

**BY-LAWS OF THE  
HARVEST EVANGELICAL FREE CHURCH  
of Beaver Dam, Wisconsin  
Revised 07-19-15**

**GENERAL PROVISIONS**

1. The government of this Church is vested in the body of which it is composed, subject to the provisions set forth in these by-laws.
2. The Church year for fiscal purposes is September 1 thru August 31.
3. Leadership Team Leaders and those in a teaching position must be members of the Church. Non-members may be invited to teach on a temporary basis.
4. As a requirement to hold their position, Pastors, Elders, and those in teaching positions, must sign a document indicating that they agree with and support, both our Statement of Faith and Harvest Membership Covenant.

**OFFICERS AND THEIR DUTIES**

The officers of the Church are the Pastor -Teacher and the Elders. Their qualifications, and the qualifications of any additional Pastoral staff, are listed in 1 Timothy 3:1-7 and Titus 1:5-9.

**I. Pastors**

- A. The Pastor - Teacher will perform the function of the ministry as outlined in the Harvest Policy Manual and is an ex-officio member of the Elder Leadership Team (ELT) and all Leadership Teams. He is accountable to the ELT. He will be called by a unanimous recommendation of the ELT, and a seventy-five percent 75% (preferably higher) affirmative vote of those present and those voting via absentee ballot at a Congregational meeting called for that purpose.
- B. The ELT may recommend to the Congregation Associate Pastoral staff positions. If approved, any member of the ELT may recommend a candidate to the ELT. The ELT will consider such recommendations and extend a call if deemed appropriate. The Pastoral Staff will receive direction from the Pastor - Teacher and will be accountable to the ELT. The Pastoral Staff will be responsible for equipping and mobilizing Leadership Teams to do the work of ministry.
- C. All Pastors' terms of office will continue until he resigns or is terminated by the ELT. In the event of a resignation, at least thirty (30) days written notice will be required from the Pastor. If the ELT initiates the termination, the Pastor will be given sixty (60) days severance pay, unless the termination is for misconduct or malfeasance and then the ELT shall determine whether or not severance pay is appropriate. Other arrangements may be made by mutual consent. Before termination of the Pastor - Teacher, the ELT shall determine the support of the Congregation by a vote of confidence. The final decision will be left to the ELT. The ELT may terminate an Associate Pastor by a two-thirds majority vote of all Elders.
- D. Accusations against a Pastor shall not be considered unless supported by two or more identified witnesses. (1 Timothy 5:19-20) An investigation shall be made by the ELT in conjunction with the Forest Lakes District in accordance with biblical principles. Should

it be proven that a Pastor has erred in doctrine or conduct, he shall be lovingly admonished by the ELT. If this does not produce the desired change, if there is no resolution of the differences, or if the Pastor's conduct has ruined his testimony in the community, the ELT shall terminate the ministerial relationship and so inform the Congregation. In such cases, no vote of confidence is required.

## II. The Elder Leadership Team (ELT)

- A. The ELT will consist of no fewer than three (3) voting male members of the Church, plus the Pastor - Teacher. All members of the ELT, including the Pastor-Teacher, have full voting privileges.
- B. A new Elder may be elected to the ELT at any time in the calendar year. The term of an Elder will be three (3) years. If re-nominated and re-elected, an Elder may renew his term at one-year intervals, up to a total of six (6) consecutive years. It is recommended that Elders' terms are staggered, with at least one nomination occurring every year.

Associate Pastoral staff may be elected as an Elder upon recommendation of the ELT. Once elected, Associate Pastoral staff serves as long as mutually agreed upon by them and the ELT.

The process of electing an Elder will be as follows:

1. Announcing: The ELT will announce to the congregation that nominations are being considered. This announcement shall be at least 14 days prior to the ELT "nominating meeting."
2. Suggestions: Any member of the church may suggest another member to be considered for nomination. This suggestion shall be given, in writing, to any current member of the ELT.
3. Nomination Meeting: The ELT shall meet to consider all suggestions. Each suggestion received shall be voted upon. Unanimous agreement by the ELT is required to nominate a proposed Elder.
4. Announcement of Nominations: At least 14 days prior to the election, the ELT shall announce the nomination(s) to the congregation. The announcement shall include the date, time, and place of the election, as well as the nominees names and the proposed start and end dates for the term of service.
5. Feedback:
  - a. If a member of the congregation has an objection to a nominee, they should present that objection to a current member of the ELT, both verbally and in writing.
  - b. After reviewing an objection to a nominee, the ELT will reconsider the nomination. Unanimous agreement by the ELT is required to reaffirm (sustain) the nomination of a proposed elder.
6. Election: The congregation shall vote by secret ballot. A seventy-five percent (75%) 'Yes' vote of the members voting is required to elect an Elder.

