

CHAIN OF LAKES COMMUNITY BIBLE CHURCH
BYLAWS

I. Preamble

The members of the Chain of Lakes Community Bible Church (the “church”) have adopted these Bylaws in order to more effectively carry out the mission and purposes of the church.

II. Purpose

The church exists to glorify God, advance His kingdom and enjoy Him forever, by exalting God in worship and prayer, engaging in a caring church community, equipping the saints through preaching, teaching, training and mentoring, and evangelizing through word and deed.

III. Membership

A. Qualifications for Membership

1. The candidate must profess a personal relationship with Jesus Christ as his Lord and Savior.
2. The candidate must be at least 18 years of age.
3. The candidate must not be a member of another church, or must be willing to discontinue such membership.
4. Willing submission to one another and to the teaching and government of the church is a requirement of membership. Members must, at a minimum, agree with the abbreviated version of our articles of faith as set forth in the Constitution, and it is expected that, as members grow in their faith, they would come to understand and embrace the fuller statement of our beliefs set forth in the expanded statement contained in the Constitution.

B. Process for becoming a member

1. Candidates for membership shall have an interview with the Elders.
2. Candidates for membership must advise the Elders of any unreconciled differences with their prior church as well as any social or secret organizations they attend or of which they are members.
3. The names of candidates for membership must be published in the church bulletin for two weeks. Any concerns by members are to

be brought to the attention of the candidate, and, if necessary, the Elders.

4. The Elders may require or suggest additional steps in the membership process.
5. New members will be received and ratified by membership at a regular service.

C. Responsibilities of membership. Each member covenants with God and with other members to do the following:

1. Strive to live in all relationships according to the teachings of the Scripture as exemplified in the life of the Lord Jesus Christ.
2. Attend faithfully the services of worship and fellowship.
3. Maintain regular personal or family worship.
4. Contribute to the support of the church, according to the principles of Christian stewardship.
5. Share with time, talent, and gifts in the organized work of the church.
6. Attend church business meetings.

D. Associate Members. The Elders and Membership may admit individuals as associate members who meet all of the qualifications for membership, except as set forth below. Associate members will not be entitled to vote, and may not serve as Elders or Officers of the church, but in all other respects shall have the same privileges and responsibilities as regular members. Associate members shall include:

1. Young people under age 18 who meet all of the other requirements of membership. At such time as a youth associate member attains the age of 18, he or she will be eligible to become a regular member upon requesting full member status and being reaffirmed by the Elders.
2. Individuals, such as missionaries, students, or others formally holding membership in an out-of-town church, but who expect to live in Northern Illinois or Southern Wisconsin for a period of not less than one year.

3. Individuals who have been regular members, but who currently hold membership in another church while serving as missionaries or Christian workers in a country or community at some distance from Northern Illinois. These individuals shall be entitled to all of the privileges of full membership while on home assignment or on the occasion of their return to residence in Northern Illinois or Southern Wisconsin, providing that they request return to full membership status.

E. Church Discipline

1. Any breach of Christian conduct or other misdeed listed below shall be considered an offense and so judged.
 - a. Embracing, advocating, or teaching false doctrine.
 - b. Engaging in strife or contention within the church, contrary to Scriptural teaching.
 - c. Persistent refusal to abide by the authority, regulations, and guidelines of the church.
 - d. Conduct unbecoming to a Christian which brings reproach upon the cause of Christ.
 - e. Refusal to be reconciled with a brother.
2. Any of the preceding offenses or accusations should first be handled by following Matthew 18:15-17 and Galatians 6:1. The brother in sin should be approached by a person who is aware of his sin and concerned for his spiritual life and the church with a heart to bring about restoration. If the erring brother refuses to repent, a witness or two shall be asked to come forward who is impartial and who can attest to the demeanor of both individuals. If the issues are unresolved by the witnesses, they will pass the matter on to the Elders. The accusations must be made in writing, and the accuser and the accused must be brought face to face, if possible. The Elders shall pursue the matter until a settlement is secured, if possible. If the accusations are determined to be true, every feasible effort should be made to effect contrition, confession, and eventual restoration to full fellowship.
3. If all efforts of persuasion and entreaty fail in securing a settlement in accordance with Scriptural principles and these Bylaws, then the Elders shall take appropriate action and report to the church. If dismissal from church membership is deemed necessary, the

accused person shall be notified by letter and the reason for dismissal clearly stated.

