

**Constitution**  
**and**  
**Bylaws**  
**of**  
**Broadway Covenant Church**

Adopted \_\_\_\_\_

# **Constitution of Broadway Covenant Church**

## **PREAMBLE**

(A historical statement from the Preamble of the Constitution and Bylaws of the Evangelical Covenant Church as adopted in 2001 and amended in 2003.)

The Evangelical Covenant Church is a communion of congregations gathered by God, united in Christ, and empowered by the Holy Spirit to obey the great commandment and the great commission. It affirms its companionship in faith with other church bodies and all those who fear God and keep God's commandments.

The Evangelical Covenant Church adheres to the affirmations of the Protestant Reformation regarding the Bible. It confesses that the Holy Scripture, the Old and the New Testament, is the Word of God and the only perfect rule for faith, doctrine, and conduct. It affirms the historic confessions of the Christian Church, particularly the Apostles' Creed and Nicene Creed, while emphasizing the sovereignty of the Word of God over all creedal interpretations.

In continuity with the renewal movements of historic Pietism, the Evangelical Covenant Church especially cherishes the dual emphasis on new birth and new life in Christ, believing that personal faith in Jesus Christ as Savior and Lord is the foundation for our mission of evangelism and Christian nurture. Our common experience of God's grace and love in Jesus Christ continue to sustain the Evangelical Covenant Church as an interdependent body of believers that recognizes but transcends our theological differences.

The Evangelical Covenant Church celebrates two divinely ordained sacraments, baptism and the Lord's Supper. Recognizing the reality of freedom in Christ, and in conscious dependence on the work of the Holy Spirit, we practice both the baptism of infants and believer baptism. The Evangelical Covenant Church embraces this freedom in Christ as a gift that preserves personal conviction, yet guards against an individualism that disregards the centrality of the Word of God and the mutual responsibilities and disciplines of the spiritual community.

The Evangelical Covenant Church has its roots in historical Christianity, the Protestant Reformation, the biblical instruction of the Lutheran Church of Sweden, and the great spiritual awakenings of the eighteenth and nineteenth centuries. These influences, together with more recent North American renewal movements, continue to shape its development and distinctive spirit. The Evangelical Covenant Church is committed to reaching across boundaries of race, ethnicity, culture, gender, age, and status in the cultivation of communities of life and service.

This document, which is in harmony with the above preamble, is the Constitution and Bylaws of the Broadway Covenant Church of Rockford, Illinois.

**ARTICLE I**  
**Name**

The name of this church shall be the Broadway Covenant Church of Rockford, Illinois.

**ARTICLE II**  
**Affiliation**

Broadway Covenant Church is a member of the Evangelical Covenant Church and its Central Conference. It is pledged to work in harmony with the Evangelical Covenant Church and the Central conference, and to faithfully support the mission, ministries, and policies of each.

**ARTICLE III**  
**Confession of Faith**

The church believes in the Holy Scriptures, the Old and New Testament, as the Word of God and the only perfect rule for faith, doctrine, and conduct.

**ARTICLE IV**  
**Purpose**

The purpose of Broadway Covenant Church shall be to worship God and follow Jesus Christ in cultivating a community of worship committed to prayer, preaching and study of the Word of God, the celebration of the sacraments, and fellowship across gender, race, age, culture, and class. In so doing, we covenant to equip loving, giving, growing Christians to reach out with the good news of Jesus Christ - evangelizing the lost, ministering to those in need, and seeking justice for the oppressed.

**ARTICLE V**  
**Membership**

Membership in the Congregation of Broadway Covenant Church is granted as provided in the by-laws to those who through faith in God's Son, our Lord Jesus Christ, have been born anew to a living hope through the Holy Spirit, have been baptized according to the Holy Scriptures, desire to live a Christian life, promise to faithfully support the mission, ministries, and policies of the church, and to share in its fellowship and obligations.

**ARTICLE VI**  
**Governance**

The authority of the government of this church is vested in its membership acting through duly called congregational meetings. The management, administration and oversight of business and spiritual affairs are delegated by the congregation to appropriate leadership as delineated in the bylaws. All elected leadership specified in the bylaws shall be members of the church.

## **ARTICLE VII**

### **Officers**

The officers of the church shall be a chair, a vice-chair, a secretary, and a treasurer. All officers shall be members of the Leadership Team.

