

**CONSTITUTION
OF THE EVANGELICAL FREE CHURCH
OF THIEF RIVER FALLS, MINNESOTA**

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**CONSTITUTION
OF THE EVANGELICAL FREE CHURCH
OF THIEF RIVER FALLS, MINNESOTA**

Article I

Name, Organization and Purpose

Section 1. Name

The name of this church is the Evangelical Free Church of Thief River Falls, Minnesota.

Section 2. Organization and Incorporation

The church was organized as the Scandinavian Evangelical Church of Thief River Falls, Minnesota on March 21, 1901 and incorporated on March 17, 1902.

Section 3. Affiliation

This church shall be a member of the North Central District Association and the Evangelical Free Church of America.

Section 4. Purpose

The purpose of this organization shall be to spread the gospel of Jesus Christ in every way prescribed or approved by the Holy Scriptures, to engage in such religious, educational, charitable and benevolent work as the Constitution and By-Laws of this organization may determine, and to own and maintain such buildings and equipment as may be required to carry out the above stated purposes.

Article II

Confession of Faith

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

God

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

The Bible

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

The Human Condition

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

Jesus Christ

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

The Work of Christ

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

The Holy Spirit

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

The Church

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

Christian Living

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

Christ's Return

9. We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to 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 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 III **Membership**

Section 1. Qualification

Any person who confesses faith in the Lord Jesus Christ, who has the assurance of salvation, whose conduct is in accord with his confession, who subscribes to the above Confession of Faith and who is willing to support the church with faithful attendance, prayer and contributions may become a member of this organization.

The affirmation of the confession of faith required of members pursuant to this Article III need not include affirmation of the word "premillennial." No such exception or qualifications shall apply to any other part of the confession of faith. A member who holds an eschatological position other than premillennial shall refrain from teaching eschatology or advocating for their eschatological position.

Section 2. Pastoral Staff

The calling of a Senior Pastor or other pastoral staff member into ministry in the church shall concurrently include acceptance into membership in the church, unless otherwise directed by the Board of Elders. A pastor's wife shall be received into membership concurrently with her spouse.

Article IV **Government**

Section 1. Government

The government of this church is vested in the body of members who compose it.

Section 2. Leaders

The primary elected leaders of the church shall be the Board of Elders.

Section 3. Annual Meeting

The Annual Meeting shall typically be held in two sessions. The first session shall be held in December of each year and the second session the following January.

Section 4. Business Meetings

- A. Regular Meetings: Regular business meetings of the Church shall be held annually, and at such times as are designated in the Bylaws, Article V, Section 1.
- B. Special Meetings: Special business meetings of the Church may be called at any time by the Church Chair, by the Board of Elders, or by members of the Church, according to the procedures set out in the Bylaws, Article V, Section 2.
- C. Conducting of Business Meetings: All business meetings of the church and of the Board of Elders shall be governed by the latest edition of Roberts Rules of Order unless superseded by the Constitution and Bylaws of the church.

Section 5. Organizations and Affiliates

- A. Formation: Organizations and affiliates shall submit their statement of purpose, plans, and constitution to the Board of Elders for its consideration and its recommendation for approval by the Church.
- B. Relationship to the Church: All organizations and affiliates shall conform to the over-all program of the Church and shall cooperate with the procedures adopted by the Board of Elders or the Church. Further, the leaders of the organizations and affiliated shall be members of the Church who are actively carrying out their responsibilities as members, except in special cases individually approved by the Board of Elders. All organizations and affiliates shall submit written reports of their activities to the Annual Business Meeting of the Church, and shall be permitted to submit a request for inclusion in the annual budget.

Article V Officers and Leaders

Section 1. Elders

The Elders shall be the Senior Pastor and members of the Board of Elders as provided for in the Bylaws, Article II, Section 1. Each Elder shall be a member of the church and fulfill the qualifications for office stated in I Timothy 3:1-7 and Titus 1:6-9.

Section 2. Commissions

The church shall have six Commissions which shall carry out various aspects of the total ministry of the church. The Chair of each Commission shall be elected by the members of the Church. The other members of each Commission shall be elected at the Annual Business Meeting of the Church. The purpose, duties, and responsibilities of each Commission shall be as set forth in Article III of the Bylaws.

Article VI Church Property

Section 1. Property Rights

In the event of division (which God forbid), the property shall belong to that part of the congregation which remains true to this Constitution.

