

# **NORTHEAST BIBLE EVANGELICAL FREE CHURCH CONSTITUTION**

## **PREAMBLE**

We, the members of the Northeast Bible Evangelical Free Church of Garden Ridge, Texas, do ordain and establish the following Constitution, do declare this church an active member of the fellowship of the Evangelical Free Church of America, and do voluntarily submit ourselves to the following Articles in order to more efficiently carry out the commission given by Jesus Christ to His Church..

## **ARTICLE I - NAME**

The name of the church shall be: NORTHEAST BIBLE EVANGELICAL FREE CHURCH

## **ARTICLE II - PURPOSE AND COVENANT**

### **SECTION 1: PURPOSE OF THE CHURCH**

The purpose of this church shall be:

1. To worship God and to glorify Him on the earth (Eph 1:4-6).
2. To preach and teach the Word of God as the Gospel of the Lord Jesus Christ unto salvation (Matt 28:19-20; Eph 3:8).
3. To evangelize the world with the Gospel. (Acts 2; 5:42; 6:5-8; 15:7).
4. To develop each individual Christian until he attains unto the fullness of the stature of Christ (I Cor 12; Eph 4:11-16; I Thes 5:11; Heb 10:24-25 ).
5. To be a constant witness for Christ and His Word. (Acts 1:8; 8:1-4).

### **SECTION 2: COVENANT OF CONDUCT**

The fundamental principles of this church are based upon the Word of God; therefore, every member of the church is expected to live according to its teachings and avoid and refrain from that which is destructive of the Christian life and dishonoring to God.

Every member is earnestly admonished to refrain from slander and evil speaking of one another; to pray constantly for the church, its members and its ministry; to support materially the church according to ability and necessity; to attend the services as far as possible; and to live a holy and Godly life in the midst of a crooked and perverse generation.

## **ARTICLE III - STATEMENT OF BELIEF**

### **SECTION 1: THE SCRIPTURES**

We believe:

- the Scriptures, both Old and New Testaments, are the Word of God;
- that they are inerrant in the original writings; and
- that they are of supreme and final authority in faith and practice (Luke 24: 44; II Tim 3:16; II Pet 1:20-21; 3:16).

### **SECTION 2: THE GODHEAD**

We believe:

- that the Godhead eternally exists in three persons: God the Father, God the Son, and God the Holy Spirit; and

- that these three are one God deserving precisely the same homage, confidence, and obedience, each one executing distinct but harmonious offices in the great work of redemption (Deut 6:4; Matt 3:16-17; 28:18-20; Mark 12:29; John 1:14; Acts 5:3-4; Tit 3:3-7; Heb 1:1-3; I Pet 1:2-3; Rev 1:4-6).

### **SECTION 3: SATAN**

We believe:

- that Satan is an actual person, and not an imaginary influence;
- that he once enjoyed high heavenly honors and glorious heavenly privileges;
- that he, through pride, ambition and self-will, attempted to betray the Almighty and brought down upon his head the judgment of God (Job 1:6-12; Isa 14:12-20; Ezek 28:12-19);
- that he operates today as the prince of the power of the air (Matt 24:11; Eph 2:2);
- that he is a diabolical inventor, an arch deceiver, and the father of all lies (Gen 3:1-6; John 8:44; I Pet 5:8);
- that he is the greatest enemy, the mightiest tempter, and the most relentless accuser of the saints (Rev 12:10);
- that he shall one day be incarnated in the person of the Antichrist; and in that role will finally meet the Christ in the battle of Armageddon; that there "the seed of the woman shall bruise the serpent's head" (Rev 13:1-9; Gen 3:14-15); and
- that he shall eventually be cast into the lake of fire, the eternal place of punishment prepared for the devil and his angels (Rev 19:20; 20:10).

### **SECTION 4: CREATION**

We believe:

- that God personally created the heavens and earth (Gen 1:1; John 1:1-3);
- that man was originally created in the image and after the likeness of God; and that he disobeyed God, bringing sin (total depravity) and its condemnation upon the whole human race (Gen 1:26; 3:17); and
- that every child of Adam is born into the world with a nature which not only possesses no spark of divine life, but essentially and unchangeably is evil apart from divine grace (Psa 14:1-3; 51:5; Jer 17:9; Mark 7:20-23; Rom 1:24-32; Rom 3:10-19; 5:12; Eph 2:1-3).

