

# CONSTITUTION & POLICY HANDBOOK

## CEDAR CREEK BIBLE CHURCH

A.D. 2010 - 2020

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# CONTENTS

## Constitution

Covenant. . . . .	1
Name. . . . .	2
Objectives. . . . .	2
Doctrinal Position. . . . .	2
Organizational Information. . . . .	10
Membership. . . . .	10
Discipline. . . . .	11
Meetings. . . . .	14
Quorum and Fiscal Year. . . . .	14
Voting. . . . .	14
Finances. . . . .	15
Government. . . . .	15
Amendments. . . . .	16
Officers. . . . .	16

## Policies

Missions Policy. . . . .	23
Music Policy. . . . .	33
Ushering Policy. . . . .	37
Communicable Disease Policy. . . . .	39
Wedding Policy. . . . .	42
Policy for Use of Church Property. . . . .	45
Van Use Policy. . . . .	47
CE Grading Policy. . . . .	49

# The Covenant of the Church

***Now the God of peace, that brought again from the dead our Lord Jesus, that great shepherd of the sheep, through the blood of the everlasting covenant, make you perfect in every good thing to do His will, working in you that which is well pleasing in His sight, through Jesus Christ, to whom be glory forever and ever. Amen. (Hebrews 13:20-21, KJV)***

Having been brought by divine grace to embrace the Lord Jesus Christ and to give ourselves wholly to Him, we do now solemnly and joyfully covenant with each other to walk together in Him with brotherly love and to His glory, as our common Savior and Lord.

In His strength, we shall pursue Christian care and watchfulness over each other and faithfully warn, encourage, exhort, and admonish each other as the occasion requires.

We shall not forsake the assembling of ourselves together but shall attend the worship services and observe the ordinances.

We shall maintain the faith at home and seek to train our families in the Word of God with respect to Christian values.

Since we are the light of the world and the salt of the earth, we shall ask God to help us deny ungodliness and worldly lusts and to walk carefully before the world that the ministry be not blamed.

We shall cheerfully contribute our time, effort, and money, as the Lord has blessed us, to maintain a faithful evangelistic ministry to the lost through missions and aid to the needy.

In all conditions, we shall strive until death to live to the glory of God, who called us out of darkness into His marvelous light.

## **Article I. Name**

The name of this church will be **Cedar Creek Bible Church** (CCBC) of Delton, Michigan, incorporated under the laws of the State of Michigan according to Act 84 of the Public Acts of 1921 as amended. CCBC is baptistic in both doctrine and polity.

## **Article II. Objectives**

The objectives of this church are to propagate the Gospel of Jesus Christ, to lead people to know Him as Savior, to stimulate missionary activity at home and abroad, to cultivate fellowship and unity on the basis of the Word of God, to provide Christian education for the training of our children with a Christ-centered perspective and a system of values and morals based on the Word of God, and to teach believers the whole counsel of God in order that they may grow in the grace and knowledge of the Lord Jesus Christ unto obedience to the Scriptures (Matthew 28:17-20; Acts 1:8; 2 Corinthians 5:20).

## **Article III. Doctrinal Position**

### **A. The Doctrine of the Bible**

We believe that the Bible, consisting of the 66 books of the Old and New Testaments, is the only word of God. All the words and all the parts are inspired of God (verbal and plenary) (2 Timothy 3:16; 2 Peter 1:21). Properly understood, the Bible will not lead one astray and is without error (infallible and inerrant). The Bible is the authoritative standard by which all

conduct, creeds, and opinions will be evaluated (Acts 17:11; 1 Thessalonians 5:21-22). The Bible is sufficient in all things pertaining to life and godliness (2 Timothy 3:17; 2 Peter 1:3).

### **B. The Doctrine of God**

We believe in the true and living God as revealed in the Bible (1 John 5:20; Psalm 42:2). He is the Creator and the Sustainer of all things (Genesis 1:1; Colossians 1:17). He is the infinite and eternal God (Psalm 147:5; Deuteronomy 33:27). The Father, Son, and Spirit are one in their essence (John 10:30; 14:16-17). God has made Himself known through His names, events, and miracles, and especially through Jesus Christ (John 1:18).

### **C. The Doctrine of Jesus Christ**

We believe that Jesus Christ was conceived by the Holy Spirit, was born of the virgin Mary, and is true God and true man. He lived a sinless life, died on the cross to pay the price for our sins, rose from the grave, and ascended into heaven where He makes intercession for us (Matthew 1:18-25; 28:1-6; Luke 1:35; John 1:14; Acts 2:22-32; 1 Corinthians 15:3-4; Galatians 4:4; Philippians 3:20, 21; Hebrews 7:25).

We believe that the Scriptures center around Jesus Christ—His person, His work, and His Word. Scripture, properly understood, causes us to focus upon Him (Luke 24:27, 44; John 5:39; Acts 17:2, 3; 18:28; 26:22, 23; 28:23).

## **D. The Doctrine of the Holy Spirit**

We believe that the Holy Spirit is a divine Person (Acts 5:3-4; 1 Corinthians 12:2-4, 11, 18). As God, He is omnipresent (Psalm 139:7-10), omnipotent (Luke 1:35-37), and omniscient (Romans 8:26-27).

We believe that the Spirit produces the new birth (John 3:3-5), places us into the body of Christ (1 Corinthians 12:13), comforts the children of God (John 14:16-17), makes us a holy people, (Romans 15:16; 2 Thessalonians 2:13), seals us for the day of redemption (Ephesians 4:30), equips us for ministry (1 Corinthians 12:4-18), and focuses primarily on Jesus Christ (John 15:26, 27; 16:13-14).

We believe the sign gifts, e.g., healing the sick, cleansing the lepers, raising the dead, casting out demons, speaking in tongues, snake handling, drinking deadly poison, miracles (Matthew 10:8; Mark 16:17-18; 1 Corinthians 12:8-10, 28), and the offices of apostles and prophets have ceased with the death of the Apostles.

We believe the content (new revelation) gifts, such as "a word of wisdom," "a word of knowledge," and "a word of faith" continued until the completion of the Scriptures (Hebrews 2:3-4; Revelation 22:18-19). We affirm a faith (body of truth) once-for-all delivered unto the saints for which we must contend (Jude 3).

