

## Constitution and Bylaws Outline

Section	Pg	Section	Pg
<b>Preamble</b>	1	2. Church Chairman	7
<b>Article I – Name</b>	1	3. Church Clerk	7
<b>Article II – Authority and Affiliation</b>	1	4. General Treasurer	7
<b>Article III – Membership</b>	1	5. Financial Secretary	7
<b>Article IV – Purpose</b>	1	F. Senior Pastor	7
<b>Article V – Statement of Faith</b>	1	G. Trustees	8
A. God	1	H. Ministry Teams	8
B. The Bible	1	1. Organization of Ministry Teams	9
C. The Human Condition	1	2. Ministry Profiles	9
D. Jesus Christ	2	3. Duties of Ministry Teams	9
E. The Work of Christ	2	4. Purposes of Ministry Teams	9
F. The Holy Spirit	2	a. Facilities Team	9
G. The Church	2	b. Worship Team	9
H. Christian Living	2	c. Outreach and Missions Team	9
I. Christ’s Return	2	d. Christian Education Team	9
J. Response and Eternal Destiny	2	e. Congregational Care Team	10
<b>Article VI – Statement on Marriage, Gender, and Sexuality</b>	2	I. Committees	10
<b>Article VII – Statement on the Sanctity of Human Life</b>	3	1. Organization of Committees	10
<b>Article VIII – Statement of Final Authority for Matters of Faith and Conduct</b>	3	2. Purposes of Committees	10
<b>Article IX – Property</b>	3	a. Audit Committee	10
<b>Article X – Amendments</b>	3	b. Finance Committee	10
		c. Human Resources Committee	10
<b>Bylaws</b>	4	d. Pastoral Search Committee	10
<b>Article I – Membership</b>	4	e. Special or Ad Hoc Committees	11
A. Qualifications	4	J. Subsidiary Organizations	11
B. Member Admission	4	<b>Article III – Meetings</b>	11
C. Absence	4	A. Business Meetings	11
D. Withdrawal	4	B. Notice	11
E. Discipline	4	C. Quorum and Voting	11
F. Property Rights	5	<b>Article IV – Finance</b>	12
G. Voting Rights	5	A. Annual Budget	12
<b>Article II – Government</b>	5	B. Financial Accountability	12
A. Organizational Structure	5	C. Purchase or Disposition of Property	12
B. Membership	5	<b>Article V – Policies and Procedures Manual</b>	12
C. Church Officers	5	<b>Article VI – Amendments</b>	12
D. Qualifications of Officers and Leaders	6	<b>Article VII – Indemnity</b>	12
E. Elected Officers	6	<b>Appendix A – Elder Selection</b>	13
1. Elders	6	<b>Appendix B - Discipline</b>	15

**4/21/17 Draft CONSTITUTION**  
**OF CARNEY EVANGELICAL FREE CHURCH**

**PREAMBLE**

We, the members of Carney Evangelical Free Church, in order to carry out more effectively the commission given by Jesus Christ to His Church, do ordain and establish the following Constitution to which we voluntarily submit ourselves.

**ARTICLE I - NAME**

The name of this organization shall be "Carney Evangelical Free Church" (hereafter referred to as CEFC) of Carney, Michigan.

**ARTICLE II - AUTHORITY AND AFFILIATION**

The membership, at its business meetings, is the legislative and governing body of this organization. This church shall be affiliated with the Evangelical Free Church of America (EFCA) through its Forest Lakes District Conference.

**ARTICLE III - MEMBERSHIP**

The membership of this church shall be composed of individuals who are believers in the Lord Jesus Christ, and who give evidence by their confession and their conduct that they are living in real fellowship with the Lord Jesus Christ.

**ARTICLE IV - PURPOSE**

The purpose of this organization shall be to make fervent and obedient disciples for Jesus Christ, to spread the Gospel of Jesus Christ in every way prescribed or approved by the Holy Scriptures, and to engage in such religious, educational, charitable and benevolent work as the Constitution and Bylaws of this organization may determine.

**ARTICLE V - STATEMENT OF FAITH**

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

**God**

- A. 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**

- B. 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**

- C. 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**

- D. 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**

- E. 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**

- F. 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**

- G. 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**

- H. 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**

- I. 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 godly living, sacrificial service and energetic mission.

### **Response and Eternal Destiny**

- J. 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.

## **Article VI – STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

- A. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.
- B. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5;

Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

- C. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)
- D. We believe that in order to preserve the function and integrity of CEFC as the local Body of Christ, and to provide a biblical role model to the CEFC members and the community, it is imperative that all persons employed by CEFC in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)
- E. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
- F. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of CEFC.

