

# EVANGELICAL BIBLE CHURCH

Dickinson, ND

## **BY-LAWS 2016**

### **ARTICLE I: MEMBERSHIP**

#### **Section 1: Procedure for Membership**

- A. Prior to applying for membership, applicants must attend the EBC membership class or classes.
- B. Applicants for membership must meet with at least two members of the Board of Elders and give testimony for their faith in Jesus Christ.
- C. The meeting with the Board of Elders must be announced to the church at least one Sunday prior to their interview to allow congregational response.
- D. Those received as members will be invited to come forward at a Sunday morning worship service and be publicly welcomed into the fellowship of the Church.
- E. Persons who are members of another church may present a letter of transfer indicating their status as members in good standing. They will then follow the procedure outlined above.
- F. Membership will be limited to those 18 years of age and above.

## **Section 2: Termination of Membership**

- A. Termination of membership will be granted upon request. Members in good standing will receive letters of recommendation.
- B. Should a member become an offense to the church and its testimony by reason of immoral, or un-Christian conduct, or by the persistent neglect of the responsibilities of membership, the church may terminate his/her membership. However, due notice must be given and the subject must be allowed a hearing with the Pastor and Board of Elders, and faithful efforts, carried out with an attitude of love and patience, must be made to restore such a one to obedience and fellowship. When genuine repentance has taken place, the individual may be restored to membership by a majority vote of the congregation. (*Matthew 18:15-20, Galatians 6:1, 1 Corinthians 5:1-13, 2 Thessalonians 3:14-25, 1 Timothy 5:19-21*)
- C. Members who move from Dickinson and as a result cannot attend meetings, will be placed on an inactive membership list.
- D. Members who cease to be active in their attendance, support and other responsibilities toward the church for a period of six months will be visited by the Pastor and Elders. If the member shows no desire to become active, his/her name will be placed on the inactive membership list.
- E. Inactive members may become active members again by requesting membership to the Pastor and Elders. The Board will decide by common consent to grant active membership again.

## **Section 2: Duties of Members**

- A. Members must abide by the Constitution and By-Laws.
- B. Members must show by word and deed that they are Christians. (*Matthew 7:20; Romans 10:9; 2 Corinthians 5:17; James 2:17*)
- C. Members are expected to be faithful in attendance. (*Hebrews 10:24-25; Acts 2:44*)
- D. Members are expected to be faithful in the financial support of the church and its ministry. (*2 Corinthians 9:6-7; Malachi 3:10*)
- E. Parents are expected to provide for the Christian instruction of their children and to bring them to church. (*Deuteronomy 6:7; Proverbs 22:6; 3 John 4*)
- F. Members will not pursue legal action against one another, the Pastor(s), Elders, Deacons or any other church officers in connection with the performance of their duties. (*Matthew 18:15-17; 1 Corinthians 6:1-8*)

## **ARTICLE II: PASTORAL STAFF**

All pastors and their spouses will be members of the church and will exhibit exemplary spiritual maturity, and must meet the New Testament requirements of elders in the church. (*1 Timothy 3:1-7, 4:12*)

### **Section 1: Pastoral Staff**

- A. Pastors may be added to the payroll as needs arise and as the church is able to provide reasonable salaries.
- B. Pastoral staff positions will be recommended by the elders to the church board and then the congregation for approval.
- C. Pastoral staff positions must be approved by at least 3/4 of the Quorum.

- D. The Elder Board is responsible for the selection of candidates, research of qualifications, and recommendation for hiring any pastoral staff candidate. The elders will present this recommendation at any business meeting of the church, where the candidate may be approved by at least a 3/4 vote of the Quorum.
- E. Teaching which is not according to the Statement of Faith of the church, immoral behavior, or the inability to fulfill the requirements of the job description may be cause for dismissal.

## **Section 2: Pastoral Review Process**

- A. **Senior Pastor:** Once a year, at least 30 days prior to the Annual Meeting, the Board of Elders will meet with the Senior Pastor for a Pastoral evaluation and consultation session.
- B. **Pastoral Staff:** Once a year, at least 30 days prior to the Annual Meeting, the Senior Pastor will meet with the Pastoral Staff for an evaluation and consultation session. The Senior Pastor will consult with the Elder Board prior to the evaluation, as well as meeting afterward to review the evaluation process.

