

# **BY-LAWS OF EVANSTON AVENUE BAPTIST CHURCH**

**Adopted January 27, 2002**

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## **ARTICLE I** **CHURCH OFFICERS**

### **Section 1.** **OFFICE** **OF ELDER**

#### **A. COUNCIL OF ELDERS**

Since the Bible teaches that a plurality of elders was given to the local church for oversight and pastoral leadership (Acts 14:23;20:17,28), a council of men (including the Senior Pastor and all ordained associate pastors), shall be chosen by, elected by, and responsible to the membership. The non-staff (volunteer) elders chosen from the church membership shall be elected by a two-thirds majority vote of the ballots cast by qualified members at the annual business meeting.

#### **B. QUALIFICATIONS OF ELDERS**

A non-staff elder must be an active member of the church for at least one year, and must meet the standards for elders in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4 as the general characteristics of his life.

#### **C. DUTIES OF ELDERS**

As the under shepherds of Jesus Christ, the elders are responsible to:

1. Lead the people by their example (1 Peter 5:3).
2. Feed, nurture and protect the flock (1 Timothy 3:2; Titus 1:9; James 5:14).
3. Equip the saints for their work of ministry (Ephesians 4:11-13).
4. Manage the affairs of church life (1 Timothy 3:5; 5:17).
  - a. To be the corporation directors and legal representatives of the church.
  - b. To oversee the ministry and business of the church including the ministry departments, estate ministry and all auxiliary organizations and temporary committees.
  - c. To serve on the ministry departments of the church with the deacons and deaconesses and the estate ministry with the trustees.
  - d. To recommend the appointed church officers and supervise the paid church staff and the volunteer church workers.
  - e. To interview and recommend prospective members to the congregation.

- f. To meet monthly and inform the congregation of the elders' work.
- g. To establish and dissolve all necessary, temporary councils, task forces, coordinators, and special appointees when needed.
- h. To moderate church business meetings.
- i. To prepare the annual church budget in consultation with proposals from the ministry departments and the estate ministry.
- j. To supervise and distribute benevolent fund moneys.
- k. To maintain a Manual of Operations with job descriptions and policies for the operation of the church.
- l. To exercise authority on behalf of the congregation in between regular and specially called business meetings.

#### **D. TERM, NUMBER, RATIO, OFFICERS, CHOOSING OF ELDERS**

- 1. **Term** - The term of office for an elder, other than the Senior Pastor and ordained associate pastors, shall be for three years with eligibility for a second consecutive term of three years. No elder who has served for six years shall be eligible for re-election for the same office without a one year interval between terms.
- 2. **Number** - While there is no limit to the number of elders the Lord may raise up, effort should be made to maintain at least four non-staff (volunteer) elders from the congregation plus the Senior Pastor and ordained associate pastors.
- 3. **Officers** - At the Council of Elders reorganization meeting following the annual business meeting, the elders shall elect a chairman, vice chairman and secretary from among the non-staff elders elected from the congregation.
- 4. **Choosing** - The Nominating Committee shall be responsible to submit a ballot of potential elders to the congregation at the annual meeting for election by congregational vote.

#### **Section 2.**

#### **OFFICE**

#### **OF PASTOR A. SENIOR PASTOR**

- 1. **Importance** - Since the New Testament reveals that a primary leader often existed among other church leaders, and that elders with the gift of teaching were singled out with special significance and paid wages, it is highly desirable that at least one elder be called to work full-time in the ministry and oversight of the church. Such an elder is usually referred to as the Senior Pastor because he has the

gift of pastor-teacher and is called to *labor in the word and teaching*. The Senior Pastor is not in authority over the other elders but is one among them. Because of his call and training he is to be respected as the primary teaching elder of the church.

*Acts 12:17; 21:18; 1 Corinthians 12:28; Ephesians 4:11; 1 Timothy 5:17;*

2. **Qualifications** - The Senior Pastor must be an ordained Baptist minister or a college or seminary graduate planning to become an ordained Baptist minister. He must meet the standards for elders in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4 as the general characteristics of his life. In addition, he must be sympathetic to and cooperative with Converge Mid America the Baptist General Conference and in agreement with the constitution and by-laws of Evanston Avenue Baptist Church.
3. **Duties** - The Senior Pastor shall have freedom of the pulpit to preach and teach the Word of God. He shall function as a member of the Council of Elders and as an ex-officio, voting member of all ministry departments, committees, councils and task forces. Together with the elders he shall tenderly watch over the spiritual interests of the members and organize and develop the church's ministry to fulfill its purpose as stated in its Great Commission and Mission statements.

*Ephesians 4:11-13; 2 Timothy 4:2; 1 Peter 5:1-3*
4. **Extension of Call** - The call of a senior pastor shall come from the church body upon recommendation of the pulpit committee (see Article II, Section 2, letter B). Two prior ~~Three~~ Sundays notice shall be given before the meeting to vote on the call and shall require a three-fourths majority vote of the ballots cast by qualified members to extend a call to a senior pastor.
5. **Salary and Vacation** - The Council of Elders shall determine the Senior Pastor's salary, vacation, and duties subject to the approval of the congregation at the meeting to extend a call. The salary and/or vacation may be increased at the annual meeting by vote of the congregation following recommendation by the Council of Elders.
6. **Vote of Confidence and Termination** - The Senior Pastor shall

serve for an indefinite period at the pleasure of the church, termination of which may be made by the Senior Pastor or the church body. Such notification shall be in writing and shall normally require from thirty to ninety days' notice except when the conditions in section 7a below apply. At the end of each three year period the Senior Pastor shall receive a majority vote of confidence of the ballots cast by qualified members to retain his pastoral position.

