

**FIRST BAPTIST  
CHURCH OF CORINTH  
Corinth, Texas**

**CONSTITUTION AND BYLAWS**

**As approved September 6, 2006**

# CONSTITUTION FIRST BAPTIST CHURCH of CORINTH CORINTH, TEXAS

## Preamble

We, the members of First Baptist Church of Corinth, do ordain and establish the following constitution and bylaws, to which we voluntarily submit ourselves, to preserve and secure the principles of our faith and to provide guidance to our membership on the governance and operation of First Baptist Church of Corinth in an orderly manner. We acknowledge that Jesus Christ alone is the head of the church. The ultimate authority for governance and operation of this Church is the Holy Word of God as revealed in Scripture. Should a conflict or ambiguity arise with regard to these Articles or Bylaws, deference is to be given to the biblical reference to resolve any perceived conflict or ambiguity. This document will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

(1 Corinthians 14:40; Ephesians 1:22-23; 5:23-24; Colossians 1:18)

## Article I. Name

The name of the church shall be First Baptist Church of Corinth, hereinafter referred to as the Church. We are an independent, autonomous, evangelical body of believers founded in November of the year of our Lord 1887 and incorporated in the State of Texas in 1991. The principal office of the Church shall be located in Corinth, Texas.

## Article II. Purpose and Mission

The purpose and mission of the Church is to be a dynamic body of believers who glorify God, are led by the Holy Spirit, submit to the Lordship of Jesus Christ, and share the love of Christ with others, both within and outside our local body.

(Matthew 28:18-20; Acts 1:8)

We expect to fulfill our purpose and accomplish our mission through in-reach and outreach ministries that:

- Magnify and glorify God through corporate **Worship**. (Psalm 95:6; 100; John 4:23-24; Hebrews 12:28-29)
- Encourage deeper and more fulfilling **Relationships** with God and each other. (Mark 12:29-31; John 13:34-35; Romans 12:10; 1 John 4:7-12)
- Build up, edify and equip each believer in his or her pursuit of **Service** to our Lord through our local church for each other, our local community and the world. (Romans 14:19; Ephesians 4:11-13, 29; 1 Thessalonians 5:11)
- Help us grow in spiritual maturity through prayer and teaching sound doctrine, making each of us better **Disciples**. (John 8:31-32; Hebrews 6:1; Titus 1:9; 2:1)

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- Share God’s love and the life-changing message of Jesus Christ with our community and world through *Missions*. (Matthew 28:18-20; Acts 1:8)

### **Article III. Statement of Faith**

The Holy Bible is the inspired, infallible Word of God and is the basis for any statement of faith. The Church subscribes to the doctrinal statement of “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in 2000. We are bound together as one body of baptized believers in Jesus Christ, corporately and personally committed to each other and to sharing the Good News of salvation through Christ with lost people. (Hebrews 4:12; 2 Timothy 3:16-17)

### **Article IV. Church Ordinances**

The ordinances of the Church are Baptism and the Lord’s Supper.

**Section 1. Baptism.** Immersion of a believer in water is the New Testament form of baptism. It is an act of obedience symbolizing the believer’s faith in a crucified, buried and risen Savior. Jesus Christ commanded the ordinance to symbolize the believer’s death to sin, burial of the old life and resurrection to walk in newness of life in Christ Jesus. (Matthew 3:13-17; 28:19-20; Mark 1:9-11; Luke 3:21-22; Acts 2:41-42; 8:12, 35-39; 9:17-18; 10:47-48; 16:30-33; Romans 6:3-6; Colossians 2:12)

**Section 2. Lord’s Supper.** The Lord’s Supper is the commemoration and proclamation of the substitutionary death of Jesus Christ on the cross. The elements (bread and fruit of the vine) are representative and symbolic of the flesh and blood of Jesus Christ and remind us of His love and supreme sacrifice for us. We are also reminded and eagerly anticipate His Second Coming to gather His own. Participation in this celebration is for believers alone and should always be preceded by solemn self-examination. (Matthew 24:30-31; 26:26-30; Mark 14:22-26; Luke 22:19-20; Acts 1:9-11; 1 Corinthians 10:16; 11:23-29)

### **Article V. Church Polity**

The government of this Church is vested solely in the body of the members who compose it, subject to the Lordship of Christ. As an autonomous, self-governing assembly, it shall be subject to control by no other ecclesiastical body.

