

**CONSTITUTION OF**  
**SHILOH MISSIONARY BAPTIST CHURCH**  
200 REV. WALTON AVENUE  
LOCKPORT, ILLINOIS 60441

**RICHARD D. HOUSE, PASTOR**

**ADOPTED FEBRUARY 1, 2004**

**PREAMBLE**

The Membership of This Church, realizing that each Baptist church is its own autonomy (A SELF GOVERNING BODY), and having no entire specific directory for its Government, Discipline and Regulations, Additional to those found in the NEW TESTAMENT, best adopted to its situation and circumstances; relying upon the guidance of the Holy Spirit, for the promotion of the kingdom of Christ, the practice of brotherly love, growth in grace for which the Church was established on earth. Believing that the work of the Lord Jesus Christ might be conducted decently and in order, we the MEMBERS OF THE SHILOH MISSIONARY BAPTIST CHURCH OF LOCKPORT, ILLINOIS, do ordain and establish the following Articles of Affiliation, to which we voluntarily and solemnly submit ourselves.

**ARTICLE I: NAME**

The Name and title of this Congregation shall be SHILOH MISSIONARY BAPTIST CHURCH, A RELIGIOUS CORP.

**ARTICLE II: PURPOSE**

The purpose of this Congregation will be to gather ENMASSE through fellowship for the EQUIPPING through discipleship of our membership in order to EVANGELIZE through evangelism our community and ENCOURAGE through ministry those in need, thereby EXALTING through worship OUR LORD.

**ARTICLE III: ARTICLES OF FAITH**

The Articles of Faith express the basic theological beliefs of Shiloh Missionary Baptist Church. They represent the teaching position of this church and are the basis for the theological qualification of our pastor, administrative council, pastoral staff, deacons/deaconess, trustees, Sunday school teachers, ministry council and ministries supported by this church.

**A. *The Scriptures***

We believe that the Scriptures, both Old and New Testaments, are the inspired Word of God and are therefore without error in the original writings. We further believe that this inspiration is not in different degrees, but extends equally and fully to all parts of the Bible: historical, poetical, doctrinal and prophetic. We, therefore, believe in the absolute authority of the Bible in all matters of faith and practice. John 10:35; II Timothy 3:16, 17; II Peter 1:21.

**B. *The True God***

We believe in one living and true God who is the creator of heaven and earth; who is eternal, almighty, unchangeable, infinitely powerful, wise, just and holy.

We believe that one God eternally exists in three Persons: the Father, the Son, and the Holy Spirit; and that these three are one God, co-equal, having precisely the same nature and attributes, and worthy of precisely the same worship, confidence and obedience. Matthew 3:16, 17; Matthew 28:19, 20; Mark 12:29; John 1:14; Acts 5:3, 4; II Corinthians 13:14.

### ***C. God the Father***

We believe in God the Father, Creator and Sustainer of all things, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; that He sent His Son into the world; that He saves from sin and death all who come to Him through His Son, the Lord Jesus Christ. Genesis 1:1; Psalms 7:9; Matthew 5:48; John 3:16; Acts 13:17-25; Acts 14:15-17; Acts 17:24-28.

### ***D. The Person and Work of Jesus Christ***

We believe in the deity of Jesus Christ, that He was conceived of the Holy Spirit, born of the Virgin Mary, lived a sinless life, and is fully God and fully Man. We believe that our redemption has been accomplished solely by the blood of our Lord Jesus Christ, who was made to be sin, and made a curse for us, dying in our place that we might be forgiven. We believe that he died not only for our sins, but also for the sins of the entire world. We believe that He was raised from the dead in bodily form and that He ascended into heaven, where He sits at the right hand of God the Father interceding for us.

We believe in the personal, bodily imminent and pre-millennial return of our Lord Jesus Christ for his Church and His subsequent millennial reign over restored Israel and the kingdoms of the world. Luke 1:30-35; 2:7; John 1:1-4; Romans 9-11; Philippians 2:5-11; Colossians 1:13-19; Hebrews 1:1-3; I Peter 3:18; I Corinthians 15:3-7; Hebrews 7:25; Acts 1:11, 15:14-17; I Thessalonians 4:13-18; I John 2:2.

### ***E. The Holy Spirit***

We believe that the Holy Spirit is not merely an influence, but a divine Person; that He is the source and power of all acceptable worship and service and is our abiding Counselor and Helper. We believe that the baptism of the Holy Spirit occurs at the moment of conversion and is that act whereby believers are united with Christ as part of His body; that the Holy Spirit permanently indwells all believers in Christ; that He will never depart from the Church nor from the weakest believer; that by His indwelling the believer is enabled to live a godly life. John 14:16,17; 16:13-15; Acts 1:8; 5:3,4; Romans 8:9; I Corinthians 6:19; 12:13; Galatians 5:22,23.

### ***F. The Fall of Man***

We believe that man, although created as an innocent being in the image of God, fell from his high and holy estate through Adam's act of disobedience. As a result, sin entered the human race, leaving mankind subject to the wrath of God, spiritually dead, inherently corrupt, and incapable of pleasing God apart from a work of divine grace. Thus all men are hopelessly lost apart from salvation which is in the Lord Jesus Christ. Genesis 1:27; 3:6-24; Romans 5:12, 19; Ephesians 2:13; Romans 3:8-18.

### ***G. The Way of Salvation***

We believe that, due to universal death through sin, no one can enter the kingdom of God unless born again; that salvation is only by grace through faith in the shed blood of Jesus Christ, and that all who receive the Lord Jesus Christ through faith are declared righteous by God and thereby become children of

God.

