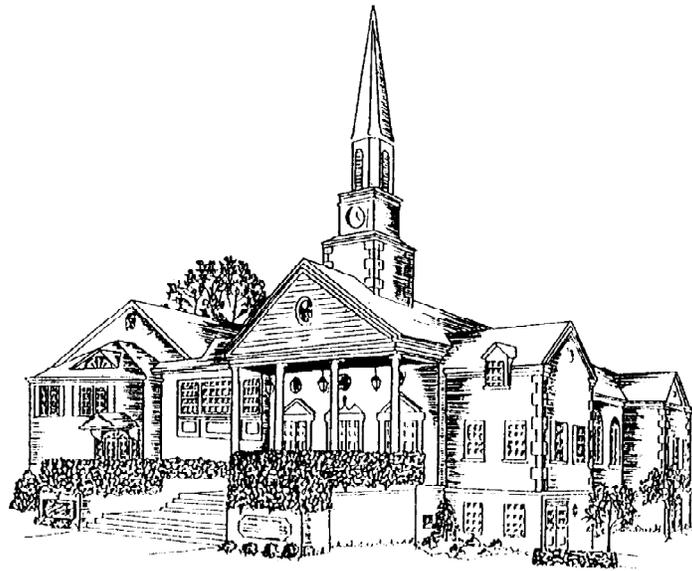


Constitution and Bylaws

9/30/16 Edition



Glenside Bible Church

447 Keswick Avenue,
Glenside, PA 19038

CONSTITUTION AND BYLAWS OF
GLENSIDE BIBLE CHURCH

447 Keswick Ave. Glenside, PA 19038

(adopted May 28, 1986, amended 6/14/89, 6/27/93, 5/21/95, 9/26/2004, 9/27/09, 5/15/16, 9/20/16)

ARTICLE ONE: NAME AND PURPOSE OF THIS CHURCH

I. Name of Church - This organization is duly incorporated under the laws of the Commonwealth of Pennsylvania law as Glenside Bible Church located in Glenside, Pennsylvania (Montgomery County).

II. Purpose of Church - This church is a group of believers in Jesus Christ who have joined themselves together for the following purposes:

- (1) To worship the triune God in spirit and truth,
- (2) To serve Him by maintaining a good testimony for Christ in our particular community through godliness, good works, and the communication of the Gospel,
- (3) To carry out His commission to spread the Gospel to the ends of the earth through the sending out and support of missionaries,
- (4) To strengthen and mature one another in our faith by the exercise of love and our mutual gifts.

III. Form of Church Government and Affiliation With Other Churches - This church shall be administered on the basis of a congregational form of church government and shall thus be sovereign in its decisions and answerable directly to the Lord Jesus Christ, the Head of the Church. Any voluntary fellowship of churches with which this church might desire to affiliate itself officially may only be entered into if the following three conditions are met:

- (1) This church shall retain its independent status, including property rights;
- (2) The fellowship of churches in question shall have a declared doctrinal position in basic harmony with Article Two;
- (3) A recommendation for such affiliation shall be presented to the congregation by the Pastor and Board of Elders and confirmed by a three-fourths majority vote.

ARTICLE TWO: STATEMENT OF FAITH AND COVENANT OF THIS CHURCH

I. Statement Of Faith - The following statement of faith must be affirmed by every person entering into membership. However, it does not exhaust the extent of our beliefs. We believe that the Bible itself as the Word of God speaks with final authority on all matters of belief, practice, policy and discipline. In this church, the Board of Elders shall be the final interpretive authority on the Bible's meaning and application.

1. The Holy Scriptures - We believe the Old and New Testaments to be the verbally inspired Word of God, inerrant in the original writings, infallible and God-breathed, the final authority for faith and life (II Tim. 3:16-17, II Pet. 1:20-21, Mt. 5:18, Jn. 16:12-13).

2. The Godhead - We believe in one Triune God, eternally existing in three persons (Father, Son, and Holy Spirit), co-eternal in being, co-equal in power and glory, and having the same attributes and perfections (Deut. 6:4, II Cor. 13:14).

