

GRACE BIBLE FELLOWSHIP

CONSTITUTION and BY-LAWS



73605 STATE HIGHWAY 13 – P.O. BOX 904 OF
WASHBURN, BAYFIELD COUNTY, STATE OF WISCONSIN

ADOPTED BY THE CHURCH AT ITS REGULAR BOARD MEETING

HELD ON SUNDAY, JANUARY 29, 2012

BOARD AND/OR COMMITTEE

**EMMER SHIELDS
DALE BREVAK
MAURICETTE KEELEY
BRENDON SHIELDS**

**REV. KEITH VIK
PASTOR**

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**BY-LAWS
ARTICLE I
MEMBERSHIP**

A. QUALIFICATIONS

Any person who confesses Faith in the Son of God our Lord Jesus Christ; who has been born again to a living hope; who has the assurance of salvation; who is living as a child of God in accordance with the Word of God; whose character, conduct and reputation is in accordance with their Confession of Faith; who is willing to agree to the Constitution, By-Laws and Policies of this Church; and who desires to share in the Fellowship and Ministry of this Church is eligible for Membership.

B. CATEGORIES

1. **Active Members:** Active Members are those over the age of eighteen (18) who have been accepted into the fellowship of the Church and who support the Church through their attendance; their prayer; their talents; their ministry and their material resources. The Active Membership, so constituted, represents the highest authority of the Church and serves as the voting Members of the Church.

An Active Member must be at least twenty-one (21) years of age to carry the responsibility of an Officer of the Church.

2. **Junior Members:** Junior Members must be at least age thirteen (13) and meet the requirements for Adult Membership. Junior Members may participate in Church Business Meetings, but may not make motions or vote.
3. **The Church Secretary** shall maintain a roll of all Church Members by category.

4. **Reactivation of former Active Members** in good standing may be made by written request to the Leadership Council.

C. INACTIVITY

Members may be removed from the Active Membership roll after twelve (12) months of inactivity and no communication with the Church. Such a removal can only be made after a review of the Elders and Senior Pastor. Notification, if possible, of the Inactive Member shall be made by the Leadership Council one month prior to the removal of the Member from the roll.

D. ADMISSION

The process of receiving a New Member shall be as follows:

1. An individual seeking Membership shall indicate their interest to the Senior Pastor or an Elder.
2. Prospective Members shall attend a Membership Inquirer's Class, or it equivalent, which shall provide instruction on the Church's Constitution, By-Laws, Policies, Doctrines, History, and Organization.
3. Following such instruction, the Prospective Member shall meet with the Senior Pastor and Elders and give personal testimony of their salvation through Faith in the Lord Jesus Christ and evidence of their understanding of and agreement with the Church's Statement of Faith.
4. Upon investigation of the Faith and life of the Prospective Member and a determination of the Prospective Members sincerity and commitment to our Lord Jesus Christ and His Church, the Senior Pastor and Elders shall make a recommendation to the Leadership Council to accept the individual as a Member.
5. Upon approval of the Leadership Council the name of the Prospective Member shall be posted or listed for a period of two (2) weeks (minimum of two consecutive Sundays). If at the end

of one week after the final posting there are no valid objections coming from the Congregation, the individual will become a Member of Grace Bible Fellowship.

6. The accepted applicant shall be publicly welcomed into the Membership at a regular worship service.

E. RESPONSIBILITIES OF MEMBERS

It is expected that every Member be faithful to the mission for which this Church has been organized as set forth in Article II of the Constitution. Members are expected to adhere to the Biblical teachings that apply to a Member of the Body of Christ, including:

1. There should be faithful attendance at Church services and Business Meetings in accordance with Hebrews 10:24-25.
2. All Members should be prayerful and are urged to remember each other in prayer.
3. Each Member shall consider it a privilege to make full use of his talents for the Lord's service whenever opportunity affords itself as proscribed in Romans 12:6-8.
4. It shall be a sacred responsibility of all parents to provide Christian instruction for their children as admonished by Jesus in Matthew 18:5-6.
5. All Members are urged to build themselves up and grow spiritually through regular reading of the Bible, study and private and family devotions as prescribed in Romans 12:2.
6. In accordance with I Corinthians 16:2 and II Corinthians 9:6-7, Members are urged to make a covenant with God to make a systematic contribution of their income as they believe God requires.
7. Members should approach their life as a living witness to the Lord Jesus Christ and should make every effort to win others to Christ through personal and public testimony as proscribed in Matthew 28:18-20 and John 15:8.

