

**NORTH HAVEN CHURCH
CONSTITUTION**

(Adopted January 15, 1975, to become effective January 1, 1976)
(Revisions included through December 2010)

ARTICLE I. ORGANIZATION

1. **NAME:** The name of this church shall be the North Haven Church of North Saint Paul, Minnesota.
2. **ORGANIZATION:** The North Haven Church was organized October 30, 1955 as the North Saint Paul Baptist Church.
3. **INCORPORATION:** This organization is a religious corporation organized under the pursuant to the provision of Chapter 317, of Minnesota Statutes and was incorporated in the State of Minnesota December 12, 1955.
4. **AFFILIATION:** This church shall maintain affiliation with the Minnesota Baptist Conference and the Baptist General Conference.

ARTICLE II. STATEMENT OF BELIEF AND PRACTICE

Section 1. COVENANT OF FAITH

- A. **THE WORD OF GOD.** We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme matters of faith and conduct.
- B. **THE TRINITY.** We believe that there is one living and true God, eternally existing in three persons; that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence and redemption.
- C. **GOD THE FATHER.** We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.
- D. **JESUS CHRIST.** We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth.
- E. **THE HOLY SPIRIT.** We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher and guide.

F. **REGENERATION.** We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.

G. **THE CHURCH.** We believe in the universal church, a living spiritual body of which Christ is the head and all generated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on the credible profession of faith, and associated for worship, work and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the Gospel of Jesus Christ to a lost world.

H. **CHRISTIAN CONDUCT.** We believe that a Christian should live for the glory of God and the well being of his fellowmen; that his conduct should be blameless before the world; that he should be a faithful steward of his possessions; and that he should seek to realize for himself and others the full stature of maturity in Christ.

I. **THE ORDINANCES.** We believe that the Lord Jesus Christ has committed two ordinances to the local church, baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

J. **RELIGIOUS LIBERTY.** We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith, that each church is independent and must be free from interference by any ecclesiastical or political authority; that therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

K. **CHURCH COOPERATION.** We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether a regional or district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with interdenominational fellowships on a voluntary independent basis.

L. **THE LAST THINGS.** We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.

Section 2. COVENANT OF PRACTICE

This covenant is a goal to which we strive with the constant divine leading and forgiveness of God.

Having been led, by the Holy Spirit of God, to receive Jesus Christ as Savior and Lord, and having been baptized in the name of the Father and of the Son and of the Holy Spirit, we do now, in the presence of God and this assembly, most solemnly and joyfully covenant with one another as a body in Christ to lead a life pleasing in Him.

We promise, by the aid of the Holy Spirit of God, to forsake the ways of sin and to walk together in Christian love and in the paths of righteousness. With this in view we engage to strive together for both the peace and purity of this church; to sustain its worship and steadfastly to cherish and hold its ordinances, discipline and doctrines; to contribute as faithful stewards, such time, talent and money, in the measure that God prospers each of us, that the responsibility for the work of the local church and the world-wide ministry of the Gospel be faithfully and effectively discharged.

We encourage family and private devotions; we encourage the teaching of the Bible to our children; we will seek the salvation of our kindred and acquaintances, to be just in our business dealings, to keep our word, to combine zeal and knowledge in our efforts to advance the cause of our Savior, to treat our physical bodies as the temple of the Holy Spirit, and to make Christ first in all things spiritual and temporal.

We further covenant to give and receive admonition with meekness and affection, to remember each other in prayer, and to aid each other in case of sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and, mindful of the Scriptures, to seek it without delay; to encourage one another in the blessed hope of our Lord's return.

We pledge that when we move from this place, we will as soon as possible unite with some local church where we can carry out the spirit of this covenant and the principles of the Word of God.

ARTICLE III. PURPOSE

This church exists as a community of Christians dedicated to the glorification of God through

1. worship and administration of Baptism and the Lord's Supper
2. proclamation of the gospel of Jesus Christ in all the world,
3. instruction of believers in matters pertaining to the Christian life,
4. ministry to the needs of men,
5. mutual encouragement of members in fulfilling Christian life aspirations, all of which shall

be consistent with the will of God as revealed in the Scriptures.

