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# Constitution & Bylaws

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FAITH  CHURCH

Fort Collins, Colorado

Adopted September 26, 2010

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## Constitution and Bylaws

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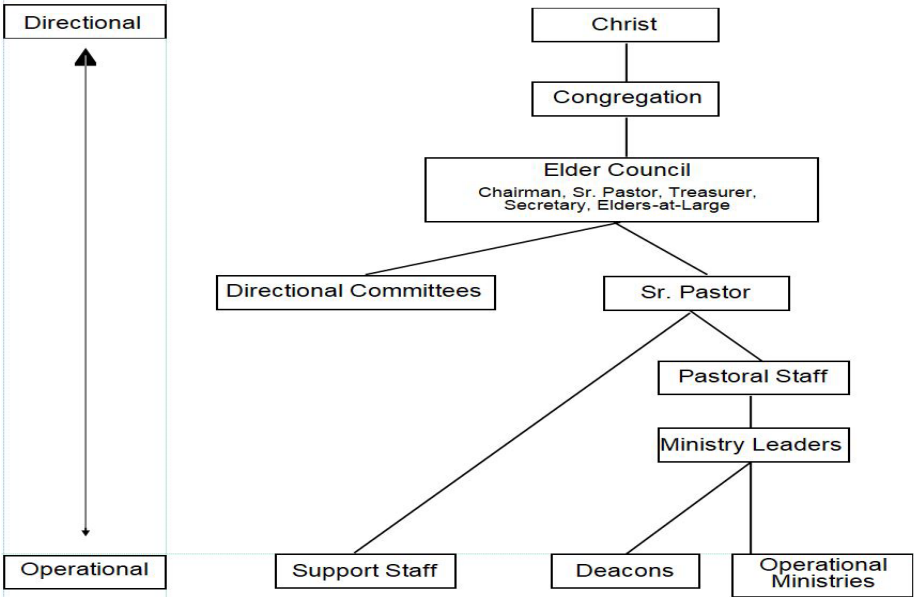
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# The Faith Evangelical Free Church of Fort Collins Organizational Chart

September 26, 2010



This diagram is intended to help understand the organizational relationships in the Faith Evangelical Free Church of Fort Collins. In all cases, the wording of the Bylaws, dated September 26, 2010, are the official descriptions of the organization and take precedence over this chart.

**DELETE PAGE 3**

# **The Constitution**

of

## **Faith Evangelical Free Church**

Fort Collins, Colorado

This amended and revised Constitution shall supersede all previous Constitutions with their attached amendments and revisions. This amended and revised Constitution was approved and adopted by church action on ~~26 September 2010~~ **28 April 2024**

### **Preamble**

Whereas, we, a body of evangelical believers in Jesus Christ, organized for the purposes of fellowship and propagation of the gospel of our Lord as recorded in the Holy Scripture, deem it wise that we have certain laws to serve as criterion to work by; and help preserve the purpose and function of this local church; therefore be it resolved:

RESOLVED: That beginning with its legal adoption thereof we shall be governed by the following Constitution and Bylaws.

### **Article I – Name**

The name of this organization, a non-profit, religious corporation organized under the laws of the State of Colorado, is the Faith Evangelical Free Church of Fort Collins, Colorado.

### **Article II – Purpose**

The purpose of this church shall be to glorify God by working together for the unity, edification, discipline, and encouragement of Christian believers that they might grow in grace in holy conduct, and seek to win souls for Christ and to further His cause on the mission field at home and abroad. *Mark 16:15; Acts 2:42; Romans 12; Colossians 3:12-15; Ephesians 4:11-16*

### **Article III – Statement of Faith**

~~We believe:~~

- ~~1. The Scripture, both Old and New Testaments, to be the verbally 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. *II Timothy 3:16-17; II Peter 1:19-21*~~
- ~~2. In one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit. *John 17:3; Revelation 4:11*~~

