

Summary of Proposed Changes to Constitution and Bylaws

Constitution

1. Article III. Statement of Faith is updated consistent with the elders' and congregation's previous adoption of the new E-Free statement of faith.
2. Article VIII. Bylaws Section B. Remove "Council for Administration"

Bylaws

3. Article VI Church Governance Section 1 Structure
 - a. Removal of B. Council for Administration
 - b. Removal of C. Council for Education
 - c. Change of D. Add Ministry Teams and remove reference to Councils.
 - d. Removal of references to Council for Administration and Council for Education
 - e. Removal of E. Organizational Chart from bylaws
 - f. Removal of Amendments from bylaws
4. Article VI Church Governance Section 2 Offices
 - a. Change to A. 4. Duties of Elders to include overseeing vision, mission and strategy of the church in addition to ensuring that the congregation is shepherded.
 - b. Change to B. 2. Selection of deacons: Deacons shall now be appointed by the elders.
 - c. Change to B. 4. Duties of a deacon: The primary duty of a deacon is to help the elders fulfill their call to shepherd the congregation by providing hands-on ministry to the congregation including prayer, visitation and other support requested by the elders.
 - d. Addition of C. 1-5. Ministry Team Leads. This new section defines the role of the ministry team leads to meet the needs that were previously met by Deacons.
 - e. Section 3.A. Two semi-annual church business meetings.
5. Article IX. Amendments
 - a. Change Section 4. B. Earlier versions of the Constitution and bylaws shall be filed in the church office as a permanent record of changes. (Delete keeping all original wording and notes in the main bylaws document).

Why change the structure?

1. Update the structure to fit a larger growing church
2. Simplify structure: fewer boards and committees to free people up to do ministry
3. More efficient and effective processes (decisions, budgets, ministries)
4. Provide people with clear guidance on what they should be doing (sandbox)
5. Connect ministry teams to pastoral staff
6. Create a structure that allows us to more effectively accomplish our strategy and strategic initiatives
7. Link budget to strategy and strategic initiatives
8. Use ministry teams to lead ministries in the church

BYLAWS OF THE CONSTITUTION

EVANGELICAL FREE CHURCH OF BOZEMAN

AMENDMENTS:

CHANGES (article, section, paragraph,...)	DATE	SIGNATURE
<u>Original Adoption</u>	<u>June 7, 1992</u>	<u>Norm Millikin</u>
<u>VI, 2A item 3, paragraph “c” omitted</u>	<u>Jan 11, 1999</u>	<u>John McCulloch</u>
<u>Add Council for Education</u>	<u>Jan 11, 2002</u>	<u>Norm Millikin</u>
<u>See Amendment Document, page 16</u>	<u>June 4, 2006</u>	<u>Chris Blackmore</u>
<u>See Amendment Document, page 17</u>	<u>June 3, 2007</u>	<u>Chris Blackmore</u>
<u>Changes are in bold or strikethrough</u>	<u>January 8, 2012</u>	<u>Norm Millikin</u>

BYLAWS

EVANGELICAL FREE CHURCH OF BOZEMAN

ARTICLE I – Name The Evangelical Free Church of Bozeman

ARTICLE II – Purpose

Vision Statement of the Evangelical Free Church of Bozeman:

1. That every person have a personal relationship with Jesus Christ.
2. That this relationship cause every person to become more like Him and to be used by Him to make (develop) disciples who will also make disciples.
3. That relying on Jesus Christ the Lord, through His Holy Spirit, every person in the body will be united and held together, building up the body of Christ in love as each one does his/her part. Further, it is the vision of this church to equip people, empowered by the Holy Spirit, to serve one another and to take the Good News of Jesus to this community and beyond.

ARTICLE III – Statement of Faith

This church has adopted the ~~twelve-article~~ Statement of Faith of the Evangelical Free Church of America as our basic church doctrine.

