

**CONSTITUTION**  
**for the**  
**Enola First Church of God**  
**Proposed Revisions 2018**

**PURPOSE**

We serve as a Lighthouse of God to guide people to salvation in Jesus Christ. Worship, love, encouragement, and biblical teaching are the foundation by which we prepare people to face the storms of life.

**MISSION**

The mission of this church, in keeping with the Holy Scriptures, shall be the promotion of the Christian faith by witnessing for Christ through preaching the Word of God, administering ordinances, maintaining worship, educating the believers, demonstrating Christian love as a community of the concerned, and promoting missionary and benevolent causes to aid in evangelizing the world. This church will carry out this mission without regard to racial or geographical boundaries and in harmony with the practices, decisions, and regulations of the Eastern Regional Conference of the Churches of God General Conference of which this church is a member (hereinafter referred to as "the Conference").

**RESOLUTION** - Whereas, recognizing the necessity for a system of governing this body in harmony and cooperation,

**BE IT HEREBY RESOLVED**, that for the above purpose and in order that the business of the church may be done regularly and orderly, we hereby adopt the following constitution.

**ARTICLE I - NAME/REGISTERED OFFICE**

The name of this body, an organized fellowship of Christian believers, shall be Enola First Church of God, (hereinafter referred to as "this church"), a non-profit corporation. The registered office of this church shall be 9 Sherwood Drive, Enola, Pennsylvania 17025.

**ARTICLE II - CORPORATION STATUS AND RELATIONSHIP**

This church is organized exclusively for charitable purposes as such purposes are defined by s501(c)(3) of the Internal Revenue Code, as from time to time amended. No part of the net earnings of this church shall inure to the benefit of any individual and no member, director, officer or employee of this church shall receive any pecuniary

benefits of any kind except reasonable compensation for services in effecting the purposes of this church. No substantial part of the activities of this church shall consist of carrying on propaganda or otherwise attempting to influence legislation, nor shall this church participate or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate.

Should this church cease to exist as a corporate body, or cease to be subject to the purposes, usages, doctrines and teachings of said parent body, then all of its property, appurtenances, and effects then owned or held shall revert to the Eastern Regional Conference, Churches of God, General Conference, within which jurisdiction this church is located and affiliated by law.

Should this church desire to withdraw from the Churches of God, General Conference for whatever reason, the current General Conference policy on church withdrawal must be followed. If this withdrawal process should occur, then all of this church's property, appurtenances, and effects then owned or held shall be retained by the Enola First Church of God.

### **ARTICLE III - STATEMENT OF FAITH, BELIEFS, AND CONDUCT**

Details of our faith, beliefs and conduct are found in the booklet *We Believe* and the document "Here We Stand," published by the Churches of God, General Conference.

#### **SECTION 1 – The Churches of God, General Conference, Summary Statement of Faith<sup>1</sup>**

1. We believe that the Bible is the divinely inspired Word of God, the only infallible rule of faith and practice.
2. We believe in one God eternally existent in three persons—Father, Son, and Holy Spirit—one in essence and community.
3. We believe in God the Father, the almighty Creator of heaven and earth.
4. We believe that Jesus Christ our Lord is the Word made flesh—fully God and fully man. We believe he was conceived by the Holy Spirit, was born of the virgin Mary, lived a sinless life, was crucified, died and was buried, rose again on the third day, and ascended into heaven.
5. We believe in the divinity of the Holy Spirit, who indwells the believer. The Holy Spirit convicts of sin, enables the believer to live a holy life, comforts, teaches, and bestows spiritual gifts.
6. We believe humanity is created in the image of God, has fallen into sin, and can be born again by the Spirit, justified freely by grace, and saved through the atoning work of Jesus Christ alone.

---

<sup>1</sup> Taken from p. 6 of *We Believe*. Copyright 2014 by the Churches of God, General Conference. Printed in the United States of America. Used by permission.

7. We believe that the Church is the body of Christ, the people of God, whose mission is to make disciples of all nations and to be salt and light in the world.
8. We believe baptism, the Lord's supper, and footwashing to be ordinances of the Church.
9. We believe in the return of Jesus Christ, the resurrection of the body, the final judgment, everlasting life, and the new heavens and new earth.

SECTION 2 - Marriage, Gender, and Sexuality: We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God (Genesis 1:27).

1. We believe that God created marriage to be exclusively the union of one man, born as a man, and one woman, born as a woman, and that intimate sexual activity is to occur exclusively within that union (I Corinthians 7:1-3; Romans 1:26-27).
2. Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, The Enola First Church of God will only recognize marriages between a biological man and a biological woman. Further, the Pastors and staff of Enola First Church of God shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of the Enola First Church of God shall only host weddings between one man and one woman.

