

Constitution of the Glenview Evangelical Free Church

“Let all things be done decently and in order” 1 Corinthians 14:40

ARTICLE 1 – NAME

The name of this Church is: THE GLENVIEW EVANGELICAL FREE CHURCH. Its membership is in the Great Lakes District Conference of the Evangelical Free Church of America (EFCA).

ARTICLE II – PURPOSE

The purpose of this Church, in keeping with the teachings of Holy Scripture, is to spread the Gospel of the Lord Jesus Christ, seeking to win the lost to a saving knowledge of the Lord Jesus Christ; to engage in such religious, educational, charitable and benevolent work as the Constitution and Rules of Order of this Church may determine; to acquire and maintain such buildings and equipment as may be required to carry out the above stated purposes.

ARTICLE III – DOCTRINE

We Believe:

1. The Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His Will for the salvation of men, and the Divine and final authority for all Christian faith and life.
2. In one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit.
3. That Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the Cross a sacrifice for our sins, according to the Scriptures. Further, He arose bodily from the dead, ascended into Heaven, where at the right hand of the Majesty on High, He is now our High Priest and Advocate.
4. That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men, regenerate the believing sinner, indwell, guide, instruct and empower the believer for godly living and service.
5. That man was created in the image of God but fell into sin and is therefore lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.
6. That the shed blood of Jesus Christ and His resurrection provide the only ground for justification for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become children of God.
7. That water baptism and the Lord’s Supper are ordinances given to the believers to be observed by the Church during the present age. They are not, however, to be regarded as the means of salvation.
8. That the true Church is composed of all such persons who through living faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the head.
9. That only those who are thus members of the true Church shall be eligible for membership in the Local Church.
10. 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.
11. In the personal and pre-millennial and imminent coming of our Lord Jesus Christ and that this “Blessed Hope” has a vital bearing in the personal life and service of the believer.
12. In the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.

ARTICLE IV – MEMBERSHIP
SECTION I – REQUIREMENTS

Any person who confesses faith in the Lord Jesus Christ, who has the assurance of salvation, and whose character, conduct and reputation are in accord with his confession; who subscribes to the foregoing Article III – Doctrine, who accepts the Constitution of this Church, and is willing to support the Church in attendance, prayers, and material means, may become a member of this organization. Only ACTIVE members 18 years of age or older may participate in business meetings with full voice and vote, and hold office in this Church.

SECTION 2 – RECEPTION OF MEMBERS

- A. Application for membership shall be made to the Senior Pastor or to any member of the Board of Elders. Applicants shall be given a copy of the Constitution of this Church.
- B. Applicants shall meet with the Senior Pastor, Elders, and Deaconesses to give personal testimony of their salvation through faith in the Lord Jesus Christ and evidence of their understanding of and agreement with Article III – Doctrine, and the Constitution of this Church.
- C. If the applicant is recommended by the Senior Pastor, Elders, and Deaconesses present, his/her name shall be announced to the members of the congregation at least one Sunday prior to a Church business meeting. If any Church member has a scripturally valid reason for not receiving an applicant into this Church, that member must relate, in writing, this objection to the Senior Pastor or Board of Elders in order that the objection may be considered.
- D. The names of the applicants recommended for membership by the Elder Board will be presented to the Church body at any Church Business Meeting for approval. In order to be approved for membership, applicants must receive a two-thirds vote of the members present.
- E. New members shall be publicly welcomed into the membership at the earliest possible worship service of the Church.

SECTION 3 – STATUS OF MEMBERS

It is expected that every member should be in active support of this Church through regular attendance, prayer, practical service and material giving. It is recognized that there will be some who wish to retain their membership, but are irregular in participation because of distance, physical disability, or other just causes. Accordingly, all members will be classified into three categories, as follows:

- 1. ACTIVE – Those who attend regularly
- 2. JUNIOR – Under 18 years of age
- 3. INACTIVE – Those not in regular attendance for just cause

If a member is absent for three (3) months or more with no communication or evidence of interest in this Church, the Senior Pastor or Elder Board will attempt to communicate, in person, if possible, with the member concerning his/her membership. If after three months no reply is received, such member will be dropped from the Church Roll. These shall be reported to the next Semi-Annual Business Meeting of the Church. The Elder Board will review and update the Church Roll semi-annually, reporting to the Church Council and Congregation. The information shall be used by the Church Clerk in maintaining a registry of church members.

SECTION 4 – WITHDRAWAL OF MEMBERSHIP

Requests by members for withdrawal of membership in this Church should be made in writing to the Church Clerk. This request will be reviewed by the Senior Pastor, and/or Elders and Deaconesses. Upon their recommendation, the Church Clerk shall write a letter of release. All letters or release will be reported to the church membership at the next Church Business Meeting.

