

CHURCH DESCRIPTION

I. MEMBERSHIP

A. QUALIFICATIONS

1. New Birth – Repentance toward God and faith toward the Lord Jesus Christ
2. Expressed desire for membership
 - a. Form to be filled out (available at the church)
 - b. Received into fellowship at public service of the church (having completed membership requirements)

B. ANNUAL MEMBERSHIP

1. Membership is to be renewed each year during month of December
 - a. This is done by filling out forms to be listed in the Church Directory for that year
2. Those listed in the current church directory as members and those added during the year are considered active members
3. Church accepts responsibility to minister to them
4. They may participate in business meetings of the church
5. Those who desire to maintain membership in another church but at the same time be a part of fellowship at the church may do so but shall not be permitted to participate in church business meetings

C. MEMBERSHIP WILL CEASE

1. By death
2. By transfer to another Christian church
3. By the request in writing of the member
4. By expulsion from the church:
 - a. When member's morals and conduct or beliefs are habitually inconsistent with what is correct according to the Word of God, the Bible; thus harming the testimony or fellowship of the church and other believers
 - b. When church has made a ruling and member refuses to receive or abide by it
 - c. And when efforts aimed at restoration have failed
 - d. Such a person shall be excluded until they repent and ask for restoration
5. By failure to renew membership each year

II. LEADERSHIP

A. QUALIFICATIONS

1. LEADERSHIP CONSISTS OF PASTOR (first among equals), ELDERS, DEACONS

2. Those considered for leadership positions in the church are examined to see if the following things are true of them:
 - a. Christian experiences
 - i. New Birth
 - ii. Water Baptism
 - iii. Seeking to walk in continual communion with the Holy Spirit
 - b. Church
 - i. Member of this local church
 - ii. Attends church regularly
 - iii. Willingly gives time and effort in work of the church
 - iv. Supports church financially, regularly, and systematically (tithing)
 - v. Is in general agreement with stated objectives, beliefs, practices, etc. of the church
 - c. Speech
 - i. There is no deliberate and malicious lying or gossiping
 - ii. There is no cursing and using of God's name in vain
 - iii. There is no telling of vulgar or obscene stories
 - iv. There is no sowing discord among believers
 - d. Conduct
 - i. They are faithful to spouse
 - ii. They are not an adulterer or fornicator
 - iii. They are not a homosexual
 - e. Body
 - i. Drugs are used only for medical purposes
 - ii. They are not a drunkard
 - f. Dress and grooming
 - i. Man looks like a man
 - ii. Woman looks like a woman
 - iii. Both men and women dress modestly rather than suggestively
 - g. Finances
 - i. Works to support family
 - ii. Honest-does not steal
 - iii. Pays taxes and debts
 - iv. Lives within income (does not borrow excessively and pays debts promptly to organizations, companies, individuals, etc.)
 - h. Family
 - i. Husband loves his wife and children and assumes biblical headship in the home
 - ii. Wife respects her husband and cooperates with him in building home life according to God's principles

- iii. Husband and wife are faithful to each other
- iv. Parents, inhibiting evil, and promoting wholesome character in the children, should enforce standards of acceptable attitude and conduct. (1 Timothy 3:1-3)

B. PASTOR

1. Installing a pastor
 - a. Elders are the pulpit committee
 - i. Charged to seek God's will
 - ii. May or may not be member of church when called
 - iii. Investigate prospective men
 1. Doctrine
 2. Life and conduct
 3. Meet qualifications for a church leader (1 Timothy 3:1-15)
 4. Handling of finances
 5. Fruits of his ministry
 - iv. Should acquaint prospective pastor with the church body
 1. When elders agree on a man, they shall present him to the church
2. Terms of the election
 - a. Given a call of indefinite duration
 - b. Salary and other benefits shall be clearly stated by the pulpit committee
3. In general-the responsibility of the pastor includes:
 - a. Being the designated chief elder in the local church
 - b. Being the chief executive officer of church in administering the work of the ministry
 - c. Being principle preacher, teacher, and minister of the Word of God
 - d. Chief supervisor of all staff workers and activities in the ministry
 - e. Pastor is accountable to the pulpit committee for his life, conduct and performance of his work
4. Vacating the office of pastor
 - a. Pastor may voluntarily resign
 - b. Pastor may be removed from office:
 - i. Charges against pastor, in writing, will be submitted
 - ii. Pastor shall have an opportunity to answer those charges before the pulpit committee
 - iii. A determination of further action will be made by eldership. The Biblical Counseling Institute is available for extra local consultation.