#### **ARTICLE VII - STATEMENT ON THE SANCTITY OF HUMAN LIFE**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps 139).

#### **ARTICLE VIII - STATEMENT OF FINAL AUTHORITY FOR MATTERS OF FAITH AND CONDUCT**

Articles IV and V of this constitution and the CEFC Framework for Ministry do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of CEFC's faith, doctrine, practice, policy, and discipline, our Board of Elders is CEFC's final interpretive authority on the Bible's meaning and application.

#### **ARTICLE IX - PROPERTY**

- A. This church shall have the power to receive, either by gift or purchase, and to hold such real, personal, or mixed property as is authorized by the laws of the State of Michigan and as is deemed necessary for the business of the church, and shall have the power to dispose of such property by mortgage, deed, or otherwise. All such property shall be held in the name of the church.
- B. In case of a division of the church (from which we pray God by His mercy to preserve us), the property of the Church shall belong to those who abide by its Constitution and Bylaws.
- C. In case of dissolution of the church organization, the property shall be assigned to the Forest Lakes District Conference of the Evangelical Free Church of America to enable said conference to renew the work or use the values thereof for further Gospel enterprises. The church shall be considered dissolved if so decided by the organization, or when the church has not held an annual meeting for three years, or when fewer than six members remain.

#### **ARTICLE X - AMENDMENTS**

Amendments to this Constitution must be submitted to the members at least three months prior to the annual meeting. At the annual meeting they shall be adopted if approved by a three-quarters majority vote of the members voting.

Adopted by the CEFC congregation on \_\_\_\_\_ DATE \_\_\_\_\_.

**BYLAWS**  
**OF CARNEY EVANGELICAL FREE CHURCH**

**ARTICLE I - MEMBERSHIP**

**A. Qualifications**

Any person who confesses faith in the Lord Jesus Christ, who has the assurance of salvation, and whose character, conduct and reputation are in accord with his/her confession, who subscribes to the Statement of Faith in the Constitution of this church, who accepts the Constitution and Bylaws of this church, is willing to support the church in attendance, prayers, material means, and the exercise of spiritual gifts, and who is at least eighteen years of age, is encouraged to become a member of this church.

**B. Member Admission**

1. The intent to become a member shall be made known to a Pastor and/or an Elder. Candidates shall meet with at least two members of the Board of Elders to give personal testimony of their salvation through faith in the Lord Jesus Christ. Candidates shall complete a membership class established by the Board of Elders.
2. The names of the candidates for membership shall be published in the Church bulletin two Sundays prior to the date of their acceptance by the Church. If any member has a valid reason for objecting to the acceptance of any candidate into the Church, the member shall immediately inform the Senior Pastor and/or Elders and give Scriptural reasons for the objections. The validity of the objections shall be considered by the Senior Pastor and/or Elders.
3. Acceptance of new members shall be by a majority vote of the members at any special or annual meeting of the Church or regular Sunday Service.
4. Those who are admitted to membership are strongly encouraged to seek baptism if they have not been baptized as believers and to faithfully partake of the Lord's Supper.

**C. Absence**

Any member, absent more than one year, from whom no communication has been received, shall be contacted by the church to determine if membership is still desired. If membership is no longer desired, or if three efforts to contact the person by an Elder are unsuccessful, the person may be dropped from membership by the Board of Elders.

**D. Withdrawal**

Any member who desires to withdraw from the Church should notify the Board of Elders in writing of their desire. All withdrawals shall be reported to the Church by the Board of Elders at the next congregational meeting.

**E. Discipline**

Any person who becomes a member of the church is voluntarily agreeing to submit to the discipline procedures outlined in Appendix B.

**F. Property Rights**

The private property of the individual members of the Church shall be exempt from corporate debt.