8. Be kind and compassionate to one another, forgiving each other, just as Christ God forgave you (Eph. 4:32). Members should conduct themselves as children of God, as proscribed in Ephesians 4:29-32; 5:1-2.

F. DISCIPLINE

Each Member holds the responsibility for Church discipline. No accusation shall be taken up by the Church except by the complaint of two or more witnesses (I Timothy 5:19). If any Member of the Church, or Non-Member who attends the Church, is thought to be living or teaching contrary to the Word of God and the Statement of Faith of this Church, he shall be counseled in love by the Senior Pastor and/or the Elders. The restoration of the erring Member shall be the single purpose, and love the motivating force in such counseling (Galatians 6:1). If any Member is guilty of gross misconduct and has acted contrary to the teachings of the Bible he is to be dealt with according to the pattern of discipline set forth in Matthew 18:15-17. If the effort to bring repentance and restoration fail, the Member shall be dismissed from Membership in the Church. Dismissal shall be made by a two-thirds majority vote of the Leadership Council.

G. TERMINATION OF MEMBERSHIP

1. **Voluntary Withdrawal** – Any Member will be allowed to withdraw their Membership upon written request. A Member in good standing will receive a letter of recommendation upon request.
2. **Dismissal or Removal** – Any Member dismissed or removed from the rolls has no right or claim to Church property, real or personal.

**BY-LAWS
ARTICLE II
GOVERNMENT**

A. THE CONGREGATION

1. **The Church** follows a congregational form of governance as reflected in the EFCA Articles of Incorporation: "We believe that Jesus Christ is the Lord and Head of the Church and that every local Church has the right, under Christ, to decide and govern its own affairs." The Active Membership assembled is the highest authority within the Church.
2. **The Operating Leadership** of the Church is delegated to the Leadership Council, which has been selected by the Active Membership. The Leadership Council will conduct its business in an open and accessible manner. The Leadership Council will make regular reports to the Congregation at Annual and Quarterly Business Meetings.
3. **The Active Membership** retains the specific authority to approve the following:
 - a. The Annual Budget
 - b. Changes to the Constitution and By-Laws
 - c. Acquisition and disposition of property
 - d. Entering into indebtedness
 - e. Major construction or expansion projects
 - f. Establishment of Staff Positions
 - g. Calling or Dismissal of Pastors
 - h. Major decisions affecting the life of the Congregation

B. THE LEADERSHIP COUNCIL

1. **The Leadership Council** shall consist of Church Officers elected by the Congregation to steward the Church, and the Senior Pastor and Elders called by the Congregation to shepherd the Church.
2. **The Church Officers** elected to serve on the Council shall consist of a Chairman, Vice-Chair, Financial Secretary and Secretary. The Senior Pastor and up to three Elders shall also serve on the Council.
3. **Those serving on the Leadership Council** shall exhibit servant leadership in all things (John 13:13-17; Matthew 23:11; John 12:26); freely apply the gifts they have been given (Romans 12:6-8; 1Peter 4:10-12); approach decision making with a humble and contrite heart (1Corinthians 13:4-7; Matthew 20:25-28) and demonstrate love for each other and those they serve in all things (1Corinthians 13:4-7; Ephesians 4:15).
4. **The Leadership Council** shall provide coordination and management of the general activities and ministries of the Church, including: short and long term planning and vision development; goal setting; evaluation and introspection; establishing priorities, policy, objectives, plans and courses of action for implementing the mission of the Church; and serving the needs and welfare of the Congregation and our Community.
5. **The Leadership Council** shall prepare an annual budget for adoption by the Congregation and shall steward the expenditure of funds in accordance therewith.
6. **The Leadership Council** shall meet monthly, and whenever necessary, at the call of the Senior Pastor, Chairman or any Three Members of the Leadership Council. A simple majority of the Leadership Council shall constitute a quorum. In addition to regular monthly Meetings the Leadership Council shall hold Quarterly Meetings with the Congregation. The Leadership Council shall present a proposed budget for the next calendar

year at the final Quarterly Meeting of a given year for consideration of the Congregation.

