

## **PREAMBLE**

. We, the members of Fellowship Bible Church of Philadelphia, Inc., an Evangelical Free Church, in order to carry out more efficiently the commission given by Jesus Christ to His Church, do ordain and establish the following Constitution to which we voluntarily submit ourselves.

## **ARTICLE I**

### **NAME**

The name of the congregation shall be: FELLOWSHIP BIBLE CHURCH OF PHILADELPHIA INCORPORATED as such under the laws of Philadelphia in the State of Pennsylvania.

## **ARTICLE II**

### **AUTHORITY AND AFFILIATION**

**AUTHORITY:** The congregation, at its Annual, Quarterly, and Special Business Meetings, is the legislative and governing body of this organization.

**AFFILIATION:** This church shall be affiliated with the Eastern District Association of the Evangelical Free Church of America and shall send delegates to their conferences, support their Home Church Planting and Foreign Mission efforts, and unite together for the furtherance of the Gospel of Jesus Christ in the measure that the Church itself may officially decide.

## **ARTICLE III**

### **PURPOSE**

The *general* purpose of the church shall be to praise and glorify God through worship and the giving of our tithes, time and talents (Matthew 4:10; John 4:24); to edify the saints through the preaching and teaching of the Word of God (2 Timothy 3:16, 4:2); to win the unsaved to Jesus Christ both at home and on the mission field (Matthew 28:19-20); and to provide fellowship for its members and friends (Acts 2:42-47).

We seek to accomplish the above by way of our *specific* purpose statement through:

P - People reaching people	Matthew 28:18-20
O - Organized discipleship	2 Timothy 2:2
W - Worship & celebration	Psalms 149-150
E - Effective, fervent prayer	James 5:16-18
R - Relevant teaching	Acts 2:40-42

## **ARTICLE IV**

### **STATEMENT OF FAITH, TEACHING DISTINCTIVES, CORE VALUES**

The Statement of Faith of this organization shall be the same as that of the Eastern District Association of the Evangelical Free Church of America, which reads as follows:

1. We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men, and the Divine and final authority for Christian faith and life.
2. We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ is fully God and fully man, having been conceived of the Holy Ghost and born of the virgin, Mary. He died on the cross, a sacrifice for our sins, according to the Scriptures. Furthermore, He rose bodily from the dead, ascended into heaven, where at the right hand of the Majesty on high, He is now our High Priest and Advocate.
4. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and, during this age, to convict men, regenerate the believing sinner, indwell, guide, instruct and empower the believer for godly living and service.
5. We believe that man was created in the image of God, but, fell into sin and is therefore lost, and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.
6. We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit and thus become the children of God.
7. We believe that water baptism and the Lord's Supper are ordinances to be observed by the church during the present age. They are, however, not to be regarded as means of salvation.
8. We believe that the true church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the head.
9. We believe that only those who are thus members of the true church shall be eligible for membership in the local church.
10. We believe that Jesus Christ is the Lord and Head of the church, and that every local church has the right, under Christ, to decide and govern its own affairs.
11. We believe in the personal, pre-millennial and imminent coming of our Lord Jesus Christ and that this "blessed hope" has a vital bearing on the personal life and service of the believer.
12. We believe in the bodily resurrection of the dead: of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.

## THE TEACHING DISTINCTIVES OF FELLOWSHIP BIBLE CHURCH

**BAPTISM AND THE LORD'S SUPPER** - We believe in the observance of the ordinances of baptism and the Lord's Supper in obedience to the Lord's command; that baptism is the immersion of a believer in water as his identification with the death, burial, and resurrection of Christ, and is a public recognition of the Lordship of Jesus Christ (Rom. 6:1-7. Matt. 28:19-20.) Note: The word, "baptize", is the Greek, "baptizo", which means, "to make fully wet - to cover wholly in fluid." This is why we practice immersion baptism.