3. The Person and Work of Jesus Christ

- a. We believe that the Lord Jesus Christ is the eternal Son of God, became man without ceasing to be God, was conceived by the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful men (Jn. 1:1-2,14; Lk. 1:35).
- b. We believe that the Lord Jesus Christ accomplished our redemption through his death on the cross as a representative, vicarious, substitutionary sacrifice and that our justification is made sure by His literal, physical resurrection from the dead (Rom. 3:24-25, I Pet. 2:24, Eph. 1:7, I Pet. 1:3-5).
- c. We believe that the Lord Jesus Christ ascended to heaven and is now exalted at the right hand of God, where as our High Priest He fulfills the ministry of representative, intercessor, and advocate (Acts 1:9-10; Heb. 7:25, 9:24; Rom. 8:34; I Jn. 2:1-2).
- d. We believe that Christ will return personally and bodily to receive His own unto Himself forever and that this return is imminent (Acts 1:11, I Thes. 4:16-17).

4. The Person and Work of the Holy Spirit

- a. We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment and that He is the supernatural agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them until the day of redemption (Jn. 16:8-11, II Cor. 3:6, I Cor. 12:12-14, Rom. 8:9, Eph. 1:13-14).
- b. We believe that He is the divine teacher who guides believers into all truth and that it is the privilege and duty of all the saved to be filled with the Spirit (Jn. 16:13; I Jn. 2:20,27; Eph. 5:18).

5. The Total Depravity of Man - We believe that man was created in the image and likeness of God, but that in Adam's sin the human race fell, inherited a sinful nature and became separated from God, and of himself is totally unable to remedy his lost condition (Gen. 1:26-27; Rom. 3:22-23, 5:12; Eph. 2:12-13).

6. 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 blood was shed on Calvary for the forgiveness of our sins (Eph. 2:8-10, Jn. 1:12, Eph. 1:7, I Pet. 1:18-19).

7. The Personality of Satan - We believe that Satan is a real, personal spiritual being, the author of sin and cause of the fall, that he is the open and declared enemy of God and man, and that he shall be eternally punished in the Lake of Fire (Job 1:6-7; Is. 14:12-17; Mt. 4:2-11, 25:41; Rev. 20:10; I Pet. 5:8)

8. Sanctity Of Life, Gender, Marriage and Human Sexuality

- a. We believe all human life is sacred and created by God in His image and therefore must be valued and protected. This includes pre-born babies, the aged, the physically or mentally challenged, and persons in any other stage or condition from conception through natural death (Ps 139).
- b. We believe that God immutably creates each person as male or female. These two distinct genders together reflect the image and nature of God (Gen 1:26-27), therefore rejection of one's biological sex is a rejection of the image of God within that person.
- c. We believe God has ordained marriage and defined it as a covenant relationship between one man, one woman, and Himself (Gen. 2:18-25). Therefore Glenside Bible Church only recognizes and solemnizes marriages between a genetic man and a genetic woman.
- d. We believe that God intends sexual intimacy to occur only between a man and a woman who are married (1 Cor 6:18; 7:2-5; Heb 13:4) and that God has commanded that no intimate sexual activity be engaged in outside of marriage. We believe that any form of sexual immorality, including but not limited to adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10).
- e. We believe that God offers redemption and restoration to any person who confesses and forsakes their sin, seeking His forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11). We further believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Though discipline of a member for sinful behavior may sometimes be necessary in accord with Article III, Section II, Paragraph 2, we repudiate all hateful or harassing behaviors or attitudes directed toward any person as they are not in accord with Scripture.

9. The Church

- a. We believe that the Church, which is the body and bride of Christ, is a spiritual organism made up of all born-again persons of this present age (Eph. 1:22-23, 5:25-27; I Cor. 12:12-14; II Cor. 11:2).
- b. We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament (Acts 14:27, 20:17,28-32; I Tim. 3:1-13; Titus 1:5-11) and that a New Testament church is a body of born-again believers associated together for worship, fellowship, service, and the spread of the gospel throughout the earth.
- c. We recognize the ordinances of the Lord's Supper and water baptism to be a scriptural means of memorial and testimony for the church in this age. The Lord's Supper was instituted by Jesus Christ for believers to commemorate His death until He returns (Mt. 26:26-30; Lk. 22:19-20; I Cor. 10:16, 11:23-29). We normally practice water baptism by immersion as a testimony portraying the union of a believer with Jesus Christ in His death, burial, and resurrection (Mt. 28:19-20; Rom. 6:1-5; Acts 2:41-42, 18:8). Exceptions to our normal method may be made for appropriate reasons by the Elders on an individual basis.

II. Theological Distinctives - While personal affirmation of the above Statement of Faith is all that shall be required for membership, the following three points clarify the church's distinctive position on these important doctrines. No one shall teach contrary to these doctrines:

1. God's plan for His people Israel as revealed in the Old Testament and for Christ's Church as revealed in the New Testament are distinct and different. We insist that the promises specifically intended for the nation of Israel cannot be

claimed by believers today and the obligations required specifically of Israel as a nation are not binding upon believers today.

