

BYLAWS OF FIRST EVANGELICAL FREE CHURCH MINNEAPOLIS, MINNESOTA

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ARTICLE I - MEMBERSHIP

A. QUALIFICATIONS FOR MEMBERSHIP

The membership of the church shall consist of persons who profess belief in the Lord Jesus Christ as personal Savior; whose character, conduct and reputation conform therewith; and who will abide by the Constitution and Bylaws of this church.

B. ADMISSION TO MEMBERSHIP

Prospective members shall be accepted into membership in the church in the following manner:

1. Application shall be made to any Pastor or to any member of the Council.
2. Applicants shall attend membership classes conducted by the Pastor or Council, covering the history, doctrines, and practices of our church. Persons who

discontinued their membership in good standing and apply for membership again may be exempted from attending the membership classes an additional time .

3. The Council shall affirm by personal interview the faith and spiritual life of each applicant. Applicants who meet the qualifications for membership may be recommended for membership by the Council at a congregational business meeting of the church.
4. The Congregation shall ratify each candidate for membership at a congregational business meeting of the church by a ninety-five (95) percent favorable vote of the voting members present. The candidate shall become a member upon receiving said favorable vote.
5. The accepted new members shall be welcomed into membership publicly at a designated Sunday worship service as soon thereafter as possible.
6. Pastoral staff members and spouses shall be accepted into membership upon installation into the ministry of this church and are encouraged to attend a Membership Class. Such membership shall automatically terminate with the termination of the pastoral position. However, pastoral staff members and spouses may retain membership beyond their date of termination by submitting such a written request to the Council prior to the date of termination.
7. A copy of the Constitution and ByLaws shall be made available by the Council to all candidates for membership.

C. MEMBERS COVENANT OF CONDUCT

1. The fundamental principles of this church are based upon the Word of God. Therefore every member of the church is expected to live according to its teachings and avoid and refrain from that which is destructive to the Christian life and dishonorable to God. Every member is earnestly admonished to:
 - a. Pray for the church's ministries, pastors, staff, and other members.
 - b. Materially support the church according to ability and necessity.
 - c. Attend worship services and congregational meetings regularly.
 - d. Be supportive of all church ministries.
 - e. Prayerfully consider how personal gifts from the Holy Spirit could be used to minister to others and used in service to this church.
 - f. Refrain from slander and evil speaking of one another, and by the grace of God, live a holy and godly life in the midst of a crooked and perverse generation.
2. Members who are not living in accordance with the teachings of the Bible and the principles of this church may be admonished by the Council in brotherly love and exhorted unto all good works ([Galatians 6:1-2](#) and [Hebrews 10:24-25](#)). [Matthew 18:15-17](#) establishes a biblical pattern for church discipline. A member may be

disciplined by the Council only upon submittal to the Council of a signed written complaint by at least two (2) witnesses and approval of the congregation.

D. TERMINATION OF MEMBERSHIP

1. Withdrawal from membership may be requested in writing to any Pastor or to any member of the Council. Such requests will be brought by the Council to a regular business meeting of the Congregation for formal action by the Congregation.
2. A member who has not attended or communicated with the church for one year will be advised by letter that his or her membership termination will be considered by the Council and congregation.
3. Each step of admonishment and discipline will have as its supreme purpose the restoration of the member. However, a member who continues to live in sin after having been admonished and disciplined by the Council may be dismissed from membership upon the subsequent recommendation to the Congregation by the Council and at least a two-thirds (2/3) vote by secret ballot of members present at a regular or special congregational meeting. Such a person, upon sincere repentance, may be reinstated in accordance with the procedure for new members.

ARTICLE II - PASTORAL STAFF

A. SENIOR PASTOR

1. QUALIFICATIONS

The Senior Pastor shall be a man of true and established Christian character and qualified to preach and teach the Word of God as described in [I Timothy 3:1-7](#), [II Timothy 2:15](#); and [Titus 1:5-9](#). He must be in full accord with the Church's Confession of Faith and must be willing to perform his duties in accordance with the Constitution and ByLaws of the Church.

