

The
Constitution
And
By-Laws
Of
The Church at
Proebstel

*The Proebstel
Evangelical Free Church*

18702 NE Fourth Plain Road
Vancouver, Washington 98682

March 24, 2012
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ARTICLES OF INCORPORATION
of the
PROEBSTEL EVANGELICAL FREE CHURCH

18702 NE Fourth Plain Road
Vancouver, Washington 98684

We, the undersigned citizens of the United States of America and residents of Clark County, Washington, desiring to become incorporated under the provisions of Sections 24,080.010 to 24,08.040 inclusive, Revised Code of Washington, for the purpose of forming a church, do make, declare, execute and adopt the following ARTICLES OF INCORPORATION, to-wit:

ARTICLE I

That the name assumed by the corporation and by which it shall be known is “PROEBSTEL EVANGELICAL FREE CHURCH” and its principal place of business will be at 18702 NE Fourth Plain Road, Vancouver, Washington.

ARTICLE II

That the corporation shall not issue shares of stock, but those who desire to become members of said corporation shall subscribe to the doctrines and principles of faith of the above named church and accept its teachings, and any and all persons complying with these provisions shall be eligible for membership in said corporation.

ARTICLE III

That this corporation shall be a non-profit corporation and is formed for the purpose of promoting the Gospel of Jesus Christ, the teaching of the Bible, and for Christian fellowship among the believers of like faith.

That this corporation shall have all powers designated in Section 24.080.020 Revised Code of Washington, and any and all other powers, whether specified in said section, which are necessary in

carrying out the purposes for which the corporation is formed.

ARTICLE IV

That this corporation shall be perpetual.

ARTICLE V

The affairs of this corporation shall be managed by the church board.

The officers of this corporation, shall be elected by the membership of the corporation at its annual meeting which shall be held on the second Tuesday of January of each year, and the first officers of the corporation, shall be as follows:

President	Leslie Ludahl
Secretary	Ada Neubauer
Treasurer	Fred Lonsinger

and that the Trustees of said corporation, and their respective addresses, shall be:

Leslie Ludahl	8401 NE Fourth Plain Blvd, Vancouver, Wash.
Harlan Boldt	Route 1, Box 307, Orchards, Wash.
Orville Sivits	Battle Ground, Wash.

That the foregoing officers shall hold office until the annual meeting of the corporation as here in above provided.

IN WITNESS WHEREOF, we, the parties hereto associating for the purpose of giving legal effect to these Articles, hereunto sign our names and places of residence this _____ day of June, 1961.

Leslie Ludahl - 8401 NE 4th Plain Blvd, Vancouver, Washington

Harlan Boldt - Route 1, Box 207, Orchards, Washington

Orville Sivits - Battle Ground, Wash.

THE CONSTITUTION of the PROEBSTEL EVANGELICAL FREE CHURCH

ARTICLE I: THE NAME

The name of this organization shall be The Proebstel Evangelical Free Church of Vancouver, Washington.

The Proebstel Evangelical Free Church had its beginning in a community Sunday School sponsored by the American Sunday School Union (ASSU) in the early 1940's. In August of 1945, the decision was made to affiliate with the Evangelical Free Church of America. In August of 1995, the church celebrated its 50th anniversary of ministry in the Proebstel area.

ARTICLE II: THE PURPOSE

The purpose of this organization shall be:

1. to share the gospel of Jesus Christ to a world lost in sin and to edify Christians through the teaching of God's Word:
2. to engage in such religious, educational, charitable, and benevolent work as the Constitution and By-Laws of this organization may determine;
3. to own and maintain such property, buildings, and equipment as may be required to carry out the above stated purpose.

ARTICLE III: STATEMENT OF FAITH

The Statement of Faith of this organization shall be the same as that of the Evangelical Free Church of America and the Pacific Northwest District of the Evangelical Free Church of America which reads as follows:

We Believe -

The Evangelical Free Church of America is an association of autonomous churches united around these theological convictions:

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

A. Qualifications

Any person who has trusted in Jesus Christ as personal Savior, whose conduct is in accord with his confession, who subscribes to the above Statement of Faith, and who is willing to support the church with faithful attendance, prayer and material means may become a member of this organization, hereafter referred to as the church. The procedure for membership shall be outlined in the By-Laws.

