

CONSTITUTION & BY-LAWS

Kings Baptist Church

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1 **CONSTITUTION**

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3 **PREAMBLE**

4 We declare and establish this constitution to preserve and secure the principles of our faith,
5 and to govern the body in any orderly manner. This constitution will preserve the liberties of each
6 individual church member and the freedom of action of this body in its relation to other churches.

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8 **I. NAME**

9 This body shall be known as Kings Baptist Church, Inc., 989 Kings Church Road,
10 Taylorsville, Kentucky 40071.

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12 **II. OBJECTIVES**

- 13 1. To be a dynamic spiritual body, empowered by the Holy Spirit to share Christ with all the people
14 in our church, community, and throughout the world.
- 15 2. To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and
16 responding in obedience to His leadership.
- 17 3. To experience an increasingly meaningful fellowship with God and with fellow believers.
- 18 4. To be a church that ministers unselfishly to persons in the community and in the world in the
19 name of Jesus, our Saviour.
- 20 5. To be a church whose purpose is to be Christ-like in our daily living by emphasizing the total
21 commitment of life, personality, and possessions to the lordship of Christ.

1 **III. ARTICLES OF FAITH**

- 2 1. We believe that there is one God and only one true and living God. He subsists in three persons:
3 (1) Father, (2) Son, and (3) Holy Spirit.
- 4 2. We believe that the scriptures of the Old and New Testaments are the Word of God, given by
5 inspiration, and are the only rule of faith and practice.
- 6 3. We believe that the Lord Jesus is the head of the church, which is composed of all baptized
7 believers, and in Him is vested all power for its government.
- 8 4. We believe that the local church is a congregation of baptized believers united in the belief of
9 what Christ has spoken, and covenanting together to do what He has commanded.
- 10 5. We believe the church should depend entirely on the tithe and offering for its support.

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13 **IV. CHURCH ORDINANCES**

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15 **BAPTISM:**

- 16
- 17 1. The authority to baptize resides in a New Testament church.
- 18 2. Baptism shall be by immersion in water by a person who has confessed Christ as their Saviour
19 and as their only hope of salvation.
- 20 3. Valid baptism is by immersion upon a person’s expressed faith in Jesus as their Saviour and Lord
21 with the clear understanding that the act of Baptism has no saving power or ability.
- 22 4. A person presenting them self for membership from another Church’s Baptism must be
23 counseled by the pastor and a deacon to assure the Church of their Baptism’s scriptural validity.
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1 **THE LORD’S SUPPER:**

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3 1. The church observes the Lord’s Supper as a memorial of the shed blood and broken body of our
4 Lord Jesus Christ until He comes again.

5 2. The Lord’s Supper shall be observed at least quarterly.

6 3. Those who have professed faith in Jesus Christ as their personal Savior & Lord and have
7 followed Him in Baptism, by immersion, are invited to participate in this ordinance.

8 4. The pastor and deacons shall be responsible for its proper administration.

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V. RELATIONSHIPS

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13 1. The government of this church is vested in the body of believers who compose it.

14 2. This church is subject to the control of no other ecclesiastical body.

15 3. This church recognizes and sustains the mutual cooperation and council which is common
16 among Southern Baptist Churches.

17 4. In so far as it is practical, this church will cooperate with and support the Association and State
18 Convention affiliated with the Southern Baptist Convention.

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KINGS BAPTIST CHURCH COVENANT

Having been bought by God's grace to repent and believe in the Lord Jesus Christ, we now, depending upon the Holy Spirit, establish this covenant with one another:

- In all we do, we will aim to glorify and enjoy the God of our salvation, from whom and through whom and to whom are all things: to Him be all glory forever! (1 Cor. 10:31; Rom. 11:36).
- We will eagerly maintain the unity of the Spirit in the bond of peace by walking together in love and in the Spirit and by putting away all bitterness, anger, and injurious speech (Eph. 4:3; Gal. 5:16, 25; Eph 4:29, 31).
- With humility and gentleness, patience and love, we will be kind to one another, tenderhearted, forgiving each other, even as God, for Christ's sake, has forgiven us (Eph. 4:1-2; Luke 17:3; Col. 3:13; 1 Thess. 5:11; 1 Pet. 1:22).
- We will joyfully engage in corporate and individual prayer for our faith family, our community, and our world (Eph. 6:18-20; James 5:13-18; 1 Tim 2:1-3, 8).
- We will carry each other's burdens, rejoicing with those who rejoice and weeping with those who weep (Gal. 6:2; Rom. 12:15).
- We will train our children in the instruction of the Lord, seeking to walk in a way that adorns the Gospel of Christ before our family, friends, and neighbors (Proverbs v. 22:6; Eph. 6:4; 1 Pet. 3:1).
- We will live self-controlled, upright, and godly lives in this present age, as we wait for the blessed hope, the appearing of the glory of our great God and Savior Jesus Christ (Gal. 5:22-24; Titus 2:12; 1 Pet. 1:14).
- We will not neglect to gather together, but will praise God, progress in faith and proclaim the truth through the support and reassuring of the biblical preaching of the whole counsel of God, the faithful observance of baptism and the Lord's Supper, and the loving exercise of church discipline (Heb. 10:25; 2 Tim. 4:2; Acts 2:38; 1 Cor. 11:26; Matt 18:17;

1 1 Cor 5:13).