2. DUTIES

The Senior Pastor shall provide spiritual vision and challenge to the Council and Congregation. He shall preach and teach the Word of God in complete agreement with the Confession of Faith (Article II, Constitution), lead the church in accomplishing its objectives, and manage the staff in support of these objectives. He shall be an ex-officio member on the Council, Commissions, Boards, and Committees except where matters of his employment are concerned. He shall not hold office in any of these organizations. He shall provide the Council with at least an annual, written evaluation of the staff that

report to him, making necessary recommendations for changes in job description, including additions to and termination of staff.

3. ACCOUNTABILITY

The Senior Pastor shall report to the Council at their meetings and submit a report to the quarterly and annual congregational business meetings. He is accountable to the Council and to the Congregation. His performance shall be evaluated annually by the Council.

4. SELECTION

Whenever a Senior Pastor vacancy occurs and a Call Committee shall be established according to the Call Committee procedure found in [Article VII](#), B,2.

5. TERMINATION

At least forty-five (45) days notice of resignation will be given by the Senior Pastor if he chooses to resign. His resignation must be submitted in writing to the Church Chairman. Dismissal action may be initiated only by a recommendation from the Council at a congregational meeting called for that purpose. The termination of the Senior Pastor's ministry by dismissal shall require an affirmative vote by secret ballot of a majority of those voting members present at a congregational meeting of the church. If the Congregation votes to terminate his ministry, notice of termination shall be given the Senior Pastor in writing by the Church Chairman, and at least forty-five (45) days notice and salary shall be given from the date of the vote of termination.

6. ABSENCE

The Senior Pastor is responsible for pulpit supply with the approval of the Council.

B. OTHER PASTORAL STAFF

1. DEFINITION

Other pastoral staff are those pastors who are called and approved by congregational vote.

2. QUALIFICATIONS

These pastors shall be subject to the same scriptural requirements and rules as the Senior Pastor.

3. DUTIES

These pastors shall be in full accord with the church's Confession of Faith and must be willing to perform their duties in accordance with the Constitution and By-Laws of the church. Their specific duties will be prescribed by their job descriptions as part of their call to the church. Adjustments in their job

descriptions may be recommended by the Senior Pastor and approved by the Council.

4. ACCOUNTABILITY

These pastors shall be accountable to the Senior Pastor who is accountable to the Council. They shall work with any Commissions, Boards, or Committees that have responsibility in the areas of their job description. They shall submit regular reports to the Council, Commissions and Committees as appropriate. They shall submit a written comprehensive report to the annual congregational meeting of the church. Their performance shall be evaluated annually by the Senior Pastor and he shall report to the Council on these evaluations.

5. SELECTION

These pastors shall be chosen and called by the same process as used for the Senior Pastor. The Senior Pastor shall be a member of the Call Committee for Associate and Assistant Pastors.

6. TERMINATION

These pastors shall be terminated by the same process as used for the Senior Pastor with the Senior Pastor fully involved in the process.

C. PASTORAL INTERNS AND NON-PASTORAL STAFF

1. Pastoral Interns and Non-Pastoral Staff are under the general supervision of the Senior Pastor, who shall recommend to the Council action to be taken relative to their employment.
2. The Council through the Personnel Committee shall take any necessary action relative to their employment including hiring, job description, evaluation, remuneration and termination.
3. Any change in the Pastoral Interns and Non-Pastoral Staff shall be reported by the Council to the Congregation at its next quarterly business meeting, and ideally, prior to their employment.

ARTICLE III - SERVICES, MEETINGS AND ELECTIONS

A. WORSHIP AND OTHER SERVICES FOR THE CONGREGATION

Regular worship services shall be conducted at such times as approved by the Congregation. All worship services and special services other than those regularly scheduled must be approved by the Council.