## **7. Procedure for Termination**

- a. The pastoral relationship may be terminated upon thirty to ninety days' notice, in writing, on the part of the pastor. The pastor shall first give his resignation to the Council of Elders before it is presented to the church at a regular or specially called business meeting. If, in the judgment of the church, the continuance of the pastor's ministry is undesirable, upon recommendation of the Council of Elders, the relationship may be terminated immediately; but the salary shall be continued for no less than thirty days but no more than ninety days.
- b. In the event of grievances against the pastor, every effort shall be made to reconcile these differences by the Council of Elders before bringing the matter to the congregation. The teaching in Matthew 18:15-17 shall be carefully followed by the church and leadership keeping the pastor fully informed of each step taken
- c. Any proposal to dismiss the pastor shall be referred to the Council of Elders for its consideration before any action shall be taken to the church. The elders shall be required to present to the church any written request for the dismissal of the pastor when signed by twenty percent of the active members of the church. Such action shall be taken at a regular or specially called business meeting and shall require the advance notification of the pastor and the members as to the purpose of the meeting. A majority vote of ballots cast by qualified members shall be required to dismiss the pastor.
- d. In the event that the pastor wins a vote of confidence of the church at such an election, all church officers signing such a petition

mentioned above (in section c.) shall automatically relinquish their office.

## **B. ASSOCIATE PASTORS AND STAFF ASSISTANTS**

1. **Importance** - As the apostles had associates like Timothy and Titus, etc., who were uniquely gifted to assist in the ministry of the early churches, so the church may wish to call associate pastors or staff assistants to assist with the ministry of the church in areas such as youth, and/or music and worship, and/or senior citizens, etc.
2. **Qualifications** - An associate pastor must meet the standards for elders in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4 as the general characteristics of his life. A staff assistant must meet the standards for assistant leaders in 1 Timothy 3:8-13 as the general characteristics of one's life. In addition, an associate pastor or staff assistant must be sympathetic to and cooperative with Converge Mid America the Baptist General Conference and in agreement with the constitution and by-laws of Evanston Avenue Baptist Church.
3. **Duties** - An associate pastor or staff assistant's duties shall be defined at the time of the call by the Council of Elders. The associate or assistant shall report to and be accountable to the Senior Pastor and the Council of Elders, and shall work in cooperation with the ministry departments. An ordained, associate pastor shall by virtue of his ordination be a member of the Council of Elders. A non-ordained, associate pastor may be considered as a candidate for elder in the same way as other church members.
4. **Extension of Call** - The call of an associate pastor or staff assistant shall come from the church body upon recommendation of the Council of Elders (see Article II, Section 2, letter C about the appointment of a search committee). Two prior Three Sundays notice shall be given before the meeting to vote on the call and shall require a three-fourths majority vote of the ballots cast by qualified members to extend a call to an associate pastor or a staff assistant.
5. **Salary and Vacation** - The Council of Elders shall determine an associate pastor or staff assistant's salary, vacation, and duties subject to the approval of the congregation at the meeting to extend

a call. The salary and/or vacation may be increased at the annual meeting by vote of the congregation following recommendation by the Council of Elders.

6. **Vote of Confidence and Termination** - An associate pastor or staff assistant shall serve for an indefinite period at the pleasure of the Senior Pastor and Council of Elders, termination of which may be made by the associate pastor or staff assistant, the Council of Elders, or the church body. Such notification shall be in writing and shall require from thirty to ninety days notice. At the end of each three year period an associate pastor or staff assistant shall receive a majority vote of confidence of the ballots cast by qualified members to retain a pastoral or staff position.
7. **Procedure for Termination** - The procedure for terminating an associate pastor or staff assistant shall follow the same guidelines as given above in Article I, Section 2, letter A, number 7).

### **Section 3.**

#### **OFFICE OF DEACON AND DEACONESS**

##### **A. DEACONS AND DEACONESSSES**

The qualifications for deacons and deaconesses are given together by the Apostle Paul in 1 Timothy 3:8-13. The New Testament along with early church evidence shows the deacons performing various services of a practical nature and the deaconesses having a significant ministry role in the church along with them. So the deacons and deaconesses are to serve as practical assistants to the elders so the ministry role in the church along with them. So the deacons and deaconesses are to serve as practical assistants to the elders so the latter can carry out their ministry of spiritual oversight.

*Acts 6:1-6; Romans 16:1-2; Philippians 1:1*

##### **B. QUALIFICATIONS OF DEACONS/DEACONESSSES**

Deacons and Deaconesses must be active members of the church for at least one year and must meet the standards for their office in 1 Timothy 3:8-13 as the general characteristics of their lives.

##### **C. DUTIES OF DEACONS/DEACONESSSES**

As assistants to the elders in the practical ministries of the church, the deacons and deaconesses shall serve on the ministry departments of the church to help accomplish the purpose of the church as stated in

its Great Commission and Mission statements.