**Section 1. Christ as Head.** There can be no question regarding who is head over the church. We are the Body of Christ, built on the cornerstone of His grace. Jesus Christ is the **only** head of this body of believers. He is the Good Shepherd of this flock. (Matthew 16:15-18; 21:42; Luke 20:17-18; John 10:11, 14-15; Ephesians 1:22-23; 2:19-22; Colossians 1:18; 1 Peter 2:4-8)

**Section 2. Congregational Authority.** The final authority on earth in the local church is the Word of God. The members are each responsible and accountable to Christ as Lord. Although Scripture allows this authority to be exercised by approval of the congregation, Scripture gives no evidence that decisions were established by mere majority vote. Much prayer, Bible study, and seeking the Holy Spirit's direction is necessary to discern God's will for the Church.

(2 Chronicles 7:14; Matthew 18:17; Acts 6:1-6; 15:6, 22; 1 Corinthians 2:9-13; 2 Corinthians 2:5-11; Ephesians 2:18-22; 3:7-12; 1 Peter 2:5, 9-10)

## **Article VI. Affiliations**

First Baptist Church of Corinth is an autonomous body of believers, subject to the Lordship of Christ. Cooperation with organizations composed of other autonomous local churches provides an avenue for reaching our community, our region, our country, and the world with the Good News of the Gospel.

Insofar as it is consistent with Article III of the Constitution, the Church does and shall continue to cooperate with and have representation in the denominational causes sponsored by the Southern Baptist Convention, the Southern Baptists of Texas Convention, and the Denton Baptist Association. Our participation will include voluntary contributions, sending messengers to conventions of these associations, and encouraging missions involvement through both prayer and direct participation. These are voluntary associations and in no way surrenders the Church to control of or by any other ecclesiastical body.

(Acts 11:29-30; 15:22; Romans 10:15; 1 Corinthians 16:1-3; 2 Corinthians 8:1-5)

## **Article VII. Dissolution**

This corporation may be dissolved, after all legal obligations have been met, at a special called business meeting (Bylaws Article VII, Section 4). The vote to dissolve must be by a two-thirds majority vote of the active members present, provided a quorum (Bylaws Article VII, Section 5) has been reached. Upon dissolution, all assets of this corporation must be distributed to the Denton Baptist Association.

**BYLAWS**  
**FIRST BAPTIST CHURCH of CORINTH**  
**CORINTH, TEXAS**

**Article I. Church Membership**

**Section 1. Membership Defined.** Church membership is a commitment to actively participate and function as a member of this local body of Christ, rather than merely seeking affiliation with an organization.

(Acts 2:41-47; Romans 12:3-21; 1 Corinthians 12; Hebrews 10:24-25)

**Section 2. Requirements for Membership.** Membership in the Church is available to anyone who professes faith in the Lord Jesus Christ as his or her personal Savior for eternal salvation, who qualifies by one of the following manners, completes a prospective member orientation, and is affirmed by the Church members present in the worship service in which they are presented as described in Section 3 of this article. (Acts 2:42)

**A. Baptism.** Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience, symbolizing the believer's faith in a crucified, buried, and risen Savior. It signifies the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to the believer's faith in the final resurrection of the dead. This ordinance is a prerequisite to the privileges of church membership.

**B. Letter.** We receive members by a letter of recommendation, per our request, from a sister Baptist church which is in harmony with our doctrinal position and practices. The person must have been saved and baptized by immersion after conversion, as stated in the Bylaws, Article I, Section 2. A.

**C. Statement.** Persons desiring membership by statement must affirm their acceptance of Jesus Christ as personal Lord and Savior and must have been baptized by immersion after conversion, as stated in the Bylaws, Article I, Section 2. A.

**Section 3. Presentation to the Church.** A person seeking membership must complete a prospective member orientation with a ministerial staff member, deacon or other appointed member which will verify their Christian experience, answer their questions, and explain the Church's expectations of members. Once this has been accomplished, the candidate will be presented to the Church for affirmation as a member.

