

# **Circleville First Baptist Church**

## **Constitution & By-Laws**

**Amended 8/14/16**

# **CONSTITUTION and BYLAWS**

## **Circleville First Baptist Church**

### **Constitution**

#### **Preamble**

For the purpose of preserving and making secure the principles of faith and to the end that this body be governed in an orderly manner consistent with the accepted tenets of Southern Baptist churches, which are affiliated with the local association and the state and national Southern Baptist Conventions, and for the purpose of preserving the liberties inherent in each individual member of the church, and to set forth the relationship of this body to other bodies of the same faith, we do declare and establish this Constitution.

#### **Article I – Name**

The name of this church shall be the Circleville First Baptist Church.

#### **Article II – Purpose and Vision Statements**

##### **Purpose**

The Biblical purpose of our church is found in the Great Commission:

Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

Matthew 28: 18-20, NIV version

- Evangelism – Leading people to a saving relationship with Christ.
- Discipleship – Assisting believers to grow into Christ-likeness.
- Fellowship – Building caring relationships among believers.
- Worship – Exalting Christ corporately and individually.
- Service – Ministering to others in the name of Christ.

##### **Vision –**

**"A ship of diverse people and ministries guided by Christ, empowering individuals to discover and live out God's design."**

### **Article III – Statement of Faith**

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The statement of faith is as stated in the current Southern Baptist Convention "Baptist Faith and Message" booklet. A copy of this should be attached to this document.

### **Article IV - Church Covenant**

We, the members of the Circleville First Baptist Church of Circleville, Ohio having been led, as we believe by the spirit of God, to receive the Lord Jesus Christ as our Lord and Savior and, on the profession of our faith, having been baptized, by immersion, in the name of the Father, and the Son, and the Holy Spirit, do now, in the presence of God and this assembly, enter into a covenant with each other, as one body in Christ.

We, therefore, agree by the aid of the Holy Spirit and with the Bible, the inspired Word of God as our guide, to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote this prosperity and spirituality; to sustain its worship, ordinances, doctrines, and discipline; 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 agree to encourage personal and family devotions; to educate our children according to our faith; to seek the salvation of the unbeliever; to avoid any and all actions which would compromise or damage our witness and example to the lost, and to other Christians so that all that we do will be done to the glory of God; to be just in our dealings, faithful in our engagements, and an example to those around us; 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 one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian 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 further agree that, when we move from this area, 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.

### **The Individual Member**

I have received Jesus Christ as my Lord and Savior, and have been baptized as a believer by immersion.

I believe God has led me to unite in membership with the Circleville First Baptist Church family. I am in agreement with the following Circleville First Baptist Church statements:

- Purpose Statement
- Vision Statement
- Articles of Faith – as stated in "The Baptist Faith & Message"

Knowing that I am still maturing, spiritually, while on earth, my goals to God and to the other members are:

1. Protect the unity of my church, which includes
  - acting in love toward other members (1 Peter 1:22)
  - refusing to gossip (Ephesians 4:29)
  - cultivating a positive attitude (Philippians 2:5)
  - maintaining Biblical integrity (1 Corinthians 2:12-15)
  - following the leaders (Hebrews 13:17)
2. Serve the ministry of my church, which includes
  - lifting it up in prayer (1 Thessalonians 1:2)
  - using my gifts and talents in service (1 Peter 4:10)
  - developing a servant's heart (Ephesians 4:11-12, Philippians 2:3-4, 7)
  - participating in fellowship (Romans 12:5)
  - giving regularly (1 Corinthians 16:2, Leviticus 27:30)
3. Support the testimony of my church, which includes
  - attending faithfully (Hebrews 10:25)
  - fulfilling commitments (Romans 12:1)
  - inviting the unchurched to attend (Luke 14:23)
  - warmly welcoming newcomers (Romans 15:7)
  - living a godly life (Philippians 1:27)

## **Article V - Character**

### 1. Polity

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. (See Article VI of this Constitution)

All internal groups and officers created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

### 2. Doctrine

The Holy Scripture shall be its authority and guide of faith and practice.

