

THE CONSTITUTION OF GRACE BIBLE CHURCH

3625 South 19th Avenue • Bozeman, Montana 59718

(Revised January 1994)

ARTICLE I *NAME

The name of this church shall be "GRACE BIBLE CHURCH" (Independent). The church was organized on October 17, 1945, and incorporated in the State of Montana, November 3, 1945. The place where the principal business of said corporation is to be transacted and its offices kept, shall be in the County of Gallatin, State of Montana.

ARTICLE II *PURPOSE

The purpose of this corporation shall be to carry on, conduct, and maintain a church and religious organization for public worship under the aforesaid name; to promote, inculcate, and practice the principles of Christianity; to promote the growth and expedience of the work of the church through missions and educations; to edify and elevate the moral and spiritual condition of its members and such others as may come under its influence by the dissemination of the teachings of Jesus Christ, and the worship of Almighty God; to take and hold by purchase, gift, devise, or bequest, personal and real estate, and to use, mortgage, and dispose thereof for the purpose for which the corporation is organized; and to perform all other things authorized by law necessary or incidental to the purpose herein above set forth.

ARTICLE III *DOCTRINE

The Doctrinal Statement of Grace Bible Church is as follows:

Section 1. We believe the total scriptures of the Old and New Testaments are verbally inspired of God and inerrant in the original writing, and that they are the only infallible rule for faith and life.

- A. Total: The total scriptures are full and equally inspired (II Tim. 3:16-17).
- B. Verbally: This refers to the fact that the Bible, even its very words are true and without error in the original writings. Therefore, more than just the thought or concept is inspired, but also every word is inspired (Matt. 5:17-18; Prov. 30:5-6).
- C. Inspired (inspiration): Inspiration is that particular work of God by which the Holy Spirit, becoming the co-author of Scripture, supernaturally directed the writers of Scripture without excluding their human intelligence, their individuality, their literary style, their personal feelings, or any other human factor. God's own complete and coherent message to men was recorded in perfect accuracy and the very words of the Bible bear the authority of this divine authorship. Inspiration is not equivalent to dictation except in certain instances, as God uses the experience, feelings, and thinking of the human author. The end result, however, is just as accurate as if God, Himself, had taken the pen. Hence, the Scriptures were inspired or breathed out of God and, though the authors were fallible men, what they wrote was without error (II Peter 1:20-21). Inspiration does not suppress intellectual ability and talents (Luke 1:1-3; II Sam. 23:2).
- D. Inerrant: Inerrant means that the Scriptures in their original writings were without error (Jn.10:35; Luke 16:17).
- E. Infallible: The Scriptures are God's special revelation (Communication of truth) to man and because they are inspired and inerrant they become our final authority. However, be careful to note what the Bible indicates as not being authoritative, such as Satan's statement to Eve in the garden of Eden, "Ye shall not surely die." (Gen. 3:4-5; II Tim. 3:16-17).

Section 2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.

- A. One God: There is but one God (Deut. 6:4; Isa. 45:5; Mark 12:29-32).
- B. Eternally existing: Three persons who are distinct in subsistence but the same in substance.
 - 1. Distinct in subsistence: The words or thoughts of man can never fully define the doctrine of the Trinity. However, the Bible clearly describes the Trinity as being three separate distinct persons, co-equal, eternally existing (II Cor. 13:13-14; Matt. 28:19).
 - 2. Same in substance: Three persons of the Godhead partake of the same divine nature.
 - The Bible tells us that the Father is God (Jn. 6:27; Rom. 1:7).
 - The Son is recognized as God (Jn. 1:1; 20:28; Heb. 1:8; I Jn. 5:20; Phil. 2:6).
 - The Holy Spirit is also identified as God (Acts 5:3-4).

Section 3. We believe that Jesus Christ was conceived by the Holy Spirit and born of the Virgin Mary, true man and true God.

- A. Jesus Christ: He is God-man. Two natures (deity-humanity) in one person. The relationship is such that there is no dividing of person and no confounding of two natures (Jn. 1:1; 14).
- B. Conceived of the Holy Spirit: This was a divine act of God (Matt. 1:18; Luke 1:26-28).
- C. Born of the Virgin Mary: The Son of God was born of a woman who was a virgin (Matt. 1:13-16; Isa. 7:14).