SECTION 3 - Sanctity of Human Life: We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

SECTION 4 - Final Authority for Matters of Faith, Belief, and Conduct: These statements of faith, belief and conduct do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of this church's faith, doctrine, practice, policy, and discipline, our Administrative Board in accordance with the Churches of God, General Conference, is this church's final

interpretive authority on the Bible's meaning and application (I Timothy 3:15).

## **ARTICLE ~~III~~IV - MEMBERSHIP**

SECTION 1 - Qualifications: All persons who have given satisfactory evidence to the leadership of this church of having been born again through faith in our Lord and Savior Jesus Christ **and are in agreement with Article III above** are eligible **to apply** for membership in this church.

SECTION 2 - Admission into this church: All persons desiring to become members shall make application to the Senior Pastor, written or verbal, and the Pastor shall present said application to the Administrative Board. If approved, the applicants shall participate in a "new members" instruction class which informs him/her of the Church Covenant as stated in *The Worship Manual of the Churches of God General Conference* and provide him/her with a copy of this Constitution. **them of the following:**

- The Church Covenant as stated in Section 3 of this article
- The Statement of Faith
- The Statement on Marriage, Gender, and Sexuality
- The Statement on Sanctity of Human Life
- The Statement on the document Here We Stand 2016
- The Statement on Church Restoration and Discipline
- The Statement on Mediation
- The Statement on Final Authority for Matters of Faith, Belief, and Conduct
- The Constitution of this church (copies of which shall be provided to them during the instruction).

Upon completion of this instruction, ~~the applicant shall~~ **process, all applicants must be willing to subscribe to the above and indicate by their signature on the Membership Agreement form. Applicants will then be** fellowshipped **into membership** at a public worship service of this church; ~~provided, however, that in~~ **In** case of serious illness, the applicants may be fellowshipped at his/her ~~their~~ place of residence by the Senior Pastor, accompanied by one or more of the Elders **members** of this church.

A member in good standing of another Christian fellowship who desires to unite with this church and meets the qualifications of Section 1 may, upon approval by the Administrative Board, be received into membership by a proper certificate of transfer from his/her former church.

~~All applicants must be willing to subscribe to the following "Church Covenant."~~

SECTION 3 - Church Covenant (as stated in "~~The Worship Manual of the Churches of God General Conference.~~") *in The Worship Manual of the Churches of God, General Conference*): We whose names are recorded in this book, members of the Churches of God, do mutually and solemnly covenant and agree; for the promotion of our welfare, the salvation of others, and the glory of God, to unite in church fellowship, to live in Christian peace and love, and to walk and live according to the commandments and ordinances of the Lord, as He has revealed the same to us in His holy scriptures, which contain, as we believe, the only authoritative rule of Christian faith and practice.

And, moreover, we do solemnly promise, patiently to submit to the order of God's house that is to say to the government and discipline of His Church; and also cheerfully obey the rulers, or office bearers, who are, or at any time may be placed over us in the Lord.

The Church of God is a Divine Institution. Her members are joined to Jesus Christ and to one another by the Holy Spirit. The Church of God, therefore, has no creed or confession of faith except the Bible.

SECTION 4 - Membership Status: A member shall be considered active and supportive as long as he/she continues to honor the church covenant and agreement as stated in Section 3.

1. A member shall be considered inactive and non-supportive if he/she does not honor the church covenant and agreement as stated in Section 3. It shall be the duty of the Senior Pastor and Elders to make every effort, ~~through visitation~~ *when appropriate*, to encourage them to return to active and supportive status.
2. Associate Member: A current member shall be considered an associate member at their request, and upon board approval, when they are considered to meet the requirements for an inactive and non-supportive member, as stated in Article III IV, Section 4. A member who transfers his/her membership to another Christian church may also have the option to remain on the membership roster of the Enola First Church of God as an "associate member." If an associate member requests reinstatement to Member Status as defined in Article III IV, sections 1 and 2, he/she will be required to comply with Article III IV, section 6 of The Enola First Church of God Constitution. An Associate Member will not be allowed the privilege of voting, holding office in this church, nor representing Enola First Church of God in any official capacity.

SECTION 5 - Membership Roster: The Administrative Board shall annually review the membership roster of this church to determine which members, if any, are deemed to be inactive and non-supportive as stated in Section 4. After review by the Administrative Board, their names may be removed for any of the following reasons:

1. The address of the member is unknown and cannot be found. ~~after every effort through announcement, mail and other means has been pursued.~~
2. Confirmation **Indication** by the member that he/she is no longer willing **has the desire** to honor the covenant and agreement which they made with this church, as stated in Article III **IV**, Section 3.
3. It has been ascertained that the person has united with another church.

If a decision is made by the Administrative Board to remove an inactive and non-supportive member, a written notice, ~~where possible, shall~~ **when appropriate, may** be sent to the member informing him/her of ~~the~~ **this** intention. ~~of the Administrative Board to remove his/her name from membership and offering him/her the opportunity for a hearing before the Administrative Board.~~

SECTION 6 - Reinstatement of Membership: Any member may be reinstated by following the guidelines as stated in Article III **IV**, Section 2.

