

**ELIM COVENANT CHURCH**  
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## **CONSTITUTION**

Adopted 1947  
Revised 1971

## **BY-LAWS**

Adopted 1947  
Completely Revised 1981  
Further Revisions 1987-88, 1999-2000, & 2002

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**ADOPTED 1947**  
**REVISED 1948, 1957, 1965, Completely revised 1971**  
**Further Revisions 1999, 2000, & 2002**

**PREAMBLE**

(A Historical Statement from the Preamble of the Constitution and By-laws of the Evangelical Covenant Church of America as revised in 1957).

“The Evangelical Covenant Church of America has its roots in historical Christianity as it emerged in the Protestant Reformation, in the biblical instruction of the Lutheran State Church of Sweden, and in the great spiritual awakenings of the nineteenth century. These three influences have in large measure shaped its development and are here to be borne in mind in seeking to understand its distinctive spirit.

“The Covenant Church adheres to the affirmations of the Protestant Reformation regarding the Holy Scriptures, and Old and the New Testament, as the Word of God and the only perfect rule for faith, doctrine, and conduct. It has traditionally valued the historic confessions of the Christian church, particularly the Apostles’ Creed while at the same time it has emphasized the sovereignty of the Word over all creedal interpretations. It has especially cherished the pietistic restatement of evangelism and Christian nurture, the New Testament emphasis upon personal faith in Jesus Christ as Savior and Lord, the reality of a fellowship of believers which recognizes but transcends theological differences, and the belief in baptism and the Lord’s Supper as divinely ordained sacraments of the Church. While the denomination has traditionally practiced the baptism of infants, in conformity with its principle of freedom it has given room to divergent views. The principle of personal freedom, so highly esteemed by the Covenant, is to be distinguished from the individualism that disregards the centrality of the Word of God and the mutual responsibilities and disciplines of the spiritual community.”

**ADOPTED 1947  
COMPLETELY REVISED AND ADOPTED 1981  
FURTHER REVISIONS 1987 – 1988, 1999, 2000, & 2002**

**PREAMBLE TO THE BY-LAWS**

A revision of the By-Laws was first requested to clarify some of the functions being performed and to more equally divide the resources and responsibilities of the Executive Board. It was also a concern that there be a job description for the various offices in the church and that more people in the congregation be involved in the work of the church.

A study group was approved by the Executive Board to review and update the By-Laws. After considerable review of Elim's By-Laws and a study of those from several other churches, some Covenant and some not, it was recommended to the church that there be a completely new organization of the church board and a new set of By-Laws. One of the goals of the proposed revisions was to care for the needs of the "total person:" physical, spiritual, mental and social. It was further proposed that the new organization adopt the By-Laws. Officers were elected for the 1980 Board based on the new organization.

In the new organization three elders replace the church chairman and work with the Senior Pastor as a Board of Elders. The functions of the former Deacon, Trustee and Christian Education Boards are performed by nine commissions headed by nine deacons, each reporting to a specific elder. The duties of each commission are performed by volunteer or appointees from the congregation thus, getting many more people involved in an area in which they have an interest of a spiritual gift. To that end, the deacons endeavor to get as many members and friends of the congregation as possible to serve on at least one committee. The "Time and Talent" file should be utilized to find interests that coincide with duties. Members are urged to fill out the "Time and Talent" form.

The By-Laws cover membership, pastor's qualifications and responsibilities, and the administrative organization of the church.

As a separate document, and not part of the By-Laws, there is a Commissions Manual which outlines the purpose, scope and tasks of each commission and in a sense is the job description of each deacon.

# **CONSTITUTION**

## **ARTICLE I Name**

The name of this church shall be “The Elim Evangelical Covenant Church” of Moline, Illinois.

## **ARTICLE II Affiliation**

This church is affiliated with the Evangelical Covenant Church of America and its Central Conference and is pledged to support the program, policies and institutions inherent in the fellowship.

## **ARTICLE III Statement of Faith**

This church believes in the Holy Scriptures, the Old and New Testament, as the Word of God and the only perfect rule for faith, doctrine and conduct.

## **ARTICLE IV Objective**

1. The objective of this church is to unite believers in fellowship for spiritual edification, for the winning of sinners to Christ, and for the propagation of the Gospel of Jesus Christ through Home and Foreign Mission.
2. For the fulfillment of this objective this church shall make use of the various gifts of grace and sacraments which God has given it, such as, the Word, the Baptism, and the Holy Communion. (Mt. 28:19, 20; Acts 2:42; Eph. 4:1-16; I Corinthians 11:23-26).

