



## CONSTITUTION AND BYLAWS

of  
First Evangelical Free Church (FEFC) of Chicago, Illinois

Adopted January 2016

### Preamble

We, the members of First Evangelical Free Church of Chicago, in order to carry out more efficiently the commission given by Jesus Christ to His Church, do ordain and establish the following Constitution and Bylaws to which we voluntarily submit ourselves:

### Article I: Name and Corporate Offices

The name of the Corporation (hereinafter referred to as the Church) shall be “First Evangelical Free Church.”

The Church shall continuously maintain in the State of Illinois a registered office and a registered agent whose office is identical with such registered office. The Church may have other offices within or without the state and need not be identical with the principal office in the State of Illinois. The address of the registered office and registered agent may be changed from time to time by the Elder Board.

### Article II: Purpose and Mission

The purpose of the Church is to glorify God by making urban disciples who make disciples by experiencing life in Christ Jesus.

When we are successful our intended results are disciples who receive God’s grace through faith in Jesus; listen to God’s word and the Holy Spirit and promptly obey; serve God, His church and others through generosity and sacrifice; build relationships with others for disciple making and mission; and love by proclaiming God’s truth and living compassionately.

### Article III: Statement of Faith

We believe the entire Bible to be God’s written Word, and while we by no intent undervalue or set aside any portion of the Holy Scripture, we believe there are certain fundamental truths, the knowledge of and belief in, we deem necessary for sound doctrine and requisite for Christian fellowship. These fundamentals are set forth in the following Statements 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.

(Matthew 3:16,17; Matthew 28:19)

#### 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.

(2 Timothy 3:16,17; 2 Peter 1:20,21)

#### 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.

(Genesis 1:26,27; Genesis 3:1-24)

#### 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.

(Matthew 1:18-25; Luke 24:36-48; John 1:1,14; Acts 1:10,11; Hebrews 4:14-16; Hebrews 9:24; 1 John 2:1)

#### 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.

(Isaiah 53; Romans 5:1,9; 1 Corinthians 15:3,4)

#### 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.

(Titus 3:5; John 14:16,17; John 16:7-15; Romans 8:11)

#### 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

(Matthew 3:15; Matthew 28:29; 1 Corinthians 11:23-26)

### 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.

(Matthew 28:18-20; John 1:12,13; John 5:24)

### 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.

(John 14:3; Acts 1:11; 1 Thessalonians 4:16,17)

### 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.

(Matthew 25:46; John 5:28,29)

## Article IV: Membership

The Church shall have two types of members, Active Members and Associate Members. Both types of members shall hold the same high commitment to the purpose, doctrine, and ministry philosophy of the Church; however, the outworking of such commitment may be different. The Church shall be governed by the Active Members of the Church. Certain authority and responsibility is delegated to the Elder Board, Officers, and other Committees of the Church by these bylaws.

### Section A: Active Members

Any person, who is qualified and completes the application process in accordance with the provisions of these bylaws, who participates regularly in the Sunday worship services of the Church, and who actively uses his or her resources and spiritual gifts to fulfill the stated purpose

of the Church shall be an Active Member of the Church. Active Members shall enjoy all rights and privileges of membership including the right to vote on all matters submitted to the membership.

#### Section B: Associate Members

Persons, otherwise qualified, who cannot or will not be able to participate actively in the life of the Church and yet wish to maintain an association with the Church may become Associate Members. Associate Members may enjoy all of the privileges of membership except that they may not vote on corporate matters. Associate Members may not be affirmed to leadership positions mentioned in Article IX and shall be counted separately for the reporting purposes of Church membership.

#### Section C: Membership Qualifications

Applicants for membership in the Church must:

1. Confess their trust in Jesus Christ as their Lord and personal savior,
2. Conduct themselves in a manner worthy of the Christian faith,
3. Subscribe in all respects to the doctrine set forth in Article III hereof, and
4. Demonstrate a willingness to work with other members of the Church to:
  - a. be disciples and make disciples of Jesus Christ, and
  - b. develop and use their resources and spiritual gifts to fulfill the stated purpose of the Church.

#### Section D: Membership Application Process

Applicants for membership shall:

1. Meet the qualifications for membership set forth in Section C above,
2. Attend new member classes, and
3. Share their testimony before the Membership and Nominating Committee.

If recommended for membership by the Membership and Nominating Committee, applicants shall then be presented to the Church for affirmation at the next congregational business meeting. Applicants so presented may be affirmed as members of the Church by a three-fourths majority of the Active Members at a congregational business meeting.

Once affirmed, all members shall be committed to grow as disciples, to develop and use their gifts, time and resources in the power and direction of the Holy Spirit, and to work with the Church to fulfill its purpose.

#### Section E: Voting Rights of Members

All Active Members in good standing shall have one vote on all matters which come before the Church. All votes will be taken at a duly called meeting of the Church, or by an absentee vote as provided for in these bylaws.

#### Section F: Transfer, Removal, or Resignation of Members

If an Active Member has been absent from regular worship for one year or more, the individual will be transferred from Active Member to Associate Member. The Membership and Nominating Committee shall attempt to contact the individual to ascertain his/her intention regarding membership at the Church. Considering its findings, the committee shall recommend appropriate action to the Active Members at the next congregational business meeting, which may include removal from membership. Removal from membership for any reason other than resignation requires a three-fourths majority vote. Any member may resign by filing a written resignation with the Secretary. An Associate Member who resumes active involvement with the Church may be transferred to Active Member at the next congregational business meeting by the recommendation of the Membership and Nominating Committee and a three-fourths majority affirmation of the Active Members. All changes in Church membership shall be communicated to the Active Members at each congregational business meeting and recorded in the meeting minutes.