**D. TERM, NUMBER AND SELECTION DEACONS/DEACONESSES**

1. **Term** - The term of office for deacons and deaconesses shall be for three years with eligibility for a second consecutive term of three years. No deacon or deaconess who has served for six years shall be eligible for re-election for the same office without a one year interval between terms. Deacons and deaconesses shall be elected by majority vote of the ballots cast by qualified members at the annual business meeting.
2. **Number** - While there is no limit to the number of deacons and deaconesses the Lord may raise up, effort should be made to maintain at least four deacons and/or deaconesses on each ministry department to serve along with the elder(s) on each department.
3. **Selection** - The Nominating Committee shall be responsible to submit a ballot of potential deacons and deaconesses for each ministry department to the congregation at the annual meeting.

**Section 4:**

**TRUSTEES**

**A. GENERAL STATEMENT**

Since the early church chose leaders as needs arose to accomplish important tasks, trustees shall be elected from the membership to be responsible for promoting, coordinating and accomplishing the care and maintenance of the buildings, grounds, properties, and equipment of the church, otherwise known as the estate ministry.

**B. QUALIFICATIONS OF TRUSTEES**

Trustees must be active members of the church for at least one year and must meet the standards for leaders chosen to oversee physical ministries in Acts 6:2-3 as the general characteristics of their lives.

**C. DUTIES OF TRUSTEES**

Additional details of the duties for the estate ministry not included in these by-laws shall be spelled out in the Manual of Operations. The duties include, but are not limited to, the following:

1. Maintain, repair and/or replace where necessary, the following:

- a. Grounds and parking lot
  - b. Buildings, including parsonage
  - c. All equipment and furnishings
  - d. Vehicles
2. Oversee the custodial care of the church, including lawn care and snow removal, and monitor the custodians and volunteers to assure that all properties and grounds are maintained for cleanliness and attractiveness.
  3. Recommend custodial personnel and their compensation to the Council of Elders when vacancies occur within the custodial staff.
  4. Explore and arrange for adequate insurance coverage on all buildings and vehicles, and review this coverage periodically.
  5. Plan, schedule and enlist people for periodic work days to assist with the cleaning and redecorating of church facilities.
  6. Approve the use of church buildings, property, and equipment by individuals within and outside the church in accordance with the relevant policies within the Manual of Operations.
  7. Have authorization to spend up to \$1,000.00 dollars per project for non-budgeted equipment, furnishings or physical projects needed without prior consent of the church body.
  8. Make budget recommendations to the Council of Elders for resources needed to accomplish the objectives of maintenance and insurance of the physical properties of the church.

#### **D. TERM, NUMBER, SELECTION, MEETINGS OF TRUSTEES**

1. **Term** - The term of office for trustees shall be for three years with eligibility for a second consecutive term of three years. No trustee who has served for six years shall be eligible for re-election for the same office without a one year interval between terms. Trustees shall be elected by majority vote of the ballots cast by qualified members at the annual business meeting.
2. **Number** - While there is no limit to the number of trustees the Lord may raise up, effort should be made to maintain at least four trustees to serve along with the elder(s) in the estate ministry.
3. **Selection** - The Nominating Committee shall be responsible to submit a ballot of potential trustees to the congregation at the



annual meeting.

4. **Organizational Meeting** – At the reorganization meeting following the annual business meeting, the trustees shall elect a chairman, vice chairman and secretary who may be either elders or trustees.  
The reorganization meeting of the trustees shall be held within two weeks of the annual business meeting. They shall elect a chairman, a vice chairman, and a secretary who may be either elders or trustees.
5. **Meetings** - The trustees shall have monthly meetings. The trustees shall meet monthly on the same night as the ministry departments meet. Proper notice being given, special meetings may be called by the chairman or by the Senior Pastor in conjunction with the chairman.

#### **Section 5:**

#### **APPOINTED OFFICERS    A. GENERAL STATEMENT**

Appointed officers shall be chosen by the Council of Elders, with input from the appropriate ministry departments, and presented to the congregation for approval by majority vote of the ballots cast by qualified members at the annual meeting. They must be active members of the church for at least one year and must meet the standards for leaders chosen to assist in ministry in Acts 6:2-3 and 1 Timothy 3:8-13 as the general characteristics of their lives. Their term of office shall be for one year with eligibility for successive terms. No person shall hold more than one elective office and one appointive office at a time. descriptions for appointive officers shall be maintained in the church manual of operations.  
Job descriptions for appointive officers shall be maintained in the church Manual of Operations.

#### **B. APPOINTED OFFICERS**

1. A financial secretary, financial recording secretary and treasurer shall be appointed to assist with the finances of the church.
2. A Sunday School superintendent shall be appointed to direct the

ministry of the Sunday School under the supervision of the Department of Christian Education, and an assistant may be appointed as needed. Either (not both together at the same time) the superintendent or the assistant shall be an ex-officio member with full voting privileges on the Department of Christian Education and the Department of Ministry Training.

2. A clerk shall be appointed to keep accurate minutes of the church business meetings and accurate records of the church membership.
3. The Council of Elders may recommend such additional offices as they deem necessary subject to congregational approval.

**Section 6:**  
**OTHER**  
**STARTING**  
**DATE**

**A. STARTING DATE OF TERMS**

The effective date of all terms shall begin immediately for all officers, and at the reorganization meeting(s) held within two weeks of the annual meeting for the Council of Elders, ministry departments, and estate ministry.

**B. VACANCIES**

In the event of a vacancy in an elective or appointed office the Council of Elders shall seek a qualified person to fill the unexpired term within thirty days of such vacancy. Such appointment shall be subject to confirmation by the church at the regular business meeting following the appointment.

