

GRACE EVANGELICAL FREE CHURCH OF BEULAH/HAZEN BYLAWS

ARTICLE 1: MEMBERSHIP

I. MEMBERSHIP REQUIREMENTS

- A. Profess Jesus as Lord and Savior.
- B. Instruction in a ministry orientation class.
- C. Evidence of obedience to the Word.
- D. Agree with statement of faith and abide with the constitution.
- E. Members must sign a covenant of membership annually by January 31.

II. APPLICATION

- A. Request for membership is made with an elder.
- B. Testimony of faith is given to the elders.
- C. Name of perspective member will be placed in the bulletin for a two week period.

III. ADMISSION TO MEMBERSHIP

- A. New members shall share their testimony as empowered by the Holy Spirit with the congregation at a congregational gathering.
- B. Candidates for membership will be recommended by the Elders and approved by a vote of 75% of members present at a duly called congregational meeting.
- C. New members received into fellowship and welcomed at a congregational meeting.
- D. Membership needs to be requested by non-members and associates.

IV. ASSOCIATE MEMBERSHIP

- A. Associate members are those who:
 - 1. Moved away, plan to return and those under 18 years of age, or are unable to participate in regular ministry.
- B. Requirements of associate membership
 - 1. Must be requested.
 - 2. Must follow requirements of membership.
 - 3. Do not have voting rights.
 - 4. Upon reaching 18 may request full membership.
 - 5. Young people are encouraged to become full members.

V. REMOVAL FROM MEMBERSHIP

- A. A member may be removed from membership for any of the following:
 1. Joining another church
 2. Death
 3. Requesting removal name
 4. Absence from church for a year and who show no interest in the church through attendance, support or communication.
 5. Not signing Covenant of Membership
 6. Discipline

VI. DISCIPLINE

- A. Shall be accordance with Matt 18.
 1. The person shall be approached be the party who was sinned against.
 2. If reconciliation does not occur than bring a third or fourth person to act as a mediator and witness.
 3. If the conflict is not resolved then the matter shall be brought before the Elders and then to the congregation for a vote of removal.
- B. The removal of membership and fellowship occurs when a member is:
 1. Living disobediently to the Word of God
 2. Remains unrepentant after the counsel of the elders according to Matthew 18:15-17; Galatians 6:1
 3. Recommended by the Elders
 4. Approved by 75% vote of members present at a duly called congregational meeting.

VII. COVENANT OF MEMBERSHIP

- A. As a member of Grace Evangelical Free Church I covenant before God and these believers.
 1. To walk in holiness and Christian love by the aid of the Holy Spirit; to encourage the spirituality of other Christians and to sustain the worship, evangelism, teaching, fellowship and the doctrine of the Church. (1 Peter 1:13-22; Galatians 5:16-26; Hebrews 10:25; Acts 2:42).
 2. To cultivate my spiritual life with Christ; to endeavor to bring my family to saving knowledge of Jesus Christ; and to assist and to promote the spiritual growth of my family. (John 15:1-10; 1 Peter 3:1-7; Colossians 3:18-21)

3. To serve and love the fellow believers of this Church; to help and aid them in times of need of distress; to speak to them in courtesy and gentleness; to comfort and encourage them; to strive for peace and always be ready for reconciliation. (Galatians 5:13; 6:10, Ephesians 4:32)
4. To contribute cheerfully and regularly to the support of the Church as God prospers me. (1 Corinthians 16:2; 2 Corinthians 9:6; 12)
5. To witness faithfully to the savings and keeping power of Jesus Christ through my words and life so that I may bring men, women, and children to a saving knowledge of Jesus Christ (Matthew 28:18-20; 5:13-16; Acts 1:8)

ARTICLE 2: THE CONGREGATION

I. CONGREGATION RESPONSIBILITIES TOWARD PASTOR

- A. The congregation shall respect and heed the pastor and other spiritual leaders as ones who must give to God an account for their actions. Prayer and encouragement should be made for the pastor and his family that his work shall be in joy and not grief. (Hebrew 13:17, 18)

II. OTHER REPSONISBILITIES

- A. The congregation at a properly called business meeting shall prayerfully find the mind of Christ in regard to:
 1. Selection and review of all elders and officers.
 2. Calling of pastoral staff
 3. Removal of pastoral staff
 4. Discipline of members
 5. Purchase of property
 6. New building programs
 7. Annual budget

ARTICLE 3: LEADERSHIP TEAM

I. DESCRIPTION

- A. The leadership team shall be comprised of all Pastors and Ministry Leaders of the church. They shall attempt to meet at least once a month to cast vision, plan and coordinate ministry.

II. MINISTRY LEADERS

- A. Ministry leaders are those leading adult ministries, youth ministries, children's ministries, worship, secretary, treasurer and others so designated.
 - 1. Qualifications
 - a. Ministry leaders should show a calling and giftedness toward the ministry and have been apprenticed for ministry.
 - 2. Selection
 - a. Members of the congregation are encouraged to submit names to the elder board for ministry leaders.
 - b. The ministry leaders will be selected by the Elders and approved by a 75% of voting membership.
 - 3. Responsibilities
 - a. Attend leadership team meetings
 - b. Design ministry plan
 - c. Budget ministry
 - d. Execute ministry plan
 - e. Evaluate ministry

ARTICLE 4: PASTORS AND CHURCH OFFICERS

I. PASTOR(S)

- A. *Call:* A search committee shall be composed of at least one elder and others so elected by the congregation. Working with the District office; the search committee must seek candidacy with perspective pastors and make recommendation to the elder board. The elder board must approve the candidate by unanimous vote. The candidate must be approved by the congregation by at least 75% affirmative vote.