### **SECTION 5: THE PERSON AND WORK OF CHRIST**

We believe:

- that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, is true God and true man (John 20:28);
- and in the sacrificial and atoning death of Christ through His shed blood upon the cross (Job 19:25; Isa 53; Matt 28; Luke 24);
- in His bodily resurrection and ascension to heaven where He sits as the mediator between God and man today (Acts 1:10; 2:32-36; Heb 1:1-3; I John 2:1-2); and
- in His literal future return to earth as the greater son of David who shall sit upon David's throne and establish an everlasting Kingdom (II Sam 7:16; Dan 7:27; Isa 9:6-7; Ezek 37:24-25; Rev 19:16).

### **SECTION 6: THE PERSON AND WORK OF THE HOLY SPIRIT**

We believe:

- that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and to testify of Him (John 14:26; 16:7-15);
- He is the infallible interpreter of the infallible Word (Heb 3:7; II Pet 1:21; 1 John 2:27); and
- He convicts men, regenerates the believing sinner, indwells, guides, instructs, and empowers the believer for Godly living, service, and worship (John 14:26; Rom 8:26-27; I Cor 2:10-13; 3:16; 6:19; Eph 1:13-14; 4:30).

### **SECTION 7: THE BELIEVER'S RELATIONSHIP TO GOD**

We believe regarding:

#### **A. Sanctification Past**

- that when an unregenerate person (child of Adam) exercises that kind of faith in Christ which is illustrated

and described of Abraham in Rom 4:3, he passes immediately out of spiritual death into spiritual life and from the old creation into the new (John 5:24; Acts 13:39; Rom 5:1, 8:35-39; I Cor 3:21-23; Eph 1:3; Rom 4:3; Col 2:10; I John 4:17, 5:11-12); and

- that he has been justified from all things, and is accepted before the Father as Christ is, having his place and portion as linked to Him and one with Him forever; therefore, he is in no way required by God to seek a "second work of grace" for justification, nor to maintain his justification by his own works of righteousness (Rom 6:20-23).

#### B. Sanctification Present

- that God has already perfected our sanctification because our position toward God is the same as Christ's position (I Cor 1:30);
- that we retain our tendency to sin (i.e., it is not eradicated in this life) and thus our present state is no more perfect than our experiences in daily life (Phil 3:12; Rom 7:20, 23);
- that if a person has experienced salvation, his walk should demonstrate that God is working in him to produce good works; therefore, it is the privilege and responsibility of every believer to "press on" in holiness of life (Heb. 12:14; Phil 3:10-16); and
- the means of experiencing daily victory over the flesh, world, and devil is through faith in appropriating Christ's death and life, by reading the Word of God, by prayer, and by fellowship with other believers (Luke 9:23-24; John 17:17; Eph 6:18; II Tim 3:15).

#### C. Sanctification Future

- that our sanctification is made complete in experience when we partake of bodily resurrection, at which time our bodies become like unto His (Rom 8:18-23; Phil 3:20-21).

### **SECTION 8: CHURCH ORDINANCES**

NEBC practices the following ordinances in obedience to Christ's teachings. Although not essential to salvation, we believe regarding:—

#### A. Baptism

- that Christian baptism is the immersion in water of a believer, in the name of the Father, and Son, and Holy Spirit, to show forth, in a solemn and beautiful emblem, our faith in the crucified, buried and risen Savior and that baptism is a symbol of our death to sin and resurrection to a new life (Matt 28:19; Acts 8:36-39; Rom 6:4).

#### B. Communion

- The Lord's Supper is a memorial by which we commemorate together the sacrificial love of Christ until He returns, and should be preceded always by solemn self-examination (Acts 2:41-42; I Cor 11:23- 26).

### **SECTION 9: THE RAPTURE**

We believe in the imminent return of our Lord Jesus Christ to receive to Himself all those who have believed in Him, and so shall we ever be with the Lord (Dan 9; John 14:1-6; I Thes 4:13-18; Rev 3:10-11).

### **SECTION 10: THE PRE-MILLENNIAL RETURN AND REIGN OF CHRIST**

We believe in the bodily return of Christ with His saints as prophesied in the Davidic covenant prior to the era of Israel's restoration and universal peace for a thousand years, thus fulfilling prophecy. (II Sam 7; Isa 2:2-5; Zechariah 14; Rev 19:11-20:5).