B. Responsibility

Members of this church are admonished to strive for the advancement of this church by attending, as much as possible, Sunday services and prayer meetings and other announced services; to contribute regularly, as the Lord prospers, to the support of the ministry and the spread of the Gospel throughout all nations; to maintain private and family devotions; to educate their children in the doctrines of the Christian faith; to seek the salvation of the lost; to watch over one another in love; to be slow to take offense and to be always ready for reconciliation (2 Cor. 6:1-7:1, Romans 14:21; Romans 12:1,2)

C. Discipline

Should the Pastor or any member of the Church Board of any member of the church fall into sin and be found to live and or teach contrary to the Word of God and the Statement of Faith of this church he shall be disciplined according to the principles set forth in the New Testament.

1. Grounds for discipline:

- a. Unrepentant practice of immorality - I Cor. 5:1-13
- b. Persistent doctrinal heresy - I Tim. 1:19,20; Titus 3:10

- c. Persistent divisions and refusal to reconcile with another - Matt. 18:17
- 2. Purpose of discipline:
 - a. To remove the defilement of sin - Gal. 5:9
 - b. To exert a restraining influence on sin in others - I Tim. 5:20
 - c. To restore the erring party to fellowship - Ga. 6:1; 2 Cor. 2:5-11
- 3. Procedure in discipline:
 - a. Step 1 - Individual confrontation - Matt. 8:15
 - b. Step 2 - Small group confrontation - Matt. 18:16
 - c. Step 3 - Before the church - Matt. 18:17a
 - d. Step 4 - If unrepentant - expulsion from fellowship - Matt. 18:17b; I Cor. 5:7-13
 - e. Step 5 - Restoration upon repentance and confession - Luke 17:3-4; 2 Cor. 2:5-11
- 4. Consequences when expulsion occurs:

No expelled or discharged member has any rights in a business session of the church, and has no right or claim to any of its property.

ARTICLE V: GOVERNMENT AND LEADERSHIP

A. Jesus Christ: The Head of the Church

Jesus Christ, God's Son, is the sole head of the Proebstel Evangelical Free Church, the leader before whom all merely human leaders must bow (Eph. 1:22,23; Matt 23:8-11; I Pet. 5:4). He communicates His will for the church through His Word, the Bible. He gives additional guidance by means of the special leading of the Holy Spirit who indwells the heart of each true believer. He also shepherds the flock by gifting the church with undershepherds who are commissioned, under His leadership, with the task of equipping the flock for its full functioning (Eph. 4:7-16). In a real sense, the Proebstel Evangelical Free Church

belongs to Him; He has taken the responsibility for ordering the life of the church so that He may someday present it to Himself glorious, with no spot or wrinkle that would detract from heaven's beauty (Eph. 5:24-27).

B. Congregational Form of Government

As an Evangelical Free Church, we are committed to a congregational form of church government and our people treasure that heritage deeply. We believe that the Scriptures teach that congregations, through the ministry of the Holy Spirit, can discern the Lord's direction for them. We also believe that congregations can trust God by honoring the authority of the godly leaders that have been recognized among them, through an election, as "overseers" of the flock. Strong leadership coupled with discerning, faithful and well-taught congregations can have great effectiveness in achieving God's purposes for His Church. This is the goal of church government (Acts 20:28-31; Heb. 13:17; I John 4:1-6; I Peter 5:1-4).

C. Church Officers

1. The Church Board

a. The Church Board: Purpose

In the physical absence of the Chief Shepherd, the pastoral care of the flock shall be committed to the hands of pastors and elders, who are assisted by deacons. They are to be called the "Church Board". They shall be men of proven Christian maturity, biblically qualified, congregationally recognized and committed to the advancement of the Kingdom of God through the ministry of this local church. They must be active members of this church. Their duties in general are to equip (prepare) the believers of the church for Christian ministry, so that the whole flock may be built

up toward Christ-likeness and unity (Eph. 4:11-16).