7. **The Meetings of the Leadership Council** shall be held in open session with any Active Member wishing to attend present. A majority of Council Members present may move to go into closed session for conducting confidential business related to the following:
 - a. Evaluation or discipline of Church paid employees
 - b. Counseling or discipline of a Church Member
8. **Church Officers** may not serve more than two consecutive elected terms on the Council. A term is defined as two years. After two consecutive terms on the Council, the Officer cannot serve on the Council for a minimum of one year.
9. **The Leadership Council** shall conduct an annual evaluation of all paid Church Personnel prior to the third Quarter Business Meeting.
10. **Perform such Duties** as are prescribed by the Statutes of the State of Wisconsin governing religious corporations, and also represent the Church in all legal matters.
11. **Establish Committees** to conduct various Church functions and appoint Leaders of those Committees. Disband such Committees when their functions have been completed.

C. CHURCH OFFICERS

1. **Qualifications:** All Church Officers shall be Active Members of the Church who have demonstrated spiritual and personal maturity, irreproachable Christian character; who fully support the Statement of Faith of this Church, its Constitution and By-laws; and who manifest the qualifications stipulated by the Scriptures for Deacons (I Timothy 3:8-13).

2. **Chairman:** The Chairman shall be elected by the Active Members, biennially. The Chairman's term shall start in an even number year immediately following his election at the Church's Annual Business Meeting. In the event a vacancy in the Chairman's position occurs, the Vice Chair shall complete any unexpired term of office of the Chairman. Responsibilities of the Chairman include:
 - a. Presiding over all Monthly Leadership Council Meetings and all Quarterly and Annual Business Meetings.
 - b. Maintaining rules of order over all Meetings.
 - c. Preparing Agendas for all Meetings.
 - d. Providing Leadership for the accomplishment of goals the Church has set for itself.
 - e. Act as a Liaison between the Council and various Church Committees.
 - f. Appoint a Council Member to fulfill duties, on a temporary basis, for a Member absent at a Meeting.

3. **Vice Chair:** The Vice Chair shall be elected by the Active Members, biennially. The Vice-Chair's term shall start in an odd numbered year immediately following his election at the Church's Annual Business Meeting. In the event a vacancy in the Vice Chair's position occurs, the Leadership Council shall select a replacement for the remainder of the Vice Chair's term. Responsibilities of the Vice- Chair include:
 - a. Fulfilling all duties of the Chairman in his absence.
 - b. Serving as parliamentarian for Church Meetings.
 - c. Maintaining a thorough knowledge of the Church's history, Constitution and By-Laws to insure that all actions of the Church Leadership conform to the standards established by the Church.

4. **Financial Secretary:** The Financial Secretary shall be elected by the Active Members, biennially. The Financial Secretary's term shall start in an odd numbered year immediately following his election at the Church's Annual Business Meeting. In the event a vacancy in the Financial Secretary's position occurs, the Leadership Council shall select a replacement for the remainder of the Financial Secretary's term. Responsibilities of the Financial Secretary include:
 - a. Counting and depositing of all Church collections and receipts.
 - b. Depositing all Church income into the appropriate account established by the Church for such purposes.
 - c. Confidentially, recording and tracking all giving and tithing.
 - d. Notifying all individual givers of their annual contributions at years end.
 - e. Tracking designated and general giving.
 - f. Preparing and presenting monthly reports to the Leadership Council and to the Active Membership at Quarterly and Business Meetings.

