



# *Bible Baptist Church*

*Where we have a heart for the Truth and for you*

## CHURCH CONSTITUTION

August 2, 2015

**CONSTITUTION**  
*of the*  
**BIBLE BAPTIST CHURCH**  
Hasbrouck Heights, NJ

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## 1.0 NAME

The name of this organization, as incorporated under the laws of the State of New Jersey, shall be the Bible Baptist Church of Hasbrouck Heights, New Jersey.

## 2.0 PURPOSE

The purpose and mission of this church shall be to strive, by the direction of God through the Holy Spirit to carry out the “great commandment” as presented in Matthew 22:36:40 and the “great commission as presented in Matthew 28:18-20, which includes worship, ministry, evangelism fellowship and discipleship.

## 3.0 ARTICLES OF FAITH AND CHURCH COVENANT

### 3.1 The Scriptures

- A. We believe that the Bible is eternal truth without error and is the complete and final revelation of the will of God to man (Psalm 119:160; John 17:17; Revelation 22:18-19; 2 Timothy 3:16).
- B. We believe that the Bible was penned by holy men, chosen by God, under the explicit supernatural direction of the Holy Spirit (2 Peter 1:20-21).

### 3.2 The Triune God

- A. We believe that the Bible teaches that there is one and only one eternal and true God, but He is manifested in three distinct persons in the Godhead: The Father, The Son, and The Holy Spirit. These three are co-existent, co-equal, and co-eternal (John 1:1; I John 5:7; Matthew 3:16-17).

### 3.3 God The Father

- A. We believe that He is all knowing (omniscient Psalm 147:5); all powerful (omnipotent Job 42:2); everywhere present (omnipresent Psalm 139); and His nature is absolutely unchangeable (immutable Malachi 3:6).
- B. We believe that He is Holy, Righteous, Merciful, Faithful, and Love (Psalm 99:9, 116:5, 103:8; 1 Corinthians 1:9; John 4:8-16).

### 3.4 God The Son (Jesus Christ)

- A. We believe that He took upon Himself human form through the virgin birth, conceived by the Holy Spirit for the purpose of redemption (John 1:14; Matthew 1:18).
- B. We believe Jesus led a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross (Hebrews 9:23-28,10:10; Philippians 2:6-8).

- C. We believe He physically arose from the dead after three days to demonstrate His power over sin and death (1 Corinthians 15:3-4; Romans 1:3-4).
- D. We believe He ascended to heaven's glory and is at the right hand of the Father serving as our mediator, and He will return to reign as King of Kings and Lord of Lords (Acts 1:9, 11; Titus 2:13; I Timothy 2:5; Romans 8:34).

### 3.5 God The Holy Spirit

- A. We believe that He is a Divine Person equal with God The Father and God The Son and of the same nature (John 16:13; Acts 5:3-4).
- B. We believe that He is present in the world to make men aware of their need for Jesus Christ. He indwells every believer from the moment of salvation.
  - 1. He provides the believer with power for living and witnessing, understanding of spiritual truth and guidance in doing what is right (Acts 1:8; John 16:7-13, 14:16-17).
  - 2. Upon salvation, He gives every believer a spiritual gift for the work of the ministry (Ephesians 4:7-16).

### 3.6 Creation

- A. We believe in the literal account of Creation as found in Genesis chapters 1, 2 and 3.
- B. We believe that there is also a spiritual realm created by God. It consists of a holy order, such as angels and other created beings (Revelation 5:11; Isaiah 14:12-15; I Peter 5:8).

### 3.7 The Fall of Man

- A. We believe that the first man, Adam, was created in innocence but willfully chose to sin, thus severing his personal relationship with God (Genesis 2:16-17, 3:6).
- B. The consequence of Adam's fall has affected all men. All men are born with an inherent sin nature and manifest this sin nature by an attitude of disobedience towards God, thus separating all men from God (Romans 3:23, 5:12; Isaiah 53:6).
- C. This attitude of disobedience towards God results in enmity with God making one unable to understand the things of God. (Galatians 5:19-21; Romans 1; Revelation 21:8).

### 3.8 The Salvation of Man

- A. We believe that Salvation, the reconciliation of man's fallen relationship with God, is a Divine work solely dependent upon the grace of God through the finished work of Christ (Romans 5:11; John 1:12-13; Ephesians 1:7).

