

**FIRST BAPTIST CHURCH  
OF  
CLARENDON, ARKANSAS**

**CONSTITUTION**

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# CONSTITUTION

## INTRODUCTION

**A democratic body needs a constitution and bylaws for its government and guidance. There is no form handed down by tradition which is binding on Baptist churches; hence every church may formulate its constitution and bylaws and its covenant and statement of facts as it chooses. Yet, in this matter, as in many others, we turn to the wisdom of the past for help.**

## 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 the accepted tenants of the Southern Baptist denomination, and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of same faith, we do declare and establish this constitution.**

## I. NAME

**This body shall be known as the First Baptist Church of Clarendon, Inc., 224 Washington Street, Clarendon, Arkansas, 72029. (6-9-1977)**

## II. OBJECTIVES

**To be a dynamic, spiritual organization empowered by the Holy Spirit to share Christ with as many people as possible in our Church, Community, and throughout the world.**

**To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.**

**To experience an increasingly meaningful fellowship with God and fellow believers.**

**To help people experience a growing knowledge of God and man.**

**To be a church that ministers unselfishly to persons in the community and world in Jesus' name.**

**To be a church whose purpose is to be Christ like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.**

(1)

### **III. STATEMENT OF FAITH**

(As in the tract “The Baptist Faith and Message 2000”: see appendix A)

### **IV. RELATIONSHIP**

#### **SECTION 1: POLITY**

**The government of this church is vested in the body of baptized believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligation of mutual counsel and cooperation, which are common among Baptist churches. Insofar as is practical, this church will cooperate with and financially support our local association, the Arkansas Baptist State Convention and the Southern Baptist Convention.**

#### **SECTION 2: DOCTRINE**

**This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of other Southern Baptist churches as indicated in the statement of faith herewith.**

### **V. COVENANT**

(As in Baptist Hymnal: see appendix B)

### **BYLAWS**

#### **I. MEMBERSHIP**

##### **SECTION 1: GENERAL**

**This is a sovereign and democratic church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this church. It shall be the policy of this church to elect men and women only from among its membership to the several offices of this church, committees, and organizations.**

##### **SECTION 2: CANDIDACY**

**Any person may offer himself as a candidate and be accepted for membership in this church at any regular service. All such candidates shall be accepted for membership in any of the following ways:**

(2)

- A. By profession of faith and for baptism according to the policies of this church.**
- B. By promise of letter from a Baptist church of like faith and order.**
- C. By restoration upon a statement of prior conversion experience and prior baptism in a Baptist church when no letter is obtainable.**

**Candidates for membership should fully endorse the statement of faith as stated in the Baptist Faith and Message statement.**

**Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and the deacons for investigation and the making of a recommendation to the church within thirty days. A 90% vote of those members present and voting shall be required to elect such candidates to membership.**

#### **SECTION 3: NEW MEMBER ORIENTATION**

**New church members will be expected to participate in the church's new member orientation plan.**

#### **SECTION 4: DUTIES**

**Members are expected first of all to be faithful in all the duties essential to the Christian life; and also to attend faithfully and habitually the services of the church; to give regularly for the support of the church and its causes; and to share in its organized work.**

#### **SECTION 5: VOTING RIGHTS**

**Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference.**

#### **SECTION 6: TERMINATION OF MEMBERSHIP**

**Membership may be terminated by death, exclusion by action of this church, dismissal to another Baptist church, erasure upon becoming affiliated with a church of another faith or denomination, and in such other ways as this church may determine.**

**Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of his covenant vows, or non-support of the church, the church may terminate his membership, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment.**

#### **SECTION 7: RESTORATION**

**Any person whose membership has been terminated for any offense may be restored by vote of the church, upon evidence of his/her repentance and reformation or, if on account of continued absence, upon satisfactory explanation.**

## II. CHURCH OFFICERS

### SECTION 1: THE PASTOR

#### A. ELECTION

The Pastor's election is dealt with in the section entitled pastor search committee, which includes these sentences: The election will be by secret ballot in the Sunday Morning Worship Service one week after the candidate has preached to the church. An affirmative vote of 80% of those church members present is required for a call to be issued by the church.