Section 2. Disposition of Property

In the event that this Corporation ceases to function or for any reason suspends its activities, the officers of said Corporation, after paying all of its known debts, shall transfer all of its assets, real and personal to the North Central District Association, incorporated in the State of Minnesota, a District Organization of the Evangelical Free Church of America with headquarters in Minneapolis, Minnesota, which Association shall make final disposition of same.

Article VII Amendments

Amendments to this Constitution shall be processed in the same manner that Bylaws amendments are proposed, communicated and affirmed by congregational vote (see Article VII of Bylaws).

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OF THE EVANGELICAL FREE CHURCH
OF THIEF RIVER FALLS, MINNESOTA**

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**BY-LAWS
OF THE EVANGELICAL FREE CHURCH
OF THIEF RIVER FALLS, MINNESOTA**

**Article I
Membership**

Section 1. Admission

- A. Qualification: Admission to membership in this church shall be according to the standards set forth in Article III of the Church Constitution.
- B. Procedure: Each person desiring to unite with the church must complete a written application and appear before the Membership Committee consisting of or appointed by the Board of Elders. The recommendation of the Membership Committee shall be presented to a regular business meeting of the church. Admission to membership shall be by a majority vote of the members at that meeting.

New members shall be welcomed into the church fellowship at a worship service following admission.

- C. Responsibilities: All members should regard it a duty and a privilege to attend the services of the church as regularly as possible, and to use their gifts, spiritual and material, for the furtherance of the work of the church. I Cor. 16:2; II Cor. 9:6,7; Hebrews 10:25; Luke 4:16; Romans 12:3-8; I Cor. 12:12-14; Acts 20:35.

Sections 2. Removal

- A. Letters of Recommendation: Upon receipt of a request for membership credentials a letter of recommendation shall be sent to another church upon recommendation of the Membership Committee to the Board of Elders.
- B. Request for Removal: A member of the church may request removal of his/her membership. After consultation with the member by a pastor or other appropriate person, the Membership Committee shall recommend to the Board of Elders that the request be granted.
- C. Inactive Membership: Any member of this church, who for a period of one year, has not attended the regular services and supported the work of the church with some degree of regularity, shall be

contacted by the Elders. Upon agreement of the individual and discretion of the Board of Elders, their name shall be put on an “Inactive” membership list, or removed from the membership. An inactive member shall not have voting privileges.

Whenever such “Inactive Members” shall again participate in the regular activities of the church, they shall have their names restored to the active membership roll upon agreement and discretion of the Board of Elders.

- D. Church Discipline: In all cases of grievances between members, the persons involved shall follow the rules set forth in the eighteenth chapter of the Gospel of Matthew. If this procedure does not lead to reconciliation, charges in writing shall be submitted to the Board of Elders for consideration, for counsel to the persons involved, and appropriated Church action, if necessary.

After the submission of written charges to the Board of Elders, the following procedures shall be followed: The Board of Elders or its appointed agency shall make confidential inquiry and offer counsel to the members involved. The spirit of this inquiry and counsel shall be supportive, and shall express the acceptance, help, and forgiveness of the Church. If the member responds favorably to the fellowship of the Church and demonstrates the acceptance of forgiveness through repentance and a changed life, no specific report to the Church shall be necessary. The issue shall then be considered closed, except that friendship and counsel may continue to be given as needed.

Should the member fail to respond favorably to the fellowship of the Church, or fail to demonstrate the acceptance of forgiveness through repentance and a changed life, the Board of Elders shall recommend to the Church that the name of the member be removed from the membership records of the Church. If possible, a member whose removal is being considered must be notified of the meeting of the Church at which the removal will be voted on, and must be given an opportunity to speak in opposition to the removal recommendation of the Board of Elders at said meeting. Upon evidence of restoration to the faith and/or the Church, a member dismissed through the removal procedures described above may be reinstated as a member of the Church through the regular procedures for admission to the membership of the Church.

The aforementioned procedures shall also apply to a member who is known to having significantly deviated from a positive Christian lifestyle as determined by the Elder Board.

All problems involving the failure of members to maintain their Christian obligations, to attend the services of the Church for one year, or to share in the support of the Church for one year shall be considered by the Board of Elders or its appointed agency, which consideration shall include confidential inquiry, counsel to the members, and recommendation to the Church for appropriate action, if necessary, as specified in these Bylaws.

Article II

Election of Officers and Other Leaders

Section 1. The Positions

A. The Elders and The Church Chair:

The Elders and Church Chair are elected by the congregation at the Annual Business Meeting. The Elders, together with the Senior Pastor, shall constitute the Board of Elders. With the exception of the Chair, each elder shall represent an assigned commission to the Elder Board. In the absence of an elder representative, the Commission Chair should represent his or her commission at an Elder Board meeting. If necessary, this responsibility can be delegated by the Commission Chair.