We believe the Scriptures teach that regeneration, or the new birth, is that act of God by which the Holy Spirit imparts a new nature and a new spiritual life, not before possessed, and the person becomes a new creation in Christ Jesus. The mind is given a holy disposition and a new desire to serve God, the dominion of sin broken, and the heart transformed from a love of sin and self to a love of holiness and God.

As the believer walks in the power of the Holy Spirit, these new realities become evident in life characterized by holiness, compassion and zeal. Ephesians 2:1-10; John 14:6; Acts 4:12; Hebrews 9:22; John 3:1-18; II Corinthians 5:17; I Peter 1:18, 19.

## ***H. The Church***

We believe the true Church of Jesus Christ had its historical beginning at Pentecost, that it is composed of all true believers in Jesus Christ, is the body and bride of our Lord, and is distinct from Israel.

We believe that since there is spiritual unity of all believers in Jesus Christ, it is our duty to love one another fervently, endeavoring at all times to keep the unity of the Spirit in the bond of peace.

We believe that the purpose of the Church in the world is to glorify God through worship, prayer, teaching of the Word, observation of the ordinances, fellowship, the exercise of our gifts and talents, and the proclamation of the gospel both in our community and throughout the world. Acts 2:1, 41-47; Romans 12:5; I Corinthians 12:12, 13; I Corinthians 10:32; Ephesians 1:22, 23; 4:3-6; Colossians 1:18; Colossians 3:14-15.

## ***I. The Ordinances***

We believe the ordinances of the Church are two in number and constitute a scriptural means of public testimony for the church in this age. One is that of believer's baptism in the name of the Father, Son and Holy Spirit; the other is the Lord's Supper. Matthew 26:27-30; I Corinthians 11:23-30; Matthew 28:19; Acts 16:30-33.

## ***J. The Security of the Believer***

We believe that those who have by faith trusted Jesus Christ as Lord and Savior are eternally secure and can never lose their salvation. We further believe it is the privilege of all believers to be assured of their salvation; that this assurance rests not in themselves, but in the promises of God; that the Scriptures teach that such that are truly regenerate, being born of the Spirit, will not utterly fall away and finally perish, but are kept by the power of God unto the day of salvation. We also believe that the doctrine of eternal security should lead to a life of love, gratitude and obedience to God. John 6:39; 10:27-29; Philippians 1:6; I Peter 1:3-5; I John 2:19; Romans 11:29.

## ***K. Sanctification***

We believe the Scriptures teach that sanctification is the means by which, according to the will of God, we are made partakers of His holiness and that, as we practice our faith and walk in the power of the Holy Spirit, the fruit of the Spirit is manifested in our lives. Galatians 5:22, 23; Colossians 3:8-12; II Corinthians 3:18; John 17:17; I Peter 3:18; I Thessalonians 3:12, 13; Ephesians 5:26; I Timothy 4:5; Hebrews 10:25.

## ***L. Future Reward and Punishment***

We believe that at the moment of death, believers pass immediately into the presence of Christ and remain there in joyful fellowship with Him until the resurrection of the body at His second coming, after which they will be forever with the Lord in glory. We also believe that at the moment of death, the unsaved

descend to Hell where they are kept under punishment until their bodies are raised at the final judgment, after which they will suffer everlasting conscious punishment separated from the presence of the Lord. Acts 17:31; Matthew 25:31-46; II Corinthians 5:8; Philippians 1:23; Revelation 20:11-15; John 14:1-3; 3:16; II Thessalonians 1:7-10; Revelation 21:1-5.

## **ARTICLE IV: ORDINANCES**

We believe the Scriptures teach that there are two ordinances to be observed by the local church: believer's baptism and the Lord's Supper.

### **A. *Baptism***

Believer's baptism, as taught in Scripture, is an outward profession of faith by one who has accepted Jesus Christ as Savior and Lord. Matthew 3:6, 13-16; Matthew 28:19,; John 4:1, 2; Acts 9:36-38; Acts 22:16.

Baptism shall be by immersion and shall be administered at such times as shall be arranged by the pastoral staff and deacons/deaconesses. Since baptism is not to be entered into lightly, committee appointed by the Administrative Council shall interview each person seeking to be baptized and shall determine his or her readiness for baptism.

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

The Lord's Supper, as taught in Scripture, is a remembrance of the atoning death of Jesus Christ, a promise of His imminent return and a time for serious self-examination by the individual believer. Mark 14:22-24; I Corinthians 10:16, 17; I Corinthians 11:23-26.

The Lord's Supper shall be observed the first Sunday service of each month and at such other times as determined by the pastoral staff and deacons/deaconesses. Since it is not to be entered into lightly, only believers shall be encouraged to purposefully partake in the Lord's Supper.

The pastoral staff and deacons/deaconesses will serve the Lord's Supper.

## **ARTICLE V: AFFILIATION**

Recognizing our Obligations and Privileges in fostering the World-wide Mission of the Church, Therefore, we shall affiliate with District, State and National Baptist having the same general objectives.

## **ARTICLE VI: MEMBERSHIP**

### **A. *Eligibility***

To be eligible for Membership in Shiloh Missionary Baptist Church, one:

1. Must have been accepted into the Church through Baptism upon confession of their Faith in the LORD JESUS CHRIST;
2. Must accept the Articles of Faith as the teaching position of Shiloh Missionary Baptist Church and must be willing to submit themselves to such;
3. Must be willing to support and submit to the rules of church government as set forth in this constitution;
4. Must be willing to support this church by faithful attendance and prayer, regular Bible reading, regular financial support, prayerful consideration of any request to serve, and through a willingness to be accountable to church leadership;
5. Must complete the Membership procedure.

