



DAYTON COMMUNITY CHURCH

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DOCUMENTS OF DAYTON COMMUNITY CHURCH

➤ CONSTITUTION

➤ STATEMENT OF FAITH

➤ OPERATIONAL PROCEDURES

May 19, 2019

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Constitution

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Dayton Community Church

Preamble

WE, THE MEMBERS OF DAYTON COMMUNITY CHURCH, having placed our faith in the Lord Jesus Christ for our salvation, and believing in the teachings of the Holy Scriptures as our standard for faith and practice, do adopt this Constitution, the following Statement of Faith, and the following Operational Procedures.

Name

The name of this church shall be: Dayton Community Church, of Dayton, Wyoming.

Membership

This Church shall receive as members only persons who through the gift of God's grace have come to a personal trust in the Lord Jesus Christ as their Savior have been regenerated by the Holy Spirit, and who commit and submit to the Constitution, Statement of Faith, and Operational Procedures of this church.

Purpose

The purpose of this church is to edify the believer (**Edification**), and to communicate through our lips and our lives God's "Good News" to the world that everyone who personally trusts in the Lord Jesus Christ as their Savior has eternal life (**Evangelism**). We are organized under these two purposes through such things as:

- ❖ Loving God and loving one another
- ❖ Worship of God
- ❖ Apprenticing (Discipleship): Christian Education unto Christ-likeness
- ❖ Multiplying: Evangelism through sharing the plan of salvation
- ❖ Belonging: Fellowship in and ministry unto the Body of Christ
- ❖ Preaching God's Word
- ❖ Baptism by immersion for those believers requesting it
- ❖ Regular observance of the Lord's Supper
- ❖ Separation unto God and separation from a lifestyle of sin
- ❖ Missionary endeavor
- ❖ Supportive involvement with the loving oversight and shepherding of our spiritual leaders
- ❖ Prayer

Duration

The period of this church's duration shall be perpetual, commencing with the date that the Certificate of Incorporation is issued by the Secretary of State of Wyoming.

Statement of Faith

(See following attachment to this Constitution)

Form of Government

The form of government of this church shall be Elder/Congregational, each member having a voice and vote in the office of this church.

Operational Procedures - (See following attachment to this Constitution)

Affiliation

This Church shall be an independent, non-denominational church.

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1 Rights and Powers

2 This Church shall have rights and powers as provided to a Wyoming Nonprofit Corp This
3 includes the power to purchase, take, hold, improve, use, and otherwise deal in and with real
4 or personal property, or any interest therein, wherever situated; to sell, convey, mortgage,
5 pledge, lease, exchange, transfer, or any interest therein, or otherwise dispose of all or any of
6 its property and assets; to make contracts, and incur liabilities, borrow money at such rate of
7 interest as the corporation may determine, issue notes, bonds, and other obligations, and
8 secure any of its obligations by mortgage or pledge of any or all of its property an income.
9 These powers shall be exercised only as they pertain to our Purpose.

10 Earnings and Compensation

11 No monies of this church shall be used to the personal benefit of or be distributed to its
12 directors, officers, or other private persons; except that this church shall be authorized and
13 empowered to pay reasonable compensation for services rendered, or support given to
14 individuals as determined by the Elder Board.

15 Liability

16 Members, pastors, officers, or adherents shall not be personally liable for any action, debt, or
17 other financial obligation of this, its boards, or its pastoral staff.

18 Division and Dissolution

19 **Division:** In the case of the division of this church, the property of this church shall belong to
20 the members who abide by this Constitution. In the event that the members cannot agree as to
21 the distribution of church property, an impartial mediator shall be employed to mediate a
22 settlement.

23 **Dissolution:** In the case of the dissolution of this church the property shall be transferred to
24 Camp Bethel. This church shall be considered dissolved if so decided by vote of the
25 membership, or when this church has not held an annual meeting for two years, or when less
26 than three members remain.

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1 Statement of Faith

2 3 **A. The Scriptures**

4 We believe the Scriptures of the Old and New Testaments to be verbally inspired by God and
5 inerrant in the original writings, and that they are of supreme and final authority concerning
6 faith and life (I Corinthians 2:13, 10:11; II Timothy 3:16-17; II Peter 1:20-21).

7 8 **B. The Godhead**

9 We believe in one God who eternally exists as three persons: The Father, The Son, and The
10 Holy Spirit. God's attributes include: Unity (Deuteronomy 6:4), Infinity (Colossians 1:17),
11 Eternity (Rev. 1:8), Immutability (James 1:17) (Malachi 3:6), Omnipresence (Psalm 139:7-12),
12 Sovereignty (Ephesians 1), Omniscience: (I Chron. 28:9) (Hebrews 4:13) Justice (Acts 17:31)
13 (Deuteronomy 32:4) Truth (John 14:6), Freedom of His will (Isaiah 40:13-14), Omnipotence
14 (Psalm 33:6) (Jeremiah 32:17), Holiness (Isaiah 6)

15 16 **The Father:**

17 We believe in God the Father, the only true God, who created all things and
18 in whom we live and move and have our being. (Matthew 28:19-20; John 17:3; Acts 17:28;
19 Revelation 4:11). The Father so loved the world that He purposed in eternity to
20 send His Son to save fallen mankind. (John 3:16; Ephesians 1:3-4; I Timothy 2:3-4)