### 3. Relationship

We are governed by the Lord Jesus Christ, who is the Head of the body, the church, as He shall reveal His leadership to us through the Word of God and the Spirit of God. This church is subject to no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Southern Baptist churches. Insofar as is practical, this church will cooperate with and support the local association of Baptists, the State Convention of Baptists in Ohio and the Southern Baptist Convention.

All property of said church is to be held for the use of and benefit of those of the membership, even though they be a minority, who adhere to, maintain and propagate the doctrines, faith and practices of Baptist churches cooperating with the local association of Baptists, State Convention of Baptists in Ohio and the Southern Baptist Convention. A refusal of the membership, though they may be a majority, to adhere to, maintain and propagate the faith and practices of Baptists and to cooperate with the local association of Baptist, State Convention of Baptists in Ohio and the Southern Baptist Convention shall constitute such a deviation from the accepted usage's, practices, customs and beliefs of

Baptists, that said majority shall no longer constitute the true congregation of said Church, and the title of the property of the Church shall vest in, and be help for the use and benefit for the minority of the membership, so who do adhere to and maintain the doctrines, faith and practices of Baptists and who cooperate with the local association of Baptists, State Convention of Baptists in Ohio, and the Southern Baptist Convention.

If there is no minority to make adequate use of said property, then the title to same shall revert to or become vested in the State Convention of Baptists in Ohio, as Trustee, to hold and use said property or the proceeds there from to advance and propagate the Baptist cause and denomination in Ohio.

## **Article VI - Membership**

### **1. General**

This is a sovereign and democratic Baptist church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

### **2. Candidacy**

Any person, having affirmed his personal relationship with Jesus Christ, may offer himself as a candidate for membership in this church at any regular service in any of the following ways:

- a) By profession of faith in Jesus Christ as Lord and Savior and by Baptism according to the policies of this church.
- b) By Letter from a Baptist church of like faith and order (i.e. those that adhere to the tenets of Article III of this Constitution) provided such one has been scripturally baptized as defined by Article III of this Constitution.
- c) By statement of one's faith in Jesus Christ as Lord and Savior, one who has been scripturally baptized by a church of like faith and order as defined by Article 7 of this Constitution, provided that the new member believes that a genuine experience of salvation is an eternal experience never to be lost.
- d) By restoration to active fellowship one who has previously lost such standing in this church. In all cases, the church must be fully satisfied as to the good intent of such applicant. A three-fourths vote of those church members present and voting at a Church Business meeting shall be required to restore an applicant to membership.

### **3. Requirements for Membership**

All adult candidates for membership will be required to participate in a New Member Orientation Course, which will be determined by the church prior to election for membership.

The Pastor, deacon, or other ordained leader will meet with candidates regarding the duties and privileges of church membership. After completion of new member orientation, the

candidates shall be voted at the next regular church business meeting. A majority vote is required to elect such a candidate to membership.

#### **4. Rights of Members**

Only members of the church, sixteen (16) years and older, are entitled to vote at all elections and on all questions submitted to the church in a business meeting.

Only members of the church are eligible for consideration by the membership as candidates for elective offices in the church.

#### **5. Discipline**

It shall be the practice of this church to emphasize to its membership that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the church to take action to *exclude* a member, three/fourths vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. A spirit of Christian kindness and forbearance shall pervade all such proceedings.

#### **6. Termination of Membership**

Membership shall be terminated in the following ways:

- 1) Death of the member
- 2) Exclusion by action of this church
- 3) Transfer of letter to another Baptist church
- 4) Erasure upon proof of membership in a church of another denomination
- 5) Erasure upon a signed written request from the member.

### **Article VII - Ordinances**

#### **1. Baptism**

Repentance and faith shall precede Baptism. Baptism shall be by immersion and in accordance with Section 7 of The Baptist Faith and Message. Baptism shall be administered by authority of the church.

#### **2. Lord's Supper**

The Lord's Supper shall be administered by authority of the church. The Lord's Supper shall be observed as prescribed by the Scriptures and Section 7 of The Baptist Faith and Message. It is not a sacrament; therefore, it is not necessary for salvation. The Lord's Supper shall be observed not less than once each quarter and at such other times as the church may designate.

