

**CONSTITUTION OF  
CROSSROADS BIBLE CHURCH  
855 OLD HUNTINGDON PIKE  
HUNTINGDON VALLEY, PA 19006**

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In subscribing to this Statement of Faith we by no means set aside or undervalue any of the Scriptures of the Old and New Testaments, all of which we believe to be God's own written Word, given to us by the inspiration of the Holy Spirit, but the knowledge and belief of the truth as stated in our Statement of Faith we deem necessary to sound doctrine, and therefore requisite for Christian fellowship.

● **ARTICLE IV. MEMBERSHIP RESPONSIBILITIES AND PRIVILEGES**

Church members must be committed to:

1. Protect the unity of the church - Rom. 14:19  
...by acting in love towards other members - 1 Pet. 1:22  
...by refusing to gossip - Eph. 4:29  
...by following godly leaders - Heb. 13:1
2. Share the responsibility of the church  
...by praying for its growth - 1Thess. 1:1-2  
...by inviting the non-churched to attend - Luke 14:23  
...by warmly welcoming those who visit - Rom. 15:7
3. Serve the ministry of the church  
...by discovering and using their gifts and talents - 1Pet. 4:10  
...by being equipped to serve - Eph. 4:11-12  
...by developing a servant's heart - Phil. 2:3-5  
...by sharing the gospel – Matt 28:18-20
4. Support the testimony of the church  
...by attending faithfully - Heb. 10:25  
...by living a godly life - Phil. 1:27  
...by giving regularly and cheerfully- 2 Cor. 9:6-8

● **ARTICLE V. MEMBERSHIP**

**SECTION 1 - ADMISSION**

Any person professing faith in the Lord Jesus Christ as Savior, manifesting the fruit of the Spirit, accepting the beliefs and practices of this church as set forth in its Constitution, and having been baptized by immersion since salvation may make application for membership to the Pastor and Deacons. Persons with physical constraints may be granted membership without Baptism at the discretion of the Pastor

and Deacons. Following approval by the Pastor and Deacons, the applicant will be extended the right hand of fellowship in a regular worship service and become a member at that time. Names of new members added to the church will be provided to the church in writing in the Annual Report.

## **SECTION 2 - TYPES OF MEMBERSHIP**

### **A. Active membership**

An active member is a member who has not been declared inactive or placed under discipline by the Pastor and Deacons. There are two categories of active membership.

1. Voting member - A voting member is an active member who is eighteen years of age or older.
2. Non-voting member - A non-voting member is an active member who is under eighteen years of age.

### **B. Inactive membership**

The membership shall be reviewed at least annually to determine active and inactive members. An inactive member is a member who has not been in regular attendance at church services for six months. (Exceptions are cases of absence due to illness, infirmity, Christian service, military service, employment schedule, temporary relocation, an extended vacation, or educational endeavor away from the immediate area.) After reasonable effort by the Pastor and Deacons to contact the member personally regarding the absence, the member will be designated "inactive" by the Pastor and Deacons and so notified in writing. Members so designated will not hold voting rights, be entitled to participate in church business meetings or affect a quorum. An inactive member may be reinstated as a regular member by the Pastor and Deacons at their discretion after three months of regular attendance at church services.

## **SECTION 3 - REMOVAL**

Names of members having been removed from the membership will be provided to the church in writing in the Annual Report. A member may be removed from the membership of this church by the Pastor and Deacons by the following methods.

### **A. Request**

A member may be removed from the membership upon his/her request to the Pastor or Deacons.

## B. Joining another church

Should the Pastor or Deacons receive reliable information that a member has joined another church that member may be removed from the membership.

## C. Inactivity

After review by the Pastor and Deacons, an inactive member who has indicated no interest in attending services will be removed from the membership and so notified in writing.

## D. Decease

A deceased member will be removed from the membership immediately.

