

## THE CONSTITUTION OF THE MOUND EVANGELICAL FREE CHURCH

PREAMBLE

ARTICLE I – NAME

ARTICLE II – PURPOSE

ARTICLE III – AFFILIATION

ARTICLE IV - STATEMENT OF FAITH

ARTICLE V – MEMBERSHIP

ARTICLE VI – CHURCH GOVERNMENT

ARTICLE VII – LEADERSHIP

ARTICLE VIII – PROPERTY

ARTICLE IX – AMENDMENTS

ARTICLE X - PROVISION FOR BYLAWS

## THE BYLAWS OF THE MOUND EVANGELICAL FREE CHURCH

ARTICLE I – MEMBERSHIP

ARTICLE II – MEETINGS

ARTICLE III - NOMINATIONS

ARTICLE IV - BOARD OF ELDERS

ARTICLE V - DEACONS

ARTICLE VI - CHURCH NON-PROFIT BOARD OF DIRECTORS

ARTICLE VII - THE PASTORAL STAFF

ARTICLE VIII - THE CHURCH STAFF

ARTICLE IX - AUDITORS

ARTICLE X - HARBOR CENTER FOR BIBLICAL COUNSELING

ARTICLE XI – AMENDMENTS

**THE CONSTITUTION OF THE MOUND EVANGELICAL FREE CHURCH**

**PREAMBLE**

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

**ARTICLE I – NAME**

The name of this church shall be the MOUND EVANGELICAL FREE CHURCH.

**ARTICLE II – PURPOSE**

The purpose of this church shall be to worship and glorify God, to spread the Gospel of Jesus Christ in every way prescribed and approved by the Holy Scriptures, and to engage in religious, educational, charitable and benevolent work.

**ARTICLE III – AFFILIATION**

This church shall be affiliated with the Evangelical Free Church of America and with its North Central District and shall, whenever possible, send delegates to their conferences, support their home and foreign missions and unite in all mutual efforts for the furtherance of the Gospel of Christ in the measure that the congregation itself may decide.

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#### ARTICLE IV - STATEMENT OF FAITH

The Statement of Faith of this church shall be the same as that of the Evangelical Free Church of America which reads as follows:

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

#### ARTICLE IV - STATEMENT OF FAITH

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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

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 godly living, sacrificial service and energetic mission.

#### Response and Eternal Destiny

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#### Christ's Return

9. We believe in the personal, bodily and glorious 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

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

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#### ARTICLE V – MEMBERSHIP

The membership of this church shall consist of persons who profess belief on the Lord Jesus Christ as personal Savior; whose character, conduct and reputation conform therewith; and who will abide by the Constitution and By-Laws of this church.

#### ARTICLE VI – CHURCH GOVERNMENT

This church shall remain free and independent of any external authority. The congregation, by action of its voting members at any regular or special business meeting, is the governing body of this church. All actions taken on behalf of the congregation shall be subject to review, confirmation, modification, postponement, or rescission by the congregation. The congregation shall have the exclusive authority to take the following actions:

- A. To admit new members
- B. To approve the annual budget
- C. To approve the amendments to the budget and expenditures not provided
- D. To call or dismiss a member of the pastoral staff
- E. To select or remove Elders
- F. To purchase, dispose of, or mortgage real property or build improvements thereon
- G. To amend this Constitution and By-Laws of the Mound Evangelical Free Church.

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 V – MEMBERSHIP

The membership of this church shall consist of persons who profess belief on the Lord Jesus Christ as personal Savior; whose character, conduct and reputation conform therewith; and who will abide by the Constitution and ~~By-Laws~~ ~~Bylaws~~ of this church.

#### ARTICLE VI – CHURCH GOVERNMENT

This church shall remain free and independent of any external authority. The congregation, by action of its voting members at any regular or special ~~business members'~~ meeting, is the governing body of this church. All actions taken on behalf of the ~~congregation-church~~ shall be subject to review, confirmation, modification, postponement, or rescission by the ~~congregation-church~~. The ~~congregation-church~~ shall have the exclusive authority to take the following actions:

- A. To admit ~~new-and~~ ~~remove~~ members
- B. To approve the annual budget
- C. To approve the amendments to the budget ~~and-expenditures~~ ~~not provided~~
- D. To call or dismiss a member of the ~~pastoral~~ staff
- E. To ~~select-appoint~~ or remove ~~an~~ Elders or Deacon
- F. To purchase, dispose of, or mortgage real property or build improvements thereon
- G. To amend this Constitution and ~~By-Laws~~ ~~Bylaws~~ of the Mound Evangelical Free Church.

#### ARTICLE VII – LEADERSHIP

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The leadership of this church shall be vested in the Elder Board. The Elder Board shall be elected by the membership to oversee and guide the church, under the authority of Christ and teaching of scripture, in turn, the congregation shall “obey their leaders and submit to their authority as men who must give account” 2 Hebrews 13:17 to God. No organization shall be formed within or considered to be part of the church activities before the sponsors have submitted their plans to the Elder Board for approval and sanction.

#### ARTICLE VIII – PROPERTY

The members of this church who are loyal to and abide by the Constitution and By-Laws of the Mound Evangelical Free Church have the right to ownership and control of the property of this church. Should any controversy arise as to whether such loyalty exists, the question shall be submitted to the North Central District board of the Evangelical Free Church of America; and the decision of that board shall be final. In the case of dissolution, the property of the church shall be assigned to the North Central District of the Evangelical Free Church of America.

#### ARTICLE IX – AMENDMENTS

Proposed amendments to this Constitution may be introduced in writing at an annual business meeting of the church and must receive a three-fourths vote of approval of the members voting. However, such amendments will not become effective unless and until the next annual meeting passes on the amendment with an affirmative vote of at least three-fourths of the members voting.

The leadership of this church shall be vested in the Elders-Board. The Elders-Board shall be elected by the membership to oversee and guide the church, under the authority of Christ and teaching of scripture. In turn, the congregation-church shall “obey their leaders and submit to their authority as men who must give account” to God 2-(Hebrews 13:17) to-God. No organization shall be formed within or considered to be part of the church activities before the sponsors have submitted their plans to the Elders-Board for approval and sanction.

#### ARTICLE VIII – PROPERTY

The members of this church who are loyal to and abide by the Constitution and By-Laws-Bylaws of the Mound Evangelical Free Church have the right to ownership and control of the property of this church. Should any controversy arise as to whether such loyalty exists, the question shall be submitted to the North Central District board of the Evangelical Free Church of America, and the decision of that board shall be final. In the case of dissolution, the property of the church shall be assigned to the North Central District of the Evangelical Free Church of America.

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Proposed amendments to this Constitution may be introduced in writing at ~~an annual business~~ **the last members’** meeting ~~of the church of the year. and must receive~~ **An amendment will be adopted upon a three-fourths vote** ~~of approval of the members voting. However, such amendments will not become effective unless and until the next annual meeting passes on the amendment with an affirmative vote of at least three-fourths of the members voting.~~ **at two consecutive annual members’ meetings**

#### ARTICLE X - PROVISION FOR ~~BY-LAWS~~ **BYLAWS**

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This church shall provide By-Laws for its government and administration. They shall not conflict with the Word of God or with this Constitution.

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## THE BY-LAWS OF THE MOUND EVANGELICAL FREE CHURCH

Revised by the membership on October 26, 2020.

### ARTICLE I – MEMBERSHIP

#### A. Membership Covenant

The Membership Covenant shall read as follows,

Having been lead, as we believe, by the Spirit of God, to receive Jesus Christ as the Lord, Savior, and supreme Treasure of our lives, baptized as a visible and tangible expression of the gospel, and desiring to fully engage in this church's mission to be and make disciples of Jesus Christ, we do now most solemnly and joyfully enter into covenant with one another as one body in Christ.

With God's gracious help, as fellow members of this local church zealous to manifest the work of the gospel in our lives, we will love one another with brotherly affection (Romans 12:10), consider others more significant than ourselves (Philippians 2:3), rejoice with those who rejoice (Romans 12:15), weep with those who weep (Romans 12:15), be at peace with one another (Mark 9:50), speak the truth to one another (Ephesians 4:25), confess our sins to one another (James 5:16), pray for one another (James 5:16), instruct one another (Romans 15:14), build one another up (1 Thessalonians 5:11), seek to do good to one another (1 Thessalonians 5:15), outdo one another in showing honor (Romans 12:10), and offer hospitality to one another with a glad heart (1 Peter 4:9).

Furthermore, as an expression of our sincere desire to support the vitality of the ministries of this fellowship, we eagerly resolve to attend weekly worship gatherings (Hebrews 10:25), confirm and nourish our faith in the taking of the Lord's Supper in a worthy manner (1 Corinthians 11:17-34), participate in community group life

## THE ~~BY-LAWS~~ BYLAWS OF THE MOUND EVANGELICAL FREE CHURCH

Revised by the membership on #, # 2003; #, # 2006; #, # 2012; #, # 2013; #, # 2015; October 26, 2020.

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(Acts 2:42-47), discover and deploy our spiritual gifts in loving service (1 Peter 4:10-11), contribute cheerfully and sacrificially of our financial resources to the advance of the gospel through this local church (2 Corinthians 8-9), obey our leaders and seek to hold them accountable for their leadership (Hebrews 13:17; Acts 17:11), and engage in personal evangelism with those in our sphere of influence (Colossians 4:2-6; 1 Peter 3:15). If we move from this place, we will, as soon as possible, unite with another church where we can carry out the spirit of this covenant.

May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with us all. Amen (2 Corinthians 13:14).

## B. Admission to Membership

### 1. *Qualifications.*

Any person desiring to become a member of this church shall meet the requirements for faith and conduct set forth in Article V of the Constitution of the Mound Evangelical Free Church, that the membership of this church shall consist of persons:

1. who profess belief on the Lord Jesus Christ as personal Savior;
2. whose character, conduct and reputation conform therewith;
3. and who will abide by the Constitution and By-Laws of this church.

Further, no member of this church shall retain membership in any other church.

### 2. *Process.*

The process to apply for membership is as follows:

1. Meet with the Elder(s) for instruction and discussion about church membership; complete the membership application;

manner (1 Corinthians 11:17-34), participate in community group life (Acts 2:42-47), discover and deploy our spiritual gifts in loving service (1 Peter 4:10-11), contribute cheerfully and sacrificially of our financial resources to the advance of the gospel through this local church (2 Corinthians 8-9), obey our leaders and seek to hold them accountable for their leadership (Hebrews 13:17; Acts 17:11), and engage in personal evangelism with those in our sphere of influence (Colossians 4:2-6; 1 Peter 3:15). If we move from this place, we will, as soon as possible, unite with another church where we can carry out the spirit of this covenant.

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## B. Admission to Membership

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- ~~1. who profess belief on the Lord Jesus Christ as personal Savior;~~
- ~~2. whose character, conduct and reputation conform therewith;~~
- ~~3. and who will abide by the Constitution and By-Laws of this church.~~

~~Further, no member of this church shall retain~~ **A member of this church is prohibited from holding** membership in any other church.

~~2. *Process.* The process to~~ **A person may** apply for membership ~~is~~ as follows: ~~1. Meet with the Elder(s)~~ **an Elder** for instruction and discussion about church membership; complete the membership application; ~~and~~ meet with Elders to give witness to one's personal faith in Jesus Christ. ~~2. The Elders shall recommend eligible applicants to the congregation for a vote at a business meeting. The Elders must publish a list of~~

and meet with Elders to give witness to one's personal faith in Jesus Christ.

2. The Elders shall recommend eligible applicants to the congregation for a vote at a business meeting. The Elders must publish a list of applicants for membership two Sundays prior to the business meeting. Any objections or questions should be discussed with the Elders during this interim. The congregation shall vote upon such recommendations before the transaction of any other business. An applicant shall be received as a member upon receiving a two-thirds vote of the members present and voting on the question at the business meeting. New members shall be welcomed publicly at a Sunday service as soon thereafter as possible.

