

**CONSTITUTION
AND
BYLAWS
of
EVANGEL BAPTIST CHURCH**

Wheaton, Illinois

As amended, through August 2015

This Constitution adopted
January 1993
to replace the previous Constitution
last revised in July 1987.

Revisions included in this issue:

July 1999

April 2002

November 2007

*Merged Outreach and Spiritual Life into Community Care Board
Renamed Youth Ministries to Educational Ministries*

Realigned some responsibilities of Worship, Educ. Ministries and Community Care

June 2008

Changed size of boards and Council

Changed membership definitions and procedures

Changed from four to three congregational meetings per year

June 2009

added organist as ex-officio member of Worship Board

May 2010

*Correction to Bylaws Article IV E.2.e – should read “ushers” only (greeters and
childcare had been moved to Community Care at its creation in Nov. 2007*

June 2011

*Move childcare from Community Care (Bylaws, Art. IV.B.2.e) to Educational
Ministries (Bylaws, Art. IV.C.2.f)*

Added “and evangelism” to Community Care description, Bylaws, Article IV B

August 2015

*Reduce number of elected positions, allowing some members of Educational
Ministries, Properties, Worship boards to be selected from regular attenders*

Constitution and Bylaws
Evangel Baptist Church
Wheaton, Illinois

Table of Contents

Constitution

I.	Name and Organization	3
II.	Purpose and Mission	3
III.	Affirmation of Faith	3
IV.	Church Covenant	6
V.	Membership	6
VI.	Officers	7
VII.	Fiscal Year	7
VIII.	Meetings	7
IX.	Affiliations	8
X.	Amendments	8

Bylaws

I.	Procedure of Business Meetings	9
II.	Elections	9
III.	Church Council	11
IV.	Boards	13
V.	Officers' Responsibilities	16
VI.	Membership	18
VII.	Pastoral Relations	19
VIII.	Business Meetings	20
IX.	Auxiliary Organizations	21
X.	Amendments	21

PREAMBLE

We, the members of Evangel Baptist Church, in order to effectively and efficiently carry on the work committed to us by the Great Head of the Church, Jesus Christ our Savior and Lord, do hereby ordain the following Constitution and Bylaws by which we mutually agree to be governed in the affairs of our church.

C O N S T I T U T I O N

ARTICLE I

Name and Organization

The name of this organization shall be "EVANGEL BAPTIST CHURCH." The organization took place September 23, 1960. This organization was incorporated in the State of Illinois: No. 14611.

ARTICLE II

Purpose and Mission

Evangel Baptist Church is a fellowship of believers in Jesus Christ whose purpose is to know and glorify God through worship, nurture and evangelism.

We are committed to understanding and obeying the Word of God to the end that our lives will be changed and growth will occur. Through the direction and power of the Holy Spirit, we seek to use our gifts and physical resources as a witness to those whose lives we touch, to the community around us and to the world beyond.

It is our goal to grow in personal holiness through the ministry of God's Word so that all we are and do, both corporately and individually, becomes an expression of worship to God.

ARTICLE III

Affirmation of Faith

A. THE WORD OF GOD

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts and written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.

(2 Timothy 3:15-17; 2 Peter 1:20-21)

B. THE TRINITY

We believe that there is one living and true God, eternally existing in three persons -- Father, Son and Holy Spirit; that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence and redemption.

(Genesis 1:1, 26; Deuteronomy 6:4; 33:27; Isaiah 6:8; Matthew 28:19; John 1:1-3; Colossians 1:15-17)

C. GOD THE FATHER

We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of all people, that He hears and answers prayer and that He saves from sin and death all who come to Him through Jesus Christ.

(Psalm 145:17; Isaiah 6:3; 57:15; Romans 5:8)

D. JESUS CHRIST

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and personal visible return to earth.

(Isaiah 7:14; 9:6, 7; 53:1-12; Luke 1:26-35; 14:1-6; Acts 1:9-11; 3:13-15; Romans 8:32-34; 2 Corinthians 5:21; 1 Thessalonians 4:13-18; Hebrews 4:15; 9:24)

E. THE HOLY SPIRIT

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness and judgment, and to regenerate, sanctify and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher and guide.