## E. Discipline (See Section 4 – Discipline)

### **SECTION 4 - DISCIPLINE**

Matters of church discipline will be guided by God's word as stated in Matthew 18:15-17; 1 Cor 5:4-13; 6:1-8; and Galatians 6:1. If any member falls into grievous sin or promotes heretical doctrine or discord and fails to repent shall be subject to church discipline.

The objective of church discipline is to lovingly confront a sinning brother so that the member repents of their grievous sin and is restored to fellowship with God and the church.

The following is the process of church discipline:

#### A. Informal discipline

Preceding formal church discipline, a witness to the sin will personally and privately encourage the member to repent. (Matt. 18:15; Gal. 6:1-2) Should the member not repent, the witness will take one or two other witnesses to encourage the member to repent. (Matt. 18:16) Should the member still not repent, the witnesses will officially advise the Pastor and Deacons of the member's sin and refusal to repent. The Pastor and Deacons will investigate the situation and interact with the accused member. (Matt. 18:17)

#### B. Formal discipline

If the Pastor and Deacons determine that the accusations of sin and failure to repent are true, they shall declare the member under discipline and advise the church membership of their action at a duly called Congregational Business Meeting. A member under discipline shall not hold voting rights, affect a quorum or be entitled to participate in church business meetings. If reasonable efforts on the part of the church membership fail to bring the member to repentance, the church shall have final authority

to remove the member from the membership at any duly called Congregational Business Meeting. (Matt. 18:17; 1 Cor. 5:1-13)

## ● **ARTICLE VI. OFFICERS BY ACTION OF THE CONGREGATION**

### **SECTION 1 - PASTOR, ELDER, OVERSEER**

#### A. Qualifications

1. The Pastor must meet the Scriptural qualifications set forth in 1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-4; Hebrews 13:7,17; Acts 20:17, 28; Ephesians 4:11.
2. He must be called of God to the gospel ministry, and be adequately trained to fulfill his responsibilities.
3. He must be in accord with the Statement of Faith of this church and be willing to uphold its Constitution.

#### B. Call

Upon the resignation, dismissal, or death of the Pastor, the Deacons shall appoint a Pastoral Search Committee from the voting membership of the church and designate a chairman. The Pastoral Search Committee will consist of a minimum of eight members, no fewer than three of whom shall be from the voting membership at large. This committee will consider prospective candidates and be responsible to the Deacons. Regular progress reports will be given to the Deacons and to the congregation in the church bulletin. The Pastoral Search Committee shall present viable candidates to the Deacons for their consideration. The prospective candidates shall be interviewed at a joint meeting of the Pastoral Search Committee and the Deacons. Subsequent to that interview, the Deacons shall vote by secret ballot whether or not to submit one candidate's name to the congregation for a vote. Fifty-one percent of the deacon board shall constitute a quorum and an affirmative vote of 75% shall constitute an approval. The prospective candidate shall become a candidate and be invited by the Pastoral Search Committee to preach. The candidate shall be interviewed by the congregation at a time determined by the Deacons and the Pastoral Search Committee.

At a duly called Congregational Business Meeting, the congregation will decide by written ballot whether or not to extend a call to the candidate. Thirty-five percent of the voting membership will constitute a quorum to vote on the call of a Pastor. An affirmative vote of eighty-five percent of the voting members present at the meeting will constitute a call to the candidate.

#### C. Tenure

1. When a Pastor is called, his service shall be for an indefinite period of time.
2. The Pastor may terminate his ministry at this church by submitting his resignation in writing to the Deacons three months prior to the effective date. After

such notice the resignation shall be announced to the congregation within one month. The three months notice may be waived by the mutual consent of the Pastor and the Deacons.