F. Termination of Membership

1. A member may submit a letter of resignation to the Elders. The resignation will be effective upon receipt.
2. The Elders shall have the authority to terminate or remove members for any of the following reasons. Prior to removing a member, an effort shall be made to contact a member and determine his interest in continuing as a member.
 - a. A member may be removed for a prolonged period of inactivity, or for consistently failing to carry out the responsibilities of membership set forth herein.
 - b. A member shall be removed if he joins another church.
 - c. A member may be removed as a result of church discipline as described in paragraph III.E.

IV. Church Government

- A. The following powers are reserved to the membership.
1. Election of Elders, Deacons, and Deaconesses.
 2. Call of Senior Pastor and other pastoral staff. The membership will be informed of reasons for discipline or dismissal of pastor or ministry leader, prior to such dismissal.
 3. Adoption or amendment of the annual budget.
 4. Amendment of Constitution or Bylaws.
 5. Acquisition of real property. Real property is land and permanently attached structures; Integrated equipment (such as light fixtures, furnaces, air conditioners) are excluded. Approval to acquire real property must be affirmed by 67% of the members voting at a meeting where a 40% quorum is present.
 6. Disposition of all or substantially all of the assets of the church.

7. Obtaining any long-term indebtedness. Approval to obtain long term indebtedness must be affirmed by 67% of the members voting at a meeting where a 40% quorum is present.
 8. Other matters on which the Elders feel led to seek the members' advice and counsel.
- B. Meetings of Membership. The members shall come together at such times as set forth herein for the purpose of collectively discerning God's will concerning the ministries and business of the church.
1. Annual Meeting. The Annual Meeting of the membership shall be held during the month of October, at a time to be determined by the Elders. At such meeting, the members shall:
 - a. Receive written and/or oral reports from the various ministries of the church.
 - b. Elect Elders, Deacons, and Deaconesses.
 - c. Receive a financial report and approve the annual budget. Approval of the annual budget must be affirmed by 67% of the members voting at a meeting where a quorum is present.
 - d. Conduct such other business as shall properly come before the meeting.
 2. Other meetings. A semi-annual meeting or other meetings of the members may be called by the Elders. A meeting may also be called by 10% of the voting members.
 3. Notice provisions. Notice of membership meetings shall be given a minimum of two weeks prior to the date of the meeting. Any of the following shall be considered sufficient notice:
 - a. Publication in the church bulletin.
 - b. Announcement from the pulpit in a regular Sunday service.
 - c. Written notice by mail.
 - d. Any member in attendance at a meeting waives notice unless he appears specifically for the purpose of objecting to notice.

The above states the minimum legal notice requirements. However, the intent of these notice provisions is to fully inform the membership as to the time, place, and agenda with the goal of obtaining wide participation of the membership in the affairs of the church. Therefore, notice should be given as far in advance as practical, and should be given by more than one of the means described above.

4. Quorum. Twenty percent (20%) of voting members shall constitute a quorum, except for the purpose of amending the Constitution or Bylaws or dissolving the church, where 40% of the voting members shall constitute a quorum.
5. The Chairman of the Elders, or, in his absence, the Vice-Chairman, shall preside over meetings of the membership. Conduct of meetings of the members shall be in accordance with Robert's Rules of Order and as set forth in the Bylaws. The Elders shall appoint a Parliamentarian who is familiar with Robert's Rules of Order to advise on procedural matters during meetings of the members.
6. Members must be present at the meeting to vote. Neither absentee ballots nor proxy voting shall be allowed.

C. Elders

1. The members shall elect Elders to provide spiritual leadership and oversee the work of the church. The Elders will bring recommendations to the members at the annual meeting regarding new Elders to be elected. The Elders will appoint a Nominating Committee to assist them in the process of determining qualified candidates, with the Committee encouraging members of the church to submit written recommendations. Opportunities shall be provided for members to meet candidates for Elder and hear pertinent details about each candidate's testimony, his qualifications for the office of Elder, his sense of calling to serve as an Elder, and other matters that might assist the members in discerning God's will concerning the selection of Elders. An Elder must be affirmed by 80% of the members voting at a meeting where a quorum is present.
2. Qualifications. The qualifications for Elder are set forth in I Timothy 3:2-7, and Titus 1:6-9, and are delineated as follows:

