

The Constitution & By-Laws Relating  
Generally To The Affairs Of:

**SHALEM EVANGELICAL  
CHURCH**

Charity No. 69

Under the Charities Act, Cap 243

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**Definition of Articles**

**PREAMBLE**

This section identifies the general and pivotal beliefs of the Shalem Evangelical Church.

**ARTICLE I**

This article identifies the name of the Church.

**ARTICLE II**

This article indicates the legal nature of Shalem Evangelical Church.

**ARTICLE III**

This article specifies the general objectives of the Shalem Evangelical Church.

**ARTICLE IV**

This article outlines the statement of faith, the Christian fundamental principles by which the assembly is governed and established.

**ARTICLE V**

This article indicates the leadership structure and general functions of the officers.

**ARTICLE VI**

The article allows for the incorporation of Shalem Evangelical Church.

**ARTICLE VII**

This article gives provision for the creation of by-laws.

**ARTICLE VIII**

This article outlines instructions in the event of dissolution.

**PREAMBLE**

**WHEREAS WE BELIEVE THAT:**

1. The local assembly comprises persons who confess Jesus Christ as Lord and are members of the universal church (Ecclesia), Our Lord and Saviour Jesus Christ being the head of these believers.
2. Each member is a minister of God within their given capacity and has been endowed with both spiritual and natural abilities to be developed and used for the advancement of God's kingdom here on earth.
3. Shalem Evangelical Church is an agent of God in the earth primarily designed to assist in the global mandate of discipling the nations of the earth and to see individuals come into their God-given purpose and destiny.

**BE IT RESOLVED AS FOLLOWS:**

**ARTICLE 1 - NAME**

The name of the church shall be Shalem Evangelical Church.

**ARTICLE II - AFFILIATION**

Shalem Evangelical Church is an independent body registered under the Charities Act Cap 243 of the Laws of Barbados as Charity No. 69.

### **ARTICLE III - OBJECTIVES**

Shalem Evangelical Church shall endeavour:

1. To provide a home where people of all races, class, or social standing, can come together to worship God freely.
2. To provide a base from which the charge of Jesus in Matthew 28:19 & 20 (“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you.....”) can be executed.
3. To teach young Christians to love God, and to develop a relationship with Him, through regular prayer, and consistent Bible Study.
4. To provide a family for the homeless, rest for the weary, and a place of refuge for the bereaved, the oppressed and the underprivileged.
5. To be a lighthouse, where people can see the love of God demonstrated, and come to glorify God.
6. To prepare all people for the imminent return of Jesus, our Lord, and King.

### **ARTICLE IV - STATEMENT OF FAITH**

1. WE BELIEVE that the Holy Scripture, both Old and

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New Testament, is the divinely inspired Word of God, without error in the original writings, and is the final authority for all Christian faith and life.(2 Tim.3:16 – 17; 2 Pet 1:21).

2. WE BELIEVE in one God, infinite, perfect and eternally existing in three persons, Father, Son and Holy Spirit. (Matt 3:16 – 17; 28:19; 1 Pet.1:2; 2; Cor 13:14).
3. WE BELIEVE in the virgin birth of the Lord Jesus Christ, His unqualified Deity, His sinless humanity, the eternal all-sufficiency of His atoning death, His bodily resurrection and ascension to the Father's right hand. (1 Cor:15:3-4; John1:1;20, 24 – 29; Heb 4:15, Rev. 20: 1- 6).
4. WE BELIEVE that justification is a judicial act of God on the believer's behalf solely through faith in Christ's death and resurrection. (Romans 4: 18 –25; 3:24; 26; 5:1, 1 Cor.6:11; Gal 3:24).
5. WE BELIEVE in the personal and imminent return of Jesus Christ for His Church (Heb. 9:28; 1Thess. 4:13 – 18; Rev 20:1 – 6).
6. WE BELIEVE that man was created in the image and likeness of God, but fell into sin and is under condemnation, and that it is only through regeneration by the Holy Spirit that salvation can be obtained. (Romans 3:23, Titus 3:5).
7. WE BELIEVE that Water Baptism by immersion, the washing of the Saint's feet, and the Lord's Supper are

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ordinances to be observed by the Church during the present age (1Cor.11:17 – 34; Matt. 28:19; Mk.16:16; Acts 2:28).

