

CONSTITUTION & BYLAWS

Congregation Approved 10/24/2021

**Kimmels Evangelical Free Church
179 Pine Creek Drive
Orwigsburg, PA 17961**

CHANGE RECORD

DATE REVISED	SECTION REVISED	DESCRIPTION of REVISION
1991	N/A	Original release of document
2021	1991 CONSTITUTION	2021 CONSTITUTION
2021	ARTICLE I – THE NAME	ARTICLE I – THE NAME
2021	ARTICLE II – THE PURPOSE	ARTICLE II – AUTHORITY AND AFFILIATION
2021	ARTICLE III – CONFESSION OF FAITH	ARTICLE III – THE PURPOSE
2021	ARTICLE IV – MEMBERSHIP	ARTICLE IV – STATEMENT OF FAITH
2021	ARTICLE V – PROPERTY	ARTICLE V – MARRIAGE, GENDER, AND SEXUALITY
2021	ARTICLE VI – GOVERNMENT	ARTICLE VI – FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT
2021	ARTICLE VII – AMENDMENTS	ARTICLE VII – SANCTITY OF HUMAN LIFE
2021		ARTICLE VIII – MEMBERSHIP
2021		ARTICLE IX – PROPERTY
2021		ARTICLE X – DISSOLUTION
2021		ARTICLE XI – GOVERNMENT
2021		ARTICLE XII - AMENDMENTS
2021	1991 BY-LAWS	2021 BYLAWS
2021	ARTICLE I – MEETINGS	ARTICLE I - MEETINGS
2021	ARTICLE II – MEMBERSHIP	ARTICLE II – MEMBERSHIP
2021	ARTICLE III – CHURCH POSITIONS	ARTICLE III – CHURCH POSITIONS
2021	ARTICLE IV – BOARDS AND COMMITTEES	ARTICLE IV – CEMETERY
2021	ARTICLE V - AUXILIARY ORGANIZATIONS	ARTICLE V - AUXILIARY ORGANIZATIONS
2021	ARTICLE VI – BUSINESS MEETINGS	ARTICLE VI - AMENDMENTS AND PROVISIONS FOR THE BYLAWS
2021	ARTICLE VII – PASTORS	ARTICLE VII - RATIFICATION
2021	ARTICLE VIII – AMENDMENTS AND PROVISIONS FOR THE BY-LAWS	

TABLE OF CONTENTS

CONSTITUTION.....	1
ARTICLE I - THE NAME	1
ARTICLE II - AUTHORITY AND AFFILIATION.....	1
ARTICLE III - THE PURPOSE.....	1
ARTICLE IV - STATEMENT OF FAITH	1
ARTICLE V - MARRIAGE, GENDER, AND SEXUALITY.....	2
ARTICLE VI - FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT..	3
ARTICLE VII - SANCTITY OF HUMAN LIFE	3
ARTICLE VIII - MEMBERSHIP	3
ARTICLE IX - PROPERTY.....	3
ARTICLE X - DISOLUTION	4
ARTICLE XI - GOVERNMENT	4
ARTICLE XII – AMENDMENTS.....	4
BYLAWS	5
ARTICLE I - MEETINGS.....	5
Section A - Worship Services	5
Section B - Business Meetings	5
Section C - Voting	5
ARTICLE II – MEMBERSHIP	6
Section A - Qualifications.....	6
Section B - Admission Procedures	6
Section C – Responsibilities	6
Section D - Discipline.....	7
Section E - Withdrawal.....	7
ARTICLE III – CHURCH POSITIONS.....	7
Section A – Senior Pastor	7
Section B - Associate Pastor	9
Section C – Elders.....	9
Section D - Deacons.....	11
ARTICLE IV – CEMETERY.....	12
ARTICLE V – AUXILIARY ORGANIZATIONS.....	133
ARTICLE VI – AMENDMENTS AND PROVISIONS FOR THE BYLAWS.....	13
ARTICLE VII – RATIFICATION	13

CONSTITUTION

ARTICLE I - THE NAME

The name of the congregation shall be: Kimmels Evangelical Free Church, incorporated as such under the laws of the Commonwealth of Pennsylvania.

ARTICLE II - AUTHORITY AND AFFILIATION

Authority: The congregation, at its congregational meetings, is the legislative and governing body of this organization, hereafter referred to as the Church. The congregation, under the leadership of the Holy Spirit, shall be vested in its members and administered by the Board of Elders as derived from and limited by the Articles of this Constitution & Bylaws.