SECTION 5 – DISCIPLINE OF MEMBERS

- A. If any member conducts himself/herself in a manner which, in the studied opinion of the Senior Pastor and/or the Board of Elders, is not in harmony with Scriptural principles, and for which he/she does not show evidence of repentance, he/she shall be interviewed and counseled by the Senior Pastor and/or the Board of Elders after the manner clearly indicated in the Word of God (Matthew 18:15-17 and Galatians 6:1). The restoration of the erring member shall be the single purpose, and love the sole motivating force in these interviews.
- B. If, however, the member should choose to continue in his/her unrepentant condition, he/she shall be deprived of membership. This can be done only by the Church upon a recommendation of the Board of Elders and a two-thirds majority vote of the members present at any regular business meeting of this Church.

SECTION 6 – PROPERTY RIGHTS

Any person who has withdrawn or who has been removed from Church membership shall have no claim on any Church properties.

ARTICLE V – GOVERNMENT

SECTION 1 – PASTOR

In extending a call for a Pastor, the following procedure will be followed:

- (a) The Church Council will appoint a Pastoral Committee made up of an equal number of Council members and non-Council members.
- (b) The candidate for Pastor will be extended a call if he receives a three-quarters vote of the Church members voting.
- (c) Upon installation he, and if married, his wife become members of this church.

The Pastor shall be expected to perform such duties as are incumbent upon his office and as related to the Word of God. He shall be an ex-officio member of all organizations, boards and committees within this Church. He shall concern himself mainly with the spiritual matters of this Church.

A one-month notice to this Church shall precede a severance of relations between the Pastor and this Church, unless waived by mutual consent.

Complaints against the Pastor shall be considered by the Board of Elders only on the testimony of two or three witnesses. (See 1 Timothy 5:19) Should he be found teaching anything contrary to the Scripture, or anything contrary to Article III of this Constitution, or else be living an unrighteous life and thus be unworthy of the Gospel, he shall be admonished by the Church Council, but if he does not mend his ways and his teachings, he shall, without respect to time, be dismissed.

SECTION 2 – CHURCH COUNCIL

The officers of the Church shall consist of the following:

Church Chairman	Vice Chairman	Elders	Deaconess Chair.
Deacons	Church Clerk	Treasurer	Financial Secretary
Christian Ed. Chairman	Sunday School Supt.	Mission Chairman	Head Usher
Growth and Outreach Chairman		Director of Women’s Ministries	

The above, together with the Senior Pastor, will constitute the Church Council. The above officers shall be elected by Secret Ballot from the membership of this Church, except the Vice-Chairman (elected by the Council from among its members), and the Treasurer (elected by the Deacons from among their number). The above officers shall serve terms of one year except the Elders, Deacons, and Deaconess Chair who shall serve three-year terms. No person will be permitted to hold office as an Elder and Deacon during the same term, nor any office in addition to that of Church Chairman. No officer shall serve more than six consecutive years on the Church Council.

The Church Council will be the governing body of this Church. The Church Council shall meet at least once every month.

SECTION 3 – ELDERS

The Board of Elders shall consist of from four to nine members who shall be elected to three year terms (a). One-third of the number shall be elected each year. No Elder shall serve more than six consecutive years.

The Elders shall assist the Senior Pastor in responsibility for the spiritual welfare of this Church; they shall assist in ministering the ordinances of this Church and shall arrange for provision for the same. They shall be expected to be in readiness to perform any necessary calling, comforting the sick and sorrowful, investigating delinquent members and endeavoring to remedy spiritual weaknesses in the lives of the members. (See Article IV. Section 2.)

The Elder Board shall meet with the Pastor and Deaconesses at their regular monthly meeting.

SECTION 4 – DEACONS

The Board of Deacons shall consist of from four to nine members who shall be elected to three year terms (a). One-third of the number shall be elected each year. No deacon shall serve more than six consecutive years.

The Deacons shall have the duty of careful supervision and protection over all the Church's real and personal property.

They shall be responsible to the Church for the safekeeping of all valuable papers, accounts and records. They shall have no authority to purchase or sell Church property or encumber them without decision of the Church. The Deacons shall at all times be responsible for all matters of Church finance. In matters involving sizeable expenditures, it shall be the Deacons' responsibility to bring a recommendation to the Church Council. However, in instances of routine expenditures or emergency matters, it shall be within the Deacons' power to make decisions. It shall be the Deacons' duty to prepare the annual budget of current general expenses and present it to the Church Council for referral to the Annual Business Meeting of the Church. At the end of each fiscal year, the Deacons shall make an inventory of all Church properties and include a summary of such inventory in a report to the annual business meeting of the Church.