### Section G: Discipline of Members

The Church is a body of Christian believers who hold certain beliefs and standards in common. On occasion, members of the Church may conduct themselves in a manner contrary to the Doctrinal Statement or in a manner otherwise ineligible for membership at the Church. It shall be a high priority for the Church to restore such persons into conformity with the fellowship as outlined in Matthew 18:15-17. If Biblical discipline is necessary, the Elder Board has the authority to place individual(s) under Church discipline which may include counseling and exhortation, suspension of any responsibilities or duties, suspension of voting privileges, or suspension of membership if necessary.

If any member is not living in a manner worthy of the Gospel, he/she shall be lovingly admonished according to God's Word. The goal of Church discipline is to restore a fallen member to fellowship rather than to punish.

If a member believes they have knowledge of ongoing sin in another member's life, he/she should first pray for wisdom, discernment and love before humbly addressing the matter as follows (Matthew 18:15-17):

1. Discuss the matter privately with the accused person.
2. If there is no evidence of repentance after Step 1, bring one or two witnesses to exhort the accused person.
3. If there is still no evidence of repentance after Step 2, the issue must be brought before the Elder Board to be handled as appropriate to the situation.
4. If there is still no evidence of repentance after Step 3, the matter must be taken to a closed congregational meeting of Active Members only and the offender shall, by a three-fourths majority vote, be removed from membership at the Church, relieved of any responsibilities or duties within the Church, and have no claim upon any part of the Church properties (1 Corinthians 5:11-13; 2 Thessalonians 3:6-15).

If at any time during or after this process the offender genuinely repents and makes restitution where necessary, he/she shall be welcomed back into membership at the Church (Galatians 6:1; Ephesians 4:32). Disciplinary matters shall remain discrete and confidential unless the offender demonstrates a persistent lack of repentance and restitution.

## **Article V: Congregational Business Meetings**

### **Section A: Purpose and Schedule of Meetings**

The purpose of Congregational Business Meetings is to further the Church's stated purpose and to regularly assess and improve the Church's effectiveness in furthering that purpose. The Church shall hold at least four congregational business meetings in a calendar year: general meetings in July, October, and January, and an Annual Meeting in April. General and Annual congregational business meetings are normally held after the 20th day of the month. Other congregational business meetings may be called as needed by the Senior Pastor, Elder Board, or by a petition of ten percent (10%) of the Active Members submitted to the Secretary along with a proposed agenda for the meeting.

### **Section B: Notice of Meetings**

Notice of members meetings shall be provided in one of the two following manners: 1) On the two Sundays immediately preceding the date on which a meeting of the members is scheduled to take place a written notice shall be included in a clear and prominent manner in the regular Church service bulletin to be handed out at the Sunday worship service(s). This notice shall include the time and place of the scheduled meeting. Also at each of the said two Sunday's service(s) a verbal announcement of the meeting shall be included at the same time other regular Church announcements are made communicating the time and place of the meeting; 2) Or written notice stating the place, date, and hour of any meeting of members shall be delivered to each member entitled to vote at such meeting not less than ten (10) nor more than sixty (60) days before the date of such meeting. If mailed, the notice of a meeting shall be deemed delivered when deposited in the United States mail addressed to the member at his or her address as it appears on the records of the Church, with postage thereon prepaid.

However, if the purpose of any meeting of the Church members includes the removal or call of a Senior Pastor; the removal of one or more Elder Board members; a merger, consolidation or dissolution; the proposal to sell, purchase, lease, exchange, or borrow property or services involving more than \$25,000 unless specifically approved in the Church budget or unless the accompanying cash flow statement has been approved by the Active Members; or amendments to the Articles of Incorporation or these Bylaws, then notice of such meeting shall be on three consecutive Sundays in the same manner described above or written notice shall be made not less than seventeen (17) days in the same manner described above and the notice shall include a brief statement of the proposed business to be conducted at the meeting.

Each meeting's notice and agenda should also include any names of applicants for membership and nominees for leadership positions whenever possible.

### Section C: Annual Meeting

The purpose of the meeting will be to elect Church leaders as defined by these bylaws, to review the progress and effectiveness of the Church, and to consider plans for the next fiscal year. The agenda of the meeting shall include, but not be limited to, the following:

1. Review financial and ministry results for the past year;
2. Review the proposed ministries and budget for the new year;
3. Adopt the annual budget for the new year;
4. Consider the report of the Nominating Committee;
5. Affirm Church leaders as defined by these bylaws;
6. Review a written annual report of membership; and
7. Consider other matters that the Elder Board may determine necessary to present to the Church.

### Section D: Authority of Members

The members of the Church shall have authority in the following matters:

1. The Calling of the Senior Pastor and other full-time Pastoral Staff;
2. Affirmation of Elder Board members, Deacons/Deaconesses of Standing Committees, and Church members;
3. Approval of the annual financial budget of the Church;
4. Approval of borrowing funds in excess of 10% of the annual Church budget, cumulatively;
5. Sale, purchase, lease or mortgage of any Church property valued in excess of \$25,000;
6. Approval of amendments of the Articles of Incorporation and Bylaws; and
7. Approval of dissolution, merger or consolidation.