21 22 **The Son:**

23 We believe in Jesus Christ, the only begotten Son of God, and the Eternal Word
24 manifested in flesh. We believe that He was conceived by the Holy Spirit, born of the
25 Virgin Mary, and that He is true God and true man. (Isaiah 7:14; Isaiah 9:6; Luke 1:30-35;
26 John 1:1-2; 14; 18; John 3:16; Philippians 2:5-8)

27 28 **The Holy Spirit:**

29 We believe that the Holy Spirit is a divine person who is co-equal with
30 God the Father and God the Son; that he convicts of sin, of righteousness, and of
31 judgment; that He is the agent of the new birth; and that He seals, empowers, guides,
32 teaches, witnesses, sanctifies, and comforts the believer. (Matthew 28:19; John 14:15-17; 26;
33 John 16:7-11; Romans 8:26-27; Ephesians 1:13-14; Hebrews 9:14; I Peter 1:2)
34 We believe that all definitions and practices of spiritual gifts must conform to the
35 definitions and practices of spiritual gifts as set forth in the Word of God. (Rom 12:6-8; I Cor.
36 12:6-10; I Cor. 12:28-30; Ephesians 4:11; I Peter 4:10-11)

37 Therefore, we believe:

- 38 ❖ God gives gifts to the believers, so that all can contribute for the cause of Christ.
39 (I Corinthians 12-14; Romans 12),
- 40 ❖ That since the completion of the writing of the New Testament the church should not
41 expect to see sign gifts used as testimony to the validity of His teachings.
42 (I Corinthians 13:8-10; Heb. 2:1-4)
- 43 ❖ That God is free and able to work biblical tongues and healings at any time according to
44 His will. (Matthew 19:26) General observation reveals that He is not now doing so in

1 the same manner as He did at the beginning of the New Testament Church so as to
 2 effectively establish and expand it.
 3

4 **C. Angels and Satan**

5 We believe that the angels are ministering spirits of God on behalf of all believers (Hebrews
 6 1:6-7, 14). We believe in the personality of Satan, the archenemy of God and the leader of
 7 fallen angels. He deceives the world and is destined to the judgment of an eternal justice in the
 8 lake of fire. We believe that Satan can exercise vast power, but only so far as God allows him
 9 to do so (Job 1:12; Isaiah 14:12-17; Matthew 4:2-11; Matthew 25:41; I Peter 5:8-9; Revelation
 10 12:7-10; Rev. 20:10).

11 12 **D. Man**

13 We believe that man was created in the image God (Genesis 1:27; 2:7) and that, by voluntary
 14 transgression, fell from his sinless state, in consequence of which all men are now sinners and
 15 guilty before God and under the just condemnation of God; (Gen. 3:1-24; Romans 3:23; 5:8,
 16 12). We believe that because of the total depravity of man, the new birth is necessary and can
 17 only be obtained through being born of the Spirit and exercising faith in the Lord Jesus Christ
 18 (Ephesians 2:1-3; John 3:1-7; Romans 3:10-18; Ephesians 2:8-9; Titus 3:5-6). All men, until they
 19 trust and accept the Lord Jesus Christ as their personal Savior, are lost, are darkened in their
 20 understanding, are alienated from the life of God through the ignorance that is in them, are
 21 hardened in heart, and are morally and spiritually dead through their trespasses and sins (Luke
 22 19:10; Romans 1:21; 5:12; Ephesians 2:1, 5; 4:18). We believe in the privilege of the individual
 23 soul to approach God directly through the Holy Spirit (John 14:6; 16:13; Acts 4:13; Ephesians
 24 1:13).

25 26 **E. Salvation**

27 We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a
 28 representative and substitutionary sacrifice to satisfy God's divine justice. So that all who trust
 29 in Him are justified on the basis of His shed blood and are born again of the Holy Spirit and
 30 receive eternal life. (Isaiah 53:5-11; John 1:12; John 3; Romans 3:23-24; 10:9-17; I Corinthians
 31 15:3-4). We believe that our Lord was raised from the dead for our justification, according to
 32 the Scriptures, in the same body, though glorified, in which He lived and died. His resurrected
 33 body is the pattern of that body which at the return of Christ, will be given to all resurrected
 34 believers (Luke 24:36-43; John 20:20; Acts 2:32; Romans 4:25; I Corinthians 15:20-23, 42-45;
 35 Philippians 3:20-21). We believe that our Lord ascended to heaven, was sealed at His Father's
 36 right hand, assuring us of the perfection of His work of redemption, and that He now, as Head
 37 over all things to the church, is engaged on behalf of the saved as Intercessor and Advocate
 38 (Ephesians 1:22-23; I Timothy 2:5; Hebrews 1:2-3, 13; 7:25; I John 2:1). We believe that all who
 39 through faith have received the Lord Jesus Christ as Savior are kept by the power of God. (I
 40 Peter 1:5; John 10:27-29; II Timothy 1:12; Hebrews 7:25)

41 42 **F. The Church**

43 We believe that the Church Universal is the Body and Bride of Christ, a divine organism of
 44 which the Lord Jesus Christ is the Head, and that it is composed of all born again believers
 45 (Matthew 16:16-18 ; Acts 2:47 , 5:14; John 3:3-7 ; I Peter 1:23; II Corinthians 11:1-2 ; Ephesians
 46 1:22-23; Eph. 5:23) A local church is composed of a group of believers who are officially