2. The rapture of the Church is imminent and pretribulational. This means that Christ will return in the air to catch out His Church to Himself before the seven year tribulation period (I Thes. 1:9-10, 4:13-18; Rev. 3:10; I Thes. 5:1-11). The return of Christ to the earth immediately following the tribulation is premillennial. This means He will at that time establish a literal 1000 year kingdom of righteousness and peace upon the earth (Zech. 14:4-11; Rev. 19:11-16, 20:1-6; Mt. 24:29-31; Jude 14-15).
3. The Holy Spirit is sovereign in the bestowment of His gifts (I Cor. 12:11) and no gift, such as tongues, was ever intended to be bestowed on every Christian, but rather the gifts vary (I Cor. 12:12-30). We further believe that certain gifts are intended to serve as signs of God's power (such as tongues, healings, or other miracles) and are graciously bestowed by the Holy Spirit when and where He wills (Heb. 2:4). They cannot be "claimed" from God by believers and should never be sought merely for personal benefit.

III. Church Covenant

We believe that all who join this fellowship of believers are doing so through the leading of the Holy Spirit. We believe this is but another step in our lives as Christians as we first responded to His leading in receiving our Lord Jesus Christ as our Savior, and then as we publicly declared our faith through the waters of baptism. Each person being received into membership shall affirm the provisions of this covenant:

As a church family we promise to walk together in Christian love through the power of the Holy Spirit;

To promote the advancement of this church in the knowledge of Scripture, in the fellowship of believers, and in the development of holiness in our daily living;

To provide and promote avenues of service in the various ministries of our church;

To be loyal in attending the worship services and supporting the Statement Of Faith of our church;

To contribute to the support of this ministry cheerfully and regularly as God has provided;

To promote the spiritual growth of each and every member.

We also promise to develop a regular habit of spending time with God in His Word and prayer for our own edification and to share in spiritual things with our family members as God allows;

To raise any children God gives us in the training and instruction of the Lord;

To seek the salvation of our loved ones, friends, and acquaintances;

To walk consistently in the world as ambassadors of our Lord;

To be just in our dealings, faithful in our commitments, and exemplary in our conversation and conduct;

To care for our bodies and minds and not abuse them since they are the temples of the Holy Spirit.

We further promise to concern ourselves with each other's needs as brothers and sisters in Christ;

To remember each other in prayer;

To aid each other in sickness and distress;

To cultivate Christian sympathy in feeling and courtesy in speech;

To be slow to take offense but always ready for reconciliation and, in obedience to the teaching of our Savior, to secure it without delay.

Moreover, we promise that when we remove from this place we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE THREE: MEMBERSHIP IN THIS CHURCH

I. Eligibility for Membership - Any person who has received the Lord Jesus Christ as Savior, gives evidence of salvation, and who has given public testimony by being baptized as a believer is eligible for membership in this church.

II. Voting Membership

1. Admission to Voting Membership

a. Manner of Admission - Any person 16 yrs. of age may become a member of this church upon recommendation of the

Board of Elders and vote of the church in one of the following manners:

- (1) By confession of faith in the Lord Jesus Christ as Savior and clear acceptance of the Doctrinal Basis and Church Covenant as set forth in this Constitution.
- (2) By letter from another church of like faith and order and clear acceptance of the Doctrinal Basis and Church Covenant.
- (3) By reinstatement upon repentance following an act of discipline of the church.

b. Method of Admission - All applicants, before being examined by the Board of Elders, shall fill in an application form which will reveal pertinent information concerning the applicant, especially as related to his spiritual background. This form shall include the Doctrinal Basis and Covenant of this Church, acceptance of both of which must be affirmed by the applicant without reservation. Each person applying for voting membership in this church shall meet with the Pastor and/or a committee of the Board of Elders to give a testimony of his saving faith in the Lord Jesus Christ. Only those applicants who, in the judgment of the Pastor and Board, have been truly regenerated and are of approved Christian character shall be recommended to the Church for membership. This may be done at any worship service or business meeting of the church, provided the congregation has been notified of the applicant's name two Sundays in advance. The Church shall then vote upon the applicants recommended to them for membership. Persons shall actually become members when they publicly agree to the Doctrinal Basis and Covenant and receive the Right Hand of Fellowship.

