting discord and division in the church, by teaching or promoting doctrine which is contrary to Scripture, the member must be interviewed and counseled by the Pastor and the Elder-Deacon board according to the manner clearly indicated in the Word of God (Matthew 18:15-17 and Galatians 6:1). The restoration of the erring member must be the single purpose, and love the sole motivating force in these interviews. If all efforts to restore such a person into fellowship with Christ and the church have failed, the Elder-Deacon board will bring a recommendation to the membership to drop the person from membership or other appropriate action (1 Corinthians 5:11-13; Galatians 6:1, 2; Titus 3:10-11). The member involved shall receive written notification of any action taken by the church membership.

308.02 Restoration. Any person after being removed from the membership and later repenting and desiring to join the church, shall meet with the Elder-Deacon board and the Pastor, who then can recommend this person's acceptance as a member. They shall be voted on by the congregation in the same manner as any applicant for membership.

310.00 Withdrawal of Membership

310.01 Written Request. Any member who wishes to withdraw from the church shall submit a letter of notification to the Elder-Deacon board. The Elder-Deacon board shall acknowledge the notification and drop the name from membership. This action shall be reported to the church at the next business meeting. If requested, a letter of recommendation to another church may be approved by the Elder-Deacon board. (Acts. 18:27; Romans 16:1, 2)

311.00 Loss of Rights of Membership

311.01 Withdraws or deprived. Any member who has withdrawn from or has been deprived of membership, loses all rights of membership in the church beginning when the Elder-Deacon board acts upon it.

400.00 Meetings

401.00 Annual Meeting. The annual business meeting shall be announced and agenda made available at least ten days in advance and held during the month of January at which time necessary business shall be completed. All officers elected in the third quarter shall take office upon completion of the meeting.

402.00 Quarterly. Quarterly business meetings shall be announced and agenda made available at least ten days in advance and held during the first month of each quarter of the calendar year.

403.00 Informational. The church leadership may hold informational meetings as necessary. No business will be transacted and no quorum is required.

404.00 Special Meetings

404.01 Agenda. The membership shall be notified of the agenda at least ten days before the meeting is held. Usually special meetings will be called to deal with one agenda item and no other business matters are added at the meeting.

404.02 Special business meetings shall be called by the General Board chairman at the request of three board members.

404.03 At the written request of a minimum of twenty-five percent (25%) of the voting membership, the General Board chairman will call for a special business meeting.

405.00 Quorum requirements. At least one third of the voting members must be present to constitute a quorum.

406.00 Publication of meetings

406.01 An equal effort shall be made to notify every voting member of every regular or special meeting.

406.02 Quarterly meetings. Notice shall be given at least ten days prior to the meeting.

- 406.03** Special meetings. Notice shall be given at least ten days prior to the meeting or every member given notice of the meeting personally.
- 406.04** Informational meetings. Notice shall be given at least ten days prior to the meeting.
- 407.00** **Votes required**
- 407.01** A majority of voting members present will decide all issues not otherwise specified.
- 407.02** A minimum of 2/3 vote of voting members present will be necessary to call a pastor, to buy, sell or encumber real estate, or to make constitutional or by-law amendments.
- 407.03** Members of the General Board or any committee appointed by the General Board may, as approved by the General Board, participate in a meeting of such board or committee by means of a conference telephone or similar communications equipment by which all persons participating in the meeting can hear or otherwise monitor the communications of each other at the same time. Participation by such means shall constitute presence in person at the meeting.
- 408.00** **Parliamentary procedure.** The latest edition of Robert's Rules of Order shall be the authority used for proper procedure in all business meetings of the church when not in conflict with the church constitution or by-laws.
- 500.00** **Staff**
- 501.00** **Pastoral Staff**
- 501.01** Qualifications. The Pastor shall meet the Scriptural qualifications for his calling as outlined in 1 Timothy 3:1-7. He shall be a man abounding in the faith and in doctrine, and shall be qualified to teach and preach the whole counsel of God. He shall be a man of established Christian character, shall be a worthy example in his life and teaching, shall subscribe to the Statement of Faith, and shall agree to abide by this Constitution and By-laws. (Mark 4:12-15; 2 Timothy 2:15; Titus 1:7-9)
- 501.02** Credentials. The Pastor must be licensed (or be willing to be licensed) or ordained by the Evangelical Free Church of America (or be willing to transfer his license or ordination to the Evangelical Free Church of America).
- 501.03** Duties. In general, the work of the Pastor shall be to equip the saints for the work of service and the attainment of the purpose of the church. He must do this by giving time to teaching and preaching the Word of God,

discipling believers, counseling, training church board and committee members in leadership and ministry, visitation and ministering to the needs of the sick.

