

CONSTITUTION OF THE FIRST BAPTIST CHURCH

January 2017

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ARTICLE 1 NAME

The name of this body of Christian believers shall be the First Baptist Church of Rapid City, South Dakota, a non-profit corporation organized under the laws of the State of South Dakota, hereinafter referred to as the "church".

ARTICLE 2 PURPOSE

The purpose of this body of believers is:

- A. To worship God.
- B. To present Jesus Christ in the power of the Holy Spirit so that people may have the opportunity of entering into a personal relationship with the Lord Jesus Christ.
- C. To teach and encourage each other in areas of Christian discipleship and consistent Christian living.
- D. To provide opportunities of Christian fellowship within the body of believers.
- E. To provide spiritual and material assistance to Christian ministries throughout the world.
- F. To minister to the basic needs of the people of our community.

ARTICLE 3 AFFILIATION AND STRUCTURE

- A. Recognizing Jesus Christ as the only head of the Church, this congregation shall seek to ascertain and to obey the will of our Lord in all matters of faith and practice.
- B. The government of this church shall be vested in the body of believers who compose it and whose majority vote is final except as set forth by this constitution and by-laws.
- C. The church shall affiliate itself with the Prairie Hills Area, the American Baptist Churches of the Dakotas, and the American Baptist Churches in the USA.

ARTICLE 4 STATEMENT OF FAITH

Placing our faith wholly upon the Lord Jesus Christ, we accept:

- A. The supreme authority of the Bible as our only rule of faith and practice (II Timothy 3:16).
- B. That the eternal God exists and that He manifests Himself in three equal persons; God - the Father, God - the Son, and God - the Holy Spirit (Matthew 28:19-20).
- C. That Jesus Christ was born of a virgin, being both fully God and fully man (Luke 1:30-35).
- D. That the Lord Jesus Christ, having died by crucifixion at Calvary, rose bodily from the dead, and is a living Savior, through whom we can find forgiveness and salvation (John 1:29).
- E. That salvation is a gift of God's grace, through faith in our Lord Jesus Christ (Ephesians 2:8-9).
- F. That water baptism in the name of the Father, Son, and Holy Spirit is the biblical testimony of the professed believer (Acts 2:28-41; Matthew 28:18-20; and Romans 6:3-4).

ARTICLE 5 THE CHURCH COVENANT

It is the right and duty of each member to adhere to the following covenant:

HAVING BEEN LED by the Spirit of God to profess our faith in Jesus Christ, and having been baptized in the name of the Father, the Son, and the Holy Spirit, we do now solemnly and joyfully affirm our covenant with God and with each other.

WE PLEDGE to serve Christ in the fellowship of this congregation. We shall endeavor to love one another, to remember one another in prayer, to share in each other's joys, and to sustain each other in time of distress. We aspire to be a fellowship of the concerned, where the lost may find Jesus Christ, sinners may find pardon, seekers may find meaning for their lives, and where all who come may find welcome. We shall strive to be responsible church members, through faithful attendance, study, and giving.

WE SHALL SEEK to be obedient to Christ in our daily living. Within our homes, in our labor, and while at leisure, we shall strive for attitudes and actions which will reflect God's spirit working through us. Believing that our bodies are temples of the Holy Spirit, we shall endeavor to avoid experiences and habits which defile the body and hinder our witness.

BOUND TOGETHER in a fellowship of faith with all who confess Jesus Christ as Lord and Savior, we shall pray and labor for a spirit of unity among all Christians.

BELIEVING THAT our call to be a church is a call to witness in the world, we dedicate ourselves anew as servants of the Lord of all life. Whenever men are in bondage to ignorance, poverty, fear, and prejudice, we shall strive for justice, freedom, dignity, and peace. Whenever men are separated by barriers of hostility and distrust, we shall be ministers of God's reconciling love. As we pledge our support to the work of our missionaries throughout the world, we commit ourselves to the mission to which God calls us all.

ACKNOWLEDGING our human frailties and ever seeking forgiveness, we profess our need of the Holy Spirit, and commit our lives to Jesus Christ and through Him to the care, the judgment, the deliverance and the mercy of the Almighty God. Amen.

ARTICLE 6 MEMBERSHIP

SECTION I ADMISSION OF MEMBERS

All members shall subscribe to the principles of the Church Covenant and Statement of Faith.

Any person who proclaims Jesus as their Lord and Savior through their words and actions, and has chosen baptism, is welcomed into the church family. All members will be approved by the church or Church Council. We practice baptism by immersion. However, special circumstances will be considered by the Deacons.