(John 3:3-5; 14:26; 16:7-15; Romans 8:9-16, 23, 26-27; 1 Corinthians 3:16; 6:19; Ephesians 1:13-14)

F. REGENERATION

We believe that all people are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.

(Isaiah 64:6; Romans 3:10, 23; John 1:12; 3:1-18, 36; 5:24)

G. THE CHURCH

We believe in the universal Church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith and associated for worship, work and fellowship. We believe that God has laid upon the

members of the local church the primary task of giving the Gospel of Jesus Christ to a lost world.

(Matthew 28:18-20; John 15:16; Acts 1:8)

H. CHRISTIAN CONDUCT

We believe that Christians should live for the glory of God and the well-being of others; that their conduct should be blameless before the world, that they should be faithful stewards of their possessions; and that they should seek to realize for themselves and others the full stature of maturity in Christ.

(John 14:15, 23-24; 1 John 1:7-2:6)

I. THE ORDINANCES

We believe that Jesus Christ has committed to the local church two ordinances -- Baptism and the Lord's Supper. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ. We believe that the biblical form of baptism is the immersion of a believer in water in the name of the triune God. This baptism is the outward expression of an inward experience with Jesus Christ. We believe that the Lord's Supper was instituted by Christ for commemoration of His death.

(Matthew 28:19-20; Romans 6:3-4; 1 Corinthians 11:23-24)

J. RELIGIOUS LIBERTY

We believe that every human being has direct relations with God and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; that therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

K. CHURCH COOPERATION

We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether a regional or district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with inter-denominational fellowships on a voluntary, independent basis.

L. THE LAST THINGS

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final

judgment, the eternal felicity of the righteous and the endless suffering of the wicked.

(John 14:1-3; Acts 1:7-11; 1 Thessalonians 4:13-18; Revelation 21:8; 22:20)

ARTICLE IV

Church Covenant

We are a people most blessed because by God's grace we have come to trust Jesus Christ and Him only for our salvation.

We have declared this union with Christ publicly through baptism and desire, with the help of the Holy Spirit, to live like the people of God. We, therefore, in His presence promise:

- ◆ To pray for one another.
- ◆ To study the Scriptures endeavoring to make the Word of God the pattern for our words, thoughts and actions.
- ◆ To worship God and serve Him together with the members of this fellowship.
- ◆ To observe faithfully the Lord's Supper.
- ◆ To give as God prospers us in supporting the financial needs of this place.
- ◆ To send the Gospel to the whole world.
- ◆ To witness to the power and love of Christ in our lives and lead others to faith in Him.
- ◆ To esteem the believers of this fellowship as the beloved children of God and practice the attributes of love.
- ◆ To protect the bond of peace that unites this assembly, allowing the freedom of expression and honoring the authority of our leaders.
- ◆ To abstain from whatever is unbecoming a Christian, knowing that our bodies, our minds, our spirits and our fellowship are sacred trusts from God.
- ◆ To give affection and time to our families, embracing the delight of sharing with them the Word of God because we are heirs together of the gracious gift of life.
- ◆ To become a vital part of another believing local church when we move from this area.

We, therefore, renew our promise to each other this day because of our love for the Lord Jesus and acknowledging His love for His bride, the church.

ARTICLE V

Membership

Any person desiring to become a member of this church shall meet the following qualifications:

- A. Confess faith in Jesus Christ according to the Scriptures and have personally accepted Him as Savior and Lord. (See Art. III, Sec. F.)
- B. Be endeavoring to live a consistent Christian life which is holy and honoring to Jesus Christ. (See Art. III, Sec. H.)
- C. Be baptized by immersion. (See Art. III, Sec. I.)

- D. Hold to the convictions, attitudes, policies and spirit of this church as set forth in this constitution.