Specifically, by the power and authority of Christ they are to:

- i. Equip the members by giving a theological foundation and direction to our various church ministries (Acts 20:28ff; Eph. 4:12-13; I Tim. 3:5; I Tim. 5:17);
- ii. Equip the members by exemplifying a mature Christian life (I Pet. 5:2ff);
- iii. Equip the members by protecting the flock from false teachers (Acts 20:28-31);
- iv. Equip the members by helping the weak (Acts 20:35) and praying for the sick (James 5:14);
- v. Equip the members by encouraging and helping missionaries from our fellowship (I Tim. 4:14).

b. The Church Board: Motivation for Service

Those who serve as undershepherds of the congregation should never domineer others or rule for their own benefit. They are appointed to be servants, following the example of their Lord Jesus. That does not mean that they should not exercise authority firmly, nor that what they do will always be pleasing to those under them. But, nonetheless, they are appointed as servants to serve the membership of the household of God. They do not hold positions of responsibility for their own benefit, but in order to build up the body. They should approach those under them respectfully, with a sacrificial and willing spirit. Yet, those under them are not their masters, but the Lord Himself. He is the one who directs their service. He is the one who is responsible for giving the increase.

2. Church Board Members

a. Pastor(s)

The English word “pastor” comes from a Latin word which means shepherd. In the Bible shepherds and elders are synonymous terms (Acts 20:28). So we understand pastors to be vocational elders. They are those who have been set apart by God and recognized by the congregation as “overseers” of the flock. Their primary purpose is to “equip the saints for the work of the ministry”. They do this through preaching, teaching God’s Word, praying, leading, training and counseling. They are ultimately responsible to God and immediately responsible to the church board and congregation. They are to work in harmony with the church board seeking the mind of Christ for the work of ministry. Pastors shall be members of the church board.

b. Elders

Elders are recognized by the congregation as leaders of the fellowship. They are called elders because they are men who are mature in experience as dedicated Christians, and are the kind of men who are respected by others. They must be biblically qualified after such passages as 1 Timothy 3:1-7 and Titus 1:6-9. In general they watch over the flock to see that everything goes well and that the body is built up. They are shepherds, leading, caring for, and feeding the flock. The elders will work together with the pastor(s) and be assisted by the deacons in leading and shepherding the flock. They along with the pastor(s) and deacons are ultimately responsible for their leadership in the pursuit of the stated purpose of the congregation.

c. Deacons

The Greek word for deacon means “to serve”. Thus, the deacons are set apart by God and the congregation to provide special services to the needs of the congregation. They must be biblically qualified after such passages as 1 Tim. 3:8-13; Acts 6:1-6. They will work with the pastors and the elders as part of the church board. In general they are to assist the pastors and elders in carrying out the work of shepherding the flock.

3. Other Church Officers

a. Church Treasurer

The Church Treasurer shall be an active adult member of the congregation who has some basic skills in bookkeeping. In general the Treasurer is responsible for all moneys received from the Financial Secretary.

b. Financial Secretary

The Financial Secretary shall be an active adult member of the congregation who can be trusted with the confidentiality of personal offerings.

c. Church Secretary (By-Laws Art. II, A, 1, a, ii)

The church secretary shall be an active adult member of the congregation who can faithfully take notes of official meetings of the church.

d. Deaconesses

The Lord Jesus was served in His earthly ministry by women who went with Him from place to place (Lk 8:1-3; Mk. 15:40-41). It is natural that such service done to the Lord in the body should be done to the Body of which the Lord is now head, namely the

Church (Rom. 16:1-2). The qualifications for deaconess have historically been derived from 1 Tim. 3:11. Deaconesses are women set apart to serve the needs in the Body of Christ.

ARTICLE VI: CHURCH MEETINGS

Church Meetings

- A. Worship services, Sunday School services and all other services shall be conducted at such times as is decided by the Church Board, in accordance with the Purpose of the Church as set forth in Article II.
- B. Church business meetings shall be held in accordance with the requirements set forth in the By-Laws.

ARTICLE VII: STANDING

A. Authority

This church shall remain free and independent and shall not join itself to any other denomination or synod. It shall remain its own highest authority. The congregation, at its annual, quarterly and special business meetings, is the legislative and governing body of this organization.

B. Affiliation

1. This church shall cooperate with the Evangelical Free Church of America and its branches, and with the Pacific Northwest District of the Evangelical Free Church of America, by sending delegates to Conferences; by supporting Home and Foreign Missions: and by uniting in any mutual effort for the furtherance of the Gospel as the church itself may officially decide.
2. If the name of the church should be changed, it shall still retain its affiliation with the Evangelical Free Church of America.