We believe that both healings and miracles in the life of Christ and the Apostles served to confirm their person and work in laying the foundation for the Church (Matthew 16:18; 2 Corinthians 12:12; Ephesians 2:20; Hebrews 2:3-4). We believe that God

can and does heal at His discretion according to His will.

We believe that tongues were given as a sign to unbelieving Jews (1 Corinthians 14:21-22; Isaiah 28:11). We believe that tongues were known dialects at that time (Acts 2:6, 8). We believe that tongues ceased (1 Corinthians 13:8) as their limited purpose was realized. With the Fall of Jerusalem marking the beginning of the "Times of the Gentiles" (Luke 21:20-24) and the missionary activity majoring on the Gentiles (Acts 28:25-29), the need and purpose for tongues as a sign gift to the Jews abruptly stopped.

The gifts that continue are speaking and serving gifts (1 Peter 4:10-11), e.g., prophecy (the preaching of the Word), ministry, teaching, exhorting, giving, ruling, mercy, helps, administrations (Romans 12:3-8; 1 Corinthians 12:28), and evangelists, pastors, and teachers (Ephesians 4:11).

The Spirit actively works in creation, preservation (Ephesians 1:13-14), conviction (John 16:7-11), and redemption (Ephesians 1:13-14). He can be blasphemed (Matthew 12:31), resisted (Acts 7:51), grieved (Ephesians 4:30), and quenched (1 Thessalonians 5:19).

## **E. The Doctrine of Man**

We believe that man was created in the image and likeness of God (Genesis 1:26-27) and retains that image (Matthew 22:17-21; 1 Corinthians 11:7; James 3:9). Man is a spiritual being with a composite design (body, soul, and spirit). The essence of man consists of parts made into a whole, imaging his Creator

(community in unity) (Genesis 2:7; 1 Thessalonians 5:23; Hebrews 4 :12).

The creation of man was not by evolution, but by a special, immediate, and formative act of God (Genesis 2:7). Man is endowed with a moral conscience (Romans 2:14-15) and possesses the capacity to choose (Joshua 24:15).

Man sinned through the act of disobedience, incurring the penalty of death (Genesis 3:6; Romans 5:12; 6:23), and is in a state of being dead in trespasses and sins (Ephesians 2:1-3) until receiving new life in Christ (Ephesians 2:4-6).

## **F. The Doctrine of Sin**

We believe that sin is a disposition, attitude, or action that is in direct disobedience to the character and instructions of God (Matthew 5:27-28). Man is a sinner by choice and is born under the condemnation of death (Romans 5:12). The Scriptures describe sin as the following: coming short of the glory of God (Romans 3:23), trespassing (Ephesians 2:1), falling (Proverbs 19:2), perverting what is right (Acts 8:18-23), rebelling against God (Isaiah 1:2), betraying a trust (Luke 20:46-47), neglecting a responsibility (Matthew 25:45-46), failing to pay a debt (Matthew 6:12), and acting contrary to faith (Romans 14:23).

Sin is a reality and not an illusion. Man is pervasively evil and, without Christ, is hopelessly and helplessly lost. Man is unwilling, unasking, and undeserving of the grace of God (Romans 5:6-10). Man is sick from the top of his head to the soles of his feet (Isaiah 1:4-6). Jesus Christ is the only antidote for the awful

condemnation of sin (Romans 6:23). The fact of sin is exactly why Christ came into the world (1 Timothy 1:15).

## **G. The Doctrine of Salvation**

We believe that salvation is the gift of God's grace through the merits of Jesus Christ by His life, death, and resurrection (Romans 6:23; 1 Corinthians 15:1-4). This salvation is not received by human merit but by faith alone in Him (Acts 4:12; Ephesians 2:8, 9).

We believe that a fundamental change (repentance) must occur in people or else they will perish (Luke 13:1-5). Man must be born from above (John 3:3-5). God graciously extends an invitation to man for salvation throughout the Bible (Isaiah 1:18; Matthew 11:28-30; John 1:12; 3:16-18; Acts 2:40; 16:31; Revelation 22:17). People must acknowledge that they are lost sinners (Romans 3:23), believe that Christ arose from the dead (Romans 10:9), and confess their belief in Jesus Christ as Lord (Romans 10:10). They may then have the assurance that "whosoever shall call upon the name of the Lord shall be saved" (Romans 10:13).

## **H. The Doctrine of the Church**

### **1. The Universal Church**

We believe that the Universal Church is the body of Christ, composed of all believers of all nations who are placed into that body by the baptism of the Spirit, beginning at Pentecost and extending until the Rapture of the Church (Matthew 16:16-18; Acts 2:5; Romans 12:4-5; 1 Corinthians 12:12-27; Ephesians 1:20-23; 4:3-10).

## 2. The Local Church

The local church consists of those who are part of the body of Christ manifested in a specific geographical location (for example, the church at Cedar Creek). These people have confessed Jesus Christ as Lord (Romans 10:9-10), they have been baptized by immersion upon that confession (Acts 2:38, 41; 8:34-39), and they have servant-leadership, called pastors, elders, bishops, overseers, and deacons. They stand under the authority of Christ and His Word. They meet together to fellowship, pray, and observe the Lord's Supper. They engage in worship-service, evangelism, and edification (Acts 2:41-42).

### I. The Doctrine of Angels

We believe in angels. They are created beings (Colossians 1:16), spirit beings (Hebrews 1:13-14) who do not marry (Matthew 22:30), intelligent beings with will (Mark 5:12), and immortal beings (Luke 20:35-36). They were created as holy beings and have rank and file (Ephesians 2:2).

Good angels worship God (Psalm 29:1-2), rejoice in God's works (Job 38:7), execute God's will (Psalm 103:20), guide, guard, and minister to believers (Psalm 34:7; Acts 8:26; 12:7-11; Hebrews 1:14), and will accompany Christ at His return (2 Thessalonians 1:7-8).

Satan is a fallen angel with intelligence (2 Corinthians 2:11), memory (Matthew 4:6), knowledge (Revelation 12:12), will (2 Timothy 2:26), and organizational ability (Ephesians 6:12). He speaks, tempts, accuses, makes war, and performs miracles. Satan is known

as the devil (Matthew 4:1; Revelation 20:7), the prince of the power of the air (Ephesians 2:2), the prince of this world (John 16:11), the god of this age (2 Corinthians 4:4), Abaddon-Apollyon (Revelation 9:11), and Beelzebul (Matthew 10:25).