**Section 4. Covenant and Responsibility of Members.**

**Ephesians 2:4-5, 8** – *“But because of His great love for us, God, who is rich in mercy, made us alive with Christ even when we were dead in transgressions – it is by grace you have been saved. <sup>8</sup>For it is by grace you have been saved, through faith – and this not from yourselves, it is the gift of God.”*

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**Ephesians 5:15-16** – *“Be very careful, then, how you live – not as unwise but as wise, making the most of every opportunity, because the days are evil.”*

We are a people blessed by the gift of God’s grace. Because of His grace, we have come to trust Jesus Christ and Him only for our salvation. Having received Christ as our Lord and Savior and been baptized as a public profession of this faith, we consider it our responsibility, with the help of the Holy Spirit, to live like the people of God. We therefore covenant together as a church and as individual members to the following practices:

A. Protect the unity of this church by:

- 1) Remembering each other in prayer.  
Ephesians 6:18; James 5:16
- 2) Walking together in Christian love.  
Romans 12:10 & 16; 1 Corinthians 1:10; 1 Peter 1:22
- 3) Refusing to gossip.  
Proverbs 26:20; Ephesians 4:29
- 4) Protecting the bond of peace that unites this assembly.  
Romans 12:18; 14:19; Ephesians 4:3
- 5) Encouraging and building each other up.  
1 Thessalonians 5:11; Hebrews 3:13
- 6) Honoring the authority of our leaders.  
1 Thessalonians 5:12-13; Hebrews 13:17
- 7) Forgiving others as God in Christ has forgiven us.  
Ephesians 4:32; Colossians 3:13
- 8) Being slow to take offense and always ready for reconciliation.  
James 1:19-20

B. Share the responsibility of this church by:

- 1) Praying for its spiritual health and growth.  
Isaiah 56:7; Colossians 4:2
- 2) Encouraging each other to become disciplined followers of Christ.  
1 Chronicles 28:9; Mark 12:30-31; Acts 11:23
- 3) Sharing our joys and bearing our burdens and sorrows.  
Romans 12:15; Galatians 6:2
- 4) Graciously reprimanding others and being willing to accept correction.  
Matthew 18:15; Psalms 139:23-24; 1 John 3:5-6

C. Support the testimony of this church by:

- 1) Recognizing God’s holiness. Isaiah 6:1-3; 1 Peter 1:15-16
- 2) Attending faithfully the worship services, Bible studies, prayer meetings, fellowships and other activities. Psalm 122:1; Hebrews 10:24-25
- 3) Giving of our means cheerfully and regularly to support the financial needs of this body. Leviticus 27:30; Malachi 3:10; 1 Corinthians 16:2; 2 Corinthians 9:7

- 4) Abstaining from whatever is unbecoming a Christian, knowing that our bodies, minds and souls are God's living temple. 1 Corinthians 3:16-17; 1 Peter 1:13-16
- 5) Forsaking areas that might be a stumbling block to others. Romans 14:13 & 21
- 6) Honoring our families as the foundational institution of human society. Genesis 2:24; Exodus 20:12; Deuteronomy 6:6-7
- 7) Becoming a vital part of another local church of like faith and order should we move from this area. Hebrews 10:24-25

D. Encourage a lifestyle of discipleship which includes:

- 1) Studying the Scriptures to grow and mature in our faith. 2 Timothy 3:16
- 2) Discipling others in their daily walk. Proverbs 27:17; Matthew 28:19-20
- 3) Sharing the gospel with family, friends, neighbors and acquaintances through Christian example and personal witness. Acts 1:8; Titus 2:7-8
- 4) Maintaining Biblical integrity. 2 Timothy 2:15
- 5) Discovering and using our gifts and talents. Romans 12:6-8; 1 Corinthians 12:4-6; Ephesians 4:12; 1 Peter 4:10
- 6) Maintaining a personal relationship with Jesus Christ. John 8:12; 1 John 1:6 & 7

## **Section 5. Privileges of Members.**

A. **Decision Making.** Church decisions and affirmations are to be made by the congregation. Every member of the Church is entitled to vote at all elections and on all questions submitted to the church in any business meeting. No member may vote for or on behalf of another member. Members on the premises working in other areas and not able to attend the meeting will be permitted to vote by written ballot. (Psalm 1:1-3; Proverbs 2:2-6; 3:5-6; Isaiah 30:20-21; Galatians 5:16-18)

B. **Office Holding.** Every Church member is eligible as a candidate for offices in the Church subject to scriptural qualifications. The nomination and election of each Church officer will be described in Article II of these Bylaws. (Acts 6:1-7; 1 Timothy 3:1-13; Titus 1:6-9)

C. **Interest in Church Property.** No person shall have individual right to any part of the property or any asset of the Church. No member of the Church may be held personally responsible for the corporate obligations of the Church.