C. ELDERS/TRUSTEES

1. How elders are chosen:
 - a. Raised up by the Lord
 - b. Recognized by the pastor and other elders
 - c. Elders being chosen or added are selected only by the common consent of the existing elders at a meeting to appoint such
 - d. Ordained by laying on of hands by the pastor and local eldership. Where appropriate extra local leaders may also participate.
2. Elders are Trustees and Tenure of Office
 - a. In keeping with the requirements of the law of the State of Ohio that The Sanctuary must have at least three persons designated as trustees, the pastor and elders will serve dual rolls as Trustees. Other trustees may also be appointed who are not elders.
 - b. Each elder shall hold office for a tenure of two (2) years from date of appointment, at which point a review will be made by the pastors and other elders to determine the elder's continuance, termination or resignation or until a replacement is selected.
 - c. Removal
 - i. Voluntarily resigned from office
 - ii. Convicted of violating standards and refusal to correct behavior in accordance with the Word of God
 - iii. May be removed for just cause whenever in the judgment of the majority of pastor and elders the best interests of the church would be served by such a removal
3. Meetings
 - a. Meeting of elder-trustees may be called for any purpose relating to function of the elders-trustees to conduct matters of physical property interests
 - b. By giving of written notice at least two (2) days before such meeting
 - c. Such notice is to include the time and place of the scheduled meeting
 - d. In lieu of an actual meeting the matter at hand may be considered and approval given by a written statement signed by all elder-trustees
 - e. While the elders-trustees always strive for united action in whatever is being considered, in the case that a particular property matter does not have a unanimous approval, acceptance of the proposal shall be made by simple majority vote

- f. In any case no action shall be taken without a majority number of the elder-trustees being presented with the proposal relating to a property matter
- 4. In general-work of elder includes:
 - a. Meet regularly
 - b. Ministering to the Lord-worship, fasting, prayer
 - c. Make decisions on principle of unanimity wherever possible (see 3e)
- 5. Make recommendations to the church about major items of business, including:
 - a. Legal contracts
 - b. Budget
 - c. Church discipline
 - d. Nominate elders & deacons
 - e. New ministries
 - f. Matters of general concern
 - g. Act for the church in minor or routine matters of business.
- 6. Other spiritual ministries that they may participate in:
 - a. Ordination
 - b. Anoint sick with oil
 - c. Serve the Lord's supper
 - d. Deal with and solve fellowship problems
 - e. Fulfilling personal calling and ministry (each elder may be different)
 - f. Being an example of Godly living to the Body of Christ
 - g. Participate in the pulpit committee
 - h. Leaders of various ministries of the church

D. OTHER STAFF PERSONNEL (Paid Staff or Temporary Help)

- 1. Recommended by pastor to elders or by the elders to the pastor
- 2. May or may not be a member of church when called
- 3. General job description shall be prepared and filed with pastor in writing
- 4. Salary and other benefits shall be clearly stated
- 5. Serve under general direction of pastor and be accountable to him for their life conduct and work
- 6. May be dismissed by elders and pastor

E. LEADERS OF OTHER MINISTRIES OF THE CHURCH

- 1. May be either man or woman
- 2. Meet qualifications for leadership (2B)
- 3. Nominated by the pulpit committee for leadership
- 4. Serve under general supervision of pastor and elders
- 5. Tenure
 - a. May resign