501.04 Duties are specified in the current job description. The job description shall be subject to annual review and revision by mutual agreement of the Pastor and General Board and approved by the membership. He should provide a written report of his ministry at each quarterly congregational meeting. Matthew 28:19-20; 2 Timothy 4:1-5; 1 Peter 5:1-4

502.00 Search Process

502.01 The search committee shall consist of two members appointed from the General Board by the General Board and three members elected from the congregation.

502.02 The search committee will avail itself of the guidelines for search committees available from the Midwest District office.

502.03 The search committee must have three of the five members present to conduct business.

502.04 The search committee will present only one candidate at a time for congregational consideration.

503.00 The Call Process

503.01 A special meeting may be called to act upon a candidate. Action may also be taken at a quarterly meeting.

503.02 Congregational consideration of one (1) approved candidate must be completed before the congregation will give consideration to another candidate.

504.00 Quorum. The quorum required for the meeting to consider calling a Pastor shall be a majority (51%) of the voting members.

505.00 Term of call. The Pastor's call shall be for an indefinite period of time.

506.00 Vote required. The Pastor's call requires at least two-thirds (2/3) of the votes cast by those present and voting. This vote shall be taken by ballot.

507.00 Termination of Employment. Both the Pastor and membership shall have the privilege of termination of such services on ninety (90) days notice or at a period mutually agreed upon. If the congregation initiates the

termination of the Pastor, it shall be done according to "Accusations Against Staff, Accusations, Vote required for termination."

508.00 Letter of call. The letter of call extended to the potential Pastor must be considered a contract and it must at least contain a statement on the following items as provisions: the decision of the congregational business meeting, salary, job description, parsonage and/or housing and utility allowance, special allowance, moving allowance, vacation time and extra time for accepting ministry outside the community, or education opportunities.

508.01 A letter of acceptance must be made within the time specified in the Letter of Call.

509.00 Accusations Against Pastoral Staff

509.01 Accusations. Accusations against any of the pastoral staff must be in writing and supported by at least three current church members in order to be considered by the Elder-Deacon board (1 Timothy 5:19-20). These accusations are to be handled in the same manner as those against members under the procedure described in "Restoration and/or Discipline of Members." Unresolved issues concerning a member of the pastoral staff shall be referred to the Midwest District Board of Ministerial Standing for counsel and advice. If the matter remains unresolved, the General Board may relieve the individual from duties, with pay, until the congregation meets to act on a recommendation.

509.02 Vote required for termination. The voting membership may terminate any pastoral staff by a three-fourths (3/4) vote of the members present and voting if they find this person unworthy of his/her calling or ineffective in his/her ministry of this church. A Pastor found unworthy of his calling (Ephesians 4:1-3) shall be dismissed immediately with one (1) month's wages as severance pay.

509.03 In the event of a pastoral resignation, the chairman of the General Board shall call a special business meeting of the church. This meeting shall be called as soon as the General Board chairman considers it appropriate to do so, for the following purposes: (1) to take appropriate action on the resignation, (2) to establish the search committee (502.00).

510.00 Ministry Staff. The securing of additional personnel on a part-time or full-time basis shall be done by recommendation of the General Board to the church membership at a business meeting. To do so, the membership must approve a written job description and approve the budget for financial compensation.

600.00 Officers

601.00 Corporate officers. The corporate officers are the General Board chairman, secretary (Deaconess chairman), and treasurer (Trustee chairman).

601.10 Qualifications. Corporate officers must be members of the church.

601.20 Election. Election of corporate officers will take place at the third quarterly business meeting and taking office at the completion of the annual meeting.

601.30 Term. Each corporate officer is elected to a two-year term. The terms will be arranged so one officer is elected each year.

601.40 Vacancies

601.41 A vacancy may be filled by appointment of the General Board and the office will be held until the next election.

601.42 The chairman may not succeed himself by election or appointment.

601.50 Duties

601.51 Chairman. The chairman shall preside at all church business meetings and General Board meetings. He is to be informed on current projects in order to work with the Pastor in drawing up the agenda for the General Board and church business meetings. Further duties of the chairman are to be included in a job description, which is subject to annual review and revision.