#### B. QUALIFICATIONS

1. **Biblical Requirements:** 1Timothy 3:1-7
2. **Ordination Requirements:** He shall have been ordained by this church or another Baptist Church of like faith and order.
3. **Moral Requirements:**
  - a. Blameless moral conduct: 1Timothy 3:1-7
  - b. Have only one wife: 1Timothy 3:2
4. **Theological Beliefs:** Fully endorse the statement of faith as stated in "The Baptist Faith and Message" statement as adopted by this church.
5. **Denominational Loyalty:** Be supportive to the Southern Baptist Convention. The Pastor shall be sympathetic with the programs of the Southern Baptist Convention.
6. **Stewardship Practices :** Must practice tithing as in Malachi 3:10.

#### C. RESPONSIBILITIES

The pastor is responsible for leading the church to function as a New Testament Church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

The pastor is leader of pastoral ministries in a church. As such he works with the deacons and church staff to:

1. Lead the church in performing its tasks;
2. Lead the church to engage in a fellowship of worship, witness, education, ministry, and application;
3. Proclaim the gospel to believers and unbelievers;
4. Care for the church's members and other persons in the community.

## **SECTION 2: CHURCH STAFF AND OTHER EMPLOYEES**

**The church shall call or employ such staff members as the church shall need. Assistant or associate pastor, minister of music, minister of education, church secretary, and the like shall be recommended to the church by the personnel committee and employed by church action. The primary responsibility of such staff members should be to serve with the pastor in the spiritual ministry and life of the church.**

**The janitor, caretaker, and similar employees shall likewise be recommended to the church by the personnel committee and employed by church action.**

## **SECTION 3: DEACONS**

### **A. NUMBER**

**There should be at least seven active deacons.**

**Any male church member who meets the qualifications specified in Section 3 Part D is eligible to be elected as a deacon after being a member for (1) one year.**

### **B. ELECTION**

**Anyone wishing to nominate a person to become a deacon will do so by giving any member of the nominating committee the name of their nominee. A nominating committee meeting will be called by the pastor or the Chairman of the Deacons if the church is without a pastor. The members of the nominating committee will be asked to write down the names of deacons needed, and hand their list of nominees to the person presiding without discussion. The Deacons may upon their own initiative, present directly to the church the name of a candidate for Deacon.**

**The list of names will be turned over to the deacons who will serve as the qualification body of the church. They will interview the candidates, and check the qualifications listed according to the church constitution. After approval by the deacons, the names will be voted on by the church. The process will begin in December prior to the February of voting on nomination of deacons. The vote on Deacons will take place at the February regular scheduled business meeting on a Wednesday night, except when the need arises for additional Deacons, the procedure for the Election of Deacons should begin immediately, and the existing nominating committee for that year would initiate the process.**

### **C. SERVICE**

**Ordained deacons elected as active deacons will begin serving upon election. However, those elected who have not been ordained will serve a six months instructional period before being ordained. Each elected active deacon will serve for three years after which time he will rotate off the list of active deacons, being eligible for re-election after one year. If we do not have a sufficient number of Deacons, then this rotation cannot be implemented.**

## D. QUALIFICATIONS

1. **Affiliation**: He shall be a member of this church in good standing.
2. **Ordination**: He shall have been ordained by this church or by another Baptist church of like faith and order.
3. **Scriptural Standards**: 1Timothy 3:8-13

“Deacons, similarly, should be men of serious outlook and sincere conviction. They, too, should be temperate and not greedy for money. They should hold the faith as a sacred trust, and only serve as deacons if they prove satisfactory. Their wives should share their serious outlook and must be women of discretion and self-control, women who can be trusted. Deacons should be men with only one wife, and able to manage their household property. Those who do well as deacons earn for themselves a certain legitimate standing, as well as gaining confidence and freedom in the Christian faith.” (Phillips translation)

### 4. **Guidelines**

The following guidelines are intended in no way to depart from the spirit and intention of what the Scriptures say about the eligibility of men to serve in this office. They are only meant to explain and apply the Scriptural ideals to current church life. Men elected to be deacons should be those judged by the congregation to qualify by these standards:

#### a. **Christian Experience**

Deacons would have definite and mature experience as a disciple. As Paul said, he must hold the mystery of the faith in a pure conscience.