3. After the failure of reasonable efforts by the Deacons to address Biblical concerns regarding the Pastor's ministry, the church may dismiss him by the following procedure:

The Deacons shall notify the Pastor in writing of their intent to recommend that the congregation dismiss him. The congregation shall vote on the recommendation at a Congregational Business Meeting duly called for this purpose. Thirty-five percent of the voting membership will constitute a quorum to vote on the dismissal of a Pastor. An affirmative vote of sixty-six and two thirds percent of the voting members present at the meeting shall be required for dismissal. Dismissal shall become effective immediately after the Congregational Business Meeting at which the vote is taken. The Pastor shall be notified in writing by the Deacons of his dismissal by the congregation and the effective date. Following dismissal by the congregation, the Pastor's service to the church shall end immediately, though his salary and benefits will continue for three months unless reduced by mutual consent of that Pastor and the Deacons.

#### D. Responsibilities

1. The Pastor as the Spiritual overseer and elder of the congregation is to lead, teach, and shepherd the church equipping believers for their ministry
2. He shall be responsible for the pulpit ministry, and for the ordinances of the church.
3. He shall attend all Deacon meetings as a voting member except in matters concerning personal compensation.
4. He will serve as an ex-officio (non-voting) member of all boards and committees of the church and its component organizations.
5. He will keep the Deacons and congregation formally informed of the Spiritual progress and status of the church at least annually.

## **SECTION 2 - ASSISTANTS TO THE PASTOR AND OTHER STAFF**

The titles, duties, salary, benefits, and responsibilities of positions to be filled by assistants to the Senior Pastor shall be presented in detail to the church membership at a constitutionally called business meeting. A three-fourths vote by the members present shall constitute approval for the position. Once the position has been established the board will have the authority to hire and fire people for administrative positions (secretary, janitorial, etc.). For staff positions the Senior Pastor shall recommend to the Deacons those of his choice to assist him in his ministry both full and part time. An affirmative vote by three-fourths of the Deacon Board shall constitute approval. Then the

candidate will be presented to the congregation for its' approval by three-fourths of the voting members present.

Assistants to the Pastor and other staff members shall be nonvoting members of all boards concerned with work in their respective areas. Assistants to the Pastor and other staff members shall be responsible to the Pastor.

Should a member of the Pastoral Staff decide to resign, a letter of resignation giving thirty days notice shall be expected. The Pastor shall present the resignations to the Deacons and membership. The thirty days or any part thereof may be waived by the Deacons should it seem to be in the best interests of the church to do so. Severance pay shall be determined by the Deacons.

### **SECTION 3 - DEACONS**

#### **A. Qualifications**

Deacons must meet the qualifications found in 1 Timothy 3:8-13. They must be male voting members of the church and have been in good standing for at least one year prior to their election.

#### **B. Election**

Members of the church may recommend names for consideration by the Nominating Committee. Names must be submitted to the Nominating Committee in writing no less than six weeks prior to the election. The committee and Pastor will interview potential candidates regarding their desire and qualification for office. Names of nominees will appear in the church bulletin on two consecutive Sundays prior to the election. In the same manner, a Deacon may be elected to complete the unexpired term of another Deacon at any duly called Congregational Business Meeting.

#### **C. Number and term of office**

The number of Deacons is determined by the Nominating Committee, with consideration to the size of the congregation and demands of the ministry. A minimum number of four deacons shall be maintained. The regular term of service for a Deacon is three calendar years. A Deacon elected to complete the unexpired term of another Deacon shall take office immediately upon election. A Deacon may be eligible to succeed himself to that office if elected. A Deacon may not participate on the Nominating Committee when he is being considered for reelection. After two consecutive terms of service a deacon shall take at least one year of leave. Under special circumstances the term limit may be extended with congregational approval.

#### **D. Removal (See article V. Membership Section 4 – Discipline)**

#### **E. Responsibilities**

The responsibilities of the Deacons shall include but not be limited to:

1. Assisting with the ordinances of baptism and communion.

2. Serving alongside the Pastor in caring for the needs of the congregation.
3. Serving in the church so that the Pastor can give himself fully to the ministry of the Word and Prayer.
4. Being aware of and sensitive to the financial and temporal needs within the congregation and using the Benevolent Fund to help meet these needs.
5. Serving as the trustees of the corporation Crossroads Bible Church.
6. Acting as a Nominating Committee to place nominees for the office of Deacon before the members for election. Candidates for leadership of all component organizations and committees of the church are subject to the approval of the Nominating Committee.
7. Providing pulpit supply during the period the church is without a Pastor and being responsible for maintaining services and programs consistent with the Statement of Faith as found in Article III of this Constitution.
8. Compiling Administrative Committee budgets and preparing a proposed annual total church budget, and submitting it to the congregation for their approval.
9. Appointing church officers as set forth in Article VII of this Constitution.
10. Serving as a member of one of the Administrative Committees and functioning as liaison.
11. Provide annual reviews of all paid employees.

