



The Constitution/By Laws of Jacob's Well

I. NAME

The name of our church shall be Jacob's Well.

II. DECLARATION OF PURPOSE

Wherever a person is on their life journey we want to walk with them as they take their next step towards God.

III. COVENANT

As the people of God's new covenant, we commit to live by the relationship described in our church covenant.

IV. STATEMENT OF FAITH

We affirm the Holy Bible as the inspired and inerrant Word of God and as the only basis for our beliefs. Our specific beliefs are found in the church statement of faith. (See Statement of Faith)

V. AFFILIATION

This church is autonomous and maintains the right to govern its own affairs.

VI. MEMBERSHIP

- A. Individuals may present themselves as candidates for membership who have met the following qualifications.
- B. Qualifications for membership
1. A personal faith commitment to becoming a follower of Jesus Christ for salvation.
 2. Baptism by immersion as a testimony of salvation
 3. Had read and agrees with the Statement of Faith
 4. Completion of church membership class
 5. A commitment to abide by the church covenant
 6. Is open to using spiritual gifts by serving in a ministry
 7. Strongly recommend involvement in a Small Group
- C. Membership may be denied if the doctrinal beliefs or actions of the candidate are inconsistent with the churches understanding of the scripture.
- D. Membership may be terminated in the following ways.
1. Becoming an active member of another Bible Believing church by letter.
 2. By death.
 3. Removal by the overseers according to the following conditions:
 - a. The member's life and conduct is not in accordance with the membership covenant in such a way that the member hinders the ministry influence of the church in the community.
 - b. The member advocates or teaches a heretical doctrine that contradicts the statement of faith of the church.
 - c. The member is abusive to other members and/ or otherwise divisive.
 - d. Procedure for dismissal of a member shall be according to Matthew 18:15-17, I Cor. 5:1-13.
 - e. Members dismissed by the overseers shall be restored by the overseers according to the Spirit of 2 Corinthians 2:7-8, when their life-styles are judged to be in accordance with the membership covenant.
- E. Inactive Status
- A Member who has not been active in the life of the church for more than six months for reasons other than sickness or temporary movement out of the area will be put on the inactive list after being contacted by a deacon or pastors of the church or their representatives. Upon their return they must request active membership to be restored and in one month they will be restored to full member status.
- F. Responsibilities of Members
1. To attend regularly the services of the church. (Hebrews 10:24,25)
 2. To place themselves under the authority of the appointed leadership of the church. (Hebrews 13:17)
 3. To support financially the church through regular percentage giving. (2 Cor. 9:6-15)

4. To serve faithfully in the ministry that expresses their unique gifts, passion and personality under the leadership of the Holy Spirit. (I Peter 4:10)
5. To partner with the church to help spiritual seekers discover Christ. Including influencing their network of friends, relatives and associates to become Christ Disciples. (Matt 28:19,20)
6. To seek to have the kind of relationships with others in the church that is described in our covenant. Including loving, forgiving, encouraging and building up each other. (See Church Covenant for a more detailed list).
7. To seek to follow the teaching of Jesus Christ as taught in the Bible. (John 14:15)
8. To be involved in a small group. (Hebrews 10: 24-25)

G. Privilege of a Member

1. All active members over the age of 18 may vote in all membership meetings.
2. Only active members can serve in higher positions of leaderships such as pastor, elder deacon, small group leader, and coach or Worship director.
3. Each member has the right to expect ministry & support in times of hardship in their life, such as sickness, economic stress, family conflict, etc.

VII. MEMBERSHIP MEETINGS

A. Congregational Authority

The Membership has full and final authority in these areas

1. Final confirmation of Overseers
2. The final confirmation of calling and dismissal of the Senior Pastor.
3. Amending this document or Articles of Incorporation
4. Purchase and sale of land or property; contracting of debt
5. Disposing of all or substantially all of the church's assets
6. Adopting or amending a merger agreement; or
7. Approving the election to wind up and dissolve the church.

B. General Meetings

A general meeting of the membership shall be held in the second or third quarter of the calendar year (April - September) at such a time as determined by the Overseers. This general meeting shall be the annual membership meeting. The purpose of this meeting shall be confirm the overseers and do any other proper business under article VII. Further, this meeting shall be used by the Senior Pastor and Elders to celebrate the past year and share the vision for the coming year.

C. Special Meetings

The Elders or the Senior Pastor may call special meetings at any time for any purpose by giving notice to the members.

