



**Evangelical Friends Church**

— EASTERN REGION —

# **Faith and Practice**

**2018 Proposed Revision**

Last Edit - 5/30/18

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**Notes:**

\* No proposed changes for Yearly Meeting 2018.

Wherever the term “Yearly Meeting” appears related to the organization of the Church, it refers to the annual business sessions of the delegates of EFC-ER [see #420].

All Scripture references are King James Version (KJV) or New International Version (NIV) unless otherwise noted.

**2018 Proposed Revision**

## **SECTION TWO**

### **PRACTICE**

This section outlines Evangelical Friends Church – Eastern Region’s vision for the local church, EFC-ER structure and operations, and our relationship to Malone University.

SECTION 300	THE LOCAL EFC-ER CHURCH
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## THE LOCAL EFC-ER CHURCH

### 300 THE LOCAL EFC-ER CHURCH

#### 301 The Purpose of the Local Church

- a. The basic ministries of the local church grow out of Jesus' Great Commission (Matthew 28:18-20) and are summarized in four basic responsibilities:
  - i. Biblical Leadership Development
  - ii. Multiplying Disciples
  - iii. Responsible Stewardship
  - iv. Church Health

Every church, regardless of size, should provide for these areas of ministry.

#### 302 Developing Church

- a. A developing church is a group of people who gather regularly for worship who are moving toward meeting the requirements for full church status.

#### 303 Full Church

- a. A full church is a group of people who are in a covenantal relationship with EFC-ER working together to make the greatest possible Kingdom impact.
- b. A local church may apply to the Multiplication Team for full church status when it:
  - i. Is in theological alignment with EFC-ER doctrine as outlined in the Faith and Practice (see #100);
  - ii. Is financially stable and independent;
  - iii. Is practicing a system of governance in accordance with the Faith and Practice (see #320);
  - iv. Is intentionally engaged in biblical discipleship;
  - v. Is fulfilling the Great Commission by participation in multiplying disciples and churches;
  - vi. Is participating in the mission, vision, and core values of EFC-ER (see #401).

### **304 Declining Church**

- a. When a full church experiences a decline to the point of possible closure, it will be taken under the care of the Church Health Team to determine next steps. The Church Health Team, in careful consultation with the remaining church members, may seek to replant the church, in which case the church will be referred to the Multiplication Team. The Church Health Team may find it necessary to close the church. Upon closure, the assets of the church will be administered by the Finance and Administration Team. Such action is to be reported to the delegates at the next Yearly Meeting.

### **305 Church in Crisis**

- a. A church may face a crippling crisis for any number of reasons. Among them may be the abrupt loss or departure of a lead pastor, staff misconduct, major conflict over doctrinal or moral issues, power struggles, and financial instability. At the first sign of crisis, the lead pastor or an elder should contact the Church Health Director. This process may also be initiated by the Church Health Director.
- b. In cases where a church's overall ministry is at risk, the Church Health Team will assess, advise, assist, and monitor the situation to move the church to a satisfactory resolution.
- c. The goal of the Church Health Team in these cases will be to resolve issues, reconcile people, and restore healthy functionality to the church. If progress toward church health is not made, the Church Health Team will take the control and management of the local church. In such cases, the local church is directed to turn over immediately to the Church Health Team the leadership of all business meetings, the care of its business affairs, and all records as the Church Health Team may deem necessary. The Church Health Team will determine a timeline to return the church to its regular plan of operation.

### **310 ORGANIZATION OF THE LOCAL CHURCH**

- a. Although church size varies, each local church needs to ensure that four basic areas of ministry are provided:
  - i. Biblical Leadership Development
  - ii. Multiplying Disciples
  - iii. Responsible Stewardship
  - iv. Church Health
- b. Each local church should develop and maintain, in written form, an organizational structure that provides for each of these minimum areas of ministry. Examples of possible organizational structures are available from the

Church Health Team. While each local church has the liberty to set its own organizational structure, that structure should be submitted for review and approved by the local church's Congregational Meeting prior to implementation, with a copy of the approved structure filed with the Church Health Team.

- c. As local churches grow, the organizational structure should grow, reflecting the diversity of the congregation, ministry needs, and input from members.

### **311 The Local Church's Organizational Minimums**

- a. Each local church's organization should include:
  - i. An Elder Board consisting of at least three elders, one of whom is the lead pastor, charged with overseeing the implementation of the four basic areas of ministry (see #310);
  - ii. A process for electing church officers and elders (see #330), selecting other leadership team members, and approving legal representatives of the church;
  - iii. A policy regarding terms of service for elders and officers;
  - iv. A written job description for elders and ministry leaders;
  - v. A process for scheduling regular and special Congregational Meetings (see #313);
  - vi. A method of proposing to the Congregational Meeting new concerns, policies, programs, and budgets;
  - vii. A method of maintaining Congregational Meeting and other meeting minutes, legal documents, bylaws and policies, and other guiding principles for the local church;
  - viii. A method of implementing and managing the concerns, policies, programs, and budgets approved in basic principle by the Congregational Meeting;
  - ix. A method of maintaining good order, unity, adherence to the Faith and Practice, and efficiency in the work of the church;
  - x. A method of communicating to the Congregational Meeting full and regular reports of the actions and concerns of the leadership;
  - xi. A process for receiving and removing members.

