



# MEMBERSHIP PACKET FOR CHURCHES JOINING

The Evangelical Covenant Church  
8303 W. Higgins Rd. Chicago, IL 60631  
[www.covchurch.org](http://www.covchurch.org)

---

## Welcome to the Evangelical Covenant Church!

We give thanks to God of all Nations for the partnership we share in our Savior Lord Jesus Christ. It holds much promise as we spur one another on in faith and mission.

This packet includes everything you need to move through the important stages of becoming a member congregation in your regional Conference and the Evangelical Covenant Church. Give yourself plenty of time. To do the process well, and to make it meaningful for your congregation, you will need several months.

### Included in this packet are:

1. Overview of steps and responsibilities.
2. Checklist and Checkpoints.
3. Application for Membership.
4. Covenant pension fund agreement form
5. A Report on Churches Joining the Covenant form
6. Local church governance in the evangelical covenant church

For Constitution and bylaws (please email to [SSCadmincore@covchurch.org](mailto:SSCadmincore@covchurch.org) or call denominational offices at [+1 \(773\) 907-3346](tel:+17739073346).)

Contact Conference staff for more information and assistance or call Zulma Gonzalez in the Start & Strengthen Churches ministry priority in the main denominational offices in Chicago, Illinois. Her direct office line is [+1 \(773\) 907-3346](tel:+17739073346), and the email correspondence should be at [SSCadmincore@covchurch.org](mailto:SSCadmincore@covchurch.org).

The Covenant and your regional Conference are richer and stronger because of you. We trust that you will sense how you, too, are richer and stronger by the relationship you have with over 850 other congregations in the Conference and Covenant cheering you on to go deeper in Christ and further in mission.

# BECOMING A MEMBER CONGREGATION

## Overview of Steps and Responsibilities

New churches are received into denominational membership each year at the Covenant Annual Meeting held in the latter part of June. The following list outlines important steps in the months leading up to that milestone. Please note that all forms and documents must be submitted electronically to the denominational offices in Chicago. All forms and documents must be sent to the Start and Strengthen Churches ministry priority. You may email at [SSCadmincore@covchurch.org](mailto:SSCadmincore@covchurch.org), or call at the denominational offices at [+1 \(773\) 907-3346](tel:+17739073346).

1. Determination to proceed, made jointly by the church leadership, regional Conference, and the Start and Strengthen Churches ministry priority team in the denominational offices in Chicago. Churches that are not put forth as candidates for potential membership during this step will NOT be able to start the process during a different step (they can always join the following year). Point person in this stage: Regional Conference administrative staff. The regional conference staff should contact SSC before November 15<sup>th</sup> with enough time for us to make our part of the determination before November 15<sup>th</sup> as well. Window: **September 1 – November 15**. (note – Please check on the status of Articles of Incorporation during this step. AOCs that do not include an article of dissolution putting final assets towards denominational and conference mission – specifically church planting – will NOT be accepted. Please contact Start and Strengthen Churches with any questions)
2. Instructions will be forwarded to the potential membership church and Conference staff will be in touch with pastoral staff to outline what the next steps are, and what documents will be required from the church – no later than **December 1**. Conference staff should focus in on the two week draft window between steps 2 and 3 (January 15<sup>th</sup> and January 30<sup>th</sup>) – **encouraging getting a meeting or two on the calendar for church leadership to write this out is absolutely essential**. Point person in this stage: Regional Conference administrative staff.
3. Either:
  - a. Conference Director of Church Planting will process instructions with church planter
  - b. Regional Conference staff will process instructions with staff from the church body seeking adoption into the ECC by **January 15**
4. The church will create and submit their Constitution and Bylaws, using a model/sample constitution as their template, and will either apply for or acquire a copy of their Articles of Incorporation. Point person at this stage: Zulma Gonzalez, Administrative Coordinator for Start and Strengthen Churches.
  - a. Select one of the Covenant models for the Constitution and Bylaws and create document. For questions regarding this process, contact Zulma Gonzalez, Administrative Coordinator for Start and Strengthen Churches via email or office phone number. Please see top of this page for his contact information. Deadline to submit draft to the denominational offices for review: **January 30**.
  - b. Denominational Leadership will review the proposed constitution and bylaws, and look

over the articles of incorporation. Churches will be notified of approval, or if changes need to be made. Confirmation phone call will be placed to churches by Obed Manwatkar, no later than **March 1**. Churches will be notified in advance of this date if any alterations need to be made to their documents.