Affiliation: This Church shall be affiliated with the Eastern District Association of the Evangelical Free Church of America and shall send delegates to their conferences, support their Home Church Planting and Foreign Mission efforts, and unite together for the furtherance of the Gospel of Jesus Christ in the measure that the Church itself may officially decide.

ARTICLE III - THE PURPOSE

The purpose of the Church shall be to praise and glorify God through worship and the giving of our tithes, time and talents (Matthew 4:10; John 4:24); to edify the saints through the preaching and teaching of the Word of God (2 Timothy 3:16, 4:2); to win the unsaved to Jesus Christ both at home and on the mission field (Matthew 28:19-20); and to provide fellowship for its members and friends (Acts 2:42-47).

ARTICLE IV – STATEMENT OF FAITH

The Statement of Faith of this Church shall be the same scripturally based statement of the Evangelical Free Church of America which reads as follows:

God

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

The Bible

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

Jesus Christ

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

The Work of Christ

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

The Holy Spirit

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

The Church

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Christian Living

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Christ's Return

9. We believe in the personal, bodily and glorious return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

Response and Eternal Destiny

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

ARTICLE V - MARRIAGE, GENDER, AND SEXUALITY

We believe the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians

7:2-5; Hebrews 13:4). We believe that any form of sexual immorality is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10). Kimmels Church's facilities, pastors, and staff are not permitted to hold or conduct any marriage deemed unbiblical by this article on marriage, gender and sexuality.

We believe that God wonderfully and immutably creates each person as a biological male or biological female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

ARTICLE VI - FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Kimmels Church's faith, doctrine, practice, policy, and discipline, the Board of Elders and active members of the congregation are Kimmels Church's final interpretive authority on the Bible's meaning and application.

ARTICLE VII - SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139:13-14; Exodus 23:7; Proverbs 6:16-17).

ARTICLE VIII - MEMBERSHIP

Men, women and teens who confesses faith in the Lord Jesus Christ, who has the assurance of salvation, whose conduct is in accordance with his or her confession, who subscribes to the above Statement of Faith, who adheres to the Constitution & Bylaws of this Church, and who is willing to support the Church with faithful attendance, prayer, and material means may become a member of this Church as outlined in the Bylaws, Article II - Membership.

ARTICLE IX - PROPERTY

This Church shall have the power to receive, either by gift or by purchase, and to hold such real, personal, or mixed property as is authorized by the laws of the Commonwealth of Pennsylvania, and as is deemed necessary for the business of the Church, and shall have the power to dispose of such property by mortgage, deed or otherwise. All such property shall be held in the name of the Church. The Board of Elders shall have the power to receive, purchase, acquire, sell, lease, convey, mortgage, deed or otherwise transfer property of the Church, but only after having been duly authorized by the Church at a congregational meeting. All contracts, notes, mortgages, conveyances, assignments, leases, releases and other documents and papers on behalf of the Church shall be executed by the Board of Elders, but only after having been duly authorized by the Church at a congregational meeting.

Any member who has withdrawn or who has been excluded from the Church loses all rights of the Church. The private property of the individual members of this Church shall be exempt from corporate debt.

ARTICLE X - DISOLUTION

In the event of a division in the Church (i.e., where separate and distinct groups claim they are the properly constituted authority of the Church) the property shall be in the care of those who abide by this Constitution, as determined by the Eastern District Association of the Evangelical Free Church of America. Under no circumstances may either the real or the personal property of the Church come into the possession of any individual person. If, however, the congregation should at any time unanimously agree to dissolve the relationship with the Evangelical Free Church's Eastern District Association, any and all Church property will belong to said congregation.

In case of the dissolution of the Church, the property shall be assigned to the Eastern District Association of the Evangelical Free Church of America. The Church shall be considered dissolved if so decided by the Church, when the Church has not held a congregational meeting for three years, or when less than six members remain.

ARTICLE XI - GOVERNMENT

Ultimate authority in the Church shall reside in the membership of the congregation. Kimmels Evangelical Free Church shall be autonomous, a self-governing congregation responsible to the Lord Jesus Christ. The elected leadership shall be responsible for the general supervision of all the spiritual, physical, and financial affairs of the Church. They are subject to the final authority of the congregation. Congregational meetings shall provide congregational endorsements and authorizations to the Board of Elders and other officers. The government of the Church is further prescribed in the bylaws.