### **Article VIII - Amendments**

The Constitution may be amended by a vote of three/fourths of the members present at a regular church business meeting, provided the amendment has been presented in writing at a church business meeting at least 60 days earlier.

# By-laws

## Preamble

The purpose of our governing bylaws is to establish guidelines for church staffing, services, meetings, teams and teams, which will clearly communicate the expectations to be followed.

## Article I – Officers

The officers of this church shall be as follows:

### 1. Pastor

#### a) Qualifications

In choosing a pastor, the church shall look for characteristics as set forth in the following scripture:

- I Timothy 3:1-7
- Titus 1:7-9
- I Corinthians 13:4-8
- Galatians 5:22-26
- Ephesians 4:11-13

A pastor must evidence a clear call from God to pastoral ministry. He must maintain a godly character that no reproach come through him upon the Body of Christ. He must be in agreement with the Church constitution and By-laws and allow Jesus Christ to lead him in all his ways.

#### b) 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 the church. As such, he works with the deacons, the leadership team, and church staff to: (1) lead the church in the achievement of its mission, (2) proclaim the gospel to believers and unbelievers, and (3) care for the church members and persons in the community.

It shall be the pastor's duty to conduct the worship services of the church; administer the ordinances of Baptism and the Lord's Supper, preside at all meetings of the church except where another person is elected to service; visit regularly the membership of the church, particularly the sick and distressed; visit prospective members to extend to them an invitation to join the church; to cooperate fully with all church officers and ministry teams. The pastor shall be an ex-officio member of all ministry teams and organizations of the church, and his counsel and leadership is to be recognized in all of them, but he shall not be entitled to vote. He shall be accountable to the deacons and the deacons to him.

It shall be the pastor's responsibility to be accessible to the members of the church. Therefore, he should establish and communicate to the membership a time frame dedicated for counseling and or discussion. The membership should endeavor to schedule their need during the allotted time.

The pastor shall be called to his office with an indefinite call. The pastor shall secure evangelists for all revival meetings. The pastor shall be financially responsible for his supply minister, except when on vacation, illness, or on business for the church. The pastor shall be granted the privilege of two revival meetings a year. The church shall send the pastor to the Southern Baptist Convention annual meeting and to the State Association annual meeting, as provided in the current church budget. When the pastor expects to be absent from the pulpit, he shall notify the deacons, and, if necessary, they shall assist him in securing a suitable pulpit supply. In the event of the absence of the pastor by reason of serious illness or other emergencies, or in the event of a vacancy in the office of pastor, the deacons shall secure a pulpit supply.

**c) Selection**

Whenever a vacancy occurs, a Pastor Search Ministry Team shall be formed. This search team shall consist of at least five and no more than seven members. The team shall never include two members of an immediate family.

The Pastor Search Team will be selected in the following manner:

The deacons will prayerfully compile a listing of potential candidates and confirm, with that individual, each candidate's interest and ability to serve. This listing will be presented to the church during a business meeting. The church membership will be allowed to add individuals to this list at the business meeting if each individual added has prayerfully considered and agreed to serve. The church will then vote by secret ballot.

The team shall choose its own chairman and secretary. The church shall reimburse the team for expenses incurred in seeking a pastor. The team shall bring to the consideration of church only one person at a time. The recommendation of the Pastor Search Ministry Team must be unanimous and shall constitute a nomination.

After the Pastor Search Ministry Team has agreed on a nomination and prior to any meeting of the church held for the purpose of considering the nominee, the Pastor Search Ministry Team in consultation with the deacons, personnel, and finance teams, shall contact the prospective pastor for the purpose of reaching tentative terms of agreement. This written agreement shall stipulate the amount of salary, vacation, sick leave, number and duration of revival meetings to be held annually in other churches, arrangements and agreements on housing, and any other duties and obligations of the contracting parties including a statement that the contract may be terminated by thirty days' notice by either party. The tentative agreement shall become permanent upon the church extending a call and the prospective pastor accepting the call.

In addition, prior to any vote being taken by the church, the candidate shall be presented to the church during Sunday services for purposes of a trial sermon, personal testimony, question and answer period and such other activities as will aid the church in making an informed decision concerning the subsequent vote on said candidate.