Demons (including Satan) are fallen angels (2 Peter 2:4) who seek to oppose God's purposes (Job 1:9-11), afflict God's people (Matthew 17:15-18), hinder God's servants (Ephesians 6:11-12), and deceive God's elect (2 Corinthians 11:13-15).

Christians should respond to Satan and his demons by claiming their redemptive rights as believers (1 John 3:8), appropriating the armor of God (Ephesians 6:11-18), maintaining self-control (Ephesians 4:26-27), exercising vigilance (1 Peter 5:8), and resisting the devil (James 4:7).

### J. The Doctrine of Last Things

We believe that Christ will come again to receive His Church into glory (John 14:1-3; Acts 1:11). We shall be caught up (1 Thessalonians 4:17), changed in a moment (1 Corinthians 15:51-52), and gathered unto Him (2 Thessalonians 2:1).

We believe that a time of great trouble is coming on the earth (Daniel 12:1). This time of trouble is also called the Great Tribulation (Matthew 24:21, 29; Revelation 7:14), and the time of wrath (Revelation 6:16, 17; 11:18). We believe that the church is not destined for this time of wrath (Romans 5:9; 1 Thessalonians 5:9) but is to be delivered through Jesus Christ (1 Thessalonians 1:10).

We believe that God will raise the dead, some to everlasting life and some to everlasting death (John 5:25-29). We also believe there is an order to resurrection: Christ, the first fruits (1 Corinthians 15:20-23), believers at the rapture (1 Corinthians 15:51-58; 1 Thessalonians 4:13-18), believers at the end of the Tribulation (Daniel 12:1-2; Revelation 20:4), and the lost of all ages at the great white throne judgment (Revelation 20:11-15).

We believe that the Lord reigns over His people in the present time (Matthew 12:28; Romans 14:17; 1 Corinthians 4:19-20; Colossians 1:13), will reign during the 1000-year Millennium (2 Timothy 4:18; Revelation 20:4-6), and will reign with them forever in the eternal state (Revelation 21:1 - 22:5).

## **Article IV. Organizational Information**

### **A. The Membership of the Church**

1. The membership of Cedar Creek Bible Church will consist only of persons who confess Jesus Christ as their personal Savior and Lord and, on the basis of that confession, have been baptized by immersion (Acts 2:41).
2. Application for membership will be referred to the deacon board, which will act upon the application within 30 days.
3. Membership in the church is a privilege and a responsibility to be carefully considered before making such a commitment. Therefore, no one will be received into the membership without being interviewed by a deacon and/or a pastor. All

prospective members will be taken through the Constitution or the discipleship program at the discretion of the pastoral staff.

4. Those who are not in harmony with the Constitution of CCBC will not be admitted into the membership of CCBC.
5. Children 13 years or older will be processed through the discipleship program. Those under 18 who have been saved and baptized may become members with parental consent.
6. The deacon board will review and revise the membership roll every year. The church will seek to maintain an active membership. Failure to attend the scheduled services of this church is a violation of Hebrews 10:25 and may result in dismissal from this membership. After six months of such neglect, the deacon board will review the case and make a determination. Circumstances and the judgment of the deacon board will decide the merits of each case.

### **B. Discipline of the Church**

The matter of church discipline is entrusted entirely to the pastoral staff and the deacon board in the initial stages. Dismissal will be upon recommendation of the deacon board and congregational vote.

1. A Scriptural Basis for Church Discipline
  - a. Immorality  
Continuing in the sin of immorality must be met with reproof, rebuke, and refusal of church fellowship (1 Corinthians 5).
  - b. Contentious False Doctrine  
Truth is the foundation for fellowship. Heresy cannot be permitted in the church (1 Timothy

6:1-5). This does not mean that people may not differ about minor points. The church must be free to discuss and grow.

c. A Disorderly Walk

Christians are to withdraw themselves from every brother who leads an unruly life (1 Corinthians 5:11; 2 Thessalonians 3:6, 14).

d. Divisions

Those who seek their own selfish ends by destroying the work of God must not be allowed to continue in the fellowship (Romans 16:17, 18; Titus 3:10).

e. An Unrepentant Attitude

Failure to repent will ultimately destroy both the individual and the church (Matthew 18:15-17; Hebrews 12:15).

2. Spiritual Attitudes to Be Exercised in Discipline

a. Love

This ethic of the Christian community is essential to handling disciplinary problems. Love is a decision to obey God with respect to discipline in order that we might help another (1 Corinthians 13; 2 Thessalonians 3:15). Our Father has set the pattern for loving discipline (Hebrews 12:5-6; Revelation 3:19).

b. Spirituality, Humility, Meekness

These ingredients require a walk with God on the part of those who are charged with the responsibility of discipline (Galatians 6:1).

c. Forgiveness

When godly sorrow has accomplished repentance, the congregation must joyfully receive the confession and visually and verbally extend forgiveness (Luke 17:3-4; 2 Corinthians 2:6-11; Ephesians 4:32).

3. A Scriptural Methodology for Discipline

a. First Seek Reconciliation

Often the one who has sinned is not able to take the initiative in seeking reconciliation; therefore, others must take this initiative (Matthew 18:15; Galatians 6:1).

b. Take Witnesses

This will intensify the effort on the part of the church to gain reconciliation and will also verify the problem under consideration (Matthew 18:16).

c. Tell it to the Church

This further intensifies the effort for solution to the problem and brings the matter to resolution (Matthew 18:17).

4. The Scriptural Goals of Discipline

a. Obedience to the Word of God.

The church may not understand every situation, but it must not ignore and excuse itself from obedience (1 Corinthians 6:1-3).

b. Restoration of our Brothers and Sisters

The goal of all church discipline is a restored, productive life, brought about by Christian love, forgiveness, and reconciliation (2 Corinthians 2:6-8; Galatians 6:1).

c. Removal of Destructive Influences

Sin will eventually destroy the entire body; therefore, it must be removed for protection of spiritual health and witness (1 Corinthians 5:6; 15:33-34).

d. Restraint of Others

Discipline restrains sin (1 Timothy 5:20).

### **C. Meetings**

1. Worship services will normally be held every Sunday morning and evening at a time decided by congregational vote.
2. Mid-week prayer meeting and Bible study will be maintained at a time decided by congregational vote.
3. Baptismal services will be arranged as needed.
4. Congregational meetings will be held quarterly, and special congregational meetings will be held as deemed necessary by the deacon board with at least one service's notice.
5. The deacon board will meet at least once a month. Church members may present their concerns at a board meeting with pastoral approval.