- b. Officers of the congregation will be members of the local church. The slate of officers at a minimum will include:
- i. The moderator (presiding clerk, presiding elder, or other title), who presides over the Congregational Meeting and is considered an elder by virtue of office.
  - ii. The financial secretary, who receives the offerings and enlists a process of proper safeguarding and confidentiality of funds, counting them in the presence of a nonfamily second party. The financial secretary oversees bank deposits and accounting of contributions, and makes available individual contribution statements.
  - iii. The treasurer, who keeps accounts and makes payment of bills, working closely with the church leadership, pastoral staff, and/or other staff members where applicable. The treasurer also serves on the administrative team assigned to cover the area of church finances. The treasurer must also maintain an accurate understanding of federal and state laws pertaining to the local church. All financial records must be available for examination for proper financial accountability on an annual basis or upon request by those in financial responsibility.
  - iv. The legal trustees, who are the representatives of the local church who have the authorization to sign legal documents based on the action of the Congregational Meeting. Such items include loans, property deeds, and other legally binding documents. At a minimum each church should have three legal trustees.
  - v. Elders, who are considered officers of the congregation by virtue of office (see #331).

### **312 Membership in the Local Church**

- a. An individual who has experienced salvation through Christ has become a member of the body of Christ (1 Corinthians 12:13). Because individuals are united to Christ and the other members of the body in this way, it is a natural expression of this reality to be joined formally to a local body, the local church. To become a member of a church is to commit oneself formally to an identifiable, local body of believers. Therefore, membership is a covenant relationship. Covenantal church membership is a wise and helpful path for those who desire to walk together in obedience to the Lord and in a manner that is worthy of the gospel of Christ (Philippians 1:27).
- b. Requirement for Membership
- i. The basic requirement for membership in an EFC-ER local church is one's confession of Jesus Christ as Lord and Savior (Romans 10:9).

- ii. The local church will provide a process for becoming a member, which will include an application to be completed by prospective members. The local church may stipulate age requirements and other indicators of spiritual readiness.
- iii. Members in the local church are also considered individual members of EFC-ER.

c. Membership Covenant

- i. Members of an EFC-ER local church agree to a mutual covenant relationship.
- ii. Members of EFC-ER local churches make a covenant with the local church in the following ways:
  - 1. To bear testimony to a real conversion experience, based on the Word of God and assurance from the Holy Spirit of sins forgiven and commitment to Christian discipleship (Psalm 51:13; 2 Corinthians 5:17; 1 John 5:11-12);
  - 2. To continuously seek spiritual growth, according to the Scriptures (Ephesians 4:15-16; 1 Peter 2:2; 2 Peter 3:18);
  - 3. To attend faithfully the services of the local church and accept responsibilities in its work (Acts 2:42-47; 1 Corinthians 12; 1 Timothy 4:14-15; Hebrews 10:25);
  - 4. To give cheerfully for the financial support of the church and its approved ministries (Deuteronomy 16:17; Malachi 3:10; Acts 11:29; 2 Corinthians 9:7);
  - 5. To listen to and respect the counsel of the leadership of the church (Ephesians 5:21; Hebrews 13:17);
  - 6. To acquaint themselves with the Faith and Practice and to support its positions (see #100).
- iii. The relationship between the local church and its members will be guided by the principles in Matthew 18:15-17 and 1 Corinthians 6:1-8, with the purpose of experiencing redemption and reconciliation as follows:
  - 1. Members will make every effort to keep clear relationships between themselves and other members of the church (Matthew 5:23-24; 18:15; Hebrews 12:14).
  - 2. When any member is guilty of conduct inconsistent with our Christian profession, has a broken relationship with another

church member, or is living a life inconsistent with the Scriptures and the testimonies of the Faith and Practice, that member should be admonished in the spirit of restoring love.

