

Constitution and Bylaws

Pleasant Valley
Evangelical Free Church
1363 Homer Road
Winona, MN

March 31, 2016

CONSTITUTION

PREAMBLE

We, the members of the Pleasant Valley Evangelical Free Church, Winona, Minnesota, in order to present everyone complete in Christ Jesus (Colossians 1:28) and to carry out more effectively the commission given by our Lord to His Church (Matthew 28:19,20) do ordain and establish the following Articles to which we voluntarily submit ourselves.

ARTICLE I - NAME

The name of the corporation shall be the Pleasant Valley Evangelical Free Church of Winona, Minnesota. This name can be changed only in accordance with the laws of the State of Minnesota.

ARTICLE II - CORE VALUES

We have been made alive...

To Love God

Matthew 22:37-40//Dt. 6:4-9; John 14:15//John 15:9; 1 John 4:18-19; 2 John 1:6

To Speak the Words of God

Scripture— 2 Timothy 3:16-17; Psalm 119:105; Hebrews 4:12;

Matthew 24:35; Isaiah 55:10-11; John 12:49; Matthew 4:4; Dt. 8:1-3

Prayer— Luke 6:12; Luke 18:1; Philippians 4:6; 1 Thessalonians 5:17

Colossians 4:2; Matthew 26:41

To Grow in Christ Together

Galatians 6:2; Colossians 3:16-17; Acts 2:42-47; Acts 4:23-37

1 Thessalonians 3:12-13; 4:9-10, 18; 5:9-11; Hebrews 3:13; 10:24-25

To Abound in Good Works

Matthew 5:13-17; John 15:16; Ephesians 2:10; 1 Corinthians 15:58

To Give of Our Resources

Matthew 6:21; 2 Corinthians 8:1-9; 9:6-12; Haggai 1:2-4; Acts 4:34;

Matthew 25:14-30

To Make Disciples

Matthew 28:19-20; Mark 16:15; 2 Timothy 2:2

MISSION STATEMENT

Every Generation, Made Alive in Jesus.

ARTICLE III - STATEMENT OF FAITH

This organization's Statement of Faith shall be the same as that of the North Central District Association and the Evangelical Free Church of America, which reads as follows:

1. God

We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son, and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

2. The Bible

We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

3. The Human Condition

We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled, and renewed.

4. Jesus Christ

We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the Virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven, and sits at the right hand of God the Father as our High Priest and Advocate.

5. The Work of Christ

We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

6. The Holy Spirit

We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips, and empowers believers for Christ-like living and service.

7. The Church

We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ of which He is the Head. The true church is manifest in local churches whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

8. Christian Living

We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially and to live out our faith with care for one another, compassion toward the poor, and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the

spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

9. Christ's Return

We believe in the personal, bodily, and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service, and energetic mission.

10. Response and Eternal Destiny

We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

ARTICLE IV - MEMBERSHIP

Any person who confesses personal faith in the Lord Jesus Christ, who has the assurance of salvation, whose conduct is in accord with his confession, who supports the above Statement of Faith, and who is willing to participate in the life of the Church with faithful attendance, prayer, and material means may become a member of this corporation hereafter referred to as the Church. Membership in other churches must be relinquished in order to be a member of Pleasant Valley Church.

ARTICLE V - BUSINESS MEETINGS

There shall be business meetings as provided in the Bylaws.

ARTICLE VI - OFFICERS

The officers shall be the voting members of the Governance Board (hereafter referred to as the Board), which consists of the Senior Pastor and eight voting members, four elders and four non-elders, elected by the Active Membership. Terms shall be for four years with allowances made so that two members rotate off the Board each year.

ARTICLE VII - POWER

Section 1

This 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 Minnesota and deemed necessary to fulfill the purposes of the Church as defined in Article II: this Church shall also have the power to dispose of such real property by mortgage, deed, or otherwise. All such property shall be held in the name of the Church. The Board shall have the power to purchase and sell real estate or otherwise transfer real property of the Church, but only after having been duly authorized by the Church membership.