## **ARTICLE V Membership**

Membership in this church is open to anyone who through faith in God’s Son, our Lord Jesus Christ, has been born again to a living hope; has manifested himself as a true Christian; has been baptized according to the Scriptures, and desires to share in the fellowship and ministry of the Church.

## **ARTICLE VI Government**

This church shall remain independent, and self-governing, outlining its policy in accordance with the Evangelical Covenant Church of America and the Central Conference. The Government of this church is vested in its membership and administered through its Executive Board. The church shall provide By-Laws for its government. They shall not conflict with the Word of God or this Constitution.

## **ARTICLE VII Church Property**

This church shall have power to buy, own and sell real and personal property in its own name.

If the church membership votes to dissolve, and cease to function as a church, or if the membership should be dissolved through some disaster, no member(s) shall personally be entitled to any assets of the church. All assets and property rights shall pass to the Central Conference of the Evangelical Covenant Church to enable said to renew the work or use the values thereof for further Evangelical churches or enterprises.

In the event that this church shall vote to unite or combine with another church, it shall not be considered to have been dissolved as in the above sentence, but the property rights shall be retained by the new combined church.

If a division occurs in the church, the name and all property rights are retained by those adhering to the Constitution

In the event of a dispute as to which faction is adhering to the Constitution, the Central Conference Board of the Evangelical Covenant Church shall review the dispute and make a decision binding to both factions, as it is expressly prohibited by the Scriptures to take church disputed into civil courts. (I Corinthians 6:1-7)

## **ARTICLE VIII Amendments**

Amendments to this Constitution can be adopted only by a 2/3 majority vote at an Annual Business Meeting of the church, and must be presented in written form at the preceding Annual Business Meeting.

Articles III, IV, and V are not at any time to be amended.

## BY – LAWS

### ARTICLE I MEMBERSHIP

#### **Section A: Admission of Members**

1. The Pastor(s) and their spouses are members during ministry at Elim.
2. Persons desiring membership in this church (including transfers) shall fill out an application card, which may be secured for the Pastor or one of the Elders. Applicants shall attend a membership class or its equivalent, after which they shall appear before the Board of Elders and the Deacons under the Elder of Ministries to give their profession of Christian faith. The application shall be carefully considered by these board members, and if they find the applicant qualified according to Article V of the Constitution, they shall vote to receive the applicant into membership of the church.
3. The new members shall be received and welcomed into the fellowship of the church at the following Communion Service at which time the new member shall be present unless prevented by unavoidable circumstances.

#### **Section B: Responsibilities of Members**

Every member shall be mindful of the responsibilities and the obligations placed upon him by the Word of God and the church. Members shall at all times conduct themselves as a Christians. They shall be considerate and supportive of their fellow members.

#### **Section C: Erring and Negligent Members**

Any member of this church who is found to walk in a way unworthy of his calling as a Christian or to teach contrary to the Word of God or the Doctrinal Statement of this church shall be lovingly admonished according to the Word of God. If there is no repentance, upon recommendation of the Board of Elders, the matter will be brought before a church business meeting which shall then act in accordance with Matthew 18:15-18 and Galatians 6:1.

#### **Section D: Termination of Membership**

1. In the case of erring or negligent members, termination of membership must be approved by the congregation at a church business meeting.
2. Application for transfer of membership to another Christian church should be made in writing to the Pastor of Elim Covenant Church. This action should be reported at the next Executive Board and regular Congregational meetings.
3. A member desiring to be removed from membership may submit such a request in writing to the Pastor or the Board of Elders. The request will be carefully considered by the Board of Elders. Withdrawal of membership will be reported at the next Executive Board meeting and at the next Congregational Business Meeting.

4. A person who has terminated membership or has been properly dismissed from membership has forfeited all rights to any and all property of the church.

**Section E: Classification of Membership**

1. Member – Full status, voting member.
2. Associate member –non-voting.
  - a. Temporary local resident.
  - b. Members residing out of the area but not yet united with another church.
3. Children of members – Shall be enrolled by the church as a part of its total constituency. The church and its Pastor shall serve them in all their spiritual needs and they shall be encouraged to consider Elim as their church home. They shall be kept informed of the activities of the church.