The Deacon Board shall endeavor to meet at least once a month.

SECTION 5 – CHAIRMAN

The duties of the Chairman shall be to assist the Pastor in every way as it concerns both the spiritual and business administration of the Church, to preside at all Church Council and Church Congregation Business Meetings; to serve as an ex-officio member of all boards, organizations and committees within the Church.

In the absence of the Pastor, the Chairman shall be responsible for conducting all worship services.

SECTION 5A – VICE CHAIRMAN

The duties of the Vice Chairman shall be to preside at all Church Council and Church Congregational business meetings in the event the Chairman is absent.

In the absence of the Pastor and Chairman, the Vice Chairman shall be responsible for conducting all worship services. The Vice Chairman shall be elected by secret ballot at the Church Council meeting following the annual Church business meeting, and such Vice Chairman must be a member of the Church Council.

SECTION 6 – CHURCH CLERK

The Church Clerk shall keep accurate minutes of all business meetings of the Church Congregation and Church Council. He/she shall maintain a registry of Church members, showing name, address, date of admission and separation. He/she shall carry on any correspondence as directed by the Church and/or Church Council.

Annually he/she shall apply for renewal of the Church's State Charter.

SECTION 7 – FINANCIAL SECRETARY

It shall be the duty of the Financial Secretary to receive and be responsible for monetary contributions to the Church, to make deposit of such monies, and to submit to the Treasurer weekly a detailed report and accounting of such contributions.

The Church Council may appoint assistants as may be requested by the Financial Secretary.

SECTION 8 – TREASURER

The Treasurer, elected by the Board of Deacons from within its membership, shall maintain a complete set of financial records including General Fund, Mission Fund and Building Fund. He shall distribute Church Funds in accordance with procedure established by the Church Council. The Treasurer shall make complete financial reports at all regularly scheduled Church Congregation, Church Council and Deacon Board meetings.

SECTION 9 – GENERAL SUPERINTENDENT SUNDAY SCHOOL

The Sunday School Superintendent is chief administrative officer of the Sunday School, and shall be responsible for the supervision of the Sunday School. He/she shall report to the Christian Education Committee.

SECTION 10 – MISSION CHAIRMAN

The Mission Chairman, together with the Mission Committee, shall in general be responsible for all matters relating to the missionary endeavors of the Church, in keeping with our Lord's command in Matthew 28:19,20; Luke 24:47; Acts 1:8; and Romans 1:14-16. The Missions Chairman shall present a mission budget to the Church Council for referral to the Annual Business Meeting of the Church.

SECTION 11 – HEAD USHER

The Head Usher shall appoint such ushers and receptionists as may be necessary to carry out a well-organized ushering program of the Church. The Head Usher shall generally oversee the work and program of the ushers and receptionists. The Head Usher shall be responsible to the Church Council.

SECTION 12 – DEACONESSSES

The Board of Deaconesses shall consist of from four to nine members who shall be elected to three year terms (a). One-third of the number shall be elected each year. No Deaconess shall serve more than six consecutive years. The Deaconesses shall assist the Pastor and the Elders in carrying out the program outlined in Section 3 of this Article.

The Deaconesses shall meet with the Pastor and the Elder Board at their regular monthly meeting.

SECTION 13 – MISSION COMMITTEE

The Mission Committee, in addition to the elected Chairman, shall consist of one appointed member per each eight missionary support units, or fraction thereof, but not less than six appointed members, serving a term of one year, shall be appointed by the Missions Chairman and approved by the Church Council at the Council's first meeting following the annual business meeting of the Church. They shall work together with the Missions Chairman in the general administration of the missionary endeavors of the Church. (See Section 10.)

SECTION 14 – NOMINATING COMMITTEE

The Nominating Committee shall be appointed by the Church Council at the January meeting and shall serve until the following January. The Nominating Committee shall consist of the Pastor, two non-retiring Deacons, two non-retiring Elders, two non-retiring Deaconesses, and two non-Council members. It shall be the duty of the Nominating Committee to prepare a slate of candidates for presentation to the annual business meeting of the Church.

SECTION 15 – AUDITING COMMITTEE

An Auditing Committee composed of at least two members, is to be appointed by the Church Council at the March meeting. The Auditing Committee shall serve a term of one year beginning at date of appointment. They shall have the responsibility of auditing the Church's financial records at the close of the fiscal year and submitting a written report to the Church's Annual Business Meeting. They shall also be ready to make further audits whenever designated by the Church Congregation or Church Council.