2. Dismissal from Voting Membership

a. Removal of a Member - Any member not under discipline may request that the Board of Elders remove his name from the roll. Any active member who desires to unite with another evangelical church shall be granted a Letter of Recommendation upon application to the Board of Elders. When the letter is granted his name is removed from the roll of this church.

b. Inactivity of a Member - Members moving out of the area will normally be expected to keep their promise in the church covenant and formally unite with another church in their area. Certain persons may apply to the Elders to continue as non-voting members (Section III). Members who are away in Christian work, schooling, military service, or have an infirmity or similar circumstance may retain voting membership. If a member is continually and willfully absent from the services of the church for inexcusable reasons, the Pastor and Elders shall investigate the circumstances and place him on an INACTIVE ROLL. This will mean the loss of church vote, floor privilege, and any office or position held. A person on the inactive roll may be dropped from membership when the Elders determine that he shows no intention of resuming his duties as a member. Should a person on the inactive roll resume activity, the Elders may reinstate him to active status.

c. Discipline of a Member - Any member found guilty by the Board of Elders of a flagrant sin or a serious doctrinal error contrary to the Scriptures, Doctrinal Basis, or Church Covenant shall first be privately confronted by them. If the member does not display an attitude of repentance they shall suspend him temporarily from the privileges of membership and the Lord's Table and if repentance is still not forthcoming they shall remove him from membership and inform the church of the action and the behavior which led to it. Such a member shall have the right to defend himself before the Board. If the person becomes repentant, the Elders may restore him to membership in such manner as they deem suitable.

III. Non-Voting Membership - Persons in special circumstances may be admitted to the following categories of membership at their request upon approval by the Board of Elders. They may be removed from these categories at their request or by action of the Board. Members in these categories do not have the privilege of voting on church business.

1. Junior Membership - Children and youth under the age of 16 who have genuinely trusted Christ as Savior and have made public profession of their faith through baptism may become Junior Members of this church. They do so by submitting a written request to the Board of Elders. At age 16 junior members shall be contacted by the Board and shall choose either to become Voting Members or to be removed. To enter voting membership they must attend a membership class where they are instructed in the doctrine and distinctives of this church and subsequently follow the method of admission outlined for voting members above.

2. Associate Membership - Persons in the following situations may be granted associate membership in this church while maintaining a full voting membership in another church if approved by the Board of Elders:

- (1) members who go into Christian ministry and properly join a church where they are working but wish to maintain close ties with us as their home church
- (2) members of long standing who retire and move away and properly join a local church but wish to keep a membership tie here
- (3) persons such as students, area missionaries, or service personnel who are temporarily away from their home church and wish to keep voting membership there but wish to affiliate with us for fellowship and ministry.

ARTICLE FOUR: OFFICERS OF THIS CHURCH

I. The Pastor and Pastoral Staff

- 1. Scriptural Qualifications** - It shall be the duty of the Pastor and other Staff members to fulfill the standards of the pastoral office commanded by the Scripture in I Tim. 3:1-7, Titus 1:5-9, I Peter 5:1-4, and Acts 20:17-35.
- 2. Calling a Pastor or Pastoral Staff Member** - When it is necessary to fill a pastoral staff position, the elders shall appoint a pulpit committee. This committee shall include at least four Elders and three other members of the congregation. The committee shall proceed to seek a person to fill the position. A prospective pastor or pastoral staff member shall be given a copy of this Constitution and must affirm in writing his wholehearted agreement with the entire constitution and particularly with Article Two. The Pulpit Committee shall recommend a candidate to the congregation at a properly called special business meeting. If a three-fourths majority agree, a call shall be issued. If he accepts the call, he immediately becomes a member of this church upon assuming his duties.
- 3. Description of Duties** - This church shall have one Pastor and any associates, assistants, or other paid staff shall be under his leadership. The pastoral staff shall carry out the responsibilities delegated to them by the Pastor and Elders as part of the ministry of the church. The Pastor's duties shall include the following:
 - a. He shall preach regularly at the stated meetings of the church;
 - b. He shall normally preside over the ordinances of the church;
 - c. He shall normally preside as Moderator at church business meetings, except when his pastoral relationship is under discussion;
 - d. He shall endeavor to keep the church informed of what is happening in all areas of the ministry, and to that end shall give regular reports in business meetings;
 - e. He shall involve himself in every area of the life of the church either by his presence or by proper communication with appropriate leaders so that he is providing guidance and input to the church as a whole;
 - f. He shall involve himself in the lives of his people, making himself available for counsel, and regularly visiting the members of the church, especially those with particular needs;
 - g. He shall be open to reach out to people who are seeking salvation or acquaintance with this church, and shall be clearly concerned with the salvation of souls;
 - h. He shall perform such normal pastoral functions as marriages, funerals, and receiving of members, as well as any other specific duties assigned him by the Board of Elders;
 - i. He shall request and receive permission of the Board of Elders before promising to pursue any regular activities of an extra-curricular nature;
 - j. He shall clear the extent and timing of his vacation and absences with the Board of Elders.
- 4. The Pastoral Relation** - The elected Elders shall maintain constant, open, and honest communication with the Pastor and all Pastoral Staff members. It shall be their responsibility to bring to them in a loving way any valid criticisms or problems that have arisen within the congregation. If at any time the Board of Elders by majority vote (excluding Pastoral Staff) decide that it is in the best interest of the congregation that a pastoral relationship be terminated, they shall inform the person under consideration and make such recommendation to the Church at a properly called business meeting. If the Church by majority vote sustains the Elders' recommendation, the relationship shall terminate 3 months from the date of the meeting. In any meeting (either of the Elders or congregation) where his pastoral relationship is under discussion, the Pastor shall not serve as moderator, but shall be given opportunity to make a statement of reasonable length. During any severance period, the Church shall continue to be responsible for his support, but the Elders may decide whether or not it would be best for him to continue in his public duties. If a Pastor or Pastoral Staff Member wishes to resign, he shall first make his decision known to the Board of Elders, and together they shall decide upon the most beneficial way to notify the church. He shall give the Church at least 3 months notice.

