

***Constitution and
By-Laws Of
First Central Baptist Church***

(Reprinted – November 2006)

Constitution and By-Laws of First Central Baptist Church

ARTICLE I: NAME

The name of this church shall be the First Central Baptist Church of Chicopee, Massachusetts, incorporated under the laws of the Commonwealth of Massachusetts

ARTICLE II: PURPOSE

The purpose of this church shall be the advancement of the Kingdom of Jesus Christ. It shall seek to attain this end through public worship of God, the preaching of the gospel, consistent Christian living by its members, personal evangelism, Missionary endeavor and Christian Education.

ARTICLE III: POLITY

Its government shall be vested in the body which is composed of its membership.

ARTICLE IV: DOCTRINE

SECTION 1: The Scriptures

The exclusive basis of our beliefs is the completed revelation of God, the Bible containing the sixty-six books of the Old and New Testaments. The Bible was uniquely, verbally, and fully inspired by the Holy Spirit and was written without error in the original manuscripts. It is the supreme and final authority on all matters on which it speaks for every age, and is sufficient for every need. (Matt 5:18; 15:4-6; Mark 12:36; Rom 3:1-4; 15:4; 1 Cor 10:11; Gal 3:16; 2 Tim 3:16-17; Heb 4:12; 2 Pet 1:19-21; 3:15-16; Rev 22:18-19)

SECTION 2: The Godhead

There is only one God, infinite in power, wisdom, justice, goodness and love, the Creator of the universe, eternally coexisting in three persons -- Father, Son, and Holy Spirit -- equally possessing all the attributes of Deity and the characteristics of personality, yet distinct in office and activity. (Gen 1:1; Ex. 20:2-3; Deut 4:35; 6:4; 32:39; Psa. 2:7-9; Isa 45:14; 46:9-10; Mat 3:16-17; 28:18-20; John 1:1-3,14; 5:36-40; Acts 5:3-4; Rom 1:1-6,19-20; 1 Cor 8:6; Eph 1:3-14; 4:3-6; Rev 1:4-6; 4:11)

SECTION 3: Jesus Christ

God the Father, by His own choice and out of love for sinful men and women, sent Jesus Christ into the world to reconcile sinners to Himself. Jesus Christ was conceived by the Holy Spirit and born of a virgin. He is God in the flesh, both true God and true man. (Isa 7:14; 9:6-7; Mat 1:18-25; Luke 1:35; John 1:1-3,14; 3:16; Phil 2:1-11; Heb 2:17)

Jesus Christ lived a sinless life and voluntarily suffered and died as our substitute to pay the penalty for our sins, thus satisfying God's justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He bodily ascended into heaven and sat down at the right hand of God the Father, where He, the only mediator between God and man, makes intercession for His own. (Matt 28:6-7; Mark 16:6; Luke 24:2-6,39,51; John 10:17-18; Acts 1:9-11; 1 Cor 15:4; 2 Cor 5:20-21; Phil 2:1-11; 1 Tim 2:5; Heb 2:17; 5:9-10; 7:25; 8:6; 12:2; 1 Pet 2:22-24; Rev 3:21)

SECTION 4: Holy Spirit

The Holy Spirit has come into the world to reveal and glorify Jesus Christ, to convict men and women of their sins, and to impart life to all who place their faith in Christ. He indwells believers from the moment of spiritual birth, seals them until the day of redemption, and empowers them for a life of holiness and

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faithful service. (Mark 1:8; John 1:33; 3:5-6; 7:39; 14:16-17,26; 16:5-11; Acts 1:5; 4:8; 5:30-32; 11:16; Rom 8:14-16, 26-27; 1 Cor 6:19; Eph 1:13-14; 4:30; 1 John 2:20-27)

SECTION 5: Man

God created man in His own image, apart from any evolutionary process. Man, as he was originally created, was innocent before God. He chose to sin by disobeying God and therefore was alienated from his Creator and came under divine condemnation. Thus, all human beings are born with a corrupt nature and without spiritual life, and are totally incapable of pleasing God in and of themselves. (Gen 1:26-27; 3:1-14; 5:1-3; 6:5; 46:26-27; Psa 14:1-3; 51:5; Isa 53:6; Jer. 17:9; John 5:25-30; Rom 1:18, 32; 3:10-19; 3:23; 5:12-19; 1 Cor 15:22; Heb 7:5, 9-10; Rev 20:11-15)

