

Sunset Beach Community Church

Book of Church Order

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Book Of Church Order**

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I. CONFESSION OF FAITH

A. *Sunset Beach Community Church Statement of Faith*

1. The 66 books of Holy Scripture as originally given are in their entirety the Word of God verbally inspired and wholly without error in all they declare. They are the supreme and final authority of faith and life.
2. There is one God, existent in three persons: Father, Son, and Holy Spirit.
3. Our Lord Jesus Christ is God and Man in one person. He was born of a virgin, lived a sinless life, performed miracles and vicariously atoned for sin through His shed blood and death. He was bodily resurrected from the dead, He ascended to the right hand of God the Father, and He will personally and bodily return in power and glory.
4. Man was originally created in the image of God, yet fell into sin through the first Adam. All men have inherited the sin nature and are themselves responsible for the sins they commit, resulting in a separation from God.
5. Salvation from everlasting punishment and entrance into a state of eternal fellowship with God is only possible by a personal faith and trust in Jesus Christ.
6. The Holy Spirit indwells all true believers and enables them to live a godly life through the work of sanctification.
7. Both the saved and the lost will be resurrected from the dead. The saved will be resurrected unto life and the lost will be resurrected unto death which is eternal separation from God.
8. The church is the body of Christ. There is a spiritual unity of all true believers in our Lord Jesus Christ. The church is to spread the gospel throughout the world.

B. *Sunset Beach Community Church Vision Statement*

1. Reaching others to know Jesus Christ as their Lord and Savior
2. Teaching believers to grow in the knowledge, image & character of Christ
3. Training leaders to serve Christ in this church
4. Sending witnesses to share Christ in this community and in the world

II. FORM OF GOVERNMENT

A. *The Doctrine of Church Government.*

1. The scriptural form of church government, which is representative or presbyterian, is comprehended under four heads:
 - i. The Church
 - ii. Its members
 - iii. Its officers
 - iv. Its orders.

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2. The Church which the Lord Jesus Christ has erected in this world for the gathering and perfecting of the saints is His visible kingdom of grace, and is one and the same in all ages.
3. The members of this Visible Church are all those persons in every nation, who make profession of their faith in the Lord Jesus Christ and promise submission to His laws.
4. The officers of the Church, by whom all its powers are administered, are, according to the Scriptures, teaching and ruling elders and deacons.

B. The Visible Church Defined

1. The Visible Church before the law, under the law, and now under the Gospel, is one and the same and consists of all those who make profession of their faith in the Lord Jesus Christ.
2. This visible unity of the body of Christ, though obscured, is not destroyed by its division into different denominations of professing Christians. All of these which maintain the Word and Sacraments in their fundamental integrity are to be recognized as true branches of the Church of Jesus Christ.
3. It is according to scriptural example that the Church should be divided into many individual churches.

C. The Nature and Extent of Church Power

1. The power which Christ has committed to His Church vests in the whole body, the rulers and those ruled, constituting it a spiritual commonwealth. This power, as exercised by the people, extends to the choice of those officers whom He has appointed in His Church.
2. Ecclesiastical power is wholly spiritual. The officers exercise it as in preaching the Gospel; administering the Sacraments; reproofing the erring; visiting the sick; and comforting the afflicted,
3. The sole functions of the Church, as a kingdom and government distinct from the civil commonwealth, are to proclaim the Word, to administer the sacraments, and to enforce the law of Christ revealed in the Scriptures.
4. The power of the Church is exclusively spiritual and separate from the State. The Church has no right to construct or modify a government for the State, and the State has no right to frame a creed or polity for the Church.
5. The Church, with its ordinances, and officers, is the agency which Christ has ordained for the edification and government of His people, for the multiplication of the faith, and for the evangelization of the world.
6. The exercise of ecclesiastical power has divine sanction when in conformity with the statutes enacted by Christ, the Lawgiver, and when put forth by officers appointed according to His Word.

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D. The Church

1. The Church consists of a number of professing Christians associated together for divine worship and godly living, believing in the Scriptures as the divine Word of God, and submitting to the lawful government of Christ's kingdom.
2. Its officers are its teaching and ruling elders and its deacons.
3. Its jurisdiction is lodged in the church Session, which consists of its pastor, pastors, its associate pastor(s) and its ruling elders.
4. The duties established by Christ, the Head, in His Church are;
 - i. Prayer
 - ii. Singing praises
 - iii. Reading, expounding and preaching the Word of God
 - iv. Administering the Sacraments of Baptism and the Lord's Supper;
 - v. Fasting and thanksgiving
 - vi. Making offerings for the relief of the poor and for other pious uses
 - vii. Exercising discipline
 - viii. The taking of solemn vows, and the ordination and installation to sacred office.