### 3. *Restoration of terminated members.*

A person whose membership was previously terminated on the grounds of apostasy or church discipline may be restored to membership. Jesus Christ calls unbelieving sinners to repentance and faith (Mark 1:14-15). Thus, a person who desires to be restored should meet with the Elders, to evidence sincere repentance and faith with regard to the apostasy and/or sin(s) they were disciplined for, including but not limited to the following indicators:

1. Confess their sin as evil before God (1 John 1:5-10; Psalm 51). Believe that Jesus' death and resurrection saves (Romans 10:9; John 3:16).
2. Express hatred of their sin and godly sorrow for it (2 Corinthians 7:10-13; Ezekiel 36:31).
3. Turn from their sin to trust in God's merciful grace and forgiveness through the cross of Jesus Christ (Acts 3:19; Isaiah 55:6-7; Psalm 103:6-14).
4. Bear fruit as the product of a transformed heart (Luke 19:8-9; Ephesians 4:22-24, 28; Matthew 3:8).

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### ~~3-C. Restoration of terminated members.~~

~~A person whose membership was previously terminated on the grounds of inactivity or voluntary resignation may be restored to membership. Such a person who desires to be received again into membership shall must meet with Elders to give witness to personal faith in Jesus Christ.~~

A person whose membership was previously terminated on the grounds of apostasy or church discipline may be restored to membership. Jesus Christ calls ~~unbelieving~~ sinners to repentance and faith (Mark 1:14-15). Thus, a person who desires to be restored ~~should~~ **must** meet with ~~the~~ Elders, to evidence sincere repentance and faith with regard to the apostasy ~~and/or~~ sin(s) they were disciplined for, including but not limited to the following indicators:

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4. Bear fruit as the product of a transformed heart (Luke 19:8-9; Ephesians 4:22-24, 28; Matthew 3:8).

Upon the recommendation of the Elders to the congregation, such an applicant may be restored to membership upon the process for admission to membership, as outlined above.

### C. Responsibilities

Every member of this church shall abide by these responsibilities:

1. Affirm belief on the Lord Jesus Christ as personal Savior and
2. Live in such a way that one's character, conduct and reputation conform therewith;
3. Abide by the Constitution and By-Laws of this church;
4. Affirm the ECA Statement of Faith, as stated in Article IV of the Constitution;
5. Faithfully attend the worship gatherings and meetings of the church;
6. Regularly participate in service and giving.

In addition, since January 2015 new members of this church agree to abide by the privileges and responsibilities of the Membership Covenant. A person who was previously welcomed into membership may voluntarily sign and agree to abide by the Membership Covenant.

### D. Peacemaking for Conflict Resolution

God has reconciled every Christian to himself (Ephesians 2; 2 Corinthians 3). Thus, God calls Christians to be peacemakers, to resolve conflict, to forgive, and to reconcile with one another (Matthew 5:9; Colossians 3:12-14; Hebrews 12:14; Ephesians 4:29-32; 2

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### ~~E~~D. Responsibilities

Every member of this church ~~shall~~**must** abide by these responsibilities:

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2. Live in such a way that one's character, conduct and reputation conform therewith;
3. Abide by the Constitution and ~~By-Laws~~**Bylaws** of this church;
4. Affirm the ~~ECA-church~~ Statement of Faith, as ~~stated~~**set forth** in ~~Article IV~~ of the Constitution;
5. Faithfully attend the worship gatherings and meetings of the church;
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In addition, since January 2015 new members of this church agree to abide by the privileges and responsibilities of the Membership Covenant, **as set forth in these Bylaws herein**. A person who was previously welcomed into membership may voluntarily sign and agree to abide by the Membership Covenant.

**A member in good standing is here defined as a member who is not under church discipline and who is faithfully fulfilling the member responsibilities set forth in these Bylaws herein.**

### ~~E~~E. Peacemaking for Conflict Resolution

God has reconciled every Christian to himself (Ephesians 2; 2 Corinthians 3). Thus, God calls Christians to be peacemakers, to resolve conflict, to forgive, and to reconcile with one another (Matthew 5:9; Colossians 3:12-14; Hebrews 12:14; Ephesians 4:29-32; 2

Corinthians 5:16-21; 1 Corinthians 6:1-8). So far as it depends upon us, we strive to live peaceably with all (Romans 12:18).

In conflict, we aim by the grace of God to:

1. Glorify God in all that we think, feel, say, and do (1 Corinthians 10:31)
2. Examine the “log” in our own eye first (Matthew 7:3-5)
3. Overlook and cover an offense with love if possible (Proverbs 19:11; 1 Peter 4:8)
4. Exercise love as described in 1 Corinthians 13:4-7.
5. Refrain from destructive speech, characterized by bitterness, wrath, anger, clamor, slander, malice, or gossip (Ephesians 4:29-32; Proverbs 16:28; 20:19)
6. Speak constructively so as to give grace to those who hear (Ephesians 4:29)
7. Offer correction with gentleness and grace, with the goal of restoration (Galatians 6:1; Proverbs 12:18)
8. Seek the interests of others above our own (Philippians 2:3-4; Mark 10:42-45)
9. Listen well, aiming to understand before speaking (Proverbs 18:13)
10. Receive correction with humility rather than pride (Psalm 141:5; Proverbs 15:32)
11. Extend forgiveness to those who repent (Luke 17:3-4; Ephesians 4:32)
12. Eagerly maintain the unity of the Spirit in the bond of peace (Ephesians 4:3)

Any member may address an issue at any meeting of the church, at either an Elder meeting, Deacon meeting, or business meeting. A member who has a conflict shall privately address their dispute with the other individual first, before involving others, including the civil courts (Matthew 18:15; 5:23-24; 1 Corinthians 6:1-8). In the case of alleged criminal behavior, it may be appropriate to report such alleged criminal behavior to the government authorities and to resolve conflict in the civil courts (Romans 13:3-4).

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5. Refrain from destructive speech, characterized by bitterness, wrath, anger, clamor, slander, malice, or gossip (Ephesians 4:29-32; Proverbs 16:28; 20:19)
6. Speak constructively so as to give grace to those who hear (Ephesians 4:29)
7. Offer correction with gentleness and grace, with the goal of restoration (Galatians 6:1; Proverbs 12:18)
8. Seek the interests of others above our own (Philippians 2:3-4; Mark 10:42-45)
9. Listen well, aiming to understand before speaking (Proverbs 18:13)
10. Receive correction with humility rather than pride (Psalm 141:5; Proverbs 15:32)
11. Extend forgiveness to those who repent (Luke 17:3-4; Ephesians 4:32)
12. Eagerly maintain the unity of the Spirit in the bond of peace (Ephesians 4:3)

Any member may address an issue at any meeting of the church, ~~at either including, but not limited to,~~ an Elder meeting, Deacon meeting, or ~~business-a members'~~ meeting.

A member who has a conflict ~~shall~~ ~~with an individual may~~ privately address their dispute with the other individual first, before involving others, including the civil courts (Matthew 18:15; 5:23-24; 1 Corinthians 6:1-8). In the case of alleged criminal behavior, it may be appropriate to

When conflict occurs between groups within the corporate body, the church will make every effort to make peace according to biblical principles for peacemaking before we might resort to other processes of mediation (Acts 15).

When conflict occurs outside the church, whether for a member or the whole congregation, the church shall encourage members to use biblical principles and avoid lawsuits to resolve disputes among themselves and with those outside the church—including believers and unbelievers, and individuals and corporations. The church will especially seek to cooperate with other churches and Christian organizations.

Where conflict is not resolved, a member or the corporate body shall follow the procedures on Church Discipline as set forth in these By-Laws herein.

### **E. Church Discipline**

The Lord Jesus Christ instructs his church to administer church discipline (Matthew 18:15-20). The goal of church discipline is repentance and reconciliation of the person under discipline (1 Corinthians 4:14; 5:5; Hebrews 12:3-11; Matthew 18:15-17; Galatians 6:1; Hebrews 3:12-14; 10:24-25), the purity of the church (1 Corinthians 5:6-13; 2 Corinthians 6:14-18; 1 Timothy 5:20), the witness of the church to the world (Matthew 5:13-16; Titus 2:5, 8; 2 Peter 2:2; 1 John 3:10), and the glory of God, who is holy (2 Corinthians 6:14-18; 1 Peter 2:12).

Any member who lives contrary to the teachings of the Bible and the principles of this church may be subject to church discipline. Neglectful

report such alleged criminal behavior to the government authorities and to resolve conflict in the civil courts (Romans 13:3-4). **Where sins are of a public nature, they may be addressed publicly (Acts 5:1-11; 1 Corinthians 5:1-13; Galatians 2:11-14)**

When conflict occurs between groups within the ~~corporate body, the church will~~ **church or with those outside of the church, members ought to** make every effort to make peace according to biblical principles for peacemaking before ~~we might resorting~~ to other processes of mediation (Acts 15).

~~When conflict occurs outside the church, whether for a member or the whole church congregation, the church shall encourage members to use biblical principles and avoid lawsuits to resolve disputes among themselves and with those outside the church—including believers and unbelievers, and individuals and corporations. The church will especially seek to cooperate with other churches and Christian organizations.~~

Where conflict is not resolved, ~~a member or the corporate body shall follow~~ the procedures on ~~Church Discipline~~, as set forth in these ~~By-Laws~~ **Bylaws** herein, **must be followed where applicable.**

### **EF. Church Discipline**

The Lord Jesus Christ instructs his church to administer church discipline (Matthew 18:15-20). The goal of church discipline is repentance and reconciliation of the person under discipline (1 Corinthians 4:14; 5:5; Hebrews 12:3-11; Matthew 18:15-17; Galatians 6:1; Hebrews 3:12-14; 10:24-25), the purity of the church (1 Corinthians 5:6-13; 2 Corinthians 6:14-18; 1 Timothy 5:20), the witness of the church to the world (Matthew 5:13-16; Titus 2:5, 8; 2 Peter 2:2; 1 John 3:10), and the glory of God, who is holy (2 Corinthians 6:14-18; 1 Peter 2:12).

Any member who lives contrary to the teachings of the Bible and the principles of this church may be subject to church discipline. Neglectful

and sinful conduct includes but is not limited to beliefs and conduct inconsistent with:

1. the teachings of the Bible
2. the EFCA Statement of Faith as stated in Article IV of the Constitution,
3. the responsibilities of members, as set forth in these By-Laws herein.

Such conduct renders doubtful that member's profession of faith in the Lord Jesus Christ as their Savior and Lord.

Matthew 18:15-20 (see also 1 Corinthians 5, Titus 3:10-11, 1 Timothy 5:19-20, 2 Thessalonians 3:14-15) outlines the process for church discipline:

1. Church discipline ordinarily begins with individual private admonition, as set forth in these By-Laws herein in the section on Peacemaking for Conflict Resolution. If the member does not repent, then
2. Two or three shall admonish the member under discipline, in order to establish charges by evidence of two or three witnesses. While Elders will lead in the way in church discipline, admonition may also come from other Christians. If the member does not repent after being admonished by two or three witnesses, then
3. The Elders will inform the whole church. After this announcement to the church, if the member does not repent, then
4. That member, upon vote (see procedures for Termination of Membership, as set forth in these By-Laws herein), will be removed from membership. The former member is to be considered an unbeliever.

and sinful conduct includes but is not limited to beliefs and conduct inconsistent with:

1. the teachings of the Bible
2. the ~~EFCA church~~ Statement of Faith, as ~~stated set forth~~ in ~~Article IV of~~ the Constitution,
3. the responsibilities of ~~a members~~, as set forth in these ~~By-Laws~~ ~~Bylaws~~ herein.

Such conduct renders doubtful that member's profession of faith in ~~the Lord~~ Jesus Christ as their Savior and Lord.

