

**STATEMENT OF FAITH**

**AND**

**CONSTITUTION**

**OF**

**PLEASANT VIEW BIBLE CHURCH**

**Revised June 15, 2015**



# TABLE OF CONTENTS

## **ARTICLE I – NAME**

SECTION A	Pleasant View Bible Church	6
SECTION B	Independence	6

## **ARTICLE II – PURPOSE**

## **ARTICLE III – DOCTRINE**

SECTION A	The Holy Scriptures	6
SECTION B	The Godhead	7
SECTION C	The Person and Work of Christ	7
SECTION D	The Person and Work of the Holy Spirit	7
SECTION E	The Total Depravity of Man .....	7
SECTION F	Salvation.....	8
SECTION G	Everlasting Safety of Believers.....	8
SECTION H	The Two Natures of the Believer.....	8
SECTION I	Separation.....	8
SECTION J	Missions.....	8
SECTION K	The Ministry and Spiritual Gifts	9
SECTION L	The Church.....	9
SECTION M	The Ordinances	9
SECTION N	The Personality of Satan	9
SECTION O	The Eternal State	9
SECTION P	Marriage.....	10

## **ARTICLE IV – MEMBERSHIP**

SECTION A	Qualification	10
SECTION B	Reception.....	10
SECTION C	Classification	10
SECTION D	Privileges of Membership	10
SECTION E	Withdrawal...	10
SECTION F	Dismissal.....	11
SECTION G	Revision of the Membership Roll	11
SECTION H	Oversight and Discipline of Members	11
SECTION I	Declaration of Intent	13

## **ARTICLE V – GOVERNMENT**

SECTION A	The Congregation	13
-----------	------------------	----

SECTION B	The Pastoral Staff	13
SECTION C	The Non-Pastoral Staff	14
SECTION D	The Official Board	14
SECTION E	The Elders.....	15
SECTION F	The Deacons	16
SECTION G	The Trustees	17
SECTION H	Moderator and Vice-Moderator	18
SECTION I	Church Treasurer and Assistant Treasurer	18
SECTION J	Church Clerk	19
SECTION K	Auxiliary Organizations	19

## **ARTICLE VI – MEETINGS**

SECTION A	Congregational Meetings	19
SECTION B	Official Board Meetings	20

## **ARTICLE VII – COMMITTEES**

SECTION A	Nominating Committee	21
SECTION B	Pulpit Committee	21
SECTION C	Finance Committee.....	21
SECTION D	Missions Team.....	22

## **ARTICLE VIII – SERVICES OF THE CHURCH**

SECTION A	Regular Services	23
SECTION B	The Lord’s Supper	23
SECTION C	Baptism.....	23
SECTION D	Dedication of Infants	24

## **ARTICLE IX – THE CHURCH BUILDING**

SECTION A	Purpose	24
SECTION B	Use	24

## **ARTICLE X – FINANCES** 24

## **ARTICLE XI – DISSOLUTION** 24

## **ARTICLE XII – AMENDMENT** 25

**STATEMENT OF FAITH**  
**AND**  
**CONSTITUTION OF**  
**PLEASANT VIEW BIBLE CHURCH**

We, the members of the Pleasant View Bible Church, do ordain and establish the following articles to which we voluntarily submit ourselves:

**ARTICLE I – NAME**

**SECTION A. Pleasant View Bible Church.** The organization shall be known as Pleasant View Bible Church, Inc., County of Kosciusko, incorporated under the laws of the State of Indiana.

**SECTION B. Independence.** The organization shall be and remain an independent Church. This Church acknowledges only the Lord Jesus Christ as its Head; the Holy Scriptures as the only infallible guide in matters of faith, discipline and order; the Holy Spirit as its Teacher; and is not and never shall be amenable to or under the jurisdiction or supervision of any other ecclesiastical body of any kind or nature whatsoever. It may associate in fellowship with those of like faith and practice, and may declare itself in agreement with others in a common cause. Under no circumstances shall such association or agreement ever be construed as bringing this Church under the authority of any person, group, or body outside itself. In the event of an attempt to interpret its association or agreement as bringing it under authority to any person, group, or body outside itself, the original action or actions which declared such association or agreement shall immediately and automatically be deemed null and void.

**ARTICLE II – PURPOSE**

The purpose of this Church is to glorify the name of our Lord and Savior, Jesus Christ, through the edification of Christians by the teaching the Word of God, and the worldwide proclamation of the Gospel, emphasizing total obedience to the commands and will of God.

**ARTICLE III – DOCTRINE**

The Scriptural doctrines to which we ask the assent of all applicants for membership are contained in the following articles of faith:

**SECTION A. The Holy Scriptures**

We believe the Holy Scriptures of the Old and New Testament to be the verbally inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible, and God-breathed. 2 Tim. 3:16-17; 2 Pet. 1:20-21; Matt. 5:18; John 16:12-13.

## **SECTION B. The Godhead**

We believe that the Godhead eternally exists in three persons: the Father, the Son, and the Holy Spirit; that these three are one God, having precisely the same nature, attributes, and perfections, and are worthy of precisely the same homage, confidence, and obedience. Deut. 6:4; Matt. 3:16-17; 28:10-20; Mark 12:29; John 1:1-14, 2 cor. 13:15; Heb. 1:1-3; Acts 5:3-4.

## **SECTION C. The Person and Work of Christ**

We believe that the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary in order that He might reveal God and redeem sinful man. John 1:1-14; Luke 1:35.

