



AUSTIN BLUFFS
EVANGELICAL FREE CHURCH

Constitution and By-Laws

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CONSTITUTION

of the

Austin Bluffs Evangelical Free Church

Colorado Springs, Colorado

Revised to include all amendments adopted through April 2009

Article I - Name

The name of the Church shall be “Austin Bluffs Evangelical Free Church.”

Article II - Purpose

1. The preaching of the Word of God to the mutual edification, instruction and discipline of its members and other believers; the winning of unsaved to Christ; helping the young Christians to develop their spiritual life, instructing the children in the Word of God; and the furthering of the Gospel work which is true to God’s Word on the mission fields at home and abroad.

2. The owning and maintaining of real estate and personal property but not for pecuniary profit, though it may hold real estate and personal property, and the conveying of the same by its trustees; and the Church may do in furtherance of the objectives and the purposes for which it is founded.

Article III - Statement of Faith

The Evangelical Free Church of America is an association of autonomous churches united around these theological convictions:

God

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

The Bible

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God’s saving work in Jesus Christ can we be rescued, reconciled and renewed.

Jesus Christ

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus-Israel’s promised Messiah-was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

The Work of Christ

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

The Holy Spirit

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the

family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

The Church

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Christian Living

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Christ's Return

9. We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

Response and Eternal Destiny

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

Article IV - Affiliation

This Church shall be affiliated with the Evangelical Free Church of America and with the Rocky Mountain Conference of the Evangelical Free Church of America. Such affiliation shall not be constructed as a limitation on the independence and self-government of this Church under God as its own highest authority.

Article V - Membership

This Church will receive into membership only those who through faith in God's Son, our Lord Jesus Christ, have been born again to a living hope, whose conduct gives evidence of the fruit of faith, who desire to share in its fellowship and ministry, and who will abide by its Constitution.

Article VI - Church Government

1. This Church shall remain free: independent and self-governing.
2. The government of this Church is vested in its membership and administered through its Executive Board, which shall be recorded as the Board of Directors for the Corporation.
3. The Church shall provide Bylaws for its government which shall not conflict with the Word of God or this Constitution.

Article VII - Business Meetings

1. The annual meeting of the Church shall be held within one month of the end of the official church year. The transaction of such business as concerns the work for the coming year shall be considered. The election of officers shall take place at the October quarterly congregational meeting preceding the annual meeting. The newly elected officers shall be expected to attend meetings that pertain to the responsibilities of their new office.
2. The official Church year shall begin January 1.
3. Special congregational meetings will meet as specified in the Bylaws.

Article VIII - Officers

The officers of this Church shall be: Pastor(s), Elders, Chairman, Church Secretary, Financial Secretary, Trustees, Deacons, Deaconesses, Treasurer, Missions Board Chairman, Evangelism Board Chairman, Christian Education Board Chairman and Sunday School Superintendent.

Article IX - Amendments

Amendments to this Constitution may be made at any regular congregational meeting of the church by a two-thirds majority of votes cast, when said proposed amendments have been presented in written form and discussed at a congregational meeting held at least one month prior to the time of its adoption.

Article X - Provision for Bylaws

A supplement to this Constitution, known as Bylaws, shall embody the stated qualifications for pastor and officers and the specification of their duties, conditions for membership, method by which members may be received and removed, parliamentary rules and regulations for the activities of the church. Rules and regulations adopted at any officially called and announced Congregational Meeting shall be written out in good form and added to the Bylaws when so decided by such a meeting.

Article XI - Property Rights

In the event of a schism within the Church, which we trust that God in His grace shall prevent, the property of the Church shall belong to that part of its members who remain true to this Constitution and its Bylaws. In the event the membership dissolves, the property of the Church shall automatically become the property of the Rocky Mountain Conference of the Evangelical Free Church of America.

