

**BYLAWS OF HARVARD AVENUE EVANGELICAL FREE CHURCH**  
(Supplement to the Constitution)

The government of this church is vested in its membership and shall be administered by an Elder Board chosen by and responsible to this membership. The church shall function through administrative teams.

**ARTICLE I. ELDER BOARD**

- A. Standards for Leadership: An Elder shall be a member of the Harvard Avenue Evangelical Free Church and shall be able to qualify on scriptural grounds as given in 1 Timothy 3:1-13 and Titus 1:6-9. As to character, he must be above reproach, husband of but one woman, temperate, self-controlled, respectable, hospitable, gentle, in good reputation with those outside the church, a lover of what is good, upright, holy and disciplined. He must not be given to excessive drinking, violent, quarrelsome, a lover of money, overbearing, quick tempered, or pursuing dishonest gain. As to experience, he must not be a recent convert. As to abilities, he must be able to teach. He must also be able to manage his own family.
- B. Membership: The Elder Board shall consist of the Pastor(s) and a minimum of three (3) and maximum of eight (8) Elders.
- C. Structure
1. The Chairman shall be an ex officio\* member of the Administration/Public Relations Team.
  2. The Senior Pastor shall be an ex officio member of all boards and teams.
- D. Election of Own Officers—Each year at the first meeting of the Elder Board, with the former Chairman or Senior Pastor presiding, Elders shall elect their own Chairman, Vice-Chairman, Secretary and Benevolent Elder.
1. Chairman
    - a. Prepare agendas and preside at all Elder Board and business meetings.
    - b. Assure that signed originals of business meeting minutes are filed in the church permanent records.
    - c. Assure that governmental requirements are met and that the Treasurer's books are audited annually.
    - d. With Senior Pastor, recommend all Standing Team members to Elder Board prior to September meeting.
    - e. Assure that the pulpit is filled in the absence of the Senior Pastor or when pastorate is vacant.
    - f. With Senior Pastor, shall hire the church administrative assistant.
  2. Vice-Chairman
    - a. In the absence of the Chairman, act as Chairman.
    - b. Assist Chairman as needed.

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\* Wherever the term "ex officio" is used, it is defined as: "by virtue of one's office or position."

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- c. Oversee planning the annual elder retreat.
2. Secretary
  - a. Take minutes at Elder Board meetings.
  - b. Assure that signed originals of meeting minutes are filed in church permanent records.
4. Benevolent Elder
  - a. Administer the Benevolent Fund.

### E. Meetings, Responsibilities and Function

1. Meet monthly or as needed (at least every two months).
2. The Elder Board meetings shall be divided into two sessions. The first part shall be an open session for Treasurer's report, team reports, and presentations. The second, the Elder Session, shall be a closed session to include, but not be limited to: Benevolent Fund administration, discipline issues, major financial decisions approval, honorariums, long-range planning, membership interviews, Pastoral guidance, salary/performance review, special assignments, spiritual renewal, and any matters that cannot be handled at the committee or team level.
3. Two-thirds (2/3) of the members shall constitute a quorum and a two-thirds (2/3) vote by members present and voting is needed on all action items.
4. All elected Elders shall be co-signers of the church bank accounts.

## **ARTICLE II. OFFICERS OF THE CHURCH**

### A. Pastor and Pastoral Staff

1. Call
  - a. They shall be called for no specific time. Their relationship shall be formed or dissolved at a business meeting by ballot of seventy-five percent (75%) majority vote by members present and voting.
  - b. In case of dismissal, written notice shall be given to the Senior Pastor or Pastoral staff members by the Elder Board not less than thirty (30) days and not more than ninety (90) days prior to the time of separation.
  - c. In the case of resignation, written notice shall be given to the Elder Board not less than thirty (30) days and not more than ninety (90) days prior to the time of separation. The notice of resignation shall be accepted by the Elder Board.
2. Membership
  - a. They shall become members of the church by acceptance of their positions.
  - b. They shall sign and ascribe to the Harvard Avenue Evangelical Free Church Constitution and Bylaws.
  - c. If married, their spouses shall become members of the Harvard Avenue Evangelical Free Church upon installation.

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3. Responsibilities
  - a. Senior Pastor shall oversee and/or administer all functions of the ministry.
  - b. Pastoral Staff shall perform duties as designated by the Elder Board and work under the Senior Pastor.
4. Vacancy.
  - a. Should a vacancy occur, a Search Committee shall be appointed according to Bylaws Article V. B.

### B. Elected Elders

1. Oversee the spiritual and administrative matters of the church.
2. Assist and advise the Pastor(s) in any way possible.
3. Evaluate member rolls before business meetings for quorum purposes.
4. Maintain a list of terms of office for officers of the church and team members.
5. Oversee financial coaches.
6. Take minutes at Town Hall meetings.

