

**CONSTITUTION**  
**of the**  
***Mountain View Bible Church***  
**Dublin, New Hampshire**  
Revised 5/08  
**PREAMBLE**

So that things may be done decently and in order in accordance with the accepted tenets of other churches of like precious faith, and that we may more readily help each other in our Christian service, we declare and establish this constitution to which we voluntarily submit ourselves.

**Article I**  
**NAME AND PURPOSE**

**SECTION 1 – NAME**

The name of this Church shall be the *Mountain View Bible Church*.

**SECTION 2 – PURPOSE**

- (A) This congregation is organized as a Church exclusively for charitable, religious, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Revenue Law), including, but not limited to, the establishing and maintaining of religious worship; the building, maintaining, and operating of churches; and any other ministries that the Church may be led of God to establish.
- (B) This Church is organized to glorify God in the edification of Christians through the teaching of the Word of God, in the promotion of Godly worship, in the defense of the faith once delivered to the saints, in the proclamation of the Word of God and Gospel of the Lord Jesus Christ, and in cooperation with other Christian activity which is in harmony with the Word of God. Thus, the Church shall also ordain and license men to the Gospel ministry; maintain missionary activities in the United States and any foreign country; to be involved in any form of Christian education that is in harmony with the Scripture; and actively engage in any other ministry that

the Church may decide, from time to time, to pursue in obedience to the will of God.

**Article II**  
**STATEMENT OF FAITH AND COVENANT**

**SECTION 1 – STATEMENT OF FAITH**

**(A) The Holy Scriptures**

We believe that the sixty-six books of the Old and New Testaments are verbally inspired of God and inerrant in the original writings; that God has perfectly and completely preserved His Word; that the Scriptures are, and do not merely contain, the Word of God; that they afford the basis for our doctrine, practice, and habits both in public and private life; and that they are the supreme and final authority. These Scriptures are the complete and divine revelation of God to man. We believe that the normal interpretation of Scripture, wherein each word is given its normal meaning is the correct interpretive principle; that the Scriptures are to be taken literally except where figurative language or parabolic method is obviously employed; that the Scriptures are of one Authorship and so no passage can be interpreted apart from the whole; that the Scriptures are self-interpreting in the sense that meaning can be determined by comparing Scripture with Scripture; that the Scriptures are foolishness to the individual outside of Jesus Christ and only through illumination of the Holy Spirit Who indwells the believer can the Scripture be completely understood; and that the dispensational view of Bible interpretation is correct. (I Corinthians 2:9-16; II Timothy 3:16-17; II Peter 1:19-21)

**(B) The Godhead**

We believe in the one living and triune God Who is the perfect and infinite Spirit and the source and end of all things; that He is externally existing in three persons – Father, Son, and Holy Spirit; and these three persons of the Godhead each possess equally the perfections of personality, self-existence, immutability, truth, love, holiness, omnipotence, omniscience, and omnipresence. (Genesis 1:26; Deuteronomy 6:4; I Chronicles 29:12-13; Psalm 139:7-10; Romans 11:33; II Corinthians 13:14; James 1:17; Jude 24-25)

**(1) The Father**

We believe that God the Father is an infinite, personal, spirit, Who is perfect in holiness, wisdom, power, and love; that He has chosen to concern Himself mercifully in the affairs of men; that He answers prayer; and that He saves from sin and death all men who come to Him through Jesus Christ. (John 1:12-13; 3:16-17; Acts 17:24-29)

**(2) The Son**

We believe that the Lord Jesus Christ is the eternal Son of God; that He became man without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary in order to reveal God and redeem sinful man; that He accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; that our justification is made sure by his literal, physical resurrection from the dead; that He ascended to heaven and is now exalted at the right hand of God where as our High Priest, He fulfills the ministries of representative, intercessor, and advocate; that the blessed hope of the Christian is the personal, imminent, pre-tribulational, pre-millennial coming of the Lord Jesus Christ for His redeemed ones; and that He shall subsequently return to earth with his saints to establish His millennial kingdom. (Matthew 1:18-23; Mark 10:45; John 1:1, 14; 20:1-31; Acts 1:9-11; Romans 8:24; II Corinthians 5:21; Philippians 2:5-8; Colossians 2:9-10; I Thessalonians 4:16-17; II Thessalonians 1:7-10; I Timothy 2:5; Hebrews 9:28, I John 2:1-2; 4:2-3; Revelation 20:6)

