

# Revised Administrative Manual

## Article I. Statements

### Section 1.01 Vision Statement

a) Shiloh Community Church exists to Know Christ and make Him known.

### Section 1.02 Ministry Process

a) All of our programs and ministries are designed to point back to “Knowing Christ & Making Him Known.” We accomplish this by the example Christ gave, which can be summarized as: Love God, Love each other, and Love our world

### Section 1.03 Core Values

- a) Our Vision statement is the foundation for all planning, budget, ministries, and all other activities of the church
- b) Each member is expected to serve in the church by using their gifts, abilities, skills, and talents
- c) The church will equip and encourage members to serve in God directed missions and ministries
- d) All members of the church must be disciples of Jesus

### Section 1.04 Doctrinal Statement

a) Shiloh Community Church agrees with the **Baptist Faith and Message** as adopted by the Southern Baptist Convention

### Section 1.05 Authority Statements

- a) Ultimate Authority: We believe that Jesus Christ is the Head of His church and thus our church polity is to be a theocracy rather than a democracy, and as such shall be based more on the revelation of God through the scriptures and not the reason of men (Colossians 1:18, Ephesians 1:22-23)
- b) Structure: We believe that the Scriptures teach a “pastor led” and a “congregationally affirmed” structure as the best form of polity for the local church. The pastor is responsible to guide the church in the decision making process. The pastor and the membership will seek to discern the mind of Christ and His will (Hebrews 13:7, 17; I Thessalonians 5:12-13; I Peter 5:1-6).

### Section 1.06 Ministry Statement

a) God uniquely gifts every member of the body of Christ for ministry. It is not the responsibility of the pastor or church staff to do the work of the ministry exclusively, rather they are to train and equip the members for the work (Ephesians 4:11-13; I Corinthians 12:12-31; Romans 12:3-8; I Peter 2:9)

## **Article II Membership**

### **Section 2.01 Qualifications**

- a) Salvation: One must have received Jesus Christ as Lord and Savior of one's life. As Lord one desires to be obedient to Him in all areas of life. As Savior one is trusting in Jesus alone for eternal salvation (Acts 16:31).
- b) Baptized: Baptism must be by immersion and take place after a person has been saved. It must also be in obedience to Jesus and in identification of His death, burial, and resurrection (Romans 6:3-7, Acts 2:41).
- c) Completion of Membership 101 and have signed the covenant for membership.

### **Section 2.02 Active Membership**

- a) Active membership in Shiloh Community Church means to be devoted to the Word, be in fellowship with believers, give to the mission of the church and have a willingness to give to the common purpose of the church, and to worship and pray with other believers (Acts 2:42-47)

### **Section 2.03 Inactive and Reinstatement of Membership**

- a) A member is placed on inactive status after two months of inactivity. Activity includes attendance at fellowships, worship, Bible Study, or giving.
- b) Inactive members cannot vote or hold church positions. Upon reinstatement to active status, the member will abstain from the next voting session.
- c) To be reinstated to active status, the member must become active. Those on inactive status for over a year must also meet with the pastor.

### **Section 2.04 Removal of Membership**

- a) Upon receiving a letter of request to another fellowship of like faith and order.
- b) Upon receiving a letter from a member requesting to be removed from the church role.
- c) Death
- d) Church discipline
- e) Loss of contact (after two years)

### **Section 2.05 Church Discipline**

- a) Discipline is for restoration not retribution (Matthew 18:15-20)
- b) Documented evidence of the infraction is required
- c) At any point in the disciplinary action procedure, if there is repentance and restoration, then the procedure will be considered completed.
- d) Actions that require discipline include: sexual immorality, gossip, false teaching, divisiveness, drunkenness, idolatry, or any other conduct unbecoming a Christian in accordance with Biblical teachings (Romans 16:17-18, I Corinthians 5:11, 2 Thessalonians 3:6, 14-15).
- e) Discipline can include: loss of fellowship in the Lord's Supper, loss of church positions, loss of church membership, dismissal from the fellowship.

f) Procedure for church discipline: (1) visit by the Pastor and one member of the church leadership council, (2) Leadership council appoints two active members to visit, (3) Leadership council brings a recommendation for discipline before the church, (4) majority vote of the church.

## **Article III Offices and Positions**

### **Section 3.01 Pastors/Elders**

#### a) Appointment

- Pastors are recommended by the CLC and called by the church (90% affirmative vote)
- The tenure of pastors is perpetual until God clearly moves him on.
- Removal: The removal of a pastor will be for dereliction of duty, incompetence, or violation of Scripture.