- B. We believe that Salvation is a free gift available to all men. It cannot be earned by any works of man (Ephesians 2:8-9; John 3:14-16).
- C. We believe man receives Salvation upon hearing the Word of God, being convicted of his lost condition, repenting and putting his faith in the Lord Jesus Christ as his personal Savior (Romans 10:17; Romans 10:9,10; Acts 3:19, 4:12).
- D. We believe that Salvation is eternally secure through Jesus Christ (John 10:27-30).

### 3.9 Personal Holiness (Sanctification and Separation)

- A. Sanctification is the continual process whereby God's Holy Spirit transforms the believer's life to conform to the image of His Son. The believer must daily surrender his life for this purpose (Romans 8:29; 2 Corinthians 3:18; Mathew 16:24-25).
- B. The believer is called to live a holy, separated life and to avoid the appearance of all evil, thus being above accusation in a worldly or social context (1 Corinthians 6:12-13,19-20; Ephesians 1:4; Ephesians 5:1, 3, 8; 1 Peter 2:11-12).

### 3.10 Marriage and Human Sexuality

- A. We believe that the home was the first institution God provided for man and that marriage is a sacred relationship between one man and one woman (Genesis 2:24).
- B. Scripture teaches that Christians should only marry Christians and that sex before or outside of marriage is a destructive sin (1 Corinthians 6:9-10, 19-20; 1 Thessalonians 4:1-8; Hebrews 13:4).
- C. We also believe that any form of sexual immorality is a sinful perversion of God's gift of sex (Genesis 19:5, 13; Leviticus 18; Romans 1:26-29).
- D. We believe that since marriage is a picture of the believer's union with Christ (Ephesians 5:22-33) God hates divorce and intends marriage to last until death (Matthew 19:1-9).
- E. We believe a person's gender be what God wonderfully and immutably creates at conception. Which is a male or a female, and these distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.)

### 3.11 The Church

- A. We believe that the church is presented in the Scriptures in two ways:
  1. The true church or the whole body of Christ is composed of all born again believers who have put their trust in Jesus Christ since the church began at Pentecost (Acts 2:41-47; 1 Corinthians 12:13).
  2. The local church is a group of professed believers in any one locality (Acts 8:1, 13:1, 20:17).

- B. We believe that Jesus Christ is the founder, the head, the builder and the sustainer of the church (Mathew 16:18; Ephesians 2:19-20; Colossians 1:18).
- C. We believe the purpose of the church is as outlined in Section 2.
- D. We believe that the ordinances of the church are:
  1. Water baptism by immersion (Mathew 28:19).
  2. The Lord's Supper (1 Corinthians 11:23-26).

### 3.12 The Return of Christ - In God's own Time

We believe in the return of Christ as described in the following two events:

- A. The return of Christ in the clouds for His church before the Tribulation period (The Rapture - 1 Thessalonians 4:16-18; Rev 3:10, 4:1).
- B. The Pre-Millennial return of Christ to the earth to rule and reign (Zacharias 14:1-4; Revelation 19:11-16).

### 3.13 The Eternal State of Man

- A. We believe that those who have put their trust in Christ will live forever with Him in a literal Heaven (Revelation 21:1-4).
- B. We believe that those who reject Christ will be cast into the Lake of Fire with the devil and his angels for all eternity eternally separated from God. (Revelation 20:11-15)

### 3.14 Final Authority for Matters of Belief and Conduct

The articles of faith and church covenant does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Bible Baptist Church's faith, doctrine, practice, policy, and discipline, our Board of Elders is Bible Baptist Church's final interpretive authority on the Bible's meaning and application.

## 4.0 GOVERNMENT

### 4.1 Defined

- A. This church is and shall continue to be an independent body of baptized believers. The government of this church is and shall continue to be vested in its assembled membership, through its officers. It shall never be subjected to the control of any other ecclesiastical body, and no denominational or associational representative shall ever sit in judgment over its affairs.
- B. The church shall not accept support from public entities that would cause it to be subject to any rules, regulations, or laws that may be binding by the acceptance of such support.