**ARTICLE II PASTORS**

**Section A: Qualifications**

Pastor(s) of Elim Covenant Church shall be a person(s) of recognized Christian character and training, qualified to preach and teach the Word of God, and give spiritual leadership to the church. Pastors shall meet the New Testament requirements, such as I Timothy 3:1-7. The Senior Pastor shall be a member in good standing in the Covenant Ministerium.

**Section B: Duties**

Pastor(s) shall be devoted to the service of this church. Duties shall include:

1. Preach and teach the Word of God.
2. Administer the Sacraments.
3. Perform pastoral acts.
4. Present a written report to the church at its Annual Business Meeting.
5. Practice good administrative procedures.

The Senior Pastor shall be:

1. Responsible for the maintenance of adequate and accurate records of Membership and pastoral acts.
2. An ex officio member of all boards, committees and organizations of the church (exception being the Pastoral Relations Committee).
3. Responsible for directing the activities of Associate Pastor(s) and staff.
4. Conduct annual performance reviews of Associate Pastor(s) and staff.



**Section C: Cooperation**

Pastor(s) shall in word and precept work in harmony with the Evangelical Covenant Church of America, the Central Conference and his fellow ministers, seeking always to maintain the unity of the Spirit in the bond of peace.  
(Ephesians 4:3)

**Section D: Call**

Pastor(s) shall be issued a call by vote of a regular or special church business meeting, the purpose of which shall be announced two Sundays in advance. Pastor shall be chosen by closed ballot with a 2/3 vote of those present and voting. The services of a pastor may be terminated by the individual or the church on notice of not less than 30 days.

**Section E: Charges Against a Pastor**

Accusations against a pastor shall be submitted in writing to the Executive Board and shall not be considered unless supported by the testimony of three witnesses. If in the judgment of the Executive Board Pastor has erred in doctrine or conduct, the matter shall be referred to the elected Elders acting as a Pastoral Relations Committee. If the matter cannot be satisfactorily resolved at that level, it shall be referred to the Central Conference Superintendent and the Covenant Headquarters Pastoral Relations Committee for advice prior to recommendation of action by the church at a business meeting.

**ARTICLE III ADMINISTRATIVE ORGANIZATION**

**Section A: Organization**

1. Elders (3 elected members)
2. Board of Elders (3 Elders, Pastor)
3. Executive Committee (3 Elders, Pastor Associate Pastor(s), Treasurer, Recording Secretary)
4. Executive Board (Executive Committee, 9 Deacons of Commissions)
5. Deacons of Commissions (9 to cover appointed committees)  
(Deacon is a term used for male or female throughout these By-Laws).

**Section B: Elders**

**1. Members**

- a. Elder of Education
- b. Elder of Ministries
- c. Elder of Stewardship

**2. Qualifications**

- a. Be men or women of mature Christian faith, given to prayer and seeking the Lord's leading. Be of evident Christian commitment in their personal and public life and shall meet the qualifications as set forth in the Word of God.

(I Timothy 3:1-7; Titus 1:5-9; I Timothy 5:17; Acts 20:17,28; Hebrews 13:17).

- b. Be at least 25 years of age and a member of Elim for at least 1 year prior to election.
- c. Must have evident abilities and/or interests in the specific area to which they are elected.

### **3. Election**

- a. At Annual election for specific title by closed ballot.
- b. Three-year term of office.
- c. Eligible for 2 consecutive terms (tenure 6 years).
- d. If appointed to fill an unexpired term of 1 year or less is eligible for election to two (2) consecutive terms.
- e. Name submitted by nominating committee of floor nomination.  
(Previous consent required).
- f. Eligible for re-election after 1 year lapse.
- g. Not eligible for an Executive Board position immediately following term as Elder.
- h. Assume office January 1.
- i. The three Elders will choose from among themselves a Moderator, Vice-Moderator, and Secretary.

### **4. Responsibilities**

- a. Moderator shall preside at all Congregational Business Meetings, Executive Board Meetings and at church services in Pastor(s) absence.
- b. Moderator shall provide signature in business or legal matters.
- c. Vice-Moderator shall serve in absence of Moderator.
- d. Secretary shall record and maintain minutes.
- e. Secretary shall submit a written report at the Annual Meeting in the Annual Report.
- f. Elder of Stewardship serves as ex-officio member of nominating committee.
- g. Elder of Stewardship has authorization to sign checks in the absence of the Treasurer.