SECTION 6: Salvation

Men and women are freed from the penalty of their sins not as a result, in whole or in part, of their own works, goodness or religious ceremony, but by the undeserved favor of God alone. God declares righteous all who place their faith in the shed blood of the Lord Jesus Christ alone for their salvation. (John 1:12-13; 3:1-18, 36; 5:24; 6:29; 10:27-29; Act 13:38-39; 16:31; Rom 1:16-17; 3:24-26; 4:5; 5:1,9-11; 10:9-13; 2 Cor 7:9-10; Eph 2:1-10; Titus 3:5; Heb 4:2; 1 Pet 1:18-23)

SECTION 7: Assurance

From the moment the believer places his faith in Christ, he is eternally secure. It is impossible for one born into the family of God ever to lose salvation because he is forever kept by the power of God. (John 1:12-13; 3:1-18, 36; 5:24; 6:29; 10:27-29; Act 16:31; Rom 8:28-39)

SECTION 8: The Church

The Church of Jesus Christ, distinct from Israel in the Old Testament, was inaugurated at Pentecost and must be considered in two aspects: the "church that is His body" and the local church. The "church that is His body" is the entire company of believers in Christ in this age, whether Jew or Gentile, regardless of denominational affiliation and present position in heaven or on earth. The local church is an assembly of born again baptized believers associated by covenant and the fellowship of the Gospel for the following purposes: to practice New Testament ordinances; to meet together for worship, prayer, fellowship, teaching and a united testimony; and to actively engage in carrying out the Great Commission. (Mat 28:18-20; Act 1:5; 2:1-4, 41-42; 10:44-48; 15:13-18; 20:17-38; 1 Cor 11:2; 12:12-13; Eph 1:22-23; 3:1-6; 4:1-16; 5:23-24; Col 1:18; 1 Tim 2:11-14; 3:1-16; Titus 1)

SECTION 9: Ordinances

Jesus Christ commands those who believe in Him to be baptized by immersion in water as a testimony of their new birth. He also instituted the Lord's Supper as a remembrance of His suffering and death. Neither of these has any merit in helping a person obtain eternal life. (Mat 3:16; 28:18-20; Act 2: 41-42; 8:36-39; Rom 6:3-5; 1 Cor 11:23-34; Col 2:12)

SECTION 10: Separation

The Lord calls all believers to live a sanctified life of humble service that neither conforms to this world nor follows false teachers. We believe the Scriptures teach the importance of correct doctrine rather than experience as the basis for fellowship. We, therefore, discourage participation in experience-oriented practices and theology as well as the exercise of the sign gifts. We believe God's children should be separated from organizations or movements that sanction theological compromise, seek to modify the Word of God, or deny its authenticity or authority. (Rom 6:11-13; 14:19-21; 16:17-18; 1 Cor. 5:9-13; 6:18-20; 8:9-13; 10:23, 31-33; 2 Cor 6:14-7:1; Gal 1:8-9; 5:19-25; Eph 4:22-32; 5:1-21; Phil 4:8; 1 Thes 1:9-10; 4:7; 2 Thes 3:6, 14-15; 1 Tim 6:3-5; Titus 3:10-11; 1 Pet 1:14-16; 5:5-6; 1 John 2:15-17; 2 John 9-11)

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SECTION 11: Satan

We believe that Satan is a personal spirit being. He was created a holy angel, but through pride and ambition fell into sin, and is now the great enemy of God and His saints. His eternal destiny is to be cast into the Lake of Fire. (Job 1:6; 2:1; Isa 14:12-14; ESE 28:11-19; Matt 4:1-11; John 12:31-33; 2 Cor 4:4; 11:13-15; Eph 2:2; 2 Tim 2:26; Heb 2:14; Jam 4:7; 1 Pet 5:8-9; Rev 12:9; 20:10)

SECTION 12: Last Things

We believe in the imminent pre-tribulational bodily return of our Lord Jesus Christ, the literal bodily resurrection of the dead saints and translation of the living saints, and Christ's pre-millennial bodily return to the earth to reign in a literal one-thousand-year kingdom and afterward to judge the living and the dead. (Isa 9:6-7; 11:1-9; Dan 9:25-27; Mat 24:29-31; Acts 2:29-30; 1 Cor. 15:42-44, 51-54; Phil 3:20-31; 1 Thes 4:13-18; 2 Thes 2:6-8; Rev 3:10; 20:1-6)

SECTION 13: Eternal State

The Scriptures teach the bodily resurrection of the just and the unjust. All those who trust in Christ will spend eternity in full enjoyment of God's presence. Those who refuse God's offer of mercy and grace will spend eternity in hell. The terms heaven and hell refer to literal and distinct places and not to a condition or state of being. (Gen 18:23; Psa 16:11; Prov 14:32; Mal 3:18; Mat 25:34-46; Luke 16:19-26; John 5:28-29; 8:21-24; 14:2-3; Rom 6:17-18, 23; 7:6; Phil 1:23; 2 Thes, 1:7-9; 1Jn 5:19; Rev 20:14-15; 21:1-4, 8, 27)