## **B. Procedure**

1. A person desiring to unite with this church shall:
  - (a) attend a New Membership Meaningful Membership Class #101 conducted by the Shiloh Total Equipping Process (S.T.E.P.) Ministry, or;
  - (b) be accepted By Letter from other Baptist Churches, or;
  - (c) be accepted by Transfer, having previously held membership in some other Church, and having been Baptized by Immersion, or;
  - (d) be accepted by Restoration.
2. New members shall be introduced to the congregation at a Sunday worship service.

## **C. Types of Membership**

1. **Membership.** Persons accepted into membership in accordance with the above procedures and who are at least eighteen years of age are considered voting Members. Only voting Members can hold church office. (See Article VI)
2. **Associate Membership.** This category of Membership is designed to allow affiliation with the Shiloh Missionary Baptist Church while retaining Membership in another church. It shall be for individuals intending to remain in the area for only a short time. Applicants for Associate Membership must complete the same requirements as those applying for regular Membership. Associate Members shall be entitled to vote, but not to hold office. (See Article VI)
3. **Inactive Membership.** Any Member who does not attend church services and who, in the discretion of the Administrative Council, shows no interest in the church for a period of one year, and who gives no positive response to an inquiry of the Administrative Council within three months regarding such lack of interest shall automatically be transferred to the Inactive List. Members on the Inactive List are not eligible to vote or hold office. They may be transferred back to active Membership status by making request of and being approved by the Administrative Council.

## **D. Termination of Membership**

Membership in Shiloh Missionary Baptist Church will be terminated on the following basis:

1. Personal written request by the Member;
2. Transfer of Membership to another church (except as provided under Article VI, par. C. 2. "Associate Membership");
3. Death of the Member;
4. Member remaining on the Inactive List for a period of one year;
5. Dismissal
6. Church discipline of the Member. (Matthew 18: 15-17)

## **ARTICLE VII: FINANCING THE CHURCH**

Our Method of Financing our Church Shall Be:

- A. Tithes and Offering
- B. Individual Financial Pledges
- C. Annual Days with Their Special Offerings and Gifts.
- D. Love offerings for Special Projects
- E. When the Church Host Conventions or other programs selling will be permitted to defray cost.

## ARTICLE VIII: GOVERNMENT AND DISCIPLINE

1. THIS CHURCH shall at all times seek to maintain Scriptural Discipline, Since the Church is the School of Christ, It should be controlled with strict, yet wise and kind discipline, Therefore our rules of authority in matters of Government shall be;
  - A. The New Testament.
  - B. The Baptist Church Covenant.
  - C. The Declarations of Faith.
  - D. Robert's Rules of Order shall be our Authority in matters of Government of Parliamentary Procedures.
  - E. A quorum shall be (25 members) in good standing over the age of (17), years seventeen.

### 2, MEMBER'S CONDUCT

- A. Each member is required to co-operate with the Church's program fully and completely, this means members must attend the Church Services, serve in some of its departments or auxiliaries, and contribute financially to the Church.
- B. Any member (Seventeen years & up) who does not tithe, or make a financial pledge must contribute at least three dollars(\$3.00) per Sunday to the Church unless hindered by extreme illness or poverty.
- C. Any member who fails to co-operate with the Church through rendering service or contributing financially for a period of three months shall be placed on the inactive roll and shall forfeit all membership rights until they become active again by contributing of their time , talent, and money.
- D. Any Deacon or Church Officer, either General or Department Officer, who actively opposes the Church program, either in part or in its entirety, such persons forfeits the right to said office and shall be brought immediately under investigation by Pastor and Board, and if found guilty shall be dismissed from that office.
- E. Any leader who fails to discharge His or Her duties in this respect shall be considered either disloyal of incompetent and shall forfeit all rights to said office.

## ARTICLE IX: ORGANIZATION

The government of this Church, under the leadership of the Holy Spirit, is vested in its Membership and shall be administered through an Administrative Council (except in matters reserved to the members, as defined in the church constitution or bylaws): Members chosen by the Pastor and responsible to the Membership.

### Section I - Church Leadership

#### *A. Overview of Shiloh's Leadership*

1. The **Pastor** by virtue of his position shall have oversight of this ministry and the responsibility over all paid staff of the Church.
2. The **Administrative Council** has authority and responsibility over all matters of Shiloh Missionary Baptist Church when the church is not in annual session.
3. The **Deacon/Deaconess Ministries** will assist the church leadership in meeting ministry and administrative needs of the church as they arise.
4. The **Trustees** will oversee legal and financial matters as delegated by the Administrative Council and provide for the care and maintenance of all properties owned by Shiloh Missionary Baptist Church.
5. The **Ministry Council** will serve as the coordinator to the numerous ministries of Shiloh Missionary Baptist Church.

6. **Ministry Teams and Committees** will be established to perform works of administration or ministry as needed to fulfill the overall purpose of this church.

## ***B. General Scope***

Shiloh Missionary Baptist Church seeks to be a New Testament Church committed to the teachings of the Bible. No other authority or tradition is to guide the means, faith, or structure of the Lord Jesus Christ's Church. The pastoral and administrative structure for a New Testament Church is to utilize a plurality form of leadership. Shiloh Missionary Baptist Church will follow this scriptural example.

To achieve this New Testament model, Shiloh Missionary Baptist Church requires qualified men and women to serve as leaders of this church. These individuals must meet specific moral and spiritual qualifications before they can serve. Selection will be based on biblical directives such as: character (I Timothy 3:10), giftedness (I Corinthians 12:12-31), function (Romans 12:3-8) and results (Ephesians 4:11-16). They must be public all installed into office (Acts 6:5-6; 14:23). They must be motivated and empowered by the Holy Spirit to do their works of ministry (Acts 20-28). After review, examination, and appointment, individuals shall be affirmed by Shiloh Missionary Baptist Church to serve as a church leader in his/her respective position. To effectively perform their duties, church leaders need the prayers, support and assent of the members of Shiloh Missionary Baptist Church (Hebrews 13:17). Shiloh Missionary Baptist Church is called upon to honor our church leaders and to protect them against false accusations (I Timothy 5:19). Finally, if a church leader falls into sin, and continues in sin, he must be publicly rebuked (I Timothy 5:20).

