



Constitution & By-Laws

Crossroads Evangelical Free Church of Albert Lea, MN

(hereafter referred to as "Crossroads Church")
Revision by Church Board (July 21st, 2008)

CROSSROADS CHURCH CONSTITUTION

ARTICLE I NAME

The legal name of this church shall be Crossroads Evangelical Free Church of Albert Lea, Minnesota.

ARTICLE II PURPOSE

The purpose of Crossroads Church is to prayerfully introduce people to Jesus, grow them to be like Jesus, care for others, minister to others, and to glorify God.

ARTICLE III AFFILIATION

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

ARTICLE IV STATEMENT OF FAITH

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 V
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 Statement of Faith and who is willing to support the church with faithful attendance, prayer and contributions may become a member of this church, as provided for in the by-laws.

Section 2 Pastoral Staff

The calling of a Senior Pastor or other pastoral staff member, including their spouse, into ministry in the church shall concurrently include acceptance into membership in the church.

ARTICLE VI
AUTHORITY

The body of members who compose this church is the legislative and governing entity of this organization.

ARTICLE VII
GOVERNMENT

Section 1 Annual Business Meeting

The Annual Business Meeting shall be held in the fourth quarter of the year.

Section 2 Business Meetings

- A. Regular business meetings of the church shall be held annually, and at such times as are designated in the By-Laws, Article V, Section 1.
- B. Special meetings of the church may be called at any time by the Church Chair, by the Church Board, or by members of the church, according to the procedures set out in the By-Laws, Article V, Section 2.
- C. All business meetings of the church and of the Church Board shall be governed with common sense and Christian charity.

Section 3 Leadership

- A. The primary elected leaders of the church shall be the Church Board.
- B. The responsibility of the Board, on behalf of the Congregation, is to see to it that the church (1) achieves its purpose and (2) observes biblical standards.

ARTICLE VIII
PROPERTY

Section 1

This church shall have the power to receive, either by gift or purchase, and to hold such real, personal, or mixed property as is authorized by the laws of the state of Minnesota, and is deemed necessary for the business of the church, and shall have the power to dispose of property by mortgage, deed or otherwise.

All such property shall be held in the name of the church. The Church Board shall have the power to receive, purchase, acquire, sell, lease, convey, mortgage, deed, or otherwise transfer REAL property of the church, but only after having been authorized by the church at a duly called business meeting. All contracts, notes, mortgage conveyances, assignments, leases, releases, and other documents and papers in behalf of the church shall be executed by the Church Board.

Personal property shall be received & disbursed at the discretion of the board.

Section 2

In case of a division of the church (from which we pray God by His mercy to preserve us), the property of the church shall belong to those who abide by this constitution.

Section 3

In case of dissolution of the church organization, the property shall be assigned to the North Central District of the Evangelical Free Church of America. The church shall be considered dissolved if so decided by the organization or when the church has not held an annual meeting for two (2) years.

ARTICLE IX
PROVISION FOR BY-LAWS

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

ARTICLE X
AMENDMENTS

Section 1

The congregation may make changes or additions to the Constitution only at the Annual Business Meeting. Such changes must be submitted to the members in writing and adopted as a preliminary step at an annual meeting of the Congregation. At the Annual Business Meeting one (1) year following, the changes or additions may be fully adopted without change by a two-thirds (2/3) majority of the votes cast.

Section 2

The contents of Article IV cannot be changed, except in the event that the Evangelical Free Church of America should change its doctrinal statement.

CROSSROADS CHURCH BY-LAWS

ARTICLE I MEMBERSHIP

Section 1 Admission

- A. Qualification: Admission to membership in this church shall be according to the standards set forth in Article V of the church Constitution, plus the following procedures & responsibilities.

- B. Procedure:
Each person desiring membership with the church must meet the following requirements:
 - (1) be at least 16 years old,
 - (2) complete the Membership Class,
 - (3) complete a written application, and
 - (4) appear before the Membership Committee consisting of, or appointed by the Elders.

The Elders shall submit to the church membership a list of the names of the applicants at least one week prior to Board action on the applicant's request for membership. If any member has a valid, scriptural reason for the non-acceptance of an applicant, he/she shall appear immediately before the Elders to state such objections. All satisfactory candidates shall be recommended by the Elders to any Board meeting of the church for approval and admission. They shall be elected to membership by a majority of the Board members present.

The applicant shall not be present in the Church Board meeting while his/her application is being considered.

