

FIRST EVANGELICAL FREE CHURCH OF FULLERTON

CONSTITUTION AND BYLAWS

Revised on May 3, 2009

PREAMBLE

As members of this church, united in our Lord Jesus Christ to carry out His calling, we establish this constitution.

ARTICLE I. NAME

The name of this church shall be First Evangelical Free Church of Fullerton.

ARTICLE II. STATEMENT OF FAITH

As members of this church, we believe in the following statement of faith:

- A. The Scriptures, both Old and New Testaments, are the inspired Word of God without error in the original writings, the complete revelation of His will for the salvation of men, and the divine and final authority for all Christian faith and life.
- B. There is one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit.
- C. Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the virgin Mary. He died on the cross a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead and ascended into heaven, where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.
- D. The ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict men of sin, regenerate the believing sinner and indwell, guide, instruct and empower the believer for godly living and service.
- E. Man was created in the image of God but fell into sin and is therefore lost, and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.
- F. The shed blood of Jesus Christ and His resurrection provide the only ground for the justification and salvation for all who believe, and only such as receive Jesus Christ by faith are born of the Holy Spirit and thus become the children of God.
- G. The personal, premillennial and imminent return of our Lord Jesus Christ is our "blessed hope" and has a vital bearing on the personal life and service of the believer.
- H. There will be a bodily resurrection of all the dead, of the believer to everlasting blessedness and joy with the Lord and of the unbeliever to judgment and everlasting, conscious punishment.
- I. The true church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the Head.
- J. Water baptism by immersion soon after accepting Christ as personal Savior is a testimony of death to sin and resurrection to a new life, and the Lord's Supper is a memorial service setting forth in sacred and symbolic manner the death of the Lord Jesus Christ; all true believers and only believers should share in it.

ARTICLE III. PURPOSE

The purpose of this church is, and shall be, the preaching of the Word of God to the mutual edification, instruction and discipline of its members and other believers; the winning of the unsaved to Christ; helping young Christians develop their spiritual lives; instructing children in the Word of God; and furthering the cause of Christ on the mission fields at home and abroad.

ARTICLE IV. ADDITIONAL PURPOSE

As an additional purpose, this church may establish, operate, manage, maintain, administer and conduct a formal educational program consisting of a Christian preschool, a Christian elementary school, a Christian junior high school, a Christian high school and any other ancillary Christian schools and related facilities and activities required for their implementation and operation.

ARTICLE V. STAND

This church shall remain free and independent and shall not join itself to any other denomination or synod. It shall remain its own highest authority and conduct its business through its business sessions. The church shall cooperate with the Evangelical Free Church of America and its branches and with the EFCA West by sending delegates to conferences, supporting home and foreign missions and uniting in any mutual effort for the furtherance of the gospel as the church itself may officially decide.

ARTICLE VI. MEMBERSHIP

This church shall receive as members those applicants who publicly profess faith in Jesus Christ alone as their personal Savior and Lord and whose lives are evidence of a consistent biblical Christian walk. All applicants must be in agreement with the church's statement of faith, constitution and bylaws by both profession and conduct, comply with all procedures and meet all prerequisites for admission to membership, as stated in the bylaws.

ARTICLE VII. FISCAL YEAR AND ANNUAL BUSINESS MEETING

A. Fiscal Year

The church fiscal year shall be May 1 through April 30.

B. Annual Business Meeting

The annual business meeting of the congregation shall be held in May. At this meeting, officers shall be elected; appropriate board, committee and staff reports shall be presented; and necessary business shall be transacted.

ARTICLE VIII. CHURCH GOVERNMENT

A. Congregation

All authority in the church is vested in the congregation, consisting of all voting members. The congregation shall decide upon the calling of the senior pastor, election of church officers, admission of applicants for membership, purchase or sale of church real property and such other matters as it shall determine.

B. General Board

Under the congregation, the General Board, consisting of such persons as are specified in the bylaws, shall be the highest authority. It may review, revise or reverse the decisions of any lower boards, committees, officers or staff members as it deems appropriate.

