



# **Church Constitution By-Laws & Amendments**

October 13, 2024

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# **THE CONSTITUTION AND BYLAWS OF THE MOUNT EATON CHURCH**

Amended October 13, 2024

## **THE CONSTITUTION**

### **ARTICLE 1: NAME with Corporation**

#### **Section 1**

The name of this church shall be Mount Eaton Church, located on Mount Eaton Road, Village of Saylorsburg, Monroe County, State of Pennsylvania. The congregation shall be incorporated.

#### **Section 2**

This congregation shall be independent of all denominational ties. The Eldership will preside over the affairs of the church.

### **ARTICLE 2: MISSION**

The mission of this body of believers shall be to preach the Gospel of our Lord Jesus Christ to all peoples for the salvation of sinners and to equip the saints “for the building up of the body” in the knowledge of Christ to maturity and Christian service.

### **ARTICLE 3: ARTICLES OF FAITH**

#### **Section 1: Scripture**

We believe that the Bible is God’s Word, infallible and inerrant in its autographs, and it was written by men of God uniquely and divinely inspired. These Men were moved by the Holy Spirit in such a way that their writings were supernaturally and verbally inspired. The Bible consists of a collection of writings known as the sixty-six books of the Old and New Testaments from Genesis to Revelation.

Psalms 19:7-11; 119:89,105, 130, 160; Proverbs 30:5, 6; Isaiah 8:20; Luke 16:31, 24:25-27, 44, 45; John 5:39, 45-47, 12:48, 17:17; Acts 1:16, 28:25; Romans 3:4, 15:4; Ephesians 6:17; 2 Timothy 3:16, 17; 1 Peter 1:23; 2 Peter. 1:19-21; Revelation 22:19.

#### **Section 2: Trinity - One True God**

- A. We believe that there is only one, living and true God, infinite, intelligent, the Maker and Sovereign Ruler of heaven and earth; inexpressibly glorious in holiness, eternal and unchangeable; immeasurable and infinite in all wisdom, power, holiness, justice, goodness, and truth. God is fully omniscient, omnipotent, and omnipresent. He alone is worthy of all honor, confidence, and love. In the unity of the Godhead, He is one God in His essence and three Persons: the Father, the Son, and the Holy Spirit...equal in nature, distinct in person, and submissive in duties.

Genesis 17:1; Exodus 20:2, 15:11; Psalm 83:18, 90:2, 147:5; Jeremiah 10:10; Matthew 28:19; Mark 12:30; John 4:24, 10:30, 15:26, 17:5; Acts 5:3, 4; Romans 11:23; 1 Corinthians 12:10, 11, 8:6, 12:4-6; 2 Corinthians 13:14; Ephesians 2:18, 4:4; Philippians 2:5, 6; 1 Timothy 1:17; 1 John 5:7; Revelation 4:11.

## B. Of the Heavenly Father

God, as Heavenly Father, reigns with providential care and sovereignty over His universe, His creatures, and human history according to the purposes of His grace. He is all-powerful, all-knowing, all-loving, and all-wise. He has predetermined His Plan of salvation before the beginning of time. By His sovereign Grace, His work of Election and judgment “as a plan for the fullness of time, to unite all things in Him, things in Heaven and things on earth. In Him we have obtained an inheritance, having been predestined according to the purpose of Him who works all things according to His will, so that we who were the first to hope in Christ might be to the praise of His glory. In Him you also, when you heard the word of truth, the gospel of your salvation, and believed in Him, were sealed with the promise of the Holy Spirit, who is the guarantee of our inheritance until we acquire possession of it, to the praise of His glory.” Eph 1:10-14

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

## C. Of the Son - Jesus Christ

Jesus Christ is truly God and truly man, having two natures inseparably united in one divine person without confusion, mixture, separation, or division, known as the Hypostatic Union. Each nature retains its own attributes.

The Incarnation of Jesus means that he was conceived of the Holy Spirit and born of the Virgin Mary, lived a perfect life, was crucified, dead and buried, rose on the third day, and ascended to heaven. He will come again in all glory and judge the living and the dead. He is the only Mediator between God and man. He is the fulfillment of the plan of the Father for the salvation of His people.

Matthew 1:23; Isaiah 7:14; John 5:17ff; John 1:1,2,18; Ephesians 3:15; Hebrews 2:9; 1 John 4:15; 1 John 2:23; Romans 9:5.

## D. Of the Holy Spirit

We believe that the Holy Spirit is a divine Person – equal with God the Father and God the Son and of the exact nature. He was active in creation. His ministry is to reveal Christ to man, convict them of sin to effect repentance, and inspire faith in Christ for the regeneration of their souls and the sanctification of their conduct. We believe that the Holy Spirit baptizes the believer into the body of Christ and indwells the believer to work in him the sovereign purpose of God’s grace. He convicts man of sin and leads us to righteousness. He bears witness to the Truth of the Gospel in preaching and testimony. He is the Agent in the New Birth, and He seals, endues, guides, teaches, witnesses, sanctifies, and helps the believer.