5. **Secretary:** The Secretary shall be elected by the Active Members, biennially. The Secretary's term shall start in an even numbered year immediately following his election at the Church's Annual Business Meeting. In the event a vacancy in the Secretary's position occurs, the Leadership Council shall select a replacement for the remainder of the Secretary's term. Responsibilities of the Secretary include:
 - a. Recording and preparing minutes of all Church Council, Quarterly and Business Meetings.
 - b. Maintaining a Membership roll of the Church.

- c. Maintaining and preserving all records of the Church.

D. ELDERS

- 1. Qualifications:** All Church Elders shall have been Active Members of the Church for a minimum of two years (with the exception of Senior Pastor). An Elder must have demonstrated himself to be a time proven disciple of Jesus Christ. An Elder must demonstrate a level of Christian character that should be emulated; a man of integrity and self-control; a lover of good; and a servant heart. An Elder must be spiritually mature, demonstrating righteousness, and scriptural understanding. An Elder must demonstrate hospitality, gentleness, forgiveness, and humility towards others. An Elder must be able to contend for the Faith. An Elder must be motivated by a desire to love and care for God's people and a desire to reach the lost. An Elder must be willing to sacrifice their time and energy for others. An Elder must fully embrace the Statement of Faith of this Church and its Constitution and By-Laws. Elders shall manifest the qualifications in the Scriptures for their office (1Timothy 3:1-7; Titus 1:5-9; 1Peter 5:1-3).
- 2. Selection:** The Senior Pastor shall be considered an Elder of the Church. When the Senior Pastor or a serving Elder recognizes a man of the Congregation who has the apparent qualities and qualifications for the position of Elders, they may submit his name for formal consideration to the Senior Pastor and Elders. If after interviewing the man and thoroughly examining his history and background, the consensus of the Pastor and Elders is that the man should be selected to be an Elder, they shall notify the Leadership Council of their decision. Upon approval of the Leadership Council, the Senior Pastor shall notify the Congregation of the Council's decision to consider the man for selection as an Elder. If there is no objection lodged by anyone in the Congregation within 30 days of the announcement, the Leadership Council may select the man to the position of Elders. If an objection is lodged, the Leadership Council shall investigate to determine if the objection is valid or if it is not. If the objection is valid, disqualification of the Elders candidate shall occur. If the objection is not seen as valid or insufficient to disqualify a candidate, the Leadership Council may select the man to the

position of Elders. The Senior Pastor shall announce the selection of an Elder at the first service following the Leadership Council's decision.

3. **Term:** An Elder shall serve an indefinite term. An Elder may be removed for cause by the Leadership Council if they fail to fulfill their duties and responsibilities or in the event of an Elders bringing disrepute on himself or the Church through their actions. An Elder may ask to be removed or placed on sabbatical from his responsibilities due to ill health or fatigue. Such a request shall be accepted by the Leadership Council.
4. **Leadership Council Representation:** The Senior Pastor shall serve on the Leadership Council as a voting Member. The Elders shall meet together as a body and shall select up to three representatives to serve on the Leadership Council as voting Members.
5. **Additional Pastoral Staff:** Pastoral Staff may or may not be considered as an Elder. This decision will be made on a case by case basis by deliberation of Senior Pastor, Elders and Leadership Council. The selection guidelines shall be the same as those for any other Elder.
6. **Responsibilities and Duties:** Elders must be able to work together to Shepherd the Church and form a brotherly community within the Church for their own support and strength. Elders must be able to submit to one another, speak gently to one another, speak their minds in truth and love, be patient with one another, defer to one another and be Ambassadors for Christ and our Church. The Elders must show devotion to prayer and the Ministry of God's Word. As Shepherds of God's flock the Elders shall:
 - a. Elders need to select representatives to serve on Leadership Council.
 - b. Establish and review, at least annually, a long term strategic Ministry plan.