1. Whenever members are required or permitted to take any action at a meeting, notice shall be given to members no less that two (2) weeks prior to a meeting. Notification of membership meetings shall be given in any of the following ways:

- a. Distribution of written material to the congregation in attendance at a regular weekend service
 - b. Announcement of meeting in the church newsletter
 - c. Oral announcement to the congregation at a midweek service or
 - d. Delivery by United States mail to each member identified on the membership roll.
- D. The agenda for membership meetings will be made by the senior Pastor in conjunction with the elders. The pastor will serve as the moderator. During business meetings, new business not submitted by the senior pastor or the overseers will be submitted in writing to the Pastoral Team at least one week before the membership meeting. If such business requires a membership vote, the issue will be discussed and then referred to the Elders for consultation before presentation to the congregation for a vote.

VIII. OVERSEER BOARD/ELDERS

- A. Responsibilities: The overseers Board shall have the responsibility for the strategic direction of the church and the authority to establish and execute the ongoing ministries of the church. They shall:
 - 1. Set goals for and evaluate the ends of the church.
 - 2. They shall supervise the senior pastor.
 - 3. They shall be responsible for removal of members under church discipline.
 - 4. They shall strive for consensus decision-making. (See Policy manual). If consensus is not possible they should vote with a 2/3 majority needed.
 - 5. They shall oversee the budget.
 - 6. They shall be responsible for the care of the church membership role and the people on it.
 - 7. They shall give spiritual leadership to the congregation while demonstrating the servant leadership molded and commanded by Jesus (Luke 22).
 - 8. They shall serve as the church trustees. If the church does not have three qualified Elders the other elders shall appoint trustees to fill the position of trustees.
- B. Qualifications:
 - 1. The overseer will display the character qualifications of I Timothy 3 and Titus 1.
 - 2. The overseer will be a member of the church for one year.
 - 3. The overseer will have been involved in ministry at the church.
 - 4. The overseer must demonstrate and have an understanding of servant leadership.
 - 5. The overseer must be able to work in harmony with the other overseers and the Pastoral team.
- C. Calling and Dismissal
 - Calling
 - 1. A candidate for overseer is recognized and recommended by the other overseers

2. A candidate must be agreed upon by unanimous consensus of the overseer board before being presented to the church.
3. The candidate will be presented to the church at a membership meeting for final confirmation by a 2/3 vote.

Dismissal

1. An overseer may be dismissed by the unanimous vote of the remaining overseer board or
2. Upon recommendation of the senior pastor and a 2/3 congregational vote.
3. If a written petition requesting any Overseers resignation, signed by at least 25% of the membership, is submitted to the Overseer Board, then the other Overseers will review the request and determine whether to make such a recommendation to the members at a special business meeting (the said purpose of which has been publicly stated with two weeks notice). A two- thirds majority quorum vote can dismiss an Overseer.

D. Make up and Length of Term

1. The call of Overseers is a lifetime call. Once a person is an overseer they are one for life.
2. The term of service on the board is three years. This can be extended upon the desire of the overseer and the board. Overseers will be reconfirmed every three years by the church.
3. The board will have no more than seven overseers at one time. The church may have more overseers.
4. Other overseers in the church that may not serving on the overseer board but serving in other overseer roles (see policy manual) may be called in from time to time to assist the board.

IX. PASTORAL TEAM

The pastoral team shall be made up of the senior pastor all associate pastors, the treasurer, the clerk and the staff. They shall be responsible for the means of the church including the day-to-day operations and function of the church under the leadership of the senior pastor.

A. Senior Pastor also called Lead Pastor

1. Responsibilities
 - a. Voting member of the Overseer Board
 - b. Responsible for the day-to-day administration and operations of the church.
Hire and supervise all associates and staff
 - c. Report to the overseer's quarterly and the church annually about the progress over the last reporting period and plans for the coming report period.
 - d. Oversee all preaching and teaching of the church
 - e. Shepherd the people by overseeing the pastoral care of the church
 - f. Delegate responsibilities as he deems necessary
2. Qualifications
 - a. The senior pastor will display the qualifications of I Timothy 3 and Titus

1.

