

BY-LAWS

of The First Evangelical Covenant of Anchorage, Alaska

Article I Membership

Section 1. -Admission into Membership

A) Application for Membership

A person desiring membership in this church shall apply to the pastor(s) or to a member of the Board. –After the applicant has been given a copy of the Constitution and By-~~Laws~~~~Baws~~ and has had membership instructions from the pastor(s), he/she shall appear before the Board or its representatives to give his/her profession of faith. When the Board has reviewed the application and received his/her testimony favorably, the application shall be submitted to the next congregational meeting for action.

B) Transfer of membership from other Covenant churches

Applicants from other Covenant churches are urged to submit official letters of transfer to be approved by the Board.

C) Reception of New Members

New members shall be publicly welcomed into the fellowship of the church at a service of Holy Communion and shall make public confession of their Christian faith, as outlined in The Covenant Book of Worship.~~THE COVENANT BOOK OF WORSHIP~~

D) Children and Membership

Children of the members of the church and its constituency shall be nurtured under its spiritual care. –When they have reached confirmation age, they shall receive instruction in the Word of God, Christian doctrine, and the history of the church, using the confirmation materials of the Evangelical Covenant Church (ECC).

Children completing confirmation or the eighth grade desiring membership will follow the procedure outlined in Section 1 of this article, they may not vote until they are eighteen years old.

19-October-2015 – Proposed Changes

Section 2.- Nonmember Friends

Nonmember friends shall be enrolled by the church as a part of its total constituency. The church and its pastor(s) shall serve them in all of their spiritual needs, and they shall be encouraged to consider this their church home. -They shall be kept informed of the activities of the church. Nonmember-Nonmembers² friends are encouraged to attend and observe congregational meetings, but they shall have no vote.

Section 3. Associate Members

A) Definition

—“Associate membership is available to those who have held full membership at First Evangelical Covenant Church of Anchorage but have not been active., but have moved out of Anchorage and are active at another congregation. Associate members are former members who continue to support First Covenant by their financial support and prayers. Associate members shall not have voting privileges or serve as officers. Associate memberships will be reviewed annually by the congregation for renewal or removal.”

B) Reinstatement as Full Members

Associate members may be moved back to full Members by action of the Board.

Section 4. Responsibility of Membership

All members shall assume the responsibilities and obligations placed on them by the Word of God and the church. They shall, through their witness by life and word, consecrated service, prayer, regular attendance, and financial support further the cause of Christ in the local church, community and the Evangelical Covenant Church.

Section 5. Discipline

A) Negligent Members

Members who willfully neglect their responsibilities of membership shall be admonished by the senior pastor_(s).

B) Erring Members

A member knowing to err in doctrine or conduct shall be counseled according to the procedure outlined in Matthew 18:15-18 and Galatians 6:1. Any member having knowledge of such error shall, in the spirit of Christian love, seek to restore the brother or sister. If he or she fails to heed this counsel, the matter shall be brought to the attention of one of the senior pastor-pastors and the church chair or chair’s designee, and thereafter, if necessary, to the Board who shall seek to restore him or her. If the member fails to heed this advice, discipline shall then be administered in the Spirit of Christ with due regard for the individual as well as the church.

C) Dismissal of Members

Upon recommendation of the Board, dismissal of a member under paragraph (B) of this section, or for good cause, must be acted upon by the members of the church who alone have the authority. A two-thirds vote of those present and voting at a congregational meeting is necessary for such action.

D) Forfeiture of Rights

A member who has been properly dismissed from the church, or has withdrawn membership, has forfeited all rights and privileges of membership in the church.

Section 6. Transfer of Members

Members who move to another community are encouraged to soon thereafter identify themselves with the local Covenant church. If there is no Covenant church, they should identify themselves with some other evangelical Christian church. Application for transfer of membership shall be made in writing to the pastor(s), who shall issue the transfer to the church with which a member is uniting. Withdrawal of said membership shall be reported through the Board at the next congregational meeting where it shall be made a matter of record.

Section 7. Removal of Membership

Request for withdrawal from the membership in the church shall be made in writing to the pastor(s) or the Board. Removal of said membership shall be reported to the next congregational meeting, where it shall be made a matter of record.