- c. Deadline for final draft of constitution (with any specified changes) is no later than **March 15**.

Church will submit their Application for Membership, Pension Agreement form, and Report on Churches Joining the Covenant form no later than **no later than three weeks prior to the date of the meeting**.

5. Regional Conference staff will be in contact with the church to facilitate establishing Fellowship Status for church plants.
7. The congregation seeking membership will select delegate representatives to the Regional Conference Annual meeting, including the pastor and at least 2 lay leaders, and will contact the Regional Conference office to confirm that these delegates will be present at the meeting **no later than three weeks prior to the date of the meeting**.
8. The congregation seeking membership will select delegate representatives to the Covenant Annual meeting, including the pastor and at least 2 lay leaders, and will contact Zulma Gonzalez to confirm that these delegates will be present at the meeting and to receive detailed instructions. Zulma Gonzalez must be notified no later than three weeks prior to the date of the meeting.

### **Summary of Necessary Steps:**

1. Approval to proceed in seeking membership
2. Approved Constitution and Bylaws and Articles of Incorporation
3. Approved
  - a. Application for Membership
  - b. Pension Agreement
  - c. Report on Churches Joining the ECC
4. For new church plants – facilitating Fellowship Status
5. Confirm delegates to Regional Conference Annual Meeting
6. Confirm delegates to Covenant Annual Meeting.

If any of these elements are not complete, the process will be delayed until the following year. For any questions and for assistance at any point in the process, contact [SSCadmincore@covchurch.org](mailto:SSCadmincore@covchurch.org) or by calling **+1 (773) 907-3346**.

# Checklist

Here is a helpful checklist as you prepare to send in your material for review. Please include a copy of this checked-off checklist when you send materials. All materials must be submitted to SSC, preferably via email ([SSCadmincore@covchurch.org](mailto:SSCadmincore@covchurch.org)) or the address listed below.

## Materials

- Completed Application for Membership
- Completed Covenant Pension Fund Agreement
- Copy of the church's Articles of Incorporation
- Electronic version of Constitution and Bylaws draft for review (email this to [SSCadmincore@covchurch.org](mailto:SSCadmincore@covchurch.org) ).
- Completed report on Churches Joining the Covenant form

## Constitution and Bylaws

(note: each area must be covered appropriately in the document in order to be approved)

- This draft substantially conforms to the model
- Use of the Covenant Preamble as the preamble for the church document
- Use of the Confession of Faith as the sole doctrinal description in the main body
- the use of "Covenant" or "Evangelical Covenant" in the name of the church
- Congregational action to nominate, call and dismiss pastor
- Congregational action to approve budget
- Congregational action to affirm and dismiss people into or out of membership
- Congregational action to nominate and select lay leaders to officer/board/council/ leadership team positions for defined terms.
- Congregational privilege of final voice in any area of its choice
- Congregational action on incurring capital indebtedness
- Ministerial credentialing, care, and discipline areas conform with Covenant Rules for the Ordered Ministry
- Congregational action to amend the Constitution and Bylaws
- Schism dispute resolution occurs through Conference Executive Board
- Asset distribution reversionary clause assigned to Conference and Covenant
- Written in a gender permissive neutral voice and must not limit either gender or any age group in leadership roles in any way.