### Section E: Quorum

The members holding ten percent (10%) of the votes which may be cast at any meeting shall constitute a quorum at such meeting. In the absence of a quorum a majority of the Elder Board present may adjourn the meeting to a specified day, and the Secretary shall give all absent Elder Board members five days' notice of such adjourned meeting. The Elder Board members present at such adjourned meeting shall constitute a quorum for the purpose of conducting business, provided that in no event shall a quorum consist of less than one-third of the Elder Board.

### Section F: Manner of Acting

The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the membership unless the act of a greater number is required by statute, the Articles of Incorporation or these bylaws.

### Section G: Absentee Voting



Any Active Member in good standing, who is unable to attend a scheduled meeting of the members, may vote by absentee ballot on any matter which has been presented by written notice to the members of the Church provided that the said notice includes a complete written statement of the matter to be voted upon. In such case the absentee vote shall be either in favor of or against the said matter. Affirmation ballots for Church offices may be handled in this same manner. Any Active Member who will not be able to attend a scheduled meeting of the members must request an absentee ballot from the Secretary at least three (3) days prior to the date on which the meeting is to occur. All absentee ballots must be in the possession of the Secretary at the time the meeting is called to order.

## **Article VI: Elder Board**

### **Section A: General Authority and Responsibilities**

Spiritual leadership and administrative oversight for the Church shall be provided by its Elder Board. The affairs, business and legal matters of the Church shall be managed by its Elder Board as representatives of the congregation. The Elder Board shall serve as Directors of the Corporation and, for purposes of conducting business, shall be referred to as the Board of Directors.

The Elder Board shall be responsible for:

1. Establishing direction for the Church and its ministries,
2. Approving all policies for the Church, its staff, its leaders, its members, and its ministries, and ensuring that they are carried out,
3. Developing the Church's Bylaws,
4. Supervising staff by performing staff evaluations and salary reviews, by evaluating staffing needs, by updating staff responsibilities, and by hiring and releasing staff other than the Senior Pastor,
5. Recommending and administering the annual budget,
6. Managing the business and legal affairs of the Church,
7. Handling Church discipline matters which, for the member(s) under discipline, may include counseling and exhortation, suspension of any responsibilities or duties, suspension of voting privileges, or suspension of membership if necessary,
8. Appointing Deacons/Deaconesses and/or task forces to specific duties,
9. Affirming the team members of task forces and ministries headed by Deacons/Deaconesses, and
10. Overseeing worship, discipleship, local evangelism, missions, care ministries, finances, building concerns, task forces, committees, ministries, and any other matters deemed necessary.

### **Section B: Number, Term, and Tenure**

The number of Elder Board members shall be a minimum of seven and may vary from time to time up to twelve by resolution of the Active Members without amendment of these bylaws. The

Active Members may from time to time, by amendment of these bylaws, change the minimum and maximum number of Elder Board members, but in no case shall the number be less than the statutory required minimum of three.

The Elder Board shall consist of three ex-officio voting members, the Senior Pastor, the Chairman and Secretary, plus four members at large. To facilitate effective administration of Church affairs, the Treasurer may be invited to all Elder Board meetings. Each Elder Board member shall hold office for a term of two years unless the Active Members of the Church expressly resolve to affirm an Elder Board member to a shorter term. Each Officer shall hold office for a term of one year. Beginning after the date of the implementation of these bylaws, the first affirmation of Elder Board members shall provide for staggered terms of office so that approximately one-half of the Elder Board members, thereafter, shall be affirmed at each annual meeting of members. Notwithstanding the limitation on the term of office, each affirmed Elder Board member shall hold office until his or her successor shall have been qualified and affirmed. Elder Board members shall be affirmed by a three-fourths majority of the Active Members present at a congregational business meeting.

A person may be affirmed as an Officer or Elder Board member to an unlimited number of terms.

Pastoral staff members other than the Senior Pastor may be invited to report/participate in discussion on issues related to their area of responsibility at Elder Board meetings, in a non-voting capacity.

#### Section C: Qualifications

Elder Board members must be Active Members of the Church who meet the qualifications for leadership (overseer/elder) set forth in 1 Timothy 3:1-7, Titus 1:6-9, Acts 20:28, and 1 Peter 5:1-4.

#### Section D: Resignation and Removal

Any Elder Board member may resign by filing a written resignation with the Secretary. The Active Members may suspend or expel a member of the Elder Board for cause after an appropriate hearing under the disciplinary provisions in Article X Section D and Article IV Section F.

#### Section E: Vacancies

Any vacancy created by the resignation or removal of Church Officer or Elder Board member may be appointed by the Elder Board, but only for the period of time until the next meeting of the members. Vacancies that occur due to the creation of a new office or by the increase in the number of Elder Board members may only be filled at a duly called meeting of the members of the Church and in accordance with these bylaws.

#### Section F: Compensation

Elder Board members shall not receive any salaries or other general compensation such as stipend, fees, commission, etc. for their services provided that nothing herein contained shall be construed to preclude any Elder Board member from serving the Church in any other capacity and receiving reasonable compensation therefore.

## **Article VII: Meetings of the Elder Board**

### **Section A: Annual Meeting**

An annual meeting of the Elder Board shall be held within two weeks following the annual meeting of members at such time and place within Cook County as may be designated by the Chairman or Secretary in accordance with the notice provisions in these bylaws, for the purpose of affirming Deacons/Deaconesses except those who lead standing committees, members of special and standing committees or task forces and for transacting such other business as may come before the meeting.

### **Section B: Regular Meetings**

The Elder Board may provide by resolution the time and place for the holding of additional regular meetings of the Elder Board without other notice than such resolution.

