

Articles of Incorporation

Constitution

By-Laws

**Evangelical Free Church
Of Oroville, California**

**3785 Olive Hwy
Oroville, CA 95966**

Revised June 2017

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PREAMBLE:

1. Constitutions lay down the most fundamental structure of an organization, including those principles and beliefs, which it holds to be inviolable because they define its character and purpose for existing. Included in a constitution will be its legal character or standing before the law of the land, those offices or officers who are responsible for the organization's operations and compliance with the law, and the acceptable method (s) for revising the constitution itself. Usually there will also be provisions for the dissolution of the organization and, if applicable, the disposition of any remaining properties as well as the satisfaction of any liabilities and so on.
2. By-Laws are those rules and regulations and organizational arrangements, which are put in place to ensure the ongoing integrity of the organization. Technically, a by-law is a secondary law derived from the primary or constitutional law. By-laws should both govern and reflect the way the organization operates, and for this reason will need to be changed from time to time as the conditions of the organization and the environment in which it operates change.
3. Policies are procedures adopted on a more temporary basis than by-laws. They are adopted as rules of thumb or counsels of wisdom for expediting decisions, avoiding trouble, reflecting current values or goals and so on.
4. Job descriptions can apply to either individual positions or to boards and committees or any other decision making and acting entity within an organization.

ARTICLES OF INCORPORATION

Article I: Name

The name of the corporation is EVANGELICAL FREE CHURCH OF OROVILLE, CALIFORNIA.

Article II: Purpose

This corporation is a Religious Corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Religious Corporation Law exclusively for religious purposes.

This corporation elects to be governed by all the provisions of the non-profit corporation law of 1980, not otherwise applicable to it under part 5.

The specific purpose of this corporation is to work together for the unity, edification, discipline, and encouragement of believers that they might grow in grace and holy conduct, and to seek to win souls for Christ, and to further His cause on the mission fields at home and abroad.

Article III: Property Rights

The property owned by this organization is irrevocably dedicated to religious, charitable and educational purposes meeting the requirements of Revenue and Taxation Code section 214. No part of the net income or assets of the organization shall ever inure to or for the benefit of or be distributed to its members, trustees, officers, or other private persons except that the corporation shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

Upon the liquidation, dissolution or abandonment of this organization, its assets, remaining after payment or provision of payment of all debts and liabilities of this organization, shall be distributed to Western District Conference organized and operated exclusively for charitable and educational purposes meeting the requirements of Revenue and Taxation Code section 214.

In the event that the Western District or its successor organization no longer exists, the remaining assets shall be distributed to any other non-profit evangelical religious organization organized and operated for religious, charitable and educational purposes meeting the requirements of Revenue and Taxation Code section 214 and that has established its tax-exempted status under Section 501 (c) (3) of the Internal Revenue Act of 1986. The statements made in this article are for the purposes provided by section 214 of the Revenue and Taxation Code, and section 501 © (3) of the Internal

Revenue Act of 1986.

If division occurs in this church, the name and all property shall be retained by those adhering to these Articles of Incorporation.

No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

CONSTITUTION

Article I: Statement of Faith

God

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 glory.

The Bible

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

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

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

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

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

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*

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

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

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.

*see position statements

Oroville Evangelical Free Church
Position Statement

TITLE: Marriage

Date Approved by Congregational Vote: December 8, 2013

We believe marriage is the original and foundational institution of human society, established by God as a one-flesh, covenantal union between a man and a woman (gender at birth) that is life-long (until separated by death), exclusive (monogamous and faithful), and generative in nature (designed for bearing and rearing children), and it is to reflect the relationship between Christ and the Church. Our lord Jesus describes marriage in Mathew 19: 4-6 so is our view of marriage. A civil government's sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the definition of "marriage" found in this Position Statement.

Oroville Evangelical Free Church
Position Statement

TITLE: Human Sexuality

Date Approved by Congregational Vote: December 8, 2013

We believe that God first created man and then woman, from the man, as a counterpart to the man. He then brought the woman to the man and established marriage as a one-flesh relationship between the man and the woman. We therefore believe that the context for sexual activity is the marriage of one man and woman.

Hence, sexual activities outside of marriage, including but not limited to, fornication, adultery, incest, homosexuality, pedophilia, and bestiality are inconsistent with the teaching of the Bible and the church. Further, lewd conduct, transgender behavior, and the creation and/or distribution and/or viewing of pornography, are incompatible with God's intention.