## **ARTICLE VIII**

### **Congregational Meetings**

**Section 1.** Congregational meetings shall be held not less than semiannually. Items as required by the Constitution and bylaws shall be received for congregational action. The Annual Meeting shall be held as near the first of the fiscal year as feasible. At the Annual Meeting, written progress reports shall be received from the pastor(s), ministry staff, chair, treasurer, and ministry teams. Reports on an independent review of financial records shall be received from the treasurer for the church and each of its organizations. Election for offices shall be held as specified in the bylaws.

**Section 2.** Notice of all congregational meetings shall be communicated to the membership by written notice in the worship bulletin, or the church website, or other church print or electronic communication not less than ten days prior to the meeting date. The notice shall include the date, time of meeting and in the event of a special meeting, a summary of all significant items.

## **ARTICLE IX**

### **Assets of the Church**

**Section 1.** The congregation shall hold title to its own assets.

**Section 2.** In the event of schism within the church, in which there are competing claims to the assets by various factions of the membership, the title of all church property, real or personal, shall remain with the group which abides by the constitution and bylaws, as determined by the Executive Board of the Central Conference.

**Section 3.** No action for the sale or transfer of assets may be taken when the closure of the church is under consideration without the prior approval of the Executive Board of the Central Conference. In the event the congregation votes to cease, the property and all assets of the church shall become and be the property of the Evangelical Covenant Church and the Central Conference, shared equally for the furtherance of the mission of both.

## **ARTICLE X**

### **Amendments**

Amendments in harmony with this constitution, and not in conflict with Evangelical Covenant Church principles and policies may be adopted by a two-thirds vote of those present and voting at a duly called congregational meeting, provided the proposed amendment was presented in written form at a prior congregational meeting.

# **BYLAWS OF BROADWAY COVENANT CHURCH**

## **ARTICLE I Membership**

### **Section 1. Admission into Membership**

(a) Application for membership shall be placed with the Senior Pastor or the Leadership Team. The applicant after having completed a course in membership, shall be interviewed by the Membership Team, giving a confession of the applicant's Christian faith, according to Article V of the Constitution. Upon completion of such, the Membership Team shall submit its recommendation on the application to the Leadership Team who shall submit the recommendation to the next congregational meeting for action.

(b) Transfer of membership. Applicants from other Christian churches may submit letters of transfer, when available, to the Pastor or Leadership Team, who shall act upon each application according to the requirements of paragraph (a) of this section.

### **Section 2. Reception of New Members.**

The newly elected members under Section 1 shall be welcomed into the fellowship of the church at a worship service according to the procedure outlined in *The Covenant Book of Worship*.

### **Section 3. Responsibility of Membership.**

Every member shall assume the responsibilities and obligations set forth by the Word of God and the church and shall, through witness by life and word, consecrated service, prayer, and financial support further the cause of Christ in this church, the Central Conference, and the Evangelical Covenant Church.

### **Section 4. Children of Members.**

Children of the members of the church and its constituency shall be nurtured under its spiritual care. When they have reached confirmation age, they shall receive further instruction in the Word of God, Christian doctrine, and the history of the church. Following confirmation, they may apply for church membership as outlined under Section 1, paragraph (a) of this article.

### **Section 5. Discipline.**

(a) Negligent Members. A member who willfully neglects the responsibilities outlined under Section 3, above, or fails to attend services of the church regularly, or does not contribute to its support accordance to his/her means shall be admonished by the Leadership Team. If the admonition is not heeded, the member shall be dealt with in accordance with Section 5(b).

(b) Erring Members. A member known to err in doctrine or conduct shall be counseled according to the procedure outlined in Matt. 18:15-18 and Gal. 6:1. A fellow member having knowledge of such error shall, in the spirit of Christian love, seek to restore the member. If the member does not heed this counsel, the matter shall be brought to the attention of the Leadership Team, which shall in meekness and gentleness seek to restore this member. If this member fails to heed the counsel of the Leadership Team, the error shall be brought before a congregational meeting. Discipline shall then be administered in the spirit of Christ with due regard for the welfare of the individual as well as the church.

(c) Dismissal of Members. Dismissal of a member under paragraphs (a) and (b) of this section must be acted on by the membership, which alone has the authority. A two-thirds vote of those present and voting at a congregational meeting is necessary for such action.

