

**BY-LAWS OF
SKANDIA EVANGELICAL FREE CHURCH
BALATON, MINNESOTA**

Approved January 26th 2014
Effective April 27th 2014

ARTICLE I – Membership

A. Qualifications for membership

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

1. Openly confesses faith in Jesus Christ as personal Lord and Savior and bears witness to this inner change and spiritual condition through their life testimony.
2. Subscribes to the Statement of Faith in Article II of the Church Constitution.
3. Commits to and signs the church Member Covenant in Addendum 1 of these By-laws.
4. Is at least 18 years of age.
5. Is not a member of or a participant in any secret or secretive organization.

As part of the body of Christ, we are called to be light in the darkness and salt of the earth. We do, therefore, join together as members of one body to more effectively spread the Good News of Jesus Christ. As fellow church members we commit to helping one another grow in Christ and be active participants in the ministries of the church

B. Becoming a Member

The membership process will be in accordance with the Church Policy Manual and will adhere to the following minimum requirements:

1. Member applicants must sign the member covenant in Addendum I of these By-Laws
2. A copy of the Constitution and By-Laws shall be made available to all candidates for membership.
3. Members must be interviewed by at least two members of the Elder Board.
4. The names of applicants recommended for membership shall be made available to the church membership for a period of at least two weeks prior to the congregational meeting at which the member applicants will be affirmed.
5. The Congregation shall affirm each candidate for membership at a congregational meeting by a unanimous favorable vote of the voting members present. Any negative vote must be supported by a biblical justification by the member making the vote. All negative votes will be evaluated by the Elders as to their biblical merit, and the Elders may, upon such evaluation, either accept or disregard the vote.

C. Discipline

Members that do not conduct themselves in a manner which, in the studied opinion of the Board of Elders, is not in harmony with the Membership Covenant, and for which they do not show evidence of repentance, shall be interviewed and counseled by the Pastor and the Board of Elders in a manner consistent with the Word of God. ([Matthew 18:15-17](#); [Galatians 6:1](#).) Each step of admonishment and discipline will have as its supreme purpose the restoration of the member.

D. Termination of Membership

1. A member who continues to live in sin after having been admonished and disciplined by the Board of Elders may be dismissed from membership by the Board of Elders. Such a person, upon sincere repentance, may be reinstated in accordance with the procedure for new members.
2. Members who desire to withdraw their membership should submit their request in writing to the Board of Elders. The congregation will be informed of the request at the next scheduled congregational meeting.
3. A member who has not attended a church service or function for a prolonged period of time (i.e. a year or more) should be contacted by the Elders to ascertain the reason for the person's absence. If the person continues in his pattern of not attending worship services or shows a lack of interest in being an active participant in the church and its mission, the Elders may, at their discretion, drop the person from the membership roll.
4. The termination of a person's church membership will be announced to the church members at any regular or special congregational meeting following the termination.

E. Associate Membership

Persons not living within the Church community who wish to maintain membership in Skandia Evangelical Free Church may apply for an associate membership by following the same procedure and meeting the same requirements for full membership as stated in this article. Associate members shall be entitled to all the privileges of membership except for voting at congregational meetings. They shall report to the Church at least once a year concerning their desire to retain associate membership.

ARTICLE II - Government

Section 1 – Staff

A. Senior Pastor

1. Qualifications

The Senior Pastor shall be a man of true and established Christian character and qualified to preach and teach the Word of God as described in [1 Timothy 3:1-7](#), [2 Timothy 2:15](#) and [Titus 1:5-9](#). He must be in full accord with the Church's Statement of Faith and must be willing to perform his duties in accordance with the Constitution and By-Laws of the Church.

2. Duties

The Senior Pastor shall provide spiritual vision and challenge to the Congregation and Board of Elders. He shall preach and teach the Word of God in complete agreement with the Statement of Faith (Article II of the Church Constitution), lead the church in accomplishing its objectives, and manage the staff in support of these objectives. He shall be a member of the Board of Elders, and should attend meetings of the other church boards and committees as he deems necessary. He shall provide the Board of Elders with at least an annual evaluation of the staff that report to him, making necessary recommendations for changes in job description, including additions to and termination of staff.