Article II: Membership

This church shall receive as members only those 16 (sixteen) years of age and older, who have accepted Jesus Christ as their Lord and Savior, being born again, and in their lives manifesting the fruits of a true faith in God.

Article III: Officers of the Corporation

The elders of the congregation shall choose from among themselves the following Officers of the Corporation: Chairman, Vice-chairman, Financial Officer and Secretary. The elders will be custodians of all legal and important instruments pertaining to the securing, maintaining and protection of the property of the church. All elders must be members of the church and meet the qualifications of 1 Timothy 3:1-7 and Titus 1:5-9. The elders will be elected as prescribed by the By-Laws of this corporation.

Article IV: Business Meetings

The annual business of the church shall be conducted in two meetings of the church, one held in December for the election of the officers and adoption of the budget and such other business as deemed necessary, and one held in February for concluding the business of the year just closed, the receiving of ministry and other reports and such other business as deemed necessary by the Church Chairman, the senior pastor, or by the petition of any church board to the Board of Elders, or by a vote of the Church at a business meeting.

All hiring of pastoral staff, setting of salaries for church personnel, adoption of or amendments to the church budgets and the incurring of liens against the property must be approved by the congregation either at a regular or a specially called business meeting.

A quorum shall be 20% (1/5) of the membership of the Church for business meetings, and 50% (1/2) of the membership of a Committee or Board for their meetings.

Article V: Standing

This church shall remain free and independent and shall not join itself to any other denomination or synod. It shall remain its own highest authority and conduct its business through its business meetings.

The church will cooperate with the Evangelical Free Church of America and its branches, and with the Evangelical Free Church Western District Conference by sending delegates to conferences, support home and foreign missions and unite in any mutual efforts of the furtherance of the Gospel as the Church itself may officially decide.

Article VI: Organizations

1. No group shall be formed or organized and considered as a part of the Church activities before the sponsors have submitted their plans to the Elder Board and obtained approval.
2. Any organization functioning under the name of the Church shall have as chairman or supervisor, an active member of the Church, and shall submit an annual report to the congregation at the February meeting of the Church.
3. Whenever an organization plans any special events or the raising of funds, which affect the membership, congregation or visitors, it shall be presented to the Board of Elders for approval.
4. Notwithstanding any other provisions of these Articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section 501 (3) © of Internal Revenue Act of 1986.

Article VII: Provisions for By-Laws

A supplement to this constitution known as 'By-Laws', shall embody the stated qualifications for Pastor, officer, and their duties, conditions for membership, method by which members are received and parliamentary rules and regulations for activities of the Church. Rules and regulations adopted at any officially called and announced business meetings of the membership shall be written out in good form and added to the By-Laws when so decided by a meeting.

BY-LAWS

Article I: Membership

Section 1 – Qualification

Any person sixteen (16) years or older who confesses faith in the Lord Jesus Christ, who has the assurance of salvation, whose conduct is in accord with this confession, who subscribes to the above Statement of Faith, and who is willing to support the Church with faithful attendance, prayer and material means may become a member of this organization, hereafter referred to as the church.

Section 2 – Admission

Admission to membership in this Church shall be as follows:

1. Application for membership shall be made to the Pastor or any member of the Elder, Deacon or Deaconess Boards. At least two (2) members of the Board of Deacons or Deaconess's shall interview all applicants for membership. All applicants will be introduced to the congregation at a regularly scheduled Church service prior to the interview. This is to be done in order that the applicants may be made known to the congregation. Prior to the interview, the applicant will be provided with literature outlining the history of The Evangelical Free Church of America, and the Evangelical Free Church of Oroville, California.
2. The Elders, Deacons, and Deaconesses being satisfied that the applicant qualifies for membership, shall announce from the pulpit that the applicant (s) has been interviewed and that their name (s) will be posted on the bulletin board of the Church for a period of one (1) month prior to being accepted, indicating their intent to receive such candidates into membership of the Church. During this time, should any present member of the Church have any reason against acceptance of any applicant, he/she shall make it known to any of the Elders, Deacons, or Deaconesses. If such an event is made known, the Elders, Deacons, or Deaconesses shall then investigate the matter, and only if the reason is valid, will the applicant be barred from membership.
3. If no valid objection to the applicant is raised, the Deacons may then recommend, on behalf of the Church, to receive the applicant into membership.
4. The accepted applicant shall be publicly welcomed into the membership at a subsequent worship service of the church.

