

BY-LAWS (01/25/2009)

ARTICLE I - MEMBERSHIP

Section 1 - QUALIFICATIONS:

Any person who confesses faith in the Lord Jesus Christ, who has the assurance of salvation, and whose character, conduct, and reputation is in accord with his confession, who subscribes to the above confession of faith, who accepts the Constitution and by-laws of this organization, and who is willing to support the Church in attendance, prayers, and material means, may become a member of this organization, hereinafter referred to as "the Church."

Section 2 – RESPONSIBILITIES:

- A. Members shall elect the officers of the Church.
- B. Members shall approve the annual budget.
- C. Members shall call the Senior Pastor.
- D. Members shall approve the sale, purchase, lease, or mortgage of property.
- E. Members shall approve by-law and constitutional changes.

Section 3 - ADMISSION to membership in the Church shall be as follows:

- A. Application for membership shall be made to the Senior Pastor, or the Elders. Applicants shall be given a copy of the Constitution and by-laws of the Church and be instructed in church doctrine and policy by the Senior Pastor or a designated member of the Elder Board.
- B. Following such instruction, applicants shall meet with the Elder Board to give personal testimony of their salvation through faith in the Lord Jesus Christ and evidence of their understanding of and agreement with the Statement of Faith and the Constitution and by-laws of the Church.
- C. Upon recommendation of the Elder Board, the applicant shall be received by unanimous vote of the members present at any business meeting of the Church. Any dissenting vote must be accompanied by a Scriptural reason. Applicants shall not be present in the meeting when their applications are being considered.
- D. The accepted applicants shall be publicly welcomed into the membership at some subsequent regular worship service of the Church.
- E. Young members between the ages of thirteen and eighteen are not eligible to vote or to hold a church office.

Section 4 - CONDUCT:

- A. 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. Each member shall consider it his sacred duty and privilege to make full use of his talents for the Lord's service whenever opportunity affords.
- B. 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.
- C. 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 I Corinthians 16:3.
- D. 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 renewal 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." I John 2:12; Romans 12:2; I 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 others. Romans 14:13,21.

Section 5 - ABSENCE:

- A. It is expected that every member who is absent twelve months, or longer, will communicate with the Church annually concerning his spiritual life and interest in the Lord's work. Such members shall be listed as inactive, non-voting members.
- B. Any person, absent more than two years, from whom no communication has been received, may be dropped from the roll by a vote of the Church after having been contacted and upon recommendation from the Elder Board.

Section 6 - WITHDRAWAL

- A. Any member who wishes to withdraw from membership of the Church shall submit his request in writing. Upon the approval of the Elder Board, a letter of notification of withdrawal shall be sent from the Senior Pastor. All letters of withdrawal shall be reported to the Church at the next regular business meeting.

Section 7 - DISCIPLINE AND DISMISSAL

If any member is guilty of gross misconduct, contrary to the teachings of the Bible, he is to be dealt with according to the pattern of discipline set forth in Matthew 18:15-17. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." (NIV)

1. Each member holds the responsibility of church discipline.
2. It is recommended that the Senior Pastor or an Elder be the second party.

3. The restoration of the erring member shall be the single purpose, and love the motivating force in these interviews (Galatians 6:1).
4. If, however, the member should choose to continue in his unrepentant condition, he shall be deprived of his membership. This can be done only by the Church upon a recommendation from the Elder Board and by a two-thirds majority of the members present and voting at any business meeting of the Church.

Section 8 - PROPERTY RIGHTS

- A. Any member who has withdrawn or who has been excluded from the Church loses all rights of the Church.
- B. The private property of the individual members of the Church shall be exempt from corporate debt.

ARTICLE II – GOVERNMENT

The Frederic Evangelical Free Church is committed to a congregational form of government as reflected in the EFCA Articles of Incorporation: “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.”

Section 1 – OFFICERS

The officers of the Church shall be Senior Pastor, Elders, Deacons, Financial Secretary, Treasurer, and such other officers as shall be deemed necessary by the Church. Their election and duties are set forth in the continuation of this Section. All officers of the Church must be of irreproachable Christian character, having a “good report”. [1 Timothy 3:1-13].

SENIOR PASTOR

Qualifications

1. The Senior Pastor must be a man of good Christian character, demonstrating the spiritual qualifications as outlined in 1 Timothy 3:1-7 and Titus 1:6-9.
2. The Senior Pastor must have a sincere love for the Lord and His Church.
3. The Senior Pastor must fully embrace the Church's statement of faith, mission statement, and philosophy of ministry.