The accepted applicant shall be publicly accepted and welcomed into the membership at a subsequent regular worship service of the church.

- C. Responsibilities: All members should regard it their part and 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.

Section 2 Removal

- A. Request for Removal: A member of the church may request removal of his/her membership. After consultation with the member by a pastor or Elder, the Elders shall grant the request.

- B. Inactive Membership: Any member of this church, who, has not attended the regular services and supported the work of the church with some degree of regularity, 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 the agreement and discretion of the Elders.

C Church Discipline:

The Church Board shall develop and shall administer a system of church discipline for laypersons based upon Matthew 18 and other relevant Scriptures. The Church Board shall develop and shall administer a system of church discipline for lay-leaders and ministerial staff based upon 1 Timothy 5 and other relevant Scriptures. At the time of the adoption of these amended by-laws, the Church Board shall publish the current Board policy regarding church discipline. Any changes to the Board policy regarding church discipline must be presented to the next regularly scheduled congregational meeting.

All ministerial staff shall be considered members for the purposes of discipline. All ministerial staff and confirmed leaders shall be disciplined according to the above paragraphs, plus specific guidelines for the Senior Pastor as listed below. Any ministerial staff member or elected leader deprived of their membership shall immediately stop all functions of their position.

ARTICLE II
ORGANIZATION

Section 1 Church Officers

The officers of this church shall be the Church Chairman, Church Vice-Chairman, Secretary and Treasurer. They shall represent the church in all legal matters.

Section 2 Church Board

- A. The Church Board shall be confirmed by and be accountable to the Congregation. It shall act as the representative policy-making body of the church and shall be responsible for the administration and operation of the church, except for matters reserved for the Elders. At all times the Church Board will assume the highest level of concern for their own spiritual growth and for the spiritual health and welfare of the Congregation.
- B. The Church Board shall consist of eight (8) voting members. The membership of the Church Board shall consist of the Senior Pastor, the Executive Pastor, two (2) additional Elders, and four (4) non-Elder Board members who shall be referred to as Board members. They shall be individuals of mature spiritual experience and discipline, shall possess biblical qualities of leadership and character, and shall be people of prayer. Confirmed members shall be confirmed to terms of three (3) years, in such a manner that one-third (1/3) of the Board members are confirmed each year. The Church Board shall organize itself annually, choosing from among the Elders the positions of Church Chairman and Church Vice-Chairman and from among the Board members the position of Treasurer and Secretary.
- C. Elders: The Elders shall be confirmed by the congregation from the male membership of the church.
- D. Elders at-large: The Board shall be free to recognize & appoint godly men to the role of "Elders at large". These shall be non-Board, and therefore non-voting Elders, who shall be called upon as needed for wisdom and guidance
- E. Board Members: The Board members shall be confirmed by the congregation from the membership of the church. Two (2) Board members shall be male and two (2) Board members shall be female.
- F. Individual Board members are neither representatives of, nor overseers of, certain individuals or groups within the Congregation.

Section 3 Senior Pastor

The Senior Pastor shall be the spiritual leader of the church and shall be responsible for the functions of ministry as taught in the Word of God. He shall answer to and be responsible to the Church Board. He shall serve as a member of the Elders and an ex officio member of all other groups within the church, with the exception of the Nominating Committee.

Section 4 Church Chairman

The Church Chairman shall preside at all meetings of the Church Board, Elders, and at all congregational business meetings. He will assure the integrity and fulfillment of the Board's process and, when necessary, may represent the Board to the congregation and to outside parties. The job of the Chairman is to see that the Board operates consistently within its own rules and those legitimately imposed upon it from outside the organization.

Section 5 Church Vice-Chairman

The Church Vice-Chairman shall be vice-chairman of the Elders, vice-chairman of the Church Board, a member of the Nominating Committee, and shall assume other duties as assigned by the Church Chairman. In the absence of the Church Chairman, he shall preside at meetings of the Church Board and congregational business meetings.

Section 6 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. The Secretary will chair an ad hoc Committee which shall annually review, update, and compile the Operations Manual of the church for presentation to the Congregation at the first regular business meeting following the Annual Business Meeting.

Section 7 Treasurer

The Treasurer of the church shall maintain accounts showing the receipts, expenditures, and balances of each of the several funds of the church. The Treasurer shall provide oversight for the preparation, presentation, and supervision of the annual budget of the church. The Treasurer shall chair the Finance Committee. This person may not simultaneously hold the position of Financial Secretary nor be the spouse, sibling, or child of the Financial Secretary. In the absence of the Treasurer, the Church Vice-Chairman shall be acting Treasurer. The Church Board will select some of their own as signatories. Signatories shall not be the Treasurer, or the pastors.

