

Fellowship Bible Church

Teaching Elder Job Description

At this time, this is a part-time position – 15-20 hours per week, with the goal of making it a full-time position as soon as possible.

Our Church

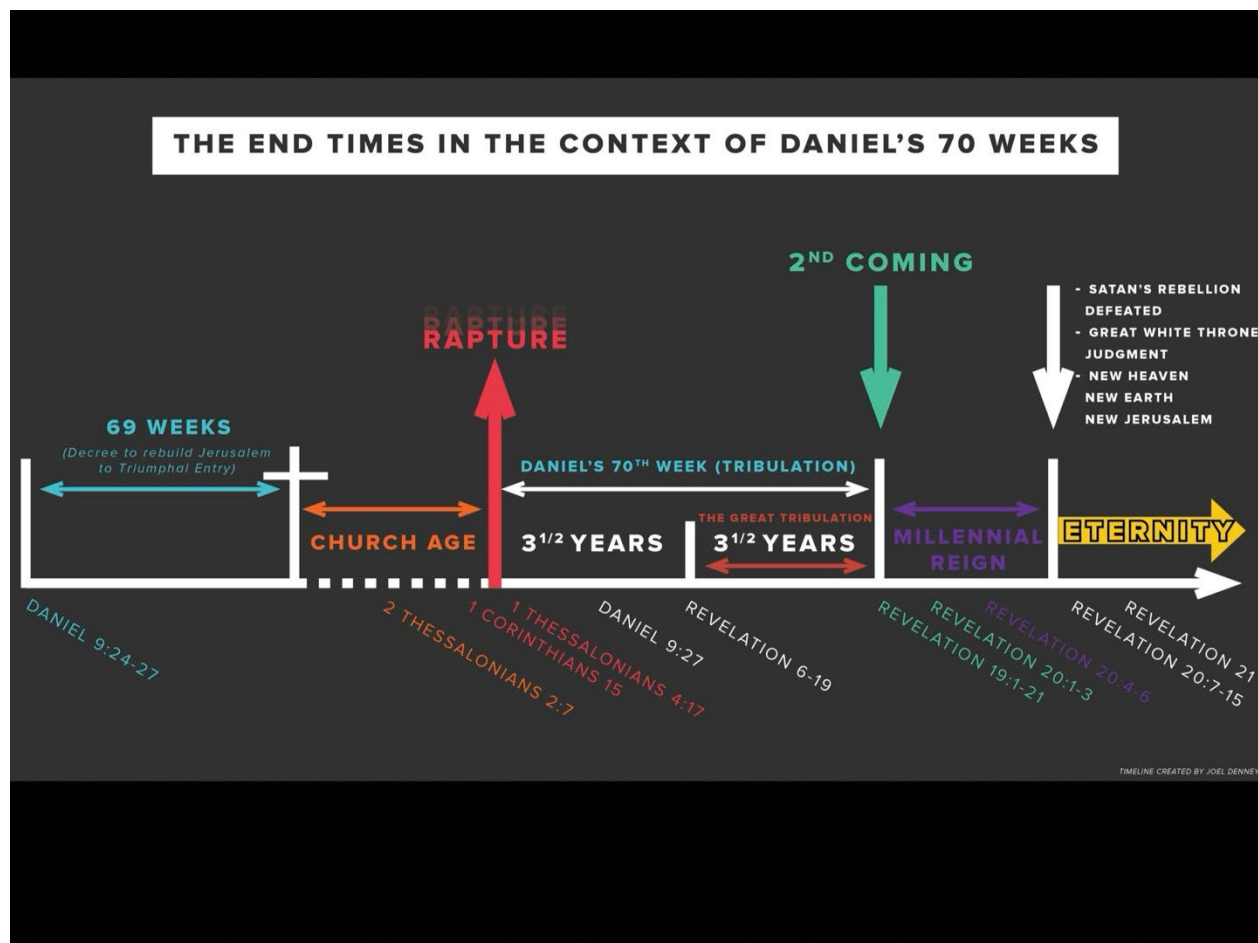
Fellowship Bible Church (FBC) was founded in 1994 as a mission church of the Independent Bible Mission of Michigan. We have graduated from mission status, and now are a fully independent church and member of the IFCA.

Our vision for ministry is:

