

The Open Door Ministries Constitution & Bylaws and Employee Policy Manual

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Open Door Ministries
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THE OPEN DOOR MANUEL ON CHURCH POLICY

“Let all things be done decently and in order.”
1 Corinthians 14:40

“The Purpose of Open Door is to create a vibrant Christian community that equips individual believers to encounter God, pursue spiritual development, reach full potential, establish Godly homes and excel in the workplace in order to extend the blessings of the Kingdom of God to the world around us.”

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SECTION ONE

THE HISTORY OF OPEN DOOR

OPEN DOOR CORE VALUES

Acceptance: We value accepting people “as they are” and allowing them to grow at their own pace as they develop Christlike character as revealed in the Bible.

Celebration: We value freedom in the Holy Spirit in our services and allow people to worship and celebrate in a way that uniquely expresses their love and passion for Jesus

Community: We value the church as a spiritual community where individuals and families can do life together in a true alternative culture reflecting the Kingdom of God.

Empowerment: We value empowering people with Biblical truth for every area of their lives by focusing on these five key components: (1) Spiritual Peace, (2) Familial Strength, (3) Occupational Stability (4) Relational Harmony and (5) Physical/Mental Health

OPEN DOOR MISSION STATEMENT

The Purpose of Open Door is to create a vibrant Christian community that equips individual believers to encounter God, pursue spiritual development, reach full potential, establish Godly homes, and excel in the workplace in order to extend the blessings of the Kingdom of God to the world around us.

OPEN DOOR HISTORY

In early spring of 1991, several individuals began sensing the Lord stirring in their hearts to experience more. One young couple started a Bible study in their home with three other people. Meanwhile, unbeknownst to them, a local businessman was shaken by God’s presence in his bedroom with a “repent now or else” kind of message. Right away he made his peace with God and began hosting a prayer meeting in his home. Neither group knew the other existed.

At the same time, God was stirring the hearts of Mark and Nicki Pfeifer, who were living in another town. The Lord spoke to them saying, “Very soon I will give you a ministry in Chillicothe.” Not long after that, Mark and Nicki were introduced to the group having the Bible study in Chillicothe by a mutual friend and a week later, they were having Bible studies together with the five people who attended.

While driving through Chillicothe on his way to a revival in Pennsylvania, Mark had a vision of a huge door slowly opening over Chillicothe. The scripture in Revelation 3:8 came to him. To the church at Philadelphia Jesus said, “. . . behold I have set before thee an open door. . .”

And so came the name – Open Door!

At this point, Mark and Nicki were still involved with the denomination to which they belonged but were feeling pressure to make a decision one way or another about the future of their involvement in the Bible study. After the final service of the revival meeting in Pennsylvania, a doctor and his wife asked Mark if they could pray for him. The doctor’s wife began to prophesy and say “Son, behold I have set an open door and no man can shut it!” She knew nothing about the vision Mark had seen on the way to that meeting. It had been all confirmed and there was no doubt about what God wanted.

With this confirmation, the name of the church being decided, and five people as initial members, only one thing was missing. They needed a building. While driving home from Pennsylvania, Mark asked the Lord for direction. God clearly spoke the following words: “Find a man named Joe.” Mark knew no one by that name in Chillicothe but believed with God’s help, he could find this man named Joe.

About a week later, Mark visited the home of one of the five people who were involved in the Bible study. She began to tell the story of how she had met a businessman recently who had felt led to buy a downtown building after he was confronted by God and told to repent immediately

“What’s his name?” Mark asked.

“Joe” she replied!

A week later, Mark called Joe. He said, “You don’t know me and you’re going to think I’m crazy, but God told me to find a man named, Joe because he would have a building for me to use for church.”

A couple days later, Mark was shown the building at 131 East Main Street in Chillicothe. The sign above it read, “Philadelphia Hall.” Philadelphia! The church to whom Jesus was speaking when he told them that he had set before them an open door.

The five people who attended Bible Study joined the folks who were meeting at Joe’s house for prayer and with about fifteen people, Open Door had its first Sunday service on September 22, 1991. Besides Sundays, the church continued to meet on Tuesday nights for prayer, conduct Bible studies on Wednesdays and hosted Coffee House on Saturday nights.

The small church grew in that location until two years later when God moved them to Lakeview Drive, just south of town. While at Lakeview (or the “little white church” as it is called), the church purchased the old Torch Drive-In Theater which is Open Door’s present location. With little money but a whole lot of faith and passion, the congregation worked together to build their first building which was completed in Fall of 1994.

The small sanctuary was full in a matter of weeks. In the spring of 1995 Phase Two was under way, doubling the seating capacity of the sanctuary. It was completed as the calendar turned to 1996. The next year, an administration wing was added followed by an educational wing the following year. This is now our Children’s Center with our 23,000 square feet of classrooms, offices and gymnasium.

In 2000, the church built an 11,000 square feet Life Center that includes a food pantry, 120-seat multipurpose auditorium, offices, and recreation space.

The Worship Center, and present main auditorium, was completed in the fall of 2002 and all Sunday services were moved to this larger facility. It has a maximum seating capacity of 1,200 and includes a recording studio and prayer room and is almost 190,000 square feet.

Our hope is that you and your family will join us as we move into the future – together! There is so much more to be done and by the grace of God, we can do it together.

WHAT TO EXPECT

More than anything, when people come to Open Door, we want them to experience the love of Jesus Christ through the interaction with our members.

When you pull down the long lane leading to our parking lot, you will be greeted by our parking lot attendants who are there to make sure everyone gets on and off church property in a safe and orderly manner.

At the entrance of our worship facility, our hospitality team works hard to greet you with love and joy. Inside the lobby you can enjoy coffee and donuts with other attenders, or you can proceed inside the auditorium.

In the 9:00 am service, there is no children's ministry so the whole family can sit together. The service starts with prayer and a single worship song from the Open Door Worship Team. There are five teams total that rotate every week.

After a worship song, we recite one of the following: The Lord's Prayer, The Apostle's Creed, or The Open Door Blessing (original to our church). The congregation is then served communion each week followed by announcements and a sermon from our pastor.

The 10:30 am service is a bit different. For families with children, we have children's ministry ranging from infants to 6th grade in the Children's Center adjacent to our Worship Center. Most Sundays, the teens have a class after worship in the Life Center on the far south of our campus. You can check your younger kids in through a secured entryway south of the Worship Center.

There are normally three worship songs planned in the second service – with free space and liberty for the Holy Spirit to minister in unpredictable ways. Spontaneity has always been valued at Open Door in our church services. This aligns with our second core value of Celebration.

After worship, we leave time for other activities like baby dedications, baptisms, introduction of new members, testimonies, special announcements, and hearing from missionaries. This leads us into the final part of the service where we hear the teaching from our pastor. You can expect the second service to be roughly 90 minutes long, ending around noon.

At the end of service, we offer personal ministry to people. Folks are encouraged to come to front and pray with our elders. We also offer healing prayer for those who are sick and prophetic ministry for people who would like to receive ministry by gifted people who will pray and speak words of edification, encouragement, and comfort.

We can't wait to meet you and hope you become a part of the Open Door Family!

SECTION TWO
ARTICLES OF INCORPORATION

**(Originally filed October 3rd, 1993 and Approved 1-27-94
Under Charter Number 813884 under Chapter 1702, Revised
Code of Ohio for Non-Profit Corporations)**

The undersigned, desiring to form a corporation, not for profit, under Section 1702.01 et seq., Revised Code of Ohio, do hereby state the following articles:

ARTICLE I
NAME

The name of the corporation shall be Open Door Ministries, hereafter referred to in this document as the Church.

ARTICLE II
PLACE OF OFFICE

The place in Ohio where the principal office is to be located shall be in the city of Chillicothe, Ohio, Ross County.

ARTICLE III
PURPOSE

The purpose for which said church is formed shall be to assemble for Christians for worship, Bible Study, fellowship, ministry, and any other activities to build the Body of Christ; to proclaim the Gospel of the Lord Jesus Christ; to receive tithes and offerings; and to otherwise engage in any and all activities permitted to be done under Chapter 1702, Revised Code of Ohio.

ARTICLE IV
RESTRICTIONS

Said church is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the church shall inure to the benefit of, or be distributed to, its members, trustees, officers or other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for services rendered, to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

No substantial part of the activities of the church shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the church shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the church shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under

Section 501 (3) (c) of the Internal Revenue Code, corresponding section of any further federal tax code, or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE V DISSOLUTION

Upon the dissolution of the church, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to be a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the church is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

SECTION THREE GOVERNMENTAL STRUCTURE

ARTICLE I. ELDERS

A. We believe that elders have the primary oversight of the Church in all matters pertaining to the beliefs, practices, policies, business, theology, vision, ministry, government and procedures.

B. The Senior Pastor is the Lead Elder, the first among equals, and appoints any subsequent Elders as lead by the Holy Spirit with a majority recommendation from the existing Elders. These Elders will comprise the Board of Elders hereafter referred to in this document.

C. There shall be opportunities for two kinds of elders in the church

1. **Governing Elders** - those elders who will have governing responsibility as called for in this document. Whenever the term, “elders” is used in this document to describe any course of action regarding the execution of the terms of this document, it is describing Governing Elders as they are herewith described.

2. **Ministry Elders** – those elders who will not have governing responsibility as called for in this document but will have ministry responsibilities to the congregation.