### **D. Quorum and Fiscal Year**

1. Fifty voting members are necessary for a quorum to conduct congregational business.
2. The fiscal year will be the same as the calendar year.

### **E. Voting**

1. Only members 18 years of age or older may vote.
2. A ballot vote shall be used on all proposals.

3. Absentee ballots will be made available upon request.
4. Unless otherwise specified, a simple majority of the ballots cast decides a matter.
5. Christian love and courtesy will be our rule of order (1 Corinthians 14:40).

### **F. Finances**

1. The voluntary giving of ourselves and our tithes and offerings will be encouraged (in the spirit of 2 Corinthians 8-9).
2. The church may borrow money by congregational vote.

### **G. Government**

1. CCBC is organized as a modified congregational form of church government under the servant-leadership of pastors and deacons.
2. CCBC will have the right to buy and sell, in its own name, through its agents.
3. No profit will accrue to benefit any person from the assets of CCBC.
4. In the event of dissolution, all debts will be fully satisfied by the deacon board and the remaining assets donated to another church of like faith. This will be in conformity with Section 501-c3 of the Internal Revenue Code.

## H. Amendments

1. This constitution may be amended by a  $\frac{3}{4}$  majority of the ballots cast, providing a written announcement has appeared in the church bulletin for at least two preceding weeks.
2. This constitution will be reviewed and revised every ten years (due A.D. 2020).
3. All previous constitutions are null and void.

## I. Officers and their Responsibilities

We recognize that Jesus Christ is head over all things to the church (Ephesians 1:22-23). He has absolute authority over the church and gives her guidance and stability (1 Corinthians 12:12-31).

The church, not functioning under His control, loses its stability and often acts in an erratic fashion. The church needs to constantly affirm the headship of Christ. Pastors and deacons have only delegated authority, given by Christ and specified in the Scriptures.

### 1. Pastors

#### a. The Ministry of Pastors

- 1) Pastors are **to shepherd** the flock (1 Peter 5:2).
- 2) Pastors are **bishops** who are charged with the administration and oversight of the church (Acts 20:28).
- 3) Pastors are **elders** who have the responsibility to give godly counsel to the church (Titus 1:5).

- 4) Pastors have delegated authority to carry out servant-leadership (Acts 20:17-28; Hebrews 13:17; 1 Peter 5:1-4).
- 5) Pastors may not “lord it over” the flock (1 Peter 5:1-4).
- 6) Pastors must be godly men, as described in 1 Timothy 3:1-7.

### b. The Duties of Pastors

- 1) **To manage** the church (1 Timothy 3:4-5)
  - a) In word
  - b) In doctrine
  - c) In discipline
- 2) **To preach, teach, and exhort** (1 Timothy 5:17; 2 Timothy 4:2; Titus 1:9)
- 3) **To guard** the church against false doctrine (Acts 20:28)
- 4) **To oversee** the affairs of the church in spiritual matters (Acts 20:28; Hebrews 13:17; 1 Peter 5:2)
- 5) **To be an example** to the flock (1 Timothy 4:12)
- 6) **To visit** the sick and afflicted (James 5:14)
- 7) **To do the work of an evangelist** (2 Timothy 4:5)
- 8) To administer the Lord's Supper and baptism
- 9) To see that regular services are held and to fill the pulpit in their absence, with the approval of the deacon board

### c. Pastoral Considerations

- 1) No one will be called or dismissed as a pastor of this church except at a congregational meeting specifically designated for that purpose and announced in the bulletin for two Sundays in advance. A

- $\frac{3}{4}$  vote of the ballots cast is required for passage.
- 2) A pastor's term will be unlimited but may be ended by mutual consent, resignation of the pastor, or request of the church with 60 days' severance pay. At least 30 days' notice will be given by either party.
  - 3) A pastor's involvement in special meetings, seminars, and continuing education must have deacon board approval.
  - 4) In the event of pastoral challenge or discipline, the deacon board will follow the normal instructions for any Christian, i.e., Matthew 18 and Galatians 6:1-5. In addition, 1 Timothy 5:17-22 will be specifically applied to the pastor. A special deacon board meeting for the purpose of addressing such problems will be convened by the chairman of the deacon board, with a majority of deacon board members present.
  - 5) The deacon board will recommend to the congregation pastoral compensation annually with the following criteria:
    - a) Experience
    - b) Education
    - c) Ministry responsibilities
    - d) The resources of the church
  - 6) Pastors will receive paid vacation as follows:
    - a) 1 to 3 years: two weeks
    - b) 4 to 6 years: three weeks
    - c) 7 years and beyond: four weeks
    - d) The deacon board may provide extended paid leave at its discretion.

## 2. Deacons

- a. The Ministry of Deacons: The term "deacon" means "servant" and is used in Scripture in a variety of ways.
  - 1) Jesus came **to serve** (Mark 10:35-45; Luke 22:27; Romans 15:8).
  - 2) Other men and women, including the twelve disciples, Phoebe, and the seven in Acts 6, **served** Christ and the church (Luke 8:1-3; Acts 1:17; 6:1-7; Romans 16:1-2).
  - 3) By the time the New Testament was completed, the term "**deacon**" came to be used of men who filled a servant-leadership office in the church. The rest of this section uses "deacon" in that sense.
- b. Qualifications for Deacons: Deacons must be godly men as described in 1 Timothy 3:8-10, 12-13.
- c. The Duties of Deacons
  - 1) The deacons will assist the pastoral staff in the following:
    - a) The Lord's Supper
    - b) Baptism
    - c) Shepherding and visitation
    - d) Care for the needy
  - 2) Deacons will be in charge of all business and legal matters of the church, as trustees.
    - a) All business, before being presented to the church family, will be processed through the deacon board.
    - b) The deacon board will have the authority to make necessary expenditures for the ministry of CCBC.

