



Constitution and Bylaws

Engleside Baptist Church

8428 Highland Lane • Alexandria, VA 22309 • (703) 780-5410 • www.ebcecs.com

Preamble

Believing the biblical admonition that we must “let all things be done decently and in order” (*I Corinthians 14:40*), we the members of Engleside Baptist Church do solemnly and sincerely set forth this constitution and bylaws by which we willingly and cheerfully agree to be governed.

ARTICLE I. Name, Purpose, and Government

Section 1.01 — Name

The name of this church shall be Engleside Baptist Church, and its principle place of business and place of worship shall be located at 8428 Highland Lane, Alexandria, Virginia. Engleside Baptist Church shall maintain and operate a Baptist church, Engleside Christian School, and a worldwide missions program. All of these ministries shall be considered a part of Engleside Baptist Church.

Section 1.02 — Purpose

This congregation is organized as a church exclusively for charitable, religious, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law), including, but not limited to, for such purposes: establishing and maintaining religious worship; building churches, parsonages, schools, chapels, radio stations, television stations, rescue missions, print shops, daycare centers, and camps; evangelizing the unsaved by proclaiming the Gospel of Jesus Christ; educating believers in a manner consistent with the requirements of Holy Scripture, both in Sunday and weekday schools of Christian education; and maintaining missionary activities in the United States and any foreign country.

In obedience to the Lord’s Great Commandment and Great Commission, we desire to glorify God by worshipping Him in spirit and in truth, by serving one another in sacrificial love, by evangelizing the lost through foreign and local outreach, by fellowshiping with other believers for the purpose of edification, and by discipling believers into Christlike maturity.

Section 1.03 — Government

Engleside Baptist Church is an autonomous body, subject to the control of no other ecclesiastical body. No denominational or associational representatives shall ever sit in judgment or council over its affairs. The governmental power of Engleside Baptist Church cannot be transferred to any ecclesiastical or secular organization outside of the church nor to any person(s) or organizations within the church. It is the right of Engleside Baptist Church to receive, exclude, and refuse membership.

ARTICLE II. Statement of Faith, Covenant, and Issues

Section 2.01 — Statement of Faith

(A) The Scriptures

- (1) We believe in the plenary, verbal inspiration of the Holy Bible and the inerrancy of the original writings. We believe that God has preserved His Word in fulfillment of His promise. We believe that the canon of Scripture was completed with the death of the apostles and that God forbids any additions to or deletions from His Word. The Bible, therefore, is the sole authority for our faith and practice, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions shall be tried.

- (2) Our beliefs about the Scriptures are derived from, but not limited to, the following Scriptures: *Proverbs 30:5-6; II Timothy 3:16-17; I Peter 1:25; II Peter 1:20-21; Revelation 22:18-19.*

(B) God

- (1) We believe that there is one, and only one, living and true God. He is the creator of heaven and earth, inexpressively glorious in holiness, and worthy of all our honor, confidence, and love. We believe that the Godhead eternally exists as three persons in one—Father, Son, and Holy Spirit—a teaching known as the Trinity.
- (2) Our beliefs about God are derived from, but not limited to, the following Scriptures: *Exodus 20:2-3; Deuteronomy 6:4; Matthew 28:19; John 14:10, 26; I Corinthians 8:6; II Corinthians 13:14; Ephesians 4:6; I John 5:7; Revelation 4:11.*

(C) Christ

- (1) We believe that Jesus Christ is the only begotten Son of God, the Eternal Word manifested in the flesh, and one of the three persons of the Godhead. He was conceived of the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- (2) Our beliefs about Christ are derived from, but not limited to, the following Scriptures: *Isaiah 7:14; 9:6; Luke 1:30-35; John 1:1-2, 14, 18; Philippians 2:5-11; Colossians 1:15-19.*

(D) The Holy Spirit

- (1) We believe that the Holy Spirit is one of the three persons of the Godhead and is co-equal with God the Father and God the Son. The Holy Spirit convicts men of sin, regenerates, indwells, baptizes, seals, and sets believers apart to a holy life. He is now restraining the evil one in an unbelieving world until God's purpose is fulfilled.
- (2) Our beliefs about the Holy Spirit are derived from, but not limited to, the following Scriptures: *John 14:16-17; Acts 5:3-4, 32; Romans 8:14; I Corinthians 3:16; 6:19-20; Ephesians 1:13; 4:30; I Peter 1:2.*

(E) Satan and Angels

- (1) We believe in the personality of Satan, a fallen angel. He is the unholy god of this age and the author of all the powers of darkness. He is destined to eternal torment in the lake of fire.
- (2) We believe that the angels are holy beings created to serve God and worship Him. Those angels who rebelled against God are known as demons, and they follow Satan.
- (3) Our beliefs about Satan and angels are derived from, but not limited to, the following Scriptures: *Job 1:6-7; Isaiah 6:2-4; 14:12-17; Ezekiel 28:13-17; Matthew 4:2-11; 25:41; II Corinthians 4:4; Revelation 12:3-4, 7-11; 20:10.*

(F) Man

- (1) We believe that man was originally created in the image and likeness of God. By voluntary transgression he fell from his sinless and happy state. Consequently, all of Adam's descendents lost their spiritual life, became dead in trespasses and sins, were made subject to the power of the devil, and became dependent upon divine help through the plan of redemption. Therefore, no child of Adam is born into the world possessing a spark of divine life, but each one is born essentially corrupt in body, mind, and soul and utterly unable to remedy his lost condition.
- (2) Our beliefs about man are derived from, but not limited to, the following Scriptures: *Genesis 1:26-27; 2:17; 3:1-13; 6:5-6; Psalm 14:1-3; 51:5; Jeremiah 17:9; John 3:6; Romans 3:10-19; 5:12; 6:23; 8:6-7; Ephesians 2:1-3; 4:17-19.*

(G) Sin

- (1) We believe that sin is unbelief and disobedience to God and His Word. Sin is the universal problem that separates mankind from God and is the single reason for mankind incurring the penalty of physical, spiritual, and eternal death. The problem of sin is solved and the gift of eternal life made possible only through the sacrificial death of Jesus Christ on the cross. Repentance from sin and faith in the person and work of Christ are required to receive God's forgiveness, restoration, and deliverance from the penalty of spiritual and eternal death. In

Christ believers are free from the power and penalty of sin in their lives. When believers sin, fellowship with their Heavenly Father is broken, but fellowship can be restored by confessing their sins to Him and receiving His forgiveness and cleansing. One day believers will be delivered from the very presence of sin when they join Christ in His heavenly kingdom.

- (2) Our beliefs about sin are derived from, but not limited to, the following Scriptures: *John 3:16-17; Acts 16:31; Romans 3:23; 5:12; 6:23; Ephesians 2:8-9; Titus 3:5-6; Hebrews 9:22; I John 1:6-9; Revelation 21:4; 22:3.*

(H) Salvation

- (1) We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice and that justification is provided through His shed blood. The unbeliever must repent of his sin and exercise saving faith in the person and work of Jesus Christ alone in order to receive God's gift of eternal life.
- (2) We believe that all who are truly born again are kept by God the Father for Jesus Christ and can never be lost.
- (3) We believe in the priesthood of all believers, that as a result of salvation every true believer has immediate access to the Father through our only mediator Jesus Christ without the need for a human priest to act as intercessor.
- (4) We believe in full consecration and separation by those who profess Christ. God commands his people to separate from religious apostasy, willfully disobedient Christians, and all sinful pleasures, practices and associations. Total devotion to the Lord is the greatest need for building a strong church.
- (5) Our beliefs about salvation are derived from, but not limited to, the following Scriptures: *Matthew 26:28; John 1:12-13, 29; 3:3-8, 16; 5:24; 10:28-29; Acts 16:31; Romans 3:24-26; 8:35-39; 10:9-10; 12:1-2; 14:12-23; I Corinthians 6:19-20; II Corinthians 5:14; 6:14-7:1; Philippians 1:6; II Timothy 3:5; Hebrews 10:5-22; I Peter 2:24; 3:18; I John 1:7; 2:15-17; 3:18; II John 9-11; Jude 1.*