**SECTION 11: THE ETERNAL STATE**

We believe in the bodily resurrection of the just and the unjust, the just to everlasting blessedness of the saved, and the unjust to the everlasting condemnation of the lost (II Cor 5:10; I Thes 4:16-17; II Thes 1:9; Rev 20:4-15).

**ARTICLE IV - MEMBERSHIP**

The church shall welcome into its membership any person who:

1. Testifies of a personal experience of being born again through faith in Jesus Christ;
2. Accepts and affirms the teaching of God's Word as stated in Article III hereof;
3. Agrees to abide by the Constitution and By-Laws of the church; and
4. Commits to the covenant of membership.

**ARTICLE V - VOTING**

Voting privileges shall be extended to members eighteen (18) years of age and older who maintain an active status in the church. Quorums for transaction of official business at congregational business meetings shall be determined based on the then current number of eligible voting members.

**ARTICLE VI - STANDING**

This church shall remain free and independent and shall not join itself to any other denomination or synod. It shall remain its own highest authority and conduct its affairs through its own business sessions. This church shall cooperate with the Evangelical Free Church of America and its branches by authorizing delegates to conferences, by supporting home and foreign missions and uniting in mutual efforts for the furtherance of the Gospel as the church itself may officially decide.

**ARTICLE VII - CHURCH PROPERTY**

**SECTION 1**

In case of a division of the church (from which may God in His mercy preserve us) the property and all funds of the church shall belong to those who abide by this Constitution.

**SECTION 2**

Should the church be dissolved, all property and funds held by the church shall belong to the South Central District of the Evangelical Free Church of America or, in event said organization shall have ceased to exist, to the Evangelical Free Church of America.

**SECTION 3**

The church shall be considered dissolved when less than six (6) members remain.

**ARTICLE VIII - BY-LAWS**

As a supplement to this Constitution, the By-Laws shall set forth duties of officers and other procedures and regulations of the church.

## **ARTICLE IX - AMENDMENTS**

The church may make any changes in the Constitution it deems necessary, if approved by the Elder Board, but such changes must be submitted to the members in writing at least three months before a well-advertised business meeting in which the proposed amendment(s) will be discussed and voted on. Such proposed changes may be fully adopted by a two-thirds majority of the voting membership present. A quorum for constitutional changes shall be the members present at such a meeting. Voting shall be done by secret ballot.

# NORTHEAST BIBLE EVANGELICAL FREE CHURCH BY-LAWS

## ARTICLE I - MEMBERSHIP

### SECTION 1: PROCESS OF ADMISSION TO MEMBERSHIP

All membership processes shall honor the guidelines in the Northeast Bible Church Constitution and shall be approved by the Board of Elders. NEBC membership candidates shall submit Appendix A and Appendix B within these By-Laws.

### SECTION 2: CLASSIFICATION OF MEMBERS: THE MEMBERSHIP SHALL HAVE FOUR (4) ROLL CLASSIFICATIONS: *active roll; inactive roll; nonresident roll; and associate roll.*

#### A. Active Roll:

The active roll shall consist of all members who manifest a consistent interest in the church by regular attendance, prayer and financial support. Those who, because of sickness or age, cannot regularly attend services and support the church shall remain on the active roll.

#### B. Inactive Roll:

Any member who has been absent from the church for a period of three months, without manifesting an interest by attending services of the church or by contributing to its support, may be placed on the inactive roll by the Elder Board. The individual shall be notified of such action and not be counted as an active member, forfeiting his/her rights of membership. When a person on the inactive roll begins to participate again, such a member may be placed on the active roll by vote of the Elder Board.

#### C. Nonresident Roll:

Any member who is not able to attend services regularly for reason of temporary residence in another locality, (e.g., duty in the Armed Forces, foreign missions or other Christian work), shall be carried on the non-resident roll of the church. Non-resident members shall be expected to communicate with the church at least every twelve months. Non-resident members may neither vote nor hold an elected office.

#### D. Associate Roll:

An individual who has membership in another church and desires to retain that membership, but wishes to worship and serve with this church shall be placed on the associate membership roll. Associate members may neither vote nor hold an elected office.

### SECTION 3: WITHDRAWAL FROM MEMBERSHIP

A. Withdrawal from membership will be allowed upon request of the member. Members in good standing will receive a letter of recommendation, if requested.

B. Any individual absent more than one year from whom no communication has been received (after reasonable attempts to notify) may be removed from the membership roll by the Elder Board.