ARTICLE V: CHURCH COVENANT

As a summary of principles for Christian conduct among its members, First Central Baptist Church adopts the following church covenant commonly accepted by Baptist Churches:

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father and of the Son, and of the Holy Spirit, we do now in the presence of God, and angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ. We engage therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to give a sacred preeminence over all institutions of human origin; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations. We also engage to maintain family and personal devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, back-biting, and excessive anger; to abstain from the sale and use of intoxicating drink as a beverage, and to be zealous in our efforts to advance the kingdom of our Savior. We further engage to watch over one another, in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior, to secure it without delay. We moreover engage that, when we remove from this place, we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

(We recognize that this covenant is a standard of Christian living for which we should strive.)

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ARTICLE VI: MEMBERSHIP

SECTION 1: Admission of Members

The members of this church shall consist of persons professing faith in the Lord Jesus Christ, giving evidence of a changed heart, followed by immersion and accepting the faith and practice held by the church.

Persons may be received into membership by letter from other churches of like faith and order; by statement of Christian experience having been previously baptized by immersion; by statement of Christian experience and baptism by immersion; and on profession of faith and the testimony of a Christian life. All candidates for membership shall appear first before the Pastor and/or the Board of Deacons, then upon recommendation of the Board, and by vote of the church, may be admitted into membership.

The Right Hand of Christian Fellowship shall be extended on a subsequent Sunday.

SECTION 2: Dismissal of Members

A member may be dismissed to the fellowship of another church of like faith and order by letter of recommendation. Any member may be granted a certificate of standing for the purpose of associating himself with any evangelical church other than Baptist.

SECTION 3: Church Discipline

Should any member become an offense to the Lord and His church by reason of consistent immoral or unchristian conduct the church may terminate his membership, but only after due notice and an appearance before the Board of Deacons, and after faithful efforts have been made to bring such a member to repentance.

SECTION 4: Inactive Members

If a member is habitually absent from the Communion and other gatherings for worship and fails to communicate with the church for a period of one year and fails to reply to written communication, he shall, after due consideration by and vote of the Board of Deacons be placed on the inactive list. Any name on the inactive list for a period of two years with no contact will be removed from the church roll.

SECTION 5: Restoration of Membership

Any person, who has been excluded from membership in this church, may, on recommendation of the Board of Deacons, be restored to membership by vote of the membership, upon evidence of his repentance and reformation. Persons on the inactive list may be restored to membership in good standing upon vote Board of Deacons.

SECTION 6: Kindred Membership

Kindred Membership may be extended at the discretion of the Pastor and/or the Board of Deacons to one who professes Jesus Christ as Lord and Savior and is a member of a Bible preaching church and with no plan to live in the area permanently. It is also required that such members when asked to serve as teachers or leaders shall support Fundamental Baptist Doctrine. A kindred member has all the privileges of full membership with the exception of serving as a Deacon. A kindred member shall not be required to relinquish membership in his home town church nor may a letter of transfer be issued to such a member when he moves from this area. Upon moving from this area this members' name shall be removed from the membership list.

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ARTICLE VII: PASTOR AND OFFICERS

SECTION 1: Pastor

The Pastor shall preach the gospel, administer the ordinances, watch over the membership, have in his charge the spiritual welfare of the congregation and the stated services of public worship. He shall be an ex-officio member of all boards and committees of the church and its auxiliary organizations.

He shall be a licensed or ordained Baptist Minister.

Whenever personal matters which concern the pastor are being considered in any business meeting, he and his family shall retire. The pastor's salary shall be paid weekly. He shall have an annual vacation, the time and length thereof to be determined by the Board of Deacons.

Calling a Pastor - The call of a pastor shall come before the church at a special business meeting, notice of such meeting and its purpose having been read from the pulpit on two successive Sundays. A vote of 3/4 of the members present and qualified to vote provided there be present and voting 50 members shall be necessary to extend a call.

Only one candidate shall be presented to the church at one time. The vote shall be by written ballot.

The Pastor shall serve until such time as he or the church desires to sever the pastoral relationship. When such a change is desired by either the pastor or the church 60 days notice shall be given or a lesser time as agreed on by both pastor and people.

Termination of Pastor - Termination of the office shall be voted at a special business meeting. Notice of such meeting and its purpose having been read from the pulpit on two consecutive Sundays. A vote of a majority of the members present and qualified to vote provided there be present and voting 50 members shall make a valid termination of said office.