Section 3 – Absence

1. It is expected that every member who is absent from Church for a period of three (3) months will communicate with the Church concerning his/her spiritual life and interest in the Lord's work.
2. The Deacons/Deaconesses will contact such members within six (6) months as to their spiritual life and interest in the Lord's work, and if deemed appropriate, such member will be dropped from the membership rolls and placed on the historical rolls of the Church.

Section 4 – Withdrawal

Withdrawal from membership will be allowed where there is reasonable cause. Members in good standing may request a letter of recommendation when permanently moving to a new location.

Section 5 – Conduct

1. Regular attendance at the services of the church, daily reading of the Bible, private and family devotions, personal and public testimony, and the winning of others to Christ are urged upon each member. It shall be the sacred duty of parents to provide Christian instruction for their children, and to encourage their children to become members of the Church upon their acceptance of Jesus Christ as their personal Lord and Savior. Each member shall consider it his sacred duty and privilege to make full use of his spiritual gifts and natural abilities for the Lord's service whenever opportunity affords.
2. All members are encouraged to remember each other in prayer, to aid each other in sickness and distress, and to be courteous in speech and slow to anger.
3. Each member is urged to pledge himself to a systematic contribution of a portion of his income for the support of the Church according to the principles laid down in 1 Corinthians 16:3.
4. Each member is called upon to heed the admonition of the Lord; 'Do not love the world or the things of the world', and "do not be conformed to this world, but be transformed by the renewing of your mind that you may prove what is the good and acceptable and perfect will of God.' He should be an 'example in speech and conduct, in love, in faith, in purity.' (John 2:15; Romans 12:2; 1 Timothy 4:12) He is expected to abstain from any act or practice which may be harmful in its influence or a stumbling block to the weak. (Romans 14:13)

5. Only marriages as defined in the “Position Statement for Marriage” may be conducted on this property and/or officiated by members/staff of this congregation. Marriage is intimately connected to other foundational matters of our faith. Therefore, we regard any restrictions and definitions we apply in our church concerning marriage to be exercise of the freedom of religion clause of the First Amendment to the U.S. Constitution.

Section 6 – Discipline

1. If any member should conduct themselves in a manner which, in the studied opinion of the Pastor and the Board of Elders, is not in harmony with the above Scriptural principles, and for which they do not show evidence of repentance, they shall be interviewed by the Pastor and the Board of Elders after the manner clearly indicated in the Word of God, Matthew 18:15-17; Galatians 6:1. The restoration of the erring member shall be the single purpose, and love the sole motivating force in these interviews.
2. If, however, the member should choose to continue in their unrepentant condition, said member shall be deprived of their membership. This can be done only by the Church upon recommendation from the Board of Elders. A two-thirds (2/3) majority vote of those present and voting at a regular business meeting or a meeting called especially for the purpose of considering such removal is required to remove said member from the rolls.

Section 7 – Member Classifications

The membership of this Church shall consist of two classifications: Active and Historical.

1. Active membership shall consist of all members who manifest a consistent interest in the Church by regular attendance and support. Those who, because of sickness or age or occupational demands cannot regularly attend services and support the Church shall also be carried on the active roll.
2. A member, who has been absent from the Church for a period of six (6) months, without manifesting an interest by attending services of the Church, or by contributing to its support, may be placed on the historical roll of former members of the Church. Such persons shall not be counted as members and will remain so until they re-apply for and are accepted as active members. Persons placed on the historical roll shall forfeit their rights of membership.
3. Those seeking reinstatement as active members for those placed on the Historical Roll due to inactivity or no contact will be required to fill out an application form and meet with the Deacons-Deaconess membership committee to give a testimony of the current condition of their spiritual lives and clarify their reasons for why they were absent and now wish to return. Those seeking reinstatement for other reasons will need to respond to whatever conditions and requirements may have been indicated.

Section 8 – Property Rights

Any member who has withdrawn or has been discharged has no right in any business meeting of the Church or on its property.