**Section 6. Termination of Membership.** Membership in this Church shall be terminated in one of the following manners. Except in cases of death, all terminations of membership shall be by a majority vote of the Church assembled at a regular or called business meeting.

A. Upon death, the member's name shall be removed from the Church roll.

- B. Upon proper request of a sister Baptist church, a letter shall be granted for any member in the Church. In no case shall a blank letter be granted and given to an individual; it shall be mailed directly to the church requesting it. A church letter is not individual property; it is a letter of recommendation from one church to another.
- C. Upon satisfactory evidence that a member of this Church has joined with another denomination or faith, the name of that member shall be removed from the Church roll.
- D. Upon written request by member(s) to be removed, the name(s) shall be removed from the Church roll.
- E. Upon action by this congregation for the discipline of a member with the goal of glorifying God, protecting the purity of the Church, and lovingly restoring such member to full fellowship with God and the Church. Such action is spelled out in Article I, Section 7 of the Bylaws. (Matthew 18:15-18; 1 Corinthians 5:1-13; 2 Thessalonians 3:14-15)

**Section 7. Welfare of Membership.** It shall be the basic purpose of First Baptist Church of Corinth to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the ministerial staff and deacons are available for counsel and guidance. Redemption, rather than punishment, should be the guideline which governs the attitude of one member toward another.

Church members who exhibit a continuing, unrepentant lifestyle of sin in regard to doctrine or conduct shall be dealt with according to the biblical process of church discipline. This is always to be done for the ultimate goals of glorifying God, purifying the Church, and restoring the individual to fellowship with God and the Church.

The first step in this process shall be for fervent, continual prayer to be made on behalf of the sinning member by the one who has knowledge of the sin (James 5:16-20). It shall also be the responsibility of any member of the body who has knowledge of a sinning member's heresy or misconduct to reprove and seek correction and restore the sinning member in private (Matthew 18:15-18 and Galatians 6:1). If the sinning member does not heed this reproof, then the reproving member shall again go to the sinning member accompanied by one or two witnesses to reprove, correct, and restore. If the sinning member still refuses to heed this reproof, it shall be brought to the attention of the pastors and/or deacons of the Church (Hebrews 13:17).

If after reproof from the pastors and/or deacons of the Church, the sinning member still fails to repent, the pastors/deacons shall tell it to the church (Matthew 18:17). If the sinning member still refuses to repent, the pastors/deacons shall announce the sinning member's public removal from church membership and fellowship, and he or she is to be treated as an unbeliever (Matthew 18:15-18, 1 Corinthians 5:1-13, and 2 Thessalonians

3:14-15). There shall be no appeal to any court from that decision.

If after removal of fellowship the sinning individual repents, he or she shall be joyfully restored back into fellowship (Luke 17:3-4 and 2 Corinthians 2:6-9).

If during the process of Christian discipline the member withdraws membership voluntarily but continues in the identified sin, the church shall still be responsible to seek the sinning individual's restoration through the process outlined in Scripture above.

The actions described in this section must at all times be carried out with a gentle, loving, and humble attitude with sensitivity to God's timing, and with the ultimate goals of glorifying God, purifying the Church, and restoring the individual.

## **Article II. Church Officers**

The officers of the Church shall be the pastor, the ministerial staff, the deacons, a clerk, and trustees.

### **Section 1. The Pastor**

**A. Qualifications.** The pastor shall possess the scriptural qualifications found in 1 Timothy 3:1-7 and Titus 1:7-9.

#### **B. Duties**

1. The pastor is responsible for leading the Church to function as a New Testament church. The pastor will lead the congregation, the organizations, the ministerial staff, and the office staff to perform their tasks.
2. The pastor is leader of pastoral ministries in the Church. As such he works with the ministerial staff, the deacons, and other Church leaders to:
  - a) lead the Church to engage in a fellowship of worship, identification, discipleship, service, and missions.
  - b) proclaim the gospel to believers and unbelievers.
  - c) care for the Church's members and other persons in the community.