3. ~~That Jesus Christ is the 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, ascended into heaven, where at the right hand of the Majesty on High, He now is our High Priest Advocate. *John 1:1; Hebrews 1:8; I Corinthians 15:3,4; Matthew 1:18; Hebrews 1:3; Hebrews 9:24*~~
4. ~~That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men, regenerate the believing sinner, indwell, guide, instruct and empower the believer for Godly living and service. *John 14:26; John 14:17; John 16:7-11*~~
5. ~~That 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. *Genesis 1:26; Romans 5:12; Titus 3:3-7*~~
6. ~~That the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become children of God. *Acts 4:12; Colossians 1:20; Romans 6:5,6; Titus 3:5-7*~~
7. ~~That water baptism and the Lord's Supper are ordinances to be observed by the church during the present age. They are, however, not to be regarded as means of salvation. *Matthew 28:19; Acts 8:36-39; 16:31-33; I Corinthians 11:23-25; Acts 22:16*~~
8. ~~That 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. *Ephesians 1:22; Colossians 1:18*~~
9. ~~That only those who are thus members of the true Church Universal shall be eligible for membership in the local church. *Acts 2*~~
10. ~~That Jesus Christ is the Lord and Head of the Church, and that every local church has the right under Christ to decide and govern its own affairs. *Ephesians 1:22; Colossians 1:18*~~
11. ~~In the personal and premillennial and imminent coming of our Lord Jesus Christ and that this "Blessed Hope" has a vital bearing on the personal life and service of the believer. *Acts 1:11; I Corinthians 15:51-52; I Thessalonians 4:16-18; Titus 2:13-14*~~
12. ~~In the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment. *I Corinthians 15; Revelation 20:6; John 5:28, 29*~~

## **God**

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

## **The Bible**

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

## **The Human Condition**

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled, and renewed.

## **Jesus Christ**

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

## **The Work of Christ**

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

## **The Holy Spirit**

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

### **The Church**

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

### **Christian Living**

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

### **Christ's Return**

9. We believe in the personal, bodily, and glorious return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

### **Response and Eternal Destiny**

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.





## **Article IV – Membership**

This church shall receive as members only those who have by faith accepted Jesus Christ as their Savior and who by their lives manifest the fruit of the Spirit and a born again experience.

They must indicate agreement with the Statement of Faith (*Article III*) of this church, and agree to abide by its Constitution and Bylaws. They should strive to live according to the Word of God and be willing to accept discipline according to the Scriptures (Matthew 18:15-18; I Corinthians 5; II Corinthians 2:5-11; Galatians 6:1-2). They should be willing, in accordance with their ability, to help support the church by their attendance, prayer, labor of love, and monetary contributions.

## **Article V – Church Officers**

The church officers shall be: the Church Chairman, the Church Secretary, and the Church Treasurer.

## **Article VI – Business Meetings**

1. The Annual Business Meeting of the church shall be held annually on a date decided upon by the Elder Council.
- ~~2. The Quarterly Business Meetings of the church will be on a date set by the Elder Council.~~
3. Annual or Quarterly Business Meetings are to be publicly announced at two (2) preceding Sunday morning services.
4. Special Business Meetings may be called by the direction of the Elder Council and are to be publicly announced at two (2) preceding Sunday morning services, along with any items for vote.
5. A full member with voting privileges must have reached his or her eighteenth (18th) birthday.
6. A quorum for any Annual, Quarterly, or Special Business Meeting shall be the number of those members present.

## **Article VII – Relationships**

1. This church is independent and free so far as relates to its internal organization and the regulation of its own affairs. It is in subjection to no ecclesiastical body, except by its own consent. It controls the admission, discipline and removal of its members according to its own understanding of the Word of God.
2. Realizing the necessity and advantage of united effort, and being in general accord with the aim and scope of the Evangelical Free Church of America, this church endeavors to cooperate with the Evangelical Free Church at large and its various functions that prove in accord with our purpose.
3. This congregation shall be entitled to send delegates to the Evangelical Free Church Annual Conference as designated by the Evangelical Free Church of America.
4. This congregation shall be entitled to send delegates to its District Annual Conference as designated by the District.

