



Approved 11-20-2011

CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE I. STATEMENT OF FAITH

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.

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.

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.

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

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.

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.

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.

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.

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.

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.

Scripture references available upon request.

ARTICLE II. OUR CORE VALUES

Based on what the Bible teaches, we feel very strongly about and have adopted the following eight core values, which we intend for all members to put into practice:

1. The Bible:

We believe that God's Word is the final authority and standard for every believer's life, and that biblical teaching causes transformation in individuals' lives and in the church. (Romans 12:7; 2 Timothy 3:16-17; James 1:23-25)

2. Lost People:

We believe that lost people matter to God, and therefore, ought to matter to the church. Evangelism is an imperative for the church and every believer. (Luke 5:30-32; Luke 15; Matthew 18:14)

3. Our Church Family:

We value our church family and the support it provides. As part of a family, we help to mature one another, serve one another, and caution one another. We believe that loving relationships should permeate every aspect of church life. This includes the ideas of love-driven ministry, ministry accomplished in teams, and relationship building. (1 Corinthians 13; Nehemiah 3; Luke 10:1; John 13:34-35)

4. Volunteers:

We believe that a church should operate as a unified community of servants with men and women using their spiritual gifts. We value the volunteers who partner with us in ministry and are excited to witness the transformation in their lives as they fulfill the unique purpose God has for them. This includes the desire to equip every believer to serve with their spiritual gifts and ministry callings. (1 Corinthians 12 and 14; Romans 12; Ephesians 4; Psalm 133:1)

5. Spiritual Maturity:

We believe that Christians should manifest authenticity and yearn for continuous spiritual growth. We also believe that the pursuit of full devotion to Christ and His cause is normal for every believer. This includes spiritual disciplines such as prayer, worship, Bible study, fellowship, stewardship, servanthood, and the pursuit of Kingdom goals. (Ephesians 4:25-26,32; Hebrews 12:1; Philippians 1:6; 1 Kings 11:4; Philippians 2:1-11; 2 Corinthians 8:7)

6. Servant Leadership:

We believe that churches should be led by men and women with leadership gifts and a servant's heart. Whether serving as a paid staff member or a volunteer, no greater value or esteem is given to an individual. (Nehemiah 1 and 2; Romans 12:8; Acts 6:2-5)

7. Cultural Relevance:

We believe that the church should be culturally relevant while remaining doctrinally pure. This includes the idea of sensitively relating the gospel to our culture through everything we do. We want to relate to our community in such a way that they understand who God is and how to have a relationship with Him. (1 Corinthians 9:19-23)

8. Excellence in Everything:

We believe that excellence honors God and inspires people. We are not called to be perfect in everything we do, but we are called to give our best to God. This includes the concepts of evaluation, critical review, intensity, and excellence. (Colossians 3:17; Malachi 1:6-14; Proverbs 27:17)

ARTICLE III. PURPOSE

The purpose of this church is, and shall be, to move people to deeper spiritual commitments through the preaching of the Word of God to the mutual edification, instruction and discipline of its members and other believers; helping the lost come to know Christ personally; helping young Christians develop in their spiritual maturity; instructing our children in the Word of God; and furthering the cause of Christ on the mission fields in our community, our region, and the world.

ARTICLE IV. AFFILIATION

Southwest Community Church is affiliated with the Evangelical Free Church of America, and as such, has the freedom under the guidance of the Holy Spirit to govern its own affairs in accordance with both the mind of Christ and the Word of God. This church shall cooperate with the EFCA and its regional arm, EFCA West, by sending delegates to conferences, supporting home and foreign missions, and uniting in any mutual effort for the furtherance of the gospel as the church itself may officially decide.

Persons desiring membership in this church will be required to accept the statement of faith, agree to be governed in church affiliation by this Constitution and Bylaws, and so indicate by affixing their signature to the membership covenant.

ARTICLE V. CHURCH GOVERNMENT

A. Congregation:

Ultimate authority in the church is vested in the congregation, consisting of all voting members. The collective membership in a duly called meeting is the highest authority, under Christ, in the local church, exhibiting both a willingness to be scripturally accountable to the elected leadership and encouraging elected leadership to be mutually accountable to them as the ultimate authority in the local context. Moreover, members and leaders unitedly subscribe to a relationship covenant based on Matthew 18, giving priority to biblical patterns of conflict resolution and exercising biblical discipline within the context of Christian love and cultural sensitivity.