ARTICLE VIII: PROPERTY RIGHTS

A. Ownership

This church shall have the power to receive, either by gift or by purchase, and to hold such real, personal, or mixed property as is authorized by the laws of the state of Washington and as is deemed necessary for the business of the church, and shall have the power to dispose of such property by mortgage, deed, or otherwise. All such property shall be held in the name of the church. The Church Board (or its designee) shall have the power to receive, purchase, acquire, sell, lease, convey, mortgage, deed, or otherwise transfer property of the church, but only after having been duly authorized by the voting members at a regularly called business meeting or a special meeting called for said purpose. All contracts, notes, mortgages, conveyances, assignments, leases, releases and other documents and papers in behalf of the church shall be executed by the Church Board (or its designee).

B. Division

Should division occur in the church, the name and title to all properties is retained by those adhering to the Constitution and By-Laws of the Church. In the event of irreconcilable differences, the District Superintendent of the Pacific Northwest District of the Evangelical Free Church of America shall be called upon to provide mediation or mediatorial services.

C. Dissolution

Should the church cease to function and its organization be dissolved, the property shall return to the Pacific Northwest District Conference of the Evangelical Free Church of America, to enable said Conference to renew the work or use the values thereof for other Gospel enterprises.

ARTICLE IX: COMMITTEES

Committees may be formed, appointed, or elected at any business meeting as the need arises, or as otherwise specified in the By-Laws. These committees shall be responsible to the Church Board and shall be responsive to the decisions of the Board and the Church sessions.

ARTICLE X: AMENDMENTS

This constitution and By-Laws may be amended or rewritten at the annual business meeting or a congregational meeting and must sustain a two-thirds vote of the members present at that meeting, providing the said proposed amendment(s) has been presented in written form and discussed at a congregational meeting at least three (3) months prior to the time of its adoption.

THE BY-LAWS of the PROEBSTEL EVANGELICAL FREE CHURCH

ARTICLE I: MEMBERSHIP

A. Application and Acceptance

1. Those wishing to become members of the Proebstel Evangelical Free Church should first attend a Church Membership Class and then complete the Proebstel EFC membership application form. The purpose of the Church Membership Class will be to acquaint prospective members with the purpose, vision, and structure of the church. Provisions of the constitution and by-laws of the church shall also be highlighted and reviewed. These membership classes shall be offered twice annually or as need dictates.
2. The Pastors and the Church Board shall review each applicant's membership application form, interview each candidate, then make recommendation to the following regular or Special Business Meeting if the applicant is found to be eligible for membership.
3. The church membership decides the acceptance or rejection of the applicant. Acceptance of a person for membership shall require a unanimous vote. Should any member vote against acceptance, the reason for so doing shall be given privately to the Church Board, and only if the reason is found to be valid, shall the opposing vote be counted. After the new member has been voted in, he may have the privilege of voting at that meeting.
4. The accepted applicant shall be welcomed into membership of the church at a following worship service, where he or she shall give a testimony to the

congregation of his or her faith in Christ and commit himself or herself to the disciplines of this church. Then shall the members extend the right hand of fellowship.

5. Provision shall also be made for associate membership. Associate membership shall be defined as having all the rights and privileges of membership except the right to vote. Associate membership shall be granted to those who are in temporary residence elsewhere, military personnel, students away at college, and young people under the age of 18. Young people who are associate members will be granted full membership with voting rights upon reaching their 18th birthday and receiving a majority vote by the church board. Additional requests for associate membership shall be accepted and /or denied with or without prejudice by a majority vote of the church board.

B. Inactive Membership List

1. That the church may continue to function in an orderly and legal manner and that a quorum of the membership might always be available, willing and able to take an active role in the business of the church, it is necessary that provision be made for an inactive membership list. Nothing in this section (Inactive Membership List) shall be construed as removing from a simple majority of the congregation the right of adding names or deleting names from the inactive list.
2. Any member of this church may have his or her name placed immediately upon the inactive membership list by action of the church board at any properly called and constituted meeting of said board if that action is the unanimous choice of those in attendance.
3. Such action by the church board is limited to the following reasons:

- a. Members living or working in other communities of such distance that they cannot be active participants of this church.
- b. Members whose health will not permit them to participate in the business of the church.
- c. Members absent from services for two consecutive quarters and giving no valid reason for their absence.
4. Members placed on the inactive list have no voting privileges while their names are on the inactive list, but shall regain voting privileges at the moment they are removed from that list for the purpose of returning them to active membership status.
5. Members whose names are on the Inactive Membership List may have their names returned to active status by action of the Church Board at any properly called and constituted meeting of said Board if that action is the unanimous choice of those in attendance; or by simple majority vote of the active members at any regular or special Congregational business meeting. Such action at a congregational meeting shall be the first order of business.

