

 wyoming park bible

# Church Constitution

Wyoming Park Bible Fellowship  
2260 Porter St. SW  
Wyoming, MI 49519

# **Statement of Faith**

## **Our Church**

In fellowship with all who are evangelical,  
fundamental, and baptistic in policy.

## **Our Theme**

Jesus Christ and Him crucified,  
Who is over all, God blessed forever.

## **Our Object**

The salvation of the lost;  
the perfecting of the saints

## **Our Hope**

The pre-millennial, pre-tribulational  
coming of our Lord Jesus Christ.

# Church Covenant

Having be led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of The Father, and of the Son, and of the Holy Ghost, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and unity; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and personal devotion; to Biblically educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be exemplary in our conduct; to avoid anything that would defile the body or hinder our personal relationship with the Lord since the body is the temple of the Holy Spirit.

We further engage to watch over one another in brother love; to remember each other in prayer; to aid each other in sickness and distress; to be slow to take offense; always ready for reconciliation without delay; being mindful of the principles of God's Word.

We moreover engage that, if we move from this place, we will, as soon as possible, unite with some other Church of like faith, where we can carry out the principles of God's Word.

# Constitution

## Article 1 – Name

The name of this organization shall be the WYOMING PARK BIBLE FELLOWSHIP, INC.

## Article 2 – Purpose

The purpose of this Church shall be to evangelize the lost and edify the believers through the preaching of the Bible as the Word of God and through the ministry of the Holy Spirit, and thereby we seek to glorify God.

## Article 3 – Doctrinal Statement

Statement A. – Inspiration of the Bible.

We believe that “all Scripture is given by inspiration of God,” by which we understand the whole book called the Bible; nor do we take the statement in the sense in which it is sometimes foolishly said the works of human genius are inspired, but in the sense that the Holy Ghost gave the very words of the sacred writings to holy men of old: and that His Divine inspiration is not in different degrees, but extends equally and fully to all parts of these writings, historical, poetical, doctrinal, and prophetic, and to the smallest word, and inflection of a word, provided such word is found in the original manuscripts: II Tim. 3:16, 17, II Pet. 1:21; I Cor. 2:13; Mark 12:26, 36; 13:11; Acts 1:16; 2:4

Section B – Trinity

We believe that the God head eternally exists in three persons, the Father, Son and the Holy Spirit; and that these three are one God, having precisely the same nature, attributes, and perfections, and worthy of precisely the same homage, confidence and obedience: Mark 12:20, John 1:1-4. Matt. 28:19-20. Acts 5:3, 4. II Cor. 13:14, Heb.1:1-3, Rev. 1:4-6

Section C – Mankind

### 1. Fallen

We believe that man, originally created in the image and after the likeness of God, fell from his high and holy estate by eating the

forbidden fruit, and as the consequence of his disobedience the threatened penalty of death was then and there inflicted, so that his moral nature was not only grievously injured by the fall, but he totally lost all spiritual life, becoming dead in trespasses and sins, and subject to the power of the devil: Gen. 1:26; 2:17. John 5:40; 6:53. Eph. 2:1-3. I Tim. 5:6. I John 3:8

## 2. Sin Transmitted to All

We believe that this spiritual death, or total corruption of human nature, has been transmitted to the entire race of man, the Man Christ Jesus alone excepted; and hence that every child of Adam is born into the world with a nature which not only possesses no spark of Divine Life, but is essentially and unchangeably bad, being enmity against God, and incapable by an educational process whatever of subjection to His law: Gen. 6:5. Psa. 14:1-3; 51:5. Jer. 17:9. John 3:6. Rom. 5:12-19; 8:6-7.

