

# Whiting Bible Church



*Where Generations Come  
Together to Grow in Christ*

## Constitution and By-Laws

Amended/Approved 03/27/2024

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# WHITING BIBLE CHURCH CONSTITUTION AND BY-LAWS

## ARTICLE I. DECLARATIONS

### Section 1. Article of Incorporation

This organization is duly incorporated under the laws of the State of New Jersey as the WHITING BIBLE CHURCH.

Nothing herein contained shall be construed to be in conflict with the law of the state of its incorporation (State of New Jersey). In case any action of any entity of the church is found to be in violation of New Jersey State law, said action shall be reported immediately by giving a written and signed notice to the governing Church Board for appropriate action.

### Section 2. Role of the Board of Deacons as Trustees

- A. The Board of Deacons as defined in Article VI. OFFICERS OF THE CHURCH, Section 4. Other Staff, Item D., page 13, are the *de facto* Trustees of the church, subject to the rules of election, duties, delegation, and resignation / termination outlined therein.
- B. The ownership and disposition of all church property, real and personal, shall remain vested with the church and subject only to church action as authorized in church business meetings.
  - 1) The Board of Deacons shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church members authorizing each action.
  - 2) They shall not exceed the approved budget without the approval of the church membership.
  - 3) It shall also be the function of the Board of Deacons to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signatures of the Board of Deacons is required. The signatures of only two (2) Deacons (preferably the Chairman and Vice-Chairman) shall be sufficient to meet the legal requirements and authorization of the church.
- C. The Board of Deacons shall provide oversight and consultation over all of the legal and financial matters of the church. It shall oversee the Finance Review Committee meetings and require a written report. It shall also ensure that the Treasurer's books and records are audited at least annually or more often if the church financial condition requires it.
- D. The Board of Deacons shall secure a place of safekeeping for all legal papers of the church, including policies, deeds, money deposits, receipts, etc., and be responsible for it. The Deacons shall present a report to the church membership at the annual Business Meeting.

### **Section 3. Parliamentary Rules**

Except where the Constitution and By-Laws state otherwise, *Robert Rules of Order, Revised*, is the authority for parliamentary rules of procedure for all meetings of the church.

### **Section 4. Marriage, Genders, Sanctity of Life**

As approved by the church members at the Annual Business Meeting of March 27, 2024, the following amendment is now part of this document:

#### **MARRIAGE:**

We believe that marriage is exclusively the union between one man and one woman. (Genesis 2:23-24; Matthew 19:4-6). Marriage reflects the relationship between Christ and the Church and provides for procreation, intimate companionship, and we believe is the only basis for any form of sexual expression. We believe that any intimate sexual activity outside of marriage is sin; (1 Thess. 4:3; Ephesians 5:3).

#### **GENDERS:**

We believe that we are created in the image of God and that there are only 2 genders—male and female (Genesis 1:26-27; Genesis 5:2; Matthew 19:4).

#### **SANCTITY OF LIFE:**

We believe that all human life is sacred, from the womb to the tomb, and that the moral worth of human beings is absolute and eternal. Scripturally speaking, God is more than pro-life, He is pre-life (Psalm 139:13-16 and Jeremiah 1:5); and because all human life is created in the image of God (Genesis 1:27), it ought not be terminated by man prematurely

### **Section 5. Protocol for Licensing and Ordination**

**LICENSING:** This church may extend a License to Preach to any male member who gives evidence of having been so called of God and who qualifies under the conditions of First Timothy 3:1-7 and Titus 1:5-9, whose personal life is consistent with such a call and whose doctrinal views are in harmony with the Doctrinal Statement set forth in this Constitution. The procedure for licensing is that the individual shall be reviewed by the Senior Pastor and then be recommended to the Board of Deacons for licensing. The Board will then vote to license the candidate at a regularly scheduled Board meeting.

**ORDINATION:** Ordination recognizes and announces publicly what God has already accomplished in calling a man to the Gospel Ministry as a pastor. If there is a male who possesses the scriptural qualifications and demonstrates by his skill and training that he is fit for the ministry, then upon his request the church shall move toward Ordination. The procedure for Ordination will be first to communicate this decision to the Board of Deacons. Then a committee of local evangelical pastors will be called to conduct an examination of the candidate's theology, by questioning him on his Doctrinal Statement. Upon the recommendation of the committee the church shall proceed with Ordination.