**C. RESIGNATIONS**

Elective officers who resign from their position before completing their full term shall submit a signed, written notice of resignation to the Council of Elders stating the effective date of their resignation.

**D. ATTENDANCE**

When a person has not fulfilled the obligation of one's elected office because of absenteeism for three consecutive months, the office may be considered vacant unless it is determined that said person has a legitimate excuse for being absent. The chairman of the elders or the chairman of the affected department shall contact said person about the absenteeism.

**ARTICLE II**

## **MINISTRY DEPARTMENTS AND STANDING COMMITTEES**

### **Section 1:**

#### **MINISTRY DEPART- MENTS**

##### **A. GENERAL PROVISIONS**

1. **Importance** - The ministry departments are the major means through which the church coordinates its ministries to fulfill its purpose. As such the elders will work closely with the deacons and deaconesses with at least one elder on each department to help accomplish its objectives.
2. **Organizational Meeting** - At the reorganization meeting following the annual business meeting, the ministry departments shall elect a chairman (either an elder or deacon), a vice chairman (either an elder or deacon), and a secretary (either an elder, deacon, or deaconess). The reorganization meeting(s) of the ministry departments shall be held within two weeks of the annual business meeting. Each department shall elect a chairman (either an elder or deacon), a vice chairman (either an elder or deacon), and a secretary (either an elder, deacon, or deaconess).
3. **Meetings** - The ministry departments shall have monthly meetings at such a time as they determine. The ministry departments shall meet monthly on the same night at such a time as they determine. Proper notice being given, special meetings may be called by the chairman of each respective department or by the Senior Pastor in conjunction with the chairman.
4. **Duties** - Additional details of the duties for each ministry department not included in the by-laws shall be spelled out in the manual of operations.

##### **B. MINISTRY DEPARTMENTS**

###### **1. The Department Of Evangelism and World Missions**

This department will promote and coordinate evangelism and mission's ministry among the members of the church. The duties include, but are not limited to, the following:

- a. Be personally active in evangelism and promote evangelism in the lives of all church members.
- b. Encourage training opportunities and resources to develop the congregation's effectiveness in sharing the gospel.
- c. Promote world missions in the lives of all church members and educate the congregation about world missions.
- d. Coordinate with the Senior Pastor missionary speakers during the year.

- e. Keep the congregation updated about the ministry and plans of the supported church missionaries.
- f. Determine times and purposes for missions' love offerings.
- g. Review the missions' policy and seek to carry out its objectives.
- h. Make budget recommendations to the Council of Elders for resources needed to accomplish the department objectives.

# **1. Evangelize: The Department Of Evangelism And World Missions**

The Department of Evangelism and World Missions shall be responsible to promote and coordinate the evangelism and missions ministry of the church. The duties include, but are not limited to, the following:

- a. In the area of evangelism:
  - 1) Be active personally in evangelism and promote evangelism in the lives of all church members.
  - 2) Encourage training opportunities and resources to develop the congregation's effectiveness in sharing the gospel.
  - 3) Provide special events and/or services designed to evangelize the lost.
  - 4) Assist the members of the outreach visitation program in:
    - i. Initial contacts.
    - ii. Follow-up of commitments made to Christ.
    - iii. Record keeping of prospects and visits made.
  - 5) Recruit a person to purchase tracts for the tract racks and to encourage tract distribution.
  - 6) Develop advertising and publicity for special church services and/or events.
  - 7) Facilitate new member orientation, interviews with the elders and introduction to the church family.
  - 8) Make budget recommendations to the Council of Elders for the resources needed to accomplish the objectives of the evangelism ministry.
- b. In the area of world missions:
  - 1) Promote world missions in the lives of all church members and educate the congregation about world missions.
  - 2) Coordinate with the Senior Pastor missionary speakers during the year.
  - 3) Keep the congregation updated about the ministry and plans of the supported church missionaries.
  - 4) Plan a special missions emphasis and/or conference once a year.

- 5) Determine times and purposes for missions' love offerings.
- 6) Review the missions' policy and seek to carry out its objectives.
- 7) Make budget recommendations to the Council of Elders for the resources needed to accomplish the objectives of the missions program.

## **2. The Department Of Caring And Fellowship**

This department will promote, coordinate, and encourage fellowship and caring among the members of the church and extend these ministries to the community as opportunities become available. The duties include, but are not limited to, the following:

- a. Plan and promote special events on the church calendar to encourage interaction among the church family.
- b. Oversee the small group ministry to provide fellowship and growth opportunities as well as meet special needs through specialized small groups.
- c. Be responsible for the maintenance of the kitchen facilities and supplies.
- d. Recruit a funeral luncheon coordinator to staff and oversee the funeral luncheons held at the church.
- e. Recruit a flowers' coordinator to oversee and implement the delivery of flower arrangements to those bereaved or hospitalized.
- f. Make budget recommendations to the Council of Elders for resources needed to accomplish the department objectives.

## **2. Embrace: The Department Of Caring And Fellowship**

The Department of Caring and Fellowship shall be responsible for promoting, coordinating and encouraging fellowship and caring among the members of the church and extending these ministries to the community as opportunities become available. The duties include, but are not limited to, the following:

- a. Plan and promote special events on the church calendar to encourage interaction among the church family including, but not limited to, Sunday evening fellowships after church, a yearly church picnic and Thanksgiving dinner.
- b. Oversee the care group ministry including the study materials to provide fellowship and growth opportunities as well as meet special needs through specialized care groups.
- c. Coordinate and assist in the hospital and shut-in visitation ministry of the church including accurate record keeping.