Authority to lead the Church is given by the congregation. The election of leadership is a trust given by congregational action. Leaders serve at the pleasure of the membership. Hence, leadership deliberations or decisions are subject to congregational support. This prerogative is a right of congregationalism. Not all matters are reviewed, only items the congregation deems appropriate.

ARTICLE XII – AMENDMENTS

This Constitution may be amended by a three-fourths (75%) majority vote of the active members present, providing there is a quorum (at least 40%) of the active membership at any congregational meeting. Notice of such proposed changes must be made in writing to every active member of the congregation two (2) weeks prior to the meeting.

BYLAWS

ARTICLE I - MEETINGS

Section A - Worship Services

1. Regular church worship services shall be held each week at hours established by the Board of Elders with agreement from the congregation. Corporate prayer and Bible study encompasses all age levels and shall be a regular part of the ministry of Kimmels Church for the spiritual growth of the congregation. The regularly established schedule of services may be temporarily changed or altered by the Board of Elders when the necessity arises.
2. The ordinance of the Lord's Supper (communion) shall be celebrated as regularly as possible at a time determined by the Board of Elders.

Section B - Business Meetings

1. The Church fiscal year shall begin January 1st. The annual business meeting of the Church shall be held during the month of October each year. A quorum of active members must be present to do business. The transaction of ministry business concerning the activities and outcomes of the year shall take place. All required annual reports of pastor, elders, deacons, and ministry leaders for the previous year shall be given at this meeting. Needs, vision, plans, and implementation for the forthcoming year will be shared by the Board of Elders. The semi-annual meeting shall normally be held in April.
2. A special meeting shall be called by the Senior Pastor, elders, or by a petition of 20% of the active voting membership when the need thereof is so requested. All Church business meetings will be announced in writing no later than two Sundays prior to the meeting date.
3. Robert's Rules of Order shall be followed at all business meetings of the Church. For church business 30% or more of the resident active voting members shall constitute a quorum. For elders and deacons meetings, 2/3 of its members shall constitute a quorum. If a quorum is not present by one-half hour after the announced starting time of the meeting there will be no voting.

Section C - Voting

1. Every active member of the congregation shall be privileged to participate actively in all congregational meetings and to vote at all elections. Voting must be done in person, not proxy. Thirty (30%) percent of all active members shall constitute a quorum at congregational business meetings. All matters unless otherwise stated in specific instances in the Constitution & Bylaws shall be determined by a majority vote (one more than one-half of all votes cast). Active members who are absent must abide by the decision(s) of those active members present and voting at any meeting.
2. All elders and deacons shall be elected by ballot at the annual business meeting and shall assume office the first day of the fiscal year. Elders and deacons voted by ballot, at a specially called business meeting, to fill a vacancy shall automatically assume office the first day of the month following this vote. Elder and deacon elections require a quorum of thirty (30%) percent of all active members, and approval from a three-fourths (3/4) majority vote of a quorum of the membership to assume office.

ARTICLE II – MEMBERSHIP

Section A - Qualifications

Applicants for membership in the Church must be true believers who meet the criteria of Article IV - Statement of Faith and Article VIII – Membership of this Church’s Constitution for a period of at least six months prior to their applying for membership.

Anyone desiring membership shall indicate their desire to any member of the Board of Elders, who in turn shall provide the applicant with a copy of the Constitution & Bylaws of the Church and membership application. In addition to the application, the applicant will be required to attend the Church membership class prior to being accepted for membership. Exception being the physical attendance requirement because of a long-term infirmity or other special circumstance, which is acknowledged and unanimously approved by the Board of Elders, may be submitted for approval to the congregation for associate membership vote. All applicants shall be interviewed by the Board of Elders.

Section B - Admission Procedures

All satisfactory applicants’ names shall be posted by the Board of Elders three weeks prior to the congregational meeting. Should a church member object to an applicant for membership, that member shall state the reason to the Board of Elders, no less than two weeks prior to said congregational meeting so they have adequate time to investigate the objection. The approved applicants shall be elected to membership by a quorum of active members who unanimously vote at any regularly scheduled or specially called congregational meeting. The applicants shall not be present in the meeting when their applications are being voted on by the congregation. The accepted applicants shall be publicly received into membership at one of the congregation's Sunday services.

