



# Constitution and By-Laws

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## Creekside Baptist Church, Eagle, ID

### Preamble

This constitution is established for the security and preservation of the principles of our Christian faith and to the end that this body of believers in our Lord Jesus Christ may be governed in an orderly manner, consistent with the teachings of the Holy Bible. This constitution will preserve the liberty of each individual church member to seek God’s will in his or her life and the freedom of action in its relation to other churches. We, the members of Creekside Baptist Church, having searched the Scriptures under the guidance of His Spirit, have recognized the need to constitute ourselves to more closely conform to His will for the Church.

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## Article 1—Name

The name of this church shall be First Baptist Church of Eagle, Inc. D.B.A. Creekside Baptist Church. The word “church” and the acronym “CBC”, as used in this constitution shall refer to Creekside Baptist Church, whereas the word “Church” shall refer to the body and bride of Christ.

## Article 2—Purpose

This church exists by the grace of God, for the glory of God, which shall be the ultimate purpose in all its activities. This church glorifies God by loving him and obeying his commands through:

Worshipping him; equipping the saints through Bible instruction and study; proclaiming the gospel of Jesus Christ through preaching, personal evangelism, and any other means consistent with the teachings of Scripture; carrying out the Great Commission by encouraging, supporting, and participating in local, domestic, and international missions work, and making disciples of Jesus Christ; administering the ordinances of baptism and the Lord’s Supper; encouraging biblical fellowship among believers; serving other individuals, families, and churches by providing for physical, emotional, and spiritual needs in the name of Jesus Christ.

## Article 3—Affiliation

Creekside Baptist Church is an independent and autonomous church, affiliated with the Southern Baptist Convention, the Utah-Idaho Southern Baptist Convention, and the Treasure Valley Southern Baptist Association. CBC is presently incorporated and shall remain incorporated.

## Article 4—Membership

### **Section 1—Qualifications**

To qualify for membership in this church, a person must be a believer in Jesus Christ who gives evidence of regeneration, who has been baptized by immersion as a believer in obedience to Christ, and who believes wholeheartedly in the Christian faith as revealed in the Bible. Each candidate for membership must agree with our statement of faith and church covenant. The elders shall be responsible for determining each person’s qualification for membership. In making this determination, they may rely on a person’s profession of faith or such other evidence, as the elders deem appropriate.

### **Section 2—Admission of Members**

Membership will be granted upon completion of the following steps:

- a) successful completion of membership classes—unless waived by the elders
- b) a membership interview with one or more of the elders
- c) recommendation of the elders

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d) a majority vote of the voting members in attendance at any regular or special meeting of the members. The new member shall, at that point, relinquish their membership in other churches.

## **Section 3—Duties and Privileges of Members**

In accord with the duties enumerated in the Church Covenant, each member shall be privileged and expected to participate in and contribute to the ministry and life of the church, consistent with God's leading and with the gifts, time, and material resources each has received from God. Only those who are members of this congregation shall be entitled to serve in the ministries of the church. Non-members may serve on an ad-hoc basis and for the purposes of administration and professional consultation with the approval of the elders.

This congregation is governed, under Christ, by its members. Therefore, it is the privilege and responsibility of members to attend all members' meetings and vote on the election of officers, on decisions regarding membership status, and on such other matters as may be submitted to a vote. (For example, an attorney providing legal advice to the church or an accountant or bookkeeper working with the church taxes or budget).

## **Section 4—Junior Membership**

Children and youth less than 18 years of age who request baptism and are interested in becoming members may become Junior Members by meeting the requirements of membership and going through the membership process outlined in article 4, section 2, except the congregational vote. Junior members do not have voting privileges, but may partake in all other duties and privileges of members. Upon reaching the age of 18, Junior members may apply for full membership.