- C. Under its government the leadership shall operate the church as a:
1. Fellowship - with a priority being harmony and unity (Ephesians 4:3).
  2. Family - functioning on the basis of relationships not rules (1 Timothy 5:1-2).
  3. Body – stressing spiritual gifts and not elected offices (Romans 12:4-6).
  4. Flock – led by the Great Shepherd Jesus Christ and cared for by the "Under Shepherds," being the Pastor (Sr. Elder) of the church (Psalm 23:1; John 10:1-30, 21:16-17).

## 5.0 MEMBERSHIP

### 5.1 Reception of Members

- A. All persons confessing their faith in Jesus Christ as Savior and Lord and publicly testifying of same by baptism through immersion or have done the same in another church (or with a view of such baptism in a case where the individual is physically unable to be baptized) are eligible to apply for membership.
- B. All persons applying for membership shall be considered by the church after they complete an application, attend the membership class, and sign a copy of the Membership Covenant. The church shall accept such applicants when welcomed by majority vote of the active members present at any Business Meeting or regular service of the church.

### 5.2 Responsibilities and Privileges of Members in Good Standing

- A. They shall continue to be in agreement with the Articles of Faith and Church Covenant as per Section 3.
- B. They shall meet the requirements of the Membership Covenant (see Appendix A).
- C. They shall faithfully participate in communion.
- D. Those 18 years of age and older shall have the right to vote at all Business Meetings of the church.
- E. Only members can be married in the church and only by one of its ordained Pastor-Elders.

### 5.3 Discipline of Members

Church discipline shall follow Scriptural instruction found in Matthew 18:15-19 and shall be under the direction of the Board of Elders.

### 5.4 Inactive Membership

- A. Any member not in attendance for six months shall be considered for inactive status.
- B. Before any member's name is brought before the Elder Board to be placed on inactive status, they will be contacted by a member of the Pastoral staff or Elder Board or Deacon Board when feasible or appropriate.

- C. Any name may be restored to the active roll by a majority vote of the Elder Board at their regularly scheduled meeting.

## 5.5 Dismissal or Termination of Membership

- A. Upon the death of a member his name will be removed from the membership roll.
- B. Any member who leaves our fellowship may request a letter certifying to his membership standing in this church. When a member joins another church, his name shall be removed from the membership roll.
- C. If a member has repeatedly failed to repent of or correct sin and has not satisfactorily completed the steps in Section 5.3, "Discipline of Members," the member's name may be removed from the church membership roll by the Elder Board.

## 6.0 CHURCH OFFICERS

All Church Officers must be members in good standing (Section 5.2) and adhere to the Articles of Faith and Church Covenant (Section 3).

### 6.1 Pastor (Sr. Elder)

- A. Definition:
  - 1. The Scriptures refer to the office commonly called Pastor as "Elder" or "Bishop" and indicates being a shepherd or spiritual overseer.
  - 2. The Pastor (Sr. Elder) is to oversee and supervise the affairs of the church (1 Timothy 3:1-5; 1 Peter 5:1-4; 1 Timothy 5:17; 1 Thessalonians 5:12-13; Acts 20:28; Hebrews 13:7,17).
- B. Qualifications:
  - 1. The Pastor (Sr. Elder) should be a man who meets the qualifications of 1 Timothy 4:16 and Titus 1:7-9.
  - 2. The life of the Pastor (Sr. Elder) and his family should be an example of Godliness. They should not indulge in worldly or sinful practices which would tend to weaken the testimony of this church (1 Thessalonians 5:22).
- C. Duties:
  - 1. The Pastor is the Senior Elder and acts as the Chairman of the Elder Board.
  - 2. It shall be the duty of the Pastor (Sr. Elder) to preach regularly at the services of the church, to administer the ordinances of the Gospel, and to have general oversight of the ministry and directorship of the ministry.
  - 3. The Pastor (Sr. Elder) shall be an ex-officio member of all church committees and have voting privileges.



4. The Pastor (Sr. Elder) shall be in charge of the pulpit and the services, determining the order of the services and that which is presented. He, along with the Elder Board, is also responsible for securing suitable pulpit relief when needed.
5. The Pastor (Sr. Elder), after consulting with the Elder Board, shall have the authority to engage and dismiss any of the pastoral staff of the church as he deems necessary.
6. No new ministries will be started without the Pastor's (Sr. Elder's) prior approval.
7. The Pastor (Sr. Elder) has authority over all existing ministries of the church.

