

CONSTITUTION AND BY-LAWS
OF
FAITH BAPTIST CHURCH
GEORGETOWN, KY

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FAITH BAPTIST CHURCH CONSTITUTION

Preamble

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with usual Baptist practices, and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of the body with respect to its relation to other churches, we do declare and establish this constitution.

A. Name

This body shall be known as the Faith Baptist Church of Georgetown, Kentucky.

B. Doctrine

This congregation accepts the Holy Scriptures as its authority in all matters of faith and practice. Its understanding of the Biblical truth is in essential accord with the statement of "The Baptist Faith and Message" as accepted by the Southern Baptist Convention, May 1963.

C. Polity

This church acknowledges the authority of God over all the life of the church.

Decisions concerning the affairs of the congregation will be made by the membership of the congregation acting with a due sense of responsibility to follow the guidance of the Lord Jesus Christ.

The church will not be subject to the control of any other ecclesiastical group, person, or organization.

This congregation recognizes its obligations and opportunities of counsel and cooperation with other Baptist churches, associations, and conventions and with all Christian groups. In particular, it is the intention of the congregation to cooperate with the Elkhorn Baptist Association, the Kentucky Baptist Convention, the Kentucky Baptist Fellowship, the Cooperative Baptist Fellowship, the Baptist World Alliance, and other appropriate organizations that the church may approve.

D. Purpose

It is the purpose of this church to help persons become aware of God as revealed in Jesus Christ, respond to Him in a personal commitment of faith, strive to follow Him in the full meaning of Christian discipleship, live in conscious recognition of the guidance and power of the Holy Spirit, and grow toward the goal of Christian maturity.

BY-LAWS

Article I – Membership

A. Qualifications and Procedure

Membership in this congregation is open to all who confess a personal faith in God through Jesus Christ, the Savior and Lord, who have expressed this faith through the ordinance of baptism by immersion, and who sincerely desire to associate themselves in this mutual effort to advance the cause of the Kingdom of God.

Membership is also open to members of other Christian communions who confess a personal faith in God through Jesus Christ the Savior and Lord, and who have been baptized by means other than immersion.

Upon request for membership during a public invitation or after private consultation with the pastor, the candidate will be presented to the members as a potential church member. The pastor or associate pastor may immediately call for an affirmation on membership. This is the only church business that may take place outside of a regular or special business meeting and without the Moderator, Associate Moderator or Clerk presiding. Affirmation of membership is by majority of active members present and participating. A quorum shall be fifteen active members present, the same as regular or special business meetings.

B. Duties of Members

As disciples of Jesus Christ the members of this church are committed to living a spiritually disciplined life according to their best abilities. There are many important dimensions to the Christian life and many disciplines which serve as guides for the Christian life.

All members of Faith Baptist Church will be given opportunity at a symbolic rebirth of our church each year to recommit themselves to spiritual growth through the disciplines in the form which appears herein. Responsibility for leading the church in these disciplines rests with the pastor and the Committee of Deacons.

SOME BASIC DISCIPLINES OF CHRISTIAN GROWTH

I, as a member of Faith Baptist Church after careful and prayerful consideration, believing that the Holy Spirit is leading our church to undergird and sustain the growth of each of its members in these ways, do hereby commit myself to strive toward spiritual growth through these basic corporate Christian disciplines:

Discipline of Corporate Worship – I commit myself to strive toward spiritual growth through vital, active participation in the worship opportunities of Faith Baptist Church.

Discipline of Christian Education: - I commit myself to strive toward spiritual growth through vital, active participation in the educational opportunities offered by Faith Baptist Church.

Discipline of Shared Concern – I commit myself to strive toward spiritual growth through vital, active sharing with someone or ones of our fellowship the difficulties and achievements I encounter in seeking to live the disciplined life of the love of Christ.

Discipline of Personal Worship – I commit myself to strive toward spiritual growth through some personally satisfying daily experience of communion with God.