Section 4. We believe that man was created in the image of God, that he sinned, bringing upon himself and his race both physical death and spiritual death, which is separation from God and that all human beings are born with a sinful nature and those who reach moral responsibility become sinners in thought, word and deed.

- A. Created in the image of God: (Gen. 1:27; 5:1; I Cor. 11:7).
- B. Separation from God. When man of his own free will, chose to disobey God, he sinned (the breaking of God's law). Sin separates us from God. As a sinner, man incurs not only physical death, but also spiritual death (Rom. 6:23; 3:10-23; Gal. 3:22).

Section 5. We believe in the Holy Spirit, third person of the Trinity, who convicts the world of sin, of righteousness, and of judgment. He is the life of the believer, and He empowers the preaching and teaching of the Gospel.

- A. Holy Spirit: The Holy Spirit is the third person of the Trinity, equal with the Father and the Son (Jn. 14:16-17; Matt. 28:19).
- B. Convicts: This purpose of the Holy Spirit is seen in Christ's words in John 16:7-11. He also restrains Satan until God's purpose is fulfilled (II Thes. 2:7).
- C. Life: The Holy Spirit is the agent of the new birth (Jn. 3:5-7). At the moment of conversion, a believer is regenerated, indwelt, sealed, and baptized into the Body of Believers (I Cor. 12:13). After conversion, the Holy Spirit is the strength and guide of the believer's life (Eph. 1:13; Jn. 16:13; Rom. 8:26-27). The believer is commanded to continually be filled with the Holy Spirit. This yielding to the control of God in our lives is the fullness for power and guidance (Eph. 5:18).
- D. Empowers: He empowers the preaching and teaching of the gospel (I Cor. 2:4). To be filled with the Holy Spirit is the Biblical prescription for power in serving Christ (Eph.5:18).

Section 6. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice; that all who believe in Him are justified on the ground of His shed blood.

- A. Representative: This means that Jesus Christ represented all the sins of the world. He who knew no sin, was made sin for us (II Cor. 5:14-21). Adam was the representative of man in the fall. Christ is the representative of a saving sacrifice (I Cor. 15:22). Therefore, if Christ represents all, His sacrifice will cover all (Jn. 3:16).
- B. Substitutionary: This is called the "vicarious" suffering in that He died in our place. Christ did not die for His sin (Heb. 4:15-16; I Jn. 3:5), but He died for sins of others (I Cor. 15:3; II Cor. 5:21; Rom. 5:8).
- C. All: The gift of salvation provided by the death of the Lord Jesus Christ is for all men. "Whosoever shall call upon the name of the Lord, shall be saved." (Rom. 10:13; I Jn. 2:2).
- D. Justified: Justification is the act of God whereby He declares the guilty and depraved sinner to be righteous because of the sinner's belief in Jesus Christ. Man receives a new standing (Rom. 5:1).

Section 7. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and His present life there for believers as a High Priest and Advocate.

- A. Resurrection: We believe that after three days and three nights Jesus Christ arose bodily from the grave (Luke 24:23-40). This doctrine is essential to salvation (Rom.10:9-10).
- B. Ascension: After His resurrection and forty-day ministry, Jesus ascended up into heaven (Acts 1:1-11; I Pet. 3:22).
- C. High Priest and Advocates: This means that whereas before we could not enter the presence of God, now through Jesus Christ, who as our High Priest represents us before God, we are able to enter God's presence. As an advocate, He pleads our innocence before God based upon the payment of His own shed blood (Jn. 14:18; Heb. 4:14; 5:1-10; 13:5; 7:25).

Section 8. The Second Coming of Jesus Christ: We believe that at any moment the rapture of the saved may occur, when the Lord Himself shall descend from heaven and catch away His church to meet Him in the air. We also believe in the personal, bodily, and pre-millennial return of our Lord Jesus Christ to set up His kingdom upon the earth.

- A. Any moment: There were many signs given to the nation Israel which would precede Christ's coming to earth to set up His millennial kingdom (The Revelation). However, there were no signs given to the church. The church was

to live believing Christ could return immediately (at any moment) to take them into His presence (Jn. 14:2-3; I Cor. 15:51-52; I Thess. 4:13-18). The believer is told to be watching for Christ Himself, and not just for signs. The signs given for Israel are shadows that indicate the nearness of the Light, Christ Himself, returning for us (I Thes. 5:6; Titus 2:13; Rev. 3:3).