B. The Other Elected Leaders:

Elected officers of the Church shall be the Worship Commission Chair, the Nurture Commission Chair, the Discipleship Commission Chair, the Outreach Commission Chair, the Finance Commission Chair and the Facilities Commission Chair. Other elected leaders of the Church shall be the members of the Nominating Committee, the Secretary, the Recording Financial Secretary, and the Treasurer. These leaders shall meet the character (not gender) requirements of a deacon as laid out in 1 Timothy 3:8-13.

C. The Operating Commissions:

The Church shall have six Commissions which shall carry out various aspects of the total ministry of the Church. The Chair of each Commission shall be elected by the members of the Church. The other members of each Commission shall be members of the Church and be elected at the Annual Business Meeting of the Church. The six Commissions shall be the Worship Commission, the Nurture Commission, the Discipleship Commission, the Outreach Commission, the Finance Commission, and the Facilities Commission. The purpose, duties, and responsibilities of each Commission shall be as set forth in Article III of the Bylaws.

Section 2. Election Procedures

All of the elected leaders of the Church shall be elected at the Annual Business Meeting of the Church. The Board of Elders shall post a preliminary ballot not less than four weeks prior to the meeting, and post and mail a final sample ballot to the congregation not less than two weeks prior to the election.

The Board of Elders shall have the discretion to determine whether the ballot shall be totally competitive, partially competitive, or totally non-competitive.

Incumbents shall be identified on the ballot, and all candidates shall have given their permission to place their names in nomination. The ballot shall clearly indicate the term of office for which nominations have been made. Once the final ballot has been posted publicly no changes shall be permitted, either prior to the Annual Business Meeting, or at the Annual Business Meeting in the form of nominations from the floor.

Voting shall be by closed ballot. In the case of a tie vote, the current elder board shall resolve the tie.

In cases where only one nominee has been nominated for a position, members will have the opportunity to vote “yes” or “no” for that nominee. The nominee will only be elected if he or she receives an affirmative majority vote. Because of this requirement, the ballot should contain instruction reminding the members of the Church participating in the Annual Business Meeting in person or by absentee ballot of the importance of voting affirmatively or negatively for positions where only one nominee has been nominated, since the failure to vote at all may inadvertently become the equivalent of a “no” vote.

Absentee ballots shall be admissible in connection with elected officials. In order to be admissible, absentee ballots must be specifically requested from the Church Chairman, must be completed according to the instructions provided, and must be returned to the Church Chairman before the election at the Annual Business Meeting.

Section 3. Terms of Office

All of the Elders and Commission Chairs shall be elected for terms of three years - in such manner that one-third of them are elected each year. Other elected leaders and Commission members shall be elected annually.

Section 4. Re-election and Limitations on Consecutive Years of Service:

No person shall serve more than six consecutive years in the same elected position of the Church. An allowable exception to this would be a person who is asked to fulfill a partial term due to a vacated office if the vacancy occurs either immediately prior to or following his or her six years of consecutive service in that office. Nine months or more of service during a fiscal year of the Church shall constitute a year of service for purposes of this limitation on consecutive years of service. The positions of Treasurer and

Recording Financial Secretary shall not be subject to limitations on consecutive years of service.

Persons ineligible to serve in an elected position as a result of having served six consecutive years in that position shall again become eligible to serve in that position for up to six consecutive years after being out of office for at least one full year.

Section 5. Attendance and Participation

The Elders of the Church shall attend the regular meetings of the Board of Elders, and shall participate actively in the functions of the Board of Elders, as well as the functions of all other Church Commissions, Committees, and organizations with which they are involved. In the event of prolonged absence of more than three months from these meetings and other functions, or new residency which will prohibit active participation in Church life, such officers shall submit their resignations to the Board of Elders, so that their offices may be kept active. The above statements shall also apply to other elected leaders, Commissions and Commission members.

Section 6. Holding More Than One Office at One Time:

No one shall hold more than one elected office simultaneously. If any person is elected to a second office, the first office held by that person shall be declared vacant.