- b. Can be removed at any time by the pulpit committee for gross non-Christian conduct, gross neglect of duty or persistent heresy

F. CHURCH BUSINESS MEETINGS

- 1. Annual business meeting to be held in Jan. or Feb. of each year
- 2. Called business meetings when needed throughout the year
 - a. Announced at least one week in advance on Sunday morning

III. **ORGANIZED MINISTRIES Many additional ministries are possible**

A. PROCEDURE FOR BEGINNING NEW MINISTRIES LOCALLY

- 1. Pastor and elders will seek to have sufficient job openings for people in church fellowship to participate in organized ministry, provided the persons are duly qualified
- 2. Pastor and elders recognize need for certain ministry or may be called to their attention by others who see need or feel called to a certain work in said ministry
- 3. Meet together with pastor and/or elders
- 4. Present plans to pastor and elders for review and approval

IV. **VARIOUS PRACTICES OF THE CHURCH**

A. ALL DECENTLY AND IN ORDER ACCORDING TO THE SCRIPTURES, AND FOR THE EDIFICATION OF THE CHURCH

- 1. Baptism in water-Matt. 3:13-17
- 2. Filling of the Holy Spirit-1 Corinthians Chapter 12, Acts 1:5,8
- 3. Foot washing-John 13:5, 12-16
- 4. Lord's Supper-Luke 22:13-20
- 5. Laying on of Hands-Mark 16:18, Acts 13:1-3
- 6. Anoint with oil-James 5:14, 15
- 7. Singing-Psalm 7:17, Psalm 149, (most Psalms)
- 8. Musical instruments-Psalm 150
- 9. Dance-Psalm 149:3
- 10. Clap hands-Psalm 47:1
- 11. Lifting of hands-1 Timothy 2:8
- 12. Laughter-Psalm 126:1-3
- 13. Weeping-James 4:8-10, Psalm 126:5,6
- 14. Shouting-Psalm 47:1, Ezra 3:11-13
- 15. Prayers-James 5:16, 1 Thessalonians 5:17
- 16. Confession-James 5:16, James 4:8-10
- 17. Receive tithes and offerings-Malachi 3:10,11

V. **FINANCES**

A. WHERE DOES MONEY COME FROM?

- 1. Tithes
- 2. Offerings

3. Love gifts

B. HOW IS MONEY RECEIVED?

1. Offering plates are passed
2. Through the mail
3. By the treasurer

C. RECORDS

1. Are to be kept in church office
2. Receipts (for income tax purposes) are furnished for those who make their gifts through offering envelopes provided or checks
3. Regular financial reports are made available to the church membership annually at the annual church business meeting

D. DEPOSITS

1. Secretary and/or treasurer will deposit money in bank account weekly or as often as needed
2. Elders and/or deacons may also make deposits with the permission of pastor or treasurer
3. Funds actually received each week are allocated according to needs and payments owed

E. FINANCIAL OBJECTIVE IS:

1. To teach God's people His Word about work, money, giving, stewardship, etc.
2. To give opportunity to give tithes and offerings to the work of the Lord in His Church
3. To handle money in a competent, discreet and business-like manner

VI. DOCTRINE

- A. We believe the bible containing the old and new testaments to be the word of God, the only authoritative foundation for all our doctrines
- B. Therefore we reject creeds which claim eternal unchanging truth and thereby take the place of the scriptures in instructing the Christian conscience
 1. However, a course of study (including creeds) setting forth present beliefs and understanding of the scriptures may be prepared and used to instruct new Christians and new members of the fellowship
 2. If controversy arises concerning a particular teaching or ministry with resulting confusion, etc., the pastor and elders should make doctrinal statement clarifying the church's position.

- C. Those who teach, preach and minister in the church are to do so in submission to the government of that church including its doctrinal statement
- D. Those who refuse to do so are of a heretical spirit and if they persist are to be rejected from ministering in the church (Romans 16:17-18; Titus 3:10-11)