### C. Treasurer

1. Be co-signer of the church bank accounts and arrange for all elected elders to be co-signers.
2. Keep accurate and proper financial records for the church, including monthly bank reconciliation.
3. Submit a written monthly report to the Elder Board and the Finance/Stewardship Team and annual and semi-annual reports for the annual and semi-annual business meetings, respectively.
4. Submit records annually to the Finance/Stewardship Team for audit.
5. Serve as an ex officio member of the Finance/Stewardship Team.
6. Arrange and oversee counting on the church premises all monies received at church services, assisted by the Financial Secretary, or in the absence of the Financial Secretary, by members designated by the Elder Board.
7. Arrange and oversee depositing all monies in a timely manner.
8. Arrange and oversee preparing payments, by check, electronic or bank transfers, for approved financial obligations; submit checks and proof of expenditure to an elected elder of the Elder Board for a second signature.

### D. Financial Secretary

1. Keep accurate records of donations made by individual contributors, and provide receipts for income tax purposes.
2. Assist and oversee counting on the church premises of all monies received at church services, assisted by the Treasurer, or in the absence of the Treasurer, by members designated by the Elder Board.

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### E. Church Clerk

1. Take minutes at business meetings and submit signed originals to the Chairman of the Elder Board.
2. Assure that Elder Board receives written reports of business meetings.
3. Obtain the membership list from the Chairman of the Elder Board for all business meetings.
4. Assure the filing of the State of Illinois forms to maintain the church's status as a not-for-profit corporation.
5. Be custodian of the church seal that is located in a secure location.
6. Serve as an ex officio member of the Administration/Public Relations Team.

## **ARTICLE III. ELECTION OF OFFICERS**

### A. Elders, Treasurer, Financial Secretary and Church Clerk

1. The slate of officers recommended by the Nominating Committee and approved by the Elder Board shall be presented for election by ballot at the annual Business Meeting. No individual shall hold more than one office.
2. Those nominated must be members of Harvard Avenue Evangelical Free Church for at least two (2) years and a minimum of eighteen (18) years of age.
3. Term of office shall be two (2) years. An attempt will be made to have one-half (1/2) of Elders terms expire in even years and one-half (1/2) in odd years. An attempt will be made to have the Treasurer's term expire in even years and the Financial Secretary's term in odd years. An attempt will be made to have the Church Clerk's term expire in odd years.
4. Officers shall not serve longer than four (4) years in succession. All officers may serve for an additional year as an acting officer; however, at the end of five (5) consecutive years must have a year's absence from service.
5. The Elders, Treasurer and Church Clerk shall assume office immediately after election. The Financial Secretary's term shall begin January 1 of the following year.
6. Two-thirds (2/3) of all votes cast by members present and voting shall be required to elect officers.

### B. Vacancy

1. Should a vacancy occur in an elective office, a replacement shall be recommended by the Nominating Committee and approved by the Elder Board for remainder of term, if deemed necessary.
2. The replacement shall be approved by ballot at the next business meeting (annual, semi-annual or special) and shall assume office immediately after election.

## **ARTICLE IV. STANDING TEAMS**

- A. Standards for Leadership for all team members: Shall be able to qualify on scriptural principles as given in 1 Timothy 3:8-10 and shall be willing to accept the position and

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responsibilities of being a public example of Christian life, cultivating Christian virtues and maturity and avoiding all practices generally acknowledged to be detrimental to the testimony of Jesus Christ.

### B. Membership

1. All Team leaders shall be members of Harvard Avenue Evangelical Free Church for at least 1 year (exceptions at the discretion of the Elder Board).
2. Teams shall consist of at least three team members appointed by the Elder Board Chairman and Senior Pastor and approved by the Elder Board at its September meeting. Team leaders need to be members of the church whereas team members do not need to hold church membership.
3. Membership on teams shall begin in October.

### C. Term of Office

- a. Standing Team members terms shall be two (2) years with half of the terms expiring in even years and half expiring in odd years.

### D. Vacancy

- a. Should a vacancy occur on a team, replacement shall be appointed by the Elder Board Chairman and Senior Pastor and approved by the Elder Board for the remainder of the term.

### F. Meetings

1. Meetings shall be held approximately every three (3) months.
2. A written report for each meeting shall be submitted to the Elder Board.

### G. Elect own Officers

1. Team leaders will be elected by the members of the team in partnership with the Elders. Other officers may also be elected. The team leaders are to serve a maximum of four (4) years.
2. The team leader may serve an additional one (1) year term, but after that additional term, must take a year's absence from service on that team.

### H. Standard Operating Procedures

Teams shall maintain a standard operating procedure kept on file in the Church Office under the oversight of the Elder Board.

### I. Standing Teams. Responsibilities and functions to be administered by each team shall include, but not be limited to, the following:

1. Administration/Public Relations—Oversee the church office in regard to publicity, bulletins, newsletter and annual report, the purchase and maintenance of office equipment, and the purchase of supplies and supplemental literature. They shall coordinate the filing in the church office of Standard Operating Procedures for each team, be custodian of the legal file, and act as Church

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Historian. The Chairman of the Elder Board and the Church Clerk shall be ex officio members of this team.