Section C – Responsibilities

1. Active Member in Good Standing

Active members shall lead a consistent Christian life in word and in deed, according to the teaching of the Holy Scripture, and seek to edify one another in the faith. They shall actively promote the unity and welfare of the congregation. They shall prayerfully and diligently study the Word of God, take part in corporate worship by regularly attending scheduled services of the congregation, fellowship with the Body, support the ministries of the Body, and faithfully and reverently partake of the Lord’s Supper. Through the principle of personal and consistent support according to I Peter 4:10 each member shall exercise his/her giftedness, ability and finances to support the congregation in its ministry for Jesus Christ.

2. Associate Member in Good Standing

All rights of Active Membership are to be enjoyed by Associate Members with the exception of the right to vote at business meetings and the right to be considered for or hold elective office. People, who desire to put themselves under the authority of the Board of Elders of Kimmels Church, from the following three different groups are eligible:

- a. Young people aged 13 through 17 who the Board of Elders find to be believers who desire to move towards regular active membership at the age of 18 or over (Acts 2:39).
- b. Believers who are stationed on military and/or missionary assignments overseas, regionally, or any believer locally who for reason cannot participate in the active worship and ministries, are to be considered in good standing as an Associate Member.
- c. Adults who live temporarily in the area. These may include college students and others who, for whatever reason, will not be staying in the area permanently.

3. Inactive Member

If, on the prayerful considered findings of the Board of Elders, the non-fulfillment of a member’s responsibilities is deemed to be true, said member will be contacted by the Board of Elders concerning his/her relationship to the Lord and this church. After such contact, and based upon the information gained, the member will either make a renewed commitment to fulfill his/her membership responsibilities and continue on the active member roll, the Board of Elders, who unanimously agree, shall place said person on an inactive membership

list, or member will voluntarily withdraw their membership from the church in writing. Inactive members may not vote at or otherwise participate in membership business meetings. Inactive members that desire restoration to an active status shall make request in writing to the Board of Elders.

The inactive membership roll will be reviewed yearly by the Board of Elders. All action taken by unanimous vote from the Board of Elders will be communicated to the persons involved in writing, and the congregation will be notified of such action at the next regularly scheduled or specially called business meeting.

Section D - Discipline

If any member shall conduct himself/herself in a manner which, in the studied opinion of the Board of Elders, is not in harmony with Scriptural principles, is in denial of Article IV - Statement of Faith of this Church's Constitution, has violated one of the provisions of this Constitution & Bylaws for which he/she does not show evidence of repentance, he/she shall be interviewed and counseled by the Board of Elders after the manner clearly indicated in the Word of God (Matthew 18:15-17; Romans 16:17; Galatians 6:1). The restoration of the erring member(s) shall be the single purpose of any action taken by the Church, and love and the desire to adhere to the commands of God the sole motivating force in these matters.

If, however, the member(s) should choose not to observe the condition(s) outlined in Section C - Responsibilities, the Board of Elders shall continue to try to restore the individual(s) through counseling and progressive steps of disciplining actions. These include but are not limited to loss of board or committee membership, loss of teaching role, loss of all other service in the Church. If the conditions continue, the Board of Elders shall then recommend to the congregation further disciplining action which must be approved by a three-fourths (3/4) majority vote of the quorum voting at any scheduled congregational meeting. This action by the congregation will result in the loss of membership for the individual(s) involved. In all of these cases the sole purpose of these actions is to have the individuals realize the gravity of their condition and to restore them to fellowship with God.

Section E - Withdrawal

Any member who wishes to withdraw their name from the Church membership shall make their request in writing to the Board of Elders who will in turn acknowledge the request in writing.

ARTICLE III – CHURCH POSITIONS

Section A – Senior Pastor

1. Qualifications

The Senior Pastor shall be a man with the fundamental components of being a man of God who God has called into the pastorate who examples:

- a. **Character** indicative of a life in harmony with the Word of God through spiritual & intellectual maturity by means of confidence of one whose walk with Jesus Christ is a known behavior as listed in Section C – Elders, 1 - Qualifications of the church's Bylaws (Ephesians 1:13; I John 1:6-7; Proverbs 10:9; I Timothy 3:1-7; Titus 1:5-9).
- b. **Competence** of someone whose spiritual gifts, encompassing pastor/teacher, that have been developed and refined. A life style and serving that reflects taking great care in all his conduct. An esteemed man of respect in the congregation and community. Having all his works of service so that the body of Christ may be built up (Romans 12:6-8; Ephesians 4:11; I Corinthians 12:4-6; Titus 1:9; I Peter 4:10; I Peter 5:1-3).
- c. **Chemistry** that is a relational fit with Kimmels Church as a team member. One whose personality and temperament blend with the philosophy, objectives, and culture through exhibiting “unity in Spirit.” He shall be in agreement with the Article IV - Statement of Faith of this Church's Constitution and be willing to abide by the other provisions of the Constitution & Bylaws of this Church (Romans 12:4-5; I Corinthians 12:12; Ephesians 2:21-22; Philippians 2:1-5; Amos 3:3).

