

CONSTITUTION & BY-LAWS

For:

Easthaven Baptist Church, Inc.

2010 Whitefish Stage

Kalispell, MT 59901

406.752.7021

www.easthaven.org

Updated and adopted as of: 01/03/2016

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PREAMBLE

It is the express purpose of God, our Heavenly Father, to call out of the world a saved people who shall constitute the Church of our Lord Jesus Christ, built and established upon the foundation of God’s Word, the Bible, Jesus Christ Himself being the chief cornerstone; and God having ordained that this universal church should find its expression in and through local churches, enjoining them to assemble together for worship, fellowship, discipleship, ministry, and evangelism.

NAME & REGISTERED OFFICE

The name of this organization shall be Easthaven Baptist Church, Inc., Kalispell, Montana. The address of the registered office of the corporation is 2010 Whitefish Stage, Kalispell, Montana, 59901.

PURPOSE

Easthaven Baptist Church (EBC) exists to make disciples for Jesus Christ. In order to do this EBC shall gather to encounter Jesus Christ, grow in love for God and one another, and go to live and serve in the power of the Holy Spirit.

OFFICIAL RECORDS

EBC will maintain accurate records of this constitution, the by-laws, articles of incorporation, membership records, policies, and other corporate business at the church office.

LISTING OF CORPORATE OFFICERS who form the BOARD OF DIRECTORS

- President - Senior Pastor
- Vice President - Chairman of Deacons
- Treasurer - Church Treasurer
- Secretary - Church Clerk
- Trustees - Trustees of the church

AFFILIATION

Easthaven Baptist Church is a member of the Montana Southern Baptist Convention, the Glacier Southern Baptist Association and the Southern Baptist Convention for the alignment of doctrine and cooperation in missions; however, EBC is an autonomous membership of believers.

STATEMENT OF BELIEFS

Throughout this document numerous references are made to “man”, “him”, or “he” to represent mankind and not a particular gender. However, only males are biblically eligible for ordination to serve as pastors or deacons within EBC.

1. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, sanctification, and glorification.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28;6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

A. Regeneration, or the new birth, is a work of God’s grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ.

Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer into a relationship of peace and favor with God.

B. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual perfection through the presence and power of the Holy Spirit dwelling in the believer. Growth in grace should continue throughout the regenerate person's life.

C. Glorification is the culmination of salvation and is the final state of believers with a new and imperishable body.

2. Scripture

The Holy Bible was written by men divinely inspired and is the record of God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter, and is inerrant in its original text. It reveals the principles by which God judges us; and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

3. God/Trinity

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. To Him we owe the highest love, reverence, and obedience. The eternal God reveals Himself to us as a Trinity of persons; Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

B. God the Son

Christ is the eternal, one and only Son of God. In His incarnation as Jesus Christ he was conceived of the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself the demands and necessities of human nature and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples and many others as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God the Father where He is the One Mediator, partaking of the nature of God and of man, and in whose Person He accomplishes the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians

1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts of sin, of righteousness and of judgment. He calls men to Jesus Christ as Savior, and effects regeneration. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. He dwells in all believers and His presence in the Christian is the assurance of God to bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

4. Man

Man was created by God in His image, and is the crowning work of His creation. In the beginning man was innocent of sin and was endowed by His Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan, man transgressed the command of God, and fell from his original innocence; whereby all men inherit a nature and an environment inclined toward sin, and as soon as they are capable of moral action become transgressors and are under condemnation. The penalty of man's sin is separation from God in an eternal place of torment called hell. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore every man possesses dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

5. God's Purpose of Grace

God chose to bestow grace (unmerited favor) to believers by which He regenerates, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is a glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable.

All true believers endure to the end. Those who have accepted Christ, and are sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the cause of Christ, and temporal judgments on themselves, yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

6. Baptism & the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to the believer's faith in the final resurrection of the dead. Being a church ordinance, it is a prerequisite to the privileges of church membership. The Lord's Supper is a symbolic act of obedience whereby believers, through partaking of the bread and the fruit of the vine, memorialize the death of the Lord Jesus Christ and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

7. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

8. Holy Matrimony

Members of EBC believe that the covenant of marriage is defined by God to be the union of one biological man and one biological woman. The institution of marriage was given to man by God and cannot be changed. This truth is reflected in both the Old and New Testaments. In light of this belief, we will not knowingly allow our facility or staff to be party to an event that is in opposition to our beliefs.

The institution of marriage as the union of one man and one woman predates government and was created by God for one man and one woman. This unchangeable truth is reflected in the Creation story itself.