1 organized, have duly elected officers, and associate themselves together for such things as
 2 corporate worship, the preaching of the Word, celebration of the ordinances, prayer, Christian
 3 service and fellowship (Matthew 28:19; Luke 22:19-20 ; Acts 2:42; 4:32-37; 6:1-4; 14:23; 20:17;
 4 Heb. 10:23-25; 2Tim.4:2;Matt. 18:19, 20, James 5:14, 15, Eph. 6:18)
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6 **G. The Ordinances**

7 We celebrate the ordinances of believers Baptism and the Lord's Supper. (Matthew 28:19; Luke
 8 22:19-20)

9 **Baptism:**

10 We believe that those who receive the Lord Jesus Christ as Savior are instructed to be
 11 baptized. The preaching and teaching of the gospel, a profession of faith, followed by baptism is
 12 the order of events demonstrated in the New Testament. (Acts 8:36-39; Acts 2:41) We
 13 believe in water baptism as a non-saving visible sign of the believer's personal and intelligent
 14 commitment to Christ. (Acts 16:31-33; Eph. 2:8, 9) We believe, further, that water baptism
 15 symbolizes our death, burial and resurrection in the salvation process, and also proclaims our
 16 union and identification with Christ (Romans 6:3-6); and that it is a step of obedience in the
 17 process of discipleship (Matthew 28:19-20). Immersion shall be the regular practice of this
 18 church, unless circumstances require otherwise.

19 **Infant dedication:**

20 While not a New Testament ordinance, infant dedication falls more into the category of a local
 21 church tradition. We encourage this tradition as it affirms the importance of the family and the
 22 desire of Christian parents to raise their children to serve and worship God and our Lord Jesus
 23 Christ. This also serves to remind the church body of our responsibility to continually pray for
 24 and encourage parents and their children in this endeavor. Deut. 6:5-7; Eph. 6:1-4

25 **The Lord's Supper:**

26 The Lord's Supper was instituted by Christ to be observed until He returns. The broken bread
 27 and the cup symbolize the Lord's broken body and shed blood, and eating and drinking is our
 28 remembrance of His suffering and sacrifice for us and in our place (Matthew 26:26-29). We thus
 29 commemorate His death and proclaim it to all. Because of its spiritual significance only believers
 30 should partake of the elements, and this only after self-examination, assuring one of unhindered
 31 fellowship with God (1 Corinthians 5:8; 1 Corinthians 11:23-32; 1 John 1:9). It will be our custom
 32 to observe the Lord's Supper on the first Sunday of each month, unless otherwise announced.
 33

34 **H. The Future**

35 We believe in the personal visible return of Jesus Christ. He will come for His church to gather
 36 them unto Himself. (1Thessalonians 4: 13-18) Immediately following the rapture, Believers will
 37 be judged at the Bema seat of Christ. (2Cor. 5:10, Rom.14:10-12) Following this Jesus Christ,
 38 with His saints, will judge the nations and then establish upon earth His messianic kingdom
 39 (Matthew 25:31-46.) This 1000 year reign of Christ on earth is followed by the final white
 40 throne judgement. (Rev. 20:4-6; 20: 11-15)We believe in the bodily resurrection of the just to
 41 eternal abode in the glory of His presence, and in the bodily resurrection of the unjust unto
 42 judgment and everlasting conscious punishment in the Lake of fire (Daniel 7:13-18; John 14:3;
 43 Acts 1:11; 1 Corinthians 15: 23-25; 51- 52; II Thessalonians 1: 6-10; Rev. 20:4-6; Rev. 20:11-
 44 15)
 45

I. Life and Conduct

Separation unto God for Victorious Living:

As those who are being conformed to the image of His Son, God calls us to be holy. This necessarily requires of us a separation unto God in lifestyle, purpose, and ministry (Romans 12:1-2; I Peter 1:14-16; Rom.8:29). Certain simple practices are commended for the experiencing and maintaining of such a life of victory:

- ❖ Daily study of the Word of God (John 8:31-32; Acts 17:11; Romans 15:4),
- ❖ A consistent prayer life (Luke 18:1; John 14:13-14; Philippians 4:6; Colossians 4:2; I Thessalonians 5:17; Hebrews 4: 14 -16; James 1:5-6),
- ❖ Regular assembling together with other believers (Hebrews 10:23-25 ; I Cor. 14:26)
- ❖ Consistent witnessing to others to the end that they might be saved (Matthew 10:32; Mark 1:17; Luke 8:39; John 20:21; Acts 1:8),
- ❖ Generous, spirit directed giving, proportionate to God's blessing (Matthew 10:8; I Corinthians 16:2; II Corinthians 9:6-8),
- ❖ Some real part in going, praying and giving for the preaching of the gospel in all the world (Luke 24:46-48; Matt. 28:19, 20; Mark 16:15; Acts 13:47).