- B. *Responsibilities:* The pastor and his wife, in harmony with the membership covenant, shall become members of the church and assume all duties and responsibilities of members and its leadership. The pastor(s) shall be voting member(s) of the elder board. The pastor shall devote himself to the congregation continually in prayer and ministry of the word (Acts 6:4). He shall delegate authority, where necessary, to others that they may share in the Lords service and ease his burden (Acts 6:1). He shall shepherd the flock by example, willingly, with humility (1 Peter 5:2-3). The pastor shall be encouraged to communicate difficult issues concerning baptism, marriage, divorce and any other issues affecting the spiritual life of the congregation with the elder board and seek their counsel and spiritual insight (Proverbs 11:14).

MARRIAGE: The Pastor(s) will not marry any couple seeking marriage without: (1) Pre-marital counseling that is completed at the discretion of the Pastor, and (2) full agreement by the Elder Board with the Pastor(s) recommendation

- C. *Regulation:* A two month written notice of termination is required of both the pastor and church unless changed by mutual consent. The District Office will be contacted in the event of any changes in the pastoral office.

II. CHAIRMAN

- A. Shall be a member of the Elder Board in good standing.
- B. Responsibilities include presiding at congregational meetings and aiding the pastor in leading the flock.
- C. Nominations shall be offered by members of the congregation to a member of the Elder board two weeks prior to the election.
- D. The chairman will be chosen from among all nominations by majority vote of the congregation.
- E. The election will be held at the April congregational meeting while responsibilities beginning September 1.

III. SECRETARY

- A. The secretary shall be considered a part of the leadership board and shall assume all stated responsibilities.
- B. The secretary shall keep the official minutes of all congregational meetings as well as the church calendar of events and the official role of members.

IV. CHURCH TREASURER

- A. The treasurer shall be considered a part of the leadership board and shall assume all stated responsibilities for leaders.

- B. The treasurer is responsible for the collection, deposit, and dispersal and reporting of all funds.
- C. The treasurer will act as chairman of a finance committee whose responsibility is to set the annual budget. The committee will consist of the leadership team members and interested volunteers.

V. ELDERS

- A. *Call:* Men who obtain a good testimony by faith who are called by the Holy Spirit may be appointed as Elders (Hebrews 11:2 & Acts 20:28). Elders must strive to live up to Titus 1:5-9 and 1 Timothy 3:1-7. Any man who aspires to be an elder must be a member of the church and must meet with the elders to review the qualifications and responsibilities. The elders must approve the individual by unanimous consensus and make recommendation to the congregation. The congregation must approve the candidate by 75% affirmative vote.
- B. *Responsibilities:* Elders are called to: oversee willingly and not for dishonest gain, to shepherd the flock by example and in all humility (1 Peter 5:1-4) to pray for the sick (James 5:14) and to pray diligently for the pastor, his family, and the congregation. Elders are call to: study the Word in order to exhort and convict (Titus 1:9), and to oversee in humility being of the same mind toward one another, not wise in their own opinions. (Romans 12:16).

VI. DISCIPLINE

- A. Shall be accordance with Matt 18.
 - 1. The person shall be approached be the party who was sinned against.
 - 2. If reconciliation does not occur than bring a third or fourth person to act as a mediator and witness.
 - 3. If the conflict is not resolved then the matter shall be brought before the Elders and then to the congregation for a vote of removal.
- B. No accusation shall be made against an elder or pastor except by written complaint of 2 or 3 witnesses and given to an elder. If an elder or pastor is found to live contrary to the Word of God, he shall be admonished in brotherly love and shall be rebuked publicly (1 Timothy 5:19-20). If there is no repentance, the church shall request his resignation.

ARTICLE 5: BUSINESS MEETINGS

- I. The ministry of the church shall be planned on trimesters, September – December; January – May; June – August.
- II. Three Congregational Meetings will be held:
 - A. January – Annual financial reporting and budget approval.
 - B. April – Selection of church leaders with ministry to begin officially September 1.
 - C. August – presentation of church ministry plan for the coming year.
- III. A quorum is necessary at any business meeting which requires vote by the congregation. A quorum is 1/3 of the members.
- IV. Special Meetings can be called at the request of the Elders or 25% of the members of the church. The agenda of the meeting must be announced two Sunday mornings prior to the meeting.

ARTICLE 6: FISCAL YEAR

- I. The fiscal year will be January 1 to December 31.

ARTICLE 7: AMENDMENTS

- I. Those by-laws may be amended by a 75% vote of members present at a congregational meeting. The proposed amendment shall be recommended by the Board of Elders and distributed to the congregation at least four Sunday mornings prior to the meeting.