Genesis 2:18-24 (HCSB)

Then the Lord God said, "It is not good for the man to be alone. I will make a helper as his complement." So the Lord God formed out of the ground every wild animal and every bird of the sky, and brought each to the man to see what he would call it. And whatever the man called a living creature, that was its name. The man gave names to all the livestock, to the birds of the sky, and to every wild animal; but for the man no helper was found as his complement. So the Lord God caused a deep sleep to come over the man, and he slept. God took one of his ribs and closed the flesh at that place. Then the Lord God made the rib He had taken from the man into a woman and brought her to the man. And the man said: This one, at last, is bone of my bone and flesh of my flesh; this one will be called "woman," for she was taken from man. This is why a man leaves his father and mother and bonds with his wife, and they become one flesh.

The institution of marriage as the union of one man and one woman is also reflected by the very words of Jesus Christ in the New Testament.

Matthew 19:4-6 (HCSB)

"Haven't you read," He replied, "that He who created them in the beginning made them male and female," and He also said: "For this reason a man will leave his father and mother and be joined to his wife, and the two will become one flesh? So they are no longer two, but one flesh. Therefore, what God has joined together, man must not separate."

The New Testament further reflects the institution of marriage as the union of one man and one woman in Paul's letter to the Church at Ephesus.

Ephesians 5:28-31 (HCSB)

In the same way, husbands are to love their wives as their own bodies. He who loves his wife loves himself. For no one ever hates his own flesh but provides and cares for it, just as Christ does for the church, since we are members of His body. For this reason a man will leave his father and mother and be joined to his wife, and the two will become one flesh.

9. Gender Identity

We believe that the very image of God is reflected in every one of His human creations. No other created being is made in the image of God.

Genesis 1:26-27 (HCSB)

Then God said, "Let Us make man in Our image, according to Our likeness. They will rule the fish of the sea, the birds of the sky, the livestock, all the earth, and the creatures that crawl on the earth." So God created man in His own image; He created him in the image of God; He created them male and female.

Our biological sex at birth is an infallible expression of His will (Gen 5:2, Psalm 139:13-14, Roman 9:20-21, Mark 10:6). Gender Identity is determined by biological sex and not by one's self-perception - a perception which is often influenced by fallen human nature in ways contrary to God's design (Ephesians 4:17-18).

ADOPTION & AMENDMENTS

This Constitution shall be considered and adopted and in immediate effect when (3/4) three-quarters of the members present, which fulfills the quorum requirement, in a special called business meeting shall vote in favor of adoption. The adoption of this Constitution shall replace all previous Constitutions. This Constitution may be amended by its members. Written amendment proposals must be presented to the church clerk at least 30 days prior to the time a vote is taken.

BY-LAWS

Adopted as of 01/03/2016

CHURCH GOVERNMENT STRUCTURE

The government of EBC shall be congregational in nature and shall be vested in the members. The members shall hire the Senior Pastor, elect committees and ministry team leaders and empower them to make decisions within the scope of their function as defined by these by-laws.

MEMBERSHIP

Candidates for membership may initiate a request to join through one of following means:

- **Transfer of Letter of Church Membership** - A member of another Southern Baptist Church may be received upon receipt of a letter of transfer from the church where their membership resides.
- **Statement of faith** - indicates a prior conversion experience and baptism by immersion.

All candidates for membership shall be reviewed by either a deacon and/or a pastor of EBC.

To become a member, candidates must:

- 1) Offer evidence of an experience of conversion to Christ (John 3:3-7, John 1:12-13, 1 Peter 1:18-25)
- 2) Have been baptized by immersion in water (Matthew 28:19, Colossians 2:12, Mark 1:10).
- 3) Complete the Align Class (Available to those 13 years of age or older.) (Effective April 1, 2016).
- 4) Sign the agreement with the beliefs of EBC. (Available to those 13 years of age or older.) (Effective April 1, 2016)

Under Age - Limited Membership:

Anyone under 18, having fulfilled the first two requirements listed above, are eligible for limited membership. The privilege of voting and unsupervised service will not be available with this designation. If a person, between 13 and 17 years of age, with such a designation chooses not to complete steps 3-4 listed above by the time they turn 18 they will automatically surrender all forms of membership until such time as steps 3-4 are completed.

All accepted candidates for membership will be presented to the church clerk and affirmed by announcement to the existing membership.

Expectations: The points below summarize the minimum levels of commitment expected by EBC members:

- We will strive to live a consistent Christian life as a fully devoted follower of Jesus Christ. (*Romans 6:4, 8:14, 13:13-14, Ephesians 4:17-32, 5:1-2, 15, and 1 John 1:6-7*)
- We will have a willing heart to serve and be involved in church ministries consistent with the giftedness of each individual. (*James 1:22, Ephesians 4:11-16, 1 Peter 4:10-11*)
- We will contribute regularly to the financial support of this church with tithes and offerings (*Malachi 3:10, and 2 Corinthians 9:7*).
- We willingly submit to the EBC Constitution and By-laws.