Members may vote, serve as church officers, delegates, and on ministries.

SECTION II DISMISSAL OF MEMBERS

Persons may be dismissed from membership by any of the following means:

- A. Communication - Any member may receive a letter of transfer to any other church following the vote of the church or Church Council. The name of the church to which membership is being transferred shall be named in the request and the communication shall be to the church office.
- B. Suspension - If any member becomes an offense to the church or to its good name by reason of unbecoming conduct, or by persistent breach of his/her covenant vows, the church or Church Council may terminate this person's membership. Such action shall be taken only after due notice and a hearing before the Ministry of Deacons and after faithful efforts have been made to bring about repentance.

- C. Exclusion - Upon recommendation of the Ministry of Deacons, any member who fails to communicate with the church for one year may be dropped from the roll of the church by the vote of the church or Church Council.

ARTICLE 7 MINISTERS, CHURCH OFFICERS, AND CHURCH COUNCIL

SECTION I MINISTERIAL STAFF

A. MINISTERS

1. The ministers shall be the spiritual leaders of the church, preach the Gospel, conduct the worship services, administer the ordinances, and carefully watch over, guide, and direct the spiritual interests of the church.
2. The ministers shall be ex-officio members of all ministries, committees, and organizations.
3. The Senior Pastor shall approve the hiring of the Office Manager, ministerial staff, and other support personnel whom the congregation chooses to employ.
4. The Senior Pastor shall direct and supervise all members of the ministerial and personnel staffs.

B. THE CALLING OF A MINISTER / DISMISSAL / RESIGNATION

1. When it becomes necessary to call a minister, the Church Council shall appoint a search committee from a list of names submitted by the ministries and the church at large. The search committee shall consist of at least nine (9) members and two (2) alternates representing the broad demographics of the church.
2. The calling of a minister shall come before the church at a special meeting for that purpose upon the recommendation of the search committee, according to the adopted procedures as set forth by the ABC/USA for the calling of a minister. The vote shall be by ballot with a three-fourths (3/4) affirmative vote of those present and voting being necessary to extend the call.
3. It shall be the privilege of either the minister or the church to dissolve the relationship by giving a two (2) month notice, or less, where both parties agree. The question of the church dissolving pastoral relations shall come before a special meeting of the church, after the question has been considered by the Church Council. The vote to dismiss the minister shall be by ballot with a three-fourths (3/4) affirmative vote of those present and voting.
4. The duties and qualifications of a minister shall be stated in his written call and may be changed by mutual consent of the minister and Church Council.
5. In calling an associate/assistant Pastor or youth minister the above procedures shall be followed. The approval of the Senior Pastor will be required.

SECTION II CHURCH OFFICERS

A. PRINCIPAL LEGAL OFFICERS

1. The moderator is hereby designated president, the chairperson of the Ministry of Physical Maintenance is designated vice-president, the church clerk is designated secretary, and the church treasurer is designated treasurer of the corporation for all legal dealings.
2. It shall be the function of the president, vice-president, secretary, and treasurer to affix their signatures to legal documents where the signatures of corporate officers are required. Therefore, these individuals are described as the legal officers of the church and are subject to the supreme authority of the church.

3. The principal legal officers shall acquire, sell, or make commitments against the real estate or other properties of the church only if authorized by three-fourths (3/4) of the membership present at a meeting of the church called for the purpose of consideration of such a transaction.

B. THE GENERAL OFFICERS OF THE CHURCH

1. Elected officers of the church shall include:
 - a. Past moderator
 - b. Moderator
 - c. Moderator-elect
 - d. Church clerk
 - e. Assistant church clerk
 - f. Financial secretary
 - g. Assistant financial secretary
 - h. Treasurer
 - i. Assistant treasurer
2. The duties of general officers are set forth in Articles 16-25 of this constitution.