II. The Board of Elders

- 1. The Board and Spiritual Qualifications** - There shall be one official board of this Church, designated by Scripture as Elders (Titus 1:5 and Acts 14:23). Care shall be exercised by the congregation in the nomination and election of men to this office. Elders shall be members with spiritual stability who meet the Biblical standards of I Tim. 3.
- 2. Number and Election**
 - a. The Board of Elders shall be composed of 10 men, however this number may be increased or decreased by vote of the

congregation upon recommendation by the Board itself. The Pastor and other pastoral staff shall be included as additional voting members of the Board, but may not hold office in the Board.

- b. Board members shall be selected for a three year term of office, with a cycling of Elders in three classes designated by the year of completion for each class.
- c. The Nominating Committee shall secure qualified nominees who have been members of the church for at least one year. Nominees who receive the highest number of congregational votes are elected to that three year class.

3. Organization and Procedure

- a. Each year the Board shall elect from their number a Chairman, a Vice-chairman, a Secretary, and a Treasurer of the Board.
- b. The Board may form such committees as it may deem necessary to effectively carry forward the ministry of the Church. All committees of the Church shall be subject to the Board of Elders, and relate to the Board through an Elder or Elders which the Board shall appoint to that committee. All committees shall report to the Board either monthly, or as requested by the Board.
- c. The Board shall normally meet monthly at such time as it shall decide to be most feasible, but an emergency meeting may be called by the Pastor or Chairman (or in their absence, the Vice-chairman) when needed. A quorum shall consist of half the number of members excluding the pastor and pastoral staff.

4. Duties of the Board

- a. The Board of Elders, the Pastor, and any other Pastoral staff shall provide mutual leadership in all the ministries of the Church. To this end, the Elders shall cooperate with, assist, and advise the Pastor and staff in the performance of their duties. The Board shall make recommendations to the congregation on all matters affecting pastoral relationships.
- b. The Board shall interview prospective members, oversee membership status, and care for the spiritual welfare of members.
- c. The Board shall ensure that local outreach and evangelistic ministries are planned and carried out. They may delegate these responsibilities to individuals or committees as they choose.
- d. The Board shall plan and oversee the stated and special meetings of the Church, including pulpit supply and special speakers and groups. It shall also decide on appropriate honoraria for guests.
- e. The Board shall oversee the financial policy of the Church and its organizations. It shall recommend to the congregation an annual budget, which includes all salaries, expenditures and gifts. It shall encourage regularity and generosity in giving, and plan any special offerings or other methods of raising money. The church shall normally depend upon the free-will offering method of raising funds.
- f. The Board shall interview, hire, and oversee all employees of the Church. The Pastor and pastoral staff are called by the congregation, and are not "employees" in the sense above.
- g. In any situation affecting the legal status of this church in dealing with government on any level, the Board of Elders shall be the authorized officers of this church.

5. Special Regulations

- a. The Board shall recommend to the congregation for their approval any project requiring an expenditure in excess of \$5000.00.
- b. The Board shall not purchase, sell or mortgage any real estate without approval by the congregation and such approval would require a three-fourths majority.