We believe that the Lord's Supper is a memorial service for believers in which the elements of bread and grape juice remind us of the vicarious, bloody sacrifice of Jesus Christ on the cross and is to be observed with solemn, self-examination in anticipation of His second coming (Matt. 26:26-29; 1 Cor. 11:23-30; Acts 2:38, 8:36-38; Rom. 6:3-4).

**SECOND COMING OF CHRIST** - We believe in the personal, imminent, pre-tribulational return of Christ to receive the saints and later to establish His millennial kingdom on this earth, and ultimately to establish His eternal reign in the new heavens and the new earth (I Thess. 4:13-18, 5:1-11; Rev. 20:3-7.)

**SEXUALITY** - We believe mankind was created male and female with each fulfilling their sexual role in a heterosexual monogamistic marriage. We also believe that all forms of sexual activity outside of a heterosexual marriage are a perversion of God's sexual design. Sexual activity, such as homosexuality, lesbianism, sodomy, and pedophilia are sinful perversions and no child of God can maintain such a sexual lifestyle. \*Clear key verses; Leviticus 18:22; 20:13. (Also, Gen. 2:18-25, Eph. 5:21-33, Rom. 1:24-32, Gal. 5:19-21, 1 Cor. 6:9-11. I Jn. 3:4-9.)

**ABORTION** - We believe that the abortion of a human fetus at any time during gestation is categorically a sin against God, regardless of the circumstances. Although still within the womb, the fetus is a person and a life, which is a gift from God (Exodus 12:22-24, Ps. 139:14-16, Jer. 1:5).

### CORE VALUES

1. We believe that through practical preaching, the Word of God can change and does change lives.
2. We believe that organized discipleship is necessary for continuous growth and that spiritual reproduction (2 Tim. 2:2) is evidence of that growth.
3. We believe that worship, teaching, and preaching is to be dynamic and culturally relevant while remaining doctrinally pure.
4. We believe that prayer changes things and is an essential and major part of the believer's life.

5. We believe that we ought to reach out to the lost with the same vigor that our Lord Jesus modeled for us.
6. We believe that the church is a unified community of men and women exercising their spiritual gifts and talents to benefit the kingdom of God and to bring glory to Him.
7. We believe that all things are to be done with excellence - this honors God and inspires people.
8. We believe that pursuing full devotion to Christ is the norm for every believer.

## **ARTICLE V**

### **MEMBERSHIP**

. Any person who confesses faith in the Lord Jesus Christ, who has the assurance of salvation, whose conduct is in accordance with his/her confession, who subscribes to the above Confession of Faith, who agrees with and will submit to this Constitution and By-laws, and who is willing to support the church with faithful attendance, prayer, exercise of spiritual gifts and natural talents, and material means may become a member of this organization, hereafter referred to as the church. The Membership Admission Procedure is explained in Article II of the By-laws. .

### **PROPERTY**

1. This church shall have the power to receive, either by gift or by purchase, and to hold such real, personal, or mixed property as is authorized by the laws of the State of Pennsylvania, and as is deemed necessary for the business of the church, and shall have the power to dispose of such property by mortgage, deed or otherwise. All such property shall be held in the name of the church. The corporate Officers trustees shall have the power to receive, purchase, acquire, sell, lease, convey, mortgage, deed or otherwise transfer property of the Church, but only after having been duly authorized by the church at a regularly scheduled or specially called Business Meeting. All contracts, notes, mortgages, conveyances, assignments, leases, releases and other documents and papers on behalf of the church shall be executed by the corporate Officers trustees.

2. Any member who has withdrawn, or who has been excluded from the church, loses all rights of the church. The private property of the individual members of this church shall be exempt from corporate debt.

## **ARTICLE VII**

### **DISSOLUTION**

If division occurs in the church, the name and all property rights, are retained by those adhering to the articles of incorporation. If the church ceases to function and its organization is dissolved, all property rights shall be assigned to the Eastern District Association of the Evangelical Free Church of America. The church shall be considered dissolved if so decided by the organization, or when the church has not had an annual

meeting for three years, or when less than six members remain. Under no circumstances may either the real or personal property of the church come into the possession of any individual person.