- We acknowledge that membership at EBC is a privilege. We will actively participate in the life of the church. If a member becomes inactive, the church family will make effort to contact them, check on their welfare, express our concern over his/her absence, and encourage them to return.

Privileges of Membership

In assuming responsibility of maintaining biblical order in the local church, we the membership reserve the following prerogatives:

- To have a membership according to the By-laws & discipline according to Biblical guidelines.
- To select the Senior Pastor and other church leaders as defined within these By-laws.
- To establish and maintain such ministries as may be deemed necessary for the Church to fulfill its purpose as stated elsewhere in these By-laws.
- To have the authority to buy, lease, or otherwise acquire, own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of such property, real, personal, tangible, and intangible, or whatsoever kind as maybe useful for the furtherance of its purposes, as long as these transactions are consistent with the church objectives and purpose.
- To vote on governing matters of the church in an informed and knowledgeable manner.
- To have the privilege of serving in an ongoing scheduled position. While non-members are welcomed and encouraged to both attend and engage in activities, they are not eligible to serve outside of a spontaneous unscheduled capacity.

Termination of Membership:

- Transfer out of member – A letter of transfer to another Southern Baptist church may be issued upon request from the church which the member is planning to join providing such member is in good standing.
- Request for Removal from Membership – Requests should be communicated to the church Clerk.
- Church Discipline (see following section)
- Removal by inactivity – A member may be removed from membership if he/she no longer engages in corporate worship for a period of more than one year. An attempt to contact the member will be made before removal. We recognize that members may absent themselves from active participation for good cause. “Good cause” is defined as, but not limited to, being homebound, military duty, seasonal relocations, and going away to college.
- Death

Reconciliation and Discipline of Members

All such proceedings shall be exercised with a spirit of Christian kindness. Discipline is an exercise of Biblical authority for which the church is responsible (Matthew 18:15-20; Ephesians 5:11; 1 Timothy 5:20; 2 Timothy 4:2; Hebrews 13:17). The purpose of discipline is to promote repentance and restoration, and is to be redemptive in nature as well as corrective. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment. This church will follow the disciplinary procedure set forth in Matthew 18:15-20. If the offending member refuses to meet with the EBC ordained leaders and/or the matter is not resolved, then the offending member will be removed from membership by a vote of the membership. Any member of this church is subject to discipline on the basis of unbiblical conduct or behavior that is inconsistent with the standards in these by-laws.

Disputes with Members

The Bible teaches that Christians should resolve their disputes before the saints and not in the civil courts whenever possible. (1 Corinthians 6:1-8) Therefore EBC requires that all disputes that may arise within the membership or with any employees, volunteers, or other workers of this church, be resolved by Christian mediation/arbitration.

MEETINGS/VOTING

Church-wide Meetings

Members of the church shall enjoy the right to vote at all elections and on all questions submitted to the church, provided the member is present for such a vote. While voting commonly requires a member to be present to vote, some measures may be presented to the members via mail or electronic form for a vote. Votes of the church will commonly be by hand-count or verbal ayes or nays; however, a written ballot may be called for by any member at least 24 hours prior to the meeting. This request must be made by contacting the moderator of the meeting (usually the Senior Pastor). A 2/3 majority vote of the quorum is required to pass any motion presented to the membership. Meeting Quorum shall consist of those members who are present at a properly called business meeting. Notice of Church Business Meetings shall include the purpose, place, date, and time of meeting. A one-week minimum notice of all Church Business Meetings will be given. Notice will be communicated by public announcement and other channels commonly used to keep members informed. The Senior Pastor will moderate meetings except topics related to staffing which will be moderated by the Chairman of the Personnel Committee. If the Senior Pastor is not present, he will appoint another person to serve as moderator in his absence. Minutes and results of all Church Business Meetings shall be recorded and available to any member upon request. All meetings of the church will be considered open unless the moderator needs to discuss issues in confidence that would be sensitive in nature. In this case, the membership can vote to hold a closed meeting for that purpose. Church Business Meetings shall include the following:

- > Annual election of Volunteer Leaders includes Church Officers, Committees and Ministry Team Leaders. (A written ballot will be required.)
- > Approval of church budget (A written ballot will be required.)
- > Annual Business Meeting – The purpose of this meeting is to present the State of the Church Address and highlight ministry reports.
- > Special Business Meeting – May be called by the Senior Pastor, Leadership Advisory Team or Personnel Committee (for staff issues) as needed with at least one week notice to the EBC membership.

Committee Meetings

All newly elected leaders are to meet and elect a chairman, perform orientation and budget planning for next year. Any vote taken by members of a committee will require a simple majority. Meeting quorum will require a majority of the committee members to be present.