BY LAWS

(as revised October, 1999)

Article I - Membership

Section A - Active Members

1. **Eligibility** - This Congregation receives into its regular membership:
 - a. Those who are born again through faith in Jesus Christ and profess Him before the world.
 - b. Those who are fifteen years of age and older.
 - c. Those who have a good reputation as to their life and character.
 - d. Those who accept the Constitution and Covenant of this Congregation.
 - e. Those who promise to fulfill the membership duties given in Article I, Section E.
2. **Application** - Those who desire to become members of this Congregation should apply for membership through the Pastor, an Elder, or a Deacon.
3. **Admission** -
 - a. Membership applicants shall give testimony of their faith in Christ before the Elder Board, Deacon Board and Deaconess Board who shall then carefully ascertain the spiritual condition of the applicant, according to James 1:18; I Peter 1:3; 3:15; and according to Article I, Section A,
 - b. The Congregation, upon the approval and recommendation of the Elder Board, Deacon Board and Deaconess Board shall act upon the application at any Annual or Special Congregational Meeting in the absence of the applicant. Such applications shall be decided by 75% members present.
 - c. Should the applicant be insufficiently known, action on his application may be deferred until the knowledge of the applicant is obtained.
 - d. Those who are admitted to membership in this congregation should be in attendance at a public service and be formally received as members and be welcomed to all the privileges granted in the Constitution.
4. **Exceptions to Duties** - Those who cannot attend due to poor health or those residing outside the local area who are:
 - a. In the Armed Forces;
 - b. Missionaries;

- c. Students away at school; or
- d. In full-time Christian work

shall be retained on the Active list.

5. **Instruction** - The Elder Board (Art. IV, Sec. B) shall be responsible to see that applicants are adequately instructed in the history, the doctrine and the policy of the Evangelical Free Church in general and this Church in particular and the membership responsibilities and opportunities of this Church.

Section B - Associate Members

1. **Eligibility** - This congregation receives into Associate Membership:
 - a. Those who are born again through faith in Jesus Christ and profess Him before the world;
 - b. Those who wish to actively affiliate with this Church, but who wish to retain their Active Membership in another Church;
 - c. Those who wish to remain as Nonresident Members and who will make written requests annually to the Executive Board through the Church Secretary in accordance with Article I, Section D, Paragraph 2.
 - d. Those who are fifteen years of age and older.
2. **Application** - Application will be in accordance with Article I, Section A, Paragraph 2.
3. **Admission** - Admission will be in accordance with Article I, Section A, Paragraph 3.
4. **Privileges** - Associate Members shall enjoy the privileges of regular members.
5. **Method of becoming Active Members** - Any Associate Member may become an Active Member by being publicly received.

Section C - Student Members

1. **Eligibility** - This Congregation receives into its Student Membership:
 - a. Those who are born again through faith in Jesus Christ and profess Him before the world.
 - b. Those who are less than 15 years of age.
 - c. Those who have a good reputation as to their life and character.
 - d. Those who accept the Constitution and covenant of this Congregation.
 - e. Those who promise to fulfill the membership duties given in Article I, Section E.
2. **Application** -
 - a. Those who desire to become members of this Congregation should apply for membership through the Pastor, and Elder or a Deacon.
 - b. Applicants for Student Membership must have the concurrence of a parent or guardian.
3. **Admission** - Admission will be in accordance with Article 1, Section A, Paragraph 3.
4. **Privileges** - Student Members shall enjoy the same privileges as Active Members except that they shall not be included in any discussion of personnel matters, shall not be voting members in matters referred to the Congregation, nor shall they hold office as indicated in Article II, Section A, Paragraph 1.
5. **Instruction** - Responsibility for instruction of applicants shall be carried out by the Elder Board as described in Article, I, Section A, Paragraph 5.
6. **Method of becoming Active Members** - Upon attaining the age of fifteen, Student Members may apply for Active Membership in accordance with Article I, Section A.

Section D - Termination

1. **Requests** - Letters of transfer to other churches or written requests for withdrawal of membership shall be granted to Active Members by the Elder Board, Deacon Board and Deaconess Board and conveyed or acknowledged by the Church Secretary. The member's name should then be dropped from the church roll.
2. **Forfeiture** - The membership roll shall be reviewed by the Church Secretary once each calendar year. All members who have been absent from the regular services of the church for a period of 12 months or who have failed to communicate with the Church within that time shall have their names presented to the Elder Board, Deacon Board and Deaconess Board for consideration for termination of their membership. Final action shall not be taken until a letter of inquiry has been sent to said Members and a period of sixty days for which a reply has been allowed.

3. **Dismissal** - In case any Member of the Church shall be discovered living or teaching in a manner unbecoming to a Christian and contrary to the doctrine of the Word of God, the Statement of Faith, or the Covenant of the Church, then the Church shall through the Elder Board correct such a member in a kindly way. If said Member shall not repent but shall continue in the same evil way, said Member shall be recommended to the Congregation for dismissal from the Church membership.