Responsibilities

1. The Senior Pastor shall preach, and teach the Word of God, lead the public services of the Church, administer the ordinances, and watch over the spiritual welfare of the Church.
2. The Senior Pastor shall lead the members in a practical Christian life, and discharge all the functions of the ministry.
3. The Senior Pastor, upon approval of the Elder Board, shall hire associate pastoral and non-pastoral staff.
4. The Senior Pastor shall conduct an annual review of associate pastoral and non-pastoral staff.
5. The Senior Pastor shall be an ex-officio member of all boards and committees.

Appointment

1. The Senior Pastor shall be chosen by a two-thirds majority vote at any regular or special business meeting of the Church.
2. The Senior Pastor shall be called for an indefinite period of time, and 30 days notice must be given by the Senior Pastor or by the Church for the termination of his ministry.

ELDERS

The Elder Board shall consist of at least five Elders and the Senior Pastor. The Board shall select annually from among themselves a Chairman and a Secretary. The Chairman shall also act as the Chairman of the Church. The Secretary shall also act as Secretary of the Church.

Qualifications

1. Elders shall be men who are resident members of the Church for at least one year, demonstrating the spiritual qualifications of 1 Timothy 3:1-7 and Titus 1:6-9.
2. Elders shall have been involved in two years active service or leadership within the Church.
3. Elders must fully embrace the Church's statement of faith, mission statement, and philosophy of ministry.

Responsibilities

The leadership of the Church by the Elders includes devotion to prayer and ministry of God's Word [Acts 6:4] and shepherding God's flock [Acts 20:28 and 1 Peter 5:2]. In discharging these responsibilities, the Elders shall;

1. Establish and review, at least annually, a long-term strategic ministry plan.
2. Ensure that the teaching and activities are characterized by a faithful proclamation of God's Word.
3. Spend time individually and corporately in prayer and in the study of God's Word.
4. Visit and pray for the sick. [James 5:14]
5. Exercise spiritual oversight of the Church as guardians, shepherds, visionary leaders, and disciple-makers.
6. Conduct an annual review of the Senior Pastor.
7. Exercise church discipline according to the principles found in Matthew 18:15-19 and Galatians 6:1.
8. Exercise responsibility for financial oversight and propose the annual budget to the Church.
9. Perform such duties as are prescribed by the statutes of the State of Wisconsin governing religious corporations, and also represent the Church in all legal matters.
10. Communicate with the congregation and seek input in all appropriate matters.
11. Provide informational reports on current and pending issues to the congregation at business meetings.
12. They shall not expend more than one percent (1%) of the annual budget for a non-budgeted purpose unless authorized by the voting membership.
13. Annually appoint auditors to insure the accuracy of the financial records.

Term

1. Elders shall be elected annually to a two-year term by the congregation, arranged so that one-half their number shall expire each year.
2. An Elder may serve no more than two consecutive terms without at least one year transpiring between terms.

CHAIRMAN

Qualifications

The Chairman shall be a member of the Elder Board.

Responsibilities

1. The Chairman shall preside at all business meetings of the Church or appoint a moderator in his absence.
2. The Chairman shall familiarize himself with such rules of order as may be called for in the leadership of board and congregational meetings.
3. The Chairman shall draw up the agenda for board and congregational business meetings and give to the Church secretary in time to prepare for distribution on the Sunday prior to the meeting.
4. The Chairman shall familiarize himself with the history, constitution, bylaws and minutes of the Church, making sure that business is conducted in conformance with set standards.
5. The Chairman shall prepare an annual report for the annual business meeting of the Church.

Term

The Chairman shall be selected annually by the Elder Board.

SECRETARY

Qualifications

The Secretary shall be a member of the Elder Board.

Responsibilities

1. The Secretary shall keep an accurate record of the proceedings and decisions at all business meetings of the Church, such records to be approved at the following business meeting.
2. The Secretary shall preserve, in a safe place, all Church records, and shall keep correct register of the membership, showing date and manner of their admission and dismissal.
3. The Secretary shall inform all new members of the church of their membership.
4. The Secretary shall inform all members of their election or appointment to an office or committee.
5. The Secretary shall give legal notice of all meetings when such notice is required.
6. At the Annual Meeting of the Church, the Secretary shall submit a statistical report on the membership of the past year.
7. The Secretary shall issue credentials to all members duly chosen to represent the Church at any meetings in which the Church shall decide to be represented.

Term

The Secretary shall be selected annually by the Elder Board.

FINANCIAL SECRETARY

Qualifications

The Financial Secretary shall be a resident member of the Church for at least one year prior to election to office.

Responsibilities

1. The Financial Secretary shall receive and account for all moneys of the Church, and shall transfer these funds to the Treasurer as directed by the Elder Board.
2. The Financial Secretary shall make a financial report of all income to the Church at all regular business 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 will assist in the preparation of the annual budget.

Term

The Financial Secretary shall be elected annually by the congregation.

TREASURER

Qualifications

The Treasurer shall be a resident member of the Church for at least one year prior to election to office.

