

North Shore Bible Church By-Laws

Church Covenant

The covenant by which this church exists as a distinct body, and which every member accepts, is as follows:

Acknowledging Jesus Christ to be our Savior and Lord and submitting to the authority of the Bible as our rule of faith and practice, and recognizing the privilege and duty of uniting ourselves for Christian fellowship, the enjoyment of Christian ordinances, the worship of God, and the advancement of His kingdom on earth, we do now in the sight of God and invoking His blessing, solemnly covenant and agree with each other to associate ourselves as a church of the Lord Jesus Christ, as warranted by the Word of God.

We agree to maintain the teaching and the preaching of the Word of God, to submit ourselves to the orderly administration of the affairs of the church and to walk together in brotherly love.

This we do depending on the aid of our Heavenly Father, Who so loved the world that He gave His only begotten Son for our salvation, and of Jesus Christ Who has redeemed us with His blood, and of the Holy Spirit, our Comforter and Guide.

Purpose Statement

“To carry out the Great Commission motivated by the Greatest Commandment” (Matthew 28:19-20; 22:36-39).

Membership

Qualifications

The prerequisites for membership and affiliate membership in this local church are:

1. Public profession of faith in Jesus Christ as Lord and Savior
2. Baptism by immersion
3. Public assent to the Church Covenant, Purpose Statement and Statement of Faith

Admission

Admission of the applicant will occur upon completion of the new member class, examination by and approval of the elders, and reception into fellowship at a public worship service.

Rights and Responsibilities

Members are to be faithful in the duties of their Christian lives, to exercise their spiritual gifts for the edification of the church, to regularly attend the services of this church, and to give sacrificially for its support and missions. Only active members of this church may serve as its teachers, officers and members of its boards. If a non-member is to serve our church in any capacity this must be approved by the board of elders.

Termination

Names may be removed from the membership roll of this church for any one or more of the following reasons:

1. Death
2. In response to a request for a letter of transfer to another church
3. Misconduct or heresy, following the principles of Matthew 18:15-17; however, no charge against a member shall be presented to the church until it has first been submitted to the elders for investigation and recommendation.
4. At member's own request
5. By moving from the area permanently (affiliate members only)

Affiliate Membership

Any person who holds binding recognition or membership in another church but wishes to be formally associated with this church through worship, support, and responsible participation, may apply for affiliate membership.

Membership Review

The Elder Board shall review thoroughly the membership roll of the church twice a year (June and December) and shall remove from membership the names of such persons who, the Elders conclude, have not assumed and are not willing to assume their duties and responsibilities. Such members shall be notified verbally and in writing of the Elders' decision. These names shall be included in the Annual Report

Pastor

Duties and Responsibilities

The Senior Pastor will be responsible to conduct the church's public worship, will preach and teach the Word of God, will administer the ordinances, and will perform such duties as defined by the Elder Board. He shall be a member of the Elder Board and an ex-officio member of the Deacon Board. In addition he shall oversee the church staff.

Calling of a Pastor

It shall be the responsibility of the Elder Board to establish a Pulpit Committee for the presentation of candidates to the congregation.

The election of a member of the pastoral staff, unless otherwise provided, shall be for an unspecified term and shall require a three-fourths majority of those active members present and voting at a regular or special congregational meeting.

Dissolution

When any change in the relationship is decided upon by either the church or a pastor, the other party shall be entitled to a two-month notice of such change.

Elders

The Elder Board shall consist of the pastoral staff, as affirmed by the congregation, and those men who meet the Biblical qualifications as written in 1 Timothy 3:1-7; Titus 1:6-9; 1 Peter 5:1-4.

The Elder Board shall be appointed annually by the Elders and affirmed by the congregation. If there should be any objection from the congregation, it must be based on Biblical principles and submitted in writing to the Elder Board for review.

The Elder Board shall normally meet once a month to pray for concerns, to receive reports, and to transact business. The elder elected annually by the board to serve as its chairperson may call a special meeting of the board when deemed necessary. The Elder Board should prepare a written report for inclusion in the annual report of the church. A majority of the elders are required for a quorum.

The elders and their wives shall retreat annually for a time of prayerful reflection, encouragement and self-examination.

Duties/Responsibilities of Elders

The Elder Board is charged with the oversight, and spiritual welfare, of all aspects of the church's life (Acts 20:28). Their specific responsibilities shall include:

1. Exercising decision-making authority, as needed, regarding the mission and ministry of the church as articulated in the Purpose Statement
2. Encouraging members to utilize their gifts and talents to the fullest measure
3. Confirming church members to serve as ministry leaders as needed. The elders will meet with these leaders on a regular basis and have oversight of these ministries
4. Providing counsel based solely upon Biblical principles (2 Timothy 3:16-17; Titus 1:9)
5. Helping the church to understand prayer as being indispensable to its spiritual vitality
6. Examining and approving candidates for baptism and prospective members as to their faith in Jesus Christ as Lord and Savior
7. Providing a new members class for all interested candidates and providing for the reception of new members
8. Assisting in the administration of the ordinances
9. Providing for the supply of the pulpit in the absence of the Senior Pastor
10. Providing a semi-annual review of the church membership roll
11. Providing an annual evaluation of the pastoral staff
12. Administering church discipline, as needed, according to the principles of Matthew 18:15-17
13. Providing for a moderator to conduct congregational meetings
14. Preparing the church's annual budget in conjunction with the ministry leaders and the assistance of the Treasurer and Financial Secretary
15. Providing for an annual audit of all church finances
16. Overseeing the management and investment of all church funds

17. Appointing boards for church affirmation

Deacons

The Deacon Board shall consist of those men and women who meet the Biblical qualifications as written in 1 Timothy 3:8-13.