- b. The senior pastor must demonstrate and have an understanding of servant leadership.
 - e. In addition to meeting the requirements for overseers, the Senior Pastor will demonstrate one or more of the gifts of Ephesians 4:11-12
- 3. Calling and Dismissal
 - Calling
 - a. To find the best available candidate the overseer board will serve as a Search committee.
 - b. Before presenting the candidate to the church there must be an unanimous approval of the overseer board and
 - c. 2/3 majority vote of the church
 - Dismissal
 - a. The senior pastor will serve indefinitely; the relationship may be terminated on sixty days written notice:
 - b. Upon the recommendation of 3/4 overseers (with the Senior Pastor abstaining) and the 2/3 majority quorum vote of the congregation.
 - c. If a written petition requesting the Senior Pastor's resignation, signed by at least 25% of the membership, is submitted to the Overseers, then the Overseers will review the request and determine whether to make such a recommendation to the members at a special business meeting (the said purpose of which has been publicly stated with two weeks notice). A two- thirds majority quorum vote can dismiss the Senior Pastor.

B. Associate Pastors and Directors.

- 1. Responsibilities
 - a. A job description will be prepared for each position.
- 2. Qualifications
 - a. The pastors/director will display the character qualifications of I Timothy 3 and Titus 1.
 - b. The pastors/director must be able to work in harmony with the other overseers and the Pastoral team.
- 3. Call & Dismissal
 - a. Call: Hired and supervised by the Senior Pastor.
 - b. Dismissal: Dismissed by the Senior Pastor

C. Administrative Pastor

- 1. Responsibilities
 - a. Manage the administrative affairs of the church.
 - b. Oversee the Clerk
 - c. Oversee the Treasurer
 - d. This may be the senior pastor at the beginning of the church.
- 2. Qualifications:
 - a. The Administrative Pastor will display the qualifications of I Timothy 3 and Titus 1.
 - b. The Administrative Pastor must demonstrate and have an understanding of servant leadership.
- 3. Calling and Dismissal
 - a. Call: Hired and supervised by the Senior Pastor.
 - b. Dismissal: Dismissed by the Senior Pastor

- D. Staff
 - 1. Responsibilities
 - a. A job description will be prepared for each position.
 - 2. Qualifications
 - a. See Jobs at Jacob's Well
 - 3. Call & Dismissal
 - a. Call: Hired and supervised by the senior pastor.
 - b. Dismissal: Dismissed by the senior pastor
- E. The Clerk
 - 1. Responsibilities
 - a. The Clerk shall keep minutes of all business meetings of the church.
 - b. The Clerk shall be elected annually.
 - c. The Clerk shall be responsible for preparing the Uniform Church Letter annually
 - 2. Qualifications
 - a. See Jobs at Jacob's Well in policy manual
 - 3. Call & Dismissal
 - a. Call: Called and approved by the Overseer Board.
 - b. Dismissal: Dismissed by the Overseer Board
- F. Treasurer
 - 1. Responsibilities
 - a. The treasurer shall be the custodian of the general funds of the church and any other funds as the Overseer Board may desire.
 - b. The treasurer shall receive and pay money as ordered by the Overseer Board through the budget.
 - c. The treasurer will make a monthly report to the Overseer Board as to the condition of the treasury at the end of the last month.
 - d. The treasurer will make an annual report to the Overseer Board as to the condition of the treasury at the end of the last fiscal year.
 - 2. Qualifications
 - b. See Jobs at Jacob's Well in policy manual
 - 3. Call & Dismissal
 - a. Call: Called and approved by the Overseer Board.
 - b. Dismissal: Dismissed by the Overseer Board

X. AMENDMENTS

This constitution and by-laws may be amended with the unanimous consent of the overseer board and a 2/3-majority vote of the active members of the church at any membership meeting by provided proposal of said change has been announced from the pulpit in at least two (2) regular services of the church, prior to the service in which the vote is taken.

XI. THE CHRISTIAN COVENANT OF MARRIAGE

1. Jacob's Well Church believes that the Bible mandates that sexual activity is to be enjoyed exclusively between a man and a woman that have been joined together in the Christian Covenant of Marriage. All other sexual activity violates the Biblical standard for Christians. As a result, the church's ministers are prohibited from participating in any marriage ceremony where the participants do not fit within the Biblical definition of holy matrimony.
2. The facilities of Jacob's Well are frequently open for use/rental. In addition, organizations or individuals who are in direct conflict with our sincerely held beliefs will not be allowed to rent/use the facilities
3. Jacob's Well requires all members to live by the standard of The Christian Covenant of Marriage. If a member embraces behaviors that are inconsistent with The Christian Covenant of Marriage the leadership of the church will seek to lovingly restore that member according to the Church Covenant with grace, love and truth. Remembering that the path of repentance and healing is a journey.
4. All Jacob's Well Staff will be required to live by the standard of the Christian Covenant of Marriage. Any staff member whose life is inconsistent with the Christian Covenant of Marriage may have their employment terminated.