8. WE BELIEVE that Christian life is a life of discipleship involving obedience to the Word of God, leading to a life of holiness, witness and service through the power of the Holy Spirit. (Acts 1:8; 2Cor.6:14 – 18; 7:1; Matt.28:19).
9. WE BELIEVE in the manifestation of the fruit of the Spirit. (Gal. 5:22).
10. WE BELIEVE in divine healing as provided for in the scriptures which is a privilege for all believers. (James 5:14, 15).
11. WE BELIEVE in Heaven as the eternal inheritance of the believers and in Hell and the Lake of Fire, as the place of eternal doom for the devil, his angels and all unbelievers (Rev. 20:10–15).
12. WE BELIEVE that evil spirits (demons) may be cast out by the power of the Holy Spirit, through the authority of Jesus Christ and in his name. (Matthew 12:25- 29; Luke 11: 17 – 22).
13. WE BELIEVE that the true Church consists of all who through faith in Jesus Christ have been regenerated by the Holy Spirit and are united in the Body of Christ. (Ephesians 1:22, 23; 2: 22; 4:3-6).

**ARTICLE V - LEADERSHIP STRUCTURE**

1.1

The Pastor shall be selected from among the membership of the Church, and shall hold office as long as conduct holds good, and the ability to function is retained. The Pastor shall be the earthly head of the Church, and is responsible to God for its entire operation.

1.2

The Pastor may select an assistant Pastor to assist with the execution of duties as is deemed necessary.

1.3

The Pastor shall appoint deacons to assist in the execution of pastoral functions. Deacons shall be expected to oversee and ensure that provision is made for the proper functioning of all official duties which the Pastor or anyone deputizing might have to perform.

1.4

Evangelists may be selected by the Pastor as is deemed necessary. Evangelists are primarily responsible for the propagation of the gospel, and for its defense. They shall be expected to have a sound knowledge of the scriptures, and the ability to teach. Evangelists may be expected to deputize from time to time in the administering of sacraments.

1.5

The Pastor may appoint female individuals named as “mothers” from amongst the congregation, to assist in the teaching of young persons by word and example.

1.6

A Secretary General shall be elected from the membership at a general meeting, and shall hold office for three years at a time, being eligible for re-election thereafter. The Secretary General shall be responsible for the general administration of the Church, and shall have responsibility for all financial, legal and security matters.

1.7

The Pastor may appoint a personal assistant, who shall be responsible for assisting and looking after the personal needs of the Pastor in the execution of his duties.

1.8

There shall be a ministerial council, comprising the Pastor, the Personal Assistant, Assistant Pastors (if applicable), Evangelists, Deacons, and the Secretary General. The council shall assist and advise the Pastor in any matters of a doctrinal and religious nature.

1.9

The general body shall elect a missionary president whose primary role shall be to ensure that all members in need, whether physical or spiritual, are cared for, accounted for, and brought back into the body when necessary. This service shall also be extended to others outside of the church.

2

The general body shall elect a Sunday School Superintendent, whose primary function shall be to oversee the religious teaching of both children and adults and to ensure that all teaching complies with biblical standards.



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## 2.1

The general body shall elect a Youth president, whose primary function shall be to preside over the development of the young, giving opportunity for them to progress and expand the talents which they possess.

## 2.2

The general body shall elect an Outreach Coordinator, whose responsibilities shall be to work with all departments in devising strategies for the propagation of the gospel, and to provide for interaction between the Church and the general community.

## 2.3

There shall be an Executive Council (Board) comprising of the following officers: The Pastor, Assistant Pastors (if applicable), Evangelists, Deacons and “mothers” of the Church as chosen by the Pastor, The personal aid to the Pastor, The Secretary General, All heads of departments (i.e. The Missionary President, the Sunday School Superintendent, the Youth President, The Outreach Coordinator), and one officer without portfolio, to be elected by the general body.

## 2.4

The Executive Council shall act in an advisory capacity to the Pastor and shall be responsible for assisting with the overall management and decision making of the assembly. The executive council shall vet all major financial transactions and appointments made within the general body. The Pastor shall act as Chairman of the executive council, and the Secretary General as its secretary. In the absence of the Pastor, the Secretary General shall act as Chairman.

