



BYLAWS OF THE MOUNTAIN LIFE EVANGELICAL FREE CHURCH

ARTICLE I. CONGREGATIONAL MEETINGS AND VOTES

A. Parliamentary Procedure

Ordinarily, the business of the Congregation shall be conducted informally according to the general pattern for the conduct of meetings contained in Robert's Rules of Order (current edition). Upon any procedural question or challenge, however, all provisions of Robert's Rules of Order (current edition) shall govern, unless inconsistent with the Articles of Incorporation or Bylaws of the Mountain Life Evangelical Free Church.

B. Congregational Meetings

An annual congregational meeting will be held during the first quarter of each church year. Other meetings may be called at the discretion of the Leadership Team.

Business requiring congregational approval shall include:

- approval of the yearly budget,
- election of church leaders,
- amendments to the Bylaws,
- the procuring, conveying, leasing, and/or encumbering of real property,
- the calling or dismissal of the Senior Pastor, and
- any other business deemed necessary by the Leadership Team.

Notice of congregational meetings shall be given at least two (2) weeks before the date of the meeting. Congregational meetings to call a Senior Pastor as part of an ongoing search process shall require only one (1) week's notice.

C. Congregational Votes

Motions requiring congregational votes shall be presented during congregational meetings, but the vote may continue past the end of the meeting for a length of time as stipulated in the motion itself. For a motion to be adopted, at least 25% of the members of the congregation must participate in the vote, and the motion must receive affirmative votes of at least a simple majority of those voting. The Leadership Team may raise either of these thresholds for a particular motion at its discretion. Voting mechanisms may include paper ballot, electronic vote, voting by mail, or any other procedures deemed appropriate by the Leadership Team.

ARTICLE II. MEMBERSHIP

Membership in the church shall be open to anyone at least eighteen (18) years of age, who through faith in the Son of God, our Lord Jesus Christ, has been born again to a living hope, has shown themselves to be a true Christian, is willing to act in accordance with the Bylaws and policies of this Church, and desires to share in the fellowship and ministry of this Church.

A. Admission of New Members

New members may be received in the following manner:

1. Prospective members shall attend a Membership Class, or its equivalent, which shall cover the Bylaws, policies, history, organization and purpose of Mountain Life Church.
2. An application form shall be submitted to the Leadership Team. This form will include a section on one's personal testimony.
3. The Senior Pastor, another member of the pastoral staff, or a member of the Leadership Team shall meet with prospective members and hear their verbal testimony of personal faith in Christ and determine their readiness for membership. A recommendation will then be made to the Leadership Team regarding each individual's application, and the Leadership Team will vote to approve or reject each application.
4. The accepted applicants will be publicly welcomed into the membership at a time and manner considered appropriate by the Leadership Team.

B. Discipline

If any member of the church is found consistently living or teaching contrary to the Word of God, they shall be counseled in love by the Senior Pastor and/or by a member of the pastoral staff and/or by a representative of the elders. If efforts to bring repentance and restoration fail, then the elders will follow the procedures outlined in the following passages of Scripture: Matthew 18:15-18; 1 Corinthians 5; 2 Corinthians 2:5-11; Galatians 6:1-2.

These steps include the Senior Pastor and at least one other member of the elders going back again in love and clearly defining the biblical principle, the sin, and giving a final appeal for repentance and restoration. At the same time, they will explain that if there is no change, the elders will recommend that the process of disciplinary removal (as set forth in Section C, Part 5 "Forfeiture of

Membership Privileges”) begin for the member to lose their membership privilege. Any member who loses membership status, and then later comes to repentance, can regain membership after successfully demonstrating to the elders the authenticity of their change in heart and lifestyle.

C. Forfeiture of Membership Privileges

1. Transfer by Letter of Recommendation: A member in good standing will receive a Letter of Recommendation for transfer to another church upon request.
2. Withdrawal: Withdrawal of membership will be allowed upon written request.
3. Moving: Members who move away from the city and cannot regularly attend the church shall be removed from the membership list immediately.
4. Non-participation: Any member who has, for a period of at least six months: been absent from all services of the church; demonstrated no interest in remaining as a member; and failed to respond to communication regarding membership status from the Leadership Team, shall be dismissed as a member by a vote of the Leadership Team.
5. Disciplinary Removal: After the elders have followed the disciplinary procedures in Section B, and after at least thirty (30) days prior written notice from the elders to the member who is under such disciplinary procedure, any such member may be dismissed as a member of the church by the unanimous vote of the elders.