We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a substitutionary sacrifice; that our justification is made sure by His literal, physical resurrection from the dead. Rom. 3:24-25; 1 Pet. 1:3-5; 2:24; Eph. 1:7.

We believe that the Lord Jesus Christ ascended into heaven and is now exalted at the right hand of God the Father, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate. Acts 1:9-10; Rom. 8:34; Heb. 7:25; 9:24; 1 John 2:1-2.

We believe in the “Blessed Hope,” the personal, imminent, pretribulational, and premillennial coming of the Lord Jesus Christ for His redeemed ones and in His subsequent return to earth with His saints to establish His millennial kingdom, Zech. 14:4-11; 1 Thess. 1:10; 4:13-18; 5:9; Rev. 3:10; 19:11-16; 20:1-6.

## **SECTION D. The Person and Work of the Holy Spirit**

We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; that He is the supernatural agent of regeneration, and simultaneous with regeneration, baptizes all believers into the body of Christ, indwelling and sealing them unto the day of redemption. John 16:8-11; 1 Cor. 12:12-14; Rom. 8:9; Eph. 1:13-14.

We believe that the Holy Spirit is the Divine Teacher who guides believers into all truth; that it is the privilege and duty of all the saved to be filled with the Spirit. John 16:13; Eph. 5:28; 1 John 2:20, 27.

## **SECTION E. The Total Depravity of Man**

We believe that man was created in the image and likeness of God, but that in Adams sin the race fell, inherited a sinful nature, and became alienated from God; that man is totally depraved and, of himself, utterly unable to remedy his lost condition. Gen. 1:26-27; Rom. 3:22-23; 5:12; Eph. 2:1-3, 12.

## **SECTION F. Salvation**

We believe that salvation is the gift of God, brought to man by grace and received by personal faith in the Lord Jesus Christ whose precious blood was shed on Calvary for the forgiveness of our sins. Eph. 1:7; 2:8-10; John 1:12; 1 Peter 1:18-19.

## **SECTION G. Everlasting Safety of Believers**

We believe that all, once born again by the Spirit of God, are kept by God's power alone and are thus secure in Christ forever, sealed by the Holy Spirit, who is the down payment of our inheritance. John 3:15-16; 5:24; 6:37-40; 10:27-30; Rom. 8:1, 35-39; Eph. 1:13-14; Phil. 1:6; 1 Peter 1:3-5; Jude 24,25.

We believe that it is the privilege of the believer to rejoice in the assurance of his salvation through the testimony of God's Word which, however, clearly forbids the use of Christian liberty as an occasion for careless living. John 3:31; Rom. 8:5; 13:13-14; Gal. 5:13; Eph. 4:1; 2 Cor. 5:17; Heb. 10:26-31; 1 John 2:1-2, 6, 3:3, 6-10.

## **SECTION H. The Two Natures of the Believer**

We believe that every saved person possesses two natures, with provision made for victory of the new nature over the old through the power of the indwelling Holy Spirit; that all claims to the eradication of the old nature in this life are unscriptural. Rom. 6:13, 8:12-13; Gal. 5:16-25; Eph. 4:22-24; Co. 3:1-9; 1 Pet. 1:14-16; 1 John 3:5-9.

## **SECTION I. Separation**

We believe that all the saved are responsible to live godly, consistent Christian lives without bringing reproach upon their Savior and Lord; that separation from all religious apostasy, all worldly and sinful pleasures, practices, and associations is commanded by God. We further believe that Scripture plainly teaches that those who are born again should not marry nor have other entangling alliances with unbelievers. Rom. 12:1-2; 14:13; 2 Cor. 6:14-7:1; 2 Tim. 3:1-5; 1 John 2:15-17; 2 John 9-11.

## **SECTION J. Missions**

We believe that it is the obligation of the saved to witness by life and word to the truths of Holy Scripture. It is the duty and privilege of the Church to take the Word of God to all the world, using sound missionary agencies and whatever media God may make available. We further believe that it is the responsibility of the Church to pray for laborers to be sent to the mission fields, to support them financially, and to pray for their ministry and their safety. Matt. 9:36-38; 28:18-20; Mark 16:15; Acts 1:8; 2 Cor. 5:19-20; Eph. 6:18-20; 2 Thess. 3:1-2.

## **SECTION K. The Ministry and Spiritual Gifts**

We believe that God is sovereign in the bestowment of all His gifts; that spiritual gifts are sufficient for the perfecting of the saints today; that speaking in tongues and the working of sign miracles gradually ceased as the New Testament Scriptures were completed and their authority became established. 1 Cor. 12:14; 2 Cor. 12:12; Eph. 4:7-12. We believe

that God does heed and answer the prayer of faith in accord with His own will for the sick and afflicted. John 15:7; 1 John 5:14-15; James 5:16.

### **SECTION L. The Church**

We believe that the Church, which is the body and espoused bride for Christ, is a spiritual organism made up of all born-again believers of the present age and began on the day of Pentecost. Matt. 16:18; Acts 2:1-4; 1 Cor. 12:12-14; 2 Cor. 11:2; Eph. 1:22-23; 5:25-27.

We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures. Acts. 14:27; 20:17; 20:28-32; 1 Tim. 3:1-13; Titus 1:5-11.

### **SECTION M. The Ordinances**

We believe that our Lord Jesus Christ has left the ordinances of Baptism, the mode of which is by immersion, and Communion to be observed by the Church in commemoration of His Person and work. Matt. 28:19-20; Acts. 2:41-42; 18:8; 1 Cor. 11:2, 23-26.