2 • We will steward our resources wisely, contributing cheerfully, generously and
3 sacrificially to the expenses of the church, the relief of the poor, and the advancement of
4 the Gospel both to our neighbors and the nations (Matt. 28:19; Luke 12:33; 2 Cor. 9:7).
5 We encourage the tithe as a benchmark from which we begin grace giving (Luke 6:38; 1
6 Cor. 16:1-2; 2 Cor. 8-9).

7 • We will serve one another, using the gifts God has granted to us through the Holy Spirit
8 that this fellowship would be built up in Christ (1 Cor. 12; Eph. 4:7-16).

9 • We will, when we move from this place, unite as soon as possible with some other church
10 where we can carry out the principles of God’s Word.

11 In all these things, we rely on our God who has made a new and everlasting covenant with us,
12 saying, *“They shall be my people, and I will be their God. I will give them one heart and one way
13 that they may fear me forever, for their own good and the good of their children after them.... I
14 will not turn away from doing good to them. And I will put the fear of me in their hearts, that
15 they may not turn from me. I will rejoice in doing them good... with all my heart and all my
16 soul.”* (Jer. 32:38-41) In and because of Jesus we pray, Amen.

17

18 I will be bound by this church’s covenant, constitution, and statement of faith (Baptist Faith and
19 Message, 2000) in all matter pertaining to church membership and church discipline.

20

21 Signature _____ Date _____

22

23 Printed Name _____

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1 **VII. CHURCH MEMBERSHIP**

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3 **SECTION 1. GENERAL**

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- 5 1. This is a sovereign and democratic Baptist Church under the leadership and Lordship of Christ.
- 6 2. The membership retains unto itself the exclusive right of self-government in all phases of the
- 7 spiritual and temporal life of this church.
- 8 3. The membership reserves the exclusive right to determine who shall be members of this church
- 9 and the conditions of such membership.
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12 **SECTION 2. CANDIDACY**

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- 14 1. Persons desiring membership must have made a profession of faith in Christ, been baptized by
- 15 immersion before the church and have been accepted by the church in order to be eligible for
- 16 membership. Prospective members must also complete a new member's class before being
- 17 presented to the church for membership. (I John)
- 18 2. All candidates shall be presented to the church at any regular church service for membership in
- 19 any of the following ways: (1) by profession of faith and for baptism according to the policies of
- 20 this church; (2) by promise of letter of recommendation from another Southern Baptist Church;
- 21 (3) by restoration upon a statement of prior conversion experience and baptism.
- 22 3. Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and
- 23 the deacons for investigation and the recommendation to the church within thirty (30) days.
- 24 4. Candidates shall be presented for church membership at the regular business meeting. A three-
- 25 fourths majority vote of those church members present and voting shall be required to elect
- 26 candidate to membership in this church

1 **SECTION 3. Termination of Membership**

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- 3 1. Membership in this church shall be terminated in the following ways: (1) death, (2) dismissal to
4 unite with another Southern Baptist Church, (3) exclusion by the action of this church, (4)
5 request of that church member, (5) the clerk shall remove from the roll the name of any member
6 who joins a church of another faith.
- 7 2. Letters of membership transfer will be granted only to Southern Baptist Churches.

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10 **SECTION 4. Voting Rights of Members**

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- 12 1. Every member of this church is entitled to vote in all elections and on all questions submitted to
13 the church in conference.
- 14 2. Any member must be present at the business meeting in order to vote.

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17 **SECTION 5. Discipline**

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- 19 1. It shall be the basic purpose of Kings Baptist Church to emphasize to its members that every
20 reasonable measure will be taken to assist any troubled member.
- 21 2. The pastor, other members of the church staff and the deacons are available for counsel and
22 guidance.
- 23 3. Kings Baptist Church adopted the following as guidelines in this regard: Matthew 18:15-18; I
24 Corinthians 5; II Thessalonians 3:6-15; I Timothy 6:3-5; and Titus 3:10-11. (Date of adoption
25 9-3-75)

- 1 4. Redemption rather than punishment shall be the guideline which governs the attitude of one
2 member toward another.
- 3 5. Should a serious condition arise which would cause a member to become a liability to the general
4 welfare of the church, every reasonable measure will be taken by the pastor and the deacons to
5 resolve the problem.
- 6 6. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.
- 7 7. If the general welfare of the church will best be served by the exclusion of the member, the
8 church may take this action by a two-thirds vote of the members present at the church business
9 meeting, and the church may proceed to declare the offender to be no longer in the membership
10 of the church.
- 11 8. Any person whose membership has been terminated for any condition which has made it
12 necessary for the church to exclude him, may upon his repentance, be restored to membership
13 evidence of his repentance and reformation.

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16 **SECTION 6. Membership Duties**

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1. Each member is expected to be faithful to a New Testament Christian life, and to attend the services of the church.
2. Members shall contribute regularly to the support of the church and accept their responsibility to use their time and talents in the work of the Lord to meet the needs of the community, church, nation and the world.