### **Section C: Special Meetings**

Special meetings of the Elder Board may be called by the Elder Board or by the Chairman, having consulted with the Senior Pastor and having received the agreement of at least two other members of the Elder Board. The person or persons authorized to call special meetings of the Elder Board may fix any place within Cook County for holding any special meeting of the Elder Board.

### **Section D: Attendance by Telephone**

Elder Board members may participate in any meeting through the use of a telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Such participation in a meeting shall constitute presence in person at the meeting. In the event any meeting shall be held by telephone the results of any vote taken shall be reduced to writing and signed by all members present regardless of their position taken in any particular vote.

### **Section E: Notice**

Notice of any meeting of the Elder Board, except regular meetings scheduled by resolution, shall be delivered not less than three (3) days nor more than sixty (60) days prior to the date of the scheduled meeting. Written notice shall be delivered to each member of the Elder Board at his or her address as shown by the records of the Church. If mailed, such notice shall be extended to a minimum of ten (10) days and shall be deemed to be delivered when deposited in the mail of the country of residence of the Elder Board member as appears in the records of the Church in a sealed envelope so addressed, with postage thereon prepaid. If notice be given by

telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. Notice of any special meeting of the Elder Board may be waived in writing signed by the person or persons entitled to the notice either before or after the time of the meeting. The attendance of an Elder Board member at any meeting shall constitute a waiver of notice of such meeting except where a Elder Board member attends a meeting for the expressed purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted, nor the purpose of any regular or special meeting of the Elder Board need be specified in the notice or waiver of such meeting, unless specifically required by law or by these bylaws.

#### Section F: Quorum

At all meetings of the Elder Board a majority of the total number of Elder Board members shall constitute a quorum for the transaction of business, provided that if less than a majority of the Elder Board members is present at said meeting, a majority of the Elder Board members present may adjourn the meeting to another time without further notice.

#### Section G: Manner of Acting

The act of a majority of the Elder Board present at a duly convened meeting shall be the act of the Church unless the act of a greater number is required by statute, these bylaws or the Articles of Incorporation.

#### Section H: Informal Action

Any action required by law to be taken at a meeting of the Elder Board, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof.

### **Article VIII: Officers and Agents**

The Officers of the Church shall consist of a Chairman, a Secretary, a Treasurer, and a Financial Secretary, each of whom shall be affirmed by the Active Members at the Church's annual meeting. Such other Officers and assistant Officers and agents as may be deemed necessary may be affirmed by the Active Members. No two (2) offices may be held by the same person. If the affirmation of Officers shall not be held at such meeting, such affirmation shall be held as soon thereafter as conveniently may be. Each Officer shall hold office until the first of the following to occur: until the successor shall have been duly qualified and affirmed; or until death; or until resignation in writing; or until removal in the manner hereinafter provided.

#### Section A: Chairman

The Chairman shall be the principal Officer and Elder Board member of the Church, and, subject to the control of the Elder Board, shall preside at all meetings of the Elder Board and of the Church congregation. The Chairman shall serve as President of the Corporation and, for purposes of conducting business, shall be referred to as the President. The Chairman may sign,

with the Secretary or any other Officer of the Church authorized by the Elder Board, such documents and deeds of the Church as necessary or appropriate including, but not limited to, mortgages, bonds, contracts, or other instruments which the Elder Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Elder Board or by these bylaws to some other Officer or agent of the Church, or shall be required by law to be otherwise signed or executed, and, in general, shall discharge all duties incident to the office of Chairman and such other duties as may be assigned by the Elder Board from time to time. The Chairman shall be an ex-officio voting member of the Elder Board and an ex-officio voting member of all other committees, ministries, and task forces appointed by these bylaws or by the Elder Board. The Chairman shall not be counted in quorum requirements for all memberships except membership on the Elder Board.

#### Section B: Secretary

The Secretary shall: (a) be responsible for the keeping of the minutes of the Elder Board, congregation and Committee meetings in one or more books provided for that purpose and to maintain the current accurate list of all Church members and their status; (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (c) be custodian of the Church records; and (d) in general, discharge all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Chairman or by the Elder Board.

#### Section C: Treasurer

The Treasurer shall be affirmed for a one-year term and shall:

1. Oversee the management of all moneys and securities of the Church;
2. Monitor the financial books of the Church;
3. Keep regular books of account;
4. Render to the Elder Board, from time to time as may be required, an account of the financial condition of the Church including reports of income, disbursements and assets;
5. Make quarterly financial reports to the Church regarding income, disbursements, and assets; and
6. In general, discharge all duties incident to the office of Treasurer, and such other duties as may be assigned by the Chairman or by the Elder Board.

The Treasurer shall serve as the Deacon/Deaconess of the Finance and Administration Committee as its chairperson.

#### Section D: Financial Secretary

The Financial Secretary shall be affirmed for one year and shall be responsible for the receipts of the Church. The Financial Secretary shall keep an account of all gifts, donations and offerings received by the Church, including all auxiliary organizations, and shall keep the record of all individual contributions. The Financial Secretary shall deposit all money in the depository designated by the Elder Board and shall, in general, discharge all duties incident to the office of Financial Secretary, and such other duties as may be assigned by the Chairman or by the Elder

Board. The Financial Secretary shall make quarterly reports to the Church. The Financial Secretary shall be an ex-officio voting member of the Finance and Administration Committee.

#### Section E: Delegation of Authority

In case of the absence of any Officer of the Church, or for any other reason that it may deem sufficient, the Elder Board may either delegate the powers or duties of such Officer to any Elder Board member or employee of the Church, for the time being, or may eliminate some or all of such powers or duties of such Officer, provided a majority of the entire Elder Board concurs therein. However, any such action by the Elder Board should be reviewed at the next meeting of the Church members.