ARTICLE VI

Officers

The work of the church shall be under the supervision of the following officers:

- A. Senior Pastor
- B. Church Council
- C. Board of Community Care
- D. Board of Educational Ministries
- E. Board of Properties
- F. Board of Worship
- G. Moderator
- H. Financial Manager
- I. Financial Secretary
- J. Treasurer
- K. Church Clerk

ARTICLE VII

Fiscal Year

The fiscal year shall be from January 1 through December 31, inclusive.

ARTICLE VIII

Meetings

- A. For worship.
 - 1. The stated meeting times for public services shall be determined by the Senior Pastor and the Church Council.
 - 2. The ordinance of the Lord's Supper shall be commemorated on the first Sunday of each month or at such times as the Pastor and Board of Worship may determine.
- B. For business.

Meetings for the transaction of the business of the church shall be held as specified in the Bylaws.

ARTICLE IX

Affiliations

- A. The church shall be affiliated with the Baptist General Conference and the Midwest Baptist Conference.
- B. Disposition of church property.
 - 1. **Division.** In case of organic division of the church membership, the church property shall belong to those members who abide by this constitution.
 - 2. **Consolidation.** Should conditions arise where a consolidation with another church of like practice and faith be advisable, the Church Council shall be authorized by the church to negotiate the terms of such a consolidation insofar as the property is concerned.
 - 3. **Dissolution.** Should conditions arise when for any reason the church ceases to function, i.e., when regular Sunday services are no longer held and/or there are less than twelve resident members eligible to vote, the church property shall be disposed of at the discretion of the membership in consultation with the Midwest Baptist Conference.

ARTICLE X

Amendments

Amendments to this constitution may be introduced at any regular business meeting but shall not be acted on until the following regular business meeting, at which time an affirmative vote of three-fourths of the members present and voting at the meeting shall be required for acceptance (see Bylaws -- Quorum); provided, however, that in the meantime the members have been duly informed by letter of the proposed amendment. At no time can any amendment be adopted that would be contrary to historic Baptist beliefs and practices as outlined in the aforementioned Statement of Faith (Article III) and the Church Covenant (Article IV).

B Y L A W S

ARTICLE I

Procedure of Business Meetings

Roberts Rules of Order shall be the basis for conducting all business meetings of the church or departments except as otherwise provided for in the Constitution and Bylaws.

ARTICLE II

Elections

- A. **Nominating Committee.** The Nominating Committee shall consist of a chair and two (2) representatives of the church membership elected at the annual business meeting. The members shall serve for two years beginning on January 1 and shall not serve more than two consecutive years. The duties of the Nominating Committee shall be as follows:
1. To prayerfully select the most qualified person(s) for each office.
 2. To consult each candidate as to his/her willingness to serve.
 3. To present the nominations to the church. At least two weeks prior to the fourth quarter business meeting, the Nominating Committee shall mail to the active membership a list of all candidates for offices to be filled by election at said meeting. This list shall also be posted at the church. Candidates for the following offices are to be nominated by this committee:
 - a. **Church Council members:** Moderator, three (3) Members-at-Large, Financial Manager and Chairs of the Boards of Community Care, Educational Ministries, Properties, and Worship. All must be church members in good standing. The distinctive requirements for Church Council members are those in principle of Deacons and Deaconesses in the New Testament.
 - b. **Board members:** Three additional members each for the Educational Ministries, Properties, and Worship Boards and five additional members for the Community Care Board. All members of the Community Care Board must be members in good standing of the church. Members of other boards may be selected from regular attenders.
 - c. **Other officers and leaders:** Financial Secretary, Treasurer, Church Clerk and the Nominating Committee, all of whom must be church members in good standing; and two auditors, who may be selected from regular attenders.