B. The rapture of the saved: The word rapture means "catching up" and comes from I Thes. 4:17; I Cor. 15.

C. Personal: Jesus, Himself, will appear, not a Spirit, not a gust of wind, but Jesus Christ Himself. "This same Jesus" (Acts 1:11).

D. Pre-millennial: This means that Jesus Christ will come before the Millennium. The Millennium is a period of 1000 years in which Christ will set up an earthly kingdom. (This point cannot be covered in a few verses, but Rev. 20:1-10 will help illustrate.)

Section 9. We believe that salvation is by grace through faith, and that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God and heirs of Eternal Life.

A. By grace through faith: Heb. 11:1 Paul, in his book to the Galatians, states that faith is the only criterion of Salvation; works are ruled out. Therefore, a man is saved by grace through faith alone and is kept not by his works, but through faith in Jesus Christ (Eph. 2:5, 8, 9).

B. Born again: It is essential to salvation (Jn. 3:7). It is a "new birth", born of the Word of God and the Spirit of God (Jn. 3:5). This brings spiritual life as birth of the flesh brings physical life. "Must" because first birth only takes us to death. Spiritual birth gives us eternal life, the life of God.

C. Children: We become the Sons of God because of what Christ has done for us (I Jn. 3:1-2).

D. Heirs of eternal life: We are saved for eternity. We cannot fall from grace because our salvation does not depend on works. We are kept through the eternal grace of God (Rom. 8:14-39; Jn. 10:27-30). The believer is eternally secure in Christ. (I Jn. 5:13).

Section 10. We believe in the bodily resurrection of the just and the unjust, and the everlasting blessedness of the saved in heaven, and the everlasting conscious punishment of the lost in hell.

A. Bodily Resurrection: Those saints who are "asleep in Jesus" will be raised at the same time the living saints are "raptured" and changed (this is before the Tribulation). (I Thes. 4:13-18; I Cor. 15:51-58). After the Millennium and the final battle of Gog and Magog, all the unsaved will stand before the Great White Throne of Judgement. Those not found written in the Book of Life are cast into the Lake of Fire.

B. Everlasting conscious suffering: Luke 16:23-31 explains this.

C. Heaven: We believe heaven to be a literal place where Jesus Christ is preparing an eternal home for believers of all ages (Jn. 14:1-6; Heb. 11:10-16).

D. Hell: An actual place; Hades (abode of the unseen dead) is where unsaved men go now. After the final judgement they will be cast into hell (Gehenna) or the Lake of Fire (Rev. 20:15; Matt. 13:36-43).

Section 11. Doctrinal Addendum. In addition to the comprehensive statement of Biblical belief embodied in the foregoing statement, the following affirmations form an important supplemental expression of the position of Grace Bible Church and should be viewed as an integral part of the church's doctrinal commitment.

A. Grace Bible Church believes strongly that the local church is the means through which the Universal Organism (the Body of Jesus Christ, the universal church) so beautifully portrayed by the Apostle Paul in Ephesians, is made visible and functional among men, and that the local fellowship of believers is God's chief agency in the world today.

B. Grace Bible Church intelligently recognizes the existence and dangers of non-biblical religious expressions and movements, and therefore assumes the Biblical obligation to stand in defense of truth (Jude 3, 4) against those who preach "another gospel" (Gal. 1:6-9).

C. Grace Bible Church approaches the Scriptures from a Dispensational point of view, rejecting all variants including Ultra-Dispensationalism and Covenant Theology.

D. Grace Bible Church cannot endorse, and as a matter of fact, finds it necessary to reject the modern tongues movement. Grace Bible Church does not judge either the salvation experience or the earnestness of any charismatically inclined friend or group, but is convinced that the Charismatic movement cannot be defended in the light of a consistent and systematic interpretation of the Scriptures.

E. Grace Bible Church does not embrace the teaching known as Limited (particular) Atonement. Christ died for all men (in a provisional sense), but the benefits of His death are enjoyed by only the elect who are saved by grace through faith.

ARTICLE IV * ORDINANCES

Section 1. The Lord's Supper. The Lord's Supper shall be celebrated as frequently as the Elders shall direct, but at least the first Sunday of each month for the whole congregation. All Elders must be willing to assist the Pastor in this ordinance and such Deacons as are needed.