D. Election:

1. The call of a Pastor (Sr. Elder) shall come before the church at a regular or specially called Business Meeting, notice of such meeting posted and its purpose having been read from the pulpit and inserted in at least two prior Sunday bulletins. A letter will also be sent to all members notifying them of the meeting. A three-fourths closed ballot vote of a quorum shall be necessary to make such action valid.
2. The Pastor (Sr. Elder) shall be elected for an indefinite term of office (1 Timothy 3:1-13).

E. Termination or Dismissal:

1. The relationship may be dissolved by the mutual agreement of the Elder Board, membership, and Pastor (Sr. Elder) after 30 days notice. This time may be extended to meet the needs of the Pastor (Sr. Elder) or church by mutual agreement.
2. The church, upon recommendation of the Elder Board, may dismiss the Pastor (Sr. Elder) if he no longer meets the qualifications nor performs the duties of the Pastor (Sr. Elder) as per Section 6.1.B and C.
3. The dismissal of a Pastor (Sr. Elder) shall come before the church at a regular or specially called Business Meeting, notice of such meeting and its purpose having been set forth in a letter to all members two weeks in advance. A three-fourths closed ballot vote of a quorum shall be necessary to make such action valid.

F. Vacancy:

1. In case of a vacancy in the pulpit, the Elder Board, without necessary delay will appoint a Pastoral Candidate Committee as outlined in 8.3D.

2. It shall be announced that a visiting minister is a candidate for the office of Pastor (Sr. Elder) of the church at least two Sundays prior to the taking of a ballot.
3. It is the responsibility of the Elder Board to see that the pulpit is filled during the time of vacancy.

## 6.2 Elders

### A. Definition:

1. This spiritual leadership position within the church is defined (described) in at least four ways:
  - a. elders (presbuteroi) Acts 20:17; I Timothy 5:17
  - b. overseers (episkopoi) Acts 20:28; Philippians 1:1
  - c. leaders (proistameno) Romans 12:8, I Thessalonians 5:12
  - d. Pastors/teachers (poimenas-didaskalous) Ephesians 4:11
2. When the New Testament speaks of elders (overseers) it speaks of them in the plural. (Acts 14:2,3; Phiippiansl 1:1)
3. The Bible indicates that one elder acts as the spokesman for the elder board (group). He is the leader or (Sr. Elder) of the Elder Board. (Acts 15)
4. They are the equippers and overseers of the church whose agenda is ordered by the Word of God and not the agenda or expectations of man. (Ephesians 4:12-16)

### B. Qualifications

1. They must be a member in good standing for at least 5 years. (1 Timothy 3:6)
2. A man who possess the gift of Pastor/teacher (Ephesians 4:12-16) and is using that gift within the church.
3. They exhibit a strong pursuit of God in their lives. (Matthew 6:33, 12:34-35)
4. If married, they must have a strong biblical marital relationship. (Ephesians 5:25; I Timothy 3:4)
5. If married, their wives shall meet the qualifications mentioned in I Timothy 3:11, having a strong and consistent Christian testimony. (not being a recent convert)
6. They have a strong testimony in the training and discipleship of their children. (Ephesians 6:4; I Timothy 3:4, 5)
7. They have consistently modeled the character of Christ in their lives. (I Timothy 4:12, 15; I Peter 5:2, 3)

8. They model the Great Commission and be of good reputation. (I Timothy 3:7)
9. They are in agreement with the purpose and goals of the church as stated in section 2.0. (John 17:11-23; Ephesians 4:3-16; Philippians 1:27, 2:2)  
(See section 2.0)