- B. **Nominations from floor.** Nominations may be presented from the floor provided prior consent has been given by the nominees.
- C. **Term of Office.** Term of Office. Members of the Boards and all Church Officers shall be elected for a term of two years. The terms of all elected Officers and Board members shall begin on January 1.
1. Even years shall include Church Clerk, Finance Manager, Financial Secretary, Properties Chair and one member, Worship Chair and one member, three Community Care members, two Educational Ministries members, one auditor, the Nominating Committee chair and one Nominating Committee member.
 2. Odd years shall include Moderator, Treasurer, Community Care Chair and two members, Educational Ministries Chair and one member, two Properties members, two Worship members, one auditor, and one Nominating Committee member.
- D. **Re-election.** Members of the Boards and Church Officers shall not remain in office or on the Church Council more than six consecutive years. However, a person who has served six consecutive years may be elected to the same office after he has been out of office for one year. The above restrictions may be waived for a specific officer when circumstances warrant. If the fiscal year is changed at any time, any months added to or subtracted from terms of office in the year of change shall not be considered in determining consecutive years served. A Board member or Officer who is elected between Annual Meetings to fill less than the final full year of his/her predecessor's term shall not have that partial year count against the maximum number of years permitted to serve consecutively.
- E. **Vacancies.** A vacancy in any office may be immediately filled for the unexpired term by a majority vote of the eligible members present at a regular or special business meeting announced the previous Sunday. Nominees are to be presented by the Nominating Committee. The Moderator may appoint a member in good standing to fill out an unexpired term of three months or less. This partial year will not count against the maximum number of years permitted to serve consecutively.
- E. **Qualifications.** As indicated above, Church Council members, Financial Secretary, Treasurer, all members of the Community Care Board and Nominating Committee must be members in good standing. Members of Educational Ministries, Properties and Worship Boards (except the chairs), and the auditors may be selected from regular attenders.

ARTICLE III

Church Council

- A. **Constituency.** The Church Council shall consist of the Senior Pastor, Moderator, Financial Manager, Church Clerk, the Chairs of the Boards of Community Care, Educational Ministries, Properties and Worship. The Senior Pastor and other current pastoral staff are ex-officio members.

The group shall organize itself as it may deem needful for efficient service, and keep an accurate record of business conducted. The Moderator shall serve as the Chair of the Church Council. The Community Care Chair shall serve as the Vice Moderator, and the Church Clerk shall serve as the recording secretary of the Council.

- B. **Purpose.** The Church Council shall promote the mission of the church and shall have overall responsibility for direction, planning and coordination of the goals and objectives of the congregation.

C. **Responsibilities:**

1. **Organizational:**

- a. For purposes of incorporation with the State of Illinois, the Church Council shall be the Board of Directors of the corporation. It shall:
- 1) Review and coordinate Board activities.
 - 2) Maintain a church procedural manual, containing all policies, procedures, job descriptions and other information pertinent to the effective and ongoing work of the church.
 - 3) Appoint committees and other special purpose work groups as needed to handle specific, short-term situations not the responsibility of a single board. Such groups will report their recommendations to the Church Council before presentation to the congregation for action.
 - 4) Approve all major plans, policy, budget, annual objectives and other matters stated in Art. VIII, Bylaws, before presentation to the congregation for action.
 - 5) Assign programs to a Board when not designated by the Constitution or Bylaws. If the program seems to overlap more than one Board, the Council must designate responsibility to a single Board.

2. **Program Assessment:**

- a. Prepare annual goals and objectives, based on submissions of the Boards, to be

reported to the congregation at the annual meeting.

- b. Regularly assess the total program of the church against its mission statement, long range plan and current objectives. Formulate policy, take or recommend corrective action as necessary to see that these measures are being met.
- c. Prepare and maintain an ongoing long range plan. Such plan will be updated each year, with copies made available to the church. Every five years, in years ending with 0 or 5, the plan will be presented to the congregation for ratification.

3. Staff Relations:

- a. Evaluate the ministry of the Senior Pastor.
 - 1) Provide ongoing support and evaluation of the Senior Pastor. This may be done as the Pastor and Church Council agree, so long as at least three individuals are included and they meet periodically.
 - 2) Conduct a formal annual evaluation of the Senior Pastor.
- b. Annually review evaluations of other staff as submitted by the Senior Pastor.
- c. Annually review compensation (including benefits) of all church staff and recommend changes in compensation for the following year.
- d. Authorize hiring of all non-pastoral staff for which funds are budgeted.
- e. Establish terms of employment for all church staff, including job descriptions, hours, working conditions, vacations and time off. Church Council will administer policies in terms of the Senior Pastor, who shall administer policies for all other staff.

