

**CONSTITUTION  
OF  
EBENEZER OROMO EVANGELICAL  
CHURCH (EOEC)**

**MINNEAPOLIS, MINNESOTA**

**Approved on April 8<sup>th</sup>, 2012**

**Amended on February 15<sup>th</sup>, 2015**

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## **PREAMBLE**

Responding to the grace of God, known through Jesus Christ by the power of the Holy Spirit, we, baptized members of the Church of Christ, unite together for the purpose of the mission of God, baptize, to make disciples, and teach the Word of God and administer the Sacraments ordained through His divine will, revealed through the Holy Scriptures.

We confess that all power and authority residing in God the Father and our Lord Jesus Christ is revealed through the power of the Holy Spirit, one God now and forever.

We do hereby adopt this Constitution and solemnly pledge ourselves to be governed by its provisions.

## CHAPTER 1

### NAME AND INCORPORATION

#### Article 1 Name

- a. The name of this congregation shall be Ebenezer Oromo Evangelical Church.
- b. The Ebenezer Oromo Evangelical Church shall have a logo.

#### Article 2 Incorporation

- A. For the purpose of this Constitution and the accompanying By-Laws, Ebenezer Oromo Evangelical Church is hereinafter designated as “this Congregation.”
- B. This Congregation shall be incorporated under the Laws of the State of Minnesota.

#### Article 3 Languages of services

Language of this Congregation shall be Primarily Oromo language (*Afaan Oromoo*).  
However, the church documents may be in English.

## CHAPTER 2

### STATEMENT OF FAITH

#### Article 1 Confession

This Congregation believes, confesses, and teaches the Triune God; the Father, the Son, and the Holy Spirit.

#### Article 2 Salvation

This Congregation believes, teaches, and confesses Jesus Christ as Lord and Savior, through whom everything was made, and through whose life, death, and resurrection God fashions a new creation and also believes that salvation is received by grace through faith and repentance.

#### Article 3 Holy Scripture

This Congregation believes that the Bible is the Word of God. Through it, God reveals Himself to us. The whole Bible is God-breathed and God-inspired. The Old and New

Testaments are the norm, guide and base for the faith of this Congregation. This Congregation also:

- a. believes in proclamation of God's message to mankind as both Law and Gospel is the Word of God, revealing judgment and mercy in the person and work of Jesus Christ through whom God was pleased to reconcile the World to Himself;
- b. accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm for what this congregation teaches, believes and lives and
- c. believes that through the Holy Scripture, God's Spirit speaks to create and sustain Christian faith and fellowship, and to direct the priesthood of all believers for God's mission in the world.

**Article 4 Statement of Faith**

This Congregation accepts the three ecumenical creeds - the Apostles', Nicene, and Athanasian Creeds.

**Article 5 The Holy Spirit**

This Congregation believes and accepts that the Holy Spirit is the presence of Jesus Christ among us. Through Him God loves us, empowers us and lives in us.

**Article 6 Gifts of the Holy Spirit**

The Holy Spirit gives gifts to all believers, and this Congregation encourages their use.

**Article 7 The Second Coming**

This Congregation believes in and anticipates the glorious return of Jesus Christ.

**CHAPTER 3**

**NATURE OF THE CONGREGATION**

**Article 1 Congregation Head**

All power in this Congregation belongs to our Lord Jesus Christ, its head. All actions of this Congregation are to be carried out under His rule and authority.

**Article 2      Being Part of Holy Catholic Church**

The Church exists as a local Congregation gathered for worship and Christian service. Congregations find their fulfillment in the universal Holy Catholic Church, and the universal Church exists in and through Congregations.

**CHAPTER 4**

**STATEMENT OF PURPOSE**

**Article 1      Purposes**

This Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world. To this end this Congregation:

- a. shall worship God in proclamation of the Word, administration of the Sacraments, and through lives of prayer, praise, thanksgiving, witness, and service;
- b. shall provide pastoral care and assists all members to participate in this ministry;
- c. shall teach biblical principles of stewardship including use of time, talent and treasures;
- d. shall guide the children in the right way for their spiritual life and
- e. shall encourage its members to study and apply the Word of God in their daily lives.

**Article 2      Prayer Life**

This Congregation is a praying church. All meetings of this Congregation shall begin with prayer to seek God's guidance and blessings.

**Article 3      Evangelism**

This Congregation affirms Christ's Great Commission to make disciples of all nations as a priority in the life of the church, through emphases on Congregation renewal as provided in this Constitution and its By-Laws.

**Article 4 Biblical Norm of Marriage**

This Congregation upholds the Biblical norms for marriage, family value and human sexuality; believes that marriage between one man and one woman is an institution created and blessed by God.

**Article 5 Partnering with Other Congregations**

This Congregation fosters and participates in interdependent relationships with other Congregations of similar confession to inspire, encourage and participate in local and in international ministries of evangelism, mission, outreach and growth.

**Article 6 Mission**

This Congregation is a mission church:

- a. Thus, a reasonable percentage of her income will be used as a mission fund to advance the Kingdom of God or address human need outside our Congregation.
- b. The church may establish branches in Minnesota. These branches shall function in accordance with the provisions of this Constitution and the rules made there under.

**Article 7 Holistic Service**

The Congregation believes in providing holistic services and also works to reach out and serve all people, especially Oromo who left their homeland due to various reasons, and to advocate for justice, peace and love.

**CHAPTER 5**

**POWERS OF THE CONGREGATION**

**Article 1 Power**

The powers of this Congregation are those necessary to fulfill its purpose.

**Article 2      Exercising the Power**

The powers of this Congregation are vested in the Meeting of the Congregation called and conducted as provided in this Constitution and the By-Laws.

**Article 3      Delegation of Power**

Only such authority as is delegated to the Council of Congregation Elders, hereinafter referred as “Congregation Elders”, or other organizational units in this Congregation’s governing documents is recognized. All remaining authority is retained by the Congregation.

**Article 4      Authority of Congregation**

The authority of the Congregation shall include:

- a. call of a pastor as provided in article 5 of this chapter;
- b. terminate the call of a pastor as provided in CHAPTER 10, Article 10;
- c. approve the annual budget;
- d. acquire real, moveable and immoveable properties through gifts, purchase or through other lawful means;
- e. hold titles to and use the properties for any and all activities in consistent with its purpose;
- f. sell, lease, transfer, or otherwise dispose of its properties by lawful means;
- g. elect the Congregation Elders and any other teams requiring election, and require them to carry out their duties in accordance with the Constitution, By-Laws and terms of reference and
- h. establish or terminate her partnership and/or affiliation with Church and church-affiliated Organizations based on proposal from the Congregation Elders.

**Article 5      Authority to Call**

Authority of all calls including pastor(s) and evangelists in this congregation is vested in duly called meeting of this Congregation. This call shall be approved by two-third (2/3) majority of secret ballot vote of member present.

**Article 6      Vacancy and Call Committee**

When a pastoral vacancy occurs, a Call Committee of four voting members of this Congregation and one member from Congregation Elders shall be selected by the Congregation. The candidate(s) shall be a voting member or becoming voting members of this Congregation upon accepting the call.

**Article 7      Call of Interim Pastor**

The Congregation may depart from Article (6) of this chapter, and may call an interim Pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Such call may also be terminated before its expiration in accordance with the provisions of CHAPTER 10, Article 10.

**CHAPTER 6**

**MEETINGS OF THE CONGREGATION**

**Article 1      General Meeting**

Any duly called Meeting of the Congregation shall constitute a general meeting for the transaction of business of the Congregation.

**Article 2      Annual Meeting**

Annual Meeting of the Congregation shall be the supreme organ of the Congregation.

- a. This Annual Meeting should be communicated to the members at least one month in advance.
- b. The Annual Meeting of the Congregation for the transaction of business pertaining to the Congregation other than the Financial Report shall be held the second Sunday in the month of November or on either of the two following Sundays.