B. CONGREGATIONAL BUSINESS MEETINGS

1. Regular congregational business meetings shall be held the second Tuesday of February, May, August and November, unless scheduled on a different date by action of the Council.
2. At the May congregational business meeting, annual written reports shall be submitted by the Senior Pastor and other pastoral and administrative staff, the Council, and Ministry Commissions. All reports shall be printed and made available to the congregation at least two Sundays prior to the annual meeting.
3. Officers of the church and other Council members shall be elected at the February congregational business meeting. Ministry Commission, Standing and Special Committee members shall be elected at the May congregational business meeting. All elected members shall assume their respective offices on the following June 1.
4. Special congregational business meetings may be called by the Council. The purpose of such special meetings must be announced publicly on two Sundays prior to the time of said meeting and only such matters as have been announced may be taken up for decision.
5. The protocol for all regular and special congregational business meetings is as follows:
 - a. Voting Rights. Only members may vote. Members must be present in order to vote.
 - b. A quorum shall consist of ten (10) percent of the membership of this congregation, including at least five (5) Council members.
 - c. Order of Business. The following items shall be included in all regular congregational business meetings unless the majority of those members present vote to change it:
 1. Spiritual preparation
 2. Approve minutes of previous meeting
 3. Consideration of new members
 4. Announce agenda for meeting
 5. Elections
 6. Reports (may be made in writing)
 7. Old business
 8. New business
 9. Adjournment with prayer
 - d. Decisions. All matters in regular and special congregational business meetings shall be decided by majority vote of the voting members present, unless otherwise specified in the Constitution or ByLaws or

approved at that meeting. Elections, the calling of the Pastor or other Pastoral Staff, and other important or sensitive issues, shall be decided by secret ballot.

- e. Parliamentary Procedure. Any parliamentary procedure which is not specified herein shall be in accordance with Robert's Rules of Order. When a motion of major importance to the church is under discussion, debate may be limited (i.e. call for the question) only if approved by two-thirds (2/3) of the voting members present.
- f. Minutes of Meetings. Accurate minutes of all meetings must be maintained by the Secretary of the church. A permanent record of all congregational business meetings of the church must be maintained in the church.

C. MEETINGS OF THE COUNCIL, MINISTRY COMMISSIONS, BOARDS AND COMMITTEES.

1. The protocol for regular and special meetings is as follows:

- a. Voting Rights and Procedures. Only members present may vote. Voting on sensitive issues may be by secret ballot.
- b. Quorums and Decisions. A quorum must consist of a majority of the total voting membership at any regular or special meeting. Issues shall be decided by a majority vote of those present.
- c. Order of Business and Parliamentary Procedure. [Article III](#), B, 5, c and e apply to these meetings.
- d. Minutes of Meetings. Accurate minutes of all meetings must be maintained by the respective secretaries. Copies should be given to the Council within 10 days. A permanent record of all Council meetings must be maintained in the church.

D. REQUIREMENTS FOR CHURCH ELECTIONS

Elections of Officers of the church and other Council members shall take place at the regular congregational business meeting in February. Elections of Ministry Commission and Standing and Special Committee members shall take place at the regular congregational business meeting in May. Vacated positions shall be filled by special election at a congregational business meeting of the church after candidates are nominated by the nominating committee.

1. Qualifications and Eligibility for Elected Positions

- a. All nominees for elected positions shall meet the spiritual requirements for leadership as stated in [Acts 6](#), [I Timothy 3](#), and [Titus](#), and they shall abide by the Constitution and ByLaws of this church.

- b. No person shall be eligible for an elected position until he/she has been a voting member of this church for at least one (1) year.
 - c. No person may simultaneously hold two (2) or more elected positions.
 - d. Eligibility for a full term of office is not affected by filling a partial term, except for Council members (See [Article V](#)).
2. Nominations and Elections
- a. Candidates for elected positions shall be nominated and elected in the following manner:
 - b. The Nominating Committee shall present a suitable number of eligible candidates for each office.
 - c. Names placed on the ballot for elected positions or names placed in nomination at the congregational business meeting must be with the prior consent of the potential nominee and only after the potential nominee has been informed in writing of the qualifications and responsibilities of the office by the Nominating Committee, or the nominator, respectively. For nominations from the floor, the nominator shall be responsible to obtain a written copy of the qualifications and the applicable responsibilities, and deliver them to the potential nominee prior to the congregational meeting.
 - d. On each ballot for a single office a plurality of all votes cast shall be required for election. On each ballot for the filling of more than one (1) position on a council, commission, board or committee, members can vote for as many candidates as there are positions open, and the candidates receiving the most votes are elected.
 - e. The slate of nominees shall be printed and made available to all members at least two Sundays prior to any elections. Along with the slate of nominees, specific instructions on placing nominations from the floor must be included.