C. Any member who is disciplined in accordance with Section 4 of this Article shall be removed from membership.

D. Any member who has withdrawn or has been removed from church membership in accordance with this Section loses all property rights, voting rights, and forfeits all membership rights in the church.

#### **SECTION 4: DISCIPLINE**

If any member actively espouses a doctrine or conducts themselves in a manner which in the studied opinion of the Elders is not in harmony with scriptural principles, and for which he/she does not show evidence of repentance, he/she shall be interviewed and counseled by the Elders after the manner clearly indicated in the Word of God (Matt 18:15-17; I Cor 5:11-13; Galatians 6:1-5; II Thes 3:6-15; I Tim 5:20, and Titus 3:10-11).

The purposes of these interviews are the restoration of the erring member and the protection of the spiritual life of the church, and the main motivating force is love.

If, however, the member cannot be confronted or chooses to continue in an unrepentant condition, he/she shall be removed from membership. This removal can be done only by the church upon a recommendation from the Elder Board and by a two-thirds majority vote of the active members present at any annual, semi-annual, or special business meeting of the church. Such a vote shall be taken by secret ballot.

### **ARTICLE II - BUSINESS MEETINGS**

#### **SECTION 1: ANNUAL BUSINESS MEETING**

The annual business meeting shall be held in the quarter prior to the beginning of the church fiscal year, upon the time and date set by the Board of Elders.

The purpose of the meeting shall be for the election of church officers, the approval of the church budget, the reception of annual reports, and the transaction of other business as may be necessary. Notice of annual business meetings shall be announced at least eight days prior to a business meeting and at two Sunday services and by mail.

The fiscal year of the church shall be set by the Board of Elders.

#### **SECTION 2: SPECIAL BUSINESS MEETINGS**

Special business meetings shall be called by the Elder Board as deemed necessary or when petitioned in writing and signed by ten percent (10%) of the voting membership of the church. No business shall be transacted except that stated in the call. Notice of special business meetings shall be announced at least eight days prior to a business meeting and at two Sunday services and by mail.

#### **SECTION 3: QUORUMS**

Members present at any business meeting shall constitute a quorum for the purpose of transacting business, unless otherwise stated in the NEBC Constitution or Bylaws.

A simple majority of votes cast shall be necessary to pass all items of business unless stated otherwise in the Constitution or Bylaws. The removal of the Senior Pastor shall require a recommendation of the Elder Board and a three-quarters vote to dismiss at a properly called business meeting.

#### **SECTION 4: RULES OF ORDER**

The rules of order contained in ROBERT'S RULES OF ORDER, latest edition, shall govern all congregational forums, annual, semi-annual, and special business meetings of the church; and meetings of the Elders and Deacons,

except in instances of conflict between said rules of order and the Constitution or By-Laws of the church or provisions of law.

## **SECTION 5: REPORTS**

Written reports shall be presented to the congregation at the annual and semi-annual business meetings by the Pastor(s), Treasurer, and Chairman of the Elder Board. The Chairman's annual report shall evaluate the year's activities, giving special emphasis to the spiritual aspects. This report also shall include any recommendations of the Elder Board directed to program and/or organizational improvement.

## **SECTION 6: RECOMMENDATIONS**

Recommendations requiring a vote at a business meeting, originating from the Board of Elders or a petition as noted above, must be made public to the membership prior to the business meeting. Recommendations requiring a vote may be made by a member of the congregation at any business meeting if it has first been presented in writing for consideration and approved at a Board of Elder meeting prior to the business meeting when the recommendation is to be introduced. Recommendations must be presented to the congregation eight days before the meeting.

# **ARTICLE III - GOVERNMENT**

## **SECTION 1: THE CHURCH'S AUTHORITY AND LEADERSHIP**

### **A. The Church's Authority**

The church recognizes Christ as the Head over all things including His church; the Scripture as the guide to the church's faith and practice; and the Holy Spirit as the teacher of each individual member (Matt 21:42; John 16:13; 17:17; Eph 1:22; 4:15; Col 1:18; 2:19; II Tim 3:16).

### **B. The Church's Leadership:**

The leadership in the church is biblically responsible to God to serve His people, as exemplified by Christ. The leadership shall consist of elected officers and other persons as appointed in accordance with these By-Laws (Matt 20:25-28; John 13:12-17; Heb 13:7, 17; I Pet 5:1-7).