#### b. **Character and Reputation**

In personal and public life, the deacon’s deportment should reflect credit and not disfavor on the church and the cause of Christ.

#### c. **Family Life**

The life of a deacon should be characterized by domestic integrity. This is what the Scripture intends when it speaks of the deacon’s being “Husband of one wife, ruling their children and their own houses well.” The obvious intent of this scripture is to limit the deaconship to such men as have achieved a stable and healthy family life. Neither a deacon nor his wife may be divorced.

#### d. **Church Support**

(1) Deacons should faithfully participate in the full program of the church. This includes both attendance and involvement.

(2) The deacon should be a tither.

(3) The deacon should be characterized by a wholesome spirit of cooperation with the entire church program.

(4) The deacon should be able and willing to assume his share of responsibility in the work of the deacons, including attendance at the meetings, visitation, family care ministry, and prayer.

## SECTION 4: MODERATOR

The moderator shall be the pastor. In the absence of the pastor, the chairman of the deacons shall preside. Should both be absent the clerk shall call the church to order and a moderator pro-tem shall be elected.

**SECTION 5: CLERK**

The clerk of the church shall keep a suitable book, a record of all the actions of the church, except as otherwise herein provided. The clerk shall keep a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptism. The clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in these bylaws.

**SECTION 6: TREASURER**

The church shall elect annually a church treasurer. The treasurer shall work closely with the financial secretary to see that all bills are paid promptly, and that accurate financial reports are presented monthly to the church. The treasurer shall sign all checks unless the treasurer cannot be reached. In emergencies, the financial secretary may sign checks.

The church treasurer will oversee the work of the financial secretary, make the night deposits in the bank, and work with the tellers in opening envelopes and counting the money on Sunday nights. The treasurer shall be an official member of the finance committee.

**SECTION 7: FINANCIAL AND CHURCH SECRETARY**

The financial secretary shall be the church secretary employed by the church. The financial secretary shall pay the bills of the church by check, provide a monthly financial report to the church, keep an accurate record of the financial transactions of the church, receive the empty offering envelopes after the money has been removed and use them to keep a record of each individual's contributions to the church. The financial secretary will write the checks to be signed by the church treasurer. In an emergency, the financial secretary may sign them.

**SECTION 8: TRUSTEES**

Three trustees shall be elected to sign legal papers of the church and be responsible for their safekeeping. This shall be a three year rotating committee with the chairman rotating off. They shall be nominated by the nominating committee. They shall have no power to buy, sell, mortgage, lease, or transfer property without a specific vote of the church authorizing such action. At least two trustee signatures are required on any documents.

### **III. CHURCH COMMITTEES AND COORDINATING GROUPS**

#### **SECTION 1: GENERAL**

**All standing church committees shall be elected by the nominating committee and elected by the church. Unless a chairman is designated, each committee will elect its own chairman.**

#### **SECTION 2: CHURCH COUNCIL**

**A. The church council shall seek to plan, coordinate, and evaluate the activities and organizations of the church, yet have advisory powers only.**

**B. The council, unless otherwise determined by vote of the church shall be composed of the Pastor, Chairman of Deacons, Director of Music, Sunday School Director, Discipleship Training Director, WMU Director, Brotherhood Director, Adult Activities Committee Chairman, Youth Council Chairman, and others as needed.**

**C. The council shall meet monthly or on call of the pastor at any time deemed necessary.**

**D. The duties of the church council shall be:**

- 1. To help the church understand its mission and define its priorities**
- 2. To coordinate studies of church and community needs**
- 3. To recommend to the church coordinated plans for evangelism, missions Christian development, worship, stewardship, and ministry**
- 4. To coordinate the church's schedule of activities, special events, and use of facilities**
- 5. To evaluate progress and priority use of church resources.**

**E. All matters agreed upon by the council calling for action not already authorized shall be referred to the church for approval or disapproval.**