## ARTICLE II. STATEMENT OF DOCTRINE

### **Section 1. God**

We believe in one God, Creator of heaven and earth; Spirit, Light, Love and Truth; eternal, almighty infallible, and unchangeable, infinitely wise, just and holy, and that God eternally exists and manifests Himself to us in three persons, the Father, the Son, and the Holy Spirit. *(Luke 3:21, 22; I Peter 1:2; II Cor. 13:14, Deut. 6:4)*

### **Section 2. Jesus Christ**

We believe in Jesus Christ, the only begotten Son of God, the eternal Word manifested in flesh. We believe that He was conceived by the Holy Spirit, and born of the Virgin Mary, and that He is true God, and true man. We believe in His vicarious, substitutionary and redeeming death, Christ receiving in Himself the penalty of man's sin. We believe in His bodily resurrection, in His ascension and in His personal, imminent and premillennial return for His redeemed ones, followed by His coming in glory to judge the rebellious and to establish His millennial reign.

*(John 1:1, 14; 1 Tim. 3:16; Luke 1:35; Col. 2:9)*

### **Section 3. The Holy Spirit**

We believe in the Holy Spirit, in His personality, that He is God; and we believe that His Work is to convict men of sin; to regenerate, indwell and set the believer apart to a holy life, to keep and empower the believer day by day. We believe that He is the Teacher of God's Word and the Guide for the daily life. We believe the baptism of the Holy Spirit occurs once at the moment of regeneration, and thereby places the believer into the Body of Christ, and that there is no other baptism of the spirit taught in the Bible. We believe the gifts of tongues and healing are not being distributed by the Holy Spirit to individuals today as they were in New Testament times. We do not accept the phenomena as signs of the Spirit's "baptism" or filling.

*(John 14:16, 17; I Cor. 12:13)*

### **Section 4. The Bible**

We believe that the whole Bible, consisting of the sixty-six books of the Old and New Testaments, is verbally inspired of God and inerrant in the original writings, and is the supreme and final authority in faith and life.

*(II Tim. 3:16; II Peter 1:20, 21; Heb. 1:1, 2)*

### **Section 5. Man**

We believe that man, having been created pure and in the image of God, is by his own sin fallen from grace, and that, in consequence, all have sinned and are guilty and lost, and absolutely incapable of saving themselves by their own works, being dead in their trespasses and sins. We believe that we are saved solely by grace, through faith in the blood sacrifice, death, and resurrection of Jesus Christ, the Son of God.

*(Rom. 3:23; Acts 4:12; John 3:16; Eph. 2:8, 9; I John 5:11-13)*

## **Section 6. Eternal Security of the Believer**

We believe in the eternal security and everlasting blessedness of the saved, and the eternal judgment and punishment of all who reject our Lord Jesus Christ.

*(John 10:28; I John 3:1, 2)*

## **Section 7. Satan**

We believe in the personality of Satan, the author of the fall, and that he shall be eternally punished.

*(Gen. 3:14, 15; Job 1:6, 7; Rev. 20:10)*

## **Section 8. Resurrection**

We believe in the bodily resurrection of all men, the saved to eternal life, and the lost to judgment and everlasting punishment.

*(I Cor. 15:22-24, 44; John 5:28, 29; Matt. 25:46; Isaiah 33:14)*

## **Section 9. The Lord's Table**

We believe that Jesus Christ instituted the Lord's Supper to commemorate His death till He returns.

*(Matt. 26:26-30; Luke 22:19, 20; I Cor. 11:23-32)*

## **Section 10. Baptism**

We believe that Water baptism by immersion is a symbol of the believer's union with Christ in His death and in His resurrection.

*(Col. 2:12)*

## **Section 11. The Church**

We believe that the Church of Jesus Christ is composed solely of those who have been redeemed and washed in His blood, and regenerated and sealed by the Holy Spirit, and that they are saved to serve; and that it is the responsibility and privilege of all who are saved to seek to win others to Christ to the "uttermost part of the earth"; that they must seek to live a holy life, to separate themselves from and forsake anything that might dishonor God or cast discredit on His cause, or weaken their testimony.

*(II Cor. 6:17; Rom. 12:1; I Cor. 6:19, 20)*

### ARTICLE III. THE CHURCH COVENANT

- Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior, and on the profession of our faith having been baptized in the name of the Father, and of the Son, and of the Holy Spirit we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.
- We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love;
- To strive for the advancement of this church in knowledge, holiness, and spiritual care;
- To promote its prosperity and spirituality;
- To sustain its Worship, ordinances, discipline and doctrine;
- To give it a sacred preeminence over all institutions of human origin;
- To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations;
- We also engage to maintain family and secret devotions;
- To spiritually instruct our children;
- To seek the salvation of our kindred and acquaintances;
- To walk circumspectly in the World;
- To be just in our dealings, faithful in our engagements; and exemplary in our behavior;
- To avoid all tattling, backbiting, and excessive anger;
- To abstain from anything that would lead to addiction;
- To be zealous in our efforts to advance the kingdom of our Savior;
- We further engage to watch over one another in brotherly love;
- To remember each other in prayer;
- To aid each other in sickness and distress;
- To cultivate Christian sympathy in feeling and courtesy in speech;

- To be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior, to secure it without delay;
- We moreover engage that when we remove from this place, we will as soon as possible unite with another church of like precious faith, where we can carry out the spirit of this covenant and the principles of God's Word.