## 3. Need for Rebirth

We believe that, owing to this universal depravity and death in sin, no one can enter the Kingdom of God unless born again; and that no degree of reformation, however great; no attainment in morality, however high; no culture, however useful; no baptism or other ordinance, however administered, can help the sinner to take even one step toward heaven; but a new nature imparted by the Holy Ghost through the Word, is absolutely essential to salvation: Isa. 64:6. John 3:5, 18. Gal. 6:15. Phil. 3:4-9. Titus 3:5, James 1:18. I Peter 1:23

## Section D. Virgin Birth of Christ

We believe that Jesus was conceived of the Holy Spirit in a miraculous manner, born of Mary, a virgin, and that He is both the Son of God and God the Son: Gen. 3:15, Isaiah 7:14, Isaiah 9:6, Matt. 1:18, Luke 1:35, John 1:14

## Section E. Redemption

### 1. Blood of Christ

We believe that our redemption has been accomplished solely by the blood of our Lord Jesus Christ, who was made to be sin, and a curse, for us, dying our room and stead; and that no repentance,

no feeling, no faith, no good resolutions, no sincere efforts, no submission to the rules and regulations of any church, or of all the churches that have existed since the days of the Apostles, can add in the very least to the value of that precious blood, or to the merit of that finished work, wrought for us by Him who united in His person true and proper divinity with perfect and sinless humanity: Lev. 17:11. Matt 26:28. Rom. 5:6-9. II Cor. 5:21. Gal. 3:13. Eph. 1:7. I Peter 1:18-19

## 2. Faith in Christ

We believe that Christ, in the fullness of the blessings He has secured by His obedience unto death, is received by faith alone, and that the moment we trust in Him as our Savior we pass out of death into everlasting life, being justified from all things, accepted before the Father according to the measure of his acceptance, loved as he is loved and having His place and portion, as linked to Him, and one with Him forever: John 5:24; 17-23. Acts 13:29. Rom. 5:1. Eph. 2:4-6, 13. I John 4:17; 5:11, 12.

### Section F. Assurance of Salvation

We believe that it is the privilege, not only of some, but of all who are born again by the Spirit through faith in Christ as revealed in the Scriptures, to be assured of their salvation the very day they take Him to be their Savior; and that his assurance is not founded upon any fancied discovery of their own worthiness, but wholly upon the testimony of God in His written Word, exciting within His children filial love, gratitude, and obedience: Luke 10:20, 12:32. John 6:47. Rom. 8:33-39. II Cor. 5:1, 6-8, II Tim. 1:12. I John 5:13.

### Section G. Scriptures are Centered about Christ

We believe that all the Scriptures, from first to last, center about our Lord Jesus Christ, in His person and work, in His first and second coming; and hence that no chapter even of the Old Testament is properly read or understood until it leads to Him; and moreover, that all Scriptures from first to last, including every chapter even of the Old Testament, were designed for our practical instruction. Luke 24:27, 44. John 5:39. Acts 17:2,3; 18:28; 26:22; 23; 28:23. Rom. 15:4 I Cor. 10:11

### Section H. Composition of the Church

We believe that the Church is composed of all who are united by the Holy Spirit of the risen and ascended Son of God, that by the same Spirit we

are all baptized into one body, whether we be Jews or Gentiles, and thus being members one of another, we are responsible to keep the unity of the Spirit in the bond of peace, rising above all sectarian prejudices and denominational bigotry, and loving one another with a pure heart fervently; Matt. 16:16-18. Acts 2:32-47. Rom. 12:5, I Cor. 12:12-27. Eph. 1:20-23; 4:3-10. Co. 3:14,15.

### Section I. Holy Spirit

We believe that the Holy Spirit, not as an influence, but as a Divine Person, the source and power of all acceptable worship and service is our abiding Comforter and Helper, that He never takes His departure from the Church, nor from the feeblest of saints, but is ever present to testify of Christ, seeking to occupy us with Him, and not with ourselves nor with our experiences: John 7:38, 39; 14:16,17; 15:26: 16:13, 14. Acts. 1:8. Rom. 8:9. Phil 3:3