Section 2. Baptism. The mode of baptism accepted by this church is that of immersion, but membership shall not be withheld to anyone not immersed. However, the Elders and Pastor will seek to instruct all members in the proper scriptural view of this ordinance in a kind and loving spirit. It is hoped that all members will yield obedience to the Lord's command. The service of baptism will be carried out when and where Pastor and Elders decide in cooperation with the candidates.

ARTICLE V * MEMBERSHIP

Section 1. Admission of New Members. Any person professing faith in the Lord Jesus Christ, giving evidence of regeneration, accepting the views of faith and willing to abide by the practice of this church set forth in the Constitution, may be received into its membership.

- A. Voting membership must be 18 years of age or older.
- B. Fellowship Membership
 - 1. Fellowship membership shall be for children old enough to give a clear testimony of salvation through age 17, following normal application procedures.
 - 2. Fellowship Members do not have voting privileges.
 - 3. At age 18, Fellowship Membership is reviewed by the Elders for membership in full standing.
- C. Associate Membership
 - 1. A temporary resident meeting qualifications for membership and desiring to retain membership in his home church, may be received as an Associate Member and extended all privileges of membership apart from voting.

Section 2. Membership Record.

- A. Active Membership Record
 - 1. Active members consist of those members who adhere to the conditions of membership stated in the Constitution.
- B. Inactive Membership Record
 - 1. Those who have moved from the community but have not transferred their membership to another church shall be placed on the Inactive Membership list.
 - 2. Those who for any cause, except physical disability or who are temporarily absent from the community, have absented themselves from the regular services of the church, shall be placed on the Inactive Membership list.
 - 3. An inactive member may be placed on the Active Membership list again by request to the Board and approval by the Board of Elders.
 - 4. Inactive members shall not be eligible to vote on any questions.
- C. Removed Membership Record
 - 1. A permanent record of all removals shall be kept.
- D. Membership List
 - 1. The Membership Record is the responsibility of the Board of Elders and shall be examined each year in the month of December. The purpose is to maintain an updated Membership list. Effort should be made to contact inactive members as to their desired relationship to the church.

Section 3. Removal of Membership

- A. By death.
- B. By letter. By letter of recommendation and dismissal to unite with any other church of like faith and order. The name of the church to which membership is to be transferred must be indicated in the request, and the letter shall be sent to the Pastor or Clerk of that church. Any member desiring to affiliate with a church of a different faith and order shall be granted a letter stating the fact of his membership in this church. All letters of dismissal shall include a request for acknowledgment of the receipt of the letter by the church to whom it is sent, such acknowledgment to terminate membership in this church.

C. By Erasure. When members are not in accord with the faith and order of the church, membership shall cease and names shall be removed from the roll. All discipline shall be done according to Scripture of which Gal. 6:1; Matt. 18:15-17; I Cor. 5:12, 13; and II Thes. 3:6-15 shall be the guide.

Section 4. Duties of Members. All members of the church shall endeavor to be faithful to the services of the church (Heb. 10:25). They are expected to back up the ministry of the church with their prayers and gifts as God has prospered them, and actively engage in the work of the church, exercising their spiritual gifts humbly, prayerfully, and faithfully, for the glory of Christ. They shall notify the church secretary of any change in their address.

ARTICLE VI * GOVERNMENT

Section 1. Standing. This church acknowledges the Lord Jesus Christ as its only head and receives the Holy Scriptures as the only infallible guide in matters of faith, church order, and discipline, and is amenable to no other ecclesiastical body. This church shall remain free and independent and shall not join itself to any other denomination or synod. It shall remain its own highest authority and conduct its business through its business sessions.

Section 2. Business Administration. The business administration of this church, under the leadership of the Holy Spirit, is vested in the body of believers who compose it, whose majority vote shall be final unless otherwise stated in this Constitution. The business administration of this corporation shall therefore be vested in and exercised by the Official Board. It shall have the power to conduct, manage, and control the business of the corporation, and to make rules and regulations not inconsistent with the laws of the State of Montana, and the Constitution of the Church, and to perform any and all functions necessary to carry out the purposes of the corporation.