Discipline of Personal Possessions – I commit myself to strive toward spiritual growth through the creative use of all my income and possessions, including some form of systematic and perhaps sacrificial giving to the financial support of our church's ministry.

Discipline of Personal Service – I commit myself to strive toward spiritual growth through making some portion of my time available in a compassionate reaching out in service and love to others through my church, my vocation, and my community.

These disciplines recognize that Christ is Lord of my entire life and that as a member of Faith Baptist Church, I am a minister committed to a lifestyle based on the belief that it is not I who live but Christ who lives in me.

C. Rights of Members

Privileges of membership include: right to vote, to hold office, to voice opinions in business sessions and to represent the church in extra activities upon designation by the church.

D. Termination of Membership

1. Any member of this church who desires a letter of recommendation to another church is entitled to receive it upon request. Such letter will be issued only to a specific church. Membership in this church will be terminated when such a letter is granted. Indication will be made of the standing (active, inactive, or associate) of the member.
2. If a member requests that his/her membership in this church be terminated and after patient and prayerful consideration of the case by the Membership Committee, such request may be granted by vote of the church.
3. Membership is terminated at death.
4. If a member's demeanor seems to suggest that he/she is disregarding the fellowship of the church, the Membership Committee will seek to reestablish lines of communication with that member and to restore any broken fellowship. Should the committee members conclude that this cannot be accomplished, they may recommend to the church that the membership be terminated. In the event of such termination, the church will seek reconciliation with the individual, with the hope of leading him/her again to seek membership in the church.

5. Should a member separate himself/herself from the work and worship of the church for a period of one year, the Membership Committee will recommend to the church that the separated member be listed in a roll of inactive members, who will not retain the privilege of voting in business sessions.
6. An attempt will be made to notify each person of his/her status as an inactive member. (Upon request, letters of dismissal may be granted for inactive members, although such letters will note the status of membership.)
7. Names of inactive members may be reinstated in the roll of active members by vote of the church after recommendation of the Membership Committee, but no earlier than one month after the persons have resumed active participation in the work and worship of the church.

Article II – Officers

A. Pastor

Faith Baptist Church shall provide for a pastor at all times. The pastor shall be accorded the respect of his/her office in matters concerning organizational and spiritual practices of the church.

1. Duties
 - a. He/she shall enhance the spiritual welfare and direct the ministry of the church.
 - b. He/she shall administer the ordinances of the church and perform all spiritual duties normally associated with the office of pastor.
 - c. He/she shall serve as ex-officio member of all committees and organizations.
 - d. He/she shall be evaluated by the Administrative Committee.
2. Election

A pastor shall be elected and called whenever a vacancy occurs.

 - a. The pastor's election shall take place at a meeting for that purpose designated by the moderator after consultation with the Search Committee.
 - b. Notice shall be given at least one week prior to the meeting by an announcement to the congregation during Sunday morning worship service. A notice by mail to all resident church members shall be sent not less than four days prior to the election.
3. The Search Committee's recommendation shall constitute a nomination and shall be considered prior to any other nomination.

4. The Search Committee shall consist of six members in active standing as follows:
 - a. All six shall be elected by the church at the earliest possible occasion at either a regular or special business meeting announced for the purpose.
 - b. Two people must be nominated by the deacons from their own membership; two people must be nominated by the Administrative Committee from its own membership; and at least two people must be nominated from the floor by the church at large. One member of the committee shall be under twenty-one (21) years of age. All persons nominated from the floor must be from the list of active members exclusive of the Deacons and Administrative Committees.
5. An affirmative vote by ballot of $\frac{3}{4}$ of those present and voting shall constitute a call.
6. Termination
 - a. The pastor's tenure in office shall be terminated upon his/her resignation and the consent of the church.
 - b. The Church may at any regular business meeting designate a meeting to consider termination of the pastor's tenure in office.
 - c. The meeting shall be announced to the congregation one week prior to the meeting to consider the termination.
 - d. A written list of concerns will be given to the Pastor by the Moderator before the announced meeting to consider termination.
 - e. A ballot vote of $\frac{3}{4}$ of the active members present and voting shall constitute the termination of the pastor's tenure.
 - f. Thirty days notice shall be given the Pastor from the day of voting.
 - g. Severance pay for up to ninety additional days will be paid the dismissed pastor, providing he/she does not secure another full-time position during that period.

