

**FAITH CHURCH**  
(FAITH EVANGELICAL FREE CHURCH)

BYLAWS

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**Article One**  
**Name and Principal Office**

Section 1. Name. The name of the corporation shall be the FAITH EVANGELICAL FREE CHURCH. The corporation shall be affiliated with the Evangelical Free Church of America, Great Lakes District Conference.

Section 2. Principal Office. The Office of the corporation, an Ohio corporation not-for-profit, shall be located at 5910 Price Road, Miami Township, Clermont County, Milford, Ohio 45150, and it shall have no other office.

**Article Two**  
**Members**

Section 1. Qualifications. There shall be a single class of membership in the corporation, hereinafter the "Church". Any person who confesses faith in the Lord Jesus Christ, who gives a confident witness of being born again, whose conduct is in accord with his or her confession, who abides by the Statement of Faith of the Church set forth in Article IV of the Church Constitution, who abides by these Bylaws and the Church Constitution, who is willing to support the Church with faithful attendance and participation, in prayer and material means as God provides, and who recognizes the spiritual authority of the Elder Board, may become a member. The members may be referred to hereinafter collectively as the "Congregation".

Section 2. Acceptance of Members. Any person desiring to become a member shall be interviewed by the Elder Board. The Elder Board may delegate the interviewing of prospective members to one or more Elders or one or more Pastors so designated by the Elder Board to perform such interviews. Each interview shall be conducted within 30 days of the date a person seeks membership. The Elder Board shall determine whether each prospective member meets the membership requirements set forth in Section 1 of this Article. After the Elder Board has determined that an applicant for membership meets the requirements the name of the prospective member shall immediately be announced to the Congregation. This may be done, for example, by publishing or announcing the name of the individual(s) to the Church. Any member may voice a concern during the two weeks following the date of the first public notice. Any concern shall be communicated directly to a member of the Pastoral Staff, who shall be designated by the Elder Board. The concern shall be reported to the Elder Board and investigated by the Elder Board. If no concern is received, or if no Scriptural basis for concern is found to exist, the person shall be accepted as a member and will be welcomed into the fellowship of Faith Evangelical Free Church by the Elder Board at its regular meeting next following. The Elder Board will establish and approve any additional procedures concerning membership if necessary.

Section 3. Member in "Good Standing." A member is in "good standing" if they are actively living up to the qualifications for membership as described in Article Two Section 1. Conversely, a member is not in "good standing" if they are currently in the process of reconciliation through member discipline as outlined in Section 5 subsection 1.b of this Article.

Section 4. Voting Rights. Every member in good standing, of at least 18 years of age, is entitled to one vote on matters submitted to a vote of the Congregation.

Non-members shall have the right to participate in discussions, but may not participate in congregational voting.

#### Section 5. Termination of Membership.

1. Reasons for Termination:

- a) Lack of Attendance. The Elder Board, by affirmative vote of three-fourths of all the members thereof, may recommend the termination of membership to the Congregation if said member is absent from the Congregation and does not communicate with the Pastoral Staff or Chairman of the Elder Board for 6 months. The Elders will then follow the process as outlined below in Section 5 subsection 2.a of this Article.
- b) Member Discipline. All issues of member discipline shall be considered and determined by the Elder Board. If the Elder Board determines, after an appropriate hearing, that there is just cause to believe a person is caught in clear, serious, and unrepentant sin and thus no longer meets the qualification for membership, then the Elder Board shall follow the process of reconciliation outlined in Matthew 18: 15-18. Once a member has been identified as being in need of discipline, they will be informed that they are no longer considered to be in “good standing” until such a time as they have been reconciled to the Congregation and God. If reconciliation does not appear to be achievable after a period of time determined by the Elders, then the Elder Board, by affirmative vote of three-fourths of all the members thereof, may recommend the termination of membership to the Congregation following the process as outlined below in Section 5 subsection 2.a of this Article.

2. Process of Termination:

- a) If the Elder Board determines that a member should have their membership terminated, the name of the member shall immediately be announced to the Congregation. This may be done, for example, by publishing or announcing the name of the individual(s) to the Church. Any member may voice a concern during the two weeks following the date of the first public notice. Any concern shall be communicated directly to a member of the Pastoral Staff, who shall be designated by the Elder Board. The concern shall be reported to the Elder Board and investigated by the Elder Board. If no concern is received, or if no Scriptural basis for concern is found to exist, the person shall have their membership terminated.