Matthew 18:15-20 (see also 1 Corinthians 5, Titus 3:10-11, 1 Timothy 5:19-20, 2 Thessalonians 3:14-15) outlines the process for church discipline:

1. Church discipline ordinarily begins with individual private admonition, as set forth in these ~~By-Laws~~ ~~Bylaws~~ herein in the section on Peacemaking for Conflict Resolution. If the member does not repent, then
2. Two or three ~~shall~~ ~~will~~ admonish the member under discipline, in order to establish charges by evidence of two or three witnesses. While Elders will lead ~~in~~ the way in church discipline, admonition may also come from other Christians. If the member does not repent after being admonished by two or three witnesses, then
3. The Elders will inform the whole church. ~~After this announcement to the church, if~~ ~~After this~~, if the member ~~still~~ does not repent, then
4. That member, ~~upon vote, (see procedures for Termination of Membership, will be nominated for removal, administered according to the procedures on termination of membership as set forth in these By-Laws~~ ~~Bylaws~~ herein. ~~, will be removed from membership. The former member is to be considered an unbeliever.~~

## F. Termination of Membership

The church may vote to remove a member from membership upon the agreement of at least two-thirds of the members present and voting on the question at any business meeting. Ordinarily, but not necessarily, Elders will present recommendations for removal to the church. The congregation shall vote upon the question after any vote for admission to membership but before the transaction of any other business. Any member who has withdrawn or been removed has no rights in any business meeting of the church or in its property. There may be no more than four dismissals in one year without congregational review of the dismissal procedures.

Depending on the situation, a member shall be removed from membership as such:

1. Death: Upon death of a member the church shall remove that person from membership.
2. Inactive: The church may vote to remove a member from membership who has been inactive and absent from the gathering, fellowship, and ministry of the church for a period of at least one year, unless the congregation decides to retain them.
3. Voluntary resignation: The church may vote to remove a member in good standing, following that member's voluntary resignation. A member in good standing is here defined as a member who is not under church discipline at the time of resignation and who intends, as soon as possible, to unite with another church in order to carry out the spirit of the Membership Covenant. The church may refuse to terminate membership if either of these two conditions for good standing are not satisfied.
4. Apostasy: The church may vote to remove a member who apostatized by denying faith in the Lord Jesus Christ as Savior.
5. Church discipline: The church may vote to remove a member from membership as a matter of church discipline, in accord with the procedures on Church Discipline, as set forth in these Bylaws herein.

## FG. Termination of Membership

Depending on the situation, a member ~~shall~~ will be removed from membership as such:

1. Death: Upon ~~the~~ death of a member the church ~~shall~~ must remove that person ~~from membership~~.
2. Inactive: The church may vote to remove a member ~~from membership~~ who has been inactive and absent from the gathering, fellowship, and ministry of the church for a period of at least one year, ~~unless the congregation decides to retain them~~.
3. Voluntary resignation: The church may vote to remove a member in good standing, following that member's voluntary resignation. A member ~~in good standing is here defined as a member who is not~~ must not be under church discipline at the time of resignation and ~~who~~ must intends, as soon as possible, to unite with another church in order to carry out the spirit of the Membership Covenant. The church may refuse to terminate membership if either of these two conditions ~~for good standing~~ are not satisfied.
4. Apostasy: The church may vote to remove a member who ~~apostatized by denying~~ faith in the Lord Jesus Christ as Savior.
5. Church discipline: The church may vote to remove a member ~~from membership~~ as a matter of church discipline, in accord with the procedures on ~~C~~church ~~D~~discipline, as set forth in these ~~By-Laws~~ Bylaws herein.

The church ~~may vote to~~ will remove a member from membership ~~upon the agreement of at least two-thirds of the members present and voting on the question at any business meeting. Ordinarily, but not necessarily, Elders will present recommendations for removal to the church. The congregation shall vote upon the question after any vote for admission to membership but before the transaction of any other business. upon a two-thirds vote, administered according to the procedures set forth on nominations in these Bylaws herein.~~ Any ~~member~~ person who has ~~withdrawn or~~ been removed has no rights in any ~~business~~ members'

## ARTICLE II – MEETINGS

### A. Public Services

The Congregation shall hold such public services as it may decide.

### B. Annual Meeting

An Annual Meeting shall be held in January, the exact time to be set by the Deacon Board and announced to the congregation no later than December 31. The annual reports of the Pastors, Elders, Treasurer, Hospitality Committee, Trustee Committee, Christian Education Committee, Missions Committee, Harbor Center for Biblical Counseling Committee, Compassion Ministry Committee, and affiliated organizations shall be printed and made available to those attending the meeting or requesting a copy.

### C. Regular Business Meetings

Quarterly Business Meetings shall be scheduled in or very close to April, July, and October. A quarterly meeting may be canceled by the Deacon Board. Written financial reports shall still be prepared and made available to the congregation. Quarterly reports of the Pastors, Elders, Treasurer, Hospitality Committee, Trustee Committee, Christian Education Committee, Missions Committee, Harbor Center for Biblical Counseling Committee, Compassion Ministry Committee, and any affiliated organizations shall be presented orally. Financial reports shall be prepared in written form and made available to those members attending the meeting or requesting copies. The election of officers shall take place at the October Business Meeting and take office immediately following the Annual meeting.

meeting ~~of the church or in its to the church's~~ property. Any person who is removed for apostasy or church discipline will be considered an unbeliever. There may be no more than four dismissals in one year without congregational review of the dismissal procedures.

## ARTICLE II – MEETINGS

### A. Public Services

The ~~Congregation church shall will~~ hold such public services as it may decide.

### B. Annual ... C. Regular ... E. Special-Business-Members' Meetings

~~An Annual Meeting shall be held in January, the exact time to be set by the Deacon Board and announced to the congregation no later than December 31. ... Quarterly Business Meetings shall be scheduled in or very close to April, July, and October. The church must congregate at least four times each year for members' meetings, at least once each quarter. The first meeting of the year is the annual members' meeting.~~

~~Special business meetings for urgent matters may be called for by the Deacon Board. Upon the written request of a majority of the members of the congregation, for a stated purpose or purposes, a special meeting shall be called by the Chairman or Pastor(s) at a reasonable time not later than one month after receipt of the request. The agenda requirements are the same as for regular Quarterly meetings. A special members' meeting may be called for a stated purpose by the Elders or upon the written request of a majority of the members. After being called, a special members' meeting must be held at a reasonable time, no earlier than 48 hours but no later than one month.~~

### D. C. Agendas & Procedure

The agendas for ~~the Annual Business Meeting and all regular business meetings shall a members' meeting must~~ be prepared by the Deacon Board ~~by the Elders and posted published~~ two Sundays before the

#### D. Agendas

The agendas for the Annual Business Meeting and all regular business meetings shall be prepared by the Deacon Board and posted two Sundays before the meeting. New business brought before the congregation from the floor may be acted on at the meeting only by unanimous consent of all members present. Normally items for new business shall be referred to the Deacon Board for inclusion in the agenda for the next business meeting.

#### E. Special Business Meetings

Special business meetings for urgent matters may be called for by the Deacon Board. Upon the written request of a majority of the members of the congregation, for a stated purpose or purposes, a special meeting shall be called by the Chairman or Pastor(s) at a reasonable time not later than one month after receipt of the request. The agenda requirements are the same as for regular Quarterly meetings.

meeting. For a special members' meeting, the agenda must be published at the time the Elders call the meeting.

The Elder Chairman, or his designee, must moderate the meeting. New business brought before the congregation from the floor may be acted on at the meeting only by ~~unanimous~~ majority consent of all members present. Normally items for new business ~~shall~~ must be referred to the ~~Deacon Board Elders~~ for inclusion in the agenda for the next ~~business~~ members' meeting. The Elders, with the assistance of the Deacons, must see that members' meetings are regularly held and that ministry reports are submitted and communicated to the church.

~~The annual reports of the Pastors, Elders, Treasurer, Hospitality Committee, Trustee Committee, Christian Education Committee, Missions Committee, Harbor Center for Biblical Counseling Committee, Compassion Ministry Committee, and affiliated organizations shall be printed and made available to those attending the meeting or requesting a copy. ... Quarterly reports of the Pastors, Elders, Treasurer, Hospitality Committee, Trustee Committee, Christian Education Committee, Missions Committee, Harbor Center for Biblical Counseling Committee, Compassion Ministry Committee, and any affiliated organizations shall be presented orally. Financial reports shall be prepared in written form and made available to those members attending the meeting or requesting copies. The election of officers shall take place at the October Business Meeting and take office immediately following the Annual meeting.~~

The Pastor(s), Elder Chairman, and Deacon Chairman may give reports, preferably oral, at each members' meeting, though not required at special members' meetings. The Treasurer must make available a financial report to the church. At the annual members' meeting, the Pastor(s), Elder Chairman, Deacon Chairman, Treasurer, Secretary, and Auditors must make available an annual report to the church.

**F. Quorum**

A quorum for any business meeting of the congregation shall be twenty percent of the members.

**G. Parliamentary Procedure**

Ordinarily the business of the congregation shall be conducted informally according to the general pattern for the conduct of meetings contained in Robert's Rules of Order (Revised), except that all matters requiring a vote shall be put to the congregation for an explicit vote in the appropriate manner. In the event of any procedural question or challenge, however, all provisions of Robert's Rules of Order (Revised) shall govern, unless inconsistent with these By-Laws or with the Constitution of the Mound Evangelical Free Church.

**H. Voting**

A member 16 years of age or older may vote. A member younger than 16 is prohibited from voting. In situations requiring secret balloting, after the votes are counted, the results are to be announced, stating the number for, number against and abstentions. Members in good standing who are unable to attend any business meeting may vote for issues stated on the posted agenda by obtaining an absentee ballot from the Pastor(s), Church Chairman, or Deacon Board Secretary.

## ARTICLE XII - THE NOMINATING SUBCOMMITTEE

**A. Composition and Selection**

The Nominating Subcommittee shall consist of the Pastor(s), an Elder, a member of the Deacon Board, and three other members of the congregation.

**~~F-D. Quorum~~**

A quorum for any ~~business-members'~~ meeting ~~of the congregation shall be-is~~ twenty percent of the members.

**~~G-E. Parliamentary Procedure~~**

Ordinarily the business of the congregation ~~shall-must~~ be conducted informally according to the general pattern for the conduct of meetings contained in Robert's Rules of Order (Revised), except that all matters requiring a vote ~~shall-must~~ be put to the congregation for an explicit vote in the appropriate manner. In the event of any procedural question or challenge, however, all provisions of Robert's Rules of Order (Revised) ~~shall-must~~ govern, unless inconsistent with these ~~By-Laws-Bylaws~~, or with the Constitution of the Mound Evangelical Free Church.

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A member 16 years of age or older may vote. A member younger than 16 is prohibited from voting. In situations requiring secret balloting, after the votes are counted, the results are to be announced, stating the number for, number against and abstentions. ~~A members-in-good standing who are-is~~ unable to attend ~~any-business-a members'~~ meeting may vote for issues stated on the posted agenda by obtaining an absentee ballot. ~~from the Pastor(s), Church Chairman, or Deacon Board Secretary.~~

~~ARTICLE XII - THE NOMINATING SUBCOMMITTEE~~**~~A. Composition and Selection~~**

~~The Nominating Subcommittee shall consist of the Pastor(s), an Elder, a member of the Deacon Board, and three other members of the congregation.~~

1. The Elder shall be selected by the Elders before the July quarterly meeting and shall be an Elder whose term of office does not expire at the next Annual Meeting. This elder shall chair the Nominating Subcommittee.
2. The Elders shall submit to the congregation at the July quarterly meeting three nominees from the congregation who are not Elders for selection to the Nominating Subcommittee. The congregation may nominate additional candidates at the July quarterly meeting for selection to the Nominating Subcommittee.
3. The three other members of the congregation who are members of the Nominating Subcommittee shall be selected by the congregation for one-year terms at the July quarterly business meeting. They shall be selected in the same manner as Elders.

#### **B. Responsibility**

1. The Nominating Subcommittee shall submit to the congregation at least one nominee for each vacant position on the Board of Elders, Trustee Committee, Hospitality Committee, Christian Education Committee, Missions Committee, Treasurer, Church Secretary, Church Chairman, and for each auditor position.
2. The Nominating Subcommittee shall have due regard for all biblical and practical requirements for the respective offices, as well as the backgrounds, abilities, and ministry assignment preferences recorded in the file maintained by the church secretary. In so far as possible, the nominations of the Nominating Subcommittee shall be based on interviews with the nominees. No person may be nominated for any office without their consent.