The Deacon Board shall be appointed annually by the elders and affirmed by the congregation. If there should be any objection from the congregation, it must be based on Biblical principles and submitted in writing to Elder Board for review.

Following the annual meeting, the board will elect a Chairperson to oversee its meetings and a secretary to keep a written record of all business transacted at the meetings. The Chairperson shall be a man and it will be his responsibility to preside at Deacon Board meetings.

The Deacon Board shall normally meet monthly for prayer and business, and shall submit monthly minutes with a summary paragraph to the Board of Elders. The Chairperson may call a special meeting of the board when deemed necessary. The Deacon Board shall prepare a written report for inclusion in the Annual Report of the church. A majority of the deacons are required for a quorum.

Duties/Responsibilities of Deacons

The Deacon Board is charged with ministering to the human needs of the membership and, as they are able, to those non-members that come to their attention. Their specific responsibilities shall include:

1. Sustaining a visitation ministry to church members, including new and prospective members, and bringing any pertinent information to the attention of the elders
2. Overseeing the ministry of hospitality, including greeters for the church services
3. Overseeing preparation for the observance of the ordinances, and assisting in their administration
4. Overseeing the fellowship functions of the church
5. Ministering to those in need, to the sick and to any who are in distress
6. Appointing ad hoc committees as needed
7. Preparing their annual budget, presenting it to the Elder Board, and controlling expenditures within the approved budget

Officers of the Church

The three officers of the church are: Clerk, Financial Secretary and Treasurer.

All officers shall come under the general oversight of the Elder Board and shall be appointed for a one-year term. Each officer shall prepare a written report for inclusion in the Annual Report of the church. At the expiration of office, the officer shall deliver immediately to the successor all books, files, records, and documents in their possession.

Clerk

The specific responsibilities of the Clerk shall include:

1. Keeping a faithful record of the proceedings at all congregational meetings, which records shall be copied and made available to the congregation
2. Keeping a record with names and addresses of all church members, noting their status, with the date of their reception or termination, and a record of all baptisms
3. Giving notice of all congregational meetings, as indicated in these by-laws
4. Keeping a consolidated file of all job descriptions
5. Issuing letters of transfer and termination of membership
6. Preserving and properly filing all letters, reports, and other documents pertaining to the office

Financial Secretary

The specific responsibilities of the Financial Secretary shall include:

1. Receiving, counting, and depositing all monies given at the church services and turning over records of such deposits to the Treasurer in a timely manner
2. Keeping an accurate record of the giving of each individual using offering envelopes and/or checks, and issuing annual statements to each individual, showing contributions made to each fund
3. Making offering envelopes available, whenever possible, to all interested individuals

Treasurer

The specific responsibilities of the Treasurer shall include:

1. Having custody of all church funds and papers relating to church property
2. Keeping full and accurate accounts of receipts and disbursements in books belonging to the church
3. Paying all church bills as directed by the Elder Board
4. Preparing a written financial statement for each monthly meeting of the Elder Board and for the annual meeting or whenever the membership shall require it

Meetings

Public Worship Services

Public services for worship shall be held each Sunday, and at any other times the Senior Pastor or Elder Board deem advisable.

Communion services shall be held on a consistent and regular basis as planned by the Senior Pastor and Elder Board.

Annual Meeting

The annual congregational meeting shall be held in the first two weeks of November. This meeting shall be held for the purpose of receiving the annual reports of the pastors, officers, and boards of the church, the adoption of the annual budget, and the transaction of such business as is proper to come before said meeting. Notice of the annual meeting, stating the purpose, place and time, shall be posted by the Clerk in

a conspicuous place and shall be read from the pulpit on the two Sundays immediately preceding the meeting.

Special Congregational Meetings

The Senior Pastor and/or the Elder Board may call special congregational meetings. Notice of such meetings shall be given in the same manner provided for the annual meeting.

Quorum

At all congregational meetings twenty percent (20%) of the active membership shall constitute a quorum. Except as noted elsewhere, a simple majority of all active members present and voting shall be required for any motion to carry. Any member voting must be at least 18 years old.

Fiscal Year

The fiscal year of the church shall be the calendar year.

Dissolution Clause

No part of the net earnings of this corporation shall ever inure to the benefit of any donor, member, director, officer of the corporation, or any private individual; and no donor, member, director, officer of the corporation, or any private individual shall be entitled to share in the distribution of any of the corporate assets. Upon dissolution any assets of the corporation must be distributed evenly amongst any churches and/or ministries of North Shore Bible Church or currently supported mission agencies for the direct support of the missionaries currently supported by North Shore Bible Church.

Rules of Order

The rules contained in Robert's Rules of Order: The Modern Edition shall govern the congregational proceedings of this church in all cases where they are not inconsistent with these by-laws.

Amendments

These by-laws may be amended by a three-fourths vote of the church members present and voting at an annual or special meeting of the congregation. Said proposed changes shall be mailed to the membership, laid before the church in writing at a congregational meeting not less than one month before the time of the proposed action, and read from the pulpit on the next Lord's Day.

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