Section 6. Resignation. Any member may resign his membership by filing a written resignation with the Church, and having that resignation accepted by the Elder Board.

Section 7. Transfer of Membership. Membership in the Church is not transferable. Any member in good standing who moves to another locality, and who wishes to join another church, will receive upon request a letter of recommendation from the Church.

### **Article Three Congregational Meetings**

Section 1. Required Meetings. A minimum of three Meetings of the Congregation shall be held at the principal office of the Church each year. One of these meetings shall be in March and shall include the annual affirmation of positions. These meetings shall be conducted by the Chairman of the Elder Board, or his designee, and minutes recorded by someone appointed by the Elder Board. All meetings, whether required or special, shall have these minutes reviewed and approved by the Elder Board at their next meeting.

Section 2. Special Meetings. Special Meetings of the Congregation may be called at any time by the Elder Board, Administrative Team (according to Article 5, Section 1) or by a written petition signed by one-tenth of the Church membership.

Section 3. Notice of Meeting. Written notice stating the place, day, and hour of any meeting shall be posted in a conspicuous place in the Church building not less than fifteen or more than thirty days before the date of such meeting or the date of the official vote. In addition, there shall be an announcement of the meeting at the worship services on the two Sundays immediately preceding the meeting. The Elder Board may direct any additional notice deemed appropriate, including the mailing of notice to each member.

Section 4. Quorum. A quorum shall be deemed to exist at any meeting of the Congregation at which 33% of the voting members of the Church shall be present.

Section 5. Decisions of the Members. The following matters shall be decided by submission to the Congregation at the March Congregational Meeting or a Special Meeting called for such purposes:

- a) Approval of the annual budget
- b) Call of compensated Ministry Directors and Pastoral Staff
- c) Dismissal of Pastors or Ministry Directors
- d) Purchase, substantial construction, sale, or encumbrance of real estate
- e) Affirmation of Elders
- f) Affirmation of the Administrative Team
- g) Affirmation of the Audit Team
- h) Affirmation of the Nominating Team
- i) Affirmation of Deacons and Deaconesses
- j) Amendment of the Constitution and Bylaws

The foregoing is not a complete list, and there shall be no limitation on matters that may be brought before the Congregation for consideration. The decisions of the members shall be binding upon the Church, its officers, board, and teams. As to matters not submitted or required to be submitted to the Congregation, the Elder Board may, under their general authority, take appropriate action unless and until the Congregation shall take action in such regard.

Section 6. Voting. If a quorum is present, the vote of 75% of those voting shall constitute the act of the members.

Section 7. Affirmation of Candidates. The casting of ballots for Pastors, Ministry Directors, Elder Board, Administrative Team, Audit Team, Nominating Team, Deacons and Deaconesses shall be yes/no affirmation votes. These ballots may take place at a Congregational Meeting or before, during or after regular worship services. Each candidate must achieve 75% yes votes of the total votes cast for that candidate to be affirmed. (Non-votes for a particular candidate will not be included in the total). Election results for any candidate who receives less than 90% yes votes should be forwarded to the Elder Chair to determine if any corrective action or conversation is warranted. This casting of ballots shall be preceded by notice in the manner set forth in Section 3 of this Article Three.

Section 8. Absentee Ballot. Members may vote by absentee ballot on such issues, and in such manner and upon such conditions, as the Elder Board may allow, but at least one week and preferably two weeks prior to the date of the vote. Ballots shall be made available in the church office during regular business hours.

#### **Article Four Elder Board**

Section 1. General Powers. The Elders, under the authority of the Congregation and pursuant to the shepherding provision of I Peter 5:2-3, shall oversee the Church and shall be responsible for doctrinal purity and shepherding of the flock.

Section 2. Number and tenure. The Elder Board shall consist of 6-15 lay members plus the Lead Pastor. Additional Pastoral Staff may or may not serve on the Elder Board at the discretion of the Elders. The Nominating Team shall recommend to the church members qualified candidates to serve as Elder. The regular term of each lay Elder shall be three years, with a maximum of six consecutive years of service. At the discretion of the Elder Board, the term of an Elder may be reduced to less than a three year term; the purpose being to allow a more even Board turnover from year to year.