C. Elder Board

Under the General Board, the Elder Board, consisting of such persons as are specified in the bylaws, shall have authority over all individual boards and committees.

ARTICLE IX. PROPERTY RIGHTS

The church shall have power to buy, own and sell real property in its own name. If a division occurs in the church, the name and all property shall be retained by those adhering to the constitution. If the church ceases to function and its organization is dissolved, the property shall automatically become the property of the EFCA West.

ARTICLE X. PRINCIPAL OFFICE

The principal office for the transaction of business of the church shall be initially located at 2801 North Brea Boulevard, Fullerton, California. The church, by appropriate action, shall have authority to change said principal office from one location to another within Orange County.

ARTICLE XI. CORPORATE SEAL

The corporate seal shall be circular in form and shall contain the name of the corporation and the date and state of incorporation.

ARTICLE XII. AMENDMENTS

Amendments to this constitution may be made at any annual business meeting of the congregation by two-thirds of the votes cast when said proposed amendments have been presented in written form and discussed at a business meeting no later than the third month prior to the time of their adoption. Voting shall be by secret ballot. Articles I, II, III, V, IX and this last sentence of Article XII cannot be repealed or revised.

ARTICLE XIII. MARRIAGE

A. Definition of Marriage

Marriage has been instituted by God. This church defines marriage as the exclusive covenantal union of one man and one woman in which such union is a lifetime commitment. A civil government's sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the definition of marriage found in this Article XIII.

B. Legitimate Sexual Relations

Legitimate sexual relations are exercised solely within marriage. Hence, sexual activities outside of marriage (referred to in the New Testament as "porneia"—*πορνεία*), including but not limited to adultery, premarital sex, homosexuality and pedophilia, are inconsistent with the teachings of the Bible and the church. Further, lascivious conduct, transgender behavior and the creation and/or distribution and/or viewing of pornography are incompatible with the biblical witness.

BYLAWS

BYLAW I. MEMBERSHIP

A. Admission of Members

1. Regular Members

- a. Prospective members shall apply for membership by preparing and submitting the appropriate application form.
- b. Each applicant for membership shall complete the New Member Class.
- c. Each applicant for membership shall participate in personal and group interviews by the Deacon Board. The purpose of these interviews is to hear the testimonies of personal faith in Christ (Rom. 10:9–10) and to verify that the applicant meets the additional qualifications for membership stated in Bylaw I A 3.
- d. Applicants who meet requirements for membership as stated in Article VI of the constitution shall be recommended for membership at any congregational business meeting after review by the Elder Board.
- e. The senior pastor and senior staff pastors shall be considered to have fulfilled steps b and c through their hiring process.

2. Associate Members

- a. If desired, an applicant may elect associate membership, which has no voting rights. This may be appropriate for someone who desires to teach or hold some other position that requires membership, but who wishes to keep primary membership in another church.
- b. Prospective associate members shall apply for membership, meet all criteria and be accepted into membership on the same basis as regular members.
- c. Associate members shall have the same rights and privileges as regular members, except they shall have no vote and hold no church office.

3. Qualifications

All members of this fellowship must have by faith received Jesus Christ as their personal Savior (John 1:12; Rom. 10:9–10). Each member is also expected to conduct his life according to the standard set forth in the Scriptures. Such conduct includes moral purity (1 Cor. 6:18–20; 1 Thess. 4:1–7), personal honesty (Eph. 4:25) and biblical fidelity (Jude 20–21; 2 Tim. 3:14–17). Their lives are to be consistent examples of authentic Christianity as they walk in the light (1 John 1:6–9), emulating the character of Christ by the power of the Holy Spirit (Gal. 5:22–23; Eph. 5:15–21; 2 Pet. 1:5–8). All applicants must be in agreement with the church's statement of faith, constitution and bylaws by both profession and conduct.