- ~~4. The Elder shall be selected by the Elders before the July quarterly meeting and shall be an Elder whose term of office does not expire at the next Annual Meeting. This elder shall chair the Nominating Subcommittee.~~
- ~~5. The Elders shall submit to the congregation at the July quarterly meeting three nominees from the congregation who are not Elders for selection to the Nominating Subcommittee. The congregation may nominate additional candidates at the July quarterly meeting for selection to the Nominating Subcommittee.~~
- ~~6. The three other members of the congregation who are members of the Nominating Subcommittee shall be selected by the congregation for one-year terms at the July quarterly business meeting. They shall be selected in the same manner as Elders.~~

#### **~~B. Responsibility~~**

- ~~3. The Nominating Subcommittee shall submit to the congregation at least one nominee for each vacant position on the Board of Elders, Trustee Committee, Hospitality Committee, Christian Education Committee, Missions Committee, Treasurer, Church Secretary, Church Chairman, and for each auditor position.~~
- ~~4. The Nominating Subcommittee shall have due regard for all biblical and practical requirements for the respective offices, as well as the backgrounds, abilities, and ministry assignment preferences recorded in the file maintained by the church secretary. In so far as possible, the nominations of the Nominating Subcommittee shall be based on interviews with the nominees. No person may be nominated for any office without their consent.~~

### ARTICLE III - NOMINATIONS

#### **A. Principles**

The nomination of a person must be conducted with substantial prayer; with due regard for all biblical and practical requirements for the

respective office or position, as addressed in these Bylaws herein; and with respect for each nominee.

### **B. Nomination**

A person may be nominated for reception into membership or a member may be nominated for appointment to a church office or position. No such person may be nominated without their consent.

A member may be nominated for removal from membership. For just cause a person may be nominated for removal from a church office or position. A person may be nominated for removal without their permission.

The Elders recommend a nominee to the church. Any member may offer input to the Elders regarding a potential nominee. A nominee must be recommended to the church at least two weeks prior to the members' meeting at which the vote must take place. The name of a nominee must be published at all times during the nomination period. During this time, any member may express concern to the Elders and the church regarding the nominee.

### **C. Vote**

The congregation must vote on a nominee at a members' meeting. Votes for all nominees for membership must be taken before the transaction of any other business. A vote for a nominee for removal, either from membership or from a church office or position, must be taken by secret ballot. A nomination passes upon a two-thirds vote.

A nominee for a church office or position may assume the responsibilities of the office or position upon appointment, unless another date has been specifically designated.

## ARTICLE IV - BOARD OF ELDERS

### A. General Information

The leadership of this church shall be vested in the Board of Elders which shall consist of not less than three members elected from names presented by the Nominating Subcommittee at the October Business meeting. The Pastor(s) shall serve as voting ex-officio members of the Elder board. Additions to the Board of Elders may be made by recommendation of the Nominating Subcommittee and ratification by the congregation at the Annual Meeting of the church. The Elder Board shall elect from among its members a chairman and a secretary. The Chairman of the Elder Board shall call for a meeting at least once each month, at a place and time selected by the Elder Board, for prayer and to make decisions concerning matters which may appropriately come before it. All actions of the Elder Board must be done by majority vote of its entire voting membership. An Elder may be removed from office for just cause by a three-fourths majority vote of the congregation, taken by secret ballot at a meeting called for that purpose. The Chairman of the Elder Board shall serve as ex-officio as a member of the Deacon Board. Elders may serve consecutive three year terms, exclusive of partial terms. Any vacancy occurring on the Elder Board shall be filled by an appointment of the Elder Board for the unexpired term.

### B. Qualifications

Elders shall be members of the congregation who meet the biblical qualifications set forth in 1 Timothy 3:2-7 and Titus 1:5-9.

### D. Vacancy in Church Office or Position

When the removal of a person from a church office or position creates a vacancy that must be filled, the Elders may appoint a church member to temporarily assume the responsibilities of the office or position until a vote can be taken on a nominee at a members' meeting.

## ARTICLE IV - ~~BOARD OF~~ ELDERS

### A. General Information

The leadership of this church ~~shall be~~ is vested in the ~~Board of~~ Elders. The church office of Elder is described in 1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-4; Acts 20:17-38; Hebrews 3:7, 17, 24; 1 Thessalonians 5:12-13; and Philipians 1:1. The following terms are synonyms for the office of elder: pastor, shepherd and overseer.

~~...which shall consist of not less than three members...~~ There must be at least two Elders at all times.

### B. Qualifications, Appointment, & Term

An Elders ~~shall~~ must be a members ~~of the congregation~~ in good standing who meets the biblical qualifications set forth in 1 Timothy 3:1-7 and Titus 1:5-9. An Elder must be a biological male of demonstrable godly character and be able to teach and guard sound doctrine.

~~which shall consist of not less than three members elected from names presented by the Nominating Subcommittee at the October Business meeting. The Pastor(s) shall serve as voting ex-officio members of the Elder board. Additions to the Board of Elders may be made by recommendation of the Nominating Subcommittee and ratification by the congregation at the Annual Meeting of the church....An Elder may be removed from office for just cause by a three-fourths majority vote of the congregation, taken by secret ballot at a meeting called for that purpose.~~

### C. Duties and Responsibilities

The Elders shall be responsible for shepherding God's flock (Acts 20:28; I Peter 5:2). They shall minister as good examples of spiritual life, not lording it over the church (I Peter 5:3-7).

The Elders shall faithfully and regularly attend board meetings, public worship services, and prayer services of the church. They are expected to regularly spend time in reading of the Scriptures and in prayer. In discharge of their responsibilities, the Elders shall:

1. Assume responsibility for the regular worship services of the church; appoint, train and supervise the ushers; appoint a music director and a music committee.
2. Encourage active Christians who attend the church to become members and interview applicants who seek membership in the church.
3. Assess, on an ongoing basis, the social, financial and spiritual needs of members and adherents of this church and seek means to provide assistance for such needs.
4. Review, at least annually and/or as needed, the performance of all Pastoral staff.
5. Assume responsibility for the spiritual welfare of the church, corporately and individually, by counseling, admonishing, exhorting and encouraging the members and adherents of the church to pray and to become actively involved in evangelization of the community. The Elder Board shall have the responsibility to promote evangelism programs as an outreach of the church.
6. Visit any member against whom written complaint of ill conduct may have been received to determine whether the complaint is just and/or true and to use their best efforts to resolve the matter.

~~The Chairman of the Elder Board shall serve as ex officio as a member of the Deacon Board. A nominee for Elder must be appointed according to the procedures set forth on nominations in these Bylaws herein. An Elder may be removed according to the procedures set forth on nominations in these Bylaws herein. An Elder may serve consecutive three year terms, exclusive of partial terms. Any vacancy occurring on the Elder Board shall be filled by an appointment of the Elder Board for the unexpired term.~~

### C. Duties and Responsibilities

The Elders ~~shall be~~ **are** responsible for shepherding God's flock (Acts 20:28; 1 Peter 5:2), ~~They shall minister exercising oversight~~ as good examples ~~of spiritual life~~, not lording it over the church (1 Peter 5:3-7).

~~The Elders shall faithfully and regularly attend board meetings, public worship services, and prayer services of the church. They are expected to regularly spend time in reading of the Scriptures and in prayer. In discharge of their responsibilities, the Elders shall~~ **The duties and responsibilities of the Elders are:**

1. To devote themselves to prayer (Acts 6:4);
2. To minister the Word through teaching, preaching, and biblical counseling (1 Timothy 4:11-16; 5:17; Titus 1:9; Hebrews 13:7; 2 Timothy 2:1-2, 14-16, 23-25; Galatians 6:1-5);
- ~~3. Assess, on an ongoing basis, the social, financial and spiritual needs of members and adherents of this church and seek means to provide assistance for such needs;~~
- ~~5. Assume responsibility for the spiritual welfare of the church, corporately and individually, by biblically counseling, admonishing, exhorting and encouraging the members and adherents of the church to pray and to become actively involved in evangelization of the community. The Elder Board shall have the responsibility to promote evangelism programs as an outreach of the church.~~
3. To shepherd the church by knowing and caring for the needs of members (1 Timothy 3:5; Hebrews 13:17);

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|---|---|
| <ol style="list-style-type: none"> <li>7. Bring reports each month to the Deacon Board with recommendations for matters which require action by the Deacon Board.</li> <li>8. Prepare a written annual report to be included in the Annual Report to the congregation.</li> <li>9. The Elder Board shall be accountable to appoint two female members to serve as leaders of Women's Ministries at the outset of each fiscal year.</li> </ol> | <ol style="list-style-type: none"> <li>4. To lead the church and equip it for the work of ministry (1 Thessalonians 5:12-13; 1 Timothy 5:17; 1 Peter 5:3);</li> <li>5. To do the work of an evangelist and promote evangelism among the church (2 Timothy 4:5).</li> <li>6. <del>2. Encourage active Christians who attend the church to become members and interview applicants who seek membership in the church</del> To oversee the process by which a person becomes a member; and encourage every member to remain a member in good standing;<br/>Visit any member against whom written complaint of ill conduct may have been received to determine whether the complaint is just and/or true and to use their best efforts to resolve the matter.</li> <li>7. <del>1. Assume responsibility for</del> To oversee the regular worship services of the church, appoint, train and supervise the ushers; appoint a music director and a music committee; and administer the church ordinances of baptism and the Lord's Supper;</li> <li>8. <del>7. Bring reports each month to the Deacons Board with recommendations for matters which require action by the Deacons Board.</del> To oversee the Deacons;</li> <li>9. To establish and oversee ministry teams, consisting of church members, to carry out the ministry of the church as needed. Such teams may include but are not limited to such ministry as corporate worship; men's, women's, youth, and children's discipleship; christian education; biblical counseling; hospitality and compassion; evangelism and missions. Each team must have an established purpose, lifespan, and termination.<br/><del>9. The Elders Board shall be accountable to appoint two female members to serve as leaders of Women's Ministries at the outset of each fiscal year.</del></li> <li>10. To oversee an annual proposed budget;</li> <li>11. <del>4. Review at least annually and/or as needed,</del> To oversee an annual review of the performance of all Pastoral staff;<br/><del>6. Visit any member against whom written complaint of ill conduct may have been received to determine whether the complaint is just and/or true and to use their best efforts to resolve the matter.</del></li> </ol> |
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### ARTICLE III - BOARD OF DEACONS

The Deacon Board shall be chaired by the Church Chairman who shall be elected from the membership of the church for a term of three years.

The Deacon Board shall consist of the following members: Church Chairman, Pastor(s), Church Recording Secretary, Treasurer, and the Chairpersons of the Elder Board, Hospitality Committee, Trustee Committee, Missions Committee, Christian Education Committee, Harbor Center for Biblical Counseling Committee, and Compassion Ministry Committee, who shall serve as ex-officio members of the Deacon Board.

The Deacon Board shall elect a vice-chairman from its own membership each year. The Deacon Board shall hold meetings at the discretion of the Deacon Board Chairman for prayer and business and shall report to the congregation quarterly, or as the church may decide. An annual report shall be prepared by the Deacon Board Chairman for inclusion in the printed annual report of the church. Special meetings of the Deacon Board may be called by the chairman or at the request of one-half of its members. Matters referred which require congregational action will be

~~8. Prepare a written annual report to be included in the Annual Report to the congregation.~~

#### **D. Meetings**

~~The Elder Board shall elect from among its members a chairman and a secretary. Each year the Elders must appoint an Elder Chairman from among themselves. The Elder Chairman of the Elder Board shall must call for a meeting at least once each month, at a place and time selected by the Elder Board, for prayer and to make decisions concerning matters which may appropriately come before them to fulfill the Elders' duties and responsibilities. All actions decisions of the Elders Board must be done by will be adopted upon a majority vote. of its entire voting membership. The Pastor(s) shall serve as voting ex-officio members of the Elders Board.~~

### ARTICLE ~~III~~ ~~BOARD OF V~~ - DEACONS

#### **A. General Information**

Deacons serve by assisting the Elders in support of the ministry of the church. The church office of Deacon is described in 1 Timothy 3:8-13.