**(3) The Holy Spirit**

We believe that the Holy Spirit is a divine person co-equal with the Father and the Son Who convicts the world of sin, of righteousness, and of judgment; that He is the Supernatural Agent of regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption; that He is the Divine Teacher Who guides believers into all truth through the illumination of the Word; and that it is the privilege of and duty of all the saved to be filled with the Spirit. (John 16:8-11, 13; Acts 5:3-4; Romans 8:9; I Corinthians 12:12-14; II Corinthians 3:6; Ephesians 1:13-14; 5-18; I John 2:20, 27)

**(C) The Creation**

We believe that the Genesis account of creation is to be accepted literally and not allegorically or figuratively; that man was created directly in God's own image and after His own likeness; that man's creation was not a matter of evolution or evolutionary change of species, or a development through interminable periods of time from lower to higher forms; and that all animals and vegetable life were made directly by God in six literal, twenty-four hour periods. (Genesis 1:1, 11, 24, 26-27; 2:21-25; Exodus 20:11; Colossians 1:16-17; Hebrews 3:4; 11:3; Revelation 10:6)

**(D) The Person of Satan**

We believe that Satan was once holy and enjoyed heavenly honors, but, through pride self-centered ambition to be as the Almighty, fell and drew after him a host of angels; that he is now the malignant prince of the power of the air and the unholy god of this world whose powers are limited by the permissive will of God; that he is the enemy of God and Christ, the tempter of man, the accuser of saints, the author of all false religions, the chief power behind the present apostasy, the lord of the Antichrist, and the author of all the powers of darkness; and that he is destined to final defeat at the hands of God's Son and reserved unto judgment of eternal justice in the Lake of Fire, a place prepared for him and his angels. (Job 1:6-12; Isaiah 14:12-16; Ezekiel 28:1-19; John 8:44; Ephesians 2:2; II Thessalonians 2:3-10; Revelation 11:15; 20:10)

**(E) The Nature of Man**

We believe that man was created in the image and likeness of God; that in Adam's sin the race fell, inherited a sinful nature, and became alienated from God; and that man is totally depraved and utterly unable, of himself, to remedy his lost condition. (Genesis 1:26-27; Romans 3:22-23; Ephesians 2:1-3, 12)

**(F) The Salvation of Man**

We believe that the salvation of man is and always has been wholly of grace through faith and made possible through the shed blood of Jesus Christ, the only atonement for sins; that the death of the Lord Jesus Christ for man was a voluntary substitution of Himself in the sinner's place, the just dying for the unjust, the Lord bearing man's sins in His own body on the tree that man might be pardoned and receive the gift of eternal life; and that no man

is justified before God by any works of righteousness which he has done, but solely through faith in the Redeemer's shed blood is God's righteousness imputed to him. (Acts 15:11; Romans 3:24-25, 5:1, 9; 8:1; I Corinthians 15:3; Ephesians 2:8-9)

**(1) The Believer's Nature**

We believe that every saved person possesses two natures with provision made by God for victory of the new nature over the old nature through the power of the indwelling Holy Spirit; and that all claims of the eradication of the old nature in this life are unscriptural. (Romans 6:13, 8:12-13; Galatians 5:16-25; Ephesians 4:22-24; Colossians 3:10; I Peter 1:14-16; I John 3:5-9)

**(2) The Believer's Assurance and Security**

We believe that it is the privilege of believers to rejoice in the assurance of salvation through the testimony of God's Word which, however, clearly forbids the use of Christian liberty as an occasion to the flesh; that all the redeemed, once saved, are kept by the power of God and are thus secure in Christ forever. (John 6:37-40, 10:27-30; Romans 8:1, 38-39, 13:13-41; I Corinthians 1:4-8; Galatians 5:13; Titus 2:11-15; I Peter 1:5)

**(3) The Believer's Walk**

We believe that all the saved are commanded to live in such a manner as not to bring reproach upon their Savior and Lord; that they are to separate themselves from all religious apostasy, all worldly and sinful pleasures, practices, and associations; that our minds, bodies, talents, time, money, and all things belong to the Lord; and that we will each be called upon to give an account of ourselves to God. (Romans 12:1-2, 14:12-13, I Corinthians 6:14, 7-11; II Timothy 3:1-5; I John 2:15-17; II John 9-11)

**(4) The Believer's Witness**

We believe it is the obligation of the saved to witness by life and word to the truths of the holy Scriptures and to seek to proclaim the Gospel to all mankind. (Mark 16:15; Acts 1:8; Romans 1:15-17, 10:14-17; II Corinthians 5:19-20; I Peter 3:15)