Section 7. Vacancies:

- A. The Causes of Vacancies: Vacancies in office may be caused by resignation, by death, or by the removal of an incumbent elder or other elected leader by the vote of two-thirds of all of the members of the Board of Elders. Members of the Board of Elders may vote to remove an incumbent elder or other elected leader if that person fails to meet the applicable qualifications set out in Article III, Sections 1A of the Bylaws of the Church, and if the members of the Board of Elders believe that the removal of the elder or other elected leader would be in the best interests of the Church. No elder or other elected leader shall be removed by the Board of Elders until the grounds for removal have been thoroughly investigated, and until the person whose removal is being contemplated has had an opportunity to appear before the Board of Elders to contest the existence of grounds for removal.

The circumstances and the procedures for removing the members of the Commissions of the Church shall be the same as the circumstances and the procedures for removing the officers and other elected leaders, as set out in this Article II, Section 7 of the Bylaws of the Church.

- B. The Filling of Vacancies in Office: The Board of Elders shall appoint replacements to elected offices which are vacated for reasons other than the expiration of the normal term of the office. This action shall be reported to the members of the Church at a next business meeting of the Church. The appointee shall hold an interim assignment to that office until an election can be held at the next Business Meeting of the Church, which will affirm and allow the appointee to complete the term of the person who had vacated the office.

Article III

Duties and Responsibilities of the Board of Elders, the other Leaders, and the Commissions

Section 1. The Board of Elders

- A. Purpose and Qualifications: The members of the Board of Elders shall be the primary elected leaders of the Church. The board of Elders shall have overall responsibility for the direction, planning, coordination, and control of the goals and objectives of the Church, as well as overall responsibility to see that the Church as a whole operates in a manner consistent with those goals and objectives.

The Board of Elders and its individual members shall be the leader of the Church in life, thought, and ministry. The members of the Board of Elders shall fulfill the qualifications for office state in I Timothy 3:1-7 and Titus 1:6-9

- B. Duties and Responsibilities: The duties and responsibilities of the Board of Elders shall be as follows:
1. The Board of Elders shall, at least annually, review and establish annual objectives that shall be designed to accomplish the purpose of the Church. As part of this process, the Board of Elders shall request a list of annual objectives from each of the Commissions. The Board of Elders shall also establish long-range objectives.
 2. The Board of Elders shall regularly review and evaluate the overall ministries of the Church to determine whether or not its objectives are being met, and shall establish policies as necessary to guide the Church toward the accomplishment of its objectives. When the objectives of the Church are not being met, the Board of Elders shall take or recommend corrective action, or shall revise the objectives that are not being met.

3. The Board of Elders shall represent the Church in certain relationships with the staff of the Church, including in the following matters:
 - a. The Board of Elders shall make suggestions regarding the Senior Pastor's ministry, in order to encourage and assist the Senior Pastor in the Word of the Lord. They shall also annually evaluate the ministry of the Senior Pastor.
 - b. Annually reviewing the compensation of all the members of the staff of the Church, and recommending any changes in compensation for the following year.
 - c. When funds are budgeted, authorizing the hiring of all non-pastoral staff, and establishing the terms of their employment and their job descriptions.
 - d. Establishing the terms of employment for the members of the Church staff, including but not limited to policies related to matters such as hours, working conditions, vacations, and time off. However, the Board of Elders shall only be responsible for the administration of these policies as they relate to the Senior Pastor, and the Senior Pastor shall be responsible for the administration of these policies as they relate to the other members of the Church staff.
 - e. Approving revisions to the job descriptions of members of both the pastoral staff and the non-pastoral staff, as long as the revisions do not substantially alter the primary function of the position as originally approved by the Church.
4. The Board of Elders shall review and make recommendations on matters to be brought before the Church, other than matters brought by committees directly responsible to the Church. The Board of Elders shall also call meetings of the Church as necessary.
5. The Board of Elders shall present a budget to the Church each year at the Annual Business Meeting.

6. The Elder Board cannot authorize budget expenditures exceeding 5% of the overall budget without congregational approval. When necessary, the Elder Board can impose spending restrictions.
7. The Board of Elders shall listen carefully and sensitively to suggestions and constructive criticisms from the members of the Church, and from other sources.
8. The Board of Elders shall appoint persons to the positions and to the committees specifically described in these Bylaws in the manner set out in these Bylaws, Article IV. In addition, the Board of Elders may appoint an ad hoc committee if necessary, for a defined period of time, to better accomplish the work of the Church.
9. The Board of Elders shall investigate and take appropriate action in all cases involving the need for Church discipline or involving grievances between the members of the Church and the staff personnel of the Church, in the manner set forth in Articles I and VII of these Bylaws.
10. The Board of Elders shall perform all of the statutory functions of the Board of Trustees of a religious association incorporated under Minnesota law, and the members of the Board of Elders are hereby designated as the trustees of the Church for purposes of Minnesota law.
11. The Board of Elders shall designate persons to represent the Church at the Annual Meetings of the Evangelical Free Church of America and the North Central District Conference, and at other appropriate functions.
12. The Board of Elders shall oversee the administration of the ordinances of the Lord's Supper and Baptism.
13. The Board of Elders shall recommend any appropriate ordinations or licensing to the members of the Church.
14. Except in cases where removal procedures for particular positions are already set out in the Constitution or the Bylaws of the Church, the Board of Elders shall have the discretion and the authority to establish and implement removal procedures for Committee members, and persons serving the Church in any other capacity.