The number of Deacons will be determined by the number of qualified members appointed to the office.

#### **B. Qualifications, Appointment, & Term**

A Deacon must be a member in good standing who meets the biblical qualifications set forth in 1 Timothy 3:8-13.

~~...chaired by the Church Chairman who shall be elected from the membership of the church for a term of three years. The Deacon Board shall consist of the following members: Church Chairman, Pastor(s), Church Recording Secretary, Treasurer, and the Chairpersons of the Elder Board, Hospitality Committee, Trustee Committee, Missions~~

brought to the Quarterly Business Meetings and/or Annual Meeting of the congregation by the chairman of the Deacon Board. The Deacon Board may appoint such subcommittees which become necessary for the carrying out of the ministries of the church.

The Deacon Board will prepare an annual proposed budget to submit to the congregation at the Annual Meeting of the church. The Deacon Board may approve amendments to the church budget and authorize expenditures not provided for in the church budget not involving amounts in excess of 10% of the General Fund.

The Deacon Board shall appoint an Events Coordinator at the outset of each fiscal year.

~~Committee, Christian Education Committee, Harbor Center for Biblical Counseling Committee, and Compassion Ministry Committee, who shall serve as ex-officio members of the Deacon Board. A nominee for Deacon must be appointed according to the procedures set forth on nominations in these Bylaws herein. A Deacon may be removed according to the procedures set forth on nominations in these Bylaws herein. A Deacon may serve consecutive three year terms, exclusive of partial terms.~~

### **C. Duties and Responsibilities**

Under the oversight of the Elders, the duties and responsibilities of the Deacons are:

1. To assist the Elders
2. In general, to serve the church in an at-large capacity. The Elders may direct a Deacon as an agent over a particular area of service, such as but not limited to finances, buildings and grounds, or compassion and mercy.
3. To manage and disburse a benevolence fund.
4. ~~The Deacon Board will prepare an annual proposed budget to submit to the congregation at the Annual Meeting of the church. The Deacon Board may approve amendments to the church budget and authorize expenditures not provided for in the church budget not involving amounts in excess of 10% of the General Fund.~~ To assist the Elders in proposing an annual budget to the church at the annual members' meeting. The Deacons may approve amendments to the church budget and authorize expenditures not provided for in the church budget not involving amounts in excess of 10% of the General Fund.
5. ~~The Deacon Board may appoint such subcommittees which become necessary for the carrying out of the ministries of the church....The Deacon Board shall appoint an Events Coordinator at the outset of each fiscal year.~~ To establish ministry teams, consisting of church members, for the carrying

## ARTICLE V - HOSPITALITY COMMITTEE

### A. General Information

The Hospitality Committee shall consist of not less than three members elected by the congregation from a slate of names presented by the Nominating Subcommittee at the October Business meeting. Each member of this committee shall be elected for a term of three years, exclusive of partial terms for which that person may have been appointed. At least one member of this committee must be elected each year. If a vacancy occurs on this committee, the Deacon Board shall appoint someone to complete the unexpired term. This committee shall elect a chairperson and a secretary each year from among their membership. The chairperson of this committee shall serve ex-officio on the Deacon Board of the church. The chairperson of the Hospitality Committee shall call for a meeting each month, at a time and place they

out of the ministries of the church as needed. Ministry teams must have an established purpose, lifespan, and termination.

### D. Meetings

The Deacons may organize themselves in the best interest of the church. ~~The Deacon Board shall be chaired by the Church Chairman. ...The Deacon Board shall elect a vice chairman from its own membership each year. Each year the Elders, or their designee, must appoint a Deacon Chairman from among the Deacons. The Deacon Board shall hold meetings at the discretion of the Deacon Board Chairman for prayer and business and shall report to the congregation quarterly, or as the church may decide. An annual report shall be prepared by the Deacon Board Chairman for inclusion in the printed annual report of the church. Special meetings of the Deacon Board may be called by the chairman or at the request of one half of its members. Matters referred which require congregational action will be brought to the Quarterly Business Meetings and/or Annual Meeting of the congregation by the chairman of the Deacon Board. The Deacon Chairman may call a meeting, as needed, to fulfill the responsibilities of Deacons. All actions of the Deacons must be done by majority vote of its entire voting membership.~~

## ARTICLE V - HOSPITALITY COMMITTEE

### A. General Information

~~The Hospitality Committee shall consist of not less than three members elected by the congregation from a slate of names presented by the Nominating Subcommittee at the October Business meeting. Each member of this committee shall be elected for a term of three years, exclusive of partial terms for which that person may have been appointed. At least one member of this committee must be elected each year. If a vacancy occurs on this committee, the Deacon Board shall appoint someone to complete the unexpired term. This committee shall elect a chairperson and a secretary each year from among their membership. The chairperson of this committee shall serve ex-officio~~

shall select, for prayer and to attend to matters brought before them for decision/and or recommendations to the Deacon Board. A member of this committee may be removed for just cause by three-fourths vote of the congregation, taken by secret ballot at a meeting called for that purpose.

### **B. Qualifications**

Persons elected to the Hospitality Committee shall be members of the church who faithfully and regularly attend public services of the church.

### **C. Duties and Responsibilities**

The Hospitality Committee shall:

1. Spend time in prayer and the reading of God's Word
2. Set an example for believers by regular and faithful attendance at board meetings and services of the church.
3. Initiate, prepare, and plan for church fellowship events that will edify the church and glorify God, and provide staffing for such fellowship functions.
4. Ensure the facilities are in readiness for worship, make preparations for the Lord's Table and baptismal services, and other congregational meetings.
5. The chairperson of the Hospitality Committee shall prepare a written annual report to be included in the Annual Report to the congregation.

## ARTICLE VI - TRUSTEE COMMITTEE

### **A. General Information**

The Trustee Committee shall consist of at least three members. Trustees shall be elected by the congregation from a slate of names presented by the Nominating Subcommittee at the October Business meeting. Members of this committee shall be elected for a three-year term, exclusive of partial terms for which that person may have been appointed. At least one member shall be elected to this committee each

~~on the Deacon Board of the church. The chairperson of the Hospitality Committee shall call for a meeting each month, at a time and place they shall select, for prayer and to attend to matters brought before them for decision/and or recommendations to the Deacon Board. A member of this committee may be removed for just cause by three-fourths vote of the congregation, taken by secret ballot at a meeting called for that purpose.~~

### ~~B. Qualifications~~

~~Persons elected to the Hospitality Committee shall be members of the church who faithfully and regularly attend public services of the church.~~

### ~~C. Duties and Responsibilities~~

~~The Hospitality Committee shall:~~

- ~~1. Spend time in prayer and the reading of God's Word~~
- ~~2. Set an example for believers by regular and faithful attendance at board meetings and services of the church.~~
- ~~3. Initiate, prepare, and plan for church fellowship events that will edify the church and glorify God, and provide staffing for such fellowship functions.~~
- ~~4. Ensure the facilities are in readiness for worship, make preparations for the Lord's Table and baptismal services, and other congregational meetings.~~
- ~~5. The chairperson of the Hospitality Committee shall prepare a written annual report to be included in the Annual Report to the congregation.~~

## ~~ARTICLE VI - TRUSTEE COMMITTEE~~

### ~~A. General Information~~

~~The Trustee Committee shall consist of at least three members. Trustees shall be elected by the congregation from a slate of names presented by the Nominating Subcommittee at the October Business meeting. Members of this committee shall be elected for a three-year~~

year. The Trustee Committee shall elect a chairperson and a secretary from among its own membership. The chairperson of the Trustee Committee shall serve ex-officio as a member of the Deacon Board of the church. The chairperson of the Trustee Committee shall call for a meeting each month, at a time and place they shall select, for prayer and to attend to matters properly brought before them for decision and/or recommendation to the Deacon Board. A member of this board may be removed for just cause by the congregation by a three-fourths majority vote taken by secret ballot at a meeting called for that purpose.

### **B. Qualifications**

Persons elected to the Trustees Committee shall be members of the church who faithfully and regularly attend public services of the church.

### **C. Duties and Responsibilities**

Members of this committee shall faithfully attend public services of the church and meetings of the committee to which they have been elected. The Trustees shall;

1. Be responsible for the care and upkeep of all the property owned by the church. They shall also be in charge of rental of the building and/or equipment.
2. Maintain supervision over the use of church funds budgeted for areas under their responsibility.
3. Handle all matters of property and liability insurance.
4. The chairperson shall submit a written annual report to be included in the Annual Report to the congregation.
5. Appoint a Décor Subcommittee (minimum of three persons) at the outset of each fiscal year.

## ARTICLE VII - CHRISTIAN EDUCATION COMMITTEE

### **A. General Information**

The Christian Education Committee shall consist of at least three members elected by the congregation from a slate of names presented

~~term, exclusive of partial terms for which that person may have been appointed. At least one member shall be elected to this committee each year. The Trustee Committee shall elect a chairperson and a secretary from among its own membership. The chairperson of the Trustee Committee shall serve ex-officio as a member of the Deacon Board of the church. The chairperson of the Trustee Committee shall call for a meeting each month, at a time and place they shall select, for prayer and to attend to matters properly brought before them for decision and/or recommendation to the Deacon Board. A member of this board may be removed for just cause by the congregation by a three-fourths majority vote taken by secret ballot at a meeting called for that purpose.~~

### ~~B. Qualifications~~

~~Persons elected to the Trustees Committee shall be members of the church who faithfully and regularly attend public services of the church.~~

### ~~C. Duties and Responsibilities~~

~~Members of this committee shall faithfully attend public services of the church and meetings of the committee to which they have been elected. The Trustees shall;~~

- ~~1. Be responsible for the care and upkeep of all the property owned by the church. They shall also be in charge of rental of the building and/or equipment.~~
- ~~2. Maintain supervision over the use of church funds budgeted for areas under their responsibility.~~
- ~~3. Handle all matters of property and liability insurance.~~
- ~~4. The chairperson shall submit a written annual report to be included in the Annual Report to the congregation.~~
- ~~5. Appoint a Décor Subcommittee (minimum of three persons) at the outset of each fiscal year.~~

## ~~ARTICLE VII - CHRISTIAN EDUCATION COMMITTEE~~

### ~~A. General Information~~

by the Nominating Subcommittee at the October Business meeting. Each member of this committee shall be elected for a term of three years, exclusive of partial terms for which that person may be appointed. If a vacancy occurs, the Deacon Board shall appoint another member of the church to fulfill the unexpired term. The Christian Education Committee shall elect a chairperson and a secretary from its own membership. This committee shall meet each month, at a time and place they shall select, to attend to matters properly brought before them for decision and/or recommendation to the Deacon board. A member of this committee may be removed for just cause by a three-fourths majority vote of the congregation taken by secret ballot at a meeting called for that purpose. The chairperson of the Christian Education Committee shall serve ex-officio on the Deacon Board.

### **B. Qualifications**

Persons elected to the Christian Education Committee shall be members of the church who faithfully and regularly attend public services of the church.