SECTION 2: Associate Pastor

The Senior Pastor working with the Deacon Board may propose positions for associate pastors. All such positions must be approved by the assembly at a duly called business meeting. The duties of each associate pastoral position will be clearly defined with a job description written by the Senior Pastor and the Deacon Board. Associate pastors shall work under the leadership of the Senior Pastor to reach the goals and purposes of the church. Each associate pastor shall submit a written report for the church's annual meeting and shall submit a budget request, if needed, to the Finance Board by December 1. ^{4/2000}

Whenever personal matters which concern the Associate Pastor are being considered in any business meeting, he and his family shall retire. The Associate Pastor's salary shall be paid weekly. He shall have an annual vacation the time and length thereof to be determined by the Board of Deacons.

Calling an Associate Pastor - When the need arises the Nominating Committee shall nominate a special committee of no less than 5 and no more than 7 members including a minimum of 2 deacons to seek out and present to the church candidates for this position. The committee shall be approved at a special business meeting of the church.

The call of an Associate Pastor shall come before the church at a special business meeting, notice of such meeting and its purpose having been read from the pulpit on two successive Sundays. A vote of 3/4 of the members present and qualified to vote, provided there be present and voting 50 members, shall be necessary to extend a call.

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Only one candidate shall be presented to the church at one time. The vote shall be by written ballot.

The Associate Pastor shall serve until such time as he or the church desires to sever the Associate Pastor relationship. When such a change is desired by either the Associate Pastor or the church 60 days notice shall be given or a lesser time as agreed on by both the Associate Pastor and people.

Termination of Associate Pastor - Termination of the office shall be voted at a special business meeting, notice of such meeting and its purpose having been read from the pulpit on two consecutive Sundays. A vote of a majority of the members present and qualified to vote, provided there be present and voting 50 members, shall make a valid termination of said office.

SECTION 3: Moderator

The moderator shall preside at all business meetings of the church. He shall be elected at each annual meeting to serve one year. The moderator should be familiar with the parliamentary procedures specified in our by-laws.

SECTION 4: Clerk

A clerk shall be elected at each annual meeting to serve for one year. He shall keep a complete record of the transactions of all business at the meetings of the church. This shall be read for approval at the next business meeting. He shall keep a record of the names and addresses of members, with dates and manner of admission and dismissal; also a record of baptisms and a list of those suspended. He shall notify all officers, committee members and delegates of their election and appointment. He shall issue letters of dismissal and recommendation voted by the church, preserve on file all communications and written reports and give legal notice of all meetings where such is required by this constitution.

He shall deliver immediately to his successor, all books and records for which he has been responsible as clerk. He shall have custody of title papers and other valuable church documents.

SECTION 5: Current Expense Treasurer

A current expense treasurer shall be elected at each annual meeting to server for one year. He shall have custody of all deposits made in the name of the church and of all funds of the church with the exception of the Missionary Fund, and the Deacon's Benevolent Fund. He shall keep separate accounts of all funds raised or contributed for particular purposes, and no funds shall be disbursed by him except for the purposes for which they were raised or contributed.

He shall present to the church an itemized report of receipts and disbursements, showing the actual financial condition of the church at both the annual and semiannual business meetings of the church. The annual report shall have been audited by the church auditor. He shall also make available a monthly resort of receipts and expenditures to the Board of Finance. He shall also be an ex-officio member of the Board of Finance.

He shall deliver immediately to his successor all books and records pertaining to his office.

SECTION 6: Missionary Treasurer

A Missionary Treasurer shall be elected at each annual meeting to serve for one year. Mission funds shall be disbursed by him in accordance with the church budget and for the special purposes for which they were contributed.

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He shall present to the church an itemized report of receipts and disbursements showing the actual financial condition of the Missionary budget at both the annual and the semiannual meetings. The annual report shall have been audited by the church auditor. He shall also make available a monthly report of Mission receipts and disbursements to the Board of Finance.

He shall deliver immediately to his successor all books and records pertaining to his office.

SECTION 7: Memorial Fund Secretary

A Memorial Fund Secretary shall be elected at each annual meeting to serve for one year. He shall maintain a list of all contributors, the amount contributed and the purpose for which the contributions were made. He shall promptly send out acknowledgment cards to the specified families and maintain the Memorial Book.

He shall deliver immediately to his successor all books and records pertaining to his office.

SECTION 8: The Assistant Treasurer

An Assistant Treasurer shall be elected at each annual meeting to serve for one year. The assistant treasurer shall aid the treasurers in the performance of all duties pertaining to their offices and in the absence of the treasurers shall perform all their duties.

SECTION 9: The Financial Secretary

A Financial secretary shall be elected at each annual meeting to serve for one year. It shall be his duty to maintain a current list of envelope givers with their respective numbers; to record envelope and other designated contributions; and to supply annually and more frequently if requested, receipts of contributions privately to the specific contributor.