Please send in all materials to Start & Strengthen Churches - Evangelical Covenant Church, 8303 West Higgins Rd, Chicago, IL 60631. Electronic documents **MUST** be sent to [SSCadmincore@covchurch.org](mailto:SSCadmincore@covchurch.org).



## CHURCH MEMBERSHIP PROCESS AND DUE DATE SUMMARY

	Process Step	Due Date
1)	ECC and Conference Determination to proceed (with Articles of Incorporation check)	September 1 <sup>st</sup> to November 15 <sup>th</sup>
2)	Forward Instructions to churches	December 1st
3)	Process instruction with churches (via phone or in person)	January 15th
4) a}	Covenant Constitution & bylaws model selection + First Draft	January 30th
4) b}	Constitution & bylaws reviewed and returned by denomination	March 1st
4) c}	Constitution & Bylaws Final Draft	March 15th
4) d}	Constitution & By Laws completed and signed-off on by all parties	March 30th
5)	Application for membership, Covenant pension fund agreement, Report on churches joining the covenant	21 days before first day of Gather



## APPLICATION FOR MEMBERSHIP

The Evangelical Covenant Church  
8303 W. Higgins Rd. Chicago, IL 60631  
[www.covchurch.org](http://www.covchurch.org)

---

The congregation of \_\_\_\_\_ Church  
(legal name of Church)

hereby makes application for membership in the Evangelical Covenant

Church and its \_\_\_\_\_ Conference.

In doing so, we recognize and accept the responsibilities which come from undertaking our common faith, life, and mission in Jesus Christ, including through active involvement and financial support of the purposes, ministries, programs and policies of the Evangelical Covenant Church and our Conference. Submitted herewith is a fully executed Covenant Pension Fund Agreement, a copy of our Articles of Incorporation, and a copy of our approved Constitution and Bylaws.

Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing Address of Church:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip: \_\_\_\_\_

This is to certify that the Executive Board of the \_\_\_\_\_

Conference on \_\_\_\_\_ approved the application of the above-named church for membership in The Evangelical Covenant Church.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_, Superintendent



# COVENANT PENSION FUND AGREEMENT

## Covenant Pension Plan

The Evangelical Covenant Church  
8303 W. Higgins Rd. Chicago, IL 60631  
[www.covchurch.org](http://www.covchurch.org)

---

In gratitude to God, and recognizing our obligation to share in the Covenant Pension Plan to provide for our pastors and missionaries at retirement age, the congregation of the

Church: \_\_\_\_\_  
(legal name of Church)

Street: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip: \_\_\_\_\_

voted at its \_\_\_\_\_ meeting on \_\_\_\_\_ 20\_\_\_\_ to join  
(Annual, Quarterly, Special)

the Covenant Pension Plan.

We agree to contribute to the Covenant Pension Fund as stipulated in the rules of the Covenant Pension Plan adopted by the Annual Meeting in June 1973.

We understand that failure of our church to contribute this amount in any calendar year will cause a loss of service credit for our pastor for this period.

Chair: \_\_\_\_\_ Date: \_\_\_\_\_



## REPORT ON CHURCHES JOINING

The Evangelical Covenant Church  
8303 W. Higgins Rd. Chicago, IL 60631  
[www.covchurch.org](http://www.covchurch.org)

---

Church: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip: \_\_\_\_\_

Conference: \_\_\_\_\_

Name of pastor: \_\_\_\_\_

Number of charter members: \_\_\_\_\_

Estimated Average Sunday attendance: \_\_\_\_\_

Please consider the following five areas below as you write a brief description of your congregation. This description will be used as a template for the information printed about your church for the Annual Meeting:

- Include a brief history of the church.
- Were you parented or partnered by churches in the Covenant or Conference? (Explain)
- Include a brief description of meeting place.
- How did the Covenant and Conference help this new church get started?
- What are effective ministries the church is currently providing that impact people's lives?