CHURCH FINANCES

The church shall be financed by the tithes and offerings of this congregation (Malachi 3:10). The church shall keep fiscal books in accordance with generally accepted accounting practices and procedures.

Fiscal Books shall be reviewed by the Stewardship Committee prior to each Annual Business Meeting and otherwise as needed.

Annual Budget shall be developed by the Stewardship Committee and approved by the membership at a church-wide meeting.

Fiscal Year shall be the 12 months ended December 31 for purposes of records, transactions, budgets and financial reports.

Policies and Procedures shall be in place for all key financial functions. The Treasurer and Stewardship Committee are to verify that financial procedures are in place and that practices are in compliance with them. A periodic detailed review is to be made by the Treasurer and Stewardship Committee related to proper handling of all money and fiscal transactions.

Contribution Statements shall be provided to the donors at least annually.

Offerings shall be processed under the guidance of the Stewardship Committee in accordance with published policies and procedures.

Disbursement of funds must be done in accordance with published policies and procedures and within the scope of the annual budget.

SUMMARY OF LEADERSHIP FUNCTIONS

Ordained Leadership

The ordained leaders of EBC provide spiritual guidance and perform other leadership roles;

Senior Pastor

Associate Pastors

Deacons

Non-Ordained Leadership of the Church

EBC recognizes a variety of other positions. These leaders are either hired, elected, or appointed in accordance with these by-laws.

Ministry Directors – Paid, non-ordained leaders of assigned functions of the church.

Leadership Advisory Team – (LAT) Comprised of various EBC leaders to provide senior level advice and review to ministries.

Treasurer – (elected annually) Oversees internal control over cash receipts and disbursement processes, is a signature authority for payment of expenses which are approved by the Stewardship Committee, and reviews the accuracy and completion of financial reports. The Treasurer shall be a voting member of the Stewardship Committee.

Church Clerk – (elected annually) Maintains church membership, baptismal, and corporate church records, is in charge of taking minutes at all church wide meetings, and completes the annual church report. The Clerk shall serve as a voting member of the Nominating Committee.

Trustees – (elected annually) Holds in trust church property and signs legal documents of the church as approved by the membership. There shall be a minimum of 3 Trustees.

Standing Committees – Nominating Committee, Stewardship Committee, Personnel Committee, Facilities Committee, Missions Committee, and Fellowship Committee.

Ministry Team Leaders – (elected annually) Volunteer leaders of assigned ministries.

Ministry Teams – Teams of people to minister to the needs of our church family and to our community at large.

Pastors' Duties

Senior Pastor – The Senior Pastor is a key contributor to the vision and spiritual direction of EBC. He shall provide leadership and oversight to our stated purpose of making disciples. He shall conduct services, give oversight to the administration of the ordinances of the church, minister to the spiritual needs of the members, provide supervision of the ministerial staff and perform other duties that pertain to that office. He shall have primary responsibility of the pulpit ministry of the church.

The Senior Pastor shall have the authority, with the approval of the personnel committee, to:

1. Create new associate pastoral and non-pastoral positions.
2. Fill existing paid positions when a vacancy occurs.
3. Promote, change, or reassign pastoral and non-pastoral staff to new positions.
4. Terminate employment for associate pastoral and non-pastoral positions.
5. To be the final authority, after consultation with the Associate Pastors, on the interpretation of Scripture.

Associate Pastors – These positions will be established according to the ministry needs and budget of the church. Men who are considered for these positions should be ordained or be candidates for ordination.

Deacons' Duties

Purpose: Deacons are ordained servants of the church. Along with the pastoral staff, they are to consider and make recommendations to the church in all matters pertaining to the discipline of church members, shall review and present for a vote candidates for church membership, and carry out spiritual and fraternal relations and support to all the members of the church.

Organization: Deacons shall be recommended, examined and trained by the current deacon body and pastors. The deacons will submit prospective deacons to the EBC membership for a 2 week review and comment period. The prospective deacons will then be affirmed by a vote taken by written ballot of the church membership. The term of service shall last as long as they are called by the Holy Spirit and the church continues to approve of their ministry.

The deacons shall select their own chairman, who shall serve for one year, but may serve longer if reelected by the other deacons. The Chairman or an elected Vice-chairman shall be a member of the Leadership Advisory Team. The retiring chairman shall be responsible for calling an organizational and orientation meeting of the deacon body to facilitate the transition of Deacon leadership.

Responsibilities:

1. Deacons shall at all times regard themselves as servants of the Lord and the church. With the pastor(s), and as the Holy Spirit may direct, they are to minister to the members of the church, through such ministries as visitation to promote the welfare of the membership.
2. Deacons should be available to visit people who express a desire to become members of the EBC by listening to their testimony of personal salvation and baptism by immersion as a believer in accordance with the New Testament or profession of faith and request for baptism.
3. Deacons shall handle discipline issues and disputes related to members and committees together with the pastoral staff.

