

## BYLAWS

### PREAMBLE

We, the members of The Evangelical Free Church of Crystal Lake (EFCCL), IL, in order to carry out more effectively the commission given by Jesus Christ to His church, do establish the following Bylaws to which we voluntarily submit ourselves.

### ARTICLE ONE

#### GOVERNANCE AND AUTHORITY

##### GENERAL GOVERNANCE:

The governance of this church is vested in its members. The Elder Board represents the members as their servants, overseeing all matters necessary for the effectual accomplishment of the church's ministry and vision. The Elder Board serves as the church's visionaries for its future and as the custodian of its physical assets. Execution of the day-to-day ministry, teaching and training to accomplish the vision, is vested in the Senior Pastor, using the gifts and leadership of the ministry staff and their various ministry teams.

The EFCCL statement of faith, as set out in our Constitution, does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God speaks with final authority on all truth, morality and the proper conduct of mankind. It is the sole and final source of all that we believe. For purposes of church doctrine, practice, policy and discipline the EFCCL Elder Board is the church's final interpretive authority on the Bible's meaning and application.

### ARTICLE TWO

#### MEMBERSHIP

The membership of this church will be composed of individuals who are believers in the Lord Jesus Christ and affirm the tenets of the EFCCL Constitution. Members will offer evidence, by their confession and by their conduct, that they are living in accord with their affirmations and these Bylaws and the Constitution and are actively pursuing and continuing in a vital fellowship with the Lord Jesus Christ. The membership of the EFCCL will have final authority in all matters of church governance, as set forth and described in these Bylaws.

## A. QUALIFICATIONS:

To become a member, individuals must meet the following criteria:

1. Confess faith in the Lord Jesus Christ as their only Savior and give evidence by their conduct that they are living in fellowship with Him;
2. Agree to abide by the Constitution and Bylaws of this church.

## B. ADMISSION:

For admission to membership individuals must:

1. Complete EFCCL membership classes;
2. Submit an application for membership to the Elder Board;
3. Participate in a personal interview with an Elder;
4. Share a public testimony of their conversion and Christian life either orally or in writing at a worship service or another group setting and;
5. Be accepted by a majority vote of those members present or voting by proxy at a business meeting.
6. Upon hiring, pastoral staff/directors and their spouses are recognized as members of this church and shall assume all duties and responsibilities of such membership.

## C. CATEGORIES OF MEMBERSHIP:

1. Active members have full voting privileges. These members are at least sixteen years of age and are actively fulfilling membership responsibilities.
2. Associate members do not have voting privileges. These members, due to life circumstances, have not attended regularly, or are less than sixteen years of age.

## D. RESPONSIBILITIES:

Members will be responsible to:

1. Support the church in attendance, prayer, tithes and offerings, and the exercise of spiritual gifts;
2. Pray for and submit to the spiritual leadership of the church;
3. Elect and dismiss the Elders;
4. Call and dismiss the Senior Pastor;
5. Approve new members;

6. Approve increases or decreases in the number of pastoral staff/director positions;
7. Approve the annual budget;
8. Approve acquisition and disposition of real property;
9. Approve capital investment projects that affect more than one fiscal year's budget;
10. Approve Constitution and Bylaws and revisions of the same and;
11. Approve dissolution if ever necessary.