### **Section 6. Transfer of Members.**

A member who moves to another community should be encouraged soon thereafter to identify with the local Evangelical Covenant Church. If there is no local Evangelical Covenant Church, the member should identify with some other evangelical Christian church. Application for transfer of membership shall be made in writing to the Senior Pastor, who shall issue the transfer to the church with which a member is uniting. Transfer of said membership shall be reported by the Leadership Team at the next congregational meeting, where it shall be made a matter of record.

### **Section 7. Withdrawal of Membership.**

Request for withdrawal of membership in the church shall be made in writing to the Senior Pastor who shall forward it to the Leadership Team. The Leadership Team may, after careful consideration, present a recommendation for withdrawal at a congregational meeting.

### **Section 8. Honorary Membership.**

Honorary Members may be elected from time to time by the membership from among former members of the church who have come into full time ministerial or missionary services.

## **ARTICLE II Officers**

### **Section 1. Qualifications**

Officers of the church shall be members in good standing who are active in the support of the total ministry of the church.

### **Section 2. Elected Officers**

The following officers shall be elected annually by the membership:

(a) Chair. The Chair shall preside at all congregational meetings and all Leadership Team meetings. The Chair shall confer with the Senior Pastor in preparing the agenda for such meetings.

(b) Vice-Chair. The vice-chair shall assume the duties of the chair in the chair's absence, assist in the chair's duties, and chair the Pastoral Care Team.

(c) Treasurer. The Treasurer shall be responsible for all funds committed to him or her and shall make disbursements as authorized by the membership or the Leadership Team. The Treasurer shall also ensure proper policies, processes reporting, and reviewing of all matters related to the finances of the church, including the submission of monthly financial reports to the Leadership Team.

(d) Secretary. The Secretary shall keep and preserve the minutes of all congregational meetings and Leadership Team meetings, conduct and preserve all relevant correspondence as shall be delegated.

### **Section 3. Term of Office**

All officers shall be elected annually for terms of one (1) year and shall not succeed themselves more than three times in the same office.

## **ARTICLE III The Leadership Team**

**Section 1. Purpose.** The Leadership Team shall be responsible for building, maintaining and overseeing the spiritual welfare of the congregation and for directing and overseeing all ministries and business affairs of the church.

**Section 2. Size and Composition.** The Leadership Team shall consist of the Senior Pastor, the church Chair, the church Vice-Chair, the Treasurer, the Secretary, and not less than three (3) or more than five (5) other non-officer members as assessed by the Leadership Team. The Leadership Team may appoint other pastors or staff members as non-voting advisors, and may remove the same.

**Section 3. Qualification.** Members of the Leadership Team shall be members who are active in the support of the total ministry of the church.

**Section 4. Election and Term of Office.** Leadership Team members shall be nominated by the Personnel Team and elected by a majority vote of those members voting at a congregational meeting called for that purpose. The church Chair, church Vice-Chair, Treasurer, and Secretary will be elected annually as stated in Article II. The Senior Pastor shall serve indefinitely. Non-Officer Leadership Team members shall be elected for a two (2) year term, and be eligible to succeed themselves only once in the same position.

**Section 5. Vacancies and Removal.** A Leadership Team member may resign. A Leadership Team member may be removed from office by a two-thirds vote of those members voting at a congregational meeting called for that purpose. Vacancies created by resignation or removal may be filled by appointment through the two-thirds vote of the Leadership Team. A Leadership Team member appointed to serve an unexpired term of less than half the remaining term shall not be precluded from being elected thereafter to the full complement of terms allowed for the appointed Leadership Team position.

**Section 6. Quorum.** A majority of Leadership Team members shall constitute a quorum.

**Section 7. Decisions.** The Leadership Team shall strive for unanimity. Matters shall be determined by a majority vote of a Leadership Team quorum, unless on a matter in which the Constitution and Bylaws require a different percentage.

