



Hillside Evangelical Free Church  
**BY-LAWS**

## 1. CHURCH MEMBERSHIP

### 1.1 Qualifications for Membership

Any individual who desires to become a member of this church may be admitted to membership upon meeting the following requirements:

- 1.1.1 Meets the qualifications for membership set forth in Article IV of the Constitution.
- 1.1.2 Attends orientation classes for new members, unless such attendance is waived by the Elders, and is interviewed by the Elders or Pastors as to his or her Christian experience and the basis of his or her salvation.
- 1.1.3 Reads and agrees with the Statement of Belief (Article II of the Constitution) and signs the Application for Membership of this church thereby agreeing to abide by the Covenant of Membership.

### 1.2 Covenant of Membership

- 1.2.1 In applying for membership in this church, my purpose is to cooperate fully with the other members to advance the cause of our Lord Jesus Christ through this local church.
- 1.2.2 As I join with fellow believers in this commitment, I sincerely affirm that I am trusting solely in the work of Jesus Christ for my salvation from sin. I also affirm that I have read the Constitution, including the Statement of Belief, and the By-Laws of this church.
- 1.2.3 In anticipation of membership, I gladly covenant with God that by His enabling grace, I will endeavor to conduct my life in accordance with scriptural principles, including the following:
  - 1.2.3.1 I will sincerely pray that Christ be exalted and that lives be blessed through the ministries of this church.
  - 1.2.3.2 I will endeavor to live in a way that consistently honors Jesus Christ whom I acknowledge as the Lord of all areas of my life.
  - 1.2.3.3 I will participate regularly in worship and fellowship with this congregation.

- 1.2.3.4 I will seek to discover my spiritual gifts and to use them in some form of Christian service within this church.
  - 1.2.3.5 I will endeavor to participate faithfully in the financial support of the ministries of this church.
  - 1.2.3.6 I will refrain from propagating any scriptural interpretation that differs from those in the Statement of Belief as set forth in the Constitution of this church.
  - 1.2.3.7 I understand the congregational form of church government instituted by the Constitution and these By-Laws and agree to support that form of government and the leadership of this church.
  - 1.2.3.8 I am committed to meeting the needs of others in the church according to the abilities God has given me.
  - 1.2.3.9 I am committed to a life and practice of ethical and moral conduct as expected of a Christian according to scriptural standards.
- 1.2.4 If my adherence to scriptural standards or to any provision of this covenant is called into question, I agree to submit myself to the counsel and direction of the Elders of this church.
- 1.2.5 If I am unwilling to abide by the counsel or direction of the Elders, then I agree that my membership may be terminated by action of the Elders.
- 1.2.6 I understand that as long as I remain a member in good standing, I may voluntarily withdraw from this membership and a letter of recommendation may be written on my behalf. However, I understand that I may not voluntarily resign from membership as a means of avoiding counsel, direction, or discipline by the Elders.
- 1.3 Procedure for Admission to Membership

The names of those applicants approved for membership by the Elders shall be posted in the bulletin(s) of this church during a period of two (2) weeks. If the Elders receive no valid objection to any such applicant during that period, those applicants shall be received into membership.

A Pastor shall introduce and offer the right hand of fellowship to such new members at a subsequent Sunday service.

#### 1.4 Termination of Membership

Membership in this church may be terminated in any of four (4) ways:

- 1.4.1 Voluntary - Members in good standing may voluntarily withdraw from membership (see Section 1.2.6).
- 1.4.2 Inactivity - The Elders may remove from membership any member who has been absent from all services for 12 consecutive months and who has not responded to a letter of inquiry.
- 1.4.3 Disciplinary - The Elders may take action to terminate membership in accordance with the provisions of these By-Laws (see Sections 1.2.5, 1.5.4.1, and 1.5.4.2).
- 1.4.4 Death - The Elders shall remove the name of any deceased member from membership.

#### 1.5 Discipline

- 1.5.1 Purpose: The holiness of God demands discipline within the Church, having as its aim the glory of God, the welfare, purity, and edification of the Church, and the repentance and spiritual growth of the offender.
- 1.5.2 Authority: The authority and obligation of the Church to discipline its members is recognized in the following Scriptures: Matthew 18:15-18; 1 Corinthians 5:11; Galatians 6:1, 2; 2 Thessalonians 3:6-15; 1 Timothy 5:20; Titus 3:10.
- 1.5.3 Procedure - Members: All members are admonished to resolve any personal dispute in accordance with the principles set forth by our Lord in Matthew 5 and Matthew 18. If any issue remains unresolved after such procedure has been followed, either member may bring such matter to the attention of the Elders. When any member believes that any other member is living contrary to any provision of the Covenant of Membership, but such matter is not within the scope of the private rebuke established by our Lord, such member may present such accusation in private to any Elder.