Section 2. Other Officers and Leaders:

- A. The Church Chair: The Church Chair shall, in cooperation with the Senior Pastor, evaluate the work of the Board of Elders.

The Church Chair shall be a member of and the Chair of the Board of Elder, and shall be an ex-officio non-voting member of all other Church Commissions, Committees, and organizations. The Church Chair shall provide leadership to the Board of Elders, preside at all of the meetings of the Board of Elders, and serve as the moderator of all the business meetings of the Church.

The Board of Elders shall elect one of its members as the Vice Chair of the Board of Elders each year, to fulfill the duties and responsibilities of the Church Chair in the absence of the Church Chair.

- B. The Commissions:

1. Commission Chairs: The Chairs of the Commissions of the Church shall be responsible for guiding and directing their Commissions to accomplish their respective purposes. They shall call meetings and shall take all other necessary steps, in cooperation with the Church Chair, to bring about the achievement of the goals and objectives established for their respective Commissions. The Commission Chairs may delegate primary responsibility for operating the Commissions on a day to day basis to one or more Vice Chairs or other Commission members. The Commission Chairs are expected to develop and utilize Ministry Teams to accomplish the tasks of their commission.
2. Each Commission shall consist of a Chair, three or more Ministry Team Leaders and one Pastor designated by the Board of Elders as a voting member.
3. Commissions cannot exceed their budgets by more than 10% without Elder Board approval. Budget requests must be submitted to the Finance Chair no less than 30 days in advance of the Annual Business Meeting.
4. Each Commission shall annually submit its objectives to the Board of Elders for approval, along with a budget covering the matters within scope of its responsibilities.

5. Each Commission shall submit minutes of its meetings to the Board of Elders.
 6. Each Commission shall first develop for the review and approval of the Board of Elders, and shall then update and revise as necessary, a written statement describing the policies and the procedures that it will follow in connection with the accomplishment of its purposes, goals and objectives. Each Commission shall refer to the Board of Elders recommendations involving major changes in accepted policy, as well as the initiation of new policy.
- C. The Secretary: The Secretary shall keep the minutes of all Business Meetings of the Church, be in charge of all Church correspondence, and keep in good order such minutes, correspondence, and records as pertain to the office.
- D. The Recording Financial Secretary: The Recording Financial Secretary shall receive and account for all monies of the church, deposit them to the proper accounts and give to the treasurer's receipts for funds deposited to their accounts. This member shall keep a record of individual contributions to the work of the Church, shall send financial statements of gifts made during the calendar year to each contributor of record, and shall serve on the Finance Committee.
- E. The Treasurer: The Treasurer shall serve as a member of the Finance Committee. The Treasurer shall control the disbursement of all funds by check, and shall require proper approval for all disbursements based on an approved Church budget, or based on appropriate action by the Church or the Board of Elders.

The Treasurer shall maintain books of account, or see that they are maintained, and shall submit written financial reports at regular Elder Board and Church business meetings. The Treasurer shall also supply written financial reports to Commission Chairs, if requested to do so. The financial reports shall compare actual expenditures, categorized by account and by organization, with the budgeted amounts for those accounts and organizations.

The Treasurer shall, working together with the Finance Committee, coordinate the development of a budget for approval by the Elder Board no less than 30 days prior to the Annual Business Meeting.

Section 3. The Worship Commission

The Worship Commission's responsibilities encompass issues related to the public worship services of the congregation.

Section 4. The Nurture Commission:

The Nurture Commission's responsibilities encompass the issues related to the children's and student ministries of the congregation.

Section 5. The Discipleship Commission:

The Discipleship Commission's responsibilities encompass issues related to the Adult Ministries of the congregation.

Section 6. The Outreach Commission:

The Outreach Commission's Responsibilities encompass the issues related to the Missions, Evangelism, Outreach and Compassion Ministries of the Congregation.