E. Church Members

1. Those who have made a profession of faith in Christ, who have been baptized, who have participated in the New Member Class, and who have been approved by the Session are entitled to be received into membership into Sunset Beach Community Church.
2. Active members (those with regular attendance and using their gifts for God's glory) at SBCC are entitled to all the rights, privileges, and sacraments of the Church.
3. Children who have made a profession of faith, who have been baptized, who have received instruction on what church membership entails, and who have been approved by the Session are entitled to be received into membership into the Church.
4. Children of Church members' families, and children who are under sponsorship of Church members are entitled to the teaching of the Church, pastoral oversight, and Church exhortation and instruction in living the Christian life. They are additionally encouraged to make a profession of faith, they are encouraged to be baptized, and they are encouraged to receive instruction on what church membership entails. Those so qualified could submit to the Session their desire for church membership.
5. The Session will periodically review the active membership list and may place those who are not able to attend church activities on a regular basis on

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inactive status. (Military, extended missionary service, living out of the community, etc) The Session will reinstate the member to active status when they are able to return to regular attendance at church activities.

F. Church Officers-General Classification

1. The ordinary and perpetual classes of office in the Church are elders and deacons. Within the class of elder are the two orders of teaching elders and ruling elders. The elders jointly have the government and spiritual oversight of the Church, including teaching. Only those elders who are specially gifted, called and trained by God to preach may serve as teaching elders. The office of deacon is not one of rule, but rather of service both to the physical and spiritual needs of the people. In accord with Scripture, these offices are open to men only.
2. No one who holds office in the Church ought to usurp authority therein, or receive any official titles of spiritual preeminence, except such as are employed in the Scriptures.

G. The Elder

1. This office is one of dignity and usefulness. The man who fills it has in Scripture different titles expressive of his various duties. As he has the oversight of the flock of Christ, he is termed *bishop* or *pastor*. As it is his duty to be grave and prudent, an example to the flock, and to govern well in the house and Kingdom of Christ, he is termed *presbyter* or *elder*. As he expounds the Word, and by sound doctrine both exhorts and convinces those who speak against scripture, he is termed *teacher*. These titles do not indicate different grades of office, but all describe one and the same office.
2. Elders shall meet the requirements for office as outlined in Scripture (Titus 1:6-9 and 1 Timothy 3:2-7)
3. It belongs to those in the office of elder, both severally and jointly, to watch diligently over the flock committed to their charge, that no corruption of doctrine or of morals enter therein. They must exercise government and discipline, and take oversight of the spiritual interests of the church. They should visit the people at their homes, especially the sick. They should instruct the ignorant, comfort the mourner, nourish the flock, and guard the children of the Church. They should set a worthy example to the flock entrusted to their care by their zeal to evangelize the unconverted and make disciples. All those duties which private Christians are bound to discharge by the law of love are especially incumbent upon them by divine vocation, and are to be discharged as official duties. They should pray with and for the people, being careful and diligent in seeking the fruit of the preached Word among the flock.
4. When a man is called to labor as a teaching elder, it is also his responsibility, in addition to those functions he shares with all other elders, to feed the flock by reading, expounding and preaching the Word of God and to administer the Sacraments. As he is sent to declare the will of God to sinners, and to beseech them to be reconciled to God through Christ, he is termed

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ambassador. As he bears glad tidings of salvation to the ignorant and perishing, he is termed *evangelist*. As he stands to proclaim the Gospel, he is termed *preacher*. As he dispenses the manifold grace of God, and the ordinances instituted by Christ, he is termed *steward* of the mysteries of God.

5. *Ruling elders* in addition to the duties listed above, may be called upon occasionally to read, expound, and preach the Word of God.
6. Elders being of one class of office, ruling elders possess the same authority as teaching elders. They should, moreover, cultivate zealously their own aptness to teach the Bible.

H. The Deacon.

1. Deacons shall meet the requirements for office as outlined in Scripture (1 Timothy 3:8-13)
2. It is the duty of the deacons to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress. It is their duty also to develop the grace of generous giving among the members of the church, to devise effective methods of collecting the gifts of the people, to distribute these gifts to the appropriate fund, and to disburse the gifts to Session approved designated areas. They shall have the care of the property of the congregation, both real and personal, and shall keep in proper repair the church edifice and other buildings belonging to the congregation. Actions of special importance affecting the property of the church, requires approval of the Session.
3. In the discharge of their duties, the deacons are under the supervision and authority of the Session. When it is impossible for any reason to secure deacons, the duties of the office shall fall upon the ruling elders
4. The office of deacon, also spiritual in nature, shall be filled with men of spiritual character, honest repute, exemplary lives, brotherly spirit, warm sympathies, and sound judgment.
5. The deacons shall be organized as a Board, of which a designated elder shall be an advisory member. The Board shall elect a chairman and a secretary from their number and a treasurer to whom shall be entrusted the funds for the current expenses of the church. It shall meet separately at least once a quarter and whenever requested by the Session. The Board shall determine the number necessary for a quorum.
6. The Board shall keep a record of its proceedings, and of all funds and their distribution, and shall submit its minutes to the Session regularly, and at other times upon request of the Session.
7. The Session and the Board of Deacons will meet in joint session at least once a quarter to confer on matters of common interest.
8. As necessary the Session and the Board of Deacons may select and appoint godly men and women of the congregation to assist the deacons in caring for the sick, the widows, the orphans, the prisoners, and others who may be in any distress or need.