Section 8. ~~Deletion of Membership Status~~

If a member does not attend services ~~and/or~~ contribute financially for one year, and the Board, after diligent effort, is unable to contact the member to confirm their intent to resume active membership, ~~the Board such member's name~~ may consider transferring the member to associate membership. ~~be removed from the rolls by a vote at a congregational meeting.~~

Article II
The Church Board

Section 1. Purpose

The Board shall be responsible for building, maintaining and overseeing all ministries and business affairs of the church between congregational meetings. This includes, but is not limited to, real property, Christian education, congregational care, financial oversight, missions, and outreach.

19-October-2015 – Proposed Changes

Section 2. Composition

The Board shall be comprised of nine members, one of whom shall be the senior pastor and including the four officers and four at-large members.

Section 3. Qualifications

Any member in good standing as described in Article I, Section 4 may be nominated and elected to the Board providing such person has been a member for at least 30 days. A nominee for the position of chair must have had at least one year of previous Board/~~Council~~ experience.

Section 4. Election

Board members shall be nominated and elected from the membership of the church.

There should be an attempt for more nominations for Board members than there are open positions. The number of nominees receiving the most votes for the open positions shall be elected. Additional nominations shall be accepted from the floor subject to agreement of the potential nominee. There shall be no proxy votes.

At the first Board meeting following the annual meeting, the Board shall organize itself electing the officers for the coming year.

Section 5. Terms

All Board members (except the senior pastor) shall serve terms of three years in such a manner that the terms of three shall expire as follows: Year 1, 3 members; Year 2, 3 members; Year 3, 2 members. Elected Board members may not serve more than two terms consecutively.

Section 6. Vacancies and Removal

A Board member may resign. A Board member may be removed from office by a two-thirds vote of congregational members voting at a meeting called for that purpose. Vacancies created by resignation or removal may be filled by a two-thirds vote of the Board. A Board member appointed to serve an unexpired term of less than half a term shall not be precluded from being elected for two more consecutive terms.

Section 7. Notification of Meetings

All Board members shall receive a minimum 3-day advance notification of any meeting, including time and place of the meeting. In emergency situations, the 3-day notice may be waived by a two-thirds vote of the entire Board.

Section 8. Quorum

Six Board members shall constitute a quorum of the Board.

Section 9. Responsibilities of the Church Board

In being responsible to the congregation for building, maintaining and overseeing the spiritual welfare of the church and for directing and overseeing all ministries and business affairs of the church, the Board shall:

- ~~a. present annual mission and ministry objectives to the congregation;~~
- a. ~~b.~~ determine ministry teams needed to carry out the church's mission and ministry, and appoint appropriate leadership for the ministry teams;
- b. ~~e.~~ approve church policies;
- c. ~~d.~~ be responsible for representing the congregation in certain staff relationships including:
 - (1) hiring and dismissal of non-pastoral staff subject to the provisions of these By-Laws. ~~Action shall be by a 2/3 vote;~~
 - (2) ~~annual~~ appraisal of the senior pastor and ~~of the ministry staff, and~~ providing godly counsel or discipline as required;
 - (3) annual review and approval of staff compensation and compensation for new staff, and other personnel expenses for any staff member or activity;
 - (4) establishment of personnel policies;
 - (5) approval of changes in staff job descriptions and approval of job descriptions for new staff positions; and
 - (6) maintenance of current job descriptions for all staff members;

- d. ~~e~~—Be responsible for overseeing the preparation and submission of a proposed budget for each fiscal year to the membership for approval. Upon approval of the budget by the membership, the Board shall be responsible for seeing that the budget is carried out as approved. The Board shall have the authority to appropriately adjust budget items and amounts where ministry objectives necessitate but in no event shall total expenditures exceed the total authorized budget without prior notification of the membership. The Board shall appoint a member of the church as financial secretary (not necessarily a Board member) who shall be authorized to receive monies on behalf of the church and shall appoint a treasurer (not necessarily a Board member) to disburse funds for church purposes in accordance with standard accounting procedures for non-profit organizations. The Board shall annually appoint an independent review of the financial records of the church and report such findings to the congregation. Neither the treasurer nor the financial secretary shall serve more than four consecutive years.
- e. ~~f~~—hear and respond appropriately to concerns of members;
- f. ~~g~~—be responsible for church discipline as outlined in Article I, Section 54 of these By-Laws;
- g. ~~h~~—act as the trustees of the church for the advancement and protection of its assets. The Board shall designate those Board members and any other members of the church who shall be authorized to sign legal documents on behalf of the church; and
- h. ~~i~~—be responsible for action on applications for membership as outlined in Article I, Section 1.A of these By-Laws.