SECTION 7 - Transfer of Membership: A letter of transfer of membership to another church will be granted by the Administrative Board by request.

SECTION 8 - Restoration and Discipline: The primary purpose of Restoration and Discipline is to encourage a member ~~caught~~ **found to be** in an open and continuous sin to repent and come into a right relationship with God (Galatians 6:1). The secondary purpose of this process is to remove an unrepentant member ~~caught~~ **found to be** in an open and continuous sin from the membership roster in order to maintain the purity of the church.

If a member of this church openly and continuously engages in ~~sexual immorality, fraud, extortion, drunkenness, or idolatry~~ **ungodly behavior** and is bringing reproach upon this church, and is unwilling to repent the Administrative Board has the God-given authority and duty to begin a process of Restoration and Discipline with the offending member (I Corinthians 5:1-13). It shall be the duty of the Pastor(s) and Elders to meet and pray over situations to determine when and if the process of

Restoration and Discipline is necessary (I Peter 5:2). If it is determined that Restoration and Discipline is necessary, the following steps shall be taken in accordance with the guidelines set forth by the Lord Jesus Christ (Matthew 18:15-17).

1. An Elder or the Pastor(s) will confront the offending member regarding the situation with the goal of restoring the member gently (Galatians 6:1). The Elder or Pastor(s) may take another Board member along with him. If the member repents of his/her sin, the process is completed. If the member does not repent, then step 2 must be carried out.
2. The same Elder or Pastor(s) along with one or two other Board members will confront the offending member regarding the situation with the goal of restoring the member. If the member repents of his/her sin, the process is completed. If the member does not repent, then step 3 must be carried out.
3. The Senior Pastor and Elders will schedule a congregational meeting to report the situation to the congregation with the goal of restoring the offending member. The Pastor and Elders shall report publicly only the general nature of the situation. They shall not report any information that could be viewed as slander, defamation of character, economically detrimental to the person, or invasion of privacy. If the member repents of his/her sin, the process is completed. If the member does not repent by the time of the next regularly scheduled Administrative Board meeting, then his/her name will be removed from the membership roster at that Board meeting.

#### **ARTICLE ~~IV~~ V - ORGANIZATIONAL STRUCTURE**

Administrative Board: The governing responsibility for this church, all of its programs, and the Corporation, shall be vested in an Administrative Board. Meetings of the Administrative Board are open to any member of this church, except during discussion of sensitive matters such as financial assistance to a member, disciplinary concern, etc. Monthly reports of actions taken during meetings of the Administrative Board shall be made to the congregation through a convenient medium such as the newsletter or bulletin. Members of the Administrative Board must be at least 21 years of age and active and supportive members of this church in accordance with Article ~~III~~ IV, Section 4, for a minimum of two years. **All Administrative Board members shall sign the Administrative Board Agreement, and the Membership Agreement if they have not already done so, indicating that they are in full agreement with the Statement of Faith, Beliefs, and Conduct stated in Article III.** The Administrative Board shall

consist of the following voting members: Elders, Deacons and Deaconesses.

The Pastor(s) may sit on the Administrative Board with voting privileges, except where they have a direct personal or pecuniary interest. (Robert Rules of Order Revised - VIII, Article VIII - 46).

SECTION 1 - Elders shall be diligent students of the Bible, ardent followers of Jesus Christ, acquainted with and supportive of the doctrines of the Churches of God.

1. Their scriptural qualifications are recorded in I Peter 5:1-3, I Timothy 3:2-7 and Titus 1:6-9, as follows:

An Elder must be...

- Seeking the position of Elder voluntarily, not under the compulsion of other people. I Peter 5:1-2
- Seeking the position of Elder to eagerly serve and not for greedy purposes. I Peter 5:1-2
- Seeking the position of Elder to serve as an example, not with an authoritarian attitude. I Peter 5:3
- Above reproach (have a good moral and spiritual reputation). I Timothy 3:2
- The husband of one wife (faithful and true to one woman), if married. I Timothy 3:2
- Temperate (stable and clear-headed). I Timothy 3:2
- Self-controlled (uses prudence and common sense). I Timothy 3:2
- Respectable (orderly and well-behaved). I Timothy 3:2
- Hospitable. I Timothy 3:2
- Able to teach the Word of God. I Timothy 3:2
- Not addicted to "wine" (in a modern context this would include alcohol and narcotics). I Timothy 3:3
- Not quick-tempered. I Timothy 3:3
- Gentle (kind and gracious). I Timothy 3:3
- Not quarrelsome. I Timothy 3:3
- Free from the love of money. I Timothy 3:3
- Able to manage his household well. I Timothy 3:4
- Not a recent convert. I Timothy 3:6
- One whose reputation is good among those outside of the church. I Timothy 3:7
- One whose children (if he has a family) are faithful, obedient, and respectful. Titus 1:6
- Not arrogant or overbearing. Titus 1:7
- One who holds firmly to the Gospel to encourage believers and refute opposers to sound doctrine. Titus 1:9