- 1.5.3.1 Any such accusation against any member shall be considered at an Executive Session of the Elders (see Section 5.7.4). The Elders may at their discretion take action to establish whether the accusation has merit and shall take whatever action, consistent with other provisions of the Constitution and these By-Laws, which they consider necessary and appropriate in accordance with scriptural principles.
- 1.5.4 Procedure - Elders: An accusation against an Elder, including any pastor, may only be made in accordance with scriptural standards established for that purpose. Such accusation must be presented by at least two (2) witnesses to an Elder in private or to an Executive Session of Elders. The Elders may at their discretion take action to establish whether the accusation has merit. If the Elders determine that such accusation has merit, the Elders shall present their findings at an Executive Session of the Leadership Council for appropriate action (1 Timothy 5:19).
- 1.5.4.1 If such accusation relates to an Elder other than the Lead Pastor, the Leadership Council shall act upon the recommendation of the Elders. A motion to remove such Elder from his office shall be adopted by the Leadership Council only upon a three-fourths (3/4) affirmative vote of those present and voting.
- 1.5.4.2 If such accusation relates to the Lead Pastor, and the Elders recommend removal from the pastorate or other formal discipline, the Leadership Council in Executive Session, upon a 90% affirmative vote of those present and voting, may place the matter on the formal agenda of a Congregational Business Meeting. A motion to remove the Lead Pastor from his office shall be adopted by the membership only upon a three-fourths (3/4) affirmative vote by those present and voting. Unless otherwise specifically provided, any such termination of membership or removal from office shall be effective immediately.
- 1.5.5 Public Disclosure: When deemed necessary for the health and purity of the Church (see 1 Corinthians 5, and 1 Timothy 5:20), the Leadership Council at the recommendation of the Elders may disclose any discipline matter at a Congregational Business Meeting or any other appropriate gathering of the congregation (Matthew 18:15-20).

## **2. CONGREGATIONAL BUSINESS MEETINGS**

### **2.1 Rights of Voice and Vote**

Rights of voice, vote, and the holding of any office shall be limited to those members who are eighteen (18) years of age or older and who are members in good standing.

### **2.2 Order of Business Sessions and Methods of Voting**

All congregational business shall be transacted at a Congregational Business Meeting of this church. All issues specified in this document requiring a vote must be on the announced agenda of a Congregational Business Meeting. Except where otherwise specified, all business meetings of this church shall be conducted according to *Robert's Rules of Order*.

### **2.3 Quorum**

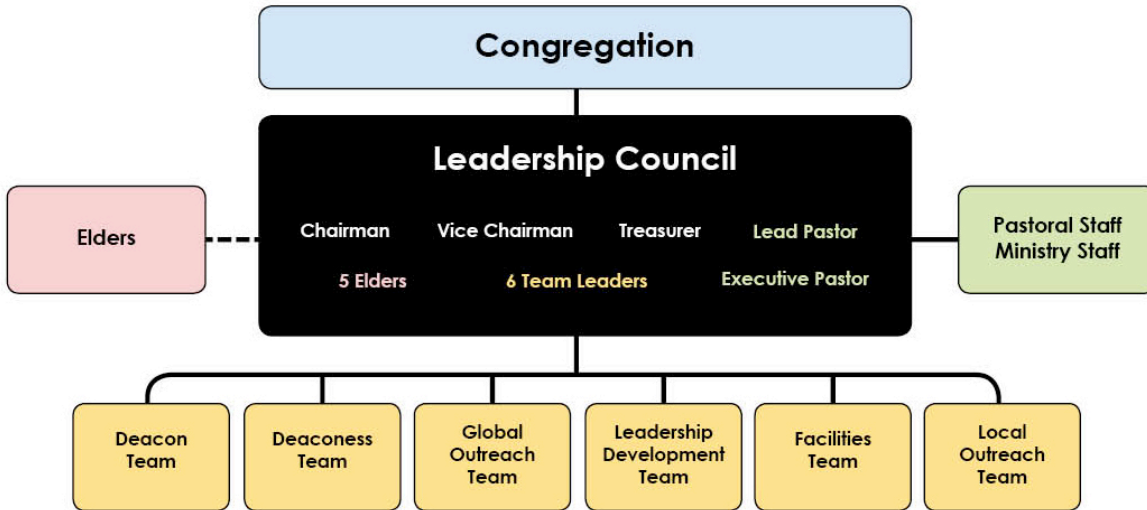
One-fourth (1/4) of the membership who is of voting age shall constitute a quorum at any Congregational Business Meeting. A quorum is required for all church business voting. Except where stated otherwise, a simple majority must vote affirmatively to pass a motion. When a quorum is not in attendance, the meeting must be adjourned but may be rescheduled (upon proper notice) to a later date.