**Section 8. Responsibilities of the Leadership Team.** In being responsible to the congregation for building, maintaining and overseeing the spiritual welfare of the church and for directing and overseeing all ministries and business affairs of the church, the Leadership Team shall:

- a) Oversee each of the ministry and support areas referenced in Articles IV and V;
- b) Determine Ministry Teams needed to carry out the church's mission and ministry, and appoint appropriate leadership for the Ministry Teams;
- c) Dissolve Ministry Teams when no longer needed;
- d) Approve church policies;
- e) Be responsible for representing the congregation in certain staff relationships including:
  1. Hiring and dismissal of staff subject to the provisions of these Bylaws.
  2. Annual appraisal of the Senior Pastor and of the ministry staff, and providing godly counsel or discipline as required.
  3. Annual review and approval of staff compensation and compensation for new staff; and other personnel expenses for any staff member or activity;
  4. Establishment of personnel policies;
  5. Approval of changes in staff job descriptions and approval of job descriptions for new staff positions; and
  6. Maintenance of current job descriptions for all staff members;
- f) Be responsible for overseeing the preparation and submission of a proposed budget for each fiscal year to the membership for approval. Upon approval of the budget by the membership, the Leadership Team shall be responsible for seeing that the budget is carried out as approved. The Leadership Team shall have the authority to appropriately adjust budget items and amounts where ministry objectives necessitate. The Leadership Team shall also have authority to authorize non-budgeted expenditures not to exceed \$5,000 in unusual situations when action is necessary prior to the next scheduled meeting of the membership .
- g) Appoint a member of the church as Financial Secretary (not necessarily a Leadership Team member) who shall be authorized to receive, record and transmit to the Treasurer all funds contributed to the church.
- h) Annually appoint delegates for the Covenant Annual Meeting and for the Central Conference Annual Meeting.
- i) Hear and respond appropriately to concerns of members;
- j) Be responsible for church discipline as outlined in Article I, Section 5 of these Bylaws;
- k) Act as the trustees of the church for the advancement and protection of its assets. The Leadership Team may designate those Leadership Team members and any other members of the church who shall be authorized to sign legal documents on behalf of the church;
- l) Be responsible for membership matters as outlined in Article 1 of these Bylaws.
- m) Appoint Special Committees from time to time for specific purposes.

## **ARTICLE IV Ministry Teams**

**Section 1. Purpose.** Ministry Teams shall be formed as required to implement the varied ministries of the church. Individual Ministry Teams shall be focused on specific ministries within a ministry area.

**Section 2. Establishment.** Ministry Teams shall be established by the Leadership Team to implement specific ministries. The configuration of Ministry Teams shall be reviewed regularly by the Leadership Team, upon recommendation of the church ministry staff, in accord with the church's purpose, strategies, and objectives for mission and ministry.

**Section 3. Ministry Areas.** Ministry teams shall be assigned to operate within one of the following ministry areas to enable a coordinated approach to ministry:

- a) Worship Ministries. Serving Christ through His Body by planning, developing and conducting regular and special worship services and music programs that support the ministries of the church.
- b) Missions and Outreach Ministries. Serving Christ through His Body by providing opportunities for involvement in and support of ministries of outreach and compassion, both local and global.
- c) Children's Ministries. Serving Christ through His Body by planning, developing and coordinating Christian education programs and ministries for children from birth through fifth grade.
- d) Student Ministries. Serving Christ through His Body by planning, developing and coordinating Christian education and discipleship programs and ministries designed for middle school, high school and college age students.
- e) Adult Ministries. Serving Christ through His Body by planning, developing and implementing education, discipleship and assimilation ministries for adults, including spiritual nurture and fellowship.
- f) Care Ministries. Serving Christ through His Body by providing care, benevolence and hospitality to those within and outside the congregation, including all church social events and visitation, grief and recovery ministries and temporary assistance during illness for those with special needs.
- g) Communication Ministries. Serving Christ through His Body by seeking and implementing effective means of communicating our ministry opportunities within the church and to the world.

**Section 4. Duties.** The duties of the Ministry Teams shall be to:

- a) Meet as required to plan and execute specific mission and ministry objectives.
- b) Recruit and train ministry personnel in coordination with the Personnel Team and appropriate ministry staff.
- c) Define and provide the necessary materials required for ministry.
- d) Submit annually to the Leadership Team proposed budgets and objectives for the forthcoming year and manage consistent with approved budgets.
- e) Report as requested to the Leadership Team.