C. Duties

1. They, under the directorship of the Pastor (Sr. Elder), shall be the overseers of the ministry insuring its faithfulness to the Word of God and the doctrines contained in its "articles of faith". (ref. 3.0)
2. They, along with the Pastor (Sr. Elder), shall be active in equipping the people of the church to do the work of the ministry. (I Timothy 4:6, 11-13; 2 Timothy 4:1-2)
3. They shall have a thorough knowledge of the various ministries within the church and the curriculum being used.
4. They shall be active in the teaching and preaching of the Word of God within the church.
5. If the Pastor (Sr. Elder) becomes incapacitated, it is the duty of the Elder Board to fill the pulpit.
6. The Elder Board shall meet regularly (bi-weekly) and at the call of the Pastor (Sr. Elder). The Pastor (Sr. Elder) will serve as chairman of the Board and appoint a Vice Chairman.
7. They shall insure that an accurate record of church membership is kept, making an annual review of the church membership for placement on the inactive list or removal from church membership.
8. All nominees for election to church offices shall be under the jurisdiction of the Elder Board regarding the nominees' spiritual status, maturity and qualifications for such office.
9. They shall assist the Pastor (Sr. Elder) in the discipline of church members. (Matthew 18:15-19) (ref. 5.3)
10. They shall assist and oversee in needed visitation and counseling. (Romans 15:1-4; I Thessalonians 5:11, 12; James 1:27, 5:14)
11. They shall come alongside the Pastor (Sr. Elder) supporting and assisting him in the planning of the church program.
12. They shall see that the Pastor's (Sr. Elder's) material and physical needs are taken care of.

13. The Elder Board shall oversee the Benevolence Committee and the disbursement of such funds.
14. They shall oversee the implementation of the church's Missionary Policy.

D. Election:

1. Elders will be nominated by the unanimous vote of the Elder Board. The nomination of an Elder shall come before the church at a regular or specially called Business Meeting. A three-fourths closed ballot vote of a quorum shall be necessary to make such action valid.
2. Elders shall be elected for an indefinite term of office (1 Timothy 3:1-13).

E. Dismissal:

An elder who fails to meet the responsibilities of his office, ceases to be in agreement with the ministry of the church or the Articles of Faith, or brings ill repute upon this ministry will be dismissed by a unanimous decision of the Elder Board. The church will be notified the following Sunday at each scheduled service.

### 6.3 Deacons

A. Definition:

1. The Greek words translated Deacons in Philippians 1:1 and 1 Timothy 3:8, 12 is given to mean to run errands, an attendant or a waiter (at table or in other menial duties), specifically to a Christian teacher or Pastor (Sr. Elder) (definitions taken from James Strong's Concordance with Greek Dictionary of the New Testament).
2. In Acts 6:1-4, the first servants were chosen by the church and were appointed to their tasks by the overseers of the church for the purpose of performing such tasks as would free those in charge of the services for prayer and the study of the Word. Therefore, because this church accepts the Scriptures as final authority rather than tradition, the office of Deacon shall not in any way be taken to mean authority over the church, Elder Board, or the Pastor (Sr. Elder).

B. Qualifications:

1. He must be a member in good standing for at least two years.
2. The Deacon and his wife shall meet the qualifications of 1 Timothy 3:8-13.
3. The life of a Deacon and his wife should be one of Godliness and Spirituality, not indulging in worldly and sinful practices which would tend to weaken the testimony of this church (1 Thessalonians 5:22).

C. Duties

1. The Deacons, as directed by the Pastor (Sr. Elder) and the Elder Board, will assist in the ministry of the church.
2. The Deacons' duties toward the Elder Board and the Pastor (Sr. Elder) shall be to pray for them earnestly and continually; to act as a host and friend of the church. They will strive in every way to help them in the performance of their Scriptural duties.
3. The Chairman of the Deacon Board along with two elders shall serve as the duly elected officers (Trustees) of the church representing it in all legal business matters concerning its corporate responsibility of federal, state, and local governments. As the Trustees of the corporation they shall only sell, mortgage, or otherwise encumber the real estate or other property of the church with a favorable two thirds closed ballot vote of the members present at a properly called Business Meeting.
4. They will be responsible for contacting assigned members at least once every quarterly.
5. The Deacon Board will be responsible preparation of Communion, distribution of the Benevolence fund, preparation of the baptismal, collecting the offering, ushering.
6. Funerals / Viewings - Every effort must be made in attending Funerals / Viewings. It blesses the family and supports them in their time of loss.
7. Building - Monthly inspection of the building interior and exterior to be reported to the Church Administrator.

D. Election:

1. The Deacon Board shall ideally consist of at least three men (if available and if they meet all the requirements of the office).
2. Deacons shall serve for a period of one year and may be re-elected at the Annual Business Meeting by a two-thirds closed ballot vote.
3. Each year the Deacon Board will elect their own Chairman, Secretary, and other officers as needed

E. Dismissal:

A Deacon who fails to meet the responsibilities of his office, ceases to be in agreement with the ministry of the church, or brings ill repute upon this ministry can / will be dismissed by a unanimous decision of the Board of Elders.