See texts: Matt. 18:15-18; I Cor. 5:11-13; II Cor. 2:5-11; 7:5-12.

4. **Restoration** - Any person who has been dismissed from the membership may again be received into the fellowship of the Church when he or she shall be restored from said fall and walk once more in the fear of the Lord. Such restoration shall follow the rules given in Article I, Section A.

5. **Surrender of Privilege** - Any Member whose membership has been terminated for any reason thereby surrenders all membership privileges and all right of any interest in the real estate or the personal property of this Congregation.

Section E - Membership Duties

1. **Loyalty** - Members shall “consider one another to provoke unto love and to good works: Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much more, as ye see the day approaching.” (Heb. 10:24-25), “Not rendering evil for evil, or railing for railing: but contrariwise blessing; knowing that ye are thereunto called, that ye should inherit a blessing.” (I Peter 3:9).

2. **Christian Witness** - In fulfillment of the purpose of this Church as stated in Article II of the constitution, it is the duty of every Member to be personally active in carrying out the Great Commission as stated in Acts 1:8. “But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all Judea, and in Samaria, and unto the uttermost part of the earth.”

3. **Church Support** - Members shall, according to the injunctions of Scripture (Mal. 3:10; I Cor. 16:2; II Cor. 9:7), contribute regularly to the support of the budget adopted annually by the Congregation of this Church.

4. **Church Decisions** - Members shall respect the Church decisions, properly made and binding; and, as much as is in them and where the conscience is not violated, assist in carrying out each decision.

Article II - Officers

Section A - General Stipulations

1. **Qualifications** - Those considered to hold office in the Church shall be actively engaged in the work of the Church and/or the services of the Church, shall have indicated or demonstrated a cooperative spirit, shall be of good report and of good moral character, shall at the time of nomination be willing to accept and carry out the duties of that office, must be members of the church (see Article I, Section A) and must be at least 21 years of age having displayed obedience to the Covenant of this Church. (See Article V)

2. Nominations -

a. **Committee** - Each of the following shall select one member of the Nominating Committee early in the church year: Finance Board, Christian Education Board, Outreach Board, Elder Board, Deacon Board, Deaconess Board and one member chosen by the congregation. They shall select nominees for the annual election of officers for the church and shall meet to appoint such officers as necessary to fill vacancies between annual elections. They shall select as nominees for chairman, people who have had at least one year experience of service on that board, if at all possible.

b. **Report** - The report of the Nominating Committee shall be publicized to the church not less than two weeks before the election.

c. **Additional Nominations** - Active members of the church are encouraged to submit additional nominations to the Nominating Committee in writing no later than one week before the election.

3. Election of Officers

a. The officers of the Church shall be elected at the duly called congregational meeting of the Church by closed ballot. If possible, no person is to be allowed to hold more than one church office.

b. A majority of all votes cast shall be required to decide all elections unless otherwise specified in these Bylaws.

4. **Tenure** - Terms shall be for one year unless otherwise stated in these Bylaws.

5. **Installation of Officers** - Installation of officers shall occur at a public service before the beginning of the new church year.

6. **Duties** - The officers shall adhere to the duties outlined in the Job Description Guide as provided in the Church Handbook.

Section B - Pastor

1. **The Pastor's Qualifications** - The Pastor shall be fully qualified as a minister of the Word and doctrine. It is preferable that he be duly licensed or ordained in the Evangelical Free Church of America, he shall be sound in the Christian faith and in his presentation of the Word of God. He shall meet the qualifications of Article II, Section A, Paragraph 1, and Section E, paragraph 2; and he shall further be a worthy example, void of offense in his life and teaching. (I Tim. 3:17; Titus 1:59; Acts 20:28; I Pet. 5:1-4).

2. The Pastor's Call

a. Men shall be called to the pastoral work of the Church who are known to the Church or recommended by those who are acquainted with the Church and are in a position to know the Pastor personally as well as his fitness for the work. His background and life should be known before he is made available as a Candidate for this pastorate.

b. The call of the Pastor shall be for an indefinite period of time, except where the Church and Pastor have a different agreement.

c. The Pastor shall be called according to the following rules- it is a serious matter and must be given the utmost prayer and consideration:

1) A Pastoral Committee of three or five persons shall be conscientiously selected from the membership of the Church by the Congregation to thoroughly investigate each suggested candidate.