An affirmative vote by secret ballot of three-fourths of those present and voting shall be necessary to approve the calling of a pastor.

**d) Removal**

1) The pastor may relinquish the office as pastor by giving at least thirty days' notice to the church at the time of resignation.

2) The church may declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least 30 days public notice has been given. Prior to any such declaration, due consideration shall be given to Matthew 7:1-2; Matthew 18:15-17; and I Timothy 5:17-19. Any accusation shall first be taken to the deacons who shall then consider such accusation and the validity thereof. They shall then counsel with the pastor and/or make further recommendation to the church. A meeting to consider the pulpit vacant may be called upon by a majority vote of deacons or by written petition signed by not less than one-fourth of the resident church members. The moderator for this meeting shall be as otherwise provided herein except that the pastor shall not serve as moderator of this meeting.

An affirmative vote by secret ballot of three-fourths of those members present and voting shall be necessary to remove the pastor.

## **2. Church Staff**

### **a) Ministerial Staff**

#### **1. Selection & Qualifications**

The ministerial staff shall be called and employed as the Pastor, Personnel Ministry Team, deacons, and church determine the need for such offices.

All ministerial staff must evidence a clear call from God to the ministry and upon accepting the call, become a member of our church. All must maintain a godly character that no reproach comes through them upon the Body of Christ. All must be in agreement with the Church constitution and By-laws and allow Jesus Christ to lead them in all their ways.

The Personnel Ministry Team in consultation with the Pastor shall write a job description when the need for a staff member is determined. This description will provide a thorough guide as to duties and expectations. The Personnel Ministry Team shall then submit it to the church for approval at a church business meeting. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the Personnel Ministry Team or other special team called by church action.

After the Personnel or Special Ministry Team has agreed on a candidate and prior to any meeting of the church held for the purpose of considering the candidate, the Personnel or Special Ministry Team in consultation with the Pastor, the deacons and the Finance Ministry Team, shall contact the prospective candidate for the purpose of reaching tentative terms of agreement. This written agreement shall stipulate the amount of salary, vacation, sick leave, and, where applicable, the number and duration of meetings to be held annually in other churches and arrangements and agreements for those who supply the position in the absence of the staff person, and any other duties and obligations of the contracting parties including a statement that the contract may be terminated by thirty days' notice by either party. The church may vote to terminate such employment immediately provided; however, if it does, the church shall pay such staff person an additional thirty days from the date of said termination at his or her regular rate of pay.

In addition, prior to any vote being taken by the church, the candidate shall be presented to the church during Sunday services for purposes of a trial sermon (if applicable), personal testimony, question and answer period and such other activities as will aid the church in making an informed decision concerning the subsequent vote on said candidate.

An affirmative vote by secret ballot of three-fourths of those members present and voting shall be necessary to approve the calling of a candidate.

**1) Supervision**

The Pastor shall provide general direction, counsel and encouragement so as to assist each member in the accomplishment of assigned responsibilities. The Pastor shall supervise the Ministerial Staff members, as specified in their job descriptions and, along with designated supervising staff members, shall evaluate the performance of ministerial staff in consultation with the Personnel Ministry Team and other appropriate ministry team(s).

**2) Responsibilities**

The responsibilities of the ministerial staff shall be governed by their job descriptions. From time to time modifications to these job descriptions may be recommended by the Pastor, deacons, and Personnel Ministry Team and approved by the church at a business meeting.

**3) Removal**

All ministerial staff shall continue in office as long as all parties are agreed, Christ and the church are being served, and the Lord's blessing is apparent on all.

In case of dispute, any accusation shall first be taken to the deacons who shall then consider such accusation and the validity thereof. They shall then counsel with the Pastor and/or make further recommendation to the church.

**b) Non-ministerial Staff**

The Personnel Ministry Team shall have the authority to employ and to terminate the services of non-ministerial staff members considering the recommendation of the supervising staff member and, as appropriate, with the consultation of related ministry teams of the church. Non-ministerial staff members shall be employed within the constraints of the budget. The non-ministerial staff shall be responsible to the Personnel Ministry Team either directly or through another supervising staff member.