Article III Officers

Section 1. Officers

There shall be four officers: chair, vice-chair, secretary, and financial officer.

Section 2. Duties of Officers

A) Chair

The Chair shall preside at all congregational and Board meetings. The chair shall confer with the senior pastor in preparing the agenda for such meetings. The chair shall be responsible for the leadership of the church services in the absence of the pastor(s). Erring members may be brought to the attention of the Chair as described in Article I, Section 5.

B) Vice-Chair

The vice-chair shall assist the chair, and during her/his absence, assume that office and its duties.

C) Secretary

The secretary shall keep and preserve the minutes of all congregational meetings of the church and of the Board. He/she shall conduct and preserve all official correspondence and documents as shall be delegated to the secretary. [These documents include, among others, the membership roll, terms of Officers, Chairs of Ministry Teams, and policies and guidelines.](#)

D) Financial Officer

1. The financial officer shall oversee the normal duties of the financial secretary: receiving and recording of all monies, and the notification to the treasurer of all such receipts.

2. The financial officer shall perform or supervise the normal duties of the treasurer: the disbursements of funds as authorized by the Board, and the monthly reports of such to each regular meeting of the Board.

3. The financial officer shall be chairman of the Budget [Special](#) Ministry Team which shall prepare the annual budget to be presented to the Board in a timely manner so as to allow Board action before being submitted to the annual congregational meeting for approval.

E) All Officers

Officers of this church should view their offices as a sacred trust and accept the responsibilities thereof to the fullest extent. This includes faithful attendance at congregational, Board, or ministry team meetings where the officer is involved. Should personal circumstances change during tenure of office to prevent the fulfillment of responsibility, the officer shall be expected to notify the church chair and resign her/his position in order that the work may be continued by another, who may be appointed by the Board to serve the remainder of the term.

Article IV Pastors

Section 1. Qualifications

The pastors of the church shall meet the New Testament requirements of their offices and shall be members of the Covenant Ministerium. They shall, by virtue of their call, be members of the church.

Section 2. Duties

The pastors shall devote themselves to the service of the church, preaching and teaching the Word of God, administering the sacraments, [encouraging the congregation's involvement in leading worship](#), and faithfully giving themselves to pastoral work, [and other duties as appropriate](#). They shall provide the church with an accurate record of their pastoral acts and present a written report to the annual congregational meeting. They shall practice good administrative procedures and cooperate with the Board. The senior pastor, or acting senior pastor, shall be a member of the Board.

[Effective \(Proposed\)](#) _____ [7 of 13](#)

Section 3. Cooperation

The pastors shall, both in word and precept, work in harmony with ~~the The~~ Evangelical Covenant Church of Alaska Conference of the Evangelical Covenant Church (AC(ECCA)K) and The Evangelical Covenant Church (ECC) denomination, and their fellow pastors.

Section 4. Call of the Senior Pastor

The senior pastor shall be called at a regular or special congregational business meeting, the purpose of which shall be announced two weeks in advance. ~~The senior pastor shall be nominated by a~~ pastoral search committee, guided by the Holy Spirit, will identify a candidate for consideration by the congregation.

A) Pastoral Search Committee

~~The pastoral search.~~ This committee shall be elected by the membership at a congregational business meeting. It shall be representative of the congregation and have five to nine members. ~~The pastoral search committee, including the chair.~~ It shall work closely with the AC Superintendent.

B) Nomination

~~The pastoral search committee will prayerfully and intentionally listen to the guiding field director of the Holy Spirit in identifying a single candidate for nomination to the congregation.~~ ECCA ~~K.~~ The senior pastor shall be called by written ballot with a two-thirds vote of members present and voting required for a call. The call shall be for an indefinite period of time.

C) Compensation

The Board will negotiate a compensation package with the senior pastor.

Section 5. Call of Additional ~~Pastoral~~ Ministry Staff

Additional pastoral ~~staff members to hold ministerial credentials~~ shall be called at a congregational business meeting, the purpose of which shall be announced at least two weeks in advance. The meeting shall include the budget implications of the proposed position. The Board will recommend one candidate for a call, and the vote shall be by written ballot with a two-thirds vote required for the call. The Board may establish the search committee, or it may serve as the search committee. Pastoral staff members shall hold or pursue ECC credentials.