2) When the Committee is convinced it has a willing candidate to suggest for a call, a visit by that man may be requested, or, if known well, his name may be presented to the Congregation for a call.

3) A vote by closed ballot at a duly called Congregational Meeting shall be taken and the candidate must receive at least three-fourths of all votes cast to be declared duly called.

3. **Duties** - The Pastor shall preach the Word of God in accordance with Titus 2 and Acts 20:28, have charge of all the religious gatherings of the Church, visit the sick and needy, carefully attend to the matter of imparting instruction in the Holy Scriptures to the children and young people, keep a record of baptisms, marriages, and funerals where he has officiated, conduct all other activities associated with his calling, and prepare a report of the condition of the Church at its Annual Congregational Meeting.

4. **Vote** - The Pastor of the Church shall be entitled to a voice and vote at all meetings of the various Boards and Organizations of the Church which he sees fit to attend.

5. **Admonition** - Should any accusations or charges be brought against the Pastor for heresy or error in doctrine, or any sin in his life, the charges, according to provisions in the Word of God (I Tim. 5:19), it should be in writing and signed and submitted to the Executive Board, given a thorough investigation, and if found to be true, the Executive Board of the Church shall admonish him. If this action does not have the desired results, the matter shall then be referred to the Church, which in turn shall determine what further action is necessary. (I Tim. 5:20)

6. **Termination** - In the event of a decision on the part of the Pastor to move, or the Church decides for valid reasons to dismiss the Pastor, three month's notice (or shorter if mutually agreed) shall be given to the other party.

7. **Vacation** - He shall be given a vacation of at least two weeks annually.

8. **Denominational Responsibilities** - The Pastor shall be given the privilege of attending denominational conferences and camps. Said time shall not be charged to his vacation. A budget shall be established to cover the expenses of those camps and conferences designated by the Executive Board. Permission to engage in any extra-denominational evangelical conferences or activities shall be requested from the Executive Board.

Section C - Pastor's Assistants

1. An assistant Pastor shall be recommended by the Executive Board and the Pastor to the congregation for calling.

2. The hiring of any leadership personnel in the area of Christian Education such as the Director of Youth and the Director of Christian Education should also be approved by the Pastor as well as by the Board of Christian Education before being submitted to the congregation for vote.

3. Dismissal may be recommended by a simple majority of the Executive Board and submitted to the congregation for a vote.

Section D - Church Chairman

1. The duties of the Church Chairman are:
 - a. To preside at the Annual and Special Congregational meetings of the church and all Executive Board meetings.
 - b. To abide by the order and manner of conducting a meeting as formulated by the Executive Board and these Bylaws.
2. He shall meet the qualifications of a Deacon--See Article II, Sec. F, Paragraph 2.
3. He shall be ex-officio member of all boards and committees of the church and may attend meetings as he sees fit.
4. In the absence of the Chairman, the Executive Board's Appointee shall perform his duties.

Section E - Elders

1. The Congregation shall elect an Elder for the first 50 active members of the Church. One Elder shall be added for each additional 50 active members or part thereof. Elders shall be elected for the term of two years. It shall be so arranged as to have the terms of one-half the number expire each year.
2. In addition to Article II, Section A, Paragraph I, he shall meet the Biblical qualifications for Elders in I Tim. 3:1-7; Titus 1:5-9, and I Peter 5:1-9.
3. Should there be more than one Elder, the Elder Board shall determine the division of duties and responsibilities among them.

Section F - Deacons

1. The congregation should elect at least two Deacons to serve a term of two years each. It shall be so arranged so that not all of their terms shall expire in the same year.
2. In addition to Article II, Section A, Paragraph 1, he shall meet the Biblical qualifications of Deacons in I Tim. 3:8-13.
3. They shall be members of the Deacon Board.

Section G - Deaconesses

1. The Congregation should elect at least five Deaconesses to serve a term of two years each. It shall be so arranged as to have one-half of the terms expire each year.
2. They shall be of equal character to the Deacons and as described in Titus 2:3-5.
3. They shall be members of the Deaconess Board.

Section H - Trustees

1. The Congregation should elect at least three Trustees to serve a term of two years. It shall be arranged as to have one-half of the terms expire each year.
2. They shall be members of the Finance Board.