- c. Ensure that the teaching and Church activities are characterized by a faithful proclamation of God's Word.
- d. Spend time individually and corporately in prayer and in study of God's Word.
- e. Visit and pray for the sick or infirm. (James 5:14)
- f. Exercise spiritual oversight of the Church as Guardians, Shepherds, Visionary Leaders and Disciple-Makers.
- g. Exercise Church discipline according to the principles found in Matthew 18:15-19 and Galatians 6:1.
- h. Communicate with the Congregation and seek input on all appropriate matters.
- i. Provide informational reports to the Congregation at Business Meetings and to the Leadership Council at regular monthly Meetings.
- j. Comfort the bereaved.
- k. Visit new Members and help them fully become part of the Church's Fellowship.
- l. Provide counseling for those in need and help strengthen those who are weak.

**BY-LAWS
ARTICLE III
TREASURER**

A. QUALIFICATIONS

It is preferred that the Treasurer shall be an Active Member of the Church who has demonstrated spiritual and personal maturity, irreproachable Christian character; who fully supports the Statement of Faith of this Church, its Constitution and By-laws; and who manifests the qualifications stipulated by the Scriptures for Deacons (I Timothy 3:8-13).

In the event no Active Member is qualified to perform the responsibilities of Treasurer, a technically qualified Non-Member may be appointed.

B. TERM AND APPOINTMENT

The Treasurer shall be selected by the Leadership Council. The appointment must be approved by the Congregation at a quarterly business meeting. The Treasurer shall serve an indefinite term. The Treasurer may be removed by action of the Leadership Council. In the event a Treasurer wishes to be removed from their duties, they shall notify the Leadership Council at least one month prior to cessation of their service.

C. RESPONSIBILITIES OF THE TREASURER INCLUDE:

1. Maintaining all financial records and accounts of the Church.
2. Tracking all expenditures with respect to budget balances and goals.
3. Paying Church bills and expenses.

4. Preparing and presenting monthly reports to the Leadership Council and to the Active Membership at Quarterly and Annual Meetings.
5. Preparing the Annual Budget for consideration of the Active Membership at a Meeting held for purpose of establishing the Annual Budget for the Church.
6. Meet with the Audit Committee on a Quarterly basis to review Church financial accounts and records, to insure all such accounts and records are accurate and correct.

**BY-LAWS
ARTICLE IV
PASTORS**

A. QUALIFICATIONS

Pastors shall be qualified as Ministers in Word and Doctrine, shall be sound in their Christian Faith and in their presentation of the Word of God, shall be of irreproachable Christian character, shall be worthy examples in their lives and teaching, and shall subscribe to and abide by the Statement of Faith as set forth in Article III of the Constitution. Pastors must have the qualifications of Elders as set forth in the Scriptures (I Timothy 3:1-7; Titus 1:5-9; I Peter 5:1-3).

B. CALLING

1. **The Leadership Council** shall appoint a Pastoral Search Committee of no less than five persons of the Active Membership to secure suitable Candidates and submit a nominee to the Congregation for ratification. The Committee shall reflect, as much as possible, a cross-section of the Membership of the Church.
2. **Candidates** shall be interviewed by the Pastoral Search Committee and shall be given an opportunity to preach at a Church service or services that the Pastoral Search Committee may direct. Candidates for Associate Pastor may or may not be asked to preach, but shall be given adequate opportunities to become acquainted with the Congregation.
3. **Once the Pastoral Search Committee** has selected a recommended Candidate for a call; the Active Membership shall be convened for a Special Business Meeting. The recommendation shall be accompanied by a detailed report from the Pastoral Search Committee for the basis of their decision. A quorum of the Active Membership as defined by Article VI of the By-Laws shall be present. A vote will be taken by secret ballot. If the Candidate receives three-fourths (75%)

of the vote of the Active Membership present, the call shall be extended. If the Candidate does not receive the requisite majority, the matter shall be returned to the Pastoral Search Committee for a new recommendation. Each Candidate shall be voted upon separately following his meeting with the Church.