(I) The Church

- (1) We believe that the Body of Christ is composed of those who have been redeemed and washed in His blood, regenerated and sealed by the Holy Spirit, and saved to worship and serve the Lord. The local church is a part of the universal Body of Christ, and it is a local assembly of born-again, baptized believers united in organization to glorify God by carrying out Christ's Great Commandment (*Matthew 22:37-40*) and His Great Commission (*Matthew 28:19-20*). Thus, we believe that only believers should be admitted to the local church's membership. We further believe that it is the responsibility and privilege of all who are saved to win others to Christ.
- (2) We hold to the autonomy of the local church. It has the absolute right of self-government, free from interference of any hierarchy of individuals or organizations. While we believe it is right to obey human authorities over us, we also believe that the one authority to whom we are ultimately responsible is the Lord Jesus Christ. We believe in the separation of church and state, meaning that we reject as unbiblical the idea of a state church as much as we reject the idea of the state interfering in the affairs of the churches.
- (3) We believe that it is scriptural for local churches to cooperate in contending for the faith and proclaiming the gospel. However, each local church has the right to decide how and to what extent it will cooperate. We believe that the local church should avoid cooperation or alliances with churches or organizations that deny the clear teachings of Scripture. Likewise, each member of the local church shall seek to live a holy life, separating himself from and forsaking all that might dishonor God, discredit His cause, or weaken his own personal testimony.
- (4) We believe that there are two offices of the local church: pastor (also known in Scripture as elder, bishop, and overseer) and deacon. These offices have scriptural qualifications that limit these offices to being held only by spiritually mature men.
- (5) We believe that Christ instituted two ordinances for the local church—baptism and the Lord's Supper (also referred to as the Lord's Table or Communion). Baptism by immersion is commanded by Christ and beautifully pictures His death, burial, and resurrection. Baptism identifies the believer as a Christian and is the sign of fel-

lowship with other believers. The Lord's Supper commemorates and proclaims Christ's death and is to be observed regularly until He returns. We believe that the elements of the Lord's Supper are symbolic representations of the body and blood of Jesus and are intended to help believers commune with their Lord.

- (6) Our beliefs about the church are derived from, but not limited to, the following Scriptures: *Matthew 16:16-19; 22:37-40; 28:19-20; Acts 2:41-42; 6:3; 8:36-39; 10:47; 13:1-3; 15:13-32; 19:5; 20:17-28; Romans 6:3-4; I Corinthians 10:16; 11:2, 17-34; Ephesians 1:22-23; 4:11-12; Philippians 1:6; Colossians 1:18; I Timothy 3:1-13; Titus 1:7-9; 3:5, 7, 14; Hebrews 13:7; Revelation 1:5.*

(J) Future Events

- (1) We believe that the return of Christ is imminent and will be personal. His return for all believers will be followed by His coming to judge the rebellious and to reign on earth for a thousand years.
- (2) Our beliefs about future events are derived from, but not limited to, the following Scriptures: *Zechariah 14:4-11; Matthew 24:29-31, 36-44; John 14:1-3; Acts 1:11; I Corinthians 15:51-52; Philippians 3:20; I Thessalonians 1:10; 4:13-18; II Thessalonians 2:7-10; Titus 2:11-14; Revelation 20:1-6.*

Section 2.02 — Authority of Statement of Faith

The statement of faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the foregoing statement of faith accurately represents the Bible and, therefore, is binding upon all members. All teaching and literature of Engleside Baptist Church shall be in agreement with the statement of faith.

Section 2.03 — Positions on Issues

(A) Creation

- (1) We believe that God created the universe in six literal, 24-hour days. We reject the theory of evolution, the gap theory, the day-age theory, and theistic evolution as unscriptural theories of origin.
- (2) Our position on creation is derived from, but not limited to, the following Scriptures: *Genesis 1-2; Exodus 20:11; John 1:3; Colossians 1:16-17.*

(B) Civil Government

- (1) We believe that God has ordained and created all authority consisting of three basic institutions: the home, the church, and the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective biblically assigned spheres of responsibility under God.
- (2) We believe that every Christian should submit to the authority of civil government, obey its laws, and pay taxes. We are also admonished to pray for those in authority and do that which is good to earn their praise and respect. Government's function is to protect its citizens and punish evildoers. Christians should never consider engaging in any form of disobedience to civil government unless the mandates of that government clearly require disobedience to God's laws and the principles of His Word. We are always to obey God rather than men.
- (3) We believe in the soul liberty of every individual, that every person has the right to interpret the Scriptures for himself and answer to God for the way in which he has done so. This freedom of conscience means, therefore, that no individual, church, religious group, or government can act as his conscience to impose upon him religious belief. Each must answer to God for himself. Believers in particular have the right and responsibility to personally study and interpret the Scriptures while guided by the Holy Spirit.
- (4) Our position on civil government is derived from, but not limited to, the following Scriptures: *Mark 12:17; Acts 5:29; Romans 13-14; I Corinthians 2:9-14; I Timothy 2:1-3; II Timothy 2:15; I John 2:27.*

(C) Human Sexuality

- (1) We believe that God gave the gift of sexual intimacy to be enjoyed by a husband and wife within the bond of marriage. We believe that homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's sex by surgery or appearance.
- (2) We believe that the only legitimate marriage is the joining of one man and one woman.
- (3) Our position on human sexuality is derived from, but not limited to, the following Scriptures: *Genesis 2:24; 19:5, 13; 26:8-9; Exodus 20:14; Leviticus 18:1-30; John 8:11; Romans 1:26-32; 7:2-3; I Corinthians 5:1; 6:9-10; 7:1-5; Galatians 5:19; Ephesians 5:21-33; I Thessalonians 4:1-8; Hebrews 13:4.*

(D) Family Relationships

- (1) We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church.
- (2) We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the scriptural leadership of her husband as the church submits to the headship of Christ. Because children are a heritage from the Lord, parents are responsible for teaching their children spiritual and moral values and for leading them through consistent lifestyle example and appropriate discipline, including scriptural corporal correction.
- (3) Our position on family relationships is derived from, but not limited to, the following Scriptures: *Genesis 1:26-28; 3:16; Exodus 20:12; Deuteronomy 6:7; Psalms 127:3-5; Proverbs 19:18; 22:15; 23:13-14; Mark 10:6-12; I Corinthians 7:1-16; Galatians 3:28; Ephesians 5:21-33; 6:1-4, I Timothy 2:8-15; 3:2, 4-5, 12; I Peter 3:1-7.*

(E) Divorce and Remarriage

- (1) We believe that God disapproves of and forbids divorce and intends marriage to last until one of the spouses dies. Divorce and remarriage is regarded as adultery except on the grounds of fornication or desertion of a believer by an unbelieving spouse.
- (2) The pastor is not obligated by Scripture or the church constitution and bylaws to perform weddings.
- (3) Our position on divorce and remarriage is derived from, but not limited to, the following Scriptures: *Malachi 2:14-16; Matthew 5:31-32; 19:3-12; Romans 7:2-3; I Corinthians 7:1-16; I Timothy 3:2, 4-5, 12; Titus 1:6.*

(F) Abortion

- (1) We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that aborting a pregnancy due to rape, incest, birth defects, sex selection, birth or population control, or the general well-being of the mother is acceptable.
- (2) Our position on abortion is derived from, but not limited to, the following Scriptures: *Exodus 21:22-23; Job 3:16; Psalms 51:5; 139:14-16; Isaiah 44:24; 49:1, 5; Jeremiah 1:5; 20:15-18; Luke 1:44.*

(G) Lawsuits Between Believers

- (1) We believe that Christians are prohibited from bringing civil lawsuits against other church members or the church to resolve personal disputes. We believe that the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries and damages from another Christian's insurance company as long as the claim is pursued without malice or slander.
- (2) Our position on lawsuits between believers is derived from, but not limited to, the following Scriptures: *I Corinthians 6:1-8; Ephesians 4:31-32.*