Section 7. The Finance Commission:

The Finance Commission will be comprised of the Chair, the Recording Financial Secretary, the Treasurer and at least one other member.

- A. The purpose of the Finance Commission shall be to manage the business affairs of the Church, especially as they relate to matters concerning the collection and expenditure of its funds.
- B. Copies of the proposed annual budget will be available no less than one week prior to the annual meeting.
- C. The Finance Committee shall work with the church staff to establish policies for the receipt and expenditure of all funds.
- B. The Finance Commission shall establish appropriate controls on the handling of all cash receipts and disbursements, and shall require regular financial reports from the Treasurer.

- C. The Finance Commission shall see that the Church is adequately represented in all legal matters, and shall recommend any necessary contracts or other legal documents to the Board of Elders for signature.
- D. The Finance Commission shall secure all necessary insurance for the Church.

Section 8. The Facilities Commission:

The Facilities Commission's responsibilities encompass issues related to the buildings and property of the congregation.

Article IV

The Committees and the Archivist

Section 1. The Membership Committee

The Membership Committee shall consist of the members of the Board of Elders or their appointees. It shall be the duty of the Membership Committee to be the custodians of the Church roll, interview candidates for membership, and receive correspondence regarding membership transfers. The Membership Committee shall also consider matters of Church discipline, shall recommend for the approval of the Church any admissions to and removals for membership, as set forth in these Bylaws. It shall be the further duty of the Membership Committee to appoint a clerk from its number to maintain the membership records of the Church, and care for the necessary correspondence pertaining thereto.

Section 2. The Nominating Committee

The Board of Elders, working with commission chairs, commission members, staff and members of the congregation, will function as the Nominating Committee; developing and presenting the ballot of proposed officers at the annual meeting.

Section 3. The Audit Committee:

An Audit Committee of at least three members shall be appointed annually by the Board of Elders. It shall be the duty of the Audit Committee to audit all the books of the Church prior to the Annual Business Meeting, and at such other times the Board of Elders requests. The Audit Committee shall report the results of its audit to the Church at the Annual Business Meeting, and shall make suitable recommendations to the Board of Elders and the Stewardship Commissions concerning financial procedures that it considers advisable. The Board of Elders and/or the Church may vote at any time to employ a public accountant.

Section 4. The Archivist:

An Archivist shall be appointed annually by the Board of Elders. It shall be the duty of the Archivist to acquire and properly preserve the records of the Church and its organizations when these records cease to be currently useful, and to collect and preserve other materials pertinent to the historical record of the Church.

Article V
Business Meetings

Section 1. Regular Business Meetings:

- A. The Annual Business Meeting: The Annual Business Meeting of the Church shall typically be held in two sessions each year. The first session of the Annual Business Meeting shall be held no later than the 15th day of December. The second session of the Annual Business Meeting shall be held no later than the end of the 31st day of January. By special Church action at least four weeks in advance, the dates of the Annual Business Meeting may be changed.
- B. A regular business meeting shall be held no later than the end of July on a date set by the Board of Elders. Notice of the regular business meeting shall be publicized by the Board of Elders at least two Sundays in advance of the meeting.

Section 2. Special Business Meetings:

Special business meetings may be called by the Church Chair, by the Board of Elders, or by the members of the Church through a petition signed by at least ten members of the Church. The time, place, and purpose of such a special business meeting shall be announced to the Church in a suitable manner, and as far in advance as feasible.

Section 3. General Business Procedures:

- A. Fiscal Year: The fiscal year shall be January 1 to December 31.
- B. Quorum Requirements and the Conducting of Business at Business Meetings: 25% or more of the members of the Church shall constitute a quorum necessary for the transaction of business at any business meeting called according to the provisions of the Constitution and the Bylaws of the Church.
- C. The Annual Business Meeting:
 - 1. The Annual Election: The annual election shall be held during the first session of the Annual Business Meeting. The

election shall be the first major item of business on the agenda. The results of the election shall be announced before the meeting is adjourned. In case of a tie for any office, a run-off vote shall be taken before adjournment.