**C. Election of a Pastor Search Committee.** Upon a vacancy in the office of pastor, a Pastor Search Committee shall be elected in the following manner:

1. The chairman of the deacons shall set a date for the election of a Pastor Search Committee.
2. Members of the Church may nominate individuals to serve on the Search Committee by submitting names to the deacons during the three weeks prior to the presentation of the committee to the Church.
3. The date of the business meeting to present the committee shall be publicized in the then-employed manner for general circulation among the Church members one week prior to the date.
4. The committee shall be presented to the Church for confirmation.
5. In their first meeting after being confirmed by the Church, the committee shall elect one of the members to serve as chairman.

**D. Functions of the Pastor Search Committee**

1. To select an interim pastor to fill the pulpit
2. To investigate prospective pastors
3. To recommend to the Church the name of a prospective pastor
4. To authorize expenditure of moving expenses incurred by the recently called pastor

**E. Procedures for Calling a Pastor**

1. Only persons recommended by the Pastor Search Committee shall be considered.
2. Only one prospective pastor shall be recommended to the Church at a time.
3. The Church congregation shall be notified in all publicity and at all Sunday worship services preceding the committee's presentation that on the following Sunday morning a prospective pastor will be present.
4. During the evening service on the designated Sunday the recommendation of the Pastor Search Committee shall be received.
5. Following the recommendation of the Pastor Search Committee, a motion shall be made and seconded that the recommended person be called as pastor. After a full discussion, a vote shall be taken by secret ballot.
  - a) If the candidate receives a simple majority of the votes cast by the Church members present, a call will be extended by the Pastor Search Committee to the prospective pastor.
  - b) If a call is not extended by the Church to the candidate, or if he declines such call, the Pastor Search Committee shall renew its search and come before the Church in the same manner until a pastor has been secured.
6. The Church shall allow the prospective pastor reasonable time to accept or decline.
7. The Church shall pay all reasonably incurred expenses of the Pastor Search Committee in its investigation of prospective pastors.
8. The Church shall pay, as authorized by the Pastor Search Committee, all reasonable expenses incurred by the prospective pastor, including but not limited to, honorarium, pulpit supply, travel expense, etc.

**F. Tenure.** The pastor shall serve at the pleasure of the Church.

## **Section 2. Ministerial Staff**

Members of the ministerial staff shall be called as the pastor and the Personnel Committee determines the need for such offices.

**A. Qualifications.** Every individual on the Ministry Staff should strive to the goal of the character defined of a pastor or deacon (I Tim. 3:1-13, Titus 1:5-9).

**B. Duties.** A job description shall be written based on the particular ministry requirement(s), as determined by the pastor(s) and/or the Personnel Committee.

**C. Selection.** Ministerial staff members shall be recommended to the Church by the Personnel Committee and employed by Church action.

## **Section 3. Deacons**

**A. Definition and Purpose.** In accordance with the meaning of the word “deacon” and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the pastor and staff in performing pastoral ministry tasks: proclaim the gospel to believers and unbelievers; care for church members and other persons in the community; lead the church to engage in a fellowship of worship, identification, discipleship, service, and missions as stated in Article II; and lead the church in performing its task.

**B. Qualifications and Expectations.** The qualifications and expectations for deacons shall be as written in 1 Timothy 3:8-13.

A deacon candidate should be a member of the church who fully supports the mission and activities of the church by giving both of his time and of his financial resources.

### **C. Deacon Selection Process**

1. Qualifications and nomination ballots for the office of deacon will be made available to Church members during regular worship services.
2. Nomination ballots will be accepted for at least two weeks prior to the election.
3. The nomination ballots will be counted by the Deacons after the close of the nominating process.
4. The Deacons will compile a list of candidates ranked according to the number of nominations received.
5. The Deacons will then conduct interviews with the top candidates. The names of those candidates that meet the qualifications and who are willing to serve will then be announced at least two weeks prior to the business meeting in which the vote is taken.
6. The voting will be done on each individual candidate by secret ballot, a majority of affirmative votes being required for approval.
7. Previously ordained deacons may be added upon recommendation by the deacon

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body and vote of the Church.