Descriptive Paragraph about your church which includes the information requested above:

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

(Conference Superintendent)



# Organizing for Mission

## Local Church Governance in the Evangelical Covenant Church

When you enter a new home, you do not see the plumbing and wiring hidden behind the freshly constructed walls. However, that which is unseen is the exact source of making that home comfortable, convenient and efficient. Likewise, the good organization and smooth operation of a church at its best is largely unseen behind more visible aspects such as worship, children's ministries, outreach efforts, and ministries of compassion. Good "behind the scene" organizational and governing processes are indispensable to sustained accomplishment in mission. This document introduces local church governance in the Evangelical Covenant Church. It will review key purposes for good governance, articulate central principles of congregational polity (polity = governance), identify basic characteristics of congregational polity as practiced in the Evangelical Covenant Church, and introduce the process for new churches gaining approval of their constitution and by-laws.

### Key Purposes of Good Governing Documents

A well-crafted Constitution and By-law document accomplishes four primary functions.

1. **Identity.** The document is able to instill an enduring sense of identity by articulating key principles and processes that transcend changing circumstances and leadership.
2. **Operation and Decision-Making.** The document is able to clearly articulate specific processes for decision-making and operation so there is no ambiguity about who is empowered to take what actions under what circumstances. This allows for good operation and protects relationships.
3. **Conflict management.** By identifying processes for resolution of differences, the document protects a congregation from charges of unfair treatment on the part of any Particular individual or group. It creates appropriate forums for the airing of differences and coming together in the spirit of unity.
4. **Transition.** By identifying processes to be undertaken during times of leadership transition, good documents allow for direction, continuity, and stability.

### Central Characteristics to Congregational Polity

The story of the early Church in the New Testament is the story of a rapidly expanding movement seeking to both catalyze its mission and stabilize its advances. It sought to lengthen its external impact to reach new populations while at the same time strengthening its internal ability to manage itself. As a young, dynamic, unfolding movement, there is no unarguable singular pattern discernable in the New Testament for either local church governance or for how local churches related to one another. Instead, it is a picture of fluid development with varying patterns at varying times and places.

However, out of the Biblical witness, three basic models have emerged, all of which have Biblical and theological underpinnings. Groups have made particular choices for a variety of theological, historical, and practical reasons for why one particular model or another is reflective of their own identity.

The first category is episcopal, taken from the Greek word episkopos, or bishop. This model favors an external positional model of authority, where an office external to the congregation has strong influence or control over the affairs of a local congregation. The Roman Catholic Church and the Episcopal Church are examples of movements from this stream.

The second category is presbyterian, taken from the Greek word presbuteros, or elder. This model favors a specific governing group from within the congregation empowered to make decisions on behalf of the total congregation. The United Presbyterian Church and the Reformed Church of America are two examples from this stream.

The third category is congregational, based on the Pauline teaching that the Church is the Body of Christ. Christ alone is the Head. Each part of the Body is valuable and has a contribution to make toward the functioning of the whole. Likewise, each part has a responsibility to discern the “leading” of the head and to coordinate its actions with the rest of the Body. It therefore looks to the congregation acting as a whole as the center for discerning direction. This is the stream of the Evangelical Covenant Church.

### **Particular Marks of Congregational Polity in the Evangelical Covenant Church**

The Covenant has a strong and abiding tradition of congregational polity. It is as much a part of our approach to faith and practice as a presbyterian approach is to Presbyterians and an episcopal approach is to Episcopalians. Indeed, our choice of the word “covenant” is deeply rooted in how we relate to one another: we are covenanted, mutually committed, to a spirit of collaboration, unity, and mutual respect in living out faith and ministry.