601.52 Secretary. The secretary shall keep accurate record of the proceedings and decisions at all business meetings of the General Board and congregation and provide copies of the same for the Pastor and chairman. These records are to be approved before the adjournment of the meeting for which they are recorded. The secretary shall see that all records are preserved in a safe place, issue legal notice of all meetings when such notice is required, and at the annual meeting submit a current membership report listing additions and withdrawals during the past year. The secretary shall issue credentials for the members duly chosen as delegates of the church at any meetings in which the church shall decide to be represented. Further duties of the secretary are to be included in a job description, which is subject to annual review and revision. A vice secretary may be appointed by the General Board to serve in her absence.

601.53 Treasurer. The treasurer shall oversee the disbursement of funds as directed by the church or General Board. The treasurer shall report to the

church or the General Board as to the financial standing of the church at all regular business meetings, and at such other times as may be required by the church or General Board. Financial records shall be submitted for audit as directed by the General Board. Further duties of the treasurer are to be included in a job description, which is subject to annual review and revision.

601.60 Authority and positions. The corporate officers are members of the General Board and act only upon the direction of the General Board and/or church membership.

602.00 Other Officers

602.20 General Board. All members elected to the General Board shall be considered officers of the church.

603.00 Duties. Section 800.00 contains a brief overview of the duties of the General Board. Additional responsibilities are given in the specific job description of each position.

604.00 Vice Treasurer

604.10 Term. The vice treasurer shall be appointed for a one year term and may serve as many terms as requested.

604.20 Duties. The vice treasurer shall deposit weekly these funds in a prescribed account and report such deposits to the treasurer. A report of all receipts of the church shall be provided for all regular board and business meetings and at such other times as may be required by the church or General Board. Records shall be submitted for audit as directed by the General Board.

604.30 Accountability. The vice treasurer reports directly to the treasurer and may be requested to attend General Board meetings to assist in the reporting process.

700.00 Appointed Officers (by the General Board)

702.00 Christian Education Positions

703.00 Missions Team Positions

704.00 Worship Services Team Positions

800.00 Government

801.00 Statement of Government

801.10 Ultimate authority in the church will reside in the members of the congregation.

801.20 Authority for day-to-day ministry matters will reside with a group of godly persons called the church board. Expenditures may not exceed the annual budget except as approved by majority vote at a congregational meeting. Changing the constitution and by-laws, membership matters, approving the annual budget, calling pastoral staff, and adding staff or facilities are areas that must be brought to the membership for action.

802.00 General Board

802.10 Membership. In addition to the corporate officers, chairman, treasurer (Trustee chair), and secretary (Deaconess chair), senior pastor and associate pastor(s), the chairmen of the Worship Services, Christian Education, and Missions Team, and Elder-Deacon Board will serve on the General Board.

802.20 Terms of Office. Each board member, except the senior pastor and associate pastor(s), will be elected for a term of two years and, when possible, an equal number will rotate off the board each year.

802.30 Decision Making Process. The General Board will approach decisions with prayerful dependence upon the Holy Spirit. They will make decisions on the basis of a vote of two-thirds (2/3) of those present, or a majority of the entire board, whichever is greater. Any vote may be taken by either open or closed ballot, at the discretion of the chairman.

802.40 Meetings. The General Board will meet monthly to adequately govern the church. Five (5) of its members must be present for the General Board to transact business. Minutes of all General Board meetings where business or programs of the church are discussed will be taken by the secretary and will be available to the church membership. They will meet with the church body as often as necessary to communicate and interact with the body. This shall be done at least four times a year.

802.50 Accountability. The General Board is directly accountable to the Lord Jesus Christ for all its actions (Hebrews 13:17). It is also accountable to the congregation. Any discussion, recommendation or direction of the General Board may be modified, changed, or reversed by vote of the membership.

802.60 Organization. The corporate chairman and secretary (Deaconess chairman) will serve as chairman and secretary of the General Board.

802.70 Appointments. Additional officers and committees may be appointed by the General Board as are necessary to expedite business. Persons appointed under the provisions of this section shall not thereby be members of the General Board.

802.71 Officer Vacancies. The General Board may appoint or arrange congregational election to fill any officer vacancies according to its discretion.

802.80 Professional Services. Contractual arrangements must be approved by the General Board and reviewed on an annual basis.