**(G) The Church**

We believe that the Church universal, designated in the Scriptures as the body and espoused bride of Christ, is a spiritual organism made up of all born again persons of this present age; and that the establishment and continuance of local churches is clearly taught and defined in the New Testament. (Acts 1:27-28; I Corinthians 12:12-14; II Corinthians 11:2; Ephesians 1:22-23, 5:25-27; I Timothy 3:1-13; Titus 1:5-11)

**(1) Ordinances**

We believe that the two ordinances of the Church are water baptism and the Lord's Supper; that water baptism has no saving merit, but follows salvation to portray to the world the believer's union with Christ in His death, burial, and resurrection; that the Scriptural method of water baptism is immersion; that water baptism is observed once and is a sign of identification and testimony to newness of life; that Jesus Christ instituted the Lord's Supper to commemorate his death till He comes; that the Lord's Supper is to be observed often as a memorial of the body and shed blood of our Lord Jesus Christ; that the Lord's Supper shall be open to all born again believers; and that Christian ordinances are outward rites appointed to the Church, not as a means of salvation, but as visible signs and seals of the facts and realities of salvation. (Matthew 28:19; Acts 8:36-39; Romans 6:4; I Corinthians 11:23-33; Colossians 2:9-13; I Peter 3:21)

**(2) Spiritual Gifts**

We believe that God is sovereign in the bestowing of all his gifts; that the gifts of evangelists, pastors, and teachers are sufficient for the perfecting of the saints today; that the speaking in tongues and the working of authenticating miracles gradually decreased as the New Testament Scriptures were completed and their authority established; that even though sickness together with every disorder and evil in human life are effects of the fall of man, divine forgiveness of sins are in His atonement; and that God does hear and answer the prayer of faith, in accord with His own will, for the sick and afflicted. (John 15:7; Romans 4:25; I Corinthians 12:4-11; II Corinthians 12:12; Ephesians 4:7-12; James 5:14-15; I Peter 2:24)

### **(3) Relationship of Church and State**

We believe that civil government is of divine appointment for the interests and good order of human society; that magistrates are to be prayed for, conscientiously honored and obeyed except in things opposed to the will of our Lord Jesus Christ, Who is the only Lord of the conscience, and the coming Prince of the kings of the earth; that the local Church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations; that the one and only superintendent is Christ through the Holy Spirit; that it is Scriptural for churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel; that it is unscriptural for a church to cooperate for spiritual ministry with those other local churches, organizations, or individuals who themselves are not Scriptural in either philosophy, message, or method; that every local church is the sole and only judge of the measure and method of its cooperation; and that on all matters of membership, policy, government, discipline, and benevolence the will of the local church is final. (Matthew 18:15-19, 22:21; Acts 5:29, 13:2; Romans 13:1-7; Ephesians 1:22-23, 5:23; Colossians 1:18; I Timothy 2:1-4; Titus 3:1)

### **(H) The Last Things**

We believe that the souls of the redeemed at death are absent from the body and present with the Lord, where, in conscious bliss, they await the first resurrection when the spirit, soul, and body are reunited to be glorified forever with the Lord; that the souls of unbelievers remain after death in conscious misery until the second judgment, when, body, soul, and spirit will be reunited, they shall appear before the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment; that the return of Christ for His bride, the Church, will be pre-tribulational and pre-millennial; that the translation of the Church will be followed by the fulfillment of Israel's seventieth week, as mentioned by the prophet Daniel, while the Church will be in heaven; that the period of Israel's seventieth week will be a time of great tribulation and judgment on the earth; that the millennial period will be the reign of Christ over a literal earthly kingdom, and that there will be a bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment. (Daniel 9:27; Matthew 24:15-21, 25:41-46; Mark 9:43-48; Luke 16:19-26, 23:43; John 5:28-29, 11:25-26; II Corinthians 5:8; Philippians 1:23, 3:21; I Thessalonians 4:16-17; II Thessalonians 1:7-9; Jude 6-7; Revelation 6:1, 20:15)

### **(I) Other Scriptural Positions**

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all we believe. We do believe, however, that the foregoing Statement of Faith, as well as the following clarifying Scriptural positions, accurately represents the teaching of the Bible, and, therefore, are binding upon all members.

#### **(1) Human Sexuality**

We believe that God has commanded that no intimate sexual activity should be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. (Genesis 2:24, 19:5, 13; 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4)

#### **(2) Abortion**

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selections, birth or population control, or mental well being of the mother are acceptable. (Job 3:16; Psalms 51:5; 139-14-16; Isaiah 44:24; 49:1, 5; Jeremiah 1:5; 20:15-18; Luke 1:44)

#### **(3) Lawsuits Between Believers**

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the Church to resolve personal disputes. We believe the Church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries or loss from another Christian's insurance company as long as the claim is pursued without malice or slander. (I Corinthians 6:1-8; Ephesians 4:31-32)

## SECTION 2 – CHURCH COVENANT

Having been born again by the grace of God through faith in the Lord Jesus Christ, and being justified on the basis of his shed blood, and having confessed our faith before men, we do now in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

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

We also engage to maintain family and private devotions; to educate our children in the Word of His grace, and to seek the salvation of kindred and acquaintances.