#### Section F: Removal

Any Officer or agent may be removed by the Active Members whenever, in their judgment, the best interest of the Church shall be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Affirmation or appointment of an Officer or agent shall not in itself create contract rights. The act to remove such Officer or agent must be affirmed by three-fourths of the Active Members present at a congregational business meeting of the Church.

### **Article IX: Senior Pastor**

#### Section A: Responsibilities and Authority

The Senior Pastor's role is multi-faceted. He is to: (a) give leadership to the Church in fulfilling its purpose, (b) oversee and coach the shepherding care and training of believers, and (c) provide the message of the hope of salvation to the people of Edgewater/Andersonville and surrounding communities. The Senior Pastor shall be principally responsible for the spiritual life of the Church and, in addition to the general role of pastor and teacher, shall work together with the Chairman to supervise the general operations of the Church. The Senior Pastor shall be an ex-officio voting member of the Elder Board and an ex-officio voting member of all other committees, ministries, and task forces appointed by these bylaws or by the Elder Board. The Senior Pastor shall not be counted in quorum requirements for all memberships except membership on the Elder Board.

#### Section B: Selection, Hiring, Employment, and Review

The calling of a Senior Pastor shall be affirmed by a three-fourths majority of the Active Members present at a congregational business meeting. The Senior Pastor shall be hired by the Elder Board after the Active Members have affirmed the decision to extend a call and offer of employment. The Elder Board shall be responsible to negotiate the terms and conditions of employment with the Senior Pastor, who shall serve on the Elder Board without compensation other than reimbursement for actual expenses. After the offer has been extended by the Church to the Pastor and accepted by him, and when he has been duly installed, the Senior Pastor shall be granted Church membership and his tenure as Senior Pastor will then commence. The Elder

Board shall regularly review the performance of the Senior Pastor and, where appropriate, shall report the results of the performance review to the members of the Church at the annual meeting. A resignation or dismissal shall become effective after a period of three months, except in a situation mentioned in Article X Section D and Article IV Section F.

## **Article X: Leadership**

Leaders, both staff and lay persons, are to be model disciples who are growing in their own ministry skills. They provide supervision, direction and spiritual leadership while enabling and equipping lay persons. Leaders will be recognized on the basis of their proven character, giftedness and service. Leaders must be growing disciples who are committed to the purpose, doctrine, and ministry philosophy of the Church.

### **Section A: Church Staff**

Church staff members who teach and those staff members who lead ministry efforts must meet the qualifications set forth in I Timothy 3:8-13, Acts 6:1-6, and Mark 10:42-45. These staff members may appoint task forces as necessary to address issues pertinent to their ministry. All staff members must meet the Church membership qualifications and shall be responsible for the daily administration of various ministries as defined in their specific job descriptions.

### **Section B: Deacons/Deaconesses**

Deacons/Deaconesses must be Active Members of the Church who meet the qualifications set forth in I Timothy 3:8-13, Acts 6:1-6, and Mark 10:42-45. Deacons/Deaconesses to lead specific ministries shall be appointed as necessary by the Elder Board. Deacons/Deaconesses to lead standing committees shall be affirmed by the congregation's Active Members to two-year terms. As leaders of specific ministries, Deacons/Deaconesses shall be accountable to the Elder Board and will select team members annually as needed who shall be affirmed by the Elder Board.

### **Section C: Selection of Leaders**

Affirmation of the Church's leaders shall reflect the biblical admonition to make selections based on spiritual qualifications. Therefore, the following guidelines should be prayerfully considered by both nominees and congregation alike:

1. Nominees should evidence spiritual maturity, growing discipleship, a good reputation, and wisdom as indicated by their speech, lifestyle, and character,
2. Nominees should be proven and faithful in previous ministry,
3. A good 'fit' should be evident between the requirements of the ministry and the nominee's spiritual gifts, and
4. Nominees shall meet the Scriptural qualifications set forth for the prospective ministry positions, if stated.

To select leaders to positions requiring the Church's affirmation, the Active Members shall choose "Affirm" or "Decline" on a paper ballot for each nominee submitted. A vote of "Decline"

for a given nominee should not represent a personal rejection, but rather an indication that strong congruence with the above guidelines is not clearly evident.

Nominees who receive the most affirmations (subject to any minimum requirements for each position) shall immediately begin to serve in their affirmed positions, with the exception of Deacons/Deaconesses of standing committees as stated in Article XI. In the event that no nominees meet the affirmation requirement for the position, the position shall remain vacant until the next regular or special business meeting of the Church, at which time new nominee(s) may be considered. In the event that two or more nominees receive the same number of affirmations (subject to any minimum requirements for the position), the selection shall be decided by 'casting lots' (e.g., drawing straws) after prayer. All leaders duly affirmed to their respective offices shall be considered duly elected to the same offices.

Prior to beginning the affirmation process at a congregational business meeting, the Chairman shall read the Scriptures appropriate to the position in question along with this section of these bylaws.

#### Section D: Discipline of Staff and Leaders

Except in the case of personal abuse or harassment, a complaint against a teaching or ministry-leading staff member, Elder Board member, Officer, or Deacon/Deaconess of a standing committee shall be considered only on the testimony of two or three witnesses (1 Timothy 5:19). If the staff member or leader is found to be teaching anything contrary to the Scriptures, or anything contrary to Article III, or else be living an unrighteous life and thus be unworthy of the Gospel, the staff member or leader shall be admonished according to Article IV Section F, beginning with step 3.