Genesis 1:13; Matthew 3:11, 28:19; Mark 1:8; Luke 1:35, 3:16, 24:49; John 1:33, 23:5, 6, 14:16, 17, 26, 15:26, 27, 16:8ff, 13; Acts 5:30ff, 11:16; Romans 8:14, 16, 26, 27; Ephesians 1:13,14; 2 Thessalonians 2:7, 13; Hebrews 9:14; 1 Peter 1:2.

### Section 3: Doctrines

#### A. Of the Devil or Satan

We believe that Satan was created by God, once holy and enjoyed heavenly honors but, through pride and ambition to be as the Almighty, fell and drew after him a host of angels; that he is the chief adversary of all that is from God and of God; he is the prince of the power of the air. He is the enemy of God and His Christ, the accuser of the saints, the antichrist. He is destined, however, to final judgment at the hands of God the Son and eternal punishment in hell, a place prepared for him and his angels.

Isaiah 14:12-15; Ezekiel 28:14ff; Matthew 4:1-3, 13:25, 25:41, 27:39; Mark 13:21, 22; Luke 22:3,4; John 14:30; Ephesians 2:2; 2 Corinthians 11:13-15; 1 Thessalonians 3:5; 2 Thessalonians 2:8-11; 1 Peter 5:8; 2 Peter 2:4; 1 John; 2:22, 3:8, 4:3; 2 John 7; Jude 6; Revelation 12:7-10, 13:13, 14, 19:11, 16, 20, 20:1-3, 10.

#### B. Of the Creation

We believe in the Genesis account of creation and that it is to be accepted literally and not allegorically or figuratively. Man was created in God's own image and after His own likeness. God formed man from the dust of the earth and breathed into him the breath of life. God saw that man needed a suitable helper, so He caused him to fall into a deep sleep and fashioned a woman from the man. Creation was not a matter of evolution or evolutionary change of species. All visible and invisible things, all living creatures and vegetation, were made by God for the glory of God. God's established law was that they should bring forth only "after their kind."

Genesis 1:1, 11, 24ff; Exodus 20:11; Nehemiah 9:6; Jeremiah 10:12; John 1:3; Acts 4:24, 17:23ff; Romans 1:20; Colossians 1:17, 17; Hebrews 11:3; Revelation 10:6.

#### C. Of the Fall of Man

We believe that man was created in holiness and likeness of the Creator, placed under the law of his Maker, but, by volitional transgression, fell from his sinless state. As a consequence, all mankind, by nature, are now born sinners. Therefore, all are under just condemnation and without defense or excuse.

Genesis 3:1-6, 24; Ezekiel 18:19ff; Romans 1:18, 20, 28, 32, 3:10ff, 5:12, 19; Galatians 3:22; Ephesians 2:1ff.

#### D. Of Substitutionary Atonement

We believe that the salvation of man is by grace through faith alone in Christ Jesus and not by works. Jesus, who by appointment of the Father, freely took upon Himself our human nature. He was and is without sin, and He honored the divine law by His personal obedience and death, making a full and substitutionary atonement for our sins. His atonement consisted not in setting us an example by His death as a martyr but was the voluntary substitution of Himself in the sinner's place. Christ the Lord bore our sins in His own body on the tree. Having risen from the dead, He is now enthroned in Heaven, sitting at the right hand of the Father. He is in every way qualified to be a suitable, compassionate, and all-sufficient Savior.

Isaiah 53:4-7, 11, 12; Matthew 18:11; John 3:16, 10:18; Acts 15:11; Romans 3:24, 25; Galatians 1:4; Ephesians 2:8; Philippians 2:7, 8; Hebrews 2:14, 7:25, 9:12ff, 12:2.

#### E. Of Regeneration

We believe that to be saved, sinners must be born again; that it is instantaneous justification and not a process; that in the new birth, the one dead in trespasses and sin is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about in a manner above our understanding, not by culture, not by character, nor by religious heritage, nor by the will of man, but wholly and solely by God to those who genuinely believe the gospel; and is evidenced repentance, faith, and obedience.

Luke 5:27; John 1: 12ff, 3:3, 6, 7; Acts 2:41; Romans 6:23; 2 Corinthians 5:17, 19; Galatians 5:22; Ephesians 2:1, 5:9; Colossians 2, 13; 1 John 5:1.

#### F. Of Sanctification

Christ is the source of sanctification, which is a complete work as a result of our union with Christ. Once a sinner is saved, God immediately sets us apart or sanctifies us to do His good work in and through us. Sanctification then becomes a life-long process. The Westminster Confession of Faith states, "Sanctification is the work of God's free grace, whereby we are renewed in the whole man after the image of God and are enabled more and more to die unto sin and live unto righteousness." Our sanctification will reach perfection in the resurrection on the last day when we will be without sin in our glorified bodies.