(H) Charismatic Movement

- (1) We believe that the Charismatic movement is in error when it makes the experiences of men, rather than obedience to the Word of God, the basis for and test of spirituality. We love every brother in Christ involved in this movement but believe we must take our stand upon the Word of God and not upon the experiences of men.
- (2) We believe that the teaching and emphasis on speaking in tongues is not of God, and we, therefore, stand irrevocably opposed to it. We will not permit its teaching, either directly or by inference, in the church, Sunday School, training classes, nor any other meetings sponsored by this church.
- (3) Our position on the Charismatic movement is derived from, but not limited to, the following Scriptures: *Acts 2:4-11; I Corinthians 13:8-10; 14:22-40.*

Section 2.04 — Covenant

Having acknowledged by faith Jesus Christ as Savior and Lord of our lives, having been baptized in the name of the Father, Son, and Holy Spirit, and taking all Scripture as our rule of faith and practice, we do now in the presence of God, angels, and this assembly most solemnly and joyfully covenant with one another as a local body in Christ that:

- (A) We will walk worthy of the vocation wherewith we are called with all lowliness and meekness, with longsuffering, forbearing one another in love, endeavoring to keep the unity of the Spirit in the bond of peace (*Ephesians 4:1-3*);
- (B) We will put off concerning the former conversation the old man, which is corrupt according to the deceitful lusts, and be renewed in the spirit of our minds. We will put on the new man, which after God is created in righteousness and true holiness (*Ephesians 4:22-24*);
- (C) We will put away lying, and speak every man truth with his neighbor, for we are members one of another. We will not let the sun go down upon our wrath, neither give place to the devil. We will let no corrupt communication proceed out of our mouths, but that which is good to the use of edifying, that it may minister grace unto the hearers and thus not grieve the Holy Spirit of God, whereby we are sealed unto the day of redemption. We will let all bitterness, wrath, anger, clamor, and evil speaking be put away from us, with all malice. We will be kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven us (*Ephesians 4:25-27, 29-32*);
- (D) We will not forsake the assembling of ourselves together as the manner of some is; but exhorting one another; and so much the more, as we see the day approaching (*Hebrews 10:25*);
- (E) We will honor the Lord with our substance and with the first fruits of all our increase and upon the first day of the week lay by as the Lord has prospered us, every man according as he purposeth in his heart to give, not grudgingly, or of necessity; for God loveth a cheerful giver (*Proverbs 3:9; I Corinthians 16:2; II Corinthians 9:7*);
- (F) We will obey them that have rule over us, and submit ourselves; for they watch for our souls, as they that must give account (*Hebrews 13:17*);
- (G) We will follow peace with all men, and holiness, without which no man shall see the Lord; looking diligently lest any man fail of the grace of God; lest any root of bitterness springing up trouble you, and thereby many be defiled (*Hebrews 12:14-15*);
- (H) We will, if we remove from this place, unite with some other church as soon as possible where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE III. Membership

Section 3.01 — Qualifications for Membership

Membership in this local church shall be extended to all who have had and whose lives evidence a genuine experience of regeneration through faith in and acceptance of the Lord Jesus Christ as personal Savior, who have been baptized as believers by immersion, who fully subscribe to the statement of faith and covenant contained herein, and upon compliance with any one of the four conditions described below in Section 3.02 (A).

Section 3.02 — Admission to Membership

(A) A candidate for membership, prior to a scheduled appointment with the pastor, deacon, or authorized personal worker, will be given a copy of this constitution and bylaws for review. At a scheduled appointment the candidate will: (1) relate his salvation experience (his statement of faith in Jesus Christ); (2) express his full agreement with this constitution and bylaws; (3) relate his current personal relationship with the Lord; and (4) indicate that he is requesting membership by one of the following:

- (1) By **Statement of Faith and Request for Believer's Baptism** by immersion as a true believer in Christ Jesus as personal Savior;
- (2) By **Statement of Faith and a Letter of Transfer** from another Bible-believing church of like faith and practice, having already received believer's baptism by immersion;
- (3) By **Statement of Faith**, having already received believer's baptism by immersion; or
- (4) By **Restoration**, if having been removed from membership, upon majority vote of the congregation after confession is made publicly before the church membership of the sin or sins involved, and satisfactorily evidencing repentance to the pastor (or the board of deacons if the office of pastor is vacant).

The pastor, deacon, or authorized personal worker will then advise the candidate for membership of the duties expected of a member of this local church as outlined in the covenant (Section 2.04) and then report back to the pastors and deacons.

- (B) If the pastor and board of deacons are satisfied that the candidate's statement of faith is acceptable and that his membership in this local church is desirable, they will recommend to the church that the candidate be accepted into the membership, subsequent to believer's baptism, if applicable, or upon receipt of a church letter if coming by letter of transfer. This recommendation will be done verbally or by inserting the candidate's name into the church bulletin on the Sunday he is presented to the church for membership. The recommendation for membership may be presented to the church at any regularly scheduled church service.
- (C) At the time of the vote of acceptance into membership, the pastor (or an assistant pastor or chairman of the deacons in the pastor's absence) will publicly present the candidate for membership to the church and give suitable admonition to the candidate as to the responsibilities of membership. A unanimous vote of the eligible voting members present at any regularly scheduled church service is required for acceptance into the membership. The pastor and the board of deacons will hear any objections and report back to the congregation.
- (D) Following a unanimous vote, the pastor, deacons, and church members will extend to the new member the right hand of fellowship.
- (E) Excluded members and/or members dropped from the church roll may be re-admitted to membership upon recommendation of the pastor and board of deacons and unanimous vote of the eligible voting members of the church who are present at any regularly scheduled church service.
- (F) Associate membership is for short-term residents in the church community who wish to maintain their membership in churches in other areas. For example, students attending schools away from home are eligible to be associate members. Associate members may serve in such capacities as Sunday School teacher, choir member, etc., but they are not eligible to vote at church business meetings nor to hold elected church positions.

Section 3.03 — Transfer of Membership

Any member not under the disciplinary process of Section 3.07 who desires to unite with another church of like faith and practice may request that a letter of transfer be sent to that church. Such letter of transfer may be granted upon recommendation of the pastor and board of deacons followed by a majority vote of the eligible voting members of the church.

Section 3.04 — Termination of Membership

- (A) Death automatically terminates membership.
- (B) Any member who persists in holding false or heretical doctrines contrary to the position of the church as set forth in the statement of faith or who persists in living his life inconsistent with the Christian profession as set forth in the covenant will be excluded from this fellowship by the process of church discipline outlined in Section 3.07 (*I Corinthians 5:11; Galatians 1:8-9; II Thessalonians 3:6-11*).
- (C) Any member, with the exception of the staff evangelist, college students, military personnel transferred out of the area, missionaries, and shut-ins, who habitually absents himself from the regularly scheduled services of the church for a period of six (6) months will be automatically dropped from the church roll without vote of the church, provided that an effort has been made to contact the member. Upon good cause being shown to the church, this provision for termination may be waived in certain cases.
- (D) No member of this church may hold membership in another church. Any member not under the disciplinary process of Section 3.07 who shall unite with another church will be automatically dropped from the church roll without vote of the church. The same applies to any member not under the disciplinary process of Section 3.07 who communicates a desire in writing to be dropped from the rolls of the church. While members may resign from membership at any time without communication with church leaders, such resignations will forfeit letters of transfer or written statements of good standing being issued, except at the discretion of the pastor.
- (E) The names of those dropped from the church roll will be made public, either through the church bulletin, a posted list, or announcement at any regularly scheduled service.

Section 3.05 — Roll of Membership

- (A) The church clerk will see that a church membership roll is maintained.
- (B) The names of all active members of the church will be listed with their address and telephone number, if available, in a church directory.
- (C) Additions or deletions from this list will be made as provided in this constitution and bylaws.
- (D) A copy of the church membership roll will be published and posted at least once a year. Any corrections, additions, deletions, etc., will be referred to the board of deacons for necessary action.