- 1) We believe we are saved to be transformed into the image of Christ and to glorify God and enjoy him forever. We believe that we serve God out of a transformed life.
 - a. Christ himself shows us that relationship is more important than service in Luke 10:38 – 42.
 - b. We believe that service will flow out of growing in grace, but growing in grace does not flow from service.
 - c. We believe that placing ministry and works first risks producing pride and self-righteousness instead of grace (Galatians 5:15).
- 2) We believe that the primary purpose of the church is the preparation and building up of the body of Christ for works of service (Ephesians 4:12). We believe that our primary goal is to encourage and enable the body to grow in grace and the knowledge of Christ as the preparation for service.
 - a. This process need not be complete before service begins.
 - b. However, it is the precursor to service so that ministry will be done with the correct motive (John 14:15; I Thess. 1:3), the correct power (Galatians 5:16 – 18), and in the correct way (I Corinthians 13) so that it glorifies God (John 15:8) and does no harm (Romans 13:10).
 - c. As people grow in maturity, they can be trusted to take on greater service.
 - d. Ministry done without the proper motive and in the power of the Holy Spirit does not glorify God; it is wood, hay, and straw (I Cor. 3:12; I Thess. 1:3).
- 3) We believe that the role of the elders is to lead by example (I Peter 5:3) and to teach the scriptures. We believe that it is especially important that we lead by example in the manner of walking in grace in the power of the Holy Spirit.
 - a. We believe that, as a result of the fall, we are hard-wired to do, to work; and this work can often be done in our human strength. Therefore, we must be careful to model walking in the Spirit, lest the body's service become works of the flesh.
 - b. Our lives must be safe to imitate (I Thess. 1:6-7) so that as the body imitates our example, they can then go on and be a model for others. If we are not walking in God's grace, through the power of the Holy Spirit, then we are not safe to follow.

- 4) We place our trust in God and his word to accomplish His purposes (Isaiah 55:10 – 11). We believe it is the Holy Spirit who will prompt people to the good works and spiritual growth he has prepared for us. Therefore, we BELIEVE every aspect and moment of the Pastor / Elder's relationship to the church must be yielded to the Holy Spirit's guidance.
- a. -We believe our leadership role is to model Christian living by example.
 - b. We believe that a man is called to the ministry of Pastor/Teacher and as part of that call he is given a servant's heart. We, the people of F.B.C. long for a man who will loving guide, encourage, lead (by living a Spirit-filled life).
 - c. Per Ephesians 4:11-16 our Pastor will:
 - i. And he gave some, apostles; and some, prophets; and some, evangelists; and some, pastors and teachers;
 - ii. ¹² For the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ:
 - iii. ¹³ Till we all come in the unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fulness of Christ:
 - iv. ¹⁴ That we henceforth be no more children, tossed to and fro, and carried about with every wind of doctrine, by the sleight of men, and cunning craftiness, whereby they lie in wait to deceive;
 - v. ¹⁵ But speaking the truth in love, may grow up into him in all things, which is the head, even Christ:
 - d. We believe ministry is to be done from the heart, not reluctantly or under compulsion. Paul gives specific guidance on this issue in II Corinthians 9:7. We believe that, while Paul is specifically speaking of gifts of money in this passage, the principle is meant to be applied more broadly to the giving of our time and energies as well.
 - e. Therefore we believe we (Elders, Pastors) are to show the congregation how to do ministry, how to **lovingly** serve others, and how to practice Christian virtues

Our understanding of the end times can be summed up in the following illustration:



Key Responsibilities:

Duty #1: Equip the body for works of service toward maturity.

Tasks:

- 1) Develop and deliver engaging, biblically-based weekly sermons during worship services, as well as on special occasions and events that will build the body toward maturity.
- 2) Share God's Word during informal conversations with the body.
- 3) Facilitate and encourage spiritual growth and discipleship through the development and implementation of small group ministries, Bible studies, and other educational programs.

Duty #2: Meet individually with the body as needed and as time allows.

Tasks:

- 1) Provide pastoral care for members of the congregation, including visiting the sick, counseling those in need, and offering support during times of crisis.

- 2) Perform other pastoral duties, including weddings, funerals, baptisms, and dedications, as required.

Duty #3: In cooperation with the Elders, oversee the administration and management of church operations, including budgeting and financial planning.

Tasks:

- 1) Be available to open the church for repairs and maintenance with the Elders
- 2) Conduct financial business on behalf of the church with the Elders

Duty #4: Work with church leadership to establish and execute a vision and strategic plan for the church's growth and leadership development.

Tasks:

- 1) Plan church programs and events
- 2) Plan outreach ministries
- 3) In cooperation with the Elders, identify and develop future church leaders

Qualifications:

- 1) A deep commitment to the Gospel of Jesus Christ.
- 2) Education Level:
- 3) Ordination Level:
- 4) A minimum of XX years of pastoral experience in a similar role with a proven track record of effective teaching, ministry development, and community outreach.
- 5) Strong communication skills, with the ability to connect with a diverse congregation and adapt to various ministry contexts.
- 6) A deep understanding of, and commitment to, the Bible, traditional dispensational theology.
- 7) Strong leadership skills, with a passion for empowering others and fostering a collaborative, team-oriented environment.
- 8) A heart for pastoral care and the ability to provide compassionate and empathetic support to congregation members in times of need.

Preamble

We, the members of Fellowship Bible Church of Mason,
do adopt and establish the following Articles, Doctrinal Statement, and By-Laws.

Article 1

(Name)

The name of this church shall be Fellowship Bible Church of Mason,
having its principal place of worship
at 1030 W. South Street, Mason, State of Michigan,
hereinafter referred to as this church.