2. Calling of the Senior Pastor
 - a. The Board of Elders shall recommend qualified persons from the congregation for the Pastoral Search Committee. Nominations for that committee may also be provided to the Board of Elders from the floor. The congregation shall elect the Pastoral Search Committee to secure suitable candidates for pastor.
 - b. The pastoral candidates shall be interviewed by that committee one at a time. The candidate shall have opportunity to preach at a church service(s) as the Board of Elders may direct. Candidates shall be presented to the congregation one at a time. They shall be members of or be willing and qualified to become members as soon as possible of the Ministerial Association of the EFCA.
 - c. Once the Board of Elders determines they have a man to recommend as a candidate for a call, the congregation shall be convened for a special business meeting. The recommendation should be presented with all the reasons for suggesting him as a candidate.
 - d. The congregation shall then vote as to whether or not they desire to send the candidate a call. If he receives a three-fourths (3/4) majority vote of a quorum of the membership, the call shall be extended. If not, the matter goes back to the Board of Elders for the presentation of new recommendations.
 - e. The Board of Elders shall notify the pastor-elect of the action of the church immediately and upon his affirmative reply make arrangements for his moving and installation. Upon installation, the Senior Pastor and his wife shall automatically become members.
3. Role / Duties
 - a. The pastor shall preach and teach the Word of God and have freedom of the pulpit. He shall perform all of the Scriptural duties of this office under the guidance of the Holy Spirit. He shall have the general oversight of the spiritual life of the church and administration of the ordinances of the Church. He shall maintain an active visitation program, provide counseling, and see that all members, friends, and children are properly instructed in God's Word.
 - b. The pastor shall direct and supervise the day-to-day activities of the pastoral staff, delegating responsibility and authority where appropriate, establishing priorities in the ministries, and promoting the effective functioning of the total staff. He shall also perform such other duties in connection with the work of the Church as shall be delegated to and accepted by him. He shall submit a report of his activities at the annual church meeting.
 - c. He shall serve as elder/pastor with the other elders. He shall qualify as an ex-officio member and voting member of all church ministries.
4. Termination
 - a. The pastor shall serve an unlimited period of service unless other arrangements are made at the time the call is accepted. The relationship between the pastor and the Church may be dissolved at the option of either, by the giving of a three months' notice, or by mutual consent.
 - b. The pastor may be discharged from his position by the Church subject to the following conditions:
 1. If he should radically depart from the Word of God or in his conduct or in doctrine as contained in Article IV – Statement of Faith of this Church's Constitution the Board of Elders shall admonish him in love, and should this not have the desired result, he shall be discharged by action of the Church.
 2. After hearing the reasons for his recommended dismissal, he shall be accorded the right of stating his position before the congregation. He shall absent himself at the time of voting.
 3. He may only be dismissed by the congregation at a properly called business meeting by a three-fourths (3/4) majority vote of a quorum.

Section B - Associate Pastor

Based on the needs and demands of the congregation, the Church may call and support additional pastors.

1. Qualifications

The Associate Pastor shall be a man with the fundamental components of being a man of God who God has been called into the pastorate. He shall be in full agreement with Article IV- Statement of Faith of this Church’s Constitution and be willing to abide by the other provisions of the Constitution & Bylaws of this Church. He shall abide by the Word of God in his life reflecting on the areas of giftedness and abilities in teaching, feeding, and equipping of the Saints (Ephesians 4:11-16); tending the flock (John 21:15-17; I Peter 5:1-4); and being guardian of the flock (I Thessalonians 5:12-22; Hebrews 13:17). He shall take great care in all his conduct so as to be esteemed a man of God with respect in the congregation and community (I Timothy 3:1-7; Titus 1:5-9). He shall fill the listed qualifications of an elder as listed below in Section C.