1 **VIII. GENERAL RULES**

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3 **CHURCH MEETINGS**

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5 **SECTION 1. Worship Services**

- 6
- 7 1. For the worship of Almighty God the church shall meet each Sunday morning, evening and
- 8 Wednesday evening.
- 9 2. These meetings shall be open to all people and shall be under the direction of the pastor, or a
- 10 supply, in the case of a temporary absence of the pastor.
- 11 3. If the church is without a pastor it is the duty of the Pulpit Committee to have direction of the
- 12 services and secure a supply.
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15 **SECTION 2. Special Services**

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- 17 1. Revival services and any other church meetings which are deemed essential to the promotion of
- 18 the objectives of the church shall be placed in the church calendar.
- 19 2. All staff members will be expected to perform their respective services at all special meetings.
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1 **SECTION 3. Regular Business Meeting**

- 2 1. Regular business meetings shall be held quarterly on the SECOND Sunday evening of the
3 first month of the quarter unless a change in the date is agreed upon by the church.
4 2. There shall be an annual business meeting for the purpose of approving the annual budget
5 to be scheduled in December.

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7 **SECTION 4. Special Business Meetings to Consider Matters of Significant Nature**

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9 1. A one week notice of the subject, date, time and location must be given unless emergency
10 renders such notice impossible.
11 2. There shall be no “CALL” or special business meetings except in an emergency, and when the
12 church is calling a pastor or staff member.

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15 **SECTION 5. Use of the Church for Non-Calendar Activities**

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17 1. The church property may be used for weddings; however no one can be married in Kings Baptist
18 Church without first being counseled by the Pastor or someone on the Pastoral Staff of Kings
19 Baptist Church. If the pastor feels he can perform the ceremony and the couple desires another
20 minister to perform the ceremony the pastor and chairman of deacons must approve him.
21 2. The church property may be used for wedding showers, wedding receptions, baby showers, for
22 anniversaries and other functions that maintain a Christian moral standard, (up held by the pastor
23 and deacons) that is sponsored and attended by a church member or a church group.
24 3. No alcohol, drugs, or tobacco shall be used in this building; no dancing or other questionable
25 amusement shall be conducted in the building.
26 4. Person in charge will clean, turn off lights and lock building.

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SECTION 6. Quorum

The quorum for any business meeting of this church shall be not less than thirty (30) members.

SECTION 7. Parliamentary Rules

Roberts Rules of Order, newly revised, is the guideline for parliamentary procedure for all business meetings of the church. Constitution & By-Laws has precedence over Roberts Rules of Order.

IX. CHURCH ORGANIZATIONS

All organizations shall be under the control of the church and reporting regularly to the church. All officers shall be selected by the nominating committee, recommended to the church, and elected annually by the church at the 4th quarterly business meeting.

SECTION 1. The Sunday School

1. There shall be a Sunday School, divided into departments and classes, for persons of all ages and conducted under the direction of the Sunday School Director for the study of God’s Word.
2. The purpose of the Sunday School shall be to teach Biblical revelation, reach people for Christ and church membership, perform the functions of the church within its constituency, and provide and interpret information regarding the work of the church and denomination.

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SECTION 2. The Discipleship Training

The training union shall be under the direction of a general director and shall function as the training organization of the church in training people in church membership.

SECTION 3. Woman’s Missionary Union

1. There shall be a Woman’s Missionary Union with such officers and organizations as needed.
2. The purpose of the Baptist Women shall be to teach missions, engage in mission action, support world missions through praying and giving, provide and interpret information regarding the work of the church and denomination.

SECTION 4. The Brotherhood

1. There shall be a Brotherhood with such organizations as needed.
2. The purpose of the Brotherhood shall be to teach missions, engage in mission action, support world missions through prayer and gifts, provide and interpret information regarding the work of the church and denomination.

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X. CHURCH OFFICERS

SECTION 1. The Pastor

- 1. *The pastor shall be responsible for leading the church to function as a New Testament church.*
- 2. *The pastor shall lead the congregation, the organizations and the church staff in the performance of their various tasks.*
- 3. *The pastor is the leader in all pastoral ministries of the church, and as such he will work with the deacons and the church staff to:*
 - a. *Lead the church in the performance of its various functions;*
 - b. *Lead the church to engage in a New Testament fellowship of worship, witness, education, ministry and evangelism;*
 - c. *Lead the church to proclaim the Gospel of Christ to both believers and unbelievers;*
 - d. *Lead the church to care for the church’s members and other people in the community.*
- 4. *The pastor is the ex-officio member of all committees in the church.*
- 5. *The pastor shall be chosen and called by the church whenever a vacancy occurs.*
- 6. *The election of the pastor shall take place at a meeting of the church called for that purpose, on Sunday, for which at least one week’s public notice shall be given.*
- 7. *The pulpit committee shall be recommended to the church by the Deacons when a vacancy occur with the chairman of deacons being a liaison to the pulpit team & personnel team.*
 - a. *The prospect shall be heard by the pulpit committee.*
 - b. *His credentials and qualifications shall be checked by the pulpit committee.*