Section 2

In case of dissolution of the Church corporation, the title to all property, real and personal, shall be assigned to the North Central District Association of the Evangelical Free Church of America. The Church shall be considered dissolved if so decided by the corporation, or when fewer than six active members remain.

Section 3

During the existence of this Church, the ownership and control of all property shall remain with the portion of the Active Membership that adheres to the tenets and doctrines set forth in this Constitution.

Section 4

If a minority of the Active Membership of this Church shall ever secede, ownership and control of the property shall remain with the majority, subject only to the provisions of Section 3 of this Article.

ARTICLE VIII - AUTHORITY AND AFFILIATION

Section 1

The business of the church shall be conducted by the Board in association with the Active Membership as provided in the Bylaws.

Section 2

While this Church shall be a self-governing body responsible only to Jesus Christ as its Head, it also recognizes the advantages of mutual counsel and cooperation with other Evangelical Free Churches and voluntarily agrees to affiliate with and support the Evangelical Free Church of America.

ARTICLE IX - AMENDMENTS

Section 1

These Articles may be changed and altered by the Active Membership when deemed necessary. Any proposed amendment of the Articles must be submitted by the Board to the Active Membership in writing at a business meeting. Notice of such proposed amendments shall be given at least three successive weeks prior to the closing of the meeting. The text of such proposed amendments shall be available to the Active Membership in advance of the business meeting.

Section 2

At least 51% of the Active Membership constitutes a quorum. A minimum of 75% majority vote of the quorum is necessary to change the Constitution.

BYLAWS

INTRODUCTION

The Constitution, which precedes these Bylaws, contains our Church's Name, Purposes, and Statement of Faith. It states our belief as Christians in the saving grace of our Lord Jesus Christ. It is important to distinguish between our Constitution and the Bylaws that follow. The Bylaws are procedural and, thus, they contain rules and statements setting forth how the Constitution is to be carried out. It is with this intent that these Bylaws have been developed.

ARTICLE I - MEMBERSHIP

Section 1 - Qualifications:

Please see Constitution, Article IV

Section 2 - Requirements of Membership:

- A. Any qualified person may make a request for membership to a Pastor, staff member, or any member of the Board. A copy of the Constitution and Bylaws shall be given to him/her.
 - B. The applicant shall participate in membership instruction with a pastor.
 - C. Elders shall hear the personal testimony and examine the applicant for membership.
 - D. A person may become a member following six (6) months of faithful attendance.
 - E. No member shall be active in any organization whose philosophy or practices (such as oaths or rituals) are in conflict with, or contrary to, the Word of God.
 - F. A list of the names of applicants shall be made available to all Elders at least two weeks before membership is confirmed. All satisfactory candidates shall be recommended by the Elders and approved by the Governance Board
 - G. An accepted applicant shall receive an official letter from the Senior Pastor and if the new member desires, his or her acceptance as a member shall be made known to the congregation by any acceptable means, as approved by the Governance Board
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Section 3 - Application for Membership

Name _____

Address _____

Telephone _____ Date of Birth _____

Having received Jesus Christ as my Savior and Lord, and supporting Pleasant Valley's Statement of Faith, structure, and strategy, I now feel led by the Holy Spirit to unite with the Pleasant Valley Church family. In doing so, I commit to God and to the other members to do the following:

1. I Will Protect the Unity of My Church by:

- Acting in love toward others
- Refusing to gossip
- Following its leaders
(Romans 15:5, 19; I Peter 1:22; Ephesians 4:29; Hebrews 13:17)

2. I Will Share the Responsibility of My Church by:

- Praying for its growth
- Inviting the unchurched to attend
- Warmly welcoming those who visit
(I Thessalonians 1:2; Luke 14:23; Romans 15:7)

3. I Will Serve the Ministry of My Church by:

- Discovering and deploying my gifts and talents
- Being equipped to serve by my pastors and church leaders
- Developing a servant's heart
(I Peter 4:10; Ephesians 4:11-12; Philippians 2:3-4,7)

4. I Will Support the Testimony of My Church by:

- Attending faithfully
- Living a godly life
- Giving regularly
(Hebrews 10:24-25; Philippians 1:27; I Corinthians 16:2; Leviticus 27:30)

Signature in witness to the above: _____

Are you presently a member at another church? (Name and Address)

Briefly share how and when you came to know Jesus Christ as your Savior and Lord.

