

# Constitution

and

# Bylaws

of the

Glen Ellyn Evangelical  
Covenant Church

Adopted January 27, 2002  
Amended May 16, 2004  
Amended August 27, 2006  
Amended May 17, 2009 r2



## **CONSTITUTION<sup>1</sup>**

### **PREAMBLE**

*(A historical statement from the Preamble of the Constitution and Bylaws of The Evangelical Covenant Church as revised in 2001.)*

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

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

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

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

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

This document, that is in harmony with the above Preamble, is the Constitution and Bylaws of The Glen Ellyn Evangelical Covenant Church of Glen Ellyn, Illinois.

### **ARTICLE I - Name**

The name of this Church shall be The Glen Ellyn Evangelical Covenant Church.

### **ARTICLE II - Affiliation**

The Church is a member of The Evangelical Covenant Church and its Central Conference and is pledged to work in harmony with the Denomination and its decisions and to support its programs, policies, and institutions.

### **ARTICLE III - Confession of Faith**

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

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<sup>1</sup> Adopted January 27, 2002

## **ARTICLE IV – Purpose**

In response to the call of God and in the unity of the Spirit, our purpose as a Church family is to make known the good news of saving faith in Jesus Christ, to enable our congregation to live and grow under His Lordship, and to reach out with the Gospel to our community and the world, in partnership with The Evangelical Covenant Church and its Central Conference.

## **ARTICLE V -Membership**

Membership in the Church shall be granted on application to those who through faith in God's Son, our Lord Jesus Christ, have been born anew to a living hope, have been baptized according to the Holy Scriptures, desire to live a Christian life, and promise to support the total ministry of the Church and to share its fellowship and obligations.

## **ARTICLE VI - Leadership Team**

The general administration of the Church shall be vested in a body known as the Church Leadership Team, which is responsible to the congregation for its actions and decisions. The Leadership Team shall consist of the Senior Pastor, the Chair, the Vice-Chair, and other elected and advisory members as specified in the bylaws. All members of the Leadership Team shall be members of the Church.

Elected members of the Leadership Team will serve as "trustees" or "directors" of the corporation when law or circumstances require such action.

## **ARTICLE VII – Congregational Meetings**

### **Section 1. Schedule and Agenda**

Congregational meetings shall be held not less than semi-annually for purposes of taking action on vision, mission and direction for the church, receiving and dismissing members, electing leaders, calling pastoral staff, providing resources by adopting an operating and missions budget, receiving reports on the assessment of ministry, holding up the shared ministry of the church in prayer and such other matters as may properly come before the congregation. The Annual Meeting shall be held as near to the first of the year as feasible, at which time written reports shall be submitted by each member of the Pastoral Staff and by each Leadership Team member responsible for a ministry or support area. Audited financial reports shall be submitted by the Treasurer. All leaders shall be elected by ballot for terms specified in the bylaws.

### **Section 2. Notice of Meetings**

Notice of all congregational meetings shall be announced at worship services and appear in the worship bulletin at least two (2) Sundays before the meeting.

## **ARTICLE VIII - Property**

In the event of schism within the Church, from which we earnestly pray God to spare us, the title of all Church property, real or personal, shall remain with the group which abides by this Constitution as determined by the Executive Board of the Central Conference. In the event of dissolution, the property and all assets of the Church shall become and be the property of The Evangelical Covenant Church and the Central Conference.

## **ARTICLE IX - Amendments**

Amendments in harmony with this Constitution and not in conflict with Covenant principles and policies may be adopted by a two-thirds vote of those present and voting in an Annual Meeting of the Church, providing the proposed amendment was presented in written form at the preceding Annual Meeting.

## **BYLAWS<sup>2</sup>**

### **ARTICLE I – Membership**

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

(a) Application for membership shall be placed with the Membership Committee for action. The applicant, after having completed a course in membership, shall be interviewed by the Membership Committee, giving a confession of the applicant's Christian faith, according to Article V of the Constitution. The Membership Committee will provide its recommendation to the next Congregational Meeting for action.