Here are some of the central ways congregational polity works itself out as practiced by the Covenant:

1. The core principle to congregational operation is this: the congregation retains authority and delegates responsibility. This means that the congregation reserves for itself certain specific actions and always reserves for itself final voice on any matter of its choice. However, for effectiveness and efficiencies, it likewise delegates responsibility to appropriate leadership positions. One of the central purposes, then, of a congregation’s Constitution and Bylaws is to articulate just what is delegated under what circumstances to what leadership. In the Covenant models, you will notice that varying amounts are delegated in varying ways.
2. In practice, the congregation retains for itself the following areas: establishing the nominating committee for the call of a pastor; the calling and dismissal of the pastor; the selection of lay leadership for defined and limited terms, the incurring of capital indebtedness, the approval of the budget, the approval of the reception and dismissal of members, the amending of the Constitution and Bylaws, and the right to final voice in any area it chooses to act.
3. In practice, the congregation delegates significant particular responsibilities to various ministry staff and board or committee structures (although these are called by various names in varying models), who are empowered to work within those areas.

In addition, there are certain marks of Covenant identity and position that are required of Constitution and Bylaws seeking approval:

1. The preamble to the denominational Constitution and Bylaws is also the preamble to the Constitution and Bylaws of local Covenant churches as a way to articulate a consistency of historical and theological context across the diversity of the Covenant.
2. The Covenant has always held that Scripture alone stands above any creedal interpretation or statement of faith. Therefore, the Covenant Confession of Faith regarding Scripture is the sole doctrinal description in the main body.
3. The name “Covenant” or “Evangelical Covenant” MUST be in the name of the church, and the name of the church on both the Constitution and Bylaws must EXACTLY match the name listed on the Articles of Incorporation.
4. In the event of a schism where competing claims to the property and assets of the congregations are under challenge by competing factions within the church, the dispute is resolved by the executive board of the regional conference of which that congregation is a member.
5. In the event of dissolution, the assets of the church revert to the regional conference of that church and to the Covenant. These are most commonly used to help in the planting of new congregations in that region so that out of the conclusion of ministry, the birth of others may result.
6. Areas of ministerial credentialing, care and discipline must conform to the Covenant Rules for the Ordered Ministry.
7. The Covenant believes that any person of appropriate giftedness and character is eligible for any leadership position in the church regardless of gender. Therefore, the document shall be styled in a permissive neutral voice, without references to gender.

### **Introducing Three Model Constitutions**

The Covenant has developed a range of models that all meet the criteria for congregational polity. In applying the key principle that congregations retain authority and delegate responsibility, the three models differ in how much is delegated and how many are involved. At one end is the Board model. This delegates the least, involves the most people to carry out, and is relatively fixed in its design. At the other end is the Leadership Team model, which delegates the most, involves the least number of people, and has the most flexibility. In the middle is the Council model, which experiences some of the strength and weaknesses of the other two models.

***The Board Model*** - Think of the toy series “The Transformers”. Through ingenious engineering, these toys are really two toys in one. What looks and plays like a jeep can with a few twists and turns be transformed into an airplane. Which is it – a jeep or an airplane? It is both. The Board system is like that. On the one hand, there are actually three (sometimes four) different individual boards that carry out specific functions. These are the Diaconate Board (spiritual care), the Trustee Board (property and fiscal matters), and the Christian Education Board (age level discipleship). Each of these individual boards

carries out ministries in their respective areas. However, these three boards then combine (along with the officers of the Church), and are collectively transformed into the Church Board, which acts as the chief governing point between congregational meetings in areas assigned to it. This is the model with the longest history.

***The Leadership Team Model*** - Think of a set of Tinker Toys. The round tinker toy is the anchor element. From that center are added spokes to other elements. As circumstances warrant, spokes from that hub can be added, replaced, or connected to additional elements. The overall effect is a strong center with flexible configurations. The Leadership Team is like that. The Leadership Team is the round piece, providing a strong center point of coordination. To it are added ministry teams to carry out and accomplish specific ministries. More can be added as needed. Those no longer necessary can be removed.