Section 3. Qualifications. An Elder must be a male member of the Church, and must satisfy Scriptural criteria for overseer found in I Timothy 3 and Titus 1. Titus 1:6-9 states "An Elder must be blameless, faithful to his wife, a man whose children believe and are not open to the charge of being wild and disobedient. Since an overseer manages God's household, he must be blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather, he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it." Elders should possess at least one of the spiritual gifts of teaching, shepherding, evangelism, prophecy, administration, or leadership.

Section 4. Duties. The Elders shall perform the following duties:

- a) Advise and counsel all teams, small groups, Ministry Directors, and Pastoral Staff in matters of a spiritual nature
- b) Lead public services
- c) Annually evaluate the Lead Pastor
- d) Provide spiritual oversight to Pastoral Staff and ministry heads
- e) Create, develop, implement, and regularly evaluate the effectiveness of the Church's mission and vision statements

- f) Recommend the hiring of Ministry Directors and Pastoral Staff
- g) Present an annual budget to the congregation for approval
- h) Address matters of membership
- i) Determine the needs for ministries and assign priority to them
- j) Teach and exhort through accurate Biblical teaching
- k) Confront those contradicting Biblical truth
- l) Pray for the Church as a body and for individual attendees,
- m) Communicate to the congregation via methods like open meetings, minutes, updates in service, written and/or verbal summaries or other means at their discretion on a periodic basis
- n) Care for the spiritual well-being of members
- o) Task Deacons and Deaconesses to provide basic care and necessities
- p) Task the Administrative Team to carry out the operations of the church as well as any other special projects requested by the Elders

The Elder Board shall be directly accountable to the membership. The Elder Board shall recommend to the membership the following matters for action: calling of Pastors or Ministry Directors, dismissal of the Lead Pastor, matters of membership, approval of the annual budget, purchase or disposition of property in excess of 10% of the annual budget, building construction in excess of 10% of the annual budget, and amending the constitution or the Bylaws. Congregational approval is required for increases above 10% of the annual budget.

Section 5. Organizational Meeting. The Elder Board shall convene an organizational meeting within twenty-one days of annual Elder Board Elections for the following purposes:

- a) Selection of a Chairman, and
- b) Selection of representatives to the Administrative and Nominating Teams or any other teams in accord with these Bylaws.

Section 6. Chairman. Each year the Elder Board shall elect from their number a lay member as Chairman who shall chair the meetings of Elders.

Section 7. Special Meetings. Special meetings of the Elder Board may be called by the Lead Pastor, the Chairman of the Elders, or any three Elders upon at least two days' notice.

Section 8. Representative to Administrative Team. Each year the Elder Board shall choose one of its lay members to serve as a member of the Administrative Team.

Section 9. Vacancies. A vacancy occurring for any reason on the Elder Board may be filled by consensus of the Elder Board and the Nominating Team. The name of the individual chosen to fill the vacancy shall be communicated to the congregation as soon as practical following the decision to appoint him as an Elder. The communication shall be made in writing and generally available to all church members. The Elder selected to fill the vacancy shall serve until the next congregational election, at which time the congregation shall vote to affirm a successor; who shall complete the unexpired term of the vacated position.

Section 10. Removal of Elders. After following the procedure outlined in Matthew 18: 15-18, an Elder may be removed by approval of 75% of the votes cast by members in attendance at any congregational or special meeting of the congregation.

Section 11. Quorum. A majority of the members of the Elder Board shall constitute a quorum for the transaction of an official meeting of the Elder Board.

Section 12. Council of Elders. A Council of Elders shall include the Lead Pastor, all other Pastors, all current lay Elders, and all former Elders who are currently members and who continue to meet the scriptural requirements of an Elder as referenced in Section 3 of this Article. The Council of Elders shall convene as needed, but no less than once per year. The purpose of this meeting is to establish continuity of the Elder Boards from year to year, to obtain feedback regarding the current wellbeing of the Church, and provide counsel from past experience on spiritual issues.

