Open Door Bible Church's

# Constitution

## ARTICLE I
CHURCH NAME

The name of this church is: The Open Door Bible Church, Inc.

## ARTICLE II
CHURCH PURPOSE

The purpose of this church is to help people love God and love other people. We believe this will happen through a balance of worship, evangelism, and edification.

**Worship** is our public and private response of obedience and adoration to God as our Sovereign Lord and Heavenly Father.

**Evangelism** is sharing the good news of a vital relationship with God through faith in Jesus Christ with people here and abroad.

**Edification** is helping believers grow into mature disciples of Jesus Christ through instruction in God's Word, biblical fellowship, and ministry involvement.

## ARTICLE III
CHURCH DOCTRINAL STATEMENT

The doctrinal statement of Open Door Bible Church is as follows:

1. **The Bible** -- We believe only the sixty-six books of the Old and New Testaments are verbally inspired by God and without error in the original manuscripts. The Bible is the supreme and final authority in faith and life. (2 Timothy 3:16; 2 Peter 1:20, 21)
2. **God** -- We believe in one God existing in three persons, Father, Son, and Holy Spirit, who are coequal and coeternal. (Deuteronomy 6:4; Genesis 1:26; Matthew 28:19)
3. **Christ** -- We believe in the deity of the Lord Jesus Christ, the eternal Son of God, who became man without ceasing to be God. We believe in His virgin birth. We believe in His substitutionary and sacrificial death as the necessary atonement for the sins of all mankind -- making salvation free and available to all who trust only in Him. We believe in His bodily resurrection and ascension; and in His personal, visible, premillennial return to earth to reign as King and to consummate God's plan for history. (John 1:1; Luke 1:34, 35; I Peter 2:24; Acts 1:9-11; Revelation 20:4-6; John 1:29; I John 2:2)
4. **Holy Spirit** -- We believe in the personality and Deity of the Holy Spirit. We believe in His ministry of convicting the world of sin and interceding for and permanently indwelling every believer for a life of victory and service. His mission is to occupy our minds with Christ, not with our own experiences. (John 14: 16, 17; John 16:7-15; Romans 8:26, 27)
5. **Man** -- We believe that man was created in the image of God, but that he sinned and thereby incurred not only physical death, but also spiritual death which is separation from God. We believe that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed. (Genesis 1:27; Romans 3:23; Ephesians 2:12)
6. **Salvation** -- We believe that all who receive by faith the Lord Jesus Christ are, at that moment, justified on the grounds of His shed blood, born again of the Holy Spirit, and thereby become children of God, having passed from death unto everlasting life.(John 1:12; Ephesians 2:8, 9; Romans 5:1; I John 5:13)
7. **Human Destiny** -- We believe in the eternal blessing of believers in God's presence and the eternal, conscious punishment of unbelievers. (John 10:27-29; Luke 16:22-31; Mark 9:43-49)
8. **Ordinances** -- We believe Christ instituted the ordinances of baptism and the Lord's Supper to be observed by

all believers until His return. (Matthew 28:19, 20;I Corinthians 11:23-26)

## ARTICLE IV
CHURCH GOVERNMENT

SECTION 1. General

This church shall be governed by an Elder Board, approved by and acting in the best interest of the church membership. This Elder Board will at all times be accountable to the church membership and answerable to no other ecclesiastical body. The Elder Board will consist of men selected and approved to serve the church as Elders and Pastor(s). It will lead in all spiritual and material matters of the church. The Pastor(s) will serve as non-voting Elders as long as they are on staff.

SECTION 2. The Elder Board

A. Elder Qualifications
   1. Elders will be men who meet the biblical qualifications as found in 1 Timothy 3:1-7 and Titus 1:5-9.
   2. Elders must exhibit leadership and shepherding qualities in their church involvement. (Acts 20:28; 1 Peter 5:1-3)
   3. Elders must be church members in good standing who agree with and support the Church Doctrinal Statement and any standards that may be established by the church.