## **Section 5—Scriptural Discipline and Restoration**

**Purpose:** Scriptural church discipline is the process of confronting a member regarding unrepentant sin (including denial of our statement of faith) culminating in the exclusion of that member from the church. The purpose of scriptural discipline is to maintain the unity of the church body, defend the honor of Christ, and restore each offending member to Christian fellowship. In all cases where an offense has occurred, the responsibility for administering the process of scriptural discipline rests with the elders, and the responsibility to exclude rests with the congregation (Matthew 18:17; 1 Corinthians 5:4-5).

**Private Offense:** All offenses between members will be dealt with in accordance with the principles of Matthew 18:15-20. No public charge will be considered until the initial steps of Matthew 18 have been pursued and the elders have become involved.

Charges, when made, must first be submitted in writing to the elders. The elders will take such action as they deem appropriate.

Before a charge is brought to the congregation, any person charged with a private offense will be given adequate notice and opportunity to be heard by the elders.

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No member will be excluded from membership for a private offense during the same congregational meeting in which the charge is presented.

**Public Offense:** Sins of a public and/or scandalous nature should be dealt with in accordance with the principles of 1 Corinthians 5, to protect the honor of Christ and his church.

A member may be excluded from membership for a public offense during the same congregational meeting during which the charge is presented.

**Restoration:** Any excluded member, upon confession of his or her sins, and upon giving satisfactory evidence of repentance, may be restored to membership (2 Corinthians 2:6-8) following:

- (a) a membership interview with one of the elders
- (b) Recommendation of the elders
- (c) a majority vote of the quorum of voting members in attendance at any congregational meeting

## **Section 6—Termination of Membership**

The church shall recognize the termination of a person's membership following his or her death. The church may also do so after a member has voluntarily resigned or joined another church. Membership may be terminated as an act of church discipline (ordinarily, but not necessarily, at the recommendation of the elders) upon the vote of at least two-thirds of the quorum of members present at any regular or special meeting of the members. The church shall have authority to refuse a member's voluntary resignation or transfer of membership to another church, either for the purpose of proceeding with a process of church discipline, or for any other biblical reason.

## **Article 5—Meetings**

### **Section 1—Worship Meetings**

Worship services shall be held each Lord's Day (Sunday), and may be held throughout the week as the church determines.

### **Section 2—Members Meetings**

1. In every meeting together, members shall act in that spirit of mutual trust, openness, and loving consideration which is appropriate within the body of our Lord Jesus Christ.
2. There shall be a regular members' meeting at least twice a year, at some time apart from a public worship service.
3. An elder, designated by the elders, shall preside as moderator at all members' meetings of

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the church. The elders shall see that the stated meetings of the church are regularly held and that required reports are submitted to the church by the responsible members.

4. Provided all constitutional provisions for notification have been met, a quorum shall be understood to be met by fifty percent of the church members. All votes shall be tallied based on the number of votes cast by members present.
5. A budget shall be approved by the membership at a member's meeting not more than three months after the start of the calendar year. Prior to this approval, and subject to the elder's discretion, expenditures may continue at the prior year's level.
6. At any regular or special members meeting, officers may be elected and positions filled as needed, provided that all relevant constitutional requirements have been met.
7. Special members' meetings may be called as required by the elders, or at the written request, submitted to the elders, of at least five percent of the voting membership. The date, time, and purpose of any special meeting shall be announced at all public services of the church within two weeks preceding the meeting. In the event of a written request from the members, the elders shall call a special meeting to be held not later than 35 days after their receipt of the request.

## Article 6—Qualifications of Church Leaders

All persons who hold any position of leadership (including but not limited to teachers, committee members, and church staff) must meet and maintain the following spiritual qualifications for leadership:

1. Has trusted in Jesus Christ as his/her personal Savior and repented of sin.
2. Is a member of CBC.
3. Teaches in accordance with, and not contrary to the statement of faith of CBC.
4. Provides support to the over-all mission of CBC as documented in the church covenant.
5. Is known for a dedicated Christian life according to the standards of God's Word and pursues putting any sin, including doubtful conduct or conversation, out of his/her life so that the resulting influence is helpful rather than a hindrance.