## **SECTION 2: QUALIFICATIONS**

- A. All officers of the church, except for Pastors, shall be individuals who have been members for at least one (1) year prior to their election or appointment. All officers shall be persons of irreproachable Christian character, whose moral and spiritual standards are well recognized as fitting the qualifications listed in I Tim 3:1-13 and Tit 1:5-9. Pastors and Elders must be spiritually mature men.
- B. Pastors shall demonstrate:
  - 1. Evidence of a gift of pastor/teacher and preparation for his position by experience in ministry, training, and education. (II Tim 2:15).
  - 2. He is in full accord with the Statement of Belief as stated in Article III of the Constitution of the church and agrees to accept and work within the organizational structure of the church as determined by the By-Laws.
  - 3. If not elder qualified, the ability to satisfy any questions concerning his spiritual qualifications to the Elders.

### **SECTION 3: CHURCH OFFICERS**

- A. The officers of this church shall consist of the Chairman and Vice-Chairman of the Elder Board, the Pastor, other pastoral staff, the Elders, the Deacons, the Financial Secretary, the Treasurer, and the Church Secretary.
- B. The Chairman and Vice-Chairman of the Elder Board, Church Secretary and Treasurer shall serve as the corporate officers. They shall sign all official documents pertinent to the corporation approved by the Elders, Deacons and/or the church membership.

### **SECTION 4: DUTIES OF OFFICERS**

- A. Pastor: the Pastor's most important duty shall be to study and teach the Word of God. (Eph 4:11-16). He shall have the responsibility of guiding the spiritual life of the church in conjunction with the Elders. He shall have the right to attend all Board and committee meetings as a voting member. All pastoral staff members shall be given clear position descriptions detailing their areas of responsibility.
- B. Elders: the Elders shall constitute the Elder Board, and are responsible for governing the church between congregational business meetings. Under the leadership of the Holy Spirit, the Elders shall exercise oversight of the church, shepherding the flock without lording it over them, guarding the purity of doctrine, and establishing policies consistent with the Constitution and By-Laws. They shall act for the church in the reception and discipline of members. They shall minister in teaching the Word, counseling the needy, comforting the afflicted, visiting the sick, and making disciples of believers. They shall appoint committees and leaders to accomplish the work of the ministry. The ministries of all pastoral staff, the Deacons, and all other officers and leaders are subject to the Elder Board. The Elders shall inform the church of major decisions they have made within thirty (30) days of the decision. (Matt 18:15-17; Acts 20:28-30; 1 Tim 3:1-6, 4:13, 5:17; Titus 1:9-11; James 5:14-15; 1 Peter 5:1-4)
- C. Deacons: the Deacons are responsible for the administrative oversight of the finances and property of the church, and specific programs as assigned by the Elders. The Deacons shall prepare the annual budget in consultation with the Treasurer, provide an annual financial audit, and keep the physical properties of the church in good repair. All actions of Deacons are subject to review and approval by the Elder Board.
- D. Financial Secretary: the Financial Secretary shall receive all moneys and incomes for the church, keeping accurate records of their source, and depositing them as soon as practical into the appropriate church bank account. The Financial Secretary shall provide regular reports of church income to the Treasurer, Elder Board, Deacons, and the Congregation. The Financial Secretary shall hold the giving records of individuals in the strictest confidence.
- E. Treasurer: the Treasurer shall disburse all moneys for the church, keeping accurate records of the disbursements. The Treasurer shall assist the Deacons in preparing the annual budget. The Treasurer shall provide regular reports of disbursements to the Elder Board, Deacons, and the Congregation. The Treasurer also shall hold the giving records of individuals in the strictest confidence. The Treasurer shall be responsible for training an assistant who is approved by the Elder Board.
- F. Church Chairman: the chairman of the Elder Board shall be the Church Chairman. He shall chair all congregational business meetings, sign all official documents as the chief executive officer of the corporation, and shall ensure all decisions of the church are carried out.
- G. Church Vice-Chairman: the vice-chairman of the Elder Board shall be the Church Vice-Chairman. He shall assume the responsibilities of the Church Chairman in the Chairman's absence.
- H. Church Secretary: the Church Secretary shall make and keep a record of the proceedings of the annual, semi-annual, and special business meetings of the Congregation.

