

BY-LAWS
of the
GRACE BIBLE CHURCH of WARRENTON, MISSOURI

ARTICLE I - Meetings for Worship

Meetings for worship shall be held on Sunday mornings. Meetings will also be held one evening during each week and at such other times as the Elder Board may decide.

Ordinances - Communion and Baptism: The Lord's Supper shall be observed once each month at such time as designated by the Elder Board. The partaking of the Lord's Supper, and baptism by immersion, shall be open to all believers living in fellowship with the Lord Jesus Christ.

ARTICLE II - Membership

- A. Requirements: The membership of this Church shall be composed of individuals who are believers in The Lord Jesus Christ, and who give evidence by their confession and their conduct that they are living in fellowship with Him, having made their confession through believer's baptism. Candidates for membership must be in agreement with the Statement of Faith of this Church, be willing to abide by the Constitution and By-Laws, and signify a desire to wholeheartedly support the services and activities of this Church. No person shall be granted membership who is an active member of a secret organization, especially such as practice religious ceremonies and ritual that conflict with the New Testament principles of Christianity.
- B. Application: Any desiring membership shall indicate their desire to the Pastor or any member of the Elder Board, who shall provide the applicant with a copy of the Church Constitution and By-Laws and a membership application. The candidate shall appear before the Elder Board and present a complete and signed application and give a personal testimony as to his or her conversion and Christian life.
- C. Duties and Conduct: All members should regard it a privilege and a sacred duty to use their gifts, both spiritual and material, for the furtherance of the work of the local Church, both at home and abroad. All members sixteen (16) years of age and older shall be entitled to vote, and all such members shall have equal vote.
- D. Discipline and Termination: Members of this Church whose conduct and life are unbecoming a Christian (including a lifestyle contrary to the heterosexual standard required in Scripture) or who are in disagreement with the Statement of Faith or who are unwilling to abide by the Constitution and By-Laws shall be dealt with by the Elder Board according to Matthew 18:15-18 and 1 Corinthians 5:13. A member so accused shall be given an opportunity to be heard in defense, and if charges are found to be true, and if there is no repentance, the Elder Board May drop that member from the roll.
- E. A review of the membership roll shall be made at least twice a year. Any member who has not attended for a six-month period or longer shall be automatically placed on an inactive membership roll and an official letter to that effect sent by mail to the member involved. Individuals on the inactive membership roll will not be considered voting members. An effort will be made by the church clerk to contact inactive members to determine if they wish to retain their membership in the Church. Approval for reinstatement as an active member is given by the Elder Board following a meeting with the person who has requested reinstatement.
- F. A member in good standing should make a request of the Elder Board for a letter of commendation if he or she wished to join another church. If the Elder Board determines that the church the member wishes to join is true to the Word of God in its teachings and practice, the Elder Board may direct the church clerk to issue the letter of commendation and delete that member's name from the membership roll.

ARTICLE III - Government

- A. The government of this Church shall be vested in the membership and executed through the Elder Board.
- B. The Church fiscal year shall begin on January 1 and end on December 31.

ARTICLE IV - Business Meetings (Annual, Quarterly or Special)

- A. In all Committee, Board and Business meetings of this Church we will seek to follow the basic guidelines of *Robert's Rules of Order*.
- B. The Chairman of the Elder Board shall preside at all business meetings and in his absence the Vice-Chairman shall preside. A quorum shall consist of those members in attendance at any meeting called in accordance with these By-Laws, insofar as the number of members in attendance equals at least the majority of active members. Each member shall have equal vote and all voting shall be by raised hand or standing, except the election of officers and the calling or dismissing of a Pastor, which shall be by secret ballot. The Chairman may decide to use a secret ballot at any time. Except as provided for elsewhere in these By-Laws, all votes shall be decided by a simple majority of the votes cast. In the event of a tie, the Chairman shall ask for a second vote and, if a second tie occurs, the Chair shall decide the question.
- C. The date and time of meetings will be announced from the pulpit at the morning and evening services and published on the two Sundays preceding the date of the meeting. Attendance count will be taken and recorded.
- D. Absentee ballots may be used for voting on approval of elders and deacons, and the calling and dismissing of pastoral staff. Members who cannot be present due to illness or out-of-town traveling (vacation or business) may fill out an Absentee Ballot Request Form and present it to the church office no later than a week before the scheduled business meeting. All absentee ballots need to be turned in to the chairman of the elder board prior to the beginning of that business meeting.
- E. The Annual Business Meeting shall be held no more than three nor less than one month prior to the start of the fiscal year at which officers are elected, positions are filled, and a budget is approved by the membership.
- F. An annual report will be provided for the congregation in the first month of each fiscal year. A monthly financial report will be posted publicly at the Church.
- G. Special meetings may be called by the Pastor, Chairman of the Elder Board, or three (3) members of the congregation, whose request shall be channeled through the Elder Board.