ARTICLE IV. GOVERNMENT

Section 1 Policy

Recognizing Jesus Christ as the only head of the Church, this congregation shall seek to ascertain and to obey the will of our Lord in all matters of faith and of practice.

The government of this church is vested in the body of members who compose it. Thus the final authority for decision shall be the congregation to whom the Board and the staff are responsible.

Section 2. Board

The trustees of the corporation shall be known as Board Members. Whenever the term "Board Member" is used, it shall include "trustee" and whenever the term "trustee" is used, it shall include "Board Member".

Section 3. Liability

No office or any member of a Board or Committee appointed and/or elected by this church shall be personally or individually liable for any error or mistake, act or omission for or on behalf of this church, occurring within the scope of his or her duty as officer, board or committee member, excepting only for his or her willful misconduct or violation of law.

Section 4. Fiscal Year

The fiscal year of the church shall begin on the first day of January and close on the last day of December.

ARTICLE V. MEMBERSHIP

Section 1. Admission

A person desiring to unite with this church who is in substantial agreement with the faith and practice of the church shall meet with the Board or Committee thereof for consultation. In every case, candidates for membership shall give satisfactory evidence of faith in Jesus Christ as personal Savior and Lord, and by baptism by immersion. Church membership will be granted upon recommendation of the Board and a majority vote of the members present at a meeting of the Church.

Section 2. Responsibility and Rights

A. Every member of the church is expected to attend its meetings, to work for its growth, to fittingly represent his Lord and church in the community, and to contribute regularly and according to his ability.

B. Members shall strive with God's help to keep their church obligations. They shall hold their Pastor in esteem and pray for him as well as other officers of the church and work with them in carrying out the program of the church. They shall endeavor to preserve the unity of the church and, if at any time they find themselves opposed to the fundamental doctrines of this church, they shall not seek to disrupt its fellowship but shall quietly withdraw from its membership.

C. All members in good standing shall have equal rights, except that those under eighteen years of age shall be ineligible to vote on corporate matters. Members of the church have no property rights and upon termination of membership shall be entitled to no interest in the assets.

Section 3. Dismissal of Members

Any member desiring to sever his membership shall be dismissed upon request. Such dismissal, if so requested, may be accompanied by a letter of commendation. Any member who joins another church will be dismissed from membership in this church. Dismissal for reasons other than above shall be effected only after approval by a majority of members present at a meeting of the church.

Section 4. Discipline of Members

Members who persist in living unchristian lives and who habitually neglect their church obligations may be removed from membership. The Pastor and members of the Board shall seek to meet with all such persons in order to restore them to fellowship. Failing to see satisfactory evidence of repentance and reformation, the Board shall report the offenders to the church recommending removal from membership.

In all cases of grievances between members, the offenders shall be dealt with in accordance with the rules set forth in Matthew 18:15-20. No public charge shall be made until such reconciliation has been attempted. Charges shall be written and shall be submitted to the Board for further action and possible church decision.

ARTICLE VI. CHANGES OR AMENDMENTS TO THE CONSTITUTION

- A. Present to church at Third Quarterly Business Meeting.
- B. Provide to all members, in writing, prior to Annual Meeting
- C. Vote on acceptance at Annual Meeting with three quarters (3/4) vote required.

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NORTH HAVEN CHURCH BY-LAWS

Adopted April 25, 1999
Amended May 2008

ARTICLE 1. The Church Board of Elders

Section 1. Purpose

The purpose of the Board of Elders (see Constitution, Article IV, Section 2) is to be the spiritual custodians of the church's mission to make fully devoted followers of Jesus Christ. They shall devote themselves to prayer and the study of the Word in order to discern the Lord's direction and priorities in carrying out this mission. They shall prayerfully evaluate the church's ministries in light of this mission. They are responsible for the spiritual health and welfare of the church.