Congregationalism is that form of government wherein the highest authority under Christ in a local church resides in the corporate understanding of the mind of Christ and in which a realistic process and reasonable opportunity exists by which that understanding is determined and carried out, especially as it affects such matters as:

1. Selection or appointment of the principal governing board (elder, deacon, directors, etc.)
2. Selection or termination of the Lead Pastor
3. Approval or alteration of constitution/bylaws
4. Approval of an annual church budget
5. Approval of any major purchase or dissolution

B. Elder Board:

A Board of Elders, made up of men who meet the biblical qualifications of an elder, (1 Timothy 3, Titus 1) shall be the highest authority under the congregation and shall govern the church between congregational meetings.

According to the Scripture, their role is one of oversight and shepherding (Acts 20:28, 1 Peter 5:2-5). They shall protect the church from destructive influences, monitor the spiritual health of the church, confront wrongdoing, guard the doctrine and values of the church, and ensure that the pastoral staff is leading/pastoring the church in a good and godly way.

C. Finance Committee:

The Finance Committee is appointed by and works under the direction of the Elder Board. Their specific duties involve overseeing the financial operation of the church, consideration of and decisions regarding financial matters, establishing a proposed budget for recommendation to and consideration by the Elders for approval by the congregation, recommending compensation packages and annual salary adjustments for all staff members, and to serve as the annual audit committee of the church, making reports to the Elder Board as necessary or requested.

D. Executive Management Team:

The Executive Management Team is comprised of the Lead Pastor and all Executive Pastors on staff. These pastors will direct the various ministries under their supervision, recruit support staff and fill vacant positions as authorized by the Elder Board. They will also make recommendations to the Finance Committee, Elder Board and Congregation as appropriate on all matters affecting the various ministries of the church.

ARTICLE VI. FISCAL YEAR AND ANNUAL MEETING

The fiscal year of Southwest Community Church will be from January 1 to December 31. The annual meeting of the congregation shall be in November. The purpose of the meeting is vision casting, the presentation of financial and audit reports, and the proposed budget for the year, and the election of Elders. Other meetings may be called as needed per the bylaws of the church.

ARTICLE VII. MEMBERSHIP

Southwest Community Church invites all individuals who desire membership status to attend the Christian Life and Service Seminar (CLASS 101) where they will learn about the requirements and expectations for members of our church. Members must have received Jesus Christ as their personal Lord and Savior, be baptized, agree with the church's statement of faith, and agree to support the vision, strategy and structure of the church. Each member must sign the membership covenant where they pledge to protect the unity of the church, encourage the growth of the church, serve the church family, support the testimony of the church and be affirmed as a member by vote of the Elder Board. More specific details regarding membership are included in the bylaws of the church.

ARTICLE VIII. PROPERTY RIGHTS

The church shall have power to buy, encumber and sell real property in its own name. If a division occurs in the church, the name and all property shall be retained by those adhering to the constitution. If the church ceases to function and its organization is dissolved, the property shall automatically become the property of the EFCA West Regional District.

ARTICLE IX. PRINCIPAL OFFICE

The principal office for the transaction of business of the Southwest Community Church shall be initially located at 77-701 Fred Waring Drive, Indian Wells, CA, 92210. The church, by appropriate action, shall have authority to change said principal office from one location to another within Riverside County.



ARTICLE X. CORPORATE SEAL

The corporate seal shall be circular in form and shall contain the name of the corporation and the date and state of incorporation.

ARTICLE XI. AMENDMENTS

Amendments to this constitution may be made at any annual business meeting of the congregation by three fourths (3/4) of the votes cast after the proposed amendment(s) has been presented in written form at least 30 days prior to meeting in which the amendment(s) is to be voted on. Voting shall be by secret ballot unless waived by majority vote of members present. Article I, our Statement of Faith, is required for affiliation with the Evangelical Free Church of America. As such, it cannot be revised unless the revision is duly approved and adopted by the Denomination at the national level.

“Written form” is defined as any complete presentation in writing that includes an entry in or insert to the Worship Folder, email notices to all members with an email listing in the data base, announcements made from the pulpit or platform that accompany such written presentations during each worship service in the 30 days prior to the meeting where the vote will be taken, and notices posted on the Web site. This definition will specifically remove the requirement and expense of making such notifications via the U.S. Mail service.