## **ARTICLE VIII**

### **GOVERNMENT**

This church shall function under a congregational form of government, as it is a distinctive of the Eastern District Association of the Evangelical Free Church of America. This means that the highest authority, under Christ and His will, and the responsibility for ministry, resides in the collective will of the local church membership. Regular congregational Business Meetings are to be held, as a minimum, once a year. Quarterly and Semi-Annual Meetings are to be held according to the By-laws. Elders are to be elected by the congregation for three-year terms and they are not to serve more than two consecutive terms. The Senior Pastor is extended a call and, if the need arises, released from his duties by a vote of the membership. The annual church budget, property purchases, building campaigns, capital improvements, and any other large capital outlays shall be approved by the membership; all other decisions come under the authority of the congregation-elected elders.

## **ARTICLE IX**

### **BOARD OF ELDERS**

1. The Board of Elders shall carry on the spiritual and functional operation of the church between congregational Business Meetings as delegated by the membership.

The Senior Pastor shall be an equal voting member of this Board, yet first among equals (cf. pp.-13-17, "*Biblical Eldership*," Strauch) - booklet version).

2. The Board of Elders will elect from its members the following officers each year: A Chairman, who shall be the President of the Corporation; a Vice Chairman, who shall be Vice President of the Corporation; and a Secretary. These men will serve as the corporate Officers/Trustees of the church.

3. The Board of Elders shall appoint a treasurer, financial secretary, other boards, committees and personnel needed to efficiently carry out the purpose of this church.

## **ARTICLE X**

### **AMENDMENTS**

This Constitution may be amended by a ninety percent (90%) majority vote of the members present, providing there is a quorum (more than 50%) of the active membership at any regularly scheduled or specially called Business Meeting. Notice of such proposed changes must be posted and announced at Sunday services two (2) weeks prior to the meeting.

## BYLAWS

### ARTICLE I

#### **MEETINGS**

##### **Section 1. Worship Services**

A. Church services shall be held each Sunday at hours established by the church. Corporate prayer and Bible study shall take place where and when it meets the need and vision of the church. The regularly established schedule of services may be changed or altered by the Board of Elders when the necessity arises.

B. The ordinance of the Lord's Supper shall be celebrated at least once a month as regularly as possible at a time determined by the Board of Elders.

##### **Section 2. Business Meetings**

The church's fiscal year shall begin January 1. The Annual Meeting of the church shall be held during the third or fourth week of January each year. At this time, the election of officers and the transaction of such business as concerns the work of the year shall take place. The Semiannual Meeting shall normally be held in July. A special meeting shall be called by the church Chairman, when he finds the need thereof, or when he is so requested by the Senior Pastor, by the Board of Elders, or by a petition of 20% of the resident voting membership. Church Business Meetings shall be announced at least two Sundays in advance. Specially called Business Meetings shall be announced two Sundays in advance and in writing.

Robert's Rules of Order shall be followed at all Business Meetings of the church, its boards, and committees. For church business, more than half of the church of the resident voting members shall constitute a quorum. For church Board Meetings, 3/4 of the board members shall constitute a quorum. If a quorum is not present by one-half hour after the announced starting time of the meeting, the Chairman has authority to cancel the meeting.

##### **Section 3. Voting**

Every official member of the congregation shall be privileged to participate actively in all congregational meetings and to vote at all elections, providing such member has reached the age of 18 years. All matters, unless otherwise stated in specific instances in the Constitution or By-laws, shall be determined by majority vote (one more than half of all votes cast).

### ARTICLE II

#### **MEMBERSHIPS**

##### **Section 1. Qualification**

A. Applicants for membership in the church must meet the criteria of Article IV of the Constitution for a period of at least three months prior to their applying for membership.

