

# CONSTITUTION AND BY-LAWS OF GIRARD BIBLE CHURCH

- I. **MEMBERSHIP:** Any person at least eighteen (18) years of age, having made a commitment to Jesus Christ and desiring to commit themselves to this local church body, shall subscribe to the following:
- All persons requesting membership shall be invited to attend a church membership class that will present the purpose and plans God has for the local church. During the class, each person will be given an application for membership, along with a copy of the GBC “Statement of Faith” doctrinal statement, GBC By-Laws, and GBC Charge of Commitment. Upon completion of the class, each person will be asked to complete the application and review the “Statement of Faith,” By-Laws, and Charge of Commitment by submitting the application to the church office. Any questions about or disagreements with the “Statement of Faith” or By-Laws must be indicated on the membership application.
  - The candidate’s application shall be reviewed by the Board of Elders to determine acceptance to the membership. A follow-up meeting between the candidate and an elder shall be scheduled if there are any questions about the candidate’s application.
  - Upon acceptance, the church shall welcome the candidate into the membership during a Sunday morning service. The candidate shall publicly affirm the GBC Charge of Commitment and be welcomed into membership by the congregation.
  - The membership roll shall be kept in the church office.
1. **REMOVAL AND RESTORATION:** Members may be subject to disciplinary processes in cases of gross immorality (1 Corinthians 5:11), a persistence to continue in an unrepentant lifestyle (Matthew 18:15-17), and/or an unwillingness to turn from causing division in the church (Titus 3:10-11). Members may be removed from the fellowship of the church as prescribed in Matthew 18:17. A member removed from fellowship as a result of church discipline may be restored to membership upon request to the Board of Elders and through demonstration of repentance as evaluated by the Board of Elders.
  2. **VOLUNTARY RESIGNATION:** Voluntary resignations from membership are possible only by members who are in good standing. Upon request for removal of membership, the Board of Elders shall be advised, and a letter of confirmation sent. Members who permanently move from the area will be automatically removed from membership after four months unless they notify the church office of their future plans.
  3. **DELINQUENCY:** In cases of delinquency, the Board of Elders shall contact any member, who is physically able, and fails to meet the membership responsibilities as outlined below in the “Charge of Commitment” section. Based upon the person’s response, and upon approval by the Board of Elders, the person’s membership may be revoked. The removed members shall be advised of the action by letter.
  4. **CHARGE OF COMMITMENT:** Each member of this church commits:
    - a. To love, honor, esteem, and pray for each other and for the church leadership (Colossians 3:12-17; 1 Thessalonians 5:11-14);
    - b. To maintain the purity and peace of the church (Ephesians 4:1-3);
    - c. To put on humility toward one another (Philippians 2:3; 1 Peter 5:5) and submit to the authority and discipline of the church leadership (Matthew 18:15-18; 1 Timothy 5:20; Titus 3:10-11; Hebrews 13:17);
    - d. To prayerfully and personally participate in the work of ministry according to their God-given gifts, abilities, and resources (Rom 12:3-8; 1 Cor 12:12-26; 14:12; 2 Cor 9:7; Eph 4:11-16; Col 4:3; 1 Tim 5:17-18; 6:17-19; 1 Pet 4:10-11);

- e. To teach biblical truth to others, evangelize, and make disciples as God gives opportunity (Matthew 28:18-20; Colossians 4:3);
  - f. To willingly support the ministry of the church with regular attendance at worship services (Hebrews 10:23-25) and participation in the Lord's Supper (1 Corinthians 11:23-26).
- II. AFFILIATION:** GBC is an independent church and affiliated with no organization.
- III. VOTING MEMBERS:** The voting members of the church are composed of all members, eighteen (18) years or older, who are not currently in process of church discipline.
- IV. NON-ELECTIVE OFFICERS:**
- 1. BOARD OF ELDERS:**
- a. *RESPONSIBILITIES:* The Board of Elders shall be the spiritual overseers of the church and have the full responsibility for the government and discipline of the church (Acts 20:27-32; 2 Corinthians 12:20-21; 1 Peter 5:2-3; Hebrews 13:7, 17). Their qualifications are set forth in the Scriptures and shall be the standard for appointment to, and continuing function as, a member of the Board of Elders (1 Timothy 3:1-7; Titus 1:6-9; 1 Peter 5:1-4). The Chairman of the board shall be elected by the Board of Elders for a term of one year. He shall not succeed himself in office and shall not be eligible for a period of one year. The Chairman of the Board shall act as moderator of the church. The Board of Elders shall meet at least once per month. The Pastor shall not hold the position of Chairman of the Board.
  - b. *APPOINTMENT OF BOARD:* New members to the board shall be appointed by the Elders in accord with the qualifications given in 1 Timothy 3:1-7, Titus 1:6-9, and 1 Peter 5:1-4. A candidate shall be a spiritually mature man whose life adorns the office. He must be a member of the church and affirm GBC's Statement of Faith, church government, Constitution and Bylaws, and philosophy of ministry. A candidate shall be approached by the Elder board regarding his desire for the work. The Elders shall then make it known to the church that a particular individual is being considered as a candidate for the office of elder. The church shall then have a period of time, not less than thirty (30) days, to prayerfully consider the individual's qualifications for the office of elder. If any members feel that the candidate may be unqualified, they should go to him in love, with discretion, and privately discuss their concerns per Titus 1:7. If, after a discussion with the candidate, the members feel that their concern is unresolved, then they should approach the Elders with their concern. After the time of consideration by the church is completed, the Elders shall vote to approve the candidate and make known their decision to the church. Upon the Elders' approval, the candidate shall immediately assume his position and responsibilities as an Elder.
  - c. *DURATION OF SERVICE:* An elder shall continue to serve until he desires to remove himself from the office, is requested to step down by the other elders, or he biblically disqualifies himself (1 Timothy 5:19-20). At that point he shall no longer be considered an elder. Any Elder may request a sabbatical for up to two years and still retain his elder status, but not be considered an active member of the Board.
- 2. PASTOR:** The Pastor shall be a member of the Board of Elders with equal authority and same qualification standards as the other members, possessing the gift of pastor-teacher (Ephesians 4:11). The Pastor shall be accountable to the Board of Elders.
- a. *CALLING:* The Board of Elders shall appoint a pastor search committee of no less than six (6) people from the membership, including at least two (2) men from the Board of Elders, to search for qualified candidates for the open position of Pastor. This committee shall recommend candidates to the Board of Elders for further action. The Board of Elders shall interview candidates and recommend

