

**The Bylaws of
Quest Evangelical Free Church
(Aka Quest, an Evangelical Free Church)
of Ballwin, Missouri**

PREAMBLE

The church is an organism, not an organization. It is the very Body of the Lord Jesus Christ. It is His chosen instrument to reach the world, the hidden government behind history, the light of the world, the salt of the earth. As such the nature of the Church is spiritual. Therefore, in addition to listing the qualifications, duties and authority of various offices, the Bylaws emphasize the heart, as does Scripture when it lists qualifications and functions. It is from the heart and the character of a man or woman who serves that their actions flow.

These Bylaws purpose to give those who serve, both in an office addressed here and or in the Body at large, a reminder of our Lord's guidance for His Church so that the spirit of the Bylaws might be served rather than merely the letter.

ARTICLE I: CHURCH GOVERNMENT

Section 1: Statement of Government

A. Ultimate authority in this church shall reside in the Members of the congregation (see Article III below) in the sense that they alone shall approve each individual of the Board of Directors (see Article I, Section 1, paragraph B below). Once this approval is given, the authority of the congregation will be considered delegated to the Board of Directors except for major items:

1. Changing the Constitution or Bylaws
2. Approving the annual budget
3. Hiring the Lead Pastor
4. The assumption of indebtedness in excess of ten percent of the annual budget
5. Significantly changing the location or suitability of facilities for the church
6. Approval of membership

B. This church shall be governed by the Board of Directors who will be biblically referred to as Elders, or together known as the Team of Elders. This Team of Elders will elect from its members the following officers each year: Chairman, Vice Chairman, Secretary and Church Treasurer. A non-Elder Member of the congregation may serve as an appointed Church Treasurer if the Elders so determine. These four men will serve as the officers of this church.

The Team of Elders shall have authority to increase the annual budget, as needs may arise, by no more than ten percent of the total annual budget. Otherwise, expenditures may not

exceed the budget except as approved by majority vote of those Members present at a congregational meeting.

C. The Team of Elders shall derive their authority to act as Elders in church matters solely from the expressed affirmation, by way of election, of the congregation. The Membership is thus responsible to have sought the mind of Christ on the matter of leadership selection as those whom they choose to submit to. The responsibility of the Team of Elders, both individually and corporately, is to also seek the mind of Christ while hearing and understanding the voice and concerns of the congregation. Even having been individually affirmed by the Membership no Elder or officer of the church shall have authority to officially act unilaterally in church matters apart from the affirmative and unified voice of the entire Team of Elders.

Section 2: Elders

A. Qualifications: The Elders shall be mature, godly males who manifest the qualifications stipulated by the Scriptures (I Timothy 3:1-7; Titus 1:5-9; I Peter 5:1-5). All Elders shall be Members of Quest EFC and shall accept, without reservation, the church's Statement of Faith, as described in The Constitution of Quest Evangelical Free Church, Article 5.

B. Selection: The Holy Spirit selects men for leadership. His choices are expressed through human agency. The following process will be used:

1. Selection will be made primarily on the basis of spiritual qualification with secondary regard for functional matters.
2. As often as needed, but at least yearly prior to the annual meeting, the Team of Elders will ask the Members of the congregation for suggestions of men who, in their estimation, meet the qualifications of an Elder.
3. The Team of Elders will then prayerfully evaluate and screen the suggestions according to the qualifications of an Elder.
4. If a proposed Elder is married, the evaluation and screening process shall include a statement of support and affirmation from his wife.
5. The Team of Elders will prayerfully select from these men those who meet the qualifications of an Elder.
6. The Team of Elders will then submit its selections to the congregation for approval at least two weeks prior to the congregational meeting. Any Member having reservations regarding a nominee must submit a written and signed letter (e-mail, etc.) expressing their reservations at least one week before the congregational meeting to permit review of the concerns prior to the meeting.
7. Each Elder will be individually approved on a written ballot by three-fourths majority of the voting Members present.
8. There is a great value in a Team of Elders that is balanced in age. Without sacrificing the Biblical qualifications, the Elders will strive for such a balance.

C. Term of Service: An Elder shall remain in office for a term of three years. After two consecutive terms an Elder must be off the Team of Elders for at least one year before being eligible to serve another term.