We engage, too, by the grace of God, that as strangers and pilgrims, we will abstain from fleshly lusts which war against the soul; that we will put away from us all bitterness and wrath, and anger, and clamor, and evil speaking, and be kind one to another, tender-hearted, forgiving one another, even as God for Christ's sake hath forgiven us; that as we have opportunity we will do good unto all men, especially unto them who are of the household of faith; that we will remember them who have the rule over us and speak unto us the Word of God; that we will submit to the loving oversight and discipline of the members and officials of this Church.

We further engage to watch over one another in brotherly love, to remember each other in prayer; and to aid each other in sickness and disease.

We moreover engage that should we depart from this area, we will, as soon as possible, unite with another church where we can carry out the spirit of this covenant and the principles of God's Word.

## Article III GOVERNMENT AND MEMBERSHIP

### SECTION 1 – GOVERNMENT

- (A) The Mountain View Bible Church is an autonomous assembly of believers in Jesus Christ organized for fellowship, mutual edification, divine worship, Christian service, and evangelism under the supervision of its spiritual leaders in accordance with New Testament principles.
- (B) The Mountain View Bible Church is a non-profit corporation legally constituted to conduct business affairs of the assembly such as acquiring and maintaining property and receiving and dispersing monies.
- (C) It is our conviction that the Holy Scriptures set forth a form of Church government that is neither dictatorial on the one hand, nor democratic on the other; therefore, the Board of Elders, hereafter designated in Article IV, Section 1, shall be empowered to act on behalf of the Church in all spiritual matters, such as teaching, leadership in divine worship and Christian service, the recommendation to the assembly of new members, and the discipline of members whenever necessary.
- (D) The Executive Committee, hereafter designated in Article IV, Section 10, shall be empowered to act on behalf of the assembly in all business and financial matters. In matters not previously approved in the annual budget involving large sums of money, major purchases, sale of property, building programs, and other items of this nature, a 4/5ths majority of the members present and voting is needed before the Executive Committee can act on behalf of the congregation. With the approval of the Executive Committee and – when needed – the congregation, the signature of the Church Treasurer is deemed legally binding in all business and financial matters. In the absence of the Treasurer, the Church Clerk or the Financial Secretary may sign for the Church in these matters.
- (E) Members may not vote to initiate any Church action, but rather the vote of a member is to confirm and ratify the direction of the Church as determined by the Board of Elders.
- (F) It shall be accepted as the inherent right of this Church to ordain and license to the Gospel ministry any man who it esteems to be qualified. (Acts 13:1-3; 14:23; Titus 1:5)

## SECTION 2 – MEMBERSHIP

### (A) Qualifications for Membership

- 1) After an interview with the Board of Elders and having been recommended to the assembly by the Board of Elders by having their name listed in the Church bulletin for two Sundays, upon a majority vote of the membership present at any Church service or meeting, membership shall be extended to all who have had and whose lives evidence a genuine experience of regeneration through faith in and acceptance of the Lord Jesus Christ as personal Savior, who renounce sin, who have been baptized by immersion, who endeavor to live a consecrated life wholly unto the Lord, who fully subscribe to the Statement of Faith contained herein, and who enter into the Church covenant contained herein.
- 2) Members must be at least 18 years old to vote at any church meeting. Children may become non-voting members by either joining the church when their parents become members (if baptized), or joining the church when they are baptized. Non-voting members will gain voting status on their 18<sup>th</sup> birthday.

### (B) Duties of Member

The duties of a member as contained in word and spirit of the Church covenant include maintaining a Christian walk that affirms the beliefs and practices of the Church; actively seeking to be involved in some type of ministry and service within the Church; faithful attendance to Church services, meetings, and special events; prayerful support and submission to other Church members and the Church leadership; regular financial support of this Church through tithes and offerings.