## **SECTION 5: ELECTION OF OFFICERS**

- A. Pastoral Search Committee: A candidate for Senior Pastor shall be submitted to the Elder Board by a special Pastoral Search Committee, which shall be appointed by the Elder Board. A candidate for Senior Pastor selected by the Pastoral Search Committee must first be presented to the Elder Board for approval, and in turn if approved, will be recommended to the Congregation by the Elder Board. He shall be elected in a congregational meeting by at least a three-fourths majority of the eligible membership present and voting at such meeting. Voting shall be by secret ballot.
- B. Regular Nominating Committee: candidates for Elders and Deacons shall be submitted to the Elder Board by a regular Nominating Committee, which shall consist of at least three (3) members, including at least one elder and two members at large from the congregation. Such individuals shall exhibit spiritual maturity and discernment.
  - 1. Nominations for Elders and Deacons may be submitted to the committee by any member of the church. The nominating committee shall complete its work and submit a list of candidates to the Elder Board before the annual, semi-annual, or special-called business meeting, as deemed necessary by the Elder Board. The Elder Board will be responsible to verify that each candidate meets the scriptural qualifications for office. The Elder Board shall determine an approved slate of candidates, and submit it to the Congregation at least fifteen (15) days prior to the meeting.
  - 2. The number of candidates for any church office shall be the same as the number of vacancies, as determined by the Elder Board. Election of officers shall be by secret ballot (Appendix C (Elder) and E (Deacon)).
- C. Elders and Deacons: The number of Elders and Deacons shall be determined according to the ministry needs of the church, as assessed by the Elder Board. Elders and Deacons shall be elected by the Congregation at a business meeting by a three-fourths majority of the eligible membership present and voting. Once elected, the office of Elder is a permanent position which can be terminated only by resignation, death, or disciplinary dismissal. The term of office for each Deacon shall be three (3) years. At the conclusion of each term, Deacons may be re-elected to additional three year terms by a good report ballot (Appendix F (Deacon)), provided they are nominated to fill a vacancy, and may serve any number of terms as elected by the Congregation. Elders and Deacons shall be reaffirmed by a good report ballot (Appendix D (Elder) and F (Deacon) at the annual business meeting. The Elders shall meet after the annual business meeting to elect their own officers including a chairman, vice-chairman, and secretary.
- D. Financial Secretary: the Financial Secretary shall be appointed by the Elder Board.
- E. Treasurer: the Treasurer shall be appointed by the Elder Board.
- E. Church Secretary: the Church Secretary shall be appointed by the Elder Board.

## **SECTION 6: TERMINATION OF OFFICERS**

- A. An office shall be declared vacant when any of the following occurs:
  - 1. Death of incumbent.
  - 2. Resignation of incumbent.
  - 3. Upon recommendation by the Board of Elders, an elder or deacon may be removed by a three-fourths majority vote of the eligible membership at a properly called business meeting. The vote shall be taken by secret ballot.
  - 4. Removal of incumbent by the Board of Elders (other than Senior Pastor, elder, or deacon).

In any removal action taken under item (3) of this subsection, the Elder Board will advise the officer in question of the charges against him in writing. The officer shall have the opportunity to answer the charges in the presence of his accusers. He shall not be present during discussion concerning him or during voting. If the

Elders are unsuccessful in bringing the matter to a satisfactory conclusion, the matter shall be presented to the Congregation in accordance with scriptural principles (1 Tim 5:19-22).

- B. Whenever a vacancy occurs in any office except that of Pastor or other pastoral staff, the Elder Board may appoint someone who, in their studied opinion, meets the scriptural qualifications for the office. For Elders and Deacons, the appointment will last until the next annual business meeting, at which time the incumbent appointed to fill the vacancy must be presented to the Congregation for vote according to the standards established for the office.
- C. The Pastor and all pastoral staff shall be called for an indefinite period of time, and two (2) months written notice must be given by either the staff member or by the church prior to the termination of ministry.

#### **SECTION 7: LIMITATION OF POWER**

- A. No officer, board or committee of the church may assume any of the following prerogatives without express congregational consent granted through due process:
  - 1. to amend the Constitution or By-Laws.
  - 2. to call or remove the Senior Pastor.
  - 3. to purchase, sell or mortgage real property for the church.
  - 4. to approve major facility construction or modification.
  - 5. to approve the annual expense budget.
- B. No officer, board or committee of the church may implement a policy or program which conflicts with the Constitution or By-Laws.
- C. No officer, board or committee of the church may authorize the non-routine expenditure of more than one (1) percent of the annual expense budget without Elder Board approval, nor shall any board authorize the expenditure of more than five (5) percent of the annual expense budget without congregational consent.