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I. The Election and Ordination of Church Officers

1. Election of Elders and Deacons
 - i. The officers of the church are elected by the congregation to serve a three year term. The terms are staggered so that approximately 1/3 of the Elders and approximately 1/3 of the Deacons are elected each year. If an unscheduled vacancy occurs, the Session will determine the term length for the office vacancy and schedule a special meeting to elect the nominee if a qualified nominee is available. Typically, Elders and Deacons terms start in January.
 - ii. Elders must be active male members in good standing of SBCC and meet the Biblical requirements for Elder (1 Timothy 3:1-7 and Titus 1:6-9).
 - iii. Deacons must be active male members in good standing of SBCC and meet the Biblical requirements for Deacon (1 Timothy 3:8-13).
 - iv. Election Process:
 - a. Early in the forth quarter of the year, the Session will ask the congregation to submit nominations of qualified members for the office vacancies.
 - b. Potential Elder and Deacon nominees must complete SBCC leadership training.
 - c. The Session will review the nominations and provide the list of approved nominees to the congregation at least two Sundays prior to the meeting for election of officers.
 - i. The Session will examine each nominee to:
 1. Biblical requirements of the office
 2. His agreement with the SBCC Vision, Doctrine, BOCO, and the duties of the office.
 3. His agreement with the vows of ordination for the office.
 4. His willingness to serve.
 - d. The officers are elected at a regular business meeting of the church in accordance with Section T. Congregational Meetings.
2. Ordination questions for Elders – during a regular or special church service, the Pastor will ask the newly elected Elders the following questions for ordination. A positive response is required by the newly elected Elders for ordination.
 - i. Do you believe that the sixty-six books of Holy Scripture as originally given are in their entirety the work of God verbally inspired and wholly without error in all that they declare and, therefore, are the supreme and final authority of our faith?
 - ii. Do you believe in one Triune God in the persons of Father, Son, and Holy Spirit, and that Jesus Christ is the acknowledged and avowed Head of the Church?

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- iii. Do you sincerely receive and support the Book of Church Order of this Church as containing the system of doctrine taught in the Holy Scriptures?
 - iv. Do you promise that if at any time for whatever reason you should find yourself out of accord with the fundamentals of this system of doctrine, you will make this known to your Session?
 - v. Do you approve of and agree to enforce the form of elected elder and deacon government that this Church supports as outlined in the Scriptures?
 - vi. Do you approve of and agree to enforce the principles of church discipline as outlined in the Scriptures?
 - vii. Do you accept the office of ruling elder in this Church, and promise faithfully to perform all the duties thereof, and to endeavor by the grace of God to demonstrate the profession of the Gospel in your life, and to set a worthy example before the Church of which God has made you an officer?
 - viii. Do you promise to place yourself in subjection to your brethren in the Lord?
 - ix. Do you promise to strive for purity, peace, unity, and edification of the Church?
3. Ordination questions for Deacons – during a regular or special church service, the Pastor will ask the newly elected Deacons the following questions for ordination. A positive response is required by the newly elected Deacons for ordination.
- i. Do you believe that the sixty-six books of Holy Scripture as originally given are in their entirety the work of God verbally inspired and wholly without error in all that they declare and, therefore, are the supreme and final authority of our faith?
 - ii. Do you believe in one Triune God in the persons of Father, Son, and Holy Spirit, and that Jesus Christ is the acknowledged and avowed Head of the Church?
 - iii. Do you sincerely receive and support the Book of Church Order of this Church as containing the system of doctrine taught in the Holy Scriptures
 - iv. Do you promise that if at any time for whatever reason you should find yourself out of accord with the fundamentals of this system of doctrine, you will make this known to your Session?
 - v. Do you approve of and agree to enforce the form of elected elder and deacon government that this Church supports as outlined in the Scriptures?
 - vi. Do you accept the office of deacon in this Church which includes:
 - a. ministering to those who are in need, to the sick, to the friendless, and to any who may be in distress;
 - b. encouraging giving among the members of this Church;