#### **All Shall:**

- h. Assist in the implementation of the Philosophy of Ministry. Review and evaluate progress or performance.
- i. Give motivation and guidance to the Deacons in the Commissions under them.
- j. Serve as a Pastoral Relations Committee.
- k. Serve as an ex-officio member of his designated Commissions.
- l. Assist the Pastor in the responsibility for and in administering of the Sacrament of Communion.

- m. Conduct an Annual Performance Review of the Sr. Pastor.
- n. Appoint an Auditing Committee not later than the December Congregational Meeting which shall consist of two (2) church members.
- o. Serve with the Pastor as a BOARD OF ELDERS with additional responsibilities as follows:
  - 1. Prepare agenda for meeting (Executive Board, Quarterly, Annual and Special Congregational Meetings).
  - 2. Do long-range planning and goal setting.
  - 3. They shall be responsible for all phases covered in ARTICLE I: MEMBERSHIP (with Deacons of Worship and Music, Church Growth and Personal Ministries).
  - 4. Exercise general supervision over the entire work of the church its organizations and periodically evaluate all ministries and activities.
  - 5. They shall act in routine matters and situations that may arise between meetings of the Executive Board.
  - 6. Act in matters that may arise out of miscellaneous services, such as special honorariums, guest speakers, and such other matters as may be delegated by the congregation or Executive Board.

Section C: **Executive Committee**

**1. Members**

- a. Three Elders
- b. Pastor(s)
- c. Treasurer
- d. Recording Secretary

**2. Responsibilities**

Handle emergencies or situations requiring immediate attention including approval of individual non-budget expenditures up to a limit of \$1,000.00.

Section D: **Treasurer**

**1. Qualifications**

- a. Be at least 21 years of age and a member of Elim for at least 1 year prior to election.
- b. Be able to keep accurate records of all receipts and disbursements.

**2. Election**

- a. At annual election by closed ballot.
- b. Two-year term of office.
- c. Eligible for 2 consecutive terms, eligible for re-election after 1 year lapse.
- d. If appointed to fill an unexpired term of 1 year or less, eligible for election for 2 complete terms.
- e. Name submitted by nominating committee or floor nomination.  
(Previous consent required).

f. Assume office January 1.

**3. Responsibilities**

- a. Be responsible for all funds committed to him/her and make disbursements as authorized by the congregation, Executive Committee or the Executive Board.
- b. In absence of the Treasurer, the authority to sign checks will be assumed by the Assistant Treasurer and the Elder of Stewardship.
- c. Present a written report of the receipts and expenditures to each regular business meeting of the church.
- d. Be a member of the Executive Committee and Board with voting privileges.
- e. Notify Deacon of Stewardship of items added to or removed from Safe Deposit Box.

Section E: **Recording Secretary**

**1. Qualifications**

- a. Be at least 21 years of age and a member of Elim for at least 1 year prior to election.
- b. Be able to attend all business meetings and record minutes of meetings accurately.

**2. Elections**

- a. At annual election by closed ballot.
- b. Two (2) year term of office.
- c. Eligible for 2 consecutive terms, eligible for re-election after 1 year lapse.
- d. Name submitted by nominating committee or floor nomination.  
(Previous consent required).
- e. Assume office January 1.

**3. Responsibilities**

- a. Record minutes of all business session of the church and of the Executive Board.
- b. Preserve and maintain in yearly permanent form, all secretarial and treasurer reports of the church.
- c. Provide an annual report covering the work of the church to the office of the Evangelical Covenant Church of America.
- d. Member of the Executive Committee and Board with voting privileges.
- e. Responsible for retaining current Constitution, By-Laws, available for reference.
- f. Responsible for the Church Seal.
- g. Maintain record of items in the Safe Deposit Box.

Section F: **Executive Board**

**1. Members**

- a. Elders (3)
- b. Pastor(s)
- c. Recording Secretary
- d. Treasurer
- e. Deacons of Commissions (9)

**2. Responsibilities**

- a. Guard the interests of the church; seek to promote peace and unity.
- b. Make sure that the true Word of God is preached at all religious services in the church.
- c. Enforce the resolutions adopted by the church.
- d. Appoint special committees.
- e. Approve and/or recommend additions, deletions, or changes to tasks of the committees as contained in the Commissions Manual.
- f. Coordinate work of related commissions.
- g. Prepare recommendations to be presented at the congregational business meetings.
- h. Receive reports and recommendations from each of the commissions; take action as required.
- i. Approve proposed annual budget for presentation to the congregation for final adoption.
- j. Review and approve individual non-budget expenditures up to a limit of \$1,000.00.
- k. Present all requests for non-budget expenditures over \$1,000.00 to the congregation for approval at a regular business meeting or a special business meeting called for that purpose.
- l. Share a mutual concern and support for the total ministry of the church as represented in the various Commissions. Seek to be informed of the total ministry through the reports given at their meetings.