acceptance to the membership. This recommendation must be confirmed by a three-fourths (3/4) vote of the church membership. The Pastor is called for an indefinite term. Upon resignation, he must give a thirty (30) day notice before leaving.

- b. *DISMISSAL*: The Pastor must vacate upon a thirty (30) day notice by the Board of Elders.
- c. *DUTIES*: The Pastor's primary area of ministry shall be teaching and preaching the word of God, discipling, and pastoring. He shall be committed to the inerrancy and sufficiency of Scripture. The Pastor will also be responsible for shepherding the flock along with the other elders.

**3. TRUSTEES**: Trustees are to be appointed by the Board of Elders. Their duties are to be as described in Kansas State laws for Trustees. Trustees are charged with the legal stewardship of all local property.

**V. ELECTIVE OFFICERS**: The election of officers shall be during the annual business meeting and officers shall serve for a term of one (1) year, with the exception of the Board of Deacons.

**1. DEACONS**:

- a. *QUALIFICATIONS*: A deacon shall be examined and qualified on the basis of 1 Timothy 3:8-13 and is essentially of the same Christian character as an elder.
- b. *RESPONSIBILITIES*: The term "deacon" comes from the Greek word meaning "servant." Practically speaking, the deacons are the "hands and feet" of the ministry, serving in and providing leadership in various ministries, caring for the physical and financial responsibilities of the church as directed by the elders. The deacons shall be responsible for the collection and totaling of financial gifts given during services. The number of deacons will depend upon the size and needs of the ministry, and upon the Lord gifting men to serve.
- c. *ELECTION*: Deacons shall be elected at the annual business meeting.
- d. *TENURE*: Deacons shall be elected to four (4) year terms. Their election is contingent upon their continued qualification to the office and service to the church.

**2. SUNDAY SCHOOL SUPERINTENDENT**: Shall fulfill administrative duties of Children's Sunday School and Children's Church. He or she shall work under the supervision of the Board of Elders. Sunday School teachers shall be chosen and dismissed by recommendation of the Superintendent through the Board of Elders. He/she may choose his or her own assistant.

**3. CHURCH TREASURER**: Shall be responsible to deposit receipts and pay bills and keep an accurate record of same and make regular reports to the church, and monthly reports to the Board of Elders.

**4. CHURCH CLERK**: Shall keep an accurate record of business meetings.

**5. MUSIC DIRECTOR**: Shall be elected yearly and shall be responsible for the overall music program of the church.

**VI. MEETINGS**:

**1. THE ANNUAL BUSINESS MEETING** of the church shall be held during the last quarter of the year for the purpose of hearing and approving reports and other matters or church business. A simple majority of the membership shall be considered a quorum. "Roberts Rules of Order" shall be used as parliamentary procedure.

**2. SPECIAL MEETINGS** shall be called by the Pastor, the Chairman of the Board of Elders, or at the request of a representative of the Board of Deacons to the Board of Elders, provided the meetings are announced at least one week prior to the meeting. A simple majority of the membership shall be considered a quorum for special meetings.

- VII. DISSOLUTION:** Upon dissolution any and all properties and assets shall be given to independent mission projects which the church shall designate or for an exempt purpose as specified in Section 501 (c) (3) of the Internal Revenue code, as recommended.
- VIII. AMENDMENTS OF THE CONSTITUTION AND BY-LAWS:** Constitution and By-Laws shall be amended upon recommendation of the Board of Elders and three-fourth (3/4) vote of a called business meeting.