

CONSTITUTION AND BY-LAWS
of the
GRACE EVANGELICAL FREE CHURCH
Stewartville, Minnesota

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PREAMBLE

We, the Members of the Grace Evangelical Free Church of Stewartville, Minnesota, in order to carry out more effectively the commission given by Jesus Christ to His church, do ordain and establish the following Constitution and By-Laws to which we voluntarily submit ourselves.

CONSTITUTION

ARTICLE I - NAME AND AFFILIATION

This organization is incorporated and shall be known as Grace Evangelical Free Church of Stewartville, Minnesota. This church shall be affiliated with the North Central District Association of the Evangelical Free Church of America and its branches, and shall send delegates to their conferences.

ARTICLE II - PURPOSE

The purpose of this organization, under the authority of Christ, is to fulfill His command to make disciples of men, women, and children within the church, the community, the country and the continents. Empowered by the Holy Spirit, it shall seek to bring glory to God the Father as we obey Christ in the areas of prayer, study of God's inerrant Word, sharing the gospel, encouragement and fellowship among believers and worship. It shall own and maintain such buildings and equipment as may be required to carry out these purposes.

ARTICLE III - CONFESSION OF FAITH

1. 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 own glory.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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

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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.

8. 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.
9. 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.
10. 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.

ARTICLE IV - MEMBERSHIP

Section 1 - Qualification

Any person who is 18 (eighteen) years of age and older, who confesses personal 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, hereafter referred to as the Church.

Section 2 - Voting Members

Members of the Church shall constitute the voting body for the business meetings of the Church. They shall be eligible to hold elected offices and to fill positions that require membership.

ARTICLE V - GOVERNMENT

Section 1 - Authority

The congregation at its annual and other business meetings is the legislative and governing body of this corporation.

Section 2 - Officers

Officers of the Church shall be the Chairman of the Elder Board, Secretary of the Elder Board, Financial Secretary, Treasurer, and any other officers as shall be deemed necessary by the Church. Officers of the Church shall be members of the Church and shall serve as its legal representatives.

Section 3 - Elder Board, Deacon Board, Ministry Areas, and Committees

The Elder Board, Deacon Board, ministry areas, and committees of the Church shall be as follows:

Paragraph A - Elder Board. The governing board of the Church shall be the Elder Board.

Paragraph B - Deacon Board. The administrative board of the Church shall be the Deacon Board.

Paragraph C - Ministry Areas. The ministry areas shall be those needed to oversee Christian education, church health, missions, worship, and others as deemed necessary by the Church.

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Paragraph D - Committees. Committees shall be formed by the Church or the Elder Board or the Deacon Board as needed to perform their assigned functions.

Paragraph E - Attendance Requirements. It shall be the duty of all board, ministry area, and committee members to attend the regular sessions of their respective boards, ministry areas, and committees. A majority of members shall be necessary to constitute a quorum. Any member missing 3 (three) consecutive regular meetings without sufficient reason shall forfeit his office.

Section 4 - Organizations

No organization shall be formed or considered a part of the Church activities before the sponsors have submitted their plans to the Deacon Board for sanction and approval with the support of the Elder Board. No organization whose chairman or supervisor is not a member of the Church shall be permitted to function under the name of the Church unless authorized by the Elder Board. Methods of raising funds shall be subject to the approval of the Deacon Board.

ARTICLE VI - MEETINGS

Section 1 - Worship Services

Regular Sunday services and others providing for fellowship, worship and preaching of the Gospel shall be conducted as the Church determines best meets the needs of the church body and its ability under God to effectively fulfill its purpose as stated under Article II. The Lord's Supper shall be observed periodically as deemed appropriate by the Elder Board.

Section 2 - Business Meetings

Paragraph A - Annual Meeting. The Annual Business meeting of the Church shall be held generally during the month of January each year at such time as may be decided by the Elder Board and Deacon Board. At this meeting, annual reports shall be received, officers and boards elected, and any other necessary business transacted. The fiscal year shall end December 31.

