

By-Laws

The Department consists of the Board of Church Extension, the Executive Director of Church Extension, all other employees of the Board, the churches and missions under jurisdiction of the Board and the pastors of those churches and organizing pastors of those missions.

A. Purpose

The Church Extension Department exists for the purpose of building the Body of Christ through extending the Bible Fellowship Church in the United States of America and its territories and jurisdictions and on the rest of the North American continent. It does this by evangelizing in areas, communities and neighborhoods and among people groups where Bible Fellowship Churches do not exist and by forming, fostering and nurturing to maturity new congregations.

B. Composition

The Board of Church Extension shall be composed of the Director of Church Extension by virtue of his office and five ordained ministers and five laymen.

Classes shall be formed as follows:

Class 1: Two ministers and two laymen

Class II: Two ministers and two laymen

Class III: One minister and one layman

C. Election

1. Board members – Election. Each class shall be elected in turn annually by ballot by the Annual Conference for a term of 3 years.

2. Executive Director – Election. The Church Extension Director shall be an ordained minister of the Bible Fellowship Church.

He shall be elected by the Board of Church Extension, subject to ratification by the Annual Conference, for a 3-year term to begin

when the incumbent has submitted his report to the next Annual Conference.

The Executive Director may, at the discretion of the Board of Church Extension, on the basis of the demands of the office at the particular time, serve either full-time or part-time in the office.

D. Duties

Board

1. The Board of Church Extension shall have authority to establish new congregations and aid in their organization.
2. It shall have oversight over all organizing congregations known as missions.
3. It shall function on behalf of each mission on all matters that relate to pulpit supply and particular church government in accordance with the Faith and Order.
4. It shall receive applications for admission to Annual Conference from daughter churches or congregations outside the Bible Fellowship Church.
5. It shall require all missions and churches under its care to adhere to the Faith and Order of the Bible Fellowship Church.
6. It shall receive and disburse monies designated for Church Extension.
7. It shall have jurisdiction over all churches receiving financial aid from the Board of Church Extension. This Jurisdiction shall continue for 3 years after receipt of the last payment of financial aid. After a church ceases to be under the jurisdiction of the Church Extension Department, it shall not again come under that jurisdiction or be eligible to receive financial aid from the Board of Church Extension except when a need for financial aid is occasioned by its participation in the start of a new Bible Fellowship Church or mission, in which case the Board of Church Extension may appropriate such financial aid.

8. It shall make recommendations to the Board of Directors of the Bible Fellowship Church on the approval and consummation of legal transactions for the purchase of real estate and/or the erection of buildings for purposes of church extension.

9. It shall make recommendations to Annual conference on the admission of missions and churches to membership in Annual Conference.

10. It shall make a written report of its activities to Annual Conference. This report shall include a submission of a proposed budget for the fiscal year beginning September 1 of the following year.

11. The Board shall promote the program of Church Extension and develop a broadening financial basis for its ministry.

Executive Director

1. He shall, by virtue of his office, be a member of the Board of Church Extension.

2. In the performance of his duties he shall in all matters work within the policies of the Board of Church Extension. He shall be the executive and administrative officer of the Board. This shall include the supervision of churches, missions, and ministers under the Board's jurisdiction.

3. He shall be responsible for devising strategy and tactics for church planting and development.

4. He shall make studies and surveys to determine likely areas for location of new missions.

5. He shall be responsible for the disbursement of funds allotted to him by the Board of Church Extension.

6. He shall submit a written report of his activities to the Board of Church Extension at least quarterly.

7. He shall annually submit a written report to the Annual Conference.

8. He may personally open missions in new locations.
9. He may serve as the pastor of a church mission under the jurisdiction of the Board of Church Extension.
10. He may provide counsel, help, and training in principles and methods of church planting and development for men who are working in the Department of Church Extension.
11. He may actively promote the program of Church Extension throughout the denomination.

[Section A – D is legislation of the Annual Conference]

Operating By Laws

I. Board

- A. After its election by Annual Conference the Board shall elect annually from its membership a chairman, a vice-chairman, a secretary, and a treasurer.
- B. The Board shall meet quarterly. Additional meetings may be called by the Chairman or three (3) Board members.
- C. A quorum shall be seven (7) members.
- D. The Board shall establish Department policy and goals.
- E. The Board shall monitor Department policy and goals.
- F. Normally the Board shall perform its duties by acting upon recommendations presented by the Executive Committee, Committees, and Executive Director.

II. Executive Committee

- A. The Executive Committee shall be comprised of the Chairman, Secretary, Treasurer of the Board and the Executive Director.