## **3. CHURCH ORGANIZATIONAL STRUCTURE**

3.1 The Leadership Council shall be the elected decision-making body of this church. The primary responsibilities of the Leadership Council shall be to prayerfully establish the vision and direction of this church and to ensure the implementation of such vision and direction through the Staff and Ministry Teams. The Leadership Council shall have the authority to oversee the workings of this church and act to represent the membership when a Congregational Business Meeting is not in session.

3.2 The Leadership Council shall consist of the Chairman, the Vice-Chairman, the Treasurer, five (5) of the elected Elders, the Lead Pastor, the Executive Pastor, and all Ministry Team Leaders.

3.3 Church organization chart:



## 4. PASTORAL STAFF AND MINISTRY DIRECTORS

### 4.1 Lead Pastor

#### 4.1.1 Qualifications and Responsibilities

- 4.1.1.1 The Lead Pastor shall meet the qualifications of an Elder as established in 1 Timothy 3:1-13 and Titus 1:6-9 (see Section 5.7.1).
- 4.1.1.2 The Lead Pastor shall be ordained or shall pursue ordination in the Evangelical Free Church of America.
- 4.1.1.3 The Lead Pastor shall be accountable to and work directly with the elected Elders.
- 4.1.1.4 The Lead Pastor shall have power of address and vote in the Leadership Council and all Teams of this church.
- 4.1.1.5 The Lead Pastor shall devote his time to the work of the church, preaching the Word of God and overseeing paid staff.

#### 4.1.2 Call

At the direction of the Leadership Council, a Search Committee shall be formed to seek potential candidates for Lead Pastor. The Search Committee shall consist of two (2) Elders and a minimum of five (5) representatives from the membership. The Search Committee shall present its findings to the Leadership Council.

Subsequent to a 90% affirmative vote by the Leadership Council of those present and voting to call a Lead Pastor, the Leadership Council shall present a recommendation of one (1) candidate to a regular or special Congregational Business Meeting of this church. A three-fourths (3/4) majority affirmative vote taken by closed ballot of those members present must be received before a call may be extended.

#### 4.1.3 Church Membership

The Lead Pastor and his wife automatically become members of this church, effective upon date of hire.



#### 4.1.4 Duration of Service

The Lead Pastor shall be called for an indefinite time.

#### 4.1.5 Resignation or Dismissal

4.1.5.1 In the event of resignation, a three (3) month notice is requested.

4.1.5.2 In the event of termination, the Leadership Council may authorize up to three (3) months salary in lieu of notice.

### 4.2 Executive Pastor /Associate Pastors

#### 4.2.1 Qualifications and Responsibilities

4.2.1.1 Pastors shall meet the qualifications of an Elder as established in 1 Timothy 3:1-13 and Titus 1:6-9 (see Section 5.7.1).

4.2.1.2 Pastors shall work according to their job descriptions and be accountable to their supervising Pastor and the elected Elders.

4.2.1.3 All Pastors shall be licensed or ordained, or pursue licensing or ordination, by the Evangelical Free Church of America.

#### 4.2.2 Call

At the direction of the Leadership Council, a Search Committee shall be formed to seek potential candidates for a Pastor position. The Search Committee shall consist of the Lead Pastor, two (2) elected Elders and a minimum of five (5) representatives from the membership. The Search Committee shall present its findings to the Leadership Council.

Subsequent to a 90% affirmative vote by the Leadership Council members present and voting, a call shall be extended for the Pastor.

#### 4.2.3 Church Membership

Pastors and their wives automatically become members of this church, effective upon date of hire.

#### 4.2.4 Duration of Service

Pastors shall be called for an indefinite time.