803.00 Standing Boards

803.01 All standing boards will be governed by the following guidelines unless specific details are given under the board heading. A more detailed description of each board may be found in the job description booklet.

803.02 Appointment and Election Recommendation. Each standing board will submit suggestions to the nominating committee for potential elected leaders in their areas of ministry. They will also submit to the General Board the names of people who are potential leaders for the appointed positions in their area.

803.03 Leadership Development. Each standing board is responsible for the recruitment, appointment and training of people for the ministry areas under their direction. All ministry appointments are reported to the General Board and the memberships. Questions regarding such appointments would be reviewed by the General Board.

803.04 Qualifications. All members of standing boards shall be members of the church.

803.05 Term of service. Elected and appointed positions are for two years so that one is elected each year.

803.06 Accountability. Each standing board shall be placed under the oversight of the designated General Board member. Matter for the General Board to consider will be presented by the General Board member charged with the oversight. However, a representative from a standing board may be asked to meet with the General Board for discussion.

803.10 Trustee Board

803.11 Duties. The trustees shall be responsible for the keeping of the deeds and other church papers of value, and shall see that the property is kept in good

condition. They shall have the right to expend money for repairs and necessary improvements upon the church property not to exceed \$500.00 per quarter without authorization of the General Board and \$1000.00 per quarter without the authorization of the membership.

- 803.12** The trustees have no right to mortgage or sell property belonging to the church except upon order of the membership. They are jointly and severally accountable to the church for all its property and finances, and shall approve all expenditures of the church treasurer.
- 803.13** The trustees shall expend all designated memorial gifts given to the church and shall recommend for approval to the memberships how undesignated memorial gifts shall be expended.
- 803.14** The trustee board shall be self-organizing. There shall be a chairman and secretary. The chairman shall be the designated representative on the General Board. They shall report at each regular General Board and church business meeting on the action taken and money spent.
- 803.15** The trustees shall develop the recommendation for the church budget. This recommendation will be presented to the General Board for approval before it is presented to the church membership.
- 803.16** Membership. The trustee board shall consist of two persons elected from the membership for a two-year term.
- 803.20 Elder-Deacon Board.** 1 Timothy 3:8-13 “Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons. In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be the husband of but one wife and must manage his children and his household well. Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus.” NIV
- 803.21** Duties. The Elder-Deacons shall assist the Pastor with the supervision of the spiritual work of the church and shall plan for spiritual development and outreach. They shall assist the Pastor in the administration of the ordinances of the church.
- 803.22** The Elder-Deacons shall give oversight to small groups (Men’s Ministries, Bible Studies), visitation (shared with Pastor and Deaconesses) and benevolence.

- 803.23** The Elder-Deacons shall conduct membership interviews and deal with matters of church discipline according to 304.01 and 308.01.
- 803.24** Other responsibilities of the Elder-Deacon board are presented in the job description booklet.
- 803.25** The Elder-Deacons shall act as the Pastoral Relations Committee and shall attempt to restore any difficulties or questions that may arise in regard to the relationship of any church member(s) and the pastoral staff.
- 803.26** The Elder-Deacon board shall be self-governing. There shall be a chairman and a secretary.
- 803.27** Membership. The Elder-Deacon board shall consist of two men elected from the membership. The senior pastor is also a member of the Elder-Deacon board.
- 803.30 Christian Education Team**
- 803.31** Duties. The Christian Education Team shall study, plan, promote, and strive to improve all areas of Christian education within the church. These areas include but are not limited to Sunday School, youth programs, Vacation Bible School and children's church. A more detailed description of responsibilities may be found in the job description booklet.
- 803.32** The Christian Education Team shall appoint committees as needed.
- 803.33** The Christian Education Team shall seek to provide unity and coordination of the total program of Christian education in the church. They shall be responsible to provide necessary equipment and supplies for its various departments. They shall approve all expenditures for Christian education.
- 803.34** The Christian Education Team shall supervise the recruitment and training of all teachers and leaders within the various departments of Christian education. They shall guide and direct in the selection of the curriculum materials to assure that the materials used are in keeping with the policies, practices, and beliefs of the church.
- 803.35** The Christian Education Team shall hear and consider proposed changes, ideas, discipline problems, and grievances reported by individual departments within its organization structure.
- 803.36** Membership. The Christian Education Team shall consist of a chairman elected from the church membership, the senior pastor and one person appointed by the General Board.