## **Article VIII – Property Rights**

1. This church shall have the power to buy, own and sell property in its corporate name.
2. Conveyance or encumbrance of all or any church property may be made, provided that any such action must receive at least a two-thirds (2/3) majority of votes cast, if a quorum is present at a meeting duly called pursuant to *Article VI* of the Constitution of this church. Instruments of conveyance or encumbrance so authorized at any such meeting shall be executed in the name of the church by the Chairman and Treasurer of the church.
3. In the event of disagreement and division in the church membership, the church name and all church property shall be retained by those members remaining and adhering to the Constitution; provided, however, that should the withdrawing faction ever comprise seventy-five percent (75%) or more of the entire church membership, then and in that event, the church name and all church property shall be deemed to be in control of the withdrawing faction, and subject to such faction's use and ownership.

4. In the event the church ceases to function or should the corporation be dissolved, the right, title and interest in and to the property of the church shall accrue to the benefit of, and be vested in the Rocky Mountain District of the Evangelical Free Church of America or the successor to said church body, provided, however, that the Rocky Mountain District of the Evangelical Free Church of America or its successor organization shall at the time of designation, be exempt under Section 501 (c) (3) of the Internal Revenue Code of 1954 as amended or under such successor provision of the Code as may then be in effect, and in agreement with the Statement of Faith in *Article III*.

### **Article IX – Amendments to Constitution**

1. Amendments to this Constitution may be made at any business session of the church by a three-fourths (3/4) majority of votes cast, if a quorum as defined in *Article VI.6* of this Constitution is present. However, a proposed amendment to the Constitution shall first be presented in writing at a preceding regular or special business meeting for discussion, amended if necessary, and then be voted on without further amendment at the next business meeting.

~~2. Articles II and III of this Constitution are believed by us to be universal truths according to the Holy Scripture not subject to change by man nor time and therefore along with this sentence cannot be amended or changed.~~

### **Article X – Provision for Bylaws**

Bylaws not in conflict with this Constitution may be adopted at any regular business meeting, or at any special business meeting called for that purpose, by a two-thirds (2/3) majority of votes cast, if a quorum as defined in *Article VI.6* of this Constitution is present. However, a proposed bylaw, or amendment to the Bylaws, shall first be presented in writing at a preceding regular or special business meeting for discussion, amended if necessary, and then be voted on without further amendment at the next business meeting.

## **Article XI – Marriage and Human Sexuality**

We believe that the institution of marriage has been established by God according to the Bible. This church defines “marriage” as the exclusive covenantal union of one man and one woman in which such union is intended as a lifetime commitment. Biblically legitimate sexual relations are exercised solely within marriage.

A civil government’s sanction of a union will be recognized as a legitimate marriage by this church only to the extent that it is consistent with the definition of marriage described here.

Marriage ceremonies that conform to this definition of marriage are the only ones that will be performed at or by the Faith Evangelical Free Church of Fort Collins.

## **Article XII – Amendments to Articles of Incorporation**

Amendments to the Articles of Incorporation may be made at any business session of the church by a three-fourths (3/4) majority of votes cast, if a quorum as defined in *Article VI.6* of the Constitution is present. However, a proposed amendment to the Articles of Incorporation shall first be presented in writing at a preceding regular or special business meeting for discussion, amended if necessary, and then be voted on without further amendment at the next business meeting.