Section 8 Financial Secretary / Associate Financial Secretary

- A. The Financial Secretary of the church shall be confirmed at the Annual Business meeting of the church. The Financial Secretary shall not be a member of the Church Board. This person shall not be the same person holding the position of Treasurer, and shall not be the spouse, sibling, or child of the Treasurer. The Financial Secretary shall be a member of the Finance Committee and shall oversee the reception and banking of all monies received by the church. In the absence of the Financial Secretary, the Church Board shall appoint an acting Financial Secretary from the membership of the Nominating Committee, excluding the Church Vice-Chairman.
- B. The Associate Financial Secretary shall be appointed annually by the Church Board and will assist the Financial Secretary in his/her duties. This person shall not be the spouse, sibling, or child of the Treasurer or the Financial Secretary. There shall be no term limit to this position.

Section 9 Nominating Committee

Candidates for the Nominating Committee shall be nominated by the Church Board and confirmed at the Semi-annual Business Meeting. The purpose and duty of the Nominating Committee is to present to the congregation the name of a qualified candidate for each confirmed office of the church, except the Nominating Committee. The Nominating Committee, at all times, is to serve to further the best interests of the church. The Nominating Committee shall be a standing committee of the congregation, and shall be comprised of members of the church in good standing.

Section 10 Finance Committee

The Finance Committee shall consist of the Executive Pastor, who will chair the meetings, the Financial Secretary, the Associate Financial Secretary, the Treasurer, and any additional members of the congregation appointed to one (1) year terms by the Senior Pastor. The purpose of the Finance Committee shall be to help oversee financial matters of the church as directed by the Senior Pastor. By the January meeting of the Church Board, the Finance Committee shall present to the Church Board the name of a Certified Public Accountant (or C.P.A. firm) to audit the financial records of the church for the preceding fiscal year.

ARTICLE III
CONFIRMATION OF OFFICERS AND OTHER LEADERS

Section 1 Terms of Office

- A. The following positions shall have three (3) year terms:
 - 1. Church Board members.
- B. The following positions shall have two (2) year terms:
 - 1. Nominating Committee members.
 - 2. Financial Secretary.
- C. Terms of Confirmed Office: Officers confirmed at the Annual Business Meeting of the church will be installed on the second Sunday of January. This will mark the beginning of their term of office. They will be welcome as non-voting participants at all appropriate meetings during the transition period between confirmation and installation.

Section 2 The Nominating Committee

- A. The Nominating Committee shall consist of five (5) members of the church, including the Church Vice-Chairman. Each member of the Nominating Committee, with the exception of the Church Vice-Chairman, shall be confirmed by the congregation for a term of two (2) years. At no time shall such person's spouse, sibling, or children serve on the Nominating Committee at the same time. The terms of the individual members of the Nominating Committee shall be staggered in such a manner that two new members are confirmed at the Semi-annual Business Meeting of the church. The Nominating Committee shall elect its Chair from its own membership at their first meeting following the Semi-annual Business Meeting. The Church Vice-Chair shall call the first meeting of the Nominating Committee following the Semi-annual Business Meeting at which time the Committee shall elect its own Chair. But in no case shall the Church Vice-Chairman serve as the permanent Chair of the Committee.
- B. No elected member of the Nominating Committee will be permitted to serve two (2) consecutive two-year terms on the Committee. Should, however, a premature or otherwise unexpected vacancy occur on the Committee, an individual elected by the Congregation to fill that vacancy may have served the

prior term on the Committee. Provided that, in no event, will any individual be permitted to serve more than three (3) consecutive years on the Committee.

C. No later than thirty (30) days prior to each Semi-annual Business Meeting, the Church Board shall nominate and make known to the Congregation the candidates for confirmation to the Nominating Committee. In the event of a vacancy on the Church Board, the Nominating Committee shall nominate candidates for the confirmation to fill the vacancy.

D. No current member of the Nominating Committee, with the exception of the Church Vice-Chairman, shall be eligible for nomination to any position in the church.

Section 3 Confirmation Procedures

A. The Nominating Committee shall attempt to present to the Congregation the name of a candidate for each office no later than three (3) Sundays prior to each annual election

B. Once an initial gathering of candidates is completed, their names shall be submitted to the Ministry Staff and Board for review. The Ministry Staff shall have advise and consent authority, and the Board shall have full veto power over each name.