2. The Annual Budget: The annual budget shall be voted on for adoption during the first session of the Annual Business Meeting. Prior to its presentation for adoption, the proposed budget shall be posted on the Church bulletin board, distributed to the members of the Church at least one month before the Annual Business Meeting.
 3. The Second session of the Annual Business Meeting: The second session of the Annual Business Meeting shall be concerned principally with the review of the Church's previous year through the presentation of reports by the Board of Elders, the Commissions, the Committees, and other Church organizations. The members of the Church may also take action on any other appropriate matters of business at that time.
- D. The Calling of a Senior Pastor or Other Salaried Personnel: Meetings to consider the calling of a Senior Pastor or other salaried personnel shall be called and conducted according to the procedures outlined in Article VII of these Bylaws.
- E. Purchasing and Selling Real Property and Incurring Indebtedness: Business meetings to consider the purchase or sale of real property or the incurring of indebtedness by the Church shall be called and conducted in accordance with the laws of the State of Minnesota.
- F. Qualifications of Voters: All matters of church business shall be voted on only by the members of the Church in good standing who are 18 years of age or older.

Article VI

Salaried Personnel

Section 1. The Senior Pastor:

A. Qualifications and Responsibilities:

1. **Spiritual Leadership:** The Senior Pastor shall be the spiritual leader of the Church. The Senior Pastor shall fulfill the qualifications for office stated in I Timothy 3:1-7 and Titus 1:5-9; and in particular the duties of teaching and exhorting from the Word, leading in public worship and prayer, and providing visionary leadership to the Church as it seeks to minister in its community and to reach out into the broader world with the message of Jesus Christ. The Senior Pastor shall administer or supervise the administration of the ordinances of Baptism and the Lord's Supper, and shall lead the members of the Church by example by modeling practical Christian living. The Senior Pastor shall be, or shall become, an ordained minister in agreement with the faith and practices of the Evangelical Free Church of America. The Senior Pastor shall have freedom of the pulpit, under the guidance of the Holy Spirit.
2. **Church Staff Leadership:** The Senior Pastor shall direct the pastoral staff, providing counsel, encouragement, and Christian discipline, so as to assist in the accomplishment of the objectives established for each member of the pastoral staff. The Senior Pastor shall annually evaluate the performance of the other members of the pastoral staff, including the various Ministry Directors, as well as the performance of any interns working at the Church. The Senior Pastor shall also direct the non-pastoral staff. The entire pastoral and non-pastoral staff of the Church shall be responsible to the Senior Pastor, either directly or through another supervising staff member appointed by the Senior Pastor. The Senior Pastor shall represent the staff of the Church before the Board of Elders.
3. **Administrative Leadership:** The Senior Pastor shall be an ex-officio voting member of the Board of Elders, and an ex-officio non-voting member of all other Church Commissions, Committees, and organizations. The Senior Pastor shall faithfully and diligently work toward the establishment and the accomplishment of the objectives of the Church, in

conjunction with the Board of Elders and the other Church Commissions, Committees, and organizations. The Senior Pastor shall not be expected or required to regularly attend all of the meetings of all of the Church Commissions, Committee, and organizations of which the Senior Pastor is a member. However, the Senior Pastor shall be expected to regularly attend the business meetings of the Church, the meetings of the Board of Elders, and the meetings of the pastoral staff.

B. Calling a Senior Pastor to the Church:

1. The selection of a Pastoral Search Committee: When it is necessary to call a Senior Pastor, a Pastoral Search Committee of seven members shall be formed. Three of the members shall be appointed by the Board of Elders, and three elected by the congregation so as to be broadly representative of the membership of the Church. The other member of the Pastoral Search Committee shall be the Church Chair. The Search Committee shall choose their own chair from among these seven members.
2. The Procedure to be Followed by the Pastoral Search Committee: The Pastoral Search Committee shall compile a list of possible candidates, using whatever resources it may have at its disposal, including suggestions from members of the Church; shall investigate the qualifications of the candidates; and shall continue its study and evaluation of the candidates until it reaches a consensus on one candidate for presentation to the Church. The Pastoral Search Committee shall give regular reports to the Board of Elders and the Church on its progress. The service of the members of the Pastoral Search Committee shall be completed when a candidate for the position of Senior Pastor has been called by the Church, and has accepted the call.
3. Voting to Call a Senior Pastor: The calling of a Senior Pastor shall take place at a specially called business meeting with the time and the purpose of the business meeting announced in a suitable manner and as far in advance as possible. Only one candidate shall appear on any one ballot, and the voting shall be by closed ballot, with a three-fourths majority of the ballots cast necessary to constitute a call.

4. Elements of the Call: The call to serve as the Senior Pastor of the Church shall include a position description and conditions of service which shall be prepared by the Board of Elders in consultation with the Stewardship Commission. The elements of the call shall be approved by the Church at the same time and in the same manner as the candidate for the position of Senior Pastor is approved.