Section G: **Deacons of Commissions**

**1. Members**

There shall be one Deacon for each of the following: Youth & Sports, Christian Education, Worship & Music, Prayer, Church Growth, Personal Ministries, Property, Stewardship and Missions.

**2. Qualifications**

- a. Be men or women of evident Christian commitment in both their personal and public life, and shall meet the qualifications as set forth in the Word of God. (I Timothy 3:8-13; Acts 6:2-4).
- b. Be 21 years of age and a member of Elim for at least 1 year prior to election.

- c. Be able to organize and distribute responsibilities to chairmen of committees in their respective Commission.
- d. Be able to provide leadership and motivation to their respective Commission.
- e. Must have evident abilities and interests in the specific Commission to which they are elected.

**3. Election**

- a. At annual election for specific Commission by closed ballot.
- b. Two year term of office.
- c. Eligible for 2 consecutive terms.
- d. After serving 2 consecutive terms, eligible for re-election after 1 year lapse.
  - 1. Eligible for another elected office (other than Deacon) immediately following term as Deacon.
  - 2. If appointed to fill an unexpired term of 1 year or less, eligible for election for 2 complete terms.
- e. Name submitted by nominating committee or floor nomination.  
(Previous consent required).
- f. Assume office January 1.

**4. Responsibilities**

- a. Care for the needs of the “Total Person” – physical, spiritual, mental and social.
- b. Work in harmony with the Executive Board and the congregation in accomplishing tasks and policies set forth.
- c. Carry out and be responsible for tasks in their Commissions as outlined in Section H.
- d. Lead, motivate and guide committees in their respective Commissions.
- e. Be responsible for selecting any written material used in their Commissions with approval of the appropriate Elder.
- f. Be liaison to the Executive Board from their Commission.
- g. Provide written report to the Executive Board of their Commissions’ monthly activities and their respective report be filed with the Board of Elders.
- h. Set goals (with Elder presiding over them) at the beginning of each year in writing and monitor progress against the goals.
- i. With newly elected Executive Board help and approval, appoint an Assistant (a church member) to serve for 1 year.  
(This to be completed 2 weeks after election).
  - 1. Assistant shall work closely with Deacon in all areas.
  - 2. Assistant shall represent Deacon in his/her absence from the Executive Board meetings.
- j. Work with the Assistant to select a Chairman for each of the committees in his/her area. Names to be reported at the next Executive Board meeting.

- k. Additional committee members may be selected at any time the committee needs to function. The committee member may be selected for a one year commitment or for a short term task until completed.
- l. Utilize “Time & Talent” file whenever possible.
- m. Submit names of possible successors to nominating committee.
- n. Develop with the assistance of the Deacon of Stewardship, an annual proposal of projected ministries and the budgetary requirements for the work of each Commission.

Section H: **Commissions:** Established to serve Jesus Christ and minister in the church.

**1. Purpose and Scope**

- a. **Youth & Sports** – To organize. Oversee and promote the youth and sports programs for the church. To develop & administer programs that serve as an outreach to the community. To develop & administer a well-rounded ministry to the youth!

Trailblazers (K – 5 <sup>th</sup> grades)	Cub Scouts
Senior High Youth Group	Sports
Junior High Youth Group	“The Den.”

- b. **Christian Education** – To develop a well-rounded ministry of education that is Biblical, educationally sound and effective for each age group as well as to study, plan and oversee all phases of the Sunday School operation.

Sunday School	Bible Study Groups	VBS/Elim Fest
Confirmation	Conferences	Library Book Shelves
Retreats	Camp	Recognition of Graduates
Training	S.S. Nursery	Historian

Kindergarten Church.

- c. **Prayer** – To establish and build up a sustained prayer effort so that prayer is seen as central and vital to every phase of congregational life!

Prayer communication with congregation	
Pre/post-service prayer gatherings	
Prayer chain	Prayer card program
Prayer healing team	Special prayer events.

- d. **Worship & Music** – To develop, support & encourage the worship life of Elim Covenant Church!