D. The qualifications of Elders are found in 1 Timothy 3:1-7 and in Titus 1:5-9.

E. An Elder’s appointment is permanent unless or until they willingly step down or are dismissed from office.

F. With Matthew 18:15-20 as our basis of action, an Elder may be dismissed from office by the Senior Pastor with the consent of at least one other elder as a witnessing party if he believes that the offending Elder is in violation of the conduct ascribed in the previous scriptures, has been accused by more than one party and has refused to repent. If, for some reason, there is no other Elder in position besides the offending Elder, then the Senior Pastor will receive the consent of the Apostolic Overseer as a witnessing party (See Section Three, Article V for a description of an Apostolic Overseer). If true repentance is witnessed, then the offending Elder will be dealt with appropriately, after much prayer, by the Senior Pastor with the consent of either witnessing party mentioned above. Should an Elder be dismissed, such an order would be made public to the Church congregation.

G. All Governing Elders will make up a Board of Elders that will meet regularly unless advanced notice has been otherwise given that such a meeting has been either postponed or canceled by the Senior Pastor. The Senior Pastor may also, at his discretion, conduct a telephone meeting to poll members of the Board of Elders by means of a conference call or by individual phone calls for the purpose of soliciting opinions by the various Elders when a majority decision is called for in matters outlined in this document, so long as a legitimate attempt to reach all parties has been made, a thorough explanation of the issues discussed has been given and a majority decision has been reached. Any action taken by such telephonic means shall have the same force and effect as any action of the Board of Elders, and a record of such meeting shall be made a part of the minutes of the Board of Elders.

H. Ministry Elders will meet at the Senior Pastor’s request but will be available 24/7 for ministry duties to the congregation.

I. Only members in good standing at Open Door can be considered for eldership.

J. Both groups of elders should have some form of formal training – preferably, the Soma School of Ministry.

ARTICLE II. DEACONS

A. We believe that Deacons have the primary obligation of serving the congregation as modeled by the seven chosen men in Acts 6:1-7. These people may also be referred to as “Ministry Leaders” or “Department Leaders” to describe their function of overseeing certain ministries.

B. The qualifications of a Deacon are found in I Timothy 3:8-13.

C. The Deacons is appointed by a majority of Elders as led by the Holy Spirit.

D. These deacons will constitute the Board of Deacons hereafter referred to in this document. The Deacon’s term will run concurrently with the calendar year. At the end of each calendar year, their appointment will be reviewed and renewed should the Deacon show a willingness to continue in their office along with a majority approval of Elders. If not, the deacon will be removed from office.

E. With Matthew 18:15-20 as our basis of action, a Deacon may be dismissed from office should a majority of the Elders believe that such Deacon is in violation of the conduct ascribed in the previous scriptures. Should a Deacon be dismissed, such an order may be made public to the congregation according to a majority opinion of the Elders.

F. All Deacons, including any Pastoral Staff not specifically mentioned below and the Directors of all Collateral Ministries of the church (See Section Six), whether volunteer, part-time or full-time, shall comprise the Board of Deacons and will meet quarterly with the Elders unless notice has otherwise been given that such a meeting has been either be postponed or canceled by the Elders. The Senior Pastor may also, at his discretion, conduct a telephone meeting to communicate with members of the Board of Deacons by means of a conference call or by individual phone calls for the purpose of soliciting opinions and sharing information with the various Deacons.

G. There are seven main departments in the church. Each Department shall have a leader. Within each Department, there shall be any number of Ministries. These ministries will change as gifted people come and go in leadership.

1. Music Department: The job of leader of the Music Department is to create an outstanding music department that reflects the vision and purpose of Open Door. **Your pursuit of excellence in this matter should never cease.**

You will report directly to the Senior Pastor.

You will meet regularly with the other Department Leaders of Open Door.

You will meet regularly with your team members.

You will participate in the yearly Ministry Fair and regularly recruit and train people in their musical gifts.

You will create weekly music programs for every scheduled service and provide music for special services when called upon.

You will create an adequate number of worship teams and ministries to accommodate the various musical gifts of the congregation.

You are required, along with your team, to be a part of the 9am Way every Sunday morning.

You will host other special musical events at your discretion so long as they fit within the overall church calendar. These events may involve Open Door singers and musicians or can be concerts where other groups and soloists are invited.

You must create your own guidelines to be added to these and make sure that everyone on your team does so for the people they are leading

You are required to build a team of people that work together in your department. As a team leader, here are your responsibilities regarding your team.

- Communicate clear expectations

- Provide necessary resources

- Set attainable goals

- Evaluate progress regularly

- Hold people accountable

- Give plenty of encouragement

a. Choir: This ministry exists for the purpose of providing worship opportunities for Open Door. The leader is in charge of gathering and maintaining a choir that is vocally and spiritually ready to lead the congregation in worship for all specified services. The leader will be responsible to create their own guidelines regarding further procedures for their team.

b. Band: This ministry exists to provide accompaniment for our worship team and exists for the purpose of providing worship opportunities for Open Door. The leader is in charge of gathering and maintaining a quality band that is musically and spiritually ready to lead the congregation in worship. The leader will be responsible to create their own guidelines regarding further procedures for their team.

c. Audio Techs: This team provides all audio support for the platform personnel. The leader is responsible to recruit and train a team of servants whose job it is to make the platform ministers sound the best as possible. They must be skillfully and spiritually qualified for the task. The leader will be responsible to create their own guidelines regarding further procedures for their team.

d. Video Techs: This team provides all video support for the platform personnel. The leader is responsible to recruit and train a team of servants whose job it is to assist the platform ministers and congregation in providing video aides when called upon. They must be skillfully and spiritually qualified for the task. The leader will be responsible to create their own guidelines regarding further procedures for their team.

e. CD Duplication: This is a team of people responsible to provide CD's and DVD's to the congregation. The leader is responsible for the upkeep of the duplication equipment and provides copies to the people with a servant's heart. The leader will be responsible to create their own guidelines regarding further procedures for their team.

2. Youth Department: Your job as a leader of the Youth Department is to create an atmosphere where children, infants through teen years, have a seamless opportunity for spiritual, emotional and intellectual growth. **Your pursuit of excellence in this matter should never cease.**

Your purpose is to produce college-age adults who are Kingdom-minded, understanding their role in the local church and in the culture as taught in the Seven Mountain Strategy.

Your goal is to have the best and most exciting children's, Jr. High and Sr. High ministries possible.

You will report directly to Pastor Mark.

You will meet regularly with the other Department Leaders of Open Door.

You will meet regularly with your team members.

You will participate in the yearly Ministry Fair and regularly recruit and train people who can serve on your team.

You are required, along with your team, to be a part of the 9am Way every Sunday morning.

You will create weekly programs for each group according to the number of regularly scheduled services we have at Open Door.

You will schedule special events throughout the year your discretion so long as they fit within the overall church calendar.

You must create your own guidelines to be added to these and make sure that everyone on your team does so for the people they are leading

You are required to build a team of people that work together in your department. As a team leader, here are your responsibilities regarding your team.

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a. Children's Ministry: This team is responsible for creating a fun and dynamic children's ministry for the church. The leader is responsible to recruit and train a team of volunteers whose job it is to mold young lives from birth until Jr. High. They are to plan weekly classes along with periodic special events. The leader will be responsible to create their own guidelines regarding further procedures for their team.

b. Jr. High Ministry: This team is responsible for creating a relevant ministry for Jr. High kids for the church. The leader is responsible to recruit and train a team of volunteers who can relate with this age group and build a bridge into their High School years. They are to plan weekly classes along with periodic special events that may or may not be coordinated with Sr. High. The leader will be responsible to create their own guidelines regarding further procedures for their team.

c. Sr. High Ministry: This team is responsible for creating a fun and dynamic children's ministry for the church. The leader is responsible to recruit and train a team of volunteers whose job it is to mold young lives from birth until Jr. High. They are to plan weekly classes along with periodic special events. The leader will be responsible to create their own guidelines regarding further procedures for their team.

3. Hospitality Department: Your job as a leader of the Hospitality Department is to create an outstanding atmosphere during any and all public services where members and guests feel a sense of acceptance and belonging. **Your pursuit of excellence in this matter should never cease.**

You will report directly to Pastor Mark.

You will meet regularly with the other Department Leaders of Open Door.

You will meet regularly with your team members.

You will participate in the yearly Ministry Fair and regularly recruit and train people in their hospitality gifts.

You will create weekly schedules for every place of responsibility, from the parking lot to the seats.

You will be required to have your people on duty at 60 minutes before every service.

You are required, along with your team, to be a part of the 9am Way every Sunday morning.

You must create your own guidelines to be added to these and make sure that everyone on your team does so for the people they are leading

You are required to build a team of people that work together in your department. As a team leader, here are your responsibilities regarding your team.

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a. Ushers Ministry: This team is responsible for maintaining order during public services and serving any and all attenders with whatever needs arise. They are to receive and secure all offerings. The team leader is responsible to recruit and train a corps of volunteers whose job it is to keep order in the church and create their own guidelines regarding further procedures for their team.

b. Greeters: This team is responsible for creating a warm and friendly environment for all church services. The leader is responsible to recruit and train a team of volunteers, post them at every entrance, maintain a schedule and create guidelines regarding further procedures for their team.

c. Registration Tables: This team is responsible to man the two registration tables inside the main auditorium doors. They are to add to the warm and friendly environment already established by the greeters. The team leader is responsible to recruit and train a team of volunteers for both positions, maintain a schedule and create guidelines regarding further procedures for their team

d. Guest Lounge: This team is responsible for welcoming guests in the Guest Lounge with Pastor Mark with extreme excitement and hospitality. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

e. Members Lounge: This team is responsible for welcoming members and potential members in the Members Lounge helping them with (1) baptism, (2) church membership and (3) joining D12 groups. They will also be asked to help information on special events when called upon. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

f. Café: This team is responsible for serving attenders at the café. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

g. Parking Lot: This team is responsible for greeting attenders and keeping order in the parking lot. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

4. Ministry Department: Your job as a leader of the Ministry Department is to create ministry teams primarily focused on the members of Open Door. **Your pursuit of excellence in this matter should never cease.**

You will report directly to Pastor Mark.