**Article 3      Duties of Annual Meetings**

The Annual Meeting shall carry out the following tasks:

- a. Elects Congregation Elders by a written secret ballot.
- b. Elects Internal Auditors and hires External Auditors.
- c. Amends the Constitution and the By-Laws when proposals are presented through the Congregation Elders.
- d. Hears activity reports from the President and financial report from the Treasurer and Auditors.
- e. Approve the annual budget of the Congregation for the following year.
- f. Approves a call of pastor when presented by call committee and the Congregation Elders.
- g. Review and decide the continuity of the services of the pastor and other administrative issues when presented by the Congregation Elders.

**Article 4 Special Meeting**

This Congregation shall hold Special Meeting on second Sunday in the month of January or on either of the following weeks. The details shall be specified in the By-Laws.

**Article 5 Midyear Meeting**

This Congregation shall hold midyear meeting on the second Sunday of July. The details shall be specified in the By-Laws.

**Article 6 Extra-Ordinary Meeting**

Extra-Ordinary Meeting may be called at any time by the Congregation Elders or upon written request of two-thirds (2/3) of the voting members.

**Article 7 Quorum**

The presence of a simple majority (51%) of the voting members of this Congregation shall constitute a quorum at any Meeting of the Congregation.

**Article 8 Adjournment**

- a. If the simple majority (51%) of the voting members of this Congregation is not present at legally called and scheduled meeting, as stipulated under Articles 4 and 5 of this Chapter, and the meeting shall be adjourned for future date and take place with the voting members present for the same purpose.
- b. If procedural difficulties arise during meetings discussion shall be suspended for a time of prayer to seek God's wisdom.

**Article 7 Proxy voting**

Voting by proxy or by absentee ballot shall not be permitted.

**Article 8 Majority Vote**

All actions by the Congregation shall be by majority vote of members present and voting, except otherwise provided in this Constitution and the accompanying By-Laws.

**Article 9 Rules and Procedures**

Meetings of the Congregation shall be conducted following principles in Philippians 2: 1 -4 and procedures according to Robert's Rules of order.

**CHAPTER 7**

**CHURCH PARTNERSHIP**

**Article 1 Partnership and Affiliation**

This Congregation may choose to partner and/or affiliate with Church Organizations to promote the Gospel of Jesus Christ, in accordance with the confession of faith and statement of purpose as stipulated under CHAPTER 2 and 4 of this Constitution. Any such official affiliations will be entered into and codified by procedures indicated in the By-Laws. This congregation may also terminate the partnership or the affiliation at her choosing. These actions of approving and terminating partnership require approval of voting members as stipulated in the By-Laws.

**Article 2 Sister Churches**

This Congregation shall recognize Evangelical Oromo Churches in Oromia as sister churches, those Diaspora and others congregations that have similar statement of faith and confession stipulated under CHAPTERs 2 and 3 of this constitution.

## **CHAPTER 8**

### **PROPERTY OWNERSHIP**

#### **Article 1 Disposal of Properties**

If this Congregation ceases to exist, title to undisposed property shall be transferred to other church of similar confession, preferably Oromo congregation, when supported by two-third majority of voting members.

#### **Article 2 Transfer of Property**

If two-third (2/3) majority of duly called meeting of the voting members of this Congregation votes and approves to transfer to another Oromo Congregation of similar confession, title to property shall be transferred along with.

## **CHAPTER 9**

### **MEMBERSHIP**

#### **Article 1 Members**

Members of the Congregation shall be:

- a. baptized persons on the roll of this Congregation at the time when this Constitution is adopted;
- b. persons who are baptized as children and confirmed in this congregation;
- c. persons who have been received through child dedication and adult baptism;
- d. persons who have been accepted by certificate of transfer from other Evangelical Congregations of the same confession and who accept CHAPTERS 2 and 4 of this constitution.

#### **Article 2 Voting Members**

Voting members are members listed as in article 1 of this chapter and who shall have communed and made a Tithe of Record during the current or preceding year to this Congregation. Exceptions may be considered for those who do not have income.

**Article 3 Associate Member**

Associate Member is a person who is holding membership in other similar evangelical congregation who wish to retain such membership but desire to participate in the life and mission of this Congregation. The person has all the privileges and duties of membership except voting rights and eligibility to be elected for Congregation Elders.

**Article 4 New Believer**

If the candidate for a membership is a new believer, the Congregation shall teach the person a required basic education and receive through baptism and thereafter teach other necessary Christian education.

**Article 5 Member Information**

Every member of this Congregation has a duty to communicate change of address to the Pastoral Office within 30 days.

**Article 6 Duties and privileges**

It shall be the privilege and duty of members of this Congregation to:

- a. make regular use of the means of grace, both Word and sacraments;
- b. live a Christian life in accordance with the Word of God;
- c. support the work of this Congregation through contributions of their time, money and abilities as biblical stewards;
- d. be governed by the Constitution and the By-Laws of this Congregation and
- e. elect and be elected except for those stipulated under Article 3 of this chapter.

**Article 7 Termination of Membership**

Membership in this Congregation shall be terminated by any of the following reasons:

- a. Death;

- b. Resignation;
- c. Transfer or release;
- d. Disciplinary action taken by the Congregation Elders per CHAPTER 13 or
- e. Removal from the roll due to inactivity as defined in the By-Laws. Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.

**Article 8      Lose of privilege**

A member whose membership terminated due to any of the reasons stipulated under Article 6 above shall forfeit all the privileges including pecuniary.

**CHAPTER 10**

**THE PASTOR**

**Article 1      Head of the Congregation**

Jesus Christ is the Great Shepherd and Head of the church. The Pastor, under Christ shall be the shepherd in the Congregation in conformity with all the scripture and incompliance with the Constitution and By-Laws of this Congregation.

**Article 2      Primary Duties**

Pastor(s) called by this Congregation shall adhere to the confessions of faith defined and accepted by this Congregation, and therefore shall:

- a. preach and teach the Word of God as revealed in the Old and New Testaments;
- b. administer the Sacraments and visit the sick and the distressed;
- c. lead, inspire, and equip the saints for the work of service to the building up of the body of Christ;
- d. perform such duties as stated in the letter of call and agreed upon with the Congregation Elders and

**Article 3      Lead Pastor**

The Lead pastor serves as non-voting member of the Congregation Elders for the sake of the integrity of pastoral office and an ex-officio member of designated ministries and committees.

**Article 4 Supervisory responsibility**

The Lead pastor shall supervise salaried and compensated staffs and have stewardship responsibility.

**Article 5 Training and Bible Study**

Pastors and Evangelists lead in preparing and training materials for bible studies as needed and coordinate such trainings and programs. The pastors also prepare teaching materials for discipleship and Ministry services.

**Article 6 Action Plan**

- a. Based on approved annual plan, the Pastor(s) shall submit activity plan and performance report to the Congregation Elders every quarter.
- b. The pastor(s) shall implement recommendations and suggestions by Congregation Elders.

**Article 7 Evangelism and Outreach ministry**

The lead pastor shall serve as a chairperson of Evangelism and Outreach Ministry.

**Article 8 Staff Policy**

The pastor, associate pastor(s) and evangelist(s) shall follow the staff policy of the church.

**Article 9 Letter of Call**

The letter of call shall be signed by the President and the Secretary on behalf of this Congregation. The specific duties of the Pastor, compensation and other matters pertaining to the service of the Pastor shall be included in the letter of call.

**Article 10 Mutual Relationship**

The Pastor when accept the call of the Congregation, this acceptance shall constitute a continuing mutual relationship and commitment, unless terminated for any of the following reasons:

- a. Mutual agreement to terminate the call, or the completion of a call, for a specific term;
- b. Resignation of the Pastor;
- c. Inability to conduct the pastoral office effectively in the Congregation in view of local conditions;
- d. Incompetency or the moral and spiritual character, the physical or mental incapacity of the Pastor.
- e. Action of termination requires a simple majority vote of a legally called Meeting of the Congregation and
- f. The dissolution of the Congregation

**Article 11 Parochial Record**

The pastor shall keep accurate and updated parochial records of all members, baptisms, marriages and burials, and shall submit a summary of these statistics annually to the Congregation Elders.