B. Professional Ministry Staff

Faith Baptist Church shall provide for additional professional ministry staff as appropriate to assist the Pastor in the organizational and spiritual practices of the church.

1. Duties
 - a. Ministry staff positions shall be suggested by the Pastor and/or the Personnel Committee and created by the church in a business session.
 - b. The Pastor shall direct and evaluate with the related committees the work of the ministry staff members in conjunction with the Personnel Committee.

2. Election

A Search Committee shall be a special committee appointed by the Moderator for the purpose of recommending a candidate to the church. The Pastor shall be an ex-officio member of the Search Committee.

- a. Election shall take place at a meeting designated by the Moderator after consultation with the Search Committee for the purpose of election.
- b. Notice shall be given at least one week prior to the meeting by an announcement to the congregation during the Morning Worship hour. A notice mailed to all resident members shall be not less than four days prior to the election.
- c. The Search Committee's recommendations shall constitute a nomination and shall be considered prior to any other nominations from the floor.
- d. An affirmative vote by ballot of $\frac{3}{4}$ of the active membership present and voting shall constitute a call to the person under consideration.

3. Termination

A ministry staff member's tenure shall be terminated upon his/her resignation and with the consent of the Church.

- a. The church may at any regular business meeting designate a meeting to consider the termination of a ministry staff member's tenure.
- b. The meeting shall be announced to the congregation one week prior to the meeting to consider termination.
- c. A written list of concerns shall be given to the one under consideration before the meeting.
- d. A ballot vote of $\frac{3}{4}$ of the active members present and voting to terminate the ministry staff member's tenure is required.
- e. Thirty days' notice prior to the date of termination shall be given to the person occupying the ministry staff position in question.

C. Moderator

The moderator shall preside at the business sessions of the congregation.

1. He/she will be responsible for recognizing the rights of each member and for maintaining decorum in accord with the parliamentary rules specified in this constitution.
2. He/she will issue calls for special business meetings.
3. The moderator will be elected annually according to the prescribed way of electing officers. See Article II, I-1 – Election Procedure.
4. He/she will serve on the Administrative Committee.

D. Associate Moderator

1. He/she will preside over business sessions of the congregation in absence, or at the request, of the moderator.
2. In the event that the office of moderator is vacant, he/she shall assume the duties of the moderator until such time as the church fills the vacancy.
3. The Associate Moderator shall be elected annually, according to the prescribed method of electing officers. See Article II, I-1.
4. He/she shall serve on the Administrative Committee.

E. Clerk

1. He/she shall keep appropriate records of all official actions of the church. He/she will also act as historian of the church.
2. He/she shall issue all letters of recommendation and dismissal as approved by the church and will correspond with other churches for similar letters as requested by applicants for membership and approved by the church.
3. He/she shall give legal notice of all meetings where such notice is required by these By-Laws.
4. In the event of the absence of both the moderator and the associate moderator, the clerk may call to order any business session of the congregation and preside until a moderator *pro tempore* has been elected.
5. In cooperation with the Membership Committee, the clerk shall keep a register of the names of all members with dates of admission, dismissal or death. He/she shall also maintain a list of all ordinations, baptisms, funerals and weddings conducted by the Church or Pastor or with use of the church property.

F. Treasurer

1. He/she shall receive and preserve all money given to the church. He/she shall count all monies received as offerings in cooperation with those designated by the Administrative Committee.
2. He/she shall authorize all purchase orders and pay the vouchers for expenditures of funds.
 - a. The church may prepare a general order for vouchers in favor of persons receiving regular salaries, for payment of designated funds and for payment of mission funds that are included in the church budget.
 - b. All bills coming to the church that are not provided for in the general order shall be directed to the Treasurer.
 - c. The Treasurer may pay the bill or, if he/she regards the bill as an exceptional

matter, he/she shall bring it to the Administrative Committee for consideration.