- D. Termination: Any Elder may be terminated from the Team of Elders in one of two ways.
1. *Resignation*- by submitting a letter to the Team of Elders. The resignation must be accepted and approved by the Team of Elders.
 2. *Dismissal*- an Elder may be dismissed by a three-fourths vote of the entire Team of Elders (excluding the Elder under question from the vote and for the purpose of determining the percentage of the Team of Elders required), or by three-fourths vote of the voting Members of the congregation present at a special meeting properly called according to the procedures described in Article V, Section 3.
- E. Evaluation and Discipline: Each year the Team of Elders shall evaluate itself and its members. The Team of Elders shall also be a self-disciplining board according to Matthew 18:15-20, II Thessalonians 3:14-15 and I Timothy 5:19-20. The elders are directly accountable to the Lord of the Church, Jesus Christ, for all their actions (Hebrews 13:17). They are also accountable to the congregation. Individual Elders are accountable to the Team of Elders also.
- F. Function: The Team of Elders, individually and corporately, will essentially have a three-fold function.
1. As an **Elder** (I Timothy 3:1-7) his primary role is to be a growing Christian who has reached a certain depth of maturity and experience. This maturity is reflected in the fruit of the Spirit visible in his life, godly leadership of his household, and the quality of his relationships with people within the congregation, and his good reputation in the community.
 2. As a **Shepherd** (I Peter 5:2,3) he is developing intimate, burden-bearing relationships with people in the congregation. He is actively involved attending to the needs of the people in the flock through instruction, encouragement, discipline, and by modeling a godly lifestyle.
 3. As an **Overseer** (Acts 20:28-31) an elder gives prayerful and wise oversight to the church by endeavoring to maintain sensitivity to the parts while cultivating a perspective of the whole. This involves assessing the needs of the body in light of biblical priorities, planning, implementing, evaluating, and guarding against harmful influences that might bring injury to this church.
- G. Basis of Authority: The basis of authority for all the deliberations and activities of the Team of Elders shall be the Christian Scriptures, both Old and New Testaments.
- H. Decision Making Process: The Elders shall approach decisions in a prayerful dependence on the Holy Spirit with an awareness of their own limited insight and understanding. They shall endeavor to make all their decisions by consensus or an unpressured unanimity. However, there may be issues, which after further study and prayer have not brought the Team of Elders to a unanimous agreement. In such cases the Team of Elders may agree to make the decision on the basis of a three-fourths majority.

- I. Meetings: The Elders shall meet as a Team of Elders as is necessary to oversee this church. This Team of Elders shall meet with the church body as often as necessary to communicate and interact with the body, which will be done formally at least once a year. A quorum of one more than half the Elders must be present for the Team of Elders to transact business at any Team of Elders meeting. Minutes of the Team of Elders meetings where the business and programs of the church are discussed shall be taken by the Secretary and shall be available to the church Membership upon request.
- J. Organization: The Team of Elders shall consist of a minimum of five males and shall be self-organizing. The Chairman of the Team of Elders, honoring the gifts God has given to the various Elders, shall delegate responsibilities among the Elders as the needs arise. The Elders will form committees as needed and will appoint Members of the congregation to them. The Team of Elders shall select a Chairman each year. The Chairman shall call meetings, preside over the Team of Elder meetings and congregational meetings, and facilitate the execution of the Team of Elders' responsibilities. A Vice-Chairman of the Team of Elders shall be elected to serve in support of the Chairman, taking certain responsibilities as the two mutually determine. A Secretary will be elected from among the Team of Elders who will be responsible to record the business of the Team of Elders.

ARTICLE II PASTOR(AL) RELATIONS

Section 1: Calling the Lead Pastor

The Team of Elders shall act as the pulpit or pastoral search committee. It may delegate portions of the pastoral search process to a subcommittee of the Team of Elders but may not delegate the decision as to which pastoral candidate is to be presented to the congregation for consideration. The congregation shall consider only one candidate at a time. The congregation may not consider a second candidate until the first one has been voted on. When the Team of Elders agrees by consensus that the candidate meets the qualifications, it may put the candidate before the vote of the congregation at a congregational meeting.