### **SECTION N. The Personality of Satan**

We believe that Satan is a person, the author of sin and the cause of the fall; that he is the open and declared enemy of God and man; that he shall be eternally punished in the Lake of Fire. Job 1:6-7; Isa. 14:12-17; Matt. 4:2-11; Rev. 20:10.

### **SECTION O. The Eternal State**

We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment. Matt. 25:46; John 5:28-29; 11:25-26; Rev. 20:5-6, 12-15.

We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection when spirit, soul and body are reunited to be glorified forever with the Lord. Luke 23:43; 2 Cor. 5:8; Phil. 1:23; 3:21; 1 Thess. 4:16-17; Rev. 20:4-6.

We believe that the souls of unbelievers remain after death in conscious misery until the second resurrection, when souls and bodies are reunited and they shall appear at the Great White Throne Judgment. They shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment. Mark 9:43-48; Luke 16:19-26; 2 Thess. 1:7-9; Rev. 20:11-15.

### **SECTION P. Marriage and Sexuality**

We believe the term “marriage” has only one legitimate meaning. Marriage is the joining together of one man and one woman in an exclusive, complimentary union, sanctioned by God, as delineated in Scripture. Gen. 2:18-25; Matt. 19:4-6.

We further believe that God designed sex to only occur between a man and a woman, married to each other. Any act of sex outside the bounds of a biblically defined marriage, including but not limited to premarital sex (1 Cor. 7:1-2), adultery (Ex. 20:14), homosexuality (Lev. 18:22, Rom. 1:26-28, 1 Cor. 6:9-10), or pornography (Matt. 5:27-30), is regarded by God as a sinful perversion of his design.

Thus, Pleasant View Bible Church will only promote, endorse or accept as legitimate those unions which are consistent with the above definition of marriage and sexuality. Furthermore, as God is the one who created 'male' and 'female' to complement one another in marriage, Gen. 5:2, Matt. 19:4-5, we regard any attempt by any person to identify physically or otherwise with a gender other than that of their birth as sin. Thus, we will in no way endorse, facilitate, or accommodate such life choices by anyone.

## **ARTICLE IV – MEMBERSHIP**

### **SECTION A. Qualification**

The membership of this Church shall consist of persons who confess Jesus Christ as their personal Savior and Lord; are baptized by immersion; who manifest a desire to live a consistent, separated Christian life in accordance with the Scriptures; who publicly assent to the Articles of Faith, insofar as they understand them; who agree with the constitution of this Church; and who have been in regular attendance for at least six months. The membership application form shall incorporate the concepts of this constitution.

### **SECTION B. Reception**

A person desiring to unite with the Church shall submit a membership application and be interviewed by the Membership Committee (appointed by the Elders) as to their Christian experience and basis of their salvation. An applicant whose membership is approved will be notified when to appear to be publicly welcomed as a member of the congregation.

### **SECTION C. Classification**

**Paragraph 1.** A voting member who has been received into membership in accordance with Article IV, Section B, of this Constitution is one who regularly attends and who actively and faithfully participates in the life of Pleasant View Bible Church.

**Paragraph 2.** A Youth Member of this Church is a person under the age of eighteen (18) years who has been admitted into the membership of the Church in the way prescribed in Section B of this Article. Youth members shall constitute a non-voting group in the Church. Upon reaching the age of eighteen (18) years a youth member shall be admitted

to full voting membership, provided the requirements stated in Paragraph 1 of this section are met. At this time, special recognition shall be made and any necessary instruction as outlined by the Elders shall be given as to the responsibilities of full voting membership. Youth Members shall be granted the privilege of teaching in situations deemed appropriate by the particular adult leader overseeing that ministry.

**Paragraph 3.** An Associate Member is a student who is a temporary resident of this community, or a missionary serving in this community, who wishes to identify with Pleasant View Bible Church, in accordance with Article IV, Section B, of this constitution, but who wishes to retain his membership in his home church. An Associate Member shall be a non-voting member who shall not hold an elective office, but may serve in areas of teaching, visiting, and helping. An Associate Member who wished to move his membership to Pleasant View Bible Church may request to change his classification to become a voting member. Members of Pleasant View Bible Church who move to another community temporarily as students, or who are involved in missionary service in another community, and who wish to identify with another church in that community may request to be classified as an Associate Member at Pleasant View Bible Church, or at the other church, as long as their student or missionary status continues.

#### **SECTION D. Privileges of Membership**

Only voting members will be granted the privilege of voting at congregational meetings and serving on church boards and committees. Official group leaders and teachers shall be members or associate members of the Church. This includes groups such as Sunday School, groups, youth and children's ministries, and other areas as considered appropriate by the Elder Board.

#### **SECTION E. Withdrawal**

**Paragraph 1.** A member in good standing who wishes to join another church shall request, in writing, that their name be dropped from the rolls of Pleasant View Bible Church. Such a request may come from the secretary of the church they are joining. A letter shall be written by the Pastor or Church Secretary giving notification that the name has been removed from our membership rolls.

**Paragraph 2.** A member who for any reason other than transferal to another church wishes their name to be erased from the membership roll of this Church shall tender their request for such erasure in writing to the Senior Pastor or Elders. In no case shall action be taken on any verbal request for erasure.

**Paragraph 3.** When a member feels that they can no longer subscribe to the statement of faith of this Church, they should, out of honesty and for conscience sake, withdraw their membership, but they are invited and urged to remain in the fellowship as a non-voting member enjoying the spiritual blessings of the Church.