Section 13. Teams under the Elder Board. Teams, other than those designated below, may be formed at the discretion of the Elder Board. Membership in the 3 teams listed below must be members of the Church. Nonmembers may be included in ad hoc teams.

- a) Missions Team. This team shall be comprised of ten to fourteen members, appointed by the Elder Board. 2 or 3 members of the Missions team should be standing members without term limits in order to maintain relational and administrative continuity. The remainder of the Team shall serve staggered 3 year terms and members may not serve more than 3 consecutive 3 year terms. Elders should appoint approximately 1/3 of the team each year. The Elder Board shall designate the Chair of the team. The Missions team shall evaluate the organizations and individuals who are financially supported through this team and, with the approval of the Elder Board, shall designate the disbursement of the missions budget to these organizations and individuals. This team shall also recommend an annual missions budget to the Elder Board for its approval. This team shall provide a written report to the Elder Board on an annual basis, or more frequently as requested by the Elder Board.
- b) Administrative Team. See Details in Article Five
- c) Deacons and Deaconesses. See Details in Article Six

## **Article Five Administrative Team**

Section 1. General Powers. Under the authority of the Congregation and the Elder Board, the administration, business systems and operational affairs of the Church shall be managed by the Administrative Team.

The Administrative Team Duties include

- a) Reviewing operations monthly
- b) Provide financial discretion as approved in the congregational budget
- c) Set business parameters and policies
- d) Ensure sub teams are meeting and making progress
- e) Recruit sub team members

- f) Appoint Treasurer and Financial Secretary (all of whom must be church members)
- g) Appoint a member of its team to record minutes of its meetings
- h) Carry out projects assigned to it by the Elder Board. The Administrative Team has the authority to create temporary sub teams or recruit additional lay people to participate in special projects.

The Administrative Team will report to the Elder Board on business and financial matters of the Church, including matters and proposed matters that can or will cause spending to exceed the congregationally approved budget.

In the event that the Elders, Pastoral Staff, Ministry Directors or other staff propose an action that is inconsistent with the Church Bylaws or recommendations of the Administrative Team to adhere to the congregationally approved expenses, (and a resolution is not achieved after at least one in-person meeting between the party(ies) in question and the Administrative Team), the Administrative Team may call a two week pause to address the concern (after a simple majority vote of Administrative Team members) and/or call for and conduct a special meeting of the Congregation to address the concern. Such a meeting will be conducted after the members are notified of the meeting date in writing, two weeks in advance.

The Administrative Team shall appoint a neutral party to preside over the special meeting. The Administrative Team may recommend formal business action and, if approved by a simple majority at the special meeting, the formal business action will be put before the members for approval by a simple majority vote of the members.

Section 2. Qualifications. A member of the Administrative Team must be a member of the Church who exhibits a mature Christian character, as illustrated in I Timothy 3:8-13 and should be gifted in administration or leadership. With the exception of the Lead Pastor (or his designee) and business manager, no member of the paid Church staff may serve on the Administrative Team.

Section 3. Number, Composition and Tenure. The Administrative Team shall be composed of 6-8 congregational members. They shall include

- a) Head of the Finance Team
- b) Head of the Building & Grounds team
- c) Head of the Human Resources (HR) Team
- d) One consistent lay Elder
- e) An additional 2-4 at large members

The nominees for positions a) thru c) will be specifically designated for that role on the ballot. Positions a) through e) shall be voting members. The team may meet with less than half of the voting members participating but no major decisions may be made without participation of at least 5 voting members.

The business manager should participate in Administrative Team activities as much as he/she or the Administrative Team deems as necessary. The Lead Pastor or his designee should attend as necessary. The term of office of the affirmed members shall be two years, their terms shall be equally staggered, and they may not serve more than six consecutive years.

Section 4. Team Leader. The Administrative team shall choose a team leader from among its at large lay members to lead the team.



Section 5. Bylaw Compliance. The Administrative Team shall review, on a regular basis, all administrative functions of the Church for the purpose of determining compliance with these Bylaws, and shall report any non-compliance promptly to the Elder Board and shall report whether or not we are in compliance during at least one congregational meeting per year.