John 17:17; Hebrews 10:14; I Corinthians 6:11; Philippians 2:12ff.; II Corinthians 5:17; I Thessalonians 5:23; John 15:1ff.; Ephesians 4:20ff.; Romans 6:1ff.

#### G. Of the Church

1. We believe that the church is a congregation of believers associated by a covenant of faith and fellowship, observing the ordinances of Christ; governed by His laws, and exercising the gifts, rights and privileges invested in them by His Word. Its officers of ordination are Elders whose qualifications, claims, and duties are clearly defined in the Scriptures.

2. We believe the true mission of the church is found in the Great Commission: to make individual disciples; to build up the church; to teach and instruct as He has commanded. We hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations. The one and only Superintendent is Christ through the Holy Spirit. The true church is united and cooperates with each other to contend for the faith and the furtherance of the gospel.

3. Concerning the Church, "So then you are no longer strangers and aliens, but you are fellow citizens with the saints and members of the household of God, 20 built on the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone, 21 in whom the whole structure, being joined together, grows into a holy temple in the Lord. 22 In him you also are being built together into a dwelling place for God by the Spirit." - Ephesians 2:19-22

Leviticus 27:31; Malachi 3:10; Matthew 28:19, 20; Acts 2:41, 42; 6:5, 6, 14:23, 15:22, 23, 20:17ff; 1 Corinthians 5:11-13, 6:1-3, 11:2, 12:4, 8ff, 16:1, 2; Ephesians 1:22ff, 4:11, 5:23, 24; Colossians 1:18; 1 Timothy 3:1-13.



## H. Of The Sacraments

1. We believe that scriptural baptism is the immersion in water of the believer in the Name of the Father, Son, and Holy Spirit; to show forth in a solemn and beautiful symbol our faith in the crucified, buried, and risen Savior, with its effect in our death to sin and resurrection to a new life. Believer's baptism is a prerequisite to the privileges of church membership.

2. We further believe the Christian should partake of the Lord's Supper (Communion), by the sacred use of bread and juice to commemorate together the dying love of Christ – preceded always by thoughtful self-examination.

Acts 8:36ff; Matthew 3:5; John 3:22ff, 4:1, 2; Matthew 28:19ff; Mark 16:16; Acts 3:28, 8:12, 10:47, 48, 16:32ff, 18:8; Galatians 3:27, 28; Romans 6:4; Colossians 2:12; 1 Peter 3:20, 21; Acts 2:41, 42, 22:16; 1 Corinthians 5:1ff, 10:3ff, 11:17-32; Matthew 26:26ff; Mark 14:22ff; Luke 22:14-20; John 6:26-71.

## I. Of Giving

We believe that giving is an act of surrender and joyful faith accomplished through the work of the grace of God. "The point is this: whoever sows sparingly will also reap sparingly, and whoever sows bountifully will also reap bountifully. 7 Each one must give as he has decided in his heart, not reluctantly or under compulsion, for God loves a cheerful giver. 8 And God is able to make all grace abound to you, so that having all sufficiency in all things at all times, you may abound in every good work." 2 Corinthians 9:6-8

2 Corinthians 8 & 9, Luke 21:1ff, Mark 12:41-44, Malachi 1 & 3:6ff

## J. Of Missions

We believe the Great Commission to go and make disciples, to baptize by immersion, and to teach them to observe all that He has commanded. The Great Commission is fulfilled by preaching the Gospel of Christ, which is a call to repentance and to believe, "3 For I delivered to you as of first importance what I also received: that Christ died for our sins in accordance with the Scriptures, 4 that he was buried, that he was raised on the third day in accordance with the Scriptures," (1 Corinthians 15:3-4) & "For with the heart one believes and is justified, and with the mouth one confesses and is saved." (Romans 10:10) We further believe that a portion of our time, energy, and resources must be dedicated to advancing the gospel locally, regionally, nationally, and throughout the world. Mount Eaton Church is a sending church in that we support the calling of certain individuals who demonstrate obedience to God's will to take the gospel into the world.

Matthew 28:18ff; Mark 16:15ff; John 20:21; Acts 1:8; 1 Corinthians 15:1ff; Romans 10:5ff

## K. Of Marriage and Family

1. Concerning the Family: We at Mount Eaton Church believe that the core of every biblical and healthy church is Jesus Christ, the cornerstone, God's infallible and inerrant word. Mount Eaton Church is a family-centric church. Our focus is to have every family be active in our gatherings. We strive to ensure that every family grows in faith and deeds for the health and growth of the Family of God. Our activities and teaching are intended to promote growth for every member of the family, to Love God, His Word, His Ways, and His Things.