Article 2

(Purpose, Mission Statement, and Philosophy of Ministry)

The purpose of this church is:

- To stand unequivocally for the fundamentals of the faith as contained in God's Word;
- To bring the unchurched into a vital relationship with Jesus Christ, the Word of God, and other people.

Our Philosophy of Ministry

Evangelism:

1. To make clear the gospel of our Lord Jesus Christ to all who have not accepted Him as their personal Savior; both at home and abroad. (I Cor. 15:1-4; Luke 24:46, 47; II Cor. 5:14-21; Matt. 28: 19-20; Acts 1:8)

Edification:

2. To teach and encourage those who have put their trust in Christ as their Savior, enabling them to grow in grace and in knowledge of their Lord and Savior, Jesus Christ. (II Peter 3: 18)

The basic means of edification include; (1) the pastor/teacher and evangelist office, (2) the elder/pastor teaching role, (3) each believer exercising his spiritual gift within the body to the encouragement and exhortation of the whole body, and (4) through the individual and diligent study of God's Word. (see Normal Christian Life, Article 3, K-3) (I Cor. 14: 3-5; II Pet. 3:18; Eph. 4:11-13, 4: 29; I Thess. 5:11; Heb. 10: 24, 25; Rom. 12: 6-15; Col. 3: 16; II Tim. 2: 15)

Equipping:

3. To equip and enable the encouraged believer to be abounding in the work of the ministry as they are led by the Holy Spirit. The primary means of equipping and furnishing the man of God, being the profitable teaching of the inspired Word of God. (Eph. 4:11-13; I Cor. 15: 58; II Tim. 3: 16, 17)

Article 3

(Statement of Doctrine)

The following basic doctrines contained in the Word of God are adopted, believed and communicated by and among the Members:

A. The Word of God

We believe that the Bible, consisting of the 39 Old Testament books and the 27 New Testament books, is the verbally and plenary inspired or God-breathed Word of God, His written revelation to man, recorded by selected men without error in the original writings, and that it is, therefore, the supreme and final authority in all matters of doctrine, faith and life. (II Tim. 3:16,17; II Pet. 1:20, 21; Jn. 16:12, 13.)

B. The Godhead

We believe in one Triune God, existing in three persons, Father, Son and Holy Spirit, eternal in being, identical in nature, equal in power and glory and having the same attributes and perfections. (Dt. 6:4; Matt. 28:19; II Cor. 13:14.)

C. The Total Depravity of Man

We believe that man was created in the image and likeness of God but that in Adam's sin the race fell, inherited a sinful nature, became alienated from God; and, that as man, is totally depraved, and of himself, utterly unable to remedy his lost condition. (Gen.1:26, 27; Rom.3:22, 23; 5:12; Eph.2:1-3; 2:12.)

D. The Person and Work of Christ

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived of the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful man; and that as the impeccable God-Man, He accomplished redemption for humanity and propitiation toward God through His death by the shedding of His blood on the cross as a substitutionary sacrifice; that our redemption is made sure to us by His literal physical resurrection from the dead (Jn. 1:1, 2, 14; Lk. 1:35; Rom. 3:24-26; II Cor. 5:18-21; I Pet. 1:3-5); that the Lord Jesus Christ is now in Heaven, exalted at the right hand of God, where as the High Priest for His people, He fulfills the ministry of Representative, Intercessor and Advocate. (Heb. 9:24; I Jn. 2:1, 2.)

E. The Person and Work of the Holy Spirit

We believe that the Holy Spirit is the third person of the Godhead who convicts the world of sin, who regenerates, indwells, empowers, baptizes and seals each believer at the moment of salvation during the present Church dispensation, and who desires to control the believer's total life. (John 3:5-8; 16:8, 9; Rom. 8:9; I Cor. 6:19; 12:12-24; Eph. 1:13,14.)

F. Salvation

We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose absolutely priceless blood was shed for the forgiveness of our sins. (Eph. 2:8-10; Jn. 1:12; Eph. 1:7.)

G. The Eternal Security of Believers

We believe that all who have received Christ as Savior are kept secure forever and shall never come into condemnation for sin. (Rom. 8:1, 38,39; Jn. 10:17-30; I Cor. 1:4-8; Phil. 1:6; II Tim. 1:12; Jude 24.)

H. Our View of Dispensations

1. We believe that God has structured His plan for the ages of human history in the form of Biblical dispensations as they have been historically understood, beginning with the dispensation of Innocence with unfallen humanity and culminating with the dispensation of the Millennium on earth, having the Lord Jesus Christ ruling as Lord of Lords and King of Kings, and that the three major ages of the Mosaic Law (Exodus 19-Acts 1), the Church (Acts 2-Rapture) and the Millennium (Revelation 19-20) must especially be clearly distinguished. (Eph. 3:2, 9; Col. 1:25.)

2. We believe that though one and only one plan of salvation exists for all dispensations, the Word of God outlines a clear and different way of life for believers in each age. (Eph. 1:10; 3:2-9; Col. 1:25-27.)