Section 3.06 — Privileges of Membership

- (A) Only members at least eighteen (18) years of age who are physically present at a duly called meeting of the church shall be entitled to vote.
- (B) There shall be no proxy or absentee voting.
- (C) This congregation functions not as a pure democracy, but as a body under the headship of the Lord Jesus Christ and the direction of the pastor as the undershepherd with the counsel of the board of deacons. Determinations of the internal affairs of this church are ecclesiastical matters and shall be determined exclusively by the church's own rules and procedures. The pastor shall oversee and/or conduct all aspects of this church. The board of deacons shall give counsel and assistance to the pastor as requested by him.
- (D) Membership in this church does not afford the members with any property, contractual, or civil rights based on principles of democratic government. Although the general public is invited to all of the church's worship services, the church property remains private property. The pastor (or in his absence an individual designated by the board

of deacons) has the authority to suspend or revoke the right of any person, including a member, to enter or remain on church property. If after being notified of such a suspension or revocation the person enters or remains on church property, the person may, in the discretion of the pastor (or in his absence an individual designated by the board of deacons), be treated as a trespasser.

- (E) A member, upon five (5) business days prior written request made upon the church, may inspect or copy the prepared financial statements of the church, the minutes of the proceedings of church meetings, and the minutes of the proceedings of board meetings.
 - (1) A member may not, under any circumstances, inspect or copy any record relating to individual contributions to the church, the list of names and addresses of the church members, or the accounting books and financial records of the church.
 - (2) The church may impose a reasonable charge, covering the costs of labor and material, for copies of any documents provided to the member before releasing the copies to the member.

Section 3.07 — Discipline of a Member

- (A) There shall be a discipline committee consisting of the pastors and the board of deacons. These men shall have sole authority in determining heretical deviations from the statement of faith and violations of the church covenant. If a pastor or a deacon is the subject of a disciplinary matter, he shall not sit as a member of the discipline committee. The pastor and deacons shall be entitled to the same steps as other church members and be subject to the same discipline.
- (B) Members are expected to demonstrate special loyalty and concern for one another. When a member becomes aware of an offense of such magnitude that it hinders spiritual growth and testimony, he is to go alone to the offending party and seek to restore his brother. Before he goes, he should first examine himself. When he goes, he should go with a spirit of humility and have the goal of restoration.
- (C) If reconciliation is not reached, a second member, either a deacon or pastor, is to accompany the one seeking to resolve the matter. This second step should also be preceded by self-examination and exercised in a spirit of humility with the goal of restoration.
- (D) If the matter is still unresolved after the steps outlined in subsections (B) and (C) have been taken, the discipline committee, as the church representatives biblically responsible for putting down murmuring, shall hear the matter. If the matter is not resolved during the hearing before the discipline committee, the committee shall recommend to the members of the church that they, after self-examination, make an effort personally to go to the offending member and seek that member's restoration.
- (E) If the matter is still unresolved after the steps outlined in subsections (B), (C), and (D) have been taken, such members who refuse to repent and be restored are to be removed from the membership of the church upon a majority vote of the membership present at a meeting called for the purpose of considering disciplinary action.
- (F) No matter may be heard by the discipline committee or the church unless the steps outlined in subsections (B) and (C) have been taken, except in the case of a public offense or if the unrepentant offending member should intentionally absent himself from the local area.
- (G) If an unrepentant offending party is removed from the church membership, all contact with him from that point forward (except by family members) must be for the sake of restoration.
- (H) In the case of removing the pastor from office, Section 6.01 (A)(12) is to be followed in addition to what has been outlined here. In the case of removing the staff evangelist from office, Section 6.01 (B)(1) is to be followed in addition to what has been outlined here. In the case of removing a deacon from office, Section 6.01 (C)(14) is to be followed in addition to what has been outlined here.
- (I) The procedures provided in this section are based on, but not limited to, the following Scriptures: *Matthew 18:15-20; Romans 16:17-18; I Corinthians 5:1-13; II Corinthians 2:1-11; Galatians 6:1; I Thessalonians 5:14; II Thessalonians 3:6, 10-15; I Timothy 5:19-20; and Titus 3:10-11.*

ARTICLE IV. Meetings

Section 4.01 — Meetings for Worship

Unless otherwise determined by the pastor, the church shall meet each Sunday for public worship both morning and evening and at least once during the week for Bible study and prayer. The Lord's Supper shall be observed regularly.

Section 4.02 — Meetings for Church Business

- (A) The annual church business meeting will be held in conjunction with the quarterly business meeting in September on the second Sunday (or some other day in September, if announced at least two (2) weeks prior to the date of the meeting). Annual reports are to be submitted by the chairman of the board of deacons, church treasurer, and others as appropriate.
- (B) Routine church business, such as the addition or deletion of members and approval of church expenditures for necessary equipment, services, repairs, supplies, etc., may be conducted at any regularly scheduled service.
- (C) The regular scheduled business meetings will be held quarterly in March, June, September, and December on the second Sunday.
- (D) A minimum of twenty (20) voting members present at any meeting shall constitute a quorum.
- (E) A simple majority of the voting members is required to transact business unless otherwise specified in this constitution and bylaws.
- (F) The pastor will be the moderator at any business meeting; however, in his absence, the associate pastor or someone appointed by the pastor will be moderator. The moderator does not have a vote except in the case of a tie, and he is responsible for conducting an orderly meeting.
- (G) All church business meetings shall be opened and closed with prayer for divine guidance and blessing.
- (H) The moderator shall determine the rules of procedure according to his sense of fairness and common sense, giving all members a reasonable opportunity to be heard on a matter. The moderator is the final authority on questions of procedure, and his decision is final and controlling. The moderator shall determine the meeting agenda.
- (I) For any meeting under this article, the moderator, in his sole discretion, shall have full and unilateral authority to require nonmembers to leave the meeting room and to order the immediate removal of any member or other person present who is deemed by the moderator to be disruptive to the proceedings by act or presence. The moderator shall have full authority to order the removal of all children (ages to be determined by the moderator) if the moderator determines, in his sole discretion, that circumstances so warrant. If the moderator determines that compliance with his order of removal is unsatisfactory, the moderator may, in his sole discretion, revoke the disruptive person's right to remain on the premises in accordance with Section 3.06 (C) and treat the person as a trespasser.

Section 4.03 — Special Meetings

- (A) Special called business meetings may be held at any time if announced, published, or posted at least two (2) regularly scheduled services prior to such meeting. Such meetings will be called by the pastor, chairman of the board of deacons, or by a written petition of at least five (5) adult members in good standing, representing five (5) families of the church.
- (B) Bible conferences, missionary conferences, and evangelistic conferences may be held as the pastor deems beneficial. The pastor may invite guest speakers, musicians, and drama groups as he deems beneficial.

Section 4.04 — Fiscal Year

The church year will run from August 1 through July 31.

ARTICLE V. Officers

Section 5.01 — Elected Officers and Terms

- (A) The elected officers of the church and their normal term of office are listed below.
- (1) Pastor (indefinite)
 - (2) Staff Evangelist (indefinite)
 - (3) Deacon (3 years)
- (B) With the knowledge and consent of the board of deacons, the pastor will appoint all other salaried positions after the congregation, by majority vote, approves the position within the annual salary budget. These positions include, but are not limited to:
- (1) Associate Pastor (indefinite)
 - (2) Youth Pastor (indefinite)
 - (3) Music Pastor (indefinite)
 - (4) Ministry Secretary (indefinite)
 - (5) Bookkeeper (indefinite)
 - (6) ECS Administrator (indefinite)
 - (7) ECS Employees (indefinite)
 - (8) Custodian(s) (indefinite)
 - (9) Other positions as deemed necessary
- (C) With the exception of the staff evangelist and deacons, the pastor has, with the knowledge and consent of the board of deacons, the sole authority to hire, appoint, or dismiss all church officers/staff, whether paid or volunteer.
- (D) Any elected officer wishing to terminate his term of office will submit his resignation in writing to the board of deacons for appropriate action. Acceptance of the resignation will be posted in the church lobby or announced in the church bulletin.