2. Concerning Marriage: From Chapter 24, section 2 of the Westminster Confession of Faith: “Marriage was ordained for the mutual help of husband (man) and wife (woman), for the increase of mankind with a legitimate issue, and of the church with an holy seed, and for preventing of uncleanness“ and cannot be redefined by man. Marriage is a representation of Christ and His Church and, in its origin, the foundation of the institution of the family, wherein the procreation mandate of bearing children would be fulfilled. The family can consist of a husband and wife, with or without natural-born children and/or adopted children.

3. Concerning sexual intimacy: We believe that intimacy between a husband and wife (“the marriage bed”) is the only acceptable and commanded place for sexual relations and must not be defiled. Sexual relations practiced outside of the Biblical marriage bed are fornication, adultery, homosexuality, bestiality, and pornography. These are deemed sins, abominations, and condemned by God. It is the husband and wife’s responsibility to guard their marriage.

4. Concerning Parenting: We believe that it is the parents' responsibility to teach, discipline, and disciple their children. The church’s responsibility is to equip and support the family in their walk with Christ. The parental mandate is given to the Father and Mother to “Train up a child in the way he should go...” and parents are to teach God’s word and ways to their children, “...talking of them when you are sitting in your house, and when you are walking by the way, and when you lie down, and when you rise.” because God seeks “Godly offspring.”

Genesis 1:26ff, 2 ; Leviticus 18; Romans 1:18ff; Ephesians 4:11ff, 5:22ff; Matthew 19:1ff; Colossians 3:18ff; 1 Peter 3:1-7; Hebrews 13:4; 1 Corinthians 7; Malachi 2:15

#### L. Of Civil Government

We believe that civil government is of divine appointment for the interests and order of human society. Our government officials are to be prayed for, honored and obeyed. The only exception to this would be where any government action and decision are opposed to the will of the Lord Jesus Christ as stated in scripture. He is the only Lord of the conscience and the coming King of the kings and Lord of lords.

Exodus 18:21ff; 2 Samuel 23:3; Psalm 72:11; Daniel 3:17, 18; Matthew 10:28, 22:21, 23:10; Acts 4:19, 20, 23:5; Romans 13:7; Philippians 2: 10ff; Titus 3:1; 1 Peter 2:13ff.

#### M. Of the End Times

We believe in and accept the sacred scriptures on these subjects as the infallible and inerrant Word of God. Of the Resurrection, we believe that Christ rose bodily on “the third day according to the Scriptures;” that He ascended “to the right hand of the throne of God;” that He alone is our “merciful and faithful High Priest;” Both the living and dead saints will be changed; the “dead in Christ will rise first;” and the living saints shall be “caught up” to meet them and the Lord in the air. We shall be with the Lord forever. By His grace we are children of God, no longer destined for His wrath. All, both living and dead, both righteous and unrighteous will be judged “according to what they had done”.

Psalm 72:8; Isaiah 11:4, 5; Matthew 24:27, 42; 28:6, 7; Mark 16:6, 19; Luke 1:32, 24:2ff, 39, 51; John 14:3, 20:27; Acts 1:9ff; 1 Corinthians 15:4, 50ff; Philippians 4:20; 1 Thessalonians 1:10, 4:16, 17, 5:9, 10,; 1 Timothy 2:5; Hebrews 2:17, 5:9, 8:1, 9:28, 12:2, 2 Corinthians 5:10, Romans 14:10, Psalm 103:10, Revelation 20:11ff

## ARTICLE 4: OFFICERS

### Section 1: Eldership

#### A. Definition

An Elder (Pastor-Teacher) is a Shepherd, Overseer, and the presiding officer, manager, and director of the church. Members of the Eldership are equal in authority but different in responsibility. An Elder must be a man. He oversees all things concerning the church and her people to ensure all things are done rightly and in order. To best serve the church, having one Elder for every 50 members is preferred. When the need for another Elder arises, the existing Elder team will prayerfully consider another man for Eldership as God supplies. Requirements and further explanation of Eldership are below.

#### B. Requirements

1. All Elders must agree with and believe in, without reservation, our Statement of Faith as outlined in Article 3 and commit to the biblical culture of Loving God, His Word, His Ways, and His Things.
2. All Elders must be called by the Holy Spirit to be overseers and appointed for the church. Acts 14:23, 20:28, 1 Timothy 5:17-18, Titus 1:5-7
3. All Elders “must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, 3 not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. 4 He must manage his own household well, with all dignity keeping his children submissive, 5 for if someone does not know how to manage his own household, how will he care for God's church? 6 He must not be a recent convert, or he may become puffed up with conceit and fall into the condemnation of the devil. 7 Moreover, he must be well thought of by outsiders, so that he may not fall into disgrace, into a snare of the devil.” 1 Timothy 3:2-7 “For an overseer, as God's steward,...a lover of good,... upright, holy, and disciplined. 9 He must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it.” Titus 1:7-9
4. All Elders shall shepherd the flock of God, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; 3 not domineering over those in your charge, but being examples to the flock. 1 Peter 5:1-3
5. Based upon the foundation already stated, all Elders must “12... equip the saints for the work of ministry, for building up the body of Christ, 13 until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ, 14 so that we may no longer be children, tossed to and fro by the waves and carried about by every wind of doctrine, by human cunning, by craftiness in deceitful schemes. 15 Rather, speaking the truth in love, we are to grow up in every way into him who is the head, into Christ, 16 from whom the whole body, joined and held together by every joint with which it is equipped, when each part is working properly, makes the body grow so that it builds itself up in love.” - Ephesians 4:12-16
6. Elders are to serve until they request a sabbatical upon notification to the Eldership. The length of the sabbatical is based upon the need of the Elder and shall be given in writing with the length of time requested. Elders, being appointed by God, shall remain an Elder in Spirit even when no longer actively serving.
7. Having met the above requirements, members of the Eldership by definition are members of Mt. Eaton Church.