2. Calling of Associate Pastor

The selection shall be upon recommendation of the Pastoral Search Committee formed and functioning under Bylaws Article III, Section A – Senior Pastor, 2 – Calling of the Senior Pastor, #a. The candidates for Associate Pastor may or may not be asked to preach but shall be given adequate opportunities to become acquainted with the congregation. The Board of Elders determines the job description and terms of employment. If he receives a three-fourths (3/4) majority vote of a quorum of the membership, the call shall be extended. Upon installation, the Associate Pastor and his wife shall automatically become members.

3. Role / Duties

He shall perform such duties in connection with the work of the Church as prescribed in the job description with day-to-day accountability to the Senior Pastor. He shall serve as elder/pastor with the other elders.

4. Termination

- a. The Associate Pastor shall serve an unlimited period of service unless other arrangements are made at the time the call is accepted. The relationship between him and the Church may be dissolved at the option of either, by the giving of a three months’ notice, or by mutual consent.
- b. The Associate Pastor may be discharged from his position by the Church subject to the following conditions:
 - 1. If he should radically depart from the Word of God or in his conduct or in doctrine as contained in Article IV – Statement of Faith of this Church’s Constitution the Board of Elders shall admonish him in love, and should this not have the desired result, the he shall be discharged by action of the Church.
 - 2. After hearing the reasons for his recommended dismissal, he shall be accorded the right of stating his position before the congregation. He shall absent himself at the time of voting.
 - 3. He may only be dismissed by the congregation at a properly called business meeting by a three-fourths (3/4) majority vote of a quorum.

Section C – Elders

1. Qualifications

Elders shall be men who are active members of this Church who are mature, godly and called by God. They shall be in agreement with the Article IV - Statement of Faith of this Church's Constitution and be willing to abide by the other provisions of the Constitution & Bylaws of this Church. Each man serving must manifest Christlikeness with spiritual qualifications, leadership qualifications, and commitment to this Church as stipulated in Scripture (*NIV Study Bible*):

Self-controlled	I Tim. 3:2; Titus 1:8
Hospitable	I Tim. 3:2; Titus 1:8
Able to teach	I Tim. 3:2; 5:17; Titus 1:9
Not violent but gentle	I Tim. 3:3; Titus 1:7
Not quarrelsome	I Tim. 3:3
Not a lover of money	I Tim. 3:3
Not a recent convert	I Tim. 3:6

Upright, holy	Titus 1:8
Disciplined	Titus 1:8
Above reproach (blameless)	I Tim. 3:2; Titus 1:6
Husband of one wife	I Tim. 3:2; Titus 1:6
Temperate	I Tim. 3:2; Titus 1:7
Respectable	I Tim. 3:2
Not given to drunkenness	I Tim. 3:3; Titus 1:7

Has a good reputation with outsiders	I Tim. 3:7
Not overbearing	Titus 1:7
Not quick-tempered	Titus 1:7
Loves what is good	Titus 1:8

Manages his own family well	I Tim. 3:4
Sees that his children obey him	I Tim. 3:4-5; Titus 1:6
Does not pursue dishonest gain	Titus 1:7
Keeps hold of the deep truths	Titus 1:9

2. Selection

It is through the Holy Spirit that men are selected to be overseers and shepherds of this Church for leadership. Only He knows the hearts and motives of men. His choices, however, must be expressed with selection through the local Body of Christ, His church (Acts 14:23; Acts 20:28).

Prior to the annual business meeting of the congregation, and at other times when new or additional elders are needed, the Board of Elders will ask the members of the congregation for suggestions of men who in their prayerful estimation meet the qualifications. A Nomination Committee shall be established by the Board of Elders from the recommendations of the congregation. Then the Nomination Committee shall prayerfully evaluate and screen the suggestions according to the qualifications. They will then make their recommendations to the Board of Elders. The Board of Elders will prayerfully interview and approve or not approve each man recommended. The result of a nominee's evaluation shall be privately shared with him. The Board of Elders will then submit approved men to the congregation for a ballot vote following Bylaws, Article I, Section C - Voting.

3. Term of Service

Each year, the congregation appoints new and/or confirms existing members to the Board of Elders. Each lay elder shall serve a term of one year. Each elder may be re-elected for unlimited terms of office. An elder may serve if he serves well and does not disqualify himself.

4. Evaluation

The Board of Elders shall evaluate their function and its members by monitoring the performance objectives and development objectives as annually set forth by the Board of Elders. They shall be self-disciplining (II Thessalonians 3:14-15; I Timothy 5:19-20). However, the Board of Elders are directly accountable to the Lord of the Church, Jesus Christ, and to the active members of the congregation for all their actions and decisions (Hebrews 13:17). They are also to “Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which he bought with his own blood.” (Acts 20:28).