ARTICLE XII. POSITION STATEMENTS

The Lead Pastor and Board of Elders may, from time to time, produce position papers on doctrine, theology, church discipline or other ecclesiastical matters. The position papers shall be entitled “Position Statements,” and a copy shall be made available, without charge, to members.

BYLAWS

ARTICLE I – MEMBERSHIP

SECTION 1. REQUIREMENTS FOR MEMBERSHIP

Southwest Community Church invites all individuals who desire membership status to attend CLASS 101 where they will learn about the requirements and expectations for members of our church. Members must have completed CLASS 101, signed the membership covenant, received Jesus Christ as their personal Lord and Savior, have been baptized, agree with the church’s statement of faith, and agree to support the vision, strategy and structure of the church.

Following the CLASS 101 training session, each person desiring to become a member of the church must sign the membership covenant where they pledge to do the following:

1. Protect the unity of the church by:
 - a. Acting in love toward other members
 - b. Refusing to gossip
 - c. Following the leaders of the church
2. Encourage the growth of the church by:
 - a. Praying for its growth
 - b. Inviting the unchurched to attend Southwest Community Church
 - c. Warmly welcoming those who visit our church
3. Serve the church family by:
 - a. Discovering their individual gifts and talents
 - b. Being equipped by the pastors to serve in the church
 - c. Developing a servant's heart personally
4. Support the testimony of the church by:
 - a. Attending church faithfully
 - b. Living a godly life
 - c. Giving (tithes and offerings) regularly to support the church financially
5. Prospective members must also be affirmed by the Elder Board to become a member. More specific information regarding membership can be learned by attending a CLASS 101 training session or contacting a member of our staff or Elder Board.

NOTE: Dual membership for individuals who live within Riverside County is not permitted.

SECTION 2. QUALIFICATIONS

All members of this fellowship must have, by faith, received Jesus Christ as their personal Savior (John 1:12; Romans 10:9-10) and must have been baptized (Matthew 28:19-20; Acts 18:8; 1 John 2:3). Each member is also expected to conduct his life according to the standard set forth in the Scriptures. Such conduct includes moral purity (1 Corinthians 6:18-20; 1 Thessalonians 4:1-7), personal honesty (Ephesians 4:25) and biblical fidelity (Jude 20-21; 2 Timothy 3:14-17). Their lives are to be consistent examples of authentic Christianity as they walk in the light (1 John 1:6-9), emulating the character of Christ by the power of the Holy Spirit (Galatians 5:22-23; Ephesians 5:15-21; 2 Peter 1:5-8).

SECTION 3. PROCEDURE FOR MEMBERSHIP

1. Each person desiring membership shall complete CLASS 101.
2. They must have received the believer's baptism. All baptisms performed by our church will be by immersion unless there is a medical or physical condition that makes baptism by immersion impractical.

3. Each person desiring membership shall present a written description of their testimony, articulating how they came to Christ. Some individuals may also be asked to participate in a personal or group interview conducted by the pastors, Elder Board members, or their designee(s) to confirm their written statement of faith. The purpose of these written statements and interviews is to confirm the individual testimonies of personal faith in Christ (Romans 10:9-10). Exceptions to this requirement may be granted with the approval of the Elder Board.
4. They must sign the membership covenant.
5. Individuals who meet requirements for membership as stated above shall be presented for membership to the Elder Board at any of their regularly scheduled meetings.

NOTE: Approved members will receive a letter approving their membership and they will be presented to acknowledge their status as a member at a subsequent CLASS Training Session.

SECTION 4. ASSOCIATE MEMBERSHIP

If desired, an applicant may elect associate membership, which has full voting rights. This is appropriate for someone who desires to teach or hold some other position that requires membership, but who wishes to keep primary membership in another church, due to having their primary residence out of the Riverside County.

Prospective associate members shall meet all criteria and be accepted into membership on the same basis as regular members.

SECTION 5. DISCIPLINE OF MEMBERS

All members of this fellowship are expected to continue to meet the membership requirements stated in Bylaw Article I, Section 1. Should any members willfully depart from this scriptural standard and engage in conduct which conflicts with biblical principals of holiness, the procedure set forth in Matthew 18:15-16 shall be followed for the purpose of leading the erring individual to repentance and, ultimately, to full restoration. This shall be done in a spirit of humility and gentleness (Galatians 6:1) as well as loving honesty (Ephesians 4:25). If, after these steps of reproof are taken, there is no repentance, one of the pastors with at least one elder shall confront, counsel and pray with the person. Should there still be no evidence of repentance, the Elders may report the facts prompting the disciplinary action to the congregation in a regular or special meeting for the errant member to be removed from the membership and fellowship of this church (Matthew 18:17; 1 Corinthians 5:11; 2 Thessalonians 3:14-15).