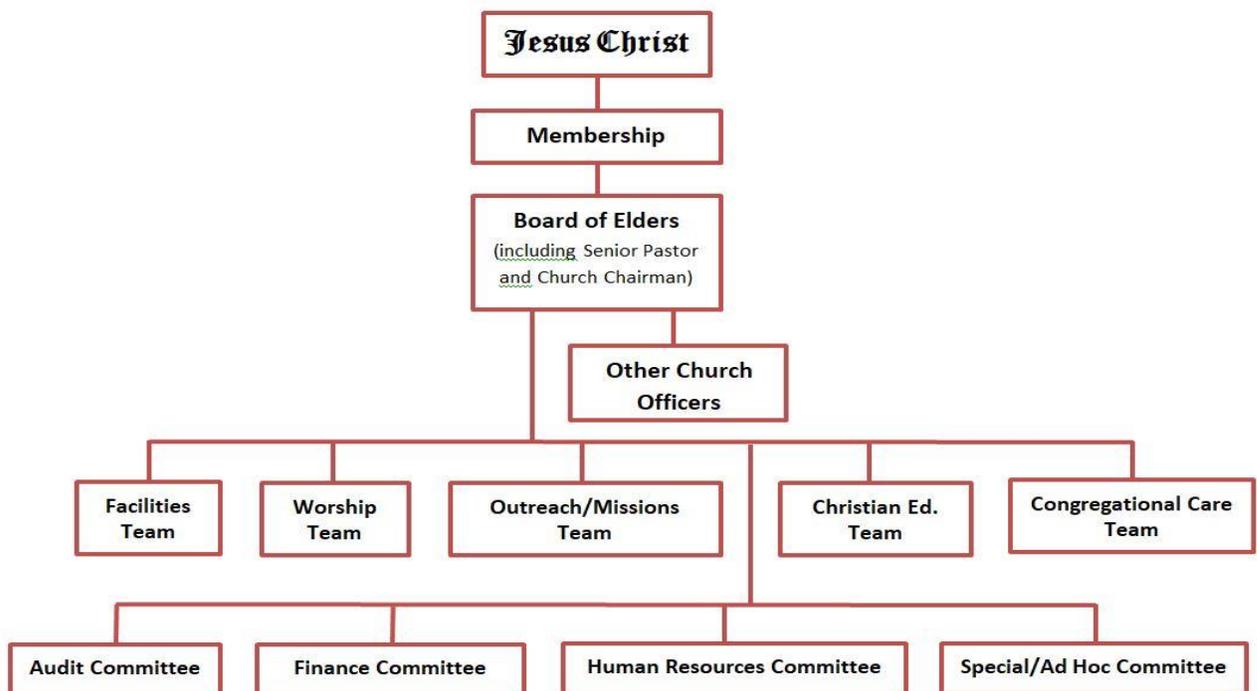
**G. Voting Rights**

All members have the right to vote in all matters coming before the annual and special meetings of the Church.

**ARTICLE II - GOVERNMENT**

**A. Organizational Structure**

CEFC's basic organization is as shown in the diagram below.



**B. Membership**

Under the headship of Christ, the ultimate ruling authority of the Church shall be the voting membership of the congregation. Church authority shall be executed through the Board of Elders, pastoral staff, ministry teams, committees, and other officers according to the provisions of these Bylaws. The decisions reached at any annual or special meeting of the Church shall be binding on all members of the church.

**C. Church Officers**

The officers of the church shall be as listed below and such other officers as the Board of Elders may, from time to time, determine.

1. Elder
2. Church Chairman

3. Church Clerk
4. General Treasurer
5. Financial Secretary

These officers shall be elected from the Membership of the church at the church annual meeting. The Church Clerk, General Treasurer, and Financial Secretary shall serve for one year terms with a maximum of three consecutive one year terms. In the event of an elected office being vacated, the Board of Elders shall be empowered to appoint a successor who shall fill the office until the next annual election of officers. If an additional Elder is necessary, refer to Appendix A – Elder Selection.

#### **D. Qualifications of Officers and Leaders**

To hold an elected or appointed leadership position in this church, a person must be an active member in good standing who demonstrates a commitment to the ministry of this church and displays both character and conduct consistent with biblical standards. All elected leaders shall be regular participants in the public worship of this church. Both women and men have active leadership roles in the ministry of this church but we understand the Scriptures to teach that those who serve in the positions of Elder and Pastor are to be men. Elders shall meet the additional qualifications itemized in Appendix A.

#### **E. Elected Officers**

##### **1. Elders**

- a. Elder selection shall follow the process outlined in Appendix A. Elders shall be elected by the church membership at the annual business meeting. The Senior Pastor and Church Chairman shall also be members of the Board of Elders. At their first meeting after the election, the Board of Elders will select their chairman.
- b. The Board of Elders shall provide shepherding ministry over the church under the headship of Christ. The Board of Elders shall collectively be responsible for spiritual oversight, lovingly and humbly shepherding the church for the good of the church and God's glory, and organizational governance. A 2/3 quorum of Elders must be present at meetings of the Board of Elders to conduct business. Since the Elders act as a collective body, any issue brought to the attention of an Elder shall be shared by that Elder with all Elders.