Separation from Sin:

As new creations in Christ, believers are to consider themselves as dead to all sin as well as abstain from worldliness or entangling alliances with unbelievers as is taught in (2 Cor. 5:17; Colossians Ch. 3; II Corinthians 6:14-7:1; I John 2:15-16; Rom. 6:8-14.) We believe that the child of God should be very careful not to become involved in behaviors that could become harmful to their witness for the cause of Christ, or become a stumbling block to a fellow believer (I Thessalonians 5:22; I Corinthians 8:9; Matthew 18:6; Rom. 14:19) In the process of growing in sanctification, God cannot overlook sin in his children and will, therefore, chasten and correct them in love. (Psalm 94:12; Prov. 3:12; Heb. 12:4-11; John 15:2)

Operational Procedures

I. Membership

Any person who trusts in the Lord Jesus Christ as their personal Savior and demonstrates and understanding of and a lifestyle commitment to the Constitution, Statement of Faith, and the Operational Procedures of this church, shall be welcomed into the membership of this church. Members are in frequent attendance at the worship services and activities and contribute to the material and spiritual needs of the church. They are willing to serve the Lord through the ministries of this church according to their strengths, abilities, and spiritual gifts. Members have family time around God and His Word, and endeavor to bring their children u in the nurture and admonition of the Lord (Ephesians 6:4)

Reception of Members: A person desiring membership shall fill out a church membership application and shall give it to an Elder or the Pastor. Candidates for membership shall be interviewed by the Elders and Pastor regarding the above criteria. Upon affirmative vote of the Elder Board, the candidate is granted church membership. The new members shall be welcomed publicly at the next convenient worship service

Termination of Membership: Names shall be deleted from the membership roll due to death of a member, by request of the member, and by dismissal of a member. A member may be dismissed when:

- 1 1. The member persists in sin even after gentle and loving attempts by the Elder Board in
- 2 reproof, rebuke, and correction,
- 3 2. Sufficient evidence has been presented to the Elder Board which shows that the member
- 4 continues to adhere to teaching that is contradictory to sound Biblical doctrine,
- 5 3. The member has ceased to be involved in the church for an extended period of time.

6 Each year the Elder Board, will make contact with those members who have so ceased to be
 7 involved; seeking to understand their status and intentions regarding involvement here. The
 8 names of active church members will be posted and updated annually.

9 The expectation and encouragement is that all members be fully informed before voting on
 10 church business. If a person does not attend for 6 consecutive months voting privileges will be
 11 forfeited. The board will contact them to discuss their status being changed from active to
 12 inactive. Resumed attendance and participation in church life would change the person's status
 13 back to active, thus restoring their voting privileges.

14 In the case of church discipline, a vote required for dismissal of a member shall be 2/3 vote by
 15 the members in attendance, acting upon recommendation of the Elder Board at a duly called
 16 business meeting. In matters not pertaining to church discipline, it shall be at the discretion of
 17 the elder board acting in consideration of item 3 above as to a person's membership status.

18 **Restoration of Membership:**

19 Any person may be reinstated to membership by action of the Elder Board.

20 **Discipleship of Members:**

21 The discipleship of the members shall be guided by the Elder Board and shall be exercised with
 22 all due care and Christ-like love in all the ministries of the church in accordance with Scripture.
 23 All who join this church shall put themselves under the loving, shepherding care of the Elders
 24 (Hebrews 13:17), Discipleship shall be two kinds; formative and corrective. Formative
 25 discipleship has to do with the process of spiritual growth, maturity, sanctification; and every
 26 member is expected to be in this process of discipleship that leads one to Christ-likeness (I
 27 Corinthians 12:12-27, Ephesians 4:12-13, Hebrews 12), Corrective discipleship is called for
 28 when a believer is living in disobedience to the Word of God, is living in a lifestyle of sin. The
 29 purpose of corrective discipleship shall be to vindicate the honor of Christ, to promote the
 30 purity of His Church, and to reclaim the disobedient one to repentance and fellowship. The
 31 purpose and procedure of corrective discipleship is presented in God's Word in such places as
 32 Mathew 18:15-17, Galatians 6:1, II Thessalonians 3:6-15, Titus 3:10-11. If efforts of corrective
 33 discipleship fail to bring about a person's repentance, that person shall be furnished with seven
 34 days written notice from the Elder Board about the cause for his/her potential termination of
 35 membership, and the meeting time and date at which such a vote will be held.

37 **2. Covenant**

38 Having been led by the Holy Spirit of God to trust in the Lord Jesus Christ as our Savior, we
 39 covenant together, with God's help, that as strangers and pilgrims in this world, we will put
 40 away from us all bitterness and wrath and anger and clamor and evil speaking...and be kind to
 41 one another, tenderhearted, forgiving one another, even as God through Christ has forgiven us
 42 (Ephesian 4:31-32); that as we have opportunity, we will do good to all men, especially unto
 43 them who are of the household of the faith (Galatians 6:10); we will abstain from entanglements
 44 with sins which wage war against the soul (I Peter 2:11); that we will remember and allow the

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1 shepherding leadership of those who have the oversight over us, who speak unto us the Word
 2 of God (Hebrews 13:7); and that we will give as God has prospered us (I Corinthians 16:2),
 3 not grudgingly or out of necessity, for God loves a cheerful giver (II Corinthians 9:7).
 4

5 **3. Church Government**

6 Form of Government: The form of government of this church shall be Elder/Congregational,
 7 each member having a voice and vote in the affairs of this church.