You will meet regularly with the other Department Leaders of Open Door.

You will meet regularly with your team members.

You will participate in the yearly Ministry Fair and regularly recruit and train people in their ministry gifts.

You will have your teams ready and in place when needed at our regularly scheduled or special services.

You are required, along with your team, to be a part of the 9am Way every Sunday morning.

You will host special events and provide special training for your team so long as it fits within the overall church calendar.

You must create your own guidelines to be added to these and make sure that everyone on your team does so for the people they are leading

You are required to build a team of people that work together in your department. As a team leader, here are your responsibilities regarding your team.

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a. Prophetic Team: This team is responsible for managing the prophetic ministry at the church. They shall offer prophetic insight to church leaders and the congregation when called upon. The team leader is responsible to recruit and train a team of prophetically gifted people, maintain a schedule of events and create guidelines regarding further procedures for their team.

b. Healing Team: This team is responsible for managing the healing gifts of God to the church. They shall offer prayers for healing to the congregation when called upon. The team leader is responsible to recruit and train a team of gifted people, maintain a schedule and create guidelines regarding further procedures for their team.

c. Intercession: This team is responsible for praying for the church and its leaders. They shall oversee pre-service prayer and schedule special events when necessary. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

d. Helping Hands: This team is responsible to provide food for Open Door members in need. These situations include but are not limited to extended illness, funerals and special

occasions. The team leader is responsible to recruit and train a team of volunteers if necessary and create guidelines regarding further procedures for their team if one is created.

e. Senior Adults: This team is responsible for creating a ministry for people 65 years and older. The team leader is responsible to recruit and train a team of volunteers to help serve in the ministry, maintain a schedule of events and create guidelines regarding further procedures for their team.

f. Workshops: This team is responsible for providing teachers for the following three classes: (1) New Converts Class, (2) New Members Class and a (3) Leadership Class. The team leader is responsible to recruit and train a team of teachers if needed, maintain a schedule and create guidelines regarding further procedures for their team should they choose to create one.

g. Ministry Elders: This team is responsible for extending the pastoral gift to the Open Door congregation. They will be responsible to minister to the congregation when called upon during services and throughout the week when called upon. The team leader is responsible to oversee the group, making sure the ministry is running smoothly and maintain a schedule and create guidelines regarding further procedures for their team.

h. D12: This team of 12 men and 12 women are responsible to disciple individuals at Open Door. The team leader is responsible to recruit and disciple a team of 12 men or women who will be asked to disciple others inside and outside the Open Door membership.

5. Communication Department: Your job as a leader of the Communication Department is to maintain the Open Door brand, communicate our message in every available medium and stay current with new technologies that can enhance our ability to fulfill our vision. **Your pursuit of excellence in this matter should never cease.**

You will report directly to Pastor Mark.

You will meet regularly with the other Department Leaders of Open Door.

You will meet regularly with your team members.

You will participate in the yearly Ministry Fair and regularly recruit and train people in their creative and technological skills.

You will create weekly programs for every scheduled service in areas where your team's communication skills can enhance the ministries of Open Door.

You are required, along with your team, to be a part of the 9am Way every Sunday morning.

You will create an adequate number of teams and ministries to fulfil your requirements.

You will host other special training sessions at your discretion so long as they fit within the overall church calendar.

You must create your own guidelines to be added to these and make sure that everyone on your team does so for the people they are leading

You are required to build a team of people that work together in your department. As a team leader, here are your responsibilities regarding your team.

Communicate clear expectations

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a. Online Communications: This team is responsible for communicating the message of Open Door online. This includes creating and maintaining a website, email newsletters, blogs, maintaining a Facebook page and using any and all online options available for communication. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

b. Community Awareness and Advertising: This team is responsible for finding ways to get Open Door in the community. The team leader must look for creative ways to make Open Door visible, including any free opportunities. The team leader is also responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

c. Photography: This team is responsible for keeping a photographic log of all Open Door events. They will make these images available to the Online Communications team for use on all projects. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

d. Video Announcements: This team is responsible for creating fun and exciting video announcements to be used at the Open Door services and online. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

6. Maintenance Department: Your job as a leader of the Maintenance Department is to make sure all maintenance and repairs are carried out for the structures and land at Open Door and take on building projects as they are given to you by Pastor Mark and the other members of the Open Door Administrative Council. **Your pursuit of excellence in this matter should never cease.**

You will report directly to Pastor Mark.

You will meet regularly with the other Department Leaders of Open Door.

You will meet regularly with your team members.

You will participate in the yearly Ministry Fair and regularly recruit and train people in their mechanical and construction gifts.

You will examine the facilities weekly and keep a list of items that need repaired.

You will create and maintain an adequate number of people to fulfill your purpose.

You are required, along with your team, to be a part of the 9am Way every Sunday morning.

You must create your own guidelines to be added to these and make sure that everyone on your team does so for the people they are leading

You are required to build a team of people that work together in your department. As a team leader, here are your responsibilities regarding your team.

Communicate clear expectations

Provide necessary resources

Set attainable goals

Evaluate progress regularly

Hold people accountable

Give plenty of encouragement

a. Landscaping: This team is responsible for maintaining all flower beds, trees and bushes on church property. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

b. Mowing: This team is responsible for mowing the cross and trimming the lawns of church property. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

c. Building Repair: This team is responsible for making simple repairs to church facilities inside and outside. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

d. Building Team: This team is responsible for major building and remodeling projects. They are also responsible to build sets for the stage and special productions when called upon. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

7. Outreach Department: Your job as a leader of the Outreach Department is to create outreach ministries that reflect the vision and purpose of Open Door. **Your pursuit of excellence in this matter should never cease.**

You will report directly to Pastor Mark.

You will meet regularly with the other Department Leaders of Open Door.

You will meet regularly with your team members.

You will participate in the yearly Ministry Fair and regularly recruit and train people in their ministry gifts.

You will create weekly music programs needed to assist in helping people participate in our weekly services.

You will be asked to create outreach events to help Open Door to help us as a congregation reach into our community.

You are required, along with any of your team participating in the service, to be a part of the 9am Way every Sunday morning.

You will host other special outreach events at your discretion so long as they fit within the overall church calendar.

You must create your own guidelines to be added to these and make sure that everyone on your team does so for the people they are leading

You are required to build a team of people that work together in your department. As a team leader, here are your responsibilities regarding your team.

Communicate clear expectations

Provide necessary resources

Set attainable goals

Evaluate progress regularly

Hold people accountable

Give plenty of encouragement

a. Vans: This team is responsible for running the vans into the community providing transportation for people. The team leader is responsible to recruit and train a team of volunteers, keep vans fueled and maintained, create schedule of drivers, maintain a plan for routing and create guidelines regarding further procedures for their team.

b. Sports: This team is responsible for creating sporting opportunities for the church. The team leader is responsible to recruit and train teams, maintain a schedule and create guidelines regarding further procedures for the various team.

c. Clothing: This team is responsible for maintaining options at Open Door for people to get clothing when needed. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

d. Food Pantry: This team is responsible for maintaining a food pantry at Open Door. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

e. Member Care: This team is responsible for providing financial help to the members of Open Door. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

f. Missions: This team is responsible for creating and maintaining a missions focus in the church. This includes communicating with existing missionaries, suggesting ministry opportunities to the elders for possible support and creating opportunities for the Open Door congregation to support and experience missions firsthand. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

g. Prison Ministry: This team is responsible for ministering to people inside local prisons and jails. The team leader is responsible to recruit and train a team of volunteers, maintain a schedule and create guidelines regarding further procedures for their team.

h. Projects Ministry: This team is responsible for helping people with construction and repair in the community. The team leader is responsible to recruit and train a team of volunteers, find worthy endeavors from a variety of sources, raise money, secure materials, maintain a schedule of events and create guidelines regarding further procedures for their team.

H. Only members in good standing at Open Door can be considered for being a deacon.

ARTICLE III. TRUSTEES OF THE CORPORATION

A. Open Door Ministries Inc. shall have at least three Trustees consisting of the President, Vice-President and Attendant.

B. The President's position shall be filled by the Senior Pastor unless otherwise noted, at which time another suitable person, other than the Senior Pastor, may be appointed to fill that position by a majority of the existing Trustees.

C. These appointments shall be permanent unless or until the person holding the office willingly steps down or is removed in similar fashion as Elders with an agreeing opinion of one other Trustee for conduct that violates the afore mentioned scriptures pertaining to Elders as stated in this document.

D. The Statutory Agent of the said corporation shall be the President of the Corporation.

ARTICLE IV. APOSTOLIC OVERSEER

A. For the sake of accountability, the Church shall maintain a relationship with an Apostolic Overseer who will serve in matters of accountability and arbitration.

B. This person shall be chosen by the Senior Pastor with a majority opinion from the existing Elders.

C. This appointment shall be permanent unless or until the Apostolic Overseer requests to be relieved of his duties or ties are cut with such person in similar fashion as Elders because their conduct violates the standards set in the afore mentioned scriptures concerning the conduct of Elders.

E. Should a suitable replacement not be immediately found, the Elders may continue in their search for as long as it takes to find an appropriate person. The Elders reserve the right to take the necessary time to find such a person as God directs.

F. The Church Treasurer shall send yearly financial reports to the Apostolic Overseer that will also include individual salaries for recommendations and personal accountability.

ARTICLE V MEDIATION/ARBITRATION

In the event that a dispute arises regarding interpretation of a provision of this constitution that cannot be resolved in a discussion among the affected parties, that dispute will be first submitted to the Elders for a ruling. Should a decision still not be reached by the Board of Elders that suits the complaining party, and then the matter will be decided by the Overseer whose decision will be binding.

ARTICLE VI SENIOR PASTOR

A. The Senior Pastor's appointment shall be considered permanent unless or until he may willingly step down or is removed.