C. 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 will be permitted, either prior to the Annual Business Meeting, or at the Annual Business Meeting in the form of nominations from the floor.

D. Voting shall be by closed ballot.

E. Members will have the opportunity to vote "yes" or "no" for that nominee. The nominee will be confirmed if he or she receives an affirmative vote from a majority of those who vote, either in person or by absentee ballot.

F. Absentee ballots shall be admissible in connection with the confirmation of officers and other leaders. In order to be admissible, absentee ballots must be specifically requested from the Chair of the Nominating Committee, must be completed according to the instructions provided, and must be returned to the Chair of the Nominating Committee before the Annual Business Meeting.

Section 4 Limitations on Consecutive Years of Service

A. No person shall serve more than six (6) consecutive years in the same confirmed office of the church. Nine (9) 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.

B. Persons ineligible to serve in a position as a result of having served six (6) consecutive years in that position shall again become eligible to serve in that position for up to six (6) consecutive years after being out of office for at least one (1) full year.

Section 5 Attendance

A. Confirmed officials shall attend the regular meetings of their respective boards or committees.

B. In the event of prolonged absence of more than three (3) 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 Church Board, so that their offices may be kept alive. The Church Board may declare a seat open after at least ninety (90) days of absence of such officer.

Section 6 Conflicts of Interest

A. Holding More Than One Office at One Time

No one shall hold more than one confirmed office simultaneously, except that the Church Vice-chairman, by his office, will also serve on the Nominating Committee while serving on the Church Board; And the Treasurer and the Executive Pastor, by their offices, will also serve on the Finance Committee. If any person is confirmed to a second office, the first office held by that person shall be declared vacant.

B. Family Members

The Board shall avoid conflicts of interest by not hiring staff, if an elected Board member is in the same family as spouse, sibling, parent or child. If a potential conflict were to occur the Board member would need to take a leave of absence before such discussion. If the staff member is hired, the Board member would need to resign.

Section 7 Vacancies

A. The Causes of Vacancies

Vacancies in office may be caused by resignation, by death, or by removal in accordance with Article I, Section 2(D), or Article III, Section 5 of these By-Laws.

B. The Filling of Vacancies in Office

With the exception of vacancies on the Church Board and Nominating Committee, which shall be filled by confirmation at a meeting of the members of the church, the Church Board shall appoint replacements to confirmed 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 the next business meeting of the church. The appointee shall hold an interim assignment to that office until the next Annual Business Meeting of the church. Prior to the next Annual Business Meeting of the church, the Nominating Committee shall, in its regular deliberations, nominate a candidate to fill the unexpired term for that office, or to stand for confirmation for a new term for that office, as the case may be.

ARTICLE IV
DUTIES AND RESPONSIBILITIES OF THE CHURCH BOARD AND ELDERS

Section 1 Responsibilities & Limitations of the Church Board

The responsibilities of the Church Board shall include the following:

A. PRIMARY RESPONSIBILITIES:

1. The Board will pray for the congregation, the pastoral staff, and themselves.
2. The Board will oversee the church's spiritual condition.
3. The Board will produce and authorize overall written church policy in four areas.
 - a. The policies governing the Board itself.
 - b. The policies governing the Board-Congregation relationship.
 - c. The policies governing the Senior Pastor.
 - d. The policies governing the Board's relationship to the Senior Pastor.

4. The Board will provide supervision of, accountability for, and protection of, the Senior Pastor.
5. The Board, through its Elders, is responsible for church discipline.
6. The Board, through its Elders, is responsible for doctrinal clarification.

B. OCCASIONAL RESPONSIBILITIES

1. The Board will oversee the selection process of the Senior Pastor and the Executive Pastor. The Board will provide advice and consent to the Senior Pastor regarding paid ministry director staff positions.
2. The Board will serve as an arbitrator in any disputes with the Senior Pastor.
4. The Board will enforce policy relative to Board members' attendance, preparation, policy-making principles, respect of roles, and ensuring continuance of leadership capability.
5. The Board will continually work on its development, including orientation of new Board members in the Board's governance process, periodic discussion of process improvement, and continuous education & discipleship of Board members.
6. The Board is responsible for establishing fair compensation and benefits for the Senior Pastor & Executive Pastor according to their training, prior experience, size of church, tenure, and productivity.
7. The Board will assist the church membership process by certifying each candidate's profession of faith.
8. The Board will determine scriptural appropriateness whenever members dispute an action taken or a decision made by the Church Board.
3. Non-pastoral Board members shall serve as a Council of Appeal for members of the church staff who are supervised by the Senior Pastor or Executive Pastor.
9. The Church Board will act as a Board of Trustees in such matters as required by the State of Minnesota or federal law.