I. The Church

1. Universal Church: We believe that the Church, which is the body and bride of Christ, is a spiritual organism made up of all born-again persons of this present dispensation irrespective of their affiliation with Christian organizations. (Eph. 1:22, 23; 5:25-27; I Cor. 12:12-14.)

2. Local Church: We believe that God's basic organizational plan for the training, worship and ministry of believers in this dispensation is the local church, made up of born-again individuals, called out to know Jesus Christ and to make Him known. (Rom.12:6-8; II Cor. 5:18-21; Eph. 4:11-16.)

J. Church Ordinances

We believe that the Lord Jesus Christ instituted the ordinances of water baptism and the Lords Supper to be observed by His church until His return. (Mt. 28:19, 20; I Cor. 11:23-26.) The practice of this church is baptism by immersion as a picture of our actual baptism (union) with Christ in His death, burial and resurrection. (Rom. 6:3-5; I Cor. 12:13.)

K. The Normal Christian Life

1. We believe that every believer in this church age shares the same union with and position in Christ, effected once-for-all by the baptism of the Holy Spirit at the moment of regeneration, and that it is the privilege and responsibility of each believer to be habitually filled, controlled and dominated in his inner life by the indwelling Spirit. (I Cor. 12:13; Eph. 5:18; I Jn. 1:7.) We believe the result of that life will progressively be the character of Christ. (Rom. 8:29; Gal. 5:22-23.)

2. We believe that the basic conditions for the Spirit-controlled life are the attitude of dependence on the Holy Spirit to control every area of the believer's life and obedience to the Word of God known by the believer at that time. (Gal. 5:16; Psalm 119:11, 105; I Jn 1:7) When the believer sins, the one and only means of restoring fellowship is the confession or honest admission of that sin to the believer's Heavenly Father. (Ps. 32:5; I Jn. 1: 7.9.)

3. We believe that each believer possesses at least one spiritual gift or ability for edification/service and should exercise that gift with spiritual power as enabled by the Holy Spirit. Some gifts of the Holy Spirit are permanent and are to be used throughout the Church Age. We believe that speaking in tongues, the working of sign miracles, like the gifts of apostleship and prophecy, were temporary and given in the Apostolic Age for the purpose of founding the Church. Having fulfilled their purpose, we believe they are not necessary and are not given today. (Romans 12:3-8; I Cor. 12:13,14; 13:8; 14:21-22; II Cor. 12:12; Heb. 1:1, 2; 2:3, 4.)

4. We believe that every moment in the daily life of the believer is equally important to God and that the believer has been freed from the obligatory observance of holy days, holy seasons, and sabbath's. (Gal. 4:10,11; Col. 2:16,17; Rom. 14: 5,6.)

5. We believe that every believer is to witness for the Lord Jesus Christ as directed by the Holy Spirit. (Acts 1:8; II Cor. 5:19, 20.)

6. We believe that God has tailored a unique and perfect plan for the life of each believer and that it is the responsibility of each believer to so learn and apply the Word of God as to discern and fulfill that plan. (Rom. 12:2; II Tim. 2:15; 3:16,17.)

L. The Two Natures of the Believer

We believe that every saved person possesses two natures, with provision made for victory of the new nature over the old nature through our union with Christ; in His death, burial and resurrection, and through the power of the indwelling Holy Spirit; and that all claims to the eradication of the sin nature in this life are unscriptural. (Rom. 6:3,13; 8:12, 31; Gal. 5:16-25; Eph. 4:22-24; Col. 3:10; I Peter 1:14-16; I John 3:5-9)

M. The Personality of Satan

We believe in the personality of Satan, who is the open and declared enemy of God and man; and, that he shall be eternally punished in the Lake of fire. (Job 1:6,7; Isa. 14:12-17; Mt. 4:1-11; Rev. 20:10.)

N. The Second Advent of Christ

We believe in that "Blessed Hope," the personal, imminent, pre-tribulational and pre-millennial coming of the Lord Jesus Christ for his redeemed ones as this has traditionally been understood; and in his subsequent return to earth, with his saints, to establish his millennial kingdom. (I Thess. 4:13-18; Zech.14:4-11; Rev. 19:11-16; 20:1-6; I Thess. 1:10; 5:9; Rev. 3:10.)

O. The Eternal State.

1. We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment. (Matt. 25:46; Jn. 5:28, 29; 11:26; Rev. 20:5, 6, 12, 13.)

2. We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul and body are reunited to be glorified forever with the Lord. (Luke 23:43; Rev. 20:4-6; II Cor. 5:8; Philippians 1:23; 3:21; I Thess. 4:16,17.)

3. We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment. (Luke. 16:19-26; Matt. 25:41-46; II Thess. 1:7-9; Jude v. 6,7; Mark 9:43-48; Rev. 20:11-15.)

Article 4

(Government)

A. Authority

The governmental authority of this church is vested in its active membership, and executed through its elders under the leadership of the Holy Spirit.

