

CONSTITUTION AND BYLAWS OF OPEN DOOR CHURCH, LEE, MASSACHUSETTS

PREAMBLE

This Constitution and Bylaws are made to:

1. Preserve and secure the principles of our faith.
2. Preserve the liberties of each individual member of the church.
3. Ensure freedom of action of independence from any other religious body or organization.
4. Provide for orderly conduct of internal affairs, in dealing with others, and of governing church members.

CONSTITUTION

ARTICLE I

NAME, LOCATION AND AFFILIATION

The name of this church shall be Open Door Church of Lee, Massachusetts. It shall be affiliated with the Southern Baptist Convention as well as a local Southern Baptist Association and a Southern Baptist State Convention.

ARTICLE II

PURPOSE AND GOALS

Purpose Statement

Open Door Church exists to glorify God by obediently going into all of the world, making and equipping disciples of Christ, in the power of the Holy Spirit.

Core Values

God-Centered Worship, Intercessory Prayer, Visionary Servant Leadership, Intentional Evangelism, Nurturing Fellowship, and Globally Focused Missions.

Vision Statement

Open Door Church will be a Great Commission Church reaching out in the love of Christ to the peoples of the Berkshires and the world to make and equip disciples by holding forth the light of the Gospel and holding fast to the Word of God through worship, prayer, ministry, personal evangelism, fellowship, missions education, missions trips both domestic and international, and the birthing of new congregations.

ARTICLE III

STATEMENT OF FAITH

I. THE BIBLE: The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

II. GOD: There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father: God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the

purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

B. God the Son: Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; Isaiah 53:1-12; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1 Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16, 28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

C. God the Holy Spirit: The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment

of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

III. MAN: Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherited a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

IV. SALVATION: Salvation involves the redemption of the whole man, and is offered freely to all who receive Jesus Christ as Lord and Savior, who by His own

blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the receiving of Jesus Christ and committing the entire personality to Him as Lord and Savior.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

V. GOD'S PURPOSE OF GRACE: Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man. It is the glorious display of God's sovereign

goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI: THE CHURCH: A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ (baptism and communion), governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the offices of deacon and pastor are limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

VII: BAPTISM AND COMMUNION: Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership.

Communion is a symbolic act of obedience whereby believers, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

VIII: LAST THINGS: God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

IX. THE SANCTITY OF HUMAN LIFE: We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all of its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

Genesis 1:26-27, 9:6, Exodus 20:13, 23:7, Job 31:15, Psalm 127:3, 139:13-16, Proverbs 6:16-17, Isaiah 44:24, 49:1,5, Jeremiah 1:4-5, Luke 1:39-44, Galatians 1:15

X. MARRIAGE, GENDER, AND SEXUALITY: We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10). We believe that in order to preserve the function and integrity of Open Door Church as the local Body of Christ, and to provide a biblical role model to the Open Door Church members and the community, it is imperative that all persons employed by Open Door Church in any capacity, or who serve as volunteers, agree to and abide by this statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

Regardless of one's personal beliefs or lifestyle we believe that every person must and will be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of Open Door Church.

ARTICLE IV

MARRIAGE POLICY

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Open Door Church will only recognize marriages between a biological man and a biological woman. Further, the pastors and staff of Open Door Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Open Door Church shall only host weddings between one man and one woman.

ARTICLE V

GOVERNMENT

The government of Open Door Church is under the supreme sovereignty of our Lord Jesus Christ and is vested in its members. Persons duly received by the members shall constitute the membership. All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action. Open Door Church is subject to the control of no other ecclesiastical body. However, it recognizes the need for mutual counsel, edification, and cooperation, which are common among Baptist churches.

ARTICLE VI

NONPROFIT STATUS AND LIQUIDATION

This church is not organized for profit. In the event of liquidation or dissolution of the church, all of its assets and property of every nature and description, except that which has been loaned to the church, shall be paid over and transferred at the direction of the trustees to the New Life Community Fellowship in Dalton, Massachusetts.

ARTICLE VII
AMENDMENT

This Constitution and Bylaws may be amended, provided the proposed amendment shall have been presented in writing at a regular church business meeting and then circulated to the membership at least two weeks before the time of voting. No amendment may contradict an explicit Scripture verse(s) giving a command directly on the issue.