6.4 Pastoral Staff

A. Definition:

The Pastoral Staff are those who serve as an extension of the Senior Pastor (Sr. Elder) in the various ministry areas of the church.

B. Qualifications:

1. The life of all those on the Pastoral Staff should be one of Godliness, not indulging in worldly or sinful practices which would weaken the ministry and testimony of the church (Colossians 3:1-16; 1 Timothy 3:7; 1 Thessalonians 5:22; Galatians 5:22-25).
2. Must be a member in good standing.

C. Duties:

The Pastor (Sr. Elder) will consult the Elder Board in determining the duties of each member of the Pastoral Staff as to meet the needs of the specific area of ministry to which he or she is assigned.

D. Hiring and Termination:

1. The Pastor (Sr. Elder) shall have the authority to hire staff as provided for in the budget of the church.
2. The Pastor (Sr. Elder) shall have the authority to terminate any member of his staff who is not meeting his responsibilities or has ceased to be in agreement with the Pastor (Sr. Elder) leadership or ministry direction. The Pastor (Sr. Elder) will consult with the Elder Board before any action is taken.

6.5 Church Treasurer

A. Qualifications:

1. Only a member in good standing for a minimum of two years will be considered.
2. The Treasurer shall have a basic understanding of accounting and bookkeeping.
3. The Treasurer shall be appointed by the Board of Elders and serve in the same capacity until stepping down or being terminated by the Board of Elders.

B. Duties:

1. The Treasurer shall keep the accounting records of the church funds and the disbursement of the same as directed per authorized voucher.
2. The Treasurer shall ensure that all checks drawn on any church account have the two required signatures for payment.
3. The Treasurer shall have **NO AUTHORITY** to sign checks or transfer funds.
4. The Treasurer shall prepare weekly and monthly account analysis reports and reconciliations pursuant to the church's Financial Policy and/or as directed by the Finance Committee, Board of Deacons and/or Board of Elders.
5. The Treasurer shall give a statement of financial condition at the regular Business Meetings.
6. The Treasurer shall be a member of the Finance Committee.
7. The Treasurer shall ensure that a Special Business Meeting is called to vote on any expenditure in excess of \$5,000 that was not previously budgeted or funded.

6.6 Assistant Church Treasurer

A. Qualifications:

1. Only a member in good standing for a minimum of two years will be considered.
2. The Assistant Treasurer shall have a basic understanding of accounting and bookkeeping.

B. Duties:

1. The Assistant Treasurer shall assist the Treasurer in the performance of his duties.
2. The Assistant Treasurer shall have the ability to transfer funds via EFT once approved pursuant to the church's Financial Policy.
3. The Assistant Treasurer shall be responsible for the audit of the Weekly Disbursement Reconciliation pursuant to the church's Financial Policy.
4. In the event of a vacancy in the Treasurer's position the Assistant Treasurer shall fill the vacancy until a new Treasurer is appointed.

## 6.7 Church Clerk

- A. The Elder Board shall appoint the Church Clerk.

The Church Clerk shall be a member in good standing for at least one year.

- B. Duties:

1. The Church Clerk shall ensure that a correct record is kept of the proceedings of the church at all Business Meetings.
2. The Church Clerk shall preserve all minutes, current and past, coming into his / her hands, delivering the same to the Elder Board or individual of their directing.

## 7.0 APPOINTED POSITIONS

### 7.1 Appointment of Ministry Leaders

- A. Individuals shall be appointed to the positions by the Pastor (Sr. Elder) and the Elder Board for the period of one year.
- B. All appointed individuals shall be a member in good standing for at least one year and have a testimony of Godliness (Section 5.2).

## 8.0 APPOINTED LEADERS AND ELECTED COMMITTEES

### 8.1 General Ministry / Committee Procedures

- A. No Ministry / Committee shall be formed before the sponsors have submitted their plans to the Pastor (Sr. Elder) and the Elder Board. Ministries / Committees are required to confer with the Elder Board regarding their plans and activities; all matters of importance that affect the church shall be submitted to the Pastor and Elder Board for approval.
- B. All Ministries / Committees requiring the use of the church facilities for other than regularly scheduled activities shall obtain approval for use of the facilities through the Church Office.
- C. All Ministries / Committees of the church shall submit to the Elder Board reports of their activities and finances as requested.

