



Constitution & By-Laws

Crossroads Evangelical Free Church of Albert Lea, MN

Revised 2005

CROSSROADS CHURCH CONSTITUTION

ARTICLE I NAME

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

ARTICLE II PURPOSE

The purpose of Crossroads Evangelical Free 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.

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Crossroads Evangelical Free Church of Albert Lea, MN

(here after referred to as "Crossroads Church"
Revision (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

Section 1

We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men, and the Divine and final authority for all Christian faith and life. II Tim. 3:16; II Peter 1: 20-21.

Section 2

We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit. Gen. 1:1; II Cor. 13:14; Col. 2:9.

Section 3

We believe that Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross a sacrifice for our sins, according to the Scriptures. Further, He rose bodily from the dead, ascended into heaven, where at the right hand of the Majesty on High, He now is our High Priest and Advocate. I Cor. 15:3-4; I John 2:1.

Section 4

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and during this age to convict men, regenerate the believing sinner, indwell, guide, instruct, and empower the believer for godly living and service. John 15:26; John 16:7-14.

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.

Section 5

We believe that man was created in the image of God but fell into sin and is therefore lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained. Gen. 1:27; Rom. 3:23; John 3:3.

Section 6

We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become children of God. Heb. 9:22; Heb. 7:25; Rom. 5:1; John 3:16.

Section 7

We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during the present age. They are, however, not to be regarded as means of salvation. Matt. 28:19-20; I Cor. 11:23-26.

Section 8

We believe that the true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the head. Eph. 4:1-6; I Cor. 12:13.

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.

Section 9

We believe that only those who are thus members of the true Church shall be eligible for membership in the local church. Acts 2:47.

Section 10

We believe that Jesus Christ is the Lord and Head of the Church, and that every local church has the right under Christ to decide and govern its own affairs. Eph. 1:22; Col. 1:18.

Section 11

We believe in the personal and premillennial and imminent coming of our Lord Jesus Christ and that this "Blessed Hope" has a vital bearing on the personal life and service of the believer. I Thes. 4:14-16; Acts 1:11; I John 3:1-3.

Section 12

We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting conscious punishment. II Cor. 5:10; I Cor. 15:50-56; II Thes. 1:7-9; Rev. 20:15.

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 Confession 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.

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 Meeting

The first congregational meeting of the year shall be the Annual Meeting.

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 VI, 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 VI, Section 2.
- C. All business meetings of the church and of the church board shall be governed by Robert's Rules of Order unless superceded by the Constitution or by-laws of the church.

Section 3 Leadership

The primary elected leaders of the church shall be the Church Board. All Commissions, Committees and affiliated organizations shall be under the leadership of the Church Board as provided in the by-laws, Article II.

Section 4 Commissions

The church shall have Commissions which shall carry out various aspects of the total ministry of the church. The members of each Commission shall be appointed by the Church Board. The purpose, duties, and responsibilities of each Commission shall be as set forth in the by-laws, Article II, Section 9.

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 property of the church, but only after having been duly authorized by the church at a regularly 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.

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 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 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 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 EVANGELICAL
FREE CHURCH
BY-LAWS
(REVISED September 2005)**

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.

B. Procedure: Each person desiring membership with the church must meet the following requirements:

- (1) be at least 16 years old,
- (2) complete Class 101
- (3) complete a written application, and
- (4) appear before the Membership Committee consisting of, or appointed by the Elders.

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. 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 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 Elder, the Elders shall grant the request.

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 the agreement of the individual and discretion of the 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 the agreement and discretion of 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.

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 Elders for consideration, for counsel to the person's involved, and appropriate church action, if necessary.

After submission of written charges to the Elders, the following procedures shall be followed: The Elders or their 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(s) 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 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, then the 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 the opportunity to speak in opposition to the removal recommendation of the Elders at said meeting. The member shall be removed by a two-thirds (2/3) majority vote of the members present and voting at the above 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.

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. 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.