ARTICLE V - Qualification of Church Leaders

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

1. Has accepted Jesus Christ as personal Savior.
2. Is a member of Grace Bible Church (Non-members may be invited to teach on a temporary basis).
3. Teaches no doctrine contrary to the Doctrinal Statement as put forth in the Constitution of Grace Bible Church.
4. Provides systematic spiritual, financial and physical support to the ministry of the Church.
5. Is known for a dedicated Christian life according to the standards of God's Word, and will purpose to put any sin, including doubtful conduct and conversation, out of his life so that the resulting influence is helpful rather than a hindrance.
6. Fulfills such specific biblical requirements as may apply to the position of responsibility.

ARTICLE VI - Officers of the Church

God has provided various forms of leadership for His Church. At Grace Bible Church we recognize and seek to channel this leadership focus through a variety of positions including Pastor(s), Elders and Deacons. Those who serve and minister in these roles shall collectively and individually oversee, provide for and encourage the spiritual life, welfare and total ministry of the congregation in order to insure the proper equipping of the saints. As God's servants and stewards, these leaders shall be persons

1. Who meet the qualifications as given in Scripture (1 Timothy 3:1-15; 5:19-25; 2 Timothy 2:24-25; Titus 1:5-9; Acts 6:3-6).
2. Who adhere to the Doctrinal Statement of Grace Bible Church.
3. Whose soundness in the faith and whose ability to serve has been examined and approved by the Church.

The Elder Board and Deacon Board shall meet jointly on a quarterly basis in lieu of their regular meetings. The chairman of the Elder Board shall chair this meeting and the Church clerk shall take the minutes.

Those serving as Elders (including the Pastor) and Deacons shall conduct an annual evaluation to determine their effectiveness and fulfillment of specific biblical requirements as may apply to their positions of responsibility.

A. Pastor

1. The Pastor shall be called by an 85 percent vote of the active membership in attendance (including absentee ballots) at a specially called business meeting; such meeting to be announced from the pulpit at the morning and evening services and published on the two Sundays preceding the date of the meeting.
2. The Pastor shall serve for an indefinite period at a salary agreed upon between the Elder Board and the prospective Pastor. The salary shall be reviewed annually, prior to the Annual Meeting. The salary shall be approved by the church as a part of the annual budget at the Annual Meeting.
3. The Pastor shall be a member of the Church. His duties shall be to provide spiritual leadership; to be overseer of the flock; to preach the Gospel, spending time in prayer and preparation; to administer the ordinances; to attend to the spiritual instruction of the membership; and to coordinate the outreach to the community.
4. By virtue of his position the Pastor shall serve as an Elder in cooperation with the Elder Board and shall be an ex-officio member of all other boards and committees.
5. He shall be entitled to a minimum two (2) weeks vacation with pay, with additional vacation based on length of service, the amount and time of such vacation to be approved by the Elder Board. He shall be encouraged to participate in conferences and may be absent from Grace Bible Church services a reasonable number of times for reasons satisfactory to the Elder Board.
6. The Pastor may voluntarily resign upon giving thirty (30) days notice in writing to the Elder Board.
7. The removal of the Pastor shall be based upon the principle and procedure taught and followed in Matthew 18:15-17 and 1 Timothy 5:19-20. He may be removed from office by a majority vote of the active membership in attendance (including absentee ballots) at a meeting called for that purpose by the Elder Board.