**The Bylaws**  
of  
**Faith Evangelical Free Church**  
Fort Collins, Colorado

**Article I – Membership**

**I. Application for Membership**

- A. Those who desire membership in this church shall fill out an application form.
- B. The Elder Council or their designees shall interview the applicant as to his or her Christian experience and agreement with the Statement of Faith, and with *Article IV - Membership* of the Constitution. The applicant will be asked to sign a statement indicating agreement which shall be kept on file at the church. If the applicant is found eligible for membership, ~~the Elder Council will recommend such person to the church at the next business meeting. Names of prospective members shall be made available to the Congregation at least one (1) week prior to the vote. The church shall then vote upon the application and two-thirds (2/3) of the votes cast entitles an applicant to full membership.~~ the Elder Council will make the names of prospective members available to the Congregation and request comments from current members if they feel that a prospective member does not meet the requirements for membership. If there are no comments within two weeks of the announcement, prospective members will be admitted to membership. If there are any adverse comments, the Elders will meet and interview those concerned. The Elders will then determine the appropriate course of action.
- C. Those who are admitted to membership shall be formally presented to the Congregation.
- ~~D. Pastors and their wives automatically become members with full voting privileges.~~

**II. Membership Roll**

The membership roll shall be systematically reviewed. Members who are absent from church services for a period of one (1) year, and have not communicated with the church, may have their names removed from the record after a sincere effort to contact them has been made.

**III. Discipline**

- A. If any member of the church is found to be living or teaching contrary to the Word of God and the Statement of Faith of this church, they shall be

disciplined in love by the Elder Council according to Matthew 18:15-18; I Corinthians 5; II Corinthians 2:5-11; Galatians 6:1-2. On the grounds of the above procedure, ~~a two-thirds (2/3) majority of those voting at a business meeting shall be sufficient for dropping said member from the membership roll.~~ the Elders will then determine the appropriate course of action which may include dropping said member from the membership roll.

- B. Any member who has withdrawn or has been dismissed has no right or claim upon the church property, real or personal.

#### **IV. Membership Status**

- A. Full membership is conferred on persons who have met the requirements of *Article IV* of the Constitution and who have reached age eighteen (18).
- B. Non-voting Junior membership can be conferred on persons who have met the requirements of *Article IV* of the Constitution, but who have not reached age eighteen (18). Upon reaching age eighteen (18), they shall automatically become full members.

### **Article II – Qualifications and Duties of Church Officers, Elders-at-Large, and Deacons**

#### **I. General Qualifications**

- A. All elected officers of the church, elected Elders-at-Large, and appointed Deacons must be full members of Faith Evangelical Free Church. They should possess those biblical leadership requirements described in Acts 6:1-7; I Timothy 3:1-13; Titus 1:5-9; Hebrews 13:17 and 1 Peter 5:1-3.
- B. All elected Church Officers shall be members of the Elder Council.
- C. Church Officers, elected Elders, and Deacons must live up to the biblical leadership requirements (*Article II-I-A*) and must fulfill the duties of their office. If they do not, they may be removed from their office. After notice from the Elder Council, Deacons may be removed by a majority vote of the Elder Council. Church Officers and Elders may be removed from office by a majority vote of the Congregation at any regular or special business meeting.
- D. In addition to the stated duties of each office, each officer shall regularly attend Elder Council meetings and the stated services of the church.



## II. Officers and Duties

### A. Church Officers

The legal officers of the church shall be the Church Chairman, the Church Secretary, and the Church Treasurer.

#### A.1 Chairman

The Church Chairman is the chairman of the Elder Council and the presiding officer of the church.

Duties include:

1. Execute any legal documents that require the signature of the presiding officer of a nonprofit corporation in his role as Chairman of Faith Evangelical Free Church.
2. Participate as a member of the Elder Council, debating and voting on motions before the council.
3. Provide agendas for and preside over all meetings of the Elder Council and Congregation, or arrange for another member of the Elder Council to fulfill that responsibility in his absence.
4. State and put to vote all questions which are regularly moved, or necessarily arise in the course of Congregation Meetings, and announce the results of the vote.
  - a. Vote when the vote is by ballot (but not after the tellers have started to count the ballots) and in all other cases where his vote would change the result.
  - b. Shall not participate in the debate on a motion. During the presentation, discussion, and vote on a motion before the Congregation, he is only allowed therefore to: (1) state matters of fact within his knowledge; (2) inform the assembly on points of order or the course of proceedings when called upon for that purpose; and (3) address the assembly in debate on appeals from his decision on questions of order.