8 Elected Officers: The elected officers of this church shall be: Elders, Deaconesses, Church
 9 Secretary, Church Treasurer, and Sunday School Superintendent. Only church members who
 10 are twenty-one years of age or older may be elected to these offices.
 11

12 **Pastors**

13 The Pastor is described as one of Christ's gifts to the church, whose principle role is to edify or
 14 spiritually build and develop lives of fellow believers in order that they may do the work of the
 15 Lord and grow to maturity in Jesus Christ. He is under-shepherd of Jesus Christ to the flock
 16 over which he has been called and appointed. As shepherd, his role is one of spiritually feeding,
 17 caring for, and guiding the flock. The pastor, as an Elder, is expected to bring to the people
 18 both wisdom and example for their growth. He shall be *ex-officio* member of all boards and
 19 committees, having a vote the same as others. At the direction of the Elder Board, he will
 20 abstain from votes that directly affect his package of benefits. He and his wife (if married) shall
 21 become members of this church upon acceptance of his call.
 22

23 **Call of Pastor**

24 When the church deems it necessary to call a man to serve as a Pastor, the Elder Board and
 25 three additional church members, appointed by the Elder Board, shall be constituted as a
 26 Search Committee to seek out such a man. Upon location of a man, the Search Committee
 27 shall examine him on the basis of his personal faith in the Lord Jesus Christ as his Savior,
 28 doctrinal beliefs, past conduct, pastoral experience, formal education, and other areas
 29 considered necessary for such office. After such examination, the Search Committee shall invite
 30 the candidate to preach at a Sunday Worship Service, and he shall be given as many other
 31 opportunities as possible to meet the membership. He shall be called to become Pastor upon a
 32 vote of eighty percent of members present at a constitutionally called congregational meeting. It
 33 is preferable to consider only one candidate at a time. Upon election by the congregation, the
 34 Elder Board shall issue a written call. The call shall stipulate the remuneration package, the
 35 period of annual vacation, arrangements for housing, travel, continuing education, etc. Upon
 36 arrival to begin his pastorate, he shall be recognized in his call before this congregation at an
 37 appropriate installation service arranged by the Elder Board. Once a man has been called to
 38 serve as Pastor, if he is not already ordained, the process of his ordination shall begin by this
 39 local congregation within the first year of his pastorate.
 40

42 **Release or Resignation of Pastor**

43 If at any time the Pastor shall make application to be released from his pastorate here or if the
 44 relations between Pastor and congregation become such as to be detrimental to the welfare of
 45 this church, the relationship may be terminated by the congregation in sixty days from the date

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1 of notice of intention, or in a shorter period of time if it is mutually agreed upon. The Elder
 2 Board shall have authority to consider this matter and make recommendation the congregation.
 3 A 2/3 vote by written ballot by members present at a constitutionally called congregational
 4 meeting shall release the Pastor. If at any time the Pastor's personal beliefs, preaching, and
 5 teaching are not in agreement with the Word of God and the Statement of Faith of this church;
 6 his services may be terminated immediately following a constitutionally-called congregational
 7 meeting at which his dismissal has been decided by a 2/3 vote of members present. In such a
 8 termination, two months' salary shall be advanced and one month will be given to vacate the
 9 premises (office and parsonage).

10 **Elders**

11 Elders are men, recognized as mature spiritual leaders within the congregation, qualified to give
 12 oversight in love and grace to the affairs of shepherding the congregation. The Elders serve the
 13 congregation through personal example and personal guidance according to the will of God.
 14 Qualifications are set forth in I and II Timothy, Titus, Acts 20, and I Peter 5, Elders are to be
 15 known for their consistent well-ordered lives, blameless in moral aspects. Elders are to be
 16 hospitable as well as a good manager of his own household. Placing the proper value on
 17 material things, the Elder is not to be preoccupied with the quest for material gain. The Elder
 18 should be recognized as a true gentleman. He should be an able teacher of God's word, deeply
 19 rooted in the Word of God, thereby not a novice. Whether serving individually or collectively
 20 as a board, Elders are to seek the mind of the Lord in all matters of shepherding the flock.
 21
 22

23 **The Shepherding ministries of the Elders**

- 24 ❖ Shepherd the flock in vision, organization, membership issues, worship, fellowship,
 25 ministries, discipleship, evangelism, body life, ordinances, facilities, conduct and
 26 discipline, outreach, assimilation, missions, mercy, legal and custodial care for church
 27 property-deeds-titles-insurance, budget, and salaries.
- 28 ❖ Monitor and promote the spiritual health of the church. As a reminder and with the goal
 29 of promoting unity concerning our statement of faith, people serving in leadership
 30 positions within the Dayton Community Church will be required to sign on in agreement
 31 with our statement of faith annually.

32 This would apply to those who are the primary leader(s) of a ministry. The leaders are
 33 responsible to make sure that all teaching materials and subjects taught by others within
 34 their ministry respects and honors the intent of our Statement of Faith.

35 This will include but is not limited to leaders in Sunday school, AWANA, bible studies
 36 associated with the Dayton Community Church, youth group ministries and Praise team
 37 leaders.

38 In practice it will be expected that those leading will review the DCC statement of faith
 39 with those teaching under their leadership to insure that they will have an understanding
 40 and awareness of its content. As an example, the Sunday school superintendent reviewing
 41 the statement of faith with the Sunday school teachers before the start of the school year.
 42 2Tim. 3:16, 17,*Titus 1:9, *Heb. 13:17

43 *(Note; while in context these verses refer to the responsibilities of Elders and the
 44 teaching of the Apostles, the principles of responsibility and accountability applies to all

1 who would lead and teach in the ministry of the Gospel of our Lord and Savior, Jesus
2 Christ.)