## **ARTICLE IV. CHURCH GOVERNMENT**

### **Section 1. Form of Government**

This church shall be governed by congregational membership. It shall be sovereign in its decisions, answering directly to the Lord Jesus Christ, the Head of the church.

### **Section 2. Voluntary Alignment With Other Churches**

Any volunteer fellowship with which this church desires to align itself officially may be entered, providing all of the following conditions are met.

- A. The church shall retain its sovereign, independent status, including property rights.
- B. The fellowship of Churches involved shall have a declared doctrinal position in basic harmony with the doctrinal statement set forth in Article II of these by-laws.
- C. A two-thirds vote of the qualified members present at a regular annual meeting of the Church shall affirm a recommendation made to them by the Senior Pastor and the Board of Deacons.

### **Section 3. Organizations**

The church regards as integral parts of itself all organizations formed for purposes of administration, and which use the facilities of the church property. Of all such organizations the Senior Pastor and the Board of Deacons shall have general oversight, and the church will require a report from each at its annual meeting. Membership in any organization of the church such as Choir, Ushers, etc., engaged in a distinct service unto the Lord, shall consist only of such persons as can give satisfactory testimony of their faith in Christ.

### **Section 4. Bible School**

A Bible School shall be conducted each Sunday. The Sunday School Superintendent shall have supervision of the Bible School under the direction of the Assistant Pastor for Youth Ministries, the Senior Pastor, and the Board of Deacons. The officers and teachers of the Bible School must be members of the church, in good standing, and must unequivocally and without mental reservation subscribe annually to the Statement of Doctrine (see Article II, page 3). Departure therefrom shall be just cause for removal from office. Officers and teachers shall be regular in attendance at church services and a continued absence from these services without proper explanation shall be just cause for removal from office.

## **ARTICLE V. MEMBERSHIP**

### **Section 1. Acceptance of Members**

- A. Anyone who has accepted the Lord Jesus Christ as personal Savior and desires to unite with this church shall be furnished with a copy of the Doctrinal Statement and of the Covenant of this church, and later will be examined by the Senior Pastor and Board of Deacons of the church to establish their basis for personal salvation and their acceptance of the church Doctrine. Applicants whose examination is approved unanimously by the Board of Deacons shall be recommended to the church for membership.
- B. No applicant shall be granted membership in case any opposing vote is cast by a church member, but the member(s) voting in opposition to it must then appear before the Board of Deacons and show good reason according to the Word of God, why the membership should not be granted. The Board of Deacons must then prayerfully consider the matter, and if they deem the reason given not sufficient grounds for excluding the applicant, the Board shall so report to the membership and the opposing member shall be overruled.
- C. No candidate for membership shall be received on the basis of a letter of transfer from another church. Such letter of transfer shall be recognized as a release of membership obligations to the previous church, but the candidate in question must follow the regular procedure to obtain membership.
- D. All applicants voted into membership shall be extended the right hand of fellowship as official welcome, recognizing the privileges and responsibilities of membership. This shall be at a public Worship service, preferably at the observance of the Lord's Table.

### **Section 2. Duties of Members**

- A. Members are encouraged to be regular in their attendance of the services in the church, including partaking of the Lord's Table, and attendance at prayer meetings.
- B. Members are encouraged to engage in the daily and systematic reading of the Bible, private and family prayer, personal and public testimony and leading others to Christ.
- C. Members are encouraged to proportionate giving as a command of Scriptures (Mal. 3:8-11) and to systematic giving according to the principles laid down in I Cor. 16:2; II Cor. 9:6-8.
- D. Members are also encouraged to subject themselves to the moral principles laid down in the Word of God.

### **Section 3. Inactive Members**

- A. Members whose names are on the inactive list shall not be permitted to participate in any business meeting of the Church. Shut-ins, because of the circumstances that keep them confined or homebound are not considered inactive. They do not, however, have the right to vote.
- B. Members who are absent without an explanation for a period of one year shall be contacted by the Senior Pastor or Board of Deacons to determine their desire to remain members or not. A response of the person's intent shall be requested. If none is received, the Board of Deacons shall terminate their membership by written notification.

### **Section 4. Termination of Membership**

Any member who desires to terminate his / her membership may submit a letter of resignation or give verbal notification to the Senior Pastor. The Senior Pastor shall inform the Chairman of the Board of Deacons of the resignation. The Board shall send a letter acknowledging our acceptance of resignation. Membership in our church shall terminate with membership into another church.