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

#### **Section 2. Associate Membership**

(a) Associate membership is available:

- To applicants who desire to retain membership in another Christian church while temporarily residing in the local community.
- To members whose life circumstances are changing and they are moving out of the area.
- For unique or special circumstances.

(b) Applicants for associate membership shall qualify for membership according to Article V of the Constitution and Article I, Section 1, of these Bylaws.

(c) An Associate Member who returns to regular, active participation in the Glen Ellyn congregation may be restored to full membership upon the request and advice of the Membership Committee.

(d) Associate members under Section 2(a) of this Article I shall not have voting privileges and shall not be counted in the Church census.

#### **Section 3. Reception of New Members**

The newly elected members under Section 1 and associate members under Section 2(a) shall be welcomed into the fellowship of the Church according to the procedure outlined in *A Book of Worship for Covenant Churches*.

#### **Section 4. Responsibility of Membership**

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

#### **Section 5. Children of Members**

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

#### **Section 6. Discipline**

(a) Negligent members. A member who willfully neglects the responsibilities outlined under Section 4, above, or fails to attend services of the Church regularly, or does not contribute to its support according to his/her means shall be admonished by the Leadership Team. If this admonition is not heeded, the member shall be dealt with in accordance with Section 6 (b).

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<sup>2</sup> Adopted at the Annual Meeting, January 27, 2002; amended May 16, 2004; amended August 27, 2006

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

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

### **Section 7. Transfer of Members**

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

### **Section 8. Withdrawal of Membership**

Request for withdrawal from membership in the Church shall be made in writing to the Senior Pastor who shall forward it to the Membership Committee for review. The Membership Committee may, after careful consideration, present a recommendation for withdrawal at a congregational meeting.

## **ARTICLE II -Staff**

### **Section 1. Qualifications**

The pastoral staff of the Church, to include the Senior Pastor, any Associate Pastor, and any directors of ministry, shall be men and women whose lives reflect the intent and spirit of New Testament qualifications for church leadership (1Tim 3,4). Pastors (Senior and Associates) shall be members in good standing in The Evangelical Covenant Church Ministerium and shall, by virtue of their call, be a member of the Church.

As a member of The Evangelical Covenant Church, we will seek pastors ordained in our denomination. If God were to lead us to a pastor or associate pastor who is not ordained in The Evangelical Covenant Church, a call would be extended only upon the agreement of that person to immediately seek ordination in The Evangelical Covenant Church.

Support staff will be followers of Jesus Christ and possess the unique skills required for their position and function(s).

### **Section 2. Duties**

The pastoral staff shall work as a team to guide and equip the congregation in carrying out the ministry of the Church. In addition, the pastors will be devoted to the preaching and teaching the Word of God, administering the sacraments, and caring for the congregation. Each member of the pastoral staff shall provide the Church with an accurate record of all pastoral acts and present a written report at the Annual Meeting of the congregation. The Senior Pastor shall serve as head of staff. The pastoral staff is responsible to the Leadership Team.

The pastoral staff shall serve as the focal point for maintaining awareness of and integrating denominational initiatives into the life of this church, working with and through the Leadership Team and the congregation.

### **Section 3. Cooperation**

The pastoral staff, both in word and precept, shall work in harmony with The Evangelical Covenant Church, the Central Conference, and other Evangelical Covenant Church ministers.

### **Section 4. Selection and Call**

Search Committees shall be appointed by the Leadership Team and approved by the Congregation to seek and evaluate candidates, discern God's leading through prayer and interaction, and make recommendations to fill pastoral staff vacancies. Recommendations will be reviewed by the Leadership Team and brought before the congregation for issuing a call at a regular or special congregational meeting. Pastoral staff shall be chosen by ballot with a two-thirds vote required for a call. The call shall be for an indefinite period of time. For pastors, a minimum of six (6) weeks' notice is required for resignation; a minimum of four (4) weeks notice is appropriate for other pastoral staff members.