#### 4.2.5 Resignation or Dismissal

4.2.5.1 In the event of resignation, a three (3) month notice is requested.

4.2.5.2 In the event of termination, the Leadership Council may authorize up to three (3) months salary in lieu of notice.

### 4.3 Ministry Directors

#### 4.3.1 Qualifications and Responsibilities

4.3.1.1 Ministry Directors shall maintain a Christian example and have a "good reputation" (1Timothy 3:1-13).

4.3.1.2 Ministry Directors shall work according to their job descriptions and be accountable to their supervising Pastor and the elected Elders.

4.3.1.3 Ministry Directors may choose to pursue licensing by the Evangelical Free Church of America.

#### 4.3.2 Call

At the discretion of the Leadership Council, a Search Committee may be formed to seek potential candidates for any open Ministry Director position. The Leadership Council shall determine the make-up of each individual Search Committee based upon the unique requirements of each position.

4.3.2.1 Subsequent to a 90% affirmative vote by the Leadership Council members present and voting, a call shall be extended for a Ministry Director.

#### 4.3.3 Church Membership

Each Ministry Director shall automatically become a member of this church, effective upon date of hire.

#### 4.3.4 Duration of Service

Ministry Directors shall be called for an indefinite time.

#### 4.3.5 Resignation or Dismissal

4.3.5.1 In the event of resignation, a one (1) month notice is requested.

4.3.5.2 In the event of termination, the Leadership Council may authorize up to one (1) month salary in lieu of notice.

### 5. LEADERSHIP COUNCIL

The Leadership Council shall be the elected decision making body of this church.

#### 5.1 Membership

The Leadership Council shall consist of the Chairman, the Vice-Chairman, the Treasurer, five (5) of the elected Elders, the Lead Pastor, the Executive Pastor, and all Ministry Team Leaders. There shall also be a secretary of the Leadership Council; however, the secretary shall not be a voting member of the Council (see Section 5.9).

#### 5.2 Meetings

5.2.1 The Chairman shall preside at the meetings of the Leadership Council. In his absence, the Vice-Chairman shall preside.

5.2.2 The Leadership Council shall meet at the initiative of the Chairman or at the written request of any member of the Council to the Chairman. A quorum shall consist of two-thirds (2/3) of the Leadership Council. Except where stated otherwise, a three-fourths (3/4) majority must vote affirmatively to pass a motion.

5.2.3 The Chairman or Vice-Chairman may call an Executive Session of the Leadership Council. An Executive Session by definition is a meeting that is not open to the public for the purpose of discussing confidential issues. At the discretion of the Chairman or Vice-

Chairman, pastors may be excluded from Executive Sessions of the Leadership Council.

### 5.3 Responsibilities

- 5.3.1 The primary responsibilities of the Leadership Council shall be to prayerfully establish the vision and direction of this church and to ensure the implementation of such vision and direction through the Staff and Ministry Teams of this church. The Leadership Council shall have the authority to oversee the workings of this church and act to represent the membership when a Congregational Business Meeting is not in session.
- 5.3.2 The Leadership Council may ask Staff and Ministry Teams to gather information and make recommendations regarding specific issues facing the ministry of this church.
- 5.3.3 The Leadership Council shall consider all recommendations brought to them by Staff or Ministry Teams.
- 5.3.4 The Leadership Council shall have the authority to establish and/or approve all policies and procedures of this church.
- 5.3.5 The Leadership Council shall have the authority to establish and/or approve all job descriptions for paid staff of this church.
- 5.3.6 The Leadership Council shall have final approval in the hiring of all Pastoral Staff and Ministry Directors with the exception of the Lead Pastor. The Congregation shall have final approval in the hiring of the Lead Pastor.
- 5.3.7 The Leadership Council may approve aggregate additional expenditures up to 10% of the annual budget(s). Expenditures in excess of 10% of approved annual budget(s) must be proposed to and approved by the membership in a Congregational Business Meeting called in accordance with Article VI of the Constitution.
- 5.3.8 The Leadership Council may form task forces and appoint task force members as necessary to accomplish their directed tasks.
  - 5.3.8.1 On an annual basis the Leadership Council shall form a task force and appoint members for the purpose of completing an overview of this church's financial status and practices.