#### Section E: Stewardship of Responsibilities

Concerns regarding poor stewardship of responsibilities by a Church member, leader or staff member shall be addressed with a spirit of grace and truth. The goal is to maximize a person's effectiveness in a ministry role that is a good fit with their gifts, temperament, and abilities.

If a person has a concern regarding another individual's performance of their Church responsibilities, he/she should first pray for wisdom, discernment and love before humbly addressing the matter as follows:

1. Lovingly admonish the individual regarding the perceived lack of good stewardship. Both people should strive for concurrence in their mutual understanding of the issues and the actions necessary to resolve or eliminate the concern.
2. If the concern cannot be resolved between the two people, the matter shall be brought to the individual's immediate supervisor or accountability group (either their Deacon/Deaconess leader, supervising staff member, or the Elder Board). The supervising person or group shall assess the validity and root cause(s) of the concern and develop an appropriate action plan with well-defined expectations and timeframes.



Supporting actions may include training or mentoring, special assignments, or a reallocation of responsibilities.

3. If the concern is not resolved after a reasonable amount of time, the issue shall be brought before the Elder Board to be handled as appropriate to the situation, which may include relieving the individual of the responsibilities in question. In keeping with a spirit of redemption however, every attempt should be made to identify a set of responsibilities that effectively matches the individual's gifts, temperament, and abilities.
4. If the individual whose performance is in question is the Senior Pastor, an Elder Board member, an Officer, or a Deacons/Deaconesses of a standing committee, the question of reaffirmation for that individual shall be taken to a closed congregational meeting of Active Members only by a recommendation from the Elder Board or by a three-fourths majority vote of the Active Members. Before a ballot of affirmation is taken according to Article X Section C, the Active Members shall hear both sides of the issue with the individual in question having the opportunity to state his/her perspective. If the leader in question is not reaffirmed, their responsibilities will end immediately unless other arrangements are decided or determined otherwise by these bylaws.

Issues of this nature should remain discrete and confidential to the greatest extent possible since the focus is on helping the individual become more effective in ministry.

#### Section F: Leadership Coordination and Development

To facilitate leadership development and the coordination of ministries, the key leaders of the Church should meet together at least twice each year. Participants will include staff members who teach or lead ministries, the Elder Board, Officers, and all Deacons/Deaconesses. Time will be devoted to planning for the following 3-12 month period, to training/teaching of ministry and leadership skills, and to evaluating and improving existing ministries. Organization of these meetings will be the responsibility of the Elder Board.

### **Article XI: Standing Committees**

Standing committees shall be led and chaired by Deacons/Deaconesses who shall be affirmed to two-year terms, except for Officers, by a three-fourths majority of the Active Members present at a congregational business meeting. Except for the case of an existing vacancy, nominees for Deacon/Deaconess of standing committees shall be presented and affirmed at the quarterly congregational business meeting prior to the annual congregational business meeting of the Church. They shall serve as assistants to the outgoing Deacon/Deaconess until they assume full responsibility for the ministry at the annual congregational business meeting.

Deacons/Deaconesses of standing committees shall be accountable to the Elder Board and will select team members annually as needed who shall be affirmed by the Elder Board.

Beginning after the date of the implementation of these bylaws, the first affirmation of new Deacons/Deaconesses of standing committees shall provide for staggered terms of office so

that approximately one-half of the Deacons/Deaconesses of standing committees, thereafter, shall be affirmed annually. In the event of a mid-term vacancy, the newly affirmed Deacon/Deaconess shall immediately begin to serve the unfulfilled portion of the predecessor's term.

The following standing committees shall exist on a continuing basis and shall be composed of members who serve open-ended periods of time, generally one year or more. A staff member directly responsible for efforts that coincide with any of these standing committees shall be an ex-officio voting member of the appropriate standing committee(s), or may also be affirmed as Deacon/Deaconess to lead the standing committee. When appropriate, the Elder Board may affirm a staff member to a deacon position (without direct congregational affirmation) if a staff member's ministry responsibilities match those of a particular committee's responsibilities.

#### Section A: Finance and Administration Committee

This committee shall be responsible for managing the financial matters of the Church along with the associated record keeping and reporting obligations. The goal of this committee is to maximize the effective stewardship of financial resources while fulfilling the reporting needs of the Church and government bodies at the local, state and federal level. Specific responsibilities include, but are not limited to the following:

1. Preparing budget drafts (with appropriate input from other committees) and other financial recommendations to the Elder Board,
2. Providing timely, accurate, and complete handling of all expenses, invoices, taxes, income, payroll, bank transactions, etc.,
3. Effectively managing funds, liquid assets, bank accounts, etc. to provide a healthy return with reasonable risk,
4. Providing reports to the government, filing tax returns, making tax payments, etc.,
5. Providing monthly financial reports to ministry and committee leaders in addition to quarterly reports to the Church, and any financial reports on an as-needed basis,
6. Recommending an audit task force to Elder Board in January of each year, and
7. Establishing and overseeing office administration policies.

The Treasurer shall be the chairperson of this committee by serving as the Deacon/Deaconess of the Finance and Administration Committee for a one-year term. The Financial Secretary shall be an ex-officio voting member of this committee.