Support staff members and Ark Preschool teachers will be hired by their supervisors in coordination with the Senior Pastor and as otherwise delineated in these bylaws.

### **Section 5. Charges Against Any Staff Member**

Charges against a member of the staff shall be submitted to the Pastoral/Staff Relations Committee, provided that in the event that the charges relate to or are brought by a minor or a person who cannot write, the charges first shall be made orally by a parent or guardian to the Pastoral/Staff Relations Committee. While direct communication between the parties is encouraged, it is not required. Valid concerns will be referred to the Leadership Team for further consideration. Matters involving errors in doctrine or conduct of a pastoral staff member who is licensed, commissioned or ordained by The Evangelical Covenant Church shall be referred to the Board of Ordered Ministry of The Evangelical Covenant Church and the Central Conference of The Evangelical Covenant Church.

## **ARTICLE III – Officers**

### **Section 1. Qualifications**

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

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

The following officers shall be elected annually by the congregation:

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

(b) **Vice-Chair.** The Vice-Chair shall be a member of the Pastoral/Staff Relations Committee. The Vice-Chair shall also assist the Chair in the duties of that office and in the Chair's absence, assume those duties.

(c) **Treasurer.** The Treasurer shall be responsible for all aspects of the financial management support functions of the church.. The Treasurer shall also prepare a written report of receipts and expenditures for congregational meetings and each meeting of the Leadership Team. The Treasurer will be the Chair of the Financial Management Team.

### **Section 3. Secretary**

The Secretary shall be elected annually by the Leadership Team from among its own members. The Secretary shall keep and preserve the minutes of all congregational meetings and Leadership Team meetings, conduct and preserve all relevant correspondence as shall be delegated, and be responsible for the Official Seal and documents of the Church.

#### **Section 4. Term of Office**

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

### **ARTICLE IV - Leadership Team**

#### **Section 1. Qualifications**

Members of the Leadership Team shall be members in good standing who are active in the support of the total ministry of the church, financially and otherwise. Men and women selected to serve on the Leadership Team shall be considered mature in their faith and have exhibited the characteristics of servant leaders.

#### **Section 2. Size and Composition**

The Leadership Team shall consist of the Senior Pastor, the Church Chair, the Church Vice-Chair, the Treasurer, and not less than six (6) or more than eleven (11) other elected members as determined by the Leadership Team's assessment of their needs.

#### **Section 3. Organization**

The members of the Leadership Team will be elected to shepherd one of the following ministry and support areas as defined in Article V and Article VI:

- Worship and Arts Ministries
- Missions Ministries
- Children's Ministries
- Student Ministries
- Adult Spiritual Formation Ministries
- Care Ministries
- Servant Resource Ministries
- Financial Management Ministries
- Property and Equipment Ministries

The Leadership Team will elect from within its membership an individual to serve as Secretary.

The Leadership Team may designate other personnel to serve as advisory members of the Leadership Team including selected staff members.

#### **Section 4. Responsibilities and Authority**

The primary responsibility of the Leadership Team is to guide the congregation to live and be engaged in ministry "in a manner worthy of the gospel of Christ." (Phil 1:27). The Leadership Team also serves as the primary planning and administrative body for the church and is responsible for guiding and supporting its ministries and activities, including policy and legal matters. The Leadership Team is responsible to the congregation for its actions and decisions. The Leadership Team empowers working bodies referred to as Ministry Teams, Supporting Teams, Supporting Committees and/or Special Committees with the authority and responsibility to carry out assigned ministry.

The Leadership Team, in partnership with the pastoral staff, will provide guidance, encouragement, assistance, and evaluation for ministry and support areas and hold one another accountable to their call.

The Leadership Team has the authority to appoint special committees, set and pursue goals within the broad directions approved by the congregation, foster and enable new ministries, integrate and coordinate overall ministry, appoint and hold ministry teams accountable, dissolve ministry teams when no longer needed, approve the hiring and dismissal of support staff, and work together to advance the mission of the church as well as resolve problems.