Briefly share how you are presently doing on your spiritual journey.

Briefly share your reasons for desiring to become a participating member at Pleasant Valley Church.

Signed _____ Date _____

Date of Elder interview _____

Date of Board Approval _____

Section 4 - Membership Status:

- A. Active Membership:** Active Membership: All who are 18 years of age and older and who meet the qualifications for membership described in Article I, Section 1 of the Bylaws are considered Active Members. Pastors, directors, and their spouses shall automatically become Active Members upon their employment by the Church. Support staff will go through the normal membership process, if they choose.

- B. Non-Resident Membership:** Active Members who permanently move a distance from the Church, making regular attendance impossible, shall automatically become Non-Resident Members. Non-Resident Members may not vote or hold office. These members are strongly encouraged to seek Church membership where they can be active. Any Non-Resident Member shall be reclassified as an Active Member if he/she resumes regular attendance and financial support. (For dismissal details, see Termination of Membership, Section 7.)

Section 5 - Conduct:

- A.** Each member is urged to undertake regular attendance at the Church services and business meetings, daily reading of the Bible, private and family devotions, personal and public testimony, and winning others to Christ.
- B.** Each member shall consider it his/her sacred duty and privilege to develop and make full use of his/her spiritual gifts for the Lord's service.
- C.** It shall be the sacred duty of parents to provide Christian instruction in the home for their children.
- D.** All members are encouraged to remember each other in prayer, to aid each other in sickness and distress, and to be courteous in speech and slow to anger.
- E.** All members are urged to pledge themselves to a systematic contribution of a portion of their income for the support of the Church according to the principles laid down in Matthew 6:19-21, I Corinthians 16:2, and II Corinthians 9:6-15.
- F.** All members are called upon to heed the admonition of the Lord: "Do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what the will of God is, that which is good and acceptable and perfect." They should be an "example in speech and conduct, in love, in faith, in purity" (I John 2:15, Romans 12:2, I Timothy 4:12). Members are expected to abstain from any act or practice that may be harmful in its influence or a stumbling block to the spiritually immature (Romans 14:13, 21).
- G.** Believers who speak in tongues shall not be excluded from the worship, fellowship, and service life of the Church. However, the Church recognizes the gift of speaking in tongues as a potentially divisive practice. Therefore, as a matter of policy, the practice of speaking in tongues and other "sign gifts" associated specifically with the "charismatic movement" will be excluded from public worship services. Other Church functions such as teaching, counseling, Church-sponsored home Bible studies, or other Church fellowship opportunities shall not become a forum for these practices. Members of the Church are asked to respect those who personally and privately exercise these practices. As each gift is for the building up of the body, may we not let the least of all the gifts disrupt the harmony in our Church. May we as a Church body work and pray without ceasing and be "diligent to preserve the unity of the Spirit in the bond of peace." (Ephesians 4:3)

Section 6 - Discipline

- A. Responsibility for Discipline:** Responsibility to discipline rests on the Church as given by the Lord Jesus Himself (Matthew 18:15-17).
- B. Reasons for Discipline:**
- 1) Any action or sustained attitude or conduct that is disobedient to the clear teachings of the Bible.

- 2) Any action or sustained attitude or conduct that tends to bring the Lord and the Church into disrepute.
- 3) Any action or sustained attitude or conduct in assembly or elsewhere that is hostile and offensive toward other members of the Church.
- 4) Any action or sustained attitude or conduct in assembly or elsewhere that sows divisiveness in the Church.
- 5) Any sustained attitude or conduct that is contrary to the qualifications and conduct prescribed for members by Section 1.