B. The Senior Pastor will serve as the Chief Elder, the first among equals. When the Board of Elders is called upon to make a majority decision, the Chief Elder will have an equal right as with all other Elders to express his opinion on the matter. Should there be an even split within the Board of Elders, the Senior Pastor's vote will be considered a tie-breaker and the decision will be considered binding. The Senior Pastor, alone, will also have the right of veto regarding any decisions calling for a majority opinion by the Board of Elders, excluding the provision herein mentioned in under "C" of this Article concerning the removal of the Senior Pastor.

C. Removal of the Senior Pastor may take place only after the principles of Matthew 18:15-20 have been followed and the Senior Pastor has refused repentance. If plausible evidence from at least two people can be substantiated that the Senior Pastor's conduct is in direct violation to the afore mentioned scriptures describing the conduct of an Elder, the Apostolic Overseer with a unanimous opinion by the existing Elders, after much prayer, may dismiss the Senior Pastor from his position.

D. If true repentance is witnessed, then the Senior Pastor will be dealt with appropriately by the following plan and procedure:

(1) First offenses may be handled privately among the Board and Elders and the Apostolic Overseer and a period of probation will be set for a time no less than three months and no longer than one year from the time of the decision. During this time, the Senior Pastor will submit to a counseling and reconciliation plan agreed upon a majority of existing Elders and the Apostolic Overseer

(2) Second offenses may be require a suspension of all pastoral duties with pay for a time no less than three months and no longer than a year from the time of the decision. At their discretion, the Apostolic Overseer with a majority of the existing Elders may make any misdeeds public to the congregation concerning the offenses of the Senior Pastor.

(3) Third Offenses may be considered grounds for dismissal.

E. Should the need arise for the position of Senior Pastor to be filled, the Overseer and the Elders will be responsible to take nominations from the whatever means necessary to fill the position. These candidates shall be interviewed by the Overseer and Elders and, after much prayer and fasting, the new Senior Pastor will be set in place by the Overseer with a majority opinion by the existing Elders.

F. The Senior Pastor shall have the right to hire staff members as he sees fit in order to help the pastoral ministry of the Church and to set salaries for such staff members with the recommendation of the Treasurer. The total amount of all staff salaries combined shall be reflected in the monthly Treasurer's financial statement. Dismissal of any staff members will also be the right of the Senior Pastor.

G. The Senior Pastor will further have responsibility to create and maintain, with the recommendation of the Treasurer, a workable budget reflecting all necessary expenditures and income.

ARTICLE VII. MEMBERSHIP

A. In order to be eligible for membership at the Church, a person must affirm the following:

A detailed testimony of Biblical Salvation through the blood and cross of Jesus Christ

An agreement to being baptized in water if they have never been baptized before.

A desire to serve in the congregation of the Church

A willingness to honor the government of the Church

An agreement with the doctrine, mission statement, vision and governing structure found in this document.

An agreement with the Open Door Statement of Faith as it appears in this document

B. People desiring membership must complete the evaluation and the prescribed course of study for membership as set forth by the Elders.

C. The elders reserve the right to refuse membership to anyone who they believe does not meet the criteria ascribed in the Bible as interpreted by the elders of the church.

D. A person can be removed from membership for the following reasons:

Lack of consistent attendance over the course of 6 months unless otherwise unable to attend due to health reasons

An expressed desire to remove themselves from membership

If a majority of Elders deem it necessary to remove such a person for the purpose of imposing church discipline according to the process listed below in Article IX.

E. Any person wishing to hold any office or position within the church must first become a member in good standing, unless expressed permission is given by the Senior Pastor with a majority of the Elders.

F Only members in good standing at Open Door can be considered for serving in any ministry.

ARTICLE VIII. CHURCH DISCIPLINE

A. Church discipline will follow the course set forth by our Lord in Matthew 18 and by the example of the Apostle Paul in I Corinthians 5.

B. A person may be placed under discipline by the Elders for the following reasons:

Significant disagreement or deviation from the Statement of Faith and/or Mission Statement found in this document
Significant lack of cooperation with the functioning of the congregation and the ministries of the church as to disrupt and harm other members of the Church.

Exhibiting a lifestyle specifically condemned by the scripture, as interpreted by a majority of Elders without repentance.

C. The method of imposing discipline will follow Matthew 18. If the person continues in the specified behavior without repentance, after a private confrontation and a meeting of the Elders and/or other witnesses, the person will be asked to withdraw himself or herself from membership based upon the recommendation of the Elders. Should voluntary withdrawal be refused, the Elders reserve the right to dismiss the person from membership.

D. The Elders reserve the right to determine whether or not a person's removal from membership due to church discipline should be made public to the other members of the church.

ARTICLE IX. PROPERTY

The Elders shall have the authority to acquire, hold, own, sell, assign, transfer, mortgage, pledge or otherwise dispose of property, both real and personal. Title to all property, whether real or personal, acquired by the corporation shall reside in the name of the corporation. Such transfer shall happen only with the consent of a majority of the Elders of the Church.

ARTICLE X FISCAL YEAR

The corporation's fiscal year shall begin on the first day of January in each year and shall end on the last day of December next following.

ARTICLE XI. AMENDMENTS

Any provision of this document may be amended by a majority of the Elders with the Senior Pastor's approval provided that such an amendment shall be consistent with the applicable provisions of the Ohio Revised Code. Each amendment shall take affect on the date that it was passed by the Elders.

ARTICLE XII INDEMNIFICATION

A. To the fullest extent not prohibited by applicable law, the Church shall indemnify each person, who, by reason of being or having been an officer of the church, a member of the Board of Elders and evidenced by a majority of Elders, against any and all costs and expenses (including attorneys' fees, judgments, fines, penalties, amount paid in settlement and other disbursements) actually and reasonably incurred by or imposed upon such a person in connection with any action, suit, investigation or proceeding (or claim or other matter herein), whether civil, criminal, administrative or otherwise in nature, including but not limited to any proceeding involving allegations of invasion of privacy, negligent or intentional infliction of emotional distress or any similar or related allegedly tortuous conduct, negligence, pastoral malpractice, breach of fiduciary duty or care or loyalty, or any suits alleging violations of civil rights including but not limited to discrimination on the basis of age, sex, race, disability, handicap or sexual orientation, with respect to which person is named or otherwise threatened to be made a party by reason of being or any time having been an officer of the Church, a member of the Board of Elders, a member of the Deacon Board, a member of the Pastoral Staff, or an

Employee or other agent of or in a similar capacity with the Church by reason of being or at any time having been, at the direction or request of the Church, a director, elder, deacon, officer, trustee, administrator, manager, employee, member, advisor or other agent of or fiduciary for any other corporation, partnership, trust, venture or other entity or enterprise including any employee benefit plan.

B. Each request or case of or on behalf of any person who is or may be entitled to indemnification for reason other than in the paragraph above shall be reviewed by the Board of Elders, and the indemnification of such a person shall be authorized by the Board of Elders only if it is determined by the Board of Elders that indemnification is proper in the specific case, and, notwithstanding, anything to the contrary in this Constitution, no person shall indemnify to the extent, if any, it is determined by a majority of the Board of Elders or by written opinion of legal counsel designated by the Board of Elders for such a person that indemnification is contrary to applicable law.

C. The Church may, as a majority of the Board of Elders directs, purchase and maintain such insurance on behalf of any person who is or at any time has been an officer of the Church, a member of the Board of Elders, Board of Deacons, a member of the Pastoral Staff, or employee or agent of or in similar capacity with the Church, or who is or at any time has been, at the direction or request of the Church, a director, trustee, officer, administrator, manager, employee, member, advisor or other agent of or fiduciary for any other corporation, partnership, trust, venture, or other entity or enterprise including any employee benefit plan against any liability asserted and incurred by such a person.

ARTICLE XIII THE JUNIOR COUNCIL

A. The Elders reserve the right to form a Junior Council comprised of young people within the church.

B. The purpose of this council is two-fold.

1. First, it is designed to prepare young men and women for future leadership in the church. It is likely that future elders and other church leaders will come from this group.

2. Second, it is designed to create a corporate voice providing insights, future plans and feedback to the elders regarding general issues within the church from the unique perspective of an emerging generation.

C. The elders shall appoint members to the Junior Council with a consensus as described in other parts of this document.

D. The Junior Council Members must seek to meet the qualifications of Elders found in 1 Timothy 3:1-7 and in Titus 1:5-9 to the best of their ability.

E. A seat on the Junior Council shall run concurrently with the calendar year. At the end of each calendar year, their appointment will be reviewed and renewed should the Member show a willingness to continue in their place along with a majority approval of Elders. If not, the person will be removed from the Junior Council.

F. With Matthew 18:15-20 as our basis of action, a member of the Junior Council can be dismissed from office by the Senior Pastor with the consent of at least one other elder as a witnessing party if he believes that the offending Member is in violation of the conduct ascribed in the previous scriptures, has been accused by more than one party and has refused to repent. If true repentance is witnessed, then the offending member of the Junior Council may be restored by the Senior Pastor with majority agreement of the elders.

I. Only members in good standing at Open Door can be considered for the Junior Council.

SECTION FOUR STATEMENT OF FAITH

The following is a brief outline of the basic doctrinal beliefs of the Church.

ARTICLE I. GOD

We believe in the one triune God revealed in the Bible; God, the Father, Jesus Christ, the Son; and the Holy Spirit. God is creator, redeemer, and the sovereign ruler of creation. He is the author of truth, love and faith.

ARTICLE II. JESUS

We believe Jesus Christ is the only begotten Son of God - God who came in the flesh. He was in the beginning with God: yet, He was God. Apart from Him, nothing came in to being that has come in being. He is eternal with the Father undiminished in His deity and perfect in His humanity. We further believe that through His death, bodily resurrection, and ascension to the right hand of the Father, man can be saved from his sinfulness. Jesus Christ will return to this earth in his full splendor and majesty for those who eagerly await Him. Furthermore, every knee will some day bow and every tongue will confess that Jesus Christ is Lord to the glory of God the Father.