- a. Above Reproach. Elders must be blameless, presenting no patterns of Scriptural disobedience or grounds for accusation.
- b. Husband of One Wife. Elders must be men, and, if married, must be devoted spouses.
- c. Temperate. Elders must be self-controlled, enslaved to nothing, free from excesses.
- d. Prudent. Elders must be sober, sensible, wise, balanced in judgment, not given to quick, superficial decisions based on immature thinking.
- e. Respectable. Elders must demonstrate a well-ordered life and good behavior.
- f. Hospitable. Elders must be unselfish with their personal resources. They must be willing to share blessings with others.
- g. Able to Teach. Elders must be able to communicate the truth of God and exhort sound doctrine in a non-argumentative way.
- h. Not Addicted to Wine. Elders must be free from addictions, and must be willing to limit their liberty for the sake of others.
- i. Not Pugnacious. Elders must be gentle and characterized by forbearance and tenderness - not having a quick temper.
- j. Uncontentious. Elders must not be given to quarreling or selfish argumentation.
- k. Free From the Love of Money. Elders must not be stingy, greedy, or out for sordid gain. They should not be preoccupied with amassing material things, but rather should be a model of giving.
- l. Manage Own Household. Elders must have a well-ordered household, a healthy family life, and well-behaved children. (Pertains to those children still under the authority of the parents.)

- m. Not a New Convert. Elders must be mature, Spirit-led believers. They must have been Christians for long enough to demonstrate the reality of their conversion and the depth of their spirituality. Along the same lines, Elders must have been active members of this church for a minimum of 2 years.
 - n. Good Reputation with Outsiders. Elders must be well respected by unbelievers, and must be free from hypocrisy.
 - o. Not Self-Willed. Elders must not be stubborn, insensitive or prone to force opinions on others. They must be more interested in service than self-pleasure.
 - p. Not Quick Tempered. Elders must be able to exercise self-control and patience in difficult situations.
 - q. Loves What is Good. Elders must desire the will of God in every decision.
 - r. Just. Elders must be fair and impartial. Their judgments must be based on Scriptural principles.
 - s. Devout. Elders must be reverent, continually desiring to be separated from sin. They must be devoted to prayer, the study of Scripture and the guarding of their own spiritual walk.
 - t. Holding Fast the Faithful Word. Elders must be stable in the faith, obedient to the word of God, continually seeking to be controlled by the Holy Spirit.
3. Number and term. There shall be no less than 5 or more than 15 Elders. The Elders shall determine the optimum number to serve from time to time. Elders shall be elected every year at the Annual Meeting of the membership, and shall serve for 2-year terms. Elders may serve two consecutive terms, and after not serving as Elder for at least one year, may then be elected for additional terms.
 4. The Elders shall conduct a review of their own service and effectiveness as individual Elders and as a group of Elders at least annually, and shall consider the results of such review in recommending re-election of existing Elders to the membership.

5. The Senior Pastor or Executive Pastor¹ shall serve as a non-voting Elder. At any time when there is no Senior Pastor or Executive Pastor in place, the Elders may ask one of the other Pastoral staff to serve as a non-voting Elder.
6. The Elders, by a 3/4 vote, may appoint qualified persons to fill vacancies on the Elder Board that occur between annual meetings of the membership. Elders appointed in this manner will serve until the next meeting of members. At the next meeting of members, the new elders must be affirmed by 80% of the members voting where a quorum is present.
7. Function and duties
 - a. The Elders will be responsible to provide spiritual oversight and leadership for the church and its members and attenders. Each Elder will personally be involved in the shepherding of people through the ministries of the church.
 - b. All decisions of the Elders will be with majority agreement, seeking the mind of Christ in prayer and conducting all discussions in a spirit of love.
 - c. The Elders will commit themselves to encourage and pray for one another.
 - d. The Elders shall establish dates and times for open meetings, if possible, on a monthly basis. The Elders shall meet in closed session to discuss confidential matters.
 - e. The Elders shall provide the Senior Pastor with an annual review on effectiveness to include an overview of the various church ministries.
 - f. The Elders along with the Pastors will minister to the spiritual needs of the congregation. This includes, but is not limited to, ministering to shut-ins, hospital visitation, praying for the sick, etc.
 - g. The Elders shall assist the Pastoral staff to arrange and provide pulpit supply as needed.

¹ Section IV, Church Government, Part C, Elders, number 5, Revised and Approved on October 26, 2014.

- h. All relationships between Pastors and the church membership, including grievances, petty or otherwise, may be cared for by the Elders under the leadership of the Holy Spirit.
 - i. A quorum shall consist of not less than two-thirds of the Elders in office.
 - j. The Elders shall interview/examine all prospective candidates for membership.
8. An Elder may resign by written letter to the Chairman.
9. If an Elder willfully neglects his stated duties as set forth herein, lives a life that brings reproach to the church, or otherwise ceases to meet the qualifications for Elder as set forth herein, he may be removed from office by a 3/4 vote of the Elders, with the Elder whose removal is being considered abstaining from the vote, or by a majority vote of the membership at a duly called and noticed meeting. In such instances, the members shall be informed of the removal and the reasons therefor.