2. Adult Ministries—Enhance learning/Christian life through women’s and men’s ministries, Bible Study and prayer groups. They shall be responsible for leadership training, and new believer discipleship.
3. Caring/Information Services—Minister to the church body who are sick, needy, or bereaved, administer a prayer chain, deacon/deaconess, visitation program as needed, welcome and assimilate new attendees and visitors, organize greeters for church services, provide hospitality for church events and community services. They shall also coordinate the use of kitchen facilities.
4. Children and Youth Ministries—Administer all educational activities including Sunday School, club and summer ministries, baby and toddler nurseries, children’s church, and youth organizations. They shall also oversee library services.
5. Finance/Stewardship—Manage the financial affairs of the church, audit treasurers records, develop and monitor the annual budget, coordinate special funds, authorize expenditures not included in the budget and promote stewardship. The Treasurer shall be an ex officio member of this team.
6. Missions—Administer the Missionary programs, including evaluation and selection of missionaries and financial support, promote short-term missions projects, and communicate activities to the church family.
7. Property Management—Oversee maintenance of buildings and grounds and property improvements, hire and supervise custodial staff, maintain an inventory of chairs, books, tools, electrical equipment, etc., maintain the security of properties, an insurance program, and schedule for use of the facilities.
8. Worship/Praise—With the Senior Pastor, supervise church services, music and drama, audio-visuals, ushers, announcements, communion preparation and service, and special services. They shall also be responsible for music/audio-visual/sound equipment and sanctuary décor.

### **ARTICLE V. NONSTANDING COMMITTEES**—serve as needed for a specific time.

#### A. Nominating Committee

1. Consist of at least two (2) members who shall not be officers of the church, and one (1) Elder.
2. Committee members shall be members of Harvard Avenue Evangelical Free Church for at least one (1) year and be recommended by the Senior Pastor and the Chairman of the Elder Board for approval by the Elder Board in April.
3. Term of office shall be one (1) year.
4. The committee shall elect a Chairperson and Secretary.
5. Select individuals for elective offices, consulting with the Senior Pastor.

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6. Submit recommendations to the Elder Board for prior approval.
7. Submit list of nominees to the Elder Board at least one (1) month prior to the Annual Business Meeting.
8. Assure that the list of nominees is posted within the church in plain view no later than one Sunday prior to the annual business meeting.
9. Assure that a ballot is prepared for the annual business meeting.
10. Should a vacancy in an elective office occur, the Nominating Committee shall use the same submission/approval procedure to fill the office, if deemed necessary by the Elder Board. The Elder Board shall decide when a special business meeting shall be called for election.
11. Committee members cannot serve consecutive terms.

### B. Search Committee

1. Consist of at least five (5) members, one (1) of which shall be an Elder and the others representative of the church membership.
2. Committee members shall be members of Harvard Avenue Evangelical Free Church for at least two (2) years.
3. Committee members shall be appointed by the Elder Board.
4. Committee members shall serve until the selection process has been completed.
5. At the first meeting, the committee shall elect a Chairperson, Vice-Chairperson and Secretary.
6. For a Senior Pastor, meet with the Evangelical Free Church of America District Superintendent for assistance in setting the direction for the search.
7. Obtain, review, and evaluate resumes.
8. Interview selected candidates.
9. Make recommendations to the Elder Board for approval.
10. Submit a written monthly report to the Elder Board.
11. Communicate progress to the membership as warranted.

### C. Constitution and Bylaws Review Committee

1. Consist of three (3) members, one (1) of which shall be a member of the Elder Board.
2. Member of Harvard Avenue Evangelical Free Church for at least six (6) consecutive years.
3. Members shall be recommended by the Senior Pastor and Chairman of the Elder Board and approved by the membership at a business meeting prior to the periodic review date.
4. Members shall serve until the periodic review has been completed.
5. At the first meeting, the committee shall elect a Chairperson.
6. Consider and recommend changes, additions and deletions that allow the Constitution and Bylaws to better serve the congregation.
7. Request the Elder Board review Constitution Article III, Statement of Faith.
8. Submit revisions to the Elder Board for approval two (2) months prior to a business meeting.
9. Submit an annual report for the annual business meeting.

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### **ARTICLE VI. AMENDMENTS**

- A. Amendments to the Bylaws of this Church shall be submitted in writing to the Elder Board for review at least two (2) months prior to a business meeting at which the changes may be considered by the membership.
- B. The Elder Board must approve the changes by a two-thirds (2/3) vote.
- C. The proposed changes must be made available to the congregation at least two (2) Sundays prior to the business meeting.
- D. The membership shall vote on the proposed changes. If approved by a minimum vote of seventy-five percent (75%) of members present and voting, the changes shall be adopted into the Bylaws.

### **ARTICLE VII. ADOPTION OF BYLAWS**

These Bylaws, adopted on October 16, 2011, supersede all rules governing the internal affairs (operation) of this church which were contained in all previous Constitutions and By-Laws of the Harvard Avenue Evangelical Free Church.