Article II: Government

Section 1- Pastoral Staff

1. The pastor and pastoral staff shall be persons of true Christian character, sound in faith and doctrine and qualified to preach and teach the Word of God according to 1Timothy 3:1-13. Church membership will be automatically conferred with the pastoral call. This provision does not extend to the spouse and children.
2. The senior or teaching pastor will devote his time to the work of the Church, supply the pulpit, visit the sick, the sorrowing, and the needy; administer the ordinances and lead the members in a practical Christian life. He shall give a report of the work of the Church at the February meeting. By virtue of his office, he shall be an ex-officio member of all Boards and Committees.
3. The pastor shall be chosen by a two-thirds (2/3) vote at any regular or special business meeting of the Church. He shall be called for an indefinite period of time and three months notice shall be given by the pastor or by the Church for the termination of his ministry.
4. Members of the pastoral staff shall be interviewed and recommended by the Pastor, and shall be chosen by two-thirds (2/3) vote at any regular or special business meeting of the Church. They shall furnish spiritual leadership, inspiration and example to the area of ministry for which they are called. They shall report administratively to the Pastor and Board of Elders. Members of the pastoral staff will not automatically be members of the Elder Board. They will automatically be members of those boards and committees whose responsibilities are concerned directly with their area(s) of ministry. Membership on the Elder Board for pastoral staff would follow the normal procedures for all church members. They shall be called for an indefinite period of time unless otherwise mutually agreed upon. Three (3) months notice shall be given by the pastoral staff member or by the Church for the termination of ministry.
5. No accusation against the pastor or pastoral staff members shall merit the consideration of the Church unless supported by at least two (2) members, and in no cases shall consideration be given thereto prior to the personal appearance before the Board of Elders of the accusers. They shall present a written statement outlining the nature of the accusation and the evidence of the alleged misconduct or wrongful teaching with which he is charged. Should the evidence prove to the satisfaction of the Board of Elders that the pastor or pastoral staff member is in grave error in conduct or doctrine, he shall be admonished in love by the Board of Elders to rectify his ways. If this admonition does not produce the desired results, the matter shall be brought before the membership of the Church, and should he there be found uncooperative or unworthy, he shall be dismissed immediately and shall not serve as the pastor of the Church thereafter.

Any summary dismissal of a pastor resulting from the afore going procedure shall be immediately reported to the Ministerial Association of the Evangelical Free Church of America with a full and complete report of the matter.

Section 2 – The Officers

1. **Elders** – The responsibilities of the Elders are to oversee Church affairs, shepherd and care for members and regular attendees of the Church, and to guard the Church from false teachers and teachings. They shall be custodians of all legal and important instruments pertaining to securing, maintaining, and protecting the property of the Church. They shall not mortgage, sell, or lease any real property of the Church without specific authorization by the membership. The number of Elders shall be determined by the Elders according to the needs of the Church. Elders shall be elected to three-year terms and may succeed themselves once, after which they may not return to the Board for at least one year.
 - A. **Chairman** – the Elders will select the Chairman of the Board of Elders who will also serve as the Chairman of the Church.
 - B. **Vice-Chairman** – the Elders will select the Vice-Chairman of the Board who will also serve as the Vice-Chairman of the Church.
 - C. **Secretary** – the Elders will select the Secretary of the Elder Board who will also serve as the Secretary of the Church.
 - D. **Finance officer** – the Elders will select the Finance Officer of the Elder Board. The Finance Officer will chair the Finance Committee and over see the activities of the Financial Secretary and Church Treasurer. The Finance officer will keep the Board of Elders and the Church apprised of the financial condition and needs of the Church, monitoring the budget through the year, advising departments and/or individuals of the need to curtail spending or else grant extensions based upon the need and availability of funds. All major budget changes must be ratified by the Church membership in a full business meeting.
2. **Trustees** – The Board of Trustees shall be composed of members of the Church. There shall be at least three (3) Trustees elected by the Church [each for a term of three (3) years in staggered order so that approximately 1/3 of the members will retire from the Board annually.] They may serve three successive terms, after which they will retire from the Board for a minimum of one (1) year. They shall maintain the Church premises. Small repairs and other disbursements, not exceeding five hundred (\$500.00) dollars in any one purchase, or as otherwise budgeted, may be decided by the Trustees.
3. **Deacons** – The Board of Deacons shall be composed of members of the Church. There shall be at least four (4) Deacons. The primary concern of the Deacons shall be the welcoming of visitors, the encouragement of people to become members of the Church, and the material needs of the members of the Church as well as the consistency of their attendance at worship. In addition, the Deacons shall exercise a special interest and concern for the sick, needy and the discouraged.
 - A. They shall elect their own chairman, and shall meet as a board at least once per month.