## **Section 3: Senior Pastor Position Vacancy**

- A. When the Senior Pastor's position is vacant, the Elders will nominate a search team which will be led by one of the Elders. After reviewing his qualifications (consisting of academic, ministry experience, and integrity), the Elders will prayerfully recommend a pastoral candidate to the congregation at a duly called business meeting.

- B. After any assigned candidacy, the Senior Pastor will be chosen by a 3/4 vote of the Quorum at any business meeting of the Church. He will be chosen for an indefinite period of time.

#### **Section 4: Resignation of Pastoral Staff**

- A. All Pastoral Staff will give the Board of Elders a resignation in writing, which states his intention to discontinue as pastor not less than thirty days before the date that he considers leaving. The Elders will then decide with the Church Board how many days the pastor will remain in the position.

#### **Section 5: Accusations against Pastoral Staff**

- A. Accusations against anyone on the Pastoral Staff regarding conduct and/or doctrine will be brought before the elders by a minimum of two witnesses. The elders will determine the legitimacy of the charges. The elders will schedule a business meeting to present the accusation and suggested response before the congregation. (*Deuteronomy 19:15, Matthew 18:16, 2 Corinthians 13:1, 1 Timothy 5:19-20*)
- B. If the problem cannot be resolved, the Pastor may be dismissed after a 3/4 vote of the Quorum. If dismissed, he will vacate the pulpit immediately, but he will receive 30 days' pay. (*1 Timothy 3:1-7, 1 Timothy 5:19-20, 1 Timothy 6:14, Titus 1:5-9*)

### **ARTICLE III: CHURCH OFFICERS**

- A. **THE CHURCH CHAIRMAN** is also the Chairman of the Board of Elders. He will be elected for a term of one year. He is to assist in maintaining the administrative and

spiritual welfare of the church. He is to preside at all business meetings of the Church and Church Board. He has the authority to call Board meetings and special congregational meetings.

B. **THE VICE CHAIRMAN** of the church will also be the Chairman of the Board of Deacons. He will be elected for a term of one year. He will have the authority to call meetings for the Board of Deacons, and will preside over those meetings. He will assist the Church Chairman in his duties and will perform his full duties in his absence.

C. **THE BOARD OF ELDERS** will be made up of at least three members plus the Chairman. The term of office for an Elder will be three years. Only one new Elder per year will be elected for a three-year term. The other two Elders will fulfill what is remaining of their three-year term. They are charged with shepherding the church as willing overseers of God's flock, providing a gentle example of leadership. They will proclaim and teach God's word. The Elders will devote themselves to steadfast prayer, seeking God's will for the direction of the church. They will pray over the spiritually and physically sick. They will assist in administering the ordinance of The Lord's Supper. They will meet with the Pastor for a pastoral evaluation and consultation session at least 30 days prior to the Annual Meeting. (*Acts 6:2, Ephesians 4:11-16, 1 Timothy 3:2, 1 Timothy 5:17, James 5:13-15, 1 Peter 5:1-4*)

D. **THE BOARD OF DEACONS** will consist of at least two members, the Secretary, the Treasurer, and the Vice Chairman of the Church. The term of office for a Deacon will be two years. The Board of Deacons will be responsible for all church properties, documents, papers, insurance, preparing of budgets, building projects and the general

business and financial affairs of the Church. The purchase and sale of church property will be decided only by congregational approval.

- E. **THE SECRETARY** will keep an accurate record of the proceedings and decisions at all business meetings of the Church and Church Board. The Secretary will preserve the records of the Church and will keep an accurate record of Church membership. Prior to the Annual Meeting, the Secretary will prepare a list of active church members and present to the Church Board for their approval. The Secretary will be elected for a term of one year.
- F. **THE TREASURER** will receive from the Financial Secretary a record of funds deposited and will disburse the same as directed by the Church or Church Board. The Treasurer will keep an accurate record of all funds received and expended and will report the financial status at all regular business meetings and as requested by the Church Board. The Treasurer will prepare a financial report to present to the congregation at the Annual Meeting. The Treasurer will be elected to a term of one year.