Section 6. Resignation of a ~~Pastoral~~ or Ministry Staff Member

A ~~pastoral pastor or ministry~~ staff member may resign by submitting a letter of resignation to the Board. Unless there are extenuating circumstances, six weeks of notice should be observed.

Section 7. Charges Against a Pastor

Charges against a pastor shall be submitted in writing to the Board and the AC Superintendent. ~~Charges against ECCA~~ ~~K field director, charging~~ a pastor

Effective (Proposed) _____ 8 of 13

~~should indicate actions of~~with indiscretion, immorality, doctrinal error, unethical behavior, or disloyalty to the ECC. The ~~AC Superintendent~~~~field director~~ shall confer with the ECC executive minister of the ordered ministry. These two officers shall confer and determine the order of responsibility in pursuing the matter according to the Rules and Regulations of the Board of Ordered Ministry of the ECC regarding discipline, prior to further action by the church. A ~~pastoral~~~~pastor or~~ staff member credentialed by the ECC may be suspended by the ECC during the process. ~~However, any minister who fails to become credentialed by the ECC may be suspended or recommended for dismissal at any time without prior notice by the Board.~~

Section 8. Dismissal

The dismissal of a pastor or ministry staff member should be undertaken only after avenues of remediation have been pursued.

A) Dismissal of the Senior Pastor

The dismissal of the senior pastor shall be by congregational vote at a special meeting called for that express purpose. Such an agenda item cannot be a part of, or added to, the agenda of any other meeting. The congregational meeting for such a vote may be called by the two-thirds of the Board or through the request of the congregation accomplished by a petition for such a meeting signed by 20% of the membership. The quorum for such a meeting shall be 50% of the membership. The grounds for dismissal shall be presented. Members shall be allowed to speak to the matter. The senior pastor shall be allowed to speak to the matter. The vote shall be by written ballot. A majority vote of members present and voting is necessary to dismiss the senior pastor.

B) Dismissal of Additional ~~Pastoral~~~~Pastors and Ministry Staff~~

Additional ~~pastoral~~~~pastors and ministry~~ staff called by the congregation may be dismissed by the two-thirds vote of the Board. A meeting to overturn the action of the Board may be called through the request of the congregation, accompanied by a petition signed by 20% of the membership. The quorum for such a meeting shall be 50% of the membership. The grounds for dismissal shall be presented. Members shall be allowed to speak to the matter. The pastor or ministry staff member shall be allowed to speak to the matter. The vote shall be by written ballot. A majority vote of members present and voting is necessary to overturn the action of the Board.

Article V Meetings

Section 1. Annual Meeting

The annual meeting of the congregation shall be held as soon after the close of the fiscal year as is feasible. At this meeting there shall be:

1. Written reports from each of the ministerial staff, chair, and ministry team chairpersons covering the work of the church in the previous fiscal year.

2. There shall be a financial report by the financial officer~~treasurer~~.
3. The budget for the following fiscal year shall be presented for congregational approval.
4. There shall be an election of Board members for the coming fiscal year.
- ~~5. There may be the acceptance of new members of the church. Members accepted at the annual meeting shall not have the voting privilege at that meeting, nor will they be qualified to be elected to office at that meeting.~~
5. ~~6.~~ Any other business the Board deems appropriate for congregational review and/or action.

Section 2. Other Congregational Meetings

~~Other congregational meetings may be held throughout the year providing adequate notice has been given as to time and place.~~ There shall be at least two congregational meetings during the year including the annual meeting.

Section 3. Board Meetings

Board meetings shall be held approximately monthly, or more often if necessary.

Section 4. Quorum

A) Congregational meetings

Quorum for all congregational meetings, except any called for ~~charging or~~ dismissing a pastor, shall be 20 members. Quorum for a special congregational meeting to dismiss a pastor is described in Article IV, Section 8.A.

B) Board meetings

Quorum~~B. The quorum~~ for Board meetings shall be six Board members.

Section 5. Notice

A) Congregational Meetings

A. All congregational meetings shall require a two weeks of notice as to time and place of meeting.

B) Board Meetings

B. Board meetings shall require at least 3 days of notice providing all Board members have been notified. In emergency situations, the 3-day notice may be waived by a two-thirds vote of the entire Board.