- d. Be responsible for the maintenance of the kitchen facilities and supplies.
- e. Recruit a funeral luncheon chairperson to staff and oversee the funeral luncheons held at the church.
- f. Recruit a flowers' chairperson to oversee and implement the delivery of flower arrangements to those bereaved or hospitalized.
- g. Arrange accommodations for all invited ministry guests of the church.
- h. Make budget recommendations to the Council of Elders for resources needed to accomplish the objectives of fellowship and caring among the church family.

### **3. The Department Of Worship, Music And Prayer**

This department will promote and coordinate worship and prayer experiences for the congregation. The duties include, but are not limited to, the following:

- a. Recruit and assist one or more coordinators for the following ministries:
  - 1) Music - to work with the Senior Pastor and/or Worship Leader in coordinating music for worship services.
  - 2) Frontline Ministry - to recruit, train, and schedule ushers and greeters for the services.
  - 3) Prayer - to establish and operate a prayer ministry.
  - 4) Sanctuary Tidy Up - to tidy the sanctuary including returning hymnals and pew Bibles to the racks and replenishing envelopes and pens, etc.
- b. Ensure proper set up for communion services (including the bread and grape juice as well as the seating for the servers).
- c. Provide assistance for baptism services.
- d. Communicate with the Estate Ministry Trustees to ensure the proper maintenance of all worship equipment.
- e. Make budget recommendations to the Council of Elders for resources needed to accomplish the objectives of worship, music, and prayer among the church family.

### **3. Exalt: The Department Of Worship, Music And Prayer**

The Department of Worship, Music and Prayer shall be responsible for working with the Senior Pastor to promote and coordinate worship and prayer experiences for the congregation. The duties include, but are not limited to, the following:

- a. Recruit and assist one or more coordinators for the following

ministries:

- 1) Praise Team - to work with the Senior Pastor and/or Associate Pastor in coordinating congregational singing for worship services.
  - 2) Special Music - to schedule special music for worship services.
  - 3) Choir - to lead a choir or ensemble (in the absence of a paid director) when sufficient voices exist to comprise one.
  - 4) Head Usher - to recruit, train, and schedule ushering teams.
  - 5) Head Greeter - to recruit, train and schedule greeters for the services.
  - 6) Prayer Chain - to establish and operate a prayer chain.
  - 7) Pastor's Prayer Partners - to establish and operate a pastor's prayer partners ministry.
  - 8) Sanctuary Tidy Up - to tidy the sanctuary including returning hymnals and pew Bibles to the racks and replenishing envelopes and pens, etc., as well as distributing benevolent envelopes in the racks in conjunction with monthly communion.
- b. Ensure proper set up for communion services (including the bread and grape juice as well as the seating for the servers).
  - c. Provide assistance for baptism services.
  - d. Provide a system for registering and recording all church visitors.
  - e. Communicate with the Estate Ministry Trustees to ensure the proper maintenance of all worship equipment.
  - f. Provide resource materials designed to train the congregation in corporate and private worship and prayer.
  - g. Schedule, plan and promote a weekly prayer service in conjunction with the Senior Pastor and other special times of prayer during the year as the Lord may lead.
  - h. Make budget recommendations to the Council of Elders for resources needed to accomplish the objectives of worship, music and prayer among the church family.

#### **4. The Department Of Christian Education.**

This department will promote, coordinate and oversee the Christian education ministries of the church. The duties include, but are not limited to, the following:

- a. Recruit and train the Sunday School and Junior Church staff, as well as evaluating and making recommendations concerning class structure.
- b. Recruit and assist directors as needed for children's programs.

nursery, camp, and transportation.

- c. Oversee all youth programs under the youth leader's direction.
- d. Approve all Christian Education workers.
- e. Evaluate and approve educational and teaching materials to be used for Christian education in the church.
- f. Make budget recommendations to the Council of Elders for resources needed to accomplish the objectives of Christian education in the church family.

**4. Educate: The Department Of Christian Education.**

The Department of Christian Education shall be responsible to promote, coordinate and oversee the Christian education ministries of the church. The duties include, but are not limited to, the following:

- a. Assist the Sunday School Superintendent and Assistant Superintendent in recruiting and training the Sunday School staff and Junior Church staff, as well as evaluating and making recommendations concerning curriculum, class structure, and hourly format.
- b. Recruit and assist one or more directors for each of the following educational ministries:
  - 1) The midweek children's club program.
  - 2) The church time children's programs.
  - 3) The library and media ministry.
  - 4) The yearly Vacation Bible School program.
  - 5) The nursery care ministry during services.
  - 6) The ministry of Center Lake Bible Camp.
  - 7) The transportation ministry of the church.
  - 8) The yearly children's Christmas program.
- c. Oversee all youth programs including recruiting a cabinet of youth workers who will help plan and coordinate the youth program under the youth pastor's direction.
- d. Annually approve all Christian Education workers.
- e. Evaluate and approve all educational and teaching materials to be used for Christian education in the church.
- f. Make budget recommendations to the Council of Elders for resources needed to accomplish the objectives of Christian education in the church family.