## A.2 Secretary

The Church Secretary is the official correspondent and record keeper for the church.

Duties include:

1. Participate as a member of the Elder Council and vote on motions before the council.
2. Ensure the preparation and distribution of the minutes of the Elder Council and Congregation Meetings making them available upon request.
3. Maintain an official archive of minutes and other official records related to the business of the church and to the office of Secretary.

## A.3 Treasurer

The Church Treasurer is the legal financial representative of the church.

Duties include:

1. Participate as a member of the Elder Council and vote on motions before the council.
2. Serve as the legal financial representative of the church, signing financial commitments requiring a corporate signature. Signature authority for day-to-day business transactions will be delegated by the Treasurer as specified in the standard practice.
3. Receive financial reports from the church administrative staff.
4. Make financial recommendations to the Elder Council and Senior Pastor.
5. Ensure that financial information is provided for audit purposes by the administrative staff.

### **III. Elders**

A. The five (5) Elders-at-Large serve on the Elder Council. Elders are responsible for the ministry and governing of the church according to biblical teaching.

B. Duties include:

Participate as a member of the Elder Council and vote on motions before the council.

2. Perform any of the tasks and responsibilities of the Elder Council as a whole that are delegated to individual members.

### **IV. Deacons**

A. Deacons shall have a ministry of care and service to the Congregation and the community. The office of Deacon is described in 1 Timothy 3:8-13.

B. Term of office:

Deacons are appointed to the position by the Elder Council. The term of office will be specified in the ministry description of each ministry.

C. Duties include:

Each Deacon will have a ministry description that specifies his or her duties.

## **Article III – Pastors**

### **I. The Calling of Pastors**

A. Senior Pastor

1. The Elder Council shall be responsible for selecting a Senior Pastor candidate to recommend to the Congregation.

2. The Congregation shall vote on the candidate with a three-fourths (75%) majority of votes cast required for a call.

3. If a call fails, the Elder Council shall recommend a new candidate.

## B. Associate Pastors Ministry Staff

The Senior Pastor shall be responsible for the selection of all Associate Pastors Ministry Staff, with the approval of the Elder Council.

## C. Qualifications

1. Pastoral candidates and ministry staff candidates should possess the biblical leadership requirements as described in 1 Timothy 3:1-7, Titus 1:5-9, 1 Peter 5:1-3, Hebrews 13:17.
2. All pastoral candidates and ministry staff candidates shall be licensed or ordained members of, or willing to become licensed or ordained by, the Evangelical Free Church of America.
3. Candidates shall meet the qualifications described in the specific position description.

D. Faith Evangelical Free Church reserves the right to commission its own Pastors and Ministry Staff.

## II. Duties of the Senior Pastor

- A. The Senior Pastor shall perform all of the Scriptural duties of this office as defined by the Senior Pastor's position description.
- B. The Senior Pastor shall be an Elder and a member of the Elder Council as long as he is Senior Pastor, and an ex-officio member of all committees and organizations of the church.
- C. The Senior Pastor shall not serve as the Church Chairman, Treasurer, or Secretary.
- D. The Senior Pastor shall abide by the Word of God in his life, teaching, and preaching, taking great care in all his conduct so as to be esteemed a man of respect in the Congregation and community.
- E. The Senior Pastor shall oversee the appointment of ministry leaders and ensure that ministry leaders are reporting to the appropriate pastor or ministry staff member.

### III. Duties of Associate Pastors Ministry Staff

- A. ~~Associate Pastors Ministry Staff~~ shall serve under the supervision of the Senior Pastor, or his designee, and shall perform such duties in connection with the work of the church as prescribed by the Senior Pastor, with the approval of the Elder Council.
- B. ~~An Associate Pastor~~ A Ministry Staff member shall abide by the Word of God in his or her life, teaching, and preaching, taking great care in all his or her conduct so as to be esteemed ~~a man of worth of~~ respect in the Congregation and community.
- C. Only two (2) ~~Associate Pastors Ministry Staff members~~, appointed by the Senior Pastor, may serve on the Elder Council.