3. Should the efforts to bring reconciliation in the church family be resisted, the matter will be brought to the local church Elder Board, which may recommend that the member(s) agree to biblically based coaching/mediation and, if necessary, arbitration (Matthew 18:16).
4. If further efforts toward reconciliation are deemed harmful to the church body, the local church Elder Board should contact the Church Health Director for counsel.
5. Should the efforts at reconciliation and restoration of members still be resisted, and should the violations be of such character as to bring reproach or scandal to the name of Christ and/or the local church, the Elder Board may remove the member(s) from membership (Matthew 18:17).

d. Church Covenant

- i. An EFC-ER local church makes a covenant with its members in the following ways:
  1. To provide opportunity for and assistance in worship and in spiritual growth (Acts 2:42-47; Ephesians 4:15-16; 1 Timothy 4:11, 13; Hebrews 10:25);
  2. To provide help in discovering each member's talents and gifts, and opportunities to express these gifts in service (1 Corinthians 12; 1 Timothy 4:14-15);
  3. To provide discipleship training and instruction toward maturity in Christ (Ephesians 4:11-13; Colossians 2:6-7);
  4. To provide counsel and accountability when members are neglecting faithful fulfillment of their covenant (Matthew 18:15-17; Galatians 6:1-2, 10);
  5. To receive and respect the input of its members (Ephesians 5:21);
  6. To provide a system for spiritual care of its members (Galatians 6:1; James 1:27).

e. Membership Transfer

- i. When a request for providing a transfer of membership is received from another church, the local church may issue a letter of transfer at the discretion of the lead pastor.
  - ii. Each local church may receive letters of transfer from other EFC-ER churches when members are in good standing with their covenantal responsibilities. Such members will enjoy the full rights, responsibilities, and privileges of membership in the receiving local church.
- f. Membership List Maintenance
- i. Each local church should maintain a list of its current membership. Those members who are not fulfilling their Membership Covenant may be removed from the membership list following established procedures outlined by the local church.

### **313 Congregational Meetings**

- a. The Congregational Meeting is the members of the local church gathered in business session. As such, it is the local authoritative body, and no member, officer, or group has any authority that it does not derive from the congregation.
- b. Each local church organizational structure should provide for a minimum of one Congregational Meeting per year. Churches may find it helpful to have meetings more often. Special meetings may be called at any time by the moderator, with the concurrence of the elders, providing notice has been given in at least one Sunday morning worship service and one week in advance of the meeting. Should a situation arise that necessitates an emergency meeting that does not allow for the required time for notice, the Elder Board must give great effort to notify the entire membership of the meeting.
- c. The purpose of the Congregational Meeting is:
  - i. To have appropriate leaders report on the various areas of ministry and responsibility;
  - ii. To approve officers and elders (see #330);
  - iii. To approve budgets (see #320);
  - iv. To set and revise major church policies in accord with the Faith and Practice;
  - v. To call the lead pastor (see #341);
  - vi. To approve capital building programs and capital debt;

- vii. To seek prayerfully the Lord's direction and guidance for the church.
- d. Congregational Meetings will be presided over by the moderator (see #332). Business should be conducted as an exercise in corporate, worshipful seeking of God's will. Therefore, in general, by waiting on the Holy Spirit's leadership, the congregation should expect to arrive at a high degree of unity in the proceedings. Business will be conducted using a simplified form of parliamentary procedure. When necessary, voting is an acceptable method by which the moderator may most accurately determine "the sense of the meeting." Where substantial agreement is in question, the moderator may decide that further consideration is in order.
- e. Items for attention at the Congregational Meeting are to be presented to the Elder Board prior to the Congregational Meeting. Items not on the agenda should be directed to the moderator, who has the discretion to determine appropriate action.
- f. Voting in any Congregational Meeting is only by members who are present and only those members eighteen or more years of age.
- g. Criticisms of a personal nature during the Congregational Meeting are out of order and should be handled in accordance with Matthew 18:15-17.

### **320 BUDGETING AND STEWARDSHIP GUIDELINES IN THE LOCAL CHURCH**

- a. The budget and stewardship guidelines should reflect the mission, vision, and core values of the local church.

### **321 Preparation of Budgets**

- a. Those chosen to be responsible for stewardship, in conjunction with the treasurer:
  - i. Will begin by collecting funding requests from the ministry areas;
  - ii. Will give careful consideration to the funding requests of the ministry areas and compile a preliminary budget;
  - iii. Will present to the Elder Board a recommended budget that reflects the mission, vision, and core values of the local church.
- b. The Elder Board will review and finalize the budget prior to its being presented to the Congregational Meeting. The final recommended budget will be presented to the Congregational Meeting for review and affirmation. The budget presentation should be a celebration of the church's mission, vision, and core values.

## **322 Stewardship Guidelines**

- a. Those responsible for stewardship must adopt a set of procedures to provide transparency and accountability for all ministry funds. This must include:
  - i. Giving the treasurer authorization to make regular payments for fixed expenses (salaries, utilities, mortgage payments, etc.);
  - ii. Requiring appropriate ministry leaders to approve expenditures to be paid by the treasurer;
  - iii. Developing a policy on designated funds;
  - iv. Developing a policy for special offerings;
  - v. Establishing sound financial policies (i.e., audit/compilation/review, separation of duties, checks and balances, regular and accurate reporting).
- b. Refer to the Finance and Administration Team Handbook for support in establishing policies and procedures.