Notice of the meeting and its purpose should be given at least two weeks in advance in every public forum available of the church. Any Member having reservations about the candidate must submit a written and signed letter (e-mail, etc) expressing these reservations to the Team of Elders no later than one week prior to the stated congregational meeting to permit review of these concerns. A three-fourths vote of Members present shall be necessary to extend a call to the candidate. The vote shall be a written ballot.

With acceptance of the congregation's call, the candidate and spouse shall automatically become Members of this church.

Section 2: Qualifications of the Lead Pastor

The candidate shall meet all the qualifications of an Elder and evidence gifts equipping him to be a pastor. The Team of Elders shall clearly sense that God has called him to be a pastor. He shall be in sympathy and cooperation with the Evangelical Free Church of America and subscribe to its Constitution and Bylaws. In addition, he is required to accept, without reservation, the church's Statement of Faith.

Section 3: Salary and benefits of the Lead Pastor

The Lead Pastor's salary plan and benefits shall be determined by the Team of Elders at the time the call is extended and shall be reviewed at least annually by the Team of Elders at the beginning of the church calendar.

Section 4: Duties and Responsibilities of the Lead Pastor

The primary responsibilities of the Lead Pastor shall be leadership of the spiritual life of the congregation in concert with the Team of Elders. He shall be responsible for the teaching and preaching of God's Word, oversight of the pastoral care and ministries of the congregation, supervision of the pastoral and non-pastoral staff, and accountability for the administrative and business affairs of the church.

The Lead Pastor serves as a permanent, voting member of the Team of Elders. He shall work within the guidelines of a written job description to be determined by the Team of Elders at the time the call is extended. This job description is to be reviewed and, if necessary, revised annually by the Team of Elders. He is accountable to submit to the decisions and directives of the Team of Elders but is not under the authority of any individual member or officer of the Team of Elders.

Section 5: Term of office of the Lead Pastor

The Lead Pastor shall serve for an indeterminate term. If he desires to resign, he shall give at least 45 days written notice to the Team of Elders before relinquishing his duties, unless waived by mutual consent. If the Team of Elders determines that the Lead Pastor no longer meets the qualifications of an Elder, or is no longer effectively serving the needs of the congregation, as determined by the Team of Elders then upon a three-fourths vote of the entire Team of Elders (excluding the Lead Pastor from the vote and as an Elder for purposes of determining the percentage of the Team of Elders required), it may dismiss the Lead Pastor, relieving him immediately of his pastoral duties. The dismissal procedure shall be the same procedure as in dismissing an Elder from office. (Article I, Section 2, D. 2.)

Section 6: Associate Pastoral Staff

As the need arises, pastoral associates shall be called. Additions to the pastoral staff shall be made by the Team of Elders upon recommendation of the Lead Pastor. The participation of the congregation shall be actively sought in the process, by providing public opportunities to meet the candidate, and soliciting input to the Elders prior to their vote.

Pastoral candidates shall meet all the appropriate spiritual, personal, Biblical and practical qualifications for their ministry. The pastoral staff shall be responsible to the Lead Pastor. Terms of employment and termination of ministry shall be determined by the Team of Elders in accordance with the church's policy manual. They are required to accept without reservation the Statement of Faith of Quest EFC.

Section 7: Other Ministerial Staff

As the need arises, other ministerial staff shall be called. The need for such staff, their qualifications, terms of employment and termination shall be made on the recommendation of the Lead Pastor, and with the approval of the Team of Elders. The ministerial staff shall assist the Lead Pastor and, under his supervision, perform such duties as are assigned to them by the Lead Pastor. They shall possess the same kind of personal, biblical, spiritual, practical and theological qualifications as pastoral staff. They are required to accept without reservation the Statement of Faith of Quest EFC.

Section 8: Administrative and Support Staff

As the need arises for volunteer or paid administrative and support staff, the Lead Pastor, Associate Pastoral Staff, and Ministerial Staff shall together have the freedom to hire and terminate these staff if such additional expense does not exceed the approved budget. The Team of Elders does not have to make the decisions but does have to be informed prior to either action. If the Team of Elders has particular interest or concern about a particular hire or dismissal they reserve the right to direct that the decision be reconsidered and/or changed.