803.40 Worship Services Team

803.41 Duties. The worship services team shall give oversight to areas that involve the public meeting ministry of the church. These areas include but are not limited to ushers, greeters, music selection and participation, PA system, tape ministry, and services. They are to work with the pastoral staff to encourage the development of the gifts and abilities of those who can serve in these areas. A more detailed description of the duties may be found in the job description booklet. All scheduling is subject to approval by the General Board.

803.42 Membership. The worship services team shall consist of a chairman elected by the church membership, two members appointed by the General Board and the senior pastor.

803.50 Missions Team

803.51 Duties. The missions team shall promote missions throughout the various ministries of the church. They shall be a resource for information to ministries in the church that want to teach or promote missions.

803.52 The missions team shall develop a proposed missions budget for submission to the trustees. They may promote activities that help to provide the funding of the missions budget in accordance with church policies.

803.53 The missions team will plan and execute missions' conferences and encourage invitations to missionaries with special emphasis on those we support. They will oversee short-term missions projects, and the missions' policy of the church. A more detailed description of the duties may be found in the job description booklet.

803.54 Membership. The missions team shall consist of a chairman elected from the church membership, the senior pastor and one person appointed by the General Board.

804.00 Other Committees

804.10 Audit Committee. This committee, before each annual meeting, will review all financial records of the church and its organizations and shall report the findings to the General Board. The purpose of this review is to determine that policies and procedures being followed are effectively recording and reporting the financial activities of the church.

804.11 Membership. The audit committee consists of two people who are appointed by the General Board.

804.20 Nominating Committee (See Elections, 900.00)

900.00 Elections. Nine (9) positions are elected: General Board chairman, two (2) Elder-Deacons, two (2) Trustees, Deaconess, Christian Education Team chairman, Missions Team chairman, and Worship Services Team chairman.

900.10 Term. All elected positions are for one two-year term. Terms shall be staggered so a limited and equal (if possible) number of positions are elected each year. The term begins at the end of the annual meeting. The General Board chairman may not succeed himself.

901.00 Selection of Nominating Committee

901.01 Composition. The committee shall consist of two members of the General Board appointed by the General Board and two members of the congregation appointed by the General Board. The senior pastor is also a member of the committee.

901.02 Term. The nominating committee will serve until the election has taken place (approximately three months). Leadership vacancies during the year are appointed by the General Board.

901.03 Organization. The General Board will appoint the chairman for the nominating committee from one of the two representatives from the church board. The committee will select a secretary from its members at the first meeting.

902.00 Duties of Nominating Committee

902.01 Inform the congregation of positions to be filled.

902.02 Receive names for consideration from the congregation.

902.03 Prepare a list of potential nominees from the membership of the church.

902.04 Provide job descriptions to potential nominees.

902.05 Interview each prospective nominee to ascertain their willingness and giftedness to serve.

902.06 The list of nominees shall be posted in a conspicuous place in the church or printed in the church bulletin or newsletter at least three (3) weeks prior to the election. When possible, more than one (1) candidate may be nominated for each office.

902.07 Prepare a ballot for use at the election.

902.08 Provide for the destruction of the ballots as moved by the membership following the election.

902.09 Update the permanent file to those elected and the terms served. This file should be housed in the church office.

903.00 Nomination of Officers

903.01 The nominations for officers may come to the membership from two sources: from the committee on nominations and from the floor of the meeting. Nominations from the floor may be received if the party nominated has read the job description and has given prior consent to the nomination.

903.02 The nomination and election of officers during the business meeting may be arranged so that individuals elected to an office may be nominated for another.

903.03 Filling Positions. If no qualified person is found to stand for election for a certain position, the position may be left vacant or the general board may fill the position by an appointment for one year. The position will then be placed before the membership at the next election, and if someone is elected they will fill out the remainder of the term.

904.00 Determination of Election

904.01 When two or more are voted on for one office, the person getting the highest number of votes is elected.

904.02 When a name is unopposed, there must be 51% of the votes cast in favor of the individual for the nomination to stand as elected.

1000.00 Administrative and Ministry Policy

1000.01 These administrative and ministry policies are established with the full realization that some Christians and Christian churches may have different views. We have stated these policies so that unnecessary tensions can be avoided. It is also recognized that members of this church may have personal views that are different than those stated in the policy. We have voluntarily committed ourselves to these policies for the sake of unity and direction of the ministry.