A. The process for accomplishing disciplinary action will be as follows:

1. Grounds:

Discipline is an exercise of scriptural authority for which the church is responsible. (Matthew 16:19; 18:15-20; Luke 17:3; John 20:23; Acts 16:4; Ephesians 5:11; 1 Timothy 5:20; 2 Timothy 4:2; Hebrews 13:17). The purpose of discipline is to promote repentance and restoration through exposing sinful behavior. It is to be redemptive in nature as well as corrective. Any member of the congregation is subject to discipline on the basis of unscriptural conduct or doctrinal departure from the tenets of faith of our church, as determined in the sole discretion of the Elder Board of our church. The discipline of ministers who hold credentials with this church or the Evangelical Free Church of America (EFCA) denomination is administered at the sole discretion of the current Elder Board members of our church or with them working in concert and agreement with the local District or National office(s) of the EFCA.

2. Procedure:

The congregation will follow the disciplinary procedure set forth in Matthew 18:15-20. This procedure consists generally of the following steps:

- a. Consistent with Matthew 18, attempts to resolve the matter of sin by personal contact by any individual in the congregation who desires to address and correct the errant behavior through appropriate confession and repentance.
- b. Should those private attempts be unsuccessful, the person attempting to address the errant behavior should take one or two people with them to attempt again to address the issues of sin, hoping to achieve appropriate confession and repentance.
- c. Should that second effort also fail, the individuals involved should take the concern to the pastoral staff for additional action. The pastor(s) or designated member(s) of the Elder Board will then discuss the charges with the member in an effort to resolve the matter privately.
- d. If the first step does not resolve the matter, then the member shall meet with the pastor(s) and Elder Board or with a designated committee of the Executive Management Team and Elder Board in an effort to resolve the matter privately.
- e. If these two steps do not resolve the matter, then the Elder Board may submit the matter to the membership of the church in a special business meeting called for this purpose or at the annual congregational meeting. Only active voting members of the church shall be permitted to attend the meeting or portion of the annual meeting where the issue(s) of discipline are being discussed and the decision of the Elders is being presented. The decision of the Elder Board shall be final. A member found guilty of biblical misconduct may be dismissed from membership in the church (Matthew 18:17). However, lesser disciplinary sanctions may be imposed as appropriate, depending on the circumstances of each case and as decided by the Elder Board.

B. Resignations:

Members who are involved in the disciplinary process or who find themselves under discipline of the Elder Board forfeit and waive the right to resign from membership in this church. Resignations from membership are possible only by those members who are in good standing and who are not under or involved in any pending disciplinary process or action at the time of the resignation.

SECTION 6. TERMINATION OF MEMBERSHIP

Any member who no longer meets the qualifications in Bylaw Article I, Section 1 and refuses to respond appropriately to discipline as outlined in Bylaw Article I, Section 5 shall have their membership terminated. Such termination shall be the decision of the Elder Board after due consideration. The reason for the termination shall be stated in a pastoral letter to the terminated member, sent by certified mail, return receipt requested. The congregation shall be advised of the decision of the Elders to terminate the membership of the individual during a regular or special meeting of the congregation.

Any member in good standing and not currently involved in a disciplinary action or under discipline may voluntarily withdraw their membership by written notice to the Elder Board unless they are actively involved in a disciplinary process.

Membership in the church may terminate in four ways:

1. By death.
2. By exclusion. It is right and in harmony with the Scriptures to exclude from the fellowship of this church any person who holds false and heretical doctrine, who lives in a way that is not consistent with their profession of Christianity (Galatians 1:8,9), who violates the law of public morals or walks disorderly (2 Thessalonians 3:6,11; I Corinthians 5:11), or any person who would disturb the unity and peace of this church.
3. By dismissal. It will be the policy of this church to issue letters of dismissal or transfer, only upon request of the church with which the member is uniting. A member's name may be dropped from the roll of this church upon the request of such member.
4. By inactivity or errant behavior. Any member who fails to attend and/or show interest for a period of six months will be placed on an inactive status. The individual shall be contacted and notified of their apparent failure in Christian duty. Unless renewed interest is shown, the individual's name shall be removed from the church roll at the end of one year's inactive status.