C. The ELT has vested in it all the powers and authority usually ascribed to a Board of Directors or Board of Trustees in a corporation and will have authority to use these titles when necessary in handling corporate or civil matters. The religious organization and the officers of the corporation are stated as follows:

President.....Chairman of the ELT  
Vice President.....Vice Chairman of the ELT  
Secretary .....Secretary of the ELT  
Treasurer.....Treasurer of the ELT

D. The ELT will elect from its membership a Chairman, Vice Chairman, Secretary, and Treasurer to serve one (1) year terms. The Treasurer may (with the approval of the ELT) delegate the job of keeping the financial records and handling the funds. The duties of these officers of the ELT are as follows:

1. Chairman – Will preside at all business meetings of the ELT and the Church, sign checks in the absence of the Treasurer.
2. Vice Chairman – Will perform the duties of the Chairman in his absence.
3. Secretary – Will keep a record of the proceedings of all business meetings of the ELT and the Church and maintain the official Church membership roll.
4. Treasurer – Will receive, hold and disburse all checks, monies, bonds, collateral or funds of any kind belonging to the Church as directed by the ELT or by the Church. All funds will be kept in a bank approved by the ELT, and all accounts will be paid by check after authorization of payment. At the annual business meeting the Treasurer will present a report of receipts and disbursements and a statement of cash account. The Treasurer’s records will be audited by either an internal or outside auditor’s as deemed appropriate by the ELT. A monthly report will be presented to the ELT at regular meetings.

For business meetings of the ELT, a quorum shall consist of at least fifty percent (50%) of its members.

E. The ELT will administer and supervise the care and use of all Church property through appointed Leadership Teams to whom authority has been delegated. The ELT cannot sell any capital asset valued at \$2,000 or more or commit to a new debt (does not include refinancing existing mortgage) without approval by two-thirds (2/3) of the voting members present at the annual or special business meeting called for that purpose. The ELT will prepare a yearly budget and present it for Congregational approval at each annual business meeting. Any major expenditure over two thousand dollars (\$2,000.00) must be approved by the membership, except in unusual circumstances which demand immediate or emergency action.

F. Elders are expected to work harmoniously for the good of the Church. If discord exists and cannot be resolved according to God’s Word, the Elder(s) involved shall resign quietly.

G. Accusations against an Elder shall not be considered unless supported by two (2) or more identified witnesses. (1 Timothy 5:19-20) An investigation shall be made by the ELT. Should it be proven that he has erred in doctrine or conduct, he shall be charitably admonished by the ELT. If this does not bring the desired effect, the ELT shall rescind his appointment as Elder, reporting such to the Church.

### **III. *Wedding and Facility Use Policy:***

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Harvest Church will only recognize marriages between a biological man and a biological woman. Further, the pastors and staff, whether paid or unpaid, of Harvest Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Harvest Church shall only be used to host weddings between one man and one woman.

### **LEADERSHIP TEAMS**

The work of the ministry of Harvest Church is vested in volunteers (Eph 4:11-12) who serve under the direction of Leadership Teams. The ELT will appoint Leadership Team leaders to serve for a one-year term and may re-appoint these leaders for further terms of service. Leadership Team leaders must be members of Harvest and meet the qualifications for leadership presented in 1 Timothy 3:8-13. Suggestions for members of each Leadership Team shall be presented by each respective Leadership Team leader to the ELT for approval prior to being asked to serve. Leadership Team members are not required to be members of Harvest, but they must sign a document indicating that they agree with our Statement of Faith and the Harvest Membership Covenant. Each Leadership Team will function according to its mission and boundaries as prescribed in the Harvest Policy Manual. These teams include:

- The Deaconate
- The Stewardship Leadership Team
- The Building and Grounds Leadership Team
- The Great Commission Leadership Team
- The Worship Leadership Team
- The Fellowship Leadership Team:
- The Small Groups Leadership Team
- The Family Ministries Leadership Team

Additional Leadership Teams may be organized by the ELT as deemed appropriate.

### **CONGREGATIONAL MEETINGS**

1. The annual business meeting of the Church will be the third (3<sup>rd</sup>) Monday of September. The agenda and proposed budget will be published with the Church bulletin at least two Sundays prior to the meeting, but other matters may be considered.
2. Special Congregational meetings may be called by the ELT. The notice and purpose will be given from the pulpit on two Sunday mornings preceding the meeting and matters considered will be limited to those contained in the notice.
3. The ELT will respond to input and feedback from all members. They are expected to quickly resolve any conflict. If conflict continues between members and the ELT, a Special Congregational meeting must be called to resolve the particular issue if requested by a minimum of ten (10) members.
4. A quorum will consist of at least one third (1/3) of the voting membership at annual or special Congregational meetings.

5. Unless otherwise specified, Congregational votes shall be decided by a simple majority of ballots cast by members present and those voting via absentee ballot.

#### **PROVISION FOR AMENDMENT TO THESE BY-LAWS**

1. Any member may submit written notice of a proposed amendment to the ELT at least four (4) weeks prior to the annual business meeting, or any special business meeting of the Church.
2. The ELT will place the proposed amendment on the agenda for the meeting. The Congregation must be notified of the amendment and the date of the meeting at least two (2) weeks prior to the meeting in order for the amendment to be considered. Approval for adoption is by two-thirds (2/3) of the ballots cast by members present and those voting via absentee ballot.