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- c. collecting and distributing the gifts of the people of this Church as outlined in the approved budget;
 - d. caring for the real property of this Church and maintaining a proper repair of Church properties and contents?
- vii. Do you promise faithfully to perform all the duties thereof, and to endeavor by the grace of God to demonstrate the profession of the Gospel in your life, and to set a worthy example before the Church of which God has made you an officer?
- viii. Do you promise to place yourself in subjection to your brethren in the Lord?
- ix. Do you promise to strive for purity, peace, unity, and edification of the Church?
- 4. Charge to the Congregation – the Pastor will charge the congregation after the Elders and or Deacons answer positively to the above ordination vows.
 - i. Do you, the members of this Church, acknowledge and receive this brother [] as elder and [] as deacon and do you promise to give to them all the honor, encouragement and obedience in the Lord to which their office, according to the Word of God and This church entitles them?
- 5. Ordination of newly elected Elders and Deacons
 - i. Current Elders and Deacons are called forward to lay hands on the candidates as they kneel.
 - ii. The pastor prays for them.
 - iii. The pastor and then all elders and deacons give them the right hand of fellowship.
 - iv. Then the pastor says: I now pronounce and declare that [] has been properly trained, elected, ordained and installed as Elder in This church, as consistent with the word of God, and as such he is entitled to all encouragement, honor and obedience in the Lord.
 - v. I now pronounce and declare that [] has been properly trained, elected, ordained and installed as Deacon in This church, as consistent with the word of God, and as such he is entitled to all encouragement, honor and obedience in the Lord.
 - vi. In the name of the Father, the Son, and the Holy Spirit, Amen

J. The Church Session

- 1. The SBCC Session consists of the Pastor, any associate pastor(s), and the ruling elders. A quorum shall consist of a simple majority of the Session. During an extended absence of one or more elders, the Session may revise the quorum requirements.
- 2. The Pastor, by virtue of his office, is moderator of the Session. If he is absent and an emergency arises, the session may elect one of its members to preside.

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3. When confidential matters regarding the Pastor need to be discussed (e.g., performance evaluation), the Pastor should be excused from the meeting and a ruling elder elected to preside during that segment of the meeting.
4. The Session is charged with maintaining the spiritual government of the church, for which it has power:
 - i. To encourage congregants to receive eternal life through faith in Jesus Christ as their Lord and Savior.
 - ii. To inquire into the knowledge, principles and Christian conduct of the church members under its care; to censure those found delinquent; to see that parents do not neglect to present their children for Dedication; to receive members into the communion of the church; and to remove them for just cause.
 - iii. To examine, ordain, and install ruling elders and deacons upon their election by the congregation, and to require these officers to devote themselves to their work; to examine the records of the proceedings of the deacons; to approve, adopt, and implement the budget;
 - iv. To approve actions of special importance affecting church property and funds;
 - v. To call congregational meetings; to establish and control Sunday schools and Bible classes with special reference to the children of the church; to approve and oversee all special groups in the church; to promote missions; to promote obedience to the Great Commission (Matthew 28:19-20) in its totality at home and abroad, to order collections for pious uses and to reallocate any specially designated funds to other pious uses only after making a reasonable attempt to consult with the designating party;
 - vi. To exercise, in accordance with the SBCC Principles of Worship, authority over the time and place of the preaching of the Word and the administration of the Sacraments, over all other religious services, over the music in the services, and over the uses to which the church building and associated properties may be put; to take oversight in the singing in the public worship of God; to assemble the people for worship when there is no Pastor; and to determine the best measures for promoting the spiritual interest of the church and congregation.
5. The Session shall hold meetings at least quarterly. Moreover the Pastor has power to convene the Session when he may judge it requisite; and he shall always convene it when requested to do so by any two of the ruling elders. When there is no Pastor, it may be convened by two ruling elders.
6. The Session shall keep an accurate record of its proceedings on file in the church office.
7. The Session shall keep an accurate record of church members, dedications, baptisms, and death and dismissions of church members.
8. Meetings of the Session shall be opened and closed with prayer.

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K. Description and qualifications of a Pastor

1. A Pastor is a man who is called by God in the Lord Jesus Christ, the King and Head of the Church, to a special ministry of the word. Only those who give evidence of being called and qualified by the Lord Jesus Christ shall be set apart by the Church to this ministry.
2. It rests primarily with the individual to determine whether or not he has been called as a Pastor. Yet, as Christ fits His servants for ministry, they must also evidence the necessary qualifications for this work.
3. The qualifications of a Pastor consist of such gifts as fit him for service as a teacher and leader in this ministry, and of such character and reputation as will continue to honor this office.
 - i. Spiritual Maturity – a Pastor must be mature in his faith, with absolute certainty of his own saving relationship with the Lord Jesus Christ.
 - ii. Christian Belief – a Pastor must confirm agreement to the vows for ordination as set forth in M 8 (Procedure to select and ordain Pastors) below.
 - iii. Church Belief – a Pastor must accept and submit to the doctrines, government and worship of THIS Church as agreeable to and founded upon the Word of God.
 - iv. Knowledge – a Pastor must give evidence of his knowledge of the Holy Scriptures, the doctrines, government, and worship of our Church, and the duties of a Pastor.
 - v. Compassion – a Pastor must serve as Jesus Christ, Who came “not to be ministered unto, but to minister.”
 - vi. Personality – a Pastor must be one who will attract persons to Christ and His Church.
 - vii. Education – a Pastor must present evidence of having obtained a baccalaureate degree, or its equivalent, from an accredited 4-year college or university, as well as having obtained a masters degree in theological education from a reformed seminary approved by This Church.
4. The office of Pastor includes the office and authority of ruling elder. For this reason, the Pastor is sometimes referred to as a teaching elder.