ARTICLE IV - OFFICERS

A. DEFINITION

1. The officers of this congregation shall be: Chairman, Vice Chairman, Secretary and Treasurer.
2. The officers shall also be members and officers of the Council.
3. Only members of this congregation shall serve as officers, and shall meet the Biblical standards for leadership as described in [Acts 6](#), [I Timothy 3](#) and [Titus 1](#).

4. The officers shall be elected at the February congregational business meeting by the congregation for a term of two years, or until their successors are duly elected. The term of office shall commence on the following June 1. No one shall serve simultaneously in more than one office. Continuous service in any office shall be limited to a maximum of three terms. Vacancies among the officers shall be filled according to [Article V](#), A, 10. If a sitting Council member is nominated for an officer position mid-term, the Congregation may elect that individual to a one-year officer term so that their Council term and overall eligibility limits are not altered. In addition, officer terms are intended to be staggered so that not all officer positions conclude in the same year. To establish or restore staggering, the Congregation may, when necessary, elect an officer for a one-year term. A one-year term shall count toward the maximum consecutive service limit.

B. DUTIES OF THE OFFICERS

1. The Chairman shall preside at all congregational and Council meetings of the church and be a voting member of all Commissions, Committees and Boards; shall call the organizational meeting of any standing or special committee for the purpose of electing a chairman, unless otherwise designated; shall inform all members of their election or appointment to an office or other responsibility, and shall give legal notice of all meetings when such notice is necessary; and shall issue credentials to all members duly chosen to represent the church at any meetings in which the church shall decide to be represented.
2. The Vice Chairman shall assist the Chairman in all of the duties of the Chairman, and shall perform all duties of the Chairman in the absence of the Chairman.
3. The Secretary shall keep an accurate record of the proceedings and decisions at all congregational and Council meetings, such record to be approved at the next meeting of the Congregation or Council. The Secretary shall preserve in a safe place all church records which are a part of the function of this office, and turn them over to the succeeding Secretary when the term of office is completed; shall assure that a correct register is kept of the membership, showing dates of admission and termination.
4. The Treasurer shall act as the Chief Financial Officer of the Church. The Treasurer shall ensure that the financial records of the Church are kept in conformity with generally accepted accounting principles, and that sound financial management be practiced. The Treasurer shall present a written report at each regular business meeting of the Congregation.

ARTICLE V - COUNCIL

A. COMPOSITION AND ORGANIZATION

1. The Congregation governs the church ministries through the Council. The Council shall oversee and promote the spiritual welfare and the ministries of the Church. Any action taken by the Council can be reviewed by the Congregation at a congregational meeting and may be changed by a majority vote.
2. The Council shall consist of the four officers of the Church, and additional members elected by the Congregation. The number of additional members shall be based upon the needs of the Church and shall be recommended by the Council and approved by majority vote by the Congregation. The Council and the Congregation through the Nominating Committee shall seek twelve members to serve on the Council with the understanding that between eight and twelve members shall serve on the Council. The Senior Pastor shall also be a voting member of the Council. The four officers of the Church shall also serve as officers of the Council.
3. The qualifications of the eight additional members shall be the same as those stated for the officers of the Church in [Article IV](#).
4. The responsibilities of the Council members shall be as follows:
 - a. They shall be devoted to prayer, the ministry, and the study of God's Word, both individually and collectively.
 - b. They shall be responsible for the shepherding of God's flock.
 - c. They shall submit to the Congregation at the May congregational business meeting the proposed annual budget for the coming year.
 - d. The chairman shall appoint Council members to serve as a personnel committee. They shall review at least annually all positions to assess the need for staff assignments, changes, expansion, or reduction. They shall assess at least annually the job performance of the Senior Pastor and all other positions and set the appropriate remuneration for each.
5. The Council may select members from its membership to serve on each Ministry Commission as voting members.
6. A member or members of the pastoral staff shall be selected by the Council in consultation with the Senior Pastor to serve as a member or members of each Commission.
7. The Council shall approve all persons appointed to serve on Ministry Commissions.
8. The Council shall report to the Congregation at the quarterly and annual business meetings the activities of the Council, Ministry Commissions and Boards. These reports will normally be presented by the chairman of each body.