B. Discipline of Members

All members of this fellowship are expected to continue to meet the membership requirements stated in Bylaw I A 3. Should any members willfully depart from this scriptural standard and engage in conduct which conflicts with biblical principles of holiness, the procedure set forth in Matthew 18:15–16 shall be followed for the purpose of leading the erring individual to repentance and, ultimately, to full restoration. This shall be done in a spirit of humility and gentleness (Gal. 6:1) as well as loving honesty (Eph. 4:25). If after these steps of reproof are taken there is no repentance, one of the pastors, with at least one elder, shall confront, counsel and pray with the person. Should there still be no evidence of repentance, the person shall be removed from the membership and fellowship of this church (Matt. 18:17; 1 Cor. 5:11; 2 Thess. 3:14–15).

C. Termination of Membership

1. Any member who no longer meets the qualifications in Bylaw I A 3 and refuses to respond appropriately to discipline as outlined in Bylaw I B shall have his membership terminated. Such termination shall be decided by the Elder Board after due consideration. The reason for the termination shall be stated in a pastoral letter to the terminated member, sent by certified mail, return receipt requested.
2. Any member who indicates a lack of interest in the ministry of the church for a period of one year and does not respond to written inquiry from the church shall have his membership terminated by the Elder Board.
3. Any member may voluntarily withdraw his membership by written notice to the church office.

D. Membership Requirement for Position of Responsibility

1. Church membership shall be required for all church officers, teachers, adult fellowship officers or any other positions of significant responsibility within the church or its organizations as determined by the Elder Board.
2. With the approval of the Elder Board, exceptions may be made for committees requiring special (technical) expertise.
3. The Christian Education Board may make short-term exceptions within its area of responsibility. These exceptions shall be reevaluated and appointments made annually.

E. Membership Record

Oversight of the membership record shall be the responsibility of the Deacon Board.

BYLAW II. BUSINESS MEETINGS

A. Regular Business Meetings

The annual business meeting shall be held in May. Other regular business meetings shall be held quarterly. The General Board may vote to omit quarterly business meetings, but the annual business meeting must be held.

B. Special Business Meetings

Special business meetings may be called by action of the General Board.

C. Notice of Business Meetings

Notice of all business meetings shall be by announcement in two regularly scheduled services, at least one of which is on a Sunday, or by written notice to the congregation and announcement in one regularly scheduled Sunday service.

D. Business Meeting Protocol

1. Voting Rights

Only regular members who are eighteen years of age or older may vote. Voting rights are effective immediately upon acceptance into membership.

2. Quorum

A quorum shall consist of those voting members present at any regular or special business meeting.

3. Order of Business Meetings

The following general order of business shall apply to all regular and special business meetings:

- a. Scripture reading and prayer
- b. Minutes of preceding meeting

- c. Reports
- d. Tabled business
- e. Old business
- f. New business
- g. Adjournment with prayer

4. Decisions

All matters in regular and special business meetings shall be decided by majority vote, unless otherwise specified herein. Election of officers, amendments to the constitution and bylaws, the calling of a senior pastor and all sensitive issues shall be decided by secret ballot.

5. Parliamentary Procedure

Any parliamentary procedure which is not specified herein shall be in accordance with *Robert's Rules of Order*.

BYLAW III. BOARD MEETINGS

A. Regular Board Meetings

All boards shall schedule regular meetings with their members.

B. Special Board Meetings

Special meetings of the General Board or Elder Board may be called by the church chairman or senior pastor. Special meetings of all other boards may be called by the board chairman or the church chairman.

C. Notice of Board Meetings

Regular board meetings shall require no special notice. Special board meetings shall be announced by notifying, or making a reasonable effort to notify, each board member.

D. Board Meeting Protocol

General Board and Elder Board meetings shall follow the protocol specified in Bylaw II D. Protocol in all other board meetings shall be at the discretion of the board chairman.

BYLAW IV. STAFF

A. Senior Pastor

In order to fulfill its stated purpose, the congregation shall call a senior pastor. His primary responsibility shall be the teaching and preaching of God's Word, supervision of the senior staff and overseeing the ministries of the church.