Paragraph B - Other Business Meetings. Whenever necessary for the transaction of any legitimate business, special business meetings of the Church may be called by the Lead Pastor, Chairman, or any five members of the Church who are in good standing, or by any board of the Church. Notice of such other meetings shall be given either by announcement at two regular Sunday services of the Church prior to the date of the meeting, or by written notice in time to reach all active members at least 2 (two) days prior to the date of the meeting.

Paragraph C - Quorum. Twenty percent (20%) of the voting membership shall constitute a quorum for the transaction of business.

Paragraph D - Votes Cast. A majority (one more than half) of all votes cast shall be required to decide all business transactions and elections unless otherwise specified in this constitution and by-laws. Should a member wish to abstain, he may do so without the abstention being applied to the votes cast. It shall be ruled neutral as related to the determination of percentage.

ARTICLE VII - CHURCH PROPERTY

Section 1. This Church shall have the power to receive, either by gift or purchase, and to hold such real, personal, or mixed property as is authorized by the laws of the state of Minnesota 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 Deacon Board shall have the power to receive, purchase, acquire, sell, lease, convey, mortgage, deed or otherwise transfer property of the Church, with the approval of the officers of the Church, only after having been duly authorized by the Church at a business meeting of the Church. All contracts, notes, mortgages, conveyances, assignments, leases, releases, and other papers and documents on behalf of the Church shall be executed by the officers of the Church.

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However, if the real, personal or mixed property is given to the church as a gift and the church is not thereby encumbered, the Deacon Board shall have the power to accept and liquidate such property without the stated vote of the church.

Section 2. In case of a division of the Church (from which may God in His mercy preserve us), the property of the Church shall belong to those who abide by this constitution.

Section 3. In case of dissolution of the Church, the property shall be assigned to the North Central District Association of the Evangelical Free Church of America. The Church shall be considered dissolved when less than 6 (six) members remain.

ARTICLE VIII - AMENDMENTS AND LANGUAGE

Section 1. The Church may make any changes in this constitution which may seem necessary; but such changes must be submitted to the members in writing at a business meeting. At some succeeding business meeting the changes may be fully adopted only by a 2/3 (two-thirds) majority vote.

Section 2. The male personal pronouns used in the Constitution and By-Laws are understood to be gender neutral except in that instance where grammar and syntax demand it to be otherwise. It is also understood that "Church" and "Congregation" refer to the voting membership.

Section 3. Articles II (two), III (three) and VII (seven) are irrevocable and unalterable.

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BY-LAWS

ARTICLE I - MEMBERSHIP

Section 1 - Method of Becoming Members

Admission to membership in this Church shall be obtained in the following manner:

Paragraph A. Those who wish to become members shall review the Constitution and By-Laws of the Church and if in agreement shall submit an application to the church office.

Paragraph B. The church office shall notify all active members of the candidates for membership. If any member has a valid reason for objecting to the receiving of any candidate into the Church, he shall immediately appear before the Elder Board and give scriptural reasons for his objections. These objections shall be considered by the Elder Board.

Paragraph C. The applicants shall meet with two or more members of the Elder Board to give a personal testimony of their salvation through faith in the Lord Jesus Christ and evidence of their understanding of and agreement with the Constitution and By-Laws and Confession of Faith of the Church.

Paragraph D. The applicants shall be accepted and admitted by a unanimous Elder Board vote.

Paragraph E. If agreed to, the accepted applicants will be publicly welcomed into membership at some subsequent regular worship service of the Church.

Paragraph F. Full-time pastoral staff and their spouses shall automatically be members of the Church for the duration of their ministry.

Section 2 - Duties of Members

Paragraph A. Regular attendance at services in God's house, daily reading of the Bible, private and family prayer, 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 talent for the Lord's service whenever opportunity affords itself.

Paragraph B. All members are expected to actively demonstrate the one-another commands of scripture, to pursue peace always, be slow to anger and to resolve personal differences according to scripture (Matthew 18:15-17 and Section 4 below).

Paragraph 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 1 Corinthians 16:2.