## **330 LOCAL CHURCH LEADERSHIP**

### **331 Qualifications and Expectations for Elders**

- a. Qualifications – Leadership in the local church is both a great privilege and responsibility. Because elders enjoy a high office and heavy responsibility, they must have both personal and spiritual qualifications (1 Timothy 3; Titus 1-2) to serve in these positions. Therefore, all elders who take on roles within the local church must meet the following qualifications:
  - i. Be members in good standing in the local church;
  - ii. Be widely respected by the church membership body as people of integrity and service;
  - iii. Be persons of a deep, mature love of Jesus demonstrated in marriage and home life, in the church, and to the world;
  - iv. Be persons who display the fruit of the Spirit (Galatians 5) and wisdom in all areas of their lives;
  - v. Be persons who have a passion for fulfilling the Great Commission, demonstrated by being discipled and held accountable while also discipling others;
  - vi. Be persons who are rooted and grounded in the Word of God both in teaching and practice;

- vii. Be persons who can view matters objectively;
  - viii. Be persons who can work constructively with pastors, staff, and other leaders and members of the church;
  - ix. Be persons who display a servant-leader disposition.
- b. Expectations – All elders who take on roles within the local church lead by example and, therefore, are expected to:
- i. Be involved in regular, consistent attendance at weekly worship gatherings;
  - ii. Prayerfully prepare for and participate in Congregational Meetings;
  - iii. Cultivate a faithful prayer life;
  - iv. Generously give tithes and offerings in support of the local church;
  - v. Maintain a supportive and encouraging relationship with the pastoral staff;
  - vi. Be competent communicators, as they will likely serve as liaisons between the lead pastor and the congregation;
  - vii. Be persons who can view the matters under their care with objectivity;
  - viii. Recuse themselves from business items in which they have a conflict of interest.

### **340 THE LEAD PASTOR**

- a. The lead pastor is called by the congregation and works in conjunction with the Elder Board to oversee the ministries of the local church.

### **341 The Call of the Lead Pastor**

- a. A pastoral call acknowledges the will of God and the desire of the pastor, the local church, and EFC-ER for the pastor to lead in serving the local church.
- b. The process for calling a lead pastor is:
  - i. An elder contacts the Church Health Director, who will provide guidelines to begin the process of securing a new pastor.
  - ii. A pastoral search team, composed of non-pastoral staff members, will be established by the elders to conduct the search process.

- iii. All applicants proposed for pastoral candidacy must be vetted by the Leadership Development Team.
- iv. The pastoral search team will recommend a pastoral candidate for approval by the congregation.
- v. A Pastoral Call Agreement will be issued.
- vi. Once a Pastoral Call Agreement is accepted, an elder will notify the Church Health Director.

### **342 Renewal of the Lead Pastor Call**

- a. A pastoral review is conducted two years after the initial call and every four years subsequently.
- b. Pastoral Review Process
  - i. Each member of the Elder Board should submit a review, provided by the Church Health Team, of the pastor's performance.
  - ii. The lead pastor will complete a self-evaluation provided by the Church Health Team.
  - iii. The Church Health Team will provide a survey to the congregation for input.
  - iv. The Church Health Director will summarize and present the findings to the Elder Board and lead pastor.
  - v. When there is not consensus between the elders, lead pastor, and the Church Health Director about the continuation of the pastoral call, the Church Health Director may recommend a church assessment.
  - vi. As a result of the review process, the Elder Board, lead pastor, and Church Health Director may agree to continue or discontinue the pastoral call.
  - vii. In cases where there is not agreement, a Congregational Meeting may be held to discern the continuation of the lead pastor's call.

### **343 Early Termination of the Pastoral Call Agreement**

- a. The Elder Board or pastor may initiate an early termination of the Pastoral Call Agreement by furnishing written notice to the other.
  - i. If the Elder Board or pastor considers termination of the Pastoral Call Agreement outside of the standard review timeline, a pastor and elder review should be completed under the guidance of the Church Health Director.

- ii. As a result of the review process, the Elder Board, pastor, and Church Health Director may agree to continue or discontinue the pastoral call.
- iii. If a decision is made to end the pastoral call, the Elder Board in consultation with the Church Health Director will determine the details and timeline for transition.