#### Section B: Facilities and Equipment Committee

This committee shall be responsible for the oversight, protection, safe and proper operation, and maintenance of all Church real estate, buildings, and equipment. The committee shall prioritize its work in such a way as to best support the primary ministries of the Church in the most cost-effective manner possible within budgeted resources. This committee is also responsible for the organization and safekeeping of all important records related to the Church's facilities and equipment. No buying, selling, or leasing of Church real estate shall be done without the approval of the Elder Board or the Active Members as provided in these bylaws.

### Section C: Membership and Nominating Committee

The responsibilities of this committee are to facilitate the entry of people into Church membership and to select nominees for leadership responsibilities. Specific responsibilities include, but are not limited to the following:

1. Reviewing membership applications,
2. Hearing membership applicant testimonies,
3. Recommending applicants for membership, and
4. Selecting nominees for each affirmed leadership position.

The names of applicants and nominees in items 3 and 4 above shall be presented to the Church with the notice of the congregational business meeting at which those names will be considered. In addition, the committee shall provide the responsibilities of the leadership positions in question and information that illustrates nominees' qualifications as required in these bylaws.

### Section D: Worship Committee

The primary task of this committee is preparing and leading the Church into an awareness of God's greatness through worship. Specific responsibilities include, but are not limited to the following:

1. Coordinating Sunday services and special event service schedules,
2. Coordinating the content and flow of worship services,
3. Developing and coordinating worship facilitators and leaders, including musicians, readers, etc.,
4. Coordinating and developing the use of music and other media in worship, and
5. Overseeing the decoration of the sanctuary for holidays and special events as appropriate.

This committee shall fulfill its responsibilities in close coordination with the Senior Pastor.

### Section E: Community Outreach Committee

The primary task of this committee is local evangelism. Specific responsibilities may include, but are not limited or bound to the following:

1. Contacting external organizations concerning local events,
2. Coordinating local outreach efforts by the various ministries of the Church,
3. Developing an awareness of evangelism in the Church, and
4. Developing and implementing specific evangelism efforts by the Church.

### Section F: Missions Committee

This committee shall be responsible for encouraging the Church to fulfill the Great Commission (Matt. 28:19-20). It shall identify prospective members for development toward missionary service, and shall foster awareness and various support of mission efforts and formally supported missionaries of the Church. The committee shall also develop and implement policies and strategies regarding missions.

### Section G: Adult Discipleship Committee

This committee shall be responsible for the organization, supervision, and operation of all discipling/Christian education ministries for college age and older adults. Specific responsibilities may include, but are not limited or bound to the following: Sunday School, small groups, and seminars.

This committee is also responsible for the recruitment and training of all workers in these ministries, along with the development and utilization of supporting resources (e.g., library, resource center, etc.)

#### Section H: Youth Discipleship Committee

This committee shall be responsible for the organization, supervision, and operation of all discipling/Christian education ministries for seventh grade through high school age youth. Specific responsibilities may include, but are not limited or bound to the following: Sunday School, club programs, camps, summer programs, etc.

This committee is also responsible for the recruitment and training of all workers in these ministries, along with the development and utilization of supporting resources (e.g., library, resource center, etc.)

#### Section I: Child Discipleship Committee

This committee shall be responsible for the organization, supervision, and operation of all discipling/Christian education ministries for children through sixth grade. Specific responsibilities may include, but are not limited or bound to the following: Sunday School, children's church, club programs, camps, summer programs, etc.

This committee is also responsible for the recruitment and training of all workers in these ministries, along with the development and utilization of supporting resources (e.g., library, resource center, etc.)

#### Section J: Infant and Toddler Care Committee

This committee shall be responsible for the organization, supervision, and operation of all infant and toddler care. Specific responsibilities include, but are not limited to the following:

1. Development and implementation of care-giving policies,
2. Selection, training, and scheduling of care-givers, and
3. Provision of supplies and cleanliness of facilities.

Care should be provided during worship services, Sunday school, congregational business meetings, and other congregational activities as needed.

#### Section K: Fellowship and Care Committee

This committee shall be responsible for designing and implementing opportunities to develop meaningful relationships within the Church. Specific responsibilities may include, but are not limited or bound to the following: oversight of fellowship groups, oversight of the benevolence ministry, overseeing the serving of communion at Church services, visitation of the hospitalized

and shut-ins, acknowledging marriages, anniversaries, and passing of close relatives, support in funeral services, baptisms, baby dedications, etc. A primary focus of this committee's activities is to facilitate the Church's ability to know and help meet one another's needs, whether spiritual, physical, social, or emotional.

#### Section L: Assimilation Committee

Assimilation may be defined as connecting unconnected people with the Church. This committee, then, shall be responsible for helping people become connected with the Church in terms of relationships, spiritual growth and service. With regard to service, the committee shall facilitate the placement of people into Church ministries that utilize their spiritual gifts to the fullest potential. Specific responsibilities may include:

1. Overseeing opportunities for newcomers to meet Church people and learn more about the Church,
2. Overseeing the ministry of the ushers, greeters, information center workers, etc.,
3. Identifying spiritual gifts, personal interests, and ministry opportunities with the leadership of Adult Discipleship, and
4. Linking members and ministries together based on spiritual gifts, needs, and interests.

The process of assimilation begins when a person comes to the Church and ends when they are formally affiliated with a group or ministry within the Church.

### **Article XII: New Ministries**

A Church member with a vision for a new ministry shall present a ministry proposal to the Elder Board prior to launching that new ministry. The proposal shall generally define the purpose, methods, and policies of the new ministry. With the Elder Board's counsel, a decision will be reached on whether or not to proceed with implementing the ministry under the sanction of the Church. This counsel is intended to provide an optimal environment for a fruitful ministry. Upon the approval of an implementation plan and schedule, a public commissioning of the leader(s) will be planned for a Sunday worship service. The new ministry and its leader(s) shall be accountable to the Elder Board for its stewardship, activities, and policies.