2. Their duties will be as follows:
  - They shall be faithful in attending services at this church. Hebrews 10:25
  - In the absence or at the request of the Pastor(s) they shall assist in worship services and conduct prayer services of this church in a manner that will be spiritually beneficial to the members. I Peter 5:1-2 I Timothy 5:17
  - The Elders shall assist the Pastor(s) in the observances of the ordinances of the Church. I Peter 5:1-2 I Corinthians 11:17-34
  - It shall be the duty of the Elders to be a vital witness to the saving knowledge of Jesus Christ; to promote good will among the members; to visit the sick, pray with them and/or anoint with oil; to visit the poor, the bereaved and the distressed. James 5:13-16
  - They shall assist the Pastor(s) in visiting those members identified by the Administrative Board as inactive and ~~non-supportive~~ **non-supportive** in an effort to bring them back into active and supportive membership status, per Article III-IV, Section 4. I Peter 5:1-2
  - They shall have the duty of carrying out the Restoration and Discipline process as outlined in Article III-IV, Section 8. I Peter 5:1-2 I Corinthians 5:1-12
  
3. Elders shall serve on the Administrative Board committing to a three-year term. There is no limit to the number of Elders or terms Elders may serve. However, prior to or at the end of each three-year term, each Elder who chooses to continue serving must be reappointed according to the procedure outlined in Section 13 below. The Pastor(s) and Elders shall have the responsibility of prayerfully seeking prospective Elder(s). The names of the prospective Elder(s) shall be given to the Administrative Board for approval. Upon approval, the names of the prospective Elder(s) shall be given to the congregation for affirmation as prospective Elder(s) at any congregational meeting. The Elder(s) who are not under the reappointment process and the Pastor(s) shall review the results from the affirmation process and shall then make the final decision whether or not to appoint the prospective Elder(s). It shall be the responsibility of the Pastor(s) and Elders to mentor and train the new Elder(s) concerning their duties.

SECTION 2 - Pastors - The Pastors of this church are Teaching Elders (I Timothy 5:17).

1. In addition to meeting the biblical qualifications as stated in Article IV, Section 1, all Pastors serving this church must be approved and appointed under the guidance of the Eastern Regional Conference of the Churches of God.

2. In addition to the duties stated in Article IV, Section 2, the Pastors shall:

- Preside at weddings and ordinance services of this church as mandated by the polity of the Eastern Regional Conference of the Churches of God.
  - Chiefly, but not exclusively, conduct the regular worship services of this church, visit the sick, pray with them, and/or anoint them with oil, visit the poor, the bereaved and the distressed.
  - Chiefly, but not exclusively, visit those members identified by the Administrative Board as inactive and nonsupportive in an effort to bring them back into active membership status per Article III, Section 4.
  - Be the primary equippers of the saints (Ephesians 4:11-13), and vision casters.
  - Report annually to the Eastern Regional Conference of the Churches of God.
  - Report to the congregation of this church at its annual meeting.
3. Pastors shall fulfill all duties as outlined in accordance with "*The Commission on Church Vocation*" Handbook (Conference).

SECTION 3 - Deacons shall be diligent students of the Bible, ardent followers of Jesus Christ, acquainted with and supportive of the doctrines of the Churches of God.

1. Their scriptural qualifications are recorded in Acts 6:3 and I Timothy 3:8-10, 12 and are as follows:

A Deacon must be...

- Full of the Holy Spirit. Acts 6:3
- Full of wisdom. Acts 6:3
- Worthy of respect. I Timothy 3:8
- Sincere (not two-faced or a hypocrite). I Timothy 3:8
- Not addicted to "wine" (in a modern context this would include alcohol and narcotics). I Timothy 3:8
- Not pursuing dishonest gain through his position as a Deacon. I Timothy 3:8
- Holding to the truths of the faith with a clear conscience. I Timothy 3:9

- Evaluated (by the church) to be sure there is nothing in his life that would preclude him from serving as a Deacon. I Timothy 3:10
  - The husband of one wife (faithful and true to one woman), if married. I Timothy 3:12
  - One who manages his children and household well. I Timothy 3:12
2. Their duties are referred to in Acts 6:1-6.
- By the very nature of the Greek word "diakonos," from which we get the title, "deacon," it is apparent that the Deacon's role is that of being a "servant," making "preparations," offering "relief and support." [The earliest Deacons were called to serve food to widows. This relieved the Elders from this duty so that they could devote themselves to the ministry of the Word of God.]
  - They shall oversee the administration of the Deacons' fund.
  - They may assist the Pastor in ordinances services.
  - They shall handle the concerns, in accordance with the Administrative Board, for the needy of this church and community as such needs are brought to their attention.
  - They shall be faithful in attending services at this church. Hebrews 10:25
3. Deacons shall be chosen in an election each year by the congregation at its annual meeting.  
Four (4) elected for a two (2) year term with two (2) elected each year.