3. Accountability

The Senior Pastor shall report to the Board of Elders at their meetings and submit a report to the congregation at the annual congregational meetings. He is accountable to the Board of Elders and to the Congregation. His performance shall be evaluated annually by the Board of Elders.

4. Selection

Whenever a Senior Pastor vacancy occurs, a Pastor Search Committee shall be established in accordance with [Article 2, Section 5.B](#) of these By-Laws. Upon selection, the Pastor and his wife will automatically become members of the church, and their membership will terminate automatically upon the cessation of the ministry. The details of the selection process will be in accordance with the Church Policy Manual.

5. Termination

At least forty-five (45) day notice of resignation will be given by the Senior Pastor if he chooses to resign. His resignation must be submitted in writing to the Board of Elders.

Dismissal action may be initiated only by a recommendation from the Board of Elders at a congregational meeting called for that purpose. The termination of the Senior Pastor's ministry by dismissal shall require an affirmative vote of a two thirds (2/3) majority of those voting members present at a congregational meeting of the church. If the church membership votes to terminate his ministry, notice of termination shall be given the Senior Pastor in writing by the Board of Elders, and at least forty-five (45) day notice and salary shall be given from the date of the vote of termination.

6. Absence

The Senior Pastor will work with the Elder Board Chairman to arrange pulpit supply for planned absences.

B. Associate Pastor(s)

1. Qualifications

Associate pastors, when selected, shall be subject to the same scriptural requirements and rules as the Senior Pastor.

2. Duties

Associate pastors shall be in full accord with the church's Statement of Faith and must be willing to perform their duties in accordance with the Constitution and By-Laws of the church. Their specific duties will be prescribed by their job descriptions as part of their call to the church. Adjustments in their job descriptions may be recommended by the Senior Pastor and approved by the Board of Elders.

3. Accountability

Associate pastors shall be accountable to the Senior Pastor and Board of Elders. They shall work with any Boards, Ministry Teams or Committees that have responsibility in the areas of their job description. They shall submit regular reports to the Board of Elders and various committees as appropriate. They shall submit a report to the annual congregational meeting of the church. Their performance shall be evaluated annually by the Senior Pastor.

4. Selection

Associate pastors shall be chosen and called in accordance with the Church Policy Manual. Their selection must be approved by two thirds (2/3) congregational vote at a regular or special congregational meeting.

5. Termination

Associate pastors shall be terminated by the same process used for the Senior Pastor with the Senior Pastor fully involved in the process.

C. Church Secretary

1. Duties – The specific duties of the Church Secretary will be established by the Elders under the advisement of the Trustees and will be published in the Church Policy Manual. Such duties will normally include but are not limited to:

- a. Maintaining office supplies and equipment.
- b. Organizing and maintaining the church calendar.
- c. Checking church email and responding as appropriate.
- d. Preparing weekly bulletins.
- e. Maintaining church membership rolls.
- f. Preparing annual reports.
- g. Recording the minutes of all congregational meetings if called upon by the Elders.
- h. Assisting with administrative tasks as requested by the Pastor.

2. Selection – the Church Secretary will be appointed by the Board of Trustees with the approval of the Board of Elders. The Trustees will have the option of appointing a church member or hiring a qualified candidate from outside the church.
3. The Church Secretary is under the supervision and direction of the Senior Pastor. When a Senior Pastor is not appointed, the Secretary will report to the Elder Board Chairman.
4. Termination

The Board of Elders may dismiss the Secretary at their discretion based upon prayerful consideration of the secretary's job performance and personal behavior, and after discussion with the Trustees. Any dismissal action will be announced to the church membership at the following regular or special congregational meeting.

Section 2 – Officers

A. Elders

The Elder Board exists for the purpose of shepherding and tending to the spiritual needs of the church body. It is their duty to oversee the total church life. In order to fulfill this responsibility, the Elders have authority to set the overall direction of the church and to establish, modify, and terminate specific programs at their discretion under the leadership of the Holy Spirit.