**5. Equip: The Department Of Ministry Training.**

The Department of Ministry Training shall be responsible to promote, coordinate and oversee the ministry training ministries of the church.



The duties include, but are not limited to, the following:

- a. Assist the Sunday School Superintendent and Assistant Superintendent in promoting the Evanston Avenue School For Christian Living (S.C.L.) which is designed to equip believers for ministry.

The duties include, but are not limited to, the following:

- 1) Encourage the members of the church to enroll in the *Equipped To Serve Basic* and *Advanced* training programs as credit or audit students.
- 2) Supervise the S.C.L. according to its written instructions and guidelines.
- 3) Keep accurate records of the progress of credit students.
- 4) Award graduation certificates in morning worship for all credit students completing the basic and advanced programs.
- b. Advertise and promote training seminars held in the church or in other churches or Christian ministries that are designed to train people for ministry.
- c. Assist the Department of Evangelism and World Missions where requested in the training aspects of their ministries (e.g. Evangelism Explosion, etc.)
- d. Assist the Department of Christian Education where requested in the training aspects of their ministries (e.g. Sunday School teachers, Jr. Church staff, midweek children's staff, etc.) encouraging qualified new workers and preparing current workers to be more effective.
- e. Plan a regularly scheduled workers' recognition banquet to honor all staff and volunteers of the church.
- f. Make budget recommendations to the Council of Elders for resources needed to accomplish the objectives of ministry training in the church family.

## **Section 2:**

### **STANDING A. NOMINATING COMMITTEE** **COMMITTEES**

1. **Membership** - A Nominating Committee of 2 elders and 4 members seven members made up of three elders and four members from the church at large shall be appointed by the Council of Elders and approved by the church at the third quarterly business meeting. No

member of the committee shall serve consecutive years for more than one year without a one year interval between appointments.

2. **General Duties** - The first meeting of the committee shall be convened by the chairman of the Council of Elders for the purpose of electing a chairman, vice chairman and secretary. The committee shall post its report three Sunday mornings prior to the annual meeting and shall report its work to the church at the annual meeting.
3. **Submitting Names Procedure** - Instead of nominations from the floor, the Nominating Committee shall encourage the membership to submit names for the open elected offices. All such submitted names will be evaluated by the committee for their suitability for the office proposed. All such submitted names affirmed for the position should be contacted only by the Nominating Committee after committee agreement.

#### **B. PULPIT COMMITTEE**

When it is necessary to call a senior pastor, a representative pulpit committee shall be selected and recommended to the church by the Council of Elders. The committee shall consist of at least 2 elders and 4 members of the congregation at large. The committee shall consist of four elders and three members of the church at large. The committee shall be ratified three members of the congregation at large. The committee shall be ratified by the church.

#### **C. SEARCH COMMITTEE** - When it is determined that a pastoral

associate or a staff assistant is needed, a search committee consisting of

the Senior Pastor, a minimum of two elders and at least four members at

large shall be appointed by the Council of associate or a staff assistant is needed, a search committee consisting of the Senior Pastor, a minimum of two elders and at least four members at large shall be appointed by the Council of Elders. This committee shall seek a candidate who meets the qualifications of the job description and recommend him to the Council of Elders.

recommend him to the Council of Elders.

#### **D. CONSTITUTION COMMITTEE**

When the need arises, a Constitution Committee comprising elders and

members of the church at large shall be appointed by the Council of Elders. The membership of this committee shall be approved by the church at a regular or specially called business meeting.

### **ARTICLE III** **MEMBERSHIP**

#### **Section 1.**

##### **Profession**

##### **Baptism**

Any person, including former members, professing faith in the Lord Jesus Christ, giving evidence of regeneration, and adopting the views of faith and practice of this church, may, upon baptism by immersion or confession of baptism by immersion, be received into its membership.

#### **Section 2.**

##### **Transfers**

A member of another Baptist church, giving evidence of regeneration and adopting the views of faith and practice of this church, may be received by letter of transfer from said church on confession of baptism by immersion.

#### **Section 3.**

##### **Restoration**

Former members of The Evanston Avenue Baptist Church may be restored to fellowship on profession of faith and confession of baptism by immersion having given evidence of regeneration and adopting the views of faith and practice of this church.

#### **Section 4.**

##### **Profession**

A person who is not a member of another Baptist church but has been immersed upon profession of faith in the Lord Jesus Christ and accepts the views of faith and practice of this church, may be received into membership by personal testimony.

#### **Section 2.**

##### **Procedure**

All applicants for membership shall appear before members of the Council of Elders. The names of all applicants recommended by the Council of Elders shall be presented to the church for approval at any regular or special meeting.

#### **Section 6.**

##### **Transmiss- ion**

Transmission of members shall be granted on request by a letter to churches of like faith and order, or by certificate of good character

to churches of other denominations.

**Section 3.**

**Nonresident  
Inactive**

In case of removal from the city or vicinity, members shall supply the elders with their address and apply for a letter of transmission or a certificate of good character within one year. A nonresident member shall be considered an inactive member unless an exception is made by the Council of Elders.

**Section 4.**

**Resident  
Inactive**

Resident members who do not report for six months nor attend the services shall, unless satisfactory reasons are given to the Council of Elders for such neglect, be dropped from the active church roll and have their name placed on the inactive list. The elders shall attempt to contact such persons directly or by letter before this action is taken.