When a ministry has demonstrated ongoing viability and effectiveness, the Elder Board shall determine whether the leadership position of that ministry should be considered a Deacon/Deaconess position. Once a position has been affirmed as a Deacon/Deaconess responsibility, the Elder Board shall be responsible for timely appointments to this position. The Elder Board may make a determination to end a ministry at any time.

### **Article XIII: Miscellaneous**

#### Section A: Conflict of Interests

To avoid any appearance of conflict of interest, and to maintain a Christian reputation that is above reproach, each leader, Elder Board member, Deacon/Deaconess, staff member, and task

force/ministry/committee member is obligated to reveal and discuss any situation where personal interests and responsibilities to the Church may overlap. Another individual may also bring forward potential conflicts of interest. After the counsel of the involved group(s) is determined, the involved person may be excused from any discussion, decision, or vote as appropriate.

Anyone excused from voting shall not be counted as part of the quorum.

#### Section B: Waiver of Notice of Meetings

Whenever any notice is required to be given to any Elder Board member of the Church under the provisions of these bylaws or under the provisions of the Articles of Incorporation or under the provisions of the Illinois General Not-For-Profit Corporation Act, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

#### Section C: Conciliation of Disputes

Disciplinary situations involving members or employees of the Church are to be handled according to the provisions of Article IV Section F and Article X Section D of these bylaws. These disciplinary situations shall not be resolved under the provisions of this Article XIII Section C.

In the event a dispute may arise between two or more persons operating under the authority of these bylaws and such dispute cannot be resolved according to the Biblical mandate found in Matthew 18:15-17, the parties to the dispute shall submit the circumstances and issues to the dispute for mediation and arbitration as follows:

1. Each party to the dispute shall select a trusted person to hear the matter in a fair and impartial manner. Such person may not be in any way related to the choosing party by way of family connections, employment or contractual relations.
2. The persons so selected shall appoint one or more additional person(s) as may be necessary to provide an odd numbered mediation panel and such additional person(s) shall be similarly qualified as to all of the parties in conflict.
3. When the mediation panel is assembled the parties in conflict shall be permitted to present evidence and arguments in support of their position and the panel shall deliberate as necessary to resolve the problems. In all matters the panel shall first seek to reconcile the conflicting parties. If reconciliation is not possible then the panel shall arbitrate a solution and such solution shall be binding upon all parties.
4. No person shall bring any dispute under these bylaws to any court of law or chancery without first proceeding under the above conflict resolution procedure. Unless the determination of the mediation panel is clearly in conflict with the laws of the State of Illinois or in such venue as is appropriate no court shall reverse or otherwise amend the determination except as may be necessary to correct a minor discrepancy.

#### Section D: Indemnification and Insurance

1. The Church may indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Church) by reason of the fact that he or she is or was an Elder Board member, Officer, employee or agent of the Church, or who is or was serving at the request of the Church as an Elder Board member, Officer, employee or agent of another Church, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Church, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of the Church, or, with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.
2. The Church may indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Church to procure a judgment in its favor by reason of the fact that such person is or was an Elder Board member, Officer, employee or agent of the Church, or is or was serving at the request of the Church as an Elder Board member, Officer, employee or agent of another Church, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with the defense or settlement of such action or suit, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Church, provided that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the Church, unless, and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.
3. To the extent that an Elder Board member, Officer, employee or agent of the Church has been successful, on the merits or otherwise, in the defense of any action, suit or proceeding referred to in Sections (1) and (2) of this Article, or in defense of any claim, issue or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

4. Any indemnification under Sections (1) and (2) of this Article (unless ordered by a court) shall be made by the Church only as authorized in the specific case, upon a determination that indemnification of the Elder Board member, Officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Sections (1) and (2) of this Article. Such determination shall be made (i) by the Elder Board by a majority vote of a quorum consisting of Elder Board members who were not parties to such faction, suit or proceeding, (ii) if such a quorum is not obtainable, or, even if attainable, a quorum of disinterested Elder Board members so directs, by independent legal counsel in a written opinion, or (iii) by the members entitled to vote, if any.
5. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Church in advance of the final disposition of such action, suit or proceeding as authorized by the Elder Board in the specific case, upon receipt of an undertaking by or on behalf of the Elder Board member, Officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the Church as authorized in this Article.
6. The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any agreement, vote of disinterested Elder Board members, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be an Elder Board member, Officer, employee or agent, and shall inure to the benefit of the heirs, executors and administrators of such a person.
7. The Church may purchase and maintain insurance on behalf of any person who is or was an Elder Board member, Officer, employee or agent of the Church, or who is or was serving at the request of the Church as an Elder Board member, Officer, employee or agent of another Church, partnership, joint venture, trust or other enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the Church would have the power to indemnify such person against such liability under the provisions of this Article.
8. If the Church has paid indemnity or has advanced expenses under this Article to an Elder Board member, Officer, employee or agent, the Church shall report the indemnification or advance in writing to the members entitled to vote with or before the notice of the next meeting of such members.

#### **Article XIV: Amendments**

Bylaw changes shall be presented in writing to the membership of the Church prior to consideration at a regular or special business meeting along with notice of such meeting according to the provisions of Article V Section B, and will be effective immediately upon



adoption. Changes to bylaws shall be adopted by a two-thirds majority of the Active Members of the Church present at a congregational business meeting.