### C. Responsibilities

1. Responsibility as a model: Elders shall be exemplary in attendance to the services of the church; will be men of prayer and students of God's Word; will support the church and its ministries and encourage others to be faithful and lend support in welcoming guests and members to the services of the church.
2. Shepherding: Elders shall be responsible for the spiritual issues of the Church; shall monitor the Biblical content of all groups of Mount Eaton Church; shall approve the names of those persons appointed to leadership positions of any group; shall arrange for the preparation of the Lord's Supper and the serving of the elements and shall serve as a pulpit supply, providing for speakers during the absence of the Pastor.
3. Membership oversight: Elders shall prepare the Elders Instruction Class materials; shall schedule and teach a class as needed; shall meet individually with prospective members and verify their eligibility. Elders shall also review the membership role before the annual business meeting to identify which members have been added, who need to be moved to Associate membership, and who need to be removed from membership.
4. The Eldership shall meet in regular monthly meetings and as needed. The Elders attending monthly meetings of the Council of Deacons shall be without vote and the meetings of the Council of Elders shall have the right to vote.

## Section 2: Pastor / Lead Elder

### A. Qualifications

1. The Pastor must agree with and believe in, without reservations, our Statement of Faith as outlined in Article 3.
2. A minimal educational requirement of a Bachelor of Arts Degree in Christian Studies from an accredited Bible College, approved by the officers of the church, is preferred. Multiple years of experience will be considered also.

### B. Pastoral Duties

1. The Teacher: The most important aspect of the ministry is to teach and preach the Word of God. This is the New Testament way to build up the saints. This includes presiding over services of worship, conducting or assisting in guiding Bible study, and acting as a spiritual guide to all membership or outreach groups within the church. The Pastor shall endeavor to increase his knowledge of God's Word by prayer, further study, and such other educational experiences as may be required.
2. The Shepherd of the Flock: He is responsible for mentoring, ministering, counseling, fellowship, and assisting in the maturing of the body through education and discipleship in sound doctrine for the unity of the faith.
3. The Evangelist: He will preach the full gospel to all peoples and live to encourage all believers to be faithful witnesses.
4. The Overseer: Working very closely with, and reporting monthly to the Deacons and Elders in maintaining scriptural standards and doctrines, upholding Biblical ethics, love, and morality in the church membership. The Pastor shall attend the monthly meetings of the Council of Deacons without vote and the Council of Elders with the right to vote.

### **Section 3: Associate Pastor(s) / Elder**

#### **A. Qualifications**

1. The Associate Pastor must agree with and believe in, without reservations, our Statement of Faith as set forth in Article 3.
2. He must have a 2-year associate degree or be pursuing such a degree at an approved Bible college

#### **B. Duties:**

1. He will assist the Pastor in carrying out his duties, which could include music ministry, family ministries, counseling, teaching, and maturing of the body for the unity of the faith.

### **Section 4: Deacons**

#### **A. Definition**

A Deacon is a servant of the King by serving the church. A Deacon can be a man or a woman appointed by the Eldership. A Deacon cares for the needs of the people of the church and manages the finances of the church. 1 Timothy 3:8-13

#### **B. Requirements**

1. All Deacons must agree with and believe in, without reservation, our Statement of Faith as outlined in Article 3 and commit to the biblical culture of Loving God, His Word, His Ways, and His Things.
2. Deacons should be “of good reputation, full of the Spirit and of wisdom, whom we will appoint to this duty....they prayed and laid their hands on them.” Acts 6:3, 6
3. “Deacons likewise must be dignified, not double-tongued, not addicted to much wine, not greedy for dishonest gain. 9 They must hold the mystery of the faith with a clear conscience. 10 And let them also be tested first; then let them serve as deacons if they prove themselves blameless. 11 Their wives likewise must be dignified, not slanderers, but sober-minded, faithful in all things. 12 Let deacons each be the husband of one wife, managing their children and their own households well. 13 For those who serve well as deacons gain a good standing for themselves and also great confidence in the faith that is in Christ Jesus.” 1 Timothy 3:8-13, Romans 16:1-3

#### **C. Responsibilities**

1. Deacons are to serve until they request a sabbatical, either temporary or permanent upon notification to the Eldership. The length of the sabbatical is based upon the need of the Deacon determined by the Eldership and shall be given in writing with the length of time requested.
2. Following the Annual Business Meeting of the church, the Deacons will elect a Chairperson, a Vice-Chairperson, a Treasurer, and a Secretary all by unanimous vote. The Treasurer will be the representative concerning the church finances, working with the Financial Secretary according to established guidelines. The Treasurer will provide a monthly financial report to the Deacons. The Secretary shall keep a full and accurate account of each meeting and provide a report of such meetings.