Section 5.02 — Appointed Officers and Terms

- (A) Appointed officers of the church and their normal term of office are as follows:
- (1) Camp Trustees (3 years)
 - (2) Treasurer (1 year)
 - (3) Missions Secretary (1 year)
 - (4) Financial Secretary (1 year)
 - (5) Church Clerk (1 year)
 - (6) Assistant Church Clerk (1 year)
 - (7) Sunday School Superintendent (1 year)
 - (8) Head Usher (1 year)
 - (9) Other officers appointed by deacons (1 year)
- (B) The appointed officers shall be appointed by the board of deacons at the September deacons' meeting, announced at the September church business meeting, and entered into the minutes. Appointed officers may be reappointed to fill their own vacancy. The board of deacons may appoint a successor to fill any unexpired term.
- (C) Any appointed officer wishing to terminate his office prior to the expiration of his term of office will submit his resignation in writing to the board of deacons for appropriate action. Acceptance of the resignation, together with the name of the individual appointed to fill the unexpired term, will be posted in the church lobby or announced in the church bulletin.

Section 5.03 — Designation of Corporate Officers

As an accommodation to legal relationships outside the church, the pastor shall serve as *president* of the corporation; the church clerk shall serve as *secretary* of the corporation; the church treasurer shall serve as *treasurer* of the corporation; and

the chairman of the board of deacons shall serve as *vice president* of the corporation. Deacons will be appointed as *trustees*, as required.

Section 5.04 — Eligibility for Continuance in Office

- (A) All church officers, elected or appointed, are to abide by this constitution and bylaws, its statement of faith (Section 2.01), and leadership standards (Section 5.07). In addition, all paid staff are responsible to read and follow the church Policies and Personnel Manual.
- (B) All church officers must be approved initially and thereafter annually by the pastor in order for them to commence or continue their offices.
- (C) Only church members are eligible for election or appointment to any church office or position.

Section 5.05 — Election of Officers

- (A) The pastor shall be called at a special meeting of the church, public notice of such action having been given from the pulpit at least two (2) Sundays immediately preceding the date of the meeting. A two-thirds majority vote of the eligible voting members present shall be necessary for his election.
- (B) The staff evangelist shall be recommended to the church by the pastors and board of deacons at a specially called meeting of the church, public notice of such action having been given from the pulpit at least two (2) Sundays immediately preceding the date of the meeting. A two-thirds majority vote of the eligible voting members present shall be necessary for his election.
- (C) Deacons will be elected at the September church business meeting. They shall be elected by majority vote of the eligible voting members present. Deacons may be re-elected to fill their own vacancy. The process for selecting deacons and filling unexpired terms is as follows:
 - (1) A nomination committee shall be appointed no later than the first Wednesday of the third quarter (February) of the church year to make nominations for the office of deacon. The nomination committee will designate a two-week period, prior to the election, to receive written suggestions for candidates from the voting membership. The nomination committee shall consist of the deacons (whose term of office is not expiring) and one of the pastors. The nomination committee is responsible for selecting candidates for the office of deacon who meet the spiritual qualifications of Acts 6:3 and I Timothy 3:8-12 and for securing the concurrence of those nominated. Names of the nominees must be posted no later than two (2) weeks prior to the September church business meeting.
 - (2) The board of deacons shall recommend to the church a successor to fill any unexpired term on the board of deacons.

Section 5.06 — Support of Missionaries

Engleside Baptist Church regards the missionaries and church planters it supports as extended staff who represent us wherever they go. The pastors and deacons will consider requests for missionary support by evaluating the character, giftedness, philosophy, and goals of the missionary and, as the Lord directs, make a recommendation to the congregation for monthly support, duration of support, and/or other appropriate considerations. A two-thirds majority vote of the eligible members present shall be required for taking on a missionary for support. The pastors and deacons will investigate significant changes in doctrine, methodology, or personal life on the part of a missionary for the purpose of determining if continued support is warranted. The decision to increase, decrease, or cease financial support of a missionary shall be determined by a two-thirds majority vote of the eligible members present at any regularly scheduled meeting of the church upon recommendation of the pastors and deacons.

Section 5.07 — Leadership Standards

The Scriptures teach that individuals occupying positions of leadership in the church are to have personal lives that are above reproach (Acts 6:3; I Timothy 3:1-12). Each church leader is exhorted to be “an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity” (I Timothy 4:12). In addition, men are to “see your good

works, and glorify your Father which is in heaven” (Matthew 5:16). Therefore, all elected or appointed officers and any other persons in leadership roles in the ministry of Engleside Baptist Church must agree to:

- (A) Abstain from alcoholic beverages, tobacco, drugs, pornography, and worldly amusements or activities that may compromise one’s godly testimony (*Romans 12:9; I Corinthians 6:19-20; Philippians 4:8; I Thessalonians 5:22; I John 2:15*);
- (B) Be exemplary in matters of appearance, modesty in apparel, and language (*I Corinthians 11:14; I Thessalonians 5:22; I Timothy 2:9*);
- (C) Be faithful in personal Bible study and prayer, soulwinning, stewardship, church attendance, and loyalty to God and the church (*Matthew 28:19; II Corinthians 9:6-7; II Timothy 2:15; I Thessalonians 5:17; Hebrews 10:25*);
- (D) Consent in writing that they are in agreement with the statement of faith (Section 2.01) and are willing to abide by these leadership standards.

ARTICLE VI. Duties and Powers of Officers

Section 6.01 — Duties and Powers of Elected Officers

- (A) **Pastor.** The pastor shall:
 - (1) Meet the biblical qualifications for a bishop prescribed in I Timothy 3:1-7 and Titus 1:7-9;
 - (2) Preach the Gospel regularly, being at liberty to preach the whole counsel of the Word of God as the Lord leads him;
 - (3) Administer the ordinances of the church and act as moderator at all church meetings for the transaction of church matters;
 - (4) Supervise the teaching ministries of the church, tenderly watching over the spiritual interests of the membership;
 - (5) Appoint the members of the various committees at the annual church business meeting;
 - (6) Serve as the *president* of the corporation;
 - (7) Inform all newly elected officers of the particular function and the responsibilities of their respective offices;
 - (8) Extend the right hand of fellowship to all new members on behalf of the church and perform such other duties as generally appertain to such a position;
 - (9) Be free to choose the means and methods by which he exercises the ministry that God has given him;
 - (10) Direct all appointments for public worship and Bible study and the arrangements thereof, including time and place and the use of the property belonging to the church for purposes other than the stated appointments;
 - (11) Serve as ex-officio member of all boards, committees, and other church sponsored organizations;
 - (12) Submit an annual report to the church office two (2) weeks prior to the annual church business meeting;
 - (13) Continue in office until he resigns or until his resignation is requested. If the pastor desires to sever the pastoral relationship, not less than thirty (30) days notice shall be given. However, this period of time may be shortened by mutual agreement. If the pastor’s resignation is requested, a special meeting will be called provided that public notice of such meeting is given at least two (2) Sundays prior to such meeting. Such special meeting may be called by the chairman of the board of deacons or by written request for such action, signed by five (5) adult members of good standing representing five (5) families and presented to the board of deacons for appropriate

action. A two-thirds majority vote of the eligible voting members present at such meeting shall be necessary to request such resignation. Unless otherwise specified at such meeting, the pastor's term of office will cease two (2) months from the date of vote, with two (2) months salary. If the pastor is found guilty of heresy or immorality, he shall be relieved immediately of all duties and receive no compensation.

(B) **Staff Evangelist.** The staff evangelist shall:

- (1) Abide under the same provisions as the pastor in Section 6.01 (A), including the provisions for removal from office;
- (2) Be involved in the preaching and teaching of the Bible and the principles of the Christian life to other churches and assemblies of Christians outside of Engleside Baptist Church.