Paragraph D. Each member is called upon to heed the admonitions of the Lord, not to love worldly things or to be conformed to the world but to be transformed that he might prove God's perfect will. He is to speak and conduct himself as an example to other believers and is expected to abstain from any act or practice, including sexual activity outside of heterosexual marriage, which may be harmful in its influence or a stumbling block to the weak (1 John 2:15; Romans 12:2; 1 Timothy 4:12; Romans 14:13,21). Members ought to conduct themselves in a manner that honors Christ and abstain from sexual immorality, impurity, evil desires and greed. (Colossians 3:5; 2 Thess. 4:3)

Section 3 - Dismissal and Withdrawal of Members

Paragraph A - Dismissal. Dismissal for other than disciplinary reasons shall be left to the discretion of the Elder Board and shall be based upon the following:

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Part 1. This shall be done only after a prolonged (one year) inactivity of such a member.

Part 2. Consideration shall be given for sickness and out-of-town members. (students, etc.)

Part 3. Such dismissal shall be effective only after such a member has been duly contacted and given at least two weeks to reply.

Paragraph B - Withdrawal. Any member who wishes to withdraw from the Church shall receive a letter of dismissal from the Lead Pastor, with the approval of the Elder Board, providing such withdrawal is requested in writing.

Section 4 - Conflict Resolution and Church Discipline

Paragraph A - The Purpose of Section 4. The main purpose of this section is to give full protection to any member who may be accused and at the same time protect the Church from interruptions of its regular business and its spiritual activities by matters of discipline, the details of which might be wasteful of the time of the Church, harmful to the young or discouraging to the membership.

Paragraph B - The Discipline Committee. Refer to Article II, Section 7, Paragraph A, Part 5 for a description of the Discipline Committee.

Paragraph C - Settlement of Personal Differences. In cases of personal differences between members of the Church, they shall strive to pursue peace and holiness (Hebrews 12:14) and to keep the unity of the Spirit in the bond of peace (Ephesians 4:3) but if necessary, the Discipline Committee shall recommend that the parties endeavor to settle their differences in the manner laid down by our Savior in Matthew 18:15-17. This church is committed to resolving all disputes that may arise within our body in a biblical manner. This commitment is based on God's command that Christians should strive earnestly to live at peace with one another (Matthew 5:9; John 17:20-23; Romans. 12:18; Ephesians 4:1-3) and that when disputes arise, Christians should resolve them according to the principles set forth in Holy Scripture (Proverbs 19:11; Matthew 5:23-25; Matthew 18:15-20; 1 Corinthians 6:1-8; Galatians 6:1). We believe that these commands and principles are obligatory on all Christians and absolutely essential for the well-being and work of the Church.

Part 1. First Step. The one who considers himself injured must go to the offender, tell him his cause of grief, and between themselves ALONE adjust the matter, if possible, and settle the difficulty.

Part 2. Second Step. If the previous step shall fail of success, then the offended one must take one or two others with him, seek another interview with the offender in their presence and with the aid of their united wisdom and piety hope to succeed where he himself alone had failed. These other people may be members of the church or trained conciliators from a Christian conciliation ministry. The effort is not to be abandoned with the failure of the first step nor is responsibility of further effort to be thrown on the offender. The others mentioned above must be impartial witnesses. They are not involved to support one side against the other.

Part 3. Should the second attempt also be unsuccessful, and no reconciliation be effected, then the one offended shall appeal the whole matter to the Discipline Committee, and leave it in their hands to be disposed of as they shall judge best. If the offender refuses to listen to the Discipline Committee, the Discipline Committee shall recommend a course of discipline to the Elder Board.

Paragraph D - Preferring Charges. Any member of the Church in good and regular standing may prefer charges to the Discipline Committee against any other member where it is claimed that such accused member has been guilty of immoral or other conduct unbecoming in a follower of Christ. Such charges must be in writing and supported by two or three witnesses.