C. Process of Discipline:

- 1) If a member shall conduct himself/herself in a manner as indicated above (Section 6-B) and does not show evidence of repentance, said member shall be promptly interviewed and counseled by the Pastor or one or more of the Elders after the manner clearly indicated in the Word of God. (Matthew 18:15-17, Galatians 6:1) The restoration of the erring member(s) shall be the single purpose, and love and truth will be the sole motivating force in these interviews.
- 2) After the above initial disciplinary action (Item 1), the erring member may be restricted from holding Church offices, participating in leadership, and serving in the ministry of the Church. Any of these actions may be done upon a three-fourths vote of the Board.
- 3) If however, the member should choose to continue in his/her unrepentant condition, the member shall be deprived of Church membership. Elders would first seek information and support from those in membership that could contribute to this process. Loss of membership can be done only by consensus of the Board. Notification of the loss of membership shall be conveyed to all Active Members stating the Board action.
- 4) A former member of this Church whose membership has been discontinued may be restored to the fellowship of this Church upon confession of error, true repentance and/or restitution, and profession of faith to the Elders, who will make recommendation to the Church by way of Section 2-G of this Article.

Section 7 - Termination of Membership

A. Withdrawal: A member may withdraw membership by stating such a desire in a letter to the Board. A member in good standing may obtain a letter of recommendation when moving to another locality.

B. Dismissal:

- 1) *Active Member:* Any person not actively involved in the Church for one year and from whom the Church has received no communication or support may be dropped from the roll by a vote of the Board after which he/she will be notified by letter.
- 2) *Non-Resident Member:* Any Non-Resident Member who has neglected to annually notify the Board as to continued interest in the Church's ministry may be dropped from the membership roll by a vote of the Board after which he/she will be notified by letter.

C. Discipline: See Article I, Section 6-B

Section 8 - Property Rights

- A.** Any Active Member shall lose all rights of the Church and rights in any of the property thereof when he/she ceases to be an Active Member as a result of moving from the Winona area, dismissal, withdrawal, discipline, or death.
- B.** The private property of the individual members of the Church shall be exempt from corporate debt.

Section 9 - Voting Rights

- A.** Each Active Member of the Church shall be entitled to one vote on all official business decisions.
- B.** Members may request absentee ballots in the case of an unavoidable absence from a business meeting or take advantage of alternate voting procedures (Article IV, C, 3). It shall be the member's responsibility to notify the office and request an absentee ballot. All ballots must be available to the Board before the meeting.

ARTICLE II - PASTOR(S)

Introduction

In order to fulfill its stated purposes, this Church shall call and support pastors who shall devote themselves to the teaching and preaching of God's Word, to the care of the spiritual welfare to the Church, and to leading and overseeing the entire work of the Church.

A. Senior Pastor Qualifications

The Senior Pastor's qualifications are the same as those for an Elder (I Tim. 3:1-7; Titus 1:5-9); in addition, he must demonstrate a call from God as pastor-teacher (Ephesians 4:11-12). He must agree wholeheartedly with the Church's doctrinal statement, having a special commitment to the Evangelical Free Church's spirit of "in fundamentals unity, in non-essentials liberty, and in all things charity." He must consent to minister under the Constitution, Bylaws, Guiding Principles, and existing policies of the Church. The Senior Pastor must also demonstrate a positive, creative, and balanced view toward the ministry of the Church in its worship, fellowship, instruction, and evangelism. He must be willing to work in a team alongside pastoral and lay leaders with responsibility to direct the pastoral staff, execute the mission of the church, and oversee all church operations as described in the *Guiding Principles* document.

B. Pastoral Staff Qualifications

The pastoral staff qualifications are the same as those for Elders (I Tim. 3:1-7; Titus 1:5-9); in addition, they must demonstrate a call from God to vocational ministry. They must agree wholeheartedly with the Church's doctrinal statement, having a special commitment to the Evangelical Free Church's spirit of "in fundamentals unity, in non-essentials liberty, and in all things charity." They must be willing to work in a team alongside pastoral and lay leaders and be willing to work under the direction of the Senior Pastor. They must consent to minister under the Constitution, Bylaws, Governing Principles, and existing policies of the Church and demonstrate a positive, creative, and balanced view toward the ministry of the church in its worship, fellowship, instruction, and evangelism.