### (C) Discipline of a Member

The Board of Elders shall deal with all matters of Church discipline. Knowing the weakness and waywardness of the flesh, God has established in the New Testament ways to deal with individuals who upset the godly order of an assembly, try to bring false doctrine into an assembly, or continue unrepentant in behavior contrary to Scripture. It should be kept in mind that although the primary goal in discipline is to restore the offender (I Corinthians 5:5; II Corinthians 2:5-11; Galatians 6:1), the Elders cannot sacrifice the testimony of the assembly and of God (I Corinthians 3:17). The process of discipline is, also, a warning

and protection to all believers in the assembly (Acts 5:11; I Timothy 5:20). The methods of Church discipline as explained in the following passages can be broken down to private restoration, admonition by leadership, open rebuke and separation. (Matthew 7:3-5; 18:15-17; Romans 16:17; I Corinthians 5; Galatians 6:1-3; II Thessalonians 3:6-15; I Timothy 5:20; Titus 1:9-14; II John 9:11) On the basis of these passages, an erring member who, after confrontation and counsel from the Board of Elders refuses to repent and correct the matter in accordance with the corrective action presented by the Elders, shall be publicly disciplined, will be prohibited from partaking communion, from voice in church services or meetings, from giving public testimony, and removed from church ministry.

### (D) Termination of Membership

The Board of Elders will review the membership list from time to time and terminate without notice those members who have deceased, moved out of the area and/or joined with another assembly, have not attended regular worship service of the Church in the preceding six months (this provision for termination may be waived upon good cause being shown at the discretion of the Board of Elders), have resigned their membership or requested transfer to another church.

## **Article IV** **OFFICERS**

### SECTION 1 – ELDERS

There shall be a Board of Elders chosen from among the membership of the Church who shall act on behalf of the Church in all matters pertaining to its spiritual life. Each officer shall be subject to the Board of Elders.

#### A. Qualifications

An elder must desire the office, must be blameless, vigilant, sober, the husband of one wife, of good behavior, given to hospitality, apt to teach, not given to wine, not a striker, not greedy of filthy lucre, patient, not a brawler, not covetous, not self-willed, not soon angry, just, holy, one that rules his own house well, not a novice, and one who has a good report of those that are without. (I Timothy 3:1-7; Titus 1:5-9)

#### B. Duties

- (1) The Board of Elders shall oversee the spiritual welfare of the Church; teach and feed the Church spiritually; be examples to the flock; watch over believers' souls; admonish, counsel, and warn; exercise discipline

(as elsewhere set forth); pray for the sick; recommend for the Church's approval: pastors, elders, deacons, missionaries, and candidates for ordination to the Gospel ministry. (Acts 20:28; I Peter 5:1-4)

- (1) The Board of Elders shall see that the flock is warned and guarded against unscriptural teaching. They shall see that the Church's separatist position is maintained with reference to liberalism, the ecumenical movement, neo-evangelicalism, or other forms of compromise and worldliness.
- (2) The Board of Elders shall act as a membership committee.
- (3) The Board of Elders shall ascertain that all weddings conducted in the Church and all functions connected therewith, in the Church or elsewhere, shall be in accordance with the principles of separation as embodied in this constitution. The Board of Elders shall decide upon any request for the use of the Church building or property in keeping with the standards of conduct and separated position of this Church as embodied in this constitution.
- (4) The Board of Elders shall act as a nominating committee.
- (5) The Board of Elders shall appoint a music director.
- (6) The Board of Elders shall appoint teachers for Sunday School. Suggestions may be received from other teachers or members of the Sunday School. The Board of Elders shall review the qualifications of teachers periodically to determine whether each teacher is placed suitably and ministering the Word to his/her class effectively. They shall be empowered to remove any teacher who is found to be teaching doctrine that is not in keeping with the standards set forth in the Word of God.
- (7) The Board of Elders shall administer the "Benevolent Fund" which shall be used to help the financially needy, especially those within our congregation.
- (8) The Board of Elders shall establish any other office, position, or ministry within the Church that it deems necessary.

**(A) Number**

Two considerations shall determine the number of men to serve on the Board of Elders: the need present in the assembly, as discerned by the existing Board of Elders; the number of men who meet the Scriptural qualifications.

**(B) Election**

- (1) The existing Board of Elders, as prayerfully led by the Holy Spirit, shall be responsible to choose men who meet the Scriptural qualifications for presentation to the church at a business meeting for election to the Board of Elders.
- (2) The Board of Elders shall be open to suggestions from members of the Church concerning men who should be considered for the office of Elder.
- (3) A 4/5ths majority of those members present and voting shall be necessary to elect an Elder.

**(C) Term of Service**

- (1) Elders shall be elected for a three-year term and must be re-elected upon the conclusion of their term to continue to hold office.
- (2) If an Elder should serve until the infirmities of age overtake him in such a way that he is unable to detect that he can no longer serve in that capacity effectively, the Board of Elders shall counsel him to retire from his position.
- (3) If, by reason of conduct not becoming his office, any Elder disqualifies himself, he shall be removed from his office by the unanimous vote of the other members of the Board of Elders; and their action, along with the reason for it, shall be reported to the Church.