## ***C. Qualifications***

Those Individuals who serve on either the Administrative or Ministry Council are expected to have similar qualifications and spiritual characteristics as those stated in the following scriptures.

### **I Timothy 3:2-7**

“An overseer then must be above reproach, the husband/(wife) of one wife/(husband), temperate, prudent, respectable, hospitable, able to teach, not addicted to wine or pugnacious, but gentle, uncontentious, and free from the love of money. He/she must be one who manages his/her own household well, keeping children under control with all dignity...and not a new convert, he/she must have a good reputation with those outside the Church, so he/she may not fall into reproach and the snare of the devil.”

### **Titus 1:6-9**

“If a man/woman be above reproach, the husband/(wife) of one wife/(husband), having children who believe, not accused of dissipation or rebellion...above reproach as God's steward, not self-willed, not quick tempered, not addicted to wine, not pugnacious, not fond of sordid gain, but hospitable, loving what is good, sensible, just, devout self-controlled, holding fast, the faithful word...that he/she may be able both to exhort in sound doctrine and refute those who contradict.”

### **Above reproach**

Council Members must be blameless, presenting no patterns of scriptural disobedience or grounds of accusation.

### **Partner of One Spouse**

Elders, if married, must be devoted spouses.

### **Temperate**

Council Members must be self-controlled, enslaved to nothing, free from excesses.

## Prudent

Council Members must be sober, sensible, wise, balanced in judgment, not given to quick, superficial decisions based on immature thinking.

## Respectable

Council Members must demonstrate a well-ordered life and good behavior.

## Hospitable

Council Members must be unselfish with their personal resources. They must be willing to share blessings with others.

## Able to Teach

II Timothy 4:2; 2:24

Council Members must be able to communicate the truth of God and exhort sound doctrine in a non-argumentative way.

## Not Addicted to Wine

Council Members must be free from addictions, and must be willing to limit their limit for the sake of others.

## Not Pugnacious

Council Members must be gentle and characterized by forbearance and tenderness - not having a quick temper.

## Uncontentious

Council Members must not be given to quarreling or selfish argumentation.

## Free From the Love of Money

Council Members must not be stingy, greedy or out of sordid gain. They should be a model of giving.

## Manage Own Household

Council Members must have a well-ordered household, a healthy family life, and well-behaved children. (Pertains to those children still under the authority of the parents).

## Not a New Convert

Council Members must not be new believers. They must have been Christians for long enough to demonstrate the reality of their conversion and the depth of their spirituality.

NOTE: Suggested guideline - at least two years from the time of Shiloh Missionary Baptist Church Membership. Council Members must have completed S.T.E.P. 301 and actively serving in a ministry.

Any Council Member who no longer fulfills the qualifications mentioned above, who fails to fulfill his/her responsibilities, or who purposely violates the intent of the church constitution or bylaws, shall be investigated and/or removed from their position. Discipline or removal shall be a three fourths ( $\frac{3}{4}$ ) vote of all Council Members (Administrative and Ministry) excluding the individual being disciplined or removed.

## **Section II - Administrative Council**

The government of this Church, under the leadership of the Holy Spirit, shall be vested in the Pastor and the Administrative Council (except in matters reserved to the members, as defined in the church constitution or bylaws). The Administrative Council shall be comprised of the Pastor and seven to nine

members of Shiloh Missionary Baptist Church in good standing who meet the qualifications of church leaders stated above. For the purpose of coordination and communication, the Administrative Council shall include Deacon and Trustee representation. The chairperson of the Ministry Council shall be the only representative from that group to fill a position on the Administrative Council. Thus the makeup of the Administrative Council shall be:

1. Pastor (Senior Pastor)
2. 2-3 Deacon representatives
3. 1-2 Trustee representatives
4. Ministry Council Chairperson
5. 2-3 members at-large

The Administrative Council shall have the responsibility for the general oversight of the local church in all its various areas and ministries. Deacons/Deaconesses serve the church by filling particular areas of need that will assist and enable the Administrative Council to perform their biblical responsibilities. The Administrative Council provides direct leadership to a wide variety of ministry areas.

**1. *Shepherd the Flock ( I Peter 5:2)***

Serving in all humility, Administrative Council Members are to guide, direct, guard and protect the members of the body, seeking to meet their needs, assisting in any way possible, warning against harmful influences and guarding against false teachers.

**2. *Lead Through Example (I Peter 5:3)***

Administrative Council Members are to provide a Scriptural role model and are to set a pattern before the flock of a rightly ordered life—with a single purpose: to glorify God.

**3. *Teach and Exhort (I Timothy 3:2)***

Administrative Council Members are to see that the flock is fed through insightful and accurate Biblical instruction and admonition.

**4. *Refute Those Who Contradict Truth (Titus 1:9)***

Administrative Council Members are to confront those who teach doctrine contrary to the Articles of Faith or who continue in a pattern of behavior contradictory to Biblical truth. Thus, Administrative Council Members are to guard against the strategies of Satan, so that the truth of Christ will remain credible to both the congregation and the community.

**5. *Oversee the Church of God (Acts 20:28)***

Administrative Council Members are to oversee the life of the church, with assistance of Deacon/Deaconesses, and other godly leaders. They must be people who can provide proper care for God's church.