3. The Deacons propose an annual budget before the Annual Business Meeting. After approval by the congregation, the Deacons manage the income and expenses of the church according to the budget. Deacons will also approve all unbudgeted bills as long as the bill is less than \$5000. Any unbudgeted expenses exceeding \$5000 will need congregational approval.
4. An annual internal audit should be done within 120 days after the end of the fiscal year by a committee consisting of the Treasurer, the Financial Secretary, and a minimum of one Deacon and one member at large.
5. A schedule for counting of all offerings shall be prepared by the Treasurer. Two personnel authorized by the Deacons shall together bring the offerings to a designated secured office and shall be counted within 2 days and deposited on the church's banking institution. A counting report shall be provided to the Financial Secretary for the management of the giving records.
6. Each Deacon will be assigned ten to fifteen households to steward the needs of the people with a monthly contact. The Deacon will direct members to other resources within the church as needed and maintain oversight.

## **ARTICLE 5: MEMBERSHIP**

### **Section 1: Membership of the Family of God**

Through the work of the Holy Spirit, we are given faith and confess Jesus Christ as our Lord and Savior, by whom our redemption is imputed by His blood and righteousness alone. Having been buried with Him in baptism into the likeness of His death and raised in the likeness of His resurrection, we now walk in the newness of life, united to His visible church.

### **Section 2: Membership of Local Church**

Once we become a member of His visible church, God also commands us to not forsake the assembling together with a local body of believers. Anyone can attend services, but we encourage attendees to become members of the church. All candidates shall attend the Elders Instruction Class, after which they shall appear before the Elders who will verify their eligibility. If such persons are approved, they shall be introduced as members in full standing of the congregation during a Sunday morning worship service.

### **Section 3: Membership Responsibility**

Members shall strive to attain maturity in Christ by the increase in the knowledge of the Son of God, to keep the unity of the faith, to speak the truth in love, and to grow up in every way into Him as the Head so that the church builds itself up in love. They shall constantly strive to walk worthy of their high calling and seek control of every unholy disposition. The honor, stability and effectiveness of the church is dependent upon the prayers, labors, and financial support of its members. All members, therefore, are expected to faithfully bear a just portion of the necessary expenses of the church and contribute regularly of their means in proportion as God has prospered them. Envelopes will be provided and online giving options will be available for this purpose.

#### **Section 4: Membership Status**

Membership may be terminated for various reasons: by death, by transfer to another church, by request, by exclusion through disciplinary action, or by placement on the associate member list. Also, if a member has not attended for six months, the Eldership shall write a letter or contact that member to ask for a reason for not attending. If that member does not have an acceptable reason and the member does not attend for another six months, membership may be terminated. An Associate Member is someone who is not able attend regular services due to health reasons or to being on the mission field, but yet wants to remain associated with the church. For any member in good standing desiring to unite with another church of like faith that requires a letter of Christian standing, one will be provided by the Eldership.

#### **Section 5: Membership Grievances**

- A. The believer is called by God to show forth His love and holiness. In view of this, Mount Eaton Church cannot condone the practices nor the promotion of actions or lifestyles that are contrary to the immutable nature of God. [Romans 1:26-32, 13:13-14, I Corinthians 5:9-10, 6:9-10, Ephesians 4:29,31 and 5:3-7]. It must be understood that extending or maintaining church membership or employment to those in rebellion against God's holiness would be equivalent to condoning what God condemns. It is an act of love toward God and the rebellious member to have that person understand (s)he is living outside the will of God. We at Mt. Eaton shall extend God's grace and truth to that person in the hope that God's transforming love and power may bring about repentance and restoration.
- B. Pastor/ Elders shall handle all disciplinary matters. The letter and the spirit of the rule as found in Matthew 18:15-17 shall be strictly followed. All final disciplinary decisions will be given in writing to the members involved. The steps of grievance are:
  - 1. Privately address the grievance of the offending member by the offended member.
  - 2. If the offending member does not acknowledge the grievance and repent, the offended should take one or two mature believers (such as church officers) and go to the offending member again.
  - 3. If the offending member refuses again to acknowledge the grievance and repent, the issue will be brought to the Eldership, who will determine if and when to call a church meeting to bring the issue before the congregation and remove membership of that offending member
  - 4. For discipline concerning officers of the church, including Elders, the offending officer will be suspended from the position until review of the alleged offense is complete. The Elders will follow the above process to review the offense and determine appropriate disciplinary action.