ARTICLE III. HOLY SPIRIT

We believe in the Holy Spirit, who convicts the world of sin, righteousness, and judgment. The Holy Spirit also regenerates, sanctifies, and empowers the believer for ministry. He graces believers with Christ-like character and gifts His church for loving service.

ARTICLE IV. BIBLE

We believe the Holy Bible is the inspired Word of God and believers standard for faith and practice.

ARTICLE V. SIN

We believe man was created in the image of God. Mankind is separated from God through disobedience, and without God, he is without hope.

ARTICLE VI. SALVATION

We believe the salvation of man is through renouncing his self-determination, taking responsibility for his disobedience, turning from his sin, and seeking forgiveness from God.

Further, we believe such a penitent person must put his faith in Jesus Christ, whom we believe the incarnate Son of God; Jesus died substitutionally for the transgressions of man, was raised from the dead on the third day, and ascended back to the Father in Heaven.

ARTICLE VII. PRIESTHOOD OF THE BELIEVER

We believe in the priesthood of the believer, Jesus has become the High Priest of the believer, by the shedding of His blood, and has made it possible for each Christian to have free access to the presence of the Father. In His presence, each one can come to know the Father in confidence and faith.

ARTICLE VIII. CHURCH

We believe the very nature and purpose of God is revealed in His church. Jesus came and established the church as His Body in the earth. We believe the Church Universal consists of all who live under the Lordship of Jesus, while the Church Local is a body of believing people, baptized and experiencing the love of Christ. Since the Church is one as God is one, the Church Local must seek to walk in harmony with the Church Universal.

ARTICLE IX. CHURCH'S ATMOSPHERE

We believe the atmosphere of the church should be mercy, forgiveness, acceptance, and love. No other climate will allow the people of God to be free to grow. Furthermore, we believe that the church of God is a family that should foster care, mutual edification, and constant forgiveness without sacrificing righteousness as our base.

ARTICLE X. EVANGELISM

We believe in world evangelism. We accept the commission of Jesus Christ, who is Lord, to make disciples of all nations, to baptize them, and to teach them to observe His commandments. We join with all those believing in Him to accomplish this urgent task. We accept this as a personal commission as well as a commission of the entire Church.

ARTICLE XII. FREEDOM OF CONSCIENCE

We believe in freedom of conscience. One is responsible for his own choice and behavior. While God has ordained both civil and spiritual government, we believe each person is still directly accountable to Him. Therefore, pastors and churches can give spiritual guidance, but all service must be rendered voluntarily, joyfully, and from a free conscience.

ARTICLE XIII. TITHES AND OFFERINGS

We believe the Church should be supported by the tithes and offerings of those committed to its mission (Matthew 23:33). We further believe that when people serve God with a free spirit, there is

financial abundance to accomplish the purpose of God. We further believe that since the tithe belongs to the Lord, everyone should be led by the Holy Spirit in his giving.

ARTICLE XIV. CIVIL AUTHORITY

We believe God is the authority. He has ordained civil government in His Church to bring it to righteousness, peace, and joy in the Holy Spirit. We believe in mutual respect between civil and spiritual authority is separated from church government, it should not be separated from God and His law.

ARTICLE XV. CHRIST'S RETURN

We believe Jesus Christ will return to earth in a viable way. His purposes will be to manifest His government in the earth. Christians are exhorted to watchfulness and obedience until His appearing. While there are many viewpoints concerning His second coming, we believe Christians should lovingly look for his appearing, giving full attention to obedience while he tarries. We believe His appearing will occasion the resurrection of the righteous who has died and who is now with Him.

ARTICLE XVI. JUDGEMENT

We believe in a final judgment at the end of the age. The righteous and the wicked will stand before God and be judged. Those who have righteousness produced by faith will be awarded with the privilege of ruling and enjoying his eternal blessings. Those who are wicked will be eternally punished.

ARTICLE XVII. THE GIFTS OF THE SPIRIT

In a day when extremes abound, the Church believes and values all of the gifts of God as found in 1 Corinthians 12-14, Romans 12: 1-8, and 1 Peter 4:10-11. Each gift should be operated in love, under Lordship, in faith, and under biblical and local authority. The gifts are a humble serving of one another by the Spirit. As God governs us in love, we will desire both the fruit of the Spirit and the gifts of the Spirit (Galatians 5:22; 1 Corinthians 14:1).

ARTICLE XVIII. THE APOSTLES' CREED

As a church, we gladly embrace the Apostles' Creed:

"I believe in God the Father almighty, Maker of heaven and earth, and in Jesus Christ, his only Son, our Lord who was conceived by the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried; he descended into hell; the third day He rose again from the dead; he ascended into heaven and sitteth on the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. I believe in the Holy Ghost, the holy catholic church, the communion of the saints, the forgiveness of sins, the resurrection of the body, and the life everlasting."

ARTICLE XXIX. MARRIAGE AND GENDER

We believe God created human beings to be male and female by birth for the purpose of marriage and reproduction (although we give no special emphasis on being married and having children over being single or married without children) according to Genesis 2:18-24. Therefore, we believe the definition of marriage applies exclusively to two people who are biologically compatible partners to bear children, who are members of the opposite sex (male and female) according to their birth gender, out of which a person should accept and express their cisgender identity.

ARTICLE XX. MEMBERSHIP

We believe that when a person receives salvation, they automatically become a member of the Family of God; the Body of Christ; the church universal. We believe that such membership should include participating in a local congregation. We further believe that said participation should include making one's decision to follow Christ and join the church. Therefore, we ask everyone desires to consistently participate in the community life of Open Door, serve in any ministry or hold any office to officially and publically join the church, completing all the requirements for membership reflected in this Constitution and Bylaws and any further requirements set forth by the Senior Pastor of Open Door.

ARTICLE XXI TRANSGENDERISM

We believe that there are two genders, male and female, as stated in **Genesis 1:27** when God created the first human beings, "*So God created man in His own image; in the image of God He created him; male and female He created them.*" While we recognize that many gender roles are socially constructed, we adhere to the binary nature of gender described in this scripture and believe that individuals should present themselves in accordance with their birth gender (cisgender) identity.

In the rare cases of hermaphroditic births, we understand that the process of gender identification will take time, wisdom, prayer and considerable care from parents, medical experts and from the individual, themselves. In such cases, the elders of Open Door shall work closely with all involved for the purpose of determining the gender of such a person within the binary context of the above scripture.

SECTION FIVE THE MINISTRIES

ARTICLE I. DIVISIONS OF MINISTERS

A. We believe that all believers are ministers. (Ephesians 4:12; 1 Peter 2:5 & 9). However, the Lord may put His hand upon certain individuals as leaders among men for the sake of ministering His love, grace and Word to the body of Christ and to the world.

B. Some of these leaders may serve the congregation as Elders (Please see Section Two, Article I) or as Deacons (Please see Section Two, Article II). However, the Church reserves the right to recognize a third group of ministers from whom the Lord may choose, with a confirmation from the majority of Elders, to separate as ministers in the following three categories:

- (1). Ministers in training
- (2). Licensed Ministers
- (3). Ordained Ministers

C. All of the above Ministers will be held to the standard set forth in the word of God in 1 Timothy 3:1-7. The Elders will scrutinize their lifestyle and integrity. James 3:1 reminds us. *“My brethren, let not many of you become teachers, knowing that we shall receive a stricter judgment.”*

ARTICLE II. MINISTERS IN TRAINING:

A. These are members in good standing who have expressed a call of God on their lives to minister the Gospel of Jesus Christ as a leader among men.

B. During their time of training they will be required to complete a course study set by the Board of Elders while also involved in a ministry of the Church in whatever capacity a majority of the Board Elders may deem appropriate.

ARTICLE III. LICENSED MINISTERS:

A. These are ministers who have met the above requirements for Ministers in Training at the Church and have received approval by the Board of Elders.

B. Transferred credentials from another organization with written recommendation from that organization will also constitute consideration for licensing by the Board of Elders.

C. Licensed Ministers will be considered licensed for life unless the person should decide to step down voluntarily or remove himself or herself from membership from the Church. If the Board of Elders believe that the such minister to be in violation of the conduct ascribed in II Timothy 3:1-7 and has been accused by more than one party and with a refusal to repent, with Matthew 18:15-20 shall be our basis of action, a majority of the Board of Elders may revoke the Ministers License, reserving the right to make this action public. If repentance is witnessed, then the offending Minister will be dealt with appropriately, after much prayer, by the Board Elders.

D. The duties of the Licensed Minister may include, but it not necessarily limited to the following:

- (1) Be present at the regularly scheduled services and be ready to help minister to the congregation in any way possible.
- (2) To be at the disposal of the Elders to help carry out any shepherding duties that may express the desire of the Elders towards people of the congregation.
- (3) Know, understand and help carry out the values, purposes and vision of the Church with a heart to minister to the people in such a way as reflects the heart and philosophy of the Senior Pastor and Elders.
- (4) Help take care of any problems that may arise and contact the Elders when necessary to inform them of any problems that may occur.
- (5) To help preserve the unity of the Church by not participating in any gossip, slander or generally negative and critical conversation that may undermine the order of the Church.
- (6) Be ready to visit hospitals, homes, rest homes or be willing to participate in any such ministry outside the regularly scheduled church gatherings.
- (7) Serve as minter when needed for any Ministers in Training or Interns that may be assigned to you by the Elders of the Church.
- (8) Hold any offices or ministry positions, such as Small Group Leader, as the Elders deem appropriate.