SECTION 4 - Deaconesses shall be diligent students of the Bible, ardent followers of Jesus Christ, acquainted with and supportive of the doctrines of the Churches of God.

1. Their scriptural qualifications are recorded in I Timothy 3:11 and are as follows:
- A Deaconess must be...
- Worthy of respect.
  - Not a malicious talker (not slandering others).
  - Temperate (stable and clear-headed).
  - Trustworthy in all things
2. Their duties are referred to in Romans 16:1.
- Like a Deacon, a Deaconess's role is that of being a "servant," making "preparations," and offering "relief and support."
  - Prepare for the Lord's Supper and Feet Washing service.
  - May assist Deacons in handling concerns for the needy of this church and community.

- They shall be faithful in attending services at this church. Hebrews 10:25
3. Deaconesses shall be chosen in an election each year by the congregation at its annual meeting.  
Four (4) elected for a two (2) year term with two (2) elected each year.

SECTION 5 - Non-voting representative to the Administrative Board: One individual representing each of the following groups within this church may be appointed by each organization each year to bring to the Administrative Board their group's concerns and report back to it.

- Youth Group (between the ages of 16-18 selected by the youth leaders)
- CGWM
- Men's Ministry
- Senior Life Fellowship

SECTION 6 - Ministry and Service Teams: The Administrative Board will create and disband teams as needed. The Board will select persons from its membership, the membership-at-large, and regular attendees of this church to serve on ministry and service teams. Each team shall have at least one Administrative Board Member member and three (3) members-at-large. Every Board member must serve on a team. The Pastor(s) and their spouses(s) may serve on a team. The Administrative Board will appoint the leaders of each team, who must be a member-members of this church. All members of ministry and service teams shall be in full agreement with Article III of this Constitution.

SECTION 7 - Committees and Chairpersons may be appointed by the Administrative Board as deemed necessary. All committee members and chairpersons shall be in full agreement with Article III of this Constitution. A committee chairperson must be a member of this church, with the exception of a Pastor's spouse.

1. Nominating Committee shall be appointed at least three (3) months prior to the annual congregational meeting. The committee shall consist of the current Elders, Administrative Board Representatives, and two (2) members-at-large with the Senior Pastor serving in an advisory capacity.

The committee's duties are as follows:

- Identify prospective candidates for those Deacons, Deaconesses and conference delegates whose terms are expiring and determine eligibility from the church membership roll.

- Solicit suggestions from the congregation of individuals to be considered as candidates.
  - Contact eligible candidates, review with them the qualifications and duties of the particular role, and ask them to prayerfully consider being a candidate.
  - Ensure that only one (1) member from a household would serve on the Administrative Board at one time. The committee will strive to avoid situations of nepotism or other family-related conflicts.
  - Ensure that no person would serve in a dual role of Elder, Deacon and Deaconess at the same time.
  - Present names of all candidates to the Administrative Board for approval at least one (1) month prior to the annual congregational meeting.
  - Make every attempt to have at least one (1) more nominee than the number to be selected for that office. However, failure to have at least two (2) persons nominated for each office shall in no way affect the legality or propriety of the election.
  - Present the proposed ballot to the congregation not less than two (2) weeks prior to the annual congregational election meeting.
  - Submit the final ballot to the church secretary for preparation for the meeting.
2. Pastoral Search Committee shall be appointed as the need arises and shall function in accordance with the provisions of the Eastern Regional Conference, Churches of God General Conference. The committee shall consist of current Elders, Administrative Board Representatives, and at least two (2) members-at-large. The committee shall consist of both men and women.

SECTION 8 - Authority - All teams, task forces, and committees shall function under the authority of the Administrative Board. They shall submit monthly reports to the Administrative Board for approval and report to the congregation at its annual meeting.

SECTION 9 - Discipline - Any member of the Administrative Board who is absent from three (3) consecutive Board or team/committee meetings, without a good and reasonable excuse and prior notification to the Board, shall be removed from office by the Administrative Board.

