



By-Laws

Updated April 2013

FAITH EVANGELICAL FREE CHURCH BY-LAWS

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ARTICLE I—CHURCH GOVERNANCE

- 1.1** Members of the Faith Evangelical Free Church of Stanley, WI will, at properly called annual or special congregational sessions, have the responsibility to:
1. Elect the officers of the church
 2. Approve the annual budget of the church
 3. Admit new members to the church
 4. Call the Senior Pastor
 5. Approve the purchase, sale, lease or mortgage of property
 6. Adopt changes to the constitution and by-laws
- 1.2** Officers of the church shall be the Senior Pastor, Elders. All officers of the church must be blameless in character, having a “good report” as stated in I Timothy 2:1-13.
- 1.3 ELDER BOARD:** There shall be an Elder Board of three to seven members, elected by the congregation for a three-year term, plus the Senior Pastor. An Elder may serve two three-year terms, but then at least one year must transpire before possible reelection to the Board. (Insofar as it is feasible, the elections to Eldership shall be structured so that approximately one-third of the Elders would be elected in any given year.)
- a. Role of the Senior Pastor: The Senior Pastor shall be a member of the Elder Board, but will not serve as chairman of the Board. He shall provide administrative mentoring and spiritual discipleship ministries to the Board, and work closely with the Chairman of the Board.
 - b. Responsibilities: The leadership of the Church by the Elders includes priorities of prayer, the ministry of God's Word, and the shepherding of God's flock (Acts 6:4, 20:28; I Peter 5:2).
 1. Ensure that the teaching ministries and all other ministries/activities of the Church are characterized by a faithful adherence to, and/or proclamation of, God's Word.
 2. Spend time individually and as a ministry team in prayer and study of the Word.
 3. Exercise spiritual oversight of the Church by:
 - a. Sharing teaching responsibilities in cooperation with the Senior Pastor.
 - b. Shepherding, mentoring and providing godly counsel in cooperation with the Senior Pastor.
 - c. Affirming and promoting the overall vision and central focus with all God's people.
 - d. Sharing the responsibility of church discipline.
 - e. Encouraging and aligning believers with the "Basic Responsibilities of Members."
 - f. Promoting, participating in, and, when possible, leading cell groups.
 4. Establish and review, at regular intervals, strategic ministry plans by:
 - a. Reviewing the Elder Team effectiveness.
 - b. Reviewing the effectiveness of each major Ministry Team.
 - c. Review whether all ministry teams are operating within FEFC's core ministry focus and sandbox.

5. Conduct an annual review of the Senior Pastor.
6. Exercise responsibility for the financial oversight of the church. After receiving input from the Administration Team, the Board shall make the necessary adjustments to the budget, in connection with Ministry Team leaders as needed. The Board shall then bring the budget proposal to the congregation for approval.
7. Oversee the Ministry Teams, whose leaders are appointed by the Elders in cooperation with each Ministry Team. Each Elder will act as a liaison to one or more Ministry Team leaders coaching and encouraging them toward effective ministry.
8. Writing, reviewing and communicating policies.
9. Perform such duties as prescribed by the State of WI for governing religious organizations, and represent the Church in all legal matters.

1.4 MINISTRY TEAMS: There shall be several Ministry Teams appointed to carry out the various aspects of the church's ministries.

1. The Elders shall determine the number and composition of the Ministry Teams, working in conjunction with the Ministry Team Leaders or representatives from each team.
2. The Teams shall consist of individuals whose spiritual gifts, talents, skills and passions are consistent with the mission of that Ministry Team.
3. Each Team shall align its plans with the overall plans and vision adopted by the Church.
4. The teams shall be comprised of men and women of good Christian character, and unless otherwise determined by the Team or the Elders, participation shall be open and flexible.
5. The Ministry Teams are responsible to submit annual budget proposals to the Finance Committee.
6. Each Team shall be responsible to develop and implement a strategy to accomplish the mission of that Team.
7. The permanent Ministry Team Leaders shall be members of the church.

1.5 SENIOR PASTOR

Biblical Description: The Senior Pastor is responsible for leading the church in such a way that it functions well as a New Testament Church. (Ephesians 4:11-13) He will work with the Elder Board to ensure that they (and he) give priority to prayer and the ministry of the Word. (Acts 6:1-7) He shall meet the qualifications for character as spelled out in I Timothy 3:1-7. One of his primary responsibilities is to prepare God's people for works of service, and provide training for teachers and leaders. (Ephesians 4:12, II Timothy 2:2) The Pastor is responsible for providing spiritual instruction and strategic leadership to the members, staff, Elder Board and ministry teams of the church.