B. Form

The form of our government is representative. The elders, as elected by the active church membership, are its representatives and they (the elders) are responsible for determining policy, overseeing finances and maintaining the spiritual government of this church.

C. Limits of authority

The authority of the pastor(s)/elders, deacons, officers and committees is limited to that specified by the articles of this doctrinal statement, constitution and by-laws or by resolution of the members at a duly called business meeting. Any authority not so granted is specifically reserved in the members.

Article 5

(Membership)

A. Philosophy of Membership

1. We believe that every believer is normally assigned by God to a local church where he can grow in Christ by learning God's Word and exercising his spiritual gift(s).
2. We trust God to lead to us for membership those individuals whom He desires to join with us in this ministry.

B. A Person shall Qualify for Active Membership who:

1. confesses the Lord Jesus Christ as personal Savior,
 2. (*) agrees to honor and submit to the doctrinal statement contained herein in its entirety,
 3. agrees to be governed in church affiliation by these by-laws,
 4. eighteen years of age or older,
 5. demonstrates a genuine interest in regular attendance,
 6. upon due examination by the pastor and/or elders, is approved for membership by the elders.
- (*) We do not expect every new believer (even some new members), to fully understand every point of the doctrinal statement. But we do expect each member to be willing to honor and submit to it's doctrinal direction and position while a member of this fellowship.

C. Associate Membership

A person under eighteen years of age who meets the qualifications listed under B. (Only active members can vote.)

D. Receiving Members

1. Believers who desire to become members of this church and who fulfill the qualifications for membership shall make application to the pastor and/or elders. They shall then meet with the pastor and/or elders for examination and approval.
2. Applicants who have been approved for reception into the membership shall be officially announced in the bulletin.

E. Membership Roll

It shall be the duty of the elders to examine the membership roll periodically. Any member who has been absent from the service of this church for a period of one year or longer, and who fails to give satisfactory reason for such an absence after communication by the pastor or elders may be removed from the roll of this church.

F. Dismissal of Members

1. A member may be recommended to the members for dismissal by an affirmative vote of at least two-thirds (2/3) of the total number of elders. Voting shall be in a duly called meeting of the elders. At least thirty (30) days prior to such a meeting, the member under consideration shall be notified, in writing, of the reason(s) for the dismissal. If the vote is for dismissal, a recommendation shall be made by the elders to the membership, and the persons membership terminated by an affirmative vote of at least two-thirds (2/3) of the members, at a duly called business meeting.

Article 6

(Worship Meeting of the Members)

Public worship services shall be held as often as the elders may determine.

Article 7

(Business Meetings of the Members)

A. Place

All business meetings of the members shall be held at the principal place of worship of this church, unless otherwise specified in the notice to the members.

B. Time of Annual Meeting

There shall be an annual business meeting of the members, the exact date to be determined by the elders (but no later than the last day of February) and called in the manner prescribed in the notice to the members.

C. Special Business Meetings

Special business meetings of the members shall be called by the secretary upon notice from the elders or upon written request of one-fourth (1/4) of the voting members.

D. Notice to Members

Announcement of both annual and special meetings must be given from the pulpit and posted on the church bulletin board on two successive Sunday's, the first announcement being at least fourteen (14) days before the scheduled meeting. These announcements must state: the full agenda, time and place of said meeting.

E. Quorum and Transaction of Business

1. Twenty five percent, or ten people of the voting members (whichever is larger), shall constitute a quorum for the transaction of business at any regular or special meeting of the membership. The majority vote shall prevail unless the vote of a greater number is required by law or by these by-laws. Each member of the church present is allowed one vote.

2. The agenda of all business meetings of the members shall include the following:

- a. Opening and closing prayer.
- b. Disposition of business(the agenda) for which the meeting was called.
- c. Reports and elections as required by these by-laws and/or deemed necessary by the elders.

3. In all business meetings, the chairman of the elders shall preside, and in his absence the vice-chairman; and if both be absent, a chairman shall be appointed by the elders.

4. In the transaction of business, the latest edition of Roberts Rules of Order, Revised, shall be used in all cases not covered by these By-Laws.

F. Voting

The chairman of the meeting shall determine the method of voting, except that the following shall be by secret ballot:

1. The election or removal of elders or deacons.
2. Purchase, sale, or transfer of real property.
3. The calling or dismissal of a pastor.

A

Articles 8

(Elders)

A. Number

The elders shall consist of as many qualified men as the elders deem necessary to serve in this capacity. They shall be elected from among the voting members. The ideal minimum shall be two men who, with the pastor/elder, shall constitute the elders.

B. Qualifications

1. The qualifications of an elder shall be based on the scriptural principles defined in I Tim. 3:2 - 7 and Titus 1: 5 - 9.

2. All elders shall initially and annually sign a statement indicating unreserved agreement with this constitution, by-laws and doctrinal statement. (Refusal to sign shall be considered as an immediate, voluntary resignation of office.)

C. Nomination

Elders shall be nominated by the existing board of elders.

D. Election

1. Elders shall be elected at the annual meeting of the members, or at such time as deemed necessary by the elders. All nominations for elder shall be made only by the nominating system herein prescribed.