Any member who demonstrates a factious behavior or lack of concern for the best interest of the ministry of the church as determined by the Elder Board and pastors and does not respond appropriately to written inquiry from the church shall have their membership terminated by the Elder Board.

SECTION 7. RESTORATION AFTER TERMINATION OF MEMBERSHIP

Any person who has been excluded from membership in this church may be restored to membership by a vote of the Elder Board, upon evidence of the individual's repentance and restoration. The Elders would then report to the congregation that membership has been restored for that individual.

SECTION 8. MEMBERSHIP REQUIREMENT FOR LEADERSHIP

1. Regular church membership shall be required for all leadership positions within the church or its organizations unless otherwise determined by the Elder Board.
2. Exceptions may be made for committees requiring special (technical) expertise with the approval of the Elder Board.
3. The teaching ministries of the church may make short-term exceptions within its area of responsibility with the approval of the Executive Management Team. These exceptions shall be reevaluated annually.

SECTION 9. MEMBERSHIP RECORDS

Oversight of the membership record shall be the responsibility of the Elder Board secretary/treasurer or their designee.

SECTION 10. WORSHIP MEETINGS

The church shall meet regularly for weekend services and at such other times as the elders and pastors shall decide for worship, prayer, and preaching the Word of God.

ARTICLE II – GOVERNANCE

SECTION 1. THE MEMBERS

The government of this church, under the leadership of the Holy Spirit, is vested in the body of believers who compose it, hereafter referred to in these bylaws as "members," whose majority vote of the voting members present at any convened meeting shall be final, unless the vote of a greater number is required by law or these bylaws. The authority of the pastors, elders, officers, and committees is derived from the articles of these bylaws, or by resolution of the members at a duly called business meeting.

SECTION 2. VOTING MEMBERS

Voting members shall be limited to those regular and associate members who are eighteen years old or older.

SECTION 3. BUSINESS MEETINGS OF THE MEMBERS

A. Quorum:

A quorum shall consist of those voting members present at any regular or special business meeting. There will be no votes allowed by absentee ballot.

B. Place:

All business meetings of the members shall be held at Southwest Community Church unless otherwise specified in the notice.

C. Time:

There shall be an annual business meeting of the members in November, called in the manner prescribed for special business meetings of the members.

D. Special business meetings:

Special business meetings of the members shall be called upon the notice from the Board of Elders or upon written request of ten percent (10%) of the voting members. Announcement and purpose of said meeting shall be given from the platform and in the church bulletin on at least two weekends of services immediately preceding said meeting. No question may be voted upon unless stated in the notice of such meeting or approved by the majority of members present at the meeting. If and when a meeting shall concern the sale or purchase of real property, or the call or dismissal of a Lead Pastor, notice in writing shall be given each voting member in addition to the foregoing.

E. Conduct of Business:

1. The majority vote of members present and voting shall prevail unless the vote of a greater number is required by law or these bylaws.
 2. The agenda of all business meetings of the members shall include the following: opening and closing prayer, proof of notice of meeting, disposition of business for which meeting was called, reports and elections as required by these bylaws.
 3. In all business meetings the chairman of the elders shall preside, and in the chairman's absence, the vice chairman, and if both be absent, a chairman shall be appointed by the elders.
 4. In the transaction of business, the latest edition of Robert's Rules of Order, Revised shall be used in all cases not covered by these bylaws.
- F. Voting: Unless a motion is made concerning the method of voting, the chairman of the meeting shall determine the method, except that the following shall be by secret ballot: the appointment or removal of elders, purchase, sale, encumbrance, or transfer of real or personal property, the calling or dismissal of a Lead Pastor. The requirement of secret ballot in these situations may be waived by majority vote of members present.

SECTION 4. PASTORS

A. Qualifications:

All pastors are considered members of Southwest Community Church and shall meet the qualifications as found in 1 Timothy 3 and Titus 1.

B. Duties:

1. The Lead Pastor shall cast the vision for the overall ministries of the church, shall work with the Elders to set the direction for the church in order to accomplish the overall vision, shall watch over the spiritual life of this church, preach and teach the Word, administer the ordinances and have charge of the worship services. The Lead Pastor must strive to teach and lead by word and example, and must stress both the understanding and application of God's truth.
2. The Lead Pastor shall shepherd the membership of this church, strive to present every man perfect in Christ Jesus, reconcile so far as possible all differences known to be affecting the operation of the church, and give counsel and comfort to the poor, the sick and afflicted. The Lead Pastor shall oversee the duties of all staff personnel and

shall be a voting member of the Board of Elders and an ex officio voting member of all other committees.