### **344 Responsibilities of the Lead Pastor**

- a. Lead pastors will:
  - i. Be disciples of Jesus Christ who pursue knowing, loving, and obeying Christ as they lead others to do the same (2 Timothy 2:2);
  - ii. Be saturated with the written Word, diligent in prayer, and dynamically led by the Holy Spirit (1 Timothy 3:1-7; Ephesians 4:11-12);
  - iii. Discern God's vision for the church;
  - iv. Be responsible to establish the core values to fulfill the vision of the local church;
  - v. Equip and empower people to live the mission, vision, and core values of the local church (Ephesians 4:12);
  - vi. Oversee the preaching and teaching of the Word of God;
  - vii. Protect the unity of the local church (Ephesians 4:2-7);
  - viii. Ensure and oversee that pastoral care is taking place among the church body (Acts 20:28);
  - ix. Serve as an elder;
  - x. Be an ex officio voting member of all groups within the organizational structure of the local church;
  - xi. Be responsible for keeping the history, doctrine, mission, vision, and core values of EFC-ER before the local church;
  - xii. Be a supportive liaison between EFC-ER and the local church.

### **345 Pastor in Crisis**

- a. In the case of ethical or moral crisis in the life of the pastor, the elders and/or the pastor should contact the Leadership Development Director to begin an investigation and develop a plan toward a healthy resolution as outlined in the Leadership Development Team Handbook.

- b. In the case of personal crisis (health, marital, family, grief, etc.) in the life of the pastor, the pastor or the elders should contact the Leadership Development Director for assistance.

### **350 RESPONSIBILITIES OF THE LOCAL CHURCH TO THE PASTOR(S)**

- a. The local church recognizes the gifts and calling of its pastor(s). A pastor is most effective when the church is respectful, loyal, cooperative, and supportive. It is vital for the church to pray for its pastor(s).
- b. The local church will provide for the financial support of its pastor(s) in the following ways:
  - i. Salary: The local church sets the salary of the pastor(s). A method for determining minimum salary (including parsonage or housing allowance) will be recommended each year by the Church Health Team. Churches should strive to generously support their pastor(s) above the minimum salary. If the minimum salary is not offered by the church, the pastoral position(s) will be considered part-time and the pastor(s) given freedom to seek supplemental employment and income.
  - ii. Moving expenses on first arrival.
  - iii. A contribution equal to 12% of salary plus parsonage or housing allowance, made monthly to the EFC-ER Pension Plan on behalf of the pastor(s).
  - iv. Provision for payment of medical and dental insurance premiums for the pastor(s) and dependents.
  - v. Payment of life insurance premium for the pastor(s) as established through EFC-ER.
  - vi. Yearly Meeting and Pastors Conference expenses for the pastor(s), as well as for each married pastor's spouse.
  - vii. An established accountable reimbursement plan that complies with all applicable tax rules subject to the church's budget limitations. Such expenses may include:
    - (a) Business use of automobile;
    - (b) Business travel away from home, including transportation, lodging, and meals on overnight trips;
    - (c) Subscriptions, books, and software related to ministry;
    - (d) Entertainment and hospitality expenses related to ministry.

c. Every full-time pastor will be eligible for vacation and other leaves of absence. Churches are required at a minimum to provide leave for their pastors in the following ways:

- i. One day off per week.
- ii. Annual vacation, with the local church paying for the pulpit supply. The pastor(s) will enjoy a vacation schedule according to the following years of service to EFC-ER:
  - (a) 0-5 years of service: 3 weeks of vacation;
  - (b) 6-10 years of service: 4 weeks of vacation;
  - (c) 11 and more years of service: 4 weeks or more of vacation.
- iii. Time off for ministry opportunities outside of the local church for up to a total of 2 weeks per year (e.g., revivals, camp ministry, mission trips);
- iv. Time off for attendance at Yearly Meeting and Pastors Conference;
- v. Time off for attendance at and fulfillment of services for EFC-ER boards and teams.

d. Sabbatical or Leave of Absence

- i. A pastoral sabbatical is essentially a time of rest which results in renewal. At the heart of the sabbatical is a connection between the pastor and God. The connection happens through spiritual disciplines, study, vacations, and/or simple relaxation. Since God does not intend for His people to live exhausted lives, sabbaticals are practical ways to overcome exhaustion. Reasons for investing in sabbaticals are related to mental, physical, spiritual, or emotional weariness (1 Kings 19:3-18).
- ii. A sabbatical or leave of absence conversation may be initiated by the pastor, the Elder Board, or the Leadership Development Director.
- iii. A sabbatical or leave of absence is granted with the approval of the local church and the Leadership Development Director.
- iv. Reasons for sabbatical or leave of absence may include:
  - (a) Rest and renewal;
  - (b) Education;
  - (c) Ministry or mission project;
  - (d) Personal crisis/emergency.

- v. The local church will continue to pay the full salary and benefits of the pastor(s) as well as cover any necessary pulpit supply.