## Article 7—Officers

### Section 1—Summary

The Biblical offices in the church are elders and deacons. In addition, under this constitution, CBC recognizes the administrative positions of clerk and treasurer. All officers must be members of this church prior to assuming their responsibilities.

### Section 2—Elders

1. The elders shall be comprised of a plurality and parity of elders who satisfy the qualifications for the office of elder set forth in 1 Timothy 3: 1–7 and Titus 1: 6–9. In the event that the church does not have more than one biblically qualified elder, the church should earnestly seek to identify and prepare biblically qualified men to assume this office. All elders, regardless of function and roles, are equal in authority amongst the

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eldership and in the life of the congregation (Heb. 13:17). No elder shall hold the office of deacon during his tenure. Subject to the will of the congregation, the elders shall oversee the ministry and resources of the church. In keeping with the principles set forth in (Acts 6: 1– 6 and I Peter 5: 1–4), the elders shall devote their time to prayer, the ministry of the Word (by teaching and encouraging sound doctrine), and shepherding God’s flock. The church shall recognize men (1Tim.2:8-15; 3:2; Titus 1:6) gifted and willing to serve in this calling, in accordance with the constitutional provisions on elections. These men shall be received as gifts of Christ to His church and set apart as elders. This recognition shall be reaffirmed for non-paid elders by the church every three years. After an elder, other than the senior or associate pastor(s), has served two consecutive three-year terms, he may only be re- elected to the office of elder after at least one year of rest.

2. An elder's term of office may be terminated by resignation or by dismissal. Any two members with reason to believe that an elder should be dismissed should express such concern to the elders and, if need be, to the congregation. Any such action shall be done in accordance with the instructions of our Lord in Matthew 18: 15–17 and 1 Timothy 5: 17–21. Any elder, paid or unpaid, may be dismissed by a two-thirds vote of the members at any members’ meeting of the church. A vote for dismissal will only be considered if 1) it is due to unrepentant sin or failure to meet the qualifications of an elder and 2) by recommendation by either the majority of the elders or by the credible witness of at least two members of the congregation during a members’ meeting (Galatians 1:8-9; 1 Timothy 5:19).
3. The elders shall take particular responsibility to examine and instruct prospective members, examine and recommend all prospective candidates for offices and positions, oversee the work of the deacons and appointed church agents and committees, conduct worship services, administer the ordinances of baptism and communion, equip the membership for the work of the ministry, encourage sound doctrine and practice, admonish and correct error, oversee the process of church discipline, coordinate and promote the ministries of the church, and mobilize the church for world missions. The elders are further to ensure that all who minister the Word to the congregation, including outside speakers, share our fundamental convictions through our statement of faith.
4. The elders may not officiate any activities or ceremonies that contradict, or are deemed inconsistent with, the church’s faith or moral teachings, which are summarized in the church’s constitution and bylaws, the statement of faith, the membership covenant, or church policy or position papers.
5. The elders may establish ministry positions or committees to assist them in fulfilling their responsibilities. The elders may also propose funding for new paid staff positions. The membership shall approve all candidates to fill the positions of senior and associate pastor. The scope and approval of job descriptions for any staff position shall reside in the hands of those with hiring authority for that position.

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6. The elders shall have primary responsibility for the employment, supervision, and evaluation of staff members. This responsibility may, on a case-by-case basis, be delegated to another staff member.
7. Each year the elders, after consultation with the deacons and the membership, shall present to the church an itemized budget. This budget shall be presented for discussion at a specially called budget meeting and called up for a vote at the following members' meeting. No money shall be solicited by or on behalf of the church or any of its ministries without the approval of the elders.
8. The elders shall elect a chairman of elders' meetings and shall also elect one of their number to serve as moderator of members' meetings. For purposes of compliance with the nonprofit corporation laws of Idaho, the elders shall elect one of their number to serve as the president of the corporation.
9. Among the eldership, some of the pastors will be paid. The following sections address those pastors in the pay of the church.