# **BY LAWS**

## **ARTICLE 1: MEETINGS**

### **Section 1: Meetings of the Church for Worship**

- A. The church will meet every Lord's Day for worship, except in the case of severe weather, unsafe for travel.
- B. In addition, at least once each week the church will meet for prayer, Bible study, and devotions.
- C. Special meetings will be scheduled as specified by the Elders.

### **Section 2: Meetings of the Church for Business**

- A. The following scriptures will be followed as general Rules of Order:

"Let all things be done decently and in order." I Corinthians 14:40

"Let all things be done with charity." (Love) I Corinthians 16:14

"Let all things be done unto edifying." I Corinthians 14:26

"Do all things in the name of the Lord Jesus..." Colossians 3:17

- B. An Annual Meeting of the Congregation will be held the last Sunday of January following church services. In the event of extenuating circumstances, the Elders reserve the right to reschedule. The congregation must be given at least two weeks notice of the meeting date.
- C. Special meetings may be held at the written request of the Pastor or Elders, the Deacons, or a majority of the members of the congregation. The congregation should go to the Deacons to process the written request to present to the Elders. The Elders will issue a notice to meet within three weeks after such request has been made. Proper notice of the meeting shall be given in writing, stating the time, place and purpose. Every meeting shall be announced at all Sunday services for at least two weeks prior to the meeting. No business shall be transacted at a special meeting other than that specified in the call or notice.
- D. Only people recorded as members of the church are allowed to vote. Eldership shall monitor the membership list throughout the year to assure the list is current prior to any meetings. 50% of voting members shall constitute a quorum for the transaction of church business. The voting age will be at least 18 years. All decisions must be approved by an affirmative vote of 80% of the votes cast, unless otherwise noted in the constitution.



## **ARTICLE 2: HIRED POSITIONS**

The following positions are hired according to the current needs of the church for such positions or according to the financial status of the church.

### **Section 1: Financial Secretary**

The Financial Secretary is hired by the Elders to receive and keep accurate records of offerings, pledges, and contributions. In addition, the financial secretary will manage all funds and distribute payment to individuals and bills owed. The Deacons will count the monies of the church and deposit those monies into the bank designated by the Deacons according to procedures stated in the By-Laws. The deposit statement will be given to the Financial Secretary. The Financial Secretary will mail individual statements to church members annually. Members can request additional statements throughout the year.

### **Section 2: Administrative Assistant**

The Administrative Assistant is hired by the Elders to support the Pastor in managing office duties such as answering the phone, preparing church correspondence, maintaining personnel records, and assisting in scheduling. Further details are in the job description.

### **Section 3: Organist**

The organist is hired by the Elders to play the organ or piano for services held in the Sanctuary and to select the music. The organist will also be responsible for providing music for funerals, weddings, and special services.

### **Section 4: Groundskeeper**

The groundskeeper is hired by the Deacons to maintain all church grounds and properties, which includes mowing, trimming in the cemetery and where needed, according to the job description. The groundskeeper is responsible for the maintenance of the groundskeeping equipment.

### **Section 5: Custodian**

The custodian is hired by the Deacons to clean all church buildings according to the job description. The custodian is also responsible to maintain inventory of lavatory paper products and cleaning supplies.

## **ARTICLE 3 APPOINTED POSITIONS**

### **Section 1: Trustees**

The Council of Deacons shall annually appoint a Body of Trustees to care for the physical properties of the church.

### **Section 2: Church Clerk**

The Council of Deacons shall appoint a Church Clerk to keep an accurate record of all business transacted by the congregation at its regular and special meetings and record all matters of historical importance.

## **ARTICLE 4: PROPERTY OF THE CORPORATION**

### **Section 1: Title**

The right of any property, real or personal, the Church may acquire shall be and remain vested in the membership of the Church who shall remain faithful to the Statement of Faith of Mount Eaton Church.

### **Section 2: Acquisition and Sale of Property**

The Church shall have power to acquire and hold property, real and personal, for the general purpose of the Church. All property so acquired shall be in the name of the Church. Any purchase, sale, mortgage, or transfer of real property shall be approved by 80% majority vote of the votes cast at a regular or special business meeting.

### **Section 3: Dissolution**

No part of the assets of the Corporation shall ever inure to the benefit of any donor, member, director or officer of the Corporation or of any private individual. Upon dissolution, any assets of the Corporation must be distributed to one or more organizations recognized by the Internal Revenue Service as one organized exclusively for religious purposes and having similar beliefs as Mount Eaton Church.