L. Responsibilities of a Pastor

1. As pastor of SBCC, a Pastor shall:
 - i. Pray for and with his people
 - ii. Read the Scriptures
 - iii. Preach the Word
 - iv. Teach, reprove, exhort and comfort
 - v. Administer the sacraments
 - vi. Pronounce the blessings of God upon the people
 - vii. Officiate at weddings and funerals and other Church functions

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- viii. Encourage and train up leaders in the Church
- ix. Stimulate the well-being and smooth operation of the Church and its various functions including long range direction and vision for the church.
- x. Serve with ruling elders in all matters pertaining to the government, discipline, worship and education of the congregation

M. Procedure to select and ordain Pastors

1. A Committee shall be chosen that is composed of The Session, the Deacons, and at least 3 members at large. This Committee will be known as the Pastor Search Committee and shall have the primary responsibility in identifying and initial qualifying any and all potential Pastoral candidates for SBCC. The Committee shall be chaired by a Session member chosen by Session majority vote.
2. Candidates that meet the qualifications for being Pastor at SBCC (see section K above) are to submit written credentials and evidence of preaching skill and ability in exegetical exposing of Scripture to this Committee.
3. Upon prayer and careful scrutiny, those candidates that appear most promising shall be invited by the Committee to preach at SBCC.
4. The final candidate(s) will preach at least 2 times before a call from the Session is issued for his consideration.
5. A 3/4 majority of the Search Committee must recommend and believe God is calling a particular candidate before he is presented to the congregation as the recommended pastoral candidate.
6. Approval of a Pastor candidate requires a quorum of 75% of the active members with a 75% majority vote.
7. Ordination and installation of a Pastor at SBCC involves the following:
 - i. A formal service will be arranged to ordain and install the Pastor
 - ii. The Session and the Deacons shall be present
 - iii. Either a member of the Session or another teaching elder from a church in agreement with SBCC shall preside over the ceremony
 - iv. The service shall include prayer, Scripture reading, the vows for ordination, and a charge of responsibility to the congregation.
8. The vows for ordination shall include the following:
 - i. Do you believe in one God – Father, Son, and Holy Spirit?
 - ii. Do you confess anew the Lord Jesus Christ as your Savior and Lord and acknowledge Him Head over all things to the Church, which is His Body?
 - iii. Do you reaffirm your belief in the Holy Scripture of the Old and the New Testaments to be the Word of the Living God, the only perfect rule of faith and practice, to which nothing is to be added and from which nothing is to be taken at any time or upon any pretext?
 - iv. Do you accept the Book of Church Order of SBCC, including the amended Westminster Confession of Faith (see I. above), as founded on

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the Word of God and as the expression of your own faith, and do you resolve to adhere thereto?

- v. Do you accept the government, discipline, and worship of Sunset Beach Community Church as agreeable to and founded on the Word of God?
 - vi. Do you sincerely resolve to fulfill all your responsibilities in your home life and in all your relations with your fellowman, following after righteousness, faith, and love?
 - vii. Do you accept and enter upon your ministry with a desire to glorify God and to be instrumental in strengthening His Church?
 - viii. Do you promise to preach the gospel in its purity and simplicity, declaring the whole counsel of God, and to perform all your official duties with zeal and faithfulness, seeking the salvation of sinners?
9. Charge to the Congregation – the Pastor will charge the congregation after the Pastor answers positively to the above ordination vows.
- i. Do you, the members of this Church, acknowledge and receive this brother [] as Pastor and do you promise to give to him all the honor, encouragement and obedience in the Lord to which his office, according to the Word of God and This church entitles him?
10. The Pastoral candidate, having answered these questions in the affirmative, shall kneel and be ordained and installed by prayer and the laying on of the hands of the Session and any pastors present. After the ordination prayer, the members of the Session shall take him by the hand saying, “We give you the right hand of fellowship to take part in this ministry with us.”

N. Procedure for the dissolution of pastoral responsibilities

1. Any pastor may submit a request for resignation from his responsibilities as pastor at any time and for any cause.
2. Similarly, if there is any reason for pastoral discharge and the dissolution of pastoral responsibilities on the part of the Congregation given to a pastor, the Session must have a 3/4 vote to recommend dismissal and a 3/4 vote of the congregation for approval (the same quorum and vote % as item M 6 above).
3. It is expected that the pastor will continue his functions and obligations as a pastor for 90 days after giving his notice and he will be compensated during this period, unless the parties mutually agree to a lesser period of service.

