

# **CONSTITUTION AND BYLAWS OF TULSA BIBLE CHURCH**

(Revised December 2003)

## **PREAMBLE**

Recognizing that God has called His people to meet, worship, and serve together in structured groups which Scripture refers to as churches, and that it is God's desire that all things in the church be done decently and in order (I Corinthians 14:40), we, the members of Tulsa Bible Church, have set forth the following Constitution and Bylaws as a basis of that structure and order.

## **ARTICLE I NAME**

This organization shall be known as Tulsa Bible Church (hereafter referred to as the "Church").

## **ARTICLE II ARTICLES OF FAITH**

The doctrine to which the Church requires the assent of all applicants for Membership is contained in the following Articles of Faith:

1. The Bible, consisting of all the books of the Old and New Testaments, is the Word of God, a supernaturally given revelation from God Himself, concerning Himself, His being, nature, character, will, and purposes; and concerning man, his nature, need, duty, and destiny. The Scriptures of the Old and New Testaments are without error or misstatement in their moral and spiritual teachings and record of historical facts. They are without error or defect of any kind.
2. There is one God, eternally existing and manifesting Himself to us in three Persons: Father, Son, and Holy Spirit.
3. Our Lord Jesus was supernaturally conceived by the power of the Holy Spirit and born of the Virgin Mary, a lineal descendant of David. He lived and taught and wrought mighty works and wonders and signs exactly as is recorded in the four Gospels. He was put to death by crucifixion under Pontius Pilate. God raised from the dead the body that had been nailed to the cross. The Lord Jesus after His crucifixion shows Himself alive to His disciples, appearing unto them by the space of forty days. After this, the Lord Jesus ascended into heaven and the Father caused Him to sit at His right hand in heavenly places far above all rule and

authority and power and dominion and every name that is named, not only in this world, but also in that which is to come, and put all things in subjection under His feet and gave Him to be Head over all things to the Church.

4. The Lord Jesus before His incarnation existed in the form of God and of His own choice laid aside His divine glory and took upon Himself the form of a servant and was made in the likeness of men. In His preexistent state, He was with God and was God. He is a divine person possessed of all of the attributes of Deity and should be worshipped as God by angels and men. "In Him dwelleth all the fullness of the Godhead bodily." All the words that He spoke during His earthly life are the words of God. There is absolutely no error of any kind in them and by the words of Jesus Christ; the words of all other teachers must be tested.
5. The Lord Jesus became in every respect a real man, possessed of all the essential characteristics of human nature.
6. By His death upon the cross, the Lord Jesus made a perfect atonement for sin, by which the wrath of God against sinners is appeased and a ground furnished upon which God can deal in mercy with sinners. He redeemed us from the curse of the law by becoming a curse in our place. He who Himself was absolutely without sin was made to be sin on our behalf that we might become the righteousness of God in Him. The Lord Jesus is coming again to this earth, personally, bodily, and visibly. The return of our Lord is the blessed hope of the believer and in it God's purpose of grace toward mankind will find its consummation.
7. The Holy Spirit is a person and is possessed of all the distinctively divine attributes. He is God.
8. Man was created in the image of God, after His likeness, but the whole human race fell in the fall of the first Adam. All men, until they accept the Lord Jesus as their personal Savior, are lost, darkened in their understanding, alienated from the life of God through the ignorance that is in them, hardened in heart, morally and spiritually dead through their trespasses and sins. They cannot see nor enter the kingdom of God until they are born again of the Holy Spirit.
9. Men are justified on the simple and single ground of the shed blood of Christ and upon the simple and single condition of faith in Him who shed the blood, and are born again by the quickening, renewing, cleansing work of the Holy Spirit through the instrumentality of the Word of God.

10. All those who receive Jesus Christ as their Savior and their Lord and who confess Him as such before their fellow men become heirs of God and joint heirs with Jesus Christ. At death, their spirits depart to be with Christ in conscious blessedness, and at the second coming of Christ, their bodies shall be raised and transformed into the likeness of the body of His glory.
11. All those who persistently reject Jesus Christ in the present life shall be raised from the dead and throughout eternity exist in a state of conscious, unutterable, endless torment and anguish.
12. The Church consists of all those who, in this present dispensation, truly believe on Jesus Christ. It is the body and bride of Christ, which Christ loves and for which Christ has given Himself up.
13. There is a personal devil, a being of great cunning and power. "The prince of the power of the air." "The prince of this world." "The god of this age." He can exert vast power only so far as God suffers him to do so. He shall ultimately be cast into the lake of fire and brimstone and shall be tormented day and night forever.