ARTICLE IV – Relationships

Section 1 – Delegates

- A. The Board of Elders may elect (or appoint) such delegates to district and/or national conventions affiliated with the denomination as deemed appropriate.
- B. Appropriate delegate expenses shall be reimbursed (if possible) when approved.
- C. A brief oral and/or written summary of the conference shall be made to the Board upon his/her return.

ARTICLE V – Membership

Section 1 – Requirements

- A. A declaration of personal faith in Jesus Christ as Savior and Lord
- B. A life that bears witness of that confession
- C. A declaration that the Bible is their standard of authority for doctrine, reproof, correction, and instruction in righteousness (II Tim. 3:16)
- D. A commitment to affiliate with this local fellowship for edification, encouragement, exhortation, discipline* and service

*If church discipline is required, the “Guidelines and Procedures for Matters of Church Restoration and Discipline” will be used. (Matt. 18:15-20)

Section 2 – Procedure for membership

Requirements for membership are:

1. Completion and approval of membership form.
2. Profession of faith in Jesus Christ as Savior and Lord
3. A life that bears witness of above confession
4. A declaration that the Bible is your standard of authority for doctrine, reproof, correction, and instruction in righteousness
5. Regular attendance with a commitment to affiliate with this local fellowship for edification, encouragement, exhortation and service.
6. Attendance of a church Membership Class unless waived by the church leadership.

The elders or their representatives shall review the form, meet the applicant, and plan for their welcoming into the fellowship of the church.

Section 3 – Non-Attending Member

Upon request and approval by staff or elders, a person may be a member of the Evangelical Church of Bozeman but have non-attending status. Situations such as infirmity, temporary moves, mission field work, or other approved circumstances which make attendance impossible will be seen as reasons to allow membership retention without regular attendance.

Section 4 – Removal

- A. The church secretary shall, at the direction of the Board of Elders, remove the name of any person who makes such a request.
- B. If membership requirements are violated, the church restoration processes taught in the “Guidelines and Procedures for Matters of Church Restoration and Discipline” (Matt. 18:15-20) shall be followed. A unanimous vote of the Board of Elders and a 3/4 majority vote at a specially called meeting of the membership is required before a member’s name is removed from the membership roll.
- C. Upon the request of a member in good standing, the church secretary shall transfer to another church the name and other appropriate data, including a brief history of church service, of said member.
- D. Upon a member’s physical death, their name shall be removed from the active membership roll and placed on a deceased members list.
- E. A member who will be absent for extended periods of time may desire their name be placed on inactive membership status.
- F. Members who move from the area, attend church elsewhere, or choose not to continue to participate may be removed from membership.

ARTICLE VI – Church Government

Section 1 – Structure

- A. The Board of Elders is primarily responsible for the spiritual oversight of the church. They are recognized by the congregation to act in this capacity between congregational meetings. The Board of Elders meets as needed to fulfill its task.
- ~~B. The Council for Administration shall be responsible for the administration of the local church as directed by the congregation and the Board of Elders. The Council shall consist of Deacons, an Elder representative(s), staff, and any one else whom the Council determines will aid in the administration of church business.~~
- ~~C. The Council for Education shall be responsible for all facets of the education ministry of the church as directed by the congregation and the Board of Elders. The council consists of Deacons, Elders and Staff, and any one else whom the Council determines will aid in the **work of the Council**.~~
- ~~D. **Ministry Teams** and committees may be organized as needed under the direction of the Board of Elders. ~~the Council for Administration, and the Council for Education.~~~~
- ~~E. Organization Chart – The organization charts in Appendix A depict the overall organization of the church, its offices, councils, staff, and committees. Committees and tasks may be moved as appropriate, but amendment process is required for major structural changes.~~
- F. Lines of Authority - The authority to guide the local church under the Headship of Jesus Christ starts with the congregation & is delegated to the Elders, ~~Council for Administration, and Council for Education~~. In the event that a member disagrees with a decision made by the Board ~~or Council~~ & wishes to appeal said decision, the Board of Elders will reconsider the decision if the topic in question will lead to major disunity in the body.