**Section 5.**

**Inactive  
Member:  
(a) Restoration**

(a) Inactive members shall not be counted in making reports of membership nor shall they be entitled to vote. Inactive members may be restored to active membership by action of the Council of Elders.

**b) Dismissal**

(b) Inactive members, whether resident or nonresident, who do not attend the services may be removed from the inactive church roll unless a satisfactory reason is given to the Council of Elders. Inactive members shall be removed by a vote of the church membership at the recommendation of the Council of Elders. The elders shall attempt to contact such persons before this action is taken. Prior to the church vote such members shall be notified by letter that their name is being removed from the church roll.

**Section 6.**

**Discipline**

Members who persist in living unchristian lives may be removed from membership. Elders selected by the Council of Elders shall seek to meet with all such members in order to restore them to fellowship. Failing to see satisfactory evidence of repentance and reformation, the Council of Elders shall report the offenders to the church recommending removal from membership.

**Section 7.**

**Grievances**

In all cases of grievances between members, the offenders shall be dealt

with in accordance with the rules set forth in Matthew 18:15-20.

**Section 8.**

**Rights of  
Members**

All active members shall have equal rights, except that those under eighteen years of age shall be ineligible to vote. Individual members of this church have no property rights.

**Section 9.**

**Withdrawal**

Members may withdraw from the church roll at their own request. Such withdrawal requests shall be recorded by the church clerk. The Council of Elders shall attempt to ascertain the reason for withdrawal. The church clerk shall send a letter of acknowledgment after the elders have reviewed the request.

**ARTICLE IV**  
**PROPERTY AND FINANCE**

**Section 1.**

**PURCHASE  
LIMITATIONS  
AND  
AUTHORITY**

Acquisition and disposal of real properties shall be approved by the church, as shall all major improvements or changes in existing properties upon recommendation of the Trustees and the Council of Elders. The acquisition and disposal of equipment and supplies shall be the responsibility and duty of the Estate Ministry Trustees.

**Section 2.**

**DUTIES OF  
FINANCIAL  
OFFICERS**

- A. **THE FINANCIAL SECRETARY**, under the supervision of the Council of Elders, shall be responsible for the receiving and depositing of all funds of the church.
- B. **THE FINANCIAL RECORDING SECRETARY**, under the supervision of the Council of Elders, shall be responsible for maintaining a confidential record of contributions for all those people using the church, weekly, offering envelope system.
- C. **THE TREASURER**
  - 1. **General Duties** - The Treasurer, under the supervision of the

Council of Elders, shall be responsible for keeping accurate records of all money deposited and disbursed. The Treasurer shall make payment by check of all financial obligations incurred by the church according to the church budget or by action of the Council of Elders or the congregation. The Treasurer shall prepare monthly, quarterly, and annual reports for the church.

2. **Vouchers and Checks** - All requests for checks shall be by voucher and shall be reviewed and initialed by a representative of the Council of Elders. authorized by the person responsible. All checks shall have two signatures authorized by the Council of Elders.

D. More detailed duties of the financial officers are in the Manual of Operations.

**Section 3.**  
**BUDGET  
PREPARA-  
TION**

The Council of Elders, in consultation with proposals from each ministry department and the Estate Ministry Trustees, shall be responsible for the preparation and execution of the annual budgets. Careful consideration shall be given to both anticipated expenditures and methods of raising funds. The budget shall be submitted to the church for approval at the annual meeting.

**Section 4.**  
**AUDITING OF  
RECORDS**

The financial records of the church shall be audited once a year and the report shall be presented to the church at the first quarterly meeting. If necessary, the Council of Elders shall have the financial records audited at other times during the year. The auditor(s) shall be appointed by the Council of Elders subject to church approval

**Section 5.**  
**FISCAL YEAR**

The Fiscal Year of the church shall be January 1 through December 31.

**ARTICLE V**  
**MEETINGS**

**Section 1.**  
**APPOINTED  
AND  
SPECIAL  
SERVICES**

The church shall hold services on Sunday on a regular schedule at such times as the church shall determine. A midweek service for prayer or any other special service that the Council of Elders or the church deems advisable may be held.

**Section 2.**

**BUSINESS  
MEETINGS**

**A. ANNUAL BUSINESS MEETING**

There shall be an annual meeting held during the month of January for the purpose of election of officers, approval of the annual budget and such other business as may properly come before the church. The Council of Elders shall set the time, place and date.

**B. REGULAR BUSINESS MEETINGS**

There shall be a regular business meeting of the church held at least once each quarter of the year, time and place to be determined by the Council of Elders.

**C. SPECIAL BUSINESS MEETINGS**

Special business meetings may be called by the Council of Elders. Properly called special business meetings shall be those for which notice has been given on two ~~three~~ prior Sunday mornings.

**D. VOTING ELIGIBILITY**

Only active, resident members who are present at the meeting and are at least 18 years of age shall be permitted to vote. Voting for officer's at the annual meeting may also be done by absentee ballot.

**E. MODERATOR**

The moderator of all business meetings shall be the chairman of the Council of Elders or the vice chairman in his absence.

**F. QUORUM**

1. Regular Business Meetings - 10% of qualified members.
2. Corporate actions - 25% of qualified members.
  - a. Approval of annual budget
  - b. Approval of major purchases
  - c. Approval of disposal of real properties
  - d. Approval of constitution and/or by-laws revision
3. Calling or terminating a senior pastor - 25% of qualified members.
4. Calling or terminating an associate pastor - 25% of qualified members.