## **SECTION F. Dismissal**

**Paragraph 1.** A member who absents himself or herself from the regular services of the Church for a period of one year shall be removed from the membership roll of the church after a careful review of the case by the Elders. A written notification shall be sent to the involved person. Exceptions to this rule shall be made in cases of illness and infirmity, missionary and Christian service, or absence due to military service or schooling.

**Paragraph 2.** A member who becomes non-resident shall be retained on the church roll for a period of one year on a non-voting basis. After this time he shall cease to be a member and shall be so advised. Exceptions to this rule shall be made in case of a student away at school and a person in the military service or Christian work. A further exception may be made in an individual case of one who may move to a community where there are extenuating church circumstances which may be determined by the Elders. In such a case, the member should make a request in writing to have his name retained on the membership roll of Pleasant View Bible Church.

**Paragraph 3.** A member who unites with another church without properly notifying this Church shall automatically be excluded from membership in this church.

## **SECTION G. Revision of the Membership Roll**

The membership roll shall be revised routinely, as the need arises under the oversight of the Pastors and Elders. The voting membership roll shall be published for two Sundays prior to the time of the annual business meeting of the congregation.

## **SECTION H. Oversight and Discipline of Members**

To safeguard the testimony of this Church, the Elders shall have responsibility to discipline any person who has submitted to the authority and spiritual leadership of this church, and whose life or teaching is in continual disobedience to the Word of God. The purpose of discipline shall be to remedy the wrong, restore the erring one, preserve the unity and testimony of the church, and maintain the blessing of God upon the endeavors of this church.

All discipline shall be administered by the Elders according to the pattern established in the Bible. Matt. 18:15-17; Gal. 6:1; 1Cor. 5:1-13. We teach this pattern to be as follows:

(1) Determine if a sin has been committed; (2) Go to the individual privately; (3) Go to the individual plurally, under the oversight of the Elders; (4) Notify the congregation of the sin; (5) Break Christian fellowship with the individual and treat him/her as an unbeliever, until public repentance. Because of 1 Corinthians 6:1-8, the members of Pleasant View Bible Church covenant that they will not pursue legal action or sue the Elders, Deacons, Trustees, Official Board, congregation, or church staff in connection with the performance of their official duties.

## **SECTION I. Declaration of Intent**

It should be understood that the regulations set forth in this Article are not intended to be harsh or unduly restrictive. They are intended, rather, to emphasize the privilege and responsibility of membership in the Church, to uphold a high standard of loyalty to the Church, and to protect the rights and privileges of faithful members against those few who occasionally seek to exercise full voting authority while demonstrating by their careless conduct and/or infrequent attendance at the Church services that they are unqualified to do so. The administration of any of these regulations shall be carried out in a spirit of love and forbearance. It shall always be the aim of the leaders of the Church to restore a careless or erring member, not to embarrass or hurt him. In the case of a reasonable question whether any member has in any way disqualified himself as a member of the Church, he shall always be given the benefit of the doubt.

## **ARTICLE V – GOVERNMENT**

### **SECTION A. The Congregation**

Final authority in the government of the Church shall be vested in the membership to:

- (1) Call or dismiss a pastor.
- (2) Approve additional pastoral and staff positions.
- (3) Elect officers as stipulated in this constitution.
- (4) Approve an annual financial plan.
- (5) Make constitutional changes.
- (6) Acquire and dispose of property.
- (7) Approve major building construction.
- (8) Approve missions appropriations.

### **SECTION B. The Pastoral Staff**

**Paragraph 1. Senior Pastor** The Senior Pastor shall be a man who has scriptural qualifications according to 1 Timothy 3:1-7. He shall be in full accord with the Doctrinal Statement and in agreement with the constitution of Pleasant View Bible Church. He shall be considered an Elder in the Church.

**a. Selection** The Elders shall recommend a Pulpit Committee which shall be appointed by the Official Board. The pulpit Committee shall contact, investigate, and recommend candidates, following the procedures outlined in Article VIII, Section B. His pastoral office shall continue until termination as described in Paragraph 1c of this section.

**b. Function** The Senior Pastor shall discharge all the normal functions of the ministry. He shall be in charge of all worship services of the Church. He shall be responsible for all pulpit supplies and special pulpit features. He shall be an ex-officio member of all committees, boards, and organizations of this Church. He shall have the responsibility of recommending all candidates for pastoral staff positions.

**c. Termination** If the Senior Pastor resigns from the pastorate, he shall give at least thirty (30) days notice. If the relations between Pastor and congregation become such as to be detrimental to the welfare of the Church, the relationship may be terminated by mutual consent or by congregational action at the recommendation of the Elders. Before such action is taken, the Elders shall speak to the Senior Pastor directly concerning the problem(s). Prayer and fasting shall precede a recommendation for removal. Less than a seventy-five percent (75%) majority vote of confidence of those present at a specially called congregational business meeting shall terminate the service of the Senior Pastor. The salary involved shall continue for at least thirty (30) days.

**Paragraph 2. Additional Pastoral Staff** The pastoral staff positions shall be determined by the Elders to meet the needs of the Church. Pastoral staff members shall fulfill the scriptural qualifications according to 1 Timothy 3:1-7 and shall be in full accord with the Doctrinal Statement and in agreement with the constitution of this Church. Candidates for the staff shall be recommended by the Senior Pastor, approved by the Elders, and voted into office by a seventy-five percent (75%) congregational vote. All pastoral staff members shall be considered Elders in the Church. The Elders shall handle contract arrangements regarding duties, salary, vacation, housing, leave of absence, and other fringe benefits as well as employment termination. Pastoral staff members shall have voting privileges.