4. Budget and Finance:

- a. Prepare the budget for submission to the church at the October regular business meeting, using recommendations of each Board. The proposed budget will be posted no less than two weeks prior to the business meeting. This budget will be for the upcoming year (January 1 through December 31, inclusive).
- b. Authorize cumulative expenditures which exceed budgeted amounts up to five percent of the total annual budget, at which point recommendation must be made to the church.
- c. Authorize unbudgeted expenditures in amounts not to exceed \$1,000 per occurrence or \$5,000 per year, at which point recommendation must be made to the church.

- d. The auditors will periodically assure that the records kept by the financial officers and the reports prepared by the Financial Manager accurately portray the financial transactions of the church.

ARTICLE IV

Boards

A. General Responsibilities of All Boards

1. The Educational Ministries, Properties and Worship Boards shall consist of four (4) regular members and a Chair; the Community Care Board shall consist of seven (7) regular members and a Chair. In addition, the church organist shall serve as an ex-officio member of the Worship Board.

All Boards shall meet at a designated time to consider matters of business and for prayer. *Boards are encouraged to meet bi-monthly whenever possible, using email, phone or other informal methods of communication between meetings, but the establishment of needed meeting times will be established by each board. The establishment of short-term or ad hoc committees by various boards is also encouraged. Committee members need not be resident members but may include non-members who attend regularly.* Each Board shall:

- a. Organize as needful for efficient service; keep an accurate record of business conducted; present written reports to the church at the annual meeting.
- b. Establish policies, standards and procedures in its area of responsibility. These statements will be made part of the church procedural manual.
- c. Annually submit to the Church Council objectives for the next church year.
- d. Annually submit to the Church Council a budget for the next church year.
- e. Regularly submit minutes of its meetings for distribution to the Church Council.
- f. Submit progress reports on current objectives to the Church Council and to the congregation at each quarterly business meeting.
- g. Give recommendations to the Church Council on the hiring of any staff related to its jurisdiction.

B. Board of Community Care

1. **Purpose.** The Board of Community Care shall provide for the growth of believers in Christian love for each other and in common commitment to Jesus Christ, and

build awareness of needs in the local community, the nation and the world to stimulate personal and corporate involvement in service, outreach and evangelism.

The distinctive requirements for members of the Board of Community Care are those in principle of deacons and deaconesses in the New Testament. Ideally, the board shall consist of four men and four women who also represent a cross section of generations

2. **Responsibilities:**

- a. Cooperate with the Senior Pastor in attending to the spiritual affairs of the church and providing congregational and community care through visitation, prayer ministry and acts of kindness and service.
- b. Have charge of the Church Fellowship Fund provided by special offering, and to distribute such funds in response to personal need. While the actual transactions are confidential, the Board will regularly report cash flow and types of assistance provided.
- c. Promote spiritual unity, fellowship among members and friends, and outreach through small groups, social activities, service projects and outreach events.
- d. Cooperate with the Boards of Worship and Educational Ministries to develop missions emphasis and education.
- e. Promote the attraction and retention of newcomers by coordinating church publicity and greeters for all public services, and follow-up of visitors.
- f. Coordinate and promote use of the church website and other technology for publicity, the dissemination and archiving of general information, and the development of community care.
- g. Administer membership procedures as stated in Articles V of the Constitution and VI of the Bylaws. Serve as a membership committee together with the Senior Pastor to examine prospective candidates for baptism and membership and to recommend prospective members to the church. Assist the Senior Pastor in the administration of baptism.

C. **Board of Educational Ministries**

1. **Purpose.** The Board of Educational Ministries shall promote discipleship through the communication of the love of God, the claims of Christ and the importance of Christian values. This board shall be responsible for all programming for youth, from birth through high school, and for adult education and discipleship (coordinating as necessary with the Board of Community Care to define boundaries for respective activities).