While the church is a spiritual organism, this church shall be constituted as an entity in the legal environment as a not-for-profit corporation incorporated under the Illinois General Not For Profit Corporation Act of 1986, and as further amended. The Administrative Council shall serve as the Directors of this corporation and be vested with that authority pursuant to that Act.

**A. *Responsibilities and Duties***

The Administrative Council has authority to govern the secular areas of the Church, except in matters that are reserved to a vote of the church membership. They may also establish various advisory committees to assist them in both administrative and ministry matters. The Administrative Council is accountable to the church membership at annual meetings.

The Administrative Council has the authority—by a majority vote of its members present and voting at a meeting at which a quorum is present—to hire, select, dismiss, and have salaries set for all ministerial and support positions. (A quorum shall be (5) Council Members plus the Pastor.) The

congregation collectively has the authority to hire, select and dismiss the Pastor.

The Administrative Council of Shiloh Missionary Baptist Church bears the responsibility of overseeing the legal, financial, business and executive matters of the Church. This Council will also oversee all Standing Committees and provide for the care and maintenance of all properties owned by Shiloh Missionary Baptist Church.

Designated members of the Administrative Council shall also serve as the corporate officers of the Church. The Pastor shall not hold a position as a corporate officer of the Shiloh Missionary Baptist Church. The Pastor shall be the "Chairman" of the Administrative Council and shall have voting privileges in council matters. **During a vacancy in the Pastorate when the church does not have a pastor, the Vice Chairman of the Administrative Council shall automatically become the Chairman of the Administrative Council.**

The Administrative Council shall create whatever internal organization it deems appropriate to carry out its responsibilities and to fulfill any requirements necessary for them to act as legal representatives of Shiloh Missionary Baptist Church.

## **B. Summary of Responsibilities**

1. To assist the Pastor in the administrative oversight of the Church.
2. Initiate and oversee the strategic planning of the Church.
3. Provide oversight to the execution of all legal documents relative to contracts, Church property and other business matters.
4. To determine and ensure that all of the administrative committees of the Church are performing their designated responsibilities.
5. Provide oversight and development for all legal, financial and executive related committees.
6. Review and update the fiscal policies and procedures and responsibilities of these committees.
7. Perform and maintain a fiduciary responsibility to the Church in all legal, financial and executive matters.
8. Review and make recommendations for Constitution, Bylaws, and other church policy revisions.

## **C. Selection**

1. Each Council Member, upon appointment, shall be asked for a commitment of a specific duration of three (3) years.
2. Each commitment will be subject to review, recommitment and re-affirmation by the Church members each year.
3. During the period of annual review each Council Member shall evaluate his/her continued service as a Council Member, again considering the Biblical qualifications as well as any personal factors that might affect his/her service.
4. Council Members may serve two (2) consecutive terms after which they can not hold that position for at least one year.
5. An individual's service as a Council Member may be discontinued by their own decision, by  $\frac{3}{4}$  vote of the joint councils, or by the decision of the church membership (at the annual church meeting).
6. Those members renewing their annual commitment would again be presented to the Church members for affirmation and dedication.
7. A person's voluntarily leaving the Council would not preclude his/her service as a future member, subject to the regular selection process.

## **D. Terms**

1. Rotation of terms shall be staggered so as to always have experienced and knowledgeable members on the councils. One third (1/3) of the positions on the Administrative Council shall be up for renewal each year.
2. Persons completing two (2) full regular terms will not be nominated or re-elected to the same position

- until a one (1) year waiting period does not affect service in other positions.
3. Persons completing a partial term may be re-elected to two (2) consecutive terms on the same committee without a one (1) year waiting period in between terms.
  4. No individuals may serve on both councils at the same time (except the Chairperson of the Ministry Council).
  5. Furthermore, not more than one member of the same immediate family shall serve on same council at any given time.

Individuals who aspire to be church leaders due to their Spiritual Gifts, Heart, Abilities, Personalities Experiences S.H.A.P.E. Personal Profile and calling of God, should express that desire to be a leader of Shiloh Missionary Baptist Church. The process for selecting new leaders is outlined in Article VI, Section II, paragraph E, subparagraph 2-7.

#### **E. Nomination**

Scripture gives evidence of the first supplemental leaders being appointed by founders of the Church. By this example it is implied that the existing spiritual leadership of a church can be intimately involved in the process of selecting leaders so as to ensure that the selection process is based on spiritual rather than superficial qualifications.

In September of each year, the Council Members currently serving shall determine the number of positions, if any, to be filled that year on the Ministry Council. If the Council determines that additional members are needed, they shall initiate the following process for Council Member selection:

1. The existing members shall appoint a Nominating Committee consisting of at least four members (two (2) from the Ministry Council and two (2) from the Administrative Council). For the purpose of order, one member of the Nominating Committee shall be chosen by the committee as chairman of the committee.
2. With the Biblical qualifications in mind, members of the congregation will be given thirty (30) days to submit prayerfully the names of qualified members for consideration as Council Member. Nominees are to be submitted on the appropriate form.
3. Individuals whose names are submitted shall be so informed, and they shall be urged to engage in self-appraisal and personal evaluation in light of the Scriptural qualifications. Any person who does not desire to be considered may withdraw his/her name at that point.
4. The Nominating Committee shall review the names of the nominees, and shall conduct interviews with each nominee. Consideration will be given as to the present Councils' spiritual gift mix and talents. It is the desire of the leadership to lead the Church with individuals who have diverse spiritual gifts and talents.
5. After prayerfully considering each nominee, the Nominating Committee shall make final recommendations to the Administrative Council.
6. The Administrative Council shall review the nominees and make a final selection. Nominees not selected at this point shall be informed by the Nominating Committee.
7. The names of the prospective Council Members shall be brought before the members of the Church, who will be given thirty (30) days to show cause why any of the prospective nominees would not be qualified to serve. Consistent with Matthew 18:15; 5:24, any member with such "cause" must first express his concern to the prospective nominee and then must also express his/her concern to the Administrative Council for consideration.
8. At the end of the thirty (30)-day period, the perspective Council Members will be presented to the members of the Church for affirmation by majority vote of the members present. Such time of affirmation and dedication shall occur every year, whether to affirm new Council Members, or reaffirm the service of the existing Council Members.
9. The whole process of selection shall begin in September of each year, and take three to four months.