O. Extended Absence or Resignation of Pastor

1. When the Pastor notifies the Session of an anticipated extended leave of absence (more than 4 weeks) or resigns his position, the Elders will meet in Session to apportion the Pastors duties among the Elders (e.g. preaching, teaching, and shepherding). In the event of resignation, a Pastor Search Committee will be instituted in accordance with Section M above.
2. During such period the ordinances of Baptism and Holy Communion will not be celebrated unless the Session is able to locate a suitable ordained Pastor to perform such ordinance(s).

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P. Description and qualifications of a Minister

1. A Minister is a person leading a special ministry at SBCC (such as: Minister of Music; Minister of Youth; etc.).
2. The qualifications of a Minister consist of such gifts as fit him for service in this ministry, and of such character and reputation as will continue to honor this position.
 - i. Spiritual Maturity – a Minister must be mature in his faith, with absolute certainty of his own saving relationship with the Lord Jesus Christ.
 - ii. Christian Belief – a Minister must confirm agreement to the vows for installation as set forth in R 5 (Procedure to select and install Ministers) below.
 - iii. Church Belief – a Minister must accept and submit to the doctrines, government and worship of THIS Church as agreeable to and founded upon the Word of God.
 - iv. Knowledge – a Minister must give evidence of his knowledge of the Holy Scriptures, the doctrines, government, and worship of our Church, and the duties of a Minister.
 - v. Compassion – a Minister must serve as Jesus Christ, Who came “not to be ministered unto, but to minister.”
 - vi. Personality – a Minister must be one who will attract persons to Christ and His Church.
 - vii. Education – a Minister must have the necessary education and experience for the position.
3. A Minister will become a member of SBCC and be willing to submit to the SBCC BOCO and Session.

Q. Responsibilities of a Minister

1. As minister of SBCC, a Minister shall:
 - i. Pray for ministry and those involved
 - ii. Read the Scriptures
 - iii. Fulfill the position description of the ministry and report plans and status to the Session.
 - iv. Encourage and train others to participate in the ministry.
 - v. Stimulate the well-being and smooth operation of the responsible functions of the ministry.

R. Procedure to select and install Ministers

1. The Session (or committee appointed by the Session) will determine the position description for the particular minister and solicit candidates for the position.
2. Candidates that meet the qualifications for being Minister at SBCC (see section P above) are to submit written credentials and evidence of experience for the position to the Session (or appointed committee).

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3. Upon prayer and careful scrutiny, the Session will select the person to fill the ministry position.
4. Installation of a Minister at SBCC involves the following:
 - i. The Pastor of SBCC shall preside over the ceremony
 - ii. The service shall include prayer, Scripture reading, the vows for installation, and a charge of responsibility to the congregation.
5. The vows for installation shall include the following:
 - i. Do you believe in one God – Father, Son, and Holy Spirit?
 - ii. Do you confess anew the Lord Jesus Christ as your Savior and Lord and acknowledge Him Head over all things to the Church, which is His Body?
 - iii. Do you reaffirm your belief in the Holy Scripture of the Old and the New Testaments to be the Word of the Living God, the only perfect rule of faith and practice, to which nothing is to be added and from which nothing is to be taken at any time or upon any pretext?
 - iv. Do you accept the Book of Church Order of SBCC, including the amended Westminster Confession of Faith (see I. above), as founded on the Word of God and as the expression of your own faith, and do you resolve to adhere thereto?
 - v. Do you accept the government, discipline, and worship of Sunset Beach Community Church as agreeable to and founded on the Word of God?
 - vi. Do you sincerely resolve to fulfill all your responsibilities in your home life and in all your relations with your fellowman, following after righteousness, faith, and love?
 - vii. Do you accept and enter upon your ministry with a desire to glorify God and to be instrumental in strengthening His Church?
 - viii. Do you promise to perform all your official duties with zeal and faithfulness, seeking the salvation of sinners?
6. Charge to the Congregation – the Pastor will charge the congregation after the Minister answers positively to the above ordination vows.
 - i. Do you, the members of this Church, acknowledge and receive this brother [] as Minister and do you promise to give to him all the honor, encouragement and obedience in the Lord for this ministry?
7. The Ministerial candidate, having answered these questions in the affirmative, shall kneel and be installed by prayer and the laying on of the hands of the Session and any pastors present. After the ordination prayer, the members of the Session shall take him by the hand saying, “We give you the right hand of fellowship to take part in this ministry with us.”

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S. Procedure for the dissolution of ministerial responsibilities

1. Any minister may submit a request for resignation from his responsibilities as minister at any time and for any cause.
2. Similarly, if there is any reason for ministerial discharge and the dissolution of ministerial responsibilities, the Session must have a 3/4 vote to dismiss the minister.
3. It is expected that the minister will continue his functions and obligations as a minister for 30 days after giving his notice and he will be compensated during this period, unless the parties mutually agree to a lesser period of service.