1. Qualifications - In accordance with the scriptural guidelines set forth in 1st and 2nd Timothy and Titus, an Elder must:
 - a. Be a male
 - b. Be an active church member for at least 1 year
 - c. Be in full accord and agreement with the church's By-Laws and Statement of Faith
 - d. Have a living testimony that models the qualifications set forth for an overseer in [1 Timothy 3:1-7](#), [2 Timothy 2:15](#) and [Titus 1:5-9](#)
2. Duties - as specified in the Church Policy Manual with the following minimum requirements:
 - a. Oversee the spiritual welfare and ministries of the church. Their primary areas of responsibility are to minister and teach the Word of God and devote themselves to an active prayer ministry.
 - b. Supervise all pastoral staff and have authority for holding performance reviews, granting vacations and leaves of absence, and other related matters.
 - c. Handle all matters of discipline, investigating and resolving issues according to [Matthew 18:15-17](#).
 - d. Give spiritual counsel to the congregation in keeping with their responsibility to shepherd the flock ([Acts 20:28](#)).
 - e. Provide pastoral services as needed during illness, vacation, or other absence of the pastor(s).
 - f. Work with the pastor(s) in planning for worship services, evangelistic ministries, guest speakers, and other aids in the nurture and admonition of the church.
 - g. Oversee the adult education (persons older than 18 years of age) and small group ministries.

3. Membership

- a. The Board of Elders shall consist of the senior pastor and no more than seven (7) men prayerfully nominated by the Nominating Committee and then affirmed by the congregation.
- b. Elders will serve 2 year terms and are not limited in the number of consecutive terms. They must, however, be reaffirmed by the church membership after a term expires before they can begin another term. Affirmation will be in accordance with the Church Policy Manual.
- c. The Elders shall select from their members one person to serve in each of the following positions:
 - 1) Elder Board Chairman
 - 2) Elder Board Secretary
 - 3) Liaison positions as determined by the Elder Board. These may include, but are not limited to:
 - a) Christian Education
 - b) Missions
 - c) Trustees
 - d) Men's and Women's Ministries
 - e) Music
 - f) Finances
- d. Additionally, the Elders shall select a person as needed for the following positions. These selections will normally be taken from the Elder Board membership but the Elders may at their discretion fill these positions from outside the Elder Board.
 - 1) A moderator to preside over each congregational meeting. The Elders may select a different moderator for each meeting if so desired.
 - 2) A recorder to record the minutes for each congregational meeting. The recorder will normally be the church secretary but may be delegated to another member in the secretary's absence.
 - 3) Nominating Committee Chairman
 - 4) Search Committee Chairman (when the Search Committee is established)

4. Selection Process

Elder selection will be in accordance with the Church Policy Manual and will conform to the following requirements:

- a. Candidates will be selected by the Nominating Committee and will be required to partake in a comprehensive training program as prescribed in the Church Policy Manual.
- b. Elders must be affirmed by the church membership at a regular or special congregational meeting. Candidates must be approved by a 2/3 majority vote of members present to be affirmed.
- c. Newly affirmed Elders will be installed publicly in front of the membership, either at a worship service or at a regular or special congregational meeting.

B. Deacons

The Deacon Board exists for the purpose of tending to the physical needs of the church body, with emphasis on ministering to the poor, the sick and the needy ([Acts 6:1-7](#)) and to bereaved families. As such, it will be comprised of both men (Deacons) and women (Deaconesses).

1. Qualifications

Both Deacons and Deaconesses must have living testimonies that model the qualifications set forth in [1 Timothy 3:8-10](#). They must be active church members for at least 1 year and they must be in full accord and agreement with the church's By-Laws and Statement of Faith.

2. Duties - as specified in the Church Policy Manual with the following minimum requirements:

- a. Assist the Elders in preparing and serving the Lord's Supper.
- b. Establish and maintain contact on an individual basis with the various families in the church to maintain the unity and peace of the Body of Christ, to ensure that none is neglected in the church's ministry, to be available for any physical or spiritual assistance required by the families, and to act as a communications medium between the church leadership and the families.
- c. Administer the benevolent fund.
- d. Assist the Elders in the care of the church body as requested by the Elders.