## **ARTICLE 5: ADDITIONAL PROCEDURES**

### **Section 1: Amendments to the Constitution and Bylaws**

- A. Amendments may be added at any official business meeting of the church by an 80% majority of all votes cast, provided that a minimum of two weeks notice of the proposed amendment has been duly publicized at the regular church gatherings and that a quorum of members is met in order to vote. All amendments are reviewed by the Eldership prior to being brought to vote.
- B. A specific form (see Annex A) will be used to document each amendment. It provides a brief overview of each amendment that includes the Amendment number, a brief description of the Amendment, the Article and Section references and Amendment revision approval date. For detailed information on the actual Amendment, see the referenced Article and Section.

### **Section 2: Pastoral Transition**

- A. Calling a Pastor

When a vacancy of the office of Pastor occurs, the Eldership shall proceed without delay and appoint a Pulpit Committee, consisting of a minimum of 2 Elders, 2 Deacons, and 4 members of the congregation in good standing. The following process will be carried out:

- 1. A job description and a brief description of the church will be prepared.
- 2. If there is a man currently in the congregation who meets the required qualifications, he will be evaluated according to the established procedures.
- 3. If there is no one qualified, the committee will post the open position on selected websites or any other approved media sites or Bible colleges asking for a resume.
- 4. When a resume is received, the committee will review and decide if an application should be sent.

5. Applications received will be reviewed. Candidates that meet the requirements will be invited to meet with the committee. Upon approval by the committee, the candidate will be invited to meet with the Eldership only.
6. When the candidate has been found acceptable, he will schedule with the Pulpit Committee to meet with the entire congregation as a candidate and present a minimum of two different messages on two separate dates, and shall teach an adult Bible study and have one Q&A session with the congregation during Bible study hour. A congregational vote by written ballot will be taken on the Sunday following the recommendation by the Pulpit Committee to institute the voting. The candidate will receive the call of the congregation upon receipt of an affirmative vote of 80% of members present.
7. The Pastor is expected to reside within 30 minutes normal driving time from the church.

#### B. Salary and Benefits

1. The Pastor's salary shall be determined by the church on a yearly basis.
2. An allowance shall be provided for the payment of an insurance or retirement plan mutually agreed upon by the church and the Pastor.
3. The Pastor shall be granted a yearly vacation of 24 days including no more than 4 Sundays. The Pastor will also be granted 30-day sabbatical for every 3 years of service, in addition to his vacation and Sundays off.
4. There shall be one day of the week established as the Pastors "family day", during which he would not be expected to attend scheduled meetings and events. If emergency needs would arise on this day the Pastor should be available if they could not be attended to by others.

#### C. Change of Pastor

The call of a Pastor may be terminated for the following reasons:

1. The death of the Pastor, or the dissolution of the congregation.
2. Resignation of the Pastor: The Pastor may present a letter of resignation to the church for their action, provided that 90 days notice of his decision to do so is given, or a mutually agreed upon time.
3. Should at any time a concern arise regarding the shepherding of the congregation, his personal behavior, teachings, beliefs, or should he fall out of accord with the doctrinal standards of the church, as stated in the Scripture and Statement of Faith, his service may be terminated by action initiated by the Eldership, who shall follow the Biblical instructions as given in Matthew 18:15-17 and 1 Timothy 5:19 (see Discipline of Members). This action must be confirmed by a 100% vote of all Elders, excluding the Pastor.

### Section 3: Cemetery

- A. Mount Eaton Church owns and maintains two cemeteries. Mount Eaton Cemetery is located on the church grounds and Brick Church Cemetery is located on Route 115 in Saylorsburg. The cemetery board consists of a team of volunteer church members in good standing overseen by the elders. The cemetery chairman oversees the board and assigns staff duties. Board members are determined by mutual agreement of the chairman and the elders.

B. Staff duties

1. Maintaining cemetery records
2. Plot sales. Plots can be sold to both members and non-members. Members receive a discounted price. Associate membership discounts will be determined by the chairman and the elders.
3. Burial arrangements
4. Grounds maintenance. Perpetual care is provided for all gravesites.

**Section 4: Use of Property and Buildings**

The use of any building or outside property is for Mount Eaton Church Members and their guests only. Non-Members may use the Hall as long as an active Church Member is also present during the entire time and responsible to oversee all use as stipulated in the use agreement. Church functions have priority over any other use of the buildings. The Church Office is responsible for scheduling. Approval on the use of the building will be at the discretion of the Pastor and/or Elders. The leadership of Mount Eaton Church has the right to refuse use of any space to any group or individual because of staff limitations, maintenance, administrative, or other considerations that may from time to time prevent adequate protection, maintenance, or administration of the building.

## ANNEX A

### Amendments to the Constitution and By-Laws

Amendment Number	Amendment Description	Amendment Article/Section	Amendment Approval Date
Release	New		10/13/2024

## APPROVAL SIGNATURE PAGE

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Pastor

Date

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Elder

Date

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Elder

Date

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Elder

Date

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Elder

Date