Section 2 – Offices

A. Elders

1. Qualification for Elders - “Elder” indicates the personal & spiritual maturity of the person in this office. The qualifications of this office are very specific and given in I Tim. 3:1-7, Titus 1:1-7, and I Peter 5:1-6.
2. Selection of Elders – The Board of Elders and/or the membership shall recommend names of various men whom they consider have the qualifications for elders listed in I Tim. 3:1-7, Titus 1:5-9, & I Peter 5:1-6. They must be members of the congregation. The present elders shall interview each person recommended. The person being considered must be unanimously approved by the present Board of Elders. Then their name will be brought before the congregation by putting it in the bulletin and/or newsletter to give the congregation the opportunity to communicate any reason why this person is not qualified to be an elder. If the person is still considered qualified, his name shall appear on the list of people to be considered for recognition as elders by the congregation at the annual

congregational meeting. A 3/4 affirmative vote of the members present & voting is needed to confirm an elder.

3. Term of Office - A term of office for an elder is one year and an elder may serve an unlimited number of terms. But it is recommended that after each term, each elder evaluate the following:

- a. Has the time spent on the Board of Elders significantly reduced the amount of time I can spend personally discipling people?
- b. Am I still in the midst of the people I am serving so I know their needs?

4. Duties of the Elders - The elders shall be spiritual overseers of the local church. **They provide the vision and strategy for the church and ensure that the budget is used to accomplish the church's vision.** They shall pray over the sick when asked, disciple members, and generally ~~attend to~~ **oversee** the shepherding of the membership.

B. Deacons

1. Qualifications - The office of Deacon was first instituted by the apostles at the direction of the Holy Spirit. Their function is to serve the members of the church in the practical aspects of the ministry under the leadership of the Elders. Their qualifications are given in I Tim. 3:8-13.

2. Selection of deacons – **The Board of Elders shall appoint men and women who are members of the congregation and meet the qualifications of deacons.** ~~The Board of Elders and/or the membership shall recommend names of various men and women who are members of the congregation. These names shall be given to a nomination committee appointed jointly by the Board of Elders, Council for Administration, and Council for Education. They shall interview each person nominated, consider their qualifications in accordance with I Tim. 3:8-13, and reach a decision. For a person to be considered for the office of Deacon, they must have the unanimous approval of the nomination committee. Their name shall then be brought to the congregation through the bulletin and/or newsletter to see if anyone knows of any reason this person should not serve in this capacity. If the person is still considered qualified, their name shall appear with the list of people to be elected as deacons by the congregation at the annual congregational meeting. A 3/4 affirmative vote of the members present and voting is needed to confirm a deacon.~~

3. Term of Office - A term of office for a deacon shall be two years, **and a deacon may serve an unlimited number of terms provided he or she continues to meet the qualifications of a deacon.** ~~with approximately half the deacons being voted on annually. A deacon may serve an unlimited number of terms. But it is recommended that after each term, each deacon evaluate the following:~~

- a. ~~Has the time spent on a Council significantly reduced the amount of time I can spend personally discipling people?~~
- b. ~~Am I still in the midst of the people I am serving so I know their needs?~~
- c. ~~Has the number of terms I have spent on a Council hindered others from considering serving on the Council?~~

4. Duties of a deacon – **The primary duty of a deacon is to help the elders fulfill their call to shepherd the congregation by providing hands-on ministry to the**

congregation including prayer, visitation and other support requested by the elders.

~~The primary duty of a deacon is to administer a specific area of ministry.~~

These may include:

- ~~a. Outreach committees (Missions and/or evangelism)~~
- ~~b. Christian education committee~~
- ~~c. Physical resources committee~~
- ~~d. Children's ministry~~
- ~~e. Staff-congregation relations committee~~
- ~~f. Women's ministry~~
- ~~g. Finance committee~~
- ~~h. Men's ministry~~
- ~~i. Youth ministry~~
- ~~j. Personnel committee~~
- ~~k. Social/fellowship committee~~
- ~~l. Evangelism~~
- ~~m. At large~~
- ~~n. Technical support~~
- ~~o. Others~~