**Article 12 Accompany with other Pastors**

When a pastor is called to serve in accompany with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors and the Congregation Elders.

**CHAPTER 11**

**CONGREGATION ELDERS**

**Article 1 Congregation Elders and Officers**

The voting members of this Congregation Elders shall consist of the officers (president, vice president, secretary and treasurer), and not more than three members of the Congregation Elders.

## **Article 2      Vacancy**

A member's place on the Congregation Elders shall be declared vacant if the member:

- a. ceases to be a voting member of this Congregation or
- b. is absent from four successive regular meetings (two months period) of the Congregation Elders.
- c. When such vacancy occurs, the Congregation Elders shall choose by majority vote a replacement until the next Annual Meeting and report the same to the congregation.

## **Article 3      Election and Term of Office**

Members of the Congregation Elders shall be elected by secret ballot to serve for two years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively.

## **Article 4      Election Procedure**

The election of Congregation Elders shall be conducted in the following Procedure:

- a. All the seven members of the Congregation Elders shall be elected during the first round of election.
- b. The election will follow staggering process after the first election.
- c. The president, secretary and a member of Congregation Elders of first election, hereafter shall be referred to as "Team One", Congregation Elders. The vice president, treasurer and the other two members of Congregation Elders, hereafter shall be referred to as "Team Two" Congregation Elders.
- d. The Team Two congregation Elders shall vacate their position for election in the first staggering election process a year after the first round of election.
- e. The Team One shall serve out the full two years term.
- f. The officer shall be elected to the offices of president, vice president, secretary and treasurer from the pool of all the seven elders following the result of staggering election.

**Article 5      General Oversight**

The Congregation Elders shall have general oversight of the life and activities of this Congregation, and in particular its worship life, to make sure that everything is done in accordance with the Word of God and the confession of our faith.

**Article 6      Administrative Responsibility**

The Congregation Elders shall be responsible for all administrative, financial and property matters.

- a. The Congregation Elders shall be the board of trustees of this Congregation, and management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Minnesota.
- b. The Congregation Elders shall not have the authority to buy, sell, or encumber real property unless specifically authorized by two-third (2/3) majority vote.
- c. The Congregation Elders shall prepare an annual budget for adoption by Congregation, shall supervise the expenditure of funds in accordance therewith following its adoption.
- d. The Congregation Elders shall submit a comprehensive report to this Congregation on the Annual Meetings.
- e. The Congregation Elders may enter into contracts of up to \$2,000.00 for items not included in the budget. If there is an urgent project costing more than \$2,000.00 and not included in the annual budget, the council shall call extra-ordinary general meeting and present it to the members for approval.
- f. The Congregation Elders shall ascertain that the financial affairs of this Congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations.
- g. The Congregation Elders shall be responsible for this Congregation’s investments and its total insurance program.

**Article 7      Enforcement of the Constitution**

The Congregation Elders shall see that the provisions of this Constitution and By-Laws are carried out.

**Article 8      Reviewing of Roster**

The Congregation Elders shall conduct an annual review of the membership roster.

**Article 9      Employment and Supervision**

The Congregation Elders shall be responsible for the employment and the overall management of all staffs of the Congregation.

**Article 10     Allocation of Budget**

The Congregation Elders shall appropriate funds for different Mission activities and services other than operational budget of the Congregation.

**CHAPTER 12**

**CONGREGATION COMMITTEES**

**Article 1      Executive Committee**

The officers of this Congregation shall constitute the Executive Committee.

**Article 2      Election Committee**

An Election Committee of five voting members of this Congregation shall be elected on the Annual Meeting of the Congregation for a term of two years. Members are not eligible for consecutive reelection.

**Article 3      Audit Committee**

An Audit Committee of three voting members shall be elected on the Annual Meeting of the Congregation. Audit Committee members shall not be members of the Congregation Elders. Term of office shall be three years, with one member elected each year. Members shall be eligible for one time reelection.

**Article 4      Evangelism and Outreach Ministry**

Evangelism and Outreach Ministry of five voting members of this Congregation shall be selected by the Congregation Elders for a term of two years. Members shall be eligible to serve no more than two full terms consecutively.

**Article 5      Advisory Committee**

An Advisory Committee consisting of representatives of different ministries and committees of this Congregation shall be formed as shall be specified in the By-Laws.

**Article 6      Other Committees**

Other committees of this Congregation may be formed, as the need arises, by decision of the Congregation Elders.

**Article 7      Duties of Ministries' Leaders and Committees**

Duties of ministries' leaders and committees of this Congregation and qualifications for the election of its members shall be specified in the By-Laws or in the terms of references.

**CHAPTER 13**

**DISCIPLINE OF MEMBERS AND ADJUDICATION**

**Article 1      Discipline**

Denial of the Christian faith and the authority of the Scripture as described in this Constitution, persistent trouble-making and misconduct are sufficient cause for discipline of a member. Prior to disciplinary action, counseling will be attempted following Matthew 18:15-17, proceeding through these successive steps:

- a. private admonition by the pastor;
- b. admonition by the pastor in the presence of two members of the Congregation Elders;
- c. The pastor and the two members of the Congregation Elders shall refer the case to the advisory committee if the member considers the discipline unfair and
- d. citation to appear before the Congregation Elders.

**Article 2      Disciplining Process**

The process for discipline of a member of the Congregation shall be governed as prescribed by the chapter on discipline in the Constitution and the By-Laws.

## **CHAPTER 14**

### **AMENDMENTS TO THE CONSTITUTION AND THE BY-LAWS**

#### **Article 1 Amendment**

Amendments to this Constitution and the By-Laws may be proposed, except CHAPTER 2, 3 and 4, by one-fourth voting members or by the Congregation Elders in writing and must be filed with the Congregation Elders 60 days before formal consideration by this Congregation at its regular or special meeting. The Congregation Elders shall notify the members of the proposal with the council's recommendation at least 30 days in advance of the meeting.

#### **Article 2 Amendment Proposal**

A proposed amendment to this Constitution or the By-laws shall:

- a. be adopted at a properly called meeting according to this Constitution by a majority vote of voting members present;
- b. have the effective date included in the resolution and noted in the Constitution or the By-Law and
- c. No By-Laws shall contradict with this Constitution.

#### **Article 3 Effective Date**

Any amendments to this Constitution or the By-Laws shall become effective within 30 days from the date of adoption unless the amendment is in conflict with the Constitution and By-Laws of this Congregation.

## **CHAPTER 15**

### **INTERPRETATION**

#### **Article 1 Interpretation**

In the event of any ambiguity arising out of any point which is not expressly provided for in the Constitution, the Congregation Elders will request the authors of this Constitution for interpretation. In the absence of the authors of the Constitution, the decision of the Congregation Elders shall be final unless it is reversed by the Congregation.

**Article 2 Contradicting provisions**

Any other law of this Congregation which is contradictory to the provisions of this Constitution is null and void.

**CHAPTER 16**

**PROHIBITIONS**

**Article 1 Prohibition**

The funds of the Congregation shall not be used to pay the fines of member(s) or staff who have been convicted in Court unless it is in relation to the Congregation service within the framework of responsibilities delegated to the individual.

**Article 2 Restrictions**

This Congregation shall not allow its funds and/or premises to support political organizations.

**Article 3 Fundraising**

There shall not be fundraising in this Congregation for other than those approved by the Congregation Elders.

**Chapter 17**

**EFFECTIVE DATE**

This Constitution became effective this day of April 14, the year of 2012.

Minneapolis, Minnesota. It is amended on February 15<sup>th</sup>, 2015, Minneapolis, Minnesota.