Successful candidates will be ordained and installed at a special service that follows the biblical example from Acts 6:6. Previously ordained deacons will forego the ordination process. Each new deacon will then be expected to undergo deacon training.

**D. Organization and Term of Service.** On the first regular deacon meeting of the church year, the deacons will elect a chairman, vice-chairman, and secretary who will serve for one year. Unless and until a term of service is established for deacons by the church, deacons will continue to serve until led by the Holy Spirit to seek inactive status, or to resign.

#### **Section 4. Moderator**

The pastor shall be the moderator unless the Church chooses to elect a moderator. In the absence of the moderator, the chairman of deacons shall preside; or in the absence of both, the clerk shall call the church to order and an acting moderator shall be elected.

#### **Section 5. Clerk**

The clerk of the Church shall be elected for a term of three years, and may be reelected to serve successive terms by action of the Church. The clerk shall keep in a suitable book a record of all the actions of the Church, except as otherwise herein provided. The clerk shall keep a current copy of the Constitution and Bylaws. The clerk is responsible for keeping a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms. 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. Some of the clerk's responsibilities may be delegated to a Church secretary. All Church records are Church property and should be filed in the Church office.

#### **Section 6. Trustees**

The Church shall elect three trustees to serve as legal officers for the Church. Upon a specific vote of the Church authorizing such action, they shall have the power to buy, sell, mortgage, lease, or transfer any Church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to Church approved matters. Trustees shall serve terms of three years, with one new trustee being elected each year to replace the one rotating off.

### **Article III. Church Support Staff**

The Personnel Committee, in cooperation with the pastor, shall employ support staff.

## **Article IV. Committees**

**Section 1. General.** With the exception of the Nominating Committee, all Church committee members shall be recommended by the Nominating Committee and elected by Church action. Committees shall be added or deleted by vote of the Church upon recommendation by the pastor and/or the Church Council when the need arises. The number of committee members shall be determined at the time committee members are nominated. Members will be elected for three years unless filling an unexpired term, and may serve successive terms.

**Section 2. Building and Grounds Committee.** The Building and Grounds Committee shall assist the Facilities Maintenance Supervisor with duties, general repairs, and maintenance of the church buildings.

**Section 3. Bylaws Committee.** The Bylaws Committee shall:

1. review bylaws on an annual basis and make any recommendations that may be necessary in keeping with the Church growth.
2. bring any recommendations to the Church for approval as stated in the Bylaws, Article IX.

**Section 4. Church Council.** The Church council, unless otherwise determined by vote of the Church, shall be composed of the following: the pastor, other ministerial staff, chairman of deacons, and any others as deemed necessary by the above.

The primary functions of the Church Council shall be to:

1. recommend to the congregation suggested objectives and church goals.
2. review and coordinate program plans recommended by church officers, organizations and committees.
3. recommend to the congregation the use of leadership, calendar times, and other resources according to program priorities.
4. evaluate program achievements in terms of church goals and objectives.

**Section 5. Counting Committee.** The Counting Committee shall:

1. assist the Finance Secretary in counting and recording all tithes and offerings received in each service.
2. deposit the money in the bank as soon as possible.

**Section 6. Fellowship Committee.** The Fellowship Committee shall handle details of church-wide fellowships and receptions in coordination with the Church hostess.

**Section 7. Finance Committee.** The Finance Committee shall:

1. prepare and present for discussion an annual budget to the Church in a regularly scheduled business meeting. Preparation will include an estimate of anticipated income based on Church's previous year's income, prevailing economic conditions, and anticipated growth potential, as well as lists of budget needs from leaders of all ministries/programs within the Church.

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2. consider requests for non-budgeted expenditures, and make recommendations as necessary to the Church.
3. advise the Church on financial undertakings as to soundness and effect on financial structure and credit standing of Church.
4. prepare quarterly updates for review by the Church at regularly scheduled business meetings.

**Section 8. Greeting and Ushering Committee.** The Greeting and Ushering Committee shall assist church members and visitors before, during, and after any regularly scheduled or specially scheduled Church service. Their primary responsibilities shall be to:

1. greet and seat individuals at Church services.
2. receive the offering.
3. provide information concerning services via printed program/bulletin.
4. be sensitive to individuals with special needs.
5. provide for special seating as necessary.
6. act as primary safety and security agents of the Church during services by providing training to respond to emergency conditions and direct community safety personnel (policemen/firemen) to persons in need.
7. assist with internal security of such places as the preschool area, children's area, and Church office.
8. direct member and visitor parking.
9. provide special assistance to handicapped individuals.