- B. They shall maintain an accurate register of the membership of the Church to include showing the date of admission and dismissal.
 - C. They shall meet with the Deaconesses to review the membership rolls and shall periodically up-date the rolls according to policies to be adopted by the Church.
 - D. They shall offer membership instruction to and interview all applicants for membership in the Church.
 - E. They shall be able to give and offer assistance to such as are seeking salvation.
 - F. They shall assist the Pastor and Elders in the communion service.
 - G. They shall meet with the Deaconess Board at least once quarterly and as needed to discuss subjects of mutual interest.
 - H. They shall promote evangelism and outreach through personal example, encouragement and training.
 - I. They shall maintain and administer the Deacon Fund.
4. **Deaconesses** – The Deaconesses shall be members of the Church. There shall be at least four (4) Deaconesses. The main concern of the Deaconesses shall be responding to the needs of members in sickness and grief, welcoming visitors, encouraging membership and encouraging consistent attendance at worship and church ministries.
- A. They shall elect their own Chairperson and meet as a Board as needed.
 - B. They shall assist the Deacons in the communion service.
 - C. They shall be responsible for arranging and serving of food for funerals.
 - D. They shall participate and encourage those seeking salvation and discipleship.
 - E. They shall visit the sick, send cards, make phone calls and arrange for food and other assistance as needed.
 - F. They shall meet with the Deacon Board at least once per quarter and at need as determined by either Board chair.
 - G. They shall promote evangelism and outreach through personal example, encouragement and training.
 - H. They shall encourage the Women's Ministry of the church, receiving reports on the Women's Ministry activities and plans, coordinating events and activities, and being available for advice and consultation. It will not be the responsibility of the Deaconess Board to ensure the continuance of the Women's Ministries, to secure leadership or other personnel for the ministry, or to publicize or to promote the Women's Ministry.

Section 3 – Boards

1. General Introduction:

All Boards of the Church will have three-year terms, in a staggered rotation, with a limit of two consecutive terms and a minimum of one year's sabbatical before renewed election to that particular Board. Further, it shall be the responsibility of each Board:

- A. Select a chairman and any other officers they may see fit to establish unless otherwise specified in these by-laws.
- B. Receive and accept any resignation from the Board and then petition the Elders to appoint a replacement for any vacated position, the name of the appointee to then be submitted to the congregation for confirmation at the next general election.

- C. Ensure a minimum of 75% attendance or participation in the Board meetings and responsibilities, which if not satisfactorily met or excused, will lead to a request for resignation from the Board member in question.
2. **Elder Board** – (see article V of Constitution) The Elder Board shall meet monthly, or as needed, according to the discretion of the Senior Pastor or the Chairman, and shall conduct such business as would normally be handled by the Elder Board.
 3. **Board of Trustees** – The Trustees of the Church shall, at their first meeting of each year, elect a chairman and secretary. They shall meet whenever necessary at the call of the chairman, secretary, or any two members of the Trustee Board.
 4. **Board of Deacons** – See Section 2, Paragraph 3
 5. **Board of Deaconesses** – See Section 2, Paragraph 4
 6. **Oroville Christian School Board** – All members of the Oroville Christian School Board shall be members in good standing of and elected by the congregation of Evangelical Free Church of Oroville. No full-time teacher or staff member employed by the school or member of their immediate family or household (i.e., husband, wife, son, daughter, mother, father or any one residing at the same residence) shall be eligible to serve on the School Board. The board shall elect their own chair from the board members. The Pastor and Principal shall be ex-officio members of the Board. The responsibility of the board shall be to establish policies that are commensurate with the school by-laws and to see that they are followed.

Section 4 – Committees

1. **Nominating Committee** shall consist of the Chairmen from each board or their representative and up to three (3) members of the Church shall be elected at the February Business meeting. The Pastor, or the Chairman of the Elder Board, shall chair the meetings of this committee for the purpose of securing the names of qualified members of the Church to be candidates of each elective office.
2. **The Missions Committee** shall consist of (at least) six (6) members. The Board shall be responsible for discerning the Lord's will for the Church's support of and involvement in missionary out reach by the church. Further, the Committee shall be responsible to develop all policies and guidelines for evaluating and supporting missionary personnel, projects and organizations by the church. The Committee shall be responsible for educating and challenging the church regarding missions in general and fostering our active participation in missions and keeping the congregation informed regarding the missionaries and projects we support. They will yearly submit a proposed budget for missions' support and a yearly report on missions in the book of Annual Reports.
3. **Financial Review Committee** – This committee shall be chaired by the Finance Officer of the Board of Elders, and shall consist of at least two (2) other members of the Church appointed by the Board of Elders. They shall be responsible for a yearly financial review of the financial records of the Church and its related organizations of the just completed year

and shall submit a report at the February meeting of the Church. They shall also be responsible for timely audits of the Church financial records and its related organizations.