### **SECTION C. The Non-Pastoral Staff**

Full and part-time employees of the church may be hired as the ministry need exists and the finances allow. These Non-Pastoral Staff positions may include secretarial and custodial employees, as well as the director(s) of various church ministries. For all Non-Pastoral Staff positions, the congregation must approve the salary and compensation as presented by the Official Board. But it is the Official Board that approves each person hired and the employment termination of all Non-Pastoral Staff. The Official Board shall also determine the supervisor and accountability at the time of each Non-Pastoral staff hire, understanding that the Senior Pastor has the overall daily oversight of all church staff (both Pastoral and Non-Pastoral).

### **SECTION D. The Official Board**

The Pastors, Elders, Deacons, Trustees, Missions Committee Chairman, and Church Treasurer shall be voting members in an advisory and planning body herein called the Official Board.

**Paragraph 1. Function** The Official Board is made up of representative persons holding the offices designated above. High confidence has been placed in all persons by their election or appointment to this body and they should therefore carry out their function on the Board solemnly and in the fear of God. The members of the Board shall, in all sessions, encourage and advise one another, share insights concerning the general welfare

of the church, recommend actions for the approval of the congregation and carry out other actions which are specified in other parts of this document.

**Paragraph 2. Meetings** The Official Board shall meet as often as necessary to carry out the responsibilities of their respective board.

**Paragraph 3. Secretary** A secretary shall be chosen from the membership of the Official Board to record and maintain the minutes of all meetings.

## **SECTION E. The Elders**

**Paragraph 1. Election** The Church shall elect one man from its membership for approximately every fifty (50) voting members. This election shall require seventy-five (75%) percent of the votes cast. An Elder shall be at least thirty (30) years of age and a member in good standing for at least one year. The term of service on the Elder Board shall be for three (3) years arranged to end in yearly succession. Elder tenure on the Elder Board shall be limited to two (2) consecutive elected terms, following which he shall remain off the board for one (1) year before being allowed to fulfil another term on the Elder Board. However, even after a second term, he may be eligible to fill the unexpired term of an Elder who has resigned or been terminated.

**Paragraph 2. Qualifications** The Nominating Committee shall determine that those nominated for the office of Elder shall fulfill the scriptural requirements of character and conduct set forth in 1 Timothy 3:1-7. If there are insufficient qualified men available, the office shall be left vacant.

**Paragraph 3. Functions** The Elders shall provide the spiritual oversight of the Church; advising, counseling, and helping especially in areas of doctrine, worship, pastoral personnel, discipline, and outreach. While Elders are overseers of the flock, they are themselves members of the flock. Therefore, each individual Elder is under the oversight of his fellow Elders and is subject to the same discipline as are all members of the Church.

Specific duties of the Elder Board:

- a. They shall meet once a month and whenever needs may require for discussion and review of the Church's ministry, and prayer.
- b. They shall keep each other apprised of the current conditions of the church body, offering suggestions for improvements, changes, or needed ministries, and disciplinary issues.
- c. They shall bring to attention spiritual needs that may exist among the members and/or adherents of this Church.
- d. They shall assist in preparing and serving the Communion of the Lord's Supper and in preparing for services of baptism.
- e. They shall make annual appointments for all operating committees.
- f. They shall create any committee(s) considered necessary for the carrying out of the church's ministry.

**Paragraph 4. Non-governing Elders** At the conclusion of their term of service on the Elder Board, departing members of the Elder Board will continue to serve as non-governing Elders of the church, shepherding the flock to the extent that they are willing and able to serve in that capacity. If a non-governing elder ceases to attend our church for any extended period of time such that for practical purposes, Pleasant View Bible Church is no longer his church family, his status as a non-governing elder will be terminated.

**Paragraph 5. Termination** An Elder's service may be terminated at any time by his written resignation or by congregational action should he cease to meet the qualifications of office. Any congregational action shall be in accordance with qualifications of office. Any congregational action shall be in accordance with Article IV, Section G of this constitution. After a fair and impartial hearing conducted under the supervision of the Official Board, a majority vote at a duly call congregational meeting shall be required for dismissal. The Official Board shall fill any vacancy by the appointment of a qualified member to serve the unexpired term.

## **SECTION F. The Deacons**

**Paragraph 1. Election** The Church shall elect men from its membership to fulfill the ministry of Deacon. A Deacon shall be at least twenty-five (25) years of age and a member in good standing for at least one year. The term of office shall be for three (3) years, arranged to end in yearly succession. Deacon tenure shall be limited to two (2) consecutive elected terms, and he shall be out of office for one year before being allowed to fulfill another term as Deacon. However, even after a second consecutive term he may be eligible to fill the unexpired term of a Deacon who has resigned or has been terminated.

**Paragraph 2 Qualifications** The Nominating Committee shall determine that those nominated for the office of Deacon shall fulfill the scriptural requirements for character and conduct set forth in 1 Timothy 3:8-13. In the event there are not enough qualified men available who meet the qualifications, the office shall be left vacant rather than elect an unqualified person.

**Paragraph 3 Functions** The Deacons shall serve as ministers of mercy to our congregation, under the direction of the Elders. Deacons will be involved in a humble loving, compassionate ministry of service intended to meet the physical and material needs of the needy, poor, and suffering in the Church.