**(D) Code of Ethics**

The Elders as a board and as individuals shall be expected to adhere to a high code of ethics, including: holding in strict confidence discussions at board meetings; seeking unanimity within the board in making administrative decisions and in the counseling, discipline, or dismissal of members.

## SECTION 2 – PASTOR

As the Lord leads and as the need arises, the church shall choose, at the recommendation of the Board of Elders, one of the present Elders or a qualified man from another church to serve as Pastor of the assembly; he shall devote his time to prayer and the ministry of the Word. (Acts 6:4; I Timothy 3:1-7; Ephesians 4:7-11)

### (A) Qualifications

The qualifications of the Pastor are the same as those of the other Elders with special emphasis on the ability to preach and teach the Holy Scriptures.

### (B) Duties

- (1) The Pastor is to be the undershepherd of Christ's local Church. He shall preach and teach the Word of God, administer the ordinances of the New Testament, shepherd the Church, and lead the Church in the fulfillment of its purposes as given in the Word and enumerated in this constitution.
- (2) The Pastor shall be an *ex-officio* member of all boards and committees of the Church.
- (3) The Pastor, by virtue of his office, shall act as Chairman of the Board of Elders.

### (C) Election

The man so recommended by the Board of Elders shall be elected as Pastor at a business meeting of the Church; a 4/5ths majority vote of the members present and voting shall be necessary to elect him.

### (D) Term of Service

The Pastor shall serve as long as he continues to meet the Scriptural qualifications or until he finds it advisable to resign from public ministry.

## SECTION 3 – PASTORAL STAFF

As the Lord leads and the need arises, the Church shall, at the recommendation of the Pastor, choose a qualified man to serve on the Pastoral Staff.

### (A) Qualifications

The qualifications for a member of the Pastoral Staff are the same as those of the Pastor or Elders. The man should demonstrate gifts and abilities needed for his particular field of ministry as well as the ability to preach and teach the Holy Scriptures.

### (B) Duties

- (1) The job description of each member of the Pastoral Staff shall be given by the Pastor at the time of election, with the approval of the Board of Elders.
- (2) Each member of the Pastoral Staff shall be directly responsible to the Pastor in all matters.
- (3) Members of the Pastoral Staff are not automatically members of the Board of Elders, therefore, the Pastor may invite them to participate with the Board of Elders as he deems necessary in a non-voting capacity; they may, upon recommendation of the Board of Elders, be considered for election to the offices of Pastor or Elder, however, they may not be recommended for other offices in the Church, such as Deacon, Treasurer, or Church Clerk; each member of the Pastoral Staff shall be a voting member of the Executive Committee.

### (C) Election

The man so recommended by the Pastor and Board of Elders shall be elected to the position designated by the Board of Elders at a business meeting of the Church; a 4/5ths majority vote of the members present and voting being necessary to elect him.

### (D) Term of Service

A member of the Pastoral Staff shall serve as long as he continues to meet the Scriptural qualifications, until he finds it advisable to resign from public ministry, or until the Pastor and Board of Elders shall unanimously remove him from his position. Their action and the reason for it shall be reported to the Church.

## SECTION 4 – DEACONS

There shall be a Board of Deacons chosen from the membership of the Church who shall have oversight of the real estate and physical property of the Church.

### (E) Qualifications

- (1) A Deacon must be grave, not double-tongued, not given to much wine, not greedy of filthy lucre, holding the mystery of the faith in pure conscience; having been proved and found blameless, the husband of one wife, ruling his own children and house well. His wife must be grave, not a slanderer, sober, and faithful in all things. (Acts 6:1-6; I Timothy 3:8-13)
- (2) Because of the legal aspects of the Deacons' duties listed below, a Deacon must be at least twenty-one years old and a citizen of the United States.

### (F) Duties

- (9) The Board of Deacons shall act as trustees of the real estate and physical property of the Church.
- (2) The Board of Deacons shall keep the property of the Church in good condition, making repairs, alterations, or additions that may be thought necessary. They shall undertake no expenditure in excess of \$100.00 without the consent of the Executive Committee, except current operating expenses or items within the annual budget.
- (3) The Board of Deacons shall care for the cleaning, heating, lighting, opening and closing of the Church building, and for the proper maintenance of the Church property. For these purposes, they may employ a custodian [from the membership of the church] with appropriate salary.
- (4) The Board of Deacons shall see that the buildings and equipment of the Church are covered by insurance in the amount of at least 80% of the current appraised value.
- (5) The Board of Deacons shall see that the Church complies with the laws of the State of New Hampshire and the local ordinances that pertain to

churches, unless such laws or ordinances are contrary to the Word of God.