### **360 MINISTRY STAFF**

- a. The local church may call other ministry staff (pastors and directors) to serve.
- b. The lead pastor, in consultation with the elders, will plan for the hiring of ministry staff (pastors and directors).
- c. Selection of any person for a pastoral staff position in the local church must be vetted by the Leadership Development Team.
- d. The ministry staff of a local church will submit their provisional resignations upon the resignation/retirement of the lead pastor. The conclusion of staff tenure will be arranged by the Elder Board in consultation with the Church Health Team. The incoming lead pastor may recommend the hiring of staff members previously employed.

### **370 CREDENTIALING**

- a. Ministry License
  - i. A member of the local church may apply for a ministry license through EFC-ER when credentials are necessary to fulfill ministry. Guidelines for application are available in the Leadership Development Team Handbook.
- b. Pastor's License
  - i. All individuals called to vocational ministry and fulfilling a pastoral ministry role in the local church must apply for a pastor's license with the Leadership Development Team. The procedures for application are detailed in the Leadership Development Team Handbook.
  - ii. Licensed pastors are required to enter the recording-of-ordination process.
  - iii. Licensure will be renewed annually by the Leadership Development Team according to the application process outlined in the Leadership Development Team Handbook.
- c. Recording of Ordination
  - i. The process for recording of ordination is outlined in the Leadership Development Team Handbook. Candidates will only be considered for recording after a pastor's license has been approved.

- ii. When a candidate is deemed ready, the Leadership Development Director will submit a recommendation for the recording of ordination to the Leadership Development Team. Candidates are then brought to Yearly Meeting delegates for final approval.
- iii. The relationship of recorded pastors with EFC-ER will be reviewed every five years by the Leadership Development Team.

d. Transfer of Credentials

- i. Those licensed/recorded as ordained pastors seeking transfer from other Evangelical Friends Yearly Meetings or other denominations will be under the care of the Leadership Development Team. The team will evaluate experience, education, and ministerial training in the determination of the credentials with EFC-ER.

## THE EVANGELICAL FRIENDS CHURCH – EASTERN REGION

### 400 THE PURPOSE AND NATURE OF EVANGELICAL FRIENDS CHURCH – EASTERN REGION (EFC-ER)

- a. The EFC-ER is a movement of connected churches intentionally working together to fulfill a common mission, vision, and core values, based on the person and redemptive message of Jesus Christ. EFC-ER local churches send delegates to Yearly Meeting and agree to submit to its directives.
- b. The EFC-ER churches delegate the leadership and management of its programs to the Ministry Teams and Oversight Board.
- c. The mission of EFC-ER is to equip its member churches to make disciples.
- d. The vision of EFC-ER is to produce healthy, Christ-centered churches that produce disciples.
- e. The EFC-ER will be guided by the following core values:
  - i. Biblical Faithfulness – We will seek faithfulness to the inspired and authoritative Word of God, both in the truth we profess and in the practices we embody.
  - ii. Empowered Leadership – We will discover, develop, and deploy leaders into clearly defined ministry roles.
  - iii. Innovative Multiplication – We will use and encourage innovative multiplication across our movement.
  - iv. Efficient Organization – We will organize around mission, core values, and vision, increasing efficiency by being a nimble, right-sized organization.
  - v. Connectional Ministry – We will strengthen local and global ministries by partnering together with local churches and other organizations to accomplish our mission.

### 410 INCORPORATION

- a. The Evangelical Friends Church – Eastern Region is incorporated and its Executive Director is the statutory agent.
- b. The fiscal year for EFC-ER is August 1 through July 31.

### 420 YEARLY MEETING

- a. The annual conference of the delegates for EFC-ER is known as Yearly Meeting and is held at the time and place decided upon by the Oversight Board. The

purpose of the meeting includes worship, fellowship, resourcing, encouragement, and attending to the following areas of business:

- i. The selection of the Executive Director;
  - ii. The election of the at-large members of the Oversight Board;
  - iii. The election of trustees to the Malone University Board of Trustees;
  - iv. The hearing and receiving of reports from boards and Ministry Teams;
  - v. The approval of changes to the Faith and Practice;
  - vi. The approval of the annual budget;
  - vii. The affirmation of the recording of ordination;
  - viii. The celebration of the establishment of new churches.
- b. The Oversight Board is responsible for the general format, schedule, and programming for Yearly Meeting.
  - c. Between Yearly Meeting sessions, the Oversight Board may call for a vote by mail of the delegates.
  - d. Where action is necessary, the Oversight Board acts in lieu of the Yearly Meeting delegates when they are not in session.