**BY-LAWS  
OF  
EBENEZER OROMO EVANGELICAL  
CHURCH (EOEC)**

**MINNEAPOLIS, MINNESOTA**

**February 15, 2015**

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## **Preamble**

Having the Constitution of Ebenezer Oromo Evangelical church (EOEC) approved by the Congregation; and,

Whereas, the Constitution of this Congregation has set out clearly the foundation of its faith and the mission statement that guides its programs; and,

Whereas, Ebenezer Oromo Evangelical Church is certified by the State of Minnesota, and,

Whereas, the commitment of the Congregation is holistic in its approach for the promotion Evangelism through evangelization and addressing needs of its members and others; and,

Whereas, the Bylaws plays an essential part in the planning, organizing and running of the affairs of the Congregation and its relation with external bodies;

Now therefore, the Bylaws is promulgated as follows:

## **Section 1**

### **Definitions**

**Congregation:** is the Ebenezer Oromo Evangelical Church (EOEC). It will be referred to as this Congregation hereafter;

**Congregation Elders:** leaders of this Congregation elected at a General Meeting according to section 7 of this By-Laws.

**General Meeting:** A meeting of the voting members of the Congregation.

**Member:** is a biblical believer recognized and received into the fellowship of this Congregation according to Chapter 9 Article 1 of EOEC Constitution.

**Voting Member:** is member listed as in article 1 of this chapter and who shall have communed and made a Tithes of Record during the current or preceding year to this Congregation according to Chapter 9 Article 2 of EOEC Constitution.

**Associate Member:** is a person who is holding membership in other similar evangelical congregation who wish to retain such membership but desire to participate in the life and mission of this Congregation according to Chapter 9 Article 3 of EOEC Constitution.

**Ministry:**

- Core Ministries: are long-term and essential to the congregation's mission, vision and values.
- Teams: are ministry groups which exist for the life of a specific ministry/service that complements the mission, vision, and values of this Congregation

**Lay Ministers:** are non-clergy believers who are installed into different ministries according to their spiritual gift and talent to support the overall ministry and vision of this Congregation.

**Officers:** The officers of the Congregation Elders are the President, vice President, Secretary and Treasurer;

**Pastor:** Qualified individual called for services of this Congregation according to Chapter 5 and 10 of the Constitution and called according to sections 20 and 21 of this By-Laws.

**Staff:** Individuals, who are not clergy, employed to support the administrative and spiritual services of this Congregation.

**Committee:** A group of members formed for specific purpose for a given period of time.

**Partnership:** partnership or association with other congregations or Christian organization to promote the Gospel of Jesus Christ, in accordance with the EOEC confession of faith and statement of purpose.

**Election Team:** A group of voting members elected every two years to facilitate a full cycle of Congregation Elders.

## **Section 2 Mission and Outreach**

1. As stipulated under chapter 6 Article 6 of EOEC Constitution, at least fifteen percent (15%) and not more than twenty (20%) of the annual income shall be allocated for outreach ministry and to address human needs outside the congregation;
2. The Congregation Elders will present mission and outreach plan at special meeting of the congregation for approval, and
3. The Congregation Elders shall prepare Memorandum of Understanding (MOU) with the partner as stipulated under section 4 and present it to congregation for approval.

## **Section 3 Membership**

1. Membership in this Congregation shall be for persons who have met the qualification of membership stipulated under chapter 9 of the Constitution and are listed on the membership roll;
2. Individuals desiring to take membership in OEC shall meet requirements stated under chapter 9 of EOEC Constitution;
3. Candidates for membership shall be presented to the Congregation Elders for consideration and approval. The candidates shall receive biblical teachings and introductions to the Constitution, By-Laws and administrative structure of this Congregation;
4. The new members will be presented with membership ID card and copies of the Constitution and By-Laws of this Congregation;

5. Members shall be removed from the Church roll for the reasons stipulated under chapter 9 Article 7 of EOEC Constitution and Section 31 of this By-Laws;
6. Dismissed member may be restored by the Congregation Elders according to the spirit of second Corinthians 2:7-8 after the evaluation of his/her life-styles revealed to be in accordance with the Scriptures and the Statement of Faith of this Congregation, and
7. Restoration of Church membership shall require the vote of two-thirds (2/3) of the Elders in favor.

#### **Section 4**

#### **Partnership**

1. This Congregation can have partnership with congregations or church organizations based on their confession and statement of purpose for evangelization;
2. Congregation elders shall thoroughly evaluate a potential partner in accordance with confession of faith and statement of purpose of this Congregation as stipulated under CHAPTER 2 and 4 of the Constitution and present it to the congregation for approval;
3. This Congregation can also have partnership with non-church organizations on some common purposes to promote the welfare of those who are least among us. This partnership shall be periodically evaluated in accordance with mission and vision of this Congregation;
4. The Congregation shall approve the proposed partnership with a two-thirds (2/3) majority of voting members present; and
5. This Congregation can also terminate existing partnership at her choosing. This action requires an approval of simple majority of voting members present.

#### **Section 5**

#### **Congregational Meeting**

##### **I. Annual Meeting:**

1. The Annual Meeting of the Congregation shall be the supreme organ of this Congregation. The Agenda shall be determined by the Congregation Elders and shall usually include:
  - a) Call to Order;
  - b) Announcement of official Meeting Quorum;

- c) Opening Prayer;
  - d) Reading and approval of Meeting Minutes from the previous Annual Meeting or Special Meetings;
  - e) Election of Election Team members;
  - f) Election of congregation Elder members;
  - g) Other Official Business as announced in advance of the meeting date;
  - h) Closing Prayer, and
  - i) Adjournment.
2. The Annual Meeting of this Congregation shall be held on the second Sunday of the month of November or on either of the two following Sundays, and
  3. This annual meeting should be announced to the members at least one month in advance of the meeting date.

## **II. Special Meeting**

1. This Congregation shall hold Special Meeting on second Sunday in the month of January or on either of the following two weeks.
2. The Agenda shall be determined by the Congregation Elders and shall usually include:
  - a) Mission and ministry report presented by the President;
  - b) Financial report by Treasurer;
  - c) Presentation and approval of the annual budget of the congregation;
  - d) Election of different committees;
  - e) Approval of call of pastor(s) when presented by call committee;
  - f) Amendments of Constitution and/or By-Laws when presented by Congregation Elders;
  - g) Adopt or terminate its official partnership with ministry association or organization;
  - h) The Audit Committee shall present Audit Report, and
  - i) Congregation elders shall present at least two External Auditors to the congregation for selection and retention.

## **III. Midyear Meeting**

1. This Congregation shall hold midyear meeting on the on the second Sunday of July;
2. The Congregation leaders present a midyear report on Finance and performance, and

3. This midyear meeting should be announced to the members at least three weeks in advance of the meeting date.

#### **IV. Extraordinary Meeting**

1. Extra ordinary meeting of this Congregation may be called by the Congregation Elders via the president, or
2. By written request from (33%+1) of the Voting Members submitted to the Congregation Elders at least thirty (30) days in advance of the meeting with proposed agenda of the meeting.
3. Congregation shall approve a call of pastor when presented by a call committee;
4. Audit committee shall present audit report;
5. Extraordinary meeting for audit report shall be conducted shortly before the Special meeting
6. Congregation shall select Election Team;
7. Congregation shall nominate names of possible candidates for Congregation Elders;
8. Review and decide the continuity of the services of the pastor and other administrative issues, and
9. Extraordinary meeting should be announced to the members at least two weeks in advance of the meeting date unless it extremely urgent.

#### **V. Meeting Procedure**

1. **Meeting Quorum:** The presence of majority of the Voting Members (50%+1) of this Congregation shall constitute an official Meeting Quorum unless the agenda requires a 2/3 approval of the members;
3. Voting Members must be present and vote at the Annual meeting or Extra Ordinary Meeting or at Special Congregational meeting. Members shall not cast ballots in absentia or by proxy, and
4. Robert's Rules of Order (latest edition) shall govern parliamentary procedures of this congregation's meetings.