C. Areas of Liberty

- 1) *Doctrine*: The Pastors have the liberty to teach their own personal convictions on areas of doctrine that are not out of harmony with the Church's Statement of Faith. At the same time, the Pastors must use great wisdom not to major on areas of disagreement among evangelical believers by repeatedly imposing their own views on such things as eternal security, tongues, rapture/tribulation, divorce and remarriage, dispensationalism, and translations of the Bible. These and other areas of Biblical teaching are not agreed upon by all who would qualify as members of our Church and, therefore, much "liberty" in these areas must be maintained so that all positions are respected in the Church. The Pastors must remember that all areas of difference are occasions for satanic division in the Body of Christ. Other pastor staff must be careful not to undermine the preaching/teaching ministry of the Senior Pastor.
- 2) *Practice*: The Pastors have liberty in practices such as performing marriages and funerals. They may only use the church facilities as permitted by the policies of the Church.

D. Authority

A Pastor is appointed by the Lord Jesus Christ as an undershepherd of part of His Church and, therefore, he must lead as one who will give a personal account of his ministry and the souls of those in his charge (Hebrews 13:17). Though his appointment is by the Lord Jesus Christ, his appointment to this Church is confirmed by the Holy Spirit through the call of the Active Membership and the faithfulness and fruitfulness of his ministry. All pastoral staff shall be responsible to the Senior Pastor who shall be responsible to the Board. Only the Senior Pastor shall be a voting member of the Governance Board. The Senior Pastor's authority and limitations shall be those described in the *Guiding Principles* document.

E. Discipline

The Elders will hear only those accusations against a Senior Pastor that are confirmed by at least two Active Members (Matthew 18:15-17). If, in the judgment of the Elders, the Pastor has committed a specific accused offense, they shall appropriately counsel him. If the offense is of such magnitude that the Pastor ought to be removed from his position as Pastor, the Elders will recommend to the Board that the Pastor be asked to resign and, if he resigns, they will give a verbal explanation to the Active Membership at a specially called business meeting. If the Pastor refuses to resign at the Board's request, they will recommend to the Active Membership that the Pastor be removed from office and will present to the Active Membership the reasons for their recommendation. At that meeting, the Pastor may defend himself against the accusations. The specially called business meeting will be for Active Members only; all Active Members must be contacted by mail at least two weeks before the meeting and must be informed as to the nature of the meeting. At least 51% of the Active Membership must be present; at least a 75% vote of those present is necessary for the Church to approve the Board's recommendation. The vote must be by secret ballot.

If the Pastor is so disciplined, he will be removed from office immediately. There is no other procedure to bring discipline against the Pastor. However, if the Elders hear an accusation against the Pastor and they are either undecided about or not convinced of its truthfulness, they should seek the assistance of the North Central District (EFCA) or other appropriate help. If the Elders determine that an accusation against a Pastor is false, they will counsel the false accuser appropriately. If the accuser confesses his sin to the Pastor in the presence of the Elders, the matter will be resolved. If, however, the accuser is not repentant, the Elders shall recommend to the Governance Board that the accuser be dropped from the Membership roll. A two thirds vote of the Governance Board is required to terminate the accuser's membership.

F. Calling a Senior Pastor

If the Governance Board finds it necessary, a Pastoral Calling Committee will be established. This committee, whose numbers shall be determined by the Board, will be made up of members from the Board and other Active Members appointed by the Board. The committee will contact the Superintendent of the North Central District Association of the Evangelical Free Church of America and convey the Church's need for pastoral candidates. With assistance from the District Superintendent and other individuals, the committee will develop a list of potential pastoral candidates. The committee will narrow the field to a small number of potential candidates. After prayerful consideration, the committee will determine an active candidate. (The Active Membership will be notified at least two weeks before any candidate comes to the Church for this candidating experience.) This candidate will spend time with church members and deliver a candidating message. The committee will make its decision whether or not to recommend the candidate to the Active Membership. If the decision is to recommend the candidate, a special business meeting will be scheduled for the week following the candidate's visit to the Church. At that time, the Active Membership, with at least 51% voting, will vote on the candidate by secret ballot. At least a 75% affirmative vote is necessary for the Church to extend a call to the candidate. Whatever the outcome of the vote, the committee will send an appropriate letter to the candidate informing him of the Church's decision. If a call is extended to the candidate, the letter will include the accurate vote on the first ballot. The Pastor will receive a written notice stating his salary, benefits, time for vacation, and other pertinent information and will be asked to reply to the call by an appropriate time. If the candidate accepts the call, he will be urged to begin his ministry at the Church at the earliest possible date. The call will be for the Pastor to come for an indefinite period of time unless otherwise mutually agreed upon.