## **Section 3—The Senior Pastor**

1. The senior pastor shall be an elder. He shall perform the duties of an elder described in Section 2, above, and shall be recognized by the church as particularly gifted and called to the full-time ministry of preaching and teaching. He leads with equal authority among the elders in the life of the church, and therefore has an equal vote among the eldership.
2. His call shall not be subject to the triennial reaffirmation or to the term limitation set out in Article 8, Section 2, for elders. He shall preach on the Lord's Day, administer the ordinances of baptism and communion, and perform such other duties as usually pertain to that office, or as set forth in the constitution.
3. In the absence or incapacity of the senior pastor the elders shall assume responsibility for his duties, any of which can be delegated.

## **Section 4—Associate Pastor(s)**

1. The church may call additional pastors whose relationship to the senior pastor is that of associate. An associate pastor shall be an elder. He shall perform the duties of an elder described in Section 2, above, and shall be recognized by the church as particularly gifted and called to the full-time ministry of preaching and teaching. His call shall not be subject to the triennial reaffirmation or to the term limitation set out in Article 8, Section 2, for elders.
2. He shall assist the senior pastor in the performance of his regular duties and shall perform any other duties as usually pertain to the office of pastor, or as set forth in the constitution, or which may be specifically assigned to him by the congregation. In the

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absence or incapacity of the senior pastor for defined periods of time (such as sabbatical or illness), the associate pastor(s) shall assume the responsibility for his duties under the oversight of the elders.

## **Section 5—Deacons**

1. The office of deacon is described in (1 Timothy 3:8–13 and Acts 6:1–7). The church shall recognize, in accordance with the constitutional provisions on elections, men who are giving of themselves in service to the church, and who possess particular gifts of service. These members shall be received as gifts of Christ to His church and set apart as deacons. They shall be elected to one term lasting for a maximum of three years and may only be elected to another term after one year off.
2. Deacons shall care for the temporal needs of members, attend to the accommodations for public worship, and encourage and support those able to help others and those with gifts of administration.
3. The deacons, with the agreement of the elders, may establish unpaid administrative positions or committees of members to assist them in fulfilling their responsibilities in the church.

## **Section 6—Clerk**

1. It shall be the duty of the clerk to ensure the recording of the minutes of all regular and special members' meetings of the church, to preserve an accurate roll of the membership, and to render reports as requested by the pastor, the elders, the deacons, or the church.
2. The clerk shall be nominated by the elders and elected by the congregation to serve a term of one year. In the absence or incapacity of the clerk the elders shall appoint a member to perform the duties of the church clerk.
3. The church clerk shall ensure that dated copies of the most recent revision of this constitution shall be available for all church members.
4. For purposes of compliance with the nonprofit corporation laws of Idaho, the clerk shall serve as the secretary of the corporation.

## **Section 7—Treasurer & Financial Secretary**

The **Treasurer** shall be the custodian of all local funds and outreach monies belonging to the church and oversee the disbursements according to the provisions of the Annual Budget and to submit financial statements to the elders. There is an implied fiduciary responsibility to ensure that bills submitted are accurate, have been billed only once, and are in accordance with the Annual Budget, special requests of the elders, or other approved spending. As such, the Treasurer must be

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aware of financial decisions that have been made by other groups within the church. Disbursements for non-budgeted items may require either a separate elder authorization or a congregational vote. The treasurer shall be nominated by the elders and elected by the congregation to serve a term of three years.

The **Financial Secretary** shall count, process, and deposit all funds received; shall keep confidential giving records for each member and make available such information to the individual members after the end of each calendar year; and shall provide financial information to the elders as directed. The financial secretary shall be nominated by the elders and elected by the congregation to serve a term of one year. This officer shall be bonded.

## **Section 8—Other Staff**

The eldership reserves the right to create a personnel manual for all paid and non-paid staff.