9. The elected members of the Council shall serve two year terms, and shall be elected by the Congregation at the February congregational business meeting so that the terms of one-half will terminate each year. An elected member who has completed three consecutive full terms shall not be eligible for re-election to the Council for one year. Council members shall assume their offices on June 1 following election by the Congregation. If an elected Council member is subsequently elected as an officer during their Council term, their underlying Council term shall count toward the maximum consecutive service limit for Council membership, and their underlying Council term shall continue unaffected.
10. A vacancy occurring on the Council shall be filled by the Congregation at the next congregational business meeting. The term of service shall be for the unexpired portion of the vacated term. If that unexpired portion is less than twelve months the Council member shall be eligible for re-election for up to three consecutive full terms. If that unexpired portion is greater than or equal to twelve months the Council member shall be eligible for re-election for up to two consecutive full terms.
11. The Council shall hold regular meetings (normally monthly) at such time and place as the Council may provide by resolution.
12. A majority of the members of the Council shall constitute a quorum.

ARTICLE VI - MINISTRY COMMISSIONS

The Council shall fulfill some of its responsibilities through Ministry Commissions. The Ministry Commissions may include, but are not limited to, the Outreach Commission, Caring Commission, Property Commission, and Housing Commission. Any Ministry Commission shall be formed or dissolved based on the needs of the Church, the recommendation of the Council, and approved by a majority vote of the Congregation.

A. ORGANIZATION

Ministry Commissions shall be staffed to discharge duties as required in accordance with the stated purpose of the church and as follows. Each Ministry Commission shall be responsible to the Council for carrying out its assigned functions.

1. MINISTRY COMMISSION MEMBER QUALIFICATION

Ministry Commission members shall be members of the church in good standing and shall meet the spiritual requirements for leadership stated in [Acts 6](#), [1 Timothy 3](#) and [Titus 1](#).

2. MINISTRY COMMISSION STRUCTURES

Each Ministry Commission shall consist of a chairman, vice chairman, Council member(s), pastoral staff member(s), and other members approved by the Council.

- a. The chairman and the vice chairman of each Ministry Commission shall be elected by the Congregation for a two (2) year term, with the intent that their terms be staggered so that both do not conclude in the same year. To establish or restore staggering, or when a new Ministry Commission is formed, the Congregation may, when necessary, elect one of them to a one (1) year term. A one-year term shall count toward the maximum consecutive service limit. The chairman and vice chairman may not serve more than three (3) consecutive terms, not counting the filling of any unexpired term. The chairman and vice chairman shall assume their offices on June 1st, following election by the congregation.
- b. A Council member shall be assigned to each Ministry Commission by the Council as a participating and voting member.
- c. A member or members of the pastoral staff shall be selected by the Council in consultation with the Senior Pastor to serve as a member or members of each Ministry Commission.
- d. The chairman and the vice chairman of the Ministry Commission, and the assigned Council member(s), in consultation with the respective pastoral staff member(s), will recommend to the Council for approval persons for membership on the Ministry Commission. Appointees are appointed for a two (2)-year term and may not serve more than three (3) consecutive terms.
- e. No member of a commission (elected or appointed) may serve more than six (6) consecutive years on the same commission. Upon having served six (6) consecutive years on the same commission, a commission member shall not be eligible for membership on that commission for one (1) year. An exception will be made for an appointed commission member moving to an elected position on the same commission; in that case, the newly-elected member will be eligible to serve as an elected member such that the total consecutive time served is no longer than eight (8) years, before becoming ineligible to serve on that commission for one (1) year.
- f. A vacancy occurring on a commission shall be filled by the Congregation at the next congregational business meeting. The term of service shall be for the unexpired portion of the vacated term. If that unexpired portion is less than twelve months, the newly-elected commission member shall be eligible for re-election.