Amendments to this Constitution and Bylaws shall require a two-thirds vote of active members present and voting. An active member is defined as a member who has attended at least one regular service of the church each month over the prior six months unless there are extenuating circumstances.

ARTICLE VIII
SAVING CLAUSE

In the event that any section of this constitution shall be declared unlawful or otherwise unenforceable, such declaration shall not affect any other provision of this constitution.

BYLAWS
I. CHURCH MEMBERSHIP

The membership of Open Door Church shall be composed of individuals who are believers in the Lord Jesus Christ and affirm the tenets of the Church Constitution, and who offer evidence, by their confession and their conduct, that they are living in accord with their affirmations and this Constitution and Bylaws, and are actively pursuing and continuing in a vital fellowship with the Lord, Jesus Christ.

A. Requirements for Church Membership:

1. Personal profession of faith in Jesus Christ as Lord and Savior
2. Baptism by immersion by authority of a New Testament church as a symbol of one's faith in Jesus Christ
3. Concurrence with the *Membership Agreement
4. Affirmative vote by the church

B. Satisfactory completion of the membership class or classes is required to be qualified to vote in any church business meeting.

***MEMBERSHIP AGREEMENT**

Being led by the Holy Spirit to unite with the Open Door Church family. It is my desire to join this fellowship:

- Having received Jesus Christ as my personal Lord and Savior
- Having been baptized by immersion as a symbol of my faith in Christ
- Being in agreement with Open Door's statements of faith and practice
- Upon the affirmative vote of the church to receive me as a member

In doing so, I come together with the other members to serve God and understand the importance of the following Christian disciplines:

1. Reading and studying the Bible. (Ps. 19:7-11; 119:11,89,140; Isa.40:8; Jer. 15:16; Matt. 5:17-18; 22:29; Lk.21:33; 24:44-47; Jn.5:39-40; 16:13-15; 17:17; Acts 17:11; Rom. 15:4; 16:25-27; 2 Tim. 3:14-17; Heb. 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21)

2. Protecting the unity of my church:

... by acting in love toward other members.

... by refusing to gossip.

... by respecting and supporting the leaders God has placed over the church.

(Jn. 17:21; Rom.14:19; 1 Peter 1:22; Eph. 4:29; Heb.13:17)

3. Attending worship, Bible studies, and the activities of my church:

... as a testimony of my love for Christ

... to encourage others who attend

... to warmly welcome guests who attend

... to grow in respect to salvation

(Heb. 10:25; Jn.14:15; Rom. 15:7; Col. 4:5- 6;1 Tim. 3:7; 1 Peter 2:2)

4. Praying for the people and ministries of my church. (Eph. 1:15-19; Phil. 4:6; Col. 4:2-4; 1 Thess. 1:2)

5. Serving through my church as God has gifted me.

... by discovering and using my gifts and talents

... by being equipped by my leaders to serve

... by developing a servant's heart

(Jn. 13:14-15; Eph. 4:11-13; Phil. 2:3-5; 1 Peter 4:10)

6. Supporting my church financially by giving regularly with a cheerful heart.

(Malachi 3:10; Matt. 6:19-21; 1 Cor.16:1-2; 2 Cor. 9:6-12)

I understand that I may request to be removed from the membership of Open Door Church. I also understand that I may be subject to loving, biblical discipline by the church if my conduct is deemed biblically unacceptable.

(Deuteronomy 16:19; 17:4a, 6; 19:15-18; Matt. 18:15-20; Galatians 6:1)

C. Termination: Membership in this church shall be terminated when a member:

1. Submits a written request to be removed from the membership,
2. Is dropped from the roll of membership when he or she joins another church,
3. Is dismissed by a vote of the church due to reasons and circumstances provided in the Membership Agreement,
4. Fails to attend any regular meeting of the church for a period of one year, or
5. Dies

II. CHURCH LEADERSHIP

A. The Pastor

1. His qualifications:

The qualifications for pastor shall be consistent with those listed in 1 Timothy 3:1-7; Titus 1:5-9; and 1 Peter 5:1-4.