D. Officers

- 1. The Elders will appoint officers as necessary to meet legal requirements, and to facilitate the functioning of the church.
- 2. Chairman. The Chairman, who must be an Elder, will preside at meetings of the Elders, and will also preside at meetings of the membership. The Chairman shall represent the view of the Elders as a whole on church matters. Neither the Senior Pastor nor any other Pastor who may serve as an Elder in the absence of a Senior Pastor may serve as Chairman.
- 3. Vice Chairman. The Vice Chairman, who must be an Elder, will assume the duties of the Chairman in the absence of the Chairman.
- 4. Secretary. The Secretary, who must be an Elder, will be responsible for seeing that minutes are taken at all Elder meetings and membership meetings; for maintaining the corporate minute book; and for maintaining the membership rolls and tallying votes at membership meetings.
- 5. Treasurer. The Treasurer will serve as an officer of the church with all the authority necessary to carry out the duties as set forth herein.

- a. The duties of the Treasurer shall include the following:
- (1) The Treasurer will ensure that accurate and complete financial records are maintained by the church office.
 - (2) The Treasurer will ensure that accurate, timely, and meaningful financial statements are prepared monthly, and made available to the Elders, to any Committee appointed to oversee church finances, and to any members who request such statements. The Treasurer will present an annual report in writing to the members and Elders.
 - (3) The Treasurer will oversee the preparation of the annual budget and any adjustments or amendments thereto.
 - (4) The Treasurer will monitor the financial condition of the church and recommend any action necessary to keep the church in a sound financial condition with the ability to carry out its ministries and meet its obligations on an ongoing basis.
 - (5) The Treasurer will be responsible for developing, revising, and insuring compliance with the church's financial policies and procedures, and will safeguard the assets of the church by insuring the existence of proper internal financial controls.
 - (6) The Treasurer will ensure compliance with all federal, state, and other governmental reporting requirements.
 - (7) The Treasurer will assist the external auditor with the audit of the church's financial statements.
- b. The Treasurer must be a member of the church, but need not be an Elder. He shall be an individual of good character and reputation, with expertise in financial matters.
- c. The Treasurer shall serve for a 2-year term, and may be re-appointed for additional 2-year terms at the discretion of the Elders.

6. The Elders may appoint additional persons who meet the qualifications for Treasurer to serve as Assistant Treasurer. The Assistant Treasurer will assist the Treasurer and will perform the duties of the Treasurer in his absence.
 7. The Elders will appoint a registered CPA² or other qualified financial professionals to conduct a review of the church's book and internal controls at least once every two years. If an external audit is deemed necessary, it may be approved as part of the annual budgeting process or by the members at a meeting where a quorum is present.
- V. Servant Team. The Servant Team will consist of a balanced group of Deacons and Deaconesses, with qualifications and duties as follows:
- A. Qualifications
 1. Each Deacon and Deaconess on the Servant Team must have been a member of the church for at least one year. He or she must possess the qualifications described in I Timothy 3:8-12, Titus 2:2-5, Romans 16:1, and Acts 6:3.
 2. Deacons and Deaconesses must have demonstrable gifts and experience in ministry and be recognized as able leaders by others in the membership.
 - B. Deacons and Deaconesses will be elected by the members at the Annual Meeting. Each deacon and deaconess must be affirmed by 80% of the members voting at a meeting where a quorum is present. A Nominating Committee appointed by the Elders shall assist the Elders in selecting suitable candidates for Deacon and Deaconess. The Nominating Committee shall solicit written recommendations from the membership. The nominees for Servant Team must be published in the church bulletin for at least 2 weeks prior to the annual meeting.
 - C. There shall be an appropriate number of Servant Team³ members to oversee the required functions. The optimum number of members will be determined by the Servant Team and the Elders. Deacons and Deaconesses shall be elected for one year at the annual meeting of the membership, and may serve up to four consecutive years. Each re-election must be preceded by a self-evaluation process and an evaluation by the Elders and Staff. After not serving as Deacon or Deaconess for at

² Section IV, Church government, Part D. Officers, number 7, Revised and Approved on June 27, 2010.

³ Section V. Servant Team, Subsection C, Revised and Approved on June 24, 2007.

least one year, a Deacon or Deaconess may again be elected for additional terms.

In the event additional Servant Team members are needed, the Servant Team may present their request, along with candidate names to the Elders. The Elders will approve and interview potential Servant Team members.