T. Congregational Meetings

1. The Sunset Beach Community Church Congregation consists of all active members.
2. Notification of all congregational meetings must be given at least 2 Sundays prior to the meeting. (Two Sundays notification includes notifying the congregation of a meeting on one Sunday at church that the meeting is scheduled for after church on the next Sunday. The meeting can be anytime after the second Sunday notification, including that day.) Notification will include the proposed agenda for the meeting.
3. An annual meeting of the congregation will be held in January to elect necessary officers and to present the budget approved by the Session.
4. Additional congregational meetings may be called by the Session. Discussion at special congregational meetings is limited to the items listed on the agenda at the time of notification of the meeting.
5. The quorum of the congregational meeting shall consist of 33% of the active members (unless noted otherwise in this BOCO) and a simple majority is necessary to approve motions (unless noted otherwise in this BOCO).
6. Congregational meetings will be conducted in accordance with Robert's Rules of Order.
7. The Session will determine the moderator for each congregational meeting.
8. Non member regular SBCC service attendees may attend congregational meetings, but will not be allowed to vote.

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U. Amending the Constitution and Book of Church Order of Sunset Beach Community Church.

1. Amendments to the Constitution may be made only in the following manner:
 - i. Notification in writing of the proposed Constitution change will be provided to the congregation along with the meeting notification.
 - ii. Approval of the amendment requires a quorum of 66% of the active members and a 75% majority.
2. Amendments to the Book of Church Order may be made only in the following manner:
 - i. Notification in writing of the proposed Book of Church Order change will be provided to the congregation along with the meeting notification.
 - ii. Approval of the amendment requires a quorum of 66% of the active members and a 75% majority.

V. Discipline

1. Discipline is the exercise of authority given the Church by the Lord Jesus Christ to instruct and guide its members with the purpose of repentance and restoration as provided in Matthew 18:15-17.
2. All members and regular attendees of SBCC are subject to its discipline and entitled to the benefits thereof.
3. The proper usage of discipline maintains:
 - i. The glory of God,
 - ii. The purity of His Church,
 - iii. The keeping and reclaiming of disobedient sinners. Discipline is for the purpose of godliness (1 Timothy 4:7); therefore it demands self-examination under Scripture.
4. Scriptural law (Matthew 18:15-17) is the basis of all discipline. The steps include:
 - i. Instruction in the Word;
 - ii. The individual's responsibility to admonish one another (Matt. 18:15 & Gal. 6:1);
 - iii. If the privately given admonition is rejected, then the calling of one or more witnesses (Matt: 18:16);
 - iv. If rejection persists, then the Session must give public admonition, suspension (from the Sacraments and/or office), and excommunication.
5. Offenses are either personal or general, private (known only by a few persons) or public (known by many or affecting the entire church).

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III. DIRECTORY FOR THE WORSHIP OF GOD

A. The Purpose of Worship

1. The Christian life is a response to God, expressing itself in worship and service. After a man is reconciled to God through the blood of Christ, he desires, by the moving of the Holy Spirit, to seek a knowledge of Him, to aspire after Him, and to respond to Him in adoration, confession, thanksgiving, supplication, and obedient love.
2. The purpose of worship is affirmed by the words of the psalmist in Psalm 121:1-2
I lift up my eyes to the hills – where does my help come from?
My help comes from the Lord, the Maker of heaven and earth.
and in Psalm 122:1
I rejoiced with those who said to me, “Let us go to the house of the Lord.”
and in Psalm 123:1-2
I lift my eyes to you, to you whose throne is in heaven.
As the eyes of slaves look to the hand of the master, as eyes of a maid look to the hand of her mistress, so our eyes look to the Lord our God, till he shows us his mercy.

B. The Nature of Worship

1. “God is Spirit; and they that worship Him must worship Him in spirit and in truth.” (John 4:24)
2. Worship is not confined to place and external exercises but involves a reality in the heart, soul, and mind of the worshiper. Worship may be public, family, or private. Worship may be planned or spontaneous, but should be such as to invoke in the worshiper praise, honor, homage, obedience, dedication and gratitude to God with adoration and exaltation of Him with reverence and humble acknowledgement of one’s unworthiness of God’s presence. Worship should be accompanied by confession of and plea for forgiveness of sin by virtue of the atonement of Jesus Christ with open heart and attentive mind to the voice of the Holy Spirit and by the assurance of God’s pardoning grace.
3. Public worship is a unique event in the experience of man where together response is made to God’s mighty acts of redemption in Jesus Christ. In public worship, the subject matter is the complete revelation of God set forth in Holy Scripture and centering on the person and redemptive work of Jesus Christ.
4. Public worship is corporate in all its part, with active participation or silent attention, or both. It should be orderly, interesting, and inspiring toward spiritual ideals and Christian service. It should be directed to the total person involving intellect, emotion, and will. It should include any or all of the following acts of worship: prayer and thanksgiving; singing of praise; the reading, hearing, and preaching of the Word; the administering and receiving of the sacraments; the giving of tithes and special offerings; an appropriate

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response to the Gospel; an affirmation of faith; and the dismissing of the people with a Biblical benediction.