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 ten (10) voting members. The membership of the Church Board shall consist of the Senior Pastor, three (3) Elders, and six (6) Representatives. 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 Representatives the positions of Secretary and Treasurer. The Representatives shall be appointed by the Church Board to the various Commissions of the church to act as liaisons between the Church Board and the Commissions.

C. Elders: The Elders shall be confirmed by the congregation from the male membership of the church.

D. Representatives: The Representatives shall be confirmed by the congregation from the membership of the church. Three (3) Representatives shall be male and three (3) Representatives shall be female. The term Representative refers to a board member who fills the function of representing the board on a Commission. Representatives do not represent a particular group of the church.

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. The duties of the Senior Pastor shall include the preaching and teaching of God's Word; the guiding, advising, and providing leadership to the Church Board; the providing of guidance and advice to the Congregation, the Commissions, and the committees of the church; and the overall supervising, directing and counseling of the pastoral staff in the discharge of their individual and collective duties. The Senior Pastor shall also represent the church in the community as well as in the regional and national affairs of the Evangelical Free Church of America. In addition to the foregoing, he shall serve as a member of the Elders and as a non-voting, ex officio member of all other Commissions, committees, and auxiliary organizations of the church, with the exception of the Nominating Committee.

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 be the chairman of the Church Board, the Elders, and a non-voting, ex officio member of all other commissions, committees and auxiliary organizations of the church, except the Nominating Committee. The Church Chairman shall preside at all meetings of the Church Board, Elders, and at all congregational meetings.

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 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 be responsible for the preparation, presentation, and supervision of the annual budget of the church. 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.

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 chair 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.

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 Commissions

The Operating Commissions: The church is authorized to have Commissions, which shall carry out various aspects of the total ministry of the church. Each Commission shall consist of three (3) or more members. The members of each Commission shall be members of the church and be appointed by the Church Board. In addition, the Church Board shall appoint one of its representatives to each of the Commissions to be a liaison between the Commissions and the Church Board.

The 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 Chairman; to bring about the achievement of the goals and objectives established for their respective Commissions. The Commission Chairs shall have the authority to organize their respective Commissions effectively and efficiently, and 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 Chair shall be elected by the members of the Commission, excluding the representative from the Church Board.

Activating Commissions: The Church Board shall have the authority to activate Commissions, as human resources become available.

Term: Commission members shall serve at the pleasure of the Church Board and shall be appointed for one (1) year terms. Appointments will be announced at the Annual Meeting of the church and Commission members shall be installed in their position on the second Sunday of January.

Section 10 Nominating Committee

Candidates for the Nominating Committee shall be nominated by the Church Board and confirmed at the April 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, shall be comprised of members of the church in good standing.

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 11 Finance Committee

The Finance Committee shall consist of The Financial Secretary, who will chair the committee, the Associate Financial Secretary and additional members of the congregation appointed to one (1) year terms by the Church Board. The purpose of the Finance Committee shall be to help oversee financial matters of the church as directed by the Church Board. By the first 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

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 April Business Meeting of the church. The Nominating Committee shall elect its Chair from its own membership at their first meeting following the April Business Meeting. The Church Vice-Chair shall call the first meeting of the Nominating Committee following the April 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.

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

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- 1. Church Board members.

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- 1. Nominating Committee members.
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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.

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.

No later than thirty (30) days prior to each April 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.

No member of the Nominating Committee, with the exception of the Church Vice-Chairman, shall be eligible for nomination to any position in the church. If the Nominating Committee desires to consider one of its own members for an office, that member shall be required to resign from the Nominating Committee.

Section 3 Confirmation Procedures

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

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.

Voting shall be by closed ballot.

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.

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

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

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.

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

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

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 Holding More Than One Office at One Time

No one shall hold more than one confirmed office simultaneously, except that not more than two (2) members of the Church Board may also serve on the Nominating Committee while serving on the Church Board. If any person is confirmed 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 removal in accordance with Article I, Section 2(D) of these By-Laws.