The Leadership Team shall have authority by their own decision to expend up to one percent of the total annual general and missions budget each year for unbudgeted maintenance and repair of church property and equipment.

### **Section 5. Election and Tenure**

The Church Chair, Church Vice-Chair, and Treasurer will be elected annually as stated in Article III. The Senior Pastor serves indefinitely, as stated in Article II, Section 4. Other elected members of the Leadership Team shall be elected by the congregation to both the general membership of the Leadership Team as well as to a leadership responsibility for one of the specific ministry and supporting areas listed in Articles V and VI.

Leaders shall be elected for a two (2) year term, and be eligible to succeed themselves only once in the same position before a break in service. The terms of office will be such that approximately half expire in any given year.

## **ARTICLE V – Ministry Teams**

### **Section 1. General**

Ministry Teams are the primary working bodies through which the Church accomplishes its mission. Individual ministry teams are focused on specific ministries within a ministry area. Each Ministry Team is accountable to the Leadership Team, which delegates authority and responsibility to the Ministry Team through the Leadership Team member elected to shepherd the corresponding ministry area.

### **Section 2. Organization and Selection**

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

- Worship and Arts Ministries – Serving Christ through His Body by planning, developing and conducting regular and special worship services and music and arts programs that support the ministries of the church.
- Missions Ministries – Serving Christ through His Body by providing opportunities for involvement in and support of ministries of outreach and compassion, both local and global, that are outside the on-going ministry of this church. (See addendum on Missions.)
- Children's Ministries – Serving Christ through His Body by planning, developing and coordinating Christian education programs and ministries for children from birth through fifth grade.
- Student Ministries – Serving Christ through His Body by planning, developing and coordinating Christian education and discipleship programs and ministries designed for middle school, high school and college age students.
- Adult Spiritual Formation Ministries – Serving Christ through His Body by planning, developing and implementing education, discipleship and assimilation ministries for adults, including spiritual nurture and fellowship.
- Care Ministries – Serving Christ through His Body by providing care and hospitality to those within the congregation with special needs, including visitation, grief and recovery ministries, and temporary assistance during illnesses.

The member of the Leadership Team elected by the congregation to shepherd a particular ministry area shall provide encouragement, assistance, and guidance to and evaluation of each ministry team.

(b) Ministry Teams. Ministry team leaders and members are selected for their gifts, interests and vision for a specific ministry. Ministry team leaders shall be members of the church in good standing and appointed by the Leadership Team member responsible for that ministry area. There may be as many ministry teams as are needed to respond to God's leading. Membership on a ministry team is established

by the ministry team leader in coordination with the Servant Resource Team and appropriate pastoral staff and finalized with the concurrence of the Leadership Team member responsible for the ministry area. Composition of each ministry team will be reviewed at least once a year by the Leadership Team member responsible for the ministry area. Each ministry area is encouraged to develop broad and active teams in support of its ministry.

(c) Staff members shall be involved in varying degrees with each ministry team. Their primary role is to equip team leaders to do the ministry for which the ministry team was established.

### **Section 3. Responsibilities**

The task of each ministry team is to discern and implement the Spirit's leading in their assigned area of ministry. Each ministry team is to exhibit commitment to our shared ministry as set by the congregation and guided by the Leadership Team. This shared ministry includes but may not be limited to mission, evangelism, discipleship and community. Each ministry team has delegated authority from the Leadership Team to develop approaches and use resources specifically budgeted and allocated for that ministry. Any proposed action which would obligate the church beyond the current budget year will be coordinated with the Financial Management Team prior to consummating such agreements.

## **ARTICLE VI – Other Teams and Committees**

### **Section 1. Servant Resources Ministries**

The following teams shall comprise the servant resources ministry of the Church. One member of the Leadership Team shall be elected by the congregation to guide the servant resources ministry and shall, in partnership with a designated staff member, provide encouragement, assistance, guidance and evaluation of each ministry.