3. Executive Pastors:

The Executive Pastors are responsible to and shall assist the Lead Pastor in accomplishing other duties as directed. In the absence of the Lead Pastor or the vacancy in that position, the Executive Pastors shall perform the duties of the Lead Pastor as directed by the elders. The Executive Pastors will typically have the responsibility to oversee or direct an area of ministry or a department within the church. All Executive Pastors will serve as members of the Executive Management Team.
 4. The Executive Pastors will assist the Lead Pastor in the administration of all worship services and ordinances as needed. They will ensure the provision for pulpit supply in the absence of the Lead Pastor or in the event the Lead Pastor position is vacant. They will take full charge of all worship services not conducted by the Lead Pastor, cooperate with the Lead Pastor in the shepherding of the membership of this church, strive to present every man perfect in Christ Jesus, reconcile so far as possible all differences known to be affecting the operation of the church, and give counsel and comfort to the poor, the sick and afflicted. They will keep order in the assemblies of the members, supervise and administer the programs and ministries of the church, and determine the use of the facilities of this church for all extra or secular purposes.
 5. Pastors:

Pastors will serve as ministry leaders under the direction of an Executive Pastor on staff. They shall perform their duties as directed by their Executive Pastor or department head. Pastors will not be part of the Executive Management Team.
- C. Call and termination of a Lead Pastor:
1. A Lead Pastor candidate shall be considered only after he has subscribed in writing to the doctrinal statement and bylaws of this church. He shall be recommended to the members by 100% of the total number of the elders and called to serve by at least a three fourths (3/4) affirmative vote of the members present at a duly called business meeting.
 2. A Lead Pastor may be recommended for dismissal by an affirmative vote of 100% of the total of all other elders. Voting shall occur in a duly called meeting of the Elder Board. At least thirty (30) days prior to such meeting, the Lead Pastor under consideration shall be notified in writing of the reason(s) for the recommendation, and at his election, may be represented by two members of the congregation, introduce evidence, present and cross-examine witnesses. If the vote is for dismissal, recommendation shall be made by the elders to the members, and the services of the pastor may then be terminated by at least a two-thirds (2/3) vote of the members in a duly called business meeting. A Lead Pastor shall give thirty (30) days notice of resignation.
- D. Call and termination of an Executive Pastor:
- Executive Pastors may be called to serve or dismissed from service, based on cause and at the recommendation of the Lead Pastor supported by a 100% approving vote of the elders

present at a regularly scheduled or special meeting of the Elder Board with a quorum present.

E. Call and termination of Pastors:

Pastors may be called to serve or dismissed from service, based on cause and with the recommendation of the Executive Management Team and 100% approving vote of the elders present at a regularly scheduled or special meeting of the Elder Board with a quorum present.

SECTION 5. BOARD OF ELDERS

A. Requirements:

All elders must be regular members of the church and meet the qualifications as found in 1 Timothy 3 and Titus 1.

B. Duties:

The elders are to provide a plurality of godly leadership for the church. They are given ultimate responsibility and authority to see that the church remains on a true course biblically, that its members are being appropriately shepherded, that the body is being fed through insightful and accurate biblical teaching, and that the life of the church is being well managed with the assistance of other competent and godly leaders. They are to care about and for the spiritual and physical well-being of members, regularly praying for the sick. They are to guard the body against harmful influences, confronting those who are contradicting biblical truth or who are continuing in patterns of sinful behavior. In doing so, they are to keep closing potential entrances for Satan, so that the truth of Christ will remain credible to both the congregation and the community.

They shall oversee all ways and means of raising funds and receive and disburse the funds in accordance with these bylaws or as directed by the members. They shall hire and discharge the pastors; see that title to all property is taken and held in the name of this corporation but shall not acquire or dispose of real property or its fixtures or contract for any loans on behalf of this church except upon prior specific instructions by a two-thirds (2/3) affirmative vote by the members at a duly called business meeting; take all necessary measures for the protection, management and upkeep of all property; render a report to the members at the annual meeting of the congregation members, outlining the activities of the elders for the past year and making recommendations, if any, for the members to execute any special instructions to the elders or to adopt in a resolution at a duly called meeting of the membership; consider all matters of potential church discipline and interpret the Constitution and Bylaws when necessary.