Worship Services	Ushers
Music	Greeters
Nurseries	Communion

Sanctuary Decorations.

- e. **Church Growth** – To engage in outreach, evangelism and other activities which will bring people into a personal relationship with Christ and into the fellowship of the church!

Evangelism

Bible Study Groups

Outreach

New Members Class.

(Evangelism is sharing the gospel of Christ with unbelievers. Outreach is contact with the world of non-believers in any way possible to show our concern).

- f. **Personal Ministries** – To build up and encourage the members and friends of Elim Covenant Church!

Caring Ministry

Special Receptions

Men's Fellowship

Visitation

"Special Needs" Fund

Covenant Women's Ministries

Weddings

Caring Ministry (includes:

1. Friendship
2. Special needs &
3. Senior Citizens).

- g. **Property** – To care for, maintain, and supervise church buildings, equipment, and property!

Maintenance

Improvements

Supplies

Cleaning

Equipment.

- h. **Stewardship** – To manage all financial matters in accordance with the budget and identify and coordinate human resources!

Financial Secretary

Insurance

Finance

Memorials

Budget

Time & Talent file

Special contributions

Scholarship.

- i. **Missions** – To foster and support Elim's understanding & involvement in God's Mission!

Covenant World Relief

Denominational Support (ECC & Central Conf).

Local Missions

Church Planting

Annual Mission Fair

Short-term Mission Trips

Meal Site

Mission Bulletin Board.

2. Tasks of the Committees not defined in these by-laws are contained in the Commissions Manual.
3. Executive Board approval is required for changes to the Commissions Manual.



Section I: **Meetings**

A. **Boards and Commissions and Committees**

1. **Elders**

- a. Regularly on a predetermined schedule, as the Board of Elders for prayer and evaluation of the ministry of the church.
  1. Quorum shall consist of three of the four.
- b. With Deacons of designated commissions preceding Executive Board Meetings.
- c. With individual Deacons and/or committee members whenever the need arises. (May be called by Elder, Deacon, Assistant or Special Committee Chairman).
- d. As Pastoral Relations Committee annually and as necessary.
- e. As Board of Elders along with the Deacons of Worship and Music, Church Growth and Personal Ministries for the purpose of considering new members as the occasion arises.

2. **Executive Committee**

- a. Special expenditure request meetings, which may be called by any member of the Executive Committee who has received the request from a Deacon, Assistant or other Committee Chairman.
- b. Quorum shall consist of at least 3 members of the Board of Elders plus the Treasurer or the Recording Secretary.

3. **Executive Board**

- a. Hold a regular meeting at least one each month.
- b. Upon summons from the Moderator as often as necessary to conduct special meetings.
- c. Upon demand of at least two of its members.
- d. Quorum shall consist of a majority of members, including Assistant sitting in for Deacons who are unable to attend.
- e. Executive Board January members to facilitate the change over in membership.

4. **Deacons**

Shall meet with their Elders, Assistants and/or commissions as necessary to perform their assigned duties.

5. **Nominating Committee**

- a. Meet in January to select a chairman and secretary.
- b. Convene no later than September 15 for consideration for slate of offices for the following year.
- c. As necessary at other times during the year to fill vacancies.

## **B. The Congregation**

1. The Annual Business Meeting shall be held in January.
2. Officers shall be elected at a meeting to be held by the 15<sup>th</sup> of December.
3. The proposed budget for the upcoming year shall be presented to the congregation for approval at the December Election of Officers Meeting.
4. Quarterly business meetings shall be held in April, July, and October.
5. Special business meetings shall be called whenever the Moderator or Executive Board finds it necessary, or upon written request signed by at least five (5) members of the church, and shall be announced from the pulpit at least two (2) Sunday's previous.
6. At the Annual Business Meeting of the church, written reports shall be received on the past year's work from Pastor(s), Treasurer, Board of Elders, Deacons, and Secretaries and Treasurers of all recognized church organizations and other special committees.
7. Qualified voters at all church business meetings and elections of all who have been duly accepted into membership of the church.
8. Fifteen percent (15%) of the church membership shall constitute a quorum for the transacting of church business at all congregational business meetings.
9. Adopted resolutions are effective from the dates of adoption; passage by simple majority of those present and voting.
10. When they do not conflict with the Constitution or By-Laws, Robert's Rules of Order shall be followed in conducting all Business Meetings.
11. The Lord's Holy Communion shall be observed at least quarterly unless circumstances prevent.
12. The church shall conduct regular devotional services and other meetings as the need may arise.