B. Anyone desiring membership shall indicate their desire to the Pastor, or any member of the Board of Elders, who, in turn, shall provide the applicant with a copy of the Constitution and Bylaws of the church and Membership Application. In addition to the application, the applicant will be required to attend the church orientation class(s) prior to being accepted for membership. If the applicant has been a member in good standing of another Evangelical Free Church, upon receipt in writing of the confirmation of his/her good standing from the former Evangelical Free Church, the orientation class requirement may be waived by the Board of Elders. All applicants shall be interviewed by no less than two Elders.

## **Section 2. Admission Procedure**

All candidates shall be interviewed and then recommended by the Board of Elders for approval to the congregation. Should a church member publicly object to an applicant for membership, the said member shall state the reason to the Elders and the Pastor which body shall investigate the objection, and only if the objection is valid in the eyes of the said body, will the applicant be rejected for membership. The applicant shall be elected to membership by 75% of the votes cast at any regularly scheduled or specially called congregational meeting. The applicant shall not be present during the vote. The accepted applicant shall be publicly received into membership at one of the congregation's Sunday services.

## **Section 3. Conduct**

Members shall lead a consistent Christian life in word and in deed, according to the teaching of the Holy Scripture, and seek to edify one another in the faith. They shall promote the unity and welfare of the congregation. They shall prayerfully and diligently study the Word of God, keep the Lord's Day holy, regularly attend scheduled services of the congregation, and faithfully and reverently partake of the Lord's Supper. They shall exercise their spiritual gifts and God-given talents on a consistent basis in Kingdom work. Through the principle of personal and consistent support according to I Corinthians 16, each member, according to his/her ability, shall support the congregation in its ministry of worldwide outreach for Jesus Christ through tithes and other gifts.

### **A. Absence**

Any member who fails to attend regular church services for a period of six months will be contacted by the Pastor or a member of the Board of Elders concerning his/her relationship to the Lord and this church. After such contact, and based upon the information gained because of the contact, the member will either be continued on the active membership roll or, based on a unanimous vote of the Board of Elders, a recommendation will be given to the membership for the individual to be dropped from the membership roles. This action requires a 90% vote of the members present.

### **B. Discipline**

1. If any member shall conduct himself/herself in a manner which, in the studied opinion of the Pastor and the Board of Elders, is not in harmony with Scriptural principles, is in denial of the Confession of Faith in Article III of this Church's Constitution, has violated one of the provisions of this church's Constitution or By-laws, for which he/she does not show evidence of repentance, he/she shall be interviewed and counseled by the Pastor and the Board of Elders after the manner clearly indicated in the Word of God

(Matthew 18: 15-18; Romans 16: 17; I Corinthians 5:13 and Galatians 6:1.) The restoration of the erring member(s) shall be the single purpose of any action taken by the church. Love and the desire to adhere to the commands of God shall be the sole motivating force in these matters.

2. If, however, the member(s) should choose not to observe the condition(s) outlined in the above Section 3 labeled, "Conduct," the Pastor and the Board of Elders shall continue to try to restore the individual(s) through counseling and progressive steps of disciplinary actions. These include but are not limited to the loss of Board or Committee membership, a teaching role, and/or the loss of all other service in the church. If the conditions continue, the Board of Elders shall then recommend to the congregation further disciplinary action which must be approved by a two-third (2/3) majority vote of those voting at any regularly scheduled or specially called Business Meeting. In extreme cases, the Board of Elders may recommend removal of the individual(s) from membership according to the requirements in Article II, Section 2. In all of these cases, the sole purpose of these actions is to have the individual(s) realize the gravity of their condition and to restore them to fellowship with God (resource - *"Biblical Church Discipline: Questions Answered"*).

### **C. Withdrawal**

Any member who wishes to withdraw from the church shall receive a letter of withdrawal from the church secretary, providing such a request for withdrawal is presented to the church in writing.

## **ARTICLE III**

### **CHURCH POSITIONS**

#### **Section 1. Pastoral Staff**

##### **A. Senior Pastor**

The Senior Pastor shall be a man of unquestionable character; living a life in accordance with the Word of God.