III. Other Elected Officers

- 1. General Information** - All the following elected officers must be voting members of the church. They shall be elected at the Annual Meeting of the church for their respective terms and assume responsibilities immediately thereafter. Persons leaving office shall transfer all records pertaining to that office to their successors. Any officer failing to perform his duties for a sustained period may be removed by the Elders.
- 2. Church Treasurer** - The Treasurer shall be elected for a term of three years. The Treasurer shall have custody of all church funds (except any the Board may specifically exclude) and disburse them at the Board's direction. The Treasurer shall maintain accounting records in accordance with acceptable bookkeeping standards. The Treasurer or a designate shall attend all business meetings of the Church, and report the financial status of the Church. The Treasurer shall prepare an accounting of funds for each regular meeting of the Board of Elders and shall make such other reports as the Church or Elders may direct. The Treasurer shall deliver the books with all vouchers to the Auditors at the end of the Church fiscal

year, or at any time upon one week's notice to prepare the same. The Treasurer shall deliver to a successor all monies on hand at the end of the term of office with a statement of amounts received and disbursed since the last report. A vacancy occurring in the office of Treasurer shall be filled by a temporary appointee of the Board until a successor can be properly elected and take office. At the Elders' discretion they may request the church to elect an Assistant Treasurer for a term of one year. The Assistant Treasurer shall assist the Treasurer in the performance of his duties and act in his stead in the event of his absence or inability to perform his duties.

- 3. Financial Secretary** - The Financial Secretary shall be elected for a term of two years. At the Elders' discretion, they may ask the church to elect one or more additional persons to share in fulfilling the duties of this office which shall include recording and depositing all monies received, issuing appropriate receipts for the same, and overseeing money counting procedures. All of these shall be done in full coordination with the Church Treasurer.
- 4. Church Clerk** - The Church Clerk shall be elected for a term of one year by the vote of the Church at its Annual Meeting. It shall be the duty of the Clerk to attend all regular and special business meetings of the Church, to keep a correct record of the proceedings and reports, and to present the same at the next business meeting of the Church.
- 5. General Superintendent of Sunday School** - The General Superintendent shall be elected for a term of two years and shall have general charge of the Sunday School with its officers and teachers. This shall include the appointing of teachers with the approval of the Pastor and Elders, the arrangement of special programs, the provision of needed materials, and the ongoing coordination of the staff and its meetings.
- 6. Stewardesses** - Six women shall be elected as stewardesses for two year terms, three being elected each year. They shall have general responsibility in providing for ministries of hospitality, caring, and prayer for shut-ins, elderly, and others in need and bring those needs to the attention of the Pastor, Elders, and congregation. They shall also prepare the materials for the observance of the Lord's Supper and provide leadership in the arrangements for occasions of church fellowship.
- 7. Auditors** - The Church shall have two Auditors, one of whom shall be elected each year at the Church's Annual Business Meeting for a two year term. The Auditors shall examine the records of the Church Treasurer for the fiscal year just ended. They shall do this in accordance with generally accepted auditing standards, and report to the Church at the next quarterly business meeting whether said records conform to acceptable bookkeeping principles, and whether they present an accurate record of the financial position of the Church. Should the Elders so direct, the Auditors may make a further audit of the Treasurer's books at any time during the year, or examine the financial records of any organization of the Church.
- 8. Nominating Committee** - The Nominating Committee shall consist of the Pastor and three members elected by the church for a term of one year. Candidates shall be placed in nomination by the Elders and elected at the Annual Meeting. It shall be the Committee's duty to place in nomination the names of qualified and willing candidates for each office needing to be filled, notifying the congregation of this list of nominees in the church bulletin on the two Sundays preceding the Annual Meeting. All nominations shall be presented to the congregation by the Nominating Committee. The Committee shall receive suggestions from the congregation up to 4 Sundays before the Annual Meeting and consider them in time for the above notification. The Committee shall endeavor to place in nomination more than the minimum number of nominees required for each office. All nominees presented to the congregation shall be members of good reputation and spiritual stability. Should a vacancy in the Nominating Committee occur during the year, the Board of Elders shall appoint a person to fill this position until the next Annual Business Meeting of the church. Should a vacancy occur in any other elected office during the year, the Nominating Committee shall place in nomination a name or names to fill the unexpired term remaining for that office. The election shall be held at a time determined by the Pastor and Elders, with notice to the congregation as outlined above.
- 9. The Properties Committee** - Membership on the Properties Committee shall be no less than six. This number may be increased as deemed necessary by vote of the congregation upon recommendation of the Board of Elders. They shall be elected for a three year term so arranged that one-third of the Committee is elected in any given year. They shall have general oversight of all church properties and shall supervise and provide for the needs of the church buildings and grounds. They are authorized to expend budgeted monies within areas of their responsibility. They shall recommend to the Board of Elders those things which exceed their authorization.