##### **1. Spiritual Oversight:**

- a. Ensure that the church body is being fed through insightful and accurate biblical teaching.
- b. See that the church remains on a true course biblically; confronting false teaching and behavior which is contradictory to biblical truth and implementing appropriate corrective measures.
- c. Establish any policy on biblical positions to be held by the church.

##### **2. Congregational Care:**

- a. Encourage ministry to the poor and distressed.
- b. Administer and disburse the benevolent funds entrusted to their care to aid those in financial difficulty.
- c. Participate in Step C of the Matthew 18 conflict resolution process (Appendix B).

##### **3. Organizational Governance:**

- a. Ensure that the life of the church is being well managed with the assistance of other competent and godly leaders.
- b. Provide discernment and direction regarding the goals, priorities and vision of the church body.

- c. Monitor mission effectiveness and ministry alignment. One elder shall serve on each ministry team as a liaison.
  - d. Hire non-pastoral staff.
- c. Elders, including the Church Chairman, shall be elected for three-year terms. If more than one-third of the terms expire at the same annual business meeting, one- or two-year terms for the positions to be filled are acceptable, the objective being that the terms of no more than one-third of the Elders expire each year. Elders may serve up to six consecutive years if so elected, after which they must take a year off before they are again eligible to be elected Elder. However, for the sake of continuity, and to prevent more than one-third of the Elders leaving the Board at the same time, an Elder's term may be extended an additional one-year term, upon approval of the membership.
  - d. The Board of Elders shall meet at least monthly to oversee the ministry of the church. Minutes from each meeting shall be kept and made available to the Membership at the church office and upon request.
  - e. An Elder may be removed from office: 1) by his own decision, 2) by a three-quarters majority vote of the other Elders, or 3) by a three-quarters majority vote by members voting at any business meeting of the church (see also Appendix B).
  - f. The Elders of the church shall be the Trustees. This section shall constitute sufficient authority for their designation as such.

2. Church Chairman

The Church Chairman shall be an Elder and elected by the church membership in accordance with Appendix A. He shall preside at all business meetings. If the Church Chairman is not available to preside at a business meeting, the Chairman of the Board of Elders shall preside as chairman of the meeting.

3. Church Clerk

The Church Clerk shall keep a record of all the proceedings of the Congregational Meetings and shall handle all correspondence pertaining thereto. Written minutes shall be kept of the meetings with copies being forwarded to the Board of Elders within fourteen days of each meeting.

4. General Treasurer

The General Treasurer shall have custody of all funds of the church, is authorized to pay all obligations of the church, and shall render regular reports to the Congregation or Board of Elders.

5. Financial Secretary

The Financial Secretary shall receive all the monies of the church, keep a record of the same, and deposit this money to the order of the General Treasurer.

**F. Senior Pastor**

- 1. The Senior Pastor shall give unreserved acceptance of and agreement with the theological convictions of the Evangelical Free Church of America (see Article IV of the CEFC Constitution).
- 2. The Senior Pastor shall be called for an indeterminate period by at least three-quarters majority vote of the members present at a business meeting of the church. All pastoral staff shall be in agreement with the Statement of Faith of the CEFC.

3. Primary duties of the Senior Pastor shall include:
  - a. Preaching the Word of God and administering the ordinances of the church
  - b. Spiritual oversight, welfare, and shepherding of the congregation
  - c. Equipping the saints for the work of the ministry
  - d. Communicating and executing the vision of the church
  - e. Overseeing and supervising pastoral and office staff including performance-based recommendations to the Finance Committee.

The Senior Pastor shall be a member of the Board of Elders. The Senior Pastor shall be accountable to the Board of Elders to accomplish the church's mission within guidelines established by the Board of Elders.

The responsibilities and duties of pastoral and office staff shall be determined by the Senior Pastor. They are directly accountable to the Senior Pastor unless otherwise specified by the Board of Elders.

Any pastoral or office staff member may be relieved of church responsibilities by: 1) his/her decision, or 2) the Senior Pastor in consultation with the Board of Elders.