- 1 c. *He shall then be interviewed by the deacons and the pulpit committee before*
2 *being recommend to the church.*
- 3 d. *These requirements having been met, he shall then be heard and voted on by the*
4 *church.*
- 5 e. *A three-fourths vote of those present and voting shall be required for his election.*
- 6 f. *A pastor, so elected, shall serve until the relationship is terminated at his request,*
7 *or the church's.*
- 8 g. *The pastor shall give at least thirty days notice at the time of resignation before*
9 *terminating his responsibilities as pastor.*
- 10 h. If the church votes to relieve the pastor of his duties, he shall be paid for a period
11 of thirty (30) days and be given at least thirty (30) days notice with the following
12 exception:
- 13 • The church reserves the right to dismiss the pastor on short notice in case
14 of persistent flagrant misconduct with no further pay.
- 15 8. The pastor shall also be relieved three weeks each year to accept revivals.
- 16 9. Special engagements will be considered as the need arises.
- 17 10. The pastor and his wife shall attend the Southern Baptist Convention meetings, the Kentucky
18 Baptist Convention meetings, and the Long Run Association meetings when feasible.
- 19 a. The expenses of these meetings shall be paid by the church.
- 20 b. The convention expenses will be advanced to the pastor on an estimated basis
21 which shall be authorized by the church in its annual meeting.
- 22 11. The pastor shall have administrative supervision of all staff members of this church. In the
23 absence of the pastor, the personnel committee shall have administrative supervision of all
24 the staff members.
- 25 12. The pastor shall be a good steward of his income, recognizing the tithes to his local church as
26 the minimum of his giving.

1 **SECTION 2. Support Ministers**

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- 3 1. The support ministers shall be called by the church body upon recommendation of the pastor, and
4 the personnel Team.
- 5 2. When a vacancy occurs, the personnel team shall find a suitable candidate. When a suitable
6 candidate is found, the recommendation of the personnel team shall constitute a nomination. The
7 Team shall bring to the consideration of the church only one person at a time. Election shall take
8 place at a meeting called for that purpose, of which at least one week's notice shall be given.
9 Election shall be by secret ballot, an affirmative vote of three-fourths (3/4) of those present and
10 voting is required. No absentee ballots are allowed.
- 11 3. The church may declare the office of any staff member to be vacant. Once employed, the pastor,
12 the personnel team, and the deacon body will assume responsibility for all future evaluation and
13 disciplinary actions concerning ministerial staff, including suspensions and terminations.

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16 **SECTION 3. Deacons**

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18 **I. Biblical Qualifications:**

- 19 1. A Deacon must be a man of dignity by maintaining integrity of speech, by keeping control of
20 his body, and by guarding his motives (1 Timothy 3:8).
- 21 2. A deacon must hold with a clear conscience to the doctrines articulated in the Baptist Faith and
22 Message 2000 (1 Timothy 3:9).
- 23 3. A deacon must undergo a period of testing where he must exhibit the qualities associated with
24 being a deacon (1 Timothy 3:10).
- 25 4. A deacon's wife must be a woman of dignity by abstaining from gossip and slander, by
26 demonstrating balanced judgment and self-control, and by remaining faithful in all things (1
27 Timothy 3:11).

1 5. A deacon must be a faithful husband, a devoted father, and an effective manager of his
2 household. Therefore, a deacon cannot serve if he or his wife has been divorced (1 Timothy
3 3:12)

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5 **II. Biblical Expectations:**

6 1. A deacon must set an example of spiritual growth by demonstrating personal devotion and by
7 participating in weekly worship services and small group bible studies (John 15:4; Hebrews
8 10:25).

9 2. A deacon must set an example of service (Acts 6:1-6).

10 3. A deacon must be able to share his faith and demonstrate a willingness to evangelize the lost
11 (Matthew 28:19-20).

12 4. A deacon must be a good steward of his income, recognizing the tithe as the minimum of his
13 gifts, and working harmoniously with the financial program of the church (Malachi 3:10).

14 5. A deacon must be a member of the church for two years immediately prior to his consideration as
15 a deacon (1 Timothy 3:10).

16 6. A deacon must conduct his business in a manner consistent with biblical principles (1 Timothy
17 3:8).

18

19 **III. Ministry Expectations:**

20 1. A deacon will serve in an active capacity until he is unable or unwilling to do so.

21 2. A deacon is expected to attend all monthly deacon's meetings.

22 3. Before a man can serve as a deacon, he must:

23 a. Meet the biblical qualifications and expectations stated above.

24 b. Meet with the Senior Pastor and the Chairman or Assistant Chairman.

25 c. Shadow a deacon for a 6 month period.

26 d. Interview before an ordination council.