### 8.2 Member Qualifications

- A. All Ministry / Committee Members shall be church members in good standing for at least one year.
- B. All Elected Committee Members shall be elected at the Annual Business Meeting by a two-thirds vote.



- C. All Appointed Ministry / Committee Members shall be appointed by the Elder Board.
- D. All Ministry / Committee members shall serve for a period of one year but may be elected or re-appointed yearly at the Annual Business Meeting.

### 8.3 Committee Divisions

- A. Finance Committee – This Elected Committee shall consist of the Treasurer, Assistant Treasurer, one Elder, one Deacon, and three church members.
  - 1. They will review the monthly account analysis reports and monthly vouchers, serving as a guiding and consultation group with the various departments to ensure compliance with the yearly budget figures. The Committee shall not approve ministry work and expenditures but advise such ministries when they are exceeding or approaching their allotted budget figures.
  - 2. They will make a detailed yearly budget after meeting with and having detailed ministry budgets submitted by the respective ministries.
  - 3. They will audit the Treasurer's records including quarterly bank accounts.
  - 4. They will set up Counting Teams to count and deposit offerings. A copy of the deposit slip will go to the Treasurer.
  - 5. Each year they will elect their own Chairman, Secretary and other officers as needed.
  - 6. They will meet quarterly and other times as needed.
  - 7. They will assist in setting salaries that will be presented to the church for approval at the Annual Business Meeting and at specially called Business Meetings as necessary.
- B. Nominating Committee – This Elected Committee shall consist of two Elders, two Deacons, and three members of the church. An Elder will serve as Chairman.
  - 1. They will assist in the nomination of all candidates for Elected Committee Members for the Annual Business Meeting vote and whenever vacancies occur.

These nominations will be under the direct supervision of the Elder Board and subject to their approval. (See 6.2, C-8)
  - 2. This Committee will report their candidates 30 days before the Annual Business Meeting of the church. The candidates shall be posted in a conspicuous place in the church two weeks before the Annual Business Meeting and inserted in the church bulletin immediately preceding this Meeting.
  - 3. There will be no nominations from the floor.

- D. Pastoral Candidate Committee – This Committee, appointed by the Elder Board shall consist of all active Elders two Deacons, and two members of the church. They will recommend a Pastoral candidate to the congregation only upon unanimous consent by the committee. The committee will elect one of the Elders to be its Chairman. This Committee is dissolved when the new Pastor (Sr. Elder) is called. (See 6.1D)
- E. Benevolence Committee - The benevolence fund is established with the purpose of meeting people's basic needs. It has no budget for either income or expense. Its receipts consist entirely of designated giving and when observing the Lord's Supper, and its expenses consist of funds disbursed at the direction of the Benevolence Committee.
1. Committee Officers are: The Asst. Treasurer will be the Chairman and two Deacons for the committee shall be chosen on an annual basis by the Deacon Board. One deacon will be assigned as committee secretary. All three positions are for one year
  2. Oversight and Accountability: The Benevolence Committee is accountable to the Deacon Board. The Committee will interface with the Pastoral / Elder Board when necessary through the Pastor (Sr. Elder), or the Treasurer. The Benevolence Committee chairman will be the Assistant Treasurer. He will meet with the Benevolence Committee when the committee convenes to consider disbursing funds.
  3. The committee will follow and adhere to the Benevolence Policy.

## 9.0 CHURCH MEETINGS

### 9.1 Lord's Day Service

- A. The church shall meet each Lord's Day for the worship of God and the preaching of the Gospel of Jesus Christ.

### 9.2 The Lord's Supper

- A. The ordinance of the Lord's Supper shall be observed by the church each month.

### 9.3 Annual Business Meeting

The Annual Business Meeting shall be held on the Fourth Sunday in January, at which time the annual reports shall be presented. This Annual Meeting shall also include the election of church officers and approval of the new budget. This Meeting shall be announced from the pulpit and inserted in the bulletin the two Sundays prior to the Meeting.