### **ARTICLE III COVENANT OF THE CHURCH**

The covenant of the Church is as follows:

We, the Members of this Church, do affectionately welcome you into the fellowship with us in the blessings of the Gospel, and covenant together, God helping us, that as strangers and pilgrims we will refrain from fleshly lusts (I Peter 2: 11). That we will put away from us all bitterness and wrath and anger and clamor and evil speaking and be kind to one another, tenderhearted, forgiving one another even as God for Christ's sake hath forgiven us (Eph. 4:31-32). That as we have opportunity, we will do good unto all men, especially unto them who are of the household of faith (Gal. 6: 10). That we will remember them who have the rule over us who speak unto us the Word of God (Heb. 13:7). That we submit to the loving oversight and discipline of the Members and officers of this Church of Christ, and that we will give as God has prospered us (I Cor. 16:2), not grudgingly, or of necessity, for God loveth a cheerful giver (II Cor. 9:7).

## **ARTICLE IV MEMBERSHIP**

### **Section A. APPLICATION.**

Any person may make application for Membership in the Church by making written application for Membership on a form supplied by the Church. Such application shall be delivered to one of the Pastors or the Board of Elders.

### **Section B. QUALIFICATION.**

In order to qualify for Membership, an applicant shall be required to do the following:

1. Complete a New Member's Information Class.
2. Share his personal testimony regarding his coming to a saving knowledge of Christ with at least two Members of the Board of Elders.
3. Obtain the approval for Membership from the Elder leading the New Member's Class and the Elders hearing his personal testimony.
4. Assent, in writing, to the Articles of Faith and Covenant of the Church and agree to be governed by the Constitution and Bylaws of the Church.
5. Be at least thirteen (13) years of age, provided that no Member shall have the right to vote as a Member until he attains the age of eighteen (18).
6. Be presented to the Church during a worship service on a Sunday morning or evening.

Any of the requirements stated above may be waived by the Board of Elders in the event the physical presence or participation of an applicant is not possible due to the physical limitations of the applicant.

### **Section C. TERMINATION OF MEMBERSHIP.**

Membership in the Church shall be terminated upon the occurrence of any of the following:

1. Excommunication as exercised by the Board of Elders.
2. Request of the Member, which termination shall be effective upon receipt of the request of the Member by any Pastor or any Member of the Board of Elders.

3. Failure to regularly attend Church services for a period of six (6) months, which termination shall be effective upon the determination of the same by the Board of Elders. In such determination, the Board of Elders may consider, and make exceptions for, absences due to extraordinary causes such as school attendance and business travel.

#### **Section D. ASSOCIATE MEMBERSHIP.**

Any person living in the Tulsa area for a limited period of time who desires a church home and who does not wish to sever relations with his home church may make an application to be an Associate Member of the Church. The Application, Qualification, and Termination provisions of Sections A., B., and C. immediately above shall be applicable to Associate Members. An Associate Member will cease being a Member, in any event, upon his moving from the Tulsa area. An Associate Member shall not have the right to vote.

## **ARTICLE V BOARD OF ELDERS**

#### **Section A. COMPOSITION OF THE BOARD.**

The government of the Church shall be vested in the Board of Elders which shall be composed of the Senior Pastor who shall be a member of the Board by virtue of his office and four or more other members. The total number of members of the Board of Elders shall be determined by the Board of Elders as needed.

#### **Section B. QUALIFICATIONS.**

The Elders of the Church shall be Members of the Church who meet the qualifications specified in I Timothy 3: 1-7 and Titus 1: 6-9.

#### **Section C. SELECTION.**

The selection of Elders of the Church shall be made by the Board of Elders, subject to the approval of two-thirds of those Members voting at a meeting of the Church.

#### **Section D. TERM OF OFFICE.**

The term of an Elder's office shall be from the time of his approval by the Church until the next Annual Meeting, provided that, in the event an Elder ceases being a Member, his term shall automatically terminate.

#### **Section E. VACANCIES ON BOARD.**

In the event of a vacancy on the Board of Elders, the same may be filled by the remaining Board of Elders, subject to the approval of two-thirds of those Members voting at a meeting of the Church.