Section 6. Vacancies. Any vacancy occurring on the Administrative Team may be filled by consensus of the Administrative Team and the Nominating Team. The successor shall complete the unexpired term of the vacated position.

Section 7. Removal of Administrative Team Member. After following the procedure outlined in Matthew 18:15-18, an Administrative Team member may be removed by approval of 75% of the votes cast by members in attendance at any Congregational or Special Meeting of the Congregation.

Section 8. Representative to the Nominating Team. Each year the Administrative Team shall choose one of its lay members to serve as a member of the Nominating Team.

Section 9. Teams under Administrative Team

- a) Finance Team. This team shall be comprised of not less than six members, nor more than nine members. The membership of this team shall include the Treasurer and the Business Manager. The Finance Chair will populate the at large members of this team. This team shall evaluate the status of church finances and physical property, administer the finances of the church, and recommend an annual budget to the Administrative Team. The Administrative team will then review and send the budget to the Elders for approval prior to a vote by the members. The Finance Team will also respond to audit team recommendations and generally conduct business transactions involving the execution of contracts, the assumptions of obligation, and the encumbrance of Church assets. Only members of the Church shall be eligible to serve on this team.
- b) Building and Grounds Team. The Administrative Team's Building and Grounds Chair will select additional people to serve as members of a supporting sub team or teams. This team will include the Facilities Coordinator and lay members of the church. Only members of the Church, with the exception of the Facilities Coordinator, shall be eligible to serve on this team. This team will consult with and assist the Facilities Coordinator in evaluating the physical property and maintaining the facilities and grounds owned or operated by the Church, identify maintenance issues and facility projects, organize the Building and Grounds Team/additional volunteers/vendors to accomplish the identified issues/projects, and determine what major facility improvements/repairs are needed and make recommendations for their priorities and associated cost.
- c) Human Resources (HR) Team – This HR Specialist on the Administrative team will select 2-4 additional people to serve as members of a supporting sub team. This team will assist the Ministry Directors and Pastoral Staff to develop and maintain job descriptions, job titles and changes thereof, to advise in evaluation of staff and performance expectations, to support and advise in resolution of staff discord, and to recommend appropriate compensation for the Church personnel. Only members of the Church shall be eligible to serve on this team.

## **Article 6 Deacons and Deaconesses**

### Section 1. Qualifications

Deacons and Deaconesses must be church members, and meet the qualifications outlined in 1 Timothy 3. 1 Timothy 3: 8-12 states “In the same way, deacons are to be worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons. In the same way, the women are to be worthy of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be faithful to his wife and must manage his children and his household well.” Any Caring Ministry staff may serve as ex-officio members.

### Section 2. Composition

The Deacon and Deaconess team will consist of 14-18 lay members or paid staff with a minimum of 40% male and 40% female. Each member will serve a 3 year term, and members may not serve more than two consecutive full terms, with member terms staggered at approximately one-third renewed each year. Members will be nominated by the Nominating Team and approved individually by the congregation.

### Section 3. Duties

- a) Cares for basic necessities of the church body by functioning as servants of the church. These needs may be ongoing or temporary and may arise from emergencies, unusual pressures, or stress
- b) Serves attenders and regularly prays for them; makes intentional regular contact with them on a yearly basis
- c) Visits the sick at home and in the hospital
- d) Cares for the poor and widowed
- e) Works with Benevolence Team. At least one deacon or deaconess should be a member of the benevolence team
- f) Prays with and for the body
- g) Tasked by the Elder Board in regard to other specific duties or functions, determined by the needs and ministry of the Church

Section 4. Vacancies. Any vacancy occurring on the Deacon/Deaconess Team may be filled by consensus of the Deacon/Deaconess Team and the Nominating Team. The successor shall complete the unexpired term of the vacated position.

Section 5. Team Leader. The Deacon Team shall choose a team leader from among its members to lead the team. This will occur the first meeting after the Annual Meeting.

## **Article Seven Ministry Staff and Officers**

Section 1. Ministry and Pastoral Staff. The Ministry and Pastoral Staff shall equip the Body by teaching and preaching the Word of God. The Elder Board shall give oversight to the Ministry and Pastoral Staff.