G. Calling Pastoral Staff or Hiring Any Staff Member.

The decision to call pastoral staff or hire a staff member is at the discretion of the Senior Pastor in compliance with budgetary constraints.

H. Severing Senior Pastor - Church Ties

- 1) *By a Pastor's Resignation:* The Pastor shall submit a letter of resignation to the Board Chairman. The resignation shall then be read at a public service. Active members will also be advised of the Pastor's resignation following his public announcement. The Pastor will be allowed to leave his office as soon as is mutually agreed upon between the Board and him. At all times, the Pastor must keep the dignity of his call and the importance of the ministry of the Church in mind as he determines when and how to submit his resignation.
- 2) *By the Active Membership's Request:* Such a request shall be made only after 26% of the Active Membership shall submit to the Board their recommendation that a Pastor be asked to resign. After stating their reasons to the Board, the Board shall vote on their recommendation. A simple majority vote by all Board members present is necessary for the Board to recommend to the Pastor that he resign. If the Pastor does not then resign, the Board shall recommend at a specially called business meeting that the Pastor be released from his position. A 51% quorum of all active members and a 75% majority of all present in favor of the Board's recommendation are necessary in order to release the Pastor from his office. The Pastor will be immediately removed from office. The membership should seek to do all of this with love and respect for the Pastor and his family, remembering that God will bring all that is done into account.

- 3) *By Discipline for Sin:* The accusation will be handled according to the process outlined in Article II, E of these Bylaws.
- 4) *By Board Request Due to Unsatisfactory Performance of Pastoral Duties:* The Pastor will be notified of deficiencies in writing and given a reasonable time to make corrections. If the deficiencies are not corrected, a 75% majority vote by all Board members present (excluding the Senior Pastor) is necessary for the Board to recommend to the Pastor that he resign. If the Pastor does not then resign, the Board shall recommend at a specially called business meeting that the Pastor be released from his position. A 51% quorum of all active members and a 75% majority of all present in favor of the Board's recommendation are necessary in order to release the Pastor from his office. The Pastor will be immediately removed from office. The membership should seek to do all of this with love and respect for the Pastor and his family, remembering that God will bring all that is done into account.

ARTICLE III - BOARD ORGANIZATION

A. Governance Board

The Governance Board, on behalf of the PVC community, is accountable to see that God is glorified in all that it does. The Board, through the leadership of the Senior Pastor and Board Chair, will seek to (1) achieve the fulfillment of its Mission Principles and (2) avoid any violation of its Executive Boundaries and Bylaws.

B. Board Mandate

The Board will govern biblically with an emphasis on (a) an outward focus rather than on an internal preoccupation; (b) collective rather than individual decisions, while permitting the expression of individual viewpoints; (c) strategic leadership more than administrative detail; (d) clear distinction of Board and staff roles; (e) future rather than on the past or present, and (f) being proactive rather than reactive.

Accordingly:

1. The Board will cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing.
2. The Board will be the initiator of policy, not merely a reactor to staff initiatives. The Board will also direct, control, and inspire the organization through the careful interpretation of biblical mandates and the organization's values and perspectives. The Board's major policy focus will be on long-term impacts.
3. The Board will enforce upon itself discipline, when needed, to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect of roles, and ensuring the continuance of governance capability.
4. Continual Board development will include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement. The Board will evaluate its own performance at least annually by comparing its activities and processes as defined in the Guiding Principles document. Although the Board can revise its governance process policies at any time, it will observe those currently in force.