Any Pastor, Elder, Deacon or Deaconess of this church who exhibits behavior, beliefs or teachings which are inconsistent with the *Church Covenant* **Church Covenant** (Article III IV - Section 3) **or the Faith, Beliefs, and Conduct (Article III)** or any other activity which is unbecoming of a church officer shall be confronted according to the guidelines in ~~I Timothy 5:19~~ **Matthew 18:15-16**. Any individual bringing a

charge(s) against a Pastor, Elder, Deacon, or Deaconess must confirm the charge(s) by the testimony of two or three witnesses. The individual bringing the charge(s) and the witnesses must report the situation to one or more Board members. At this point, the Administrative Board as a body, except for the alleged offending individual, should meet to determine if indeed the charge(s) are valid. If the Board decides the charge(s) are valid, then the offending member should be brought before the Board and confronted with the charge(s). (I Timothy 5:20). Based on the seriousness of the charge(s) and the response of the offender, the Board then reserves the right to either retain or remove the offender from the Board. If the offender is a paid Pastor, the Board reserves the right to continue or terminate his contract in accordance with the guidelines set forth in the contract. If the charge(s) are serious enough that the process of Restoration and Discipline is warranted, the Elders have the duty to carry out this process as outlined in Article ~~III~~ IV, Section 8.

- SECTION 10 - Vacancies - Any vacancy occurring on the Administrative Board shall be filled by the Administrative Board by appointment. An active and supportive member of this church who meets the qualifications of Article IV may be chosen by the Administrative Board to fill a vacancy for the unexpired term of a Board member. Approval shall be by a majority vote of the Administrative Board.
- SECTION 11 - Congregation - Active and supportive members of this congregation shall have the opportunity to meet at least once annually to hear reports on the business of this church and to vote on issues presented by the Administrative Board. Members may bring issues of interest/concern to the meeting by first notifying the presiding officer of the meeting, at least one (1) week in advance of the established date for such meeting. The meeting will be conducted in accordance with Article III of the By-Laws, "Congregational Meetings."
- SECTION 12 - Elections - The election of the Deacons, Deaconesses and conference delegates of the Administrative Board must be in accordance with Article ~~IV~~ V, paragraph 1. All active and supportive members of this church, as identified in Article ~~III~~ IV, who are 14 years of age and older are eligible to vote. Voting shall be by ballot at the annual congregational meeting.
- SECTION 13 - Affirmation Process - The affirmation of the Elders of the Administrative Board must be done in accordance with Article ~~IV~~ V, paragraph 1, and Section 1 #3. All active and supportive members of this church, as identified in Article ~~III~~ IV, who are 14 years of age and older are eligible to participate in the affirmation process. The prospective Elder(s) will be brought before the congregation at any congregational meeting. The Senior Pastor will read to the congregation the Qualifications of Elders as

found in Article IV, Section 1 #1. The Senior Pastor will then charge the congregation with the responsibility of bringing to the attention of the Pastor(s) and Elders any concerns as to why a prospective Elder does not meet the biblical qualifications of an Elder. Any concern shall be brought to the attention of the Pastor(s) and Elders who are not under the reappointment process with the confirmation of two or more witnesses (I Timothy 5:19). Such concerns must be reported during the two-week period following the congregational meeting. The Elder(s) who are not under the reappointment process and the Pastor(s) shall investigate any and all concerns and then make the final decision whether or not to appoint the prospective Elder(s).

## **ARTICLE VI – EMPLOYEE AND VOLUNTEER CRITERIA**

- SECTION 1 – Pastor(s): Pastors shall meet the criteria listed in Article V, Section 2. In addition to their signed contract, they shall sign a “Pastoral Staff Agreement” noting that they are in full agreement with the Constitution and Bylaws of this church. The pastor(s) will be subject to review by the Administrative Board according to Article V, Section 9. Noncompliance with any of these criteria shall be cause for termination of employment.
- SECTION 2 – Employees: Employees shall exhibit proficient skills needed to satisfactorily do the job for which they are hired. In addition to their signed contract, they shall sign an Employee Agreement noting that they are in full agreement with the Statement of Faith, Beliefs, and Conduct stated in Article III. The employees shall exhibit behavior in keeping with the standards of this church and shall not reflect negatively on its beliefs. The Senior Pastor and Administrative Board shall supervise employees. Noncompliance with any of these criteria or failure to fulfill the terms of their Employee Agreement shall be cause for termination of employment.
- SECTION 3 – Volunteers: Every person volunteering for a non-teaching position for which there is a job description shall sign the “Ministry Volunteer Agreement.” Volunteers who are Teachers shall sign the “Teacher Agreement.” Any volunteer not in full agreement may be subject to action according to Article V, Section 9 of this Constitution.
- SECTION 4 – Employment contracts and agreement forms: Employment contracts and agreement forms for paid staff shall be executed by the officers of the Administrative Board upon proper authorization by the Administrative Board. These contracts and agreement forms must be in accordance with Article VI, Sections 1 and 2 above.

## **ARTICLE VII – FACILITIES USE**

SECTION 1 – Purpose Statement: The facilities of the Enola First Church of God were provided by God’s benevolence and the sacrificial generosity of its members and are to be used to glorify God, edify the Body of Christ, and fulfill the Purpose and Mission of this Church as stated in this Constitution. Although the facilities are not generally open to the public, the Church makes its facilities available on a case-by-case basis as a witness to its faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. The Administrative Board has the authority to grant permission for use of these facilities for events which are consistent with Article III of this Church’s Constitution and its facilities use policies.