Section 3. Seal. The seal of the corporation shall consist of a disc upon the outer edge of which shall be the words "GRACE BIBLE CHURCH, BOZEMAN, MONTANA" and in the center, the words "CORPORATE SEAL."

ARTICLE VII * MEETINGS

Section 1. Regular Meetings.

- A. The church shall meet regularly for public worship each Lord's Day morning and evening throughout the year, unless changed by mutual agreement of the Board of Elders.
- B. The church shall meet for regular weeknight prayer and Bible study on an evening or evenings designated by the Board of Elders.
- C. The annual business meeting shall be held on the second Wednesday night in January. Officers shall be elected at this time.

Section 2. Special Meetings.

- A. Such special devotional, missionary, or evangelistic meetings as shall be determined by the Board of Elders with consideration of the Official may be held throughout the year.
- B. Special congregational meetings may be held at any time for the transacting of business of any urgent nature. Such meetings may be called by the Official Board, or by twenty (20) percent of the active church membership, provided that the time and place shall first be announced by letter and in regular services at least ten (10) days prior to said meeting.

Section 3. Voting.

- A. Twenty (20) percent of the active church membership shall constitute a quorum of the members of the congregation for all business meetings.
- B. Absentee ballots will be issued through the church office and approved by the Board of Elders. Such ballots shall be in hand at the time of the voting.

ARTICLE VIII * PASTOR AND MINISTERIAL STAFF

Section 1. Calling of a Pastor.

- A. Selection of a Pastor shall be as follows: Upon the death, resignation, or removal of the Pastor, the church shall, without unnecessary delay, endeavor to secure a successor. The Official Board shall elect a committee of at least five (5) members of the congregation to investigate and recommend a single candidate to fill the position of Pastor. Their search and recommendation shall consider the qualifications set forth in Eph. 4:11; II Tim. 3:1-7; and Tit. 1:6-9. Upon receiving a three-fourths majority of the Board members voting, he will be asked to visit the church and speak before the congregation. During the visit, the Board shall meet with him and examine his candidacy.
- B. The election shall be by secret ballot at a regular or specially called meeting of the church, provided notice of intention to vote on the calling of a Pastoral candidate at such a meeting has been given at least ten (10) days prior to meeting. This notice shall be in writing and mailed to all active members of the congregation.
- C. A representative from the Official Board shall present a report to the congregation summarizing their findings regarding the candidate. An open discussion will also be held prior to the vote where the individual opinions of each church member may be expressed.
- D. A favorable vote by at least three-fourths majority of those members voting shall be necessary to constitute a call. Such call shall be for an indefinite period of time.

Section 2. Calling of Other Ministerial Staff. Selection of other ministerial staff shall be as follows: Other ministerial staff (e.g. Youth, Music, Administration, or Visitation) shall be pursued if the Church Board, through evaluation find that a definite need exists, and that financial resources are available for additional staff members(s). A recommendation shall then be made to the congregation. A three-fourths majority of the members voting shall constitute a congregational mandate to begin a search for a man to fill this position. The search and call of this man shall follow the procedures stated under Article VIII, Section 1.

Section 3. Dismissals.

- A. The Pastor and other ministerial staff shall continue in office until their ministries are terminated by death, resignation, or removal. Should a grievance exist against either, a special meeting may be called in accordance with Article VII, Section 2-B.
- B. Upon the recommendation of the Official Board, the congregational membership may be polled for a Vote of Confidence. The relationship shall be dissolved if less than a two-thirds majority vote of confidence is received from the members voting at a special business meeting called for this purpose.

Section 4. Duties.

- A. Pastor. He shall be Chairman of the Board of Elders and the minister in charge of the spiritual and religious affairs of the church. He, in cooperation with the Elders, shall decide all matters related to the spiritual welfare of the church. He shall preach and teach the Word of God as directed by the Holy Spirit (Eph. 4:11; II Tim. 4:2). He shall also visit and counsel, and carry on all the activities and duties proper to his office as set forth in the Scriptures.
- B. Other Ministerial Staff. After a thorough evaluation of the needs of the church and the gifts of the man called, he shall be provided by the Board of Elders with written description of authority, duties, and responsibilities.
- C. Relationships. The Pastor shall be considered the senior minister. He shall oversee and coordinate the ministries of the ministerial staff. He shall be a member ex-officio of all Boards and committees of the church. Other ministerial staff shall be members ex-officio of the Church Board. It is expected that the Pastor and ministerial staff, along with their families, shall make application for church membership.