1000.02 If someone should find that these policies cause them great distress and, therefore, they become inhibited in their ability to serve the Lord in our

congregation, we would accept in Christian love their decision to find a fellowship that more closely shares their convictions.

1000.03 Additions or changes to ministry policy must be voted on by the congregation and passed by two-thirds of voting membership.

1001.00 Record Keeping. Every board and team shall keep minutes of meetings. Copies of the minutes should be given to the General Board secretary.

1001.01 Minutes of the General Board shall be posted for the congregation.

1001.02 Job Descriptions and administrative policies of the Worship Services Team, Trustee, Christian Education Team, Elder-Deacon, Deaconess, Missions Team, the Audit and Nomination committees shall be reviewed annually and changed as deemed necessary by the General Board and submitted to the congregation for vote at any regular or special meeting. Job descriptions of all other committees and officers serving under the Worship Services, Trustees, Christian Education, Elder-Deacon, Deaconess and Missions Team will be written, reviewed, and maintained by each individual board and reported to the General Board. Job descriptions and administrative policies are not by-laws or the constitution.

1002.00 Church Discipline

1002.01 While the Elder-Deacon board may be called upon to seek healing and reconciliation of broken relationships and to correct errant members of the body of Christ, it is the desire of the church to see brothers and sisters in Christ practice the principles of Matthew 18 and Matthew 5. We must be willing to accompany one who is distressed over the behavior of another so as to resolve and restore accountable, Christ-like relationships.

1003.00 Reviews. Pastoral staff job descriptions should be reviewed on a yearly basis through the General Board.

1003.01 Job descriptions for church officers should be reviewed by the General Board prior to each election.

1003.02 The function of boards, teams, auditing committee, and nominations committee should be reviewed each year by the General Board.

1004.00 Role of Women in Ministry. This church has taken the position that women may use their spiritual gifts in a wide range of ministry settings. We have also agreed that women will not serve in the positions of pastor, chairman, or deacon.

1005.00 Qualification of Leadership. There are many passages of scripture that describe the character of a godly person. This church does not hold that any one set of serves prescribes a checklist of gifts or character traits that must be met to qualify for leadership. We hold that a leader must have a godly character and that current behavior is to be carefully considered. We accept that some passages list areas for careful consideration but that past history does not necessarily disqualify a person from leadership. In looking for spiritual leaders, we will seek the best representation of a godly life committed to the wonderful work of reconciliation through the grace of God.

1006.00 Divorce and Remarriage as it relates to Church Ministry

1006.01 As a church body, we believe marriage is a God-ordained institution (Genesis 1:27). It is a relationship of equal independence, mutual dependence and reciprocal obligation. It is intended to be God-honoring and a life-long relationship (Matthew 19:8).

1006.02 Divorce is a legal dissolution of the marriage relationship. The Scriptures allow for divorce on two grounds, but in no way encourages or requires it: (1) immorality involving illicit sexual acts and practice (fornication) (Matthew 5:32; 19:1-9); (2) willful, final desertion by an unbelieving partner (1 Corinthians 7:15). Scripture further allows for remarriage of the unoffending believer in each of the above cases.

1006.03 We believe that church membership is not an issue to be questioned (See the Calvary Bible Evangelical Free Church Constitution and By-laws for membership qualifications.), that is to say divorce and/or remarriage are not necessarily reasons for exclusion from local church membership. We hasten to add that church leadership is distinctly the issue. While God will forgive sins, the Bible sets forth criteria indicating that all spiritual leaders are expected to maintain a very high standard. (Leviticus 21:17, 13-15; James 3:1; 1 Timothy 4:12; Philippians 3:17; 2 Thessalonians 3:9; 1 Peter 5:3; and 1 Corinthians 9:27) In light of this Biblical teaching the following restrictions are stipulated as a by-law of this local church: (1) all persons in leadership capacities must profess and demonstrate a personal faith in the Lord Jesus Christ; (2) A divorced man may hold the office of Elder-Deacon or Pastor only if the divorce was prior to conversion, or the divorce was for one of the two biblically permissible reasons for divorce as outlined in 1006.02. The same divorce guidelines also apply to the wife of the Pastor or Elder-Deacon.

1006.04 We want it to be understood that divorced persons, whether remarried or not, will be warmly welcomed and lovingly ministered to as a part of the church family. They will be strongly encouraged to find a place of service in areas of the church other than those prohibited above. This policy has only

two basic purposes: (1) to let it be known that the church does not sanction divorce as a way to solve marital problems; (2) to let it be known that we adhere to the Biblical teaching of a higher standard for leadership in the church.