### **Section 6**

### **The Congregation Elders**

1. The voting members of the Congregation Elders shall constitute of the officers and three other elected members;
2. A member's place on the Congregation Elders shall be declared vacant if the member:
  - a) ceases to be a voting member of this Congregation, or
  - b) is absent from four successive regular meetings (two months period) of the Congregation Elders with the exception of sickness.
3. Shall transact the legal and financial business of this Congregation unless otherwise specified in the Constitution and this By-Laws or by vote of this Congregation at an official meeting;
4. The Congregation Elders shall provide leadership for this Congregation that contributes to fulfilling its vision, mission and ministry;
5. If the successors of the Congregation Elders are not elected for unforeseen circumstances on due time, the Congregation Elders on service will serve until their successors are elected;
6. The Congregation Elders meetings shall be chaired by the President or the Vice-President in the absence of the President. All decisions shall be made on the basis of prayerful consensus, or majority vote, in the absence of consensus;
7. Shall normally meet twice per month unless otherwise agreed upon by the members;
8. The presence of the president or vice-president plus three other members of the Congregation Elders shall constitute a quorum to conduct Official Business of the Congregation;
9. Shall work in collaboration with the Pastoral Office and congregational members to accomplish the mission and ministry of this Congregation.

This collaboration shall include:

- a) Promoting the overall vision and mission of this Congregation;
- b) Overseeing the administration of this Congregation;
- c) Overseeing all organizations/Committees and ministries within this Congregation;
- d) Appointing Task Forces, Ministry Teams and Committees as necessary;
- e) Appointing delegates as needed to official church related meetings representing this Congregation;
- f) Promoting partnerships both locally and globally;
- g) Encouraging the involvement of all members of this Congregation in worship, learning, witness, service and financial support;

- h) Providing opportunities for communication between congregation members that includes planning, retreats, open forums, and ministry and financial updates;
  - i) Providing working guidelines for ministries and updating them as needed, and overseeing their implementation, and
  - j) Overseeing an Annual Review process for pastor(s) and staff including duties, Compensation and benefits.
10. Shall oversee the collection of offerings, tithes, finances and expenditures of this Congregation, maintaining integrity and transparency in all of its actions. This oversight shall include:
- a) Appointing or hiring an accountant and communicate the same to the congregation;
  - b) Reviewing financial reports and overseeing the maintenance of financial records;
  - c) Opening bank accounts, authorizing official signatories and transfer money between accounts as stipulated in the Constitution and this By-Laws;
  - d) Providing regular communication and reporting to the congregation about financial status.
  - e) Developing annual Mission and Ministry Budget and presenting it at Annual Meeting for congregation approval. Monitoring the Mission and Ministry Budget throughout the year;
  - f) Initiating and overseeing Special Funding programs which may include Capital Campaigns debt reduction or special needs outside of the annual Mission and Ministry Budget;
  - g) Consulting as determined helpful or necessary to facilitate the mission and ministry of this Congregation, and
  - h) Conducting an annual audit of the financial records and assets of this Congregation every year by internal audit team. External audit may be reported.
11. During the vacancy of a pastor, the Congregation Elders may present an Interim Pastor to the congregation Elders for approval and thereafter determine the compensation;
12. Conducting an annual performance review for the Lead Pastor;
13. Conducting an annual performance review for the Associate Pastor(s) with the Lead Pastor;
14. Referring issues that may affect unity and mission of this Congregation to Advisory Team for deliberation and finding a resolution. The same shall be reported back to the congregation Elders, and
15. The discipline provision stated under section 20 of this By-Laws shall apply to the Congregation Elders.

## **Section 7**

### **Call Committee**

1. A Call Committee of four (4) voting members of this Congregation shall be elected by presence of majority vote of the Congregation members present by secret ballot and one (1) additional member shall be appointed from Congregation Elders;
2. A Call Committee member shall be familiar to the mission statement, purpose, Constitution and the By-Laws and preferred if served or serving in a ministry of the church;
3. The Call Committee shall elect its chairperson upon convened by congregation elders' president;
4. A Call Committee is answerable to the Congregation and shall report same periodically the status of the call process;
5. The Call Committee shall serve on behalf of the Congregation to suggest possible candidate(s);
6. Term of the call committee shall end when the pastor is called by the congregation and candidate accepts the call, and
7. The Call Committee shall follow template documents for Call Letter and detailed Ethics Criteria of this Congregation. The congregation shall have the templates prepared by the Constitution Committee.

#### **I. Duties and Responsibilities of the Call Committee**

1. Before starting the process of screening the candidates , the Call Committee shall take time to pray and study the call process and criteria for the pastor to be called;
2. Prayerfully and confidentially conduct the search for the right candidates who can fulfill the mission and vision of EOEC;
3. Periodically report the progress and status of the vetting process to the Congregation;
4. Seek for recommendations from the congregation members; discern why a particular individual's name is being put forth by the member(s);
5. Develop an interview process and questionnaires for the potential candidates;
6. Recruit potential candidates for the designated position as set in the Constitution;

7. Shall encourage the candidates to become familiar with the congregational mission and vision, and the Constitution and By-Laws;
8. Shall conduct an interview and record the detailed interview process for future reference;
9. Shall present the final top potentially qualified candidate to the Congregation for final vote and approval by the Congregation as stipulated under Chapter 5 Article 5 of the Constitution;
10. The committee shall handover the call process document and remaining process to the Congregation Elders which terminate their duties;
11. The Congregation Elders prepare the compensation package and contractual agreement and offer a call letter to the candidate, and
12. The Congregation Elders presents the candidate to the congregation and conduct the oath of pastoral office and finally present a signed letter of call and ministry covenant document to the pastor.

## **II. Requirements for Minister Candidacy at EOEC**

1. Shall accept and pledge faithful adherence to the confessions of the congregation as set forth in the Preamble and Chapter 2 of the Constitution of EOEC;
2. Shall be able to understand the diversity of the Congregation and her mission and be able to lead this Congregation in harmony;
3. Shall be willing and be firm to uphold the authority of the Scripture and preach the Word of God;
4. Shall be loyal and faithful to the Word of God and the Congregation's Constitution and By-Laws;
5. Shall closely follow the services of different ministries and periodically encourage the ministers involved in these duties;
6. Shall have a great passion for what he/she does in areas where the Congregation assigned him/her;
7. Shall be a person of praying;
8. Shall have unconditional love of Christ for all individuals within the Congregation whom he/she shepherd and provide each one of them with unquestionably equal and consistent pastoral care;

9. Shall work closely with the Congregation Elders as stated in the Constitution;
10. Shall have a clear vision in line with the Mission of this Congregation and willing to serve this Congregation accordingly;
11. Shall show dedication to equip the younger generation with the Word of God and prepare them with the grace of God for the World they are growing into as Christians,
12. This call process and candidacy requirement is applicable for calling Lead Pastor, Associate Pastor, Youth Pastor and Evangelist to serve in this Congregation, and
13. Candidates shall preferably have theological education.

## **Section 8**

### **Congregation Elders Election Procedure**

#### **I. Election procedure**

1. The election shall follow staggering process and
2. The president, secretary and one member, hereafter shall be referred to as “Team One” Congregation Elders. The vice president, treasurer and the two members, hereafter shall be referred to as “Team Two” Congregation Elders.

#### **II. Election Team**

1. Shall be voting members and active lay-ministers in different ministry of this Congregation and
2. The election team of 5 members shall be elected by secret ballot from the seven nominated candidates by the congregation.

#### **III. Election Team responsibilities**

1. Shall uphold the biblical qualification (Section 9 (II)) and faith, dedication and good judgment of potential candidates for the best service of this Congregation;
2. Shall adhere to the criteria stated in **Part I** of this **Section** in screening process of all potential candidates for Congregation Elders;
3. Believe in the power of prayer and must pray for God's guidance;
4. May consult the pastoral office on the biblical qualification of individuals for membership to Congregation Elder in general;

5. Shall approach the candidates **only** after the names of the candidates have been considered by the congregation and approved by Election Committee as a potential nominee;
6. Shall not make a decision for potential nominees at the committee level;
7. Shall assign Team members to each potential nominee to share with about the requirements and expectations in serving as a Congregation Elder;
8. The assigned Team member shall ask for a consent of potential nominee "*If he/she is willing to be nominated and to serve if elected according to the biblical requirements of the service?*", and
9. Shall give two weeks to each nominee to make prayerful consideration to answer the call.