#### **SECTION 3: YOUTH COUNCIL**

**The Youth Council shall be under the supervision of the youth, parents, youth workers, and any other interested church member. Qualifications and duties of the officers are to be determined by the Youth Minister. The principal duties of this council are:**

- 1. To be the "voice of the youth department".**
- 2. To plan some youth activities in order to get a better understanding of leadership and responsibilities.**
- 3. To work with the Youth Minister to enhance the youth ministry of the church, by providing ideas, wisdom and other resources as necessary.**
- 4. Assist the Youth Minister in coordinating and planning the ongoing youth ministry of the church.**

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5. Approve youth budget recommendations for the church budget.

#### **SECTION 4: PERSONNEL COMMITTEE**

The personnel committee, a three-year rotating committee, shall be composed of five members selected by the nominating committee. Their principal duties are:

- A. Finding, interviewing, and recommending a qualified person to the church for approval when the need arises for a new employee.
- B. Establishing employment practices.
- C. Recommending employee benefits.
- D. Preparing position qualifications and job descriptions for each staff member and paid employees.

#### **SECTION 5: PROPERTIES AND VAN COMMITTEE**

- 1. The properties committee, a three-year rotating committee, shall consist of five members who shall assist the church in matters related to properties administration.
- 2. They shall inspect and inventory church properties yearly.
- 3. They shall recommend to the personnel committee the employment of maintenance personnel (including lawn care). They shall assist the personnel committee in structuring job descriptions and work schedules for all maintenance personnel.
- 4. They shall recommend policies for energy conservation.
- 5. They shall request and administer the general maintenance and new equipment items in the budget. Budget requests for these areas should be prepared and submitted by the properties committee to the finance committee each year.
- 6. They shall recommend volunteer work days as needed for special upkeep of church properties.
- 7. They shall be responsible for establishing a van policy and a maintenance schedule for the van.

#### **SECTION 6: FINANCE COMMITTEE**

The finance committee, a three-year rotating committee, composed of four members selected by the nominating committee, shall include an active deacon. The chairman of the stewardship committee will make the fifth active member. The treasurer and financial secretary will serve as ex officio members. All members of this committee will practice tithing. In consultation with the church council, they shall prepare and submit to the church for approval before each new fiscal year, an inclusive budget, indicating by item the amount needed and sought for local expenses and purposes, and in like manner for all denominational or other approved non-local causes.

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**Another function of the finance committee is to review the transactions of the church and make recommendations to the church in establishing the financial policies, maintaining a balance between receipts and disbursements and encouraging enlistment of the entire membership in the church's stewardship-tithing program.**

**This committee shall review and recommend controls in the handling of receipts and disbursements to safeguard the Lord's funds.**

**They shall study the monthly financial reports prior to presentation to the deacons and the church and inform the church of any definite needs or alterations.**

**They shall consider appeals or special offerings not previously approved by the church and make recommendations on them. They shall consider all offerings of special gifts whether in money or in material gifts and make recommendations to the church as to the acceptance of these gifts.**

**They shall review all recommendations for expenditures not included or anticipated in the church-approved budget and make recommendations to the church.**

#### **SECTION 7: BAPTISM COMMITTEE**

**This committee, a three-year rotating committee, shall consist of two men and two women, preferably married couples. It shall be the duty of this committee to make all necessary arrangements for the ordinance of baptism, before and after, including care of robes, and to render such assistance to the pastor and to the candidate as may be necessary.**

#### **SECTION 8: LORD'S SUPPER COMMITTEE**

**This committee shall consist of the active deacons and shall work closely with the pastor to prepare the elements to be used in the serving of the Lord's Supper and caring for the necessary service equipment used periodically in the observance of this ordinance.**

#### **SECTION 9: NOMINATING COMMITTEE**

**A nominating committee of three shall be elected by the church in April of each year. To secure this committee the church council shall name five persons. The church then shall elect by ballot three persons to serve as members of the nominating committee. This committee shall select the Sunday School Director and the Discipleship Training Director and present their names to the church for election.**

**Following the election, the Sunday School Director and the Discipleship Training Director shall become members of the nominating committee. The Brotherhood Director and WMU Director shall be recommended by their own groups to this committee for election by the church. The right of nomination from the floor shall be preserved.**

**SECTION 10: PASTOR SEARCH COMMITTEE**

The pastor search committee of not less than five members shall be elected by secret ballot from a list of ten nominees submitted by the nominating committee. Other nominations can be added to the list of ten from the floor during the election. Each person voting shall vote for five of those nominated. Two persons appointed by the moderator shall tabulate the votes. The five persons receiving the most votes shall serve as the pastor search committee.