#### **(a) Servant Resources Team**

The Servant Resources Team shall assist in meeting the overall volunteer service needs of the congregation. The Team shall coordinate with ministry team leaders and ministry area personnel in suggesting appropriate people for volunteer service, make nominations for all elected positions specified in the bylaws and for delegates, prepare ballots for congregational meetings, and lead the stewardship of time and spiritual gifts emphasis of the Church.

The Servant Resources Team shall seek and be receptive to input from the congregation in formulating recommendations and making nominations for elected positions.

Membership of the Servant Resources Team shall consist of seven (7) elected members from the congregation for two-year terms plus non-voting advisory members appointed by the Leadership Team as needed to work closely with various ministry areas. The Leadership Team member responsible for this ministry area will designate the person to serve as the Chair of the Servant Resources Team from among those elected to the Team. Elected members may not succeed themselves more than once. The terms of office will be such that approximately half expire in any given year.

#### **(b) Membership Committee**

The Membership Committee shall oversee the membership process; reviewing applications, hearing testimony and recommending applicants for membership; assisting in planning and conducting membership classes; maintaining membership records; and reviewing membership stewardship, involvement and attendance.

The Membership Committee is chaired by the Leadership Team member elected to provide guidance to the overall Personnel Ministry. Other members shall be a designated pastor and three (3) members elected from the congregation for two-year terms. Elected members may not succeed themselves more than once. The terms of office will be such that approximately half expire in any given year.

## **Section 2. Financial Management Ministry**

The following shall comprise the groups providing for the financial management ministry of the Church. The Treasurer, elected by the congregation shall provide overall leadership to these groups and functions as well as provide encouragement, assistance, guidance and evaluation of each aspect of this ministry.

### **(a) Financial Management Team**

The Financial Management Team shall manage the receipts and disbursement functions necessary to support the overall ministry of the church. This includes establishing and maintaining controls over expenditure authorizations, ensuring separation of responsibilities for receiving contributions and expending funds, budgeting and planning, making investment and other cash management decisions, and managing memorial and other special funds. The Team will work with the Personnel/Staff Relations Committee on financial related benefits, such as, but not limited to, overall salary and benefits packages. Detailed staff compensation decisions will be made by agreement of the Church Chair, the Treasurer and the Senior Pastor, subject to overall budget guidelines set by the Leadership Team. The Team will review Ark Preschool budgets (including tuition charges, staff compensation, cash reserve levels, and all expenses including transfers to offset the costs for insurance, utilities, and janitorial and other support services). The Team will maintain awareness of and provide discipleship instruction in financial stewardship. The Team will assist the Treasurer in preparing financial reports. In addition, the Financial Management Team will review and obtain insurance coverage for property and liability coverage.

The Financial Management Team shall consist of the Treasurer and at least six (6) members of the congregation selected by the Treasurer and annually reviewed and approved by the Leadership Team. Such membership is coordinated with the Personnel Team. The Treasurer shall chair this team. In addition, the chair of the Auditors will serve in an advisory capacity to the Financial Management Team to assist in formulating policy.

One of the members of the Financial Management Team, other than the Treasurer, will be designated as the Financial Secretary and oversee the receiving and recording of all contributions. The Financial Secretary will carefully maintain privacy in recording individual contributions and providing appropriate acknowledgements.

### **(b) Auditors**

The auditors shall make at least semi-annual audits of all financial records of the church and any affiliated activities. The audits shall be conducted in accordance with generally accepted procedures and practices. The auditors shall present an independent, written report at the Annual Meeting.

There shall be four (4) auditors and their terms will be for two (2) years with two auditors elected at each Annual Meeting. The Leadership Team will designate one of the elected auditors as chair. Auditors may not succeed themselves more than once.

The Auditors may recommend to the Leadership Team the engagement of an outside auditor to meet the audit requirements when it seems prudent to do so and the associated expense is planned for in an approved budget.