C. Number:

The number of elders can vary at any given time, but a minimum of six, including the Lead Pastor, is required at all times.

D. Selection Process:

Through the Nominating Committee process (See Section 9 B of these bylaws), names of prospective elders are received for a 30 day period. Each nominee shall consider their personal qualifications and determine if they agree to continue in the process. Each

- nominee will be interviewed by the Nominating Committee and a list of qualified candidates is to be submitted to the current Elder Board who makes the selection of candidates to present to the congregation. The names are given to the congregation and 30 days are given for anyone to contest the qualifications of a nominee, by first going to the candidate. If no one contests the nominees, they will be included on the slate of elders to be voted on by the congregation for affirmation of their role as elder. This is done each year for every elder.
- E. Term:
There is no fixed term or limitation of length of service. Each affirmed elder is asked to commit to one year of service, subject to review, recommitment, and the reaffirmation process each year. During the annual review process, each elder and their peers evaluate their continued service as an elder, considering the biblical qualifications, as well as any personal factors that might impact continued service. Continued service can be discontinued by a person's own choice or by unanimous decision of the other elders on the Board. Those elders renewing their commitment for another year would also be submitted to the congregation for reaffirmation each year.
- F. Vacancies:
If an elder leaves their office short of the full year term, the elders may, by unanimous vote, appoint a replacement if needed to serve in the vacant position until the normal selection process occurs. The candidate to fill any vacancy should be selected from the previously established list of eligible candidates if such list is available. At the conclusion of the term, the appointed elder would be subject to the normal selection process to continue as a member of the Elder Board.
- G. Regular Meetings:
A regular meeting of the elders shall be held not later than thirty (30) days after the annual meeting of the congregation members for the purpose of electing officers. Other regular meetings shall be held at such times and places as the elders may determine, but shall be at least once a month.
- H. Special Meetings:
A special meeting of the elders may be called at any time at the request of the Lead Pastor, the chairman of elders, or a majority of the elders.
- I. Quorum:
A quorum shall be a majority of the appointed elders. The acts of the elders present shall be the acts of all the elders unless otherwise specifically required by law or by these bylaws.
- J. Place of Meeting:
All meetings of the elders shall be held at the principal place of worship of the church unless otherwise specified in the notice for the meeting.
- K. Notice of Meetings:
Notice of a call of a regular or special meeting of the elders shall be given at least three (3) days prior to such meeting unless waived by unanimous consent. The purpose of the meeting need not be stated in such notice.

SECTION 6. CONDUCT OF BUSINESS BY THE LEADERSHIP TEAM

The business of the church will be accomplished by the regular meetings and interaction of the Leadership Team comprised of the Elders, the Lead Pastor, and the Executive Pastors who are part of the Executive Management Team. The elders, as the only voting members, will obtain input from the Executive Management Team members and will make informed decisions intended to seek only the best for our congregation. It is the commitment of the elders to follow a consensus model, making decisions that every member of the Elder Board can support. This model is intended to protect the unity of the church as a whole. The elders, at their discretion, may call for an executive session, with only voting elders present for that portion of the meeting.

SECTION 7. CHURCH OFFICERS

A. Church Officers:

The church officers shall be a chairman, vice chairman, secretary/treasurer, each of whom shall be an elder. The elders may elect from the membership at large assistant secretaries and assistant treasurers who need not be elders. The officers shall be elected at the first meeting of the elders following the congregational meeting of the members at which the new elders were elected. The term for each officer shall be one year or until a successor has been elected.

B. Chairman:

The chairman shall preside at all business meetings of the membership and of the elders, shall sign all instruments of the church as authorized by the elders or members, and shall perform all other duties incident to this office.

C. Vice Chairman:

The vice chairman shall exercise the functions of the chairman during the chairman's absence.

D. Secretary/Treasurer:

The secretary/treasurer shall see that minutes are kept for the business meetings of the church members and elders; receive and issue notice of all business meetings of the membership and the elders; be custodian of the Corporate Seal and records; keep a current roster of all members with addresses; maintain a record of attendance at elder's meetings; and sign instruments as authorized by the elders or church members as needed. The secretary/treasurer shall also sign to approve the minutes of meetings once they are presented and approved by the elders. As treasurer, this person shall be responsible to ensure the appropriate processes are in place for the proper receipt, deposit and disbursement of all funds and securities as authorized by the elders; keep books of account; and shall render a current financial statement at the annual meeting of the membership and such other reports as may be directed by the elders. The secretary/treasurer shall, upon request, see that individual financial statements are sent to members and other regular contributors consistent with church policy showing their record of contributions. The secretary/treasurer shall also serve as the Elder Board liaison with the Finance Committee.