He must meet the criteria outlined in Acts 6: 2,3; I Timothy 3:1-13; and Titus 1: 5-9. He shall be in agreement with the Confession of Faith in Article III of this church's Constitution and be willing to abide by the other provisions of the Constitution and By-laws of the church.

##### **1. The Calling of the Senior Pastor**

The Board of Elders shall choose and appoint qualified persons to serve on a Pastoral Search Committee. The Pastoral Search Committee should be made up of two (2) elders, two (2) other leaders, and two (2) members at large. The Board of Elders can form a variation of the make up of the Pastoral Search Committee if qualified persons cannot be found. They would make their recommendation to the Board of Elders who will present the candidate to the congregation. Counsel in regard to possible candidates is available through the Eastern District Association Superintendent and/or the Evangelical Free Church pamphlet, *"The Calling of a Pastor"*.

Candidates shall be presented to the congregation one at a time and shall be members, or willing and qualified to become members as soon as possible, of the Ministerial

Association of the Evangelical Free Church of America. Once extended a call, the Senior Pastor is to immediately begin the EFCA credentialing process.

The candidates shall have opportunity to preach at a church service(s) as the Board of Elders may direct, and be interviewed by that Board. The candidates for Associate Pastor or other staff positions, may or may not be asked to preach, but shall be given adequate opportunities to become acquainted with the congregation.

Once the Board of Elders determines it has a man to recommend as a candidate for a call, the congregation shall be convened for a special Business Meeting. The recommendation should be presented with all the reasons for suggesting him as candidate. The congregation shall then vote as to whether or not it desires to extend the recommended candidate a call. If he receives a three-fourths (3/4) majority vote of the members present, the call shall be extended. If not, the matter goes back to the Board of Elders for the presentation of new recommendations. The Board of Elders shall notify the pastor-elect of the action of the church immediately and upon his affirmative reply make arrangements for his moving and installation.

## **2. The Termination of the Senior Pastor**

The Pastor shall serve an unlimited term of service unless other arrangements are made at the time the call is accepted. The relationship between the Pastor and the church may be dissolved at the option of either party, by the giving of a three-month notice or by mutual consent.

If the Pastor should radically depart from the Word of God in his conduct or in doctrine as contained in the Statement of Faith of the church, the Elders shall admonish him in love. Should this not have the desired result, the said Pastor shall be discharged by action of the church. The Pastor may be discharged from his term of office by the church subject to the following conditions:

A. The Pastor may only be dismissed by the congregation at the properly called Business Meeting.

B. After hearing the reasons for his recommended dismissal, the Pastor shall be afforded the right of stating his position before the congregation. He shall not be present at the time of voting.

C. A vote by written ballot of three-fourths (3/4) majority of the members present shall make valid termination of the term of office of the Pastor.

## **3. The Duties of the Senior Pastor**

1. He shall perform all of the Scriptural duties of this office and, under the guidance of the Holy Spirit, have freedom of the pulpit. These duties shall include preaching at the stated services of the church, administering the ordinances of the church, caring for the spiritual welfare of the members of the church and visitation as needed. His purpose is not to bear the full weight of the ministry himself, but rather to equip the saints to do the work of the ministry (Eph. 4:11).

2. He shall be a member of the Board of Elders, and an ex-officio member of all boards,

committees, auxiliary bodies, and all other organizations of the church.

3; He shall not qualify for any elected office or appointed office on the Board of Elders nor can he serve as the church Chairman.

4. He shall also perform other duties in connection with the work of the church as shall be delegated to and accepted by him.

5. He shall abide by the Word of God in his life, teaching, and preaching; taking great care in all his conduct, so as to be esteemed a man of respect in the congregation and the community.

6. The Senior Pastor shall direct and supervise other members of the Pastoral Staff, delegating responsibility and authority where appropriate, establishing priorities in the ministries, and promoting the effective functioning of the total staff.

### **B. Additional Pastoral Staff**

Based on the needs and demands of the congregation, the church may call and support additional pastors and ministers. The Pastoral Staff shall work in conjunction with, and be responsible to, the Senior Pastor.