2. Elders shall be elected for three year terms (elders may be nominated and elected for successive terms). When enough qualified men are available to establish a three year rotation plan, it will implemented at the discretion of the elders.

E. Terminating an Elder's Service

1. An elder may be recommended to the members for dismissal by an affirmative vote of at least two-thirds (2/3) of the total number of elders. Voting shall be in a duly called meeting of the elders. At least thirty (30) days prior to such a meeting, the elder under consideration shall be notified, in writing, of the reason(s) for the dismissal. If the vote is for dismissal, a recommendation shall be made by the elders to the membership and the services of the elder may then be terminated by an affirmative vote of at least 2/3 of the members at a duly-called business meeting.

2. Should the elder wish to terminate his tenure in office, he shall inform the elders, in writing, his intention at least ninety (90) days before the intended date of termination. This requirement may be waived by the elders.

F. Vacancy

The office of elder shall be considered vacant in the event of any one of the following:

1. Death.
2. Resignation.
3. Refusal to serve.
4. Absence from three (3) consecutive meeting of the elders without an excuse satisfactory to the other

elders.

G. Filling Vacancies

A vacancy shall be filled by the election of an elder by the members at a duly called business meeting. An elder so elected shall serve the unexpired term of his predecessor (should the rotation system be in effect).

H. Regular Meeting

Regular meetings of the elders shall be at such times as deemed necessary by the elders.

I. Special Meetings

A special meeting of the elders may be called at any time at the request of the pastor, the chairman of the elders, or two (2) elders.

J. Quorum

A quorum shall be a majority of the elders. The acts of the majority shall be the acts of the elders unless otherwise specifically required by law or these by-laws.

K. Place of Meetings

Notice of the call and place of a regular or a special meeting of the elders shall be given verbally, in writing, or by telephone.

L. Duties

It shall be the duty of the elders to have general oversight of the spiritual and corporate life of the church.

1. To guard the purity of doctrine and life of the church.
2. To discipline the church in accordance with God's Word.

3. To assist in the administration of all worship services and ordinances.
4. To cooperate in the shepherding of the membership of this church; seeking to bring every believer into spiritual maturity, reconcile, so far as possible all differences, give counsel and comfort to the poor, the sick and afflicted, keep order in the assemblies of the members, supervise and administer bible classes, youth ministries and missionary activities.
5. To supervise and administer all ways and means of raising funds; receive and disburse the funds in accordance with these by-laws or as directed by the members, hire and discharge personnel, determine and annually review salaries and missionary allowances, determine and disburse funds for daily operations, including such things as the acquiring of equipment, office and building supplies and etc.
6. To acquire or dispose of real property or contract any loans on behalf of this church upon prior specific instruction and authority by the members at a duly called business meeting; take all necessary measure for the protection, management and upkeep of all property, determine the use of the facilities of this church for all purposes.
7. To render a written report to the members at the annual meeting of the members, outlining therein the activities of the elders for the past year and recommendations, if any, for the members.
8. To execute any special instrument of the members adopted in a resolution at a duly called meeting of the members; appoint all committees deemed necessary by elders.
9. To interpret these by-laws.

Article 9

(Officers of the Elders)

The officers of the elders shall be a chairman, vice-chairman, secretary and treasurer, each of whom shall be an elder. The elders may elect, from the members, assistant secretary and assistant treasurers who need not be elders. The officers shall be elected by the elders after the annual meeting of the members. The term of each officer shall be for one year or until his successor is elected. Officers may serve successive terms.

A. Chairman

The chairman shall preside at all business meetings of the members and of the elders; shall have general supervision of the administrative affairs of this church as provided by these by-laws and/or directed by the elders or members; shall sign all instruments of this church as authorized by the elders or members; and shall perform other duties incident to this office.

B. Vice-Chairman

The vice-chairman shall assist the chairman as directed, and perform the functions of the chairman in his absence.

C. Secretary

The secretary shall keep the minutes of the business meetings of the members and the elders; receive and issue notice of all business meetings of the members and the elders; be custodian of the corporate seal and records; keep current a roster of all members with addresses; maintain a record of attendance at elders meetings; sign instruments authorized by the elders or members.

D. Treasurer

The treasurer shall be responsible for the receipt, deposit and disbursement of all funds and securities as authorized by the elders and the members; keep books of the account, and shall render a current financial statement at the annual meeting of the members and such other reports as may be directed by the elders.

E. Supply of Pulpit

These officers shall be responsible, with the pastor, for the supply of the pulpit in the absence of the pastor.

F. Removal of Officers

Any officer may be removed with cause by affirmative vote of at least two-thirds (2/3) of the total number of elders. Voting shall be at a duly called meeting of the elders.

Article 10

(Pastor/Elder)

The pastor is scripturally identical with an elder, and the office of pastor is recognized in our church to specify that person who can devote himself fully to the work of this ministry (I Timothy 5:17). We believe that the pastor and the elders have the same calling, the same office, and the same authority, but may fulfill different roles. Functionally, the pastor and the elders do the same work. The difference is one of degree, not of kind.