E. Removal of Officers:

Any church officer may be removed with cause by unanimous affirmative vote of all other elders.

SECTION 8. COMMITTEES

The following committees, except where noted, shall consist of church members only and shall be appointed by and responsible to the Elder Board:

A. Pastoral Search Committee:

1. Composition:

It shall be activated as needed and shall consist of two elected elders and up to seven regular church members at large elected by the congregation. It shall select its own chairman.

2. Duties:

It shall conduct the search for and evaluate the qualifications of candidates for the position of Lead Pastor and make appropriate recommendations to the Elder Board. It shall perform all functions necessary to the discharge of this responsibility, including the following:

- a. Communicate with the Evangelical Free Church of America headquarters and the EFCA West Superintendent for names of potential candidates.
- b. Solicit names of potential candidates from the congregation.
- c. Investigate and communicate with promising potential candidates, maintaining appropriate confidentiality.
- d. Arrange guest speaking engagements and interviews, as appropriate, for those candidates who appear to meet the desired qualifications.
- e. Recommend to the Elder Board one candidate for the vacant Lead Pastor position.

B. Nominating Committee:

1. Composition:

It shall be appointed as needed by the Elder Board and shall consist of a chairman, a vice-chairman and up to nine members, including representatives from the Elder Board, the Executive Management Team and the congregation at large. The committee will elect its own chairman from among the congregation members at large. The chairman may ask to increase the size of the committee to help with the workload or to provide specialized knowledge that may be required to fulfill the committee's responsibilities.

2. Duties:

It shall prepare a recommended ballot for the election of Elder Board members, designated corporate officers for the church, and any other open positions that require congregational approval. It will perform all functions necessary to the discharge of this responsibility, including the following:

- a. Prepare and distribute to the congregation nominating forms for all officers and positions to be elected.
- b. Invite the congregation to submit names to be considered as Elder nominees or other open positions.
- c. Evaluate nominating ballot results and interview each candidate to evaluate which candidates are best qualified for each open position.
- d. After prayerful consideration, the Committee shall prepare a recommended ballot for the Elder Board's approval, listing only one qualified candidate for each

vacancy. Any exception to having only one candidate for each vacancy must be approved by the Elder Board. Those nominees not recommended shall be informed by the nominating committee about the reasons for their not being recommended with a reference to whatever qualification might not have been fulfilled.

- e. Present the approved ballot to the congregation prior to the annual business meeting for their consideration, discussion and voting.

C. Other Committees:

Additional committees shall be appointed by and be responsible to the Elder Board or the Finance Committee as needed, to investigate, report or act upon ongoing or special matters. A committee shall consist of not less than three voting members and a chairman who may be a member of the Elder Board or Finance Committee. The committee may recommend the addition of non-church members to be appointed by the Elder Board to help in the workload or to provide technical expertise required to fulfill the committee's charter.

SECTION 9. ORGANIZATIONS

Before any organization may be formed within the church, the Executive Management Team shall present an outline of its purpose, organizational structure, goals, and plan of operation in writing to the Elder Board for approval. The Elder Board shall approve the board, committee, or staff person to which the organization shall report.

Methods of raising funds by any group or organization within the church shall be subject to the approval of the Finance Committee and/or the Elder Board.

SECTION 10. ORDINANCES

A. The Lord's Supper:

The Lord's Supper shall be observed on at least a quarterly basis during the weekend worship services and more frequently in small group settings.

B. Baptism:

Baptism is required for membership at Southwest Community Church. The mode of baptism performed by our church shall be immersion unless there is a medical or physical condition that makes baptism by immersion impractical

SECTION 11. AMENDMENTS

Amendments to the bylaws may be made at any regular business meeting by two-thirds (2/3) of the votes cast after the proposed amendment(s) has been presented in written form at least 30 days prior to the time they are to be voted on.

"Written form" is defined as any complete presentation in writing that includes an entry in or insert to the Worship Folder, email notices to all members with an email listing in the data base, announcements made from the pulpit or platform that accompany such written presentations during each worship service in the 30 days prior to the meeting where the vote will be taken, and notices posted on the Web site. This definition will specifically remove the requirement and expense of making such notifications via the U.S. Mail service.