(C) **Deacons.** The deacons shall:

- (1) Meet the qualifications for the office of deacon prescribed in Acts 6:3 and I Timothy 3:8-13; engage actively in all the spiritual work of the church; seek out such members who need special help and encouragement; inquire into the fitness and qualification of applicants for membership; visit the sick; distribute the elements of the Lord's Supper; advise and aid the pastor in all matters relating to the spiritual interest of the church; and arrange for pulpit supply when the pulpit is vacant;
- (2) Constitute the pulpit committee whose duty shall be to select and present to the church possible candidates for the office of pastor when that office is vacant. The pulpit committee shall thoroughly investigate and prayerfully consider all candidates for the office of pastor and make a report to the congregation at least once a month during the search process. As the Holy Spirit directs, the committee shall present the name of one (1) candidate at a time for approval by the church at a special meeting called for that purpose. A two-thirds majority vote of the eligible voting members of the congregation shall be required to call a pastor. The vote to call the candidate as pastor will also be the vote to accept him into membership. The pastor's wife and children shall go through the normal membership procedure. Should the candidate fail to receive the two-thirds majority vote or refuse the call, the pulpit committee shall seek out another acceptable candidate;
- (3) Determine the amount paid any evangelist, pastor, pulpit supply, or group conducting meetings in the church and are authorized to determine the amount and use of any funds designated "general promotion and evangelism" as long as they stay within the approved budget;
- (4) Meet at least once a month with five (5) deacons constituting a quorum at any regular or special deacons' meeting. Any two (2) members of the board of deacons may call for a special deacon's meeting;
- (5) Elect from their number, at the first meeting after the beginning of the church fiscal year (August 1), a chairman (who shall serve as the *vice president* of the corporation), vice chairman, secretary, and three members of the board of deacons to form a trustee committee in accordance with the laws of the Commonwealth of Virginia, for the ensuing year. The trustee committee shall exercise only the following specific powers:
 - a) To purchase, hold, lease, or otherwise acquire real and personal property on behalf of the church and to take real and personal property by will, gift, or bequest on behalf of the church;
 - b) To sell, convey, alienate, transfer, lease, assign, exchange, or otherwise dispose of the real and personal property of the church; to mortgage, pledge, or otherwise encumber the real and personal property of the church; to borrow money and incur indebtedness for the purpose and the use of the church; to cause to be executed, issued, and delivered for the indebtedness, in the name of the church, promissory notes, bonds, debentures, or other evidence of indebtedness; and to secure repayment by deeds of trust, mortgages, or pledges;
 - c) To exercise all powers necessary for the dissolution of the church;
- (6) Constitute, along with the pastors, the evangelism and missions committee, unless otherwise specified by majority vote of the church. This committee shall be responsible for the various evangelistic and missionary endeavors of the church. They may appoint other church members to this committee if deemed appropriate;

- (7) Direct the government of Engleside Christian School through an appointed school committee, which said school committee is directly and ultimately responsible to the pastor of Engleside Baptist Church;
- (8) Supervise the care of all buildings and property of any kind whatsoever belonging to Engleside Baptist Church. They shall maintain repairs and insurance on such property and where appropriate make recommendations to the church for replacement, sale, remodeling, etc. of such property. They shall seek out and recommend to the pastor a building and grounds custodian with a salary recommendation to be approved by the church;
- (9) Not sell, mortgage, or encumber in any way the real estate, furniture, or vehicles owned by the Engleside Baptist Church without a two-thirds majority vote of the eligible voting members at a specially called meeting announced at least two (2) Sundays prior to such meeting. The congregation of Engleside Baptist Church shall own irrevocably all property of the church;
- (10) Be authorized to appoint committees and/or individuals as are necessary in the conduct of their business. Such committees and/or individuals are to be responsible to the board of deacons;
- (11) Recommend for congregational approval a total salary figure as part of the annual budget. This figure will include pastor, associate pastor, youth pastor, staff evangelist, music pastor, ECS administrator and teachers, ministry secretary, bookkeeper, building and grounds custodian, and any other regularly paid officer/staff of the church/school;
- (12) Establish and direct a finance committee composed of the chairman of the deacons, ECS administrator, church treasurer, associate pastor, and others appointed by the pastor and deacons. The finance committee shall on behalf of the board of deacons annually review and prepare the church budget for the next church year and submit the budget to the board of deacons, including any recommendations of salaries and salary offers pursuant to the hiring of regularly paid church employees. Such salary offers will include consultation by the pastoral staff and by the committee of interest: board of deacons for pastoral staff, school committee for teachers, and trustee committee for building and grounds custodian. At the beginning of each church year or when otherwise necessary, the board of deacons shall review the church budget and make recommendations to the church for necessary changes, additions, etc;
- (13) Submit, via the chairman of the board of deacons (or the vice chairman in the absence of the chairman), an annual report to the church office two (2) weeks prior to the annual church business meeting;
- (14) Each continue in office until he fulfills his term, he resigns, or until he is removed from office. If a deacon needs to be removed from office, a special meeting will be called provided that public notice of such meeting is given at least two (2) Sundays prior to such meeting. Such special meeting may be called by the chairman of the board of deacons (or the vice chairman in the event that the chairman is being removed) or by written request for such action, signed by five (5) adult members of good standing representing five (5) families, presented to the board of deacons for appropriate action. A majority vote of the eligible voting members present at such meeting shall be necessary to remove a deacon from office.

(D) **Associate Pastor.** The associate pastor(s) shall:

- (1) Abide under the same qualifications and provisions as the pastor and shall act for the pastor in the pastor's absence;
- (2) Assist the pastor in carrying out the ministries of the church under the direction and guidance of the pastor;
- (3) Be hired by the pastor with the knowledge and consent of the board of deacons;
- (4) Be directly responsible to the pastor;
- (5) Submit an annual report to the church office two (2) weeks prior to the annual church business meeting.

(E) **Youth Pastor.** The youth pastor shall:

- (1) Supervise all youth activities and see that programs, policies, and social activities are for the spiritual good of the youth and the church;

- (2) Be hired by the pastor with the knowledge and consent of the board of deacons;
- (3) Be directly responsible to the pastor;
- (4) Submit an annual report to the church office two (2) weeks prior to the annual church business meeting.

(F) **Music Pastor.** The music pastor shall:

- (1) Be responsible for all music and singing that relates to the church;
- (2) Be responsible for selecting an organist, pianist, and assistants to help in all services of the church, school functions, and all other special services held in the church;
- (3) Be hired by the pastor with the knowledge and consent of the board of deacons;
- (4) Be directly responsible to the pastor.

(G) **Ministry Secretary.** The ministry secretary shall:

- (1) Perform routine clerical work, correspondence, and secretarial duties of the church and school ministries.
- (2) Not represent the church clerk at official church meetings;
- (3) Be hired by the pastor with the knowledge and consent of the board of deacons;
- (4) Be directly responsible to the pastor;
- (5) Collect from the appropriate church officers their yearly reports and prepare the annual report for the annual church business meeting.

(H) **Bookkeeper.** The bookkeeper shall:

- (1) Keep a fair book of accounts and prepare monthly financial statements to be presented to each scheduled business meeting;
- (2) Prepare checks for the treasurer's signature to pay the bills and salaries approved by the church;
- (3) Send out all missionary checks as directed by the church;
- (4) Be hired by the pastor with the knowledge and consent of the board of deacons;
- (5) Be directly responsible to the pastor.

(I) **ECS Administrator.** The ECS administrator shall:

- (1) Plan and implement all programs that are part of Engleside Christian School;
- (2) Supervise the efforts and seek to further the welfare of all school employees;
- (3) Be hired by the pastor with the knowledge and consent of the board of deacons;
- (4) Be directly responsible to the pastor;
- (5) Submit an annual report to the church office two (2) weeks prior to the annual church business meeting.

(J) **ECS Employees.** ECS employees shall:

- (1) Fulfill the job description for their position as defined at time of hiring;
- (2) Be hired by the pastor and school administrator with the knowledge and consent of the board of deacons;
- (3) Be directly responsible to the school administrator.

(K) **Building and Grounds Custodian(s)** . The building and grounds custodian(s) shall:

- (1) Maintain and repair as needed the facilities and grounds owned by the church, as directed by the pastor and deacons;
- (2) Be hired by the pastor with the knowledge and consent of the board of deacons;
- (3) Be directly responsible to the pastor.