- c) Money and materials may freely be given toward established projects of the church. All donations will be anonymous, except by permission of the donor and consent of the deacon board.

d. Appointment Considerations

- 1) A deacon may serve for an unlimited time but may be terminated by resignation or by vote of the deacon board. His term must be renewed every three years.
- 2) The church will maintain as many deacons as necessary to care for the body.
- 3) Annually, the deacon board will choose from among themselves a chairman, a vice chairman, a secretary, a treasurer, and a financial secretary.
- 4) All prospective deacons will be instructed through training sessions to acquaint them with the constitution, policies, and procedures of CCBC. They may then receive in-service training after which they may be brought onto the deacon board by congregational vote.
- 5) Any deacon unable, for any reason, to attend at least eight deacon board meetings in a calendar year will be dismissed from the deacon board.

3. The Ministries of Treasurer, Secretary, Financial Secretary, and Sunday School Superintendent

a. Treasurer

- 1) He will deposit all funds and disburse all payments by check or by electronic funds transfer.

- 2) He will keep an accurate record of all receipts and disbursements of the church.
- 3) He will be able to report the financial standing of the church at any time and will submit an itemized account each quarter.
- 4) He will submit the church financial records to a yearly audit.

b. Secretary

- 1) He will keep a fair and complete record of all deacon board and congregational meetings.
- 2) He will keep all church records in a safe place.
- 3) He will keep a record of the current membership of the church.
- 4) He will provide ballots for congregational meetings and promote, through the bulletin, items requiring a congregational vote.
- 5) He will prepare an annual report listing births, deaths, baptisms, marriages, and additions to and deletions from the membership.

c. Financial Secretary

- 1) He will keep an accurate record of all gifts and offerings.
- 2) He will provide a statement for each donor at the end of the year as required for tax purposes.

d. Sunday School Superintendent

- 1) He will be appointed by the pastoral staff.
- 2) He is responsible to see that each teacher carries out the duties assigned to him.
- 3) He will call staff meetings and make recommendations for improvement.

- 4) He will promote an aggressive program of visitation and follow up for the Sunday School, enlisting the teachers.

## CCBC MISSIONS POLICY

### I. MISSIONS COMMITTEE

A. A missions committee will be maintained consisting of a chairperson who will be approved by the deacon board, a deacon, and one or more church members who will be recruited by the pastoral staff and approved by the deacon board for three-year terms. The terms will be alternated in order to keep an active experienced committee.

#### B. Qualifications of Missions Committee Members

1. A member of CCBC.
2. One who demonstrates spiritual maturity.
3. One who is in agreement with this policy.
4. One who is objective and unbiased.
5. One who has been processed through the missions training program.
6. Any missions committee member unable, for any reason, to attend at least eight missions committee meetings in a calendar year will be dismissed from the missions committee.

#### C. Apprentice Missions Committee Member

1. An apprentice member will be recruited by the pastoral staff, processed through training, and approved by the deacon board for a term of one year. An apprentice member will have all of the qualifications of a committee member.
2. An apprentice member will serve in all capacities of a regular committee member but will not have the right to vote on committee issues.

## D. Officers

### 1. Chairperson

- a. Appointed by pastoral staff for three years.
- b. Will be charged with the oversight of the CCBC missionary program.
- c. Will communicate to the deacon board, committee, and the church.
- d. Is directly responsible to the pastoral staff and deacon board.

### 2. Vice Chairperson

- a. Appointed by pastoral staff for three years.
- b. Serves as chairperson in the absence of the appointed chairperson.

### 3. Recording Secretary

- a. Appointed by pastoral staff for three years.
- b. Records minutes for all missions committee meetings.
- c. Keeps track of terms of officers.
- d. Sends missionary goals and evaluation forms by November.
- e. Collates goals and reports to the missions committee by March.

### 4. Financial Secretary

- a. Appointed by pastoral staff for three years.
- b. Recommends a yearly missionary budget to the missions committee.
- c. Submits a biannual report to the committee.

## E. General Statement of Duties

The missions committee will administer the missionary program in accordance with this policy.

It will handle all matters pertaining to our missionary family and coordinate all activities and projects related to missions. It will propose an annual missionary budget to the board, plan conferences, and schedule missionary speakers. The committee will seek to arrange these events under the oversight of the pastoral staff.

## F. Specific Duties

1. Investigate each agency and each missionary to be considered for support by CCBC and communicate that information to the deacon board.
2. Keep the lines of communication open with the missionaries and agencies supported by CCBC.
3. Seek to meet the needs of our missionary families and agencies.
4. Be responsible to the church for the continual evaluation of the doctrine, practice, and effectiveness of our missionaries.
5. Challenge the congregation to pray for, support, and participate in missions.
6. Inform the congregation about missionaries, agencies, and fields.
7. Challenge the youth and adults of CCBC for missions and provide guidance and encouragement for those seeking to serve as missionaries.
8. Supply materials and encourage reading about missions.
9. Plan (in cooperation with the pastoral staff) missionary conferences, speakers, and films in order to stimulate missionary interest.
10. Coordinate all missionary activities and projects.

11. Be the contact and clearinghouse for CCBC with missionaries and agencies.
12. Recommend to the deacon board an annual missions budget.
13. Recommend to the deacon board changes in this policy and implement them when approved by the congregation.

#### G. Relationship of the Missions Committee to the Deacon Board

1. The line of responsibility for the missions committee:  
 Committee responsible to the chairperson  
 Chairperson responsible to the pastoral staff  
 Pastoral staff responsible to the deacon board  
 Deacon board responsible to the church
2. All recommendations involving financial support, changes in program, and emergency needs will be submitted to the congregation through the deacon board. Items not requiring approval of the congregation or the deacon board will be communicated to the deacon board.

#### H. Procedure for Recommendations

1. All recommendations will be submitted to the deacon board in writing.
2. The committee will report the progress to the deacon board and to the church.

## II. POLICIES

### A. Qualifications of Missionaries and Mission Agencies

1. The missionary must fulfill the following:
  - a. Be a believer, baptized by immersion.
  - b. Evidence a call to missions.
  - c. Identify his field of service.
  - d. Be in agreement with our Constitution and Missions Policy.
  - e. Practice ecclesiastical separation from ecumenical and neo-evangelical associations.
  - f. Be primarily engaged in evangelism and/or church planting or a service that will assist those stated goals.
  - g. Recognize that he is considered an extension of CCBC.
  - h. Serve under a mission agency approved by CCBC.

### 2. Mission Board Responsibilities

- a. Be fundamental in doctrine, practice, and policy.
- b. Be primarily engaged in an evangelistic ministry and/or establishing indigenous churches.
- c. Be willing to submit their doctrinal statement, financial policy, principles, and practices for the church's evaluation.
- d. Fill out and return all questionnaires received from CCBC.