The chair of the Auditors will serve as an advisor to the Financial Management Team to assist in formulating policy.

## **Section 3. Property and Equipment Management Ministry**

One member of the Leadership Team shall be elected by the congregation to guide the Property and Equipment Management ministry and shall, in partnership with a designated staff member, provide encouragement, assistance, guidance and evaluation of the ministry.

The Property and Equipment Team shall manage all aspects of the maintenance and repair of our buildings, grounds and equipment, including custodial services, lawn care and snow removal, security, facility use, and shall manage any rental property of the Church. The Property and Equipment Team will monitor the tax exemption status of all real property and address any change in property use. The

Property and Equipment Team will establish policy for acquisition and maintenance of equipment in coordination with staff members and ministry teams using such equipment, including all computer hardware and software. The Property and Equipment Team will also be engaged in any facility modification activity, handling minor modifications and be represented on any "Building Committee" established for any major modification.

The Property and Equipment Team shall consist of at least six (6) members of the congregation selected by the Leadership Team member responsible for this ministry area and annually reviewed and approved by the Leadership Team. Such membership is coordinated with the Personnel Team. The Leadership Team member responsible for the Property and Equipment Management Ministry shall chair this team.

#### **Section 4. Ark Preschool Committee**

The Ark Preschool Committee shall oversee the Ark Preschool ministry, ensuring compliance with applicable laws, recommending fees and budgets, making staffing recommendations, and supporting all aspects of this ministry. Detailed budget and compensation recommendations will be formulated in coordination with and approved by the Financial Management Team. Staffing recommendations will be coordinated with the Leadership Team member responsible for children's ministries and the Director of Children's Ministries.

The Ark Preschool Committee shall consist of at least five (5) members of the congregation appointed annually by the Leadership Team in coordination with the Personnel Team. The Leadership Team member responsible for the children's ministry area will designate the person to serve as the Chair of the Ark Preschool Committee from among those appointed to the Committee. The Ark Director will serve as an ex-officio member of the Committee. The Committee may organize itself as necessary to accomplish its work and support the ministry of the Ark Preschool.

#### **Section 5. Pastoral/Staff Relations Committee**

The Pastoral/Staff Relations Committee provides an interface between the staff and the congregation. The Committee offers and facilitates support, appreciation, and encouragement to the staff. They may also form a bridge between staff and congregational members who wish to express suggestions or concerns. The Committee will function in an advisory role to the Leadership Team, including the Senior Pastor, on human resources policies. The Committee will maintain the Staff Handbook. The Committee will work with the Financial Management Team on employee benefits, such as, but not limited to, salary and benefits packages.

The Pastoral/Staff Relations Committee consists of the Church Vice Chair, and three (3) persons elected at the Annual Meeting, each for a two (2) year term. The terms of office will be such that approximately half expire in any given year. In addition, the Senior Pastor will serve as an advisor to the Committee at the call of the Committee Chair on any Committee discussion unrelated to the position or conduct of the Senior Pastor. The Committee will select its chair from among its elected members.

The Pastoral/Staff Relations Committee will meet regularly and at the call of the Committee Chair. All matters will be handled promptly and confidentially. Communication with involved persons will be timely.

#### **Section 6. Special Committees**

Special Committees may be appointed at any time by the Leadership Team for a specific purpose. This includes but is not limited to evaluating ministry effectiveness, developing and recommending areas for exploration or change, and anticipating and addressing future needs. These will be reported to the congregation at the next regularly scheduled congregational meeting. Membership of a pastoral search committee shall be approved by the congregation.

Membership on a special committee is coordinated with the Personnel Team and is annually reviewed and approved by the Leadership Team.

## **ARTICLE VII - Meetings**

### **Section 1. Public Services**

Public Services shall be conducted regularly on Sundays and weekdays for worship, the preaching and teaching of God's Word, and prayer.