#### b) Removal Procedure

- Male members of the CLC meets with the pastor (documented evidence is required)
- Two Thirds vote of the CLC is required for recommendation for removal
- Majority vote from the active membership is required

#### c) Pastors Primary Work: will be according to their giftedness

d) General Pastoral Responsibilities: include teaching, preaching, care of the congregation, initiate vision for the church , prayer

e) Pastoral/Elder Titles: Senior Pastor, youth, education, music, administration, teaching, preaching, associate pastor

- Senior pastor: leads pastoral meetings and oversees (supervises) pastoral team

### **Section 3.02 Church Leadership Council**

a) Composed of three men and three women and the Senior pastor

Appointments: 3 appointed by the senior pastor and 3 elected by the church. All affirmed by the congregation

Terms: 3 years. No member can serve two consecutive terms. A member fulfilled a partial term may on the completion of his/her term, be appointed for a full three year term.

b) Serves as a search team for pastors

- Writes the job description for pastors
- Recommends salary and benefits to the church
- Recommends church policy to the church

c) Formulate the vision (yearly strategy, including calendar, etc.)

d) Recommends church policy to the church

e) Appoints members of the Nominating Team

### **Section 3.03 Ministerial Teams**

a) Financial Team: Consist of six members serving a rotating three year term. The church treasure is an ex-officio member. This team will: (1) assess the financial matters of the church, (2) develop a budget to meet church needs, (3) present a

new budget to the congregation on the last Sunday of October (4) propose any budget adjustments (5) prepare quarterly reports for the congregation

b) Nominating Team: Consist of six members serving a rotating three year term. They are appointed by the church leadership council. This team recommends members and leaders (including the facility coordinator) for the ministerial teams and presents them to the church at the annual family conference. This team also determines new ministry teams and responsibilities as needed to meet the needs of the church

c) Property Team: This team (1) sees to the maintenance of all church buildings and property, (2) approves all alterations to church property, (4) presents a yearly budget to the financial team.

d) Ministry teams named in this section are mandatory; others not mentioned are not mandatory and are decided by the nominating team including job descriptions.

### **Section 3.04 Trustees**

a) Trustees consist of three active members of the church elected by the congregation. They exist for the purpose of representing the church in signing contracts, incurring debt, or any other legal documents. All three signatures are required to validate any legal contracts to Shiloh Community Church. Trustees will serve for a ten year term. A trustee can be removed from office by a majority vote of the church membership.

## **Article IV Church Conferences**

### **Section 4.01 Fall Family Conference**

a) Scheduled for the Sunday before Thanksgiving. This will be a Sunday evening or afternoon conference

b) The agenda will include: Approve/ratify the budget, approve officers and teachers, and approve an annual calendar of events.

c) The agenda for this meeting, including all appointments, budget, and calendar must be published two weeks prior to the scheduled meeting.

### **Section 4.02 Special Called Conferences**

a) Special Called Conferences may be called provided they meet the following procedure:

(1) A verbal announcement in the Sunday morning worship at least one week prior to the conference, (2) A church wide mailing to all active church members at least one week prior to the conference, (3) published in the weekly newsletter at least four days prior to the conference

b) In the event that church action is required and time does not permit for a special called conference to be called, then the pastor and Church Leadership Council shall meet and take appropriate action.

### **Section 4.04 Voting**

a) Voting will be decided by the majority vote of the present active members

b) All changes to this Administrative Manual are made by a majority vote of the congregation

## **Article V Use of Property and Facilities**

**Section 5.01 Property and facilities includes all property owned by Shiloh Community Church and will include buildings, furnishings, grounds, and any other material used by the church.**

**Section 5.02 Long term use of church property and facilities by persons other than church members is at the church's discretion. Short term use is at the discretion of the Facilities coordinator.**

**Section 5.03 All groups will be required to sign an agreement accepting responsibility for property damage and relieving Shiloh Community Church of liability for accidents.**

### **Section 5.04 Responsibilities of the Facilities Coordinator**

- a) Approving non-church events
- b) Scheduling non-church events on the church calendar
- c) Open and close the church and supervising clean-up
- d) Leading the Property team and overseeing the maintenance of church buildings and properties

**Section 5.05 Changes in the décor or landscape will require approval of the property team. That team will also authorize repairs, upkeep, etc. for budgeted items.**