5. Family worship should be biblical and instructive. Participation by all should be encouraged. Subjects to discuss, material to use, and activities of this worship period may be suggested by any member of the group. Ordinarily, the head of the home should assume the leadership responsibility.

C. The Forms of Worship

1. Corporate Worship: it is necessary for spiritual growth that Christians gather for corporate worship. Christians normally worship on the Lord's Day, in a building or special place set aside as a house of worship. However, they may worship at any time or place agreeable to those who gather. The particular form of worship employed will be designed, planned, designated, and implemented by the session and the pastor to meet the needs and circumstances of the congregation.
2. Individual and family worship: equally necessary for spiritual growth is daily worship, privately as an individual, and as a family in the home. There should be reading of Scripture and prayer. Other materials and activities may enhance the worship experience. Christian families should set aside some time each day to worship God. The head of the home should see that this is done.

D. Aids to Worship

1. All worship services shall be conducted in full accordance with Scripture and this Book of Church Order.
2. Music is encouraged in most worship services to enhance the worship experience of each worshiper. Music shall be in keeping with the traditions of this church and shall be uplifting to the Lord in meter and word content.
3. The pastor and session shall have oversight of all music used by the congregation.
4. Any Books of Worship may be used as guides to worship provided they do not conflict with the doctrine and government outlined in this Book Of Church Order.

E. The Keeping of the Sabbath

1. God has appointed one day in seven to be a Sabbath. We in the Christian tradition consecrate and set apart Sunday as our Sabbath day.
2. This day is to be made holy for God. Man is to prepare his heart and order his affairs prior to observing the Sabbath day in worship. As much as possible, all men are encouraged to rest from their works and secular endeavors on this Sabbath day. And, as led by the Holy Spirit, men are to focus their time, energy, attention, whole beings to the exercise of private and public worship of the Lord and to the attention of Scripture and to the Christian fellowship with other believers and to other activities and endeavors that enhance the spiritual growth and deepening of the person in Christ.

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F. Baptism

1. The sacrament of baptism is the Word made visible as ordained by Jesus Christ (Matthew 28:19). Primarily, baptism represents the outpouring of the Holy Spirit into the lives of God's people. It is an outward sign of an inward change in a person whereby God's power and mercy has cleansed the person of their sin, has effectually called the person to salvation in Jesus Christ, and has brought about the identification of the person with Christ in His death and resurrection, thus raising that person with Christ to newness of life (Romans 6:4-11). It is to be regarded as the sign of their ingrafting into Christ, and of their entrance into the Church.
2. As a sacrament, baptism is an act of the whole Church and normally should be administered in the presence of the worshipping community. Thus, the sacrament of baptism is both a means of testifying to the reality of God's grace, and also a means by which all faithful members of the Church show forth publicly their own faith and trust in Christ.
3. The sacrament of baptism should normally be administered only once to each person.
4. Scripture denotes baptism as the action of washing or plunging in water. Old Testament purifications were accomplished with washing (Hebrews 9:10-21). New Testament administrations suggest both immersion and washings (Matthew 3:16, Acts 2:38-41, 8:38-39, 9:17-18, 10:44-48, 16:30-34, 22:12-16). Thus, for this Church, the means of baptism shall include sprinkling of the water whereby water is poured over the head of the one being baptized or immersion in water. Either administration will be consecrated in the name of the Father, Son and Holy Spirit.
5. Baptism of Adults
 - i. When persons who have not been baptized as children desire to commit their lives to Christ and to become incorporated into membership of His Church, they shall, upon their public profession of faith, receive the Sacrament of Baptism.
 - ii. Before the Sacrament is administered, such persons shall receive instruction concerning the meaning of the Sacrament, the nature of the Church and the Christian faith, and the privileges and obligations attendant upon membership in the Church.
6. Baptism of Children
 - i. Children, upon the age of accountability, who have made a profession of faith, who have received instruction on what baptism and church membership entail, and who have been approved by the Session are entitled to receive the administration of the Sacrament of baptism.
7. Dedication of Infants
 - i. God commanded Israel through Moses, "These words which I command you this day shall be upon your heart and you shall teach them diligently to your children, and you shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you

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rise” (Deuteronomy 6:6-9). Jesus said, “Let the children come to me and do not hinder them, for to such as these belongs the kingdom of heaven” (Matthew 19:14). It is therefore our privilege to present our children to the Lord and our duty to raise them in His ways.

- ii. Parents who desire their children be dedicated to the Lord will be instructed as to the meaning of dedication and the responsibilities they have as parents. The Congregation will be instructed as to the responsibilities they have in raising these children in His ways. The parents and Congregation will be publicly asked for their commitment.
- iii. The child will be raised up to the Lord by the Pastor in the name of the Father, the Son and the Holy Spirit.
- iv. At the appropriate time, the dedicated child may make a profession of faith in Christ and may desire baptism as a believer in Christ.