Section I - Financial Secretary

1. He shall receive all funds, keep accurate accounts, and deposit all funds in the bank account.
2. He shall not be a signee of any church bank account card which authorizes disbursement of any funds.
3. A substitute will be appointed by the Finance Board to serve in his absence.
4. He shall be a member of the Finance Board.

Section J - Church Treasurer

1. He shall make all disbursements and pay all bills according to the budget of the church or after they have been approved by the Finance Board.
2. The treasurer shall prepare a written report monthly summarizing the income and expenses for that month and the year-to-date. The report should be presented to the Executive Board and be available to the membership.
3. The treasurer shall be a member of the Finance Board.

Section K - Church Secretary

1. The church secretary shall maintain the membership roll of the Church in good order, shall go over the roll once each calendar year and shall, after consultation with the Pastor and Church Chairman, make recommendation to the Elder Board, Deacon Board and Deaconess Board for action to be taken regarding the relationship of any member to the Church as indicated in Article 1, Section D, Paragraph 2.
2. According to action of the Elder Board, Deacon Board and Deaconess Board, the Church Secretary shall issue letters of transfer of members to other churches, letters of inquiry regarding termination and letters of reception for transferees.
3. The church secretary shall record the minutes of all Congregational meetings and all official changes in the Constitution and Bylaws.
4. The church secretary shall issue all certificates stipulated by the Executive Board and keep a Church Policy and Rules Book.

Section L - Board of Christian Education Chairman

He shall serve as acting Director of Christian Education in the absence of an officially employed or appointed Director of Christian Education. He shall be the presiding officer of the Christian Education Board. He shall work with the various department heads of the Church and Sunday School to expedite the Christian Education Ministry of the Church.

Section M - Sunday School Superintendent

1. He shall oversee and promote the Christian Education Ministry of the Sunday School. His responsibilities include working with the department superintendents and teachers. He shall preside over the Sunday School staff meetings.
2. He shall be a member Christian Education Board

Section N - Missions Board Chairman

He shall be responsible, with this board, for the implementation of the work of the church in the area of missions.

Section O - Evangelism Board Chairman

He shall be responsible, with this board, for design and implementation of the evangelism activities of the church.

Article III Church Government

Section A - Type

The form of government of this Church shall be congregational. The highest and final authority shall be vested in the Active Members in a properly called Congregational Meeting as stated in the Constitution.

Section B - Delegated Authority

The active members give authority to the Executive Board and to the various other boards of the Church along with the Committees and Auxiliary Organizations which they may appoint to assist them, to perform business transactions for the welfare and efficient functioning of the Church as set forth in the Constitution. The Executive Board and other Boards shall not have the authority to encumber with loan, to transfer, to sell or purchase any real property for the Church, or to countermand any decision made by the Congregation, except by the express authorization given them by a vote of the membership at a properly called Congregational Meeting.

Section C - Supervision

All the Boards, Committees, Officers and Auxiliary Organizations shall be accountable to the congregational decisions of this church.

Section D - Decisions

All items of business shall be decided by at least a simple majority of votes cast by the Members present and voting except as stipulated in other sections of these Bylaws.

Section E - Quorum

A quorum to conduct business in any Board Meeting, not including Congregational Meetings, shall be 51% of its constituted members.

Section F - Ex-Officio Members

An Ex-officio member is a member of a Board by virtue of an office he holds, with voting privileges, but shall not be elected to an office on that Board.

Section G - Committees

Each Board may appoint other Committees or personnel that may come under its jurisdiction to efficiently fulfill the duties assigned to it.

Section H - Rules

All chairmen shall acquaint themselves with the parliamentary procedures of *Robert's Rules of Order* and shall conduct all business in an orderly and parliamentary manner.

Article IV Church Structure

Section A - Congregational Meetings

1. **Members** - All active and Associate Members of the Church are to be regarded as voting members of this Congregation.

2. **Annual Meetings** - There shall be an Annual Meeting of the Church, the day to be chosen by the Executive Board in conformity with the Constitution. (Article VII, of the Constitution)

3. **Quarterly Business Meetings** shall be held in the months of April, July and October, the day to be chosen by the Executive Board.

4. **Officially Called Meetings** - A duly called Congregational Meeting shall be one which is:
a. Announced at the Worship Services on the two Sundays preceding such meeting with the nature of such meeting stated in the announcement, or
b. Approved by three-fourths of the members of the Executive Board, after which every effort must be made to notify all resident active members.