C. Non-Attendance

Any member absent from all services, showing no interest, and giving no response to letters of inquiry, shall, unless there should be extenuating circumstances, have their names removed from the list of members after one year.

D. Withdrawals or Transfers

Members of good standing will be given letters of transfer or withdrawal upon request.

E. Notification

Any member whose status is changed will be given written notification.

ARTICLE II: CHURCH OFFICERS

A. The Church Board

1. Duties of the Church Board

a. Church Board: Responsibilities

The Church Board will:

- i. subscribe to and uphold the Constitution and By-Laws of the Proebstel Evangelical Free Church.
- ii. choose from among themselves a Chairman, Vice-Chairman and Secretary for the board (See Const. Art. V, C, 3, c).
- iii. meet as often as necessary but will have at least one publicly scheduled meeting per month open to the congregation.
- iv. provide a plan for leading the church toward the accomplishment of her stated purpose. A written evaluation of the implementation of this plan in each area of ministry will be given at the annual congregational meeting.
- v. approve activities for the church calendar.
- vi. assist in the public ministries of the fellowship.
- vii. be expected to oversee and support the various ministries of the church e.g. Worship, Evangelism, Christian Education, Fellowship Ministries, Missions, and Care of Properties.
- viii. interview those interested in uniting with our fellowship through the commitment of membership (2 Cor. 6:14).
- ix. recommend a job description for all leaders of various church ministries.
- x. be the nominating committee of the church. As such, they will receive names from the congregation for the offices of elder and deacon and other elected offices providing the nomination has the consent of the nominee. They will then

make recommendations based on biblical qualifications. This ballot is to be presented at least 60 days prior to the annual congregational meeting or another congregational meeting called for the purpose.

- xi. manage the affairs of the corporation.
 - xii. have the Chairman and Vice-Chairman serve as such at church business meetings.
 - xiii. not transact any business having to do with buying real property for the church or selling or encumbering real property owned by the church except when authorized to do so by a two-thirds majority vote cast at a regularly scheduled business meeting or a special meeting called for the purpose, providing such intended action shall have been clearly announced at least two weeks prior to such meeting.
 - xiv. limit the authorization of non-budgeted expenditures to \$2,000.00.
 - xv. present the budget for the next financial year at the 3rd Quarter - Quarterly Business Meeting.
 - xvi. appoint two auditors each year to audit the books of the Treasurer and Financial Secretary and to present a written report of confirmation.
 - xvii. have the final responsibility for church finances.
 - xviii. participate in an annual self-evaluation of the board for use by themselves and the congregation for the purpose of reaffirmation.
- b. Church Board: Terms of Service
- Members of the Church Board may serve indefinitely as long as they receive an annual majority vote of the members present at the meeting called for that purpose. For congregational nominations see By-Laws, Article II, CHURCH OFFICERS: A. The Church Board: 1. j.

2. Officers Comprising the Church Board

a. The Pastor(s)

i. Pastor: Responsibilities

The Pastor shall be responsible for:

- A. A ministry of personal study and prayer. His first priority must be his own spiritual development so that he in turn can develop others.
- B. A ministry of preaching and teaching. He shall bear the major responsibility for the preaching/teaching services for the church.
- C. A ministry of holding up the Word of God as the final authority regarding all ministries, activities, publications, and guest speakers.
- D. A ministry of prayer. He shall commit himself to pray for the people of the church on a regular basis.
- E. A ministry with church staff and church leaders. He shall commit himself to equip them for their service.
- F. Administration of the church and its programs. Overall supervision of the church program as a whole shall be done at the policy level by the pastor in consultation with the church board.
- G. A ministry of encouragement. This includes preventative and crisis counseling.
- H. A ministry of visitation. He shall attempt to visit the members and visitors of the church. The regularity is to be established by the pastor in consultation with the church board.
- I. A ministry of representation. Dealing with local concerns and denominational meetings by either direct involvement or delegation to a qualified concerned individual.

ii. Pastor: Accountability

- A. To God through prayer and service.
- B. To fellow board members through monthly reports of his activities.
- C. To the congregation through quarterly oral reports and a written annual report.
- D. Through an annual evaluation of his service conducted by his fellow board members.

iii. Pastor: Selection

Anyone who is being considered as a pastor must meet the qualifications of an elder found in I Tim. 3:1-7 and Titus 1:5-9. Anyone who is being considered as a pastor must meet the qualifications of an elder found in

I Tim. 3:1-7 and Titus 1:5-9.