E. DISCIPLINE, ABSENCE and WITHDRAWAL OF MEMBERS:

1. Discipline will be conducted in accordance with procedures established by the Elder Board and as referenced in Galatians 6:1, Matthew 18:15-18, and finally, if necessary, I Corinthians 5:13.
2. Any member, absent more than one year and from whom the church has received no communication, shall be referred to the Elder Board. If membership is no longer desired, or if attempts to contact them are unsuccessful, the individual may be removed from membership. In a matter of membership discipline or termination the Elder Board may, if it deems it necessary, reveal to the church the reason for the member's discipline or termination.
3. An individual may voluntarily withdraw their membership at any time, preferably in writing, to the Senior Pastor or Elder Board.
4. Any member who moves out of the area which would render it unlikely that they would attend EFCCL on a regular basis will be given "Associate Member" (non-voting) status for one year. At one year, the Associate Member will be contacted to determine their membership status ongoing. If they wish to remain an Associate Member, the church will respect that decision. However, if contact is unable to be made, then the Associate Member's name will be sent to the Elders for final determination.
5. Any member who has had their membership revoked or has voluntarily withdrawn their membership and then returns to EFCCL at a later date will be required to attend the membership class, complete the membership application, and interview with two Elders in order to once again be considered for membership.

### ARTICLE THREE

#### ELDERS / ELDER BOARD

A. QUALIFICATIONS:

An individual considered for elder service must:

1. Be a male who is at least thirty (30) years of age and who has been an active lay member of the church for at least two (2) years and;
2. Be a man of true and established Christian character as set out in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4.

#### B. SELECTION:

The nominating committee will search out, evaluate, and select elder candidates for presentation to the congregation and election by active church members. A two-thirds majority vote cast for nominees by those members present or voting by proxy shall be required for election at a congregational business meeting.

#### C. RESPONSIBILITIES:

Elders will:

1. Provide missional/visionary leadership to direct the affairs of the church in accordance with God's will;
2. Assess and strengthen the spiritual health and shepherding of the church;
3. Protect Biblical truth;
4. Establish broad ministry, operational and financial policies; then designate and empower staff members and/or others to carry them out;
5. Establish, manage, and oversee church finances to include the appointment of a treasurer (who oversees expenditures) and a financial secretary (who oversees monetary collections). These officers may serve a maximum of four years consecutively. One year must be taken off prior to any additional service.
6. Oversee church membership procedures and policies;
7. Appoint search and nominating committees as needed;
8. Manage the church's physical assets;
9. In consultation with the Senior Pastor hire, discipline or dismiss pastoral staff;
10. Administer an annual performance review of the Senior Pastor through an Elder Board review committee, which includes the Senior Elder;
11. Review the annual evaluation of each of the professional staff as administered by the Senior Pastor or his designee;
12. Conduct church business meetings and other meetings as needed;
13. Appoint the church corporation officers and;

14. Appoint a recording secretary for all church business meetings.

15. Meet at the call of the Senior Elder or a quorum of the Elder Board. The Board will normally meet in-person, but it may also establish rules for meeting by electronic means, including internet voting. A quorum of the Board at all meetings will consist of a simple majority of all voting members.

#### D. RESIGNATION and REMOVAL:

An Elder may voluntarily resign from office at any time. Additionally, upon recommendation from the Elder Board, an Elder may be removed at any time by a two-thirds majority vote cast by those church members present or voting by proxy at a congregational business meeting.

#### E. ELDER BOARD ORGANIZATION:

1. The Elder Board will consist of six (6) to ten (10) elders in addition to the Senior Pastor.
2. Terms of office, which begin July 1, are two years with a maximum of three consecutive terms. One year must be taken off prior to any additional service on the board.
3. The Board will select a Senior Elder and an Assistant Senior Elder with preference given to individuals who have served one prior elder term.
4. Senior Elder and Assistant Senior Elder terms will be two years in length unless the appointed individual is replacing another whose term, in either of those positions, has not yet been completed.
5. The Senior Elder will:
  - a. chair the Elder Board meetings;
  - b. moderate the church membership business meetings;
  - c. make an annual report to the church membership and;
  - d. serve as the church corporation President.
6. The Assistant Senior Elder will:
  - a. assist the Senior Elder as necessary;
  - b. fulfill the duties and responsibilities of the Senior Elder should he be unable or unavailable to do so and;
  - c. serve as the church corporation Vice President.
7. The Board may remove any individual from any church corporation officer position and/or fill any such position vacancy at any time.