Specific duties of the Deacons:

- a. They shall meet once a month and whenever needs may require for discussions and review of their ministry and for prayer.
- b. They shall keep each other and the Elders apprized of the current needs in the Church body.
- c. They shall coordinate any committee(s) considered necessary for carrying out their ministry; such committee(s) will be under the ultimate oversight of the Elders and appointed annually by the Elders.

**Paragraph 4. Termination** A Deacon's service may be terminated at any time by his written resignation or by congregational action should he cease to meet the qualifications of office. Any congregational action shall be in accordance with Article IV, Section G of this Constitution. After a fair and impartial hearing, conducted under the supervision of the Official Board, a majority vote at a duly called congregational meeting shall be required for dismissal. The Official Board shall fill any vacancy by the appointment of a qualified member to serve the unexpired term.

### **Section G. The Trustee**

**Paragraph 1. Election** The church shall elect men from its membership to fulfill the ministry of Trustee. The Trustee shall be at least twenty-five (25) years of age and a member in good standing for at least one year. The term of office shall be for three (3) years arranged to end in yearly succession. Trustee tenure shall be limited to two (2) elected consecutive terms, and he shall be out of office for one year before being allowed to fulfill another term as a Trustee. However, even after a second consecutive term, he may be eligible to fill the unexpired term of a Trustee who has resigned or has been terminated.

**Paragraph 2. Qualifications** Trustees shall be consecrated Christian men, living consistent, exemplary, prayerful lives. The Nominating Committee shall see to it that those nominated for the office of Trustee have the gifts and abilities necessary for the performance of their duties. In the event that there are not enough qualified men available who meet the qualifications, the office shall be left vacant rather than elect an unqualified person.

**Paragraph 3 Functions** The duties of the Trustees shall include the following:

- a. They shall have the oversight of the real estate and physical plant of the church. They keep the property and plant in good condition, making whatever repairs, alterations, additions that may be thought necessary and be responsible for equipment, appliances, lighting, heating, air conditioning, etc.
- b. They shall care for the cleaning, heating, opening, and closing of the Church building and the proper keeping of the Church property. For these purposes they may employ and supervise custodial/maintenance personnel, but the Senior Pastor has the overall daily oversight of all Church staff.
- c. They shall provide for an adequate insurance program for liability, building and equipment coverage.
- d. They shall undertake no non-operating expenditures above one thousand (\$1,000.00) dollars in value without the consent of the congregation.
- e. They shall sell no Church property in excess of one thousand (\$1,000.00) dollars in value without the consent of the congregation.
- f. They shall decide upon any request for the use of and charges for Church facilities and equipment.
- g. They shall not buy, sell, mortgage, lease, or transfer any Church real estate unless authorized by congregational action.

h. They shall be familiar with the laws of the State of Indiana and the local ordinances which pertain to churches and see that such laws are faithfully obeyed in all matters affecting this Church.

i. They shall provide for an Auditing Committee for an annual audit.

j. The Moderator, Vice-Moderator, and Church Treasurer shall act as the legal representatives of the church. If the Moderator position is vacant, the Official Board shall appoint an interim legal representative. All documents executed on behalf of the Church shall be executed in the following form:

Pleasant View Bible Church, Inc.  
Of Kosciusko County, Indiana  
By \_\_\_\_\_  
(signed)

**Paragraph 4. Termination** A Trustee's service may be terminated at any time by his written resignation or by congregational action should he cease to meet qualifications of office. Any congregational action shall be in accordance with Article IV, Section G of this Constitution. After a fair and impartial hearing conducted under the supervision of the Official Board, a majority vote at a duly called congregational meeting shall be required for dismissal. The Official Board shall fill any vacancy by the appointment of a qualified member to serve the unexpired term.

#### **SECTION H. Moderator and Vice-Moderator**

The Senior Pastor, or his appointed representative, shall serve as Moderator of the Church, presiding at all Official Board and congregational meetings. The Official Board shall elect annually one of the Elders to serve as Vice-Moderator. He shall not be an Elder serving the first year of his first term. He shall preside at the Official Board and congregational meetings when the pastorate is vacant, when the business at hand concerns the Senior Pastor, in the absence of the Senior Pastor, at the designation of the Senior Pastor, or in the absence of the Senior Pastor's appointed representative.

#### **SECTION I. Church Treasurer and Assistant Treasurer**

**Paragraph 1. Treasurer** The Official Board shall appoint a member of the Church to serve as Church Treasurer. The Treasurer shall hold office until a successor is appointed.

He/She shall be a voting member of the Official Board. The duties of the Treasurer shall be as follows:

a. The Treasurer shall care for, properly bank, and keep the complete records of all offerings of the Church and of all financial transactions. The Treasurer may appoint a qualified person with the approval of the Official Board to assist with his/her duties.

b. The Treasurer shall be one of the signatories of checks for the Church.

- c. The Treasurer shall prepare a monthly financial statement for the Official Board and quarterly and annual statements for the congregation.
- d. The Treasurer shall make his accounts available for inspection as requested by the Official Board.

**Paragraph 2. Assistant Treasurer:** The Official Board shall appoint a member of the Church to serve as Assistant Treasurer. The Assistant Treasurer shall hold office until his successor is appointed. The duties of the Assistant Treasurer shall be as follows:

- a. He shall assist the Treasurer in counting all offerings of the Church.
- b. He shall keep record of the contributions of the individual members of the Church who use Church envelopes or contribute by check.
- c. He shall give to each contributing member at the end of the fiscal year a statement of the amount contributed through envelopes or by check.
- d. He shall be one of the signatories of checks of the Church in the absence of the Treasurer.
- e. He shall keep the records of the contributions of the individual members of the Church in strictest confidence.