4. **The Pastor Search Committee** shall notify the Pastor-elect of the action of the Church immediately, and upon his affirmative reply make arrangements for his moving and installation.
5. **Upon Installation**, the Pastor and his wife shall automatically become Active Members of the Church and remain such during his time of service as a Pastor of the Church. These arrangements shall also apply to Associate Pastors and their wives.

C. DUTIES AND RESPONSIBILITIES OF THE SENIOR PASTOR

1. **The Senior Pastor** shall shepherd God's people; preach and teach God's Word; under guidance of the Holy Spirit, shall have freedom of the pulpit; watch over the spiritual welfare of the Church; administer the ordinances; lead in the vision of the Church; and lead and assist in all Ministries of the Church.
2. **He shall be a Member** of the Leadership Council, an Elder, and also an Ex-Officio Member of all Boards, Committees, Teams, and all other Organizations of the Church.
3. **He shall perform** such other duties, in connection with the work of the Church, as shall be delegated to him and accepted by him.
4. **He shall abide** by the Word of God in his life, teaching, and preaching, taking great care in all his conduct so as to be esteemed, a man of respect in the Congregation and Community.

D. DUTIES AND RESPONSIBILITIES OF AN ASSOCIATE PASTOR

1. **An Associate Pastor** shall perform such duties in connection with the work of the Church as prescribed by the Senior Pastor with the approval of the Leadership Council.
2. **He shall serve** as an Ex-Officio Member of all Boards, Committees, Teams, and any other Organizations as directed by the Senior Pastor and Leadership Council.
3. **He shall abide** by the Word of God in his Ministry, taking great care in all his conduct so as to be esteemed, a man of respect in the Congregation and Community.
4. **He shall not serve** in any elected office on the Leadership Council.

E. TERMINATION

1. **A Pastor shall serve** for an unlimited term of service, unless other arrangements are made at the time the call is given and accepted.
2. **The Relationship** between a Pastor and the Church may be dissolved at the option of either, by giving a three (3) months notice or otherwise by mutual consent.
3. **If a Pastor should depart** from the Word of God in his conduct or in doctrine as contained in the Statement of Faith of the Church, the Leadership Council shall admonish him in love. Should this not have the desired result, said Pastor shall be discharged by the action of the Church.
4. **No Complaint** shall be brought against a Pastor except upon the testimony of two (2) or more witnesses (I Timothy 5:19-20).
5. **A Pastor may be discharged** from his term of office by the Church subject to the following conditions:
 - a. A Pastor may only be dismissed by a Special Business Meeting as proscribed in Article VI of these By-Laws.

- b. The Leadership Council shall present to the Active Membership present the reason(s) the dismissal of the Pastor is recommended.
- c. A Pastor shall be accorded the right of stating his position before the voting Membership.
- d. A secret ballot shall be cast regarding the disposition of the Pastor. If two-thirds of those voting recommend dismissal the Pastor shall be discharged.

BY-LAWS
ARTICLE V

THE CHURCH/MEMBERSHIP COVENANT

Having, by faith, trusted in Jesus Christ as our Lord and Savior we do hereby agree to live our lives before God and each other in ways worthy of our calling and hope of eternal life. (II Peter 1:10; II Tim 3:15)

We commit ourselves to the following practices of the faith.

We will read, study and meditate upon God's word, the Bible, which is able to make us wise for salvation through faith in Christ Jesus. (II Timothy 3:15-17)

We will pray seeking God, honoring Him by depending upon Him for our needs and the needs of our church. (John 16:24; I Thessalonians 5:17)

We will give to the material support of the church in proportion to the income God has given us, cheerfully and not under compulsion. (I Corinthians 16:2; II Corinthians 9:7)

We will seek to attend regularly the services of our church and exercise the gifts given to us for the strengthening of the body through the ministries of the church. (I Corinthians 12)

We will speak the truth to one another, admonish one another, forgive each other and above all love one another. (Ephesians 4:25; Colossians 3:12-17; I Peter 4:8; I Corinthians 13)

We will work together to witness to the Gospel of Jesus Christ, seeking by the power of the Holy Spirit to see family, friends, neighbors and strangers come to a saving knowledge of Christ. (Romans 1:16-17; John 1:12; John 3:16; Matthew 28:19-20)

May we all grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him the glory belongs, both now and to the day of eternity.
Amen

BY-LAWS
ARTICLE VI

BUSINESS MEETINGS, QUORUMS AND REPORTS

A. FISCAL YEAR

The Fiscal Year of the Church shall begin on January 1 of each year.