The purpose of this office is to maintain records for the convenience of the individual contributors only.

This information is to be given only to the individual contributors.

SECTION 10: Auditor

An auditor shall be elected at each annual meeting. The auditor shall examine the books of the treasurers and all organizations annually and at such other times as required and report to the church.

SECTION 11: Church School Superintendent

At the annual business meeting of the church a superintendent of the church school shall be elected for a term of one year. He shall be the executive head of the church school, exercising the authority and performing the duties usually pertaining to that office, following the general directives and policies of the Board of Christian Education. He shall be an ex-officio member of the Board of Christian Education. He shall have an assistant elected annually who shall aid the superintendent in the performance of all duties pertaining to the office and in the absence of the superintendent shall perform all the duties.

ARTICLE VIII: BOARDS

SECTION 1: Board of Deacons

There shall be a Board of no more than twelve deacons, one fourth of who shall be elected from the membership of the church at each annual meeting for a term of four years. A deacon shall serve no more than two consecutive terms. The board shall choose annually a chairman, vice chairman, secretary and

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treasurer and shall meet regularly each month. Special meetings may be called by the chairman or the secretary who shall notify the other members. A majority of the members shall constitute a quorum.

To be elected to the office of deacon, one must be a member of this church in good standing; be over 21 years of age and meet the biblical requirements of a deacon.

If these standards cannot be met the nominating committee can recommend to leave a vacancy or can ask a retiring deacon to remain on the Board an additional year with the remainder of that term (3 years) to be filled at the next annual meeting.

The Board of Deacons shall recommend to the Nominating Committee the names of eligible men that may serve as Deacons. In order to insure that the Biblical requirements are met all members are encouraged to submit names of prospective deacons to the Board of Deacons prior to December 15. No nominations for the office of Deacon shall originate from the floor.

The Board shall in every way assist the pastor in his work; consider with him all applicants for church membership; cooperate with him in providing the pulpit supply and the prayer meeting leaders; visit the members and administer the benevolent fund, as needed.

The Board shall promote Christian instruction and ministry to the church membership, provide for the Lords Supper and aid in its administration; and make a written report at the annual meeting of the church on the matters in its charge.

Ultimately it is the responsibility of the Board of Deacons to oversee the spiritual welfare of this local assembly.

SECTION 2: The Board of Trustees

There shall be a Board of at least six trustees 1/3 of whom shall be elected at each annual meeting for a term of three years. In addition the custodian shall be an ex-officio member. The Chairman of the Board of Finance shall have the privilege of attending its meetings and shall be present when so requested.

The Board shall choose annually a chairman and a secretary and shall meet regularly monthly. Special meetings may be called by the chairman or by the secretary, who shall notify the other members. A majority of the members shall constitute a quorum.

The board shall hold in trust all property belonging to the church and shall take all necessary measures for its protection management and upkeep. It shall determine the use of the church building for all extra or secular purposes, but it shall have no power to buy, mortgage, lease or transfer any property without the specific vote of the church authorizing such action. It shall, when so instructed by the church secure the services of a custodian at such salary as is authorized by the church and secure from him acceptable service. It shall perform such other duties as are imposed upon it by the church and the state. It shall submit a report of its work at each annual meeting.

The board shall work within its budget as designated at the annual meeting and seek additional funds as necessary through the Financial Board. It shall also be responsible for submitting a proposed budget for the coming year to the Finance Board by Dec. 1.

SECTION 3: Board of Finance

There shall be a Board of 4 persons 1/2 of whom shall be elected at each annual meeting for a term of 2 years. In addition the Current Expense Treasurer shall be an ex-officio member. The Board shall choose a chairman, vice chairman and secretary annually.

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This Board shall devise and put into operation ways and means for raising the necessary funds for support of the church. The Missionary Treasurer shall have the privilege of attending its meetings and shall be present when so requested. It shall supervise the disbursement of the funds as appropriated by the church, and shall make such reports to the church as may be required. It shall also prepare and present suggested Current Expense and Missionary budgets at the annual meeting.

SECTION 4: Board of Christian Education

There shall be a Board of Christian Education composed of at least 6 members, ½ of whom shall be elected at each annual meeting for a term of two years. The Sunday School Superintendent, AWANA Commander, and Youth Pastor shall be ex-officio members. It shall select from its own membership a chairman, vice chairman and secretary. The board shall have regularly scheduled meetings and special meetings may be called by the chairman and/or the pastor at anytime. A quorum shall consist of 4 elected members. The secretary of the board shall notify the members of all meetings, enter accurate minutes of the meetings in a book to be kept for that purpose, have custody of and be responsible for all books, papers and documents pertaining to the affairs of the board, and surrender all records to the board when a new secretary is elected.