### Section J. Believers' Walk

We believe that we are called with a holy calling to walk, not after the flesh, but after the Spirit, and to live in the Spirit, and to live in the Spirit that we should not fulfill the lusts of the flesh; but the flesh being still in us to the end of our earthly pilgrimage needs to be kept constantly in subjection to Christ, or it will surely manifest its presence to the dishonor of His name: Rom. 8:12, 13; 13:14. Gal. 5:16-25. Eph. 4:22-24. Col. 3:1-10. I Peter 1:14-16. I John 3:5-9

### Section K. Death of Believers

We believe that the souls of those who have trusted in the Lord Jesus Christ for salvation do at death immediately pass into His presence and there remain in conscious bliss until the resurrection of the body at His coming, when soul and body reunited shall be associated with Him forever in the glory; but the souls of unbelievers remain after death in conscious misery until the final judgment of the great white throne at the close of the millennium, when soul and body reunited shall be cast into the lake of fire, not to be annihilated, but to be punished with everlasting destruction from the presence of the Lord, and from the glory of His power: Luke 16:19-26: 23:43. II Cor. 5:8. Phil. 1:23. II Thes. 1:7-9. Jude 6, 7. Rev. 20:11-15.

## Section L. Baptism and Communion

We believe that our Lord Jesus Christ being the head of the church, (Eph. 1:22) has left the following commands:

*“Go ye therefore and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost.” (Matt. 28:19).*

*The Lord Jesus the same night in which He was betrayed, took bread, and when He had given thanks, He broke it and said, ‘Take eat, this is my body, which is broken for you, this do in remembrance of Me.’ After the same manner also He took the cup when He had supped saying, ‘This cup is the new Testament in My blood, this do ye, as oft as ye drink it, in remembrance of Me. For as often as ye eat this bread, and drink this cup, ye do show the Lord’s death till He comes.’ (I Cor. 11:23-26)*

## Section M. Things to Come

We believe that the world will not be converted during the present dispensation, but is fast ripening for judgment, while there will be a fearful apostasy in the professing Christian body and hence that the Lord Jesus will come in person to introduce the Millennial age, but prior to the Millennium the church (which is the body of Christ) will be caught up to meet Him in the air. At His return to earth Israel will be restored to their land, the earth shall be full of the knowledge of the Lord. This personal and pre-millennial advent of the Lord is termed the Blessed hope and the Glorious appearing of our Lord and is set before us in the Gospel and every true child of God should be looking for it: I Thes. 4:13-17. Titus 2:13. Phil. 3:20-21. I John 3:2. John 14:1-3. Luke 12:35-40: 17:22-39. Rev. 1:7; 19:11-16. II Tim. 3:1-5. I Cor. 15:51-53. II Thes. 2:1-18.

## **Article 4 - Government**

The Statement of Faith, the Covenant, this Constitution, and the By-Laws, together, shall govern this Church. The government shall be vested in its faithful membership, and the will of the Lord shall be executed through its Official Board, which is chosen by the Church Body.

## **Article 5 – Membership**

### Section A. Requirements for New Membership

Only persons who have been regenerated by the Holy Spirit, who have, after regeneration, been baptized by immersion and who accept the Scripture of the Old and New Testaments as the Word of God, may become members of this Church. Titus 3:5. Romans 6:4. II Timothy 3:16.

No person holding membership in an oath bound secret society shall be eligible for membership in the Wyoming Park Bible fellowship. James 5:12

### Section B. Procedure for Admittance to Membership

Every candidate for membership in this Church shall be interviewed by the Elder's Committee. This interview shall seek to determine that the individual has been truly born again and is desirous of growing in grace and that he holds to the views of faith and practice held by this Church.

Upon the Elders' recommendation, the names of the candidates will be put in the Church Bulletin prior to the candidates being presented to the church congregation for approval. The right hand of fellowship shall be extended on the earliest possible Sunday following their acceptance.