4. Full time Pastoral staff shall be granted the privilege of a sabbatical. Sabbaticals are intended for the mutual benefit of both the pastor and the congregation. Sabbaticals shall be considered as follows:
  - a. Approval for a sabbatical is given by the Board of Elders. Submission will be made 12 months prior to the beginning of leave time.
  - b. A sabbatical may be granted after five years of service and every five years thereafter.
  - c. Time allocated for a sabbatical shall be three months. Time must be taken all at once or as approved by the Board of Elders. Vacation time may be added to the sabbatical leave time to extend the length of leave as approved by the Board of Elders.
  - d. Full salary and benefits will be paid during the leave.
  - e. A full plan, including the Pastor's use of his sabbatical leave, provisions for interim staffing, and financial considerations, shall be developed by the Pastor and the Board of Elders.
  - f. Within 30 days of returning, the pastor shall give a report to the Board of Elders and congregation on what was achieved during the leave.
  - g. The pastor on leave agrees to serve the church upon his return for one full year or more.
  - h. No two pastors may be on sabbatical leave at the same time.
  - i. Sabbatical time is forfeited when a pastor's term of ministry ends.
5. The Senior Pastor may be removed from office by: 1) his own decision or, 2) recommendation by the Board of Elders to the congregation and subsequent three-quarters majority vote of members of the congregation. The Senior Pastor, though a member of the Board of Elders, may not vote regarding his own removal from office. The Senior Pastor shall give a minimum of thirty (30) days' notice of termination of contract.

## **G. Trustees**

The Trustees of the church shall be the members of the Board of Elders. This section shall constitute sufficient authority for their designation as such. The Trustees shall serve as the legal representatives of the church.

The Trustees shall ensure that accurate records are kept of actions taken at all business meetings of the church and are available upon request. All records of the church shall be preserved in a safe place, and accurate rolls of the Board of Elders, officers, and membership of the church (showing date of each approval, election, and removal) shall be maintained.

## **H. Ministry Teams**

The ministry teams shall be the Facilities Team, the Worship Team, the Outreach and Missions Team, the Christian Education Team, and the Congregational Care Team.

### **1. Organization of Ministry Teams**

Ministry Teams and their chairs shall be annually appointed by the Board of Elders based on recommendations from the Human Resources Committee. At their first meeting following the annual meeting, each ministry team shall establish their annual meeting schedule, usually meeting monthly. Written minutes shall be kept of all team meetings with draft copies being forwarded to the Board of Elders within fourteen days of each meeting. After eventual approval of the minutes by the team, any significant changes to the minutes will be communicated to the Board of Elders. All recommendations to the Membership shall be first presented to the Board of Elders for approval. All recommendations to the Board of Elders shall be in written form.

### **2. Ministry Profiles**

A ministry profile shall be used as a guideline for empowering each ministry team. Each team's ministry profile shall include their statement of purpose, strategies, policies and procedures, organizational and leadership structure, and any qualifications for ministry.

### **3. Duties of Ministry Teams**

Each ministry team shall:

- Review and update their ministry profile annually if changes are deemed necessary and submit it to the Board of Elders for approval.
- Train and mentor ministry personnel as needed.
- Define and provide the necessary materials required for their area of ministry.
- Submit proposed goals and objectives annually to the Board of Elders for the ensuing year.
- Submit proposed budgets to the Finance Committee for the ensuing year.
- Work in harmony with the Board of Elders and other ministry teams in areas of overlapping responsibilities and mutual concerns.
- Promote, teach and keep the central ministry focus of the church.

### **4. Purposes of Ministry Teams**

#### **a. The Facilities Team**

The Facilities Team is entrusted with the priority ministry of managing and caring for the physical building(s), grounds, and property God has given to this congregation, including: regular and long term maintenance; needed repairs and improvements; appearance and comfort; and planning for future alterations, improvements, and additions.

#### **b. The Worship Team**

The Worship Team is entrusted with the priority ministry of engaging our congregation to participate in corporate worship of God, including: planning all worship celebrations prayerfully with the pastoral staff; scheduling qualified personnel to assist with ushering and serving the Lord's Supper; planning appropriate music; and coordinating decorative, audio, and visual enhancements.

#### **c. The Outreach and Missions Team**

The Outreach and Missions Team is entrusted with the priority ministry of inspiring our congregation to share the gospel of Jesus Christ through local evangelistic efforts and worldwide missions.

**d. The Christian Education Team**

The Christian Education Team is entrusted with the priority ministry of leading children, youth, and adults to spiritual maturity by encouraging community, discipleship, education, and training, along with the assimilation of newcomers.

**e. The Congregational Care Team**

The Congregational Care Team is entrusted with the priority ministry of providing spiritual fellowship and care for the congregation including: social activities, visitation of the sick and shut-ins, hospitality to newcomers and those in need, disbursing benevolent funds, facilitating prayer ministries, and assisting with communion and baptisms.

**I. Committees**

The committees shall be the Audit Committee, the Finance Committee, the Human Resources Committee, the Pastoral Search Committee, and Special or Ad Hoc Committees.