## **Article 8— Elections**

### **Section 1—Principles**

The process for church elections shall be interpreted and carried out to fulfill the following principles:

1. Substantial prayer, both individually and corporately, should be an integral part of the election process;
2. Nominations should proceed with the support of the elders;
3. All candidates for church office should be treated with the grace, kindness, and honesty appropriate in evaluating fellow members;
4. The election process shall express that spirit of mutual trust, openness, and loving consideration that is appropriate within the body of our Lord Jesus Christ.

### **Section 2—Selection of Officers**

1. The election of officers shall be held at a members' meeting of the church.
2. Names of nominees to serve as elders, deacons, clerk, or treasurer shall be presented by the elders at least eight weeks before the election, and the election shall proceed as directed by the moderator.
3. The elders should seek recommendations and involvement from the general membership in the nomination process. Any member with reason to believe that a nominated candidate is unqualified for an office should express such concern to the elders. Members intending to speak in opposition to a candidate should express their objection to the elders as far in advance as possible before the relevant church members' meeting.
4. The persons elected shall assume their respective offices upon election, unless another date has been specifically designated.

### **Section 3—Calling of the Senior Pastor**

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In the calling of any man to this position, the same basic process of calling an elder must be followed. In addition, however, the church must be given adequate opportunity to assess the preaching gifts of any potential senior pastor and, before being asked to express its judgment, must receive assurance from the elders that, having interviewed the man concerned, they are in no doubt as to his wholehearted assent to the Statement of Faith and Church Covenant. The notice of the nomination of a man to be elected to membership and called as Senior Pastor must be given at a minimum of two Sunday morning services prior to the vote at a members' meeting. Nomination of a man as Senior Pastor will include election of his wife to membership if he is married.

## **Section 4—Calling of Associate Pastor(s)**

In the calling of any man to the position of associate pastor, the same basic process of calling an elder must be followed. In addition, however, the church must be given adequate opportunity to assess the preaching gifts of any potential associate pastor and, before being asked to express its judgment, must receive assurance from the elders that, having interviewed the man concerned, they are in no doubt as to his wholehearted assent to the Statement of Faith and Church Covenant. The notice of the nomination of a man to be elected to membership and called as Associate Pastor must be given at a minimum of two Sunday morning services prior to the vote at a members' meeting. Nomination of a man as Associate Pastor will include election of his wife to membership if he is married.

## **Article 9--Suffrage**

Only members of this church have the right to vote in person at any meeting of the church. Votes approving an elder nomination shall require an approval of 80 percent of the quorum of members present at the members meeting. Any votes pertaining to church life outside of those specified elsewhere in this constitution shall be approved or rejected by a simple majority of 51 percent of the quorum of members present at the members meeting.

## **Article 10—Quorums**

1. Provided all constitutional provisions for notification have been met, a quorum shall be understood to be met by fifty percent of the church members.
2. The moderator shall be responsible for determining the number, which accurately represents the total voting membership of the church. For the purposes of determining a quorum, those members who are present shall be counted.
3. All votes shall be tallied based on the number of votes cast by members present except in the case of absentee ballots accepted by the elders, if written notification of unexpected or unforeseen circumstances may prevent a member from voting.

## **Article 11—Property and Assets**

1. The church shall have the power to receive, either by gift or purchase, and to hold such real, personal, or mixed property as is authorized by the laws of the State of Idaho and is deemed necessary for the functioning of the church, and shall have the power to dispose

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of such property by mortgage, bill of sale, deed or otherwise. All property shall be held in the name of the church.