Any elder who does not fulfill the qualifications or duties of his office, fails to attend three consecutive board of elders’ meetings without good reason, or does not regularly attend the stated services of the Church shall, after notice and attempt to resolve, be asked by Board of Elders to resign.

5. Function

The Board of Elders will have essentially a three-fold function:

- a. To build and develop their own families in the Lord (I Timothy 3:4-5).
- b. To feed and shepherd the flock of God with concern for the spiritual growth of all church members and the spiritual content of all church programs/activities. This involves the spiritual welfare of the church with positive impartation of truth, refutation of error, and administration of discipline (John 21:15-17).
- c. To oversee and manage the entire ministry of this local body. This involves regular time spent in prayer, assessing the needs of the entire body, seeking God’s vision, faith planning, evaluating outcomes sought, training leadership, and establishing other teams to assist in various areas of ministry (I Peter 5:2-3; Ephesians 4:12-13).

The Board of Elders shall be self-organizing. That is, the various functions and areas of responsibility of the elders shall be delegated among its members on an annual basis. A chairman of the Board of Elders shall be selected each year by the elders. He shall prepare agendas, call meetings, and be the facilitator over both elder and congregational meetings (1 Corinthians 12:14, 18).

6. Basis of Authority

The basis of authority for all the deliberations and activities of the Board of Elders shall be the Scripture with collective will of Church members under Christ and God’s Word (Eph. 2:19-22; I Cor. 12:12).

7. Decision Making Process

The Board of Elders shall approach decisions in prayerful dependence upon the Holy Spirit. While decisions can be made by a simple majority of the quorum, the expectation is the Board of Elders shall earnestly seek unity of the Spirit and to reach a unanimous decision without coercion in all decisions.

8. Quorum for Board of Elders Meetings

A quorum for a Board of Elders meeting shall consist of a 2/3 majority of the elders.

9. Termination

If the elder in question refuses to resign Bylaws, Article II, Section D shall be followed.

Section D - Deacons

1. Qualifications

Deacons shall be men who are active members of this Church who are mature, godly men, who fully support the Bible as God’s authoritative Word. They shall be in agreement with the Article IV – Statement of Faith of this Church’s Constitution and be willing to abide by the other provisions of the Constitution & Bylaws of this Church.

Each man serving must manifest the qualifications as all the moral qualifications of elders stipulated by the Scriptures (NIV Study Bible):

Above reproach (blameless)	I Timothy 3:9	Sees that his children obey him	I Timothy 3:12
Husband of one wife	I Timothy 3:12	Does not pursue dishonest gain	I Timothy 3:8
Temperate	I Timothy 3:8	Keeps hold of the deep truths	I Timothy 3:9
Respectable	I Timothy 3:8	Sincere	I Timothy 3:8
Not given to drunkenness	I Timothy 3:8	Tested first	I Timothy 3:10
Manages his own family well	I Timothy 3:12	His wife is respected, temperate and trustworthy	I Timothy 3:11

2. Selection

It is through the Holy Spirit that men are selected to be servant leaders. Only He knows the hearts and motives of men. His choices, however, must be expressed with selection through the local Body of Christ, His church (Acts 6:3). Selection will be made on the basis of spiritual qualifications, leadership qualifications, and commitment to this Church and to the Evangelical Free Church of America.

Prior to the annual business meeting of the congregation, and at other times when new or additional deacons are needed, the Board of Elders will ask the members of the congregation for suggestions of men who in their prayerful estimation meet the qualifications. A Nomination Committee shall be established by the Board of Elders from the recommendations of the congregation. Then the Nomination Committee shall prayerfully evaluate and screen the suggestions according to the qualifications. They will then make their recommendations to the Board of Elders who will prayerfully interview and approve or not approve each man recommended. The result of a nominee's evaluation shall be privately shared with him. The Board of Elders will then submit approved men to the congregation for a ballot vote following Bylaws, Article I, Section C - Voting.

3. Term of Service

Each year, the congregation appoints new and/or confirms existing members to the Board of Deacons. Each lay deacon shall serve a term of one year. Each deacon may be re-elected for unlimited terms of office. A deacon may serve if he serves well and does not disqualify himself.