**1. Organization of Committees**

Committees and their chairs shall be annually appointed by the Board of Elders based on recommendations from the Human Resources Committee. At their first meeting following the annual meeting, each committee shall establish their annual meeting schedule, usually meeting monthly. Written minutes shall be kept of all committee meetings with draft copies being forwarded to the Board of Elders within fourteen days of each meeting. After eventual approval of the minutes by the committee, any significant changes to the minutes will be communicated to the Board of Elders. All recommendations to the Membership shall be first presented to the Board of Elders for approval. All recommendations to the Board of Elders shall be in written form.

**2. Purposes of Committees**

**a. Audit Committee**

The purposes and duties of the Audit Committee are described in Article IV, Part B of these Bylaws (pg. 11).

**b. Finance Committee**

The Finance Committee shall consist of a member of each ministry team, the Church Chairman, the Senior Pastor, and the Treasurer. The committee shall: draft a proposed annual budget; review the approved annual budget at least quarterly; keep a record of giving, expenditures, and all designated and special funds; make any appropriate recommendations including salary adjustments to the Board of Elders; present written financial statements, including all special funds, to the membership at the regular business meetings; invest all permanent and long term funds properly in interest-bearing accounts; keep a current list of all financial policies; and communicate those policies to the membership.

**c. Human Resources Committee**

The Human Resources Committee shall consist of a member of each ministry team, an Elder, the Senior Pastor, and one member from the church at large appointed by the Board of Elders. This committee shall search out candidates as requested for all elected offices, appointed teams, and appointed committees. They will develop lists of members' gifts, skills, and ministry areas of interest. They will be a resource for any church group in need of volunteers. They shall present a printed ballot of all elected officers for the ensuing elective year. The printed ballot shall be posted at least two weeks prior to the annual meeting.

**d. Pastoral Search Committee**

A Pastoral Search Committee shall be elected by the membership in the event of the resignation or releasing of the Senior Pastor or an Associate Pastor or the need to add an additional Associate Pastor. When seeking an Associate Pastor, the Senior Pastor shall serve as a member of this committee. The nominees for this committee shall be selected by the Human Resources Committee and shall be presented to the church two weeks prior to the business meeting at which this committee is to be elected.

**e. Special or Ad Hoc Committees**

Special or Ad Hoc Committees shall be appointed by the Board of Elders as needed. Such appointments shall be reported to the membership at the next business meeting. When their purpose for serving is completed, such committees shall be formally dissolved. Their dissolution shall be reflected in the minutes of the Board of Elders.

**J. Subsidiary Organizations**

Subsidiary organizations to the church shall not be formed or permitted to serve unless its sponsors have previously received approval from the Board of Elders. Such organizations are required to confer with a designated pastoral staff member or a ministry team regularly (at least annually) regarding their plans and activities. All matters of importance that affect the church shall be submitted to the Board of Elders for approval.

**ARTICLE III - MEETINGS**

**A. Business Meetings**

1. The annual business meeting of the church shall be held during the month of January each year. At this meeting, new Elders and other officers will be elected, the budget for the fiscal year will be approved, and other necessary business transacted and information will be communicated. The day and time of the meeting shall be determined by the Elders. A schedule of the other business meetings for the year will be presented by the Elders at the annual business meeting.
2. Other business meetings may be called by the Senior Pastor, the Church Chairman, or by a written petition signed by at least five percent (5%) of all church members.
3. The fiscal year for the church shall be January 1 to December 31.

**B. Notice**

1. Notice of the date and time of the January business meeting shall be posted on the church website and given by bulletin announcement at the regular worship services of the church for two Sundays prior to the date of the meeting. Special business meetings, in addition to the above notification, shall be announced from the pulpit for two Sundays prior to the date of the meeting.
2. The following actions may be taken or approved at any business meeting of the church if and only if the notice of the meeting includes a statement regarding the nature of the proposed action. Any of these actions require a paper ballot vote of the members present:
  - a. The calling of the Senior Pastor or Associate Pastor,
  - b. Election or removal of an Elder,
  - c. Borrowing of money by the church,
  - d. Approval of the budget, amendment of the budget, or the expenditure of funds in excess of 5% of the budget, and
  - e. Amendment of these Bylaws.

### **C. Quorum and Voting**

1. Twenty-five percent (25%) of the members shall constitute a quorum for the transaction of business at any duly-called business meeting.
2. All members present have the right to vote at any business meeting. Throughout this document, "three-quarters majority vote" means a vote equal to or greater than three-quarters (75%) of all votes cast.