3. MINISTRY COMMISSION MEETINGS

Each Ministry Commission is to hold regularly scheduled meetings (normally monthly) and special meetings if needed as called by the Ministry Commission chairman.

4. GENERAL RESPONSIBILITIES

- a. The written agenda for each regular meeting shall be given to members.
- b. Minutes of regular and special meetings shall be provided to each Ministry Commission member, and to each Council member within ten (10) days.
- c. Regular quarterly reports shall be presented to the Council.
- d. A written request for annual budget needs shall be submitted to the Council as necessary to prepare the church budget.

5. DIRECTION

Ministry Commissions shall be under the direction of the Council. Ministry Commissions shall make decisions pertaining to their areas of ministry. If a decision directly affects other ministries, the initiating Ministry Commission must contact the other ministries and work through any significant problems prior to finalizing the decision. All budget increases and ministry changes are subject to Council review and congregational approval.

6. MINISTRY COMMISSION COMMITTEES

Ministry Commissions may establish committees to carry out their assigned responsibilities as appropriate.

- a. Committee Policies. A Ministry Commission shall prepare a written committee policy for each committee and report to the Council in advance of the establishment of a committee. This written policy must cover the purpose, composition, responsibilities, and accountability of the committee. A committee may establish subcommittees to carry out its responsibilities.
- b. Committee Composition. The chairman of a committee shall be appointed by the Ministry Commission and be a member of the church. Committee members are recommended by the committee chairman approved by the Ministry Commission. All committee/subcommittee members must meet the spiritual qualifications for church membership. Committee members are appointed for one (1) year terms. The Ministry Commission chairman and respective pastoral staff member(s) are members of committees.
- c. Minutes of Committee Meetings. Minutes of committee meetings shall be provided to members of the committee, and to the Ministry Commission chairman within ten (10) days.

B. MINISTRY COMMISSIONS - DESCRIPTIONS

1. OUTREACH COMMISSION

This Ministry Commission shall plan, implement, and oversee all evangelism and missionary ministries of the church, and such other assignments as may be proposed and accepted in the joint consultation of the Council and Ministry Commission.

2. CARING COMMISSION

This Ministry Commission shall plan, implement, and oversee all special needs and people-helping ministries of the church, and such other assignments as may be proposed and accepted in the joint consultation of the Council and Ministry Commission.

3. PROPERTY COMMISSION

This Ministry Commission shall oversee the proper maintenance, management, and care of all church facilities and properties, except for those houses under the care of the Housing Commission. This Ministry Commission's responsibilities include the upkeep, repair, and improvement of the church buildings, grounds, and related facilities, ensuring that they are safe, functional, and supportive of the church's ministries. This Ministry Commission may provide assistance to the Housing Commission on building or repair matters when requested. Other assignments may be proposed and accepted in the joint consultation of the Council and Ministry Commission.

4. HOUSING COMMISSION

This Ministry Commission shall oversee the proper maintenance, management, and care of the houses owned by the church. Its responsibilities include developing policies for the use of the houses. These policies may include finding suitable tenants in keeping with the church's mission, which may include, but is not limited to, supporting staff, missionaries, and people in need, and managing the church's relationship with those tenants. The policies may also include non-tenant ministry uses for the houses. This Ministry Commission shall also be responsible for the upkeep and repair of the houses under its care, in coordination with the Property Commission where appropriate. Other assignments may be proposed and accepted in the joint consultation of the Council and Ministry Commission.