The pastor search committee shall seek out a suitable pastor. Their recommendation shall constitute a nomination. Church members are privileged to suggest persons to the pastor search committee for their consideration. The committee shall bring to the church for consideration only one man at a time. The election will be by secret ballot in the Sunday morning worship service one week after the candidate has preached to the church.

An affirmative vote of 80% of those church members present is required for a call to be issued by the church.

**SECTION 11: PULPIT SUPPLY COMMITTEE**

This committee shall provide leadership for the worship services of the church when the church is without a pastor. The nominating committee shall submit a list of six nominees from which three shall be elected. In addition to these nominations, others will be received from the floor. The committee shall consist of a chairman and two members and shall be elected by ballot of the church.

**SECTION 12: ADULT ACTIVITIES COMMITTEE**

This committee of five will plan special adult activities throughout the year, such as fellowships, banquets, etc. Upon request, they will assist in conducting adult activities planned by church organization. The church hostess will serve on this committee. The chairman of this committee will serve on the church council.

**SECTION 13: MUSIC COMMITTEE**

The music committee is made up of those music officers upon whom rests the responsibility of the development of the music program of the church. This includes the minister of music, the church musicians, directors of all choirs, and one member from the congregation at large. The minister of music serves as chairman. The music committee is responsible for helping the minister of music develop the finest music education program possible for the church. It will plan the calendar of music events for the church year. The music committee will work with the minister of music in setting up the music budget for the year. The music committee will keep in mind the objective of service to all areas of church life, remembering that the program for which it is responsible is church wide, church-centered, church supported, and church financed.

## **SECTION 14: STEWARDSHIP COMMITTEE**

**A. The Stewardship Committee shall be composed of the Mission Support Chairman of the WMU and a representative of Brotherhood, Sunday School and Discipleship Training Director and one other member. The chairman of this committee will serve on the Finance Committee. All members shall practice tithing.**

**B. The duties of this committee will be:**

- 1. To develop and recommend to the church council an overall stewardship information plan;**
- 2. To aid the finance committee;**
- 3. To encourage tithing;**
- 4. To teach Biblical principles of stewardship of time and talents;**
- 5. To teach the Cooperative Program.**

## **SECTION 15: MISSIONS AND EVANGELISM COMMITTEE**

**A. This committee shall be a committee of five, including a representative of WMU, the Brotherhood, and three other members.**

**B. The duties of this committee will be:**

- 1. To conduct studies and recommend plans for local mission work;**
- 2. To work through the church council to coordinate the mission work of the church;**
- 3. To request and administer resources for the work assigned;**
- 4. To establish and maintain communications with the Associational missions committee and other appropriate groups;**
- 5. Consult with and assist the pastor to develop and present to the church an aggressive and perennial program of evangelism;**
- 6. Evaluate the response of the church to its evangelistic opportunities;**
- 7. Seek to develop among church members a spiritual awakening which is conducive to evangelism;**
- 8. Work with church program organizations to enlist and equip lay persons to become effective witnesses for Christ;**
- 9. Request, through proper channels, adequate personnel, calendar time and finances to implement church goals and action plans assigned to the evangelism committee;**
- 10. Work with the Sunday School to establish and maintain up-to-date files on non-Christian prospects;**
- 11. Assist in making plans for revivals.**

## **SECTION 16: CHURCH TELLERS**

**Two tellers shall be elected by the church to open envelopes, count the offering, and prepare it for deposit in the bank. They shall work closely with the church treasurer. The tellers and the church treasurer shall work together to see that the money is not counted until more than one person is present.**

**SECTION 17: USHER COMMITTEE**

The usher committee shall be elected annually by the church. It shall consist of eight men who are to greet and seat the people, supply bulletins, to receive the offering, and be attentive to the needs of persons during the services.