Section 2. Composition

The Senior Pastor and other Elders constitute the Board of Elders. The other Elders, a minimum of 4 and a maximum of 6, shall be elected by the members. The Board of Elders shall annually appoint one of the elected Elders to the position of Church Chairperson and one of the elected Elders as Vice Chairperson.

Section 3. Qualifications

Elders should be persons who are not eager for power but eager to serve (Matthew 20:25-28, I Peter 5:2-3). They should have spiritual wisdom and mature judgment, and be well respected by those inside and outside the church (I Timothy 3:2, 7,10; Titus 1:6; Acts 6:3). They should be under the Holy Spirit's control (Acts 6:3) and firmly convinced of the central tenets of the faith (I Timothy 3:9; Titus 1:9). Their lifestyle should be characterized by temperance (I Timothy 3:8), financial integrity (I Timothy 3:3,8), self-control (Titus 1:7-8) and stable family life (I Timothy 3:4, Titus 1:6).

In addition, an Elder must:

1. Be a member of the church for at least one year immediately prior to election.
2. Be at least 21 years of age.
3. Regularly participate in corporate worship and be actively involved in ministry of the church.

4. Not be a staff member other than the Senior Pastor.

Section 4. Term of Office

Elders shall serve a two year term with no more than three consecutive terms. The term of office for Elders shall begin on June 1.

Section 5. Duties

The Board of Elders shall be responsible for the spiritual and strategic direction of the church and have the authority to manage the business and legal affairs of the church. This body will normally meet on a monthly basis and maintain a permanent record of meeting minutes. Specific duties shall include:

1. Annually review the spiritual direction of the church and establish strategies and objectives to accomplish the church's vision for ministry.
2. Annually evaluate the activities and approve the charters of Ministry Teams.
3. Annually review objectives established for paid staff.
4. Regularly review and evaluate the total program of the church to determine that objectives are being accomplished. Establish policies as necessary to guide the church.
5. Recommend to the congregation the creation of additional ministry staff positions.
6. Approve Ministry Team leaders.
7. Represent the congregation in staff relationships including:
 - Annual appraisal of the ministry of the Senior Pastor and other staff, providing Godly counsel or discipline as required
 - Review and recommend staff compensation annually and establish fair compensation for new staff
 - Establish personnel policies
 - Approve job descriptions for new staff positions
 - Maintain current job descriptions for all staff members
8. Recommend for congregational approval the ordination of a member based on the recognized procedure of the Baptist General Conference.
9. Recommend for congregational approval the granting of a license to preach.
10. Annually appoint auditors to audit the financial records.
11. Approve establishment or dissolution of missionary relationships.
12. Hear and respond appropriately to all members of the church.

13. Act as the budget committee and:
 - Communicate the proposed fiscal year budget to membership prior to the congregational business meeting
 - Present a budget to the congregation for approval
 - Approve and submit to the congregation recommended disposition of any deficit or surplus in operating funds
 - Approve any expenditure not included in the budget up to an amount of two percent of the annual budget. Amounts greater than this require congregational approval.
14. Administer the process of membership acceptance and termination and maintain membership records.
15. Make provision for adequate representation of the church in all legal matters.
16. Sign legal contracts that are consistent with the budget, Constitution, and state law. This includes the authority to borrow money, and to acquire, encumber, and sell real and personal property consistent with the provisions of the Constitution.
17. Make recommendations on all matters to be brought before the congregation, other than from committees directly responsible to the congregation; and to call church meetings as necessary.
18. Form project teams as needed.

ARTICLE 2. The Board of Stewards

Section 1. Purpose

The Board of Stewards shall be specifically responsible, under the authority of the Board of Elders, to oversee financial matters and provide for the use, care and maintenance of all church property.

Section 2. Composition

The Board of Stewards shall be composed of at least six but not more than eight members of the congregation. (*Amended May 2008.*) The Senior Pastor, Office Manager and Building Manager shall serve as ex-officio members in an advisory capacity. The Stewards shall annually select a Chairperson and a Treasurer from their number. They shall also appoint a Financial Secretary and an assistant from the membership of the congregation.