2. **Responsibilities:**

- a. Determine and oversee all aspects of the children's and youth program through goal-setting, material selection, director and/or teacher recruitment and training.
- b. Determine and oversee all aspects of adult education, coordinating with the Board of Community Care as necessary.
- c. Determine other family-oriented ministries.
- d. Cooperate with the Board of Community Care for mission education or outreach activities.
- e. Recommend efficient educational use of the church facilities, and coordinate such usage with the Board of Community Care.
- f. Coordinate childcare for all public services and events.

D. **Board of Properties**

1. **Purpose.** The Board of Properties shall manage the church property and facilities.

2. **Responsibilities:**

- a. Assume full charge of the church property and be responsible for its use, care, insurance and maintenance.
- b. See that the church is properly represented on all legal matters and that all documents and contracts are submitted to the Church Council for signature. Responsible for custody of all legal documents.
- c. Recommend to the Church Council policies relating to the use of church facilities.
- d. Selection and supervision of contractors required for maintenance of the church property.
- e. Oversight of the Major Maintenance Fund. Make recommendations on maintenance and use of the fund to Church Council for approval.

E. **Board of Worship**

1. **Purpose.** The Board of Worship shall assist the Senior Pastor in planning worship experiences that enables the corporate church body to better know and glorify God.

2. **Responsibilities:**

- a. Work with the Senior Pastor in developing a calendar of worship themes and goals for worship services.
- b. Evaluate the effectiveness of the flow of service in meeting the worship goals.
- c. Arrange for guest speakers in consultation with the Senior Pastor.
- d. Oversee the music program to meet the worship goals.
- e. Provide for ushers for all public services or as required.
- g. Coordinate all physical considerations regarding the services, including decoration, sound system and set-up.
- g. Assist the Senior Pastor in the celebration and administration of the Lord's Supper.

ARTICLE V

Officers' Responsibilities

- A. The Senior Pastor shall be an ordained minister and shall:
 1. Perform all of the Scriptural duties of the office and under the guidance of the Holy Spirit have freedom of the pulpit.
 2. Be responsible, along with other pastoral staff, for the equipping and mobilization of the church body to do the work of the ministry.
 3. Counsel, encourage and direct other pastoral staff in accomplishing the goals of ministry.
 4. Set goals and objectives for personal ministry, report to the Church Council on the performance of duties and be accountable to the Council for the rest of the pastoral staff.
 5. Serve as an ex-officio member of the Church Council and all boards and committees.
 6. Insure the preservation of and care for all non-current church records or other documents dealing with the history of the church, including the maintenance of a permanent file of church bulletins.

- B. The Moderator shall preside at all business meetings of the church and the Church Council. In the absence of a Pastor, the Moderator shall be an ex-officio member of all organized boards and committees.
- C. The Vice Moderator shall preside in the absence of the Moderator.
- D. The Financial Manager shall have general oversight and control of the work of the Treasurer and Financial Secretary; shall serve on the Church Council and present regular financial reports to the council; shall make detailed accounts and reports of the financial transactions at each regular business meeting and the annual meeting of the church; and shall coordinate the annual budgeting process with the Church Council.
- E. The Financial Secretary shall keep an accurate account of all monies received and deposit same in the name of the church in a bank as directed by the Church Council; shall provide the members with contribution envelopes, keep confidential records of individual contributions and provide annual statements of account to each contributor.
- G. The Treasurer shall keep an accurate account of all monies deposited in the bank by the Financial Secretary and shall pay by check all obligations incurred by the church, as provided by the annual budget or upon approval by the church or the Church Council.
- H. The Assistant Treasurer shall assist the Treasurer in the performance of that office's duties and shall be responsible for such duties when the Treasurer is absent.
- I. The Church Clerk shall:
 - 1. Keep accurate minutes of the business proceedings of the church, and submit the same for revision and correction.
 - 2. Keep a register of the church members with the date of their reception or dismissal and the name of the church involved, dates of transfer to and reinstatement from the inactive roll, and a record of all baptisms, marriages and deaths; keep a complete and correct roll of the members of the church and their addresses; and issue authorized letters of transfer and dismissal.
 - 3. Furnish all elected officers with a copy of the Constitution and Bylaws.
 - 4. Select tellers for the annual election of officers.
 - 5. Deliver promptly to a successor all books, files, records and other documents in his or her possession.
 - 6. Give notice of business meetings as herein provided.
 - 7. Take minutes at meetings of the Church Council.