## 5.4 Chairman

- 5.4.1 The Chairman shall be an Elder and a member of the Leadership Council and Board of Directors (see Article V of the Constitution). The Chairman shall have dual responsibilities as Chairman of the Leadership Council and as leader of the Elders.
- 5.4.2 The Chairman shall preside at all Leadership Council and Congregational Business Meetings of this church.
- 5.4.3 The Chairman shall have the authority to call meetings of the Leadership Council and to call Congregational Business Meetings of this church in accordance with Article VI of the Constitution.
- 5.4.4 The Chairman shall have power of address and vote in all Ministry Teams and Task Forces of this church.
- 5.4.5 The Chairman shall provide a written report for the preceding year at the Annual Congregational Business Meeting.
- 5.4.6 The Chairman shall work together with the Vice-Chairman and Lead Pastor to establish the agenda for all Leadership Council, Elder, and Congregational Business Meetings.
- 5.4.7 The Chairman shall have signature authority for this church.

## 5.5 Vice-Chairman

- 5.5.1 The Vice-Chairman shall be an Elder and a member of the Leadership Council and Board of Directors (see Article V of the Constitution).
- 5.5.2 The Vice-Chairman shall assist the Chairman in the fulfillment of his duties and responsibilities in leading this church.
- 5.5.3 Under the leadership of the Chairman, the Vice-Chairman shall direct the Elders in the performance of their responsibilities.
- 5.5.4 In the absence of the Chairman, the Vice-Chairman shall perform the duties of the Chairman and have power of address and vote in all Ministry Teams and Task Forces of this church.
- 5.5.5 The Vice-Chairman shall have signature authority for this church.

## 5.6 Treasurer

- 5.6.1 The Treasurer shall be a member of the Leadership Council and the Board of Directors (see Article V of the Constitution).
- 5.6.2 The Treasurer shall be a member of this church in good standing who endeavors to conduct his/her life in accordance with scriptural principles (1 Timothy 3:8-13).
- 5.6.3 The Treasurer and other members of the Board of Directors (see Article V of the Constitution) shall have signature authority. The Treasurer shall be the primary person responsible for signing checks.
- 5.6.4 The Treasurer shall ensure account signature approval cards for all bank accounts are kept current.
- 5.6.5 The Treasurer shall ensure that the Business Office of this church maintains an accurate account of all receipts and expenditures.
- 5.6.6 The Treasurer shall ensure that a detailed confidential record of all identifiable individual giving is kept and provided to the donor in a year-end statement. Letters of acknowledgement for gifts of stocks/bonds, real property and personal property shall be sent to the donor by the Business Office of this church in compliance with Internal Revenue Service guidelines.
- 5.6.7 The Treasurer shall ensure an accurate record of this church's financial status is provided to the leadership and congregation. On a monthly basis the Treasurer shall ensure a report of income and expenses is provided to the Leadership Council. On an annual basis the Treasurer shall ensure a complete report of this church's financial status is provided to the congregation.
- 5.6.8 The Treasurer shall monitor the Business Office of this church as to the payment of all obligations within the guidelines of the approved church budget.
- 5.6.9 The Treasurer shall coordinate an annual budgeting process that implements the vision and strategy determined by the Leadership Council.
  - 5.6.9.1 The Treasurer shall oversee the consolidation of the budget input provided by the Staff and Ministry Teams. Upon

completion, the Treasurer shall present the proposed budget to the Leadership Council for approval. Once approved, the proposed budget shall be presented to the voting membership for final approval.

5.6.9.2 The Treasurer shall monitor the budget and provide recommendations for budget adjustments to the Leadership Council as the financial circumstances dictate.

## 5.7 Elders

5.7.1 Each Elder shall be a male member of this church whose lifestyle is characterized by Christian behavior (Galatians 5:22-26) and whose life is characterized by the scriptural qualifications of Elders (1 Timothy 3:1-13, Titus 1:5-9, 1 Peter 5:1-3).

5.7.2 The Elder Team shall consist of the Chairman, the Vice-Chairman, no fewer than five (5) elected Elders, and all Pastors. From among all elected Elders, five (5) selected by the Chairman will serve as voting members of the Leadership Council.

5.7.3 The Elders' primary calling is to devote themselves to prayer, shepherding the congregation and giving counsel in Biblical and doctrinal issues that affect this church (Acts 6:1-4, Acts 20:28, 1 Peter 5:1-4). In addition the Elders shall:

5.7.3.1 Establish and revise the job descriptions and responsibilities for the pastoral staff and present those job descriptions to the Leadership Council for final approval.