2.5

Trustees shall be appointed by the Pastor, approved by the executive council, and ratified by the general body. The legal right to manage the property of the church shall be vested in the trustees. The Trustees shall also hold and be accountable to the rights afforded to them by the laws of Barbados. All officers elected by the general body (with the exception of the Secretary General) shall hold office for one Church year, and be eligible for re-election.

The leadership structure shall be as follows:

- a. The Pastor
- b. The Assistant Pastors
- c. The Secretary General
- d. The Ministerial Council
- e. The Executive Council
- f. The Trustees.

The above officers must be persons over the age of majority, of mature experience and ability whose lives are beyond reproach in accordance with the Old and New Testament.

**ARTICLE VI - INCORPORATION**

Shalem Evangelical Church may become incorporated as a nonprofit corporation in order to more effectively pursue its purpose and to hold its assets.

**ARTICLE VII - BY-LAWS**

By-laws governing the establishment and operations of departments and ministries shall be agreed upon by the Executive Council by majority vote, and ratified by the general body.

The provisions of this constitution may be altered by a two-thirds (2/3) majority vote at a general meeting of the membership.

### **ARTICLE VIII - DISSOLUTION**

If upon winding up or dissolution of the church as a charitable body there remains, after the satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the charity but shall be given or transferred to some institution having objectives similar to the objectives of the Church and which shall profit the distribution of its or their income and property among its or their members.

The institution or institutions shall be determined by the Trustees of the Church at or before the time of winding up or dissolution and shall be registered as a charity or charities under the provisions of the Charities act, Chapter 243 of the Laws of Barbados.



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Interpretation:

“Church” means Shalem Evangelical Church

“Constitution” means the constitution of Shalem Evangelical Church

“Ministerial Council” means the council of those persons designated in accordance with section 1.8 of the constitution

“converts class” means a class organized for the purpose of teaching biblical concepts and the Christian faith to proposed members

“candidates” means those persons who are in the process of acquiring membership in accordance with section 1 (b) herein.

“member” means a member of Shalem Evangelical Church in accordance with section 1 (A) and 1 (B) herein.

“Church Officer” means an officer of the church in accordance with Article V of the Constitution

## **1. CHURCH MEMBERSHIP**

### **A. Qualifications**

The membership of Shalem Evangelical Church shall consist of people who have made a profession of their faith in Jesus Christ as Lord and Saviour, and who, having been scripturally baptized by immersion, are in agreement with

the Articles of Faith as outlined in Article IV of the Church's constitution.

## **B. Rights**

Members in good standing shall have the right to a voice and vote in all church transactions and shall have the rights and privileges to full participation in the life and work of the church.

## **C. Duties**

1. It shall be the duty of all members to uphold the Articles of Faith, Constitution and By-laws, of the Church.
2. Members shall be expected to carry themselves at all times as Ambassadors of Christ, and shall do nothing to bring dishonour to His name, or to bring the Church into disrepute.
3. Female members should always dress in the manner described by Scripture i.e. modestly, with shamefacedness and sobriety, and in keeping with 1 Corinthians 11, always cover their heads when attending service. In contrast male members should never cover their heads during worship, but should always be in remembrance of the fact that they are the "image and glory of God."
4. Disputes among members should always be dealt with in keeping with Matthew 18: 15-17  
i.e.
  - a. The offender/offended person should seek to resolve the issue amongst themselves;



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- b. Failing this, they should seek the involvement of a third party(ies) with a view to settling the dispute, so that every matter may be established by the testimony of two or three witnesses;
  - c. In the event that the dispute remains unresolved, the matter should be referred to the Ministerial Council which shall hear the matter, and make a ruling in keeping with the Holy Scriptures. Members are expressly forbidden from referring disputes among them to the law courts for settlement.
5. Members shall always respect the rules of the Church so long as they do not contradict in any way the laws of God.
6. Members failing to comply with these By-laws and/or the constitution of the Church shall be summoned via formal letter delivered to the member by his/her last known address or hand-delivered to him/her or by the verbal invitation of a council member (such verbal invitation and the response of the member to be noted in the official records of the church) to meet with the Ministerial Council, which shall do everything in its power to bring about reconciliation, and return that person to active duty in the Church. In the event that all efforts fail, the Ministerial Council shall recommend the following disciplinary measures:

Either that:

- a. The member be deemed as inactive; Any

member deemed as inactive, shall cease to hold any office in the Church or function in any official capacity, or

- b. The membership of that person be terminated;
5. Members who have been disciplined by the Church, and have either been deemed inactive or terminated, shall be reinstated only after meeting with the Ministerial Council and after having satisfied the Council of their worthiness to be reinstated.