C. Responsibilities: The responsibilities of the Board are as described in the *Guiding Principles* document.

D. Organization:

- 1) **Members:** Senior Pastor, Secretary (non-voting), and eight additional members to meet the needs of the Church, as determined by the Board, all of whom have the qualifications as described in the *Guiding Principles*.
- 2) **Elections and Term of Office:** Board members shall be elected by the Active Membership for a 4-year term, with a minimum of one year between terms. Any vacancies between elections will be filled by Board appointment. The Board shall elect its own officers. Board candidates must be Active Members of the Church for at least three months and shall have shown themselves faithful in other ministry responsibilities.
- 3) **Meetings:** To be held monthly and whenever called by the Board Chair.
- 4) The Board is responsible to the Active Membership.

ARTICLE IV - BOARD ELECTIONS

A. Time: Elections shall be held in the last month of the fiscal year.

B. Voting Privileges: Only Active Members of the Church as defined in this Constitution and Bylaws shall be eligible to vote. Only one vote per member is permitted. No proxy voting will be allowed. A simple majority vote of those members voting shall be sufficient to decide any question presented unless otherwise stated or provided by the Bylaws.

C. Procedure:

- 1) Any Active Member may submit names of potential candidates for the Board through January 15th of each year.
- 2) The Board will approve the candidates and present their names to the Active Membership at least one month prior to the end of the fiscal year.
- 3) Active Members may cast ballots for all questions presented in any current voting method, including absentee ballots. All voting methods will be made known to them prior to the election.
- 4) Once a vote is received, regardless of the method chosen, a member will be unable to vote again.
- 5) Tellers for the counting of the ballots and the reporting of the results shall be appointed by the chairperson and will ensure procedures to protect the integrity of the vote are in place.

D. Vacancies and Succession to Positions

- 1) During the year, vacancies occurring in the Board may be filled for the un-expired term as stated elsewhere in the Bylaws.
- 2) Resignations of elected positions shall be submitted in writing and sent to the Board Chair. Such resignations shall be effective upon the date specified in the resignation.
- 3) Any person who shall fail to faithfully discharge the duties pertaining to his/her position for a period of six (6) months, thereby, automatically vacates said position. The Church membership at a duly called business meeting has the power, for good and sufficient cause, to remove any person from his/her office.

E. Upon approval of this document, provisions for start-up terms are listed in Article VI of the Constitution.

ARTICLE V - SERVICES, MEETINGS AND RULES OF ORDER

A. Services

- 1) Worship services shall regularly be conducted on the Lord's Day.
- 2) Communion services shall be conducted on the first Sunday of each month or at such times as may be determined by the Senior Pastor.
- 3) Baptismal services shall be conducted regularly as is decided by the Senior Pastor.
- 4) Other services may be held as decided by the Senior Pastor.

B. Business Meetings

- 1) All business meetings are open unless otherwise stated by the Board. The fiscal year shall begin on April 1 and end on March 31.
- 2) Approval of the annual budget and election of Board members will occur as stated above and shall take effect on the first day of the new fiscal year.
- 3) Special Meetings:
 - a. May be called at the discretion of the Board or by 10% of the Active Membership submitting a petition to the Board Chair.
 - b. Notice of special business meetings shall be given to all Active Members at least three days prior to the date of meeting.

C. Rules of Order

- 1) The Board Chair or his/her appointee shall preside at all specially called business meetings.
- 2) In order to conduct business, a quorum of 51% of the Active Membership must vote by the end of the voting time frame of a specially called business meeting.
- 3) All matters shall be determined by simple majority vote of those members by secret ballot except when otherwise specified in these Bylaws, or by the decision of the Church. A blank ballot shall be an abstaining vote.

ARTICLE VI - AUXILIARY ORGANIZATIONS

No organization shall be formed within or considered to be a part of the Church's activities until the sponsors have submitted their plans to the Senior Pastor and been approved by him.

ARTICLE VII - AMENDMENTS

- A. These Bylaws may be altered or amended by a 75% majority vote of 51% of all the current Active Members by the end of the voting time frame of a properly called business meeting of the Church. (See Article V, B/C above)
- B. The Board shall present proposed changes in written form to each Active Member at least three weeks prior to the closing of such meeting.