5.7.3.2 Conduct the pastoral review of the Pastoral staff.

5.7.3.3 Approve the application of new members.

5.7.3.4 Ensure that a semi-annual update of the membership list is performed.

5.7.3.5 Administer church discipline in accordance with Scripture as described in Section 1.5 of these By-Laws.

5.7.3.6 Pre-approve all speakers (other than current staff) asked to preach/teach in the worship services.

5.7.3.7 Prepare a proposed annual budget for the Elders and present it to the Treasurer for incorporation into the overall church budget.

5.7.4 The Chairman or Vice-Chairman may call an Executive Session of the Elders. An Executive Session by definition is a meeting that is not open to the public for the purpose of discussing confidential issues. At the discretion of the Chairman or Vice-Chairman, pastors may be excluded from Executive Sessions of the Elders.

## 5.8 Ministry Team Leaders

5.8.1 Ministry Team Leaders shall be members of this church in good standing who endeavor to conduct their lives in accordance with scriptural principles as set forth in the Covenant of Membership (1 Timothy 3:8-13).

5.8.2 The reporting responsibility of all Ministry Team Leaders shall be to the Leadership Council.

5.8.3 The Leader of each Ministry Team shall provide a written report on the respective Team's work for the preceding year at the Annual Congregational Business Meeting.

5.8.4 Each Ministry Team Leader shall lead his/her team in the fulfillment of its team's defined responsibilities per these By-Laws.

5.8.5 Each Ministry Team shall record and make available minutes of team meetings to all members of the Leadership Council.

5.8.6 Each Ministry Team Leader shall maintain a manual of the policies and operating procedures for his/her Ministry Team. A copy of the manual shall be passed to the next succeeding leader.

5.8.7 Each Ministry Team Leader shall have the authority to call Executive Sessions. The Chairman shall have power of address and vote in all Executive Sessions.

## 5.9 Leadership Council Secretary

5.9.1 The Secretary shall be a member of this church in good standing who endeavors to conduct his/her life in accordance with scriptural



principles, as set forth in the Covenant of Membership (1 Timothy 3:8-13).

5.9.2 The Secretary shall keep minutes of the actions and decisions of all Congregational Business Meetings and Leadership Council Meetings of this church. The Secretary shall also attend to the correspondence of the Leadership Council and preserve all records of the Congregational Business Meetings and Leadership Council Meetings.

5.9.3 The Secretary shall be recommended by the Leadership Development Team and appointed by the Leadership Council by a 90% affirmative vote of those present and voting. The Secretary shall not be a member of the Leadership Council and shall not have a vote.

## **6. MINISTRY TEAMS**

### 6.1 Appointed Positions on Ministry Teams

6.1.1 With the exception of the Leadership Development Team, there shall be a minimum of five (5) appointed members on each Ministry Team.

6.1.2 With the exception of the Leadership Development Team, Ministry Team member candidates shall be identified and approved by the Leadership Development Team and then recommended to the Leadership Council for final approval.

6.1.3 Each Ministry Team may form task forces and appoint members to those task forces as necessary to accomplish their directed tasks.

### 6.2 Leadership Development Team

6.2.1 The Leadership Development Team shall consist of at least seven (7) members in addition to the Team Leader. At least five (5) members shall be elected by the congregation and two (2) shall be Pastoral staff members appointed by the Lead Pastor.

6.2.2 Each Leadership Development Team member shall be a member of this church in good standing who endeavors to conduct his/her

life in accordance with scriptural principles as set forth in the Covenant of Membership.

6.2.3 The Leadership Development Team shall:

- 6.2.3.1 Be responsible for the on-going, proactive process of identifying, developing and mentoring future leaders of this church.
- 6.2.3.2 Maintain a current list of prospective candidates for each leadership position in this church.
- 6.2.3.3 Present a unanimously approved slate of nominees to the Leadership Council for its approval by a 90% affirmative vote of those present and voting, prior to inviting the candidates. The Leadership Development Team shall then present the approved slate of nominees at the Annual Congregational Business Meeting of this church.
- 6.2.3.4 Prepare a proposed annual budget for the Leadership Development Team and present it to the Treasurer for incorporation into the overall church budget.

6.2.4 Other responsibilities shall be detailed in its Policies and Procedures Manual.

6.3 Deacon Ministry Team

6.3.1 Each Deacon shall be a member of this church in good standing who endeavors to conduct his life in accordance with scriptural principles as set forth in the Covenant of Membership (1 Timothy 3:8-10, 12-13).