2. The church's property and facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its property and facilities primarily be used for the gathering of CBC for worship, fellowship, ministry, and any other activity that would promote the mission and purpose of the church for the glory of God and the joy of His people.
3. Although the property and facilities are not generally open to the public, we reserve the right to make our property and facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. However, church property and facilities may not be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. The elders, or their official designee, is the final decision-maker concerning use of church property and facilities. This policy applies to all church property and facilities, regardless of whether the property and facilities are connected to the church's meeting hall, because the church sees all of its property as holy and set apart to worship God. (Col 3:17).
4. In case of division of the church caused by conflict (from which we pray God by His mercy to preserve us), all property and assets of the church shall be held in trust by those who abide by its Constitution for the continued operation and function of the church.
5. In case of dissolution of the church organization, the property and all assets shall be sold. From the proceeds, first all current and long-term promised obligations of the church shall be paid. Secondly, all remaining funds shall be directed to such one or more Christian organizations qualified under Section 501(c)(3) of the Internal Revenue Code, for the benefit of the church's supported missionaries and/or such other Christian endeavors as the congregation shall determine. The church shall be considered dissolved if so decided by 1) the plurality of elders and 2) a majority of voting members.
6. Any sale or other disposition of the main CBC facility and all other real estate transactions shall be approved by a majority vote of voting members of the congregation.

## Article 12—Dispute Resolution

Believing that the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church (see, e.g., Matthew 18: 15–20, I Corinthians 6: 1–8), the church shall require its members to resolve conflict among themselves according to biblically based principles, without reliance on the secular courts. Consistent with its call to peacemaking, the church shall encourage the use of biblically based principles to resolve disputes between itself and those outside the church, whether Christian or pagan and whether individuals or corporate entities.

## Article 13--Amendments

1. The Statement of Faith and Church members expectations may be amended by a seventy-five percent vote of the quorum of members present at a members' meeting, provided the

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amendment shall have been offered in writing at the previous members' meeting, and shall have been announced from the pulpit at church services two successive Sundays prior to such vote.

2. This Constitution and Bylaws may be amended by a 67 percent vote of the quorum of members present at a members' meeting, provided the amendment shall have been offered in writing at the previous members' meeting, and shall have been announced from the pulpit at church services two successive Sundays prior to such vote.
3. The revised version of this constitution shall be made available to all church members by the church clerk.

## Article 14—Raising Funds

It shall not be the policy of this church to promote suppers or parties or to engage in the sale of products and/or services for the purpose of raising funds. Any exception to this general policy must have the prior review and approval of the elders.

## Article 15—Effectual Power of the Constitution

This Constitution shall remain in force as presently formulated or as duly amended according to Article 13 until this corporation is duly dissolved. This Constitution shall not be suspended or abrogated.

## Article 16—Confidentiality of Church Records

No member shall have the right to inspect the church records as to; (i) the disciplining of any members, (ii) the hiring or firing of any employee, (iii) the need or problems of any member or employee, (iv) the financial contributions of any member, or (v) any other records which the elders may determine to be kept confidential in the best interests of the church except that only as to item (v) of this Article 17, the congregation in any members meeting shall have the right by a majority of those members voting, to inspect any of such other records.

## Article 17—Marriage and Wedding Policy

We believe that term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

Marriage is a union ordained by God. It was first instituted by God in the early chapters of Genesis and codified in the Levitical law. The Old Testament prophets compared it to a relationship between God and his people. Examples of this in the historical narratives and the wisdom literature discuss the unique unity of this relationship. Jesus explained the original intention and core elements of marriage, and several New Testament epistles give explicit instructions on this union. Marriage is a type of Christ and the Church. As such, CBC views

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marriage as a profound spiritual institution established by God. Given the importance of marriage in the biblical witness, CBC adopts the following policy:

- Only CBC pastors/elders shall officiate at marriage ceremonies conducted on church property
- Pastors/elders at CBC shall be subject to church discipline and/or dismissal for officiating at a same sex marriage ceremony
- Applicants wishing to have a marriage ceremony performed by a CBC pastor/elder, or to use the church facilities, shall affirm their agreement with the church statement of faith and shall conduct themselves in a manner that is consistent therewith.
- Applicants shall receive a minimum of eight hours of premarital counseling by CBC pastors/elders or others who have appropriate training, experience, and spiritual understanding to provide such counseling, and are approved by the elders of the church
- The pastors/elders may decline to make church facilities available or decline to officiate at a ceremony when in their judgment there are significant concerns that one or both of the applicants may not be qualified to enter into the sacred bond of marriage for theological, doctrinal, or legal reasons