- 1 e. Be affirmed by a 90% vote by the ordination council.
 - 2 f. Be affirmed be a simple majority vote of the congregation.
 - 3 g. Participate in an ordination service.
 - 4 h. Before a man can serve as a deacon who holds ordination from another church, he
 - 5 must:
 - 6 i. Meet the biblical qualifications and expectations stated above.
 - 7 j. Meet with the Senior Pastor and the Chairman or Assistant Chairman.
 - 8 k. Shadow a deacon for a 6 month period.
 - 9 l. Interview before the deacon body.
 - 10 m. Be affirmed by a 90% vote by the deacon body.
 - 11 n. Be affirmed by a simple majority vote of this congregation.
 - 12 o. Be presented to this congregation as a deacon.
- 13 4. The deacons are to serve as accountability partners to the pastor.
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16 **SECTION 4. Moderator**

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18 The Chairman of Deacons will serve as moderator. In the event of the absence of the moderator

19 from the chair, the associate moderator shall serve. If the moderator and associate moderator are

20 both absent, the church clerk shall call the church to order and a moderator protem shall be elected.

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1 **SECTION 5. Associate Moderator**

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- 3 1. The assistant chairman of the deacons shall serve as Associate Moderator.
- 4 2. He shall fulfill all the duties of the moderator in the absence of the moderator and other times
- 5 when requested to do so.

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8 **SECTION 6. The Church Clerk**

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- 10 1. The church clerk shall be the custodian of all official papers of the church.
- 11 2. Keep an accurate record of all actions of the church.
- 12 3. Keep a register of the names of the members with the dates of admission, baptism, transfer or
- 13 death.
- 14 4. Issue letters of transfer of membership voted by the church and preserve a file of all written
- 15 reports.
- 16 5. Give official written notice of meetings where such a notice is required.
- 17 6. Prepare and send the annual report of this church to Longs Run Association. It shall be presented
- 18 for approval in the September business meeting.
- 19 7. The church records shall be microfilmed annually.
- 20 8. Be a regular attender at all worship services and church business meetings.
- 21 9. When no longer needed by the church, the microfilmed records shall be deposited by the clerk in
- 22 the vault at Southern Seminary.

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1 **SECTION 7. The Church Treasurer**

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3 1. It is the duty of the church treasurer to disburse all money received in its regular account by the
4 action of the church.

5 2. Keep records of all receipts, deposits and disbursements in a form that is in accord with record
6 systems of Baptist Churches.

7 3. The records shall be kept in a ledger book.

8 4. The records shall be audited at the end of each church year by the finance committee and a report
9 be made to the church.

10 5. Monthly and annual reports shall be made to the church in writing, showing itemized receipts
11 and disbursements.

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14 **SECTION 8. The Tellers**

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16 1. Count all money and keep an accurate record of receipts.

17 2. Prepare all church funds for deposits and place it in a locked pouch, then turn all funds over to a
18 duly elected depositor.

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21 **SECTION 9. The Depositor**

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23 1. The depositor and assistant will be bonded / or insured at the expense of the church.

24 2. He/she shall deposit all funds delivered to him by the tellers in the bank depository.

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1 **SECTION 10. Stewardship Chairman**

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- 3 1. Serve from January through December.
- 4 2. Be responsible for all necessary supplies for the stewardship program.
- 5 3. Select workers to assist him/her in the promotion of stewardship work during the year.

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7 **SECTION 11. Trustees**

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- 9 1. The church shall have six (6) or more trustees as determined by the need of the church.
- 10 2. The duties of the trustees are as follows:
- 11 a. To act as directors of the non-profit corporation known as The Kings Baptist Church,
- 12 Inc.
- 13 b. See that the church is aware at all times of needed repairs and upkeep of its property;
- 14 c. Supervise all repair authorized by the church;
- 15 d. Supervise a housekeeper and grounds keeper in accord with payment authorized by
- 16 the church in its annual budget;
- 17 e. Make advance request to the finance committee before the preparation of the annual
- 18 budget for funds needed;
- 19 f. Spend funds set in the annual budget provided for their work which are in accord
- 20 with the policy set by the church for all departments.
- 21 g. Purchase all new equipment
- 22 h. See that all church property is fully insured and arrange for any insurance authorized
- 23 by the church.

- 1 i. Removal of property from the church facilities you must have Trustee approval.
2 Except business machines and projectors not to be loaned or taken from building
3 except for repair.
- 4 j. The Chairman of Deacons, Chairman of Trustees and the housekeeper shall inventory
5 all church property once a year.
- 6 3. The trustees shall be recommended by the nominating committee on a three (3) year rotating
7 basis and elected by the church
- 8 a. The chairman of the trustees shall be selected by the active trustees for election by the
9 church.
- 10 b. Two or more trustees shall be elected each year for a period of three years after
11 which, they must be off the committee for a period of one year before they will be
12 eligible for reelection.

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14 **SECTION 12. The Ushers**

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- 16 1. The number of ushers shall be determined as the recognizes the need.
- 17 2. There shall be a chairman and vice-chairman elected by the church.
- 18 3. The duties of the ushers are:
 - 19 a. Greet people as they enter and leave the church building.
 - 20 b. Seat people at the proper time;
 - 21 c. Provide people with hymnals, bulletins, etc., at the time of seating.
 - 22 d. Seek to prevent interruptions and distractions during the worship services.
 - 23 e. Assist visitors in finding the proper classroom at the beginning of the Sunday
24 School hour;
 - 25 f. Assist the visitors in finding the nursery when desirable by parents who have
26 infants or small children.