ARTICLE FIVE: COMMITTEES AND ORGANIZATIONS OF THIS CHURCH

I. General Information - The Board of Elders shall determine the number, purpose, and size of all committees and organizations which serve this church. At least one Elder shall represent each committee and organization and act as a liaison with the Board. Recommendations for committee members may be made by the Pastor or the committee itself but each committee member must be approved by the Board. Any suggestions for policies and procedures, such as term of service, rotation, and election of officers, shall also be approved by the Board. All committees and organizations shall be subject to the Board, report to them as requested, and make recommendations to them for any budgetary needs to be presented to the congregation. Officers of committees and organizations shall be members of the church, except by special permission of the Board.

II. The Sunday School - The Sunday School shall be the training arm of the church and provide instruction in Christian Faith and

Practice for persons of all ages. It shall be under the supervision of the General Superintendent in collaboration with the teaching staff. Regular teachers shall be members of the church unless an exception is granted by the Elders.

III. The Missions Committee - The Missions Committee shall be the outreach arm of the church and therefore responsible for planning its total missions program in the US and abroad. It shall promote missionary interest and education for the congregation and make recommendations to the Elders for the budgeting of missionary support and projects.

ARTICLE SIX: MEETINGS AND PRACTICES OF THIS CHURCH

I. Church Meetings - Regular meetings shall be held for worship, preaching, Bible study, prayer, testimony, the Lord's Supper, baptism, and fellowship in such manner as the Pastor and Elders shall deem appropriate.

II. Ordination - A man desiring ordination to the Gospel ministry must:

- (1) be a member of this church and in full accord with its doctrinal statement,
- (2) demonstrate in his life the spiritual qualifications listed for elders in 1 Tim. 3:1-7,
- (3) demonstrate a thorough knowledge of the Bible,
- (4) have gifts for ministry that are evident to the elders and have been proven in ministry to this church,
- (5) have a clear sense of God's call and leading into a life of ministry,
- (6) have an obvious commitment to a particular situation in which he intends to or is ministering.

The Board of Elders shall work with all candidates for ordination to prepare them for ministry, and evaluate their readiness for ordination. A man desiring ordination must apply through the Board and when the Board believes that ordination is proper, it shall make such recommendation to the congregation at a regular or special business meeting. If the congregation concurs, the Board shall then call a council of ministers and representatives from other churches of like faith to examine the candidate. If the council's recommendation concurs with the congregation's decision, the Board shall proceed to arrange a service of ordination.

III. Employees and Volunteers - While formal membership is not required, all persons directly employed by Glenside Bible Church or who volunteer in any capacity representing the church shall affirm and abide by the church's Statement of Faith. No individual participating in church programs will be allowed to advance or promote beliefs or practices that conflict with the church's Statement of Faith.

IV. Use Of Resources - No facility, property or resource of Glenside Bible Church shall be used in any way to advance or promote beliefs or practices that conflict with the church's Statement of Faith.

V. Church Business Meetings

1. Fiscal Year - The fiscal year of the church shall extend from January 1 to December 31.

2. Regular Business Meetings - Business meetings of the church shall be held in the months of May, September, and January, the latter being the Annual Business Meeting. Special business meetings may be called at any time deemed wise by the Pastor and Elders, provided that an announcement of the meeting is made two Sundays in advance.

3. Quorum - 25 voting members present at a duly called business meeting shall constitute a quorum for the transaction of business.

4. Voting Procedures - A simple majority of votes shall be sufficient for the passage of all motions. However, in the following five cases, a three-fourths (3/4) majority of votes shall be required:

- (1) when a vote is being taken on the affiliation of this church with a fellowship of other churches,
- (2) when a vote is being taken on extending a call to a Pastor or Pastoral Staff Member,
- (3) when a vote is being taken on the purchase or sale of real estate, a decision to build or to seek a mortgage,
- (4) when an amendment to this constitution is presented for action,
- (5) when a vote is being taken on the reversal of an Elders' decision.

5. Balloting Procedure - In voting, the choice is ordinarily expressed by voice or a show of hands. However, a secret ballot shall be used in the election of officers, and in other cases at the discretion of the Moderator.