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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 ELDERS, THE OTHER LEADERS, AND THE COMMISSIONS

Section 1 Responsibilities of the Church Board

The responsibilities of the Church Board shall include the following:

- a. Ensure that the purposes of the church are being fulfilled.
- b. Provide general supervision of Commissions of the church and all staff except in matters reserved for the Elders.
- c. Annually approve and make available an Operations Manual containing the Commissions' statements of purpose(s), operating procedures, goals and rosters of members.
- d. Consider and decide all recommendations brought before it by the Commissions, auxiliary organizations, committees or any individual member of the church.
- e. Authorize and monitor the raising and collecting of funds.
- f. Prepare and present the annual budget to the Congregation for approval. As part of the process of establishing each annual budget, the Church Board shall hold a non-voting meeting to give the members of the church an opportunity to discuss budget recommendations.

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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.

- g. Monitor and oversee all budgeted expenditures of the church.
- h. The Church Board shall have the right to authorize expenditures not included in the budget of the church, in amounts not exceeding \$10,000 per project or \$30,000 per year. The Church Board shall make recommendations to the church on any unbudgeted expenditure requests in excess of those amounts. The Church Board shall represent the church in certain relationships with the staff of the church, including the following matters:
 - 1. In consultation with the Senior Pastor, annually review the compensation of all the members of the staff of the church, and recommending any changes in compensation for the following year.
 - 2. Annually evaluate the performance of the Senior Pastor.
 - 3. When funds are budgeted, authorizing the hiring of staff, and establishing the terms of their employment and their job descriptions.
 - 4. 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 Church Board 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.
 - 5. 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.
- j. Approve and assume responsibility for the use and maintenance of all property and assets of the church.
- k. Review and make recommendations to the congregation for the purchase and sale of the real property of the church.
- l. The Church Board shall review and make recommendations on matters to be brought before the church. The Church Board shall also call meetings of the church as necessary.
- m. The Church Board shall appoint persons to the positions and to the committees specifically described in these By-Laws in the manner set out in these By-Laws, Article III, Section 7. In addition, the Church Board may appoint ad hoc committees from time to time to better accomplish the work of the church.
- n. The Church Board 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 Church Board are hereby designated as the trustees of the Church for purposes of Minnesota law.
- o. The Church Board 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.

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.

- p. Except in cases where removal procedures for particular positions are already set out in the Constitution or the By-Laws of the church, the Church Board shall have the discretion and the authority to establish and implement removal procedures for Commission members, and persons serving the church in any other capacity.
- q. The Church Board shall nominate candidates to be confirmed to positions on the Nominating Committee.

Section 2 Elder Functions

The 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 evaluate church programs and staff in light of biblical principles and the church's philosophy of ministry.
- e. To review regularly ministry goals and direction of each Commission to ensure that they are consistent with the Scriptures.
- f. To assist the Church Board in providing general oversight of Commission ministry goals to insure that they remain consistent with the church's purpose statement as set forth in Article II of the Constitution.
- g. To administer confidential or sensitive matters of church discipline.
- h. To determine what shall be the doctrinal teaching of the church.
- i. To oversee the church membership process and certify each candidate's profession of faith.
- j. To serve as a council of appeal to determine scriptural appropriateness whenever members dispute an action taken or a decision made by a Commission or the Church Board.
- k. To serve as a council of appeal for members of the pastoral staff who are supervised by the Senior Pastor.

The Elders may consult with the Church Board on the above areas. It shall inform the Church Board of any major decisions taken. The decisions of the Elders in the above areas shall not be subject to the Church Board but only to the congregation.

ARTICLE V
BUSINESS MEETINGS

Section 1 Regular Business Meetings

- A. The Annual Business Meeting: The Annual Business Meeting of the church shall be held no later than the end of the 31st day of December. By special church action at least four weeks in advance, the dates of the Annual Business Meeting may be changed.

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.