D. Revocation of Voting Privileges and Claims of Ownership

Any member who has transferred, withdrawn, moved, not participated, or has been dismissed, has no voting right in the church. Any member, who has transferred, withdrawn, moved, or has been dismissed, has no right or claim upon church property: real or personal.

E. Reinstatement of Membership Privileges

Any former member who had forfeited membership for reasons other than disciplinary removal may request reinstatement of membership privileges. The membership privileges shall be reinstated by a two-thirds vote of the Leadership Team.

Any former member removed for disciplinary reasons may request reinstatement of membership privileges. The membership privileges shall be reinstated by a unanimous vote of the elders.

ARTICLE III. CHURCH GOVERNMENT

A. Leadership Team

The term “Leadership Team” as used in these Bylaws shall supersede any references to Church Board or General Board or Trustees referenced in the Articles of Incorporation of the Mountain Life Evangelical Free Church of Park City, Utah.

The function of the Leadership Team is to provide spiritual and organizational leadership over the church by shepherding and seeking God’s mind and direction for Mountain Life Church.

The Leadership Team will consist of a minimum of four and a maximum of eight members to be elected by the members. The Senior Pastor will serve as an additional voting member. While having a vote on all matters coming before the Team, the Senior Pastor will not be eligible for election as an officer of the Leadership Team.

The Leadership Team may determine that other pastoral or administrative staff may serve on the Leadership Team as non-voting members.

Members of the Leadership Team must have a sense of God’s calling to this role, and possess the confidence of the congregation because of the way he or she is functioning among them as a servant and shepherd. Leadership Team members are characterized by spiritual maturity as seen in their personal character, their facility with God’s Word, their leadership, and their ability to be an example to God’s people (1 Timothy 3:2-7 and Titus 1:6-9). Therefore, the Leadership Team will consist of men who fill the role of biblical elders, and women who share the same godly character. Inasmuch as God’s Word places the primary responsibility for the spiritual leadership of the church on men, elders shall constitute a majority of the Leadership Team members. Members of the Leadership Team are required to accept, without reservation, the church’s Statement of Faith.

Besides their duties on the Leadership Team, elders will be responsible for discipline matters among the congregation, personnel matters among the staff, and assisting the Senior Pastor in areas of ministry that would benefit the congregation given the specific gifts of the respective elder, including prayer, teaching, counseling, and leadership development.

Prior to serving on the Leadership Team, a prospective team member shall be a member of Mountain Life Church.

Qualified applicants for the Leadership Team shall be elected for a term of two (2) years. Leadership Team elections shall be held during the annual congregational meeting. A person may be reelected for two (2) additional terms. They shall be eligible again after being off the Leadership Team for one (1) year.

If a vacancy occurs during a term, the Leadership Team may appoint by unanimous vote a qualified individual to fill the vacant seat. An appointed Leadership Team member may be reelected for two additional terms. In the event that a Leadership Team member is elected by the congregation at a time other than the annual congregational meeting, the Team member's term shall be considered to have begun at the preceding annual congregational meeting.

If any member of the Leadership Team is found consistently living or teaching contrary to the Word of God or is unable or unwilling to perform his/her responsibilities as a member of the team, that member may be removed by a unanimous vote of the remaining members of the team, or in accordance with the grievance procedure outlined in Article V of these Bylaws.

The Leadership Team shall have authority to act for the congregation on all matters except those reserved to the members of the congregation in the Articles of Incorporation or in these Bylaws. The members, however, may review, confirm, postpone, or rescind any such action. Upon submission of a petition with the signatures of one-half of the congregation's members, the Leadership Team shall call a congregational meeting to provide this opportunity to the members.

Leadership Team members shall be recused from any vote where there is a personal conflict of interest.

All motions of the Leadership Team must be approved by a two-thirds vote of the Leadership Team unless otherwise specified in these Bylaws.

B. Church Officers

Officers shall be elected by the Leadership Team from its own membership and may serve in such capacity only as long as they continue as members of the team.

The officers are to be Team Leader, Associate Team Leader, and Secretary. Duties of these officers include the following with other responsibilities as may be decided by the Leadership Team.

1. Team Leader – The Team Leader shall preside at all meetings of the Congregation and the Leadership Team. The Team Leader shall be an elder.
2. Associate Team Leader – The Associate Team Leader shall help the Team Leader in all his duties, and in his absence fulfill the duties of the Team Leader. The Associate Team Leader shall be an elder.
3. Secretary – The Secretary shall keep accurate records of all meetings of the Congregation and Leadership Team.