### **Section 5. Church Discipline**

- A. In the event any member shall lead a life unbecoming a Christian, or shall fail to enter into the program of the Church, he / she shall be dealt with in a kindly manner by the Pastor(s), or some members of the Board of Deacons as may be necessary, who shall go in the Spirit of prayer and endeavor to restore this believer to fellowship. (Eph. 4:1-3; Gal. 6:1-3). If such member remains unrepentant and refuses to heed the admonition of his fellow members, the Senior Pastor and the Board of Deacons shall recommend to the church membership, at a regular or special meeting called for this purpose, that his / her membership be canceled.
- B. When the Senior Pastor and Board of Deacons shall be satisfied as to the reality of the repentance of the member thus dealt with, he shall be allowed to profess his / her repentance and be restored into fellowship by recommendation of the Board of Deacons, and approval of 20 percent of the qualified church membership present at a regular or specially called meeting.

## ARTICLE VI. OFFICERS OF THE CHURCH

### **Section 1. Officers**

The officers of the Church shall consist of a Pastor, Board of Deacons, Treasurer, Assistant Treasurer, Church Clerk, and Bible School Superintendent. All of these officers, except the Pastor and the Treasurer, shall be selected from the membership of the Church. All nominated officers of the Church shall be required to sign a statement that they will adhere to the qualifications for church officers as stated in Article VI - Section 2. General Duties below. They shall also signify that they are familiar with the duties of the office for which they are being considered as outlined in this Constitution. They shall also subscribe without reservation to the Statement of Doctrine (Article II, pages 3-4), Church Covenant (Article III, page 5) and the overall Constitution and By-Laws of the church. All officers of the church must be members of the church.

### **Section 2. General Duties**

Each officer shall endeavor to so live as to be an example, and to be faithful to the duties to which the Lord has called him or her. All business transacted shall be sacred, and shall not be divulged outside of the Board, or a committee, where it was discussed, except by and with the permission and consent vote of the full Board or committee. It is essential that each Officer be part of the entire ministry, and enters into each phase of it to enable the entire ministry to be in view when making decisions in specified areas of responsibility.

### **Section 3. Senior Pastor**

- A. Calling a Senior Pastor. When a vacancy occurs in the Pastorate, the Board of Deacons shall appoint a Pulpit Committee without delay to seek a successor. Only such a man as is fully qualified by Christian experience, training (with a minimum degree of Bachelor in Bible studies and related fields), character, ability, and who subscribes without reservation to the Doctrinal Statement, Church Covenant and Constitution and By-Laws of the church shall be chosen Pastor of this church. He shall be elected by two-thirds of the members present at a meeting properly called for this purpose, after having been recommended by the Pulpit Committee and the Board of Deacons. If deemed necessary, any proposed new member of the pastoral staff must meet the above requirements, and will also be required to have a physical examination. The ensuing report shall be submitted to the Chairman or Vice Chairman of the Board of Deacons before the new pastor can assume his duties. Once he is accepted, the new pastor and his spouse shall be extended church membership.
- B. Duties. The Senior Pastor shall have spiritual oversight over the activities of the church. (Eph. 4:11-12; Acts 20:28)

The Senior Pastor shall be an ex-officio member of all Boards and committees. By an ex-officio member it is meant that the Senior Pastor by virtue of his office and position, can be present and sit at all Board and committee meetings. Although the

Senior Pastor cannot make a motion or cast a vote, he may provide advice and guidance on any matter under discussion.

**C. Terminating a Senior Pastor's Call.**

1. The Senior Pastor's term of office shall be indefinite, and shall be terminated by his giving thirty days written notice of his desire to leave to the Chairman of the Board of Deacons.
2. Should the Senior Pastor fail to glorify the Lord, or should his teaching and / or conduct be not in accordance with the Scriptures, and who fails to subscribe to the Doctrinal Statement, Church Covenant, and Constitution and By-Laws, the following procedure shall be followed:
  - a. The matter shall be prayerfully and completely considered by the Board of **Deacons** (following Matt. 18:15 and I Tim. 5:19), and providing two-thirds of the membership of the Board of Deacons (following Matt. 18:15 and I Tim. 5:19), agree that such termination of his ministry is advisable, the Board of Deacons shall make a recommendation of termination to the church membership at a regular or special meeting properly called for this purpose. A two-thirds vote of the qualified members present at the meeting shall accomplish the termination to be effective thirty days after the meeting is held.
3. This thirty-day period may be extended or shortened upon mutual agreement between the Pastor and the Board of Deacons or the church membership (a two-thirds vote needed at the meeting called to approve the recommendation for termination). Further, upon action of the membership at that meeting (with a two-thirds vote of the members present), the ministry may be terminated immediately, but separation, including payment of salary, shall continue for thirty days, unless there is mutual agreement otherwise.

**Section 4. Other Staff**

**A. Assistant Pastor for Youth Ministries**

The function of the Assistant Pastor for Youth Ministries is to" provide full-time leadership in coordinating all Christian Education programs and in directing the Youth Ministries of the church.