A. Qualifications

1. The qualifications of a pastor shall be based on the scriptural principles defined in I Tim. 3:2 - 7 and Titus 1: 5 - 9.

2. The pastor shall initially and annually sign a statement indicating unreserved agreement with this constitution, by-laws and doctrinal statement. (Refusal to sign shall be considered as an immediate, voluntary resignation of office.)

B. Membership

The pastor shall automatically become an active member of Fellowship Bible church when he, officially accepts the call to serve.

C. Duties

The following duties are to be understood as being those which are of special emphasis for the pastor in addition to his other duties as an elder, as specified in Article 8 - L.

1. The pastor shall have general oversight of the spiritual life of the church with the elders; communicate the gospel of the Lord Jesus Christ; teach the Word; train believers to do the work of the ministry; administer the ordinances of the church; have charge of the worship services; and he shall not only be a member of the elder's board, but also an ex officio member of all committees with full voting privileges.

2. To guard the purity of doctrine and life of the church.

3. To warn the church in accordance with God's Word.

D. Call

A candidate for pastor shall be considered only after he has subscribed, in writing, to the doctrinal statement and by-laws of this church. He shall be recommended to the membership by a unanimous vote of the total number of elders and called to serve by at least a two-thirds (2/3) affirmative vote of the members at a duly called business meeting.

E. Terminating a Pastor's Service

1. A pastor may be recommended for dismissal by an affirmative vote of at least two-thirds (2/3) of the total number of elders. Voting shall be in a duly called meeting of the elders. The pastor under consideration shall be notified, in writing, of the reason(s) for the recommended dismissal. If the vote is for dismissal, recommendation shall be made by the elders to the membership and the service of the pastor may be terminated then by at least two-thirds (2/3) vote of the members at a duly called business meeting.

2. Should the pastor wish to terminate his tenure in office, he shall inform the elders, in writing, of his intention at least ninety (90) days before the intended date of termination. This requirement may be waived by the elders.

Article 11

(Deacons)

A. Election

1. When deemed warranted by the elders, deacons shall be elected for the purpose of carrying out needful ministry and administrative functions under the direction of the elders.
2. Deacons shall be nominated and elected in the same manner as elders.
3. Deacons shall be elected for three year terms (deacons may be nominated and elected for successive terms). When enough qualified men are available to establish a three year rotation plan, it will be implemented at the discretion of the elders.

B. Qualifications;

1. The qualification of a deacon shall be based on the scriptural principles defined in I Tim. 3:8 - 13.
2. All deacons shall initially and annually sign a statement indicating unreserved agreement with this constitution, by-laws and doctrinal statement. (Refusal to sign shall be considered as an immediate, voluntary resignation of office.)

C. Duties

1. The Word of God leaves the duties of deacons very open ended. The word deacon (diakonos) means, "a humble servant." He literally does whatever is needed within the local body of believers as determined by the elders.
2. Deacons give special care to those in need in the body.

D. Terminating a Deacons Service.

1. A deacon may be recommended to the members for dismissal by an affirmative vote of at least two-thirds (2/3) of the total number of elders. Voting shall be in a duly called meeting of the elders. At least thirty (30) days prior to such a meeting, the deacon under consideration shall be notified, in writing, of the reason(s) for the dismissal hearing. If the vote is for dismissal, a recommendation shall be made by the elders to the membership, and the services of the deacon may then be terminated by an affirmative vote of at least two-thirds (2/3) of the members, at a duly called business meeting.
2. Should the deacon wish to terminate his tenure in office, he shall inform the elders, in writing, of his intention at least ninety (90) days before the intended date of termination.

Article 12

(Amendments)

The articles, by-laws and doctrinal statement of this constitution may be amended (with the exception of articles 13 and 14) by at least a three fourths 3/4 affirmative vote of the members present at a duly called business meeting, provided the proposed change(s), time and place of meeting have been posted on the church bulletin board and announced from the pulpit on two successive Sundays, the first announcement being at least fourteen (14) days before the scheduled meeting.

Article 13

(Dissolution)

No part of the net earnings of this corporation shall ever inure to the benefit of any donor, member, director or officer of the corporation or to any private individual; and no donor, member, director or officer of the corporation or any private individual shall be entitled to share in the distribution of any of the corporation assets. Upon dissolution, any assets of the corporation must be distributed to an independent, fundamental organization or organizations recognized by the Internal Revenue Service as an exempt organization or organization under Section

501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). such as ministries, organized exclusively for religious, charitable, scientific, literary or educational purposes.

Article 14

(A Church being planted)

1. As a church being planed by the Independent Bible Mission, Fellowship Bible Church of Mason is seeking to become a self-governing, self-supporting and self-propagating local church.

2. Until such time that a minimum number (2) of qualified elders are able to be elected from among the body, the church shall be lead by a steering committee consisting of at least three men, made up of the church planting pastor, an IBM staff representative, and a man from the local body.