#### F. CHURCH CORPORATION OFFICERS:

The following members will represent the church in legal matters as necessary:

1. President – position held by current Senior Elder.
2. Vice President – position held by current Assistant Senior Elder.
3. Secretary – position filled by current recording secretary.

4. Treasurer – position filled by current church treasurer.

## ARTICLE FOUR

### SENIOR PASTOR

#### A. QUALIFICATIONS:

The Senior Pastor will:

1. Be a man of true and established Christian character as set out in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4;
2. Be credentialed by the Evangelical Free Church of America (EFCA), or be willing to be credentialed within 18 months after his date of service begins and;
3. Affirm the Constitution and Bylaws of the EFCCL.

#### B. PASTORAL CALL:

Upon the recommendation of the Elder Board, the Senior Pastor shall be called by a three-fourths majority secret ballot vote cast by those members present or voting by proxy. The quorum for this vote shall be thirty (30) percent of the active members of the church.

#### C. RESPONSIBILITIES:

The Senior Pastor will:

1. Be accountable to the Elder Board for:
  - a. the faithful preaching of the Word of God;
  - b. administering the ordinances of the church and;
  - c. communicating and executing the mission / vision of the church within the guidelines established by the Elder Board.
2. Be a full voting member of the Elder Board on all matters except those concerning his employment and compensation.
3. In consultation with the Elder Board:
  - a. personally, or through his designee, hire, discipline or dismiss all other church staff and;
  - b. personally, or through his designee, oversee and review all other church staff.

#### D. RESIGNATION, DISCIPLINE and REMOVAL:

1. Unless otherwise agreed upon by the Senior Pastor and the Elder Board, the Pastor will give the Board notice of his resignation at least sixty (60) days prior to the last date of employment.
2. Should an issue of correction arise concerning the Senior Pastor as to the fulfillment of his responsibilities, or failure thereof, or as to his qualifications, the Elder Board shall be responsible for the assessment and implementation of appropriate disciplinary action, if any.
3. Should there arise doctrinal or moral error that would justify a suspension or revocation of EFCA ministry credentials, the Senior Pastor may be suspended by the Elder Board. The Elder Board may recommend to the church membership dismissal of the Senior Pastor, but final approval of his termination requires a three-fourths majority secret ballot vote cast by those members present or voting by proxy. The quorum for this vote shall be thirty (30) percent of the active members.

## ARTICLE FIVE

### MEETINGS

#### A. ANNUAL MEETING:

An annual meeting will be held in the month of April. Business shall include, but not be limited to:

1. Approval of the budget for the coming fiscal year which begins July 1;
2. Acceptance of new members;
3. Election of Elders and,
4. Report from the Senior Pastor.

#### B. OTHER MEETINGS:

Other meetings may be called by the Elder Board to address special business as announced two weeks before the meeting is to be held.

#### C. PROCEDURES:

1. The Senior Elder or his designated representative will preside at all church meetings.
2. The latest edition of Roberts Rules of Order will apply unless otherwise stated herein.
3. Members will sign attendance registers which will be attached to meeting minutes.
4. Proxy voting is permissible at all meetings. A member may vote only one proxy.
5. Meeting minutes will be recorded by a secretary appointed by the Elder Board.



6. The date, time and subject matter of meetings must be communicated in Sunday services at least two weeks prior to the meeting.

D. QUORUM:

Except as otherwise specified, those members present or voting by proxy at a business meeting will constitute a quorum.

E. VOTING:

Except as otherwise specified, a simple majority of those members present or voting by proxy will carry all business.

F. ATTENDANCE:

Meetings will be open to members as well as non-members and both are encouraged to attend. Non-members may speak when recognized by the chairman but may not vote. Closed meetings for members only may be called at the discretion of the Elder Board.

## ARTICLE SIX

### AMENDMENTS

These Bylaws may be amended by a two-thirds majority vote of the active members present or voting by proxy at any congregational business meeting provided that notification of the proposed amendment is made to the members in writing at least two weeks prior to the meeting. A quorum for such action shall consist of one third of the active members present in person or by proxy.