8. As Church growth requires, additional pastoral staff may be employed by the same process as in Article VI, A, 1.

B. The Elder Board

The Elders are responsible for the total operation of the Church, functioning under the headship of Christ and the authority of the Word of God. Their decision-making process shall always be guided by clearly discerned scriptural principles, preserving the principle of unity. The Elders are to hold one another accountable as relates to their walk with the Lord and their ministry of leadership in the Church.

1. There shall be a minimum of four (4) Elders.
2. The Elders shall be elected for one-(1) or two-year (2) partial terms, or a three-year (3) full term on a rotated basis. Elders are elected by an 85 percent vote of members in attendance (including absentee ballots) at the Annual Meeting.
3. In the event of a vacancy, the Elder Board shall appoint a man from the active membership to fill that office until the next Annual Meeting.
4. The Elder Board shall elect from among its membership a chairman, vice-chairman, and secretary for recording purposes.
5. The quorum of the Elder Board shall be three (3) members or a majority, whichever is larger.
6. Duties of the Elders:

The Elders are responsible for providing the vision and direction to the church. They are responsible for the government of the church as representatives of the people and God. They shall pastor the people by providing spiritual guidance, teaching, and by equipping the people for the work of the ministry. The Elders, with the assistance of the Deacons, shall make provision for each member to receive watch care. The main function of the Elders is to provide the atmosphere and structure to enable individuals to develop their relationship with God and each other by appropriating the character of Jesus Christ and functioning daily in obedience to the Father by the power of the Holy Spirit.

a. To be devoted to prayer and the study of God's Word and to sustain a caring ministry for the flock, which involves:

1. Serving as partners with the Pastor(s) for the Church's spiritual growth.
2. Praying for the sick and visiting the congregation.

b. To teach and exhort as well as refute those who contradict the truth, which involves:

1. Insuring that instructors, Bible study leaders and youth leaders are properly qualified.
2. Arranging for pulpit supply during the Pastor's absence.
3. Ensuring that all who minister the Word to the congregation, including outside speakers, share the convictions of Grace Bible Church and teach nothing in contradiction to the Doctrinal Statement.

c. To lead by Christ-like example, which involves:

1. Consistently modeling spiritual character, attitudes, values and behavior among the congregation.

2. Providing and inviting the opportunity for frequent and ongoing contact with members of the congregation.
3. Conducting the affairs of the Church in an atmosphere of openness and mutual sensitivity, focusing as much on nurturing one another as on decision-making.

d. To oversee affairs of the Church involving:

1. Being responsible for the employment, terms of employment, direction and termination of employment of non-pastoral staff.
2. Installing the duly elected Pastor and/ or Pastors.
3. Overseeing the work of the deacons and appointed church agents and committees.
4. Approving all subordinate organizations of the Church.
5. Approving all applicants for church membership.
6. Approving nominations for the Elder Board for the Annual Meeting of the Church.
7. Communicating to the congregation on a regular basis concerning the activities and concerns of the Elders.

e. To perform other constitutional, scriptural and general duties of oversight including:

1. Providing for worship services in the absence of the Pastor and assisting the Pastor as required.
2. Receiving, considering and disposing of any suggestion, recommendation or grievance by any member or committee of the Church.
3. Acting as Pulpit Committee when necessary.
4. Exercising all other powers and duties which properly belong to the sole governing body of any independent church, congregation, and corporation, but shall be at all times subject to the will of the congregation.

C. The Deacon Board

The Deacons' role is one of administration and serving the flock (Acts 6:1-6). the Deacons shall have responsibilities as delegated by the Elders in order to share with the Elders in their ministries and will meet quarterly with the Elders as indicated earlier in this Article. The Deacons are to hold one another accountable as relates to their walk with the Lord and their ministry of leadership in the church. They are also accountable to the Elder Board as indicated above.

1. There shall be a minimum of four (4) Deacons.
2. The Deacons shall be elected for one- (1) or two-year (2) partial terms, or a three-year (3) full term on a rotated basis. Deacons are elected by an 85 percent vote of members in attendance (including absentee ballots) at the Annual Meeting.