The chairman of the board shall be responsible for submitting a report of the previous year's accomplishments to be published in the annual report. The board shall also be responsible for submitting a proposed Christian Education budget for the coming year to the Finance Board by December 1.

The Mission of the Christian Education Board is to ensure that First Central Baptist Church's educational programs are effective by providing resources, vision, leadership, and oversight for those programs.
1/2000

SECTION 5: Dismissal of Board Members

A member of any board shall conclusively be presumed to have vacated his office if he ceases to be a member in good standing of this church, or if he moves from the area for the purpose of taking up a permanent residence elsewhere. Said member may be removed from office for failing to attend, without reasonable cause, the regular monthly meetings of the board or for conduct tending to impair his efficiency as a board member. The procedure for removal shall be the same as for the exclusion of a member as provided in Article VI Section 3.

SECTION 6: Quarterly Meetings of Chairmen

There shall be quarterly meetings of all Board Chairmen for the purpose of coordination and communication. Date for such meetings shall be set by the Pastor who shall moderate the meetings.

ARTICLE IX: COMMITTEES

SECTION 1: Counting committee

A counting committee consisting of at least 8 and a minimum of 2 members shall be elected annually at the annual meeting to serve for one year. The new committee shall include a minimum of 2 members retained from the previous committee. 1/99

This committee shall have the responsibility of counting, recording, and depositing all moneys received by the church with the exception of the Benevolent Fund.

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SECTION 2: Nominating Committee

There shall be a Nominating Committee composed of 5 members elected at each annual meeting. It shall serve through the next annual meeting. It shall prepare a list of those qualified to fill the various offices, boards and committees. It shall interview each nominee proposed and ascertain his or her willingness to serve if elected. The committee shall nominate one or more persons for each office to be filled and report the names to the church at least one week before the election is to be held. It shall also be responsible for filling all vacancies that occur during the year.

SECTION 3: Missionary Committee

There shall be a Missionary Committee composed of at least 6 members 1/2 of whom shall be elected at each annual meeting for a term of two years. From their own membership they shall elect a chairman, vice-chairman and a secretary. They shall meet monthly and it shall be their responsibility to promote missionary awareness in the fellowship and organize the annual Missionary Conference. 1/99

They shall investigate any question regarding the motive and conduct of any church-supported missionary and recommend to the Finance Board any new candidates for missionary support. This responsibility shall not include financial matters such as the financial capability of the church to support additional missionaries, the amount of support, any increases in support, etc. The Finance Board shall be responsible for these matters.

SECTION 4: Ushering Committee

The ushering committee shall be elected annually and shall attend to the welcoming and seating of the congregation and to the receiving of the offering. They shall also attend to the comfort and well being of the congregation. The number of members is to be determined by the need.

SECTION 5: Pulpit Committee

When the pastorate is vacant the nominating committee shall nominate at least 5 and no more than 7 members including a minimum of 2 deacons to serve as a pulpit committee. The committee shall then be approved at a special business meeting of the church to be called for that purpose. The committee shall investigate the merits of each candidate under consideration in regard to his personal character, education, ministerial record and preaching ability in determining his fitness for this pastorate. When a suitable person is found the committee shall recommend him to the church for consideration. Only one candidate shall be presented to the church at one time.

SECTION 6: Flower & Card Committee

The Flower & Card Committee shall consist of as many persons as shall be deemed necessary to make up the two subcommittees: Flower & Card. Those of the Flower subcommittee will properly provide the church with flowers or the like on the Lord's Day and on special occasions. Those of the Card subcommittee will remember those known Senior Saints 80 years and older on their birthdays and those who are ill & recovering." 1/99

SECTION 7: Music Committee

A music committee consisting of at least 5 members shall be elected annually. In addition the organist, pianist and the choir director shall be ex-officio members. The music committee shall promote the ministry of music, appoint the organist, pianist and choir director and have charge of the choir robes, organ and pianos.

SECTION 8: Nursery Committee

A nursery committee of at least 6 members shall be elected annually. The nursery committee shall supervise adequate accommodations for children during all services and on other occasions as needed.

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SECTION 9: Special Committees

Special Committees shall be nominated by the nominating committee as need shall arise. These committees shall be approved at a special business meeting of the church called for that purpose.

ARTICLE X: ORGANIZATIONS

The Pastor shall have general oversight of all church related organizations and each such organization shall furnish a report at the annual meeting.

ARTICLE XI: ELECTIONS

SECTION 1: Annual Elections

The annual election shall be held during the annual meeting of the church which shall be on the fourth Wednesday evening in January.