4. **Finance Committee** – This committee shall consist of at least three (3) members of the Church and shall be chaired by the Finance Officer of the Elder Board. The committee will be comprised of the Treasurer, Financial Secretary, and at least one (1) member appointed by the Elder Board each January to serve for the calendar year.

The church Treasurer will be appointed by the Board of Elders and announced at the December business meeting. The Financial Secretary will be elected by the congregation at the December business meeting. Each will serve one year, renewable terms.

The duties of the committee shall be to:

- A. Study and recommend compensation for the church and pastoral staff
 - B. Develop a proposed budget for the new fiscal year based on budgetary proposals solicited from the ministries and departments of the church. The budget will be submitted to the Board of Elders by the November Elders' Meeting for review, recommendations and approval, and then recommended to the Church for action at the December business meeting. The proposed budget will be made available to the membership at least ten (10) days prior to the Annual Business meeting in December.
5. **Special Committees** – The Church may elect or select any other committee necessary to accomplish any purpose or task to be undertaken.
 6. **Pulpit Committee** – Upon notification of the resignation of the Senior Pastor, a pulpit committee consisting of at least four (4) members of the Church shall be appointed by the Board of Elders. They shall search for a suitable candidate for the position vacated and shall make recommendations to the Board of Elders, who in turn, will present one candidate at a time to the congregation. They may consider qualified candidates who are not serving within the Evangelical Free Church denomination. However, they shall work in close cooperation with the District Superintendent. They shall also be sensitive to the needs and wishes of the congregation.

At a duly called business meeting of the church, a secret ballot vote to call the pastor shall be taken. (See By-Laws Article II, section 1, paragraph C.) If the vote fails, the committee shall seek another candidate.

Section 5 – Elections

1. Regular elections of the Board members shall take place at an annual December Business meeting of the Church. In keeping with the spirit of unity nominations will be received from the floor. A majority of all votes cast shall be required for election. However, a nominee for the Elder Board must receive no less than 85 percent positive votes from the attending congregation. Absentee ballots are to be physically present in the Church office before the attending congregation

votes at the meeting to be counted.

2. All members, and members of standing committees, except salaried officers, must be members of the Church.

Article III: Meetings

1. Worship Services, Sunday Disciple Hour, and other gospel meetings shall be conducted at such times as decided by the Church.
2. A Communion Service shall be held at least four (4) times a year or as deemed appropriate by the Pastor.
3. Special business meetings may be called by the Pastor, Chairman of the Board of Elders, or by vote of the Church, or by any Board of the Church. Notice of such meetings shall be given either by announcement at the regular Sunday Services of the Church at least one week previous to the date of the meeting, or by written notice mailed in time to reach all members of the Church at least three (3) days prior to the date of the meeting.
4. All regular and extra business sessions shall be conducted in good parliamentary fashion, and shall adhere to Roberts Rules of Order, Revised, when it is not inconsistent with the By-Laws of the Church.
5. Voting: Each active member of the Church who is sixteen (16) years old and older, shall be entitled to one (1) vote at all business meetings. All matters shall be determined by majority vote, One (1) more than one-half (1/2) of all votes cast, except when otherwise specified by these By-Laws, or by decision of the meeting. Absentee ballots may be obtained at the Church Office and must be submitted to the church office prior to the meeting.
6. Business meetings: The annual business of the Church shall be conducted in two (2) meetings held in December and the following February.
 - A. The December meeting shall be for the election of officers for the coming year, presentation of the up-coming year's budget, and such other business as deemed necessary by the Board of Elders.
 - B. The February meeting shall be for the purpose of concluding the business of the year closed, approval of the new year's budget, and such other business as deemed necessary by the Board of Elders.
 - C. Quarterly business meetings shall be held in the months of April, July and October. Annual business and quarterly business shall be conducted in membership meetings.
 - D. Church members may attend regularly scheduled Elder Board meetings as scheduled and publicized by the Elder Board.

Article IV: Amendments to the By-Laws

These By-Laws and Constitution may be amended at any business meeting of the Church. A two third (2/3) majority of all votes cast must be secured for the adoption of any amendment and shall go into effect immediately.

Articles I, II and III of the Articles of Incorporation cannot be repealed or revised without submitting a “Restating the Articles of Incorporation” to the Secretary of State office.