### Section C. Responsibilities of Membership

Members are reminded and challenged to “forsake not the assembling of yourselves together,” to “search the scriptures daily,” to “pray without ceasing,” to “lay by in store as God has prospered,” and to “walk in the Spirit and you shall not fulfill the lusts of the flesh.” Members are also responsible to “endeavor to keep the unity of the Spirit in the bond of peace” and to recognize the importance the Lord has given to each member of the Body of Christ. They are to “esteem very highly in love” the pastor who is “over them in the Lord.” Also God's desire for us is to be “filled with and increasing in the knowledge of God,” that we may walk “worthy of the Lord being fruitful in every good work,” to be “patient and longsuffering with joyfulness,” and “giving of thanks unto the Father.” Heb. 10:25. Acts 17:11. I Thes. 5:17. I Cor. 16:2 Gal. 5:16, Eph. 4:3. I Thes. 5:13. Col. 1:9-12.

## Section D. Transfer of Church Membership

On written request from a church, a statement of Christian character may be sent upon Board approval, and the name(s) dropped from the roll.

## Section E. Associate Membership

An associate member shall be one who, because of temporary residence in this community, desires to associate with this church while retaining his full membership in the home church to which he expects to return. Upon his application for associate membership, the Clerk of the Church shall request a statement of Christian character from the candidate's home church.

All requirements, privileges, and responsibilities of membership as herein detailed shall apply to associate membership, except that:

- (a) In view of his having a full participating membership in another body of believers, the associate member is not included in the voting body of this Church;
- (b) The associate member may not serve on the Official Board of this Church
- (c) Associate membership shall automatically expire upon the termination of the person's residence within the area served by this Church.

## Voting Qualification

All Active members, age 18 or over are legible to vote in all Congregational Business Meetings.

# **Article 6 – Church Leadership**

## Section A. The Pastor

### 1. Duties of the Pastor

The Pastor shall preach the Gospel regularly, administer the Ordinances, moderate or delegate the moderation of all meetings for the transaction of Church business, except as otherwise detailed herein. He shall, with the elders, supervise the teaching ministry of the church, tenderly watch over its membership and spiritual

interests, and organize and develop its strength for the best possible service.

He shall be an ex-officio member of all boards and committees of the Church, and its auxiliary organizations; and he may call a special business meeting of any committee, or the Board at any time. The Pastor may also call a special Congregational Business Meeting, with the approval of a majority of the Official Board.

## 2. To Call a Pastor

The vote on a motion to call a Pastor must be taken by secret ballot in a regular or special business meeting of the congregation. Notice of the meeting must be given two weeks in advance, orally in the Sunday church services and by mail to all members, active and resident. Three-fourths of the members voting must favor the motion for its passage. Only one candidate shall be considered by the church at a meeting.

The call of a Pastor is for an indefinite time. The call of a Pastor and his acceptance of that call shall constitute the church's acceptance of the Pastor, and if married, his wife into the membership of this church.

## 3. To Dismiss a Pastor

The vote on a motion to dismiss a Pastor must be taken by secret ballot in a regular or special business meeting of the congregation, only after it has been recommended by three-fourths majority of the official board. Three-fourths of the members voting must favor the motion for its passage. Notice of such a meeting must be given two weeks in advance in the church bulletin and by mail to all active and resident members. One month's notice shall be given when the relationship between the Pastor and the Church is dissolved.

## 4. Duties of the Membership to the Pastor

It is the responsibility of each member to demonstrate respect and honor toward the Pastoral office. The man who holds this office should be loved and esteemed highly because of this work among us. The membership should desire to assist the Pastor in accomplishing the work of the ministry. The authority of the Pastor should be recognized in matters of scriptural teachings. It is the

responsibility of each member to guard against false teaching by testing the Pastor regarding his faithfulness to the Scriptures. The principles set forth in Matthew 18 should be adhered to at all times. (I Thess. 5:12, 13; I Cor. 3:9; Col. 1:28; I John 4:1-6)

## Section B. The Official Board

### 1. Membership

- a. The Pastoral Staff
- b. Elders as approved by the Congregation
- c. Deacons as approved by the Congregation