#### **SECTION 8: ORGANIZATIONS**

- A. No organization shall be formed within or considered a part of sanctioned church activities until its sponsors have received approval of their plans by the Elder Board.
- B. The various organizations will report to their supervising officer regarding their plans and activities. An annual report will be submitted to the appropriate officer.
- C. A chairman or supervisor of any organization functioning under the name or authority of the church must be an active member.

#### **SECTION 9: CHURCH STAFF**

- A. Senior Staff  
The Senior Staff shall consist of people who are employees of the Church who are executive staff or head of a ministry area. The Board of Elders shall approve the positions and hiring process for any Senior Staff or other pastoral staff. At the discretion of the Board of Elders, a search committee may be formed.
- B. Support Staff  
The Support Staff shall consist of all other employees of the church that are not Senior Staff. This staff will be responsible to a manager who is responsible for their hiring, work delegation, and performance.
- C. Misconduct of Church Staff

If a member of the Church staff, except the Senior Pastor, commits a grievous act of misconduct, he/she may be terminated immediately by vote of the Elder Board.

#### **ARTICLE IV: AMENDMENT OF THE BY-LAWS**

- A. A motion to amend the By-Laws may be made at an annual or semi-annual business meeting or at a special business meeting provided the proposed amendment was listed in the call. A written copy of the proposed amendment will be distributed to the membership.
- B. The amendment may be discussed, but shall not be voted on until a subsequent business meeting, which must be a least thirty (30) days from the meeting at which the amendment is introduced.
- C. At a subsequent business meeting at least thirty (30) days after the meeting at which the proposed changes were introduced, the motion may be discussed by the congregation at large provided the necessary quorum is present (By-Laws, Article II, Section 3). A two-thirds vote by secret ballot is required to adopt the amendment.

APPENDIX A  
COVENANT OF MEMBERSHIP TO  
NORTHEAST BIBLE EVANGELICAL FREE CHURCH

- A. I have received Jesus Christ as my personal Savior from sin and have assurance of my eternal salvation.
- B. I have read the Constitution and By-Laws of Northeast Bible Evangelical Free Church and believe and accept and agree to abide by its doctrines, standards, and purposes.
- C. With the Lord's help I will endeavor to do the following:
  - 1. Live a holy and godly life according to the teachings of the Word of God and avoid and refrain from that which is destructive of the Christian life and dishonoring to God
  - 2. Guard my tongue from destructive criticism and gossip; exhibit "diligence to preserve the unity of the Spirit in the bond of peace"; and follow Matt 18:15-17 to restore a broken relationship with another member.
  - 3. Pray for my fellow members, church leaders, church activities, and missionaries.
  - 4. Seek opportunities to serve others and support others in their service to the church.
  - 5. Regularly participate in the services of the church.
  - 6. Invest in the support of my church and its projects as a faithful steward according to my ability and necessity.

SIGNED: \_\_\_\_\_

\_\_\_\_\_  
ELDER

\_\_\_\_\_  
ELDER

\_\_\_\_\_  
DATE

APPENDIX B

MEMBERSHIP INFORMATION SHEET

Full Name (Please Print) \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Place of Work \_\_\_\_\_

Business Address \_\_\_\_\_ City/State \_\_\_\_\_ ZIP \_\_\_\_\_

Birthday \_\_\_\_\_

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Date of Salvation \_\_\_\_\_ Date of Baptism \_\_\_\_\_

Marital Status: Married \_\_\_\_\_ Single \_\_\_\_\_ Widowed \_\_\_\_\_

Children's Names and Birthdays:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present Church Membership \_\_\_\_\_

Positions you have held in a church (Boards, teacher, music, usher, etc.) \_\_\_\_\_

\_\_\_\_\_

APPENDIX C

GOOD REPORT BALLOT:  
POSITION: NEW ELDER

NAME: \_\_\_\_\_

After being nominated from the congregation, the Elder Board has interviewed and reviewed the biblical qualifications and responsibilities with the above individual.

Please indicate your approval or disapproval of the above individual for this position with written reason if indicating unqualified. Any comments will be seen only by the elders.