The senior pastor shall be a man of true Christian experience and established character. He shall qualify for his office according to the standards of 1 Timothy 3:1-7.

He shall become a member of the church and be in full accord with its statement of faith, constitution and bylaws by both profession and conduct. By virtue of his office, he shall have power of address and be an ex officio member of all boards and committees of the church.

The election and calling of a senior pastor may take place at any regular or special business meeting. A senior pastor must receive two-thirds of the votes cast at such meeting and shall be called for an indefinite period of time.

No accusation shall be brought against the senior pastor except on the testimony of at least two members in good standing (1 Tim. 5:19-21). The matter shall then be taken to the Elder Board for investigation and resolution. If the accusation is not resolved by the Elder Board, either the Elder Board or the senior pastor may request consideration by the General Board. If still unresolved, the General Board or the senior pastor may present the matter to the congregation for final decision.

If the senior pastor desires to resign or the congregation desires his termination, three months' notice shall be given in writing, unless waived by mutual consent. The termination of the senior pastor's ministry shall be decided by two-thirds of the votes cast by members present at a regular or special business meeting. Normal compensation shall be continued during the three months, unless waived by mutual consent or by the senior pastor's acceptance of other employment.

B. Senior Staff

The senior staff shall include all associate pastors, assistant pastors, directors and managers and shall be responsible to the senior pastor. The General Board shall employ or terminate members of the senior staff, except managers, considering the recommendations of the Elder Board. The employment and termination of the managers will be the direct responsibility of the Elder Board. Recommendations for employment and termination shall come to the Elder Board from the senior pastor for both the managers and other members of the senior staff. Procedures relating to selection, terms of employment and termination of the senior staff shall be the responsibility of the Elder Board. Recommendations of the Trustee Board shall be considered in the financial aspects of employment and termination.

Pastors shall qualify for their office according to the standards of 1 Timothy 3:1–7. They shall be in full accord with the statement of faith, constitution and bylaws by both profession and conduct. They shall become church members as soon after joining the staff as practicable.

The senior staff member shall become a member of the church and be in full accord with its statement of faith.

The procedure for handling accusations against any of the pastors or directors shall be identical with that applying to the senior pastor.

C. General Staff

In order to accomplish the work of the church, other staff may be employed as necessary. Procedures relating to their selection, terms of employment and termination shall be the responsibility of the Elder Board. Recommendations of the Trustee Board shall be considered in the financial aspects of employment and termination. General staff shall be in full accord with the statement of faith, constitution and bylaws by both profession and conduct.

D. Position Descriptions

1. A description of duties and responsibilities shall be prepared for each senior and key general staff position.
2. Such descriptions shall be approved by the Elder Board before being published.

E. Elected Office

No member of the staff shall seek or hold an elected office, except that an elected officer who joins the staff during his term of office may, with the approval of the Elder Board, remain in office until the next annual business meeting. Elected officers shall be in full accord with the statement of faith, constitution and bylaws by both profession and conduct.

BYLAW V. OFFICERS

The congregation shall elect officers to perform duties for specific terms as indicated below. Officers elected for terms of less than three years may be reelected for one successive term. The secretary and vice-secretary shall be elected in alternating years.

Duties of those officers who serve only as members or chairmen of boards are listed under duties of such boards.

A. Chairman (2 years)

1. Act as president of the corporation.
2. Preside at all church business meetings, General Board meetings and Elder Board meetings.
3. Work closely with the senior pastor in all matters of the church.
4. Serve as an ex officio member of all boards and committees.

5. Following approval by the General Board and the congregation of the purchase or sale of church real property, the chairman shall be authorized to cosign with the Trustee Board chairman any necessary legal documents.

B. Vice-Chairman (2 years)

1. Assume the duties of the chairman in his absence.
2. Work closely on all matters with the church chairman.
3. Assume any special assignment from the Elder Board.