3. Membership

- a. The Deacon Board will typically consist of no fewer than two men to serve as Deacons and two women to serve as Deaconesses, prayerfully appointed by the Nominating Committee and affirmed by the church membership. They will be appointed to 3 year terms with no limit on the number of consecutive terms. If possible, their terms will be arranged such that one-third of their number shall expire each year.
- b. The members shall annually select one Deacon from their members to serve as Chairman of the Deacon Board. If there are no Deacons on the board, a Deaconess will be selected to fill the Chairman position. The Chairman will coordinate the board's activities and will organize and chair their meetings.

4. Selection Process

Deacon selection will be in accordance with the Church Policy Manual and will conform to the following requirements:

- a. Candidates will be selected by the Nominating Committee.
- b. Deacons and Deaconesses must be affirmed by the church membership at a regular or special congregational meeting. Candidates must be approved by a 2/3 majority vote of members present to be affirmed.
- c. Newly affirmed Deacons will be installed publicly in front of the church membership, either at a worship service or at a regular or special congregational meeting.

C. Treasurer

1. Duties – as specified in the Church Policy Manual with the following minimum requirements:
 - a. Receive from the Financial Secretary the funds of the Church and disperse the same as directed by the Church or the Board of Trustees.
 - b. Report to the Church as to the financial standing of the Church at all regular congregational meetings and at such other times as may be requested by the Church.
2. Selection – the Treasurer will be appointed by the Board of Trustees with the approval of the Board of Elders. The Trustees will have the option of appointing a church member or hiring a qualified candidate from outside the church.

D. Financial Secretary

1. Duties – as specified in the Church Policy Manual with the following minimum requirements:
 - a. Receive and account for all the monies of the Church, and transfer these funds to the Treasurer as directed by the Board of Trustees
 - b. Make a financial report to the Church at all regular congregational meetings and at such other times as may be requested by the Church.
2. Selection – the Financial Secretary will be appointed by the Board of Trustees with the approval of the Board of Elders. The Trustees will have the option of appointing a church member or hiring a qualified candidate from outside the church.

Section 3 – Boards

All board members should be of mature character, judgment, and spiritual reputation and must be active church members on the membership roster for at least 1 year.

A. Trustee Board

1. Duties - as specified in the Church Policy Manual with the following minimum requirements:
 - a. Serve as legal representatives of the church with signatory authority in all matters relating to the purchase, disposition, and maintenance of church property.
 - b. Responsible for the purchase, care, and disposition of all church property as directed by the Elders and congregation and provided for in the church budget.
 - c. Submit to the Elders and Congregation those portions of the annual church budget and supplementary budget items dealing with church property.
 - d. They shall be authorized to spend on non-budgeted items an amount to be set and approved at the annual congregational meeting (without requiring approval of the congregation); expenditures in excess of these limits must receive prior authorization from the congregation depending on the amount.
 - e. Annually appoint a chairman from their ranks whose duties shall include:
 - 1) Represent the trustees in all communications with the Elders and congregation
 - 2) Maintain a record of all matters of business in which the trustees are involved.
 - 3) Organize and preside over all meetings of the trustees.

2. Selection

- a. Members shall be appointed by the nominating committee to serve for a term of three years. If possible, their terms will be arranged such that one-third of their number shall expire each year.
- b. Members may be reappointed without limit on the number of successive terms, subject to continued fulfillment of the qualifications and duties.
- c. Vacancies occurring between appointments may be filled through appointment by the Trustee board with the approval of the Board of Elders.

B. Missions Board

1. Duties - as specified in the Church Policy Manual with the following minimum requirements:
 - a. Coordinate the total Missions program of the church in alignment with the overall vision of this church.
 - b. Support and nurture each missionary while the missionary is in the field or on home assignment.
 - c. Prepare a proposed annual budget for the Missions Ministry Team and present it to the Treasurer for incorporation into the overall church budget.
 - d. Annually appoint a chairman who will organize their meetings.
2. Selection - appointed by the nominating committee to serve for a term of three years, with no limit on the number of successive terms. If possible, their terms will be arranged such that one-third of their number shall expire each year.
3. Vacancies occurring between appointments may be filled through appointment by the Missions Board with the approval of the Board of Elders.