***The Council Model*** - Think of a mobile. Its rings are constantly moving, but in a fixed and connected orbit around a center point. The Council model is like that. The council provides a center point for coordination and balance. It is comprised of the officers of the church and the chairs of the various commissions. The commissions orbit around the council and carry out specific ministry areas. The “thread” between each commission and the council is the chair of each commission, who is a full participating member of both the church council and that ministry commission. It is in many ways a midpoint between the Board and Leadership Team models. This is the most commonly used model. Electronic versions of model constitutions can be found on the Covenant website, or by reaching out to ([SSCadmincore@covchurch.org](mailto:SSCadmincore@covchurch.org) )

## **The Approval Process**

A congregation must have an approved constitution and by-laws fully consistent with the entirety of this document in order to be accepted into membership in the regional conference and the Evangelical Covenant Church. The following outlines the process for that approval.

1. The congregation researches which of the three model constitutions best fits its circumstances. These may be obtained from Start & Strengthen Churches.
2. The congregation particularizes a draft of one of those models for review. Broad and substantial conformity and patterning to the model is required. All areas must be consistent with the entirety of items delineated in this document. It is very important for the pastor and key leaders to consult with regional conference personnel or the National Team Leader of Church Planting prior to completing the first draft of your constitution. The deadline for submitting the draft is January 15 of each year. Once submitted, the draft will be reviewed by the Administrative Coordinator, who may follow up with the congregation asking for specific edits and to re-submit the draft.
3. The final draft is then reviewed by the Constitutional Review Committee of the Covenant, consisting of the President, the Executive Minister of Start & Strengthen Churches, and for church plants, the Director of Church Planting. It is either approved or returned for changes. Notification generally comes by February 28 of each year.
4. The window for changes and final approval, if needed, is March 1 – March 30.

5. Assuming all other requirements are met, the church then proceeds to join the regional conference and the Covenant as a full member congregation through voting at the Conference annual meeting, followed by a denominational vote at the denomination's Annual Meeting in June.

For more information, contact Start and Strengthen Churches in the Evangelical Covenant Church, at [SSCadmincore@covchurch.org](mailto:SSCadmincore@covchurch.org) or phone [+1 \(773\) 907-3346](tel:+17739073346)

#### Notes:

---

- Church size must be 30 people or more and church age must be 3 years or older in order to be considered for membership – You may decide to seek an exception to this rule. Please contact the Executive Minister of SSC to seek an exception **before the first step of the process**. Churches that fail to seek an official exception before November will need to wait until Gather the following year.
- We get it. No one likes being late in general, but being late on turning in documents happens. Please keep in contact with SSC Staff when you are late in order to insure your church is still able to attend Gather, especially if you are going to be more than a few days late.
- Don't forget to book travel for your churches in advance! The airlines start charging more by the day after 21 days before the flight. Please also don't forget to notify SSC once your travel plans have been booked – we'd love to know how many delegates you plan to bring.
- When you register your church for Gather, please register all of your delegates as the "delegate" type ticket – there is an option to register as a delegate that isn't attached to a particular church. All of your other attenders (people coming to watch, or only to walk the stage without voting later) can be registered as general delegates. For any questions about registering for Gather, please contact ECC Events.
- By default your church will have two voting delegates at the annual meeting once your church becomes a voting member. If your church has over 200 in regular attendance, please contact ECC Events **before registering (IMPORTANT)** as you *may* be entitled to have additional voting delegates.
- Please check on the status of Articles of Incorporation of the church before beginning the membership process. In particular, AOCs that do not include an article of dissolution putting final assets towards denominational and conference mission – specifically church planting – will NOT be accepted. Please contact Start and Strengthen Churches with any questions. Articles of Incorporation generally take a good deal of time to amend with the state, so getting started as soon as possible is important.
- Pertaining to governing documents - No church staff member can be the chair of the church and if the church elects to allow church staff to join the board, council, or leadership team (which we don't recommend), at no time can that group be comprised of a majority of staff. It *is* recommended to allow the pastor to be an *ex officio* and non-voting member of the board, council, or leadership team.