3. He/she shall receive requests for purchases of supplies or equipment from any committee of the church.
4. The Treasurer will serve or may recommend someone for approval by the church as Business Coordinator to perform all necessary duties concerning the investing of church monies in Certificates of Deposits and/or Saving Accounts.
5. He/she, with the Administrative Committee, will select all insurance and/or other liability policies, loans, mortgages and other legal instruments approved by the church.
6. He/she shall provide an accurate report of the financial condition of the church at its regular business meetings.
7. He/she shall provide a comprehensive annual report to the church by the second regular business meeting following the end of a fiscal year.
8. The Treasurer shall make his/her records, with the exception of individual financial reports, available upon request to any member of the church.
9. He/she shall be bonded by a reputable company to insure the faithful performance of duty.
 - a. The church will determine the appropriate amount of the bond and the bonding company upon recommendation of the Administrative Committee.
 - b. The church will assume the expense necessary for the bond.
10. He/she shall submit all necessary records for the purpose of a financial audit, at least annually and more frequently, if requested by the Administrative Committee or by action of the church.
11. He/she shall serve on the Administrative Committee.

G. Assistant Treasurer

1. He/she shall assist the Treasurer in the counting and depositing of all monies received by the church and with the preparation of the annual audit.
2. He/she shall assume the duties of the Treasurer in his/her absence.
3. The church shall assume the expenses for his/her bond.

H. Financial Secretary

1. He/she shall preserve a record of all contributions to the church derived from records furnished by the treasurer.
2. He/she shall provide quarterly reports to each member showing the contributions of that member.
3. He/she shall serve on the Administrative Committee.
4. The secretary may assume the function of the treasurer in his/her absence.

I. Election Procedure for Clerk, Treasurer, Assistant Treasurer and Financial Secretary

1. The clerk, treasurer, assistant treasurer and financial secretary normally shall be elected during August after nomination by the Nominating Committee or from the floor. Their terms of office will begin with the beginning of the church fiscal year.
2. These officers shall serve for a term of three years and shall be eligible for election to the same office.
3. At the expiration of their terms of office, they shall deliver to the successors all records, materials, and supplies that are pertinent to the responsibility of the office. All such records, materials, and supplies shall be regarded as being the property of the church.
4. In the event of a vacancy or an incompleting term, a *pro tempore* officer may be elected to serve until the close of that current church year. An officer then will be chosen for a full term through the usual manner of election. A *pro tempore* officer will be regarded as eligible for election to a full term of service.

J. Deacons

The primary role of the deacons shall be to exercise Christian concern for the membership of the church. They shall be alert constantly to the general welfare of the church and the community and any special needs of the community such as comforting and sustaining persons overcome by misfortune.

1. The deacons shall be entrusted with responsibility to be alert to opportunities for Christian service and witness by the church in terms of the worldwide mission of the church, specifically in the community in which the church exists.
2. The deacons shall select the Membership Committee from among their number and have a direct relationship to this Committee and its functions. It shall be the responsibility of the Membership Committee of the Deacons to work with the pastoral staff to facilitate the entrance of any new member into Faith Baptist Church.