Qualifications: The Deacons shall be men elected by the Church, from among those members who have proven themselves to have the Scriptural qualifications according to I Timothy 3:8-13 and Acts 6:3-6. In the event that men become members of Easthaven Baptist Church who have already been ordained for service as deacons in a church of like faith and order, they can serve with us in this office, without being ordained again, by simply being affirmed by the church. All men who serve as deacons shall be recommended, trained and examined by the Pastor(s) and the current deacons. After a training time, they shall then be voted on by the church and then be ordained to this office by the laying on of hands and prayer.

Authority of Ordained Members Regarding Marriage – The membership of Easthaven grants authority to the Ordained Members (define or say ordained leadership) to perform the worship service of Holy Matrimony (as defined in the EBC Constitution under point #8) both on and off the physical site. However, EBC regards the Marriage Licenses required by the State to be a civic matter that needs to be addressed independently.

Licensure and Ordination of Ministers

EBC shall have the right to license and ordain men for Christian ministry and service. Ordination gives valid spiritual authority and legal recognition to those who minister under the authority of our church.

The purpose of licensure is to acknowledge that a candidate has given evidence of a call into the Gospel ministry and license them to preach the Gospel as they may have opportunity to exercise their gifts in ministry.

The purpose of Ministry ordination is to offer church-wide recommendation and endorsement to a minister that has been given full and sufficient opportunity for demonstrating his gifts, and has been examined in regard to his Christian experience, call to ministry and views of Bible doctrine. The purpose of ordination to the deacon ministry is to set apart a man to minister to and serve the church body and provide spiritual leadership alongside the pastoral staff.

Ordination is accomplished by the following process:

1. A time of questioning by a council of ordained men who offer a recommendation to the membership accordingly.
2. An official vote of the EBC membership.
3. The laying on of hands in prayer by the previously ordained men in the church.

Ordained Leadership Vacancies & Removals

Pastoral Staff

1) Whenever a vacancy occurs in the Senior Pastor position, the nominating committee will recommend a Search Committee of at least six (6) members to search for possible candidates. Two members of the Personnel Committee shall be part of the search committee. The Search Committee will document the key qualifications and an updated job description. The vote to call a Senior Pastor shall take place at a Special Called Business Meeting. The Committee shall bring only one name at a time for the consideration of the church and no nominations shall be made except by the Search Committee.

Election shall be by written ballot of the EBC membership with an affirmative vote of two-thirds of those members present for the extension of a call. The Committee will be instructed to continue to seek out candidates until an acceptable one is found. An interim pastor may be called by the church during the search process.

Qualifications: Pastors shall be men elected by the church who have proven they have the Scriptural qualifications according to I Timothy 3:1-7.

2) In the event a Senior Pastor has a serious charge against him, or his ministry has ceased to be effective, authority is vested in the Personnel Committee to review the situation, pursue reconciliation and a plan to work together for the good of the Church. If resolution cannot be reached, the Personnel Committee shall meet with the LAT to recommend action that should be taken. The action taken may include the mediation or arbitration steps as defined above in the section “Disputes with Members”, however; if termination is the recommended action, the Personnel Committee shall then bring a recommendation before the entire membership to terminate the pastor’s employment. The position shall not be considered vacant until the recommended action of the Personnel Committee is confirmed at a special

called Business Meeting through a written ballot of the members by a simple majority vote. During this interim period, the pastor will be temporarily on-leave until a church-wide vote is cast. This special business meeting shall be presided over by the Chairman of the Personnel Committee. In the event a pastor is not re-elected, employment shall be terminated and the Personnel Committee will recommend the terms of separation.

3) In the event a deacon has a serious charge against him, or his ministry has ceased to be effective, authority is vested in the Deacon Body to review the situation, pursue reconciliation and a plan to work together for the good of the entire church body. The action taken may include the steps as defined above in the section “Disputes with Members”, however; if removal is the recommended action, the Deacon Body may bring a recommendation before the entire congregation to remove a deacon.

4) The church members reserve the right to revoke the ordination of a Pastor or Deacon where rare circumstances dictate.

Leadership Advisory Team (LAT)

The purpose is to bring together key leaders to advise and review existing ministry activities, key issues, and new ministry direction from a well-rounded perspective of the church leadership, to provide accountability and an opportunity for networking and support. This Team’s role is to assess needs, consider the impact of decisions and ideas, and to address issues confronting the church family. The Team is a representative of the church members and is a “go-between” for church members and Pastors. In this way it becomes a key advisor to the pastoral staff. The Team can advise as to what points need to be brought to the members or sent back to the pastoral staff. The Leadership Advisory Team provides a forum to discuss matters and be a voice for the church members.