SECTION III CHURCH COUNCIL

- A. Shall be composed of the moderator, ministry chairpersons, three (3) congregational representatives, ministers, staff, treasurer, financial secretary and church clerk. The ministry chairpersons and congregational representatives are the voting members; the moderator shall vote only in case of a tie.
- B. Shall coordinate the activities of the church and look to the ministries of the church for their cooperation.
- C. Shall be accountable to the church for the overall program of the church.
- D. Shall be responsible for all matters not specifically reserved for one of the ministries. These matters may be referred to the Church Council by the church or one of the ministries.
- E. Shall meet monthly.
- F. Shall appoint standing committees to handle matters for which the Church Council has responsibility. These committees shall include, but are not limited to the following:
 1. Nominating Committee
 2. Social Committee
 3. Personnel Committee
 4. Auditing Committee
- G. Shall appoint persons to temporarily assist elected officers who may request assistance for a specific reason.
- H. Shall be responsible to draft proposed changes in the constitution when necessary and present these to the church.
- I. Shall maintain and make available to the church, minutes of the Church Council meetings. Members shall endeavor diligently to attend the meetings of the Council. In the event that a church officer cannot be present at the Council meeting, the designated assistant shall be notified and shall take the officer's place.
- J. Shall advise the Nominating Committee when vacancies occur in any of the ministries or offices of the church.
- K. Shall present a proposed budget to the church for adoption at the November Business Meeting.

ARTICLE 8 STANDING COMMITTEES

SECTION I NOMINATING COMMITTEE

- A. Shall consist of at least five (5) members appointed by the Church Council. Each Nominating Committee member must have been a member of the church for one (1) year.
- B. Shall prepare a list of candidates, placing in nomination at least one (1) name for each elective position, to be filled at the election in November.
- C. Shall provide nominations for positions that become vacant, as advised by the Church Council. The nominations will be presented to the church or Church Council for a vote.
- D. If a nominee has served over two thirds (2/3) the length of a term of office, it shall be considered a full term in relation to re-election eligibility.

SECTION II SOCIAL COMMITTEE

- A. Shall consist of at least two (2) members appointed annually by the Church Council.
- B. Shall coordinate serving for funerals.

SECTION III PERSONNEL COMMITTEE

- A. Shall consist of at least three (3) members appointed annually by the Church Council.
- B. Shall prepare contracts (agreements) and job descriptions for all persons employed by the church in coordination with the associated ministry and/or supervising individual and shall submit these to the Church Council for approval.
- C. Shall interview applicants for positions to be filled as requested by the Church Council.
- D. Shall, with the Senior Pastor, conduct yearly evaluations of all ministerial staff and other personnel. Accomplishments shall be reviewed and goals for the coming year shall be established.
- E. Shall recommend any compensation adjustments to the Ministry of Stewardship for inclusion in the Annual Budget.
- F. Shall review all job descriptions as needed and prior to changes in personnel.
- G. Shall review the "Personnel Policy Manual" as needed and recommend changes to the church and Church Council. Approval of any changes must be made by the Church Council or the church during a scheduled business meeting and affected personnel must be notified.

SECTION IV AUDITING COMMITTEE

- A. Shall consist of at least three (3) members appointed annually by the Church Council.
- B. Shall audit the financial records of the church at least once each year, and shall report in writing to the Church Council at the April meeting.
- C. Shall audit all financial records whenever a change of treasurer and/or Financial secretary personnel occurs.

SECTION V RESPONSIBILITIES OF STANDING COMMITTEES

- A. Shall meet within fifteen (15) days following their appointment/election to acquaint members with their responsibilities as stated in the constitution. Chairpersons of appointed committees will be designated by the individual committees. Dates and times of meetings shall be promptly reported to the moderator and ministries.
- B. The committee chairpersons shall consult frequently with the moderator and ministers to consider any ideas that will be proposed to the committees for their study and action.

ARTICLE 9 MINISTRY OF TECHNOLOGICAL SYSTEMS

SECTION I ELECTION AND TERM OF OFFICE

- A. Shall consist of a minimum of three (3) members.
- B. Members shall be elected for a term of three (3) years. One third (1/3) of the membership shall be elected each year. A member may be re-elected for one (1) additional term. After serving two (2) consecutive terms, one (1) year must elapse before a person may be re-elected to the ministry.
- C. Recommended participation by youth, suggested names provided by the youth minister, who shall serve as a non-voting member(s).

SECTION II DUTIES OF THE MINISTRY OF TECHNOLOGICAL SYSTEMS

- A. Shall oversee the acquisition and maintenance of all hardware/software, audio-visual equipment, security/communications systems and office equipment.
- B. Shall support the use of social media and networking tools to enhance the church's outreach to the community.
- C. Shall select an incoming chairperson and secretary prior to January 1.
- D. Shall prepare a budget for the upcoming year and submit it to the ministry of Stewardship for inclusion in the annual budget.
- E. Shall develop a long range plan to remain on the cutting edge of technological upgrades and advances.
- F. Shall collaborate with other ministries to assess their technological needs and provide them with support.
- G. Shall provide a written monthly report for the Church Council meeting and regularly scheduled business meetings.