3. The deacons shall cooperate with the pastor in administering the ordinances of the church. They shall personally prepare and serve the Lord's Supper and shall assist or select others to assist with baptism.
4. They shall cooperate with the pastor in planning and promoting other worship services. When desired, the deacons shall offer spiritual counsel to the pastor.
5. Deacons must be chosen from among the active members of the church (either male or female) who have demonstrated evidence of Christian maturity.
6. All deacons shall be ordained persons. The church shall provide an appropriate ordination ceremony for those persons elected to service without prior ordination as a deacon or minister.
7. The deacons shall elect their own officers.
8. One deacon will be elected annually by the deacon body to serve on the Administrative Committee.
9. Their regular meeting shall be monthly. Special meetings may be called as needed.
10. The church shall seek at all times to provide at least one deacon to minister to each ten families of the active membership and, at least, one deacon to minister to each fifteen persons of the active membership who are not associated with local family groups.
11. The term of active service of deacons shall be according to the pattern of rotation established for the Term Committees of the church.
12. It shall be the responsibility of the deacons at least once every two years to examine the ratio between the number of deacons and the total church membership, and recommend to the church any needed adjustment in the number of deacons on the basis of the formula provided in item ten. No change in the number shall be made until such change has been approved by the church.
13. The chairperson will serve on the Church Council. The Deacons will be responsible for collection of the annual gifts to the Pastor and other staff employees.

Article III – Committees

A. Definition

Church committees shall be of three types: Term, Annual, and Special.

The members and chairpersons of Term and Annual committees shall be nominated annually by the Nominating Committee and elected by the church except that the Deacon and Administrative Committees will elect their own chairpersons.

1. Term committee members shall be elected for terms of three years after the initial election when members shall be elected for terms of one, two, and three years.
2. The basic function of the Term committees shall be administrative in nature.
3. Term committee chairpersons who have served one full term may not succeed themselves in the same office. They are eligible for reelection after a period of one year.
4. Annual committees shall be elected annually by the church. These committees shall function by providing services to and in the name of the church.
5. Special committees may be elected by the church or appointed by the Moderator to perform special functions. The Membership Committee shall be designated a special committee.

B. Duties

1. Term Committees

a. Church Council

- 1) The membership of the Church Council shall include the elected program committee chairpersons, i.e., Church School, Youth, Music, Children's Worship, Nursery, Children's, Mission, Ushers, Social, Library, Flowers, Deacons, plus two members at large elected by the congregation.
- 2) This committee shall prepare and recommend to the church an annual calendar indicating major emphases and yearly activities.
- 3) It shall coordinate the planned activities of the organizations of the Church as to eliminate conflicts.
- 4) It shall promote the welfare of all church organizations and recommend to the church annual statements of the objectives and goals of the church organizations.
- 5) The Church Council should meet at least quarterly and report at the Business Meetings.
- 6) Chairperson shall serve on the Administrative Committee

b. Administrative Committee

This committee shall continually evaluate the life and work of the church in light of the purpose, principles, and policies of the church. It may

advise with any other committee or group of the church concerning its evaluations; and, in turn, any person or group in the church may seek the advice of this committee. The committee may make recommendations concerning any area of the life and work of the church but shall have no power to direct the work or decisions of any other committee of the church or to bind the church to the support of any decisions or actions.

- 1) The membership of the Administrative Committee shall include the Pastor and other full-time ministry personnel, Moderator, Associate Moderator, Treasurer, Financial Secretary, Deacon and chairpersons of Church Council, Trustees Committee, Personnel Committee and two members at large (one of whom must be under twenty one years of age) elected by the congregation.
- 2) This committee shall elect its own chairperson.
- 3) A quorum for conducting business of this committee is four members.
- 4) The committee will meet at least monthly and report to the church at each regular business meeting.

The Administrative Committee shall function as the finance committee of the church. Thus it shall:

- 1) Submit a budget to the church annually.
- 2) Promote regular and special offerings.
- 3) Establish a rate scale for the use of the buildings and equipment.
- 4) Supervise all expenditures and exercise budget control.
- 5) Encourage Scriptural giving.
- 6) Insure regular, thorough auditing of the church's financial affairs.

In all matters, the committee should work closely with the pastor and exercise general supervision of his/her work.

c. Trustees Committee

The Trustees Committee shall be composed of at least three members elected by the church. Their duties are as follows:

- 1) To be responsible for the property of the church.
- 2) To direct the maintenance and improvement of the church property.
- 3) To submit to the church in the annual buildings and property report an inventory of real and tangible properties held by the church.
- 4) To act as legal representatives of the church in regard to properties.
- 5) To report annually to the church a sound appraisal of space needs and suggested changes.