**SECTION 18: CHURCH HOSTESS**

The church hostess shall obtain necessary supplies, supervise needed cleaning, supervise volunteer help for the kitchen, and supervise all special functions which involve the church kitchen. The church hostess shall select and supervise a kitchen committee to provide assistance as needed.

**SECTION 19: CHURCH LIBRARIAN**

The church librarian and committee of two shall promote and strengthen the book ministry of the library, see that resources are made available to the library as needed and assist in book selections.

**SECTION 20: CHURCH FLORIST**

The church florist shall be responsible for providing, arranging, and disposing of floral arrangements in the church sanctuary and in other parts of the church facilities as needed.

**SECTION 21: CHURCH HISTORIAN**

The church historian's principal function is to keep an accurate record of church events and write the church history. The historian shall gather and preserve all records of the past including: important legal documents, church constitution, Articles of Faith, Charter of Incorporation, property deeds, blue prints, insurance policies, and records of bond campaigns, etc., minute books, membership rolls, financial records, records of church organizations, church bulletins and directories, pictures, recordings, and correspondence, (Pictures of all former pastors, buildings, groups and special occasions); periodical clippings from newspapers and other publications; and Associational and Convention records.

**SECTION 22: CONSTITUTION COMMITTEE AND BYLAWS**

This committee shall consist of six members elected by the church. They shall study and update the church constitution and bylaws as needed.

## **IV. PROGRAM ORGANIZATIONS**

### **SECTION 1: GENERAL**

**All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church.**

### **SECTION 2: SUNDAY SCHOOL**

**A. There shall be a Sunday School divided into departments and classes for all ages and conducted under the direction of the Sunday School director for the study of God's Word.**

**B. The Sunday School shall use literature from the Sunday School Board of the Southern Baptist Convention.**

**C. The tasks of the Sunday School shall be to:**

- 1. Reach people for Bible Study.**
- 2. Teach the Bible.**
- 3. Witness to persons about Christ and lead persons into church membership.**
- 4. Minister to Sunday School members and nonmembers.**
- 5. Lead members to worship.**
- 6. Interpret and under gird the work of the church and the denomination.**

### **SECTION 3: DISCIPLESHIP TRAINING PROGRAM**

**A. There shall be a discipleship training program divided into departments for all ages and conducted under the direction of a general director. It shall serve as a training organization of the church.**

**B. The tasks of the discipleship training program shall be:**

- 1. To orient new church members.**
- 2. To equip church members for discipleship and personal ministry.**
- 3. To teach Christian theology and Baptist doctrine, Christian ethics, Christian history, church polity and organization.**
- 4. To equip church leaders for service.**
- 5. To interpret and under gird the work of the church and the denomination.**

### **SECTION 4: WOMAN'S MISSIONARY UNION**

**A. There shall be a Woman's Missionary Union with such officers and organization as needed.**

**B. The tasks of the Woman's Missionary Union shall be to:**

- 1. Teach missions.**
- 2. Engage in mission action and personal witnessing.**
- 3. Support world missions through praying and giving.**
- 4. Provide and interpret information regarding the work of the church and the denomination.**

## **SECTION 5: BROTHERHOOD**

**A. The purpose of Brotherhood work is to inform, motivate, and involve men and boys in praying, studying, enlisting, giving, ministering, and bearing witness of Christ in their community and to their world.**

**B. The tasks of the Brotherhood are to:**

- 1. Engage in missions activities.**
- 2. Teach missions.**
- 3. Pray for and give to missions.**
- 4. Develop personal ministry.**
- 5. Interpret and under gird the work of the church and the denomination.**

## **SECTION 6: CHURCH MUSIC PROGRAM**

**A. There shall be a Church Music Program under the direction of the music director. Such officers and/or organizations shall be included as needed.**