## **SECTION J. Church Clerk**

The Church shall elect one of its members annually to act as Church Clerk. He or she shall keep a record of regular and special business meetings of the Church.

## **SECTION K. Auxiliary Organizations**

All other boards, committees, and organizations of the Church shall be subject to the Official Board. Any bylaws prepared by any other organization of the Church must be in accordance with this constitution and approved by the Official Board prior to their adoption.

# **ARTICLE VI – MEETINGS**

## **SECTION A. Congregational Meetings**

**Paragraph 1. Quarterly Meeting** Quarterly Business Meetings will be held once per quarter at a date determined by the Official Board with the Annual Business Meeting being held during the final quarter of the fiscal year. These meetings will be for the purpose of hearing reports and acting on any business requiring congregational action. The Annual Business Meeting will also include approving the financial plan for the upcoming year and reviewing the slate of officers to be voted on the following Sunday.

**Paragraph 2. Special Meeting** Special Business Meetings may be called at any time, provided public notice be given of the same at both services on the Sunday preceding.

Special meeting may be called by the Senior Pastor, by a majority of the membership of the Official Board, or by the written request of ten percent (10%) of the voting membership of the congregation.

**Paragraph 3. Routine Business** Routine business may be called for, when necessary, at any regular service of the Church without regard to the above requirements. The reception of members into the Church may be called for at any regular service of the Church.

**Paragraph 4. Quorum** Twenty-five percent (25%) of the voting membership of the church shall constitute a quorum for the conducting of any business.

**Paragraph 5. Slate of Officers** The congregation shall vote upon the slate of officers submitted by the Nominating Committee. There shall be no nominations from the floor.

**Paragraph 6. Missionary Support Considerations** All recommendations for missionary support shall be channeled through the Missions Committee, which then makes recommendations to the congregation. The congregation must vote on all missionary support considerations. A 75% vote is needed.

**Paragraph 7. Voting Privileges** The voting privilege at any business meeting of the Church shall be limited to those whose names appear on the voting membership roll of the Church.

**Paragraph 8. Fiscal Year** The fiscal year of this Church shall coincide with the calendar year.

## **SECTION B. Official Board Meetings**

**Paragraph 1.** The Official Board shall meet once each month at a stated time. More frequent meetings may be held when necessary.

**Paragraph 2.** The monthly meetings of the Official Board shall consist of a season of prayer and matters pertaining to the administrative, physical, and financial affairs of the Church.

## **ARTICLE VII – COMMITTEES**

All committees necessary for the efficient functioning of this Church shall be appointed by the Elders and subject to the Official Board. If the need arises for a committee other than those named in the article, its duties shall be clearly outlined by the Elders with the duration of its existence and function stated in an operational manual.

## **SECTION A. Nominating Committee**

At least one month before the time of the Annual Business Meeting, the Official Board shall appoint a Nominating Committee composed of two (2) senior Elders who are not up for re-election, the Senior Pastor, and two (2) other members of the congregation.

**Paragraph 1.** The Committee shall elect its chairman.

**Paragraph 2.** The Committee shall select at least one candidate for each office to be filled.

**Paragraph 3.** Before the nomination list is made public, the Committee shall obtain the consent of each prospective candidate.

**Paragraph 4.** At least two (2) Sundays before the election, the Committee shall have a complete list of candidates posted in the Church.

### **SECTION B. Pulpit Committee**

**Paragraph 1.** The Pulpit Committee, consisting of five (5) to nine (9) members, shall be appointed by the Official Board with a majority of the members being Elders.

**Paragraph 2.** In the event of a vacancy in the pastorate of the Church, the Pulpit Committee shall seek out a suitable candidate for the Senior Pastor and present him to the church. Any prospective candidate shall acquaint himself with the congregation by supplying the pulpit prior to being called as a candidate.

**Paragraph 3.** Election of a Senior Pastor shall take place at the two services on a designated Lord's Day, with public notice of the voting having been given at both services the preceding Lord's Day.

**Paragraph 4.** Voting shall be by secret ballot.

**Paragraph 5.** There shall be no absentee ballot.

**Paragraph 6.** Election shall require seventy-five (75%) percent of the votes cast.

**Paragraph 7.** The Committee, in consultation with the Elders, shall make arrangements with the pastoral candidate with regard to his salary, vacation, housing, leave of absence, and other fringe benefits. The congregation must approve these salary and compensation arrangements by a simple majority vote.

### **SECTION C: Finance Committee**

**Paragraph 1.** The Finance Committee shall be composed of the Treasurer, Assistant Treasurer, a Trustee, a Missions Committee member, an Elder, and an at-large member, if available and willing to serve. The at-large member shall be a member of the church gifted in financial matters and shall be appointed by the Elders.

**Paragraph 2.** The Finance Committee shall elect its own Chairman. In the absence of the Chairman, the Treasurer shall serve as Moderator.

**Paragraph 3.** The Finance Committee shall meet as needed in order to fulfill their responsibilities in a timely fashion, in consideration of the other ministries, committees and boards that must meet prior to the annual meeting.