### **Section 5. Leadership.**

- a) The leader of a Ministry Team shall be approved by the Leadership Team in consultation with the ministry staff. The team leader will serve as liaison to the Leadership Team to provide reports and information when requested, and to forward requests to the Leadership Team when necessary.
- b) Ministry Team members may be selected by the Ministry Team leader in coordination with the Personnel Team and appropriate ministry staff. Ministry Team members shall not be required to be members of the church. The Leadership Team may remove a Ministry Team member.
- c) Each Ministry Team shall organize itself as required to perform its ministry.
- d) The Leadership Team may appoint one of its members to be an ex-officio member of any Ministry Team, who may also serve as that Ministry Team's leader.

## **ARTICLE V Support Teams**

**Section 1. Purpose.** Support Teams shall be responsible for providing management in assigned areas which is necessary for the proper functioning of all ministries and the overall operations of the church.

### **Section 2. Personnel Team.**

- a) Responsibility. The Personnel Team shall assist in meeting the overall personnel needs of the congregation. The Team shall coordinate with ministry team leaders in suggesting appropriate people for volunteer service, assist the staff with leadership development and training, make nominations for all elected positions specified in the bylaws, prepare ballots for congregational meetings, and lead the stewardship of time and spiritual gifts emphasis of the church. The Personnel Team shall seek and be receptive to input from the congregation in formulating recommendations and making nominations for elected positions.
- b) Composition. The Personnel Team shall consist of not less than three (3) or more than five (5) members from the congregation appointed by the Leadership Team. The Personnel Team shall select its Chair from among its members.

### **Section 3. Membership Team.**

- a) Responsibility. The Membership Team shall oversee the membership process as outlined in Article I, Section 1 of these Bylaws, including, reviewing applications, hearing testimony and recommending applicants for membership; assisting in planning and conducting membership classes, maintaining membership records, and reviewing membership stewardship, involvement and attendance.
- b) Composition. The Membership Team shall consist of the Senior Pastor and at least three (3) members from the congregation appointed by the Leadership Team.

### **Section 4. Financial Management Team.**

- a) Responsibility. The Financial Management Team shall manage the receipts and disbursement functions necessary to support the overall ministry of the church. This includes establishing and maintaining controls over expenditure authorizations, ensuring separation of responsibilities for receiving contributions and expending funds, budgeting and planning, making investment and other cash management decisions, and managing memorial and other special funds. The Team will assemble, schedule, and oversee a group of individuals to

handle the counting and depositing of all funds contributed to the church.

- b) Composition. The Financial Management Team shall consist of the Treasurer, Financial Secretary, and at least two (2) other members of the Leadership Team plus any other individuals appointed by the Treasurer as needed. Such membership shall be coordinated with the Personnel Team. The Treasurer shall chair this team.
- c) Financial Secretary. The Financial Secretary shall oversee the receiving and recording of all contributions and shall be appointed by the Leadership Team. The Financial Secretary will carefully maintain privacy in recording individual contributions and providing appropriate acknowledgments.
- d) Auditors. The auditors shall make at least annual audits of all financial records of the church which are under the control of the Treasurer. The audits shall be conducted in accordance with generally accepted procedures and practices. The auditors shall present an independent, written report at the Annual Meeting. There shall be two (2) auditors elected by the membership and their terms shall be for two (2) years.

### **Section 5. Property Team.**

- a) Responsibility. The Property Team shall manage all aspects (including contracting for services) of the maintenance and repair of our buildings, grounds and equipment, including custodial services, lawn care and snow removal, security, facility use, and shall manage any rental property of the church. The Property Team will monitor the tax exemption status of all real property and address any change in property use. The Property Team will recommend policy for acquisition and maintenance of equipment in coordination with staff members and ministry teams using such equipment, including all computer hardware and software. In addition, the Property Team will review and recommend insurance coverage for property and liability coverage.
- b) Composition. The Property Team shall consist of at least six (6) individuals selected by the Leadership Team and annually reviewed and approved by the Leadership Team. Such membership shall be coordinated with the Personnel Team.