## **ARTICLE IV NOMINATING COMMITTEE**

### **Section A: Members**

1. Shall consist of four (4) members with two (2) to be elected each year for a term of two (2) years.
2. Committee members are eligible to serve only once every five (5) years.
3. Name submitted by nominating committee of floor nomination.  
(Previous consent required).
4. Elder of Stewardship shall be an ex-officio member of the committee.

### **Section B: Responsibilities**

1. Shall have ballots prepared for use at the annual election
2. Shall provide a resume of duties to the prospective nominees.
3. Shall post sample ballots in the church, at least two (2) weeks before the date of the election, showing its nominations for each office.

4. The Nominating Committee shall nominate candidates for each elected office of the Executive Church Board from the membership of the church.
5. The ballot shall be approved by the Executive Board prior to presentation to the congregation.
6. The candidate(s) for each of the offices who receives the plurality of the votes cast shall be considered elected. If two or more candidates for the same office receive an equal number of votes, the Moderator shall draw (not vote) the deciding vote.
7. Shall appoint with the approval of the Executive Board, members to fill any vacancies of elected offices that may occur during the year.
8. Utilize the "Time & Talent" files.

## **ARTICLE V COMMITTEES**

### **Section A: Special Committees**

Special Committees needed but covered under the established guidelines, may be appointed by the Executive Board. The committee shall be dissolved upon completion of the assignment. If duration exceeds one (1) year the committee shall be re-appointed at one (1) year intervals.

### **Section B: Standing Committees**

1. **Auditing Committees** shall consist of two (2) church members. They shall be appointed by the Board of Elders. They shall audit all financial records of the church and all recognized organizations. They shall submit a report to the Annual Business Meeting.
2. **Pulpit Committee** shall be composed of the three (3) Elders and four (4) members of the congregation appointed by the Executive Board. At least three (3) of these appointees shall be non-Board members.
3. **By-Laws Review Committee** shall consist of five (5) members, three (3) of which shall be officers of the Executive Board, two (2) members at large. These to be appointed by the Board of Elders. They shall review the By-Laws for up-dating and changes in keeping with current needs. This shall be done every three (3) years beginning in 1984. Procedure for change would begin with a recommendation to the Executive Board for submission to the congregation in accordance with Article VIII, Amendments to the By-Laws.
4. **Pastoral Relations Committee** – This committee shall consist of three (3) Elders and shall:
  - a. Encourage, support and guide the Pastor(s) in the type of ministry perceived needed in the church.
  - b. Endeavor to correct any misunderstandings or grievances within the congregation, committees, or boards.
  - c. Assist the church and the Pastor(s) in any and all matters relative to their mutual relationship.

5. **Budget Committee** shall consist of the Deacon of Stewardship, Elder of Stewardship and the Treasurer. This committee shall compile and present a proposed budget for review by the Executive Board for their approval prior to the Annual Business Meeting.

## **ARTICLE VI ORGANIZATIONS AND COMMITTEES**

Section A: The officers of all committees and organizations shall, as far as possible, be selected from the membership of the church. They, as officers, or the sponsors of youth groups, shall have the power of address in the Executive Board if arrangements for such have been made with an Elder or Pastor prior to the meeting. No group is permitted to organize without the sanction of the Executive Board. Each organization is responsible to the church and will answer to it, through the acceptable boards, for all activities and policies.

Section B: Other agencies, committees, boards and/or organizations at their own request, or upon the request of the Executive Board, shall formulate their own Constitutions and By-Laws. All such Constitutions, however, require the approval of the Executive Board of the church.

## **ARTICLE VII ADDITIONAL STAFF POSITIONS**

The securing of additional personnel on a part-time or full-time basis, to work in the areas of Christian Education, Youth, Music, Visitation, etc., shall be done by recommendation of the Executive Board to the church at a business meeting. Titles, duties and responsibilities of these individuals shall be prepared by the Executive Board of the church and approved by the congregation. These personnel shall not be members of the Executive Board, but may by action of the Executive Board, attend its regular monthly meetings.

## **ARTICLE VIII AMENDMENTS TO THE BY-LAWS**

Amendments to the By-Laws may be adopted at any business meeting or at a special meeting called for that purpose by a 2/3 majority vote of all members present and voting; but a proposed by-law or amendment shall first be presented in writing at a preceding business meeting.