**B. The tasks of the Church Music Program shall be:**

- 1. To provide musical experiences in congregational services,**
- 2. To develop musical skills, attitudes, and understanding;**
  - a. By teaching music,**
  - b. By training persons to lead, sing, and play music,**
- 3. To witness and minister through music,**
- 4. To lead in worship,**
- 5. To provide and interpret information regarding the work of the church and the denomination.**

## **V. ORDINANCES**

### **SECTION 1: BAPTISM**

**A person who receives Jesus Christ as Savior by personal faith; who professes him publicly at any worship service; and who indicates a commitment to follow Christ as Lord, shall be received for baptism.**

- 1. Baptism shall be by immersion in water.**
- 2. Baptism shall be administered by the pastor or whoever the church shall authorize. The deacons shall assist in the preparation for, and observance of, baptism.**
- 3. Baptism shall be administered as an act of worship during any worship service.**
- 4. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the pastor and/or staff and deacons. If negative interest ascertained, he shall be deleted from those awaiting baptism.**

## **SECTION 2: THE LORD'S SUPPER**

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine commemorate the death of Jesus Christ and anticipate His second coming.

1. The Lord's Supper shall be observed quarterly, preferably the first Sunday of the quarter, or as otherwise scheduled.
2. The Lord's Supper shall be observed in the morning or evening worship services, rotating between the two.
3. The pastor and deacons shall be responsible for the administration of the Lord's Supper.
4. The deacons shall be responsible for the physical preparations of the Lord's Supper.

## **VI. CHURCH MEETINGS**

### **SECTION 1: WORSHIP SERVICES**

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor.

### **SECTION 2: SPECIAL SERVICES**

Revival services and any other meetings which will be essential in the promotion of the objectives of the church shall be placed on the church calendar.

### **SECTION 3: REGULAR BUSINESS MEETINGS**

Regular business meetings shall be held monthly on Wednesday night following the second Sunday.

### **SECTION 4: SPECIAL BUSINESS MEETINGS**

A specially called business meeting may be held to consider special matters of significant nature. A one-week notice of the subject, date, time and location must be given for the specially called business meeting unless urgency renders such notice impracticable.

### **SECTION 5: QUORUM**

The quorum consists of those who attend the business meetings provided it is a stated meeting or one that has been properly called.

## **SECTION 6: PARLIAMENTARY RULES**

**Robert's Rules of Order Revised is the authority for parliamentary rules of procedure for all business meetings of the church.**

## **VII. CHURCH FINANCES**

### **SECTION 1: BUDGET**

**The finance committee in consultation with the church council shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and worldwide expenses.**

**It is understood that membership in this church involves financial obligation to support the church and its causes with regular proportionate gifts.**

**Funds shall not be channeled through the church for organizations or activities that have not been approved, adopted, or endorsed by this church.**

**All undesignated offerings and gifts shall be received by the church for the overall support of the approved general operating budget of the church.**

### **SECTION 2: ACCOUNTING PROCEDURE**

**All funds for any and all purposes shall pass through the hands of the church treasurer and be properly recorded on the books of the church.**

### **SECTION 3: FISCAL YEAR**

**The fiscal year of the church begins on January 1 and ends on December 31.**

## **VIII. DISCIPLINE**

**Should any unhappy differences arise between members, the aggrieved member shall follow in a tender spirit the rules given by our Lord in the 18th chapter of Matthew and 6th chapter of I Corinthians, verses 1-11.**

**Should any case of gross breach of covenant or of public scandal occur, the deacons shall endeavor to remove the offense.**

## **IX. AMENDMENTS**

**Changes in this constitution and by laws may be made at any regular business meeting of the church provided such amendments will have been presented in writing at a previous meeting and copies of the proposed amendments be furnished to each member present. Amendments to the constitution shall be by two-thirds vote of all members of the church present and voting. Amendments to the bylaws shall have a concurrence of a majority of the members present and voting.**

## **ADOPTION**

**The original Constitution and Bylaws was adopted August, 1965.**

**Baptist Faith and Message 2000 and changes made to this constitution was adopted May 17, 2006.**