Section 3. Qualifications

Stewards shall meet standards as established by the Elders. The standard shall be biblical standards of character and conduct as well as a commitment to the ministry of the church. This shall normally be interpreted to mean:

- a member of the church
- committed to, active in, and having biblical knowledge appropriate to the specific ministry area
- possessing good reputation in and outside the church and having demonstrated self-control and appropriate biblical attitudes in relationship with others
- regular public worship with the church

Section 4. Term of Office

Stewards shall serve a two-year term with no more than three consecutive terms. The term of office for Stewards shall begin on June 1.

Section 5. Duties

1. Assume full responsibility for all the property of the church including repair and maintenance.
2. Supervise activities of the finance personnel and all financial matters of the church.
3. Supervise expenditures of the monies budgeted to the Board of Stewards and annually prepare budget recommendations for the next year.
4. Establish appropriate controls for the handling of all cash receipts and disbursements and obtain regular financial reports from the Treasurer.
5. Maintain adequate insurance coverages for the church.
6. Authorize emergency repair expenditures not included in the church budget for amounts not exceeding \$2,000 per project or \$5,000 per year. Larger amounts will be referred to the Board of Elders with a recommendation to be approved by the congregation.
7. Meet on a regular monthly basis and provide a written report of each meeting to the Elders.
8. Establish policies relating to the use of the church facilities for purposes other than regular church functions.
9. Manage church vehicles and transportation issues.
10. Appoint a Financial Secretary and Assistant Financial Secretary each year.

Section 6. Treasurer Duties

The Treasurer shall serve as the chief financial officer of the church. The treasurer shall be responsible for establishing long-term financial strategies and shall provide that processes are established and administered to control handling and disbursement of funds in accordance with generally accepted accounting principles and as a responsible Christian steward. The Treasurer shall make reports to the church at each regular business meeting.

The Treasurer and at least one Elder, other than the Senior Pastor, shall sign legal contracts consistent with the budget, the Constitution, congregational approval, and state law. This includes authority to borrow money, and to acquire, encumber, and sell real and personal property consistent with the provisions of the Constitution of the church.

Section 7. Financial Secretary Duties

The Financial Secretary shall keep an accurate account of all monies received and deposit same in the name of the church. The Financial Secretary shall provide members with contribution envelopes and shall send quarterly statements of account to each contributor. The Financial Secretary shall keep individual giving records under strict confidence.

The Financial Secretary and Assistant shall count all monies; in the absence of the secretary or assistant, a member of the Board of Stewards or Board of Elders shall help count monies. In any event there shall be not less than two counting. Paid pastoral staff and other paid staff shall not count monies.

ARTICLE 3. Ministry Teams

Section 1. Purpose

The purpose of ministry teams is to provide a framework through which the Holy Spirit calls, equips and directs the members to accomplish the mission of the church. Ministry teams are composed of people who are responding to the call of God in their lives to perform acts of service, exercise spiritual gifts and join God in the work He is doing in our church and community.

Section 2. Formation

Ministry teams can be formed by the Board of Elders, the staff, or a church member in response to God's leading to conduct the ministries of the church. Prospective ministry team leaders will prepare a charter for submittal to the Board of Elders. The charter shall include the purpose of the ministry, a plan to accomplish the ministry, specific ministry objectives and required resources. Approval of the charter by the Board of Elders authorizes the ministry team leader to put out the call to the church regarding the availability of a ministry opportunity.

The charter for each ministry team must be approved by the Board of Elders annually and the Board of Elders may terminate the activity of the team if it determines there are not

enough members to conduct the work of the team in a manner that glorifies God, or if their task or charter has been completed.

Section 3. Composition

Each ministry team shall have a designated leader who must be either a member of the congregation or a program staff member. Other members of the ministry team shall be assembled by the team leader and must always be of sufficient number to carry out the team's ministry in an effective manner. Each ministry team shall normally have at least one staff person as an ex-officio member who may or may not be the leader of the ministry team. The staff member will provide support, resources and administrative assistance.