- 6) To give to the Personnel Committee when necessary a list of concerns or neglect of duties of the employed person responsible for the upkeep of the buildings and properties.
- 7) The chairperson shall serve on the Administrative Committee.

d. Personnel Committee

The Personnel Committee shall be composed of at least three members. It shall be the duty of this committee to:

- 1) Evaluate employees in conjunction with the related committees the work of the full-time or part-time paid personnel employed by the church except the Pastor and other ministry staff personnel.
- 2) Submit to the church Administrative Committee (to be included in the annual budget) a salary schedule of paid employees of the church.
- 3) Keep job description and evaluations of employees on file.
- 4) Suggest and interview in conjunction with the related committees new employees as the need arises.
- 5) Keep an accurate record of all concerns and neglect of duties of employees as reported to them by the responsible committees.
- 6) Recommend to the church any employees to be employed or terminated.
- 7) The chairperson shall serve on the Administrative Committee.
- 8) Annual gifts for all employees except those handled by the Deacons are the responsibility of the Personnel Committee.
- 9) Follow exact procedures outlined in the most recent updated Personnel Handbook on file and adopted by the church.

e. Nominating Committee

The Nominating Committee shall nominate deacons, church administration, organization officers, members, and chairpersons of term and annual committees - except the chairpersons of the Deacons and the Administrative committee - to be voted upon by the church. Members shall be elected to one, two, or three year terms until staggered three year terms are established.

- 1) They shall nominate any of the above officers to replace any vacancy that may occur.
- 2) This committee shall be composed of at least three members.
- 3) The Church School Director and Minister of Music and Worship will serve as consultants to the Nominating Committee.
- 4) All Teachers and Officers shall be duly elected by the Church at a regular business meeting prior to the beginning of their duties.

The Church Constitution, the Bible, and the Church Disciplines will serve as guides for the committee in making its nominations.

f. Constitution and By-Laws Committee

- 1) This committee shall be composed of at least five members.
- 2) Their purpose is to address the concerns of the congregation by a review of the Constitution and By-laws.
- 3) They will meet as often as necessary to resolve all concerns.

2. Annual Committees

a. Library Committee

- 1) The Library Committee shall catalog books and encourage reading.
- 2) It shall be responsible for organizing a method of checking out books from the library and of binding important materials.
- 3) It shall be responsible for the library supplies owned by the church.
- 4) It shall be responsible for the promotion of films for viewing in the church.
- 5) This committee has the right of choice for the discarding of unsuitable or unusable books.
- 6) The chairperson shall serve on the Church Council

b. Hospitality Committee

- 1) The Hospitality Committee shall prepare and direct programs and activities to encourage Christian fellowship and recreation.
- 2) The chairperson shall serve on the Church Council.

c. Ushers

- 1) The ushers shall provide new and creative ways of making visitors welcome and comfortable in the worship service.
- 2) They shall arrange seating and see that space is conserved for the convenience of those who worship in the church.
- 3) They shall distribute the offering plates.
- 4) The chairperson shall serve on the Church Council.

d. The Nursery Coordinating Committee

- 1) The Nursery Coordinating Committee shall plan, direct, and evaluate the program and facilities for nursery children.
- 2) The committee may recommend to the Personnel Committee any persons to be employed in the nursery.
- 3) The chairperson shall serve on the Church Council.