Section 6.02 — Duties and Powers of Appointed Officers

(A) **Camp Trustees.** Two (2) Rapidan Baptist Camp trustees shall:

- (1) Be appointed by the board of deacons at the September deacons' meeting for a period of three (3) years and may be re-appointed to fill their own vacancy;
- (2) Fulfill their duties as assigned by the Rapidan Baptist Camp board of directors and the Rapidan Baptist Camp constitution and bylaws;
- (3) Keep the church aware of camp needs and work days;

(B) **Treasurer.** The treasurer shall:

- (1) Have charge and custody of and be responsible for all funds of the church and deposit all funds in the name of the church in banks, trust companies, or other depositories as shall be selected by the pastor or the board of deacons;
- (2) Be responsible for receiving and giving receipt for all contributions, gifts, and donations to the church;
- (3) Disburse, or cause to be disbursed, the funds of the church as may be directed by the pastor, the board of deacons, or the budget adopted by the members of the church at the annual church business meeting, taking proper vouchers for the disbursements;
- (4) Keep and maintain adequate and correct accounts of the church's properties and business transactions, including account of its assets, liabilities, receipts, disbursements, and capital;
- (5) Be responsible for all expenditures of the church (except miscellaneous petty cash disbursements) by check;
- (6) When and as requested, render to the pastor and the board of deacons accounts of all his transactions as treasurer and of the financial condition of the church;
- (7) Present a written report of itemized disbursements at the regular quarterly church business meetings and make a general report for the year at the annual church business meeting;
- (8) Keep church financial records at the office of the church or in a safe deposit box, if deemed necessary, and deliver them to any successor upon leaving office;
- (9) Make arrangements for the signing of checks by the associate pastor, ministry secretary, assistant treasurer, and missions treasurer in the event of sickness, death, or other emergency causing the absence of the treasurer;
- (10) Serve as the *treasurer* of the corporation;
- (11) Submit an annual report to the church office two (2) weeks prior to the annual church business meeting.

(C) **Missions Secretary.** The missions secretary shall:

- (1) Maintain regular correspondence with our missionaries;
- (2) Keep the church aware of the praises, needs, and prayer requests of the missionaries supported by the church.

(D) **Financial Secretary.** The financial secretary shall:

- (1) Be responsible for seeing that the church moneys are counted;
- (2) Appoint a committee of at least three (3) adult church members who shall do the counting and ensure that at least two (2) persons are present while the money is being counted;
- (3) Be responsible for depositing all moneys at a bank (or banks) approved by the board of deacons;
- (4) Provide a full record of all designations of money to the general fund, missions fund, building fund, etc.

(E) **Church Clerk.** The church clerk shall:

- (1) Certify and keep at the church office the original bylaws or a copy, including all amendments or alterations to the bylaws;
- (2) Keep, at the place where the bylaws or a copy are kept, a record of the proceedings of meetings of the board of deacons with the time and place of holding, the notice of meeting given, the names of those present at the meetings;
- (3) Sign, certify, or attest documents as may be required by law;
- (4) See that all notices are duly given in accordance with the provisions of these bylaws. In case of the absence or disability of the church clerk, or his refusal or neglect to act, notice may be given and served by the pastor or by the chairman of the board of deacons;
- (5) Be custodian of the records of the church, including the membership roll, baptisms, certificates of ordination, licenses, and commissions;
- (6) See that the reports, statements, certificates, and all other documents and records required by law are properly kept and filed;
- (7) Exhibit at all reasonable times to proper persons on terms provided by law the bylaws and minutes of proceedings of the board of deacons or the minutes of the meetings of the church members [Section 3.06 (E)];
- (8) Keep an account of any special events in the life of the church which are of historical interest and give a report at the annual church business meeting of the status of the church membership roll in the past year;
- (9) Keep all records at the church office and deliver them to any successor upon leaving office;
- (10) Serve as the *secretary* of the corporation;
- (11) Assist the pastor in the general correspondence of the church;
- (12) Be replaced, in the event of sickness, death or other emergency, by the assistant church clerk.

(F) **Assistant Church Clerk.** The assistant church clerk shall:

- (1) Be responsible for maintenance of an up-to-date church membership roll, making additions or deletions thereto as required in this constitution and bylaws (Section 3.05);
- (2) Prepare and post a copy of the church membership roll at least once a year;
- (3) Secure or issue church letters for members coming into or leaving Engleside Baptist Church as required by this constitution and bylaws [Section 3.02 (A) and Section 3.03];
- (4) Record the minutes of church business meetings in the absence of the church clerk. In the absence of both the church clerk and the assistant church clerk, the moderator of a church business meeting shall appoint an acting clerk to record the minutes of the meeting.

(G) **Sunday School/Bible Study Superintendent.** The Sunday School superintendent shall:

- (1) Be responsible for the general supervision of the Sunday School and the procuring of Sunday School supplies and equipment;

- (2) Appoint all Sunday School teachers and officers with the advice and consent of the pastor. All persons so appointed must be members of Engleside Baptist Church, agree to the statement of faith (Section 2.01), and adhere to the leadership standards (Section 5.07);
- (3) Submit an annual report to the church office two (2) weeks prior to the annual church business meeting.

(H) **Head Usher.** The head usher shall:

- (1) Recruit and train a group of faithful and responsible men to serve as ushers;
- (2) Consult with the pastor about prospective ushers before they are recruited;
- (3) Be in attendance at all services including special meetings;
- (4) Have designated assistants who are qualified to assume leadership in the event he cannot attend because of an emergency.

ARTICLE VII. Engleside Christian School

Section 7.01 — Purpose

We believe that Engleside Baptist Church should provide the members' children with an education that is based upon and consistent with biblical teachings. We also believe that the home and church are responsible before God for providing a Christian education. In order to assist the church's families with their obligation to biblically train their children, Engleside Baptist Church shall operate a Christian day school which shall be known as Engleside Christian School. As an integral ministry of Engleside Baptist Church, the school ministry shall operate one or more private Christian schools (pre-school through grade 12) to give its students education in standard subjects together with Bible and theological instruction. To this end, Engleside Baptist Church shall engage in ministries in education in keeping with the following dictates.

Section 7.02 — Church Participation

All educational programs or courses of instruction formulated and offered by Engleside Baptist Church shall be primarily for the benefit of the members of the church; however, the pastor may permit non-church members to participate and enroll their children in the church's educational programs or courses of instruction if he deems it in the best interest of the church. Students will be accepted for enrollment in Engleside Christian School without regard to sex, race, color, or national or ethnic origin.

Section 7.03 — Staff Membership

All instructors, teachers, and administrators shall be members or associate members in good standing of Engleside Baptist Church. As such, said staff members are directly responsible to the board of deacons and ultimately responsible to the pastor of Engleside Baptist Church. This membership provision shall not apply to visiting missionaries, evangelists, or preachers engaged for the purpose of delivering sermons, conducting revivals, or other special meetings on a temporary basis.

Section 7.04 — Statement of Faith Accord

All educational programs or courses of instruction shall be taught and presented in full accord with the statement of faith of Engleside Baptist Church. The church shall not hire, appoint, or retain any employee or volunteer for its educational programs who fails to adhere to or expresses disagreement with the statement of faith.

Section 7.05 — Unity

All educational programs or courses of instruction shall be conducted as an integral and inseparable ministry of Engleside Baptist Church.

Section 7.06 — Teaching

All educational programs or courses of instruction shall be conducted consistent with the teaching of the inerrant Word of God. Any assertion or belief that conflicts with or questions a Bible truth is a deception and a distortion of the truth and will be disclaimed as false. It is the responsibility of every instructor or teacher to present the inerrant Word of God as the sole infallible source of knowledge and wisdom.

Section 7.07 — Christian Walk

All administrators, instructors, teachers, and other staff, whether paid or volunteer, shall continue or adopt and maintain a lifestyle consistent with the precepts taught by Engleside Baptist Church, whether in or out of the classroom. All staff shall ultimately be under the supervision of the pastor who has the sole authority to hire, appoint, or dismiss the same as stated herein.