### 2. Qualifications for Board Members

Each board member of this church must desire the office, by spiritually minded, be able and willing to support the Pastor in spiritual responsibilities of the church, and hold firm to the church's doctrinal positions. They must be men who will be servants (Matthew 23:11-12; James 4:6, 10; I Peter 5:5-7), be of honest report (Proverbs 22:1, I Corinthians 8:21), be full of the Holy Spirit (John 7:37-39; John 13-17; Galatians 5:16-26; Ephesians 5:18), and be full of wisdom (Exodus 31:1-5; James 1:5). Board members must not practice habits which defile the body or hinder his Christian testimony or the church's testimony. If married, each man must be married according to New Testament principles and must maintain his household well. A man desiring the office of principles and must maintain his household well. A man desiring the office of Deacon or Elder must be at least 21 years of age, been tested in the faith for a sufficient period of time, and served as an active member in this church for at least twelve months.

Specific qualifications for the office of Elder would include those listed in I Timothy 3:1-7:

- v. 1 – Desire office, desire good works
- v. 2 – Blameless
- v. 2 – One wife
- v. 2 – Temperate, vigilant (I Peter 5:8)
- v. 2 – Sober-minded (II Timothy 1:7)
- v. 2 – Good behavior
- v. 2 – Given to hospitality, friendly, polite, gracious
- v. 2 – Apt to teach
- v. 2 – Not given to wine

- v. 3 – Not violent
- v. 3 – Not greedy of filthy lucre
- v. 3 – Patient
- v. 3 – Not a brawler
- v. 3 – Not covetous
- v. 4-5 – Ruler of home with children in subjection
- v. 6 – Not a novice, or recent convert (I Timothy 1:20; 5:15; James 4:7; I Peter 5:8)
- v. 7 – Good report from those outside the church (Galatians 6:10; Colossians 4:5; I Thessalonians 4:12)

Specific qualifications for the office of deacon would include the following:

- v. 8 – Deacons must be grave serious-minded, steady, solid individuals
- v. 8 – Not double tongued (Proverbs 6:16-19; James 3:1-18)
- v. 8 – Not given to much wine (I Timothy 3:3, 5:23; Proverbs 20:1, 23:29-35; Romans 14:13-15:3)
- v. 9 – Holding the mystery of faith in a pure conscience (I Timothy 3:16; Matthew 13:11; Hebrews 11:1, 6)
- v.10 – Proven stable believers
- v. 11 – Deacon's wives must be grave, not slanderers, sober-minded, faithful to all things.

### 3. Responsibilities of Board Members

#### a. Elders

The Elders are responsible for the spiritual life of the church and for the supervision of the church worship services. They shall plan, with the Pastor, for all special services and pulpit supplies, assist in the administration of the ordinances of baptism and the Lord's Supper, and regularly assist the Pastor in visiting members and friends of the church. They shall assist the Pastor in providing leadership for evangelistic endeavors, spreading the gospel, enlisting new members, and examining all candidates for baptism and church membership. They shall see that candidates for baptism receive instruction in the doctrine of baptism (including the distinction between Holy Spirit Baptism, Water Baptism, and Infant Baptism) and shall examine them as to their understanding of baptism's meaning and as to their own experience of that which baptism pictures. When the church is without a pastor, the Elders constitute a pulpit committee for the purpose of securing a new pastor for the

church. (I Timothy 3:17; Titus 1:9-11; II Timothy 2:17-18; I Timothy 3; I Peter 5:2-4)

#### b. Deacons

The Deacons shall be entrusted with the practical and financial affairs of the church, such as the Word of God assigns. They shall be responsible for such things as the supervision of property, building repair and maintenance, clerk responsibilities, financial records and disbursements, and whatever other duties that might cause the Elders not to be free to fulfill the responsibilities which are given them in God's Word.

#### 4. Expectations of Board Members

All board members will be expected to:

- a. Faithfully attend the services and programs of the church
- b. Attend to the needs of the membership
- c. Uphold the pastor in prayer, precept, and practice private and public loyalty

#### 5. Selection of Board Positions

The official board shall elect its own officers annually following the annual congregational business meeting.