C. Christian Education Board

1. Duties – as specified in the Church Policy Manual with the following minimum requirements:
 - a. Establish the general policies and plan the education program of the Church for persons 18 years of age and below.
 - b. Secure leaders, teachers, and other workers for all educational activities.
 - c. Study, evaluate, and approve all curriculum materials.
 - d. Plan and coordinate the year's calendar of activities for educational programs.
 - e. Annually appoint a chairman who will organize their meetings.
2. Selection - appointed by the nominating committee to serve for a term of three years, with no limit on the number of successive terms. If possible, their terms will be arranged such that one-third of their number shall expire each year.
3. Vacancies occurring between appointments may be filled through appointment by the CE Board with the approval of the Board of Elders.

Section 4 – Ministry Teams

The Elder Board will charter and oversee Ministry Teams and Positions as they deem necessary and appropriate for carrying out the mission of the church. Examples include, but are not limited to, Ministry Teams focused on Children, Youth, Men, Women, Adult Small Groups, and Worship, and positions such as the Church Librarian and Coordinator for Pot Lucks and other related activities. All ministry team leaders/coordinators should, if possible, be church members and will be appointed by the nominating committee to serve for a term of no more than three years with no limit on the number of successive terms, unless otherwise indicated in the Church Policy Manual. Vacancies occurring between appointments may be filled through appointment by the Elder Board. Unless otherwise indicated in the Church Policy Manual, each ministry team will be accountable to the Board of Elders. The Board of Elders has the authority to dissolve any ministry team or position which it created.

Section 5 – Committees

A. Nominating Committee –

1. Membership – The members of the Elder Board and Deacon Board will comprise the nominating committee, and previously affirmed but inactive Elders and Deacons may also serve on the committee at the discretion of the Elder Board. The committee will be chaired by an Elder.
2. Meetings
 - a. The nominating committee will meet at least semi-annually, once during the first half of the year, and a second time during the fourth quarter. The first meeting is an exploratory meeting to discuss upcoming vacancies and recommendations for possible candidates to fill those positions, as well as identifying and discussing potential candidates for Elder and Deacon. Nominations will normally be set at the fourth quarter meeting.
 - b. Appointments – the following positions will be appointed by the nominating committee:
 - 1) Elders (must be affirmed by the church membership per [Section 2.A.4.b](#))
 - 2) Deacons and Deaconesses (must be affirmed by the church membership per [Section 2.B.4.b](#))
 - 3) Trustees
 - 4) Mission Board Members
 - 5) Christian Education Board Members
 - 6) Audit Committee members
 - 7) Other positions as determined by the Elders

B. Search Committee – A Search Committee, for the purpose of calling a Senior Pastor, will be formed by the Elder Board and will be accountable to the Elder Board for all its activities.

1. Membership - The Elder Board will appoint a chairman to the committee and no more than six additional members from the church membership who are of mature character, judgment, and spiritual reputation. It is preferred that the committee includes both men and women and that it be chaired by an Elder. If the chairman is selected from outside the Elder Board, then at least one Elder must be on the committee.
2. Duties - as specified in the Church Policy Manual with the following minimum requirements:
 - a. Review and evaluate resumes and interview selected candidates.
 - b. Make candidate recommendations to the Elder Board for approval.
 - c. Communicate progress to the Elders and church membership periodically.

C. Project Development Committee (PDC)

The PDC will be established by the Elder Board when it has been decided by the congregation that a building project (either a new building or significant add-on or renovation) is needed.

1. Membership – as determined by the Elder Board under the advisement of the Trustees. The PDC should normally consist of at least three people, men or women.
2. Duties - Specific duties will be set by the Trustees when the PDC is established. Typical duties may include, but are not limited to:
 - a. Interview and hire an architect, and work directly with him during all design phases.
 - b. Prepare a program for the congregation's approval.
 - c. Decide on the construction contracting method.
 - d. Review and approve all contract documents prior to bidding and start of construction.
 - e. Accept bids for the construction and stay informed of the construction work.