#### F. Organization

1. Chairman - The Deacons shall elect a chairman from among their number for a term of one calendar year. He shall serve as Moderator at all Deacon Meetings and Congregational Business Meetings.
2. Vice-chairman - The Deacons shall elect a vice-chairman from among their number for a term of one calendar year. In the absence of the chairman he shall serve as Moderator at all Deacon Meetings and Congregational Business Meetings.
3. Secretary - The Deacons shall elect a secretary from among their number for a term of one calendar year. He shall serve as secretary of the Deacons and of the church. His responsibilities shall include:
  - a. Keeping complete and accurate records of all Deacon Meetings and Congregational Business Meetings.
  - b. Ensuring that complete and accurate records of the status of the church membership are maintained.





● **ARTICLE VII. OFFICERS BY APPOINTMENT OF THE PASTOR AND DEACONS**

**SECTION 1 - GENERAL FUND TREASURER**

The General Fund Treasurer shall be appointed by the Pastor and Deacons from the voting membership of the church for a term of five calendar years. The General Fund Treasurer shall be responsible for the deposit and disbursement of all General Fund income, attend all Property and Finance Committee meetings as a voting member and submit a monthly financial statement to them. This appointment will be confirmed by a simple majority of the voting members present and be bonded through-out his or her term.

**SECTION 2 - MISSIONARY FUND TREASURER**

The Missionary Fund Treasurer shall be appointed by the Pastor and Deacons from the voting membership of the church for a term of five calendar years. The Missionary Fund Treasurer shall be responsible for the deposit and disbursement of all Missionary income, attend all Missionary Committee meetings as a voting member and submit a monthly financial statement to them. This appointment will be confirmed by a simple majority of the voting members present and be bonded through-out his or her term.

### **SECTION 3 - FINANCIAL SECRETARY**

The Financial Secretary shall be appointed by the Pastor and Deacons from the voting membership of the church for a term of one calendar year. The Financial Secretary shall be responsible for record keeping relating to individual contributions for tax purposes. This appointment will be confirmed by a simple majority of the voting members present and be bonded through-out his or her term.

### **SECTION 4 - DEACONESS**

Deaconesses are not part of the governing board and shall be appointed by the Deacons from the female voting membership. Each term of service shall be a maximum of three calendar years. The Chairwoman shall be appointed by the Deacons from among the Deaconesses for a term of one calendar year. The responsibilities of the Deaconesses shall be to prepare the communion elements and care for the communion equipment, to care for female Baptismal candidates in preparation for the ordinance of baptism, and to assist the Pastor and Deacons as needed.

## **● ARTICLE VIII. ADMINISTRATIVE COMMITTEES**

### **SECTION 1 - ORGANIZATION**

- A. The Pastor and Deacons shall appoint a chairman for each of the Administrative Committees from among the voting membership of the church for a term of one calendar year.
- B. The Chairmen shall select members for their respective committees from among the voting membership of the church. Those selected must be approved by the Pastor and Deacons prior to their being contacted.
- C. The Administrative Committees shall meet monthly unless it is agreed otherwise by the common consent of the committee members.
- D. The number of members serving on the Administrative Committees shall be determined by the respective committee chairmen based upon workload.
- E. Members of the Property, Finance and Missionary Committees shall serve a term of a maximum of three calendar years and may succeed themselves to that office if appointed.