C. Secretary (2 years)

1. Record all business, prepare and maintain minutes and present reports, as requested, in all regular and special Elder Board meetings.
2. Prepare and distribute church business correspondence as requested by the church chairman.
3. Assume the duties of the church vice-secretary in the vice-secretary's absence and such other duties as requested by the chairman or vice-chairman.
4. The secretary shall be authorized to sign any legal documents requiring the signature of the secretary of the corporation.

D. Vice-Secretary (2 years)

1. Record all business, prepare and maintain minutes and present reports, as requested, in all regular and special General Board meetings and in all congregational business meetings.
2. Supply copies of all minutes and reports of regular and special General Board and church business meetings to the church secretary.
3. Assume the duties of the church secretary in the secretary's absence and such other duties as requested by the chairman or vice-chairman.

E. Chairman, Deacon Board (2 years)

F. Members, Deacon Board (3 years)

G. Chairman, Trustee Board (2 years)

H. Members, Trustee Board (3 years)

I. Chairman, Christian Education Board (2 years)

J. Members, Christian Education Board (3 years)

K. Chairman, Missions Board (2 years)

L. Members, Missions Board (3 years)

M. Chairman, Music Board (2 years)

N. Members, Music Board (3 years)

O. Elders-at-Large (2 years)

P. Incomplete Terms

When an officer fails to complete a term of office, the Elder Board shall appoint an officer to serve until the next annual business meeting. If any unexpired term remains, it shall be filled by election. Eligibility for normal terms shall not be affected.

BYLAW VI. BOARDS

A. General Board

1. Composition

It shall consist of all elected officers, all appointed board members and all members of the senior staff. All elected adult fellowship presidents will be appointed as nonvoting members.

2. Duties

It shall oversee all church matters under the authority of the congregation and perform all functions necessary to the discharge of this responsibility, including the following:

- a. Consider and act on all matters referred by the Elder Board, including the final approval of the annual budget and the employment or termination of senior staff, except managers.
- b. Consider and act on all matters presented from the floor by any General Board member.
- c. Consider for admission all applicants for membership who have been nominated by the Deacon Board.
- d. Refer any approved matters which involve buying or selling of property, corporate business or calling of a senior pastor to the congregation for final action.
- e. Present appropriate board, committee, staff and other business reports to its members.

B. Elder Board

1. Composition

It shall consist of the senior pastor, associate pastors and congregationally elected elders designated to serve respectively as church chairman, vice-chairman, chairmen of the individual church boards and elders-at-large in a number equal to the number of associate pastors. The Elder Board may also appoint by two-thirds vote additional elders-at-large to serve one-year terms and may reappoint them for successive terms. The associate pastors and appointed elders shall be nonvoting members of the board. All elders shall meet the scriptural qualifications of 1 Timothy 3:1–7.

2. Duties

Under the authority of the General Board, it shall watch over the spiritual life of the church, oversee all aspects of the ministry of the church and perform all functions necessary to fulfill these responsibilities, including the following:

- a. Elders shall lead and encourage in the fulfillment of the purpose of the church (Article III).
- b. Oversee the individual boards and all committees under its jurisdiction.
- c. Consider all matters of church discipline.
- d. Refer to the General Board those matters which require its consideration, including the annual budget.
- e. Act on all staff policy, benefit and compensation recommendations presented by the Trustee Board. Staff members shall not vote on staff benefits or compensation.
- f. Develop and maintain procedures relating to the selection, terms of employment and termination of the senior pastor, senior staff, managers and general staff.
- g. Approve all revisions to the church's organization and policy manual.
- h. Act as the final authority within this local church for interpretation of Scripture, doctrine and theology.

C. Deacon Board

1. Composition

It shall consist of a chairman and an equal number of deacons and deaconesses as determined by the Elder Board annually, all elected by the congregation, plus one associate pastor to be designated by the senior pastor. Deacons and deaconesses shall be elected on a rotating basis so that the terms of approximately one-third of them will expire each year. Additional board members may be appointed by recommendation to and approval by the Elder Board to serve as nonvoting members for a term of one year. Appointment shall not affect eligibility for election or reappointment. All deacons and deaconesses shall meet the scriptural qualifications of 1 Timothy 3:8–13.