5. **Special Meetings** - A special Congregational Meeting may be called by a majority poll of the Executive Board and assembled in accordance with Article IV, Section A, Para. 4.

6. **Agenda** The agenda of the Annual Congregational Meeting shall include the following:
 - a. Scripture Reading
 - b. Prayer
 - c. Presentation and ratification of the minutes of the last and special Congregational Meetings and a summary of all actions taken by the Executive Board and Special Congregational Meeting since the last Annual Meeting.
 - d. Presentation of written reports.
 - e. Old and new business.
7. **Election** - The officers listed in Article II, Sections D-O, and such other board members as are needed shall be elected by the congregation at the October quarterly business meeting.
8. **Reports** - A written report shall be made to the Annual Congregational Meeting by the following: The Pastor, the Church Secretary, and the Chairman of each Board. The content of said reports shall be stipulated and prepared by the Executive Board.
9. **New Business** - New business to be considered at the Annual Congregational Meeting should be submitted in writing to the Church Chairman or Elders prior to the meeting.
10. **Authority** - The active members reserve the right to change or nullify any and all rules and/or decisions of the Boards and/or Committees at a duly called Congregational Meeting.

Section B - Elder Board

1. **Membership** - Pastor, Elders
2. **Duties** - The Elder Board shall concern themselves with the spiritual welfare of the total church. They shall develop ministries to promote the shepherding of the church. They shall be responsible for the leadership of the public worship services. They will be responsible to see that no speaker shall present from the pulpit anything inconsistent with the Statement of Faith of this church. They shall also aid the Pastor in the baptismal service and the counseling of inquirers. They shall oversee the spiritual needs of the church family and see that the missionary and evangelism concern of the church is kept active. The Elder Board will serve as part of the Membership Committee. As members of this committee they shall determine the eligibility of membership applicants and submit a recommendation to the congregation regarding each applicant.
3. **Meetings**
 - a. The Elder Board shall meet at least quarterly for prayer, and for consideration of the spiritual needs of the congregation.
 - b. It shall meet jointly with the Deaconess Board at least quarterly to promote the spiritual welfare of the church and make recommendations to the congregation.
4. It shall annually choose from among its membership the following:
 - a. A chairman who shall be the senior elder, when possible, who shall call the meetings, chair them, and report for the board.
 - b. A member to serve on the nominating committee.

Section C - The Deacon Board

1. **Members** will be the deacons elected by the membership of the church. They shall receive direction from the Pastor(s) and the Elder Board.
2. **Duties** - The Deacon Board shall concern themselves with the spiritual needs and welfare of the men of the church. They shall develop a ministry to promote the shepherding of the men of the church. They shall aid the Pastor in the baptismal services and in the counseling of inquirers. They shall serve as members of the Membership Committee. As members of this committee, they shall determine the eligibility of membership applicants and submit a recommendation to the congregation regarding each applicant.
3. **Meetings** - The Deacon board shall meet at least quarterly for prayer and consideration of the spiritual needs of the men of the church.
 - a. They shall meet with the Elder Board at least quarterly to promote the spiritual welfare of the church and make recommendations to the congregation.

4. They shall choose annually from among their members the following:
 - a. A chairman who shall call and chair the meetings.
 - b. A member to serve on the nominating committee.

Section D - The Deaconess Board

1. **Members** will be the deaconesses elected by the membership of the church. They shall be at least five in number. They shall receive direction from the Pastor.
2. **Duties** - The Deaconess Board shall concern themselves with the spiritual needs and welfare of the women of the church. They shall develop a ministry to promote the shepherding of the women to the church. They shall also aid the Pastor in the baptismal services and in the counseling of inquirers. They shall serve as members of the Membership committee. As members of this committee they shall determine the eligibility of membership applicants and submit a recommendation to the congregation regarding each applicant.
3. **Meetings** - The Deaconess Board shall meet at least quarterly for prayer and consideration of the spiritual needs of the women of the church.
 - a. They shall meet with the Elder Board at least quarterly to promote the spiritual welfare of the church and make recommendations to the congregation.
4. They shall choose annually from among their members the following:
 - a. A chairwoman who shall be the senior deaconess, when possible, who shall call and chair the meetings.
 - b. A member to serve on the nominating committee.