### **Section 6. Pastoral Care Team.**

- a) Responsibility. The Pastoral Care Team shall work toward a vital, healthy, mutually beneficial relationship between the congregation and the pastors and ministry staff. The Pastoral Care Team shall have four main areas of responsibility:
  - 1) Care and encouragement for the pastors, ministry staff, and their families;
  - 2) Receiving the perspectives and concerns of each pastor and ministry staff member relative to the congregation and ministry;
  - 3) Communicating the perspectives and concerns of the congregation to each pastor and ministry staff member relative to that person's ministry; and
  - 4) Periodic review of personal and church goals.
- b) Composition. The Pastoral Care Team shall be made up of the vice chair (who shall chair this team), a member of the Leadership Team selected by the Leadership Team, and two congregational members appointed by the Leadership Team.

**Section 7. Special Committees.** The membership at a congregational meeting or the Leadership Team may establish a committee to address a specific task. The committee shall report back to the body which formed it unless otherwise instructed by its founding body. The committee shall terminate upon the completion of its task.

## **ARTICLE VI**

### **Pastoral and Ministry Staff**

**Section 1. Purpose.** Pastoral and additional ministry staff positions are created to help the congregation fulfill Christ's purpose in the world and among its members.

**Section 2. Pastoral Qualifications.** Pastors of the church shall meet the qualifications for character, giftedness, and call set forth in the Holy Scriptures. The Senior Pastor shall be a licensed or ordained pastor in good standing with the Evangelical Covenant Church Ministerium. Other pastors shall be credentialed by the Evangelical Covenant Church Ministerium in accordance with their qualifications and duties. A pastor shall be a member of the church by virtue of the call to serve the church.

**Section 3. Call of the Senior Pastor.** The Senior Pastor shall be called at a regular or special congregational business meeting, the purpose of which shall be announced in advance. The Senior Pastor shall be nominated by a pastoral search committee, which shall work closely with the Central Conference Superintendent. The Senior Pastor shall be called by written ballot with a two-thirds vote of members present and voting required for a call. The call shall be for an indefinite period of time.

**Section 4. Call of Additional Pastors and Credentialed Ministry Staff.** Additional staff members to hold ministerial credentials shall be called at a congregational meeting, the purpose of which shall be announced in advance. The Leadership Team will recommend one candidate for a call, and the congregational vote shall be by written ballot, with two-thirds vote required for call. The Leadership Team may establish the search committee, and may serve as the search committee. The call shall be for an indefinite period of time unless otherwise noted at the time of call.

**Section 5. Duties of the Senior Pastor.** The Senior Pastor shall preach and teach the Word of God, administer the sacraments, provide missional leadership, and faithfully carry out pastoral work. The Senior Pastor shall direct the church ministry staff, providing counsel, encouragement, and Christian discipline so as to assist in the accomplishment of objectives for each staff member. All non-ministry staff shall be responsible to the Senior Pastor. The Senior Pastor shall be a member of the Leadership Team and an ex-officio member of all ministry teams and committees and in such capacity shall strive to establish and accomplish objectives and strategies in conjunction with the mission and purpose of the church.

**Section 6. Duties of Additional Pastors and Ministry Staff Members.** Additional pastors and ministry staff members shall carry out specific areas of ministry under the direction of the Senior Pastor. They may be designated by the Leadership Team to be the leader or member of one or more Ministry Teams.

**Section 7. Cooperation.** The pastor(s) and ministry staff members shall, both in word and precept, work in harmony with the Evangelical Covenant Church and the Central Conference.

**Section 8. Resignation of a Pastor or Ministry Staff Member.** A pastor or ministry staff member may resign by submitting a letter of resignation to the Leadership Team. Unless there are extenuating circumstances, six weeks notice should be observed.

**Section 9. Dismissal.** The dismissal of a pastor or ministry staff member should be undertaken only after avenues of remediation have been pursued.

- a) Dismissal of the Senior Pastor. The dismissal of the Senior Pastor shall be by congregational vote at a special meeting called for that express purpose. Such an agenda item cannot be a part of, or added to, the agenda of any other meeting. The congregational meeting for such a vote may be called by the two-thirds action of the Leadership Team, or through the request of the membership accomplished by a petition for such a meeting signed by 20% of the membership. The quorum for such a meeting shall be 50% of the membership. The grounds for dismissal shall be presented. Members shall be allowed to speak to the matter. The pastor shall be allowed to speak to the matter. The vote shall be by written ballot. A majority vote of members present and voting is necessary to dismiss the senior pastor.
- b) Dismissal of Additional Pastors and Ministry Staff. Additional pastors and ministry staff called by the congregation may be dismissed by the two-thirds vote of the Leadership Team. A meeting to overturn the action of the Leadership Team may be called through the request of the membership, accomplished by a petition signed by 20% of the membership. The quorum for such a meeting shall be 50% of the membership. The grounds for dismissal shall be presented. Members shall be allowed to speak to the matter. The pastor or ministry staff member in question shall be allowed to speak to the matter. The vote shall be by written ballot. A majority vote of members present and voting is necessary to overturn the action of the Leadership Team.