### **SECTION 2 - RESPONSIBILITIES**

#### **A. Property Committee**

The Property Committee shall be responsible for housekeeping, maintenance and repair, and capital improvement of all church owned buildings, grounds, equipment, and

vehicles. They shall be responsible for the protection of these assets through appropriate security measures and adequate insurance. This ministry also works closely with the finance committee in the acquisition of new facilities and capital improvements.

#### B. Finance Committee

This Committee shall be responsible for procedures relating to the receipt, security and disbursement of all funds, for the recommendation of salaries, and for financial planning. They shall prepare a recommended budget for their area of responsibility and submit it to the Pastor and Deacons for their approval.

This Committee shall further be responsible to appoint an Audit Committee of two or three persons from the voting membership of the church or to secure the services of an outside public accounting firm to audit all church related accounts at the end of each fiscal year and submit a written report to the Finance Committee and the Pastor and Deacons. The Deacons will provide the results of the audit to the congregation at the next Regular Congregational Business Meeting.

#### C. Christian Education Committee

The Christian Education Committee shall be responsible for the administration of all educational ministries of the church. This committee shall include representatives of ministries whose primary objective is teaching God's Word to specific groups within the church. This committee shall be responsible for program development, curriculum development and coordination, personnel recruitment and training, personnel and program evaluation, and any other tasks related to the educational ministries of the church. The committee is to ensure that all teachers are in agreement with the doctrinal statement of this church. This committee shall prepare a recommended budget for its area of responsibility, and submit it to the Pastor and Deacons for their approval.

#### D. Missionary Committee

The Missionary Committee shall be responsible for the administration of all missionary ministries of the church. This responsibility shall include the promotion of missionary awareness in the church, the challenge of the church to missionary action, the establishment of communication between the church and missionary ministries, the planning of missionary conferences and other missionary related activities, and the care of the needs of missionary interests. The committee shall ensure that all of the missionaries supported are in agreement with the doctrinal statement of this church. This committee shall prepare a recommended budget for its area of responsibility, and submit it to the Pastor and Deacons for their approval.

#### E. Fellowship Committee

The Fellowship Committee shall be responsible for the fellowship activities of the church, refreshment times associated with services, including funeral/memorial services, church banquets, dinners, meals and lodging for visiting groups or ministers. This committee shall include representatives of all currently functioning fellowship groups, the Deaconess Chairwoman, and members at large as approved by the

Deacons. This committee shall be responsible to insure that fellowship needs within the church are met and for the coordination of schedules of fellowship activities. This committee shall prepare a recommended budget for its area of responsibility and submit it to the Pastor and Deacons for their approval.

## ● **ARTICLE IX. BUSINESS**

### **SECTION 1 - FISCAL YEAR**

The fiscal year of this church shall begin September 1 and end August 31.

### **SECTION 2 - PROPERTY**

This church with majority approval has the final authority to own, buy, or sell tangible properties both real and personal in its name through the Deacons. The use of church personal property shall be subject to Property and Finance Committee authority. The use of church facilities by any individual or outside organization shall be subject to Pastor or Deacon Board approval. Any encumbrance of the property of Cedar Grove Chapel, whether real or personal, must be approved by the congregation at a duly called Congregational Business Meeting.

All unbudgeted transactions must be approved by the appropriate administrative committee and are limited to one percent of their respective budgets. Unbudgeted transactions between one percent of the respective committee budgets and three percent of the annual total church budget must be approved by the Pastor and Deacons. Unbudgeted transactions in excess of three percent of the annual total church budget must be approved by the congregation at a duly called Congregational Business Meeting. In an emergency situation the above maximum restriction of three percent of the annual total church budget may be exceeded, but the congregation must be informed of the expense at the next Sunday morning worship service. The benevolent fund is not subject to the above percentage restrictions and is appropriated with Pastor and Deacon approval.

### **SECTION 3 - ACTIVITIES AND PROGRAMS**

All activities and programs of the church and its component organizations shall be subject to the authority of the Pastor and Deacons.