C. Ministry Team Leads

- 1. Qualifications – Ministry Team Leads serve the church in the practical aspects of ministry under the leadership of the Elders and the pastoral staff. Their qualifications are given in I Tim. 3:8-13.**
- 2. Selection of Ministry Team Leads – The Elders shall appoint members of the congregation to be ministry team leads. Pastoral staff and others may nominate Team Leads to the Elders.**
- 3. Selection of Ministry Team Members – Ministry Team Leads shall appoint people to the ministry teams with input from Elders and the pastoral staff.**
- 4. Duties of a Ministry Team Lead – The primary duty of a Ministry Team Lead is to oversee hands on ministry in the church by leading a ministry team.**
- 5. Term of a Ministry Team Lead – The term of office for Ministry Team Leads shall be two years. A Ministry Team Lead may serve an unlimited number of terms provided he or she continues to meet the above qualifications.**

D. Pastoral staff

1. Qualifications of pastoral staff are those set down in I Tim. 3:1-7, Titus 1:5-9, & I Peter 5:1-6. The Senior Pastor will be considered an Elder. Other pastoral staff may be considered for elder. They will usually be shepherding as a full time ministry, but not always. They could be partially retired or also working at another occupation part time.
2. Selection of Pastoral Staff
 - a. Search Committee – The Board of Elders shall appoint a Pastor Search Committee (when required) consisting of selected elders, Ministry Team Leads, ~~Council members~~ & others from the congregation that would provide valuable input.

b. The Call – A pastor shall be called on the basis of a unanimous recommendation of the elders, ~~simple majority approval by the Council for Administration, Council for Education,~~ and a 3/4 approval vote, by secret ballot, of the congregation members present and voting at a specially called meeting.

c. The Process may include the following:

1. A complete job description of the Pastor's office shall be written and approved by the Board of Elders prior to advertising the vacancy.
2. The vacancy shall be widely advertised through churches, the Evangelical Free Church district and national offices, appropriate seminaries, etc.
3. The committee shall develop criteria for evaluating the resumes of candidates prior to reviewing them.
4. Top candidates shall submit an audiotape of a recent service they conducted.
5. References shall be checked via telephone.
6. One or two committee members may visit the candidate's home church area prior to issuing a call.
7. The final candidate(s) and spouse shall come for a visit, speak at a worship service, be examined by the Search Committee and/or the Board of Elders, and be available for questions from the members.
8. The Search Committee shall submit a budget for the search and obtain approval prior to advertising the vacancy.

3. Duties of the Pastoral Staff

The pastoral staff shall carry out specific areas of ministry under the direction of the congregation and Board of Elders. The pastoral staff shall strive "to equip the saints for the work of the ministry."

4. Dismissal of a Pastor

There are only three causes that can drive an installed pastor from his position:

1. Gross immorality clearly condemned by Scripture (eg. I Cor. 5:1ff)
2. Important change in doctrinal views that opposes the Articles of Faith
3. The gross neglect of duty as understood in the biblical models & mandates of Acts 6:2,4; Eph. 4:11,12; Col. 1:28,29; 2 Tim. 4:1-5; I Pet. 5:1-5. It is also to be understood that there are occasions when a pastor has lost his effectiveness. Should there be such an occasion of any of the above mentioned situations the following points will be considered under the direction of the Board of Elders who shall work with the pastor toward a solution.
 - a. Recognizing that forced dismissal of a pastor hurts the body and the public witness of Christ, every effort will be made to restore the pastor to effective leadership.