### **C. Duties and Responsibilities**

The Christian Education Committee shall direct all Christian Education ministries and activities of the church to ensure biblically based curriculum and programming for the entire congregation in the following areas:

1. Sunday School, Children's church, Nursery programming and personnel.
2. Weekday boy's and girl's Clubs programming and personnel.
3. DVBS, camp, church library, etc., programming and personnel
4. Provide ongoing teacher's training of CE personnel, including the promotion of appropriate seminar opportunities outside of the church.
5. Provide appropriate CE education materials and equipment for use in CE ministries as provided for in the budget submitted to the Deacon Board

~~The Christian Education Committee shall consist of at least three members elected by the congregation from a slate of names presented by the Nominating Subcommittee at the October Business meeting. Each member of this committee shall be elected for a term of three years, exclusive of partial terms for which that person may be appointed. If a vacancy occurs, the Deacon Board shall appoint another member of the church to fulfill the unexpired term. The Christian Education Committee shall elect a chairperson and a secretary from its own membership. This committee shall meet each month, at a time and place they shall select, to attend to matters properly brought before them for decision and/or recommendation to the Deacon board. A member of this committee may be removed for just cause by a three-fourths majority vote of the congregation taken by secret ballot at a meeting called for that purpose. The chairperson of the Christian Education Committee shall serve ex-officio on the Deacon Board.~~

### ~~B. Qualifications~~

~~Persons elected to the Christian Education Committee shall be members of the church who faithfully and regularly attend public services of the church.~~

### ~~C. Duties and Responsibilities~~

~~The Christian Education Committee shall direct all Christian Education ministries and activities of the church to ensure biblically based curriculum and programming for the entire congregation in the following areas:~~

- ~~1. Sunday School, Children's church, Nursery programming and personnel.~~
- ~~2. Weekday boy's and girl's Clubs programming and personnel.~~
- ~~3. DVBS, camp, church library, etc., programming and personnel~~
- ~~4. Provide ongoing teacher's training of CE personnel, including the promotion of appropriate seminar opportunities outside of the church.~~

## ARTICLE VIII – MISSIONS COMMITTEE

### A. General Information

The Missions Committee shall consist of not less than three members elected by the congregation at the October Business Meeting from a slate of names presented by the Nominating Subcommittee at the October Business meeting. Each member of this committee shall be elected for a term of three years. Exclusive of partial terms for which that person may have been appointed. At least one member of this committee must be elected each year. If a vacancy occurs on this committee, the Deacon Board shall appoint someone to complete the unexpired term. This committee shall elect a chairperson and a secretary each year from among their membership. The chairperson of this committee shall serve ex-officio on the Deacon Board of the church. The chairperson of the Missions Committee shall call for a meeting each month, at a time and place they shall select, for prayer and to attend to matters brought before them for decision and/or recommendations to the Deacon Board. A member of this committee may be removed for just cause by three-fourths vote of the congregation, taken by secret ballot at a meeting called for that purpose.

### B. Qualifications

Persons elected to the Missions Committee shall be members of the church who faithfully and regularly attend public services of the church.

### C. Duties and Responsibilities

The Missions Committee will promote and support home and foreign missions by:

1. Reviewing, on an ongoing basis, missionaries, missionary candidates, Christian organizations and other missionary ministries and recommend to the Deacon Board those who should receive, or cease to receive, official spiritual and financial support of the church.

~~5. Provide appropriate CE education materials and equipment for use in CE ministries as provided for in the budget submitted to the Deacon Board~~

## ARTICLE VIII – MISSIONS COMMITTEE

### A. General Information

~~The Missions Committee shall consist of not less than three members elected by the congregation at the October Business Meeting from a slate of names presented by the Nominating Subcommittee at the October Business meeting. Each member of this committee shall be elected for a term of three years. Exclusive of partial terms for which that person may have been appointed. At least one member of this committee must be elected each year. If a vacancy occurs on this committee, the Deacon Board shall appoint someone to complete the unexpired term. This committee shall elect a chairperson and a secretary each year from among their membership. The chairperson of this committee shall serve ex-officio on the Deacon Board of the church. The chairperson of the Missions Committee shall call for a meeting each month, at a time and place they shall select, for prayer and to attend to matters brought before them for decision and/or recommendations to the Deacon Board. A member of this committee may be removed for just cause by three-fourths vote of the congregation, taken by secret ballot at a meeting called for that purpose.~~

### B. Qualifications

~~Persons elected to the Missions Committee shall be members of the church who faithfully and regularly attend public services of the church.~~

### C. Duties and Responsibilities

~~The Missions Committee will promote and support home and foreign missions by:~~

- ~~1. Reviewing, on an ongoing basis, missionaries, missionary candidates, Christian organizations and other missionary~~

2. Maintaining and encouraging communications with missionaries supported by this church and share prayer requests and needs of such missionaries with the congregation through printed and oral presentations.
3. Providing for church liaison and cooperation with those departments of the EFCA which serve at home and overseas ministries.
4. Making recommendations for support of other para-church organizations which they believe germane to the ministry of this church.

#### ARTICLE X – COMPASSION MINISTRY COMMITTEE

##### **A. General Information**

The Compassion Ministry Committee shall consist of at least three members. Committee members shall be elected by the congregation from a slate of names presented by the Nominating Subcommittee at the October Business meeting. Members of this committee shall be elected for a three-year term, exclusive of partial terms for which that person may have been appointed. At least one member shall be elected to this committee each year. The Compassion Committee shall elect a chairperson and a secretary from among its own membership. The chairperson of the Compassion Committee shall call for a meeting no less than once a quarter, at a time and place they shall select, for prayer and to attend to matters of Christian outreach to the Church and the greater Westonka area. Incoming immediate needs brought to the committee can/will be discussed and resolved by telephone, email or text messaging.

A member of this board may be removed for just cause by the congregation by a three-fourths majority vote taken by secret ballot at a meeting called for that purpose.

##### **B. Qualifications**

~~ministries and recommend to the Deacon Board those who should receive, or cease to receive, official spiritual and financial support of the church.~~

- ~~2. Maintaining and encouraging communications with missionaries supported by this church and share prayer requests and needs of such missionaries with the congregation through printed and oral presentations.~~
- ~~3. Providing for church liaison and cooperation with those departments of the EFCA which serve at home and overseas ministries.~~
- ~~4. Making recommendations for support of other para-church organizations which they believe germane to the ministry of this church.~~

#### ~~ARTICLE X – COMPASSION MINISTRY COMMITTEE~~

##### ~~A. General Information~~

~~The Compassion Ministry Committee shall consist of at least three members. Committee members shall be elected by the congregation from a slate of names presented by the Nominating Subcommittee at the October Business meeting. Members of this committee shall be elected for a three year term, exclusive of partial terms for which that person may have been appointed. At least one member shall be elected to this committee each year. The Compassion Committee shall elect a chairperson and a secretary from among its own membership. The chairperson of the Compassion Committee shall call for a meeting no less than once a quarter, at a time and place they shall select, for prayer and to attend to matters of Christian outreach to the Church and the greater Westonka area. Incoming immediate needs brought to the committee can/will be discussed and resolved by telephone, email or text messaging.~~

~~A member of this board may be removed for just cause by the congregation by a three-fourths majority vote taken by secret ballot at a meeting called for that purpose.~~

Persons elected to the Compassion Committee shall be members of the church who faithfully and regularly attend public services of the church.

### **C. Duties and Responsibilities**

Members of this committee shall faithfully attend public services of the church and meetings of the committee to which they have been elected.

The Compassion Committee shall be:

1. Responsible for the Wednesday Night Meal Ministry, Christmas Compassion meal, Church Food Shelf, Compassion requests for needs/services and all added Compassion events and services.
2. Accountable to respond in a timely manner to all requests for assistance from inside and outside the church, resulting in a decision and plan of action communicated to the requesting party.
3. Constantly looking for and accepting ideas to expand the outreach services we offer.
4. Maintaining supervision over the use of church funds budgeted for areas under their responsibility.
  - a. Will discuss all requests with at least one other committee member after a committee member has communicated with the party in need by telephone or in person to determine the validity and severity of the need before a decision is made. Texts and email are not to be used when communicating with the person requesting assistance.
  - b. Be expected to respond to imminent requests when another Committee member is not available the responding person needs to make a decision on the request at that time if the requested need is \$50.00 or less. When an imminent request is over \$50.00, and no other committee member can be reached. We will place a call to an elder or one of our pastors to assist with the decision.

### **B. Qualifications**

~~Persons elected to the Compassion Committee shall be members of the church who faithfully and regularly attend public services of the church.~~

### **C. Duties and Responsibilities**

~~Members of this committee shall faithfully attend public services of the church and meetings of the committee to which they have been elected.~~

~~The Compassion Committee shall be:~~

- ~~1. Responsible for the Wednesday Night Meal Ministry, Christmas Compassion meal, Church Food Shelf, Compassion requests for needs/services and all added Compassion events and services.~~
- ~~2. Accountable to respond in a timely manner to all requests for assistance from inside and outside the church, resulting in a decision and plan of action communicated to the requesting party.~~
- ~~3. Constantly looking for and accepting ideas to expand the outreach services we offer.~~
- ~~4. Maintaining supervision over the use of church funds budgeted for areas under their responsibility.
 
  - ~~a. Will discuss all requests with at least one other committee member after a committee member has communicated with the party in need by telephone or in person to determine the validity and severity of the need before a decision is made. Texts and email are not to be used when communicating with the person requesting assistance.~~
  - ~~b. Be expected to respond to imminent requests when another Committee member is not available the responding person needs to make a decision on the request at that time if the requested need is \$50.00 or less. When an imminent request is over \$50.00, and no other committee member can be reached. We will place a~~~~

- c. Be fully aware that the company supplying the service or goods needed have been contacted to ensure legitimacy of the company and the need and that the person requesting the assistance will receive credit for funds or goods sent on their behalf.
- d. Be sure no Compassion funds are distributed in the form of cash.
- e. Be certain that church checks are made out to the company delivering the service or goods required, i.e. the Landlord, Service Station, Gas Card, etc.

5. The chairperson shall submit a written annual report to be included in the Annual Report to the congregation.

#### ARTICLE XI - CHURCH OFFICERS

##### A. Church Chairman

The church Chairman shall be elected for a term of 3 years by the congregation from the membership of the church. The Church Chairman shall serve as Chairman of the Deacon Board and may attend any of all Board and committee meetings with no voting rights except for the Elder and Deacon Board. The Church Chairman may not serve as Chairman or secretary of the Elder Board.

##### B. Church Secretary/Clerk

The secretary/clerk of the church shall be a member of the church in good standing who faithfully and regularly attends the public services of the church. The secretary/clerk of the church shall be elected by the congregation for a three-year term from names presented to the congregation by the Nominating Subcommittee at the October Quarterly Business Meeting. The secretary/clerk shall serve as an ex-officio member of the Deacon Board.

The duties and responsibilities of the church secretary/clerk shall be:

~~call to an elder or one of our pastors to assist with the decision.~~

- ~~e. Be fully aware that the company supplying the service or goods needed have been contacted to ensure legitimacy of the company and the need and that the person requesting the assistance will receive credit for funds or goods sent on their behalf.~~
- ~~d. Be sure no Compassion funds are distributed in the form of cash.~~
- ~~e. Be certain that church checks are made out to the company delivering the service or goods required, i.e. the Landlord, Service Station, Gas Card, etc.~~

~~5. The chairperson shall submit a written annual report to be included in the Annual Report to the congregation.~~

#### ARTICLE ~~XI~~ VI - CHURCH OFFICERS NON-PROFIT BOARD

##### A. Church Chairman

~~The Elder Chairman serves as the church Chairman. shall be elected for a term of 3 years by the congregation from the membership of the church. The Church Chairman shall serve as Chairman of the Deacon Board and may attend any of all Board and committee meetings with no voting rights except for the Elder and Deacon Board. The Church Chairman may not serve as Chairman or secretary of the Elder Board.~~

##### B. Church Secretary/Clerk

~~The sSecretary/clerk of the church shall~~ **must** ~~be a member of the church in good standing who faithfully and regularly attends the public services of the church. A nominee for Secretary must be appointed according to the procedures set forth on nominations in these Bylaws herein. The Secretary serves a three year term.~~ **The secretary/clerk of the church shall be elected by the congregation for a three year term from names presented to the congregation by the Nominating Subcommittee at the October Quarterly Business Meeting. The**

1. To keep accurate minutes of all Deacon Board and Church Business Meetings and provide copies of such minutes to all board members.
2. To keep accurate and current records of church membership, both chronological and alphabetical.
3. To keep an accurate record of all baby dedications, adult baptisms, installation and/or dedication services significant to church activities.
4. Conduct correspondence relating to church membership and keep current and complete copies of all such correspondence.

### C. Church Treasurer

The treasurer shall be a member of the church in good standing who faithfully and regularly attends the public services of the church. The treasurer shall be elected by the congregation for a three-year term from names presented to the congregation by the Nominating Subcommittee at the October Quarterly Business meeting.