The Leadership Advisory Team Meetings shall be held at such times and places as the Senior Pastor or the Leadership Advisory Team deem necessary, a minimum of every 90 days. Other pastors, staff, directors, and ministry team leaders can be invited guests as needed. The Church Clerk will act as recording secretary for all LAT meetings.

Organization of the Leadership Advisory Team (Consists of a maximum 13 members)

The Senior Pastor will be the moderator of the team. The Team will be made up of:

- Senior Pastor
- An Associate Pastor
- Deacon Chairman
- Personnel Committee Chairman*
- Facilities Committee Chairman*
- Nominating Committee Chairman*
- Stewardship Committee Chairman*
- International Missions Committee Chairman*
- North American Missions Committee Chairman*
- Fellowship Committee Chairman*
- Church Clerk

- 2 members-at-large to be proposed by LAT and confirmed by the members annually
*could be the chairman or co-chairman

Examples of Role and Function:

The Leadership Advisory Team could deal with issues or function in capacities like:

- > Having the ability to call for a Special Business Meeting.
 - > Provide advice and counsel for teaching and ministry direction, overall church strategy, new events or programs, new ministry teams, annual goals and priorities.
 - > Review major financial issues with the Stewardship Committee including the preliminary budget proposal prior to presentation to the members.
 - > Review and recommend key church policy within the scope of these By-laws.
 - > Review and recommend any new church affiliations and start-ups.
 - > Provide advice and counsel as needed on key church discipline issues, in a secondary role to the Deacons and Pastors and Personnel Committee.
-

MINISTRY TEAMS

Consistent with our purpose to make disciples for Jesus Christ, our church will perform ministry by enlisting teams of people to minister to the needs of our church family and to our community at large. The structure, scope, and functions of these teams may change according to the leading of the Holy Spirit, the size, ministries, needs and programs of the church. All new ministry teams will be reviewed and by the Leadership Advisory Team. All ministry teams will be reviewed annually and submit a written statement to the Leadership Advisory Team covering the following:

- Purpose
 - To whom the ministry team is aligned and accountable to
 - Any financial requirements
 - Interactions with other church ministries
 - Duration of existence All ministry teams must be EBC members, will be enlisted and affirmed by the Nominating Committee, and elected annually by them. EBC membership is not a requirement for serving on a ministry team.
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STANDING COMMITTEES

The church shall elect such standing committees as may be necessary to carry on the programs of the church. The church may add standing committees by a majority member vote in a business meeting. All committee members must be members of the church. The Senior Pastor shall appoint pastors as a liaison to each committee. A pastor may serve as the liaison to more than one committee or ministry team. A deacon may serve on each of these committees.

The number and membership of each committee will be determined by the Nominating Committee annually while maintaining a minimum of 5 members. Standing committee members shall be elected to three year rotating terms. After rotating off a standing committee, a person shall not be eligible for election to that committee until at least one year has elapsed. No member shall serve on more than one standing committee in a given calendar year. All standing committees should submit a report to the

church at least annually. All committees will maintain and adhere to a policy manual that is specific to their area of function.

Personnel Committee – To provide general guidance in regards to ministry personnel and staff that the church employs to include: compensation, benefits, policies and procedures, and performance reviews.

Stewardship Committee – Oversee the financial functions of the church including: adequacy of financial procedures and controls, coordinating the annual budget process, review of financial reports, oversee the financial condition of the church, and approve spending requests. Any major non-budgeted financial transactions (as defined in the Stewardship Policy manual) must be brought to the members for approval.

Nominating Committee – To recommend church members for standing and special committees, ministry team leaders and church officers for election and approval by the church membership annually.

Facilities Committee – To have general supervision of church property including: land, buildings, furnishings, and vehicles.

Missions Committees – To provide general guidance in the vision and missions programs of the church, including all church sponsored mission events and activities; to coordinate church-sponsored missions' offerings and fundraising, to evaluate opportunities for mission service, and to approve financial assistance to people and projects within the budget.

Fellowship Committee – To provide general guidance for the maintenance of, and to assist with the administration and use of, the kitchen facilities; to oversee church wide fellowship events, to aide other ministries in the planning of their events and to facilitate food and refreshments for some church sponsored (non-member) events.

APPENDIX

Adopted as of 01/03/2016

GENERAL STRUCTURE & PROCEDURES OF COMMITTEES

The minimum positions and standing committees defined below shall be in place at all times. This list excludes other ad-hoc committees that are initiated or terminated according to the needs of the church activities. A pastor shall serve as an ex-officio member of each committee. A deacon will serve as a member of all standing committees whenever possible.