1. Duties:
  - a. To provide oversight for the Sunday School and Adult Bible School in the areas of educational structure, curriculum, and physical arrangements, as well as to work with the Sunday School Superintendent on matters of personal recruitment, assignment and training.
  - b. To arrange for periodic teacher training classes or workshops.

- c. To plan and direct the Youth Programs of the church, recruiting the aid of sponsors and working with the Youth Committee.
- d. To plan and oversee the Vacation Bible School, working in conjunction with the Vacation Bible School Committee.
- e. To submit annually an estimated budget for the total program (over which he is Director) for the ensuing year.

2. Organizational Relationship:

This person shall work under the general supervision of the Senior Pastor, and shall meet with the pastoral staff on a regular basis.

3. Qualifications:

Must be a spiritually mature Christian with a consistent testimony and a burden for souls. He should have a Bachelor degree from an accredited college; should have experience in working with youth as well as Sunday School teaching. Should show evidence of leadership and communication skills and have a teachable spirit. He is be expected to be in full agreement with the Statement of Doctrine (Article II, pgs. 3-4), the Church Covenant (pgs. 5-6), and the overall Constitution and By-laws of the church. Once he is accepted, the new Assistant Pastor and his spouse shall be extended church membership.

4. Resignation / Termination

An Assistant Pastor may resign at his request by giving written notice to the Senior Pastor. At his discretion, the Senior Pastor may accept the resignation outright, or decide to discuss it further with the resigning Assistant Pastor. In any case, a copy of the notice should be given to the Chairman of the Board of Deacons. As soon as it is possible, the Chairman shall notify the members of the Board.

An Assistant Pastor may be removed by the Board subject to the same guidelines that apply to the Senior Pastor (Article VI, Section C, page.11).

**B. Visitation Pastor**

This person will work along with the Pastor(s) overseeing the visitation program of the church, along with the assistance of the Caring Committee. He will make sure that people in the following situations receive visits:

- those in the hospital,
- those who have just returned from a hospital stay,
- those who are bereaved,

- those who are shut-in,
- those who have been out of church for a prolonged time.

1. Resignation / Termination: Same guidelines apply as those outlined for Assistant Pastor above.

### **C. Additional Staff**

At the direction of the Senior Pastor and the Board of Deacons, any additional staff that is deemed necessary may be added at any time, with the approval of the church membership. Same guidelines for resignation or termination as outlined in Article V. Membership, Sections 4-5, page 9 apply.

### **D. Board of Deacons**

1. There shall be no less than five (5) or more than eighteen (18) members of this Board. They shall be men of mature judgment and unquestionable Christian character, loyal to the Word of God and devoted to the Lord Jesus Christ and to the spiritual welfare of the church (I Tim. 3:8-13). Board members shall be elected by a majority vote of the qualified church members present at the March business meeting.

A deacon may be elected for a term of one, two or three (3) years. After serving a maximum of six years, a deacon shall be ineligible to succeed himself, but may be eligible for election to any other office to which he may be nominated. After a lapse of one year, a deacon shall again be eligible for election to the Board of Deacons. The terms of service shall be arranged so that one-third (1/3) of the deacons can be elected each year. To maintain this balance, it may be necessary to elect deacons for a shorter term. Elected Deacons receiving the most votes shall be given the longer terms. The quorum for a regular or a special Board of Deacons meeting is five Deacons or 50% of the current number of deacons on the Board.

2. Duties. Deacons shall perform the following duties:
  - a. Advise and cooperate with the Pastor in the spiritual activity of the church.
  - b. Assist in the administration of the ordinances.
  - c. Visit the sick and others in the area of the church, and assist in spreading of the Word of God in homes.
  - d. In conjunction with the Pastor, handle matters of necessary discipline.
  - e. Examine and recommend applicants for church membership.
  - f. Promote the missionary interests of the Church.

- g. Have oversight over the property and finances of the Church.
- h. Attend to all necessary legal transactions of the Church.
- i. Their responsibilities shall not include alteration (other than normal maintenance) of church property, investment of funds, or legacies received by the church, the right to borrow money, or incur indebtedness without specific authority granted by the membership at properly called business meetings.

3. Delegation.

The Board of Deacons and the Senior Pastor can appoint any number of men deemed necessary to the Buildings and Grounds Committee. The Committee's main area of responsibility will be to maintain and repair the buildings and properties of the church. Men appointed to this Committee must be members of the church in good standing. They are directly responsible to the Board of Deacons and the Senior Pastor. Their appointment will be for one year at a time. At the discretion of the Board of Deacons and the Senior Pastor any number of subcommittees can be developed to assist in the over-all operation of the work of the church.