- (6) The Board of Deacons shall act as legal representatives in behalf of the Church.
- (1) The Board of Deacons shall be responsible for the preparation and placement of the elements for the Lord's Supper.
- (2) The Board of Deacons shall make all physical arrangements for baptismal services.
- (3) The Board of Deacons shall appoint ushers, designating one head usher.
- (4) The Board of Deacons shall appoint an Auditing Committee to audit the Treasurer's records once a year.

### (C) Number

The Board of Deacons shall be comprised of at least three men, providing there are that number who meet the Scriptural qualifications. As the need arises and more men meet these qualifications, more may be added to the Board.

### (A) Officers

The Board of Deacons shall elect a chairman and a secretary from their own number.

### (B) Election

- (1) The Board of Elders shall nominate men who meet the Scriptural qualifications for presentation to the Church at a Church business meeting for election to the Board of Deacons.
- (2) The Board of Elders shall be open to suggestions from members of the Church concerning men who should be nominated for service on the Board of Deacons.
- (3) A 4/5ths majority of those members present and voting at a business meeting of the Church shall be necessary to elect a Deacon.

**(F) Term of Service**

- (1) Deacons shall be elected for a three-year term and must be re-elected upon the conclusion of their term to continue to hold office.
- (2) If, by reason of conduct unbecoming his office, any Deacon disqualifies himself, he shall be removed from office by the unanimous vote of the Board of Elders. Their action, along with the reason for it, shall be reported to the Church.

**SECTION 5 – CHURCH CLERK**

**(A) Duties**

- (5) The Clerk shall preserve a correct record of the business transactions of the Church and of the Executive Committee, the minutes of Executive Committee meetings and the Church business meetings, and other items of interest that occur in the history of the Church.
- (6) The Clerk shall keep a correct list of the membership, both alphabetical and chronological.
- (7) The Clerk shall present a report of the membership statistics at the annual meeting of the Church.
- (8) The Clerk shall attend to the official correspondence of the Church.
- (9) The Clerk shall keep a record of those baptized in the Church and of marriages performed.
- (10) The Clerk shall keep a file of the Sunday bulletins of the Church.
- (11) The Clerk shall perform such other duties as are entrusted to him by the Board of Elders.

**(B) Election**

The Board of Deacons shall appoint one of their members to serve as the church clerk. The Church Clerk shall attend to the legal correspondence of the church and to the signing of legal documents as an appointed church officer. The Church Clerk shall perform such other duties as are entrusted to him by the Board of Elders.

**SECTION 6 – TREASURER**

**(A) Duties**

- (1) The Treasurer shall keep an accurate record of all monies received for church support and benevolence. The amounts of all monies shall be verified by the Treasurer and the Financial Secretary, or in the absence of either, by a member of the Executive Committee.
- (2) The Treasurer shall pay out monies according to appropriations made by a vote of the Church at a business meeting or according to appropriations made by a vote of the Executive Committee. Approval of the Church budget for the ensuing year at the annual Church meeting shall be deemed an appropriation made by vote of the Church.
- (3) The Treasurer shall give a quarterly report to the Church, a report at the annual meeting of the Church, and at the regular meetings of the Executive Committee. The Treasurer's record shall be audited by the Auditing Committee.
- (4) The Treasurer shall perform the duties of the Financial Secretary in his absence.
- (5) The Treasurer shall keep a complete list of legal documents, stocks or bonds, and financial records, a copy of which shall be included in the Church Clerk's records.

**(B) Election**

The Board of Elders shall nominate a member of the Church to serve as Treasurer, his name shall be presented at a business meeting of the Church. He shall be elected to the office by a 4/5<sup>th</sup> majority vote of the members present and voting.

**(C) Term of Service**

The Treasurer shall hold office for three years and/or until his successor is elected, or he is re-elected.

## SECTION 7 – FINANCIAL SECRETARY

This office will be filled only if the Executive Committee deems it necessary. The Treasurer will perform these duties in the absence of a Financial Secretary.

### (C) Duties

- (1) The Financial Secretary shall verify the amount of money received by the Treasurer.
- (2) The Financial Secretary shall keep a record of all faith promises and envelopes, the contents of such records to be confidential. The sum total shall be recorded with the Treasurer.
- (3) The Financial Secretary shall be Assistant Treasurer with full authority to act in the Treasurer's absence.
- (4) The Financial Secretary shall make available upon request a statement of the amount contributed through envelopes or checks to each member at the end of the fiscal year.