#### **F. Vacancy**

In the event of a vacancy or special need, the Administrative Council and Ministry Council may refer to previous nominees to make a selection or may re-initiate the whole selection process, as they deem

necessary. If any vacancy occurs on the Council, the vacancy may be filled by a ¾ vote of the members of the Council. The person selected to fill the vacancy shall serve until the next Annual Meeting. In extreme circumstances, Council Members can take one brief leave of absence (less than four months) per term and be reinstated to active service without losing their seat on the Council.

## **Section III - Ministry Council**

### ***A. General Overview***

The Ministry Council, under the direction of the Administrative Council, shall be responsible for the day-to-day operation of the church, including administration of specific ministry programs. They shall work with the Administrative Council and Deacon/Deaconesses to provide leadership vision for the entire congregation. The Ministry Council is charged with identifying and equipping lay leaders for effective ministry in the local church. Chairpersons of the various Ministry Teams plus five other qualified church members will compose this Council. The Ministry Council is accountable to the Administrative Council. The Ministry Council is composed of the five ministry purposes of Shiloh Missionary Baptist Church. They are:

Worship Team (Exaltation) -- Showing our love for God  
Discipleship Team (Equipping) -- Showing more of Christ in us  
Fellowship Team (En Masse) -- Sharing ourselves with one another  
Evangelism Team (Evangelize) -- Sharing Christ with the lost  
Ministry Team (Encouragement) -- Showing our love for others

### ***B. Specific List of Responsibilities:***

1. Recommend Church ministry objectives and goals.
2. Coordinate and evaluate all ministry programs of the Ministry Teams.
3. Establish the Church "Ministry Events Calendar" each year.
4. Recommend and evaluate changes in Ministry Teams.
5. Initiate and support the creation of future Ministry Teams that help Shiloh fulfill our purpose.

### ***C. Selection***

1. Each Council Member, upon appointment, shall be asked for a commitment of a specific duration of two (2) years.
2. Each commitment will be subject to review, recommitment and re-affirmation by the Church members each year.
3. During the period of annual review each Council Member shall evaluate his/her continued service as a Council Member, again considering the Biblical qualifications as well as any personal factors that might affect his/her service.
4. Council Members may serve two (2) consecutive terms after which they can not hold that position for at least one year.
5. An individual's service as a Council Member may be discontinued by their own decision, by ¾ vote of the joint councils, or by the decision of the church membership (at the annual church meeting).
6. Those members renewing their annual commitment would again be presented to the Church members for affirmation and dedication.
7. A person's voluntarily leaving the Council would not preclude his/her service as a future member, subject to the regular selection process.

### ***D. Terms***

1. Rotation of terms shall be staggered so as to always have experienced and knowledgeable members on the councils. One half (½) of the positions on the Ministry Council shall be up for renewal each year.
2. Persons completing two (2) full regular terms will not be nominated or re-elected to the same position until a one (1) year waiting period does not affect service in other positions.
3. Persons completing a partial term may be re-elected to two (2) consecutive terms on the same committee without a one (1) year waiting period in between terms.
4. No individuals may serve on both councils at the same time (except the Chairperson of the Ministry Council).
5. Furthermore, not more than one member of the same immediate family shall serve on same council at any given time.

Individuals who aspire to be church leaders due to their Spiritual Gifts, Heart, Abilities, Personalities Experiences S.H.A.P.E. Personal Profile and calling of God, should express that desire to be a leader of Shiloh Missionary Baptist Church. The process for selecting new leaders is outlined in Article VI, Section III, paragraph E, subparagraph 2-7.

### ***E. Nomination***

Scripture gives evidence of the first supplemental leaders being appointed by founders of the Church. By this example it is implied that the existing spiritual leadership of a church can be intimately involved in the process of selecting leaders so as to ensure that the selection process is based on spiritual rather than superficial qualifications.

In September of each year, the Council Members currently serving shall determine the number of positions, if any, to be filled that year on the Ministry Council. If the Council determines that additional members are needed, they shall initiate the following process for Council Member selection:

1. The existing members shall appoint a Nominating Committee consisting of at least four members (two (2) from the Ministry Council and two (2) from the Administrative Council). For the purpose of order, one member of the Nominating Committee shall be chosen by the committee as chairman of the committee.
2. With the Biblical qualifications in mind, members of the congregation will be given thirty (30) days to submit prayerfully the names of qualified members for consideration as Council Member. Nominees are to be submitted on the appropriate form.
3. Individuals whose names are submitted shall be so informed, and they shall be urged to engage in self-appraisal and personal evaluation in light of the Scriptural qualifications. Any person who does not desire to be considered may withdraw his/her name at that point.
4. The Nominating Committee shall review the names of the nominees, and shall conduct interviews with each nominee. Consideration will be given as to the present Councils' spiritual gift mix and talents. It is the desire of the leadership to lead the Church with individuals who have diverse spiritual gifts and talents.
5. After prayerfully considering each nominee, the Nominating Committee shall make final recommendations to the Administrative Council.
6. The Administrative Council shall review the nominees and make a final selection. Nominees not selected at this point shall be informed by the Nominating Committee.
7. The names of the prospective Council Members shall be brought before the members of the Church, who will be given thirty (30) days to show cause why any of the prospective nominees would not be qualified to serve. Consistent with Matthew 18:15; 5:24, any member with such "cause" must first express his concern to the prospective nominee and then must also express his/her concern to the Administrative Council for consideration.
8. At the end of the thirty (30)-day period, the perspective Council Members will be presented to the members of the Church for affirmation by majority vote of the members present. Such time of affirmation and dedication shall occur every year, whether to affirm new Council Members, or reaffirm the service of the existing Council Members.
9. The whole process of selection shall begin in September of each year, and take three to four months.