C. Termination of Service:

1. Resignation: When a Senior Pastor chooses to terminate service to the Church, the Senior Pastor shall present a letter of resignation to the Board of Elders. The Board of Elders shall present a recommendation to the Church regarding the acceptance of the resignation, and regarding the effective date and the terms of the dissolution of the relationship between the Senior Pastor and the Church.
2. Removal: When a grievance exists against the Senior Pastor, a petition signed by at least ten members in good standing, giving reason for the action, shall be presented to the Board of Elders. After investigation, the Board of Elders may present the matter to the Church at a specially called business meeting to which the members of the Church have been invited by mail at least one week before the meeting. At the meeting, the Senior Pastor shall be given an opportunity to respond to the matters set out in the petition. Voting shall be by closed ballot, and a simple majority of the votes cast shall be sufficient to terminate the Senior Pastor's services.

Section 2: Associate Pastors

- A. Qualifications and Duties: Other members of the Church Staff having the title of Associate Pastor shall meet the Scriptural and professional qualifications for office stated in Article VI, Section 1 above. They shall be under the supervision of the Senior Pastor, and shall cooperate with the Senior Pastor in carrying out the duties and the privileges of their offices in accordance with the conditions of their calls to office, their job descriptions, the Church Constitution, and the Church Bylaws. The call to office and the termination of service of such members of the pastoral staff shall follow the procedures provided in the Bylaws. Job descriptions, including qualifications, responsibilities, and relationships, shall be prepared and maintained for all members of the pastoral staff.

- B. Calling of an Associate Pastor to the Church: The Senior Pastor shall take the initiative in the search for and the nomination of other members of the full-time pastoral staff. When it is necessary to call an Associate Pastor a Pastoral Search Committee of seven members shall be formed. Three of the members shall be appointed by the Board of Elders and three shall be elected by the congregation so as to be broadly representative of the membership of the Church. The Senior Pastor shall serve as Chair of this committee which is entrusted with the responsibility of locating and recommending a candidate for the position to be filled.

Upon the recommendation of such a person, the procedures to be followed for voting to call that person shall be the same as the procedures set out in Article VI, Section 1 of these Bylaws relating to the calling of a Senior Pastor.

- C. Working Relationships with the Board of Elders and Commissions: Each Associate Pastor may be designated by the Board of Elders as a voting member of one or more commissions with duties related to their areas of ministry. No commission shall have more than one Associate Pastor designated as a voting member of that commission. The Associate Pastors may attend the meetings of the Board of Elders and of any of the commissions, but may vote only if they have been designated as the voting staff member for that commission. The staff members that work with the commissions shall be guided and directed by the Senior Pastor, and not by the commissions.

Section 3. Other Salaried Personnel:

- A. The Need: When it seems advisable to engage other non-pastoral salaried personnel for the work of the Church, the Board of Elders shall present the matter to the Church for discussion and agreement on the procedures for securing such persons.
- B. Terms of Employment: All employees of the Church shall receive in writing the terms of their employment, including salary and appropriate allowances, vacation specifications, a job description, a statement of the lines of authority in the particular sphere of their Church work, and other pertinent information. All employees of the Church shall accept the terms of their employment in writing, and shall submit said written acceptance to the Board of Elders.

- C. Termination of Service: Termination of an employee's service in the Church shall be handled in the same manner specified in Article VII, Section 1, Paragraph C, of these Bylaws, with the exception that persons hired directly by the Board of Elders shall have their service terminated by the Board of Elders and persons called by the Church shall have their service terminated by the Church.

Section 4. Church Staff Relationships:

- A. Basic Relationships: All salaried personnel shall be considered members of the Church staff, unless otherwise specifically stated.
- B. Chair of the Church Staff: The Senior Pastor of the Church shall be the Chair of the Church staff, and shall be responsible to direct its work. Full-time members of the Church staff shall meet together regularly for consultation and planning, and part-time members of the Church staff shall meet with the Senior Pastor periodically for the same purpose.
- C. Grievances: Should a grievance develop between members of the Church staff or between a staff member and a member of the Church, the matter shall be discussed with the Senior Pastor and/or the Board of Elders in order to resolve the problem.

Article VII
Amendments

Section 1. Informing the Membership of Proposed Amendments:

All proposed amendments to the Bylaws must be communicated to the Church membership by the Board of Elders in writing at least sixty (60) days prior to the Annual Meeting.

Section 2. Voting:

Amendments to the Bylaws must be reviewed at the Annual Meeting, and an affirmative vote by a three fourths majority of the members present at the meeting shall be required for adoption of the proposed amendments.

Adopted 12/13/94; Revised 1996, 2008, 2010, 2015