6.3.2 The Deacon Ministry Team shall:

- 6.3.2.1 Serve the Church body through ministries to widows, the poor, the sick and the needy (Acts 6).
- 6.3.2.2 Assist the pastoral staff at communion and baptismal services.
- 6.3.2.3 Coordinate the ushering ministry.

6.3.2.4 Assist the pastoral staff in the visitation ministries of this church and serving communion to shut-ins.

6.3.2.5 Administer the Deacon's Fund.

6.3.2.6 Prepare a proposed annual budget for the Deacon Ministry Team and present it to the Treasurer for incorporation into the overall church budget.

6.3.3 Other responsibilities shall be detailed in its Policies and Procedures Manual.

#### 6.4 Deaconesses Ministry Team

6.4.1 Each Deaconess shall be a member of this church in good standing who endeavors to conduct her life in accordance with scriptural principles as set forth in the Covenant of Membership.

6.4.2 The Deaconess Ministry Team shall:

6.4.2.1 Serve the Church body through ministries to bereaved families, the sick and the needy.

6.4.2.2 Assist in baptism and communion services.

6.4.2.3 Coordinate special receptions as directed by pastoral staff or the Leadership Council.

6.4.2.4 Oversee the coordination of church weddings and receptions.

6.4.2.5 Prepare a proposed annual budget for the Deaconess Ministry Team and present it to the Treasurer for incorporation into the overall church budget.

6.4.3 Other responsibilities shall be detailed in its Policies and Procedures Manual.

#### 6.5 Global Outreach Team

6.5.1 Each member of the Global Outreach Team shall be a member of this church in good standing who endeavors to conduct his/her life in accordance with scriptural principles as set forth in the Covenant of Membership.

6.5.2 The Global Outreach Team shall:

- 6.5.2.1 Keep the Global Outreach vision and program alive and before the congregation in conjunction with the pastoral staff.
- 6.5.2.2 Coordinate the total Global Outreach program of this church in alignment with the overall vision of this church.
- 6.5.2.3 Support and nurture each missionary while the missionary is in the field or on home assignment.
- 6.5.2.4 Prepare a proposed annual budget for the Global Outreach Team and present it to the Treasurer for incorporation into the overall church budget.

6.5.3 Other responsibilities shall be detailed in its Policies and Procedures Manual.

6.6 Facilities Team

- 6.6.1 Each member of the team shall be a member of this church in good standing who endeavors to conduct his/her life in accordance with scriptural principles as set forth in the Covenant of Membership.
- 6.6.2 The Facilities Team shall be responsible for the care, maintenance, security and upgrade of the properties of this church including:
  - 6.6.2.1 Assuring that the church furnishings, facilities and grounds are kept in good condition.
  - 6.6.2.2 Planning, budgeting, and implementing of facility repair and replacement projects.
  - 6.6.2.3 Planning, budgeting, and implementing of capital improvement projects.
- 6.6.3 Prepare a proposed annual budget for the Facilities Team and present it to the Treasurer for incorporation into the overall church budget.
- 6.6.4 Other responsibilities shall be detailed in its Policies and Procedures Manual.

## 6.7 Local Outreach Team

6.7.1 Each member of the Local Outreach Team shall be a member of this church in good standing who endeavors to conduct his/her life in accordance with scriptural principles as set forth in the Covenant of Membership.

6.7.2 The Local Outreach Team shall:

6.7.2.1 Keep the Local Outreach vision and program alive and before the congregation in conjunction with the pastoral staff.

6.7.2.2 Coordinate the total Local Outreach program of this church in alignment with the overall vision of the church.

6.7.2.3 Support and nurture each ministry partner.

6.7.2.4 Prepare a proposed annual budget for the Local Outreach Team and present it to the Treasurer for incorporation into the overall church budget.

6.7.3 Other responsibilities shall be detailed in its Policies and Procedures Manual.

## 7. NOMINATION AND ELECTIONS OF OFFICERS

7.1 The Leadership Development Team shall on an annual basis present a slate of candidates to the Leadership Council for approval by an affirmative vote of 90% of those present and voting.

7.2 Approved candidates shall be presented to the Congregation no later than two (2) Sundays prior to the Annual Congregational Business Meeting.