#### **D. Reception**

Membership in the church may be attained by a majority vote of the church in any of its monthly covenant meetings of the members, or at a general meeting and in one of the following manners:

1. By scriptural baptism by immersion after profession of faith in Jesus Christ as personal Lord and Saviour;
2. By transfer of a church letter from another Church, where and when practicable;
3. By a statement of faith of their prior experience of conversion and scriptural baptism by immersion in another evangelical church of like faith and practice; and/or
4. By restoration to the church membership after having been dropped.

### **E. Orientation of New Members**

Candidates for membership and new members must attend a converts class for the purpose of learning and understanding the privileges and responsibilities to God and to the church.

### **F. Termination:**

Membership in the church is automatically terminated when a member:

1. Submits a termination letter;
2. Requests a letter of transfer to join another church;
3. Becomes a member of another church. A letter of transfer is then not necessary;
4. Dies
5. Is dismissed by a vote of the members due to reasons and circumstances provided in the church discipline. Prior to dismissal or a request of the member for the restoration of membership, the Pastor and/or Ministerial Council must have exhausted attempts at counseling and restoring that member.

## **2. CHURCH OFFICERS**

1. All church officers must be members of the church in good standing. All electable officers shall be elected by a majority vote each year at the Annual General

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Meeting. Heads of departments shall select officers for their respective departments i.e. Deputies or Assistants, Secretaries and Treasurers, and shall submit such names for ratification by the Ministerial Council. Such members must qualify under the following heads:

- a. Should have expressed an interest in the same position by word or deed. (1 Timothy 3:1/ Titus 1:3&4)
- b. Should have by word or deed demonstrated a sound knowledge of the functions of that particular position and or department in the case of the leader. (1 Timothy 3:10/ Titus 2:1)
- c. Should demonstrate the knowledge of or the willingness to acquire sound biblical understanding of the said duties. (1 Timothy 6: 3-5/ 2 Timothy 2: 15/ 2 Timothy 3: 10-17)
- d. Must demonstrate the willingness to work with others and respect the opinions of others and be able to show the biblical perspectives on the matter.(1 Peter 5: 2-3)
- e. Must be willing to submit to the council of their peers.(1 Peter 5: 5-6)
- f. Must be available at all times to carry out the functions of their office, and in case of absence, notify as early as possible, the one to whom they report.

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2. Persons wishing to serve as choristers, ushers, musical ministers or as a member of any group within the Church shall first be members, except where recommendations have been made by the Sunday School Superintendent for their service in such capacities.
  - a. The Sunday School Superintendent shall review the status of Sunday school members on a regular basis, with a view to incorporating them into the Church as soon as possible.
  - b. Persons serving within these groups must be aware and understand his/her duties as an ambassador of the church and should carry themselves circumspectly, whether serving or not in accordance with section 1(c) herein.
  - c. Any person who refuses to adhere to disciplinary procedures in one group shall not be allowed to function in any other group until such disciplinary procedure and/or circumstance is resolved. It shall be the responsibility of each group leader to report such indiscipline to the Pastor.
  - d. Any person being of the belief that he/she has been treated unfairly shall apply to the Ministerial Council for redress.

### **3. CHURCH MEETINGS**

#### **A. Worship Services:**

The church shall meet regularly and on each Sunday morning and evening for the worship of God, for preaching, instruction, evangelism, and on Wednesdays, or any other times, designated for worship. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the Pastor or designated church officer in the absence of the Pastor.

#### **B. Covenant Meetings:**

1. Covenant meetings shall be held each Wednesday preceding the first Sunday of the month. These meetings shall seek to record the total membership and a roll call will be made.
2. Members who cannot attend shall inform the Secretary General or the Pastor as soon as possible. In the event of an emergency, the information may be conveyed to any member for forwarding to the Secretary General and/or Pastor.
3. The Missionary Department should report concerning any members who are sick or shut-in, and prayer shall be offered on behalf of such persons.
4. Members who are absent from 3 consecutive covenant meetings without excuse shall be automatically removed from active membership. Such cases will then be referred to the Ministerial Council for investigation

and/or further action.