Additionally, the pastor must be credentialed by the EFCA. If not credentialed, the pastor must either be willing to complete the EFCA credentialing process within six months (extendable to a maximum of one year) of being appointed, or successfully enroll in the Pacific Northwest District's formal credentialing program within 60 days of being appointed as a pastor by the church.

The church board will function as the search committee or appoint mature Christian members to assist them in locating a pastor. After interviews and prayerful deliberation, the church board shall recommend a candidate to the congregation for consideration. A pastoral candidate must receive a two-thirds majority vote of the members present at the meeting called for that purpose in order to be affirmed as the pastor.

iv. Pastor: Termination and Term of Office

A pastor's period of service may be terminated by mutual agreement (90 days' notice being specified

unless otherwise agreed) or by charges brought against a pastor before the church board which are sustained. In the event of a sustained charge, he may be dismissed by a two-thirds vote of the membership present at a meeting called for the purpose.

Pastors failing to meet the one-year EFCA credentialing requirement shall be terminated on the first anniversary of their appointment as pastor. Pastors enrolled and making satisfactory progress in the PNWD Credentialing Program may be retained after the one year deadline. However, should they be dropped from the program after the one year deadline, they will be terminated 30 days after being dis-enrolled from the course.

Otherwise, a pastor's term of service is indefinite.

v. Additional Pastors

Additional pastors may be called for specific areas of responsibility. The procedure for Calling, Accountability, Termination and Term of Office will be the same as the pastor.

b. The Elders

i. Elders: Responsibilities

The Elders are responsible:

- A. for their personal growth through prayer and Bible study.
- B. to attend the church services faithfully with exceptions for ministry.
- C. to assist the pastor(s) in the public worship services.
- D. to participate in an annual evaluation by other board members.
- E. to encourage others to serve in the church's various ministries.
- F. to meet with other members of the church board seeking harmony and the mind of Christ for our

ministry.

G. to equip the members by assuming the responsibility of taking an initiative role in: encouraging, showing hospitality, comforting, protecting, restoring, witnessing, counseling, healing, teaching, and praying.

ii. Elders: Selection

God is the one who sets apart a man for eldership. Our role is to recognize that which God is doing among us. He must be biblically qualified after I Tim. 3:1-7; Titus 1:5-9. An elder shall be recommended by the church board to the congregation. This recommendation must be made at least sixty days prior to affirmation by the membership for the purpose of prayerful evaluation and consideration.

iii. Elders: Term of Service

Elders may serve indefinitely as long as they receive an annual majority vote of the members present at the meeting called for that purpose. For congregational nominations see By-Laws, Article II, CHURCH OFFICERS: A. The Church Board: 1. a. x.

iv. Elders: Termination of Service and Filling Vacancies

An elder may resign for private reasons or be removed on the basis of a charge brought against him before the church board, and sustained by a two-thirds vote of the board members (excluding the vote of the one charged), and a two-thirds vote of the membership present at a meeting called for that purpose. In the case of a vacancy the church board will recommend any replacements to the congregation for affirmation by the membership according to the procedure of choosing an elder.

c. The Deacons

i. Deacons: Responsibilities

The Deacons are responsible:

- A. along with the pastor(s) and elder(s) deacons are to recommend policies, procedures and controls in handling all church receipts and disbursements. This includes a yearly fiscal report to the church to be published for the membership.
 - B. for their personal growth through prayer and Bible study.
 - C. to attend the church services faithfully with exception for ministry.
 - D. to participate in an annual evaluation by other board members.
 - E. to encourage others to serve in the church's various ministries.
 - F. to meet with other members of the church board seeking harmony and the mind of Christ for our ministry.
 - G. make recommendations to the church board for:
 1. Treasurer
 2. Financial Secretary
 3. Church Secretary
 - H. to submit a proposed budget for approval to the members at the annual business meeting.
- ii. Deacons: Selection
- Deacons will be recommended by the church board and affirmed by a majority vote of the members present at a congregational meeting called for that purpose. For congregational nominations see By-Laws, Article II, CHURCH OFFICERS: A. The Church Board: 1. a. x.
- iii. Deacons: Terms of Service
- Deacons may serve indefinitely subject to an annual majority vote by the membership of affirmation.
- iv. Deacons: Termination of Service and Filling