B. Other Regular Business Meetings: Other regular business meetings shall be held no later than the end of the months of April and September on the dates set by the Church Board. Notice of the regular business meetings 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 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 Elders, the Church Board, 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. 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.

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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.

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.

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.

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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 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 Church Board 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, committees, 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 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.
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 service of the members of the Pastoral Search Committee shall be completed after the completion of the installation service.

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. Removal by Congregational Action: When a grievance exists against the Senior Pastor, a petition signed by fifteen percent (15%) of the members in good standing, giving reason for the action, shall be presented to the Church Board. After investigation, the Church Board may choose to 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. Such termination shall occur immediately upon an affirmative vote by the congregation to terminate the Sr. Pastor's services.

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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

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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. Removal by Board Action: When a grievance exists against the Senior Pastor the Church Board may remove the Sr. Pastor by a two-thirds (2/3) majority vote. Such termination shall occur immediately upon an affirmative vote by the Church Board to terminate the Sr. 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 Associate Pastors / Ministry Directors

- A. Qualifications and Duties: Other members of the church staff having the title of Associate Pastor/ Ministry Directors 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, 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 By-Laws. 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/Ministry Director: Upon the approval of a budgeted Associate Pastor/Ministry Director position the Church Board shall determine the best manner for interviewing for that position. The Church Board shall also determine the terms of his/her employment and his/her specific job description. The congregational meeting and vote to call an Associate Pastor/Ministry Director shall be conducted in the same manner as that of the Sr. Pastor in Article VI, Section B.
- C. Working Relationships with the Church Board and Commissions: Each Associate Pastor may be designated by the Church Board as a member of one or more Commissions with duties related to their areas of ministry. The Associate Pastors may attend the meetings of the Church Board and of any of the Commissions. The staff members that work with the Commissions shall be guided and directed by the Senior Pastor, and not by the Commissions.
- D. Termination of Service: Termination of an Associate Pastor shall be handled in the same manner specified in Article VI, Section 1, Paragraph C, of these By-Laws.

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. When it seems advisable to engage other non-pastoral salaried personnel for the work of the church, the Church Board shall present the matter to the church for discussion and agreement on the creation of the position.

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 Church Board.

C. Termination of Service: Persons hired directly by the Church Board shall have their service terminated by 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. 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. Members of the church staff shall meet together regularly for consultation and planning.

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 Commission, committee, and organization of the church. The information in the Operations manual for each Commission, committee, and organization of the church shall be prepared by that respective Commission, committee or organization. Each Commission, committee, and organization shall annually review, update and compile its respective portion of the Operations Manual in conjunction with the ad hoc committee performing its duties pursuant to the provisions of Article II, Section 6.

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

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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.

Section 2 Structure

The Operations Manual shall be divided into the following six (6) main parts:

1. Policies adopted by the Congregation.
2. Policies adopted by the Church Board.
3. Policies and procedures for the spending and allocation of monies.
4. Organizational chart of the church.
5. Purpose, missions statement, job description, and policies of each Commission.
6. Job description of employees of the church.

Section 3. Responsibility

- A. The Secretary will be responsible for the daily maintenance of the Operations Manual and shall submit an updated copy of the manual to the Congregation at the first regular business meeting next following the Annual Meeting, excluding any special business meetings. Any ad hoc committees needed to fulfill these requirements are the responsibility of the Secretary.
- B. When any board, Commission, or committee makes a decision pertaining to the operation of the church, a member of that group shall be delegated to give that information to the Secretary for placement in the manual, pending approval of the Church Board.

Section 4. Amendments to the Operations Manual

The authority to change any of the information found in the Operations Manual rests with the group or committee, which is currently responsible for the decision in question by a simple majority vote. It is the responsibility of the group making the changes to the Operations Manual to give those changes to the Secretary who will present the changes to the Church Board before adding them to the Operations Manual

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.

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 promptly posted on the official church bulletin board, along with a copy of the proposed amendments. A copy of the proposed amendments shall be mailed 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 majority of the members present at the meeting shall be required for adoption of the proposed amendments.

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.