Qualifications of an elder (By-Laws, Article III, Section 2A):

1. above reproach
2. the husband of one wife
3. temperate
4. prudent
5. respectable
6. hospitable
7. able to teach
8. not addicted to wine
9. not pugnacious
10. gentle
11. uncontentious
12. free from the love of money
13. one who manages his own household well; keeping his children under control with all dignity
14. not a new convert
15. of good reputation with those outside the church
16. having children who believe and who are not accused of dissipation or rebellion
17. not self-willed
18. not quick tempered
19. not fond of sordid gain
20. loving what is good
21. sensible
22. just
23. devout
24. self-controlled
25. holding fast the faithful Word which is in accordance with the teaching of God's Word
26. able to exhort in sound doctrine
27. able to refute those who contradict

\_\_\_\_\_ QUALIFIED      \_\_\_\_\_ UNQUALIFIED

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ NO OPINION

ONLY SIGNED BALLOTS WILL BE CONSIDERED WHEN UNQUALIFIED IS CHECKED AND/OR A REASON IS SPECIFIED. OTHERWISE, SIGNATURE IS OPTIONAL.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPENDIX D

GOOD REPORT BALLOT:  
POSITION: EXISTING ELDER

NAME: \_\_\_\_\_

The above individual is being presented for his reaffirmation as an elder.

Please indicate your approval or disapproval of the above individual for this position with written reason if indicating unqualified. Any comments will be seen only by the elders.

Qualifications of an elder (By-Laws, Article III, Section 2A):

1. above reproach
2. the husband of one wife
3. temperate
4. prudent
5. respectable
6. hospitable
7. able to teach
8. not addicted to wine
9. not pugnacious
10. gentle
11. uncontentious
12. free from the love of money
13. one who manages his own household well; keeping his children under control with all dignity
14. not a new convert
15. of good reputation with those outside the church
16. having children who believe and who are not accused of dissipation or rebellion
17. not self-willed
18. not quick tempered
19. not fond of sordid gain
20. loving what is good
21. sensible
22. just
23. devout
24. self-controlled
25. holding fast the faithful Word which is in accordance with the teaching of God's Word
26. able to exhort in sound doctrine
27. able to refute those who contradict

\_\_\_\_\_ QUALIFIED      \_\_\_\_\_ UNQUALIFIED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ NO OPINION

ONLY SIGNED BALLOTS WILL BE CONSIDERED WHEN UNQUALIFIED IS CHECKED AND/OR A REASON IS SPECIFIED. OTHERWISE, SIGNATURE IS OPTIONAL.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPENDIX E  
GOOD REPORT BALLOT:  
POSITION: NEW DEACON

NAME: \_\_\_\_\_

After being nominated from the congregation, the Elder Board has interviewed and reviewed the biblical qualifications and responsibilities with the above individual.

Please indicate your approval or disapproval of the above individual for this position with written reason if indicating unqualified. Any comments will be seen only by the elders.

Qualifications of a deacon (By-Laws, Article III, Section 2A):

1. worthy of respect
2. sincere
3. not indulging in much wine
4. not pursuing dishonest gain
5. must keep hold of deep truths of the faith and a clear conscience
6. must first be tested
7. husband of one wife
8. manage children and household well

\_\_\_\_\_ QUALIFIED      \_\_\_\_\_ UNQUALIFIED

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\_\_\_\_\_ NO OPINION

ONLY SIGNED BALLOTS WILL BE CONSIDERED WHEN UNQUALIFIED IS CHECKED AND/OR A REASON IS SPECIFIED. OTHERWISE, SIGNATURE IS OPTIONAL.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPENDIX F

GOOD REPORT BALLOT:  
POSITION: EXISTING DEACON

NAME: \_\_\_\_\_

The above individual is being presented for his annual reaffirmation as a deacon.

Please indicate your approval or disapproval of the above individual for this position with written reason if indicating unqualified. Any comments will be seen only by the elders.

Qualifications of a deacon (By-Laws, Article III, Section 2A):

1. worthy of respect
2. sincere
3. not indulging in much wine
4. not pursuing dishonest gain
5. must keep hold of deep truths of the faith and a clear conscience
6. must first be tested
7. husband of one wife
8. manage children and household well

\_\_\_\_\_ QUALIFIED      \_\_\_\_\_ UNQUALIFIED

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\_\_\_\_\_ NO OPINION

ONLY SIGNED BALLOTS WILL BE CONSIDERED WHEN UNQUALIFIED IS CHECKED AND/OR A REASON IS SPECIFIED. OTHERWISE, SIGNATURE IS OPTIONAL.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_