## B. Acceptance Procedures for Missionaries and Mission Agencies

1. Upon satisfactory completion of CCBC's requirements, the missions committee will evaluate the missionary and make a recommendation to the deacon board.
2. All recommendations given to the deacon board will state the amount of support requested and the date it will begin.

## C. Priority in support of missions at CCBC will be as follows:

1. Missionaries
  - a. Members of CCBC.
  - b. Non-members of CCBC who have had part in this ministry.
  - c. Other non-members.
2. Mission Boards
  - a. Previously approved boards or agencies.
  - b. Other qualified mission agencies.

NOTE: Missionaries engaged in church-planting and evangelism leading to establishing local churches will be given priority at CCBC. Others involved in support ministries may be considered as time, opportunity, and money permit. The aim of CCBC is to establish indigenous churches.

## D. Support of Missions

1. Support of missions will come from tithes and offerings within CCBC.

2. All regular missionary support will be a church-wide project. Missionaries are not to encourage individual support.
3. The missions committee should be informed of secondary employment during the term of service or while on furlough. Such employment may result in the re-direction of CCBC support funds.
4. The following matters will be taken into consideration in the support of missionaries:
  - a. When children are born or adopted by one of our supported missionaries, a one-time gift of \$150 is to be given.
  - b. A sum of \$500 per family will be provided for returning missionaries at the end of each term.
  - c. Support will be reviewed annually with attention given to cost of living.
  - d. Christmas and birthday gifts may be given contingent on the church's ability to do so.
5. Support will be for one term. A term will be four (4) years or the first furlough, whichever comes first. Continued support will be contingent upon re-approval by congregational vote.
6. Missionary speakers will receive a \$100 gift.

## E. Responsibilities and Expectations

1. Missionaries
  - a. Maintain doctrinal correctness.
  - b. Establish local churches or serve in a support capacity.
  - c. Report to CCBC as follows:
    - (1) Return goals agenda in December.
    - (2) Provide regular reports during year.
    - (3) Return evaluation form in January.
    - (4) Spend some time during furlough reporting to CCBC.

- (5) Meet as necessary with the missions committee to report on activities and discuss needs and plans for future ministry.
- d. Inform CCBC of emergency needs.

## 2. Mission Boards

- a. Serve as a liaison between CCBC and the missionary.
- b. Inform CCBC of emergency needs of the missionary.
- c. Inform CCBC of any change of status or ministry of the missionary.
- d. Transfer funds from CCBC to the missionary.
- e. Help CCBC in providing missionary speakers when requested.
- f. Represent the missionary abroad.

## 3. Cedar Creek Bible Church (CCBC)

- a. Faithfully pray for missionaries.
- b. Faithfully communicate with missionaries.
- c. Prioritize missions at CCBC.
- d. Challenge CCBC youth for missions.
- e. Encourage those considering missions.
- f. Faithfully support missions.
- g. Provide practical help for those leaving for the field (money, time, counsel, etc.).
- h. Watch over the physical, emotional, social, and spiritual needs of our missionaries while on furlough.

## 4. CCBC Members

- a. Become informed about missions.
- b. Maintain interest at home in missions.
- c. Encourage our children for missions.
- d. Become personally involved in missions at CCBC.

- e. Cooperate with missionary projects.
- f. Personally consider missions.
- g. Work within the framework of CCBC in missions.
- h. Faithfully communicate interests to the missions committee.
- i. Respect the privacy of the personal life of the missionary and his family.

## F. Termination of Support or Dismissal

1. Support will be reviewed and may be terminated for any of the following:
  - a. When a missionary changes mission boards.
  - b. When there are significant differences between the missionary and his mission board.
  - c. When the missionary has been terminated by his mission board.
  - d. When a missionary is on extended furlough.
  - e. When a missionary changes ministries from the ministry to which CCBC originally committed support.
  - f. When a missionary family engages in secondary employment which may result in diminished need for support.
2. Support will be terminated for any of the following:
  - a. Deviation from the doctrinal position of CCBC.
  - b. Conduct out of harmony with the moral standards set forth in the Word of God.
  - c. Failure to function effectively. This will be determined on the basis of the requirements set forth in section "E" of this policy.

NOTE: In the event that a missionary is in violation of this policy, he will be given a six (6) month time period in which to adjust to the policy.

3. Procedure for termination

- a. Support will be evaluated and may be terminated while the missionary is on the field if he refuses to return to the States upon the request of his board, home church, or field committee.
- b. The missionary and his board will be notified in writing by CCBC and may be requested to appear before the missions committee.
- c. After meeting with the committee (or the refusal to do so), the committee may recommend termination of missionary support by CCBC.
- d. Upon congregational vote, the financial support will be terminated.

## MUSIC POLICY

### INTRODUCTION

The Christian faith is a singing faith. This truth is evident in both Old and New Testaments. God's people express their love and devotion to the Lord through singing. (1 Corinthians 14:15; Ephesians 5:18-21; Colossians 3:16)

#### I. GOALS FOR MUSIC MINISTRY AT CCBC

- A. To create an atmosphere where God can impact the lives of the congregation.
- B. To minister to the deepest needs of His people.
- C. To teach through words and music the holiness, greatness, and goodness of our God.
- D. To admonish one another.
- E. To uplift the family of God at CCBC.

#### II. ACCEPTABLE MUSIC DEFINED

Acceptable music is that which, in the general agreement of the music committee, is glorifying to the Lord and edifying to the church. Consideration of both theology and arrangement is a means of measurement for acceptability. While it is understood that the various tastes and opinions of individuals may differ from those of the committee on a particular piece of music, nevertheless, it is the committee that is given the delegated authority for the decision and not the individual.

### III. THE MINISTRY OF MUSIC

Since the song being presented is only as beneficial as the character of life of the one singing, holiness of life will be a prerequisite for all music participants at CCBC.

When the music committee is in doubt concerning the credibility of any individual or group, it should not engage them in the music ministry. It shall be the committee's responsibility to gently discuss with such persons the specific concerns they may have. Normally, the chairperson should assume this responsibility.

### IV. THE MUSIC COMMITTEE

#### A. The Committee

1. Members of the music committee should include pastors, musicians, choir directors, song leaders, and other interested members of the congregation.
2. The pastoral staff will recommend new members for the approval of the deacon board.
3. Committee members may serve indefinite terms with two year renewal by the deacon board.
4. The pastoral staff will recommend a chairperson for the approval of the deacon board.