- 3 ❖ Lead and develop the broad areas of the ministry {to provide opportunities for people
4 to grow in their conformity to the image of Christ. (Rom.8:29) These key areas are;
5 Worship, Discipleship, Evangelism, Fellowship and Personal Ministry
- 6 ❖ Be in charge of the church financial affairs,
- 7 ❖ See that the church is legally incorporated,
- 8 ❖ Recommend to the congregation changes as necessary for the raising of the pastor's
9 salary and provide for his ministry expenses,
- 10 ❖ Not buy, sell, mortgage, or transfer any of the real property of the church without
11 church approval,
- 12 ❖ Meet at least monthly, a majority present being a quorum, decisions made by majority.
13 Every reasonable effort shall be made to notify elders of all meetings. The Chairman or
14 his designate must be present to decide and enact official business. The Elder Board shall
15 select a chairman from its own number immediately following the Annual Meeting. In
16 addition to chairing the Elder Board, he shall also serve as moderator of the
17 congregational meetings.
- 18 ❖ Meet for "special meetings" when called by the pastor, the chairman, or any two Elders
19 so desiring to meet,
- 20 ❖ Periodically solicit the congregation's evaluation of the condition and needs of the
21 congregation
- 22 ❖ Arrange for pulpit supply,
- 23 ❖ Authorize emergency disbursements of unbudgeted items under \$10,000 necessary for
24 the daily operations of the church (such as furnace, water heater etc.),
- 25 ❖ Provide leadership and guidance for the formation of and function of committees as
26 needed,
- 27 ❖ Be intentional to promote and encourage participation and development of leadership
28 skills for all areas of ministry as well as the office of elder.
- 29 ❖ Prepare the agenda for the Annual Meeting
- 30 ❖ Be elected at the Annual Meeting or a specially called meeting. Once elected, an Elder
31 shall continue to serve as long as he maintains character and lifestyle consistent with the
32 biblical definition of an Elder; but may be removed from office at any time by the
33 congregation for reasons and in the manner described in the word of God (I Timothy
34 5:19-20... Do not receive an accusation against an Elder except on the basis of two or
35 three witnesses. Those who continue in sin, rebuke in the presence of all. So that the
36 rest also may be fearful of sinning). An Elder may resign from office at any time if he
37 feels so led by God.
- 38 ❖ Each individual Elder will be retained in office by a 2/3 vote of the congregation every
39 two years (at the Annual Meeting date closest to the anniversary date of their election).

40 **Deaconesses shall:**

- 41 ❖ Be women of spiritual maturity who will assist the Elders and Pastor in the shepherding
42 care of the congregation,
- 43 ❖ Prepare the bread and cup for observances of the Lord's Supper and see that wafers and
44 juice are in supply,
- 45 ❖ Assist ladies and girls who need help while being baptized,

- ❖ Send flowers or gifts for funerals or hospitalizations as outlined in the Flowers Policy,
- ❖ Counsel females in situations where male counselors are not advised,
- ❖ Send cards of greeting and encouragement as situations arise, keeping a supply of cards on hand,
- ❖ Coordinate (under Elder's oversight) the church's endeavors of visitation, mercy, and relief for those who God reveals to us who are in need,
- ❖ Be elected at the Annual Meeting to a two-year term and may succeed self in office indefinitely.

Church Secretary Shall:

- ❖ Keep a faithful record of the proceedings of all church business meetings, all Steering Committee meetings, and for special Elder Board meetings at the request of the Elders; and shall submit that record for revision or correction at the following meetings,
- ❖ Keep a record of baptisms,
- ❖ Issue letters of dismissal as directed by the church,
- ❖ Keep all important correspondence on file,
- ❖ Keep all official church reports and records on file,
- ❖ Be elected at the Annual Meeting to a term of two years and may succeed self in office indefinitely.

Church Treasurer shall:

- ❖ With the bookkeeper, carry out all the duties below in a manner in keeping with good accounting procedures,
- ❖ Receive the funds of the church and verify those funds in cooperative count with another person,
- ❖ Deposit in the bank account (within one to three days) the funds received,
- ❖ Disburse charitable funds under direction from the Elder Board,
- ❖ Pay regular bills (utilities, ministry expense, etc.) within the month of reception,
- ❖ Pay special bills as directed by the Elder Board,
- ❖ At the Elder's meetings, the bookkeeper shall make a monthly financial report, which is a current and complete list of all financial assets and liabilities,
- ❖ The bookkeeper shall make an annual report to the church regarding all financial matters,
- ❖ The treasurer and the bookkeeper shall furnish bond adequate to cover the risk of this position, the fee for which shall be paid by the church,
- ❖ The treasurer shall be elected at the Annual Meeting to a two-year term and may succeed self in office indefinitely.
- ❖ The bookkeeper is a salaried, contract employee hired at the direction of the board of elders.

Sunday School Superintendent shall:

- ❖ Call summer meetings for the Sunday School Committee (Sunday School Supt., Sunday School teachers, an Elder, the Pastor) to select teachers and assistant teachers for the upcoming "school year,"

- ❖ Coordinate the Sunday School Committee so that good quality material is selected for the Sunday School, to see that adequate classroom space is available for all classes, to see that supplies needed for each classroom are in good supply, and to see that a nursery is available and staffed during the Sunday School hour,
- ❖ Recognize and thank the teaching staff,
- ❖ See that preparation is made for the Sunday School Christmas Eve Program
- ❖ Post a list of classes offered, teachers of each class, and a map/drawing showing the location of classrooms,
- ❖ With the Sunday School Committee set the schedule when Sunday School will be in session,
- ❖ Be elected at the Annual Meeting to a two-year term and may succeed self in office indefinitely,