Vacancies

A deacon may resign for private reasons or be removed on the basis of a charge against him brought before the church board and sustained by a two-thirds vote of the board members (excluding the one charged) and a two-thirds vote of the membership present at a meeting called for that purpose. In the case of a vacancy the church board will recommend any replacements to the congregation for affirmation by the membership according to the procedure of choosing a deacon.

B. Church Treasurer

1. Church Treasurer: Responsibilities

The Church Treasurer is responsible:

- a. to make all disbursements and pay all bills after they have been decided upon by the church or church board.
- b. to make an accurate record of all funds received and expended.
- c. to make an accurate written report to the annual and quarterly business meetings.
- d. to make a monthly written report to the church board.

2. Church Treasurer: Selection

The church treasurer will be appointed by the church board by a majority vote, after a search and recommendation has been made by the board.

3. Church Treasurer: Term of Office

The church treasurer must be reaffirmed each year through an evaluation by the church board and a majority vote by the church board.

C. Financial Secretary

1. Financial Secretary: Responsibilities

The Financial Secretary is responsible:

- a. to receive all funds.

- b. to keep accurate records of funds received.
- c. to turn over the records of all funds received to the treasurer.
- d. to give a complete written report to the annual and quarterly business meetings of all funds handled.
- e. to give a receipt of contributions to contributors.

2. Financial Secretary: Selection

The Financial Secretary will be appointed by the church board by a majority vote after a search and recommendation has been made.

3. Financial Secretary: Term of Office

The Financial Secretary must be reaffirmed each year through an evaluation by the church board and a majority vote by the church board.

D. Church Secretary

1. Church Secretary: Responsibilities

The Church Secretary is responsible:

- a. to keep an accurate record of procedures and decisions of all business meetings of the church.
- b. to attend to the correspondence of the church or delegate it to the office secretary.
- c. to preserve all official records of the church.

2. Church Secretary: Selection

The Secretary will be appointed by the church board by a majority vote, after a search and recommendation has been made.

3. Church Secretary: Term of Office

The Secretary must be reaffirmed each year through an evaluation by the church board and a majority vote by the church board.

E. The Deaconesses

1. The Deaconesses: Responsibilities

The Deaconesses are responsible:

- a. to prepare the elements for the Communion Table and

care for the Communion linen.

- b. for a personal ministry to the aged, the ill, the handicapped. Such ministries may include:

Sick bed care

Providing provisions

Companionship

Housekeeping

A Card Ministry

Making meals, or delivering them

- c. to order flowers and other remembrances in case of a death of a church member.
- d. to work under the supervision of and assist the deacons and church board in carrying out this service.
- e. to oversee and promote regular times of fellowship of the entire church family.
- f. to oversee our church women's well-being through programming, Bible studies, activities, and ministering to personal needs.

2. The Deaconesses: Selection

The Deaconesses will be appointed by the church board by a majority vote.

3. The Deaconesses: Term of Office

The Deaconesses must be reaffirmed each year through an evaluation by the church board and a majority vote by the church board.

ARTICLE III: CHURCH MEETINGS

A. Annual Business Meeting

The Annual Meeting of the church shall be held in the second week of January of each year, unless otherwise specified by the board.

B. Regular Business Meetings

Regular Quarterly Business Meetings shall be held in the second week of each quarter (unless otherwise specified by the congregation) with the exception of the first Quarterly Business Meeting of each year which shall be combined with the Annual Meeting.

C. Special Business Meetings

Special Meetings can be called at any time by the Chairman in conjunction with the other officers according to need.

D. All Business Meetings

All business meetings, regular and special, shall be announced from the pulpit on two Sundays prior to the meeting, unless waived by a majority vote of the voting members or otherwise specified in the By-Laws. The agenda of the business meeting and any financial proposed budget or proposed changes are to be posted at that time.