4. Election of Board of Deacons Officers and Monthly Meetings

After the March Business Meeting all Board members shall meet to elect a new Chairman, Vice Chairman, and Secretary as close to April 1<sup>st</sup> as possible. The outgoing Chairman shall preside over the meeting and open the meeting for nominees. Nominations and balloting shall follow the rules outlined in Article X. Rules for Nominating and Voting Officers of All Boards (page 23). A new deacon cannot be nominated for the position of Chairman of the Board of Deacons.

The Board shall meet monthly, or as otherwise needed, at a time to be determined by the Chairman of the Board or designee.

5. Resignation / Termination of a Deacon

A deacon may resign at his request by giving written notice to the Chairman of the Board of Deacons. At his discretion, the Chairman may accept the resignation outright, or decide to discuss it further with the resigning deacon. In any case, a copy of the notice should be given to the Senior Pastor. As soon as it is possible, the Chairman shall notify the members of the Board of Deacons.

A deacon may be removed from the Board subject to the same guidelines provided in Article V. Membership, Section 5. Church Discipline (page 9).

## **Section 5. Church Clerk**

The Church Clerk shall be elected by a majority of the qualified members present at the March Business meeting. The term is one (1) year.

A. Duties. The Church Clerk shall:

1. Keep an accurate account and record of the proceedings of all business meetings of the Church and present the report at the succeeding annual meeting for approval (see page 20, Business Meetings Section 6, B., Annual Meeting).
2. Notify each elected or appointed official of such election or appointment.
3. Notify the Senior Pastor and appropriate boards or committees of actions taken by the church membership at regular or special meetings within ten days of those meetings.
4. Furnish a copy of charges preferred against a member, and generally carry on all correspondence pertaining to official acts of the church membership.
5. Preserve and secure all papers and books entrusted to him / her. Upon completion of the term of office, promptly surrender all materials kept to the church office secretary or to the succeeding Church Clerk.
6. Maintain an accurate membership roll from additions and deletions supplied by the Secretary of the Board of Deacons.
7. Resignation / Termination: The same guidelines apply as provided in Article V. Membership, Sections 4-5 (page 9).

## **Section 6. Treasurer and Assistant Treasurer**

The Treasurer may be a paid position and considered an employee of the church, or may be an elected position for a term of one year. The Assistant Treasurer shall be elected by a majority vote of the qualified members present at the March Business Meeting of the church. The term is for one (1) year.

A. Duties. The Treasurer and Assistant Treasurer Will:

1. Maintain a checking account in the name of the church in a local bank.
2. Receive and deposit all funds received from the offerings, contributions or other sources made to each of the Church organizations.
3. Pay out by check all vouchers\* approved by the Board of Deacons, or by persons authorized by the Board of Deacons to approve vouchers.\*

\*Note 1: A voucher can represent a bill, order, or receipt for which there has been prior written approval by the Board of Deacons with detailed substantiation of the transaction submitted, or which bears the signature of the Chairman or Vice Chairman of the Board approving the expenditure.

\*Note 2: All church employees or members, engaged in or conducting any financial transaction or activity for the church, must have prior written approval by the Board, and furnish detailed substantiation for the activity thus approved.

4. Maintain records of all receipts and disbursements and file reports for information of the membership at each annual meeting, and at other times as requested by the Board of Deacons.
5. Submit records to any auditors appointed by the Board of Deacons, and to cooperate with auditing procedure.
6. Pick up empty, used envelopes (usually each week) after the Counting Committee have finished with them and file them.
7. Maintain a ledger with a record of all individual giving through the envelope system. Send receipts for any memorial gifts and any large gifts. Also send receipts when required by tax regulations. Supply annual receipts when requested by individuals.
8. Order in advance a sufficient number of envelopes for the entire year and make them available to contributors in December.

B. Resignation / Termination: The Treasurer may resign by giving at least a two-week written notice to the Chairman of the Board of Deacons, and a copy to the Senior Pastor. Because of the sensitivity of this position, upon receipt of the Treasurer's resignation the Board immediately shall elect a committee to find a suitable replacement without delay. In the meantime, the committee shall put in place contingency measures to ensure the effective continuity of the church's financial activities without disruption.

The Assistant Treasurer may resign by giving written notice to the Treasurer. The latter will inform the Chairman of the Board of Deacons and the Senior Pastor.

Both the Treasurer and Assistant Treasurer may be removed from these positions subject to the same guidelines provided in Article V. Section 5. Church Discipline (page 9).

## **Section 7. Sunday School Superintendent**

The Sunday School Superintendent shall be elected by a majority vote of the members

present at the March Business Meeting for a term of one (1) year.

A. Duties. The Sunday School Superintendent shall:

1. Supervise all the activities of the Sunday School, coordinating it with the full church program
2. Preside over meetings of the Sunday School Board, consisting of the Sunday School teachers and officers.
3. Keep such records as should be maintained.