C. FINANCIAL LIMITATIONS

1. The Board will present a balanced budget proposal, based on realistic and historical giving projections, to the annual meeting of the congregation. The Board may also present a tiered budget to demonstrate budget priorities should congregational giving be greater than anticipated.
2. The Board may not mortgage any property of the church without congregational approval.
3. The Board may not sign any instruments of indebtedness in excess of 7% of the total annual budget without congregational approval; nor shall the cumulative total of such instruments exceed 7% of the total annual budget without congregational approval.
4. Until such time as the annual budget of the church exceeds \$1,000,000.00, neither the Board nor the Senior Pastor shall authorize the creation of new paid staff positions without the approval of the congregation.

5. The Board may not make loans to any individual or organization of any kind without congregational approval.

Section 2 Voting Elder Functions

The decisions of the voting Elders in the following areas shall not be subject to the approval of the church board, but only to the congregation.

The voting Elders, individually and collectively, shall be charged as follows:

- a. To provide scriptural direction for the church.
- b. To provide counsel to the Senior Pastor in matters relating to doctrine and practice.
- c. To be a primary source of encouragement and support for the Senior Pastor as he provides spiritual leadership.
- d. To administer confidential or sensitive matters of church discipline.
- e. To determine what shall be the doctrinal teaching of the church.

The voting Elders may consult with the Church Board on the above areas. They shall inform the Church Board of any major decisions taken.

ARTICLE V BUSINESS MEETINGS

Section 1 Regular Business Meetings

- A. The Annual Business Meeting: The Annual Business Meeting of the church shall be held in the months of November or December. Notice of the Annual Business Meeting shall be publicized by the Church Board at least four Sundays in advance of the meeting.
- B. The Semi-annual Business Meeting: The Semi-annual business meeting shall be held in the month of June. Notice of the Semi-annual business meeting shall be publicized by the Church Board at least two Sundays in advance of the meeting.

Section 2 Special Business Meetings

Special business meetings may be called by the Senior Pastor, the Church Chairman, by the Church Board, or by the members of the church through a petition signed by fifteen percent (15%) of the members of the church. The time, place, and purpose of such a special business meeting shall be mailed to all members of record, postmarked one (1) week in advance of the date of the proposed meeting.

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: Twenty 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 By-Laws of the church.
- C. The Annual Business Meeting
 - 1. Confirmation of Nominees: Confirmation of nominees shall be held during the Annual Business Meeting. The results of the confirmation vote shall be announced before the meeting is adjourned.
 - 2. The Annual Budget: The annual budget shall be voted on for adoption during the Annual Business Meeting. Prior to its presentation for adoption, the Church Board shall host a town hall meeting to discuss the budget. This meeting shall take place at least two (2) weeks prior to the Annual Meeting.
 - 3. The Annual Business Meeting shall also be concerned with the review of the church's previous year through the presentation of reports by the pastoral staff, Church Board, and various ministries of the church. The members of the church may also take action on any other appropriate matters of business at that time.
- D. Meetings to consider the calling of a Senior Pastor, Associate Pastor or Ministry Director shall be called and conducted according to the procedures outlined in Article VI of these By-Laws.
- E. 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. Qualification of Voters: All matters of church business shall be voted on only by members of the church in good standing order.
- G.

ARTICLE VI
SALARIED PERSONNEL

Section 1 The Senior Pastor

A. Qualification 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 guidance of the Holy Spirit.
2. Church Staff Leadership: The Senior Pastor shall direct the pastoral staff, providing counsel, encouragement, and Christian discipline, so far 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 pastoral staff, 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 staff 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 Church Board.
3. Administrative Leadership: The Senior Pastor shall be an ex officio voting member of the Church Board, and all other church

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 Church Board and the other church organizations. The Senior Pastor shall not be expected or required to regularly attend all of the meetings of all of the church 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 Elders, Church Board, and the meetings of the pastoral staff.