ARTICLE IX. OFFICERS

Section 1. General Consideration.

- A. The elective officers of the church shall be Elders, Deacons, Clerk, Treasurer, Financial Secretary, and Christian Education Chairman.

- B. The offices of Elder and Deacon shall be for three (3) years on the rotation system. All other offices shall be for one (1) year.
- C. To hold office in this church as an elected officer, a person must be a member in good standing for one year, and be seeking to live up to the Scriptural standards of irreproachable character as laid down in such passages as I Timothy 3:1-17. In addition, he must take the office voluntarily and willingly with a promise to fulfill to the best of his ability, by the grace of God, the duties and privileges of his office.
- D. Recommendations of individuals as potential board members will be received by the nominating committee from the congregation during the months of September and October. The nominating committee will present an approved list of candidates to the Official Board during the November monthly meeting. This list will be approved by the Official Board, along with any changes, during November and December. This list will then be presented to the congregation to be voted on during the annual meeting.
- E. Election Process: The election of officers shall take place at the annual meeting. A list of approved candidates will be sent to the members of the congregation in their information packets, which are sent to the congregation ten (10) days before the annual meeting. The person or persons receiving the most votes for each office will be considered elected to that office.

Section 2. Official Board. The Official Board of the Church shall be composed of the Elders, Deacons, Clerk, Financial Secretary, Treasurer, and Sunday School Superintendent. The Official Board shall meet regularly each month. The chairman and vice-chairman shall not be members of the Pastoral staff. It shall elect from its number a chairman and vice-chairman. The Official Board shall be responsible for the formation of all committees and for all matters of policy of the church. All committees and organized groups that reflect the ministry of the church are responsible to the Board. Members of the Official Board must be present at all of their meetings unless providentially hindered. In this event, except in emergencies, they should try to notify the Chairman. Any member absenting himself without good reason for three (3) consecutive times, or on an average attending less than half of the meetings, will be asked to resign his office. Special meetings of the Board may be called by the Chairman of the Board.

Section 3. Board of Elders. The Board of Elders shall consist of Staff Elders (pastors) hired by the congregation to perform specific ministry functions, Lay Elders elected from the congregation, and the Sunday School Superintendent. The teaching pastor shall be an ex-officio member of this Board, and shall serve as chairman. The Board shall elect a secretary, who shall keep an accurate record of proceedings of meetings of the board. The Elders shall be responsible for the spiritual oversight of the church. For example: they shall cooperate with the Pastors in making decisions in regard to all matters of pulpit supply and discipline. They shall act as counselors and personal workers to those who need spiritual guidance. They shall visit church families, especially the sick and destitute. They shall be alert to those needing help, whether spiritual or temporal, in the congregation. The Board of Elders shall have the oversight of the mission program of the church in accordance with the mission policy. The Board of Elders has the prerogative to be the sole authority in discipline and other spiritually sensitive matters. In all other matters the Board of Elders is accountable to the whole Church Board.

Section 4. Board of Deacons. The Board of Deacons shall consist of the Clerk, Treasurer, and Financial Secretary, as well as those other men recognized by the congregation for their ministry in the church and for their irreproachable character. The Board shall elect a chairman and a secretary, who shall keep an accurate record of proceedings at all meetings of the Board as well as a record of actions taken by the board, when meeting separately from the Official Board, the Deacons shall be responsible to minister in areas not cared for by the Elders, including the oversight of the properties, the finances, and other matters of administration. The Board of Deacons is accountable to the whole Church Board.

Section 5. Clerk. It shall be the duty of the church clerk to keep an exact record of all business at meetings of the church and Board. He shall have charge of all the legal records of the church and perform all other duties pertaining to this office. He shall be considered the Attorney-In-Fact.

Section 6. Treasurer.

- A. The Treasurer shall keep an accurate record of all receipts and disbursements, issue checks upon order of the Deacons and perform such other duties as may be required by the Official Board. He shall assist the Board of Deacons in preparation of the annual budget of the church.
- B. Treasurer shall keep an accurate record of all receipts and disbursements of missionary funds. He shall be a member of the Missionary Committee, and disburse funds as directed by them. He shall assist the Missionary Committee in preparation of the annual missionary budget.
- C. He shall prepare monthly and annual reports of receipts and disbursements for presentation to the Official Board and the congregation respectively.
- D. The Board of Deacons shall see that the treasurer's books and other important financial records are audited yearly.