e. Children's Committee

- 1) The Children's Committee shall plan, direct, and evaluate in conjunction with the Personnel Committee the programs and employee(s) for children grades 1-5.
 - 2) The Committee may recommend to the Personnel Committee any persons to be employed for children grades 1-5.
 - 3) The Chairperson shall serve on the Church Council.
- f. Flower Committee
- 1) The Flower Committee shall arrange for appropriate flowers and decorations for church services and give particular attention to special occasions.
 - 2) The chairperson shall serve on the Church Council.
- g. The Missions Committee
- 1) The Missions Committee shall plan and direct the church emphasis on missions.
 - 2) The committee shall be sensitive to the needs of the world missions and shall serve as an educational committee to the church's interest in missions.
 - 3) Special mission emphasis will be planned by this committee and presented to the church for approval.
 - 4) Mission groups for all children and teens will be supervised by this committee.
 - 5) The chairperson shall serve on the Church Council.
- h. Music Committee
- 1) The Music Committee shall be responsible for selection of music supplies and equipment and for administration of the music program of the church.
 - 2) The chairperson will serve on the Church Council.
 - 3) The Minister of Music and Worship shall serve as a consultant to the Nominating Committee.
- i. Youth Committee
- The Youth Committee shall be responsible for directing the Junior-Senior High ministry of the church.
- 1) This committee shall evaluate along with the Pastor the Staff Minister in charge of the youth program in his/her responsibilities.
 - 2) The chairperson shall serve on the Church Council.
- j. Greeters

Article IV – Ordinances

A. The Lord’s Supper

The ordinance commemorating the Lord’s Supper shall be celebrated by the church at least once during the month and more frequently if the church or the pastor should desire.

The Lord’s Supper shall be administered by the pastor or by some other person recommended by the pastor and/or authorized by the church.

B. Baptism

The ordinance of baptism may be administered at any service for the benefit of persons who have been accepted by the church as candidates for baptism, following public profession of their faith in Christ.

The ordinance of baptism shall be administered by the pastor or by some other person appointed by the pastor and/or authorized by the church.

Article V – Meetings

A. Worship

Regular services for worship shall be conducted as directed by the church.

B. Instruction

Meetings for instruction may be conducted at such times as the church may designate.

C. Evangelism

Definite efforts to win persons to faith in Jesus Christ and to develop disciples in the faith shall characterize the public meetings of the church.

Special meetings for the purpose of evangelism may be conducted at such times as the church may designate.

D. Special Services

The church may designate other meetings that are intended to strengthen the fellowship of believers.

E. Business

The Moderator will bear the responsibility of insisting that all business be conducted in a spirit of respect for the rights of all persons.

1. Meetings for the purpose of transacting the business of the congregation shall be held each month at a time designated by the Administrative Committee and approved by the Church.
2. Special business meetings to consider specified items may be called by the Pastor or the Moderator (or in their absence by the Associate Moderator) or by a petition signed by ten active members. Any two active members may call for a delay of at least one week between the time of the call and the beginning of the called meeting.
3. A quorum for all business meetings shall be fifteen active members present for the meeting.
4. Rules of order for the business meetings will be guided by the statements found in *Robert's Rules of Order*, the latest revised edition. If a conflict arises between *Robert's Rules of Order* and the Constitution By-Laws, the Constitution By-Laws shall take precedence over *Robert's Rules*.
5. All active members of the church may speak and vote at business sessions.
6. Each active member shall have one vote.
7. No member may cast the vote of another.
8. No absentee ballots may be cast, although statements from absent active members may be presented during the discussion of a motion.
9. Persons other than active members may be granted permission to speak during business meetings by the consent of the church.

Article VI – Organizations

A. The Church School

1. Purpose

The purpose of the Church School shall be to provide Christian instruction for all and to evidence a concern for enlisting persons for this study. The Church School may be used to educate and promote causes fostered by the denomination and approved by the church.

2. Officers

The primary officer of the Church School will be the Director.

- a. Elected to a two-year term, the Director may be reelected to one consecutive term.
- b. The Director shall act as consultant to the Nominating Committee in selecting the Church School staff and in filling vacancies during the year.
- c. His/her primary function is to guide the work of the Church School throughout the year.
- d. He/she shall be responsible for organizing the quarterly teachers and officers meetings and the annual leadership-preparation workshop at the beginning of the Church School year.
- e. The chairperson shall serve on the Church Council.

The Associate Director is elected to a two-year term and may be reelected to one consecutive term.