Section 4. Qualifications

Ministry team members may be selected by the ministry team in accordance with the guidelines approved in its ministry charter. The Board of Elders may remove any member of a ministry team for just cause.

Section 5. Duties

1. Develop and annually present its charter for approval by the Elders.
2. Recruit and train ministry personnel.
3. Define and provide the necessary materials required for ministry.
4. Submit annually to the Elders the objectives and a proposed budget for the coming year.
5. Meet as required to plan and execute specific ministry objectives.
6. Provide a written report to the ministry team and Elders, at least semiannually, describing progress against objectives.
7. Participate regularly in assembly of ministries meetings.
8. Provide opportunities for team prayer, support, encouragement and the exercise of spiritual gifts.

ARTICLE 4. Pastoral Leadership

Section 1. Senior Pastor

The Pastor shall preach the Gospel, administer the ordinances and exercise a concern for the spiritual needs of the church.

- **Spiritual leadership:** The Senior Pastor shall be the spiritual leader of the church. The Senior Pastor shall fulfill the qualifications for office stated in I Timothy 3:1-7 and Titus 1:5-9; and in particular the duties of teaching and exhorting from the Word, leading in public worship and prayer, and providing visionary leadership to the church as it seeks to minister in its community and to reach out into the broader world with the message of Jesus Christ. The Senior Pastor shall administer the ordinances of Baptism and the Lord's Supper, and shall lead the members of the church by example by modeling practical Christian living. The Senior Pastor shall be, or shall become, an ordained Baptist minister in agreement with the faith and practices of the Baptist General Conference and shall be, or shall become, a member of the church. The Senior Pastor shall have freedom of the pulpit, under the guidance of the Holy Spirit.
- **Church Staff Leadership:** The Senior Pastor shall direct the pastoral staff, providing counsel, encouragement, and Christian discipline, so as to assist in the accomplishment of the objectives established for each member of the pastoral staff. The Senior Pastor shall annually evaluate the performance of the other members of the pastoral staff as well as the performance of any interns working at the church. The Senior Pastor shall also direct the non-pastoral staff. The entire pastoral and non-pastoral staff of the church shall be responsible to the Senior Pastor, either directly or through another supervising staff member appointed by the Senior Pastor. The Senior Pastor shall represent the staff of the church before the Board of Elders.
- **Administrative Leadership:** The Senior Pastor shall be a voting member of the Board of Elders and an ex-officio non-voting member of all other church organizations. The Senior Pastor shall faithfully and diligently work toward the establishment and the accomplishment of the objectives of the church, in conjunction with the Board of Elders and the other church organizations. The Senior Pastor shall not be expected or required to regularly attend all of the meetings of all the church organizations. However, the Senior Pastor shall be expected to regularly attend the business meetings of the church, the meetings of the Board of Elders, and the meetings of the pastoral staff.

Section 2. Calling Committee

When it is necessary to call a pastor, a representative calling committee consisting of three members of the Board of Elders and three members of the congregation at large shall be named by the Board of Elders and ratified by the church. This committee shall seek a suitable person for pastor of the church and shall arrange for the church to become acquainted with this person.

In seeking a suitable person, the calling committee shall consult the leaders of the Conference and take suggestions from the members of the church. It shall investigate the merit of any potential candidate giving consideration to personal character, education, ministerial record and abilities. The committee shall also formulate the terms of the call.

The recommendation of the calling committee concerning the call of a pastoral candidate and the terms of the call shall be presented to the church at a business meeting. A vote of three-fourths of the qualified members present and voting shall be necessary to extend a call. Only one candidate shall be presented to the church at a time. The vote shall be by written ballot. When the call has been approved by the church, notification shall be sent to the candidate. The candidate's written acceptance of the call shall establish the pastoral relationship as of the date agreed upon by the church and the candidate.

Section 3. Dissolution of Pastoral Relationships

The pastoral relationship may be terminated upon thirty day's notification in writing on the part of the pastor or on the part of the church. The pastor shall first give his resignation to the Board of Elders before it is presented to the church at a regular or specially called business meeting. If in the judgment of the church the continuance of the pastor's ministry should be undesirable, the relationship may be discontinued immediately, but the salary shall be continued for thirty days.