B. BUSINESS MEETINGS

1. **The Annual Business Meeting** shall be held in January of each year. The Meeting shall include the following business at a minimum:
 - a. Prayer
 - b. Election of Leadership Council Officers.
 - c. Annual Reports from the Senior Pastor, Elders, Elected Officers and Committee Chairs.

2. **Quarterly Meetings** shall be held in April, July and October. The Meeting shall include the following business at a minimum:
 - a. Prayer
 - b. Reports from the Senior Pastor, Elders, Elected Officers and Committee Chairs.
 - c. The October Business Meeting shall include review and adoption of the Annual Budget for the upcoming year.

3. **A Special Business Meeting** may be called by the Leadership Council as deemed appropriate. The purpose of any such Special Business Meeting shall accompany the announcement.

4. **Any Business Meeting** shall be announced at least two (2) regular Sunday Services prior to the Meeting date or in lieu of

such announcement, by written notice to all Active Members two weeks prior to the Meeting date.

5. **The Rules of Order** contained in Robert's Rules of Order shall govern the conducting of business at any Meeting of the Church when consistent with the Constitution or By-Laws.

C. QUORUMS

A minimum of twenty percent (20%) of the Active Membership attending a Business Meeting that has been properly announced shall constitute a quorum to conduct business, except when amendments to the Constitution or By-Laws; the procuring, conveying, and/or encumbering property; or the calling or terminating of a Pastor are to be considered, then one third (33%) of the Active Membership shall constitute a quorum.

D. DECISIONS

All questions shall be decided by simple majority vote except where the provisions of the Constitution or By-Laws otherwise proscribe.

BY-LAWS
ARTICLE VII
ORGANIZATIONS AND COMMITTEES

A. ORGANIZATIONS

No Organization shall be formed within the Church unless formally approved by the Leadership Council or Active Membership. An Organization must meet the following minimum requirements:

1. **The Sponsor(s)** of any proposed Organization must submit a formal plan and purpose to the Leadership Council or Active Membership for their consideration and approval.
2. **No Organization** shall be permitted to function under the name of the Church whose Leaders are not Members of the Church.
3. **The Organization** shall report to the Leadership Council concerning their activities, periodically as required by the Council.
4. **An Organization** may not raise or expend funds unless approved by the Leadership Council. Any funds raised by an Organization shall be deposited with the Church Financial Secretary and accounted for as a special fund by the Treasurer.

B. STANDING COMMITTEES

1. **Nominating Committee** – The charge of the Nominating Committee is to recommend one or more Church Officer Candidates for positions on the Leadership Council. The Nominating Committee shall only put forth a name for nomination after a determination that the Candidate is qualified to hold the position (Article II, Government, C. Church Officers, 1. Qualifications).
The Nominating Committee shall endeavor to present at least one Candidate for each vacancy. Where in the opinion of the

Nominating Committee, there are no Candidates who meet the appropriate Scriptural standards and/or who are willing to serve, the position shall go unfilled until such Candidates are available.

The report of the Nominating Committee shall be publicized to the Church no later than four weeks before the Annual Business Meeting. Additional Nominations may be submitted by Active Members of the Church to the Nominating Committee by means of a written request. Any such nomination will be carefully considered and added to the ballot if the Nominating Committee should decide the Nominee is qualified. No nominations shall be received from the floor of the Annual Business Meeting. If a position remains unfilled, the vacancy shall be returned to the Nominating Committee for further consideration until such time as a nomination can be submitted.