The Committee members shall be presented by the Nominating Committee and voted on by the EBC membership to confirm their election. Committees shall be composed of a minimum of 5. Standing Committee members are elected to serve for a 3 year period and must rotate off the committee for at least one year before they are eligible to serve on that committee again. No one should serve on more than 1 standing committee at a time

The goal will be to limit the turnover of committee members to a maximum of ½ of the committee annually. The objective is to provide continuity and orientation of new committee members.

Chairman shall be nominated and elected by the members of the committee for a term of one year. A co-chairman will also be elected.

Meetings will be called and documented as permanent record by the committee chairman. Committee meeting frequency shall be a minimum of quarterly. More frequent meetings may be required depending on specific tasks assigned. Members shall assume duties of office on or before October 1st except the Nominating Committee who will assume duties at least 60 days prior. The

retiring chairman of each committee shall be responsible for calling an organizational and orientation meeting. Retiring committee members may continue to participate in committee activities through December for budgeting and ease of transition.

GENERAL RESPONSIBILITIES OF ALL COMMITTEE CHAIRMEN

The role of the committee chairman is defined in relation to a specific committee. A chairman can be a man or woman. Furthermore, the chairman's particular responsibilities will shift from time to time as the work of the committee develops. Generally, however; the responsibilities of the committee chairman will be described as follows:

- Secure someone who will keep the meeting minutes.
- Organize the committee and for orientation of new committee members.
- Document procedures and processes related to the committee.
- Make sure adequate notice is made to the committee for meetings.
- Set down a broad plan of work for the committee in cooperation with an assigned liaison pastoral staff. The chairman will make sure adequate coordination and communication is in place with other affected ministries and committees.
- Take leadership in preparing the agenda for the meeting and makes certain that the group has it before the meeting is held.
- Preside at meetings. In this role, the chairman operates as a democratic group leader charged with the duty of creating and maintaining a positive atmosphere in which all may participate.
- Assign particular jobs to individuals members of the committee.
- Coordinate the work of their committee with the work of the other active committees in the church. This calls for frequent progress reports to their pastoral staff liaison and the Leadership Advisory Team.

In summary, the committee chairman is a leader and facilitator who is responsible for involvement of each of the committee members. Involvement by the members of the committee will depend, to a great extent, upon the committee chairman drawing out their ideas and suggestions. A good committee chairman is aware of the interests of each committee member and gives effort to extract from each member their valuable contribution.

STANDING COMMITTEES ARE AS FOLLOWS:

Personnel Committee – To provide general guidance in regards to ministry personnel that the church employs to include: compensation, benefits, policies and procedures, and performance reviews.

Responsibilities:

1. Review staffing plan.
2. To develop, review and verify compliance with personnel policies and procedures
3. To review and approve job descriptions and organization charts.
4. To assist the Senior Pastor in recruiting, interviewing, and selecting candidates for associate pastoral and non-pastoral positions
5. Two members of the Personnel Committee must be on a Search Committee.
6. To develop and recommend salary and benefit proposals to the church via the Stewardship Committee.
7. To approve any staff benefit exceptions.

8. To keep staff and church informed on legal and governmental requirements.
9. To serve as an advisory committee to act upon and help resolve any disputes of the staff, employees, or contract labor personnel.
10. To oversee the annual performance review process of staff and employees.
11. To allot time on a regular basis to appreciate paid staff and key volunteer positions to express appreciation to them.
12. Align a member of the committee to individual pastors for support and liaison.
13. To moderate church wide meetings related to staffing issues, and may also call such meetings as needed.

Stewardship Committee - Oversee the financial functions of the church including: adequacy of financial procedures and controls, coordinating the annual budget process, review of financial reports, oversee the financial condition of the church, and approve spending requests. Any major non-budgeted financial transactions (as defined in the Stewardship Policy manual) must be brought to the members for approval.

Responsibilities:

1. Require that all committees and any staff member or other groups of the church requiring funding prepare an itemized budget request for the upcoming year.
2. Prayerfully gather relevant historical and economic forecast data related to the financial trends of the church, the current local and national economy, church membership data and church plans for the future as tools to perform a critical review of all proposed funding---both for the annual budget and funding requests throughout the year. Prioritize funding requests, assess and recommend borrowing of money as needed and make adjustments to the budget accordingly.
3. Compile a total church annual budget for presentation and approval to the church membership by December 1.
4. Present and distribute the annual budget to the church members 30 days prior to being called to a vote.
5. Work with the church administrative staff and Treasurer to make sure financial and administrative procedures are documented and being followed. This includes a periodic detailed audit and review of practices to ensure that internal controls related to handling cash receipts (offerings) and all disbursement of funds is proper and adequate.
6. Receive and review regular financial reports of receipts and expenses for actions to be taken.
7. Arrange for a periodic limited independent review of financial records and procedures of the church by qualified professionals.