#### 6. Officers of the Board

a. Chairman – The Senior Pastor, who is the leader of the official board and moderator at all meetings.

b. Vice-Chairman – Selected by the combined board to lead the official board in the absence of a Senior Pastor. He must have previously served as an Elder in this church for not less than one year. The Vice-Chairman, or his Elder designee, shall act as a moderator in church services for the call or dismissal of a pastor. When the church is without a pastor, the Vice-Chairman, or his Elder designee, shall be the moderator and church leader in all business meetings. He shall be an ex-officio member of all boards and committees of the church.

c. Deacon Chairman – Selected by the Deacons to provide leadership in fulfilling the responsibilities which are assigned to

them. He must have previously served as a Deacon in this church for not less than one year.

d. Church Clerk – the Clerk shall keep a correct, typewritten, numbered record of the proceedings of the church and of the official board at all business meetings and combined board meetings. He shall keep a complete registry of the membership, issue letters of dismissal and letters of Christian character as directed by the church, conduct all of its official correspondence, hold all legal papers, insurance policies, and property titles in a safety deposit box, and preserve all documents, papers, and letters coming into his hands during his term of office. The Church Clerk is responsible to deliver an organized accumulation of all records to his successor.

e. The Church Treasurer – He shall hold and disburse church funds at the direction of the Official Board. He shall be responsible to make a monthly report to the Board and an annual report to the congregation. He shall submit the books for annual audit, in such a manner as may be directed by the Board. He shall oversee the distribution of church envelopes; keeping a confidential financial record of the numbered system of church envelopes and send an annual report to the members who have given through the envelope system. An assistant maybe appointed at the Board's discretion.

f. The Missionary Treasurer – He shall hold and disburse missionary funds at the discretion of the Board. He shall make a monthly report to the Board and an annual report to the congregation. He shall submit the books for an annual audit in such a manner as may be directed by the Board. Other duties may be assigned at the Board's discretion.

## 7. Terms of Office

All Elders and Deacons are approved by the congregation for a three year term, with approximately one-third of the men being elected every year. Following a three year term, Board members must be off the Board for a period of one year before being approved for another term.

## Article 7 – Meetings

### Section A. Assembling of the believers

1. The stated meetings of this Church for public worship shall be held on Sunday mornings and Sunday evenings. A mid-week prayer service shall be provided on a regular basis
2. The ordinance of the Lord's Supper shall be held on a regular basis as determined by the spiritual leadership of this Church. The ordinance of Baptism shall be administered publicly when baptismal candidates are present
3. Other meetings of the Church for worship, evangelism, fellowship, etc. may be set by the Pastor and Elders, with the approval of the official Board.

### Section B. Business Meetings of the Membership

#### 1. The Annual Congregational Business Meeting

The annual Congregational Business Meeting for the transaction of Church business shall be held in the month of May. The date and time of the meeting will be published in the church bulletin two Sundays prior to the meeting. The purpose of this meeting shall be to approve elder and deacon candidates, review and vote on the proposed annual budget, and act on any other business which has been presented to the membership at least two weeks in advance of this meeting. New business must be brought to the consideration of the proper committee and through them, the Official Board, which shall present it to the church congregation, if necessary. Except in emergency cases, matters introduced from the floor of a congregational meeting will be referred to the proper committee for study (Revised by vote of the congregation on 11/11/98)

#### 2. The Semi-Annual Congregational Business Meeting

A mid-year Congregational Business Meeting, for the transaction of Church business, shall be held in the month of November. The date and time of the meeting will be published in the church bulletin two Sundays prior to the meeting (Revised by vote of the congregation on 11/11/98)

### 3. Special Congregational Business Meetings

Special Congregational Business Meetings may be called by the Pastor, or the Vice-Chairman of the Official Board, with the approval of the majority of the Official Board. Notice of such special business meetings, and of all business to be raised at the meeting, shall be given in church services at least two weeks in advance of the scheduled meeting.

### 4. Church Membership Votes

At any mid-week service, the members present may vote on the acceptance of candidates recommended by the Elders of church membership. The names of these candidates shall be placed in the church bulletin on the Sunday prior to the vote.