B. Elder Board Selection
   1. The Elder Board will select and recommend to the congregation for approval godly men in accordance with ARTICLE IV, SECTION 2.A to serve on the Elder Board. The Elder Board will thoroughly evaluate each candidate under consideration against biblical qualifications, gifting, and ministry.
   2. The Elder Board will select three non-Elder church members to serve as a Review Committee. Following guidelines provided by the Elders, the Review Committee will evaluate the men being considered by the Elder Board for the position of Elder and provide a confidential report (oral or written) to the Elder Board before they are presented to the church for approval.
   3. The Elder Board will provide the membership with a list of Elder nominees at least two weeks prior to the Annual Meeting.
   4. In case of vacancies on the Elder Board, the Elders, at their discretion, may submit candidates to the congregation for approval at a special meeting to fill the unexpired terms. This will be done in accordance with ARTICLE IV, SECTION 2.B.1, 2 & 3.
   5. The term of office for an Elder will be three years. Whenever possible, outgoing Elders will not be subject to reselection for one year. If there is a reason for an Elder to remain for an additional year, the specific reason must be stated and voted on by the Elder Board. The maximum extension period will be one year.
   6. The number of men on the Elder Board will depend upon the number of men qualified and the number needed to oversee the spiritual and material matters of the church.
   7. An Elder's service may be terminated for cause at any time by vote of the congregation (in accordance with ARTICLE IX, SECTION 5) after a fair and impartial investigation conducted under the supervision of the Elder Board.

C. Elder Board Responsibilities
   1. The duties of the Elder Board will include: shepherding, teaching, exhorting, evangelizing, refuting, leading, guiding, counseling, and protecting. (Eph. 4:11; I Tim. 3:2; 5:17-18; Titus 1:9; Heb. 13:17; I Pet. 5:1-4; and Acts 20:27).
   2. The Elder Board will be the executive of the congregation in its dealings with the pastors, employees, affiliated organizations, and any non affiliated denominations or organizations.
   3. The Elder Board will handle and consider suggestions, recommendations, and grievances upon the request of any church member or organization affiliated with the church.
   4. The Elder Board will have supervision over all business transactions of the church.
   5. The Elder Board will have the management and control of all property belonging to the church. It will not obligate the church with any loans or transfers, nor with the sale or purchase of any real estate except by express authorization conveyed through a majority vote of the church members present at a constitutionally called congregational meeting (ARTICLE IX).

6. The Elder Board will have authority to appoint individuals or committees for the transaction of its business.
7. The Elder Board will have authority to call congregational meetings for the purpose of recommending such actions as calling for a vote of the congregation and for the purpose of receiving advice or instructions from the congregation.
8. Decisions by the Elder Board should be reached by consensus. In official votes of the Elder Board, motions will carry by a simple majority of all the Elder Board.
9. The Elder Board will keep an accurate record of all of its meetings.
10. It is the Elder Board's responsibility to maintain a complete record of all church business, including congregational meetings, church membership, admissions, dismissals, deaths, baptisms, and commissionings or ordination services and to maintain a complete record of all church business.
11. Within one month after each Annual Meeting, the Elders will be required to sign a statement saying that they are in agreement with the doctrinal standards of the church outlined in this Constitution, and the signatures are to be filed with the Elder Board' minutes.
12. Elders will endeavor by God's grace to live and serve in full conformity with the standards set forth in this Constitution for their particular office and especially as found in the Word of God. (I Tim. 3:1-7; Titus 1:6-9; and others)

SECTION 3. The Deacons

A. Deacon Qualifications
Deacons must be church members in good standing who meet the Biblical qualifications found in 1 Timothy 3:8-16.

B. Deacon Selection
1. The Elder Board may appoint Deacons to assist the Elder Board in the oversight of the work of the church.
2. A Deacon's term of service is at the Elder Board's discretion and depends upon church needs and the individual Deacon's continued ability to meet the qualifications of a Deacon.

C. Deacon Responsibilities
1. The responsibilities of the Deacons include physical and financial services: care for the facilities, ministering, oversight of physical and material aspects of ministry, and work under the authority of the Elder Board (I Tim. 3:8-13).
2. Deacons will endeavor by God's grace to live and serve in full conformity with the standards set forth in this Constitution for their particular office and especially as found in the Word of God. (e.g. I Tim. 3:8-13; etc.)

SECTION 4. The Pastoral Staff

A. Pastoral Qualifications
1. Pastors must meet the Biblical requirements for an Elder as found in I Tim. 3:1-7 and Titus 1:5-9.
2. Pastors must exhibit the leadership, shepherding and ministry skills necessary for their position.

B. Pastoral Selection
1. As determined by the Elder Board, the church may call men to serve the church as full-time or part-time Pastors who meet Elder qualifications. The Pastor(s) will be distinct (in leadership) from the Elders in that they will be paid staff and non-voting members of the Elder Board.
2. A Pastor, Assistant Pastor or Associate Pastor may be called by the church to serve after recommendation by the Elder Board or by a committee appointed by the Elder Board and approval by the church membership, in accordance with ARTICLE IX, SECTION 5.
3. A Pastor's service may be terminated for cause (except for doctrinal changes; see ARTICLE IV, SECTION 4.C.3) at any time by a vote of the congregation after a fair and impartial investigation conducted under the supervision of the Elder Board, in accordance with ARTICLE IX, SECTION 5.
4. Pastors will continue to serve the church until their pastorate is terminated by resignation or by request of the congregation (ARTICLE IV.SECTION 4.B.3). Pastors will give a minimum of thirty (30) days notice prior to their resignation. In the event the congregation votes to terminate the Pastor's service,

the salary package involved will continue for a minimum of thirty (30) days from the date of the vote.