**Paragraph 4.** The functions of the Finance Committee are as follows:

- a. The Finance Committee shall routinely evaluate, report and make recommendations regarding the current financial situation and trends to the Elders, Official Board and congregation.
- b. The Finance Committee shall propose the fiscal year and annual meeting dates.
- c. The Finance Committee shall report financial situation and trends to the various committees and departments at least 1 month prior to the deadlines set in point (b).
- d. The Finance Committee shall recommend deadlines for receiving budget requests needed for the annual budget from the various committees and departments.
- e. The Finance Committee shall present a budget proposal to the Elders and Official board at least a month before the Annual meeting.
- f. The Finance Committee shall recommend compensation and benefit packages for all staff.
- g. The Finance Committee shall investigate and propose staff retirement plans.
- h. The Finance Committee shall investigate and propose insurance policies including health, life, property, vehicle, and liability insurance policies.
- i. The Finance Committee shall develop and maintain a financial record-keeping plan.
- j. The Finance Committee shall oversee offering receipts.
- k. The Finance Committee shall schedule annual independent audits.

#### **Section D. Missions Team**

**Paragraph 1. Election** The Church shall elect people from its membership to serve on the Missions Team. The term of office shall be for three years, arranged to end in yearly succession. Missions Team members tenure shall be limited to two consecutive elected terms, and shall be off of the Team for one year before being allowed to fulfill another term on the Missions Team.

**Paragraph 2. Qualification** The Nominating Committee shall determine that those nominated for the Missions Team are people of good character who demonstrate a passion for carrying out the Great Commission locally and around the world.

#### **Paragraph 3. Functions**

- a. They shall organize and plan an annual missions conference.
- b. They shall maintain communications with all our missionaries.
- c. They shall keep informed on current missions developments.

- d. They shall provide regular missions information to the Congregation.
- e. They shall develop monetary support recommendations for our missionaries.
- f. They shall consider and recommend to the Official Board the addition or subtraction of persons from our missions support family in collaboration with the elders.

**Paragraph 4. Missions Team Leader** The Missions Team will select a man from their team to serve as the team leader. He shall be elected by the team for a term of one year. He may serve consecutive years as the chairman so long as he does not exceed his tenure as an elected member of the Missions Team.

Functions:

- a. He shall work with the Senior Pastor and elders in coordinating the missions program of the Church.
- b. He shall be a voting member of the Official Board.
- c. He shall serve as the Moderator of the regular Missions Team meetings.

## **ARTICLE VIII – SERVICES OF THE CHURCH**

### **SECTION 1. Regular Services**

Services for the purpose of worshipping Almighty God, praise, exhortation, Bible study, and prayer shall be held every Lord's Day morning and evening in the Church at designated hours. Opportunities for appropriate mid-week Bible study, prayer and fellowship shall be provided.

### **SECTION B. The Lord's Supper**

The observance of the ordinance of the Lord's Supper (or the Eucharist) shall be held once each month. It shall generally be held on the first Sunday of the month, but this may be altered if circumstances require it.

### **SECTION C. Baptism**

The ordinance of Christian Baptism shall be observed whenever candidates present themselves for it. All candidates for baptism shall be approved by the pastor(s). The mode of baptism in the Church shall be by single immersion. Baptism by immersion is required for membership in the Church signifying obedience to the Lord's command (Matt. 28:19; Acts 2:38), and as a testimony of personal faith in the death, burial, and resurrection of the Lord Jesus Christ. This requirement shall not be retroactive for present members.

### **SECTION D. Dedication of Infants**

Upon the request of the parents, infant children may be presented to the Lord in a service of dedication. It shall be clearly understood that such an act in no way involves baptism, christening, or any such thing, but is a voluntary act of the parents whereby they acknowledge their responsibility and pledge themselves to nurture their child in the faith of the Gospel of Jesus Christ and commit their child to God for His protection, guidance, and blessing. This may be done at any regular service of the Church after making arrangements with the Senior Pastor.

## **ARTICLE IX – THE CHURCH BUILDING**

### **SECTION A. Purpose**

While acknowledging the fact that the Church building is in no sense a temple or a special dwelling place of God, it should be recognized that it is a building dedicated to the singular purpose of worshipping and serving Almighty God. All activities held in the Church building should contribute to that purpose. This does not prohibit the enjoyment of legitimate gatherings for social fellowship within the Church family.

### **SECTION B. Use**

The Trustees will oversee the process for approving any request for the use of the Church Building. No charge shall be made to members of the Church for funerals, weddings, etc., provided adequate arrangements are made. When use of the Church is granted to anyone outside the Church membership, the Trustees shall decide what charges or fees shall be levied.

## **ARTICLE X – FINANCES**

This Church shall be guided in its financial policies by the biblical principles of stewardship (1 Cor. 16:2; 2 Cor. 9:6-15; Mal. 3:8-10). Therefore, the church shall be supported by the voluntary contributions of its members and friends. No entertainment, dinner, sales, etc., shall be given as a means of fund raising for the Church or any of its departments. This is not to be interpreted as forbidding a reasonable charge being made to cover the expenses of any fellowship gathering or the collection of offerings.

## **ARTICLE XI – DISSOLUTION**

All property of the Pleasant View Bible Church of Warsaw, Indiana, is irrevocably dedicated to the glory of God and in the event of the dissolution, liquidation, or abandonment of this corporation, for whatever reason, its remaining assets shall be assigned to one or more Christian fundamental, non-profit corporations which are qualified as tax-exempt organizations under the provisions of Section 501 (c) (2) of the Internal Revenue Code. None of the assets shall be given to any individual.

## **ARTICLE XII – AMENDMENTS**

This Constitution may be amended by a two-thirds majority vote of the voting members present at any regular or special business meeting, providing the amendment has been introduced at least thirty (30) days prior to the meeting and has been posted in the Church building at least two (2) Sundays prior to the meeting.