1007.00 Ordinances of the Church

1007.01 Baptism. As held in our Statement of Faith, we baptize believers as an expression of their faith in Christ. We practice immersion. We see baptism as a personal act of obedience and, therefore, will baptize children only when their parents and pastoral staff are in agreement that the child has an understanding of their salvation and the significance of the act of baptism.

1007.02 Communion/Lord's Table. We remember the sacrifice of our Lord through communion monthly. Other communion services may be planned throughout the year by the pastoral staff. We believe parents are responsible to determine the age when their child understands the purpose and meaning of communion and therefore partake.

1008.00 Ministry Responsibilities. It is permitted for a person to hold appointed positions and elected positions in the church at the same time. No person may occupy more than one office of the General Board at the same time.

1009.00 Board Appointments. The general board may appoint individuals to provide leadership in ministry areas not covered in these by-laws. Appointments will be reported at the next business meeting of the church.

1010.00 Non-member Participation in Ministry. Non-members who demonstrate faithfulness to the Lord and a sincere desire to serve Him will be encouraged to participate at any level of ministry except elected positions. This reflects the desire to encourage ministry over membership. The Elder-Deacon board shall have access to ministry boards to address spiritual concerns by admonishing adherence to scriptural applications.

1100.00 Flow Chart Please refer to page 23.

1200.00 Amendments

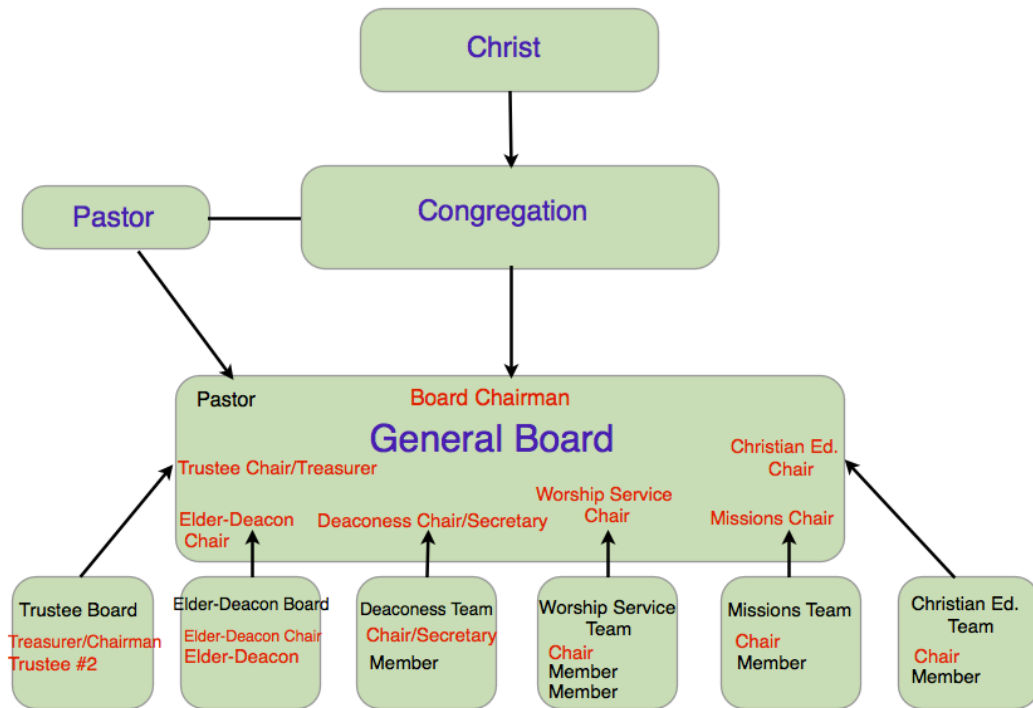
1200.01 Purpose. Amendments are made to help the organizational structure of these by-laws to better serve the ministry needs of the church.

1200.02 Submission and Action. Amendments to the by-laws may be submitted and acted upon at any congregational meeting provided notice is given to the membership in writing at least three months prior to the meeting. The

notice will include the proposed wording of the changes to be recommended.

1200.03 Acceptance. Two-thirds (2/3) of the active members present at the meeting must approve the recommendations for the motion to carry.

Flow Chart



Elected Positions are in red. (Membership required)