C. Pastoral Responsibilities

1. The Pastor(s), along with the Elder Board, will be involved in the general oversight of the spiritual and material matters of the church.
2. The Pastor(s) will be ex officio member(s) without voting privilege of all committees connected with the church or any of its organizations. They will act as moderator(s) in the meetings of the Elder Board and also the congregational meetings unless otherwise directed by this constitution or ordered by vote of the congregation or Elder Board.
3. The Pastor(s) will conscientiously perform such duties as designated by the Elders and this Constitution. If at any time their personal beliefs, preaching, or teaching is not in full accord with the Church Doctrinal Statement as stated in this Constitution, their services as Pastor(s) will be terminated immediately by a majority vote of the Elder Board.
4. Any assistant Pastors or Pastors or any employee of this church will perform such duties as may be designated by the Elder Board.
5. Within one month after each Annual Meeting, the Pastor(s) will be required to sign a statement saying that they are in agreement with the doctrinal standards of the church outlined in this constitution, and the signatures are to be filed with the Elder Board minutes.
6. The Pastor(s) will endeavor by God's grace to live and serve in full conformity with the standards set forth in this constitution for their particular office and especially as found in the Word of God. (I Tim. 3:1-7; Titus 1:6-9; and others)

## ARTICLE V
## CHURCH MEMBERSHIP

SECTION 1. Church membership at Open Door is a way of publicly expressing personal commitment to the life and ministry of the church. It is not required for participation in the body, but is required to participate in congregational voting and to hold certain leadership positions, including Pastor, Elder, Deacon, Lead Teacher, and Finance Committee member.

SECTION 2. Membership Qualifications

A. Any person age 18 or older who has received Christ as his/her Savior and expresses his/her desire to live a consistent Christian life, shows a willingness to abide by this constitution, and is in agreement with the Church Doctrinal Statement is eligible for membership.

B. Any person who desires to become a church member must first meet with a Pastor and/or Elder to discuss their commitment and eligibility. Upon satisfactory consideration of their eligibility, individuals will be included on the church membership roster and acknowledged before the church body at the earliest opportunity.

SECTION 3. Membership Expectations

A. Church members are expected to strive conscientiously to live according to God's Word, as taught and enabled by the Holy Spirit.

B. Church members are expected to support and participate in the life and ministry of the church, as the Lord leads.

C. Church members who manifest flagrant sin or who demonstrate a harmful attitude toward the life and work of the church will be approached in accordance with the Discipline and Restoration Policy established by the Elder Board. The purpose is to remedy any weakness in their Christian lives, in accordance with Galatians 6:1 and Matthew 18:15-20.

SECTION 4. Removal from Membership.

A. A member requests to be removed from membership.

B. A member permanently moves away from the area.

C. By a vote of the Elder Board for the following reasons:

1. A member has not attended for 6 months without a valid reason or a desire to actively participate in the life of the church. The Elder Board will investigate before removal.

2. A member has not responded to discipline by the Elder Board in accordance with ARTICLE V.

## ARTICLE VI
CHURCH FINANCES

SECTION 1. The Finance Committee

A. The Elder Board will appoint or reaffirm annually at least three people but not more than five, all of whom are church members in good standing to form the Finance Committee. The Finance Committee will at all times be under the direction and authority of the Elder Board.

B. The purpose of the committee is:
1. To propose direction of the financial activities of the church.
2. To oversee of all financial activities of the church.
3. To assist the Elder Board in drafting a proposed budget for congregational approval.
4. To review or coordinate audits.

5. To set up separate church accounts (including a general fund) and propose persons responsible for those accounts. These persons will be recommended by the Finance Committee for approval by the Elder Board.
   a. The custodian of a sub account will keep a ledger showing the current status of the account and a balance at the close of each month.
   b. The custodian of a sub account will provide a financial statement showing the status of the account for the prior month and the fiscal year to date status upon request of the Financial Officer.
6. To propose a Treasurer for Elder Board approval.
7. To assure that the Financial Officer, the Treasurer and the sub-account custodians are bonded through the church.