B. The quorum shall be four (4) members. The Vice-chairman shall substitute for any member unable to attend a particular meeting.

C. The Executive Committee shall act on behalf of the Board between meetings.

D. The Chairman of the Board shall be the Chairman of the Executive Committee.

E. The Secretary of the Board shall be the Secretary of the Executive Committee.

F. The Chairman shall decide whether a matter brought to the Executive Committee requires Board action.

G. All minutes of the Executive Committee shall be circulated to all Board members within 72 hours of each Executive Committee meeting.

III. Officers of the Board

A. Chairman

1. He shall be a member of the Executive Committee.
2. He shall call and preside over all meetings of the Board and the Executive Committee.
3. He shall interpret policy on behalf of the Board.
4. He shall appoint annually at the first quarterly meeting all standing committees subject to ratification by the Board.

B. Vice Chairman

1. He shall fulfill the duties of the chairman in case of his absence or incapacitation.
2. He shall substitute for any member of the Executive Committee unable to attend a particular meeting of the Executive Committee.

C. Secretary

1. He shall prepare and circulate the agenda for stated Board meetings.
2. He shall be a member of the Executive Committee.
3. He shall record all minutes of meetings of the Board and the Executive Committee.
4. He shall be responsible for all Board and Executive Committee correspondence.
5. He shall provide extracts from Board and Executive Committee minutes as required.
6. He shall prepare and circulate the report of the Board to Annual Conference.
7. He shall fulfill the duties of the chairman in case of the absence or incapacitation of both the chairman and vice- chairman.

D. Treasurer

1. He shall oversee all Board accounts.
2. He shall submit to the Board quarterly reports of all income and expenses.
3. He shall have all accounts of the Board and the Executive Director audited annually.
4. He shall prepare the Financial Report of the Board for Annual Conference.
5. He shall be a member of the Executive Committee.
6. He shall be a member of the Finance Committee.

E. Executive Director

1. He shall carry out policy on behalf of the Board.

2. He shall fulfill the duties and responsibilities of the Job Description. (Faith and Order, p. 159ff)

3. He shall be a member of the Executive Committee.

IV. Standing Committees

A. Standing Committees shall be appointed annually at the first quarterly meeting by the chairman subject to ratification by the Board.

B. Committee members shall be members in good standing of the Bible Fellowship Church.

C. Chairman of standing committees shall be members of the Board of Church Extension and appointed by the chairman of the Board.

D. The Chairman and Executive Director are ex-officio members of all Standing Committees to which they are not specifically appointed.

1. Property Committee

a. Purpose

To expedite the management of all properties (real estate, vehicles and other) under the jurisdiction of the Board.

b. Duties

(1) To make recommendations to the Board regarding the selection, procurement and disposal of properties (real estate, vehicles and other) under the Jurisdiction of the Board.

(2) To evaluate annually the insurance coverage on all property (real estate, vehicles, and other) and recommend to the Board any adjustments necessary.

(3) To report annually to the Board the condition of the properties under the Jurisdiction of the Board, and make appropriate recommendations.

2. Development Committee

a. Purpose

To make known the ministry of the Church Extension Department to a widening constituency and to develop a broadening financial base for this ministry.

b. Composition

The representative of the Board to the Stewardship Council shall be a member of the Development Committee.

c. Duties

(1) To assist the Executive Director in promoting the program of Church Extension.

(2) To plan ways to publicize the ministry of Church Extension to a widening constituency.

(3) To plan ways/means for obtaining financial support for the ministry of Church Extension.

(4) To oversee the development of relationships with individuals and organizations from whom financial contributions can be solicited.

3. Finance Committee

a. Purpose

To assist the Board in its overall direction by overseeing the use of all available funds.

b. Composition

The Executive Director and Treasurer of the Board shall be members of the Finance Committee.

c. Duties

- (1) To plan budgets as directed by the Board.
- (2) To make budget analyses as directed by the Board.
- (3) To advise the Treasurer of the Board regarding the management of funds.

4. Personnel Committee

a. Purpose

To recruit and interview candidates for Church Extension ministries, to review periodically the performance of those serving in the Church Extension Department, and to serve as liaison between personnel and the Board. The primary responsibility in achieving this purpose is with the Director of Church Extension. The Committee assists him in this.

b. Duties

- (1) To offer suggestions for personnel recruitment and upon his request to assist the Director with recruitment.
- (2) To interview candidates for Church Extension ministries and to submit reports of interviews to the Board of Church Extension which may include recommendation to extend a call to a candidate.
- (3) To evaluate periodically with the Director the performance of Church Extension personnel.
- (4) To review annually the compensation of Church Extension personnel and make recommendations for appropriations and salaries to the Finance Committee in time for preparation of the annual budget.
- (5) To be available to Church Extension personnel for counsel as may from time to time be necessary.
- (6) To review and evaluate complaints in the event the performance of Church Extension personnel is seriously questioned. The procedure is as follows:

In the event the performance of a pastor in the Department of Church Extension is seriously questioned, his ministry shall be reviewed and evaluated by the Personnel Committee. Written complaints must be submitted to the Committee before a review can be conducted.