ARTICLE VI

Membership

- A. **Admission.** Persons being considered for membership in this church shall be admitted either by experience or by letter. In either case, the candidate for membership must meet the qualifications in Article V of the Constitution and meet with at least three representatives of the Board of Community Care. They shall hear their testimonies, receive their church letters, if any, receive evidence of baptism by immersion and counsel with them concerning the convictions, attitudes, policies and spirit of the church. They shall recommend the candidates to the membership of the church who will accept them into the membership by the majority vote of members present at any business meeting. Candidates for membership shall be encouraged to give testimony of their Christian experience to the church at that time.
- B. **Classification.**
1. **Resident members.** Members attending or supporting the work of Evangel Baptist Church.
 2. **Non-resident members.** Members in good standing who cannot attend, but who do maintain contact, including those who live too far to attend (students, military personnel, missionaries), or those who live locally but are home bound or otherwise unable to attend regularly.
 3. **Inactive Members.** Those who have been absent from Evangel for a period of two years without showing any interest may be moved to inactive status by the Board of Community Care, upon consultation with the Senior Pastor, after diligent effort has been made to contact them.
 4. **Voting Rights.** Voting rights are restricted to Resident Members in good standing who have reached the age of sixteen.
- C. **Removal.** The removal of a member from the fellowship of Evangel, in the following instances, shall be executed by the Board of Community Care and the Senior Pastor, and shall be reported to the church at the next regular business meeting, except as noted in paragraph 4 below. Whenever possible, members shall be notified by letter of their status.
1. Upon the request of a resident member, a letter of transfer may be granted to another Baptist church.
 2. Upon the request of a resident member, a letter of recommendation may be granted to a non-Baptist church.
 3. Members who shall have united with another church without first having been dismissed from Evangel may have their names removed from the membership roll

by the Board of Community Care upon recommendation by the Senior Pastor.

4. Inactive members who request so may have their names removed from the membership roll by the Board of Community Care upon recommendation of the Senior Pastor.
5. Members who have been on the inactive list for more than two years may have their names removed from the membership roll by action of the Board of Community Care upon consultation with the Senior Pastor, and reported at the next regular business meeting.

D. Discipline.

1. **Delinquents.** The Senior Pastor and Community Care Board shall seek to interview all members conducting themselves in such a manner as to bring reproach upon the Lord and His Church, and shall endeavor to restore them.
2. **Grievances.** In all cases of grievances between members, the offenders shall be dealt with in accordance with the rules laid down in the 18th chapter of Matthew.
3. **Dismissal.** Members who have failed to abide by the Church Covenant as determined by the Community Care Board and Senior Pastor may have their names removed from the membership roll by the majority vote of the active members present at any regular business meeting or at any other business meeting at which 25% of the resident active members eligible to vote are present.

ARTICLE VII

Pastoral Relations

A. Establishing a Relationship.

1. **Electing a Pulpit Committee.** In the event of a vacancy in the senior pastorate, a Pulpit Committee, consisting of at least one (1) Church Council member and four (4) Members-at-Large, shall be elected at a business meeting of the church. The nominees for the committee shall be selected by the Nominating Committee and shall be presented to the church two weeks prior to the business meeting at which the Pulpit Committee is to be elected.
2. **Seeking a Senior Pastor.** In the event of a vacancy in the senior pastorate, the Pulpit Committee shall supply and recommend prospective pastors for the vote of the church. In seeking a suitable Senior Pastor, the committee shall consult the leaders of our conference and take suggestions from the members of the church. The committee shall investigate the merits of each candidate under consideration in regard to personal character, education, ministerial record and preaching ability.