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Paragraph E - Procedure in Preferring Charges. Where charges are made against a member, the accused shall be notified personally, or by registered letter, of the nature of the charges and shall be summoned to appear before the Discipline Committee to make answer to the charges. At least five days notice of such a meeting shall be given to the party involved. If the accused does not appear in response to the summons, unless a satisfactory reason is given for such non-appearance, the Discipline Committee shall recommend to the Church the exclusion of such a member. If the accused appears before the Discipline Committee, there shall be a full and fair hearing of the case and the Discipline Committee is empowered to acquit the accused if a majority votes that the accused is innocent of the charges. If, on the other hand, a majority of the Discipline Committee vote that the accused is guilty of the charge preferred, they shall recommend to the Church that the accused be excluded from the membership of the Church, or such other discipline as the case may warrant. The Church must either approve the recommendation by a 2/3 (two-thirds) majority vote or hear the case for itself.

Paragraph F - Accused May Appeal. Anyone against whom charges have been made and in whose case the Discipline Committee has recommended exclusion, or other discipline, may appeal to the Church for a hearing of the case before the whole Church. The Church shall then decide by secret ballot whether to hear the case or whether it will act, without such hearing, upon the recommendation of the Discipline Committee.

Paragraph G - The Legal Implications of Section 4.

Part 1 - This section covers the Church and its agents as a corporate entity. Agents include its pastors, officers, elders, deacons, staff, and volunteers with regard to any actions they may take in their official capacities.

Part 2 - This section covers any and all disputes or claims arising from, or related to, church membership, doctrine, practice, counseling, discipline, decisions, actions, or failure to act, including claims based on civil statute or for personal injury.

Part 3 - By identifying with the church, all members agree that these methods shall provide the sole remedy for any dispute arising against the church and its agents, and they waive their right to file any legal action against the church in a civil court or agency, except to enforce an arbitration decision.

Part 4 - If a dispute or claim involves an alleged injury or damage to which the church insurance applies, and if the church insurer refuses to submit to mediation or arbitration as described in this section, either the church or the member alleging the injury or damage may declare that this section is no longer binding with regard to that part of the dispute or claim to which the church's insurance applies.

ARTICLE II - GOVERNMENT

Section 1 - Elections

Paragraph A. The Nomination Committee shall place on the official ballot for the annual election the names of all candidates for each office. If the incumbent is a candidate, his name shall be placed first on the ballot, followed by other names, if any, in alphabetic order. Nominations from the floor will not be accepted but should be addressed with the Nomination Committee well in advance.

Paragraph B. The Nomination Committee shall post their recommended ballot for the annual election on the bulletin board of the Church at least 2 (two) Sundays prior to the annual business meeting of the Church.

Paragraph C. Elders, deacons, and other elected offices, if any, shall be elected by ballot and by a majority vote. In cases where no one candidate for a Church office receives a majority vote, the two candidates receiving the most votes shall be voted on until one is elected.

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Section 2 – Pastoral Staff

Paragraph A - Lead Pastor.

Part 1 - Selection Process. Refer to Article II, Section 7, Paragraph A, Part 3 for a description of the Lead Pastoral Search Committee and its process.

Part 2 - Election and Call. The election and calling of a Pastor will take place at a regular or special business meeting by voting affirmatively or negatively on one candidate. Election must be by secret ballot and a candidate must receive a 2/3 (two-thirds) majority vote to be eligible for a call.

Part 3 - Term of office. The Pastor shall be called for an indefinite term. Should the question of retaining him arise, a special business meeting shall be called and a 2/3 (two-thirds) majority vote of confidence shall be required in order to retain him. In case of resignation or dismissal, he shall give or be given 3 (three) months notice, except in a special case as determined by the Elder Board.

Part 4 - Duties. The Pastor shall preach and teach the Word of God, guide the public services of the Church, watch over the spiritual welfare of the Church, administer the Lord's Supper and Water Baptism to believers, preferably by immersion, and lead the members in practical Christian living. He shall be an ex-officio member of all boards, ministry areas, and committees. He shall give a written report of his activities at each annual meeting.