ARTICLE III MEMBERSHIP

Section 1: Admission to Membership

When people accept Jesus Christ as Lord and Savior, they become members of Christ's universal spiritual body, the Church (I Corinthians 1:9). However, God does not intend for believers to live and function in isolation but to identify with a local body of believers. *"Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another..."* (Hebrews 10:25). We view this identification not as mere formality, but as a

partnership relationship involving a commitment to: (1) the purpose of the church; (2) the people of the church; and (3) the ministries of the church.

The following procedure will be used to admit new members into partnership:

1. Membership Requirements
 - a. A credible profession of faith in Christ, and evidence of a desire to live a consistent Christian life.
 - b. A peaceable respect for the Statement of Faith and a commitment to submit to the discipline of this local body.
 - c. A sincere commitment to invest time, talents and treasures in the ministry of Quest EFC for the good of the whole and to honor God.
 - d. Any person eighteen years or older. The Team of Elders may waive this requirement in exceptional circumstances.
2. Membership Procedure
 - a. Any person who desires membership shall attend the Membership classes
 - b. An applicant will share a personal testimony of faith in Christ with selected Elders or their designees.
 - c. Individuals who meet the Membership Requirements shall be received into Membership by a three-fourths majority vote of the Elders and an affirmation of the Membership at the annual meeting (or a specially called congregational meeting, whichever comes first).

Section 2: Termination of Membership

1. By Request

A Member, on request, will be dismissed from Membership by the Team of Elders. The elders shall seek to discern and if necessary resolve the reasons for such request
2. By Membership Change

When a Member joins another church, Membership in Quest EFC automatically terminates, except in the case of missionaries who join churches where they are serving.
3. By Inactivity

Members who are absent for more than a year, and who do not respond favorably to inquiries, may be removed from Membership at the discretion of the Team of Elders.
4. By Relocation

Members who become non-resident will forfeit their Membership after a period of six months. Exceptions may be made by the Team of Elders for missionaries, students, those in military service and other special circumstances.

5. By Discipline

It is part of the ministry of this church to encourage and equip its Members to live in accordance with the teachings of Scripture. Should disciplinary intervention become necessary to accomplish this ministry, the Team of Elders will do so according to biblical guidelines (e.g. Matthew 18:15-17; I Corinthians 5; II Corinthians 2:5-11; Galatians 6:1; II Thessalonians 3:14-15; I Timothy 5:19-20; Titus 3:10; James 5:19-20). Our purpose in disciplinary intervention will be the restoration of the erring Member and the purity of the Body of Christ. Our motivation will be to love; our method will endeavor to be filled with grace. If, however, the Member should choose to continue in the unrepentant condition, his/her Membership may be terminated upon final determination by the Team of Elders and made know to the congregation as deemed appropriate. Even this step will be taken in the hope that God will grant them repentance leading to full restoration (II Timothy 2:25-26).

ARTICLE IV MINISTRY TEAMS AND MINISTRY TEAM LEADERS

- A. Ministry Teams will be created by Pastoral and Ministerial Leadership with the Team of Elders oversight. These Ministry Teams are purposed to develop and execute specific ministries that fulfill the mission and vision of Quest EFC.
- B. Each Ministry Team will continue their ministry existence until the Pastoral and Ministerial Leadership, with oversight by the Team of Elders, believes a particular ministry or team should be discontinued.
- C. The Ministry Teams shall report to the Pastoral and/or Ministerial Leadership under which they are organized but are ultimately accountable to the Team of Elders.
- D. Once a particular Ministry Team is established, a Ministry Team Leader will be chosen with oversight by the Pastoral/Ministerial Leadership and Team of Elders.
 - 1. Ministry Team Leaders are fulfilling the ministry role described as deacon and deaconess (I Timothy 3:8-13). They may be a man or woman and must meet the biblical qualifications of a deacon or deaconess.
 - 2. Ministry Team Leaders shall report to the Pastoral and/or Ministerial Leadership but are accountable to the Team of Elders.
 - 3. Ministry Team Leaders will be reviewed annually by the Pastoral/Ministerial Leadership to which they report with oversight by the Team of Elders. It may be recommended that the Leader either continue with their responsibilities or to nominate a new Leader.
 - 4. Ministry Team Leaders are required to be Members of Quest EFC and are expected to exhibit godly character.
 - 5. Ministry Team leaders shall be willing to submit to both Pastoral/Ministerial Leadership as well as Elder leadership.
- E. Ministry Team Members are selected by the Ministry Team Leader and affirmed by the Pastoral/Ministerial Leadership and Team of Elders.