SECTION 2 – Policies: The Administrative Board shall maintain facilities use policies for this church which must be in accordance with Article III of this Church’s Constitution.

SECTION 3 – Restrictions: These facilities may not be used for activities that contradict, or are inconsistent with, this Church’s Statement of Faith, Beliefs, and Conduct. All use of these facilities must be conducted in accordance with Article III of this Constitution, which sets forth its Statement of Faith, Beliefs, and Conduct; its Statement on Marriage, Gender, and Sexuality; its Statement on Sanctity of Human Life; and its Statement on Final Authority for Matters of Faith, Beliefs, and Conduct. Further, all use of these facilities must be conducted in accordance with this Church’s approved facilities use policies.

This restricted facility use policy is necessary for two reasons. First, the Church may not in good conscience materially cooperate in activities or promote beliefs that are contrary to its faith (2 Cor. 6:14; 1 Thess. 5:22). Second, the Church must present a consistent public witness to the community through its stewardship of its property. Allowing facilities to be used by those who express beliefs or engage in practices contrary to the Church’s faith would have a severe, negative impact on the message that the Church strives to promote and could cause confusion and scandal to Church members and the community.

SECTION 4 – Clarification of Restricted Guidelines:

These facilities shall not be used for any of the following activities:

- Same-sex wedding ceremonies or any related activities or events that would be in violation of Article III, Section 2 of this Constitution (Marriage, Gender, and Sexuality).

- Any activity that violates Article III, Section 3 (Sanctity of Human Life).

Abusive language, violent behavior, alcohol, and non-medical drug use are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.

This facility shall have both gender-specific and gender-neutral restrooms. Gender-specific restrooms must be used in accordance with one's birth gender (Article III, Section 2).

SECTION 5 – Authority: The Administrative Board has the final authority on all requests for facilities use and is responsible for conveying all guidelines and for processing the Facilities Use Agreement. They shall also have the authority to settle any disputes over facilities use in accordance with Article III, Section 4 of this Church's Constitution.

SECTION 6 – Agreement: All users of these facilities must sign a Facilities Use Agreement. This Agreement is based on Article III of this Church's Constitution and this Church's facilities use policies which will be used when granting permission for use of these facilities. These documents will be available to the user. The conditions set forth in these documents must be strictly adhered to, and the user must affirm that the planned use of the facilities does not violate this Church's Statement of Faith, Beliefs, and Conduct.

## **ARTICLE V ~~VIII~~ – MISCELLANEOUS- LEGAL**

SECTION 31 - Legal Transactions - All legal transactions will be executed by the officers of the Administrative Board upon proper authorization by the Administrative Board, or when required, by the congregation.

SECTION 12 - Property - All deeds of property to this church and corporation shall be deemed in trust to be used, kept, maintained and disposed of, for the use and benefit of the ministry and membership of the Churches of God. All real estate of this church and corporation shall be held in trust for the Eastern Regional Conference, Churches of God and shall not be sold, conveyed or encumbered without the consent of the Eastern Regional Conference, Churches of God.

Should this church desire to withdraw from the Churches of God, General Conference for whatever reason, the current General Conference policy on church withdrawal must be followed. If this withdrawal process should occur, then all of this church's property, appurtenances, and effects then

owned or held shall be retained by the Enola First Church of God.

SECTION 23 - Rights and Powers - This church and corporation assumes to itself all the rights, powers, privileges, and immunities which are now and which may during the existence thereof, be conferred by law upon corporations of a similar character and by the discipline of the Eastern Regional Conference, Churches of God.

~~SECTION 4—Marriage is a biblical institution established by God as clearly described in the Scriptures. The Enola First Church of God recognizes that marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Accordingly, this church, its pastors and staff will only officiate marriages between one man and one woman.~~

#### **ARTICLE ~~VI~~ IX- AMENDMENTS**

This Constitution may be amended at any regular congregational meeting, or at a special congregational meeting, by a two-thirds vote of the members present. All amendments are to be submitted by the Administrative Board in writing to the congregation at least two (2) weeks prior to the meeting.