14 **Terms of Office**

15 Elders may remain in office as long as one maintains character and lifestyle consistent with the
 16 Biblical definition of an Elder and is retained in office by a 2/3 congregational vote every two
 17 years. He may be removed from office at any time by the congregation for reasons and in the
 18 manner described in the Word of God (I Timothy 5:19-20). Deaconesses, Church Secretary,
 19 Church Treasurer, and Sunday School Superintendent are all elected to a two-year term.
 20 Service for all elected officers will begin upon election and terminates at the conclusion of the
 21 Annual Meeting when one's term expires and he or she is not re-elected. Any elected officer
 22 who desires to relinquish his or her office before the completion of his or her term shall do so
 23 by written resignation to the church through the Elder Board. Upon acceptance, it shall be the
 24 responsibility of the Elder Board to see that the vacancy is filled as soon as possible, calling a
 25 special business meeting to vote upon the nominee(s) they present.

27 **Nomination for Church Offices**

28 At least two weeks in advance of the Annual Meeting or any specially called meeting, it shall be
 29 the responsibility of the Elder Board to work with the congregation to provide the church with
 30 nominees for the office of Elder. Other officers will be nominated and posted by the
 31 Nominating Committee at least two weeks prior to the Annual Meeting.

33 **Committees**

34 Committees shall be appointed by the Elder Board to organize and accomplish specific ministry
 35 tasks of this church. Job descriptions for each committee shall be written and kept current by
 36 the Elder Board, which also gathers job description input from the committee. Term of office
 37 on a committee is two years, and a person may succeed self indefinitely. Each committee shall
 38 select its own chairman and secretary. The chairman shall be a member of the church. Each
 39 committee shall work in cooperation with an Elder so that the committee is in close
 40 communication with and under the supervision of the Elder Board. Committees shall keep
 41 minutes of their meetings and provide a summary of their year's activity for the Annual Report.
 42 The frequency of committee meetings is determined by the nature of its work.

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44
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1 **Communications meetings:**

2 Meetings will be scheduled in January, May and August of each year, with leaders or
3 representatives of all ministries and committees. At any time if more involvement is necessary,
4 meetings can be held more frequently.

5 The purpose of these meetings is to coordinate efforts and keep up to date on issues and
6 changes affecting church ministry. The meeting will be chaired by a member of the elder board
7 or its representative. The chairmen of these meetings will assign someone to take minutes. Any
8 business arising out of these meetings that requires action by the elder board will be on the
9 agenda of the next scheduled elders meeting.

10

11 **Decisions Requiring Congregational Action**

12 The following matters shall require congregational action:

- 13 ❖ The call, ordination, and dismissal of pastoral staff
- 14 ❖ The buying, selling, mortgaging or transfer of real properties involving a value of \$1000
15 or more
- 16 ❖ The modification of the Church Constitution, Statement of Faith, the Operational
17 Procedure, the church name, or matters relating to the affiliation with any kind of
18 association, fellowship, or denomination
- 19 ❖ Adoption of the church budget
- 20 ❖ Election on the church officers
- 21 ❖ Any other matters for which the Elder Board deems it necessary or wise to include the
22 congregation for its thoughts and decisions

23 (The Elder Board is given responsibility and authority to act in other matters, knowing that they
24 are accountable to the Lord Jesus Christ and this congregation to shepherd this flock according
25 to the Will and Word of God.)
26

27 **Congregational Meetings**

28 The **Annual Meeting** of the congregation shall be held within the month of January. At this
29 meeting a current financial statement shall be heard and received. The next year's budget will
30 be presented by the Elder Board for adoption. Annual reports may be heard or circulated.
31 Voting for elected officers will take place. Matters within the powers of the congregation may
32 be discussed and voted upon, provided that those matters were presented to the Elder Board
33 two weeks before the Annual Meeting for inclusion on the agenda. Two weeks public notice
34 shall be given of an upcoming Annual Meeting. Nominees to elected offices, the proposed
35 budget for the next year, and all other business to be considered shall be posted two weeks
36 before the Annual Meeting. Unintended omissions on the agenda may be added by the Elder
37 Board as long as the congregation has at least one week notice. Only items on the agenda will
38 be discussed at the Annual Meeting. **Special Business Meetings** may be called by the Elder
39 Board for the purpose of exercising constitutional powers of the congregation, or for discussing
40 matters of importance to the congregation. Two weeks' notice shall be given of such meetings,
41 and no business may be transacted other than that specified in the call to meet. The Elder
42 Board shall be required to call a special congregational meeting when requested to do so by
43 twenty-five percent of the members. **Emergency meetings** could be called without a two-
44 week notice in the event of a catastrophic situation (such as fire, tornado, etc.) The quorum
45 required to transact business at a business meeting shall be thirty-three percent of members.