B. Responsibilities.

1. Primarily responsible to the Assistant Pastor for Youth Ministries and to the Senior Pastor and Board of Deacons.
2. Resignation / Termination: May resign by giving written notice to the Assistant Pastor for Youth Ministries, who in turn will notify the Senior Pastor and the Chairman of the Board of Deacons.

May be removed from this position subject to the same guidelines provided in Article V. Section 5. Church Discipline (page 9).

### **Section 8. Secretary of the Board of Missions**

The Secretary of the Board of Missions shall be elected by a majority vote of the qualified members present at the March Business Meeting for a term of one (1) year and shall be eligible for unrestricted reelection.

A. Duties. The Secretary of the Board of Missions shall:

1. Keep an accurate account and record of the proceedings of all business meetings of the Board of Missions and present the report at the succeeding meeting for approval.
2. Preserve all papers and books entrusted to him or her and deliver the same to the church or to the succeeding Secretary, upon completion of the term of office.
3. The Secretary shall also perform any other duties deemed necessary by the Board of Missions.

- B. Resignation / Termination: May resign by giving written notice to the Chairperson of the Board of Missions and to the Senior Pastor, either of which will promptly notify the Chairman of the Board of Deacons. May be removed from his position subject to the same guidelines provided in Article V. Section 5. Church Discipline (page 9).

## **Section 9. Board of Missions**

The Board of Missions shall consist of nine (9) members which number may be changed upon the recommendation of the Board of Deacons and the approval of the congregation. They shall be elected by a majority vote of the qualified members present at the March Business Meeting for a period of three (3) years. After serving a maximum of six years, a mission board member shall be ineligible for one year before reelection is possible.

It shall be the duty of the Board of Missions to stimulate and encourage a missionary spirit in the church, and make recommendations to the Board of Deacons on any matter pertaining thereto. If approved by the Board of Deacons, these matters shall be presented to the church membership for action.

The Board shall elect annually from among themselves a Chairperson, a Vice-Chairperson and other such officers as shall be deemed necessary. They shall annually elect one representative to the Nominating Committee of the church. Regular meetings of the Board shall be held monthly. Special meetings of the Board may be called by the Senior Pastor, Chairperson, or by a request in writing from three of its members to either of the preceding individuals. A quorum shall consist of five members.

Resignation / Termination: Members of the Board may resign by giving written notice to the Chairperson, who will notify the Senior Pastor, either of which will promptly notify the Chairman of the Board of Deacons.

May be removed from his position subject to the same guidelines provided in Article V. Section 5. Church Discipline (page 9).

## **Section 10. Other Church Officers**

By recommendation of the Board of Deacons or by a majority of the members present at regular or specially called meeting of the church, additional church officers may be authorized. At the discretion of the Board of Deacons, they may temporarily authorize other officers, whose authority may later be recommended to the Church membership for approval, i.e. Trustees.

Resignation / Termination: Any church officer may resign by giving written notice to the Chairman of the Board of Deacons, who will promptly notify the Senior Pastor. Any church officer may be removed from his / her position subject to the same guidelines provided in Article V. Section 5. Church Discipline (page 9).

## **ARTICLE VII. CHURCH BUSINESS**

### **Section 1. Fiscal Year**

The fiscal year of this church shall extend from April 1 through March 31

### **Section 2. Quorum**

A quorum shall consist of 20% of the qualified members. Exempted from the count are members in the military service, away from home in school, and shut-ins not able to come to the church.

### **Section 3. Qualified Members**

Only members in good standing, at least eighteen years of age, may vote in a church business meeting. Members under eighteen years of age, on the inactive roll, or under suspension, may not vote.

### **Section 4. Votes Required for Approval of Motions**

Except as otherwise required or stated in these bylaws, a simple majority of the votes of the members present shall be necessary for the adoption of any resolution presented.

### **Section 5. Nominations**

A nominating Committee consisting of two (2) members from the Board of Deacons, one (1) member from the Board of Missions and two (2) members from the church membership shall be appointed by the Senior Pastor and the Board of Deacons, at least six months before the March Business Meeting. This committee shall submit a slate of possible candidates to the Board of Deacons, for their review, at least one month before the March Business Meeting.

#### **Screening Criteria**

- A. The nominating committee shall screen the proposed candidates concerning their spiritual qualifications, attributes fitting to the position, and faithfulness to the church ministries.
- B. All nominated candidates should be members of the church for at least six (6) months before election.
- C. Church members are encouraged to submit their suggestions for any and all officers to the nominating committee by the end of November. The final list of potential candidates should be submitted to the Board of Deacons not later than their January meeting, for review.

## **Section 6. Business Meetings**

- A. Election of Officers and Boards. An annual business meeting shall be held in March of each year for the election of all nominated officers. All terms of office are to begin on April 1st following their election.