2. His responsibilities:

a. Shall be in accordance with Acts 6:4, Ephesians 4:11-13 and 1 Peter 5:1-4.

b. Included are the following eight areas of pastoral ministry:

i. Personal – living for Jesus Christ

ii. Administration – leading the church to conduct all affairs in a decent and orderly manner.

iii. Evangelism – sharing the Gospel locally

iv. Discipleship – maturing followers of Christ

v. Missions – spreading the Gospel beyond the local area

vi. Pastoral Care – caring for church members

vii. Proclamation – preaching and teaching the Bible

viii. Worship – gathering for corporate worship

c. He shall serve as ex-officio member of all church committees and ministries, except the Pastor Selection Committee.

d. He shall secure a replacement when he is absent.

3. His call:

a. A pastor shall be chosen and called whenever a vacancy occurs.

b. The individual members of the Pastor Selection Committee shall be selected by the church.

(1) Qualifications of a Pastor Selection Committee

(a) Possess spiritual maturity.

(b) Display the theological discernment needed in examining a candidate's beliefs.

(c) Be active members in good standing.

(2) Responsibilities of a Pastor Selection Committee

(a) To seek out a suitable pastor.

(b) To interview a candidate to determine:

i. His pastoral qualifications

ii. His theological soundness

iii. His suitability concerning the mission and vision of the church

(c) To present biographical information on the candidate to the church.

(d) To keep the church updated on its progress.

(e) To set a date(s) for the candidate to meet the church and to preach in a Sunday morning service in view of a call.

(f) To inform the church in writing, at least two weeks in advance, of a candidate's coming in view of a call.

(g) To supervise the secret ballot vote of the church to call the candidate.

(3) Number on a Pastor Selection Committee

(a) At least three (3) people shall serve on the committee.

(b) No more than five (5) people shall serve on the committee.

c. The Pastor Selection Committee will recommend only one candidate at a time.

d. The pastor's election shall take place at a meeting called for that purpose, of which at least two weeks' notice shall be given to the members.

e. An affirmative, secret ballot, vote of three-fourths (3/4) of those present and voting is necessary for a choice. Abstentions are excluded from the total.

4. Terms of Service:

The chosen pastor shall serve until the relationship is terminated by either his request or that of the church. The pastor must give at least sixty (60) days' notice before resigning, informing the church of his resignation, unless otherwise mutually agreed. If the church terminates the relationship, the pastor must be informed, in writing, by the church clerk. In case of termination, the church must compensate the pastor with the sum of regular salary and benefits for sixty (60) days from his reception of the letter of termination.

B. Church Staff:

This church shall employ or call staff as it shall need.

1. Staff members other than that of the pastor shall be recommended for employment by the Pastor and the Personnel Committee.

2. A written job description will be prepared when the need for church staff is determined.

C. Deacons:

This church may elect deacons annually to assist the pastor in the care of the members and those who attend the church. There shall be a minimum of three and a maximum of seven deacons serving as needed and as men are found who are qualified to serve.

The Process of Selecting Deacons Shall Be As Follows:

1. The Church shall be presented a list annually of all men who have been a member of the church for at least two years with each voting member marking the names of all whom they would feel are qualified to serve in this capacity. Only those who receive a vote of confidence on at least 1/3 of the ballots may be considered.

2. The pastor will count the ballots and shall have the right to remove any man whom he knows is not qualified to serve without revealing to the church or active deacons the names of those removed. He will contact those nominated to inquire as to their willingness to serve and then report the remaining list of nominated deacons to the deacons serving at the time.

3. An ordaining council will then be organized by the pastor to consider whether individuals being considered, who have not been previously ordained, can be recommended to the church for ordination to the deacon ministry.

4. A deacon must meet the qualifications listed in 1 Timothy 3:8-13, demonstrating exemplary Christian testimony in private, family, and public life. He shall have shown himself to be a committed follower of Christ as well as a supporter and promoter of the church's statement of faith, practices, programs, and ministries. He must be faithful in his stewardship, giving at least 10% of his income to support this local church.

5. An ordination service will be scheduled by the church to act upon a positive recommendation by the ordaining council.

The Deacons Will Function As Follows:

1. Deacons shall be elected for a term of service of three years, as voted upon by the church, with approximately 1/3 of the Deacons rotating from service each year.