ARTICLE 10 MINISTRY OF DEACONS

SECTION I ELECTION AND TERM OF OFFICE

- A. Shall consist of twelve (12) members.
- B. Members shall be elected for a term of three (3) years. One third (1/3) of the membership shall be elected each year. A member may be re-elected for one (1) additional term. After serving two consecutive terms, one (1) year must elapse before a person may be re-elected to the ministry.

SECTION II PURPOSE & SPIRITUAL QUALIFICATIONS

- A. The Diaconate provides spiritual leadership to our congregation.
- B. Throughout the Bible, we see evidence of the biblical model of leadership through service. Key biblical texts for the Ministry of Deacons include: 1st Timothy 3:8-13; Romans 16:1-2; Galatians 3:27-28 (NRSV).

1st Timothy 3:8-13

⁸ Deacons likewise must be serious, not double-tongued, not indulging in much wine, not greedy for money; ⁹ they must hold fast to the mystery of the faith with a clear conscience. ¹⁰ And let them first be tested; then, if they prove themselves blameless, let them serve as deacons. ¹¹ Women likewise must be serious, not slanderers, but temperate, faithful in all things. ¹² Let deacons be married only once, and let them manage their children and their households well; ¹³ for those who serve well as

deacons gain a good standing for themselves and great boldness in the faith that is in Christ Jesus.

Romans 16:1-2

I commend to you our sister Phoebe, a deacon of the church at Cenchreae, ²so that you may welcome her in the Lord as is fitting for the saints, and help her in whatever she may require from you, for she has been a benefactor of many and of myself as well.

Galatians 3:27-28

²⁷As many of you as were baptized into Christ have clothed yourselves with Christ.

²⁸There is no longer Jew or Greek, there is no longer slave or free, there is no longer male and female; for all of you are one in Christ Jesus.

- C. Our biblical model can be summarized in four (4) words:
1. Commitment - Servant leadership must demonstrate commitment to Jesus and to the care of the congregation. There are many ways this commitment can be demonstrated.
 2. Conviction – Servant leadership uses biblically based convictions about who God is and who we are to live Christianly in our world.
 3. Competency – Servant leadership uses spiritual gifting to serve effectively but also lead others in discovering their giftedness.
 4. Character – Servant leadership recognizes that we are first followers of Jesus. We must be moving toward Christlikeness and our growth is not a matter of perfection, but direction.

SECTION III DUTIES OF THE MINISTRY OF DEACONS

- A. Shall be responsible for the spiritual development of the church.
- B. Shall be available as a resource to assist the pastor.
- C. Shall act as an advocate for the pastor to the congregation and as an advocate of the congregation to the pastor.
- D. Shall consult with the ministerial staff and give policy direction regarding proposed plans or programs pertaining to the spiritual growth of the church.
- E. Shall assess ministerial staffing needs and make recommendations to the church via the Church Council.
- F. The pastor, or at least two (2) deacons, shall meet with persons desiring to become members of the church. The prospective members shall share their personal testimonies during the meeting. The Ministry of Deacons will then recommend the appropriate actions to be taken regarding the prospective member(s) to the Church Council or church.
- G. In consultation with the pastor, shall discipline church members when necessary.
- H. Shall make recommendations to the Church Council on all letters of dismissal.
- I. Shall annually review the membership role of the church and make recommendations to the church regarding inactive members.
- J. Shall assume the responsibility, in the senior pastor's absence, of ensuring the pulpit is filled for all regular church services and that a representative of the Ministry of Deacons is present at functions where the senior pastor would normally attend or officiate.
- K. Shall be responsible for the ordinances of the church:

1. Shall prepare and serve communion monthly or at the request of the pastor.
 2. Shall serve communion to shut-ins at the request of the pastor.
 3. Shall assist in the Service of Baptism at the request of the pastor.
- L. Shall arrange for counselors as needed at church services.
- M. Shall be responsible for greeters/ushers and decorating/flowers.
- N. Shall work with the pastor in visiting persons who are sick, in need, or are spiritually distressed.
- O. Shall administer the deacons' benevolence fund with the assistance of the pastor.
- P. Shall select an incoming chairperson and secretary prior to January 1.
- Q. Shall prepare a budget for the upcoming year and submit it to the Ministry of Stewardship for inclusion in the annual budget.

SECTION IV DUTIES OF THE CHAIRPERSON OF THE MINISTRY OF DEACONS

Shall provide a written monthly Report for the Church Council meetings and regularly scheduled business meetings.