### IV. Termination of Office

#### A. Senior Pastor

- 1. The Senior Pastor shall serve for an unlimited term of service, unless other arrangements are made at the time the call is given and accepted.
- 2. The relation between a Senior Pastor and the church may be dissolved at the option of either, by the giving of a three (3) months' notice or otherwise by mutual consent.
- 3. If the Senior Pastor should significantly depart from the Word of God in his conduct or in doctrine as contained in the Statement of Faith, the Elder Council shall admonish him in love. If this action does not have the desired result, then the Senior Pastor shall be discharged by action of the church.
- 4. No complaint shall be brought against the Senior Pastor to the Elder Council except upon the written testimony of two (2) or more witnesses, 1 Timothy 5:19-20.

The Senior Pastor may be discharged from his term of office by the church subject to the following conditions:

- a. The Senior Pastor may only be dismissed at a special meeting of the Congregation called by the Church Chairman by direction of the Elder Council.

- b. The Elder Council shall present to the Congregation the reason(s) they are recommending the dismissal of the Senior Pastor.
- c. The Senior Pastor shall be accorded the right of stating his position before the Congregation, but he shall absent himself at the time of voting.
- d. The Congregation shall vote by secret ballot. A three-fourths (75%) majority of the votes cast shall make valid the termination of the term of office of the Senior Pastor.

**B. ~~Associate Pastors~~ Ministry Staff**

1. The Senior Pastor shall be responsible for the dismissal of all ~~Associate Pastors~~ Ministry Staff members, with the approval of the Elder Council.

**Article IV – Elder Council, Operational Ministry Teams,  
and Directional Committees**

The Elder Council constitutes the directional leadership of the church and is responsible under Christ and the Congregation for the conduct of the church's ministry and operation.

Members of Operational Ministry Teams are appointed and removed by Ministry Leaders for roles in carrying out the ministries of Faith Evangelical Free Church.

Members of Directional Committees are appointed and removed by the Elder Council to perform responsibilities delegated by the Elder Council.

Church membership is not required for participation in either Operational Teams or Directional Committees. Duration of participation on a team or committee will be determined by the Ministry Leader or Elder Council respectively, and is not term limited.

## I. Elder Council

- A. The Elder Council is elected by the Congregation and is responsible to it for the ministry and governing of the church in accord with biblical teaching, including the descriptions in Acts 20:28-31; 1 Thessalonians 5:12-13; 1 Timothy 3:1-7, and 5:17; Titus 1:5-9; Hebrews 13:17; James 5:14; and 1 Peter 5:1-4.
- B. The Elder Council has authority from the Congregation to make all decisions not specifically limited by the Constitution and Bylaws, provided a majority of the Elders approve.
- C. The Elder Council is responsible to the Congregation for the performance of its responsibilities. Therefore, any action taken by the Elder Council may be reviewed by the Congregation at a congregation business meeting and changed by a two-thirds (2/3) majority of the votes cast.
- D. The Elder Council shall consist of the five (5) Elders-at-Large, the Church Chairman, Church Secretary, Church Treasurer, and Senior Pastor. Additionally, the Senior Pastor may designate one (1) or two (2) [Associate Pastors Ministry Staff members](#) to serve on the Elder Council.
- E. The Congregation shall elect the five (5) Elders-at-Large, the Church Chairman, Church Secretary, and Church Treasurer according to the procedures described in *Article V – Elections and Terms of Service*. The Senior Pastor is chosen by the Congregation according to *Article III – Pastors*.
- F. Responsibilities of the Elder Council include:
1. Provide the overall leadership, pastoring, example, and direction for the church.
  2. Organize, select members and leaders, provide direction, and delegate responsibilities to Directional Committees charged with providing consultation to the Elder Council.
  3. Oversee the process for interviewing applicants for church membership, in accordance with *Article IV – Membership* of the Constitution, and recommend qualified candidates to the Congregation.
  4. Discipline members according to *Article I – Membership*.