7.3 The approved ballot shall be presented by the Leadership Development Team at the Annual Congregational Business Meeting. Candidates shall be elected by a simple majority of votes cast.

7.4 All candidates must be members of this church. The elected positions shall include:

- 7.4.1 Chairman (also an elected Elder).
  - 7.4.2 Vice-Chairman (also an elected Elder).
  - 7.4.3 Treasurer.
  - 7.4.4 Elected Elders (in addition to Chairman and Vice-Chairman).
  - 7.4.5 Leader of the Deacon Ministry Team.
  - 7.4.6 Leader of the Deaconess Ministry Team.
  - 7.4.7 Leader of the Facilities Team.
  - 7.4.8 Leader of the Global Outreach Team.
  - 7.4.9 Leader of the Leadership Development Team.
  - 7.4.10 Leader of the Local Outreach Team.
  - 7.4.11 At least five (5) elected members of the Leadership Development Team.
- 7.5 Any vacancies of elected positions occurring mid-term shall be filled in the following manner:
- 7.5.1 The Leadership Development Team shall recommend a replacement to the Leadership Council for appointment. The Leadership Council shall approve the replacement for this elected position upon a 90% affirmative vote of those present and voting.
  - 7.5.2 If approved, this person may serve the balance of the term and shall later be eligible for election for a new term according to these By-Laws, not counting the appointment as a prior term.
- 7.6 Church employees may not be elected to leadership positions in this church.
- 7.7 A person may hold only one (1) elected office at a time in this church.

## 8. DURATION OF TERMS

- 8.1 Pastors shall be called for an indefinite time.
- 8.2 Ministry Directors shall be called for an indefinite time.
- 8.3 All elected members of the Leadership Council shall be elected to a term of three (3) years.
  - 8.3.1 Except for the Chairman and Leadership Development Team Leader, Leadership Council members may be considered for election to one (1) additional consecutive term after which one (1) year must elapse before they may again serve on the Leadership Council.
  - 8.3.2 The Chairman and Leadership Development Team Leader shall serve a single three (3) year term after which one (1) year must elapse before they may again serve on the Leadership Council.
  - 8.3.3 No one may serve more than six (6) consecutive years on the Leadership Council. An appointment to fulfill a vacated term shall not be considered as part of the six (6) consecutive years.
  - 8.3.4 Terms of elected office shall be staggered within the Leadership Council to provide continuity.
- 8.4 The elected members of the Leadership Development Team shall serve a single three (3) year term. One (1) year must then elapse before they may serve in an elected position, with the exception of the Leadership Development Team Leader position. The Leadership Development Team Leader may be selected from the pool of currently elected Leadership Development Team members.
  - 8.4.1 Terms of elected office shall be staggered within the Leadership Development Team to provide continuity.
- 8.5 Appointed Ministry Team Members shall be appointed to two (2) year terms.
  - 8.5.1 At the recommendation of the Leadership Development Team and upon approval by the Leadership Council, a Ministry Team Member may be appointed to additional terms of service.

- 8.5.2 A Ministry Team Member may serve up to three (3) consecutive two-year terms after which one (1) year must elapse before they can serve again in an appointed position.
- 8.5.3 Terms of appointed office within the Ministry Teams shall be staggered to provide continuity.
- 8.6 Appointed Leadership Development Team Members (two (2) Pastoral staff members) shall be appointed to one (1) year terms.
- 8.6.1 Appointed Leadership Development Team Members may be appointed to additional terms of service by the Lead Pastor.
- 8.6.2 There is no limit on the number of consecutive terms that an appointed Leadership Development Team Member may be asked to serve.
- 8.7 The Leadership Council Secretary is appointed to a two (2) year term. The Leadership Council Secretary may be appointed to serve up to three (3) consecutive two-year terms after which one (1) year must elapse before serving again in an appointed position.
- 8.8 A member serving in an elected or appointed position may terminate their service prior to the end of their term by submitting a letter of resignation to the Chairman and Leadership Development Team Leader.
- 8.8.1 The term of an elected member may be terminated within their three (3) year term after a 90% affirmative vote by the Leadership Council members present and voting. The matter of removal is then placed on the formal agenda of a Congregational Business Meeting. A motion to remove the elected member from their office shall be adopted by the membership upon a three-fourths (3/4) affirmative vote of those present and voting.
- 8.8.2 The term of an appointed member may be terminated within their two (2) year term upon a 90% affirmative vote by the Leadership Council members present and voting.