Responsibilities

1. The Treasurer shall be the Chairperson of the Finance Committee.
2. The Treasurer shall account for and disburse all moneys of the Church.
3. The Treasurer shall make a financial report of all expenditures by the Church at all regular business meetings and at such other times as may be requested by the Elders of the Church.
4. The Treasurer shall keep knowledge of Church finances in confidence.
5. The Treasurer will assist in the preparation of the annual budget.

Term

The Treasurer shall be elected annually by the congregation.

DEACONS

Qualifications

Deacons shall be men and women who are resident members of the Church for at least one year prior to election to office, exhibiting good Christian character as defined in 1 Timothy 3:8-13 and Acts 6:3,5.

Responsibilities

1. Deacons shall serve as ministry team leaders and assist the Pastor(s) and Elders as directed.
2. Deacons shall report monthly to the Elder Board and at regular business meetings of the Church.
3. Deacons shall monitor the budget of the ministry team he/she leads.

Term

1. Deacons shall be elected annually to a two-year term by the congregation, arranged so that one-half their number shall expire each year.
2. A Deacon may serve no more than two consecutive terms without at least one year transpiring between terms.

Section 2 – COMMITTEES

STANDING COMMITTEES

All standing committees deemed necessary to fulfill the mission of the Church shall be established by the Elder Board upon congregational approval. The established standing committees are listed below.

Nominating Committee

Appointment

1. The nominating committee shall consist of the Senior Pastor, two Elders, and three other spiritually mature members of the Church.
2. The Elder Board shall select from among themselves two members to serve on the nominating committee.
3. Prior to the end of its term, the nominating committee shall select and present nominees to the congregation to serve on the nominating committee for the next term.

Responsibilities

1. The nominating committee shall select nominees for Church offices based upon character and conviction consistent with the Scripture and the Constitution.
2. The report of the Nominating Committee shall be publicized to the Church not less than two weeks before the Annual Congregational Meeting.
3. Active members of the Church are encouraged to submit additional nominations to the Nominating Committee, in writing, no later than three weeks before the Congregational Meeting.
4. In the event of an unfilled office, a mid-term vacancy, or the establishment of a new office, the nominating committee shall select and present nominees to the congregation to fill the vacancy.

Term

The nominating committee shall be elected annually to a one-year term at the Semi-Annual Business Meeting

Finance Committee

Appointment

The Finance Committee shall consist of the Financial Secretary and Treasurer.

Responsibilities

1. The Finance Committee shall receive, disburse, and account for all moneys of the Church.
2. The Finance Committee shall solicit budgets from all ministry teams and submit a proposed annual budget to the Elders.
3. The Finance Committee shall keep knowledge of Church finances in confidence.
4. The Finance Committee shall annually submit a proposed budget to the Elder Board.

AD-HOC COMMITTEES

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.

Section 3 – MINISTRY TEAMS

1. Shall be men and women of good Christian character.
2. Shall be organized to help accomplish the ministry of the church.
3. Shall be led by a Deacon.
4. Shall consist of individuals whose spiritual gifts are consistent with the mission of the Ministry Team.
5. Unless otherwise specified by the Elder Board, participation in a Ministry Team shall be open and flexible.
6. Shall align their plans with the overall church vision.
7. Shall be responsible to develop and implement a strategy to accomplish the mission of the Ministry Team.
8. Shall present to the Finance Committee a proposed budget for their Ministry Team.

ARTICLE III - MEETINGS

1. Worship services, Sunday School services, and other Gospel services, shall be conducted at such times as decided by the Church.
2. The Annual Business Meeting of the Church shall be held during January of each year at such time as may be decided by the Elder Board. At this meeting annual reports shall be

received, officers elected, and other necessary business transacted. The fiscal year shall end December 31st.

3. Special business meetings may be called by the Senior Pastor, Chairman, by a vote of the Church, or the Elder Board. Notice of such special meetings shall be given either by announcement at the regular Sunday services of the Church at least three days previous to the date of the meeting, or by written notice mailed in time to reach all resident members at least three days prior to the date of the meeting.
4. The rules of order contained in Roberts' Rules of Order (Revised) shall govern this organization when it is not inconsistent with its Constitution and by-laws.
5. Quorum. Twenty percent (20%) of the active membership shall constitute a quorum for the transaction of business.
6. Voting. All eligible members have the right of vote in all matters coming before the business meetings. All matters shall be determined by majority vote (one more than one-half of all the votes cast), except when otherwise specified in these by-laws, or by the decision of the session.

ARTICLE IV - AMENDMENTS

These by-laws may be amended or altered by a two-thirds majority vote of the members present at any regular or special business meeting of the Church, providing notification of the proposed alteration of amendment has been made to the congregation at least two weeks prior to such meeting.