**Section F. OFFICERS OF THE BOARD.**

A Board Chairman, Vice-Chairman, Secretary, and such other officers as the Board may choose shall be selected by the Board of Elders each year. Every Member of the Board of Elders shall be eligible to serve in such offices.

**Section G. DUTIES.**

It shall be the duty of the Board of Elders to govern all of the ministries and business of the Church which shall include, but not be limited to, the carrying out of the shepherding, teaching, disciplining, and overseeing of the Members of the Church. The Elders shall be considered as pastors with regard to the confidentiality of communication between Elders and the members of the church.

**Section H. TRUSTEES.**

The Board of Elders shall be the Trustees of the Church to fulfill the legal requirements of the State of Oklahoma for nonprofit corporations. In addition, the Chairman of the Elder Board shall be the President of the Corporation, the Vice Chairman of the Elder Board shall be the Vice President of the Corporation and the Secretary of the Elder Board shall be the secretary of the corporation, each for terms concurrent with their corresponding terms on the Board of Elders.

**ARTICLE VI  
DEACONS**

**Section A. COMPOSITION.**

The Deacon Ministry of the Church shall be conducted by a number of men as determined by the Board of Elders.

**Section B. QUALIFICATIONS.**

The Deacons of the Church shall be men who are Members of the Church and meet the qualifications specified in I Timothy 3:8-13.

**Section C. SELECTION.**

The selection of Deacons shall be made by the Board of Elders, subject to the approval of two-thirds of those Members voting at a meeting of the Church.

**Section D. TERM OF OFFICE.**

The term of a Deacon's office shall be from the time of his approval by the Church until the next Annual Meeting, provided that, in the event a Deacon ceases being a Member, his term shall automatically terminate.

**Section E. DUTIES.**

It shall be the duty of the Deacons to manage the temporal affairs of the Church under the supervision of the Board of Elders.

**Section F. OFFICERS.**

A Chairman and such other officers as may be determined by the Deacons shall be selected by the Deacons each year.

**ARTICLE VII  
PASTORS**

**Section A. NUMBER.**

The full-time pastoral ministry of the Church shall be the responsibility of a Senior Pastor and such number of Associate Pastors as may be determined by the Board of Elders.

**Section B. QUALIFICATIONS.**

The Senior Pastor shall meet the qualifications of an Elder as specified in Article V, Section B hereof. An Associate Pastor shall be a man who can, without mental reservation, agree to the Articles of Faith and Covenant of the church and who can agree to be governed by the Constitution and Bylaws of the Church.

**Section C. SELECTION.**

The Senior Pastor shall be selected by the Board of Elders, subject to the approval of two-thirds of the Members voting at a meeting of the Church. An Associate Pastor shall be selected by the Senior Pastor, subject to the approval of the Board of Elders and the approval of two-thirds of the Members voting at a meeting of the Church. Notice of such a meeting shall be given in the Church bulletin on two Sundays preceding the date of such meeting.

**Section D. TERM.**

A Senior Pastor's or any Associate Pastor's term shall be indefinite. If at any time the Senior Pastor or any Associate Pastor shall make application to be released from the Pastorate, or the Board of Elders, by a vote of a majority of its members, shall require the termination of his ministry, the relationship may be terminated subject to such compensation beyond the date of termination as shall be determined by the Board of Elders.

**Section E. DUTIES.**

The duties of the Senior Pastor and any Associate Pastor shall be determined by the Board of Elders. The Senior Pastor shall be a member of all committees and subcommittees of the Church by virtue of his office.

## **ARTICLE VIII OTHER OFFICERS AND STAFF POSITIONS**

### **Section A. TREASURER.**

The Treasurer shall be a Deacon who shall be appointed by the Board of Elders. He shall see to the distribution of all funds contributed to the Church for any purpose and shall payout the same as directed by the Board of Elders.

### **Section B. CHURCH CLERK.**

A Church Clerk shall be appointed each year by the Board of Elders before the Annual Meeting.

### **Section C. SUNDAY SCHOOL SUPERINTENDENT.**

The Sunday School Superintendent shall be appointed by the Board of Elders for a three-year term which will begin upon appointment and shall be subject to an annual evaluation. The Membership will be advised of such appointment at the Annual Meeting.