**ARTICLE VI**  
**GENERAL PROVISIONS**

**Section 1.**

## **MANUAL OF OPERATIONS**

The Manual of Operations serves as an expansion of the constitution and by-laws. Its purpose is to provide consistent policies of operation as well as guidelines for departments, committees, and individuals, in carrying out their ministries. The authority of the Manual of Operations shall never supersede the constitution or by-laws and must always be consistent with the intent of the constitution and by-laws. Changes or additions to the Manual of Operations are made by approval of the department(s) involved and the Council of Elders.

### **Section 2. CHRISTIAN EDUCATION WORKERS**

All regularly scheduled Christian Education workers are to be members of the Evanston Ave. Baptist Church and are to fill out an application form listing their past history and references that can be checked. Exceptions to the membership requirement may be made by action of the Department of Christian Education in consultation with the Council of Elders when there is sufficient reason. All volunteers serve at the discretion of the Council of Elders and may be dismissed upon the sole discretion of the Council of Elders.

### **Section 3. EMPLOYEES**

All employees of the Evanston Ave. Baptist Church are to submit a resume fill out an application form listing their past history and references that can be checked. They must consent to a background check and other assessments as related to their position and be in agreement with the constitution and by-laws of Evanston Avenue Baptist Church.

### **Section 4. SUNDAY SCHOOL**

A Bible school shall be conducted every Sunday under the general direction of The Departments of Christian Education. and Ministry Training with the Sunday School Superintendent as its administrative head.

### **Section 5. GUIDELINES FOR ORGANIZA- TIONS**

Establishment of new organizations may be authorized by each department subject to approval of the church. Officers of said organization shall make special efforts to submit annual reports to the church. All organizations shall work in harmony with the church departments in conducting their activities in a manner consistent with the purpose and objectives of the church as stated in the Great Commission and Mission statements.



**Section 6.**

**LICENSING**

subject

Upon recommendation of the Council of Elders any male member, giving evidence that he is called of God to the ministry of the Gospel, and having preached in the hearing of the church, may be granted a three year license to preach by vote of the church. This license shall be

to renewal.

**Section 7.**

**ORDINATION**

If the church, upon recommendation of the Council of Elders, agrees by a vote that one of its male members possesses the spiritual qualifications and adequate preparation for the gospel ministry, it shall call a council of like-minded Baptist churches to examine the candidate in relation to his call to the ministry and doctrinal convictions. Upon hearing the recommendation of the council, the church may proceed with the ordination.

**Section 8.**

**BY-LAWS  
INTERPRETA-  
TION**

The Council of Elders shall act as interpreter of these by-laws and any member aggrieved by said interpretation may appeal to the church for a decision.

**Section 9.**

**GUIDE FOR  
BUSINESS  
MEETINGS**

In the conduct of its business meetings the church shall be guided by Robert's Rules of Order, revised in all cases to which they are applicable, and in which they are not inconsistent with these by-laws or special rules of order of the church.

**Section 10.**

**AMEND-  
MENTS**

These by-laws may be amended at any quarterly business meeting of the church. The proposed amendment shall be submitted in writing at the previous regular business meeting, and shall be announced from the pulpit at least two prior three Sunday mornings prior to the quarterly business meeting. A two-thirds majority vote of the ballots cast by qualified members shall be necessary for adoption.

**ARTICLE VII**

## **INDEMNIFICATION OF VOLUNTEER DIRECTORS AND NON-VOLUNTEER DIRECTORS**

### **Section 1.**

A volunteer director of the Corporation shall not be personally liable to the Corporation or its members for monetary damages for a breach of the director's fiduciary duty arising under the applicable law. However, this article shall not eliminate or limit the liability of a director for any of the following:

1. a breach of the director's duty of loyalty to the Corporation or its shareholders or members,
2. acts or omissions not in good faith or that involve intentional misconduct or knowing violation of law,
3. a violation of section 551(1) of the Michigan Nonprofit Corporation Act,
4. a transaction from which the director derived an improper personal benefit,
5. an act or omission occurring before the date this document is effective, or
6. an act or omission that is grossly negligent.

### **Section 2.**

The Corporation assumes all liability to any person (other than the Corporation or its shareholders/members) for all acts or omissions of a volunteer director occurring on or after the date this document is effective arising out of the good faith performance of the volunteer director's duties as a director.

### **Section 3.**

The Corporation assumes the liability for all acts or omissions of a non-director volunteer provided that: (1) The volunteer was acting or reasonably believed he or she was acting within the scope of his or her authority; (2) The volunteer was acting in good faith; (3) The volunteer's conduct did not amount to gross negligence or willful and wanton misconduct; (4) The volunteer's conduct was not an intentional tort; and (5) The volunteer's conduct was not a tort arising out of the ownership, maintenance, or use of a motor vehicle for which tort liability may be imposed as provided in Section 3135 of the Insurance Code of 1956.

### **Section 4**

The Corporation shall indemnify its directors, officers, employees, agents, and non-director volunteers, as that term is defined in the Michigan Nonprofit Corporation Act (The "Act"), to the full extent authorized or permitted to corporations by the Act or any future amendments to the Act or by any successor provisions of Michigan law.

*Note: Article VII is written into our Articles of Incorporation. Any changes to this Article must also be filed with the Department of Commerce of the state of Michigan.*

# By-Laws of Evanston Avenue Baptist Church