Section 2. Lead Pastor. In accordance with the purpose statement of the Church (see Church Constitution Article III), the Congregation may call a Lead Pastor. As Lead Pastor, he shall also supervise and evaluate staff members according to the policies established by the Elder Board and the Administrative Team. He shall be a man of mature Christian character and experience, and shall meet the requirements of Elder as stated in 1 Timothy 3 and Titus 1. The selection and call of a Lead Pastor shall take place in accordance with Article Three, Section 7 of these Bylaws.

The Lead Pastor shall apply for membership in the Church, and seek accreditation as a minister in good standing with The Great Lakes District of the Evangelical Free Church of America within three years of assuming the position. The Lead Pastor shall be a voting member of the Elder Board, and agree to an accountability relationship with at least two other men approved by the Elder Board. It is strongly recommended that current or former Elders, who are current Church members, be selected. The Lead Pastor shall report at each Elder Board meeting, and submit a minimum of an annual report to the Congregation at the March Congregational meeting and any update or as needed report at other Congregational meetings. The Elder Board is responsible for the oversight of the Lead Pastor's performance. The Elder Board shall perform an annual evaluation of the Lead Pastor. After following the procedure outlined in Matthew 18:15-18, the Lead Pastor may be removed by approval of 75% of the votes cast by members in attendance at any Congregational or Special Meeting of the Congregation.

Section 3. Pastoral Staff. Additional Pastoral Staff may be added upon consensus of the Elder Board and HR member of the Administrative Team and final approval of the candidate by the Congregation. Such staff shall meet the requirements for Elder as stated in 1 Timothy 3 and Titus 1. They shall report to the Lead Pastor or another Pastoral Staff member so designated, and give direction to staff members and ministry leaders according to the policies established by the Elder Board and the Administrative Team. Pastoral staff should participate in Elder Board activities as needed to guide their ministry initiatives. The selection and call of Pastoral Staff shall take place in accordance with Article Three, Section 7 of these Bylaws.

Each member of the Pastoral Staff shall apply for membership in the Church, and seek accreditation as a minister in good standing with The Great Lakes District of the Evangelical Free Church of America within three years of assuming the position. He shall agree to an accountability relationship with at least two other men approved by the Elder Board. It is strongly recommended that current or former Elders, who are current Church members, be selected.

After following the procedure outlined in Matthew 18:15-18, Pastoral Staff may be removed by approval of 75% of the votes cast by members in attendance at any Congregational or Special Meeting of the Congregation.

Section 4. Directors of Ministry. Directors of Ministry may be added upon the consensus of the Elder Board and HR member of the Administrative Team, and final approval of the candidate by the Congregation. Such men or women are not required to have a formal theological training, although this

is encouraged. All Directors must have a servant's heart, fulfill the requirements as stated in 1 Timothy 3, and be an active member of the Church. The selection and call of compensated Directors of Ministry shall take place in accordance with Article Three, Section 7 of these Bylaws.

Directors of Ministry shall report to a Pastoral Staff member, and shall supervise assigned areas of ministry. It is recommended that all compensated Directors of Ministry seek an accountability relationship as affirmed by the Elder Board.

After following the procedure outlined in Matthew 18:15-18, Directors of Ministry may be removed by approval of 75% of the votes cast by members in attendance at any Congregational or Special Meeting of the Congregation.

The Lead Pastor can hire or fire staff other than Pastoral or Ministry Directors with the consent of the HR member of the Administrative Team.

Section 5. Officers. The officers of the Church shall be Chairman of the Elder Board, Treasurer, and Financial Secretary. Compensated Staff may not serve as an officer of the Church.

Section 6. Election and Term of Office. The Administrative Team shall appoint the Treasurer and Financial Secretary. Only members of the Church shall be eligible for such appointment. Each officer shall hold office for one year or until his successor has been duly appointed. There shall be no limit as to the number of terms that an officer may serve.

Section 7. Removal. The Financial Secretary and Treasurer may be removed by the Administrative Team whenever in its judgment the best interests of the Church would be served thereby.

Section 8. Power and Duties. The officers of the Church shall have such powers and shall perform such duties in these Bylaws and such duties as may from time to time be specified in resolutions or other directives of the Administrative Team. In the absence of such specifications, each officer shall have the powers and authority and shall perform and discharge the duties of officers of same title serving in nonprofit corporations having similar purposes and objectives as this Church.