Part 5 - Contract. The Pastor's salary, housing, reimbursable expense accounts, insurance and any other financial arrangements shall be established by the Deacon Board and approved by the Elder Board at the time of the call and shall be reviewed at least annually. Terms regarding the Pastor's vacation, Sunday absences for ministry elsewhere or other reasons, attendance at denominational conferences, participation in opportunities for personal growth and other leaves of absence shall be established by the Elder Board at the time of the call and shall also be reviewed at least annually or as the need arises.

Part 6 - Qualifications. The Pastor must be a man who has experienced the saving grace of God and is of established Christian character. He must have the desire and ability to proclaim and expound the Word of God and execute the duties of a Pastor in every way as set forth in Acts 20:28; 1 Timothy 3:1-7; 4:12-15; 2 Timothy 2:15; Titus 1:5-9 and 1 Peter 5:1-3. He shall be sympathetic and cooperative toward the Evangelical Free Church of America and in substantial agreement with the beliefs and practice of this local Church.

Part 7 - Credentials. The Pastor shall be credentialed by the EFCA North Central District or in active pursuit of such credentials.

Part 8 - Pastoral Counseling.

- a. Whenever a Christian is unable to overcome sinful attitudes or behaviors through private efforts, God commands that he should seek assistance from other members, and especially from the pastor and elders, who have the responsibility of providing pastoral counseling and oversight (Romans 15:14; Galatians 6:1-2; Colossians 3:16; 2 Timothy 3:16-42; Hebrews 10:24-25; Hebrews 13:17; James 5:16).
- b. Counseling shall be based on scriptural principles. Neither the pastoral nor the lay counselors of this church are trained or licensed as psychotherapists or mental health professionals, nor should they be expected to follow the methods of such specialists.
- c. Counseling shall be consistent with and within the parameters of the Confession of Faith (Constitution, Article III) and endeavor to conform to the applications outlined in the Position Statement on Human Sexuality when addressing issues not specifically mentioned in the Confession of Faith, such as but not limited to: adultery, abortion, cohabitation of unmarried

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couples, homosexual behavior, divorce, gender identity, variations from the biblical model of marriage – one born male and one born female for one lifetime (till separated by death), and other lifestyle choices that are contrary to traditional biblical morality. The intent of pastoral counseling shall be to uphold biblical values.

- d. When serving as a pastoral or lay counselor within the church, members with professional expertise outside the church do not provide the same kind of professional advice and services as when hired in their professional capacity.

Part 9 - Confidentiality.

- a. The Bible teaches that Christians should carefully guard any personal and private information that others reveal to them. Protecting confidences is a sign of Christian love and respect (Matthew 7:12). All members are expected to refrain from gossip and to respect the confidence of others. In particular, our pastoral staff and/or leaders shall carefully protect all information that they receive through counseling.
- b. Confidentiality is to be respected to the greatest extent possible. There are times when it is appropriate to reveal certain information to others. In particular, when the pastoral staff and/or leaders of this church believe it is necessary, they may disclose confidential information to the appropriate people in the following circumstances:
 - 1. When a pastoral staff and/or leader is uncertain of how to counsel a person about a particular problem and needs to seek advice from other pastors or leaders in this church or, if the person attends another church, from the pastor or leaders of that church (Proverbs 11:14; Proverbs 13:10; Proverbs 15:22; Proverbs 19:20; Proverbs 20:18; Matthew 18:15-17).
 - 2. When the person who disclosed the information or any other person is in imminent danger of serious harm unless others intervene (Proverbs 24:11-12).
 - 3. When a person refuses to repent of sin and it becomes necessary to institute disciplinary proceedings (Matthew 18:15-21; and Article I, Section 4; or seek the assistance of individuals or agencies outside the church; Romans 13:1-5).
 - 4. When required by law.
- c. The pastoral staff and/or leaders shall not disclose confidential information to anyone outside this church without the approval of the Elder Board or the consent of the person who originally disclosed the information. The Elder Board may approve such disclosure only when it finds that all internal efforts to resolve a problem cannot be satisfactorily resolved without the assistance of individuals or agencies outside this church (Romans 13:1-5). This limitation shall apply to, but is not limited to, the giving of testimony in a court of law and the reporting of abuse.
- d. These provisions shall be in effect regardless of whether written or verbal notice is given to the counselor.