The duties and responsibilities of the church treasurer shall be:

1. To receive and deposit all funds which come to the church through offerings, special gifts or bequests in the proper church bank account as approved by the Deacon Board.
2. To disburse all funds in payment of budgeted items as approved by the Deacon Board.
3. To present a financial report of receipts and disbursements to the Deacon Board at each monthly meeting.
4. To submit a Financial Report to the congregation at the Quarterly and Annual Meetings.

~~secretary/clerk shall serve as an ex-officio member of the Deacon Board.~~

The duties and responsibilities of the ~~church's~~ Secretary/clerk shall be are:

1. To keep accurate minutes of all ~~Deacon Board and Church Business~~ members' meetings and ~~provide copies of such minutes to all board members~~ make them available to the church.
2. To keep accurate and current records of church membership; **as well as child dedications, baptisms and installation of Elders and Deacons.**, both chronological and alphabetical.
3. ~~To keep an accurate record of all baby dedications, adult baptisms, installation and/or dedication services significant to church activities.~~
4. ~~Conduct correspondence relating to church membership and keep current and complete copies of all such correspondence.~~

### C. Church Treasurer

The ~~t~~Treasurer ~~shall~~ **must** be a member ~~of the church~~ in good standing. ~~who faithfully and regularly attends the public services of the church. The treasurer shall be elected by the congregation for a three-year term from names presented to the congregation by the Nominating Subcommittee at the October Quarterly Business meeting.~~ **A nominee for Treasurer must be appointed according to the procedures set forth on nominations in these Bylaws herein. The Treasurer serves a three year term.**

The duties and responsibilities of the ~~church's~~Treasurer:

1. To receive and deposit all funds which come to the church through offerings, special gifts or bequests in the proper church bank account as approved by the Deacons ~~Board~~.
2. To disburse all funds in payment of budgeted items as approved by the **Elders and Deacons** ~~Board~~.

## ARTICLE XIII - THE PASTORAL STAFF

### A. Pastor(s)

The Pastor(s) shall be a voting Elder.

1. Principal Function: The Pastor(s) provide spiritual and administrative leadership for the church for the purpose of “equipping the saints for the work of the service to the building up of the body of Christ.” (Ephesians 4:12)
2. Authority: The authority of the Pastor(s) rests in the office, i.e., steward of the Word of God. Hence, pastoral authority is not that of a person, but the teaching authority of Scripture. (2 Timothy 4:1-2)

3. To present a financial report of receipts and disbursements to the **Elders and Deacons Board** at each monthly meeting.
4. ~~To submit a Financial Report to the congregation at the Quarterly and Annual Meetings.~~

## ARTICLE ~~XIII~~VII - THE PASTORAL STAFF

### A. ~~Pastor(s)~~ **General Information**

~~The Pastor(s) shall be a voting Elder. A Pastor is an Elder (1 Peter 5:1-4; 1 Timothy 5:17).~~

### B. **Qualifications, Appointment, & Term**

A Pastor must meet the qualifications for Elder, as described in these Bylaws herein. A nominee for Pastor must be appointed according to the procedures set forth on nominations in these Bylaws herein. A Pastor must become a church member upon appointment to the office. A Pastor may serve for an unlimited term. The church must provide a sabbatical rest for a Pastor every seven years. A Pastor may be removed according to the procedures set forth on nominations in these Bylaws herein.

### C. **Duties and Responsibilities**

A Pastor must perform the duties of an Elder, as described in these Bylaws herein, and be recognized by the church as particularly gifted and vocationally committed to the ministry of preaching, teaching, and counseling the Word (1 Timothy 5:17; 2 Timothy 4:1-2), so as to equip the saints for the work of ministry and to build up the body of Christ (Ephesians 4:11-16).

1. ~~Principal Function: The Pastor(s) provide spiritual and administrative leadership for the church for the purpose of “equipping the saints for the work of the service to the building up of the body of Christ.” (Ephesians 4:12)~~

3. Accountability: The Pastor(s) are ultimately accountable to the congregation, but report to and are evaluated by the Elders. Oral reports shall be given to the Elders and at quarterly congregational meetings. A comprehensive written report shall be prepared for the Annual Meeting of the congregation. The Pastor(s)' performance shall be evaluated annually, in written form and signed by the Elders, on the basis of the job description. This evaluation is a private document, but can be reviewed by a member with an Elder.

#### **B. Church Staff**

1. All staff shall report to the Pastor(s).
2. Members of the staff are ultimately accountable to the congregation. Their performance shall be evaluated annually by the Pastor(s) and Elders, based on their job descriptions.
3. Shall direct the activities of the Junior and Senior High Youth programming and personnel.

#### **C. Calling and Dismissal**

~~2.—Authority: The authority of the Pastor(s) rests in the office, i.e., steward of the Word of God. Hence, pastoral authority is not that of a person, but the teaching authority of Scripture. (2 Timothy 4:1-2).~~

#### **D. Accountability**

~~3.—Accountability: The Pastor(s) are ultimately accountable to the congregation, but report to and are evaluated by the Elders. Oral reports shall be given to the Elders and at quarterly congregational meetings. A comprehensive written report shall be prepared for the Annual Meeting of the congregation. The Pastor(s)' performance shall be evaluated annually, in written form and signed by the Elders, on the basis of the job description. This evaluation is a private document, but can be reviewed by a member with an Elder.~~

A Pastor must regularly report to the Elders. The Elders must annually evaluate a Pastor's performance on the basis of his job description. This evaluation, upon request, may be reviewed by a member with an Elder. A Pastor is ultimately accountable to the church.

### ARTICLE VIII - THE CHURCH STAFF

#### ~~B. Church Staff~~

- ~~1.—All staff shall report to the Pastor(s).~~
- ~~2.—Members of the staff are ultimately accountable to the congregation. Their performance shall be evaluated annually by the Pastor(s) and Elders, based on their job descriptions.~~
- ~~3.—Shall direct the activities of the Junior and Senior High Youth programming and personnel.~~

#### **A. General Information**

In addition to Pastor(s) the church may establish church staff positions to employ additional personnel.

The Pastor(s) and any salaried assistants shall be called or dismissed, upon the recommendation of the Elders and Deacon Board, by the congregation by three-fourth majority vote, taken by secret ballot.

#### ARTICLE XIV - AUDITING COMMITTEE

##### A. Composition and Selection

Membership shall consist of two members elected annually by the congregation at the October quarterly business meeting. The term of office shall be one year, from Annual Meeting to Annual Meeting.

##### ~~C. Calling and Dismissal~~

~~The Pastor(s) and any salaried assistants shall be called or dismissed, upon the recommendation of the Elders and Deacon Board, by the congregation by three-fourth majority vote, taken by secret ballot.~~

##### B. Qualifications, Appointment, & Term

The Elders, or their designee, must establish the title, purpose, qualifications, and term length of each church staff position. A person must become a church member before being hired to a church staff position. A nominee for a church staff position will be hired by the Elders, or their designee.

##### C. Duties and Responsibilities

The Elders, or their designee, must establish the job duties and responsibilities of each church staff position.

##### D. Accountability

All church staff must report to the Elders, or their designee. The Elders, or their designee, must annually evaluate the performance of church staff, based on respective duties and responsibilities.

#### ARTICLE ~~XIV~~ AUDITING COMMITTEE IX - AUDITORS

##### ~~A. Composition and Selection~~ **General Information, Qualifications, Appointment & Term**

~~Membership shall consist of two members elected annually by the congregation at the October quarterly business meeting. The term of office shall be one year, from Annual Meeting to Annual Meeting. The~~ Auditors uphold the financial integrity of the church. The Auditors must be members who are not lovers of money nor are they given to dishonest gain (1 Timothy 6:10; 1 Samuel 8:3; Ezekiel 22:27; Titus 1:11; Exodus 18:21; Proverbs 15:27). Nominees for Auditor must be

## B. Duties and Responsibilities

1. To ascertain that financial policies and procedures established by the congregation are being observed.
2. To examine by accepted auditing standards and procedures, the record of receipts, disbursements and any other property or net worth records that may be maintained.
3. To report orally to the Deacon Board and the congregation at the first Quarterly Meeting.
4. To report in writing to the Deacon Board and the congregation at the Annual Meeting. (Audit reports and analysis should be presented in a manner so as to set forth recommendations for improved control, policy, and procedure.)
5. To appoint individuals to assist in fulfilling their duties and responsibilities, as needed.

The congregation may, at its own discretion, choose to employ a public accountant instead of electing an Auditing Committee.

## ARTICLE IX - HARBOR CENTER FOR BIBLICAL COUNSELING

### A. Nature and Oversight

The Harbor Center for Biblical Counseling (henceforth referred to as HCBC) is a biblical counseling and discipleship ministry of Mound Evangelical Free Church that endeavors to make disciples (Matthew 28:18-20); hence, it is a ministry of the church. As such, the congregation and the church leadership, in accordance with the church Constitution and By-Laws, has final oversight and governance of HCBC, similar to other church ministries. The congregation delegates regular oversight of HCBC to the Elder Board, to the Director of HCBC, and to

appointed according to the procedures set forth on nominations in these Bylaws herein. The congregation must appoint two Auditors, who serve a one year, annual term.

## B. Duties and Responsibilities

The duties and responsibilities of the Auditors are:

1. To ascertain that financial policies and procedures established by the ~~congregation-church~~ are being observed.
2. To examine, using accepted auditing standards and procedures, the record of receipts, disbursements and any other property or net worth records that may be maintained.
3. To report ~~orally to the Deacon Board and to~~ the congregation at the ~~first Quarterly M~~ **second members' meeting of the year about the prior calendar year's financial activity.**
- ~~4. To report in writing to the Deacon Board and the congregation at the annual Meeting.~~ (Audit reports and analysis should be presented in a manner so as to set forth recommendations for improved control, policy, and procedure.)
- ~~5. To appoint individuals to assist in fulfilling their duties and responsibilities, as needed.~~

The ~~congregation-church~~ may, at its own discretion, choose to employ a public accountant instead of ~~electing~~ **appointing** ~~Auditors~~ **Auditing Committee.**

## ARTICLE ~~IX~~ **X** - HARBOR CENTER FOR BIBLICAL COUNSELING

### A. Nature and Oversight

The Harbor Center for Biblical Counseling (henceforth referred to as HCBC) is a biblical counseling and discipleship ministry of **the** Mound Evangelical Free Church that endeavors to make disciples **of Jesus Christ** (Matthew 28:18-20); hence, it is a ministry of the church. As such, the ~~congregation-church~~ and ~~the church-its'~~ leadership, in accordance with the church Constitution and ~~By-Laws~~ **Bylaws**, has final oversight and governance of HCBC, similar to other church ministries.

the Harbor Center for Biblical Counseling Committee. The biblical counseling and discipleship ministry of HCBC is performed by the Director of HCBC, who shall be a Pastor of the church, and HCBC Biblical Counselors.

### **B. Director of HCBC**

Pastors and elders have the biblical responsibility to shepherd God's people (1 Peter 5:2-3; Acts 20:18-35). Yet while one pastor or elder cannot do all of the care he also cannot send them out to other "pastures." Further, he has a biblical responsibility to equip the saints for the work of the ministry, for others to participate in the church ministry of biblical counseling and discipleship (Ephesians 4:11-16). Biblical counselors are therefore necessary for the effective ministry of the church. In this regard, one Pastor shall serve as the Director of HCBC. The Director is responsible for daily oversight and supervision of the church ministry. The Director shall sit on the HCBC Committee. The Director shall serve as a Supervisor over the HCBC Biblical Counselors and HCBC Supervisors. The Elder Board shall elect the Director from among the Pastor(s). The Director may be removed for just cause by a unanimous vote of the other members of the Elder Board. If a vacancy occurs in this role, the Elder Board shall elect from among the Pastor(s) a new Director.