- b. “Do not receive an accusation against an elder except on the basis of two or three witnesses” (1 Tim. 4:19 NAS). The Elders shall thoroughly investigate any accusation to determine whether dismissal is warranted.
 - c. If the investigation warrants dismissal, the Elders will present the matter to the congregation. Dismissal shall be in effect by a 2/3rds majority vote of members present at a duly called meeting.
 - d. If the issue is loss of effectiveness, the Elders will work with the pastor to restore his effectiveness, or cooperate in effecting a change. If effectiveness is not restored, the elders may recommend dismissal. Dismissal shall be in effect by a 2/3rds majority vote of members present at a duly called meeting.
- E. Other Functional Areas of the Church
- 1. Church Secretary
 - 2. Maintenance personnel
 - 3. Others as needed

Section 3 – Meetings

- A. Two Semi-Annual Church Business Meetings - The church shall normally have two business meetings each year. The meeting agendas and related issues to be considered shall be published in the bulletin and/or church newsletter at least two weeks prior to the meeting. The meeting shall be open to all, with members eligible to vote. An Elder, ~~or the Chairman of the Council for Administration~~ shall chair the meeting.
- B. Special Church Business Meetings - Special meetings may be called when at least 20 members deem it necessary. They shall present a letter, signed by all, to the Chairman of the Board of Elders, stating the purpose and reasons for the meeting. The Elders shall see to it that the special congregational meeting is properly announced to give ample opportunity for congregational participation.
- C. Protocol - Roberts Rules of Order shall govern all meetings.
- D. Quorum - A quorum shall consist of those members present and voting at a duly called and advertised congregational meeting.
- E. Voting - A simple majority of the members present and voting shall be required to pass any item unless stated otherwise in the constitution. (Note Articles VIII and IX in the Constitution.) Secret Ballots may be used at any time when requested.

ARTICLE VII – PROPERTY

This church shall have the power to buy, own, and sell property in the fulfilling of its purpose. Such property shall be managed by those appointed by the Elders. ~~Council of Administration.~~

In the event of the dissolution of this church, the members shall vote as to the disposition of its property. It is recommended that the church seek counsel from the Northern Mountain District as to the disposition of the property. It is also recommended that various missions and missionaries previously supported by the church be considered as recipients of these properties.

ARTICLE VIII – BY-LAWS

This constitution contains the principles of this church. The By-Laws of this constitution are a separate, supplemental document that contains the policy and procedures of the church.

The “Articles”, “Sections”, and “Titles” of the By-Laws shall correspond to those of the constitution.

ARTICLE IX – AMENDMENTS

Section 1 – Constitution

- A. Amendments to the constitution may be made at any Annual Business Meeting of the church when said proposed amendments have been presented to the members in written form, at least two months prior to the time of its adoption. Adoption of an amendment shall require a three-fourths majority vote of the members present and voting, except for Articles III, IV, and VII, which require a 90 percent of all members present and voting.
- B. Electronic and paper copies of the current constitution shall be maintained in the church office.
- C. The Chairman of the Board of Elders shall insure that the constitution documentation is current and maintained.

Section 2 – Bylaws

Amendments to the church bylaws may be enacted by any of the following methods:

- A. A three-fourths vote of the members present and voting at any Annual or Special Business meeting.
- B. A majority vote of the Board of Elders, ~~Council for Administration, and Council for Education.~~ Approved amendments to the bylaws will be temporarily enacted until ratification at an annual or special congregational meeting.
- C. Electronic and paper copies of the current bylaws shall be maintained in the church office.
- D. The Chairman of the Board of Elders shall insure that the bylaws are current with amendments properly documented.

Section 3 – Announcements

Proposed amendments to the Constitution shall be announced and explained in a letter mailed directly to members at least two months prior to voting.

Proposed amendments to the bylaws shall be published in the “Church Newsletter” and “Church Bulletin” each Sunday for at least two consecutive Sundays. Members shall be solicited for input.

Section 4 – Documentation

- A. Amendments become adopted when passed and documented on the cover page of the Constitution or bylaws.

- B. Earlier versions of the Constitution and bylaws shall be filed in the church office as a permanent record of changes.
- ~~C. A document shall be placed in Appendix "B" indicating the original and amending wording. The Chairman of the congregational meeting shall append notes regarding the "reason" for the change.~~

~~APPENDIX A~~
~~ORGANIZATION CHARTS~~

Organization Charts and Amendments will no longer be part of the bylaws. Original copies of the constitution and bylaws will be filed in the church office.