1 **SECTION 13. House and Grounds Keeper**

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3 **13A.**

- 4 1. The Housekeeper shall be supervised under the direction of the trustees.
- 5 2. Anyone desiring the office of housekeeper shall contact the personnel committee before
6 September 1st.
- 7 3. Duties and responsibilities of the housekeeper.
- 8 a. Clean entire building at least once each week.
- 9 b. Put building in order after each service.
- 10 c. Open church building on all occasion, except for committee meetings, socials, etc.,
11 unless otherwise instructed by the trustees;
- 12 d. Trustees shall instruct housekeeper as to the setting of all thermostats for proper
13 temperature;
- 14 e. Properly close and lock building at all times except for committee meetings, socials
15 and choir practice. Turn off all lights;
- 16 f. Replace all burned-out light bulbs and turn off all lights when rooms are not in use;
- 17 g. Wax and buff floors as instructed by the trustees;
- 18 h. Clean and fill baptistery before each baptismal service and empty immediately
19 afterwards;
- 20 i. Soiled beds in nursery to be changed before each service, and all beds are to be
21 changed weekly;
- 22 j. Building shall be open in ample time for all services;
- 23 k. Clean and care for communion trays and glasses;
- 24 l. Keep furnace room, closets, storage rooms and hallways clear of trash and excess
25 materials;

- 1 m. Keep kitchen clean and in order (including stoves, refrigerators and cabinets);
- 2 n. See that the restrooms are kept clean and provided with needed materials;
- 3 o. See that no food is stored in refrigerators or sink for more than one week, except
- 4 during Vacation Bible School
- 5 p. Care properly for all church laundry; (including all draperies);
- 6 q. In the event he/she is asked to resign, at least fifteen (15) days notice will be given by
- 7 the chairman of the trustees;
- 8 r. In the event of a resignation, at least fifteen (15) days notice will be given before
- 9 ending the work;
- 10 s. The chairman of the deacons, chairman of the trustees and the housekeeper shall
- 11 inventory all church property once a year.
- 12 t. Be given two weeks vacation with pay each year (after the first year), these are not
- 13 accumulative
- 14 u. Housekeeper shall receive Christmas Bonus at same percentage as other paid staff.

15

16 **13B.**

17

- 18 1. The Groundskeeper shall be employed by the trustees on an annual basis and shall be under their
- 19 direction.
- 20 2. Anyone desiring the office of groundskeeper shall contact the trustees before March 1.
- 21 3. Duties and responsibilities of the groundskeeper:
- 22 a. Mow and trim all grounds as instructed by trustees.

23 **13C.**

24

25 Awarding of bids is not dependent solely on lowest bid.

1 **SECTION 14. Process Agent**

2

3 Shall represent the church as a corporation and sign corporation papers as authorized by the
4 church.

5

6

7 **SECTION 15. Parliamentarian**

8

9 He/She shall see that Roberts Rules of Order (revised) and the Kings Baptist Church constitution
10 and by-laws are followed in all business meetings of the church.

11

12

13 **XI. CHURCH COMMITTEES**

14

15 **SECTION 1. Finance Committee**

16

17 1. This committee shall consist of six or more members as determined by the need of the
18 church.

19 2. They shall be responsible for checking the treasurer's report on an annual basis.

20 3. Their duties are;

21 a. Prepare the annual budget;

22 b. See that the proposed budget is delivered to the church at least one month before it is
23 voted upon by the church;

24 c. Administer the budget adopted by the church;

25 d. Make monthly and annual reports to the church;

- 1 e. Make any changes in the budget which the church deems necessary;
- 2 4. The finance committee shall be recommended by the nominating committee on a three-year
- 3 rotating basis and elected by the church.
- 4 a. Two or more members shall be elected each year for a period of three years after
- 5 which, they must be off the committee for a period of one year before they will be
- 6 eligible for reelection.
- 7 b. The chairman of the finance committee shall be selected by the active finance
- 8
- 9

10 **SECTION 2. The Nominating Committee**

- 11
- 12 1. The deacons shall recommend **five** members for the succeeding nominating committee to be
- 13 elected by the church at the 2nd quarterly business meeting.
- 14 2. These **five** members shall nominate the Sunday School Director, Discipleship Training Director,
- 15 the Brotherhood Director and the Baptist Woman’s Director for the coming year. These officers
- 16 shall be nominated and elected at the 3rd quarterly business meeting but not to serve as members
- 17 of Nominating Team.
- 18
- 19

20 **SECTION 3. The Personnel Committee**

21 The Personnel Team consists of church-elected individuals and designated church leaders.
22 This team assists the pastor in personnel administration.

23 **Responsibilities:**

- 24 1. Creates, writes, evaluates, and updates all policies and procedures relating to all paid staff of
- 25 the church. A Personnel Handbook will be written and maintained by this Ministry Team. **A**
- 26 **copy of the Personnel Handbook will be kept in the church library.** Highlights of this Personnel

1 Handbook will be presented to the church for approval but the Personnel Team has the right to
2 set personnel policies and more minute details without church approval. **All employees will be**
3 **given of copy of the handbook. Any church member desiring a copy of the handbook can**
4 **request a copy.**

5 2. To assist the pastor in surveying and planning for, hiring, and adding additional church staff
6 members accept the pastor.