5. Provide an annual Senior Pastoral Evaluation and review any grievances.
6. Provide an interim pastor or pulpit supply in the case of the resignation of the Senior Pastor.
7. Select a Senior Pastor candidate to recommend to the Congregation.
8. Approve the appointment and dismissal of all ~~Associate Pastors~~ [Ministry Staff members](#).
9. Appoint and dismiss Deacons.
10. Oversee the nomination process that provides qualified names for church Officers and Elders.
11. Provide final authoritative interpretation of Scripture in any case of doctrinal dispute within the church, in accordance with our Statement of Faith.
12. Recommend a fiscal year budget to the Membership for approval before the start of the next fiscal year.

## II. Operational Ministry Teams

- A. Ministry teams are organized by Ministry Leaders to perform specific tasks. Examples might include: worship teams, hospitality teams, and leadership teams for Men's or Women's ministries.
- B. Ministry Leader describes a function and not a titled office. Therefore, a ministry leader may be either a pastor or a member of the Congregation who meets the qualifications of biblical leadership described in *Article II, Section I* of these Bylaws.
- C. The purpose and tasks of each ministry team will be described in the team description. Ministry teams are flexible groups to be organized and disbanded as deemed necessary for the fulfillment of the ministries of Faith Evangelical Free Church.
- D. Ministry Leaders report to the Senior Pastor either directly or indirectly.



### **III. Directional Committees**

- A. Directional Committees are charged with providing consultation to the Elder Council. These committees are responsible to the Elder Council and report back to the Council, which acts in a supervisory role. Examples of potential committees might include the areas of stewardship and nominations. Committees may be standing or ad hoc. The Elder Council is not required to appoint any specific committees.
- B. The purpose and tasks of each Directional Committee will be described in the committee description. Directional Committees are flexible groups to be organized and disbanded as deemed necessary to assist the Elder Council in fulfilling its responsibilities to Faith Evangelical Free Church.

Directional Committee Leader describes a function and not a titled office. Therefore, a directional committee leader may be either an Elder or a member of the Congregation who meets the qualifications of biblical leadership described in *Article II, Section I* of these Bylaws.

### **Article V – Elections and Terms of Service**

Elections are held for the Elders-at-Large and the elected officers of the church: the Chairman, Treasurer, and Secretary.

#### **I. Nomination of Candidates for Church Office**

- A. The Elder Council is responsible for overseeing the process whereby the church membership nominates those who are qualified for office.
- B. Members who have been nominated by the church membership and are qualified for Elder shall be interviewed to confirm their qualification for the offices for which they are being nominated.
- C. The Elder Council shall direct that each qualified church member be informed of his nomination at the completion of the nomination process.
- D. At least one (1) qualified nominee shall be submitted for election to each office vacancy.

## **II. Terms of Office**

- A. The full term of office for each elected officer and Elder-at-Large is three (3) years.
- ~~B. Term expirations for the five (5) Elders at Large shall be staggered so that no more than two will need to be elected at the annual meeting, unless there is the additional need to fill the vacancy of an unexpired term.~~
- C. The initial terms of the Chairman, Treasurer and Secretary may be set to less than three (3) years to ensure that under normal full-term tenure, only one (1) officer is elected each year.
- D. Officers and Elders-at-Large may be elected to serve two (2) consecutive terms or a maximum of six (6) years, whichever is longer. After completion of their six (6) years, they become eligible for re-election to the Elder Council after a one (1) year absence from the Council.
- E. The Senior Pastor serves on the Elder Council by virtue of his position. Two other ~~pastors~~ **ministry staff members** may be appointed to the Elder Council by the Senior Pastor for an unlimited time, or until excused by the Senior Pastor.

## **III. Elections**

- A. Elections of Officers and Elders-at-Large shall be conducted at the church's annual business meeting. Election to office requires a plurality of votes cast.
- B. Elections to fill unexpired terms of vacated offices may be held at any church business meeting.
- C. Voting shall be by ballot.