D. Audit Committee

1. Membership - two church members appointed annually by the Nominating Committee.
2. Duties
 - a. Examine and audit the accounts of the Financial Secretary, the Church Treasurer and the Missions Board Treasurer in accordance with procedures specified in the Church Policy Manual.
 - b. Submit a report to the Church members, preferably at the Annual Congregational Meeting.

ARTICLE III – Services and Meetings

A. Worship and Other Services for the Congregation

Regular worship services shall be conducted at such times as approved by the Board of Elders. All worship services and special services other than those regularly scheduled must be approved by the Board of Elders.

B. Congregational Meetings

1. Regular congregational meetings for a given year will be scheduled by the Board of Elders. There shall be an annual congregational meeting during the first quarter, preferably during the month of January. Other meetings will be conducted at least quarterly, but more often (i.e. bi-monthly) if desired by the Board of Elders.
2. Special congregational meetings may be called by the Board of Elders. The purpose of such special meetings must be announced publicly at least one week prior to the time of the meeting.
3. At the annual congregational meeting, annual reports shall be submitted by the Senior Pastor and other pastoral staff, and all church boards.
4. The protocol for all congregational meetings will be established in the Church Policy Manual and will conform to the following minimum requirements:
 - a. Voting Rights - Only members may vote. Members must be present in order to vote.
 - b. A Quorum - shall consist of twenty (20) percent of the members.

- c. Minutes of Meetings - Accurate minutes of all meetings shall be maintained by the Recorder, who will be designated by the Elder Board prior to each meeting. A permanent record of all congregational meetings will be maintained in the church.
- d. Conduct of Meetings – The intent of congregational meetings is to provide a means of constructive, two way communications between the Elders and the congregation, as well as to conduct the business of the church. As such, the Elders shall have the flexibility to conduct the meetings in such a way as to maximize their effectiveness and to not be excessively hindered by parliamentary rules. The procedural details for all meetings will be specified in the Church Policy Manual and will adhere to the following guidelines:
 - 1) Robert's Rules of Order will normally be utilized only for dealing with motions pertaining to financial decisions and other significant issues with legal ramifications. Examples of such decisions would include, but are not limited to, approval of the annual church budget, hiring or terminating a pastor or associate pastor, and approving spending items which are in excess of the maximum allowed without congregational approval. Other aspects of the meetings will be conducted at the discretion of the Moderator and in accordance with the Church Policy Manual.
 - 2) At all regular congregational meetings, the church membership will be afforded the opportunity to propose new business from the floor. If requested by the member, such proposals will be addressed in accordance with Robert's Rules of Order.
 - 3) All motions shall be decided by majority vote of the voting members present, unless otherwise specified in the Constitution or By-Laws or approved at that meeting.

ARTICLE IV – Policies

- A. The Church Policy Manual establishes specific details for policies and procedures pertaining to the operation of the church. The Elders are responsible for maintaining the manual under the following guidelines:
 - 1. The manual will be available to all church members
 - 2. Any church member may recommend changes for the Elders to consider.
 - 3. The Elders have the authority to add, revise or delete procedures after careful review and unanimous agreement by the Elder Board. It is preferred, however, that any planned changes be shared with the church members at a congregational meeting prior to the implementation of those changes.
 - 4. All changes to the Church Policy manual shall be documented in the record of revisions and must be reported to the church membership at the first congregational meeting following the implementation of the change.
- B. The Church Policy Manual will include, as a minimum, specific details for the below policies and procedures:
 - 1. Elder, Deacon and Pastor Selection Processes
 - 2. Nominating Committee and Project Development Committee Procedures
 - 3. Congregational Meeting Agenda
 - 4. Auditing Procedures
 - 5. Nursery and Youth Policies
 - 6. Use of Facilities
 - 7. Job Descriptions for all designated positions

ARTICLE V - AMENDMENTS

Proposed amendments to these By-Laws must be submitted to the members in writing and adopted as a preliminary step at a regular congregational meeting. At the succeeding congregational meeting, the changes may be fully adopted and completed, but only by a vote of two-thirds of the members present and voting.