2. The deacons shall elect a chairman annually who, when possible, served the prior year as a deacon at Open Door Church.

3. The deacons shall assist the pastor in ministering to those in regular attendance at the church.

4. The deacons must hold all matters which come to their attention in the carrying out of their duties in the strictest confidence.

5. The deacons shall administer the distribution of benevolence funds to meet needs within the congregation and community.

6. The deacons shall assist the pastor in seeking to solve any fellowship problem within the church.

7. The deacons shall assist the pastor in preparing and/or administering the church ordinances.

D. Trustees:

1. At least three (3) trustees shall be elected by the church to hold in trust the property of the church and shall serve for a three-year term. Trustees may be elected to serve again after the lapse of one year between terms of service. The Trustees shall have been members in good standing, in attendance at the church for a minimum of 2 years.

2. The Trustees shall elect a Chairman annually.

3. The Trustees shall assure that the church and its property are adequately insured and handle all matters related to the securing and maintaining of such insurance.

4. The Trustees shall employ legal counsel as necessary, and handle all legal matters which may arise in coordination with the Pastor and church.

5. The Trustees shall assure the filings of any and all legal papers as required by the local, state and national authorities.

6. The Trustees shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without a specific vote of the church authorizing such action.

7. It shall be the function of the trustees to sign any and all legal documents involving the sale, mortgage, purchase, or lease of church property or any other legal documents for and on behalf of the church.

8. Until such time that a committee is formed for the purpose of maintaining the property, the Trustees shall fulfill this function.

E. Moderator:

1. The moderator shall preside at all regular and called business meetings of the church.

2. The pastor shall serve as moderator.

3. In the absence of the pastor, the Chairman of the Deacons, when possible, will serve as moderator. Should the Chairman of the Deacons not feel qualified to serve as Moderator, the church shall elect a moderator to serve until the pastor can again serve.

F. Personnel Committee:

1. The Personnel Committee shall nominate for election all individuals to be elected by the church in its annual meeting whose nomination is not otherwise established by these bylaws.

2. This Committee shall assure that background checks are conducted by the appropriate individual on all who work with or are in close proximity to youth and children below the age of 18. Background checks will also be required of all church employees.

3. This Committee shall receive reports from the pastor in regard to all staff members, recommending to the Annual Budget Committee proposed salaries of all staff members and assuring that a Staff Policy Guide be adopted, implemented and followed.

4. This Committee shall be composed of three individuals unrelated as to family. One will be selected by the Trustees, one by the Church Ministry Team and one by the Deacons. If any of the three fail to present a nominee to the church, the pastor shall present that nomination.

5. At its first meeting, this Committee will elect one of its members to serve as chairperson.

G. Church Ministry Team:

1. The Church Ministry Team shall be composed of at least three and at most five individuals who have been members of the church for at least one year.

2. Members of the Team will be elected annually upon the recommendation of the Personnel committee and shall meet with the pastor regularly to schedule the events and activities of the church.

3. This team shall present a proposed calendar of activities to the church at each regular business meeting.

4. This team will present to the Finance Team recommendations in regard to proposed budget line items in a timely manner.

5. The Pastor will lead all meetings of the Church Ministry Team. In the absence of a pastor, the Church Ministry Team will elect one of its members to lead the team. The Pastor will excuse himself from any meetings or portions thereof in which his presence creates a conflict of interest.

H. Finance Team:

1. This team shall be composed of three to five individuals who have been members of the church for at least two years.
2. The Treasurer shall be an ex officio member of this team.
3. The Financial Secretary shall provide the team with information necessary for the preparation of a proposed budget and shall be a member of this team if he or she is also a member of the church.
4. This Team shall solicit and receive recommendations from the Personnel Committee regarding salary proposals for all church staff members
5. This Team shall solicit and receive any recommendations the Church Ministry Team offers in regard to proposed budget line items.
6. This Team will prepare the annual budget which it shall present to the church no later than the first regular business meeting of the church after the beginning of the new year.
7. This Team shall take into consideration projected receipts based upon recent giving history and anticipated growth.
8. Any proposed budget will include giving to missions causes outside the church of at least 10% with consideration being given annually to increasing that percentage.