Organization: The committee shall include the Church Treasurer and a Director of Finance if one is employed and a member of the church. The members shall have sufficient background and experience in financial matters to provide guidance and direction to an organization of the current size of the church. Neither the Church Treasurer nor the Director of Finance shall be eligible to serve as chairman.

Nominating Committee – To prayerfully recommend church members for standing and special committees, ministry team leaders and church officers for election and approval by the church membership annually.

Responsibilities:

1. To prayerfully seek out and recruit church members as candidates for committee members, ministry team leaders, and other leadership positions. The Nominating Committee will present these candidates to the church for review 2 weeks prior to an official church business meeting where the church members will vote on these candidates. A careful and diligent review of candidates for spiritual and moral integrity must be made while prayerfully seeking God's will and guidance.)
2. Prior to September 1st, prayerfully consider folks who would be fitting candidates for the various leadership vacancies to be filled. The committee is to discuss the potential position with the candidate for mutual interest in serving. A written candidate list is to be presented to the church membership for election to the position at a formal church meeting.
3. Prior to October 1st, present to each chairman a copy of the written roles and responsibilities of each respective committee member and chairman. All committees are to have roles, procedures and functions documented and maintained by the respective committee chairman. The purpose is to make sure committee members understand their duties and purpose particularly during member transitions.
4. Review requests to form ad hoc (special) committees. Any ad hoc committees must complete a written statement covering the following before they are set up and allowed by the church.
 - Purpose
 - Who the committee is responsible to
 - Any budget requirements
 - Address any connection or overlap with other existing church functions
 - Duration of existence

Organization: The Church Clerk shall be a voting member of committee. The members should be familiar with the overall functioning of the church, its structure, and ministries. They also should strive to exercise discernment of individual members' spiritual gifts, experiences, abilities and interests for enlisting them in leadership.

Facilities Committee – To provide general supervision of the church property including: land, buildings, furnishings, and vehicles.

Responsibilities:

1. To investigate, recommend to the church and approve all major facility improvements.
2. To submit timely estimates of budget requirements for the maintenance and upkeep of the church real property.
3. To be responsible for all minor facility repairs not assigned to other committees.
4. To investigate and recommend to the church the acquisition of all major items of EBC real property.
5. To maintain a written inventory of all tools, equipment, and vehicles pertaining to the building and grounds.
6. To maintain a permanent record of all requests and/or complaints of departmental heads or committee chairmen that are submitted in writing to the Facilities Committee for repairs, alterations, or changes in church property; to investigate each such request; to take such action as deemed fitting and proper.

7. To submit a request to the Stewardship Committee for expenditure of funds for non-budgeted items, or budget overruns (items for which the cost exceeds the budget amount), and request for expenditure of funds which require an adjustment to the approved budget line item.
8. To reduce all recommendations to writing. All major recommendations shall be brought to the Leadership Advisory Team which serves as an advisory group.
9. To oversee and work with the Janitorial function for maintenance and cleaning of the church building.
10. To oversee and work with any landscaping functions for maintenance & beautifying church grounds.

Missions Committees – To provide general guidance in the vision and missions programs of the church, including all church sponsored mission events and activities; to coordinate church-sponsored mission's offerings, to evaluate opportunities for mission service, and to recommend financial assistance to people and projects.

Responsibilities:

1. To supervise the program and operation of church sponsored missions.
2. To evaluate mission opportunities, recommending the establishment of new missions, mission projects, and designation of new missionaries.
3. To oversee, care for, and hold accountable those who are sent out by the church as missionaries.
4. To consider requests for and make recommendations concerning financial assistance to other churches, missions, and missionaries.
5. To submit timely estimates of the missions budget requirements for the upcoming year.
6. To oversee and recommend expenditures of all budgeted Missions Fund dollars.
7. The Missions Committee shall submit requests in writing to the Stewardship Committee for approval for the following: non-budgeted items, budgeted items for which the cost exceeds the budgeted amount, and expenditures which require an adjustment within the approved budget.
8. To maintain a permanent record of minutes of each meeting and to deliver such records to the chairman of the committee for the ensuing year.

Fellowship Committee – To ensure completion of routine maintenance, administration and use of the kitchen facilities and dining areas, to oversee/implement church wide fellowship events, aide other ministries in the planning of their events and to facilitate church sponsored events.

Responsibilities:

1. To recommend and enforce policies, rules, and regulations for the operation and use of the kitchen facilities of the church.
2. To be responsible for all routine maintenance, preservation and improvements of all kitchen facilities.
3. To keep a written inventory of all dining and kitchen equipment.
4. To maintain adequate supplies for ongoing church programs that uses the kitchen facility.
5. To submit a request to the Stewardship Committee for all expenditures of funds for non-budgeted items, request for expenditures of funds for budgeted items for which the cost exceeds the budgeted amount.
6. To plan and coordinate all major church fellowships across the year.