## **Article Eight Independent Teams**

Section 1. Audit Team (Standing). This team shall consist of three members affirmed by the Congregation in accordance with Article Three, Section 7 of these Bylaws. These members shall serve equally staggered 3 year terms and may not serve more than 3 consecutive years. The Team shall audit financial transactions and records of the Church, and verify the fiscal integrity by written report to the Congregation, no less often than annually. A copy of the report of the team shall be submitted to the Heads of the Administrative Team and Finance Team. Only members of the Church shall be eligible to serve on this team. No members of the Administrative Team, Elder Board, or Finance Team shall be eligible to serve on this Team.

Section 2. Nominating Team (Standing). This team shall consist of 2 lay Elders, serving individual 1 year terms; 1 Administrative Team at large member, serving an individual 1 year term; and 4 at large, lay

members, serving equally staggered 2 year terms. These 4 at large members may not serve more than 4 consecutive years. The team shall be chaired by a second year at large member, and shall have a first year at large member act as assistant chair. The assistant chair shall accede to chair the following year. The Team shall be responsible for nominating individuals, fully qualified and willing to serve the Church, for affirmation to the Elder Board, the Administrative Team, Deacons and Deaconesses, the Audit Team, and at large members of the Nominating Team. The work of the team shall be confidential. Only members of the Church shall be eligible to serve on this team.

This team is expected to meet at least quarterly. The team is encouraged to solicit input from staff for potential candidates. The initial submission of candidates shall take place when the team gathers in person. Candidates should be confirmed by the Elders and Pastoral staff before being presented to the congregation. This team will present an uncontested slate to the congregation for an independent yes or no vote for each candidate.

In the event that there are too many no votes to meet minimum requirements for church positions, the pre-existing Nominating Team will put forth replacement candidate(s) for approval on a special ballot.

Any vacancy occurring on the Nominating Team may be filled by consensus of the Nominating Team. The successor shall complete the unexpired term of the vacated position.

Section 3. Search Team (non-standing). This team shall consist of at least one Elder, the HR representative from the Administrative Team, one Pastor, and three to five additional members of the Church, as appointed by the Elder Board. This team shall be chaired by an Elder, and shall be responsible for interviewing, selecting, and recommending candidate(s) for Pastoral Staff and compensated Directors of Ministry positions. Selected candidate, upon consensus of the Elder Board and HR/Administrative Team representative, shall be presented to the congregation for approval in accord with Article Three, Section 7 of these Bylaws.

## **Article Nine Miscellaneous Provisions**

Section 1. Contracts. To the extent permitted under these Bylaws, the Administrative Team may authorize any officer or officers or agent or agents of the Church, in addition to the officers authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Church, and such authority may be general or may be confined to specific instances.

Section 2. Gifts. The Administrative Team, or its designee, may accept on behalf of the Church any contribution, gift, bequest, or device for any purpose of the Church. All Pastoral and other Staff of the Church shall not directly receive any cash contribution intended for the Church.

Section 3. The fiscal year of the Church shall end on March 31st of each year.

## **Article Ten Books and Records**

Section 1. The Church shall, as required by law, keep correct and complete books and records of account and shall also keep records of the proceedings of its members and teams having and exercising any of

the authority of the Elder Board, and shall keep at the principal office a record giving the names and addresses of the members entitled to vote. It shall be understood that the details of any executive session will not be entered into the minutes of such proceedings. These sessions may include discussion of confidential matters that would be inappropriate for the public record. Any member shall have the right to examine in person or by agent or attorney at any reasonable and proper purpose the articles of the corporation, its Bylaws, minutes on file with the Church, and its books and records of account, and to make copies or extracts thereof. Notwithstanding the foregoing, the records of members and attendees' contributions shall be maintained solely by the Financial Secretary and may not be examined by anyone other than such officer or his Administrative Team-appointed representative.

**Article Eleven**  
**Amendments of Bylaws**

Section 1. These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by a congregational vote in accordance with Article Three, Section 6 of these Bylaws, if at least fifteen days' written notice is given to all members of the intention to alter, amend, or repeal or to adopt new Bylaws.