#### **ARTICLE IV: BUSINESS MEETINGS**

The Church Chairman will preside over all business meetings of the Church and Church Board.

All business meetings will be governed by parliamentary procedure.

##### **Section 1: Church Business Meetings**

- A. **ANNUAL BUSINESS MEETING:** The Church Chairman will schedule one Annual Business Meeting. During this meeting, the Church Board will seek approval of the annual budget by a majority of the Quorum. The annual budget will be submitted to

the Church at least two weeks prior to the Annual Meeting. Each of the ministries of the church will provide an annual report during the Annual Meeting.

**B. SPECIAL BUSINESS MEETINGS:** The Church Chairman or the Church Board may schedule Special Business Meetings as the need arises, or adopt a regular schedule of Church Business Meetings.

## **Section 2: Board Business Meetings**

**A. Church Board Meetings:** The Church Chairman will schedule regular Church Board Meetings, at least quarterly, for the review of church business.

**B. Elder Board Meetings:** The Church Chairman will schedule Elder Board Meetings as necessary.

**C. Deacon Board Meetings:** The Vice Chairman will schedule Deacon Board Meetings as necessary.

## **ARTICLE V: CHURCH STAFF**

The Church Staff consists of both full-time and part-time positions which support the administration of church business and ministries. All Church Staff report to the Senior Pastor or other Pastoral Staff as delegated. All full-time positions will be listed in the Church By-Laws in Article V, Section 1. The Church Board will provide and maintain an accurate job description for each full-time position, and will be responsible for the selection of candidates for each position when open.

### **Section 1: Full-Time Staff**

The Church must approve new full-time positions, or changes in status from part-time to full-time, or visa-versa. The Church must also give approval to remove any full-time



position. The Church will approve any such changes by the majority of the Quorum, at which time the By-Laws will be updated to reflect the change.

**A. THE CHURCH ADMINISTRATOR**

The Church Administrator is a full-time staff position approved by the Church for the administration of the daily business of the Church.

**B. THE PRAISE TEAM AND YOUTH MINISTRIES LEADER**

The Praise Team and Youth Ministries Director is a full-time staff position approved by the Church for the leadership of all youth ministries and all functions of the Church's Praise Team and audio/video systems.

**Section 2: Part-Time Staff**

Part-time positions may be created or removed by the Church Board as the needs of the Church dictate. This authority is entrusted to the Church Board by the Church through the election of Church Officers.

**ARTICLE VI: CHURCH MINISTRIES**

Church Ministries are those specific ministries which the Church has committed to support through diligence in prayer and the meeting of spiritual and physical needs. After consideration and approval of the Church Board, the Church will approve the addition or removal of Church Ministries by a majority of the Quorum. The By-Laws will be updated to reflect any changes to the list of official Church Ministries. The Elder Board will provide spiritual oversight to all Church Ministries, and will be tasked with appointing leaders for each ministry.

### **Section 1: Church Ministries List**

- A. Prayer
- B. AWANA
- C. Benevolence
- D. Children's
- E. Embrace
- F. Hope Christian Academy
- G. Men's Ministry
- H. Missions
- I. Praise
- J. Security
- K. Women's Ministry
- L. Youth Ministry
- M. Young Adult Ministry (College and Career)

### **ARTICLE VII: COMMITTEES**

1. **THE NOMINATING COMMITTEE** will be led by one Elder, and will consist of members appointed by the Church Board prior to the scheduled election of officers.
2. **THE AUDITING COMMITTEE** may be assembled by the Church Board. The Auditing Committee will consist of two members appointed by the Church Board. The auditing committee will examine the accounts of the Treasurer, Financial Secretary and all other treasuries within the Church and submit a report to the Church Board.

3. **OTHER COMMITTEES** may be established and governed by the Church Board as necessary.