The Leadership Team may reassign offices annually as is practical and/or necessary.

C. Teams

1. The pastoral staff of Mountain Life Church regularly creates and supports a variety of teams designed to accomplish specific ministry objectives and tasks. These teams are accountable to the staff member providing oversight to that particular ministry area.
2. In addition to the teams described above, the Leadership Team will annually appoint two teams to assist in the governance and maintenance of the church. These teams will be responsible to the Leadership Team, and thus, ultimately responsible to the congregation.
 - a. Finance Team – The Finance Team will be responsible for recommending and implementing policies, procedures, and controls governing conduct of the church's financial affairs.
 - b. Nominating Team – The Leadership Team will appoint a Nominating Team consisting of two (2) members of the Leadership Team, two (2) members of the congregation not on the Leadership Team, and the Senior Pastor. The Nominating Team will be responsible for recommending prospective Leadership Team candidates to the Leadership Team. At its discretion, the Leadership Team may authorize the Nominating Team to contact and interview individuals to assess their qualifications.

ARTICLE IV. PASTORAL STAFF

A. Qualifications

Pastoral staff shall be men and women who possess the character of church leaders as set forth in 1 Timothy 3:2-7 and Titus 1:6-9 and such qualifications as may be established by the Leadership Team and described in the various job descriptions.

B. Senior Pastor

The Senior Pastor shall preach and teach the Word of God and provide spiritual leadership and pastoral care for the Mountain Life Church body. Having the combined roles of being a member of the Leadership Team and serving as the primary preacher/teacher of the church body, he shall have the primary responsibility for communicating God's vision for the church as determined by the Leadership Team.

As required of its member churches by the Evangelical Free Church of America, the Senior Pastor of Mountain Life Church shall be male.

The Senior Pastor shall be an elder and a full voting member of the Leadership Team. The Senior Pastor shall be an ex officio member of all teams and committees of the church but shall not be an officer of any team or committee.

The Senior Pastor shall be called or dismissed, upon recommendation of the Leadership Team and by a vote of the members, as outlined in Article I.C of the Bylaws. This vote shall be taken by written ballot.

C. Associate Pastoral Staff

Members of the associate pastoral staff shall be called or dismissed in a manner determined by the Leadership Team. The calling or dismissal of associate pastoral staff shall be communicated to the congregation by the Leadership Team.

ARTICLE V. GRIEVANCE PROCEDURES

Any member having a dispute or grievance with another member of this congregation shall first endeavor to resolve the problem in private (Matthew 18:15). If a private meeting fails to bring forth resolution, then take one or two witnesses and again confront the offending party (Matthew 18:16). If both of these steps fail to bring forth a resolution to the dispute or grievance, then a grievance may be formally presented to the elders who will then act on behalf of the congregation for resolution or disciplinary

action. In such cases, both disputing parties must agree to abide by the decision of the elders.

Any member of the congregation who has a grievance against the Leadership Team shall present the situation to the Team Leader and/or Associate Team Leader for resolution.

Any grievance against a member of the pastoral staff should first be addressed personally with that pastor, just as with any other individual. If private conversation does not result in resolution, the matter should be taken to the elders for resolution.

Any grievance not handled according to these procedures shall be considered a breach of the church covenant and subject to disciplinary procedures outlined in Article II, Section B of these Bylaws.

ARTICLE VI. INDEMNIFICATION

Leadership Team members and staff shall be indemnified and held harmless for actions consistent with the responsibilities and authorities of their offices as described in the Bylaws. Mountain Life Church shall be primarily responsible for liability arising from such actions or inactions. Reasonable expenses to litigate or otherwise resolve issues arising from the performance of their duties and responsibilities shall be paid by Mountain Life Church. At the election of the Leadership Team, this same indemnification shall extend to all individuals performing within the scope of their duties and responsibilities for the benefit of Mountain Life Church.

ARTICLE VII. AMENDMENTS TO THE BYLAWS

These Bylaws may be amended or altered only by a congregational vote as outlined in Article I.C of these Bylaws; and only if notification of the proposed alteration or amendment has been presented to the Congregation at least one (1) month before the start of the voting period. The Leadership Team will provide opportunity for the congregation to publicly discuss the proposed alteration or amendment before or during the prescribed one month period.

ARTICLE VIII. ADOPTION OF THE BYLAWS

These Bylaws have been presented to and approved by the church members on this date of November 12, 2017 as attested below by the Team Leader of the Church.

Joe Koch
Leadership Team Leader

Date