Paragraph B - Additional Pastoral Staff.

Part 1 - Determination and Call. Additional pastoral staff may be secured after the need has been established and congregation approval has been given to fill the position. A vacated position shall not be filled without congregational approval. The title that is given should be reflective of the ministry area to which the individual is assigned. Election must be by secret ballot and a candidate must receive a 2/3 (two-thirds) majority vote to be eligible for a call.

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Part 2 - Selection Process. Refer to Article II, Section 7, Paragraph A, Part 4 for a description of the Associate Pastor Search Committee and its process.

Part 3 - Term of office. The additional staff shall be called for an indefinite term unless noted otherwise. Should the question of retaining him arise, a special congregational business meeting shall be called and a 2/3 (two-thirds) majority vote of confidence shall be required in order to retain him. In case of resignation or dismissal, he shall give or be given a 1 (one) month notice, except in a special case as shall be determined by the Elder Board.

Part 4 - Duties and Accountability. The specific duties shall be determined and agreed upon by the Lead Pastor, the Elder Board and the individual selected. The duties may be negotiated and amended as conditions change and needs arise. Accountability shall be, in order of priority, to the Lead Pastor and to the Elder Board.

Part 5 - Status Relative to the Elder Board and Deacon Board. Other pastoral staff may or may not be a member of the Elder Board or Deacon Board, according to his role. In either case, he will regularly give a report to the appropriate board and the church.

Part 6 - Contract. The additional pastoral staff salary, housing, reimbursable expense accounts, insurance and any other financial arrangements shall be established by the Deacon Board and approved by the Elder Board at the time of the call and shall be reviewed at least annually. Terms regarding his vacation, ministry opportunities, attendance at conferences and other leaves of absences shall be established by the Elder Board at the time of his call and shall be reviewed at least annually, or as the need arises.

Part 7 - Qualifications. The Pastor must be a man who has experienced the saving grace of God and is of established Christian character. He shall be sympathetic and cooperative toward the Evangelical Free Church of America and in substantial agreement with the beliefs and practice of this local Church.

Part 8 - Credentials. The Pastor shall be credentialed by the EFCA North Central District or in active pursuit of such credentials.

Section 3 - Officers

Paragraph A - Chairman of the Church. The Chairman of the Elder Board shall be elected annually by the elders from among themselves. He shall serve as the Church Chairman and shall preside at all business meetings of the Church and of the Elder Board. He shall be an ex-officio member of all boards, ministry areas and committees. He shall report the activities of the Elder Board to the Church at its business meetings and shall give a written report at the annual meeting. This position shall be filled by a layman.

Paragraph B - Secretary. The Secretary of the Elder Board shall be elected annually by the elders from among themselves. He shall serve as the Recording Secretary and shall keep an exact record of all the business meetings of the Church and of the Elder Board. He shall keep a correct register of the membership, showing date and manner of admission or deletion. He shall have the primary responsibility for identifying and contacting members subject to dismissal due to inactivity. He shall conduct all official correspondence as directed by the Elder Board or officers of the Church. He shall maintain the current list of church membership, noting additions and deletions. This position shall be filled by a layman.

Paragraph C - Financial Secretary. The Financial Secretary shall be elected by the church. He shall receive and account for all monies of the Church. He shall deposit these funds in a bank designated by the Deacon Board and give a record of each deposit to the Treasurer. He shall be a member of the Deacon Board. He

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shall make a report to the Deacon Board at its regular meetings and a written report to the Church at its annual meetings. This position shall be filled by a lay person.

Paragraph D - Treasurer. The Treasurer shall be elected by the church. He shall receive from the Financial Secretary a record of all funds contributed to or through the Church and shall make disbursements of funds as authorized by the Church or Deacon Board. He shall present a financial report at each regular meeting of the Deacon Board and a written report at the annual meetings of the Church. He shall be a member of the Deacon Board. This position shall be filled by a lay person.