After the March Business Meeting, all members of the Board of Deacons and Missions shall meet respectively to elect a new Chairman / Chairperson, Vice Chairman / Vice Chairperson and Secretary as close to April 1<sup>st</sup> as possible. The outgoing Chairman / Chairperson shall preside over the meeting and open the meeting for nominees. A new deacon cannot be nominated for the position of Chairman of the Board of Deacons. Once elected, the new Chairman shall open the meeting and proceed with the business at hand. Nominations and balloting shall follow the rules outlined in Article X. Rules for Nominating and Voting Officers of All Boards (page 23).

- B. Annual Meeting. The Annual Report Meeting shall be held during the fourth (4th) week of April or another date mutually agreed upon by the Board of Deacons and the Senior Pastor. Time and place shall be announced at least two weeks before the scheduled date.

The Annual Report shall include the minutes of the Annual Business Meeting in March.

- C. Special Meetings. Special meetings may be called only by the Senior Pastor and the Board of Deacons. All special meetings shall require notice for at least two Sundays preceding the meeting, stating the purpose of the meeting and no business shall be conducted at the special meeting other than the one specified on the agenda.
- D. Moderator. The chairman of the Board of Deacons, or a designated Deacon on the Board, shall act as Moderator at all business meetings, unless otherwise agreed upon by the Board.
- E. Business Meeting Agenda. Any business to be conducted at a church business meeting shall be announced in the church bulletin and posted on the church board. Any member can propose an item for the business meeting agenda by submitting it in writing to the Senior Pastor or to the Board of Deacons at least one month before the scheduled business meeting.

The Pastor or the Board of Deacons will answer any proposal received prior to the announced meeting. If any proposal is approved, it will be placed on the agenda for the scheduled business meeting.

## ARTICLE VIII. AMENDMENTS

- A. Amendments and additions to this Constitution and to these By-Laws may be adopted by the following procedure:
1. The proposed amendment must be submitted in writing by any member of the church in good standing to the Board of Deacons for approval.
  2. The proposed amendment shall be approved by a majority of the Board of Deacons and recommended to the church membership for adoption.
  3. The Board-approved amendment shall be presented to the membership in writing for at least two Sundays before being presented to the church membership for action. This written notice may be by personal distribution to the membership, by posting on a conspicuous Bulletin Board on the church property, or by being printed in a weekly church Bulletin.
  4. Public announcement of the Board-approved amendment shall be given for two Sundays immediately preceding the meeting.
  5. The Board-approved amendment shall be presented at any regular business meeting or at a special meeting called for the purpose.
  6. Two-thirds of the qualified members present must approve the Board-approved amendment for adoption.

### Whiting Bible Church Constitution and By-laws Amendment History

Approved: May 8, 1969  
Amended: October 21, 1971  
Amended: March 3, 1976  
Amended: October 31, 1978  
Amended: November 12, 1979  
Amended: December 3, 1980  
Amended: March 25, 1997  
Amended: April 8, 2008  
Amended: October 22, 2008  
Amended: March 27, 2024

## **ARTICLE IX. DISSOLUTION OF THE WHITING BIBLE CHURCH**

In the event of the dissolution of the church, all its debts shall be fully satisfied. None of its assets shall be divided among the members, but shall be irrevocably dedicated to a non-profit religious organization.

## **ARTICLE X. RULES FOR NOMINATING AND VOTING OFFICERS OF ALL BOARDS**

- A. After prayer, the outgoing Chairman or Chairperson shall open the nomination and voting of new officers.
- B. Motions for the nominations of a new Chairman or Chairperson shall be considered first. Only members present can make a motion.
- C. The outgoing Chairman will ask each nominee if they want to serve as a new Chairman. On any no reply, the outgoing Chairman will disqualify the nominee for that position. On any “yes” reply, the outgoing Chairman will add that name to the list of nominees for new Chairman. When all nominations have been made, the outgoing Chairman will ask each Board member to write on a slip the name of the nominee they would like to vote for and fold the ‘slip. All the folded slips shall be returned to the outgoing Chairman.
- D. The outgoing Chairman shall tally the votes received and announce the name of the nominee who has received a majority vote.
- E. Motions for the positions of Vice-Chairman and Secretary may follow the same procedure as outlined in B., C. and D. above.
- F. Once the new officers have been elected, the new Chairman shall open the meeting and proceed with the business at hand.

## **GLOSSARY**

Buildings and Grounds Committee. This is a group of church members in good standing appointed by the Board of Deacons and the Senior Pastor to maintain and repair the buildings and properties of the church. Their appointment will be for one year at a time. They are directly responsible to the Board of Deacons and to the Senior Pastor. At the discretion of the Board of Deacons and the Senior Pastor, any number of subcommittees may be developed to assist in the overall operation of the work of the church.

Resignation / Termination: The same guidelines apply as provided in Article V. Membership, Sections 4-5 (pages 9).