ARTICLE VII - STANDING AND SPECIAL COMMITTEES

The following standing and special committees shall be established to discharge such duties as required. The members of each committee must be members of the church. The standing

committee members are to be elected for one (1) year terms, commencing June 1, unless otherwise designated.

Minutes of regular and special meetings of all standing committees shall be provided to the Chairman of the church within ten (10) days following each meeting. Subcommittees set up under the standing committees shall be responsible in the same manner to provide written minutes of their meetings to the chairman of their committees.

A. STANDING COMMITTEES

1. FINANCE COMMITTEE

- a. The Finance Committee shall consist of at least three (3) Council members. In addition, the Council may appoint up to three (3) other members of the Congregation to serve on the Finance Committee.
 1. The Council shall select from its membership at least three (3) members to serve each year, and must include the Treasurer. One shall be designated as the Finance Committee Chairman.
 2. If the members are appointed by the Council they shall serve for a one year term. Appointed members may serve no more than six (6) consecutive years, after which the member shall not be eligible to serve as an appointed member on the Committee for one (1) year.
- b. Responsibilities
 1. The Finance Committee is accountable to the Council for overseeing the Church's financial affairs, including developing the annual budget.
 2. The committee shall ensure that the Church's finances are reviewed annually by an external accounting or auditing firm. The external firm shall provide the annual report to the Council for review.

2. NOMINATING COMMITTEE

- a. The Nominating Committee shall consist of at least two (2) Council members. In addition, the Council may appoint up to three (3) other members of the Congregation to serve on the Nominating Committee.
 1. The Council shall select from its membership at least two (2) members to serve each year. One shall be designated as the Nominating Committee Chairman.
 2. People selected to serve on the Nominating Committee shall be members in highest regard. They shall have served in several leadership capacities in the church, and demonstrated their commitment, leadership and knowledge of the Congregation.

3. If the members are appointed by the Council they shall serve for one year only.

b. Responsibilities

1. The Nominating Committee is responsible to the Congregation for choosing candidates for all elected positions as identified in Articles [IV](#), [V](#), [VI](#), and [VII](#).
2. The Nominating Committee shall meet as necessary to nominate qualified candidates to fill any vacancies. It shall be the duty of this committee to prepare a list of candidates for the elections. In each instance the list of candidates shall be printed and made available to the congregation at least two Sundays prior to either election.
3. The Nominating Committee shall have due regard for all scriptural and practical requirements for the respective offices to be filled.

B. SPECIAL COMMITTEES

These are committees established by the Congregation to complete an assigned task. When the task is complete, the committee is dissolved.

1. CONSTITUTION AND BY-LAWS REVISION COMMITTEE

This committee shall be made up of at least two (2) members appointed from the Council and two (2) members elected at large from the church membership. It shall elect a chairman from among its own membership. It shall be responsible to the Congregation. In consultations with the Council and pastoral staff, it shall revise the Constitution and ByLaws of the church and present them to the Congregation for approval.

2. CALL COMMITTEE

The Call Committee shall consist of six (6) members: the Church Chairman, two (2) Council members that will be appointed by the Council, and three (3) members elected by the Congregation. The three members elected by the Congregation shall be elected from a slate of nominees presented by the Nominating Committee to the Congregation. The Call Committee shall elect its own chairman. It shall follow the procedure recommended by the Council for the presentation of the candidate. Only one (1) candidate by unanimous agreement shall be presented to the Congregation for selection at one time. Election and calling of the Senior Pastor shall be decided by secret ballot at a congregational meeting of the church; an affirmative vote of seventy-five (75) per cent of those voting members present shall be required.

3. OTHER SPECIAL COMMITTEES

Other special committees may be elected by the Congregation as needed.

ARTICLE VIII - AMENDMENTS

Proposed amendments to these ByLaws shall be introduced in writing at a regular congregational business meeting, cannot be voted upon until the next regular congregational business meeting, and must receive the affirmative vote of two-thirds of the members present and voting before adoption. Notice of any proposed amendment shall be mailed to all members at least 30 days prior to the meeting at which the proposed amendment will be voted upon.