Section 4 - The Elder Board

Paragraph A - Composition. The Elder Board shall consist of the Lead Pastor and other elders chosen from the men in the Church, recommended by the Elder Board, nominated by the Nomination Committee and elected by the church.

Paragraph B - Election and Term. Elders shall be elected to three-year terms with approximately one-third elected or re-elected each year. An elder may succeed himself for a second term after which he shall be ineligible for one year.

Paragraph C - Duties.

- a. The Elder Board shall have oversight responsibilities for the spiritual direction and wellbeing of the Church body and its members.
- b. It may, if necessary, overrule decisions made by the Deacon Board or by ministry areas.
- c. It shall strive to foster proper relationships within the pastoral staff, among pastoral staff and other leaders and between the pastoral staff and the Church.
- d. The Elder Board shall administer biblical discipline within the Church should any such circumstance arise.
- e. It shall interview candidates for membership to ascertain to the best of its ability a genuine personal relationship with Jesus Christ.
- f. The elders of the Church shall labor in the Word and doctrine, pray for the sick and shepherd the flock according to the Scriptures.

Paragraph D - Meetings. The Elder Board shall meet regularly, as needed, or when a special meeting is called by its chairman, the Lead Pastor or any two members of the Elder Board.

Section 5 - The Deacon Board

Paragraph A - Composition. The Deacon Board shall consist of deacons, including the Treasurer and Financial Secretary, who are chosen from men and women in the church, recommended by the Deacon Board, nominated by the Nomination Committee and elected by the church. The chairman and secretary of the Deacon Board shall be lay persons elected annually by the deacons from among themselves.

Paragraph B - Election and Term. Deacons shall be elected to two-year terms (except that Financial Secretary and Treasurer are one-year terms) with approximately one-half elected or re-elected each year. A deacon may succeed himself any number of times.

Paragraph C - Duties.

- a. The Deacon Board shall see that the decisions of the Church business meetings are carried out. It shall consider and decide matters which arise between regular church business meetings and shall report its decisions to the Church.
- b. It shall act as overseer to the ministry areas of the Church and may, if necessary, overrule any decisions made by the ministry areas.
- c. It may recommend responsibilities to be considered by specific ministry areas as deemed necessary.

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- d. The Deacon Board shall also act as Trustees of the Corporation but shall not be empowered to sell, mortgage, or otherwise encumber the real estate of the Church without the consent of a 2/3 (two-thirds) majority vote, at a meeting of the Church, notice thereof having been given preceding such meeting. The Deacon Board shall be authorized to accept and liquidate assets donated to the Church without requiring prior Church approval, so long as the Church is not encumbered thereby. It shall not have authority to incur any new financial obligation above two percent of the approved budget without the consent of the Church.
- e. Deacons are called to serve and shall be charged to administrate ministry areas.
- f. Deacons shall submit to the Deacon Board at its first regular meeting after the annual elections a list of ministry area candidate members. The Deacon Board shall approve ministry area appointments not otherwise specified in these By-Laws.

Paragraph D - Meetings. The Deacon Board shall meet regularly, as needed, or when a special meeting is called by its chairman or any two members of the Deacon Board.

Section 6 - Ministry Areas

Paragraph A - Composition. Each of the ministry areas will be overseen by a deacon with specific responsibilities to do so and composed of at least 3 (three) members. Except where specified in the By-Laws, ministry area members will be recommended by their respective deacon and approved by the Deacon Board. Members will serve for a period of 1 (one) year and may be re-appointed.

Paragraph B - Meetings. Each of the ministry areas will generally meet at least bi-monthly. Other meetings may be called by the ministry area chairman or any 2 (two) ministry area members.

Paragraph C - Budget Responsibilities. Each ministry area shall be responsible to formulate its budget and administer the monies authorized to it.

Paragraph D - Specific Duties. Responsibilities and duties of the ministry area shall be defined and printed in a Leadership and Policy Handbook created and maintained by the Deacon Board.