### **Article VI – Special Services and Procedures**

#### **I. Special Services**

- A. The Lord's Supper shall be observed on a regular basis.
- B. Baptismal services by immersion, as a testimony of conversion, shall be held on a regular basis.

## II. **Business Meetings**

- A. Church business meetings will be held according to *Article VI – Business Meetings* in the Constitution.
- B. Meetings shall include, but are not limited to, the following agenda items: reading of God’s Word and prayer, correction and approval of minutes from the previous meeting, reports, unfinished business, and new business.
- C. Questions  
All questions shall be decided by vote and simple majority, except in cases where the provisions of the Constitution, Bylaws, or Robert’s Rules of Order otherwise prescribe.
- D. Parliamentary Procedure  
Any parliamentary procedure not set forth in these Bylaws shall be referred to the ruling of the latest edition of Robert’s Rules of Order. An abstention vote or blank ballot on any item of business has no effect on the outcome.

## III. **Reports**

- ~~A. Church Officers, and others as may be specified by the Elder Council, shall make and file a written yearly report of their respective office or ministry. The Congregation shall be notified of the availability of these reports, which shall be provided upon request.~~
- B. Monthly financial reports will be made available to members upon request.
- C. The Annual Report will contain the Senior Pastor’s report, a report of the financial condition of the church, and any other report as specified by the Elder Council.

## IV. **Standard Practices and Policies**

The Elder Council shall ensure that the standard practices and policies of the church are reviewed and revised regularly. These shall be available to the Congregation upon request.

## V. **Position Descriptions**

Ministry leaders and managers are responsible for the position descriptions of their direct reports. All pastoral ministry staff position descriptions are the responsibility of the Senior Pastor, with approval of the Elder Council. The Senior Pastor position description is the responsibility of the Elder Council. Position descriptions will be made available for review upon request.



## GLOSSARY OF TERMS

### Article VII – Glossary of Terms

<b>Abstain</b>	To refrain from voting on an issue or office. An abstention vote or blank ballot has no effect on the outcome of the decision (i.e. it does not count as a yes or no vote.)
<b>Church Chairman</b>	The president and presiding officer of the church, as well as the chairman of the Elder Council.
<b>Church Officers</b>	The elected officers of the church, as described in the <i>Constitution Article V—Church Officers</i>
<b>Congregation</b>	All members who are in good standing with the church.
<b>Deacon</b>	A man or woman nominated by the Congregation and appointed by the Elder Council, with a ministry of care and service to the Congregation.
<b>Directional Committee</b>	Committees which provide consultation to the Elder Council. These committees are responsible to the Elder Council.
<b>Directional Leadership</b>	Those who provide the overall direction, mission, vision and strategy of the ministry at Faith EFC.
<b>Elder</b>	A man who is a member of the Elder Council.
<b>Elders-at-Large</b>	Elected elders who do not hold the office of Church Chairman, Treasurer, or Secretary.
<b>Manager</b>	Overseer of support operations.
<b>Ministry Leader</b>	Any member serving in a ministry leadership role at Faith EFC.
<b>Ministry Staff</b>	<b>(A definition of ministry staff needs to be created.)</b>
<b>Nominate</b>	To propose a member of the Congregation for the office of Deacon or Elder.
<b>Operational Ministry Teams</b>	Teams formed by Ministry Team Leaders, to accomplish the operational functions of any ministry at Faith EFC.

## GLOSSARY OF TERMS – continued

<b>Pastor</b>	A Ministry Leader, with spiritual charge over the Congregation, who guides operational ministry at Faith EFC and whose official job title includes the word pastor.
<b>Plurality</b>	An excess of votes over those cast for another candidate.
<b>Position Description</b>	A document containing the key responsibilities and qualifications of a ministry or staff position.
<b>Quorum</b>	The number of members of a body who can legally transact business. For congregational meetings, the quorum shall be those members who are present.
<b>Staff</b>	Any person employed by the church; any person on the church payroll.

Faith Church  
3920 South Shields Street  
Fort Collins, CO 80526

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