The Personnel Ministry Team along with designated supervising staff members shall evaluate the performance of non-ministerial staff in consultation with other appropriate ministry team(s).

**3. Deacons**

**a) Qualifications**

In selecting deacons the church shall look for characteristics as set forth in the following Scriptures: Acts 6:3 and I Timothy 3:8-13.

Minimum age will be 21 years.

To be elected to this office, one must be a member of the Circleville First Baptist Church one year, or if previously ordained by a church of like faith and order, for a minimum of six months.

**b) Number**

The number of deacons is to be determined by the needs of the church.

**c) Term and Rotation**

The term of office shall begin September 1.

The normal term of office shall be three years, one third of the number being elected at each year, with all remaining terms of service listed.

It is desired that a deacon be inactive for one year after serving his term.

If an insufficient number of active deacons cannot be maintained for effective ministry to the church, an inactive ordained deacon or one moving to inactive status may be asked by the deacons and church body to serve additional time.

No one can serve in the same capacity of chairman, vice chairman, secretary, or treasurer for more than three consecutive years, in keeping with the intent of rotation.

If the deacons deem it necessary due to deacon resignation, removal, or church growth, the active deacons may nominate, screen, and elect by simple majority vote an inactive ordained deacon(s) whom the church has previously elected as deacon, to serve until the next annual election period.

#### **d) Study**

A man shall complete an authorized study course on the responsibilities of a deacon, in relationship to the Southern Baptist Convention program. This study will take place before approval and ordination by the church. Assigned document showing agreement to current Baptist Faith and Message, Deacon Handbook, and Church Constitution and By-laws, will be placed on file upon completion of study course. The deacon should set a good example in adherence to the tenets of our faith, loyalty to the church program, intercessory prayer and visitation. Accordingly, each deacon shall sign a Ministry Covenant that clarifies expectations, responsibilities, and accountability, before commencing his duties. It shall be the responsibility of the deacon body to draft and maintain the Ministry Covenant.

#### **e) Ordination**

Before a deacon is ordained, he is to be a man that has proved himself according to the Scriptures. All deacons shall be elected and ordained by the church, except when already ordained by a duly constituted evangelical Baptist Church. Ordination is required before commencing their duties.

#### **f) Responsibilities**

In accordance with the meaning of the work and the practice in the New Testament, deacons shall consider themselves as servants of the church. With the Pastor and staff, and as the Holy Spirit leads, their task is to serve in performing the pastoral ministries' tasks of (1) leading the church in the achievement of its mission, (2) proclaiming the gospel to believers and unbelievers, and (3) caring for the church members and other persons in the community. The deacons should set a good example in adherence to the tenets of our faith, loyalty to the church program, intercessory prayers, and visitation.

Each new church year, within the deacon body, an election will be held for chairman, vice chairman, secretary, and treasurer of the Storehouse benevolence fund.

Reference to the Circleville First Baptist Deacon Handbook explains further expectations. When necessary, deacons will be involved in church discipline and pastor supply as described in other sections of the Constitution and By-laws.

#### **g) Election**

Annually the active deacon body with the pastor will evaluate and consider potential candidates to serve as deacons. These candidates include both inactive ordained and individuals who have never previously served as deacons. If the latter become deacons, they will go through a deacon ordination process.

A listing will be generated of all men within the church meeting the age and membership qualifications. The active deacons will prayerfully consider and examine the qualifications of each individual candidate, particularly in light of appropriate biblical passages (example: I Timothy 3:8-13). A second listing will then be generated within the active deacons of potential deacon candidates. Viable candidates will then be personally contacted to determine their interest. If they are interested, the Deacon Handbook including Questionnaire for Potential Deacons will be hand delivered, to be completed and questionnaire returned. Inactive deacons will not be required to complete the questionnaire if they have done so in the past. After receiving the completed questionnaire, the pastor, deacon chairman, and vice chairman (or alternate chosen by active deacons) will interview each candidate personally.