B. Calling a Senior Pastor to the Church

1. Selection of the Pastoral Search Committee: When it is necessary to call a Senior Pastor, a Pastoral Search Committee of seven (7) members shall be formed. Three (3) of the members shall be appointed by the Church Board, and three (3) 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 Chairman, who shall also serve as the Chair of the Pastoral Search Committee. He shall continue serving as Chair of the Search Committee until their work is done, even if his term as Chair of the Board has expired.
2. Procedure of 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 Church Board and the congregation on its progress. The Search Committee shall plan an opportunity for the congregation to meet the candidate in person. The service of the members of the Pastoral Search Committee shall be completed after the installation service.
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 vote of 85% in favor of the candidate necessary to constitute a call.

4. The 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 Church Board. 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 Church Board. The Church Board 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. Grievances against the Senior Pastor
Any member of the congregation who has grievances against the Senior Pastor shall first make every effort to follow the biblical guidelines for confronting a brother as presented in Matthew 18:15-17. After confronting the Senior Pastor alone and then with another, the aggrieved person may present the issue to the Board for consideration of the next step. The Board, at that time, may form an Ad Hoc Committee to investigate the grievances and report back to the Board their findings.

After investigation, the Church Board may choose to:

- i) 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 two-thirds majority of the votes cast shall be sufficient to terminate the Senior Pastor's services. Such termination shall occur immediately upon an affirmative vote by the congregation to terminate the Sr. Pastor's services.
- ii. Handle it privately, through admonition, counsel, or other non-terminatory actions deemed appropriate by the Board.

iii. Decide there are insufficient grounds for further action.

3. In the case of gross negligence, gross incompetence, moral failure or criminal actions by the Senior Pastor, the Board may elect for immediate termination. This will require a two-thirds (2/3) vote of the Board, excluding the Senior Pastor. Such termination shall occur immediately upon an affirmative vote by the Church Board to terminate the Senior Pastor's services. The congregation shall be advised of this Board action in writing. For legal reasons, some or all of the specifics of this action may not be divulged to the congregation.

Section 2 Ministry Staff

- A. **Qualifications and Duties:** Other members of the church staff who are Ministry Staff shall meet the scriptural and professional qualifications for office stated in Article VI, Section 1. They shall be under the supervision of the Senior Pastor, or his designee, 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 Constitution, and the By-Laws. The call to office and the termination of service of such members of the pastoral staff shall follow the procedures provided in the following paragraphs. Job descriptions, including qualifications, responsibilities, and reporting relationships, shall be prepared and maintained for all members of the pastoral staff.
- B. **Calling of Ministry Staff.** Upon the approval of a budgeted Ministry Staff position, the Senior Pastor, with advice and consent of the Church Board, shall determine the best manner for interviewing for that position and shall also determine the terms of his/her employment and his/her specific job description.
- C. **Termination of Service:** Termination of a Ministry Staff position shall be determined by the Senior Pastor with advice and consent of the Church Board.

Section 3 Other Salaried Personnel

- A. **Hiring of Administry Staff**
Upon the approval of a budgeted Administry Staff position, the Senior Pastor, or his designee, shall determine the best manner for interviewing

for that position and shall also determine the terms of his/her employment and his/her specific job description.

- 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 Senior Pastor.
- C Termination of Service: Other salaried personnel may be terminated by the Senior Pastor or his designee.
- D At the point where the annual budget exceeds one million dollars, the Senior Pastor, or his designee, may hire Administry Staff as needed, with advise and consent of the Church Board.

Section 4 Church Staff Relationships

- A. All salaried personnel shall be considered members of the church staff, unless otherwise specifically stated.
- B. Leader of the Church Staff: The Senior Pastor of the church shall be the leader of the Church Staff, and shall be responsible to direct its work. Members of the church staff shall meet together regularly for consultation and planning.
- 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 Church Board in order to resolve the problem.

ARTICLE VII PROVISION FOR OPERATIONS MANUAL

Section 1 Purpose

The church shall provide an operations manual for its administration. The Operations Manual shall contain the description, responsibilities, policies,

operating procedures and all other relevant administrative information for each committee, and team of the church.

ARTICLE VIII
AMENDMENTS

Section 1 Proposed Amendments

Amendments to these By-Laws may be proposed through formal motion at any regular business meeting of the church, but may not be voted upon until the next regular business meeting of the church.

Section 2 Informing the Membership

Notice of all proposed amendments to these By-Laws shall be provided to the Congregation, along with a copy of the proposed amendments. A copy of the proposed amendments shall be provided to all the members of the church at least two (2) weeks before the meeting at which the amendments shall be voted on.

Section 3 Voting

An affirmative vote by a simple majority of the members present at the meeting shall be required for adoption of the proposed amendments.