## **ARTICLE IV - FINANCE**

### **A. Annual Budget**

At the annual business meeting the members shall adopt a budget for the fiscal year. This paragraph shall constitute sufficient notice of that action. Approval of the budget shall constitute authority for the expenditure of funds in the amounts and for the purposes stated in the budget.

### **B. Financial Accountability**

An Audit Committee comprised of a minimum of three members will be responsible to the Board of Elders for monitoring financial management, reporting, and internal controls. Members of this committee will be selected annually by the Board of Elders based on experience and expertise. The Audit Committee will be responsible for an annual examination and evaluation of all financial procedures and records.

### **C. Purchase or Disposition of Property**

The Trustees (see Article II.E.1.f of these bylaws) shall have authority to purchase real and personal property for the church and to sell, mortgage, lease or otherwise convey or dispose of any real or personal property of the church. Any such transaction involving property with an aggregate fair market value in excess of 5% of the annual budget will require prior approval by three-quarters majority vote of the members voting at a business meeting.

## **ARTICLE V – POLICIES AND PROCEDURES MANUAL**

A supplement to these Bylaws, known as the Policies and Procedures Manual, shall contain job descriptions, financial policies, employment policies, volunteer policies, procedural documents, and other matters not contained herein. The Policies and Procedures Manual will be reviewed annually by the Board of Elders and revisions will be published. Membership approval of the Policies and Procedures Manual will not be required. However, member recommendations will be considered.

## **ARTICLE VI - AMENDMENTS**

These Bylaws may be amended by a three-quarters majority vote of the members voting at any regular or special business meeting of the church, provided that notice has been given as required in these Bylaws.

## **ARTICLE VII - INDEMNITY**

Members of the church shall agree not to pursue civil litigation against the church, its members, its officers, its pastors, or its paid staff. These provisions will not prevent a member from pursuing a claim for injury against an insurance company.

## **Appendix A - Elder Selection**

### **I. Process for Elder Selection**

Elders shall be selected in accordance with the biblical characteristics as shown below. At least four months prior to the annual business meeting, current Elders shall determine the number of positions, if any, to be filled that year on the Board of Elders. The number shall be determined by need and available qualified men. The Board of Elders shall consist of a minimum of four lay church members and a maximum of five percent (5%) of the church membership, not counting the Senior Pastor or the Church Chairman. To fill those positions, the Human Resources Committee will choose from candidates who have completed the process of nomination and acceptance described below.

- A. Each year potential Elders will be identified by:
  1. The pastoral staff, current Elders, and Human Resources Committee. The pastoral staff, current Elders, and Human Resources Committee will identify candidates with whom they have had contact in other ministries.
  2. The members of CEFC. With biblical qualifications in mind, members of the church will be given 30 days to prayerfully submit to the Elders the names of members to consider for Elder Training. Those submitting a name should receive permission from the proposed candidate before his name is submitted to the Elders. Any candidate may withdraw his name or participation at any time.
- B. Upon completion of the identification process, the Elders will approve which candidates will be asked to take the next step in the Elder Training process.
- C. Following completion of the Elder Training process, candidates for service as Elder will be interviewed by the Human Resources Committee. The committee will ask questions regarding spiritual growth, personal experiences, family life, past experiences in ministry, biblical literacy, agreement with CEFC Mission, Vision and Values statements and present church philosophy.
- D. Upon completion of the interviews and unanimous recommendation from the Human Resources Committee and the Board of Elders, a candidate's name will be presented to the members of CEFC, along with any other officers being elected. Their names will be presented to the church at least 30 days before the annual business meeting. If for any reason a church member feels that any of the candidates does not meet the "Biblical Characteristics of Elders" shown below, that member should bring his concern to the Board of Elders. After consultation with the candidate in question, the Board of Elders will decide whether to retain the candidate for consideration.
- E. The Board of Elders will then present the final slate of candidate(s) to the members of CEFC for election during the annual business meeting. Elders and other officers will begin serving their respective terms upon election.
- F. All Elders, including those newly elected, will later be presented to the congregation at a Sunday morning service for the purposes of affirmation and dedication.
- G. In the event of an unanticipated vacancy or special need, the Elders may refer to previous candidates, or they may reinitiate all or part of the selection process, as they deem necessary, to fill the position. If necessary, Elders may be elected at a Special Congregational meeting after completing the process of nomination and acceptance described above.