4. Evaluation

The Board of Deacons shall evaluate itself and its members, but will also be under the evaluation and accountability of the Board of Elders. It shall be a self-disciplining board (II Thessalonians 3:14-15). However, the deacons are directly accountable to the Lord of the Church, Jesus Christ, and to the active members of the congregation for all their actions and decisions (Hebrews 13:17).

Any deacon who does not fulfill the qualifications or duties of the office, fails to attend three consecutive deacon meetings without good reason or does not regularly attend the stated service of the Church shall, after notice and attempt to restore that member, be asked by the Board of Elders to resign from the board of deacons.

5. Function

The role of a deacon is not a governing or overseer role, but is to be one who serves the church by assisting the Board of Elders in the task of ministering to the flock (Acts 6:1-7; Philippians 1:1).

Deacons shall:

- a. Be the gatekeepers of the material ministry with responsibility for the care, maintenance, and improvements of the congregation's property and equipment. And to delegate some responsibilities to others in the church.
- b. Manage administrative responsibilities caring for the day-to-day and annual finances of the church budget.
- c. Develop budget costs created from the Board of Elders' faith planning of church ministry (Luke 14:28).
- d. Have the right to sell, rent, or transfer ownership of any of the church's property valued up to \$2,000.00 without vote of the congregation but approved by the Board of Elders.
- e. Minister with house-to-house visitation and guidance to those in the church with illness, physical needs, and caring for the poor.
- f. Maintain the benevolent fund receivables and in concert with the Board of Elders the disbursements.
- g. Assist in administering Communion.

The various roles and areas of responsibility of the Board of Deacons shall be delegated on an annual basis as determined by the Board of Elders based on the church's faith planning. Specific areas can be evaluated and adjusted with the Board of Elders to meet unforeseen needs of the church. A chairman of the deacons shall be selected each year by the Board of Deacons. He shall call meetings, provide agenda, and preside over all deacon related meetings.

6. Basis of Authority

The basis of authority for all the deliberations and activities of the Board of Deacons shall be the Scripture, as well as from the Board of Elders, with collective will of Church members under Christ and God's Word.

7. Decision Making Process

The Board of Deacons shall approach decisions in prayerful dependence upon the Holy Spirit and counsel of the Board of Elders. While decisions can be made by a simple majority of the quorum, the expectation is the board of deacons shall earnestly seek unity of the Spirit and to reach a unanimous decision without coercion in all decisions.

8. Quorum for Deacon Meetings

A quorum for a Board of Deacons meeting shall consist of a 2/3 majority of the deacons.

9. Termination

If the deacon in question refuses to resign, Bylaws, Article II, Section D shall be followed.

ARTICLE IV – CEMETERY

Kimmels Church Cemetery Association is a ministry of Kimmels Evangelical Free Church which provides burial plots on an "at need" basis for members of the church and the community. As a ministry of the church, it is covered under the church's nonprofit status and considered a Christian cemetery. Its financial accounts are to be considered as distinct and separate entities from the church and other ministries and are to be used solely for cemetery purposes including, but not exclusive of, perpetual care of graves, landscaping, maintenance and repair of both grounds and chapel, and expansion of the cemetery grounds. The cemetery shall be administered by the Board of Elders/Deacons and subject to the ultimate authority of the congregation of Kimmels Evangelical Free Church.

ARTICLE V – AUXILIARY ORGANIZATIONS

Auxiliary organizations are those which are scripturally based ministry local and national organizations. These organizations are to function within the framework and biblical principles of both their authenticated organization and this Church's Constitution & Bylaws.

Affiliation with each auxiliary ministry shall be initially recommended by the Board of Elders and thereafter approved by majority vote of the congregation.

ARTICLE VI – AMENDMENTS AND PROVISIONS FOR THE BYLAWS

Amendments, additions or changes to the Bylaws may be made at any business session of the Church by a three-quarters (3/4) majority of the quorum when proposed amendments, additions or changes have been presented in written form and discussed at a previous regular or special meeting for discussion.

ARTICLE VII – RATIFICATION

This Constitution and these Bylaws of Kimmels Church are effective upon adoption by the members of the congregation and do hereby supersede any and all previous Constitutions and Bylaws of the congregation.

Certification of Constitution

Total membership as of 10/24/2021: 103

Members present and voting: 48

Ratified by a vote: 40

Certification of Bylaws

Total membership as of 10/24/2021: 103

Members present and voting: 48

Ratified by a vote: 38