3. The steering committee members shall have the full authority of elder status and shall be responsible for guiding the church.

4. At a time, recommended by the church planting pastor, the elders and by resolution and a properly validated membership vote, fellowship Bible church shall make formal request to the Independent Bible Mission, to be removed from under it's umbrella.

Upon approval of the Independent Bible Mission, the church shall become a separate entity. At that point, this Article (14) shall be removed from the by-laws.

Adopted 13 November 2022

Pastor Application

Fellowship Bible Church

1030 W. South Street

Mason, MI. 48854

(517) 676-4415

Email: fbcmason@yahoo.com

www.fbcmason.org

Name:

Date:

Spouse Name:

Street:

City, State, Zip:

Phone:

Email:

Marital Status: Married

List Children: Please list names and ages:

What Church Are You Presently Attending:

Church's Address and Phone #:

Are You a Member?: Yes

Are You Currently Active in Ministry in Your Church?: yes

Are You Involved in Morning Worship?: yes

If So, Please describe Your Ministry:

How Long Have You Served in This Position?:

Why Are You seeking to Leave Your Present Position?:

Education:

High School:

Year Graduated:

College:
Degree/Major:

Year Graduated:

Seminary:
Degree/Major:

Year Graduated:

Other:
Degree/Major:

Year Completed:

Ministry Experience

Type of Ministry:
Ministry Address & Phone #:

Type of Ministry:
Ministry Address & Phone #:

Type of Ministry:
Ministry Address & Phone #:

Type of Ministry:
Ministry Address & Phone #:

References:

Name	Relationship	Work Phone	Home Phone
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Please Briefly Answer the Following:

Please state your personal testimony of salvation and baptism:

If married, please have your wife state her testimony:

In the past, have you had a problem with, or been accused of:

☐ Alcoholism

☐ Adultery

☐ Fraudulent Activity

☐ Drug Addiction

☐ Child Molestation

☐ Felony

☐ Premarital Sex

☐ Homosexuality

☐ Pornography

If you have answered yes to any of these, please explain:

**Have you been involved with any other activities that could mar the name of Christ? No
If so, please explain:**

What indebtedness Are You Bringing To This Ministry:

**Please State The Average Daily Time You Have Spent In Personal Bible Study And Prayer
Within The Past Month:**

What Do You Feel Are Your Greatest Ministry Strengths?:

What Do You Feel Are Your Greatest Ministry Weaknesses?:

Describe What You Believe Are Your Spiritual Gifts:

Briefly Describe Yourself As Others Might View You:

What Is The Most Rewarding/Satisfying Aspect Of Your Work In Your Current Ministry?:

Why?:

What Is The Most Frustrating/Least Satisfying Aspect?:

Why?:

Please Give Your View and Job Description Of A Pastor:

Please Comment And Give Your Philosophy On The Following:

Contemporary Christian Music:

Working Together In Ministry:

The Charismatic Movement, Signs, Tongues, Prophecy, Etc.:

Christians Dating The Unsaved:

Divorce:

Evangelizing In Our Area:

**Homosexuality And The LGBTQ Movement. Please Also Address How You Would Reach This
Group:**

Social Drinking:

Various Bible Translations:**A Woman's Role In The Church:**

We believe that God has structured His plan for the ages of human history in the form of Biblical dispensations as they have been historically understood, beginning with the dispensation of Innocence with unfallen humanity and culminating with the dispensation of the Millennium on earth, having the Lord Jesus Christ ruling as Lord of Lords and King of Kings, and that the three major ages of the Mosaic Law, the Church and the Millennium must especially be clearly distinguished. We believe these dispensations are divinely established stewardships of a particular revelation of God's mind which bring added responsibility to the whole race of men, or to that portion of the race to whom the revelation is particularly given by God. Therefore, we believe that though one and only one plan of salvation exists for all dispensations, the Word of God outlines a clear and different way of life for believers in each age.

Where Do You Stand Concerning Dispensational Theology?:

We believe that scripture does not separate out the office of "pastor, but that pastors/elders share the same office, and have the same authority, although they may have different roles/functions within the church. They work together as a team to build up the church into maturity and unity.

What Is Your View of Church Elders?:

The Elders of Fellowship Bible Church annually sign a statement that they are in agreement with, and will follow the church's constitution, bylaws, and statement of doctrine. We have included a copy of this document for you. **If Called To Serve Here, Do You Agree To Adhere To and Follow The Constitution, By-Laws, and Statement of Doctrine of Fellowship Bible Church?: No**

What Would You Do and Use To Help Mature And Disciple Believers?:**Please Briefly State Your Philosophy Of Ministry:****What Is Your Idea Of An "Ideal" Pastoral Ministry?:****Please Provide An Idea Of A Typical Weekly Work Schedule:****Please List Your Favorite Hobbies Or Pastimes:**

It is to be understood that our church policy is to run a background check on all approved applicants that return this application.

Please send your completed application to:
FBCMason@yahoo.com