### **Section D. OUTREACH CHAIRMAN.**

The Outreach Chairman shall be appointed by the Board of Elders for a three-year term, which will begin upon appointment and shall be subject to an annual evaluation. The Membership will be advised of such appointment at the Annual Meeting.

### **Section E. VACANCIES.**

In case of a vacancy in either of the offices of Sunday School Superintendent or Mission Chairman, the Board of Elders shall appoint a replacement who will serve until the next Annual Meeting.

### **Section F. DIRECTOR.**

The staff position of Director may be established as required for specific duties defined by the Board of Elders. This person shall report to the Senior Pastor or his designee and shall be paid a salary established by the Elder Board and published annually in the church budget. The Senior Pastor may nominate a person for the position and the Board of Elders must approve this position. The individual in this position shall be subject to an annual evaluation by the Senior Pastor. Any person selected for a Director position shall be gifted in the areas pertaining to the job duties as determined by the board.

### **Section G. PASTORAL INTERNS**

The position of Pastoral Intern may be established as deemed appropriate by the Board of Elders. Pastoral Interns shall report to the Senior Pastor or his designee. The salary of the Pastoral Intern shall be established and approved by the Board of Elders. The position of Pastoral Intern must be renewed annually by the Board of Elders.



## **ARTICLE IX MEETINGS**

### **Section A. ANNUAL MEETING.**

The Annual Meeting of the Church for hearing reports, approval of Board of Elders and Deacons, and the conducting of other business on the agenda prepared in accordance with Article IX, Section C hereof, shall be held on or about the last week in January of each year.

### **Section B. SPECIAL BUSINESS MEETING.**

The Church may be called together for the transaction of any legitimate business by a majority vote of the Board of Elders or upon written request to the Board of Elders signed by twenty-five percent of the voting church Membership. Notice of such a meeting shall be given in the Church bulletin on two Sundays prior to the day appointed, and the nature of the business to be transacted shall be stated in the notice.

### **Section C. PROCEDURE.**

The Church may transact business with the quorum of one-third of the voting Membership. No official business can be transacted until a quorum is found present. All business at a meeting will be conducted in accordance with an agenda prepared by the Board of Elders, and all decisions of the Membership, except matters of procedure, shall be made by secret ballot.

## **ARTICLE X AMENDMENTS**

The Board of Elders, or a written request to the Board of Elders signed by twenty-five percent of the voting church Membership, may propose such amendments to the constitution as may seem necessary. Such amendment must be submitted to the Membership in written form and printed in the Church bulletin at least two weeks prior to the meeting when the amendments are to be considered. They can be adopted by a vote of two-thirds of the Membership present at the Annual Meeting or at a special meeting provided for in Article VIII. The Articles of Faith and Covenant of the Church are not subject to amendment.

## **ARTICLE XI FINANCES**

The work of the Church is entirely dependent upon the prayers, personal services, and unsolicited gifts of the Lord's people. By October 1, the Elder Board will select a Finance Committee. They shall obtain an estimate of the needs of the several divisions of our work and prepare a detailed budget of the proposed expenditures for the coming year. Prior to the Annual Meeting, this proposed budget is to be submitted to the Board of Elders, which will approve it with any changes it deems desirable. This budget will then be taken before the congregation for its information at the Annual Meeting. This budget shall be considered the basis for the Church's financial operations. No committee is authorized to make changes in the budget's provisions or make unauthorized disbursements without consent of the Board of Elders. An exception will be a \$50 petty-cash fund managed by the bookkeeper.

## **ARTICLE XII ORDINANCES**

### **Section A. THE LORD'S SUPPER.**

The Lord's Supper shall be administered as frequently as the Board of Elders shall order.

### **Section B. BAPTISM.**

Baptism shall be administered by the Pastoral staff upon the recommendations of the Pastor and the Board of Elders. The mode of baptism shall be immersion.

## **ARTICLE XIII ORDINATION**

As it has happened before and will likely happen again, Spirit-filled men may be called out from among us to proclaim the gospel of the grace of God. Such men may be given a commission to preach and administer the ordinances by an ordination council composed of the pastors, elders and such other men as they may invite to participate, and who are unanimous in their conviction that the candidate has the suitable gifts for the ministry. The ordaining council shall thoroughly examine all applicants for ordination as to their call to the Christian ministry, education, Christian experience, reputation, character, doctrinal belief, and demonstrated effectiveness in Christian service.