#### **430 YEARLY MEETING DELEGATES AND DELEGATE BODY COMPOSITION**

- a. A delegate represents the local church at Yearly Meeting sessions. The local church determines the delegate selection process.
- b. The lead pastor of each local church and one full-time associate pastor will serve as delegates. All other staff pastors may qualify to serve as part of a church's delegation if selected by the local church.
- c. Additionally, each church will send one delegate for each fifty members or major portion thereof as reported to the EFC-ER Headquarters at the end of the previous calendar year.
- d. A church with fewer than twenty-five members may have one delegate in addition to its lead pastor.
- e. A developing church may seat a delegate who represents that church.
- f. Churches should select delegates who are:
  - i. Active members in the local church;

- ii. Open to participate in the business sessions and discussions while being supportive of decisions made by the delegate body;
  - iii. At least eighteen years of age.
- g. The local church will forward the names and contact information of delegates and alternates to the EFC-ER Headquarters by the deadline established by the Oversight Board.
- h. Alternate Delegates
  - i. Each local church should appoint as many alternate delegates as necessary. The alternate delegates should be selected on the same basis as regular delegates.
  - ii. In the absence of a lead pastor delegate, a person may be appointed a delegate in that seat.
- i. EFC-ER Missionaries as Delegates
  - i. All active EFC-ER missionaries in attendance at Yearly Meeting will serve as delegates.
- j. Financial Assistance to Delegates
  - i. The local church is expected to contribute to the expenses of delegates attending Yearly Meeting.

#### **440 OFFICERS OF THE YEARLY MEETING**

- a. A moderator and recording secretary shall be the officers of Yearly Meeting. They shall be appointed annually by the Oversight Board. Yearly Meeting officers will be members in good standing of an EFC-ER local church.
- b. The moderator presides at the business sessions of the delegates at Yearly Meeting and supervises the work of the recording secretary. In the absence of the moderator, the Oversight Board will appoint a replacement.
- c. The recording secretary is responsible for writing the Yearly Meeting Minutes; proofreading and preparing them for printing; and preparing Returning Minutes for guests from other Yearly Meetings. In the absence of the recording secretary, the Oversight Board will appoint a replacement.

#### **450 THE YEARLY MEETING NOMINATING COMMITTEE**

- a. The Yearly Meeting Nominating Committee will include the Executive Director, the chairperson of the Oversight Board, and four at-large members who are not serving on the Oversight Board. At-large members will be recommended by the Oversight Board and approved by the Yearly Meeting delegates

annually. In the event of a vacancy during a term, a replacement will be appointed by the Oversight Board to complete the term. The Oversight Board chairperson will serve as chair of the Nominating Committee.

- b. The Nominating Committee will nominate trustees for the Malone Board of Trustees and the at-large members of the Oversight Board. These names will be presented to the delegates for formal approval.

#### **460 INITIATION OF BUSINESS**

- a. Requests, recommendations, and proposals for consideration at Yearly Meeting are received from two sources:
  - i. Local churches may send proposals and requests to the Oversight Board. The Oversight Board may present these proposals and requests to the Yearly Meeting delegates or refer them to a suitable Ministry Team or special committee for preliminary study and recommendation.
  - ii. The Oversight Board may offer proposals to the Yearly Meeting delegates.

#### **470 CONDUCT OF BUSINESS**

- a. Friends believe that business is an act of worship. This involves prayerfully seeking God's guidance. Together we will seek God until the meeting arrives at a high degree of unity. In general, the moderator discerns the consensus of the meeting. At times, voting is an acceptable method by which the moderator may more accurately determine "the sense of the meeting."
- b. Voting at Yearly Meeting is restricted to seated delegates, though members of local churches are encouraged to attend Yearly Meeting and to participate in discussions.
- c. The quorum requirement to conduct business in Yearly Meeting session will be any number of the delegates present at the session.

#### **480 MINUTES AND THE FAITH AND PRACTICE**

- a. Minutes of Yearly Meeting are written by the recording secretary and distributed to delegates following Yearly Meeting. Corrections or questions should be directed to the EFC-ER Headquarters. The final minutes will be approved by delegates via mail or electronic communication.
- b. Preservation: Minutes of Yearly Meeting and all other important records are kept by Malone University in the Archives of the Cattell Library.
- c. The EFC-ER Oversight Board recommends changes in the Faith and Practice to the delegates.

**490 FUNDING THE MISSION, VISION, AND CORE VALUES OF EVANGELICAL FRIENDS CHURCH – EASTERN REGION**

- a. The mission, vision, and core values of EFC-ER will be funded by the annual budget.
- b. The purpose of the annual budget is to provide a unified approach to support the EFC-ER Ministry Teams.
- c. Funds needed are raised cooperatively through EFC-ER. Each local church commits to, and is expected to, share in supporting the annual budget.
- d. In the spring, each Ministry Team, and the Oversight Board, will present to the Finance and Administration Team its proposed budget for the ensuing fiscal year. The Finance and Administration Team leader will present the annual budget and funding plan for the next fiscal year at the spring meeting of the Oversight Board. With Oversight Board approval, the annual budget and funding plan will be presented to the Yearly Meeting delegates for adoption.
- e. The promotion of the annual budget is the responsibility of the Executive Director.
- f. Funds supporting the annual budget will be sent to the EFC-ER Headquarters to be administered by the Ministry Team leaders and the Ministry Directors.
- g. In the event of an annual budget shortfall, the Executive Director may require Ministry Teams to adjust their budgets appropriately.