### 5. Quorum Requirement

A quorum for regular or special congregational business meetings consists of 10% of the qualified voters of the Church.

### 6. Absentee Ballots

All absentee ballots must be in the hands of the presiding chairman prior to the casting of the first ballot of any official business meeting of the church. Each absentee ballot must have a clear signature of the one voting and marked clearly as to the voter's desire. Each absentee ballot shall be counted only once, regardless of how often any one proposal is being presented. Absentee ballots will be accepted from those members who are legitimately absent during the voting.

### 7. Congregational Meetings Called by Non-Board Members

The people of the church who feel that it is necessary to bring a matter of urgent business to the congregation should first present their concern to the Official Board. The Official Board shall consider this matter and call a special business meeting if it is expedient for the church. If the Official Board determines that the matter does not warrant a special congregational business meeting, then the matter may still be brought to the congregation, providing the Vice-Chairman is presented with a petition signed by a minimum of twenty-five families who are members of the church. Notice of this special congregational business meeting and all business to be conducted at this meeting, shall be given in church services at least two weeks in advance.

## 8. Roberts Rules of Order

All business meetings of the church shall be conducted in accordance with Roberts rules of order

a. the order of procedure at business meetings of the church shall be as follows:

1. Devotional Service
2. Roll call of members
3. Reading of minutes
4. Required reports of committees and officers
5. Unfinished business
6. Approval of recommended church leaders
7. Adoption of budgets
8. New business
9. Adjournment
10. Prayer

### Section C. Meeting of the Official Board

1. The Official Board shall meet at least once a month to review committee reports, discuss old and new business, and act on any matters which are pertinent to the church.

2. A majority of members shall constitute a quorum for these monthly meetings.

3. Meetings of the Official Board shall be conducted in accordance with Roberts Rules of Order

## **Article 8 – Church Discipline**

### Section A. Settlement of Differences and Grievances Between Members

Should any differences arise between members, the aggrieved shall follow, in tender spirit, the rules given by our Lord and recorded in Matthew 18:15-17. If this is not sufficient, the matter may be brought to the attention of the Elders, who shall seek the correction of the matter in Christ. Disciplinary proceedings, instituted in the spirit of Christ and conducted according to the teachings of Scripture by the elders shall, if necessary, be reported to the Official Board and thence to the Church for action (if absolutely necessary to settle the differences).

## Section B. Exclusion from Membership because of Failure of Attendance

The name of any member who refuses to respond to the Elder's efforts for restoration, after having neglected active attendance of the Church worship for a period of twelve months, may be removed from the roll of membership of the Church.

## Section C. Dismissal of a Church Leader

Any officer of the Church found guilty by the Elders' Committee having committed gross breach of covenant while serving as a church leader shall be immediately relieved of his office by the Official Board. Such action shall be recommended by the Elders, but only after guilt has been positively established by personal confession of two or three faithful and impartial eye-witnesses

## Section D. Ex-Communication of a Member

In all cases of gross breach of covenant and/or extreme Bible heresy, committed while a member of this church, the Elders of the church shall seek to restore such a member to repentance, right living, and/or correct doctrine. This should be done in love with the ultimate goal being restoration of the accused member. If necessary, the accused member shall be asked to meet with two or more Elders and those bringing the charges. Failure on the part of the accused member to meet with two or more Elders will not prevent the examination of the case and the rendering of a verdict in accord with the testimony received. If positive guilt is determined and an unrepentant attitude remains, the guilty member shall be ex-communicated from the membership of the church. An announcement to this effect shall be placed in the church bulletin to inform the membership of this action.

## **Article 9 – Property**

The right to any property that may be acquired by this Church shall be, and remain, vested in that body of believers who shall remain faithful to the standards of faiths and doctrine contained in the Statement of Faith and the Church Covenant.

A two-thirds affirmative vote of members present and voting shall be required for the purchase, sale, or mortgaging of church property. A two

week notice giving information pertaining to the proposed action shall be given to all members in church services and by mail.