### (D) Election

The Board of Elders shall nominate a member of the Church to serve as Financial Secretary, his name is to be presented at the business meeting of the Church. He shall be elected to the office by a 4/5<sup>th</sup> majority of the members present and voting.

### (E) Term of Service

The Financial Secretary shall hold office for three years and/or until his successor is selected or he is re-elected.

## SECTION 8 – MODERATOR

### (A) Duties

- (1) The Moderator shall acquaint himself with *Robert's Rules of Order*, which shall be the rules of procedure followed at all business meetings of the Church.

- (2) The Moderator shall preside at all business meetings of the Church. In his absence, a Moderator *pro tempore* shall be appointed by the Board of Elders.

- (3) The Moderator shall serve as the chairman of the Executive Committee.

### (B) Appointment

The Board of Elders shall appoint a member from their own number to serve as Moderator.

### (C) Term of Service

The Moderator shall hold office for three years and/or until his successor is appointed, or he is re-appointed.

## SECTION 9 – SUNDAY SCHOOL SUPERINTENDENT

### (A) Duties

- (1) The Sunday School Superintendent shall be charged with the administration and supervision of the teachers and officers of the Sunday School, in cooperation with the Board of Elders.
- (2) If needed, the Sunday School Superintendent shall appoint, with the approval of the Board of Elders, an assistance superintendent, a secretary, and a treasurer from among the Church membership. His assistant shall perform all the duties the Sunday School Superintendent deems necessary, including taking his place when the Sunday School Superintendent is absent.
- (3) The Sunday School Superintendent shall preside at all monthly meetings of Sunday School teachers and officers.

### (B) Appointment

The Board of Elders shall appoint one from their own number to serve as Sunday School Superintendent.

### (C) Term of Service

The Sunday School Superintendent shall hold office until his successor is appointed.

**SECTION 10 – EXECUTIVE COMMITTEE**

**(A) Duties**

- (1) The Executive Committee shall review and approve the Clerk’s report of all Church business meetings.
- (2) The Executive Committee shall prepare a comprehensive annual Church Budget.
- (3) The Executive Committee shall be empowered to act on behalf of the assembly in all business and financial matters as defined in Article III, Section 1, D. A majority of the Executive Committee shall constitute a quorum.
- (4) The Executive Committee shall hold *quarterly* meetings and special meetings at the call of the Pastor or the Board of Elders.

**(B) Members**

- (1) The Executive Committee shall be composed of the Pastor, Pastoral Staff, Elders, Deacons, Church Clerk, Church Treasurer, and Financial Secretary.
- (2) The Church Moderator shall be the chairman of the Executive Committee. In his absence, the Committee shall appoint a chairman *pro tempore*.

**Article V  
MEETINGS**

**SECTION 1 – MEETINGS FOR WORSHIP**

- (A) Unless otherwise determined by the Board of Elders, the Church shall meet each Sunday for public worship both morning and evening and at least once during the week for Bible study and prayer. Except when circumstances forbid it, the ordinance of the Lord’s Supper shall be observed at least once each month.
- (B)
- (C) Bible conferences, missionary conference, or any other special worship or teaching services may be held as the Board of Elders deems beneficial.

**SECTION 2 – CHURCH MEETINGS**

- (A) Church meetings may be called at the discretion of the Board of Elders by giving notice of such meeting and the purpose for which it is called to the assembly from the pulpit and listed in the Church bulletin at least one Sunday and not less than a week prior to said meeting.
- (B) An annual church business meeting will be held the last Sunday in October. The fiscal year of the church shall begin October 1<sup>st</sup> and end September 30<sup>th</sup>.

**Article VI  
DISSOLUTION**

In the event of the dissolution of the corporation, no part of its asset shall be paid or distributed among the members of this congregation, but all remaining assets, after the payment of debts and liabilities, shall be transferred to corporations or organizations that are biblically fundamental. Such corporations or organizations may be those which the United States Government would deem “religious and charitable” in nature. These may, but need not, qualify under provisions of the Internal Revenue Code of the United States, then in force and applicable, with respect to tax exempt status. One-half of the assets shall be apportioned to the missionary agencies that received regular support contributions from the Church in the last fiscal year. The disposition of the other half of the assets shall be decided upon at the time of dissolution of this corporation. In the case of a schism within the congregation, all the property shall go to that group which adheres to the adopted articles of faith in this constitution.

**Article VII  
AMENDMENTS**

Upon approval of the Board of Elders, this constitution may be amended at any Church business meeting, provided that a notice of change is given from the pulpit and in the Church bulletin at least two Sundays prior to the meeting.