### ***F. Vacancy***

In the event of a vacancy or special need, the Administrative Council and Ministry Council may refer to previous nominees to make a selection or may re-initiate the whole selection process, as they deem necessary. If any vacancy occurs on the Council, the vacancy may be filled by a  $\frac{3}{4}$  vote of the members of the Council. The person selected to fill the vacancy shall serve until the next Annual Meeting. In extreme circumstances, Council Members can take one brief leave of absence (less than four months) per term and be reinstated to active service without losing their seat on the Council.

## **Section IV - Deacons/Deaconesses**

### A. Biblical Role

#### **Acts 6:1-7**

“In those days when the number of disciples was increasing, the Grecian Jews among them complained against those of the Aramaic-speaking community because their widows were being overlooked in the daily distribution of food. So the Twelve gathered all the disciples together and said, It would not be right for us to neglect the ministry of the word of God in order to wait on tables. Brothers choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them and will give our attention to prayer and the ministry of the word. This proposal pleased the whole group. They chose Stephen, a man full of faith and of the Holy Spirit; also Philip, Procorun, Nicanor, Timon, Parmenas, and Nicolas from Antioch, a convert to Judaism. They presented these men to the apostles, who prayed and laid their hands on them. So the word of God spread. The number of disciples in Jerusalem increased rapidly, and a large number of priests became obedient to the faith.”

Deacons/Deaconesses shall serve under the supervision of the Pastor, undertaking those areas of service necessary for the church’s functioning that would otherwise prohibit the Pastor, Administrative Council and other leaders (ministers) from performing their Biblical responsibilities. No specific, on-going roles for Deacons/Deaconesses are mentioned in Scripture, probably because service needs change, and so the role and number of Deacons/Deaconesses shall be flexible.

### B. Qualifications

#### 1. Biblical

#### I Timothy 3:8-12

“Deacons, likewise, must be men/women of dignity, not double-tongued, or addicted to much wine or fond of sordid gain, but holding to the mystery of the faith with a clear conscience. And let these also be first tested; then let them serve as deacons if they are beyond reproach. Women must likewise be dignified, not malicious gossips, but temperate, faithful in all things. Let deacons be husbands of only one wife, and good managers of their children and their own households.”

#### 2. Personal

- a. Must be men or women whose lives clearly demonstrate conformity to biblical guidelines.
- b. Must be a voting member of Shiloh Missionary Baptist Church.
- c. Must have demonstrated an active involvement in the ministry of Shiloh Missionary Baptist Church while a regular attendee and/or Member.
- d. Must be able and willing to wholeheartedly endorse and subscribe to the Articles of Faith of Shiloh Missionary Baptist Church.
- e. Must be leaders in every respect, fiscal, spiritual and loyal to the Pastor and Church.

### C. Responsibilities

1. Each Deacon/Deaconess must attend Church Services and Sunday School and/or Wednesday night

- Bible Study a minimum of two (2) Sundays a month.
  - 2. Each Deacon/Deaconess must be on their post of duty, and must attend Deacon/Deaconess Board meetings unless and because of illness, work or being out of town.
  - 3. Deacons/Deaconesses shall be responsible for the set-up of Holy Communion for the administering of the Lord's Supper on the 1<sup>st</sup> Sunday of each month and at other times so designated by the Pastor.
  - 4. Deacons/Deaconesses must have completed S.T.E.P. Classes within twelve (12) months of their appointment to serve on the Deacons/Deaconesses Board
- D. Selection : The Deacon/Deaconess shall be elected by the Church upon the combined recommendation of the Pastor, Deacons and present Trustees.

F. Dismissal

Any Deacon/Deaconess who does not perform within the rules set by the Constitution and Bylaws set forth by the Church shall be dismissed from the Board of Deacons/Deaconesses, unless otherwise investigated and approved by the Pastor and Board.

## Section V - Trustees

A. **Biblical Role** - We believe that the Lord's work shall be financed through the tithes and offerings of His people, given cheerfully, systematically and freely. The trustees who are the stewards of the given funds will handle them faithfully and diligently in their accounting and disbursement. Malachi 3:10; Luke 6:38; I Corinthians 4:2, 16: 1,2; II Corinthians 9:7.

B. Qualifications

1. Personal

- a. Must be men or women whose lives clearly demonstrate conformity to biblical guidelines.
- b. Must be a voting member of Shiloh Missionary Baptist Church.
- c. Must have demonstrated an active involvement in the ministry of Shiloh Missionary Baptist Church while a regular attendee and/or Member.
- d. Must be able and willing to wholeheartedly endorse and subscribe to the Articles of Faith of Shiloh Missionary Baptist Church.
- e. Must be leaders in every respect, fiscal, spiritual and loyal to the Pastor and Church.