**Section 10. Charges Against a Pastor.** Charges against a pastor shall be submitted in writing to the Leadership Team and the Central Conference Superintendent, charging a pastor with indiscretion, immorality, doctrinal error, unethical behavior, or disloyalty to the Evangelical Covenant Church. The superintendent shall confer with the Evangelical Covenant Church Executive Minister of the Ordered Ministry. These two officers shall confer and determine the order of responsibility in pursuing the matter according to the Rules and Regulations of the Board of Ordered Ministry of the Evangelical Covenant Church regarding discipleship, prior to further action by the church. A pastor or staff member credentialed by the Evangelical Covenant Church may be suspended by the Evangelical Covenant Church during this process. However, any minister who fails to become credentialed with the Evangelical Covenant Church may be suspended or recommended for dismissal at any time without prior notice by the Leadership Team.

## **ARTICLE VII**

### **Congregational Meetings**

**Section 1. Meetings.** Congregational meetings shall be held regularly as stipulated in Article VIII of the Constitution. Special meetings may be called by the Chair in consultation with the Senior Pastor, the Leadership Team or by a written request signed by 10% of the membership.

**Section 2. Notification of Meeting.** Notice of all congregational meetings shall be communicated to the membership by written notice in the worship bulletin, or in the church website, or other church print or electronic publication not less than ten days prior to the meeting date. The notice shall include the date, time of meeting and in the event of a special meeting, a summary of all significant items.

**Section 3. Conduct of Meeting.** The Chair or such other person as may be designated by the Leadership Team in the Chair's absence shall serve as Chair of any meeting of the membership.

**Section 4. Voting.** Each member, and only members, shall be entitled to cast one vote on any matter at hand at any meeting of the membership. Such votes must be cast in person. Vote by proxy shall not be allowed. Except for votes cast under Article VI which shall be by written ballot, all votes shall be by voice vote unless an objection is raised.

**Section 5. Quorum.** Ten percent of the membership shall constitute a quorum for any congregational meeting, with a minimum of twenty members.

**Section 6. Rules of Order.** All congregational meetings of the church shall be conducted according to the current edition of Robert's Rules of Order, subject to the provisions of this Constitution and Bylaws.

**Section 7. Elections.** At the Annual Meeting of the Membership upon nominations by the Personnel Team and such further nominations as may be made from the floor (in each case with the consent of the person nominated) the following shall be elected:

- a) The Chair for a one year term.
- b) The Vice Chair for a one year term.
- c) The Secretary for a one year term.
- d) The Treasurer for a one year term.
- e) Two Auditors for a two year term.
- f) All expired non-officer seats on the Leadership Team for two year terms.
- g) Such other positions as the membership may direct.

## **ARTICLE VIII Closure**

**Section 1. Action Needed.** The membership may terminate its existence by a majority vote of the membership present and voting at a congregational meeting called for that purpose.

**Section 2. Meeting Provisions.** The decision on whether to close the church cannot be a part of, or added to, the agenda of any other meeting. The congregational meeting for such a vote may be called by the Leadership Team or through the request of the congregation, accomplished by a petition for such a meeting signed by 20% of the membership.

**Section 3. Notification.** All members of record must be notified of the meeting through first class mail at least two weeks in advance.

**Section 4. Quorum.** The quorum for such a meeting shall be all members of record who are present at the meeting.

**Section 5. Asset Distribution.** Upon the vote to close, all assets of the congregation shall be transferred according to Article IX, Section 3 of the Constitution.

**ARTICLE IX**  
**Amendments**

**Section 1. Procedure.** Amendments to these Bylaws not in conflict with the Constitution may be adopted by a vote of two-thirds of the membership present and voting at a duly called meeting for that purpose. A proposed amendment to the Bylaws must be presented in writing to the membership at a preceding congregational meeting.