E. Church Board Meetings

A regular meeting of the Church Board shall be held on the second Tuesday of each month (unless otherwise specified by the members of the Board) except during the month of the Quarterly or Annual Business Meetings when the two meetings shall be combined.

F. Order of Business

Except where otherwise stated, all business shall be conducted according to Robert's Rules of Order.

All regular business meetings shall be conducted in the following order:

1. Scripture reading and prayer.
2. Minutes of preceding business meeting read.
3. Reports
4. Tabled questions
5. Old business
6. New business
7. Adjournment

G. Election of Officers

Election of all officers shall be done by closed ballots.

H. Quorum

A quorum for the transaction of business meetings of the church congregation shall consist of twenty percent (20%) of the active members.

I. Voting

Voting privileges of members shall begin at the age of eighteen (18) years. All matters shall be decided by a simple majority vote except when otherwise specified in the By-Laws or by the decision of the business session.

J. Absentee Voting

1. With a view to encouraging the involvement of active members, we would like to make a provision for those who are unable to attend business meetings due to exceptional circumstances.
2. We expect the ministry of the Holy Spirit to be active and dynamic in our business meetings and therefore we will limit absentee voting to exceptional circumstances (determined by the church board) and only when there is no substantial change in the proposal being considered. A substantial change will be determined by the chairman.
3. In the event of the need of an absentee ballot, the ballot must be received by the church secretary. This ballot must be in an unmarked envelope inside an outer envelope bearing the signature of the member voting.

ARTICLE IV: CHURCH MINISTRIES

A. Ministries

As a local body of Christ, we want to carry out the ministries that Jesus Christ our Lord has entrusted to us. The following categories represent fundamental ministries that God has called us to pursue.

1. Public Worship
2. Evangelism and Outreach
3. Missions
4. Christian Education and Discipleship
5. Fellowship ministries
6. Care of Church Properties.

B. Ministry Structure

Each ministry is accomplished by the involvement of committed and gifted Christians from our church body. Each ministry will have a ministry team that will meet at least once each month, except for the Fellowship Ministries. Ministry teams will be made up of a chairperson appointed by the church board and those interested in directing that ministry. The ministry team will be responsible to the church board for all plans and activities. They will also recommend annual budgets needed to accomplish their goals.

C. Ministry Defined

The following types of ministries that would be included under these categories are:

1. Worship

Music Ministries

Prayer Ministry

Helping Ministries

P.A. System

Ushers & Greeters

Decorators

2. Evangelism & Outreach

Community Services

Home Bible Groups

Discipleship Training

AWANA Program

3. Missions

Pacific Northwest District – E.F.C.A.

Foreign Missions Missionary Conference

4. Christian Education

Sunday School

Nursery

Black Lake Camp

Library

Children's Church

Christmas Program

5. Youth Group Ministry

6. Small Group Ministries

Seniors Ministry

Women's Ministry

Singles Ministry

Social Ministry

Home Bible Fellowship

Men's Ministry

7. Care of Properties

Building and Maintenance

Insurance

D. Ministry Procedures

1. Other ministries may be formed and recognized as a part of the church only after the sponsors have submitted their plans to the Church Board and obtained its approval.
2. Ministries functioning under the name of this church shall have as Chairman or Supervisor a member of the church, and shall submit an annual written report to the congregation at the Annual Meeting.
3. Whenever ministries plan any special event or the raising of funds which affect the members of the congregation or visitors, the matter shall be first presented to the Church Board for approval.
4. A ministries description will be developed for each ministry committee. This description shall include the purpose of the ministry; a broad overview of ministry responsibilities; and budget needs. This description shall be submitted to the church board for record. (See addendum A for outline.
5. An evaluation of each major ministry function shall be submitted to the board by the committee chairman to help determine the success of the function. (See addendum B for outline.)

E. Ministry Safeguards

Sexual abuse is a growing problem in our fallen world. We have, therefore, developed safeguards for the purpose of protecting those entrusted into our care.

1. Personnel Screening – The church Board and all individuals serving in ministries pertaining to youth and children, 17 years and younger, shall submit to a

screening process which shall include completion of a volunteer application, completion of a Washington State Patrol Criminal History review and a personal interview by a designated board member.

2. Permission Slips – In order to participate in any Proebstel EFC off-premise activities, youth and children 17 years and younger, must submit a permission slip signed by their parents/guardians.