Paragraph E - Modifications. Ministry areas may be added or removed as the Church deems necessary except that it shall at no time neglect its duty to the Constitution. At certain times, due to size of the congregation or size of the task, ministry areas may be combined. It is understood that this is not the ideal and modifications and combinations will be allowed until the Deacon Board deems it necessary and prudent to reorganize for better management of the respective ministry areas.

Section 7 - Committees

Paragraph A - Special Committees

Part 1 - Auditing Committee. The Auditing Committee shall consist of two members of the Church, to be elected by the Church at the quarterly business meeting that immediately precedes the annual meeting or appointed by the Chairman of the Deacon Board at the Church's discretion. It shall examine the books, accounts and vouchers of all the officers having charge of any Church funds and shall render a statement in writing at the annual meeting.

Part 2 - Nomination Committee. The Nomination Committee shall consist of three elders, including the Lead Pastor, and three deacons. It shall prepare a slate of candidates to present to the Church for the annual election in accordance with Article II, Section 1, Article II, Section 4, Part A and Article II, Section 5, Part A of the By- Laws. The terms of office of all its members shall expire after the election at the annual meeting.

Part 3 - Lead Pastoral Search Committee. The Lead Pastoral Search Committee shall consist of five voting members, three from the Elder Board and two at-large members of the Church, all elected by

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the Church at any business meeting when the need arises. It shall contact possible candidates for the pastorate of the Church and after careful investigation shall invite those who seem to be likely candidates to visit the Church and minister the Word at one or more of its services. It shall provide supply pastors until the new Lead Pastor accepts the call. The terms of office of all its members shall expire when a new Lead Pastor is installed.

Part 4 - Associate Pastor Search Committee. A search committee shall be appointed by the Elder Board, which shall also determine its size. All who serve on this committee shall be Church members but not necessarily members of the Elder Board. It shall communicate the qualifications, responsibilities and specific duties for the specific call to the Elder Board and congregation. The committee shall disband when the associate pastor is installed.

Part 5 - Discipline Committee. The Elder Board or any subset thereof shall serve as the Discipline Committee. Other members of the Church may also serve on the Discipline Committee at the request of the Elder Board. Any person who is the subject of discipline, or the offended or injured party, or the accuser shall not be part of the Discipline Committee.

Part 6- Constitution and By-Law Review Committee. The Constitution and By-Law Review Committee shall consist of the Lead Pastor, representatives of the Elder Board and Deacon Board and selected members of the Church. The committee shall review the Constitution and By-Laws on a five year schedule or as the Elder Board or Deacon Board deems necessary.

Paragraph B - Committees of the Elder Board and Deacon Board. Committees which are needed by the Elder Board or Deacon Board to assist in its work may be established by that Board with purposes, composition and durations which are appropriate for the specific committee and approved by that Board. These committees shall report to their respective board, which shall be responsible for their conduct.

Paragraph C - Committees of the Church. The Church may establish committees by majority vote upon the recommendation of the Elder Board or Deacon Board or as it deems necessary to perform an appointed function. The committee shall exist for a term not to exceed one year. Membership and leadership shall be determined by the Congregation at its formation. The committee chairman shall be a member of the Church in good standing. The committee shall report to the Church, which reserves the authority to disband the committee or renew or extend its term by majority vote.

Section 8 - Board Vacancies and Temporary Additions

The Elder Board and Deacon Board shall fill their vacancies by appointment for the remainder of a one-year term until the next regular election. Other pastoral staff may be added to the Elder Board by appointment to meet a specific need for the remainder of a one-year term until the next regular election.

Section 9 - Non-Pastoral Paid Personnel/Staff

When deemed necessary the congregation may hire personnel for non-pastoral tasks. In such cases, the Deacon Board shall establish guidelines, policies, job descriptions, lines of accountability, remuneration schedules and general employment benefits that correspond with the position. The Deacon Board shall maintain this information in the Leadership and Policy Handbook. A vacated position shall not be filled without congregational approval.

ARTICLE III - AMENDMENTS

The Church may make any changes in these By-Laws which may seem necessary; but such changes must be presented in writing to the Members at a regular business meeting. At some succeeding business meeting the changes may be fully adopted only by a 2/3 (two-thirds) majority vote.