Adopted September 1, 2002  
Revised December 7, 2003  
Revised April 9, 2006  
Revised April 25, 2010  
Revised November 14, 2010  
Revised April 1, 2014  
Revised \_\_\_\_\_

**BY-LAWS**  
**Enola First Church of God**

- I. The governing responsibility of the church, all of its programs, ministry and service teams, task forces, committees, etc. and this corporation, shall be vested in an Administrative Board.
  - A. Membership on the Administrative Board shall be either by election or appointment, in accordance with the attached Constitution.
  - B. The following officers of the Administrative Board shall be elected annually by the Administrative Board from its membership.
    - 1. President, who shall preside at all meetings of the Administrative Board and at all congregational meetings. Additionally, the president shall be the chief executive officer of the corporation.
    - 2. Vice President, who shall preside at meetings of the Administrative Board and congregational meetings in the absence of the president. The vice president shall assist in any capacity that may be assigned to him/her.
  - C. The following shall serve as an advisory member to the Administrative Board.
    - 1. The Administrative Assistant shall serve as Secretary, who shall keep a record of all meetings of the Administrative Board and congregation. In the absence of the Secretary, The Administrative Board President shall appoint a secretary for that meeting. The minutes shall record the complete proceedings of said meetings. The Secretary shall attend to the necessary correspondence relative to the business of the Administrative Board. It shall also be the duty of the Secretary, along with an Elder, to count the ballots from all voting. The results shall be reported to the President and recorded in the minutes of the meeting. In the event that the position of Administrative Assistant is vacant, the Administrative Board shall appoint an interim Secretary who shall be a member of this church.
      - a. The Administrative Assistant shall have no voting privileges as long as he or she is serving as an advisory member to the Board. The exception to this would be if the Administrative Assistant is serving on the Board as an Elder, Deacon, or Deaconess; then he or she would have voting privileges.

- D. The following shall be elected annually by the Administrative Board but not necessarily from its membership.
1. Treasurer, who shall administer the funds of all accounts of this church. The Treasurer shall report to the Administrative Board monthly, and to the congregation at least annually. The Treasurer shall submit the books for audit once a year. The Treasurer shall keep accurate records of individual contributions through the envelope system. Each member shall be informed of their contribution given during the calendar year.
  2. Assistant Treasurer, who shall perform all the Treasurer's duties in the absence of the treasurer.
  3. Financial Secretaries, (at least 2), who shall count offerings, make deposits into the appropriate church accounts, and give an accounting to the church Treasurer.
  4. Assistant Financial Secretary, who shall perform all the Financial Secretary's duties in the absence of the Financial Secretary.
- E. The Administrative Board will meet monthly to conduct the business of this church.
1. Quorum and Attendance – A majority of the Administrative Board shall be present to constitute a quorum for the transaction of business.
  2. Meetings shall be conducted according to *Robert's Rules of Order*.

## II. Legal Transactions

All legal transactions will be executed by the officers of the Administrative Board upon proper authorization by the Administrative Board, or when required by the congregation as noted in Article IV of the By-Laws, "Capital Expenses."

## III. Congregational Meetings

- A. A congregational meeting shall be held at least annually, typically the first Sunday of December. Additional meetings may be called by the Administrative Board when deemed necessary. The annual congregational meeting shall be announced at least four (4) weeks in

advance and special meetings announced at least two (2) weeks in advance.

1. Quorum – The active and supportive members present at the congregational meeting shall constitute a quorum for the transaction of business.
  2. Meetings shall be conducted according to *Robert's Rules of Order*.
- B. Agenda – ~~The agenda will include an opening period of prayer and reading of the minutes of the previous meeting.~~ The agenda and reports will be made available to the congregation at least one (1) week prior to the meeting for prayerful consideration. ~~There~~ **The** will be reports **will be** from the following:
- Treasurer with presentation and explanation of the budget for approval of the congregation
  - All Teams
  - All Task Forces
  - All Committees
  - **All Ministerial Employees**
  - The Pastor(s) with reports of the past year's work, present activities, and future vision of this church.
- C. Voting – All active and supportive members as described in the Constitution, Article ~~III~~ **IV**, Section 4, 14 years of age and older will be recognized as voting members. Any active and supportive member of this congregation may submit names for consideration on the ballot prior to its being presented to the Administrative Board. The proposed ballot shall be presented to the congregation not less than two (2) weeks prior to the annual congregational meeting.
- D. Ballots – The election of Deacons, Deaconesses and conference delegates must be done by ballot. All other voting may be done by ballot or other designated format at the discretion of the presiding officer.
- Nominations and ballots will be in accordance with the Constitution, Article ~~IV~~ **V**, Section 7.1.
- E. Elders Affirmation Process – Prospective Elders shall be presented to the congregation as necessary at any congregational meeting for affirmation according to the Constitution, Article ~~IV~~ **V**, Section 13.

IV. Capital Expenses

Capital expense projects exceeding an anticipated cost of \$500 must be approved by the Administrative Board. Expenses over 7% of the annual budget must be approved by the congregation.

V. Solicitations

All solicitations of special offerings must be approved by the Administrative Board.

VI. The business year for this church shall begin on January 1.

VII. These By-laws may be amended at any congregational meeting by majority vote.

Adopted September 1, 2002  
Revised April 9, 2006  
Revised April 25, 2010  
Revised April 1, 2014  
Revised \_\_\_\_\_