7 3. To create, prepare and update, as necessary, job descriptions for all employed personnel. A job
8 description will be recommended by this committee to the church for every paid employee. This
9 team will communicate to the staff what their job description entails on a regular basis. **Copy of**
10 **job descriptions will be given to members upon request.**

11 4. Reviews all paid staff for job performance at least once annually. This team evaluates and
12 prepares an annual personnel budget relating to salaries and benefits for the all the paid staff. A
13 recommendation will be given to the Finance Committee for all salary schedules and benefit
14 plans for all employed personnel.

15 5. Assists the pastor in resolving all staff problems and conflicts that may occur. **If problem and/or**
16 **conflicts can not be resolved satisfactorily by the personnel committee and the member(s)**
17 **involved after much prayer, council, and written warnings, the pastor will assist the personnel**
18 **committee** in terminating paid staff members who are not meeting the written standards of their
19 job description and/or the written requirements of the Personnel Handbook.

20 6. Assists the pastor in developing ways to encourage and recognize individual staff members for
21 significant service to the church and other accomplishments other than merit raises.

22 7. To maintain liaison between the church and each employee.

23 8. The Trustees and pastor will oversee the day to day duties of the custodian.

24 **Qualifications:**

25 Members should have the ability to work with pastor and staff in a positive and Christ-like
26 manner.

27

1 **Structure:**

2 This team shall consist of six church-elected members and the chairman of the Deacon Body
3 for a total number of seven. The chairperson of the Stewardship Team will serve as an ex-officio
4 member when financial concerns are being discussed.

5 **Selection Process:**

6 The six church-elected team members, of which, at least two shall be a woman will serve a
7 three-year term on a rotation basis. Team members rotating off are inactive for one (1) year
8 before being eligible to be re-elected to this team. The personnel team will be recommended by
9 the nominating committee.

10 Note: The initial members of the committee shall be elected as follows: One-third for three
11 years, one-third for two years, and one-third for one year. Thereafter, in coming members of the
12 committee shall be elected for a term of three years. Persons already serving on a team will be
13 designated as three year, two year, or one year members by the Nominating Committee.

14

15

16 **SECTION 4. The Purchasing Committee**

17

18 1. The following shall be the purchasing committee of Kings Baptist Church:

- 19 a. Pastor
- 20 b. Minister of Music
- 21 c. Minister of Youth & Education
- 22 d. Chairman of Trustees
- 23 e. Sunday School Director
- 24 f. Discipleship Training Director
- 25 g. Director of WMU
- 26 h. Brotherhood Director

- 1 i. Secretary
- 2 j. All chair persons of a committee who has moneys allotted in the budget.
- 3 2. Nothing shall be purchased over the amount allotted in the budget, unless such purchases have
- 4 been previously approved by the finance committee and the church.
- 5 3. Anyone buying over the budget allotment without approval from the church shall be
- 6 responsible for the bill.
- 7 4. All charge tickets shall be given to the church secretary immediately after the purchase is made.

8
9

10 **SECTION 5. The Recreation Committee**

11

- 12 1. This committee shall seek to serve the needs of all church members and groups.
- 13 2. This committee will seek to provide recreational activities, consultation, leadership, and the
- 14 resources for the whole church membership.

15
16

17 **SECTION 6. Baptismal Committee**

18

- 19 1. This committee shall consist of two men and two women.
- 20 2. The duty of this committee shall be to make all necessary arrangements for baptism and
- 21 render such assistance to the pastor and to the candidates as may be necessary.

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1 **SECTION 7. The Library Committee**

2

3 The chairman of this committee shall see that the needed supplies are purchased and screen all
4 books placed in the library.

5

6 **SECTION 8. Parking Lot Committee**

7

8 Their duties shall be to supervise parking of cars before all church services.

9

10 **SECTION 9. Long Range Planning Committee**

11

12 This committee shall be composed of six people who shall be recommended by the nominating
13 committee on a three-year rotating basis and elected by the church.

14

15 **SECTION 10. Fire and Safety Committee**

16

17 1. This committee shall make a monthly inspection of the church buildings and report any
18 dangerous conditions to the chairman of the trustees.

19 2. This committee shall have complete charge in all cases of emergencies.

20

21 **SECTION 11. Flower Committee**

22

23 1. A flower committee composed of three members shall be recommended annually by the
24 nominating committee and elected by the church.

25 2. This committee shall be in charge of flower decorations of the church throughout the year.

1 **SECTION 12. Constitution & By-Laws, Policies and Procedures Administrative Committee**

2
3 The Constitution and By-Laws/Policies and Procedures Administrative Committee consists of six
4 church elected individuals. They shall be the primary Administrative Committee responsible for the
5 establishment and revision of the Constitution and By-Laws and/or policies and procedures shall be
6 brought to the attention of this committee.

7
8 **Responsibilities:**

- 9 1. This Administrative Committee will complete a policies and procedures manual (Church
10 Handbook) that will be recommended by this committee and approved by vote of the church.
11 2. This Administrative Committee shall be responsible for writing, revising, and recommending
12 changes in the constitution and by-laws or policies and procedures manual (Church Handbook)
13 to meet current needs of the church.