## **Article 10 – Financial Policy**

### Section A. Fiscal Year

The fiscal year of this Church shall begin on the first day of May and close on the last day of April

### Section B. Methods of Support

The financial needs of the Church and its organizations shall be met by the voluntary contributions of its members and friends. No non-spiritual entertainments, suppers, bazaars, sales, etc. shall be conducted by the Church or its auxiliary organizations for the purpose of raising funds for profits. By the approval of the Elders, free-will offerings may be taken when it is deemed advisable.

The Church's doctrinal, position stands for giving which is personal, systematic and periodic, proportionate to one's income. However, increased giving must be urged through the teaching of God's Word. No coercion or interference against any individual(s), with respect to how they give or how much they give, will be permitted in this Church.

### Section C. Mission Contribution and Disbursement

All missionaries, or Missionary Agencies, which are placed on monthly financial budget of the Church, Sunday School, or auxiliaries, must be working under a recognized Mission Board, and must be in general agreement with our Doctrinal Statement, having first been approved by the Official Board.

All money received for missions shall be disbursed in the same month in which it was given, with the exception of missionary surplus funds.

### Section D. Financial Obligations

The Official Board shall not assume for the church any financial obligation in excess of 1% of the annual operating budget without the majority approval of the church.

### Section E. Offering Envelope System

An offering envelope system will be provided for those who voluntarily desire it. The system will provide the person who chooses to use it with an accurate record of what he has given, without revealing to anyone how much he has given. The Finance Secretary will provide him with a numbered envelope, and his name will be recorded by the Finance Secretary with his own particular number. However, the Church Treasurer will be the one to record the amount of money given, in another book to correspond with the number on the envelope. The Church Treasurer will not know to whom the number belongs. Every quarter he will put the amount given on a quarterly report sheet and seal it in an envelope. He then will number the outside of the envelope and the Finance Secretary will send it to the member who has that number. Those who do not desire to use the envelopes are not required to do so.

The Church will honor requests for statement of given amounts for Income Tax purposes to those who do not use the envelope system. Those using envelopes automatically have the amount given per year, and this is the only financial giving record acceptable to the government.

## **Article 11 – Auxiliary Organizations**

### Section A. Oversight

The Church regards as integral parts of itself, all organizations formed among its members for the purpose of ministration. Of such organizations, the Pastor and the Elders shall have general oversight, and the Church shall receive an annual report from each organization at the annual meeting.

### Section B. Constitution and Conduct

Organization may be formed upon the approval of the Pastor and the Official Board. In Constitution and conduct they must be in complete agreement with the spirit, policy, and teachings of the Church

### Section C. Officers and Membership

Officers and voting members of all auxiliary organizations must be members of this Church. However, for the purpose of winning the lost to our Savior, and other believers to our Church, they may be considered associate members of the organization, participating in its program.

## **Article 12 – Amendments**

### Section A.

This Constitution, the Doctrinal Statement and Covenant excepted, may be amended at any regular or special congregational business meeting of the church by a two-thirds affirmative vote of all members voting. Notice in writing stating the proposed amendment(s) shall be given at least two weeks prior to the meeting; such notice shall be posted on the church bulletin board.

### Section B.

By-laws may be added to this Constitution at any regular or special congregational business meeting of the church by a majority of the members voting. Notice shall be given to the membership in the church bulletin at least two weeks prior to the meeting.

### Section C.

The Statement of Faith and the Covenant, both of which are included in this Constitution, may be amended only at the Annual Business Meeting of the Church, by a three-fourths affirmative vote of all eligible voting members; such proposed changes shall have been laid before the church in writing at the previous mid-year Congregational Business Meeting and shall be included in the church's weekly bulletin two weeks prior to the annual meeting.

### Section D.

While an amendment may be suggested by any member of the church, it shall be drafted by the Official Board and proposed to the church only by the Board's recommendation.

### Section E.

The clerk of the church shall keep an accurate record of all amendments to this Constitution. A copy of this record shall be placed in the church files.