If all parties choose to continue the process, the prospective deacon will be invited to a deacons meeting for fellowship and conversation with the remainder of the deacon body. If the deacons are in agreement as to the individual, then the prospective deacon will be recommended as a qualified candidate for deacon election at a business meeting. The church may also provide nominations from the floor at the business meeting, but these nominations will require prior agreement by the individual to serve and go through the above-explained questionnaire and examination process.

#### **h) Meetings**

Meetings will be held at the discretion of the deacon body. Normally monthly meetings will be conducted, but meetings can be held more often or less often as the need is discerned.

#### **g) Removal**

A deacon may relinquish his position as deacon by giving at least thirty days' notice to the deacons at the time of resignation. If a deacon fails to tender his resignation upon moving away from the community, the deacons may declare the position vacant by majority vote of the remaining deacons.

The church may take action to remove a deacon for cause. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. Prior to any such declaration, due consideration should be given to Matthew 7:1-2; Matthew 18:15-17; and I Timothy 5:17-19. Any accusation shall first be taken to the deacons who shall then consider such accusation and the validity thereof. They shall then counsel with the Pastor and/or make further recommendation to the church. A meeting to consider the removal of deacon may be called upon by a majority vote of deacons or by written petition signed by not less than one-fourth of the resident church members. The moderator for this meeting shall be as otherwise provided herein except that the deacon upon whom action is being taken shall not serve as moderator of this meeting.

**All following officers elected by the church shall notify the church thirty (30) days in advance when desiring to offer their resignation. No officer elected by the church shall be demoted or brought to trial for any crime without first having a written notice, one month prior to a business meeting of action.**

#### **4. Trustees**

The church shall elect six members to serve as trustees. Trustees will be recommended to the church by the Ministry Placement Team. The term of office shall be three years, one-third of the number being elected at each annual meeting to fill the vacancy of the individual(s) whose term of office shall expire. The term of office shall begin September 1 in keeping with the church calendar year.

The trustees shall, as provided by law and the action of the church, represent the church in all matters of legal responsibility regarding the purchase and disposal of church property and physical equipment. They shall execute all legal papers relating to the church and to the community as the church may direct. They shall have no power to buy, sell, mortgage, lease, negotiate for sale or purchase, transfer, and/or finance any real property of the church without a specific vote of the church authorizing such action.

The trustees shall make a report to the church at each business meeting.

#### **5. Moderator**

The deacon chairman or his appointee within the active deacon body shall serve as moderator. The moderator shall preside at all church meetings of the church. In the absence of the above, the pastor or clerk will call the church to order and a moderator pro-tem shall be elected.

The moderator shall become familiar with the rules and procedure of parliamentary authority in the provisions of these by-laws, and in all matters of parliamentary law governing deliberation of the assembly, the rules of the procedure set forth in Roberts' Rules of Order, Revised, shall govern.

#### **6. Clerk**

The church will elect annually a clerk as its clerical officer. The church clerk shall be recommended to the church by the Ministry Placement Team. The clerk will be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The clerk shall be responsible for keeping a register of names of members with dates of admission, dismissal, death, or erasure, 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 required notice of all meetings, where notice is necessary, as indicated in these by-laws. The clerk shall be responsible for preparing the annual letter of the church to the Association.

The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected clerk. All church records are church property and shall be kept in the church office.

#### **7. Treasurer**

The Personnel Ministry Team shall hire a church treasurer. It shall be the duty of the treasurer to receive and pay out all money for things of value, paid for or given to the church; keeping at all times an itemized account of all receipts and disbursements. Payment of bills for local work and expenses shall be made promptly and all funds received for denominational or other causes shall be remitted at least monthly. An itemized report shall be presented in writing at each regularly scheduled church business meeting. Within sixty days after the end of each fiscal year, the treasurer shall render to the church an annual report showing the total amount of receipts and a summary statement of all disbursements. All books, records, and accounts kept by the treasurer shall be considered the property of the church. The financial books shall be open for inspection, excluding other members' tithing records, to all members of the church. This inspection shall be by appointment with the treasurer and church moderator, or Finance Ministry Team member present.