6. Rules of Decorum - The pastor normally shall preside as moderator at Church business meetings, except when his pastoral relationship is under discussion. In this case and in his absence, the Chairman of the Board of Elders shall preside. The

Moderator may not take part in debate, although he may state matters of fact within his knowledge affecting the subject under discussion, inform the Church on points of order if necessary, and address the Church should there be an appeal from his decision on any question of order. All motions when seconded shall be distinctly stated by the Moderator previous to discussions thereon. Unseconded motions are lost. The Moderator shall give fair opportunity for all persons to speak. When a motion is under debate, no other motion shall be received by the Moderator except (1) to adjourn, (2) to lay on the table, (3) to amend, (4) to refer to a board or committee, or (5) to postpone. A motion considered important by the Moderator may on occasion be required to be presented in writing for clarity. Christian attitudes and actions shall be insisted upon by the Moderator, and any member failing to display these may be ruled out of order.

7. Reversal of Elders' Decision - Individuals who disagree with any decision of the Board should make their case known to the Board at the earliest opportunity. However, a decision made by the Board of Elders may be reversed in the following manner: a petition signed by 25 voting members must be presented to the Board for consideration and in turn they must bring it to the congregation in a business meeting. A three-fourths majority vote is necessary to overturn their decision.

ARTICLE SEVEN: AMENDING THE CONSTITUTION OF THIS CHURCH

This Constitution may be amended at any regular or special business meeting, provided the following procedures have been met:

- (1) The amendment has been presented in writing to the Board of Elders and approved by them, or proposed to the congregation by the Board's own initiative;
- (2) Said amendment has been presented to the congregation in writing for their study and consideration at least one month before the meeting at which it is to be considered;
- (3) Notice of the proposed amendment has been given orally from the pulpit and published in the church bulletin at least two Sundays before it is presented to the church for action;
- (4) A three-fourths majority vote shall be necessary for adoption.

ARTICLE EIGHT: DISSOLUTION OF THIS CHURCH

In the event of the dissolution of this corporation, all of its tangible assets and holdings shall be distributed to such other existing non-profit religious corporations recognized by the Internal Revenue Service as would be in substantial agreement with the spirit of this Constitution. Such organizations shall be selected by majority vote of the members at the time that dissolution of this corporation is approved by the members. No part of the net earnings of this corporation shall ever accrue to the benefit of any donor, member, director, or officer of the corporation nor shall any private individual be entitled to share in the distribution of any of the corporate assets.

CHURCH POLICY STATEMENTS

(adopted by the Congregation but not part of Constitution)

THE FINANCE COMMITTEE

The Finance Committee shall consist of three persons elected by the congregation plus the Church Treasurer and a representative of the Board of Elders (if no elder is among the three). They shall be elected to a two year term arranged so that two are chosen in one year and one in the following year. Their authority shall be subject to the Board of Elders. Their responsibilities shall include:

- Careful monitoring of the financial state and processes of the church, the submission of regular reports to the Board of Elders and the congregation, and the submission of appropriate recommendations to the Board.
- The formulation of the Annual Budget for submission to the Board of Elders for their approval and the final presentation by the Board to the congregation.
- The careful investing of our properties' and other reserve funds.
- The receiving and review of requests for the expenditure of properties' interest monies and the disbursement of the same according to general guidelines laid down by the Board of Elders and the congregation.
- The careful insuring of all church-owned properties and items and liabilities.

NURSERY SCHOOL COMMITTEE

The Nursery School Committee will oversee the GBC Nursery School in its ministry to young children and their families as part of the church's overall ministry to the community. It will assist and support the Director and Staff in the performance of their ministries.

The committee will include: The Director of the Nursery School, Pastoral Staff members, Childrens Ministry Team Coordinator or similar person in charge of Christian Education for young children, and 4 members elected from the congregation for two year terms,

two being elected each year. The Nominating Committee shall endeavor to present candidates for these elected positions who have either a direct connection to the school or to the field of education.

Specifically the Nursery School Committee will:

- Serve as a liaison between Nursery School and other ministries in the church.
- Be personally involved in the life of the school by praying for the ministry and staff and attending committee meetings and Nursery School programs and activities.
- Develop and approve Nursery School financial policies including budget, tuition, and salaries.
- Interview prospective Nursery School staff and make recommendations to the Elders.
- Develop and implement strategies and programs for the outreach and discipling of Nursery School parents.
- Seek to involve additional GBC members in the Nursery School ministry to free the Nursery School Staff for teaching and ministry to community parents.