They shall qualify for their offices according to the standards of I Timothy 3:2-7. They shall be in full accord with the Statement of Faith and the Constitution and By-laws of the church.

The selection, call, job descriptions, terms of employment, and termination shall be the responsibility of the congregation upon the recommendation of the Board of Elders. Additional staff members will be extended a call by a three-fourths (3/4) vote of the membership at any Business Meeting.

### **1. The Duties of an Associate Pastor**

1. He shall perform such duties in connection with the work of the church as prescribed by the Senior Pastor with the approval of the Board of Elders.

2. He shall be a member of the Board of Elders and an ex-officio member of all boards, committees and other organizations of the Church.

3. He shall abide by the Word of God in his life, teaching, and preaching; taking great care in all his conduct so as to be esteemed a man of respect in the congregation and the community.

## **Section 2. Elders**

### **A. Qualifications**

The Elders shall be members of this church who are mature, godly men; fully in support of the Bible and the Statement of Faith of this church and its Constitution, By-laws and policies and who manifest the qualifications stipulated by the Scriptures (I Timothy 3:1-7; Titus 1: 5-9.) In case of question as to whether any man meets these requirements, the Board of Elders may rule, subject to review by the congregation at the request of any member, or, the congregation may rule directly. A potential Elder must agree with,

both in theory and in practice, the purpose and vision statement of the church.

## **B. Selection**

It is the Holy Spirit who must select men for leadership. Only He knows the hearts and motives of men. His choices, however, can be expressed through human agency (Acts 6).

Selection will be made on the basis of spiritual qualification, leadership qualification, current ministry performance, and commitment to this church and to the Evangelical Free Church of America.

Prior to the Annual Business Meeting of the congregation, and at other times when new or additional Elders are needed, the Board of Elders will ask the members of the congregation for suggestions of men who, in their estimation, meet the qualifications of an Elder. The Board of Elders shall then prayerfully evaluate and screen the suggestions according to the qualifications of an Elder. The Board of Elders will prayerfully select from among these men all those who meet the qualifications of an Elder. The result of a nominee's evaluation shall be shared privately with the nominee by the Board of Elders and the Board will submit their selection to the congregation for approval by closed ballot at the Annual or Special Business Meeting.

## **C. Term of Service**

Each Elder shall serve a term of three years and may be re-elected for a second term of office. He must step down for at least 12 months before being re-elected again. The terms of the Elders shall be staggered.

Any Elder who does not fulfill the qualifications or duties of his office, fails to attend three consecutive Board of Elder Meetings without good reason, does not participate in training, or does not regularly attend the stated service of the church shall, after notice and attempt to restore said member, be asked by the Board of Elders to resign from the Board of Elders. The congregation has the right to question the continued service of an Elder at a special congregational meeting requested by a minimum of 20% of the voting membership. A vote of three-quarters (3/4) of the voting membership is needed to dismiss an Elder. The Board of Elders may, upon their own discretion, appoint someone to fulfill a vacancy on the Board for the remainder of a term.

## **D. Evaluation, Discipline, and Accountability**

The Board of Elders shall evaluate itself and its members. It shall be a self-disciplining Board according to Matthew 18:15-20; 1 Thessalonians 3:14-15 and I Timothy 5:19-20. However, the Elders are directly accountable to the Lord of the church, Jesus Christ, for all of their actions and decisions (Hebrews 13:17.) They are also accountable to the congregation and to each other.

## **E. Function**

The Elders have essentially a four-fold function: (1) to build and develop their own families in the Lord (I Timothy 3:4-5); (2) to feed and shepherd the flock of God (John 21:15-17; Acts 10:17-32) which involves positive impartation of truth, refutation of error, and administration of discipline; (3) to oversee and manage the entire ministry of this local body (Acts 20:28; 1 Peter 5: 2-3) which involves assessing the needs of the entire

body, planning, evaluating and appointing those to assist in various areas of responsibility and; (4) to team up with the Pastor to carry out the vision and purpose of ministry.