SECTION 2. The Financial Officer

A. The Financial Officer will be appointed by the church Elder Board.

B. The duties and responsibilities of the Officer are:
1. To chair the Finance Committee.
2. To arrange for the receiving, counting, recording, and depositing into proper accounts all offerings and moneys received by the church.
3. To assist the various persons responsible for sub accounts in proper procedures for bookkeeping and other financial matters.
4. To insure the security of any legal papers pertaining to the property and finances of the church, such as deeds, abstracts, insurance policies, bonds, notes, etc., which will be kept in a depository designated by the Elder Board. Any access the Financial Officer may have to this depository will be made under the direction of the Elder Board.

SECTION 3. The Treasurer

A. The Treasurer will be appointed by the Finance Committee and approved by the Elder Board.

B. The duties and responsibilities of the Treasurer are:
   1. To draw checks against the general fund.
   2. To keep under his/her direction a ledger showing the cash account of the general fund and a balance at the close of each month.
   3. To prepare a financial statement each month showing the status of the general fund of the prior month and the fiscal year to date for the Financial Officer.

## ARTICLE VII
CHURCH MINISTRIES

SECTION 1. The job of administering the ministries of the church will be delegated by the Elder Board through the Pastor(s). All ministries and ministry leaders (other than the Finance Committee) will be under the oversight of and report to one of the Pastors, unless otherwise determined by the Elder Board.

SECTION 2. The various ministries of Open Door will include, but not be limited to: worship; preaching and teaching; local outreach; missions; children, youth, and adult discipleship; finances; building and grounds; and church administration.

SECTION 3. Ministry leaders will be selected based on their qualifications to oversee their designated ministries. Ministry leaders will be responsible to organize and plan their ministries under the guidance and general oversight of the designated Pastor.

SECTION 4. The Elder Board will ensure that the ministries of the church support and comply with Open Door's Church Purpose and Doctrinal Statements, as provided in this Constitution, as well as the vision and values of the church, as determined by the Elder Board. For this reason, Pastors and/or ministry leaders will make regular (at least annual) reports to the Elder Board, as requested.

## ARTICLE VIII
CHURCH EMPLOYEES

SECTION 1. The procedure governing employment of non-pastoral staff will be as follows:

A. Employees will be secured or released upon recommendation of the Elder Board.

B. Employment or release will be by majority vote of the members of the Elder Board.

C. Each employee will be responsible to the Elder Board through his/her designated supervisor.

D. A written statement covering terms of employment will be given to each employee.

## ARTICLE IX
CHURCH MEETINGS

SECTION 1. The Annual Meeting will be conducted no later than three Sundays immediately following our fiscal year end on the thirty-first of December in each year. The actual date of each Annual Meeting will be determined by the Elder Board and announced to the congregation at least two regular Sunday services immediately preceding the said meeting.

SECTION 2. At the Annual Meeting the church's yearly financial report, the new budget and new Elders will be submitted to the church members for consideration and approval. Such other business as may be necessary will also be transacted.

SECTION 3. The Elder Board will call a special congregational business meeting upon the written request of at least ten percent of the church membership. The purposes of the special meeting are to be announced as provided in ARTICLE IX, SECTION 4 and the meeting convened within three weeks of filing a request with the Elder Board.

SECTION 4. Any annual meeting or duly called special meeting may be utilized for the transaction of business. The announcement of said meeting will be announced to the congregation on at least two regular Sunday services immediately preceding the said meeting.

SECTION 5. Motions under consideration will require a majority vote of the church members present at a constitutionally called congregational business meeting. The following exceptions will require a two-thirds (66%) majority vote for approval: selection or termination of Elders, call or termination of Pastors and ratification of Constitutional amendments.

SECTION 6. The church members present at any business meeting called in accordance with the requirements of the constitution will be considered a quorum for the transaction of business.

SECTION 7. In the conduct of business meetings, any parliamentary questions not covered by this constitution will be decided by the latest edition of "Robert's Rules of Order Newly Revised ".

## ARTICLE X
AMENDMENTS

This Constitution may be amended by a two-thirds (2/3) vote of the voting members present at any regular or special congregational meeting, provided the proposed amendment has been read to the congregation at each regular church service for the two (2) Sundays preceding said meeting, or a copy has been sent to each church member two (2) weeks in advance of said meeting. An exact copy of the proposed amendment must be posted conspicuously in the church foyer on the four (4) Sundays immediately preceding said meeting.

Adopted: May 29, 1962
Amended: October 15, 1989
Amended: April 7, 1996
Amended: June 15, 2005
Amended: January 10, 2016
Amended: January 7, 2018
Amended: January 8, 2023