After approval, the names of the new interim Servant Team members will be published in the church bulletin for two weeks. If there are no concerns or objections from the members of the church, the candidates will be installed into service.

At the next meeting of members these interim Servant Team members will need to be affirmed by 80% of the members voting where a quorum is present.

- D. The Elders may appoint a Pastor or other staff member to serve as a Deacon, and/or Deaconess to assist in coordinating and overseeing the work of the Servant Team.

- E. The function of the Deacons and Deaconesses shall be to provide service to the church, and its members and attenders. This service will include caring for the sick and needy, visiting members and attenders, and such other matters as the Servant Team and Elders determine from time to time. The following are some specific ministries or functions of the church in which Deacons and Deaconesses will participate.
 - Fellowship fund
 - Visitations
 - Hospitality
 - Funerals
 - Baptism
 - Prayer chain
 - Food pantry
 - Ushering, including opening the church, making coffee, collecting offering, attendance
 - Communion
 - Greeters/ information table
 - Bulletin boards
 - Care ministries (maintain data base for recipients of help, cards, flowers, phone calls to congregation, meals arranged, transportation, child care, tapes of sermon, housecleaning, and shopping.)

This list is illustrative only, and the ministries of the Deacons and Deaconesses may be modified from time to time.

- F. The Deacons and Deaconesses shall meet once a month for a regular meeting and at other times when necessary.
 - G. A Chairman shall be elected each year at the first meeting of the Servant Team, and other officers may be elected from time to time as necessary or desirable.
 - H. A Deacon or Deaconess may resign by written letter to the Chairman of the Elders.
 - I. If a Deacon or Deaconess willfully neglects his or her stated duties as set forth herein, lives a life that brings reproach to the church, or otherwise ceases to meet the qualifications for Deacon or Deaconess as set forth herein, he or she may be removed from office by a 3/4 vote of the Elders or by a majority vote of the membership at a duly called and noticed meeting. In such instances, the membership shall be informed of the removal and the reasons therefor.
- VI. Ministry Committees. The Elders may appoint such other boards and committees to carry out the work of the church as they shall deem necessary or convenient. These Boards or Committees will function under the oversight of the Elders or designated ministry staff, and will undertake those tasks specifically delegated to them by the Elders. The chairman of each ministry committee must be a member of the church.
- VII. Senior Pastor and Church Staff
- A. The Senior Pastor and Pastoral staff will be called by an 80% vote of the membership at a meeting called for that purpose. The notice of meeting shall announce the consideration of calling a pastor as an item on the agenda.
 - B. The Elders will develop position descriptions which outline specific duties of Pastoral and Director-level staff. The Elders may appoint a Personnel Committee or other suitable committee to assist in this process. Position descriptions for support staff shall be developed by the appropriate church staff; these descriptions do not require Elder approval.
 - C. The day-to-day operations of the church will be in the hands of Pastoral and administrative staff. The function of the Elders is limited to broad oversight and insuring that the various ministries support the vision and purpose of the church. Staff and lay ministry leaders should be given latitude to function according to their giftedness in programs and ministries that fit within the church's overall purposes, and within the parameters of budgeted resources.

D. Definitions:

1. Pastoral staff shall be defined as individuals specifically called by the membership to shepherd the flock, preach, teach, and administer the ordinances.
2. Director-level staff shall be defined as those members of the staff who do not fall within the definition of Pastoral staff, but who oversee one or more areas of church business or ministry. These individuals or positions will be designated as "Director-level" staff by the Elders, and will report directly to the Senior Pastor. Director-level staff will oversee the work of other full-time, part-time or volunteer staff.

VIII. Dissolution

- A. If it becomes necessary to dissolve the corporation, 3/4 of the Elders must make a recommendation to be presented to the members at a duly called meeting at which a quorum is present. For this purpose, 40% of the voting membership shall constitute a quorum. A 3/4 vote of the members present at such meeting shall be required to dissolve the corporation. The notice of such meeting must specify that a recommendation for dissolution will be considered at the meeting.
- B. The Elders shall select one or more organizations to receive the assets of the church upon dissolution. Such other organizations shall be exempt from tax under section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and shall have purposes and doctrinal beliefs substantially similar to the purposes and doctrine of this church. The membership shall approve this plan of dissolution by a 3/4 vote of members voting at a meeting where a quorum is present.

IX. Amendment

- A. These Bylaws may be amended by a 2/3 vote of the members at a meeting where a quorum is present. For this purpose, 40% of the voting membership shall constitute a quorum.
- B. Notice of the meeting shall include a statement that an amendment to the Bylaws will be considered, as well as a general description of the amendment or amendments to be considered.