## **Section 9**

### **Qualification of Candidates for Congregation Elders**

#### **I. Requirements to be a candidate for Congregation Elder**

1. Shall fulfill the criteria mentioned in 1 Timothy 3: 1-7 and Titus 1: 5-9, I Thessalonians 5:6-8, I Peter 5:8, 4:7, II Timothy 4:5, and II Timothy 2:24-25;
2. Shall endeavor to live an exemplary life both before God and the people;
3. Accepts the statement of faith of the Congregation as stipulated in chapter 4 of the Constitution;
4. Shall be a voting member who is a member of EOEC during its formation or who has been a member thereafter at least for four years, and preferably with past leadership experience in Church Ministry;
5. Shall be voting member (tithing) of this Congregation as stipulated under chapter 9 article 2 of the Constitution;
6. Shall uphold the authority of the Scripture and committed to serve the call of the church accordingly;
7. Shall be vigilant of the true scriptural teaching of the Word in the Congregation;
8. Shall be resolute in implementing vision, mission, constitution and By-Laws of this Congregation, and
9. Shall be keen to work hard in furthering the unity of this Congregation.

## **Section 10**

### **Election Process of the Congregation Elders**

1. During the process of staggering elections, the number of nominees shall be based on the number of vacant seats plus two candidates;
2. There shall be no additional nomination from the floor on Election Day;
3. The Congregation Elders members shall be elected by written secret ballot to serve for two-year term;
4. On the same day, the individuals shall be elected to different offices one after another to simplify the counting process and to make the election more effective;
5. In the election year of Team One, the President, the Secretary and one member shall be elected one after the other;
6. In the election year of Team Two, the Vice president, the Treasurer and two members shall be elected one after another;
7. A full two years must elapse before the member of Congregation Elder who have served for two full terms to be eligible for election to Congregation elders, and
8. If the successors of the Congregation Elders are not elected at due time for unforeseen circumstances, the in-office serving Congregation Elders shall server until their successors are elected.

## **Section 11**

### **The President**

1. Shall preside at all meetings of the Congregation and Congregation Elders;
2. Shall- maintain the unity and coherence of the members of the Congregation Elders in line with the objectives of the Congregation;
3. Shall be responsible in coordinating for the general supervision and management of the affairs of this Congregation;
4. Shall make sure the operation of the Congregation is in consistent with the Constitution of the Congregation;

5. Shall see that the meetings are orderly and that the business of the Congregation is conducted with efficiency and fairness;
6. Shall convene Committees to elect their chairpersons, and
7. Shall make an annual activity report to the Congregation.

## **Section 12**

### **The Vice -President**

1. Shall perform the duties of the President in the absence of the President;
2. Shall perform special duties assigned to her/him by the Congregation Elders;
3. May serve as a liaison to ministries/ committee of the congregation;
4. Shall be overseer of the Usher Ministry of this Congregation;
5. Shall design and organize with the usher ministry the methods of observing members who are missed from the Church services for an extended time, and
6. Shall encourage the pastor(s) and the other ministers in this Congregation to follow up with those who are missed for extended time.

## **Section 13**

### **The Secretary**

1. Shall record all proceedings of the meetings of the Congregation and Congregation Elders;
2. Shall give or cause to give all notices of meetings of the Congregation and all other notices required by Constitution and by-laws;
3. Shall be the custodian of all records, correspondences and papers relating to the business of the Congregation, except those of the Treasurer;
4. Shall join with the President in the execution of all contracts and deeds in writing which may be required or authorized to be so executed by the Congregation and/or Congregation Elders for the proper and necessary transaction of the business of this Congregation and shall attest the same;

5. Shall prepare and present to the Congregation such reports as the Congregation Elders may desire and request at such time as the Congregation Elders may designate;
6. Shall call the attention of the chair to any business of a previous meeting that has been tabled for later action;
7. This office shall be the proper channel to communicate information to the members of this Congregation;
8. Shall turn over all church documents to the successor in office;
9. Shall prepare agenda items in consultation with the President, the Lead Pastor or Congregation Elders members;
10. Shall send the agenda items to all Congregation Elders members one-week earlier ;
11. Shall write correspondences on behalf of this Congregation when decision is made and authorized by congregation elders, to external organization(s);
12. Shall communicate the resolutions of the Congregation Elders to the concerned individuals and groups within the Congregation;
13. Office of the president or the secretary shall make external communications, and
14. Shall perform special duties assigned to her/him by the Congregation Elders.

## **Section 14**

### **The Treasurer**

1. A person who shall be elected to be a Treasurer would preferably have experiences and training in accounting and finance in addition to what is set in election procedure;
2. Shall be responsible for all the finance and properties of the Congregation;
3. Shall keep an accurate record of all finance, money deposit in the banks designated by Congregation Elders;
4. Shall pay all bills, keep accurate account of all receipts and disbursements that have been approved by Congregation Elders;

5. Shall submit quarterly financial report to the Congregation Elders and semi-annual and annual report to the Congregation;
6. Shall perform special duties assigned to her/him by the Congregation Elders, and
7. Shall counter sign all checks with the president.

## **Section 15**

### **Signature**

1. The President and the Secretary or the Treasurer shall have authority to sign and execute, in the name of this Congregation, all authorized deeds, mortgages, contracts or other instruments in order that the Congregation may carry on its business, and
2. At least the signatures of two officers shall be required on all such documents.

## **Section 16**

### **Quorum and Voting**

1. The presence of fifty percent plus one (50% +1) of the voting members of this Congregation shall constitute a quorum at any meeting thereof;
2. If fifty percent plus one (50 % +1) of the voting members are not present at the first meeting, the President shall adjourn the meeting;
3. If the fifty percent plus one (50 % +1) of the voting members is not present at the second meeting for the same purpose, a majority vote of the Congregation members present shall be sufficient to transact any business;
4. The presence of 67% (two-thirds) of the voting and tithing members of this Congregation shall constitute a quorum for the amendment of the Constitution or the By-Laws, and

## **Section 17**

### **The Lead Pastor**

1. Shall follow the Constitution and By-Laws of this Congregation in addition to serving the Church within the framework of the Statement of Faith, the Statement of purpose and Nature of this Congregation;
2. Shall be answerable to the Congregation Elders;
3. Shall prepare and present annual spiritual work plan to the Congregation Elders the first week of the month of January;
4. Shall submit a comprehensive ministry activity report to the Congregation Elders every three months and annual report before or on December 15<sup>th</sup> ;
5. Lead Pastor with the Congregation Elders shall conduct an annual performance review of the **Associate** pastor(s);
6. Shall lead pastoral office;
7. Shall chair the Evangelism Ministry;
8. Shall have a voice but not a vote in each ministry and task force to which he/she has been assigned except for the Evangelism Committee which he serves as a Chairperson;
9. Shall execute his/her responsibilities as stipulated under chapter 10 of this Congregation's Constitution, By-Laws, and their call letter and the ministry covenant;
10. Shall develop roles and responsibilities of other pastor(s) including job descriptions and ministry ethics in collaboration with the Congregation Elders;
11. Shall develop annual performance review of other pastor(s) in collaboration with the Congregation Elders;
12. The Lead pastor and the Congregation Elders shall develop roles and responsibilities of other pastor(s), and
13. Shall be a good ambassador of this Congregation. If travelled, the Pastor must provide written report to the Congregation leadership and a summary can be reported to the congregation.