I. Clerk:

1. The church clerk shall be elected annually and be responsible for keeping an accurate record of all business meeting transactions of the church.

2. An assistant church clerk may be elected to fulfill necessary responsibilities, in his or her absence.

J. Treasurer:

1. The treasurer shall be elected as the custodian of all monies of the church and shall disburse these monies by checks as authorized by the church.

2. He or she shall keep, at all times, an itemized account of all receipts and disbursements.

3. He or she (or the Financial Secretary) shall submit a written quarterly financial report to the church.

4. He or she shall properly credit each contributor and their offerings.

5. He or she shall be responsible for preparing for distribution an annual record of contributions to donors.

6. Any treasurer's report shall be presented to the pastor prior to a report to the church.

7. At the request of the Trustees, an Auditing Committee consisting of at least two members will be appointed by the pastor for review of the annual financial report. Such an audit is not an indication of any suspicion of mishandling of funds.

8. An Assistant Treasurer may be elected to fulfill necessary responsibilities in assistance to the Treasurer.

K. Financial Secretary:

1. A Financial Secretary may be enlisted to maintain the permanent financial records of the church in regard to receipts, expenditures, various budgetary matters, and accepted accounting practices.

2. He or she shall receive all necessary information from the Treasurer in order to render a written quarterly financial report to the church which shall have been presented to the pastor prior to its distribution to the church.

3. The Financial Secretary may or may not be a member of the church and may or may not be compensated.

L. Offering Accountant:

1. This position should ideally be filled by one of the individuals serving as a Trustee.

2. He or she shall be responsible for seeing that the offerings are properly received, counted, and prepared for deposit in the church's bank account.

3. After consultation with the Trustees, he or she shall recruit and train spiritually mature and financially responsible individuals to assist in the counting of the offerings and to carry out this duty when the Offering Accountant is not present.

4. He or she shall assure that at least two unrelated people shall count the offerings each week as soon as possible following the worship service in which it was received.

M. Vacancies:

In case of vacancy in any position, except that of the pastor and staff members, the vacancy shall be filled by the church at a regular or special meeting upon the recommendation of the Personnel Committee as soon as possible after such vacancy has occurred.

III. CHURCH MINISTRIES

The church shall have as many ministries as deemed necessary in fulfilling its mission. Each ministry shall have a leader to lead in keeping with the Mission, Vision, and Faith Statements. The leader of each ministry shall be a member in good standing and shall be elected by the church annually. The pastor shall serve as overseer of all ministries and they shall all be accountable to the church.

IV. CHURCH MEETINGS

A. Worship Services

At a minimum, Open Door Church shall have regular worship services each Sunday.

B. Business Meetings

Open Door Church shall have business meetings at least semi-annually. A special business meeting may be called by the moderator at any time. The purpose of the called meeting must be clearly stated at least two services prior to the meeting. No matters may be attended to at the called session except those for which it was called and previously announced.

C. Quorum

A quorum shall consist of 15% of the active resident membership at least eighteen years of age, except for:

1. The call or dismissal of church staff when the percentage will be increased to 30% of the membership stated above
2. Amendment of Constitution or Bylaws when the percentage will be increased to 30% of the membership stated above,
3. The purchase, sale, mortgage, lease, transfer, or encumbrance of any real property of the church, when 30% of the membership stated above shall be necessary.

V. VOTING:

1. All matters of business shall be decided by a two-thirds majority of active members present and voting, unless otherwise specified by these By-Laws.
2. Members must be at least eighteen years old to vote.

VI. PARLIAMENTARY PROCEDURE: Robert's Rules of Order, Modern Edition, shall guide parliamentary procedure in this church.

VII. REVIEW AND UPDATE:

1. The Trustees and Pastor will review the Bylaws and Constitution at least every five years and may do so more frequently.
2. Any member may propose a review of the Constitution and By-Laws at any regularly scheduled business meeting. Should the church decide to proceed with such review, a Review Committee will be appointed by the Pastor.
3. Proposed changes by either the Trustees or an appointed Review Committee must be presented to the church in writing during a regularly scheduled business meeting and cannot be acted upon until the subsequent regular business meeting.