- a. Associate Director is responsible for communication and outreach.
- b. He/she will publish a monthly school newsletter dealing with the program life of our church.
- c. He/she is to assist the Director in the ongoing School program and, in case of need, serve in place of the Director.

Article VII – Financial Policies

- A.** The congregation shall support its work through the voluntary contributions, tithes, and offerings of its members and friends. It shall seek all its receipts through methods which are in harmony with the New Testament concept of Christian stewardship.
- B.** The church shall adopt annually a budget for the next year that shall include all anticipated financial receipts and expenditures. It shall serve as the guide for all areas of the church program.
- C.** All funds of the church shall be channeled through the office of the church treasurer. All activities and organizations of the church shall be supported through a single, unified budget.
- D.** The church may establish and maintain such special funds as may be desired, such as a Building Fund. The church treasurer shall be the treasurer of all such funds.
- E.** **Special Offerings**

The church recognizes the value of special offerings to stimulate the support of missions and benevolent causes.

- 1. Through its organizations, the church may promote annually special offerings for foreign missions, home missions, state missions, associational and community missions, Baptist hospitals and children’s homes, and Christian education.

2. Other special offerings may be promoted as recommended by the Mission Committee and the Administrative Committee upon approval of the church in a business session.

E. Indebtedness

1. Should it become necessary and advisable, the church may enter into the normal legal obligations required to borrow funds for its purposes. In such event, and during the period of repayment of such loans, the church shall use care to see that its support of mission causes will be in harmony with the New Testament pattern.
2. All indebtedness and legal obligations shall be handled by the Trustee Committee and reported monthly at a regular Church Business Meeting.

Article VIII – Licensing and Ordaining

A. Ministers

1. Licensing
 - a. The church may license a member for the ministry after a public declaration of intent to preach has been made by the candidate and after due consideration has been given concerning the possibilities of the candidate's fulfilling the role.
 - b. The church may license other persons for whom licensing is required or beneficial in securing recognition from the denomination or from preparatory schools.
2. Ordaining

The church may ordain a member to the pastoral or other types of ministry. Normally this will occur after the church with which the candidate will be working requests Faith Baptist Church for ordination. The pastor, or the responsible person in lieu of the pastor, shall call an Ordination Council. The candidate will submit to an examination deemed appropriate by the Council and approved by the church. In consultation with the candidate, a special service will be planned for publicly setting apart the individual for the purpose to which the person is called.

B. Deacons

All persons elected to serve as deacons in Faith Baptist Church, if not previously ordained, shall be ordained by the local church. Upon the deacon-elect's understanding of the ministry and acceptance of the ministry, an appropriate service will be planned setting apart the individual or individuals for the role of deacon.

Article IX – Use of Buildings and Equipment

- A. The use of buildings and equipment shall be under the supervision of the Trustees.
- B. Any request for public or private use of buildings and/or equipment belonging to the church should be directed to the Administrative Committee. The request should include the purpose, the date of use, the length of time the buildings or equipment are to be used, and the name of the one responsible for the use. Donations to defray the expenses involved shall be according to an approved rate scale.
- C. Requests for special furnishings or decorations to any part of the buildings by an individual or group should be directed to the Administrative Committee. Additions or renovations, other than those proposed by special church committees, should first be cleared with the Trustees Committee.
- D. The Church at large shall be the final authority in matters related to the use of the buildings and equipment should any question arise.

Article X – Alterations

Both the Constitution and By-Laws are subject to amendment deletion and addition.

A. Constitution

Any proposed change in the Constitution must be recommended to the Church at two consecutive regular business meetings for the congregation, after which it may be presented for discussion and vote at the third regular business meeting or at a meeting called for such purpose no earlier than one month from the second presentation. An affirmative vote of 3/4 of the active members present and voting will be required to approve the changes.

B. By-Laws

Any proposed change in the By-Laws must be recommended to the Church at a regular business meeting, after which it may be presented for discussion and vote at the next regular business meeting or at a meeting called for such purpose no earlier than one month from the first presentation. A simple majority of the active members present and voting will be required to approve the change.

10/7/07