#### **F. Basis of Authority**

The basis of authority for all the deliberations and activities of the Board of Elders shall be the Scripture.

#### **G. Decision Making Process**

The Board of Elders shall approach decisions in prayerful dependence upon the Holy Spirit. They shall earnestly seek to reach a unanimous decision without coercion. As a last resort, the Board, in full, shall take a vote to reach a decision with a three-quarter (3/4) majority; with the exception of matters already explained as needing a unanimous vote.

#### **H. Quorum for the Board of Elder Meetings**

The quorum for a Board of Elders Meeting shall consist of a simple majority of the members of that Board.

#### **I. Organization**

The Board of Elders shall be self-organizing; that is, the various functions and areas of responsibility of the Board of Elders shall be delegated among the Board members on an annual basis. A Chairman of the Board of Elders (this does not include the Pastor) shall be selected each year by the Board of Elders. He shall call the meetings and preside over both Elder and Congregational Business Meetings.

### **ARTICLE IV**

#### **BOARDS AND COMMITTEES**

##### **Section 1.**

Boards and Committees shall be appointed and maintained by the Board of Elders as needed for efficient service in the church.

##### **Section 2.**

The Chairperson of each respective Board and Committee shall be designated by the Board of Elders, and preferably be a member of the church.

##### **Section 3.**

The Board of Elders shall maintain a current manual, which shall include job descriptions, policies, and all pertinent information and instructions for efficiency in the day-by-day operation of the church. The information contained in this manual may be amended or changed by the Board of Elders as needed. This manual shall be available to the congregation upon request.

### **ARTICLE V**

#### **AUXILIARY ORGANIZATIONS**

Auxiliary organizations are those, which are related to a national organization within the

Evangelical Free Church of America such as the Free Church Women's Ministries, the Free Church Senior Adults, the Free Church Laymen's Fellowship and the Free Church Student Ministries. These local organizations are encouraged to function within the framework and principles of both the national organization and the local church's Constitution and By-laws.

## **ARTICLE VI**

### **BUSINESS MEETINGS**

**Section 1.** Scheduled Meetings - See Article I, Section 2.

**Section 2.** Special Meetings

Special Business Meetings may be called at any time by the church Chairman, Senior Pastor, Board of Elders, or by written request by 20% of the resident voting members and presented to the Chairman of the Board of Elders. These meetings shall be announced publicly on two consecutive Sundays at the morning worship service and by written notice to the members.

**Section 3. Reports**

The Pastors, Elders, and Chairpersons of all Boards and Committees, and any others specified by the Board of Elders, shall submit to the congregation a written Annual Report of their respective office. These reports must be submitted to the Pastor two weeks prior to the Annual Business Meeting. These shall be included in the minutes of the Annual Business Meeting.

## **ARTICLE VII**

### **AMENDMENTS AND PROVISIONS FOR THE BY-LAWS**

Amendments, additions or changes to the By-laws may be made at any business session of the church by a three-fourths (3/4) majority of votes cast when said proposed amendments, additions or changes have been presented in written form and discussed at a previous regular or special meeting for discussion.

## **LISTING OF AMENDMENTS**

At our 2002 annual business meeting the following amendment to our constitution was approved

Article I, Section 2, end of paragraph one

Determination of voting membership

FBC members who are placed on inactive membership list will be determined by the Elders.

The following guidelines will apply:

1. College students living away from home
2. Nursing home residents
3. Home bound conditions
4. Military personnel stationed away from home
5. Any other situation, reviewed and approved by the Senior Pastor and Elders, that would prevent a member from attending church services and business meetings for six months or more.

A letter from FBC will be sent to the member announcing the change of status from active to inactive member and reasons for the change. Inactive members will not be included in the quorum for church meetings and cannot vote, and may only enjoy limited membership privileges.

An inactive member will be reinstated by the Senior Pastor and Elders when requested by the member and after renewed faithfulness in attendance.