E. Licensed Ministers will fulfill servant roles within the Church and not governmental roles that are Biblically reserved for the Elders, waiting, if necessarily witnessed by the Holy Spirit through an appropriate display of gifts, such a time when they will be released into a ministry that would warrant their consideration for ordination as described below.

ARTICLE IV. ORDAINED MINISTERS

A. The basis of separating ordained ministers from Licensed Ministers is found in the life of the Apostle Paul. After his conversion in Acts 9, Paul immediately began to preach and showed the necessary signs of a true minister of God as the Holy Spirit bore witness through the working of particular gifts. This describes our heart on the matter of a Licensed Minister. However, some years later in Acts 13, the Holy Spirit told the leaders of the Church at Antioch to send Paul and Barnabas on the ministry to which they were separated. This, we believe, describes our model for ordaining an already Licensed Minister and releasing them into certain ministry offices.

B. The Elders recognize that God ordains people and witnesses that ordination through the Holy Spirit's gifts working through a person. These gifts are then recognized and confirmed by the Board of Elders.

C. Open Door Ministries shall recognize the following offices for ordination based upon Ephesians 4:11.

Apostle
Prophet
Evangelist
Pastor
Teacher

D. The requirements for consideration for ordination at the Church may include, but is not necessarily limited to the following:

- (1) The candidate must be a member in good standing at the Church
- (2) The candidate must have been licensed for at least a year, meeting all the necessary requirements for that degree.
- (3) The candidate must meet all the requirements recorded in II Timothy 3:1-7.

(4) The candidate must be considered as walking in one of the above five offices for at least a year as determined by a majority of the Elders, showing all the necessary gifts of that pertain to that particular office as follows:

a. **Apostles** must show signs of particularly strong planting, watering and harvesting gifts with evident success in thee areas including the ability to govern these, and other ministries, with a unique and unusual authority. Failure to continue working in the above described ministry gives the Board of Elders the expressed right to replace such a person's ordained status with that of a Licensed Minister as described above.

b. **Prophets** must show signs of a strong prophetic ability to reveal the heart of God on certain matters that pertain not only to personal issues but also speak to the corporate issues of the Church. Failure to continue functioning in the above described ministry gives the Board of Elders the expressed right to replace such a person's ordained status with that of a Licensed Minister as described above.

c. **Evangelists** must display gifts of winning an unusually high number of souls to the Lord through their preaching and teaching and must be invited to speak in other churches and settings a minimum of 25 times a year and continue with that minimum number. Failure to continue with the minimum number of meetings gives the Board of Elders the expressed right to replace such a person's ordained status with that of a Licensed Minister as described above.

d. **Pastors** must be either the Senior Pastor of an established congregation for at least a year or a staff member with an established congregation for a year before ordination consideration. Failure to continue working in an established congregation gives the Board of Elders the expressed right to replace such a person's ordained status with that of a Licensed Minister as described above.

e. **Teachers** must be functioning within an established congregation for at least a year and display ample teaching gifts that would warrant them a staff position within that church. Failure to continue working in an established congregation gives the Board of Elders the expressed right to replace such a person's ordained status with that of a Licensed Minister as described above.

(5) The candidate must show all other necessary gifts and maturity, as a majority of the Board of Elders deems necessary at any given time for granting a particular individual an ordination.

(6) Special consideration will be given to Missionaries if they are on the mission field, outside of U.S. borders, for at least 3 months a year. Failure to continue with the minimum number of months gives the Board of Elders the expressed right to replace such a person's ordained status with that of a Licensed Minister as described above.

(7) Special consideration will be given to Music Ministers if they are placed in a place of leadership within the ministry of music in an established local church and their gifts are such as it may warrant them a staff position within that church. Failure to continue working in an established congregation gives the Board of Elders the expressed right to replace such a person's ordained status with that of a Licensed Minister as described above.

E. Transferred credentials from another organization with written recommendation from that organization will also constitute consideration for ordination by the Board of Elders, so long as the person can meet the other requirements listed herein that pertains to ordination.

F. Ordained Ministers will be considered ordained for life unless the person should decide to step down voluntarily or remove himself or herself from membership from the Church. If the Board of Elders believes that the such a minister to be in violation of the conduct ascribed in II Timothy 3:1-7 and has been accused by more than one party and with a refusal to repent, with Matthew 18:15-20 shall be our basis of action, a majority of the Board of Elders may revoke the ordination, reserving the right to make this action public. If repentance is witnessed, then the Board of Elders will deal with the offending Minister appropriately, after much prayer.

SECTION SIX EMPLOYEES OF THE CHURCH

The following guidelines are applied to all employs hired for serving the needs of the Church. Policies and procedures for employees of Collateral Ministries (see SECTION SEVEN), shall be created and executed as a responsibility of the Director of that Collateral Ministry.

ARTICLE I. HIRING

A. Anyone hired by the Church must receive the approval of the Senior Pastor with a majority consensus of the Board of Elders before hiring

B. All employees shall meet and maintain the requirements for membership of the Church as outlined in this document in Section Two, Article XIII, unless otherwise noted by the Board of Elders, and agree with all of the statements of faith and practice contained within this document. Any disagreement with any of the elements of this document, in principle or in action, may be cause for not hiring the candidate and the immediate termination of any employee after the approval of the Senior Pastor with a majority consensus of the Board of Elders. The Elders reserve the right to make such a termination immediately with or without written notice of the Board of Elder's decision in such a matter concerning any employee.

C. Any employee of the Church is required to give two weeks notice to the Board of Elders in writing before quitting. Failure to notify the Board of Elders before quitting shall nullify any unpaid salary and benefits earned by that employee up until the time of leaving and such an employee's paycheck shall be held indefinitely and all benefits terminated immediately. If sufficient notice is given as required here, then the employee's salary and benefits shall extend to include time served up until the date of departure.

D. Full-time employees are those employees who work at least 40 hours a week for the Church. Anything less will be considered part-time employment.

ARTICLE II. SALARIES

A. All paid employees, whether full-time or part-time, with the exception of Collateral Ministries whose salaries shall be set by the Director of such ministry, shall have their salaries set by the Senior Pastor with recommendation from the Treasurer.

B. All hiring terms shall be considered permanent and automatically renewed every fiscal year with consideration of the possibility of any raises and/or the addition or subtraction of any bonuses and benefits made by the Senior Pastor with the recommendation of the Treasurer.

C. Any person sub-contracting with the Church shall be hired by the Senior Pastor with the recommendation of the Treasurer and shall be required to follow all dictates and procedures for employees of the Church contained in this document. Their contract shall automatically be renewed yearly unless a time limit is otherwise noted on their contract.

D. Receiving and cashing the first paycheck from the Church shall be a statement of approval by the employee concerning the proposed salary.

ARTICLE II. BENEFITS

A. Any and all benefits, including the availability and terms of such benefits, if any, that may include but are not limited to, such things as health insurance, disability insurance, life insurance, retirement accounts, cash bonuses of any kind, discounts of any kind, retirement plans, etc, over and above an employee's salary, shall be considered by the Senior Pastor with recommendation from the Treasurer, with a recommendation of any Collateral Ministry Director whose employees are effected by such benefits. Such consideration shall be on a case-by-case basis for each employee yearly. The option to provide, not provide, add, revoke and create the terms of such benefits will be determined on a case-by-case basis by the Senior Pastor with a recommendation from the Treasurer, the terms of which will be enacted immediately.

B. Some of the benefits that may be considered yearly on a case-by-case basis may include, but is not limited to, such things as:

- Vacation bonus
- Conference allowance
- Retirement account
- Christmas bonus
- Life insurance
- Health insurance
- Disability insurance
- Car allowance
- Gas allowance
- Parsonage allowance

B. Receiving and cashing the first paycheck from the Church shall be a statement of approval by the employee concerning the proposed benefit package, whether included or not included, at the time of employment, including any possible changes in bonuses enacted by the Senior Pastor with the recommendation of the Treasurer and/or Collateral Ministry Director in the future.

ARTICLE III. INSURANCE

A. Any and all insurances, provided that they are offered as a benefit to the employee under the terms of the above article, will be offered to employees after 90 days of employment and provided by a company predetermined by the Senior Pastor with the recommendation of the Treasurer.

B. Receiving and cashing the first paycheck from the Church shall be a statement of approval by the employee concerning the insurance plan, whether included or not included.

ARTICLE IV. DAYS OFF

A. Weekly days off for the Pastoral Staff and Associate Staff of the Church, with the exception of any employees of Collateral Ministries whose days off shall be determined by the Director of such ministry, will be determined by the Senior Pastor, with the recommendation of the entire Pastoral and Associate Staff, including the employee in question. The Senior Pastor reserves the right to change this

day or days as he sees fit. Notice of this day(s) off or any changes concerning these days shall be verbally given to the appropriate employee.

B. Days off for holidays or special events will be granted by the Senior Pastor; with the exception of Collateral Ministries whose Director shall set days off, with the recommendation of the entire Pastoral and Associate Staff. Notice of these days off will be verbally given to the appropriate employees.

C. Receiving and cashing the first paycheck from the Church shall be a statement of approval by the employee concerning the terms of days off.

ARTICLE V. VACATION

A. All full-time employees, with the exception of Collateral Ministries whose vacation days will be determined by the Appropriate Director, shall be given two weeks (14 days) paid vacation yearly after 6 months of employment, increasing at the rate of one week per every five years of full-time employment with a maximum of six (6) weeks of vacation time a year.

B. Part-time employees, with the exception of Collateral Ministries whose vacation days will be determined Appropriate Director, shall be given 1 week paid vacation yearly after 1 year of employment, increasing at the rate of one week per every seven years of part-time employment.

C. Vacation days must receive approval by the Senior Pastor or the appropriate Collateral Ministries Director, with a recommendation of the entire Pastoral and Associate Staff at least two weeks before said vacation is to begin.