SECTION 2: Qualifications of voters

Matters of business relating to the church and congregation shall be voted on only by members in good standing who are 18 years of age or older.

SECTION 3: Procedure

At least one week before the election the nominating committee shall present to the church the names of one or more persons for each office to be filled. At the time of the annual meeting it shall be the privilege of any member present and qualified to vote to place in nomination the name of any eligible person for any office except for the office of deacon. A majority of the ballots cast are necessary for the election of any officer. *Either just the nominating committee report, or the entire annual report should be made available at least a week prior to the annual business meeting.*

SECTION 4: Vacancies

The unexpired term of any vacancies for offices, boards or committees may be filled at any business meeting. The nominating committee shall present nominees to the church for these vacancies and shall follow the procedure as outlined in section 3 of this article.

ARTICLE XII: MEETINGS

SECTION 1: Public Services

Public services shall be conducted on each Lord's Day. The Youth Fellowship and the Church School shall hold weekly meetings at times fixed by the Board of Christian Education.

The Lord's Supper shall be celebrated once each month and at such other times as the Board of Deacons may determine.

Other meetings may be called by the Pastor or the Board of Deacons at any time as the interests of the Lord's work may demand.

SECTION 2: Business Meetings

The Annual Business Meeting shall be on the fourth Wednesday evening in January for the purpose of receiving the annual reports of individual officers, boards and committees of the church and its auxiliary

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organizations; the election of officers, boards and committees; and the transaction of such other business as is proper to come before this meeting

A semi-annual business meeting shall be held on the third Wednesday in June. The Board of Deacons may at its discretion alter the date of either of these meetings, provided notice of such change is given from the pulpit 14 days before the proposed date of the meeting.

A quorum for the transaction of business shall be 40 members of voting age, except for voting upon new members when the quorum shall be 25 and voting upon a new pastor or Youth Pastor when the quorum shall be 50.

Special business meetings may be called at any time by the Pastor or by the clerk or by five members in good standing who are qualified voters. Notice of such meetings and the object for which they are called shall be given from the pulpit at the Sunday Morning worship service preceding the date of the meeting. At any of the regular meetings of worship, however, the church may, without notice, act upon the reception of members, upon the dismissal of members to other churches, and upon the appointment of delegates to councils, associations and conventions, but not upon extraordinary business.

ARTICLE XIII: CHURCH YEAR

The fiscal year of the church shall be the calendar year.

ARTICLE XIV: AMENDMENTS

This constitution may be amended at any regular or special business meeting of the church by a two-thirds vote of those present and voting, provided a quorum is present and voting, and that notice of such amendment stating the proposed change, shall have been given from the pulpit on two successive Sundays.

BY-LAWS

SECTION 1: Attendance of Leadership

All church officers and committees, officers and committees of auxiliary organizations, Sunday School teachers and youth leaders shall be members of the church, attending church services and communion regularly.

SECTION 2: Funding

The church and all its organizations shall depend wholly upon tithes and free-will offerings to defray all expenses incurred. No individual church organization or representative of any outside organization shall be permitted to offer any item for sale within the limits of the church property or in the name of the church. Permission for any exceptions must be obtained from the Board of Deacons.

SECTION 3: Amending the Constitution

When this constitution shall have been amended by deletion of any article or any part thereof, or by addition thereto, or by substitution of some words for others, the clerk shall take care that subsequent printed editions of this constitution reflect said changes in such a way that deleted words do not appear and that added or substituted words appear in the articles to which they pertain, and shall be authorized to make any appropriate changes in the numeration of articles and sections. The amendments ordering such deletions, additions or substitutions shall not themselves be printed as part of this constitution.

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SECTION 4: Rules of Order

Church business meetings are to be conducted in accordance with the rules of order found in the appendix of this constitution.

SECTION 5: Privileges of Ex-Officio Officers

An ex-officio (by reason of office) member is a full voting member of a board or committee.

APPENDIX

SECTION 1: Purpose

The purpose of this appendix is to assure the orderly conduct of business in accordance with the Word of God.