Any proposal to dismiss the pastor shall be referred to the Board of Elders for its consideration before any action may be taken by the church. The Board of Elders shall be required to present to the church any written petition for the dismissal of the pastor when signed by twenty per cent of the membership of the church. Action on such a petition or a Board of Elders motion to dismiss shall be taken at a regular or specially called business meeting with a written ballot. To carry the motion for dismissal, a two-thirds majority of the votes cast shall be required.

In the event the pastor wins a vote of confidence of the church at such an election, all Elders and Stewards signing such a petition mentioned above, or voting in favor of a motion to dismiss at the Board of Elders level, shall automatically relinquish their position.

Section 4. Associate and Assistant Pastors

When it is necessary to call an associate or assistant pastor, a representative calling committee consisting of three members of the Board of Elders and three members of the congregation at large shall be named by the Board of Elders. This committee shall seek a suitable person for the position and shall arrange for the church to become acquainted with this person. The committee shall formulate the terms of the call.

The recommendation of the calling committee concerning the call and the terms of the call shall be presented to the church at a business meeting. A vote of three-fourths of the qualified members present and voting shall be necessary to extend a call. Only one candidate shall be presented to the church at a time. The vote shall be by written ballot. When the call has been approved by the church, notification shall be sent to the candidate. The candidate's written acceptance of the call shall establish the pastoral relationship as of the date agreed upon by the church and the candidate. Associate and assistant pastors shall become members of the church.

The pastoral relationship may be terminated upon thirty day's notification in writing on the part of the pastor or on the part of the church. The pastor shall first give their resignation to the Board of Elders before it is presented to the church at a regular or specially called business meeting.

Any proposal to dismiss the pastor shall be referred to the Board of Elders for its consideration before any action may be taken by the church. The Board of Elders shall be required to present to the church any written petition for the dismissal of the pastor when signed by twenty per cent of the membership of the church. Such action shall be taken at a regular or specially called business meeting with a written ballot. To carry the motion for dismissal, a two-thirds majority of the votes cast shall be required.

Section 5. Pastoral Relations Committee

The Board of Elders shall annually appoint from 3 to 5 members of the church who are spiritually mature and discerning to serve on a Pastoral Relations Committee. The committee shall meet with the pastoral staff twice per year and with other staff once per year for the purpose of providing prayer support and encouragement and to explore with staff any areas of difficulty. The Pastoral Relations Committee shall provide an annual report to the Board of Elders and shall notify the Board of Elders immediately of any issues requiring Board of Elders attention. The committee shall be responsible for annual pastor appreciation activities.

ARTICLE 5. Other Staff

Section 1. Program Staff

The Board of Elders shall determine program staff positions and select qualified candidates for those positions. Candidates and job descriptions shall be presented to the congregation at a business meeting for ratification. Program staff candidates shall become members of the church.

Dissolution of program staff relationships shall be made by motion of the Board of Elders which shall be recommended to the congregation for ratification. A simple majority of those voting shall be required to ratify the motion for dismissal.

Section 2. Support Staff

The Board of Elders shall hire support staff as it deems necessary and as it falls within the accepted budget guidelines. Support staff may include, but is not limited to, an Office Manager and a Building Manager. Dissolution of support staff relationships shall be by Board of Elders action.

ARTICLE 6. Meetings

Section 1. Public Meetings

The Church shall meet every Sunday for worship and may also schedule other meetings as deemed necessary.

Section 2. Observance of Ordinances

- Ordinance of the Lord's Supper. The Lord's Supper is open to all believers in Christ and shall be observed monthly except as authorized by the Board of Elders. The elements of the Ordinance shall be administered by present or former members of the Board of Elders, the Board of Stewards or the Pastoral Relations Committee.
- Ordinance of Baptism. The ordinance of baptism shall be observed during a public meeting of the church as often as necessary.

Section 3 Board Meetings

The Board of Elders and Board of Stewards shall meet as often as necessary to accomplish the purposes and tasks set forth in Articles 1 and 2 of these by-laws. At least three of the members of a board must be present for that board to conduct its business.