3. In the event of a vacancy, the Deacon Board shall appoint a man from the active membership to fill that office until the next Annual Meeting.
4. The Deacon Board shall elect from among its membership a chairman, vice-chairman, treasurer and secretary (church clerk).

The treasurer shall ensure that all fund and securities of the church are properly secured in such banks, financial institutions or depositories as the deacons shall designate as a depository. The treasurer shall also ensure that full and accurate accounts of receipts and disbursements are kept in books belonging to the church, and that adequate controls are implemented to guarantee that all funds belonging to the church are appropriately handled by any officer, employee or agent of the church. The treasurer shall render to the elders annually, or whenever they or the deacons may require it, an account of all transactions as treasurer and of the financial condition of the church.

It shall be the duty of the secretary (clerk) to record the minutes of all regular and special congregational meetings of the Church, to preserve an accurate roll of the membership, and to render reports as requested by the pastor, the elders, the deacons or the church.

In the absence or incapacity of the secretary (clerk), the elders shall appoint a member to perform the duties of the secretary (clerk).

For purposes of compliance with the General Not for Profit Corporation Law of the state of Missouri, the secretary (clerk) shall serve as the secretary of the corporation.

5. The quorum of the Deacon Board shall be three (3) members or a majority, whichever is larger.
6. Deacons shall be responsible for:
 - a. Maintaining the legal status of the Church.
 - b. Meeting the temporal needs of members.
 - c. Attending to the accommodations for public worship.
 - d. Being responsible for securing funds necessary to meet the current expenses of the Church.
 - e. Receiving the offerings of the Church, providing financial and secretarial records.
 - f. Making financial decisions involving amounts approved in the annual budget, with expenditures over those amounts subject to congregational approval.
 - g. Submitting, with the approval of the Elders, the recommended annual budget to the Church members at the Annual Meeting.
 - h. Care and maintenance of the physical properties of the Church.

D. Dismissal of Officers

1. Cause for dismissal of any of the above officers shall include:
 - a. Propagation of beliefs contrary to those contained in the Doctrinal Statement in the Constitution of this Church.

- b. Moral conduct contrary to the scriptural qualifications established above.
- c. Deliberate neglect of duties as established above.

2. Procedure for Dismissal

- a. A grievance by a member of the Church against the accused shall be presented in person to the Elder Board.
- b. The Elder Board shall investigate the matter according to Matt. 18:15-18, and discuss the finding with the accused. If reconciliation cannot be made, the matter shall be brought before the congregation at a special meeting, where by a majority vote of the membership shall determine dismissal from office.

ARTICLE VII - Church Committees

A. Committees of Grace Bible Church shall be appointed and/or authorized by the Elder Board as required. These may include, but are not limited to, the following:

- 1. Pulpit Committee
- 2. Finance Committee
- 3. Building Committee
- 4. Missions Committee
- 5. Christian Education Committee
- 6. Music Committee

B. A Nominating Committee Shall be appointed by the Elder Board at least six (6) weeks before the Annual Meeting. This committee shall be comprised of one (1) Elder, one (1) Deacon and two (2) active members of the congregation.

- 1. The Nominating Committee shall present to the congregation a slate of one or more names for each office at least three (3) weeks before the Annual Meeting.
- 2. The active membership may recommend other names to the Nominating Committee, but the final slate shall be posted at least one (1) week prior to the election.

C. All committee activities and recommendations shall be subject to approval by the Elder Board.

ARTICLE VIII - Amendments to By-Laws

This Church shall have the power to amend these By-laws by two-thirds (2/3) majority of the members present and voting at a congregational meeting called for that purpose, provided the amendment(s) shall have been offered in writing at the previous official congregational meeting, and shall have been announced from the pulpit at church services two successive Sundays prior to such vote.

The church clerk shall ensure that dated copies of the most recent revision of these By-laws shall be available for all church members.

This copy incorporates changes to the constitution approved by the congregation of Grace Bible Church of Warrenton, Missouri on August 5, 2001, February 23, 2003 and on August 6, 2006.