3. **Calling a Pastor.** When a suitable candidate has been found, the Committee shall bring a recommendation to the church for its consideration. Only one candidate shall be presented to the church at one time. The calling of a Pastor shall be done in all cases by closed ballot and by a three-fourths majority of the eligible membership present and voting in accordance with Art. VIII, Sec. E, Bylaws.

B. Dissolving a Relationship.

1. **Releasing a Pastor.** The question of dissolving pastoral relationship shall be considered at any time by the church (1) on the presentation of the Pastor's resignation, (2) on recommendation of the Church Council, or (3) on petition signed by at least twenty (20) percent of the eligible membership.
2. **Voting on Release.** Voting on the question of releasing the Pastor shall be done in all cases by closed ballot and passage shall require simple majority of the members present in accordance with Article VIII, Sec. E, Bylaws.
3. **Terminating the Relationship.** The pastoral relationship may be dissolved with not less than 30 days and not more than 90 days notice by either Pastor or church.

C. Hiring an Associate Pastor and Other Pastoral Staff.

1. **Seeking an Associate Pastor or Pastoral Staff.** The Church Council shall serve as the search and recommending committee instead of the Pulpit Committee used to call the Senior Pastor. The Council shall recommend suitable candidates and contract details to the church and shall spell out the duties of the candidate in the contract.
2. **Calling or Releasing Pastoral Staff.** An Associate Pastor or other Pastoral Staff shall be called or released in accordance with Art. 7, Sec. A3 and B, Bylaws.

ARTICLE VIII

Business Meetings

- A. **Annual Meeting.** The annual meeting of the church shall be held prior to the end of February, on a date designated by the Church Council. The primary purpose of the Annual Meeting is to celebrate our ministry by reviewing the fiscal and board reports for the preceding ministry year. It also is appropriate to make any final adjustments in the budget or elected offices for the new ministry year (approved at the fourth-quarter meeting).
- B. **Regular Business Meetings.** Regular business meetings shall be held twice during the year (one in the second quarter and in the fourth quarter) on dates designated by the Church Council.

- C. **Special Business Meeting.** Special business meetings of the church may be held by order of the Church Council or Moderator provided they are previously announced to the congregation.
- D. **Quorum.** Any number of Resident Members present at a duly-called business meeting shall constitute a quorum except in case of special matters such as (1) calling or releasing of the Pastor; (2) change of affiliation; (3) consolidation with another church; (4) dissolving the church; and (5) purchase or sale of real estate. At such time the quorum shall consist of 25% of the resident members eligible to vote. Any such action will require a three-fourths vote, except for the release of the Pastor (See Art. VII, Sec. B2, Bylaws), and notice of such meeting shall have been given in writing to all such members two weeks in advance stating the nature of the business to be transacted.
- E. **Qualification of voters.** For voting purposes, members must be at least 16 years of age and on the list of Resident Members.

ARTICLE IX

Auxiliary Organizations

- A. No organization shall be formed or permitted to serve as a subsidiary organization of the church unless its sponsors have previously submitted their plans and purposes to the Senior Pastor and the Church Council for sanction and approval.
- B. All auxiliary organizations of the church are requested to confer with the Senior Pastor from time to time regarding their plans and activities, and all matters of importance that affect the church shall be submitted to the Church Council for approval.
- C. The leading officer of any church-sponsored organization must be a member of the church in good standing.
- D. All auxiliary organizations of the church that handle their own funds shall make a yearly accounting of those funds to the Financial Manager.

ARTICLE X

Amendments

Amendments to the bylaws may be introduced at any duly announced business meeting, but shall not be acted on until the following regular business meeting, at which time an affirmative vote of three-fourths of the members present and voting at the meeting shall be required for acceptance (See Art. VIII, Sec. E, Bylaws); provided, however, that in the meantime the members have been duly informed by letter of the proposed amendment. At no time can any amendment be adopted that would be contrary to historic Baptist beliefs and practices as outlined in the Statement of Faith (Constitution, Article III) and the Church Covenant (Constitution, Article IV).