#### B. The Line of Responsibility for the Music Committee

Committee responsible to the chairperson  
Chairperson responsible to the pastoral staff  
Pastoral staff responsible to the deacon board  
Deacon board responsible to the church

### C. The Function of the Music Committee

1. Non-members may participate in the music ministries with the permission of the music committee and the approval of the deacon board.
2. The scheduling of all special music will be done through the committee, which should provide a copy of the schedule to the pastoral staff, committee members, and all participating people.
3. There are times, under pastoral staff direction, that improvising the music agenda may occur. These moments of spontaneity will be the exception, not the rule.

### V. ORGANISTS AND PIANISTS

- A. The musicians should be at the instruments at least ten minutes before each service.
- B. The musicians should follow the dress code set forth in the music policy for public participation.
- C. The organist should take the lead in preludes, postludes, and introductions, unless otherwise agreed upon between the accompanists.

### VI. SONG LEADERS

- A. Song leaders should be provided a process of training.
- B. The song leaders should follow the dress code set forth in the music policy.
- C. Song leaders should select congregational songs at least one week prior to the service, and the list

should be given to the musicians. The Sunday morning hymns will be chosen by the pastoral staff. Special services and occasions will also fall under pastoral staff direction.

**Note:** There are times of spontaneity when this is not possible, such as choosing favorites, but well-planned services will do much to enhance the ministry of the Word.

D. A song leader's conduct should be conducive to the particular service.

## VII. DRESS STANDARDS

All male participants (choir, vocalists, song leaders, choir directors, musicians, and accompanists) must wear dress slacks, shirt, and tie.

In order to promote modesty, female participants must wear tops, dresses, and skirts that are characteristic of godly women (knee length or below). During the months of November through March, dress slacks may be worn for Sunday evening and Wednesday. Organists may wear dress slacks for all services.

These guidelines may be adjusted according to the particular music event, e.g., various costumes (with committee permission). The aim of CCBC will be reasonableness, decency, and orderliness.

Those who minister in music should refrain from chewing gum.

## USHERING POLICY

### INTRODUCTION

Greeters are usually the first people the worshiper meets when he enters the church, and the manner in which they greet people and welcome them sets the mood and spirit for those who have come to worship the Lord. Church ushers play an important part in the worship experience of the people who attend church services. Ushering is a spiritual ministry that should be bathed in prayer.

### GENERAL GUIDELINES

1. Greeters and ushers must be members of CCBC.
2. They should be inconspicuous in dress and mannerisms.
3. They should display dignity (keeping their hands out of their pockets and not chewing gum, for example) and be careful about personal hygiene.
4. Required dress for greeters and ushers: shirt and tie for men; dress or skirt (knee-length or longer) for ladies, except that ladies may wear dress slacks to greet for evening services.
5. Greeters and ushers must be friendly, pleasant, hospitable, and able to make others feel welcome.

### GUIDELINES FOR GREETERS

1. Greeters should be some of the first to arrive for a church service. They should arrive at least a half-hour before the service begins, early enough to unlock the doors, turn on the lights, and make the church building accessible to the congregation.
2. Greeters should hand out bulletins and should present visitors with a Visitor's Card, encouraging them to fill out the card and give it to an usher or put it in the offering plate.

## GUIDELINES FOR USHERS

1. Ushers should move in an easy manner and speak softly.
2. Ushers should offer to seat visitors, helping them to find seating which is adequate and comfortable for their family. They should precede, not follow, guests. Ushers should always request, not tell, people to be seated or move. They should gesture or nod, not point.
3. Ushers should attempt to help visitors connect with members of the congregation whom the visitors already know.
4. Ushers should bring in guests at timely moments, not during special music or prayer. Late-comers should be seated toward the back of the church.
5. Ushers should give an open hymnal to those who enter the auditorium during congregational singing.
6. Ushers should be aware of the location of all safety equipment and should be prepared to serve the congregation as particular needs arise. Examples of such service include the following: putting out a fire, helping the nursery staff locate the parent of a child in the nursery, and accessing a first aid kit or medical personnel for someone with a medical need.
7. Ushers should carry offering plates with two hands, and they should not pour money from one plate into another. Ushers should strive to be as inconspicuous in this ministry as possible.

## COMMUNICABLE DISEASE POLICY & GUIDELINES

It is the policy of Cedar Creek Bible Church to welcome people with communicable diseases into our public worship services, to accept them, and to extend to them the love and compassion of Christ.

Participation in the programs of the church will be governed by the communicable disease guidelines which follow.

### I. Diseases Which Are Spread by Casual Contact

A person with a disease which is spread by casual contact must remain home until symptoms are gone. Such contagious diseases include but are not limited to the following:

Chickenpox	Mumps
Strep Throat	Pink Eye
Whooping Cough	Influenza
Ringworm	TB
Measles	Scarlet Fever
Head Lice	

### II. Diseases Which Are Not Spread by Casual Contact

When reliable evidence or information from a qualified source confirms that a person is known to have a communicable disease or infection that is not spread by casual contact, e.g., AIDS, hepatitis B or C, and other like diseases, or the person is HIV positive, the decision as to whether the infected person will be permitted to attend church programs will be made on a case-by-case basis by the review panel (see Section VI. A).

### III. Universal Procedures and Sanitation

Irrespective of the presence of a disease, routine procedures for handling blood and body fluids will be followed, and adequate sanitation facilities will be available. All teachers, workers, volunteers working in all ministry programs, ushers, and all custodial personnel will be trained in the proper procedures for handling blood and body fluids. These procedures will be strictly adhered to. Training will be provided by a medical professional.

### IV. Instruction

Instruction on the principle modes by which communicable diseases, including but not limited to AIDS, are spread and the best methods for the restriction and prevention of these diseases will be provided to all ministry personnel, teachers, and volunteers.

### V. Communication

These guidelines will be shared with all church staff, Deacon Board members, teachers, volunteers, workers, ushers, as well as the congregation at large.

### VI. Procedures

A person who is HIV positive or who has other communicable diseases will be treated the same as any other individual providing he does not pose any threat to the health and safety of others attending church programs.