Section 4. Congregational Life Meetings

- The Board of Elders Chairperson shall preside at all church business meetings.
- A business meeting shall be held prior to the end of the fiscal year to ratify the budget for the ensuing year.
- A business meeting shall be held prior to the end of May to ratify members of the Board of Elders and Board of Stewards.
- Special business meetings of the church may be held at any time by order of the Board of Elders, upon request of the Senior Pastor, or upon written request of a quorum of the membership submitted to the Board Chairperson.
- Assembly of ministries meetings will normally be held on a monthly basis. These meetings provide the opportunity to celebrate what has been happening in each of the ministries.

ARTICLE 7. Ratifications and Voting

Section 1. Time

- The ratification of candidates for the Board of Elders and Board of Stewards shall be held prior to the end of May. Their term of office shall begin on June 1.
- The ratification of the budget shall be held prior to the end of the fiscal year.

Section 2. Procedure

Beginning in the month of April, the Board of Elders will call for nominations from the congregation for Elders and Stewards. Nominations must be in writing and must indicate whether the member is being nominated for an Elder position or a Steward position and must include the name of the person submitting the nomination.

The Board of Elders will review the nominees and evaluate their qualifications and willingness to serve before preparing a ballot for the congregation. The Board of Elders will submit to the congregation a list of candidates for the Board of Elders consisting of all nominees who meet the qualifications. The candidate names will be posted at least one week prior to the ratification vote by the congregation.

If there are more candidates than open positions, a run off election will be held to reduce the number of candidates to the number of openings. Using a written ballot, members will be allowed to cast as many votes as the number of openings.

When the number of candidates are equal to or less than the number of openings, members will also use a written ballot to vote for any or all of the candidates. A candidate must receive an affirmative vote of 75% of those voting to be elected to the Board of Elders.

For the initial election under these by-laws, the existing Church Board shall serve as the Board of Elders. After the initial selection of Elders, half will be selected at random for a one year term, and half will be selected at random for a two year term. Those serving a one year term will not have it count as a full term.

The Board of Elders will submit a list of qualified Board of Stewards candidates to the congregation for ratification. The number of candidates shall not exceed the number of openings on the Board of Stewards.

Section 3. Vacancies

The Board of Elders may appoint qualified persons to fill vacancies required to maintain the minimum number of members on the Board of Elders or Board of Stewards on an interim basis until the next election.

Section 4. Quorum

A quorum shall consist of at least 10% of the church membership. For the calling or dismissal of a pastor, a quorum shall consist of at least 30% of the church membership.

Section 5. Voter Qualifications

All members are eligible to vote with the exception that only those members 18 years of age or older may vote on corporate matters relating to property transactions. There shall be no voting by proxy or absentee ballot.

ARTICLE 8. Auxiliary Organizations

All organizations to be affiliated with the church must secure approval from and be responsible to the Board of Elders. The officers of an organization of the church should be members of the church or shall receive approval of the Board of Elders prior to their nomination. If for any reason an auxiliary organization ceases to function, all

unrestricted monies and properties of such organization shall become property of the church.

ARTICLE 9. Disposition of Church Property

In the case of organic division of the church, the church properties shall belong to those members who abide by the church Constitution. Should any controversy arise as to who is abiding by this Constitution, the question shall be submitted to the Trustees of the Minnesota Baptist Conference, and their decision shall be final.

Should such conditions arise when, for any reason, the church work cannot continue, the church properties shall be transferred to the Baptist General Conference.

ARTICLE 10. Parliamentary Authority

The rules contained in Robert's Rules of Order Revised shall guide the church in all cases to which they are applicable, and in which they are not inconsistent with the Constitution or the special rules of order of this church.

ARTICLE 11. Amendments

Amendments to these By-laws may be introduced through formal motion at any business meeting but shall not be acted upon until a subsequent business meeting to be held a minimum of three months later. The adoption of an amendment shall require a two-thirds majority of the votes cast.