### 9.4 Special Business Meetings

Special Business Meetings can be called by the Pastor (Sr. Elder) or the Vice Chairman of Elder Board. The time, date and purpose of all such Meetings shall be publicly announced from the pulpit and inserted in the bulletin the two Sundays prior to the Meeting.

## 9.5 Voting

- A. Quorum - One half of the active members, eligible to vote, shall constitute a quorum for the transaction of business.
- B. A two thirds vote is required to pass any transaction, unless otherwise stated herein.

## 9.6 Moderator

The Moderator of all congregational Business Meetings of the church shall be the Pastor (Sr. Elder) or the Vice Chairman of the Elder Board.

## 10.0 ORDINATION

### 10.1 Pastor (Sr. Elder)

This church, under the supervision of the Elder Board, shall have the power to call for and conduct a council for ordination provided such authority is granted by a three-fourths majority vote of all members in good standing and who are at least 18 years of age and present and voting. The council shall thoroughly examine all applicants as to their Christian experience, call to the ministry, education, reputation, character, doctrinal belief, and demonstration or testimony of efficiency in Christian service. No one shall be ordained by this church who does not meet the Scriptural qualifications as set forth in this instrument concerning the qualifications for Pastor (Sr. Elder). This church shall have the power to discipline even to the revoking of the ordination credentials of any minister ordained under this Constitution, if the minister is proven to have departed from the faith and practice set forth herein.

### 10.2 Elders / Deacons

All new Elders and Deacons must be ordained at Bible Baptist Church (Acts 6:2-6). This will be under the authority and supervision of the Pastor (Sr. Elder) and the current Board of Elders.

## 11. AMENDMENTS

These Articles may be changed or amended at any Business Meeting by a three-fourths affirmative vote. A written notice of any proposed change shall be proposed and read at a regular meeting of the church at least one month previous, and an exact copy of the proposal shall be conspicuously posted in the church on the four Sundays immediately preceding said Meeting.



**Bible Baptist Church**

*Where we have a heart for the Truth and for you*

## **The Membership Covenant**

“Having received Christ as my Lord and Savior and been baptized, and being in agreement with Bible Baptist Church’s statements, strategy and structure, I now feel lead by the Holy Spirit to unite with the Bible Baptist Church family. In doing so, I commit myself to God, and to the other members to do the following:

### **A. I will protect the unity of my church**

- - - by acting in love toward other members
- - - by refusing to gossip
- - - by following the leaders

*“So then let us pursue what makes for peace and for mutual up building”. Romans 14:19*

*“May the God of endurance and encouragement grant you to live in such harmony with one another, in accord with Christ Jesus,” Romans 15:5*

*Having purified your souls by your obedience to the truth for a sincere brotherly love, love one another earnestly from a pure heart, 1 Peter 1:22*

*“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs” Ephesians 4:29*

*“Obey your leaders and submit to their authority. They keep watch over you as men who must give on account. Obey them so that their work will be a joy, not a burden, for that would be no advantage to you” Hebrews 13:17*

### **B. I will share the responsibility of my church**

- - - by praying for its growth
- - - by inviting the un-churched to attend
- - - by warmly welcoming those who visit

*“Go out into the country... and urge anyone you find to come in, so that My House will be full.” Luke 14:23*

*“So warmly welcome each other into the church, just as Christ has warmly welcomed you; then God will be glorified.” Romans 15:7*

**C. I will serve the ministry of my church**

- - - by discovering my gifts and talents
- - - by being equipped to serve by my pastors
- - - by developing a servant's heart

*"Serve one another with the particular gifts God has given each of you." I Peter 4:10*

*"Let each of you look out not only for his own interests but also for the interests of others. Let this mind (attitude) be in you which was also in Christ Jesus: ...who took on the form of a servant..." Philipians 2:4, 5, 7*

**D. I will support the testimony of my church**

- - - by attending faithfully
- - - by living a godly life
- - - by giving regularly

*"Let us not give up meeting together...but let us encourage one another." Hebrews 10: 25*

*"Whatever happens make sure that your everyday life is worthy of the gospel of Christ." Philipians 1:27*

*"Each one of you, on the first day of the week, should set aside a specific sum of money in proportion to what you have earned and use it for the offering." I Corinthians 16:2*

*"A tenth of all you produce is the Lord's and it is holy." Leviticus 27:30*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*