### **Section 2. Conducting the Sacraments and Infant Dedication**

The Sacrament of Holy Communion shall be conducted in keeping with Evangelical Covenant Church principles under the guidance of the Senior Pastor and implemented by those who are a part of Worship and Arts ministries. The Sacrament of Baptism shall be conducted in keeping with Evangelical Covenant Church principles and according to the needs of the constituency. Infant Dedication shall be held at the request of parents.

### **Section 3. Congregational Meetings**

Meetings of the Congregation shall be held quarterly. Special meetings may be called by the Chair of the Church, by the Senior Pastor, or by the Leadership Team.

### **Section 4. Other Meetings**

The Leadership Team shall normally meet on a monthly basis. Ministry teams, supporting teams, and special committees will meet as frequently as required to accomplish their responsibilities.

### **Section 5. Reporting of Meetings**

Each ministry and support team and committee is to provide a timely monthly report of its plans, goals, and activities as well as share any issues concerns or suggestions with the Leadership Team. The Leadership Team shall communicate and post minutes of all meetings of the Congregation and the Leadership Team and ensure all major decisions are reported in the church newsletter and, as appropriate, on the church web site. Monthly ministry reports or minutes should also be posted to assist in keeping the congregation informed. The Leadership Team is empowered to approve minutes of Congregational Meetings.

## **ARTICLE VIII - General Provisions**

### **Section 1. Quorum**

- (a) The quorum for a Congregational Meeting shall consist of ten percent (10%) of the membership and at least two (2) members of the Leadership Team.
- (b) The quorum for meetings of the Leadership Team and all committees and teams shall be a majority of the membership of that group.

### **Section 2. Rules of Order**

All congregational meetings and all meetings of the Leadership Team shall be conducted according to *Robert's Rules of Order*. Team and Committee chairs and ministry team leaders may depart from formal rules when appropriate.

### **Section 3. Donation of Equipment and Property**

- (a) Any individual or organization wishing to donate or to purchase for the Church any piece of furniture or equipment shall first submit full information to the Property and Equipment Team for its consideration and subsequent recommendation, if considered necessary, to the Leadership Team. Approval or disapproval will be communicated promptly to the prospective donor.
- (b) In the case of real property (such as land or land with buildings) the same procedures apply as for equipment donations, with the provision that all recommendations by the Property and Equipment Team shall be reviewed by the Leadership Team and that final acceptance of such property is subject to the approval of the congregation.

**Section 4. Fiscal Year**

The fiscal year shall begin the first day of January each year, or the beginning of such other month as the Church shall determine at a congregational meeting.

**Section 5. Sale or Consolidation of Church Property**

(a) The approval of at least two-thirds of the members of the Congregation is necessary to convey to the Leadership Team (acting in their capacity as "trustees") the authority to sell any real property or to complete consolidation with another church.

(b) Sale of portions of real property requires the approval of at least two-thirds of the members present and voting at a properly constituted congregational meeting.

Notice of such proposed action(s) shall be announced at worship services and appear in the worship bulletin at least two (2) Sundays before the congregational meeting.

**ARTICLE IX – Amendments****Section 1. Adoption of Amendments**

Amendments to these Bylaws not in conflict with the Constitution may be adopted at a regular Congregational Meeting or a special Congregational Meeting called for that purpose by a two-thirds vote of members present and voting, provided that such amendments have been presented in writing at a preceding Congregational Meeting.

## **Addendum on Missions**

Historically the Glen Ellyn Evangelical Covenant Church has maintained strong support of mission activities—both locally and around the world. For many years it was a stated goal to support missions work, including that of The Evangelical Covenant Church, in home and world missions with significant financial support. While the bylaws currently contain no specific ministry goals or funding targets (that is left to the congregation to discern God's leading on an ongoing basis for how best to accomplish its mission), it is the continued intent of the Church to maintain or increase the portion of its annual budget that provides financial support for ministries carried on outside of our congregation, with continued emphasis on supporting the missions and ministries of The Evangelical Covenant Church and its Central Conference.

**277 Hawthorne Street  
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