#### A. The review panel will be composed of the following:

1. Pastoral staff.
2. Deacon board chairman.
3. Affected ministry department heads, e.g., adult Sunday School leaders.

4. Representative of the medical community as appointed by the deacon board chairman (may be the physician treating the individual).
5. Either the parent/guardian of the child, if under 18, the infected person, or his representative.
6. Other member(s) as appointed by the deacon board chairman.

#### B. Exclusion\*

The decision to exclude a person with AIDS, HIV, or other communicable diseases not spread by casual contact will be made on the basis of the person's behavior, neurologic development, physical condition, and interaction with others.

Children of preschool age or neurologically handicapped youngsters who lack control of their bodily functions, who might bite other children, or who have oozing lesions should not attend in an unrestricted setting.

- \* Exclusion from public assembly does not mean that the church will not minister to the person. The church may adopt in-house programs designed to meet the needs of fellow-believers. Outreach ministries may be developed in order to connect with those who have such communicable diseases.

## WEDDING POLICY

### INTRODUCTION

CCBC is happy to grant you permission to use the facilities of this church for your wedding. We shall do everything within our power to keep the atmosphere of this church enriching and Christian for this most important event.

No weddings or receptions may be held during the regularly scheduled services without approval of the deacon board **and providing there is no disruption of normal ministries**. For weddings and receptions held on Saturdays, the premises must be cleaned and vacated by 6 p.m.

CCBC does not charge for weddings. For accompanists and soloists, we suggest a minimum of \$50; however, the actual fees are to be worked out with each individual party. The couple is totally responsible in this matter. We do request that all fees be taken care of at the time of the rehearsal.

### Rehearsal

The time of the rehearsal will be discussed when the wedding is scheduled. Only those in the wedding party and their spouses should be present at the rehearsal. Others may be invited with permission of the pastoral staff.

### Decorations

Decorations may not be attached in any fashion that would deface the sanctuary. Flowers may be placed on the platform and all candles must be dripleless. All other decorations must have the approval of the pastoral staff. If cars are decorated, it must be in good taste and

positively Christian. No decorations may be left in the building or the parking lot.

### Birdseed

Birdseed, bubbles, etc. may be used immediately outside the doors but not within the building. The parking area is the place for such activity.

### Music

All music used during the wedding and a reception at the church must be approved by the pastoral staff.

### Pictures

Flash pictures may be taken as the wedding party enters and leaves the sanctuary. Non-flash pictures may be taken during the ceremony (except during prayer) but only if no disturbances are made, e.g., no moving around in the room to take pictures. Video cameras may be used provided they are stationary before and during the entire service. They may not be placed in any fashion that will detract from the wedding or hinder normal access.

### Smoking and Alcoholic Beverages

Absolutely no smoking will be permitted on the church property. These grounds belong to God and smoking isn't characteristic of that which belongs to Him. Alcoholic beverages are not allowed on these premises. Anyone drinking alcoholic beverages or smoking will be asked to leave.

### Miscellaneous

The families of the bride and groom will see that nothing is left behind after the wedding. The families are responsible for cleanup after the wedding.

No food or drink may be taken into the sanctuary at any time. The wedding party is responsible to furnish all food and table service for the reception.

Our goal is to uphold the highest standards for Christian marriage. We shall seek to encourage those being married to recognize their responsibility for decisions made and the consequences of such decisions.

#### Information for the Bride

1. We shall provide a room in which you may change into your gown.
2. It is your responsibility to contact the church organist., soloists, and sound and light technicians. If you choose personnel other than those from CCBC, the music must still be approved by the pastoral staff.
3. It is your responsibility to contact the chairperson of the wedding committee if your reception is going to be at the church.

May your wedding be a joyous time of celebration and honor to the Lord. Please let us know if we may assist you further.

## **POLICY FOR USE OF CHURCH PROPERTY**

1. The church and its property are not for rent.
2. The church is not available for weddings, funerals, or community activities other than those conducted by our pastoral staff or by special permission of the pastoral staff and deacon board.

<p><b>Note:</b> Most of the year, the buildings are in use by the school five days per week. In addition, we use the facility for regular services (Wednesdays and Sundays) plus additional special services. This leaves us with only Saturdays for general maintenance. We must carefully guard the use of the church property.</p>
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3. The use of church property, e.g., tables, chairs, playground equipment, parking areas, mowing equipment, etc., is restricted to members' use only and must have the approval of a member of the deacon board or pastoral staff. Under special circumstances, the pastoral staff and deacon board may grant permission to non-members requesting use of church property. Members should not request the use of the church property for non-members. All facilities and property belong to the Lord and His church, not to individuals.
4. The facilities (including the grounds) are not to be used for personal money-making activities, e.g., taking orders, purchasing, distributing, or engaging those who sell their labor. People attend church to worship and serve God, not to develop business schedules. Call them at home! CCBC is a "house

of prayer” and must never become a place of merchandise. Those involved in “networking” need to be especially careful about how they relate to the Christian family.

## VAN USE POLICY

The van is a ministry tool for use by the various ministries of Cedar Creek Bible Church, just as we use the copier, TV's, VCR's, etc., to facilitate evangelism, education, edification, and fellowship.

The van may be used by any ministry or group from CCBC for ministry. (It is not for personal use.) **Use by any group outside of CCBC will require specific board approval.**

A deacon or pastor must be "responsible" for every use.

The van is to be driven only by a member of CCBC who is 21 years of age or older. The church's insurance company may check the driving record of any of our drivers.

The van key will be kept in the church office.

There is a Van Use Calendar in the church office. The van is available on a first come, first served basis, so users should be specific as to dates and times when they sign up so that the van can be available for others to use on the same day.

The van is to be cleaned (picked up inside and out) after each use by the group who has used it.

For liability reasons, van maintenance will be performed by a licensed auto repair facility. The deacon board will appoint someone to be responsible to see that the van is properly maintained.

Users should report any problems with the van to the person responsible for maintenance. If something is broken or damaged when the van is used, it is important that we be informed so that the van can be repaired.

## **CE GRADING POLICY**

Cedar Creek Bible Church divides children into Sunday School classes, Junior Church, and youth groups by age or by grade. Whenever a young person desires to be involved in a group or class other than the one to which he is assigned (based on his age or his grade in school), or whenever a parent or teacher desires this, approval must be obtained from the pastoral staff. Short of this approval, the student has two options: go to his own group or class or stay with his parent.