## BOARDS AND MINISTRY TEAMS OF EFC-ER

### 500 BOARDS AND MINISTRY TEAMS OF EFC-ER

#### 501 Ministry Strategy

- a. The administrative structure consists of the Oversight Board and four Ministry Teams.
- b. Each board and Ministry Team for EFC-ER will establish a Policy and Procedures Manual (Team Handbook) to provide needed detail of implementation of the vision.

### 510 STRUCTURE

#### 511 Oversight Board

- a. The Oversight Board is made up of the Executive Director, the President of Malone University, the four Ministry Team leaders, and six at-large members. Ministry Team leaders are recommended by the Executive Director and appointed by the Oversight Board. The at-large members are elected by the delegates of EFC-ER (see #430) and serve for three-year terms for a maximum of three terms before rotating off for a minimum of one year.
- b. The Oversight Board will give direction to EFC-ER between Yearly Meetings, and responsibilities will include:
  - i. Recommending the Executive Director to the Yearly Meeting delegates for approval;
  - ii. Reviewing the Faith and Practice, recommending changes to Yearly Meeting delegates for approval;
  - iii. Appointing and overseeing the Ministry Teams and Ministry Team leaders;
  - iv. Appointing and overseeing staffing, including Ministry Team Directors;
  - v. Developing a plan for the Yearly Meeting sessions;
  - vi. Appointing the moderator for Yearly Meeting business sessions;
  - vii. Serving as the governing body for EFC-ER;
  - viii. Managing the relationship with Malone University;
  - ix. Developing a yearly strategic plan;
  - x. Discerning and discovering God's best plan for EFC-ER.

## **512 Ministry Teams**

- a. The day-to-day work of implementing the vision, mission, and core values of EFC-ER will be led by four Ministry Teams. The four Ministry Teams are the Leadership Development Team, the Church Health Team, the Multiplication Team, and the Finance and Administration Team.
- b. Each Ministry Team will be assembled as follows:
  - i. The team leader is nominated by the Executive Director and approved by the Oversight Board. Each team leader is an ex officio member of the Oversight Board.
  - ii. The team director is recommended by the Executive Director and approved by the Oversight Board.
  - iii. Team members are nominated by the team leader in consultation with the Ministry Team Director and approved by the Oversight Board.
  - iv. Team members (including the team leader) are appointed for a three-year term and can serve a maximum of three terms before rotating off for a minimum of one year.

## **513 Leadership Development Team**

- a. The Leadership Development Team will:
  - i. Oversee the credentialing process for pastors;
  - ii. Recruit potential pastors and leaders, while identifying methods to give potential leaders practical training and experience;
  - iii. Develop a structure for mentoring and/or coaching;
  - iv. Equip ministry leaders in the local churches (worship, children, youth, adult);
  - v. Provide assessment tools to help leaders grow in self-awareness;
  - vi. Oversee providing internships and/or scholarships for leaders;
  - vii. Promote and resource spiritual formation for pastors;
  - viii. Promote and resource pastoral support amid crisis;
  - ix. Resource and encourage lifelong learning;
  - x. Oversee the annual Pastors Conference.

#### **514 Church Health Team**

a. The Church Health Team will:

- i. Provide an assessment process for the local churches;
- ii. Resource churches to develop mission, vision, and core values;
- iii. Provide resources to encourage missional engagement;
- iv. Oversee/assist in pastoral placement;
- v. Oversee establishing minimum salary for pastors;
- vi. Provide biblical accountability and encouragement to pastors and churches;
- vii. Provide direction for declining churches;
- viii. Exercise authority for churches in crisis.

#### **515 Multiplication Team**

a. The Multiplication Team will:

- i. Promote and resource the planting of new churches;
- ii. Determine full church status;
- iii. Oversee international partnerships focused on church planting;
- iv. Promote and resource the starting of new ministries within local churches;
- v. Resource churches to develop cross-cultural ministries.

#### **516 Finance and Administration Team**

a. The Finance and Administration Team will:

- i. Care for the finances of EFC-ER;
- ii. Develop policies for maintaining financial accountability and transparency;
- iii. Oversee the EFC-ER pension program;
- iv. Oversee management of insurances (e.g., life, disability, property);

- v. Submit the annual budget to support EFC-ER's mission with a corresponding funding plan;
- vi. Oversee the EFC-ER Development Fund;
- vii. Oversee the properties of EFC-ER;
- viii. Oversee the staffing and management of the EFC-ER Headquarters;
- ix. Oversee the communication and marketing for EFC-ER.