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1 The church secretary shall provide this number. Church business meetings shall be chaired by
 2 the Elder chairman, or by his designate. Only members who are eighteen years of age or older
 3 shall be able to vote. Persons currently under church discipline shall not be able to vote. For
 4 the election, voters shall be supplied with a ballot of nominees prepared by the Nominating
 5 Committee, and there shall be a provision for a “yes” or “no” response after each name, For a
 6 vote on an issue, voters shall be supplied with a ballot for that issue with provision for a “yes”
 7 or “no” response to be given by the voter. Votes for electing officer and for deciding issues
 8 before the church shall be by written ballot, Nominations from the floor will not be accepted.
 9 Elected persons shall serve until their successor is elected and installed. Official vacancies
 10 occurring between Annual Meetings may be filled at special business meetings. There shall be
 11 no absentee voting. A simple majority of the votes cast will decide all matters, except for those
 12 matters required in the Operational Procedures to have a certain minimum for passage.
 13 Matters requiring more than simple majority are:

- 14 ❖ Call of pastor...80%, release of a pastor...2/3 vote
- 15 ❖ Ordination of pastor...80%
- 16 ❖ Election/ordination of an Elder...80%, retention of an Elder...2/3 vote
- 17 ❖ Purchase, sale, mortgage or transfer of church real property...2/3 vote
- 18 ❖ Termination of membership...2/3 vote
- 19 ❖ Constitutional, Statement of Faith, or Operational Procedures amendment...2/3 vote
- 20 ❖

21 **Fiscal Year and Financial Policy**

22 The fiscal year of this church shall begin January 1 of each year. This church shall have no
 23 pledges, canvass, nor solicitation of funds from its members and attendees, or from those
 24 outside the church. This shall not mean that needs cannot be made known, but that individual
 25 appeals shall not be made. The New Testament rule of giving is found in I Corinthians 16:2,
 26 “Upon the first day of the week let every one of you lay by him in store, as God has prospered
 27 him.” Cheerful, proportionate, generous, and Spirit-led giving brings blessing and is the privilege
 28 and responsibility of all believers in Christ. The yearly budget adopted by the congregation is to
 29 guide in the income and expenses of this church, knowing that unexpected financial events may
 30 need to be addressed during the year. Purchases by the church shall be within the church
 31 budget unless otherwise approved by the Elder Board. All organizations within the church
 32 handling monies of the church shall make a financial statement in their Annual Report.
 33

34 **Parliamentary Rules**

35 We will endeavor to use Robert’s Rules of Order (latest revision) in the parliamentary
 36 procedure in all congregational and Steering Committee meetings of this church.
 37

38 **Amendments**

39 This Constitution, Statement of Faith, and Operating Procedures may be amended by a 2/3 vote
 40 of members present at a constitutionally called meeting of the congregation. Public notice of
 41 such meeting, stating the proposed change shall be given to the church at least two weeks prior
 42 to the meeting.
 43
 44
 45

4. Ordination and Commissioning

This church shall have authority to ordain Pastors and Elders, and to commission missionaries. A council shall be called together for each situation and shall be comprised of members of the Elder Board and an equal number of members elected by the congregation to serve on such a council. Ordination is the official recognition by the church of someone who is especially prepared, qualified, and spiritually gifted for a leadership/shepherding role in the church. Also, it is the official appointment by the church to such leadership/shepherding ministerial offices in the church (Acts 13: 1-3, I Timothy 4:14, 5:22).

An individual wishing to be ordained as Pastor shall make this known to the Elder Board who shall then call together an ordination council to examine the candidate. The examination shall include his call to the ministry, education, Christian experience, reputation, character, doctrinal beliefs, and demonstrated proficiency in Christian service through pastoral ministry. Based upon the findings of the examination, the council shall then decide whether to recommend the candidate to the congregation. In the event that the vote of the council is not unanimous, the actual vote count will be presented to the congregation along with its recommendation.

Ordination will be granted when eighty percent of the members present at the constitutionally called congregational meeting so order.

Elders shall be ordained whose lives meet the tenor of the qualifications set forth in the Scriptures for this office (I & II Timothy, Titus, Acts 20, and I Peter 5). An elder wishing to be ordained shall make this known to the Elder Board who shall then call together an ordination council to examine the Elder. The examination shall include an affirmation of the above qualifications, his call to the shepherding ministry, and his proficiency in Christian Service in Shepherding the flock and in handling the Word of God. The process is then taken to the congregation, as is the ordination for a pastor. Ordination of an Elder is for life, and re-ordination is not to be practiced unless a man be suspended on disciplinary grounds, in which case he may be re-ordained after due repentance and restitution.

Missionaries shall be commissioned for missionary service whose lives evidence a true Christian experience and a specific leading in response to God's call (Acts 13:2-3). An individual wishing to be commissioned shall make this known to the Elder Board which shall then examine the candidate for his Christian walk, education, reputation, character, doctrinal beliefs, and demonstrated proficiency in Christian service. The recommendation of the Elder Board, after examination as to whether or not to commission the missionary, shall be presented to the congregation for a vote. In the event that the vote of the Elder Board is not unanimous, the actual vote count will be presented to the congregation with the recommendation.

Commissioning will be granted when eighty percent of the members present at a constitutionally called congregational meeting to order.

This church shall ordain only Pastors and Elders, and commission only missionaries who support the Statement of Faith and Constitution of this church. It shall be within the power of the Elder Board to discipline or revoke the ordination credential of any ordained by the church, if said person is found guilty of a perpetual lifestyle of doctrinal heresy or immoral conduct. The individual disciplined under this provision shall have the right to appeal to the congregation within sixty days after the decision of the Elder Board.

5. Worship Services

The Sunday worship services, and any corporate mid-week services shall meet as ministry opportunities arise as encouraged and affirmed by the Elder Board. The ordinance of the Lord's

1 Supper shall be observed monthly, normally the first Sunday of the month. Special observances
2 of the Lord's Supper may be held at the discretion of the Elder Board. Services for baptism of
3 believers shall be arranged when candidates are forthcoming.

4