**Section 9. Missions Committee.** The Missions Committee shall lead the congregation to discover opportunities for involvement in missions activities. Their responsibilities shall be to:

1. inform the Church concerning established missions emphases and offerings which are used to support mission efforts locally, nationally, and internationally.
2. assist the pastor in the identification of church planting opportunities.
3. solicit the assistance of the congregation in meeting the needs of established missions under the sponsorship of the Church, including but not limited to, facilitating plans and programs to aid the incorporation of the mission church into fully recognized church status.

**Section 10. Nominating Committee.** The Nominating Committee is responsible for nominating members of all other committees and presenting them to the Church for approval. Members of the Nominating Committee shall be nominated by the Church Council and elected by the Church.

**Section 11. Personnel Committee.** The Personnel Committee shall help the Church in matters that relate to personnel administration and management. These matters may include employment procedures, salary plans, personnel benefits, personnel services, and legal requirements.

**Section 12. Recreation Committee.** The Recreation Committee shall be responsible to  
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develop and enforce the policies and rules that govern the use of our facilities and activities both on site and away from our campus. They will work in conjunction with the director of the recreation ministry to ensure all activities are consistent with the ministry goals of the Church.

**Section 13. Temporary Committees.** Temporary committees shall be elected by the church as needed, in accordance with Article IV, Section 1, and will terminate when function is fulfilled.

**Section 14. Changes.** Committees function at the pleasure of the Church and must bring recommendations regarding changes in policy to the Church Council and/or Church for approval.

### **Article V. Church Organizations**

The Church shall maintain programs of Bible teaching; Church member training, Church leader training, new member assimilation; mission education, action, and support; music education, training, and performance; and weekday educational programs. All organizations related to the Church programs shall be under Church control, all officers being elected by the Church and reporting regularly to the Church, and all program activities subject to Church coordination and approval. The Church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

### **Article VI. 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 by an ordained person of like faith and order, approved by the pastor or the Church. The deacons shall assist in the preparation for and the 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, ministerial staff, and/or deacons and encouraged to prayerfully consider following through with baptism.

**Section 2. 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 at least quarterly in either the morning or the evening worship service.
2. The deacons shall assist the pastor in the administration of the Lord's Supper.
3. The deacons shall be responsible for the physical preparations of the Lord's

*Constitution & Bylaws adopted 09/06/2006.*

Supper.

## **Article VII. Church Meetings**

**Section 1. Worship Services.** The Church shall meet regularly each Sunday and on Wednesday evenings for preaching, instruction, evangelism, and worship. These meetings shall be open to all people and shall be conducted under the direction of the pastor or other person authorized by the church.

**Section 2. Special Services.** Revival services and any other Church meetings essential to the advancement of the mission of the Church shall be placed on the Church calendar.

**Section 3. Regular Business Meetings.** Regularly scheduled business meetings shall be held quarterly.

**Section 4. Special Business Meetings.** The Church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given unless extreme urgency renders such notice impractical. The notice must include the subject, date, time, and place, and must be given in such a manner that all resident members have opportunity to know of the meeting.

**Section 5. Quorum.** The quorum consists of those members who attend the business meeting provided it is a regularly scheduled 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.

## **Article VIII. Church Finances**

**Section 1. Budget.** The budget is a comprehensive financial plan that reflects specific allocations from anticipated income for supporting the Church's ministries and related expenses. It forms the basis for reporting fiscal stewardship to the Church, and must be approved annually by the church in a business meeting.

**Section 2. Accounting Procedures.** All funds for any and all purposes shall pass through the hands of the Church financial secretary and be properly recorded on the books of the Church. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Committee.

**Section 3. Fiscal Year.** The fiscal year of the Church shall begin on January 1 and end on December 31.

## **Article IX. Amendments**

This Constitution and Bylaws may be amended in any business meeting of the Church provided each amendment shall have been presented in writing at a previous meeting, and copies of the proposed amendment furnished to each member present. A majority of affirmative votes is required for approval.