5. The Secretary General shall at the end of every month, report to the Ministerial Council and deliver a list of all such persons who fall within Section 3 B (4) herein.

### **C. Annual General Meeting:**

1. The Annual General Meeting shall be held prior to the end of the Church year being March 31st.
2. The agenda of the Annual General Meeting shall be circulated or published to the members of the Church at least one (1) week prior to the said meeting
3. Members wishing to raise special matters at the Annual General Meeting shall give notice to the Ministerial Council at least one (1) week prior to the date scheduled for that meeting.
4. The Secretary General shall keep, review and prepare accurate records of all general and/or special business meetings, financial records and special reports and shall circulate such records when required.

### **D. Special Business Meeting:**

1. A special business meeting may be called by the Pastor, after consultation with the Ministerial Council or by action of the Church to consider special matters of a significant nature.
2. Notice of a special business meeting must be given to members via announcement or otherwise at least one (1) week prior to the said special business meeting.

### **E. Quarterly Showcase:**

A Quarterly Showcase shall be held at the end of each quarter, where Department heads shall give account of their stewardship, and general and financial reports shall be read. Reports for reading at the Quarterly Showcase shall be submitted to the Secretary General at least one (1) week prior to the showcase, in order that any irregularities or discrepancies may be corrected.

### **F. Quorum:**

For the sitting of any meeting of the members which has been properly called, a quorum shall consist of one-half plus one of all active members.

### **G. Parliamentary Rules:**

Robert's Rules of Order shall be the authority for parliamentary rules of procedure for all business meetings of the church and for all other meetings which demand voting of the members, inclusive of committee meetings. A copy of this booklet should be made available to members for general information.

## **4. RECORDS AND REPORTS**

The Secretary General shall be responsible for the following records and reports and shall ensure that same are accurate:

1. Records of accounts (financial records).
2. Minutes of the proceedings of the meetings of its



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members and Ministerial Council.

3. Records of its members, giving their names and addresses.
4. Reports of the annual review of all financial books, records, and proceedings.
5. Roll of members
6. An inventory of all Church equipment, and adequate insurance coverage for the said equipment at its replacement value.

### **5. FINANCIAL PRACTICES**

1. The Secretary of each department shall:
  - a. be responsible for the overall running of his/her department and must follow the lead of the department head. He/she shall be responsible for the smooth running of each and every department meeting.
  - b. ensure that an accurate account of the roll of members showing their names, addresses and other contact information of each department is kept.
  - c. to recount all monies and hand over the same to the department's treasurer and must always be in a position to indicate to the secretariat the true financial position of that department.
  - d. The treasurer is the custodian of all funds,

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offerings and fundraising efforts. Monies collected shall be handed to the Church's treasurer as soon as possible thereafter and as soon as possible after the monthly department meeting.

- e. A float of not more than \$50.00 shall be kept in the possession of the department's treasurer; the exception being the missionary department for which the float will be not more than \$100.00.
- f. All monies paid in to the Church's treasurer shall be duly signed off by both the Church's treasurer as well as the department's treasurer. The Church's treasurer shall keep careful records of all monies received from the various departments.
- g. Departments shall keep their own internal records of all monies spent and the same shall be supported by receipts and invoices.

### **6. MAINTENANCE & SECURITY**

- a. Deacons shall be responsible for the upkeep and maintenance of the Church.
- b. The Senior Deacon shall present a report on refurbishments or upgrades to the building to the Secretary General on a quarterly basis.
- c. Members shall channel any requests in this regard to the Senior Deacon.

- d. The Secretary General shall be responsible for the security of the Church, and shall report and/or make recommendations regarding security concerns to the Ministerial Council.
- e. The Secretary General shall be responsible for the issuing of keys and/or passwords, and for the opening and closing of the Church each time it is used.

## **7. AMENDMENTS TO THE BY-LAWS**

New By-laws may be adopted or these By-laws may be amended or repealed by the affirmative vote of a two-thirds majority of the votes represented at a duly held meeting of the members.