### **SECTION 4 - MEETINGS**

#### A. Services

The congregation shall meet regularly for public worship, for praise and prayer, and at such times for religious purposes as the Pastor and Deacons shall approve.

#### B. Communion

The ordinance of communion shall be observed monthly.

### C. Congregational Business Meetings

Notice of all Congregational Business Meetings will be given in the church bulletin on two consecutive Sundays prior to the meeting and shall be governed by an official agenda established in advance by the Pastor and Deacons.

1. Regular meetings - A Congregational Business Meeting will be held annually in October for the purpose of hearing and reviewing reports on the church's ministry over the previous fiscal year. In addition, a Congregational Business Meeting will be held annually in April for the purpose of electing Deacons and approving the annual total church budget for the following fiscal year.
2. Special meetings - Special Congregational Business Meetings shall be called by the Pastor and Deacons at their discretion, or at the written request of ten percent of the voting membership of the church. The meeting must be held no later than sixty days subsequent to the date the Deacons receive the request. The official agenda of the meeting must include the subject(s) for which the meeting was requested.

### **SECTION 5 - QUORUM**

At least thirty percent of the voting membership of the church must be present to conduct all church business with the exception of the call or dismissal of a pastor both of which require at least thirty-five percent.

Should a quorum not be present at a properly called membership meeting, the pastor or the acting chairman, may, with the permission of two-thirds of the Board members, call a second congregational meeting in not less than two weeks. That meeting will be declared official and all votes binding whether or not a quorum is present. The agenda for such meeting is limited to the agenda presented at the original meeting. It must be announced from the pulpit on intervening Sundays prior to said meeting.

### **SECTION 6 - VOTING**

In order for a voting member to exercise the privilege of voting on matters presented at a Congregational Business Meeting, the member must be present at the meeting.

### **SECTION 7 - LIMITED LIABILITY AND INDEMNIFICATION**

The church shall indemnify and hold harmless its present and future Pastors, Assistant Pastors, deacons, officers and administrative committeemen (collectively "Directors and officers") of, from and against any and all liability, expenses (including attorney's fees), claims, judgments, fines and amounts paid in settlement, actually incurred by such person in connection with any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative to which such person is, was, or at any time becomes, a party, or is threatened to be made a party, by reason of the fact that such person is, was or at any time becomes, a Director or Officer of the church [or is or was serving or at any time serves at the request of the church, as a

director, officer, trustee or fiduciary of another church, corporation, partnership, joint venture, trust, pension plan, profit sharing plan, employee benefit plan or other enterprise of any nature whatsoever]. Nothing contained in this paragraph shall authorize the church to provide, or entitle any Director or Officer or other person to receive indemnification for any action taken, or failure to act, which action or failure to act is determined by a court, in the action, proceeding or suit referenced above or in any other action, proceeding or suit, to have constituted willful misconduct or recklessness.

## **SECTION 8 - DISSOLUTION**

No part of the earnings of this corporation shall ever inure to the benefit of any donor, member, officer of the corporation, or any private individual; and no donor, member, officer of the corporation, or any private individual shall be entitled to share in the distribution of any of the corporate assets. In the event of dissolution, any assets of the corporation must be distributed to fulfill all contractual obligations and the remainder given to one or more religious organization(s) whose doctrinal position is in harmony with the Statement of Faith of Crossroads Bible Church.

## **● ARTICLE X. AMENDMENTS**

The Pastor and Deacons shall review the church constitution and Policy Handbook at least every two years to insure that all therein is according to the Word of God and the current needs of the church.

The Deacons shall appoint a Constitution Committee as needed composed of the Pastor, two Deacons and three members from among the voting membership of the church at large. Any recommendations for amendment this committee deems appropriate shall be made to the Deacons.

Upon the recommendation of the Deacons, this constitution may be amended at any duly called Congregational Business Meeting by an affirmative vote of sixty-six and two thirds percent of the voting members present provided the proposed amendment has been posted in the church for four Sundays prior to the meeting.