1. Ministry Team Members service commitment shall be for a year. Consecutive years of service will not be limited.
2. Ministry Team Members are not required to be Members of Quest EFC.

F. Other Leadership and Ministry Structures

1. Other task forces, committees or teams may be required for a limited time. These will be established and/or overseen by the Pastoral/ Ministerial Leadership or the Team of Elders.
2. The Pastoral/Ministerial Leadership and/or Team of Elders will define the purpose, time of existence, chairperson and the people who will serve on the task force, committee or team.

ARTICLE V GATHERINGS

Section 1: Worship and other Gatherings

The church will corporately gather weekly for study, worship, and preaching of the Word of God. The Team of Elders, along with Pastoral/Ministerial Leadership will establish or affirm the other gatherings needed to fulfill the purpose of the church.

Section 2: Annual Congregational Meetings

The church as defined by the Membership shall have at least one scheduled business meeting per year. This will be the annual meeting and ought to be held at a time and a place that makes it readily available to the Membership. Notification of the date and place shall be by public announcement for at least two weeks prior to the meeting.

Section 3: Special Congregational Meetings

- A. Special congregational meetings may be called at any time by the Team of Elders. Notification of the date and place of each congregational meeting shall be by public announcement at least two weeks prior to the meeting.
- B. A special congregational meeting may also be called at any time by Members of the congregation. The procedure for calling such a meeting shall be as follows:
 1. A written petition describing the reasons for calling the meeting and the issue or issues to be discussed shall be submitted to the Team of Elders asking it to call a special meeting at the earliest convenient date.
 2. This petition must be signed by at least twenty-five percent of the voting Members.
 3. If the Team of Elders does not call a meeting to be held within three weeks of its reception of the petition, the person whose signature is listed first on the petition shall have the authority to call the meeting. Notification of the meeting stating its purpose, location, and date shall be announced publically at least two weeks prior to the meeting.

Section 4: Quorums

A quorum at any congregational meeting shall consist of at least 20% of the current Membership.

ARTICLE VI FINANCES

- A. The necessary finances for conducting this church (its local and international ministry) shall be obtained through voluntary offerings. Additional projects, pledges and free will offerings may be taken as deemed advisable by the Team of Elders.
- B. The Team of Elders shall submit a budget to the congregation for approval at least once a year.
- C. The Team of Elders may select an individual outside the Team of Elders as the Financial Director/Church Treasurer. The Financial Director/Church Treasurer shall keep all tithes and offerings distinct and separate from financial obligations (debts). This individual is responsible to establish a structure insuring that all collections and disbursement of finances are accountable to others and the Team of Elders.

ARTICLE VII AMENDMENTS

Proposed amendments to these Bylaws must involve the following procedure:

- 1. Amendments to these Bylaws can be initiated by the Team of Elders or by Members of the congregation. An amendment initiated by Members of the congregation must include the signatures of at least ten eligible Members.
- 2. A proposed amendment initiated by the Members of the congregation must be submitted to the Team of Elders in writing. The Team of Elders will review the proposed amendment and decide whether it should be presented to the Members for a vote. The Team of Elders shall clearly communicate the reason for their decision in writing to each signatory. If approved, the proposed amendment will be submitted in written form to the Members of the congregation two weeks prior to a congregational meeting. A three-fourths majority vote of the votes cast at the congregational meeting is necessary to pass the amendment, provided at least 50% of the voting Members are present at the meeting.
- 3. The Team of Elders shall periodically review these Bylaws and recommend amendment(s) to the congregation in written form two weeks prior to a congregational meeting. A three-fourths majority vote of the votes cast at the congregational meeting is necessary to pass any amendment, provided at least 50% of the voting Members are present at the meeting.