2. Duties

It shall assist in watching over the spiritual life of the church, support the service ministries to the church and perform all functions necessary to fulfill these responsibilities, including the following:

- a. Implement church care for the poor, sick, bereaved or otherwise needy.
- b. Assist in church observance of the ordinances of baptism and communion.
- c. Evaluate and make appropriate recommendations to the congregation concerning application for church membership.
- d. Promote church participation in prayer, Bible study and other means of spiritual growth.
- e. Oversee the maintenance of a church membership record containing the name and address of each member, date of membership and membership termination, if applicable.

D. Trustee Board

1. Composition

It shall consist of a chairman and nine members, all elected by the congregation, plus the associate pastor of Business and Stewardship. The nine members shall be elected on a rotating basis so that the terms of three members will expire each year. Additional board members may be appointed by recommendation to and approval by the Elder Board to serve as nonvoting members for a term of one year. Appointment shall not affect eligibility for election or reappointment.

2. Duties

It shall oversee the financial, business and administrative affairs and facilities of the church and perform all functions necessary to the discharge of this responsibility, including the following:

- a. The Trustee Board chairman shall act as the treasurer of the corporation.
- b. Following approval by the General Board and the congregation of the purchase or sale of church real property, the Trustee Board chairman shall be authorized to cosign with the church chairman any necessary legal documents.
- c. Provide adequate physical, financial and legal protection for church property, equipment and documentation. This includes the establishment of policies for and the oversight of the receipt, disbursement, investment or borrowing of funds, subject to the approval of the Elder Board.
- d. Review income and expenses regularly and report financial status periodically to the Elder Board, General Board and congregation.
- e. Evaluate giving patterns and expectations and establish budget guidelines. In conjunction with the appropriate staff personnel, jointly develop the annual budget to be recommended to the Elder Board for review and General Board for final approval.

- f. Coordinate with the Elder Board and appropriate staff personnel in the establishment of compensation and severance policies for the senior pastor, senior staff, managers and general staff positions and in the development of employee policies and benefits.

E. Christian Education Board

1. Composition

It shall consist of a chairman and three members, all elected by the congregation, plus three pastors designated by the senior pastor to represent the three educational age levels (children, youth and adults). The three members shall be elected on a rotating basis so that the term of one member will expire each year. Additional board members may be appointed by recommendation to and approval by the Elder Board to serve as nonvoting members for a term of one year. Appointment shall not affect eligibility for election or reappointment.

2. Duties

It shall oversee the Christian education ministry of the church, including children, youth, adults, men's and women's ministries, and the library. It shall perform all functions necessary to the discharge of this responsibility, including the following:

- a. Assist the senior staff in establishing, implementing and periodically evaluating the philosophy, goals and policies of Christian education.
- b. Provide guidelines for the curricula of all educational groups in the church.
- c. Recommend the annual Christian education budgets to the Trustee Board.
- d. Review the recruitment and approval process of all Christian education workers.
- e. Review current educational use of facilities and make recommendations and future plans.

F. Missions Board

1. Composition

It shall consist of a chairman and twelve members elected by the congregation, plus the pastor of Missions. The twelve elected members shall be elected for three years on a rotating basis so that the terms of four members will expire each year. Additional board members may be appointed by recommendation to and approval by the Elder Board to serve as nonvoting members for a term of one year. Appointment shall not affect eligibility for election or reappointment.

2. Duties

It shall oversee the missions program of the church and perform all functions necessary to the discharge of this responsibility, including the following:

- a. Assist the pastor of Missions in planning, promoting and evaluating the church mission program.
- b. Assist the pastor of Missions in the evaluation and recommendation of all missionary candidates and organizations for regular support approval by the Elder Board.
- c. Allocate budgeted funds for organizational support, missionary support and projects in accordance with established missions policy and support guidelines.
- d. Gather and disseminate to the congregation information regarding the activities and needs of all persons and organizations receiving church missions support.
- e. Develop and implement missions education for all age groups and encourage participation in overseas and home missions endeavors.