### **II. Biblical Character Qualifications for Elders**

Elders must lead by example and demonstrate a lifestyle free of the patterns of sin as laid out in the following qualifications:

<b>AN ELDER . . .</b>	<b>must . . .</b>	<b>but must not . . .</b>
<b>ABOVE REPROACH</b>	be above reproach / blameless <i>1 Timothy 3:2, Titus 1:6</i>	
<b>personally</b>	be temperate (ESV: sober minded) <i>1 Timothy 3:2</i>	be given to drunkenness <i>1 Timothy 3:3</i>
	be disciplined <i>Titus 1:8</i>	
	be eager to serve <i>1 Peter 5:2</i>	be a lover of money <i>1 Timothy 3:3</i>
	be upright / just <i>Titus 1:8</i>	be greedy for dishonest gain <i>Titus 1:7, 1 Peter 5:2</i>
	be holy <i>Titus 1:8</i>	
<b>relationally</b>	be gentle <i>1 Timothy 3:3</i>	be violent <i>1 Timothy 3:3, Titus 1:7</i>
	be able to teach <i>1 Timothy 3:2</i>	be quarrelsome <i>1 Timothy 3:3</i>
	be hospitable <i>1 Timothy 3:2, Titus 1:8</i>	be overbearing (ESV: arrogant) <i>Titus 1:7</i>
	be self-controlled <i>1 Timothy 3:2, Titus 1:8</i>	be quick tempered <i>Titus 1:7</i>
	be sincere (NIV) <i>1 Timothy 3:8</i>	be double-tongued (ESV) <i>1 Timothy 3:8</i>
	be an example to the flock <i>1 Peter 5:3</i>	lord his position over those entrusted to him <i>1 Peter 5:3</i>
	be respectable <i>1 Timothy 3:2</i>	
	have a good reputation with outsiders <i>1 Timothy 3:7</i>	
<b>in his family</b>	manage his own family well <i>1 Timothy 3:4</i>	be ignorant of how to manage his own family <i>1 Timothy 3:5</i>
	teach his children to believe <i>Titus 1:6</i>	have children who are open to the charge of being wild and disobedient <i>Titus 1:6</i>
	see that his children obey him in a manner worthy of full respect <i>1 Timothy 3:4</i>	
	be a one-woman man <i>1 Timothy 3:2, Titus 1:6</i>	
<b>in the church</b>	hold firmly to the trustworthy message <i>1 Timothy 3:9, Titus 1:9</i>	be a recent convert <i>1 Timothy 3:6</i>
	encourage others by sound doctrine <i>Titus 1:9</i>	
	refute those who oppose sound doctrine <i>Titus 1:9</i>	
	be willing to watch over God's flock <i>1 Peter 5:2</i>	pursue dishonest gain <i>Titus 1:7, 1 Peter 5:2</i>
	be eager to serve <i>1 Peter 5:2</i>	serve under compulsion <i>1 Peter 5:2</i>
	be an example to the flock <i>1 Peter 5:3</i>	lord his position over those entrusted to him <i>1 Peter 5:3</i>

## **Appendix B - Discipline**

### **I. The Need for Discipline**

If any member (including an Elder - see I Timothy 5:19,20) shall consistently conduct himself/herself in a manner which is in direct violation of clear Biblical commands, and is unrepentant at the end of the following steps of discipline, that member may be removed from the membership rolls. The purpose of the discipline procedure is the restoration of the erring member to a spiritually healthy condition and full participating membership in the church.

### **II. The Steps of Discipline**

The Steps of Discipline shall follow the examples shown in Matthew 18:15-17 and Galatians 6:1-5.

Note: In progressing through these stages of church discipline, ample time for repentance must be allowed at each step.

- A. The erring member should be directly approached in private by one concerned and informed person and confronted with his/her sin. If repentance does not follow this step then the step B should be followed.
- B. If the erring member is unrepentant, then he/she should be confronted about his/her sin by two or three members of pure motive. If repentance does not follow this step, then the step C should be followed.
- C. After step B, the Board of Elders should be made aware of the situation and should ensure that the biblical ideals of discipline, restoration, and concern in love have been communicated to the erring member. If the Board of Elders determines that the erring member is unrepentant after being given ample warning and time, then the Board of Elders shall present the matter at a special meeting of only church members. If the erring member refuses to listen to the church, then step D should followed.
- D. If the erring member refuses to listen to the church, after the Board of Elders and congregation of members have made consistent efforts to bring the erring member to repentance without results, the Board of Elders may then disassociate the erring member from church fellowship. The erring member will thus lose his/her membership in the church and may be asked to stay away from any church activity until such time that repentance, forgiveness, and restoration occurs as determined by the Board of Elders.