**Section 18**  
**The Associate Pastor(s)**

1. The call of Associate Pastor shall follow the call process for pastors as indicated in section seven (7) of this By-Laws;
2. Shall follow the Constitution and By-Laws of this Congregation in addition to serving the Church within the framework of the Statement of Faith, the Statement of Purpose and Nature of this Congregation ;
3. Shall report to the Lead Pastor;
4. Shall submit activity report to the lead Pastor every three months and the Lead pastor present the same to the Congregation Elders, and
5. Shall be a good ambassador of this Congregation. If travelled, the Pastor must provide written report to the Congregation leadership and a summary can be reported to the congregation.

### **Section 19**

#### **Pastoral Office**

1. The Lead Pastor leads the Pastoral Office;
2. Shall work to edify the church by teaching and preaching the Holy Scripture, and educating the young and the new converts in the Christian way;
3. With Evangelism Ministry shall coordinate all spiritual activities and trainings;
4. Shall work with different ministries for organized and synchronized services in this Congregation;
5. In collaboration with the Congregation Elders Secretary shall keep and update the address and telephone number of each member;
6. Shall be the first online to address the spiritual and personal needs of members representing this Congregation, and
7. Shall keep and periodically update the members' roster of this Congregation in collaboration with secretary as per section 13 of this By-Laws.

### **Section 20**

#### **Resignation and Termination of Elders**

1. Any member of the Congregation Elders may resign at any time for personal reasons by giving a written notice at least a month earlier to the President or to the Secretary;
2. Consequent to the receipt of the resignation notice, the President or the Secretary shall bring the matter to the attention of the Congregation Elders for discussion;
3. The Congregation Elders shall call an Extraordinary congregational meeting and present the resignation to the Congregation for an action as per chapter 12 article 2(c) of the constitution, and
4. Such resignation shall take effect after the approval of the Congregation;
5. The services of a member of Congregation Elders within this Congregation shall be immediately terminated if he/she denounces, denies or failed to defend any one of articles on Christian faith and Authority of the Holy Scripture accepted by this Congregation and stipulated in chapters 2, 3 and 4 of the Constitution. The termination shall be immediate and is not negotiable, and
6. The services of a member of Congregation Elders as member of the Elders within this Congregation shall be terminated if he/she repetitively failed to fulfill the responsibilities bestowed to him/her by the Lord and this Congregation.

## **Section 21**

### **Resignation and Termination of Pastor and others**

1. A pastor may resign at any time for personal reasons by giving a written notice at least a month earlier to the President or to the Secretary;
2. Consequent to the receipt of the resignation notice, the President or the Secretary shall bring the matter to the attention of the Congregation Elders for discussion and action and the same shall be presented immediately to the congregation for decision and next step;
3. The services of a pastor within this Congregation shall be immediately terminated if he/she denounces, denies or failed to defend any one of articles on Christian faith and Authority of the Holy Scripture accepted by this Congregation and stipulated in chapters 2, 3 and 4 of the Constitution. The termination shall be immediate and is not negotiable;
4. The services of a pastor within this Congregation shall be terminated if he/she repetitively failed to fulfill the responsibilities given to him/her by the Lord and this Congregation, and if

he/she failed to obey terms of the pastoral covenant and contractual agreement with this Congregation;

5. The pastoral service of a pastor within this Congregation shall be terminated for gross misconduct, and
6. The same shall be applied to all other clergy personnel and non-clergy staff and lay-ministries of this Congregation.

## **Section 22**

### **Ministries, Committees and Team**

1. The Congregation shall have various ministries and committees, which carry out specific Function of the Congregation including;
2. The Congregation Elders shall prepare terms of references of such ministries, committees or taskforces;
3. Ministries and Committees shall perform their duties in accordance with the term of references prepared and given to them;
4. Every ministry of the Congregation shall be answerable to the Pastor under the oversight of the congregational elders;
5. Each ministry shall elect its leader upon being convened by the pastor;
6. Committees formed by the congregation elders shall be answerable to the congregational elders;
7. Each Committee shall elect its chairperson upon being convened by the president;
8. Committees formed by the Congregation are answerable to the Congregation;
9. All actions of each ministry and committee shall be subject to review by the Congregation Elders;
10. All actions of each committee formed by the Congregation shall be followed up by the Congregation Elders, but accountable to the Congregation, and
11. The term of service for ministry or Committee leaders shall be two years except for the audit committee. Such members shall be eligible to serve no more than two full terms consecutively.

## **Section 23**

### **Audit Committee**

1. The Annual Congregation Meeting shall elect an Audit Committee consisting of three (3)-voting members of this Congregation;
2. The term of office shall be three (3) years;
3. Members shall be eligible for re-election for one consecutive term;
4. Shall elect its chairperson upon being convened by the President of the Congregation;
5. The Treasurer of the Congregation shall be a resource of the Audit Committee;
6. Shall conduct an annual audit of the finance, books of accounts, movable and immovable properties and report its findings to the Congregation Elders and to the Annual Meeting, and
7. An external auditor may audit the financial affairs of this Congregation.

## **Section 24**

### **Executive Committee**

1. The Executive Committee members of this Congregation are the officers;
2. Shall act only on behalf of the Congregation Elders between meetings of Congregation Elders for emergency reasons when delegated by the Congregation Elders for special tasks unless the resolution specifically provides otherwise;
3. Three of the total number of members of the Executive Committee shall be required to constitute a quorum for the transaction of business at any executive committee meeting;
4. The Executive Committee is at all times subject to the control and direction of the Congregation Elders;
5. The Executive Committee's activities shall be reported and reviewed at the succeeding meeting of the Congregation Elders, and
6. Special meetings of the Executive Committee shall be held whenever called by the President or Lead Pastor or any other members of the Executive Committee.

## **Section 25**

## **Advisory Team**

### **I. Member of the Advisory Team:**

1. An Advisory team shall consist of Seven (7) representatives from all age group of this Congregation;
2. Shall clearly dedicate her/his service and life for the growth of the congregation;
3. Shall have a deep understanding of the Holy Scripture and live accordingly, and be spiritually matured in understanding the sole purpose of the Church of Jesus Christ;
4. Shall fix her/his focus on the entire services of this Congregation without concentrating on individual level service and dedicate oneself as a partaker on the bigger call of this Congregation;
5. Shall be able to discern the work of the Holy Spirit from fleshly will and needs in order to safeguard the service of this Congregation;
6. The Term of service of each team member shall be three (3) years from the date of appointment. Members shall be eligible for one time reappointment;
7. Shall be appointed by the Congregation Elders;
8. The Advisory team shall elect its leaders (chairperson, vice chair, Secretary and Assistant Secretary) every three years upon being convened by the President of the Congregation;
9. The Advisory Team shall meet every three months. If there is a need, meetings shall be called by the chair of the team or the congregation elder may call for a special meeting of the advisory team, and
10. When necessary the Team shall confer with the congregation elders and provide pieces of advice or recommendations to them.

### **II. Purposes and Duties of the Team:**

1. The advisory team is answerable to the congregation elders;
2. The advisory team shall not take any action outside the scope of authority delegated to it by Congregation Elders;
3. Advisory Team shall function in an advisory capacity to the Congregation Elders;
4. Shall advise and consult congregation elders and pastoral office on congregation services based on the mission, vision and statement of purpose of this Congregation;

5. Shall work on planning long term directives within the framework of the mission, vision and statement of purpose of this Congregation and recommend the same to the elders;
6. Shall work with congregation elders on coaching and safeguarding the unity and wellbeing of this Congregation;
7. Shall harmonize the unity of this Congregation and work with congregation elders on containment of misunderstandings both internally among members and externally with partners and community at whole;
8. The Team shall dedicate its time on counseling members for sake of the individuals' welfare and personal spiritual growth;
9. Shall serve as a Reconciliation Team when necessary to assist in resolving conflict within the congregation as provided in **Section 31 (3)** of this By-Laws to maintain the unity of this Congregation, and
10. The Constitution committee shall conduct a workshop for the new appointees on the interpretations and its implementation of this section of the By-laws before the individuals start services in the team.