SECTION 2: Order of Business for Business Meetings

The following order of business shall be executed by the Moderator:

- A. Call meeting to order;
- B. Quorum Check;
- C. Prayer;
- D. Reading of minutes of previous meeting;
- E. Old business;
- F. Reading and acceptance of reports (exclusive of the Board of Finance and Nominating Committee);
- G. Election of officers, boards and committees:
The report of the Nominating Committee will be read.
The Moderator will entertain a motion to accept the:
 1. Entire slate
 2. Slate setting aside requested exceptions. Nominations can be made from the floor for any position with the exception of the office of Deacon. Nominations from the floor do not require a second.
 3. A secret ballot vote shall be conducted for all contested positions. Prior to the vote the Moderator shall, to the best of his ability, ascertain if each nominee from the floor would accept the position if elected. Election will be by a majority vote.
- H. Reading of budget reports and actions on recommendations:
 1. Review of current expense treasurer's report. Action by members
 2. Board of Finance recommendation for proposed Current Expense budget. Action by members.
 3. Review of missionary treasurer's report. Action by members.
 4. Board of Finance recommendation for proposed missionary budget. Action by members.
- I. Other new business
- J. Adjournment with prayer

SECTION 3: Permissible Actions or Motions

- A. Main Motion will be used to bring a subject to the assembly for consideration. It requires a second and is debatable. It can be amended. All amendments, except as noted below, must be seconded. All amendments require a majority affirmative vote of those voting for passage except the following:
 1. All amendments to budget items require a two-thirds affirmative vote of those voting for passage.

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- B. Secondary Motions The following can be applied to main motions or amendments. Since they affect the main motion or amendments they must be decided before action on the question can proceed.
1. "Lay on the Table" ("To Table") refers to a motion to remove the main motion from consideration until the assembly votes to remove it from the table. It is not debatable and requires a majority affirmative vote of those voting. It must be seconded and it can not be reconsidered.
 2. "Move the Question" refers to the action to cut off debate on a main question or amendment. It is not debatable and requires a two-thirds vote. It must be seconded.
 3. "An Order to Limit Debate" permits a member to submit a motion that limits the amount of time given to a particular question, the time allotted to each speaker, the number of speakers, or establishes a time at which debate will be stopped. It must be seconded, is not debatable, and requires a two-thirds majority affirmative vote for passage. It cannot be amended.
 4. "Postpone Action to a Certain Time" removes the question from consideration for a definite and stated time period. Only discussion related to the propriety of the postponement is permitted and it can be amended by altering the time. The time specified can not be beyond that session of the assembly. It requires a majority affirmative voted for passage.
 5. "Refer to Committee" can be used to defer an action on a main motion or amendment. It can be amended to specify or change the name of the board or committee, to specify procedure for appointing a special committee, or for any other such instructions. It is debatable and must be seconded and requires a majority affirmative vote for passage.
- C. Other Permissible Actions.
1. "Take from the Table" puts a question previously laid aside before the assembly. As it reverses a motion to lay on the table, it is not debatable and requires a majority affirmative vote for approval
 2. "Question of Order" A member can rise to call for enforcement of the rules by the Moderator. The Moderator will rule on the question.
 3. "Appeal to Question of Order" Any member may appeal a ruling on a question of order by the Moderator. After hearing an appeal which has been seconded, the Moderator will put the question before the assembly to decide. The Moderator will be given an opportunity to state the reasons for his decision prior to the vote. The motion for an appeal is debatable (the Moderator cannot participate in the debate) after the Moderator has had the opportunity to state his reasons unless: a.) it relates to transgressions to the rules of speaking, or some indecorum, or to the priority of business or b) the previous question was pending at the time the question of order was raised. After the vote is taken, the Moderator will announce whether his decision is sustained or reversed. In the event of a tie vote, the decision of the chair is sustained.
 4. "Point of Information". All requests for information or clarification shall be directed to the Moderator.
 5. "Point of Parliamentary Procedure" All requests for information or assistance shall be directed to the Moderator.
 6. "Suspension of the By-laws or Rules of Order" requires a two-thirds vote of those in attendants at the business meeting. Suspension must be for a specific purpose and a rejection of the motion to suspend the rules cannot be reconsidered.
- D. No other action on motions or amendments except those noted above is permissible unless suspension of the rules is approved.

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SECTION 4: Parliamentary Procedure

- A. Each member of the assembly may speak on a motion or amendment as many times as he desires unless debate is suppressed through a secondary motion.
- B. The person making the motion or amendment shall, if he chooses have the right to the floor at the beginning of debate. If he declines the floor at that time he loses any priority of privilege to the floor.
- C. The Moderator shall recognize members to speak in the order in which he sees their hand raised in a request for recognition. The Moderator will recognize a person twice in this manner. After having spoken twice on the same motion or amendment, the person shall not be recognized again until all other members present have been given the same opportunity to speak.
- D. A member willing to address the assembly shall rise when recognized by the Moderator.
- E. No other priorities of privilege to the floor shall be recognized by the Moderator except those noted above.
- F. A motion will be in order to determine the method of voting whether by voice, raising of hands or secret ballot, except where otherwise provided in the constitution. When no motion of this type is made, the Moderator shall determine the method of voting. This motion need not be seconded nor voted upon.