14 **Structure:**

- 15 1. Shall be elected for three year terms by the church. One third of the members rotating off yearly.
16 2. Shall consist of six committee members.
17 3. A Committee chairperson or committee leader will be elected by the Committee.

18 **Selection Process:**

19 The six church elected committee members will serve a three year term on a rotation basis.
20 Committee members rotating off are inactive for one (1) year before being eligible to be re-elected to
21 this committee.

22 **Policies & Procedures:**

- 23 1. Any ministry or committee of the church or any member of the church can present a
24 constitutional amendment to the church business meeting, but the amendment will automatically
25 be referred to the Constitution and By-Laws committee for study for one month unless they were
26 given a copy thirty days in advance of the presentation to the church.

- 1 2. This Administrative Committee cannot veto an amendment, but this committee should either
2 recommend affirmation, rejection, or recommend a revision of all or any part of an amendment
3 presented to the church.
- 4 3. Any policies or proper procedures that need to be adopted or recommended to the church shall be
5 brought to the attention of this Administrative Committee by other Committees in the church for
6 study.
- 7 4. This Administrative Committee shall ask each appropriate ministry committee for their input
8 concerning the need for established policies and procedures in their area of responsibility.
- 9 5. Any recommendations for the policies or procedures manual will be reviewed by this
10 Administrative Committee at least thirty days before presentation to the church for action.
- 11 6. This committee shall be the primary committee responsible for yearly revisions (if needed) of the
12 Constitution and By-Laws and policies and procedures of the church to meet current needs

13
14

15 **SECTION 13. Special Committee**

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All special committees shall be appointed by the church moderator.

18
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SECTION 14. Church Growth Team Committee

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Purpose:

22 The Vision Team consists of church-elected individuals and designated church leaders. This
23 Team develops goals and strategies which relate to the growth of Kings Baptist Church.

24 **Responsibilities:**

- 25 1. Discovers the ministry needs of the church and community.
- 26 2. Leads the church in setting numerical and spiritual growth goals.

- 1 3. Plans strategies for reaching those goals.
- 2 4. Recommends the establishment of new ministries and new facilities.
- 3 5. Leads the church in making changes needed in order to achieve ministry and growth goals.
- 4 6. Monitor and update the church growth goals and strategies.
- 5 7. Recommends the establishment and revisions to the church's purpose statement, mission
- 6 statement, values statements, vision statement, and priorities statements.
- 7 8. Study the church's present organization and heritage and then make the recommended creative
- 8 changes needed in the organizational structure necessary to grow.
- 9 9. Communicate and recommend a growth vision to the church for adoption.

10 **Qualifications:**

- 11 1. Members should have a clear understanding of the church's purpose statement, vision, mission,
- 12 basic organization, and heritage.
- 13 2. Members should be visionary and creative.
- 14 3. Members should have good communication skills.
- 15 4. All Team members shall attend the church business session. A team member that misses (3)
- 16 consecutive team meetings or business meetings without a valid excuse, shall be removed and
- 17 replaced.

18 **Structure:**

19 This Team shall consist of six church-elected members and the chairman of the Deacon Body.
20 The pastor will serve as chairman of this Team.

21 **Selection Process for the First Team:**

22 The Vision Team shall be elected by Nominating Team as follows: One-third for three years,
23 one-third for two years, and one-third for one year. Thereafter, in-coming members of the Team
24 shall be elected for a term of three years.

25 After the Vision team is elected, two (2) new members will be elected each year to replace the
26 two members who rotate off using the same process as described above.

1 **XII COUNCILS**

2
3 **SECTION 1. The Church Councils**

- 4
- 5 1. The church council shall be composed (unless otherwise determined by vote of the
6 church) of Pastor, Director of Youth & Education, Minister of Music, Sunday School
7 Director, Discipleship Training Director, Baptist Women’s Director, Brotherhood
8 Director, and the Chairman of the Deacons.
- 9 2. The chairman of this council shall be the Pastor.
- 10 3. The primary functions of the council shall be to;
- 11 a. Recommend to the church suggested objective and church goals;
- 12 b. Review and coordinate program plans recommended by the church officers,
13 organizations, and committees.
- 14 c. Recommend to the congregation the use of leadership, calendar time, and other
15 resources according to the program priorities.
- 16 d. Evaluate program achievements in terms of church goals and objectives.

17
18
19 **SECTION 2. The Youth Council**

- 20
- 21 1. There shall be a youth and young single adult council composed of the following;
- 22 a. Two representatives from the young single adults.
- 23 b. One representative from each grade, seven through twelve.
- 24 c. The Sunday School Director, the Discipleship Training Director, and the Director of
25 Youth and Education.
- 26 2. The representatives from grades seven through twelve and the young single adults shall be

1 chosen by the groups they represent.

2 3. The Director of Youth and Education shall be chairman of this council.

3 4. The purpose of this council is to support and develop loyalty toward the total
4 spiritual, missionary, educational, fellowship and evangelistic sponsorship of
5 activities that will develop Christian leadership.

6