The treasurer shall, upon relinquishing his/her duties of office, promptly deliver to the Finance Ministry Team all books, records, and accounts in his/her hands pertaining to or relating in any manner to the duties of the office he/she is relinquishing. He/she shall consider it a part of his/her responsibility to promote in every proper way, scriptural giving

on the part of the entire membership of the church. The Finance Ministry Team shall perform the duties in the absence of the treasurer.

The primary authority for each disbursement comes from the budget as adopted by the church. Fixed expenses such as salaries, budgeted mission items, denominational retirement plan dues, utilities, taxes, insurance, indebtedness, etc., will be paid directly by the treasurer. Other budgeted expenses will be accompanied with a voucher signed by a Ministry Team Chairperson or Ministry Director.

The treasurer as a paid position is referred to Article I, Section 2,b. for further reference regarding this position.

## **Article II – Church Program Ministries**

The church shall maintain ministries of Bible teaching; church member training, church leader training, new member orientation; mission education, action, and support; and music education, training and performance. All organizations related to the church ministries 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. There will be no fundraising except for activities to be carried out and supported within the body of this church. In order to protect minors, the church shall implement and administer a screening policy for all workers involved with minors.

**All Purposes and Descriptions are found in the Church Handbook.**

### **1. Worship Ministries – Centering on God**

#### **a) Worship / Choir / Music Ministry**

The church music organization, under the direction of the Minister of Music and Worship, shall be the music education, training, and performance organization of the church. Its tasks shall be to teach music; training persons to lead, sing, and play music; provide music in the church.

The church music program shall have such officers and organizations, as the program requires.

The Minister of Music and Worship is a paid position to Article 1, Section 2.a. for further reference regarding this position.

- b) Multi-media Ministry Team**
- c) Greeter Ministry Team**
- d) Flower / Decorating Ministry Team**
- e) Usher Ministry Team**
- f) Baptismal Ministry Team**
- g) Drama Ministry Team**
- h) Children’s & Preschool Church Ministry**
- i) Children’s Choir Ministry**

## **2. Discipleship Ministries – Constructing Christ-like Character**

### **a) Sunday School Ministries – Bible Study**

The Sunday School shall be the basic organization for the Bible teaching program and outreach. Its tasks shall be to teach the biblical revelation, reach persons for Christ and church membership, provide and interpret information regarding the work of the church and denomination.

The Sunday School shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School Director.

### **b) Shipbuilders (Discipleship Training) Ministries**

Discipleship Training shall be the doctrinal teaching organization of the church. Its tasks shall be to provide systematic and graded studies related to membership, maturity, ministry and multiplication.

Discipleship Training should be organized, as the ministry requires under the leadership of the Discipleship Training Director.

## **3. Outreach Ministries – Communicating the Good News**

- a) Outreach Ministry Team**
- b) Celebrate Recovery Ministry Team**
- c) Servant Evangelism Ministry Team**
- d) Vacation Bible School Ministry Team**
- e) Public Relations Ministry Team**
- f) Scrap booking Ministry**

## **4. Contributing Ministries – Contributing to the Body**

### **a) Men's Ministry**

The Men's Ministry shall be the basic organization for assisting men to be involved in ministering to the unique needs of men, to support missions through education, prayer and involvement, and to engage in meaningful fellowship with other men.

The Men's Ministry shall have a Men's Ministry Director, as well as other leaders and organizations as the ministry requires (Brotherhood, R.A.'s).

### **b) Women's Missions & Ministries**

The Women's Ministry shall be the basic organization for assisting women to be involved in ministering to the unique needs of women, to support missions through education, prayer and involvement, and to engage in meaningful fellowship with other women.

The Women's Ministry shall have a Women's Missionary Union Director and a Women's Ministry Leader as well as other leaders and organizations as the ministry requires (WMU, G.A.'s, and Mission Friends).

### **c) Youth Ministry**

The Youth Ministry shall focus on involving all youth in activities ministering to the unique needs of young people. The Youth Ministry shall have a Director and an Adult Youth Council to serve as an advisory, planning, and helping role involving all programs and ministries for the youth of the church.