## **Section 26**

### **Evangelism Ministry**

#### **I. Members of the Evangelism ministry:**

1. Evangelism Ministry shall have a team consisting of five (5) individuals selected by the congregation elders and the pastoral office;
2. The Lead Pastor shall be a chairperson of the ministry;
3. Shall have a good understanding of the Holy Scripture and the value of clearly teaching/preaching it to nourish the body of Christ and to win soul for the Kingdom of God;
4. Shall be spiritually matured to understand adverse effect of misinterpretation of the Holy Scripture on the Spiritual wellbeing of the members and listeners;
5. Shall be able to closely listen to the teachings and preaching in this Congregation in order to provide constructive comments on the teachings;
6. Members of this ministry shall serve for two years. All are eligible for reelection;
7. Members of this team shall not serve more than two terms consecutively, and

8. Congregation elders in consultation with the Evangelism ministry shall fill vacancies during the term.

## **II. Purpose and Duties of Evangelism Ministry**

1. The Ministry shall be grounded in the Word and be faithful to the congregation and follow the Constitution and By-Laws of this Congregation;
2. The Ministry shall follow the guideline for ministers in the lay ministry service for the training and appointment of ministers to different ministries of this Congregation;
3. Shall work with the pastoral office to recruit, equip, organize and nurture lay members with pastoral office and congregation elders for effective and valuable ministry of this Congregation;
4. Shall encourage preachers/teachers to render sound and solid biblical teachings;
5. Shall work with the pastoral office to facilitate training, preparing and developing teachers/preachers for service and leadership to take this Congregation to next level of growth;
6. Shall emphasize the importance of Christian discipline and encourage that all congregation ministries have responsibilities and accountabilities both before God and people;
7. The pastoral office in consultation with this Ministry shall design a training program to prepare and equip lay leaders for adequate and meaningful services;
8. The ministry shall arrange spiritual conferences and the guest speakers in consultation with the congregation elders. There shall be no contact before the ministry discussion and consultation with the congregation elder;
9. The ministry shall approve the teachings and preaching areas in accordance with the need of the congregation. The congregation elders shall have oversight on this topics;
10. The lead pastor as a chair of this Ministry has a responsibility to work with the Ministry members to safeguard the quality of teachings and preaching in this Congregation.
11. The Ministry will vigilantly follow if the teachings and saying on the pulpits and teachings in different ministry groups are biblically solid and useful for this Congregation. The ministers who miss the minimum expectation shall be advised;
12. The ministry shall encourage all the ministers to have constant and continuous relationship with Jesus Christ and constructive relationship among themselves;

13. The ministry shall meet at least once in a month, have a prayer and discussion time relative to the ministry of this Congregation;
14. All ministries shall follow the service procedures forwarded as guideline for ministers in different ministries of this Congregation, and
15. The ministry is answerable to the congregation elders.

## **Section 27**

### **Constitution Committee**

1. The Constitution Committee shall have a team consisting of three (3) individuals recommended by the Congregation Elders and approved at the General Meeting of the Congregation;
2. Congregation Elder members shall not be member of the Constitution members;
3. Shall help the Congregation, Congregation leadership or individual members in interpreting the Constitution and/or this By-Laws whenever clarity is required or requested in the absences of the original authors of the Constitution and the By-Laws;
4. Shall evaluate proposed amendments against core and non-amendable chapters of the Constitution and/or similar sections of this By-laws, and
5. The Committee members shall serve until the ratification of the document.

## **Section 28**

### **Task Forces**

1. Task forces may be created by resolution of the Congregation or Congregation Elders to carry out short-term projects related to the work of the Congregation or Elders;
2. The resolution creating a task force shall include the specific purpose, duties, instruction and period of time for which it is established;
3. The members of a task force shall be elected by the Congregation /Congregation Elders;
4. All actions of the task forces shall be subject to review by the Congregation or Congregation Elders, and

5. The task force shall be answerable to the body that appointed it and shall report its findings and accomplishments within a given time frame.

## **Section 29**

### **Conflict Resolution and Discipline of Members**

1. EOEC places a high value on unity within the body of Christ. Concerns and needs of any individual member are therefore subject to the greater mission and ministry of the whole congregation;
2. **Cause for Discipline of member may include:**
  - a) Denial of the Christian faith and the authority of the Holy Scripture as described in the Constitution of this Congregation;
  - b) Persistent trouble-making in this Congregation contributing to factions and disunity;
  - c) Unrepentant immorality, and
  - d) Actions that threaten the safety and unity of this Congregation and its members.
3. **Disciplining Process:** Prior to disciplinary action, counseling will be attempted following Matthew 18:15-17, proceeding through these successive steps:
  - a) Persons who have a grievance with any other person in this Congregation shall make a genuine attempt privately and try to resolve the conflict between them (Matthew 18:15);
  - b) If the disagreement or the case not resolved, the first step shall be private counsel and/or admonition by the pastor;
  - c) If the above action(3.b) cannot resolve the conflict/case, the elders may refer the case to the Advisory Team;
  - d) The Advisory Team shall appoint two or three individuals from its members to work with the pastor to look into the matter which includes counseling and advising the concerned individuals (Matthew 18:16);
  - e) In case the issue is still not resolved, the Pastor and the three members of Advisory Team shall report their findings to Advisory Team for discussion. Finally the Advisory Team shall send a detailed report to the congregation Elders;

- f) The congregation elders shall try further counseling and if the conflict cannot be resolved, the persons involved will be admonished in the presence of the Church Elders and the pastor;
- g) In the case stated under (f) above, the member shall receive a written notice, specifying the exact charges that have been made against the member, at least ten days prior to the meeting. (Matthew 18:17);
- h) If the conflict continues to persist, the congregation elders shall then have their option:
  - i. Allow prayer time with the pastor;
  - ii. Censure before the congregation elders or the Congregation;
  - iii. Suspension from membership for a definite period of time, or
  - iv. Exclusion from membership in this Congregation. Disciplinary actions (h)(iii) and (h)(iv) shall be delivered to the member in writing.
- g. Disciplinary actions may be reconsidered and revoked by the Congregation Elders consulting the teams involved in the process. The reconsideration shall be completed after consulting with the teams involved in the prior process of the discipline process.

### **Section 30**

#### **Congregation Emblem, Seal and Organizational Structure**

1. This Congregation shall have an emblem and seal;
2. The Congregation Elders shall appoint a task force, which prepare an emblem of this Congregation;
3. The recommended emblem shall be approved at a congregational meeting;
4. The Congregation Elders and advisory team shall develop an organizational structure of this Congregation, and
5. The structure shall be presented to the congregational meeting for approval.

### **Section 31**

#### **Amendments**

1. The Congregation Elders may propose an amendment to the Constitution and the By-laws and refer the amendment(s) to the Constitution committee for review;
2. Amendment to the By-laws may also be proposed by written petition signed by at least (25%+1) of the voting members of this Congregation and delivered to the Congregation Elders Secretary who shall refer it to the Constitution committee for review;
3. The Constitution Committee upon receiving the proposed amendments will review it in reference with the core provisions of the Constitution and submit it to the congregation elders;
4. The Congregation shall be notified about the proposed amendments to the Constitution and/or the by-Laws one month in advance to analyze;
5. A voting on the amendment shall be conducted on annual Congregation meeting for approval, and
6. Adoption of amendment to the Constitution or to the By-laws shall require 2/3 (two-thirds) majority of the presented voting members of the congregation.

## **Section 32**

### **Resolution for adoption at Congregation Extraordinary Meeting**

By-Laws for the regulation of the affairs of the Congregation are adopted by the following resolutions:

Resolved that the By-Laws be presented to the Congregation at this meeting on **February 15<sup>th</sup>, 2015** are hereby adopted as the By-Laws of this Congregation.

Resolved further that the Church Secretary is hereby instructed to cause a copy of the said By-Laws to be attached to the minutes of this meeting and put on file.