ADDENDUM I – MEMBER COVENANT

Membership in the body of Christ, The Church, comes only by grace through faith in our Lord Jesus Christ. Individuals seeking membership into a local body, a church, should first be Christians, members of The Church of which all true believers are a part.

Membership into Skandia E-Free can be summed up in two brief phrases: committing to and coming under. By becoming a member of Skandia E-Free, I commit myself to the people and the ministry of the church. I am choosing Skandia E-Free to be the community of believers I will do life with. I am committing myself and my time, talents and treasures to the people and work of God at Skandia E-Free. By becoming a member of this church, I am also coming under the authority of God represented by the leaders and other members of our church family. I am publicly submitting to my fellow believers in Christ and particularly to those elders God has placed over me in Christ.

By committing to and coming under in these ways, I share in the benefits of others who have made the same commitments and I am trusted with the responsibilities and privileges of ministry and decision-making that accompany membership at Skandia E-Free.

Membership responsibilities:

- Live daily to please the Lord, through the power of the Holy Spirit and in accordance with the Scriptures ([Romans 8:1-17](#); [Colossians 3:1-17](#))
- Study the Bible and pray faithfully and diligently ([2 Timothy 3:16-17](#); [Colossians 4:2](#); [Psalm 119:9-11](#); [1 Peter 4:7](#); [1 Thessalonians 5:17](#))
- Be supportive of the people and ministries of the church ([1 Peter 4:8](#); [Acts 2:42-47](#))
- Be faithful, in so far as possible, in attending worship and prayer services, congregational meetings, and other ministries of the church which will aid in spiritual growth ([Hebrews 10:24-25](#))
- Use the spiritual gifts and abilities God has given me to serve others in the church ([1 Peter 4:10-11](#); [1 Corinthians 12:7-11](#))
- Give regularly, proportionately, generously, and cheerfully for the work of the Lord ([Malachi 3:8-10](#); [1 Corinthians 16:2](#); [2 Corinthians 9:7-8](#))
- Be accountable to the church for any sin which might need church discipline ([Galatians 6:1](#); [Matthew 18:15-17](#))

I have read and understand the constitution and by-laws (including the Statement of Faith) and am in full agreement with them both in word and in Spirit. As far as it depends on me, I am presently living in Biblical harmony with all my Christian brothers and sisters. As a member of this church, I will abide by the constitution and by-laws, as well as the membership responsibilities, and will endeavor to fulfill my responsibilities to the Lord and to His work.

Signed _____ Date _____

Tables of Contents

Article I - <u>Membership</u>	1
A. <u>Qualifications</u>	1
B. <u>Becoming A Member</u>	1
C. <u>Discipline</u>	2
D. <u>Termination of Membership</u>	2
Article II - <u>Government</u>	2
Section 1 - <u>Staff</u>	2
A. <u>Senior Pastor</u>	2
B. <u>Associate Pastor</u>	3
C. <u>Church Secretary</u>	4
Section 2 - <u>Officers</u>	5
A. <u>Elders</u>	5
B. <u>Deacons</u>	6
C. <u>Church Treasurer</u>	7
D. <u>Church Financial Secretary</u>	8
Section 3 - <u>Boards</u>	8
A. <u>Trustee Board</u>	8
B. <u>Missions Board</u>	9
C. <u>Christian Education Board</u>	9
Section 4 - <u>Ministry Teams</u>	9
Section 5 - <u>Committees</u>	10
A. <u>Nominating Committee</u>	10
B. <u>Search Committee</u>	10
C. <u>Project Development Committee</u>	10
D. <u>Audit Committee</u>	11
Article III - <u>Services and Meetings</u>	11
Article IV - <u>Policies</u>	12
Article V - <u>Amendments</u>	13
Addendum I - <u>Member Covenant</u>	14