The Nominating Committee shall consist of the Senior Pastor, who will act as Chair of the Committee and six Members who shall be elected as follows: two from the Leadership Council and four who shall be elected from the Active Membership. Nominating Committee Members shall be elected at the final Quarterly Meeting of the calendar year. Committee Members shall be elected for a two year term and shall not serve more than two consecutive terms. One half of the Nominating Committee Membership shall be elected annually.

2. **Audit Committee** – The charge of the Audit Committee is to examine all Church accounts and financial records held by the Treasurer and Financial Secretary. Upon conclusion of the Audit the Committee is to prepare a written report for consideration at the Annual and Quarterly Business Meetings.

Two Active Members shall be nominated by the Leadership Council to serve on the Audit Committee. The nominations shall be presented at the last Quarterly Meeting of the calendar year and shall be voted on by the Active Membership in attendance. The Audit Committee shall serve a two year term and shall not serve more than two consecutive terms.

C. **NON-STANDING COMMITTEES**

Committees, Boards, or Teams may be established, as the mission of the Church requires, by the Leadership Council at a Monthly Meeting and/or the Active Membership at a Quarterly Meeting. The Leadership Council shall determine the following for each Committee, Board, or Team established: number of voting Members; the Officers or Leadership structure; the charge, duties, or responsibilities; and the duration or sunset for its activity. All Committees or Teams so formed shall report to the Leadership Council and/or Active Membership on a regular basis as proscribed by the Council.

**BY-LAWS
ARTICLE VIII
PROPERTY**

- A. THE CHURCH** shall have the power to receive, either by gift or purchase, and to hold such real, personal or mixed property as is authorized by the laws of the State of Wisconsin and as is deemed necessary for the operation of the Church and shall have the power to dispose of such property.
- B. IN A CASE OF DIVISION OF THE CHURCH** (from which we pray God by His mercy to preserve us), the property of the Church shall belong to those who abide by its Constitution and By-Laws.
- C. THE CHURCH** shall be considered dissolved if so decide by a two-thirds vote of the Active Membership. All assets, real estate, and personal property shall be transferred to the Forest Lakes District Conference of the Evangelical Free Church of America to enable said conference to renew the work or use the value thereof for further Gospel enterprises.
- D. ANY MEMBER**, who has withdrawn or been dismissed or removed from the rolls for inactivity, loses all rights to the property of the Church.
- E. THE PRIVATE PROPERTY** of the Individual Members of the Church shall be exempt from corporate debt or liabilities.

**BY-LAWS
ARTICLE IX**

MARRIAGE AND WEDDING

ADOPTED BY THE CHURCH AT ITS ANNUAL BOARD MEETING ©1/31/2016

A. MARRIAGE AND SEXUALITY

1. Final Authority for Matters of Belief and Conduct

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of (GBF)'s faith, doctrine, practice, policy, and discipline, our Elder Board is our final interpretive authority on the bible's meaning and application.

2. Statement on Marriage, Gender and Sexuality

We believe that the term "marriage" has only one meaning: the uniting of one biological man and one biological woman in a single, exclusive, lifelong union that is generative in nature, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and woman who are married to each other. (1 Cor 6:18, 7:2-5; Heb 13:4).

We believe that any form of sexuality immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is contrary to Biblical teaching (Matt 15:18-20; 1 Cor 6:9-10).

We believe that god offers redemption and restoration to all who seek His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31) hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of (GBF).

We believe that in order to preserve the function and integrity of (GBF) as the local Body of Christ, and to provide a biblical role model to the (GBF) members and the community, it is imperative that all persons employed by or who represents (GBF) in any capacity, agree and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2 14-16; 1 Thess 5:22).

3. Sanctity of Life

We believe that all human life is sacred and created by God in his image (Gen 1 & 2). Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception to natural death (Ps. 139). We are therefore called to defend, protect, and value the human life.

B. Grace Bible Fellowship Marriage or Wedding Policy and Facility Use Policy:

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself (GBF) will only recognize marriages between a biological man and a biological woman.

Further, the pastors and staff, whether paid or unpaid, of (GBF) shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of (GBF) shall only be used to host weddings between one man and one woman.