Basic Purpose: The Senior Pastor shall proclaim the Gospel of Christ so as to see people brought into the Kingdom of God and grow to maturity in Christ. He will engage in pastoral care, provide administrative leadership, conduct the ordinances of baptism and the Lord's Supper, oversee the worship ministry of the church, and supervise paid staff. (In certain instances, for example with the custodian, his supervision would be in the daily routines of custodial work, not in matters of contract or policy.)

Serving Relationships: The Pastor serves under the guidance of the Holy Spirit, and views the Elder Board as his accountability group in regards to his ministry performance. He serves as one with the Elders in the ministry of oversight of the congregation, and also provides mentoring and spiritual leadership to the Board. Ultimately he is responsible to the congregation and to Christ as Lord of the Church.

1.6 Church Chairman. The Church Chairman position shall be filled by the Chair of the Elder Board, who is chosen by the Elders at its organizational meeting.

Duties:

1. The Chairman shall preside at all the congregational sessions of the church.
2. The Chairman will prepare an agenda for Elder Board and Congregational meetings, and see that they are distributed on or before the Sunday prior to the specific meeting.
3. The Chairman shall familiarize himself with such “rules of order” so as to give careful guidance to the Board and Congregational sessions.
4. The chairman shall familiarize himself with the history, constitution, by-laws and minutes of the church, to ensure that business is conducted in conformance with set standards.
5. The Chairman shall prepare an annual report for the annual meeting of the church.

1.7 Financial Secretary—The Financial Secretary shall be a resident member of the church for at least one year . The term shall be one year affirmed annually by the congregation, with no tenure limit.

1. The Financial Secretary shall receive and account for all monies of the Church, and shall deposit these funds to the bank as directed by the Elder Board.
2. The Financial Secretary shall make a financial report of all income to the Church at all regular congregational meetings and at such other times as may be requested by the Elders of the Church.
3. The Financial Secretary shall keep accurate tax receipt records for donors and distribute annual tax-deductible receipts to all donors.
4. The Financial Secretary shall keep knowledge of Church finances in confidence.
5. The Financial Secretary shall serve on the Finance Committee and assist the Committee in gathering data for the annual budget.

1.8 Treasurer— The Treasurer shall be a resident member of the church for at least one year. The term shall be one year, affirmed annually by the congregation, with no tenure limit.

1. The Treasurer shall account for and disburse all monies of the church.
2. The Treasurer shall make a financial report of all expenditures by the Church at all regular congregational meetings and at such other times as may be requested by the Elders of the Church.
3. The Treasurer shall keep knowledge of Church finances in confidence.
4. The Treasurer shall serve on the Finance Committee and assist the Committee in gathering data for the annual budget.

1.9 Church Secretary—appointed by the Elder Board and affirmed annually by the congregation with no tenure limit.

1. Keep an accurate record of all proceedings at the congregational meetings.
2. Preserve all church records and keep an accurate record of membership.
3. Give legal notice of all meetings when such notice is required.
4. Issue credentials to all members chosen to represent the Church at any meetings In which the Church shall decide to be represented, such as the Forest Lakes District Conference and the annual Evangelical Free Church of America conference.

1.10 Membership

- (a) Honorary Membership: Non-resident members, engaged in Christian work and committed to a Christ-like lifestyle, if they desire, may be placed on the Honorary Membership List. All honorary members shall be non-voting status.
- (b) All regular members will be required to submit a signed copy of the Basic Responsibilities of Christians at the annual meeting to maintain voting membership.
 1. It is the members responsibility to submit the form annually.
 2. If the member is unable to attend they may submit the copy to the Church Secretary or designated mail box to keep on file.
 3. If the signed copy is not received within 30 days of the annual meeting the member will be removed from the voting membership rolls.
 4. If special circumstances warrant it, the Elders may reinstate the member to voting status by reviewing the signed copy of the Basic Responsibility form at an Elder board meeting at least 30 days prior to the annual/ business meeting. You cannot be re-instated at the annual meeting itself.

Ad-Hoc Committee

Ad-hoc committees may be established by the Elder Board on a temporary and “as needed” basis to assist the Elders in the fulfillment of a specific task that lies within the scope of authority already vested in the Elders.

Appointment

1. The size of each committee will be determined by the Elder Board.
2. Committee members will be either appointed by the Elder Board or approved by the Elder Board on the recommendation of the ad-hoc committee Chairperson.

Responsibilities

Ad-hoc committees shall have ministry descriptions specified by the Elder Board.

By-Law Amendments

The By-laws may be amended by a two-thirds majority vote of the members present and voting at any regular or special congregational session of the church. In the case of the By-Laws, notice of the proposed alteration or amendment will be made to the congregation at least two weeks prior to such meeting.