C. Responsibilities

- 1. The duties of the Trustees shall be to look after the Church property, in regard to grounds, building, furniture, Equipment, etc. and all other facilities. And shall have power to audit and check all of the Church's Financial Statements.
- 2. Each Trustee must attend Church Services and Sunday School and/or Wednesday night Bible Study a minimum of two (2) Sundays a month.
- 3. Each Trustee must be on their post of duty, and must attend Trustee Board meetings unless and because of illness, work or being out of town.
- 4. Trustees must have completed S.T.E.P. Classes within twelve (12) months of their appointment to serve on the Trustee Board

A. Selection: The Trustees shall be elected by the Church upon the combined recommendation of the Pastor, Deacons and present Trustees.

## Section VI - Ministry Teams

Ministry Teams exist to perform a specific function of ministry. Ministry Teams are the basic organizing units of Shiloh Missionary Baptist Church through which we accomplish our ministry goals within the guidelines of our Purpose Statement. These teams devise and carry out the numerous ministries of Shiloh

Missionary Baptist Church. Ministry Teams will possess no authority or responsibility levels of the corporate Church and are not subject to any rotation system.

Ministry Teams are the “hands and feet” of the body of Christ. A team is a small group of Members with complementary skills committed to a common purpose or goal and for which they are willing to be mutually accountable. Teams are an effective way to help people utilize their S.H.A.P.E. and to empower them with a passion for ministry.

Teams may exist for a very short term to perform a specific ministry or may be ongoing in nature. Ministry Teams may vary in size depending upon their specific purpose and upon those available to serve in that capacity. The appropriate S.T.E.P. representatives shall recruit and assign individuals as needed.

Each Ministry Team will function under a Ministry Position Description, which will outline their primary ministry purpose and briefly describe anticipated duties and responsibilities. Such descriptions are needed to assure that the ministry function is in fact fulfilling Shiloh Missionary Baptist Church’s purpose statement and ministry objectives and goals.

Each Ministry Team leader is requested to attend Ministry Coordinating Meetings. This is because each ministering part of the body needs to be connected to the entire body (Ephesians 4:16), thus allowing for effective communication and an avenue which allows for input to and from the Ministry Council.

## **Section VII - Church Officers**

### **1. PASTOR**

The Pastor of the Church must be an Ordained Baptist Minister, and being Pastor of this Church his duties shall be to Preach and Teach the Word of God. He is by virtue of this office, the Overseer and Superintendent of all the interest of this Church and all its Departments.

- a. By virtue of his office, He is Moderator of all business Meetings of this Church unless he is involved.
- b. He is Director in all matters of Discipline.
- c. He shall direct the Worship Services, Administer the Ordinances, and perform all other duties incumbent upon his office.
- d. He is the Church Teacher. (All teachers must be approved by him.)
- e. The Pastor and Church’s relationship shall continue until terminated by either Pastor or Church, and a 60 day notice shall be the rule unless otherwise agreed upon by both the Pastor and Church.
- f. The Pastor shall at no time assume a Dictatorial attitude toward the Church, realizing that his power resides with and in the membership.
- g. Whenever a vacancy occurs, **the Administrative Council shall elect a Pulpit Committee of not less than 5(five) not more than 7(seven) members** who shall be charged the responsibility of selecting and recommending a Pastor. This committee shall consist of both Deacons and other members who are in good standing with the Church.
- h. The Pastor shall be elected at a special meeting called for that purpose, public notice of which shall be given in the Worship Service 2(two) Sundays prior thereto.
- i. A Majority of the votes cast by the Regular Qualified Members shall be sufficient for his election.
- j. The Church shall set the Pastor’s Salary at the time of his Election, and anytime thereafter.
- k. The Pastor may appoint one or more Assistants who shall be designated as “Pastor Assistants” Or “Assistants to the Pastor.”

### **2. CHURCH CLERK**

The duties of the Church Clerk shall be to keep an accurate record of all Business procedures and matters pertaining to the Church, Attend to and direct all General correspondence with the Membership, keep accurate records of membership, an to attend to any duties incumbent upon the office of Church Clerk.

### **3. ASSISTANT CLERK**

There shall be one or more Assistant Clerks who shall assist the Church Clerk in His or Her duties, if deemed necessary.

#### **4. *TREASURER***

It shall be the duties of the Treasurer to receive and bank all monies from all agencies, Auxiliaries, etc.

- a. The Treasurer shall be Bonded.

#### **5. *FINANCIAL SECRETARY***

It shall be the duty of the financial secretary of the Church, to keep a detailed financial record of all monies, Income, and Disbursements, and make a report to the Church concerning same.

### **ARTICLE X: STAFF (THIS IS A RESOLUTION ALREADY PASSED)**

Since the Pastor has the responsibility to see that areas of the church function properly, He alone with the Administrative Council shall have the right to hire qualified persons to fill the slots of employment that are set by the Church. (By slots, we mean Music, Secretary, and Custodian, and other slots that the Church may determine necessary for the operation of the Church.

The Pastor and the Administrative Council shall have the right to discharge any employee who does not perform His or Her duties in accord with job description.

### **ARTICLE XI: BUSINESS MEETING**

THIS CHURCH shall hold 2 (two) meetings a year. In the last meeting, we shall present the Church Budget for the coming year. The General Officers, Department Heads, and adopt the Church Calendar for the coming year. In the Second meeting we shall complete any other Business Matters pertaining to the Church and receive Financial Reports.

There may be other business meetings held upon the call of the Pastor when matters demand such meetings, Such meetings when possible shall be held after 2 (two) Sunday's notice shall have been given.

### **ARTICLE XII: AMENDMENTS**

This Constitution may be amended with a Special call meeting. ON SUNDAY ONLY, after regular Service, Providing a notice in writing of the change or changes are presented and read to the Congregation 2(two) Consecutive weeks, Prior to the Special Call Meeting with a 2/3 of the Membership in Good Standing Present at the meeting, "Ruling.)