SECTION 16 – MUSIC COMMITTEE

The Music Committee shall consist of three members appointed by the Church Council for a term of one year. They shall, in cooperation with the Pastor and Director of Music, provide suitable music for the services of the Church.

SECTION 17 – DISCIPLINE

If any officer of the Church neglects his duties, he shall be warned by the Church Council, but if this is of no effect, the Church shall, after proper investigation by the Church Council, have the right to remove him from office.

SECTION 18 – CHRISTIAN EDUCATION COMMITTEE

The Christian Education Committee shall consist of a Chairman, elected by the Church membership; an Officer of the Church Sunday School; a member of the Elder Board; a member of the Deacon Board; and three non-Church Council members. The non-Council members shall be appointed by the Church Council at their first regular meeting following the Annual Business Meeting of the Church. The purpose of this Committee shall be to make studies and recommendations for all phases of Christian Education as it pertains to the Church, Sunday School, Adult and Youth activities. This committee shall be responsible to the Church Council. The representatives of the other boards shall be appointed by their respective Boards at their first meeting following the Annual Business Meeting of the Church.

The Christian Education Committee shall present a Christian Education budget to the Church Council for referral to the Annual Business Meeting of the Church.

SECTION 19 – GROWTH AND OUTREACH COMMITTEE

The Growth and Outreach Committee, responsible to the Church Council, shall consist of a Chairman elected by the Church membership and from four to nine members appointed by the Growth and Outreach Chairman, and approved by the Church Council.

The purpose of the Committee shall be to bring God's Word to community groups, specific neighboring communities, and other ethnic or socially distinct peoples, by enabling programs and people to minister among them. The Committee shall present a Growth and Outreach Ministries budget to the Church Council for referral to the Annual Business Meeting of the Church.

SECTION 20 – WOMEN'S MINISTRIES COMMITTEE

The Women's Ministries Committee shall consist of a Director, elected by the church membership; a member of the Deaconess Board; a member of any Evangelical women's organization, and/or affiliates; the Pastors' wives (if they so choose) and two or three non-Church Council members, each serving a one year term. The non-Church Council members will be appointed by the Women's Ministries Committee Director and approved by the Church Council at their first regular meeting following the Annual Business Meeting of the Church.

The purpose of the Committee is to: 1) oversee all the activities in regards to women within the life of the church, 2) ensure discipleship at every level from new believer to faithful follower, 3) nurture fellowship, 4) be a resource for new women in the church, and 5) provide opportunities for outreach.

ARTICLE VI – RULES OF ORDER

SECTION 1 – FISCAL YEAR

The Fiscal Year of the Church shall be from May 1 to April 30.

SECTION 2 – CHURCH YEAR

Terms of office shall begin June 1 and terminate May 31.

SECTION 3 – BUSINESS MEETINGS

The Annual Business Meeting of the Church shall be held during the month of May. At this meeting officers shall be selected, budgets presented, written reports and financial statements presented from the various boards, committees and organizations. A Semi-Annual Business Meeting of the Church shall be held during the month of November. Special Business Meetings of the Church may be called at the discretion of the Church Council and/or Church Chairman.

At least two weeks written notice prior to all Church business meetings must be given to the membership. Robert's Rules of Order shall be the standard for conducting all business of the Church, its governing bodies and committees, except that one-fourth of the active members shall constitute a quorum at a business meeting of the church, and as ordered in Article V; Section 1, PASTOR.

ARTICLE VII – ORGANIZATIONS

No organization shall be formed within the Church, or use of the Church's name be permitted, without authorization of the Church Council. Organizations may be disbanded by the Church Council at any time if due cause is shown. No organization may disband except by the approval of the Church Council. Chairmen of organizations shall be members of the Church, except those organizations composed of members 18 years of age and under, provided such organizations are under the supervision of a responsible member of the Church.

ARTICLE VIII – PROPERTY RIGHTS

If the Church ceases to function and the organization is dissolved, all property, real and personal, shall revert to the Evangelical Free Church of America.

ARTICLE IX – CONSTITUTIONAL CHANGES OR AMENDMENTS

Changes or amendments to this Constitution may be made only at the Annual or Semi-Annual Business Meeting of the Church. At least two weeks notice prior to such Annual or Semi-annual Business Meeting must be given to the membership, advising them of proposed changes or amendments. A two-thirds vote of the members present at such meeting will be necessary for a Constitutional change or amendment.

ARTICLE II (PURPOSE) AND III (DOCTRINE) of this Constitution cannot be removed or revised.

(a) Shorter terms may be necessary from time to time. When such shorter terms are found necessary by the Council, specific interim shorter terms are to be proposed by the Nominating Committee, approved by the Council and presented for consideration and approval to the congregation at the next congregational meeting.