Section 7.08 — Hierarchy of Authority

- (A) The pastor shall be the final authority on all matters relating to the ministry of education. The pastor shall have the authority to approve or disapprove any decision or recommendation of the board of deacons on all matters relating to the ministry of education.
 - (1) Subject to the approval of the church membership and on the condition that they shall become a member of Engleside Baptist Church upon assuming duties, the pastor may hire administrators and principals to assist the pastor in carrying out the ministry of education.
 - (2) On condition that they shall become members of Engleside Baptist Church upon assuming their duties, teachers and support staff may be hired by the pastor to assist him in carrying out the ministry of education.
- (B) The board of deacons shall assist and advise the pastor on all matters relating to the ministry of education. The board of deacons shall establish a school committee that shall hear all matters and disputes, which may arise from the ministry of education and shall advise the pastor accordingly. All recommendations of the board of deacons shall be submitted to the pastor for final approval prior to becoming effective. The board of deacons may create and recommend to the pastor school policies for governing the ministry of education consistent with the provisions herein.

ARTICLE VIII. Ordination

Section 8.01 — Ordination Qualifications

Any member of this church or its mission churches who gives evidence of a genuine call of God into the work of the ministry and possesses the qualifications stated in 1 Timothy 3:1-7 and Titus 1:6-9 may be ordained as a minister of the Gospel.

Section 8.02 — Ordination Procedure

- (A) Upon a conference with the pastor and after the pastor has approved the candidate for ordination, the pastor shall call a council to examine and pass on the qualification of the candidate. The ordination council shall consist of ordained ministers of like faith invited to participate in the examination of the candidate.
- (B) If the candidate is found worthy of ordination by the council, the ordination council may recommend that Engleside Baptist Church ordain the candidate as a minister of the Gospel. The church shall consider an ordination council's decision advisory and not binding upon the church.
- (C) The pastor and the chairman of the deacons shall arrange for ordination services.

ARTICLE IX. Indemnification

Section 9.01 — Actions Subject to Indemnification

Engleside Baptist Church may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, including all appeals (other than an action by or in the right of the church) by reason of the fact that the person is or was a pastor, deacon, officer, employee, or agent of the church, against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him in connection with the action, suit, or proceeding; and if that person acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the church and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or on a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner that he reasonably believed to be in or not opposed to the best interests of the church and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his conduct was unlawful.

Section 9.02 — Expenses Subject to Indemnification

To the extent that a pastor, deacon, officer, employee, or agent has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in this article, or in defense of any claim, issue, or matter in that action, suit, or proceeding, he may be indemnified against expenses, including attorneys' fees, actually and reasonably incurred by him in connection with the action, suit, or proceeding.

Section 9.03 — Limitations of Indemnification

Any indemnification made under this article may be made by Engleside Baptist Church only as authorized in the specific case on a determination that indemnification of the pastor, deacon, officer, employee, or agent is proper in the circumstances because he has met the applicable standard of conduct set forth in Section 9.01 of this article. The determination shall be made (a) by a majority vote of a quorum consisting of the pastor and deacons who were not and are not parties to or threatened with the action, suit, or proceeding; (b) if the described quorum is not obtainable or if a majority vote of a quorum of disinterested deacons so directs, by independent legal counsel in a written opinion; or (c) by a majority vote of the members of the church.

Section 9.04 — Timing of Indemnification

Expenses of each person seeking indemnification under this article may be paid by Engleside Baptist Church as they are incurred in advance of the final disposition of the action, suit, or proceeding, as authorized by the board of deacons in the specific case, on receipt of an undertaking by or on behalf of the pastor, deacon, officer, employee, or agent to repay the amount if it is ultimately determined that he is not qualified to be indemnified by the church.

Section 9.05 — Extent of Indemnification

The indemnification provided by this article shall be deemed to be discretionary unless otherwise required as a matter of law or under any agreement or provided by insurance purchased by Engleside Baptist Church, both as to action of each person seeking indemnification under this article in his official capacity and as to action in another capacity while holding that office, and may continue as to a person who has ceased to be a pastor, deacon, officer, employee, or agent and may inure to the benefit of the heirs, executors, and administrators of that person.

Section 9.06 — Insurance

Engleside Baptist Church may purchase and maintain insurance on behalf of any person who is or was a pastor, deacon, officer, employee, or agent of Engleside Baptist Church against any liability asserted against him and incurred by him in that capacity, or arising out of his status in that capacity, whether or not Engleside Baptist Church would have the power to indemnify him against liability under the provisions of this article.

ARTICLE X. Committees

Section 10.01 — Standing Committees

The pastor (or the board of deacons if the office of pastor is vacant) shall appoint standing committees and designate a chairman for each standing committee and, except when otherwise specifically provided in these bylaws, shall determine the membership of each standing committee. In addition to the discipline committee, the pastor may appoint other standing committees as he deems appropriate.

Section 10.02 — Special Committees

The board of deacons, in its discretion, may create special committees to provide the board with advice and information regarding matters submitted to the committee by the board for consideration. The committee shall have no authority to act on behalf of Engleside Baptist Church. The members of the committee shall be chosen by a majority vote of the board of deacons and shall serve solely at the pleasure of the board of deacons. All special committees so created shall be subject to the control and direction of the board of deacons at all times.

ARTICLE XI. Contributions

Section 11.01 — Free Will Contributions

The work of Engleside Baptist Church is entirely dependent upon the prayers, personal services, and free will gifts of God's people. No person will be asked to pledge any amount, but is urged to give of his financial resources as unto the Lord.

Section 11.02 — Designated Contributions

From time to time Engleside Baptist Church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. Contributors may suggest uses for their contributions, but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the pastor and the board of deacons. No fiduciary obligation shall be created by any designated contribution made to Engleside Baptist Church other than to use the contribution for the general furtherance of any of the purposes stated in Section 1.02.

ARTICLE XII. Binding Arbitration

Section 12.01 — Submission to Arbitration

Believing that lawsuits between believers are prohibited by Scripture, all members of this church agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Section 12.02 — Notice of Arbitration

In the event of any dispute, claim, question, or disagreement arising out of or relating to these bylaws or any other church matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 12.01 and such procedures for arbitration as are adopted pursuant to Section 12.04.

Section 12.03 — Limitations on Arbitration Decisions

- (A) Should any dispute involve matters of church discipline, the arbitrators shall be limited to determining whether the procedures for church discipline as outlined under Section 3.07 were followed.
- (B) Should any dispute involve removing from office the pastor or any church officer, the arbitrators shall be limited to determining whether the procedures set forth in Section 3.07 were followed.

Section 12.04 — Arbitration Procedures

The procedures for arbitration shall be as adopted by the pastor and the board of deacons.

ARTICLE XIII. Tax-Exempt Provisions

Section 13.01 — Private Inurement

No part of the net earnings of Engleside Baptist Church shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that Engleside Baptist Church shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 1.02 hereof.

Section 13.02 — Political Involvement

No substantial part of the activities of Engleside Baptist Church shall be the carrying on of propaganda or otherwise attempting to influence legislation. Engleside Baptist Church shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 13.03 — Dissolution

In the event that a decision is made to dissolve this organization known as Engleside Baptist Church, Alexandria, Virginia, the trustees shall, after paying or making provision for payment of all the liabilities of the church, dispose of all of the assets of the church to such organization or organizations formed and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the trustees shall determine. Assets may be distributed only to tax-exempt organizations that agree with the Engleside Baptist Church's statement of faith.

Section 13.04 — Nondiscrimination

Engleside Baptist Church shall have a nondiscriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin. The office of pastor, in accordance with our understanding of Scripture, will be filled only by qualified men.

Section 13.05 — Limitation of Activities

Notwithstanding any other provision of these bylaws, the Engleside Baptist Church shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes stated in Section 1.02.

ARTICLE XIV. Amendments

This constitution and bylaws may be revised or amended by a two-thirds majority vote of the members present and voting at any regular church administration meeting, provided that said revision or amendment has been submitted in writing and announced from the pulpit fourteen (14) days before the vote is taken.

Adoption

This constitution and bylaws was adopted by a two-thirds majority vote of the members present and voting at a duly called meeting of Engleside Baptist Church in which a quorum was present. This constitution and bylaws supersedes any other constitution and bylaws of Engleside Baptist Church including customs, practices, or patterns heretofore followed.

December 14, 2003

Date

Pastor

Chairman of board of deacons