

## **Constitution**

### **Church Name**

### **Purpose of the Ministry**

**General Statement**

### **Authority and Affiliation**

**Congregational government - congregation as convened in its business session(s) is the governing and legislative body and its own highest authority**

**Affiliation with EFCA**

### **Membership**

**Official statement that the congregation is the legal governing body**

### **Statement of Faith**

**Must be the EFCA statement of faith**

### **Property**

**Owned by the local church, strongly recommend adding a clause for disillusionment giving assets to EFCA District**

### **Amendments**

**Process for amending Constitution**

## **By-laws**

### **Membership**

**Qualifications for Membership**

**Membership Process**

**Membership Role – Active, Inactive, Associate, how often reviewed**

**Removing Membership**

**Discipline of Members**

### **Leadership Structure**

**Top Leadership Board – Elders suggested**

**Number – Should be max not minimum**

**Eligibility/Qualifications**

**Responsibility**

**Terms**

**Replacing vacancies**

**Leadership Boards – ex: deacons, general board**

**Number**

**Eligibility/Qualifications**

**Responsibility**

**Terms**

**Replacing vacancies**

## **Officers**

**Title**  
**Responsibility/Qualifications**  
**Term of office**  
**Replacing vacancies**

## **Pastoral Staff**

### **Role of Sr. Pastor**

**Description of responsibility and expectations**  
**Relationship to top leadership**

### **Pastoral Staff**

**Who do staff report to**  
**Hiring and releasing staff other than Sr. Pastor**

### **Ministry Leaders**

**Responsibility and Expectations**  
**Line of accountability**

### **Administrative & Operational Staff**

**Oversight by whom**

## **Business Meetings**

### **Quorum**

### **Membership Voting**

#### **suggest listing:**

**Taking on of debt or sale of property**  
**Hiring or releasing the Sr. Pastor**  
**Affirmation of top leadership board & Officers**  
**Affirmation of budget**  
**Change in Constitution and By-laws**

### **Calling of Special Meetings**

## **Suggested**

**Discipline and Reconciliation Statement for members to sign**

**Biblical Affirmations**

**Indemnification for leaders**

**Financial Accountability stated.....receipts and payments separate**

**Rules of order....**

**Church Year – Fiscal year or calendar year**