D. Vacation days shall not exceed more than one Sunday a year per week without special permission from the Senior Pastor with a recommendation from the Pastoral and Associate Staff, after which the option of allowing any other vacation days may be granted by the Senior Pastor without pay.

E. Unused vacation time shall NOT be carried over into the next calendar year without special permission from the Senior Pastor.

F. Receiving and cashing the first paycheck from the Church shall be a statement of approval by the employee concerning these terms of vacation, whether included or not included.

G. Vacation weeks shall not exceed five weeks in any Calendar Year.

ARTICLE VI. SICK DAYS

A. Full-time employees, with the exception of Collateral Ministries whose sick days will be determined by the appropriate Director, are allowed five sick days a year with pay after being employed for more than 6 months. Any sick days taken before this minimum employment time or any later sick days that exceed the maximum days allowed per year shall be taken without pay and can be considered a reason for terminating the person's employment at the Church.

B. Unused sick days may NOT be carried over into the next fiscal year without special permission from the Senior Pastor and/or Collateral Ministries Director.

C. A request for pay during extended illness may be submitted for approval to the Senior Pastor and a majority of Elders.

D. Paid maternity leave for any employee of the Church shall be considered, but not guaranteed, by the Senior Pastor with a majority of Elders starting at one month paid maternity leave and increasing at the rate of one month per every year of employment with a maximum paid maternity leave of three months.

E. Receiving and cashing the first paycheck from the Church shall be a statement of approval by the employee concerning these terms of sick days.

ARTICLE VII. SPECIAL REQUIREMENTS FOR EMPLOYEES

A. All employees must understand and act as part of a team. Personal achievement is sacrificed for the sake of the team.

B. All employees must maintain a close and intimate walk with the Lord as their first call in their lives and ministries.

C. All employees must guard the unity of the Church at all costs and never be involved in any actions, whether private or public, that would undermine co-workers or authority figures within the Church.

D. Co-workers will always be treated with respect.

E. We understand that we are friends and family in Christ, first and foremost, before we are employers and employees.

F. All decisions and actions must always be for the glory of God and for the benefit of the people of the Church, both of whom we serve, and never for the sole benefit of self.

G. Use of pornography, illegal drugs, , homosexuality, adultery, fornication, including in and all such vices mentioned in scripture and/or determined to fit into such a category as decided upon by a majority of Elders, shall not be permitted by any employee of the Church and the continued use or practice of the aforementioned items, without repentance, shall be considered grounds for dismissal under the guidelines of Section Five, Article I of this document.

H. No Pastoral Staff member shall have any other job or income without the expressed permission of the Senior Pastor with a majority of Elders. No employee shall use Church owned grounds, Church membership or the Church's mailing list for any personal business and shall not sell, trade or barter with any Church members, on or off Church grounds, for the purpose of maintaining any sideline business that benefits the employee of the Church in any way.

I. Receiving and cashing the first paycheck from the Church shall be a statement of approval by the employee concerning the terms of these special requirements for employees.

ARTICLE VIII. STAFF POSITION

A. Any and all staff position, whether created or already established, shall be filled at the discretion of the Senior Pastor with a recommendation from the Treasurer.

B. There shall be three types of staff employees, whether volunteer, part-time or full-time, that will be recognized at the Church:

(1) **Pastoral Staff:** These are people hired for the direction purpose of helping to pastor the congregation of the Church. From the Pastoral Staff, the Elders of the church shall be chosen and appointed as required in this document in Section Two, Article I. Salaries and benefits will reflect the needs, responsibilities and requirements of this type of staff member. These staff positions may include, but are not limited to, the following:

- Senior Pastor
- Associate Pastor(s)
- Administrative Pastor
- Youth Pastor
- Children's Pastor
- Music Pastor

(2) **Associate Staff:** These are people hired for the direct purpose of assisting the Pastoral Staff serve the congregation and fulfill their ministries. Salaries and benefits will reflect the needs, responsibilities and requirements of this type of staff member. These staff positions may include, but are not limited to, the following:

- Secretaries
- Technicians
- Custodial
- Administrative Assistants

(3) **Collateral Ministries Staff:** These are people who will be hired by Directors of any ministry overseen by the Church but is not necessarily related to the care and ministry of the congregation of the Church (See Section Seven).

SECTION SEVEN COLLATERAL MINISTRIES

ARTICLE I. DEFINITION

Collateral Ministries is a term that describes the various ministries that operate under the umbrella of the Elder's government but do not necessarily relate to the direct service of the congregation of the Church.

ARTICLE II. TYPES OF COLLATERAL MINISTRIES

These Collateral Ministries may include, but are not necessarily limited to, the following possible options:

- Christian Preschool
- Daycare
- Book Store
- Mass Media ministries such as television, radio and print.
- Network of Ministries over which the Senior Pastor may, himself, serve as an Apostolic Overseer
- Ordaining and sending agency for various ministries including missionaries, pastors, evangelists, etc.

ARTICLE III. COLLATERAL MINISTRIES GOVERNMENT

A. All Collateral Ministries will ultimately be governed by the Board of Elders of the Church and will fall within the overall structure and guidelines set forth in this document with respect to all other ministries of the Church, including the regulations of Deacons in Section Two, Article II and shall adhere to the Statements of Faith in Section Four of this document.

B. All Collateral Ministries shall have a Director of that ministry that shall also serve all other guidelines set forth in this document with respect to Deacons.

C. A Collateral Ministry shall be established by the Senior Pastor with a majority of Elders either by a recommendation from an Elder, a Deacon or from a member in good standing within the Church congregation.

D. Should any Director of a Collateral Ministry be compensated in any way, whether by cash salary, bonuses, commission, or any other benefits that result in any transfer of funds, that Director shall be considered an Employee of the Church and shall abide by all of the guidelines set forth in this document concerning Employees of the Church in Section Five.

E. All Collateral Ministry Directors shall create their own handbook detailing such things as conduct of employees and/or participants of the ministry, financial accountability, any necessary state regulations, any additional policy not outlined in this document so long it doesn't conflict with any of the Articles contained herein and any other issues that might be necessary for proper government. All articles in this handbook must receive an approval from a majority of the Elders.

ARTICLE IV LIMITATIONS

All Collateral Ministries associated with the Church shall not participate in any activities that are not permitted to be engaged in by an organization exempt from federal income tax under Section 501 (c) (3) of the federal tax code.

SECTION EIGHT GENERAL POLICIES

ARTICLE I. FUND RAISERS

A. Each recognized ministry of the Church that is overseen by a Deacon, Elder, Staff Member or Collateral Ministry Director shall only have one fund raising event per calendar year on church property.

B. All fund-raising events must receive approval from a majority of Elders and must be scheduled in advance on a first-come-first-served basis.

C. No personal fund raising of any kind like those that benefit other ministries, churches, schools, civic organizations, families, individuals, ball teams, etc. shall be permitted to take place on Church property or at Church sanctioned events off of Church premises without the approval of a majority of the Board of Elders.

ARTICLE II. USE OF CHURCH FACILITIES

A. Any use of Church facilities, besides what is scheduled as a public service, will be limited to official ministries of the Church, those ministries overseen by Deacons, Staff Members or a Collateral Ministry Directors. The use of Church facilities for any other reason or event is prohibited unless prior approval has been given by a majority of the Elders and the event scheduled in the Church beforehand. These personal events may include, but are not limited to, such things as birthday parties, baby showers, bridal showers, graduation parties, merchandise selling parties, etc.

B. The use of Church facilities not related to scheduled public services, will be evaluated by the Board of Elders based upon the following criteria:

- (1) The event must overseen by a Deacon, Staff Member or Collateral Ministries Director
- (2) The event must secure an Elder's approved clean up team at the party's expenses who is using the facility.
- (3) The event must receive prior approval of a majority of Elders
- (4) The event has been scheduled through the church office

C. The use of facilities for marriages and funerals must meet the following criteria:

- (1) Only members of the Church and their immediate families will have a right to be considered for the use of church facilities without the approval of a majority of Elders.
- (2) Events must receive scheduling approval by the Church office.

(3) All financial agreements outlined in Article IV of this Section for marriages must be followed

ARTICLE III.
PUBLIC ANNOUNCEMENTS IN THE MEMBERSHIP MAILBOXES, BULLETINS, SERVICE ANNOUNCEMENTS, SANCTUARY SCREENS AND BULLETIN BOARDS

A. An Official Church Announcement will be considered based upon the following criteria:

- (1) The announcement is in reference to an event sponsored by the Church
- (2) The announcement is in reference to an event that is overseen by a Deacon, Staff Member or Collateral Ministry Director of the Church.
- (3) The announcement is in reference to an event that is important and open to the entire congregation of the Church.
- (4) The announcement is subject to approval or disapproval by a majority of Elders.

B. **Membership Mailboxes:** The Membership mailboxes may contain items of a personal nature such as notes, cards and letters, so long as they are personally directed to the holder of the mailbox. Any events, services, announcements or advertising in these mailboxes that do not meet the criteria listed above that constitutes an **Official Church Announcement** or advertisement, is prohibited. All announcements must be folded or printed on paper no larger than approximately 6 inches by 8 inches.

C. **Bulletins:** The Bulletin may contain announcements of a public nature that fulfill the requirements of an Official Church Announcement. Personal congratulatory announcements, such as birthdays, birth announcements, anniversaries, wedding invitations, etc, will be considered on a case-by-case basis so long as the sender of the announcement and the receiver are both members in good standing with the church. Any and all announcements for the church bulletin must be given to the Church office no later than noon on the Thursday preceding the Sunday services at which the bulletins will be distributed.