- d) Prayer Ministry**
- e) Hostess Ministry Team**

- f) **Care & Grief Ministry Team**
- g) **Library Ministry**
- h) **Photography Ministry**
- i) **Historian Ministry**

## **5. Stewardship Ministries**

### **a) Ministry Placement Team**

The Ministry Placement Team will be comprised of no less than five rotating members with terms of service being three years, with one-third rotating off each year. The Ministry Placement Team Leader will be chosen from one of these members: the Pastor, Deacon Chairman, Sunday School Director, Women's Missions & Ministries Director, Men's Ministry Director, and Worship Leader will also be members because of their positions in the church.

It will be the responsibility of this team to bring nominations for the future Sunday School Director, Women's Missions & Ministry Director (WMU), and the Men's Ministry Director to the church at the April business meeting. Those elected will become members of the Ministry Placement Team effective immediately, but will not assume the responsibilities of their elected positions until September. Only church members are eligible for nomination to church-elected positions. This team will strive to fill the following decision-making ministries with one family member per ministry: Personnel, Trustee, and Finance.

The Ministry Placement Team will endeavor to fill all elected ministry positions as vacancies arise throughout the year. This team will be responsible to oversee all elected officials and ministry teams with regard to the performance of their duties and responsibilities on a continual basis. Elected ministry positions will be specifically reviewed on an annual basis.

The Ministry Placement Team will be required to develop and recommend a clear and concise statement of purpose and responsibility for each ministry.

### **b) Finance Ministry Team**

Purpose: To help the church plan and support church ministries through budget development, administration, promotion, and commitment to its Ministry Plan.

Membership: This team will be comprised of six members. The term of each member is 3 years. Two members will rotate off the team each year. In addition, the Treasurer is an ex-officio member of the team.

Responsibilities: Budget development involves requesting church leaders and ministries to submit an itemized listing of their ministry plans and costs. This team will evaluate those plans and compile a budget to be submitted to the church by the November business meeting. Administration involves reviewing actual expenditures vs. the budget, the Tellers Ministry function, and involvement in specific funding needs. Promotion and commitment involve stewardship awareness and education of the church body.

A more detailed version of the Responsibilities above is in the church Handbook at the Office.

- c) **Personnel Ministry Team**
- d) **Trustees Ministry Team (Officers)**
- e) **Church Review Ministry Team**
- f) **Constitution & By-laws Ministry Team – as needed**
- g) **Pastor Search Ministry Team – as needed**
- h) **Renovation Ministry Team – as needed**

### **Article III – Church Leadership Team**

The Church Leadership Team shall consist of ministry directors (that is, appropriate team leaders or staff) representing the following ministry areas: Pastor, Sunday School Director, Outreach Director, Shipbuilders (Discipleship Training) Director, Deacon Chairman, Prayer Ministry Director, Worship and Music Ministry Leader, Men’s Ministry, Women’s Missions & Ministries Leader, Youth Ministry, Children’s Church Ministry, Preschool Ministry, Trustees Ministry, Celebrate Recovery Ministry, Servant Evangelism Ministry, and other members who may be invited for consultation by the Church Leadership Team. The Pastor shall serve as chairman of the Church Leadership Team. The Church Leadership Team shall meet periodically for communication and informational purposes.

### **Article IV – Church Handbook**

**Purpose** – A reference document to inform church membership on policies and procedures of Circleville First Baptist Church.

- a) **Forms** – general listing used by all entities in church

### **Article V – Meetings**

1. The church shall maintain full-time services.
2. The church shall hold business meetings in the months of January, April, August and November. The church may call a special business meeting at any time, provided a week’s notice has been given by the moderator, except as noted elsewhere. (Amended 9/13/09)

### **Article VI – Amendments**

The By-laws may be amended by a vote of two thirds of the members present at a regular church business meeting, provided the amendment have been presented in writing at a church business meeting at least 30 days earlier.

**This Constitution and By-laws of the Circleville First Baptist Church have been prayerfully updated after meeting and evaluation beginning April 2006 and being presented to the church in July 2007. Our intent has been to maintain the original integrity of our present Constitution, last updated in 1972, and develop a working document that is easily understood and can be utilized as we look to what God desires for us in the future.**

Constitution and By-laws Ministry Team members: Bob Fox, Mable Green, Kathleen Smith, Donna Wills, Roger Konkle, Chairman