### **C. HCBC Committee**

#### *1. Persons & Qualifications.*

The HCBC Committee shall consist of not less than three members elected by the congregation from a slate of names presented by the Nominating Subcommittee at the October business meeting. Persons elected to the HCBC Committee shall be members of the church who faithfully and regularly attend public services of the church. Each

The ~~congregation-church~~ delegates regular oversight of HCBC to the ~~Elders-Board, and to the Director of HCBC, and to the Harbor Center for Biblical Counseling Committee.~~ The biblical counseling and discipleship ministry of HCBC is performed by the Director of HCBC, ~~who shall be a Pastor of the church,~~ and ~~HCBC~~ Biblical Counselors.

### **B. Director of HCBC**

~~Pastors and elders have the biblical~~ **Elders are** responsible to shepherd God's people (1 Peter 5:2-3; Acts 20:18-35). ~~Yet while one pastor or elder~~ **While the Elders** cannot ~~themselves provide~~ **do** all of the care, ~~he they~~ also cannot send ~~them people~~ out to other "pastures." Further, ~~he has a biblical~~ **the Elders are** responsible to equip the saints for the work of the ministry, ~~for so that~~ others ~~to~~ participate in the church ministry of biblical counseling and discipleship (Ephesians 4:11-16). Biblical counselors are therefore necessary for the effective ministry of the church. In this regard, ~~one Pastor shall~~ **an Elder must** serve as the Director of HCBC. The Director is responsible for daily oversight and supervision of ~~the church ministry~~ **HCBC.** ~~The Director shall sit on the HCBC Committee.~~ The Director ~~shall~~ **serves** as a Supervisor over the ~~HCBC~~ Biblical Counselors and ~~HCBC~~ Supervisors. ~~The Elder Board shall elect the Director from among the Pastor(s). A nominee for Director must be appointed according to the procedures set forth on nominations in these Bylaws herein. The Director may be removed for just cause by a unanimous vote of the other members of the Elders Board. If a vacancy occurs in this role, the Elders Board shall elect from among the Pastor(s) a new Director. A Director may be removed according to the procedures set forth on nominations in these Bylaws herein.~~

### **C. HCBC Committee**

#### ~~1. Persons & Qualifications.~~

~~The HCBC Committee shall consist of not less than three members elected by the congregation from a slate of names presented by the Nominating Subcommittee at the October business meeting. Persons~~

member of this committee shall be elected for a term of three years, exclusive of partial terms for which that person may have been appointed. If a vacancy occurs on this committee, the Deacon Board shall appoint a member to complete the unexpired term. This committee shall elect a chairperson and a secretary each year from among their membership. A member of this committee may be removed for just cause by three-fourths vote of the congregation, taken by secret ballot at a meeting called for that purpose.

## 2. *Duties and Responsibilities.*

The HCBC Committee shall direct this discipleship ministry of the church, as such:

1. The chairperson of this committee shall serve ex-officio on the Deacon Board of the church.
2. The chairperson of the HCBC Committee shall call for a meeting no less than every other month, at a time and place they shall select to attend to the matters brought before them for decision and/or recommendations to the Deacon Board.
3. Spend time in prayer for all individuals involved in the ministry.
4. Support the Director in envisioning, enlisting, equipping, and empowering the ministry.
5. Oversee the organizational functioning of HCBC, with regard to i) establishing and enforcing compliance with the *HCBC Overview Manual*, which is incorporated herein by reference, as if fully set forth herein, ii) stewarding and giving an account of church funds budgeted for HCBC, iii) administrating the church ministry of HCBC, iv) coordinating with the Trustees Committee with regards to facilities for HCBC, and v) promoting the biblical counseling and discipleship ministry to the church and the community.
6. The chairperson of the HCBC Committee shall prepare a written annual report to be included in the Annual Report to the congregation.

~~elected to the HCBC Committee shall be members of the church who faithfully and regularly attend public services of the church. Each member of this committee shall be elected for a term of three years, exclusive of partial terms for which that person may have been appointed. If a vacancy occurs on this committee, the Deacon Board shall appoint a member to complete the unexpired term. This committee shall elect a chairperson and a secretary each year from among their membership. A member of this committee may be removed for just cause by three-fourths vote of the congregation, taken by secret ballot at a meeting called for that purpose.~~

## ~~2. *Duties and Responsibilities.*~~

~~The HCBC Committee shall direct this discipleship ministry of the church, as such:~~

- ~~1. The chairperson of this committee shall serve ex-officio on the Deacon Board of the church.~~
- ~~2. The chairperson of the HCBC Committee shall call for a meeting no less than every other month, at a time and place they shall select to attend to the matters brought before them for decision and/or recommendations to the Deacon Board.~~
- ~~3. Spend time in prayer for all individuals involved in the ministry.~~
- ~~4. Support the Director in envisioning, enlisting, equipping, and empowering the ministry.~~
- ~~5. Oversee the organizational functioning of HCBC, with regard to i) establishing and enforcing compliance with the *HCBC Overview Manual*, which is incorporated herein by reference, as if fully set forth herein, ii) stewarding and giving an account of church funds budgeted for HCBC, iii) administrating the church ministry of HCBC, iv) coordinating with the Trustees Committee with regards to facilities for HCBC, and v) promoting the biblical counseling and discipleship ministry to the church and the community.~~

#### D. HCBC Biblical Counselors

Though biblical counseling and discipleship is an every-member ministry of the church (Hebrews 3:12-13; 1 Thessalonians 5:12-15; Romans 15:14; Galatians 6:1-3), some members will be approved by the congregation to serve as HCBC Biblical Counselors, due to gifting and training of their convictions, character, and competence for the ministry of biblical counseling and discipleship (Ephesians 4:11-16; 1 Corinthians 12; Galatians 5:16-6:3). The HCBC Committee shall recommend applicants to the Elder Board. After review, the Elders must publish a list of recommended candidates for Biblical Counselors two Sundays prior to the next business meeting, at which time the congregation will vote. The congregation shall approve HCBC Biblical Counselors by three-fourths majority vote, taken by secret ballot. Biblical Counselors will serve a term of two years. The congregation may thereafter vote to approve Biblical Counselors for a successive term by three-fourths majority vote, taken by secret ballot. At the recommendation of the Elders, Biblical Counselors may be removed for just cause by three-fourths majority vote of the congregation, taken by secret ballot at a business meeting.

#### E. HCBC Supervisors

Biblical Counselors at HCBC serve as a part of a team, a community of biblical soul caregivers (Romans 15:14; Galatians 6:1-3). Every Biblical

~~6. The chairperson of the HCBC Committee shall prepare a written annual report to be included in the Annual Report to the congregation.~~

#### ~~DC. HGBC Biblical Counselors~~

~~Though biblical counseling and discipleship is an every-member ministry of the church (Hebrews 3:12-13; 1 Thessalonians 5:12-15; Romans 15:14; Galatians 6:1-3), some members will be approved-appointed by the congregation-church to serve as HGBC Biblical Counselors. some members will be approved by the congregation to serve as an HGBC Biblical Counselors, due to gifting and training of their convictions, character, and competence for the ministry of biblical counseling and discipleship (Ephesians 4:11-16; 1 Corinthians 12; Galatians 5:16-6:3). The HGBC Committee shall recommend applicants to the Elder Board. After review, the Elders must publish a list of recommended candidates for Biblical Counselors two Sundays prior to the next business meeting, at which time the congregation will vote. The congregation shall approve HGBC Biblical Counselors by three-fourths majority vote, taken by secret ballot. A Biblical Counselor must be a member in good standing who demonstrates the qualifying convictions, character, and competence for the ministry of biblical counseling and discipleship (Ephesians 4:11-16; 1 Corinthians 12; Galatians 5:16-6:3). A nominee for Biblical Counselor must be appointed according to the procedures set forth on nominations in these Bylaws herein. Biblical Counselors will serve a term of two years. The congregation may thereafter vote to approve Biblical Counselors for a successive term by three-fourths majority vote, taken by secret ballot. At the recommendation of the Elders, Biblical Counselors may be removed for just cause by a three-fourths majority vote of the congregation, taken by secret ballot at a business meeting. A Biblical Counselor may serve consecutive three year terms, exclusive of partial terms. A Biblical Counselor may be removed according to the procedures set forth on nominations in these Bylaws herein.~~

#### ~~ED. HGBC Supervisors~~

Counselor has a designated Supervisor, a Biblical Counselor approved by the Elders, who oversees and equips Biblical Counselors to provide competent biblical counseling. Biblical Counselors also participate in peer supervision. Being a pastor of the church, the Director of HCBC shall always serve as a direct Supervisor to HCBC Biblical Counselors. At all times, a pastor or elder of the church shall maintain supervision and oversight over the HCBC ministry and the HCBC Biblical Counselors.

#### **F. Biblical Counselors-in-Training**

Biblical Counselors-in-Training are members currently developing and training to become HCBC Biblical Counselors. The congregation has not yet approved such persons as HCBC Biblical Counselors. Such persons may biblically counsel alongside HCBC Biblical Counselors or under the direct supervision of an HCBC Supervisor, who are always under the supervision of the Director of HCBC.

#### **G. Affirmations**

All persons involved with the ministry of HCBC shall abide by, but not limited to, the *HCBC Overview Manual*, which is incorporated herein by reference, as if fully set forth herein, and all related standalone policies of the church specifically relating to the ministry of HCBC.

#### ARTICLE XV – AMENDMENTS

**In General:** Amendments to these By-Laws may be adopted by the congregation by a vote of at least two-thirds of the members present and voting at two consecutive business meetings, including special meetings called for that purpose. The second of these meetings must be held at least three weeks after the first, and at all times between these meetings, the proposed amendment or a summary thereof shall be posted on a conspicuous bulletin board of the church.

~~A Biblical Counselors-at-HCBC serves as a part of a team, a community of biblical soul caregivers (Romans 15:14; Galatians 6:1-3). Every Biblical Counselor has a designated Supervisor, a Biblical Counselor approved by the Elders, who oversees and equips Biblical Counselors to provide competent biblical counseling. A Biblical Counselors also participates in peer supervision. Being a Pastor of the church, the Director of HCBC shall always serve as a direct Supervisor to HCBC Biblical Counselors. At all times, a Pastor or Elder of the church shall maintain supervision and oversight over the HCBC ministry and the HCBC Biblical Counselors.~~

#### **FE. Biblical Counselors-in-Training**

~~A Biblical Counselors-in-Training are-is a members currently developing and training to become a HCBC Biblical Counselors. The congregation A trainee has not yet approved such persons been appointed as a HCBC Biblical Counselors. Such persons A trainee may biblically counsel alongside a HCBC Biblical Counselors or under the direct supervision of an HCBC Supervisor, who are always under the supervision of the Director of HCBC.~~

#### **GF. Affirmations**

All persons involved with the ministry of HCBC ~~shall~~**must** abide by, but not limited to, the *HCBC Overview Manual*, which is incorporated herein by reference, as if fully set forth herein, and all related standalone policies of the church specifically relating to the ministry of HCBC.

#### ARTICLE ~~XV~~**XI** – AMENDMENTS

**In General:** ~~An A~~**amendments** to these ~~By-Laws may~~**Bylaws will** be adopted ~~by the congregation by upon a three-fourths vote of at least two-thirds of the members present and voting~~ at two consecutive ~~business members'~~ meetings, including **any** special meetings called for that purpose. The second of these meetings must be held at least three weeks after the first, and at all times between these meetings, the

**Amendments of Proposed Amendments:** Germane technical or restrictive amendments of proposed amendments may be adopted by a majority vote at the second meeting at which the proposed amendment is to be considered. If an amendment which changes the purpose or broadens the scope of the proposed amendment is adopted at the second meeting, the proposed amendment shall be viewed as considered for the first time only, and the amended proposal shall be posted and acted on at a subsequent meeting in accordance with this Article.

proposed amendment or a summary thereof ~~shall be posted in a conspicuous bulletin board of the church~~ must be published.

**Amendments of Proposed Amendments:** Germane technical or restrictive amendments of proposed amendments may be adopted by a majority vote at the second meeting at which the proposed amendment is to be considered. If an amendment which changes the purpose or broadens the scope of the proposed amendment is adopted at the second meeting, the proposed amendment shall will be viewed as considered for the first time only, and the amended proposal shall be posted must be published and acted on at a subsequent members' meeting in accordance with ~~this Article~~ these Bylaws herein.