The Committee shall review the pastor's ministry in the light of the written report(s) and other information it deems pertinent. The pastor shall have opportunity to discuss and answer complaints against him.

In conducting the review the Committee will determine the level of seriousness of the complaint and whether or not a hearing is warranted. If warranted, the hearing shall be conducted by the Personnel Committee.

In matters pertaining to a particular church or mission, endeavor shall be made to resolve the problem at the local level.

The Personnel Committee shall submit reports of each review to the Board of Church Extension. Reports may include recommendations, in which case the Board shall make final disposition of the matter.

5. Policy and Strategy Committee

a. Purpose

To do strategic thinking on behalf of the Board and to evaluate present and proposed policy for viability and consistency.

b. Composition

The Chairman of the Board and the Executive Director shall be members of the Policy and Strategy Committee.

c. Duties

(1) To meet periodically to think about and to formulate proposed strategy for the Department.

(2) To review periodically the By-Laws and other policy statements of the Board.

(3) To consider proposed new By-Laws and policy statements regarding their viability of implementation and their consistency with existing statements.

(4) To present and recommend policy and strategy motions and statements to the Board for adoption.

(5) To compile, revise and publish the Department Handbook, which shall incorporate all current By Laws and policy statements adopted by the Board.

V. Special Committees

Special Committees are each formed to accomplish one particular task on behalf of the Board. They are appointed by the Chairman for a stated or indefinite time, accomplish their respective tasks, report to the Board and, upon completing their tasks and reporting, are discharged by Board resolution.

A. Assessment Committees

1. Purpose

An Assessment Committee is appointed for each Department mission and for each existing congregation that desires to become a particular congregation with membership in the Annual Conference. Its purpose is to assess the progress of the congregation and to assist and advise it in its development.

2. Composition

Assessment Committees shall be comprised of men who are members in good standing of Bible Fellowship Churches who are serving or have served as ministers or elders. A chairman of each Assessment Committee shall be named in its appointment; it shall choose its own secretary.

3. Duties

(a) To monitor the progress of the mission and to offer appropriate assistance and counsel so as to enhance its development.

(b) To assess the quality and credibility of the ten potential committed families and to recommend to the Board that the mission be approved to form a membership roll. This assessment shall include a visit to the field and some form of personal interaction with all or most of the prospective committed families. Criteria for the assessment shall be the Scriptures, the Faith and Order and two Department documents: "Organizational Stages" and "The Committed Family"

If the Assessment Committee deems it in the best interest of the mission for a membership roll to be formed before there are ten committed families an hand, it may recommend to the Board that permission be granted. In such case an on-the-field assessment shall still be conducted when the ten committed families have been secured.

(c) To work with the mission congregation at the time of the formation of the membership roll to make plans and set specific goals for its continuing development.

(d) To assess all nominees for eldership of the mission prior to its recognition as a particular church and reception into Annual Conference membership. The assessment shall include an in-person interview of each candidate. Criteria for the assessment shall be () and the Faith and Order. No candidate may be presented to the mission congregation for election without approval by the Assessment Committee.

(e) To assess the readiness of a mission or an already existing congregation to be recognized as a particular church and received into Annual Conference membership. Criteria for this assessment shall be the Scriptures, the Faith and Order, especially Article of Faith XVIII, "The Church", "the Principles of Order" (pp. 43-54, 1981 Edition) and "Rules Relative to Status of Churches" (pp. 118, 119, 1981 Edition), and two Department documents, "Organizational Stages" (see pp 5) and "Six Marks of the Church"

If the Assessment Committee finds that the mission or existing congregation is not ready to be recognized as a particular church and received into Annual Conference membership, it shall define specifically in writing the factor(s) that led to its judgment and the

steps which the congregation shall need to take to become ready for recognition as a particular church.

If the Assessment Committee believes that the mission or existing congregation qualifies for recognition as a particular church, it shall recommend to the Board that it adopt a resolution recommending that the Annual Conference recognize the congregation as a particular church and admit it to membership in the Conference.

(f) To work with the congregation at the time of its recognition as a particular church, if it is still receiving financial assistance, to adopt goals and schedules for achieving self support.