# BYLAWS

## ARTICLE I

### BOARD ORGANIZATION

At their first meeting after the Annual Meeting, the Board of Elders shall appoint a Chairman, Vice-Chairman, and Secretary.

## ARTICLE II

### NOMINATING COMMITTEE

#### Section A.

The Nominating Committee shall consist of the Board of Elders. Those candidates for Elder shall be presented to the congregation for its approval.

#### Section B.

The first report of the Nominating Committee must be published in the Church bulletin in December, and the second report shall be published the Sunday before the Annual Meeting.

#### Section C.

Members of the Church may make nominations by filing with the Nominating Committee (i.e., The Board of Elders) a petition signed by five Members in good standing within two weeks of the first report to the Church. If no scriptural ground is found for the rejection by the Nominating Committee, these names may be considered by the Committee along with its other selections for Elder.

#### Section D.

The Nominating Committee shall thoroughly investigate the character of the nominees before presenting them to the Church. The men selected should meet the standards of separation set forth in I John 2:15-17 and II Cor. 6:14 through 7:1. They must agree with the doctrinal statements of this Church. Each candidate shall be personally examined in the light of the following scriptures:

1. **I Timothy 3:1-15.** He should be carefully considered with respect to each qualification set forth in this passage.
2. **Colossians 3:1-2.** Only spiritual Christians may be eligible for nomination. A carnal Christian must be rejected.
3. **Romans 12:1-2.** A spiritual Christian is further identified here as one who lives a life separated from the world. Therefore, the candidate must be separated from amusements, habits, and organizations, which may bring reproach upon the name of Christ.
4. **Hebrews 10:25.** He should be in regular attendance at all services of the Church.

### **ARTICLE III CHURCH RECORDS**

The Board of Elders shall keep fair, permanent, and complete records of its proceedings, including the Roll of the Church. All committees shall keep good and acceptable records of their meetings.

### **ARTICLE IV COMMITTEES**

The Board of Elders shall appoint the personnel of the various select committees of the Church. The committees subject to Elder review and appointment shall be established annually by the board and listed in the annual meeting minutes for information.

### **ARTICLE V MUSIC**

The Church music as a part of worship shall be under the direction and control of the Pastor and an Elder gifted in this area of ministry. They may appoint a person to be in charge of selecting competent musicians for the services of the Church. It shall be their duty and objective to advance the spiritual and evangelical part of the music without unnecessary loss of the artistic part of this important part of the services. The Chorister, Pianist, Orchestra Leader, and Organist shall not only be technically competent, but shall be of high character in their Christian walk.

### **ARTICLE VI AMENDMENTS**

The Church may make such amendments to these Bylaws as may seem necessary, but such amendments must be submitted to the Membership in written form and printed in the Church bulletin at least two weeks prior to the meeting when the amendments are to be considered. They can then be adopted by a vote of two-thirds of the Membership present at the Annual Meeting or at a special meeting provided for in Article VIII of the Constitution.

## **ARTICLE VII HEAD USHER**

The Head Usher holds a place of great importance. To him and his assistants comes the first touch with the worshipper after he enters our doors. His service is a special ministry; he and his assistants are the hosts to those who enter. They should promote order, reverence, and unity in our house of worship. They shall restrain the late-comers from disturbing the service, care for them while prayer and the reading of Scripture is in progress, collect the offerings, and help maintain order and dignity in the House of God.

## **ARTICLE VIII PROCEDURE**

The business meetings of our Church, unless otherwise specified by the Board of Elders, shall be conducted according to the Robert's Revised Rules of Order.

## **ARTICLE IX TEACHING**

Those who teach or hold positions of responsibility must be in agreement with certain distinctives of our Church, which may be set forth by the Board of Elders. Such distinctives will include:

- A. Must be a Member of the Church and approved by the Board of Elders, unless such individual can show the Board of Elders ample reason why this would present him with a problem. The Board will then approve or disapprove the applicant.
- B. A dispensational interpretation of the Scriptures, which distinguishes God's different programs for the Jew, the Church, and the Kingdom.
- C. A premillennial interpretation of the Scriptures, which includes a pretribulation rapture of the Church.
- D. The security of the Believer.
- E. An understanding that some gifts of the Holy Spirit, such as speaking in tongues and miraculous healing given to the Apostolic Church temporarily, are not bestowed today.

*The Tulsa Bible Church, Inc.  
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