Section 6. Rules of Order

All congregational and Board meetings shall be conducted in a manner that upholds the dignity and respect of all persons. Roberts Rules of Order

Effective (Proposed) _____ 10 of 13

~~ROBERTS RULES OF ORDER~~ will be the final arbiter in all procedural matters.

Section 7. Fiscal Year

The fiscal year shall be shall be a calendar year, ~~and this Constitution and By-Laws shall become effective on January 1, 2008.~~

Article VI Ministry Teams

Section 1. Purpose

Ministry teams shall be formed as required to implement the varied ministries of the church. In general, These ministry teams are comprised of members volunteering their timewill be established for the ongoing ministries, and skills to achieve the purpose described in Article II, Section 1. Special special ministry teams may be established ~~by the Board~~ to meet special needs. All ministry teams and special ministry teams report to the Board.

Section 2. Establishment

A) Oversight

~~The~~At the first Board shall oversee and coordinate the Ministry Teams of the church.

A) Team Structure

The Board shall be responsible for the authorization of all First Covenant Church ministry teams. Application for new ministry teams shall come to the Board with:

- rational for the need of this new ministry team,
- indication of the pastor or Board member who will be a part of the Ministry Team,
- indication of the member of the church who will chair the team (not the pastor or Board member),
- a clear ministry focus with possible discussion of relationship to the ministry of other teams, and
- agreement to fulfill the duties of ministry teams as stated in Article VI, Section 4.

B) Annual Review

As soonmeeting after the annual meeting as possible, all ministry teams shall be reviewed and considered for reauthorization by the Board, ~~and prospective ministry team members identified to fill any vacancies. All ministry teams shall have at least three members.~~

~~Section 3. Ministry Teams~~

~~A. Building and Property~~ To oversee, protect, maintain, and improve the church's

Effective (Proposed) _____ 11 of 13

~~—physical assets.~~

~~B. Caring—To assist the pastor(s) in providing care and encouragement to members~~

~~—————guests and regular attendees.~~

~~C. Christian Education—To plan and oversee Sunday School, confirmation, youth work, ———camps and outings, and to establish effective ways to promote spiritual formation ———in the lives of children and adults.~~

~~D. Elders—To work closely with the pastor(s) in the spiritual ministry as well as to ———provide feedback to the pastor(s) of congregational concerns, and to assist pastor(s) ———in making contact with members and friends of the congregation, especially in ———times of spiritual, emotional, and physical need, to meet with the pastor(s) ———regularly to pray, set goals, and give account for the ministry, to lead the ———congregation in times of prayer and waiting on God for direction and blessing, to stay ———in touch with church leaders on a regular basis to know what to pray for and what resources are needed to advance the ministry and the mission of the church.~~

~~E. Mission—To oversee and expand the church’s outreach to other areas of the world.~~

~~F. Outreach—To oversee and expand the church’s ministry to the local community.~~

~~G. Worship—To assist the pastor(s) in planning and leading regular worship services, and ———to promote and stimulate a passionate desire toward God throughout the ———congregation.~~

Section 4. ~~Section 3.~~ Special Ministry Teams

Special Ministry teams are temporary teams established to meet a defined need.

A) Budget~~—Annual~~
Annual

B) Building
As needed

C) Nominating
Annually the Board will act as the Nominating Committee

~~D. Search—As needed~~

Effective (Proposed) _____ 12 of 13

Section 4.5- Duties of Ministry Teams

A) Meeting

~~A.~~—Meet as required to plan and execute specific mission and ministry objectives.

B) Recruitment

~~B.~~—Recruit and train ministry team personnel.

C) Resources

~~C.~~—Define and provide necessary materials required for ministry.

D) Budget

~~D.~~—Submit annually to the Board proposed budgets and objectives for the forthcoming year.

E) Board Approval

Make request to the Board for approving projects and possible funding as necessary

F) Reporting

~~E.~~—Report as requested to the Board.

**Article VII
Amendments**

Amendments to these by-laws not in conflict with the constitution may be adopted at any regular congregational meeting, or at a special meeting called for that purpose, by two-thirds vote of the members present and voting, providing that such amendments have been presented in writing at a preceding regular congregational meeting.