Section E - Executive Board

1. **Members** - The Executive Board of the church shall consist of: the Church Chairman, an Elder, a Deacon, a Deaconess, the Church Treasurer, the Sunday School Superintendent, Christian Education Board Chairman, Missions Board Chairman, Evangelism Board Chairman, Finance Board Chairman (or designee of Finance Board) and the Church Recording Secretary.
2. **Meetings** - It shall meet at least quarterly.
3. **Duties** - This Board shall:
 - a. Function on behalf of the church and in the interim of the congregational meetings.
 - b. Not have power to make policy decisions and is in every way accountable to the Congregation for its work.
 - c. Act as the Personnel Committee of the Church
4. **New Boards** - It shall be responsible to make any recommendations to the Congregation at a duly called Congregational Meeting to divide the existing Church Boards or to create new Boards as it deems necessary for the efficient functioning of the Church.
5. **Prayer** - It shall not neglect to make special recourse to prayer concerning the function of the Church organization and especially all the immediate problems or concerns. Its spiritual tone and harmonious character shall be an example to all the Church.

Section F - Finance Board

1. **Members** - The Trustees and the Financial Secretary and Treasurer shall be the members.
2. **Meetings** - It shall meet at least quarterly.
3. **Duties** - They shall have charge of all financial business of the Church and shall be caretakers for all Church property, real and personal, and shall not sell or encumber the same to the extent of more than \$2000 unless authorized by two-thirds vote at a duly called Congregational Meeting of the Church.
4. They shall annually choose from among their membership a member to serve on the nominating committee.

Section G - Christian Education Board

1. **Members** - The Director of C.E., if employed or appointed, the Sunday School Superintendent, the Sr. Youth Fellowship president, and four members at large to be elected, one or more per year for a two year term.
2. **Meetings** - It shall meet at least quarterly.
3. **Duties** - Responsible to implement the Christian Education program of the church.
4. They shall annually choose from among their membership a member to serve on the nominating committee.

Section H - Missions Board

1. **Membership** - Four members shall be elected by the church, one or more per year for a two year term.
2. **Meetings** - It shall meet at least quarterly.
3. **Duties** - Responsible to implement the outreach of the Church by Missions to the world.
4. They shall annually choose from among their membership a member to serve on the nominating committee.

Section I - Evangelism Board

1. **Membership** - Chairman plus 3-5 members.
2. **Meetings** - This Board shall normally meet monthly and no less than quarterly.
3. **Duties** - Responsible for directing the outreach and evangelism of the church to the community.
4. They shall annually choose from among their membership, a person to serve on the nominating committee.

Section J - Auxiliary Organizations

1. An Auxiliary Organization is a group organized as an extension of the ministry of the Church and whose Chairman is not elected by the Congregation.
2. They may not be created without approval of the Executive Board, who shall designate a board to oversee their ministry.
3. They must give prepared reports of their activities at the Annual Meeting of the Church.
4. All money received by Auxiliary Organizations shall be deposited in a bank account and all disbursements made by check and a record of its use be given to the Congregation according to the form provided.

Article V - Church Covenant

We, the Members of this Church, do covenant together, God helping us;

That as strangers and pilgrims, we will refrain from fleshly lusts (I Pet. 2:11), abstaining from all appearance of evil (I Thess.5:22)

That we will put away from us all bitterness and wrath and anger and clamor and evil speaking, and be kind to one another, tender hearted, forgiving one another even as God for Christ's sake hath forgiven us (Eph. 4:31-32), loving one another with a pure heart fervently (I Pet. 1:22).

That as we have opportunity, we will do good unto all men, especially unto them that are of the household of Faith.(Gal.6:10)

That we will remember them that have the rule over us, who speak unto us the Word of God. (Heb. 13:7).

That we will submit to the loving oversight and discipline of the Members and Officers of this Church. (I Pet. 5:5; Heb. 13:17).

That we will give as God hath prospered us (I Cor. 16:2) not grudgingly, or of necessity, for God loveth a cheerful giver (II Cor.9:7).

And may the God of Peace that brought again from the dead our Lord Jesus, that great Shepherd of the sheep, through the blood of the everlasting covenant, make us perfect in every good work to do His will, working in us that which is well pleasing in His sight, to whom be the glory forever and ever. (Heb.13:20-21).

-Amen-