Section 7. Financial Secretary. The Financial Secretary shall receive, record and deposit contributions in the name of the church. An accurate record shall be kept of all receipts for the various funds and regular reports given at the Board meetings of the church. The Deacons shall assist the Financial Secretary in counting the monies received in the church offerings. The Financial Secretary shall keep records of individual contributions for those who desire such records for Income Tax purposes, issuing proper receipts for such contributions.

Section 8. Resignation or Dismissal. When an officer of the church tenders his resignations: as such, the same shall be reduced to writing, preferably slating therein the reason, and the same shall be filed with the Clerk of the Official Board. The Clerk will receive and present it at the first meeting of the Board following its receipt. The Board, then either by majority vote or through a designated committee on investigation, will accept or reject the same. Any officer or appointee not functioning for a period of three (3) months without just cause, shall be replaced by the church upon recommendation of the Board. Vacancies shall be filled by the Official Board until the next business meeting of the church. They shall be filled by regular election.

Section 9. Voting Privileges of the Clerk, Financial Secretary, and Sunday School Superintendent. The Church Clerk, Financial Secretary, and Church Treasurer shall be Deacons. The Sunday School Superintendent shall be an Elder.

ARTICLE X * CHURCH FINANCES

Section 1. This corporation is religious, charitable, and educational in character and is a non-profit organization.

Section 2. Its necessary expenses shall be met through voluntary gifts and contributions from individuals interested in the promotion of the purposes of the corporation. The church accepts the Bible as final authority in all matters of church finance. This includes systematic giving of tithes and offerings with each one giving as he purposeth in his heart. No undue pressure is to be put upon members in the matter of giving.

Section 3. All earnings from the use of any of the corporate property shall be available for the religious, missionary, educational, and benevolent purposes of the corporation.

Section 4. The members of the Official Board shall receive no compensation such as in performance of their stated duties. Officers, ministers, and representatives, and such members as shall render services to it, shall receive such reasonable compensation as the Board may determine.

Section 5. Property. The building and all other properties shall be at all times subject to the Pastor and Official Board for services and meetings pertaining to the work of the Grace Bible Church or for use of groups requesting them, as permission is granted for use by the Board.

ARTICLE XI * CHRISTIAN EDUCATION COMMITTEE

Section 1. Purpose. The Christian Education Committee shall be responsible to organize, coordinate and evaluate the educational ministries of Grace Bible Church. It shall also be responsible to recommend an annual budget for the ministries under its supervision to the Board of Deacons by October 15th.

Section 2. Members. The Christian Education Committee shall be composed of a chairman and representatives of each educational ministry of the church, such as; Junior Church, Children's Clubs and Children's Sunday School. The members shall be recommended by the committee and appointed annually by the Official Church Board at its first meeting following the annual business meeting.

Section 3. Chairman of the Christian Education Committee. The chairman of the Christian Education Committee shall be elected by the church membership at the annual business meeting for a one (1) year term and shall be responsible to the Elders for the overseeing of the educational ministries of the church.

ARTICLE XII * MISSIONS

Section 1. Missions Policy. The Missions Policy (a separate document) shall constitute the position, program, and executing of missions.

Section 2. Missions Committee. The Missions Committee is elected according to the Missions Policy and shall first be responsible to the Elders and subsequently to the Official Board.

ARTICLE XIII * AMENDMENTS AND BY-LAWS

Section 1. Amendments. This Constitution may be repealed or amended or a new Constitution may be adopted at the annual meeting of the members or at a special meeting called for that purpose, providing that a copy of any proposed changes or amendments of the Constitution shall be sent by mail to all active members not less than ten (10) days before the date of such special meeting. The affirmative vote of two-thirds (2/3) of the voting members shall be required to adopt such change.

Section 2. Bylaws. Items of policy, of organization, and government not covered in the Constitution shall be contained in the Bylaws of Grace Bible Church. The original Bylaws shall be enacted by a majority vote of the congregation. Subsequently, the Church Board shall be able to enact additions and changes to the Bylaws, such changes in the Bylaws shall be reported to the congregation in each annual meeting.



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