D. **Service Announcements:** The person overseeing an event, or a designated person of their choosing, may make the announcement publicly during the appropriate time of any public service, so long as the following requirements are met:

- (1) It must be an Official Church Announcement
- (2) The announcement must be limited to a maximum of two minutes long, if not shorter
- (3) Only two announcement shall be made by any one person
- (4) The total number of personal announcements must be limited to three total people per service on a first-come-first served basis.
- (5) The person making the announcement must tell the responsible Elder who normally makes the announcements BEFORE service begins.

No items of a person nature will receive consideration for Service Announcements

E. **Sanctuary Screens:** Any announcements or advertisements receiving consideration for being added to the Sanctuary Screens must meet the following criteria:

- (1) It must be an Official Church Announcement
- (2) It must be reported to the church office no later than Thursday of the week before.
- (3) It must be limited to 20 words or less

F. Bulletin Boards: Any personal announcements or advertising placed on any bulletin board anywhere on Church property must meet the following criteria:

- (1) It must be a Christian event
- (2) Any personal items being sold, advertised or announced by be done by a member in good standing at the Church
- (3) Business and services are encouraged to leave announcement and/or advertisements so long as the person posting the note is a member in good standing at the Church and the business or service described does not violate Biblical principles as interpreted by a majority of Elders of the Church.

ARTICLE IV. MARRIAGES

A. Only licensed and/or ordained ministers, approved by the Church and state certified, so long as such minister does not pastor or is on staff at another church but works and worships regularly with the Church congregation, may perform weddings using the facilities of the Church. Any other ministers must receive special approval from a majority of the Elders.

B. Only members in good standing or their immediate family members may use the facilities of the Church. Any other weddings involving a bride or groom who is not a member in good standing or an immediate family member shall not use the facilities without receiving special permission from a majority of Elders.

C. Any couple in accordance with Article XXIX of our Doctrinal Statement in this Constitution and Bylaws must meet with the Senior Pastor, or the approved minister who is solemnizing the marriage, for counseling and approval. The Senior Pastor, or any other above-described minister, reserves the right to deny a wedding request if the person solemnizing the wedding feels the need to postpone or cancel the wedding at any time during the counseling period which shall end two weeks before the wedding date.

D. Wedding requests must be secured from the above-defined ministers in writing, using the standard form received from the Church office requesting a marriage.

E. Only a licensed and/or ordained minister, approved by the Church and state certified, shall be allowed to use the facility to perform any marriages without the approval of a majority of Elders.

F. All weddings must receive scheduling approval by the Church office. Such scheduling must accommodate any other Church-related activities, the schedule of the minister solemnizing the marriage, the availability of the soundman and the janitor.

G. All financial obligations must be met two weeks before the wedding date. These fees include pastoral counseling, rehearsal, soundman and janitorial fees.

H. Only Church approved soundmen and janitors can be considered.

I. Any couple wishing to renew their vows or be married to each other after a divorce or disillusion must follow all of the preceding steps. These renewals may use the church facilities, so long as they meet all of the above stipulations, but will not do so during, near or at a regularly scheduled public service time.

J. Holding to the Biblical truth that marriage should be between one man and one woman, Open Door Ministries and its officers, members, ministers and representatives reserve the right to refuse to marry anyone deemed to fall outside those Biblical parameters. Such refusal shall be the responsibility of the Senior Pastor.

K. We live in a nation that grants and preserves freedom. As Americans, we value and celebrate these freedoms, making them the rights of every citizen. They include religious freedom, political freedom, lifestyle freedom and marriage freedom. We are free to be Muslim or Christian, liberal or conservative; gay or straight; married or single. These are the freedoms that millions of Americans have fought and died to preserve. While we may disagree on many issues, we are determined to embrace disagreement as part of the price we pay for living in a nation that grants these freedoms to its citizens.

We believe these freedoms reflect God's desire for people to exercise their free will in making lifestyle choices. This idea is reflected in our own Declaration of Independence when our forefathers wrote, "We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights..." In creating mankind, God gave us all the right of choice.

Therefore, our government is bound to protect various freedoms for its citizens as a God-given mandate. While we may not agree with the choices people make in exercising their God-given and government-protected freedom, we, none-the-less, value and protect their right to make these choices. Even if people's choices violate traditional Biblical norms, as a civil institution, our government is bound to protect people's right to choose.

The Government of our Nation, through the recent ruling of the Supreme Court, has expanded personal freedoms to include same-sex marriage. Regardless of person opinion of this decision or how it was reached, honoring a person's freedom to choose their lifestyle and partner is part of their God-given right and should be protected by civil government. The role of government is to protect personal freedoms while it is the role of the church in society to guide people in making the rights choices (according to scripture) in exercising those freedoms. The roles of civil government and the church should be well defined and separated in this cooperative.

While drawing authority for the court's decision from the 14th Amendment of the Constitution of the United States, the church should expect similar freedom to practice its religious beliefs according to the 1st Amendment of the Constitution. This means that churches, clergy and individual Christians should not be forced by law to violate their religious beliefs and practices in hopes of accommodating the lifestyle freedom of others. The freedom afforded to individuals to exercise their right to live how they like and marry whomever they choose should not impinge upon the exercise of another person's freedom of religion.

In exercising the religious rights of the 1st Amendment, churches should have the right to withhold membership and marriage rights to any persons that they believe violates their religious beliefs and practices. Freedom to exercise personal choice should not override the exercise of free religion. Therefore, it is our position at Open Door Ministries that marriage should be reserved specifically for two people who are sexually compatible from birth for reproduction. We respectfully refuse to perform marriage ceremonies or allow the use of any facilities owned by Open Door Ministries to be used for any marriage ceremonies other than for two people who are sexually compatible from birth for reproduction. This position prohibits any and all ministers who have been licensed by Open Door Ministries to solemnize a marriage other than one that involves two people who are sexually compatible from birth for reproduction.

ARTICLE V. BAPTIZING

A. Only Licensed and/or Ordained Ministers, Elders, Deacons or Home Groups Leaders, approved by the Church, so long as such minister does not pastor or is on staff at another church but works and worships regularly with the Church congregation, may baptize people, using the facilities at the Church. Any other ministers must receive special approval from a majority of the Elders.

B. Only members in good standing who have met the following criteria may be baptized:

- (1) A definite salvation experience
- (2) An understanding of salvation and the ability to verbalize what it means to be saved.
- (3) A desire to become a member of the church if they haven't already.
- (4) Receiving instruction before the baptism ceremony

C. Children under legal age may be baptized if they meet the above criteria and have written consent from their parents.

D. People previously baptized need not be re-baptized unless they feel that it is absolutely necessary after a deep and sustained life in sin since their previous baptism.

ARTICLE VI. SOLICITING OF FUNDS

A. Meetings of a personal nature that attempt to solicit business from people attending activities and functions approved by the Elders and/or official representatives or agents of the Church are prohibited. These activities include, but are not limited to, such things as retreats, picnics, fellowship gatherings, home groups, overnights, ministry trips, concerts, worship services, etc. Prohibited personal interests described herein may include, but are not limited to, such things as selling merchandise for any purpose not approved by a majority of the Elders, selling goods and services, selling insurance, invitations to join multi-level marketing, school gifts sells, etc.

B. Any and all fund raising for those ministries or ministry-related activities not associated with the Church, which have not been sanctioned by the Elders nor viewed as an official Church function, shall be the sole responsibility of the person engaged in such ministry and at no time shall soliciting of funds for such ministry be allowed on church property without the approval of a majority of Elders.

ARTICLE VII. DEDICATING INFANTS

We will dedicate infants whose parents are members in good standing at the Church and who have received counseling by a member of the Pastoral Staff. We do not consider this act of baptism nor do we associate such act with an assurance of salvation in Jesus Christ for the infant after reaching adulthood.

ARTICLE VIII SUMMER INTERN PROGRAM

Summer interns may be invited to work with the church staff on a volunteer basis so long as they meet the following requirements:

- (1) They must be a member in good standing of the Church, having met all of the requirements outlined in this document for membership
- (2) They must have a public testimony of a call from God to preach the gospel
- (3) They must be attending a Christian college, actively pursuing an education to fulfill their call to preach the gospel
- (4) They must either going into their Junior or Senior year of a four-year college or their second year of a two-year college
- (5) They must fill out all of the necessary applications at the Church office
- (6) They must have a meeting for approval with the Board of Elders

ARTICLE IX ADDENDUM TO BENEVOLENCE MINISTRY

The elders have revised the Benevolence Ministry Policy as of Monday, January 12, 2008 as follows. These changes reflect the operation of Benevolence Ministry hereafter.

- Non Members shall receive a maximum of \$75.00 per event, no more than every three months with a cap at \$150.00 per year.
- Members shall receive a maximum of \$100.00 per event, no more than every three months with a cap at \$300.00 per year.
- The leader of the Benevolence Ministry may, at their discretion, give the yearly cap amount at one time if they have received approval from the elders.
- The elders will use the following criteria in considering these requests:
 - (1) Are there sufficient funds available in the Benevolence account?
 - (2) The validity of the present issue - Does giving the money solve the problem or is there another problem that needs addressed first?
 - (3) Are the members legitimately contributing to the health church through volunteering, attendance and tithing.

SECTION NINE
Mission Statement

The Purpose of Open Door is to create a vibrant Christian community that equips individual believers to encounter God, pursue spiritual development, reach full potential, establish Godly homes and excel in the workplace in order to extend the blessings of the Kingdom of God to the world around us.

CONCLUSION

IN WITNESS WHEREOF, we, being the Elders and Officers of Open Door Ministries, Inc., acting for and on behalf of the corporation, do hereby accept the preceding document in its present form, with all Sections and various Articles, and Amendments as official church policy for Open Door Ministries, Inscribe our names to this document, this 30th day of August, 2022.

Mark Pfeifer,
Trustee, President and Senior Pastor

Nicki Pfeifer,
Trustee and Vice-President

Mark Justice,
Attending Trustee and Elder

Fred Farrow
Attending Trustee and Elder