G. Music Board

1. Composition

It shall consist of a chairman and six members, all elected by the congregation, plus the minister of music. The six elected members shall be elected on a rotating basis so that the term of two members will expire each year. Additional board members may be appointed by recommendation to and approval by the Elder Board to serve as nonvoting members for a term of one year. Appointment shall not affect eligibility for election or reappointment.

2. Duties

It shall oversee the music ministry of the church and perform all functions necessary to the discharge of this responsibility, including the following:

- a. Evaluate and assist the minister of music in planning and promoting the church worship, music and creative arts programs.
- b. Oversee the use, care and maintenance of all musical instruments of the church.
- c. Evaluate and make recommendations concerning candidates for minister of music, organists and pianists, when needed.

BYLAW VII. COMMITTEES

The following committees, except where noted, shall consist of church members only and shall be appointed by and responsible to the Elder Board:

A. Pulpit Committee

1. Composition

It shall be activated as needed and shall consist of the elected elders and two members elected by the congregation. It shall select its own chairman.

2. Duties

It shall conduct the search for and evaluate the qualifications of senior pastoral candidates and make appropriate recommendations to the General Board. It shall perform all functions necessary to the discharge of this responsibility, including the following:

- a. Communicate with the Evangelical Free Church of America headquarters and the EFCA West superintendent for names of potential candidates.
- b. Solicit names of potential candidates from the congregation.
- c. Investigate and communicate with promising potential candidates, maintaining appropriate confidentiality.
- d. Arrange guest speaking engagements and interviews, as appropriate, for those candidates who appear to meet the desired qualifications.
- e. Recommend to the General Board one candidate for senior pastor.

B. Nominating Committee

1. Composition

It shall be appointed annually by the Elder Board and shall consist of a chairman, a vice-chairman and nine members, including representatives from the Elder, Deacon (one deacon and one deaconess), Trustee, Christian Education, Missions and Music Boards, the senior staff and the congregation at large. The committee chairman may ask to increase the size of the committee to help in the workload or to provide knowledge required to fulfill the committee's charter.

2. Duties

It shall prepare a recommended ballot for the election of church officers and perform all functions necessary to the discharge of this responsibility, including the following:

- a. Prepare and distribute to the congregation nominating ballots for all officers to be elected.
- b. Evaluate nominating ballot results and consider qualified candidates for each office.
- c. Prepare a recommended ballot for the Elder Board's approval. Each vacancy must list at least two qualified candidates, except for the Deacon Board. The Deacon Board must have at least one more candidate than total vacancies. The Elder Board may vote to accept a ballot with fewer than two qualified candidates if the chairman of the Nominating Committee requests it.
- d. Present the approved ballot to the congregation prior to the annual business meeting.

C. Audit Committee

1. Composition

It shall be appointed annually by the Trustee Board. Members of this committee shall not be employees or staff members of the church.

2. Duties

It shall engage an outside certified public accounting firm to conduct an annual audit of the church's financial records in accordance with generally accepted auditing standards. The accounting firm shall also prepare financial statements in accordance with generally accepted accounting principles.

D. Other Committees

Additional committees shall be appointed by and be responsible to the Elder Board, as needed, to investigate, report or act upon ongoing or special matters. A committee shall consist of not less than three voting members and a chairman who is a member of the Elder Board. The committee may recommend the addition of non-church members to be appointed by the Elder Board to help in the workload or to provide technical expertise required to fulfill the committee's charter.

BYLAW VIII. ORGANIZATIONS

Before any organization may be formed within the church, an outline of its purpose, organizational structure and plan of operation shall be presented in writing to the Elder Board for approval. The Elder Board shall designate the board to which the organization shall report.

Methods of raising funds by any group or organization within the church shall be subject to the approval of the Trustee Board.

BYLAW IX. AMENDMENTS

Amendments to the bylaws may be made at any regular business meeting by two-thirds of the votes cast after said proposed amendments have been presented in written form and discussed at a business meeting no later than the third month prior to the time of their adoption.