SECTION V DUTIES OF THE SECRETARY OF THE MINISTRY OF DEACONS

Shall keep the minutes of each meeting and provide copies to each member of the ministry, the ministerial staff, and the moderator.

ARTICLE 11 MINISTRY OF FELLOWSHIP

SECTION I ELECTION AND TERM OF OFFICE

- A. The Ministry of Fellowship shall consist of six (6) members.
- B. Members shall be elected for a term of three (3) years. One third (1/3) of the membership shall be elected each year. A member may be re-elected for one (1) additional term. After serving two consecutive terms, one (1) year must elapse before a person may be re-elected to the ministry.

SECTION II DUTIES OF THE MINISTRY OF FELLOWSHIP

- A. Shall encourage members to use their talents and spiritual gifts by serving the church and the community.
- B. Shall consult with the staff and plan events that foster fellowship.
- C. Shall plan conferences and retreats for the church family.
- D. Shall plan outreach events to our community.
- E. Shall work with other area churches and Christian organizations in an effort to spread the good news of Jesus Christ to our community.
- F. Shall select an incoming chairperson and secretary prior to January 1.
- G. Shall prepare a budget for the upcoming year and submit it to the Ministry of Stewardship for inclusion in the annual budget.

SECTION III DUTIES OF THE CHAIRPERSON OF THE MINISTRY OF FELLOWSHIP

Shall provide a written monthly Report for the Church Council meetings and regularly scheduled business meetings.

SECTION IV DUTIES OF THE SECRETARY OF THE MINISTRY OF FELLOWSHIP

Shall keep the Minutes of each meeting and provide copies to each member of the ministry, the ministerial staff, and the moderator.

ARTICLE 12 MINISTRY OF STEWARDSHIP

SECTION I ELECTION AND TERM OF OFFICE

- A. Shall consist of a minimum of three (3) members.
- B. Members shall be elected for a term of three (3) years. One third (1/3) of the membership shall be elected each year. A member may be re-elected for one (1) additional term. After serving two consecutive terms, one (1) year must elapse before a person may be re-elected to the ministry.
- C. The Financial secretary and treasurer shall serve as non-voting members.

SECTION II DUTIES OF THE MINISTRY OF STEWARDSHIP

- A. Shall plan the church financial and stewardship programs.
- B. Shall select an incoming chairperson and secretary prior to January 1.
- C. Shall receive written requests for operating costs and proposed expenditures from each ministry, annually, and shall determine the feasibility of meeting the proposed budget with the predicted income.
- D. Shall prepare a proposed budget for the upcoming year and submit it to the Church Council prior to the November Business Meeting.
- E. Shall establish policies and procedures for handling, disbursing, and reporting all monies received by the church including wills, trusts, and estates, and assure the financial affairs of the church are handled in a responsible fashion.
- F. Shall give financial advice to the Church Council and the church.
- G. Shall give monthly reports at the meeting of the Church Council, and a report at all regularly scheduled business meetings.
- H. Shall recommend appropriate action on all matters concerning unbudgeted items as received from the church ministries. This action shall be recommended to the Church Council.
- I. If the Ministry of Stewardship, in concert with the pastor, does not feel that the proposed budget is feasible, ministries must be given a maximum budgeted amount and the ministries must adjust their budgets accordingly.

SECTION III DUTIES OF THE CHAIRPERSON OF THE MINISTRY OF STEWARDSHIP

Shall provide a written monthly report for the Church Council meetings and regularly scheduled business meetings.

SECTION IV DUTIES OF THE SECRETARY OF THE MINISTRY OF STEWARDSHIP

Shall keep the minutes of each meeting and provide copies to each member of the ministry, the ministerial staff, and the moderator.

SECTION V MEMORIAL COMMITTEE

- A. Shall consist of three (3) members appointed annually by the Ministry of Stewardship.
- B. Shall be responsible for the establishment of a memorial when an individual, family, or organization desires to perpetuate the memory of a loved one.

- C. Only the Memorial Committee is authorized to handle memorials and will maintain a record of all memorials.
- D. Shall be accountable to the Ministry of Stewardship.
- E. Non-monetary memorial items to be placed in the church must be approved by the Ministry of Physical Maintenance.
- F. All items given to the church become the property of the church and the church becomes the sole owner of these items.

ARTICLE 13 MINISTRY OF PHYSICAL MAINTENANCE

SECTION I ELECTION AND TERM OF OFFICE

- A. Shall consist of a minimum of three (3) members.
- B. Members shall be elected for a term of three (3) years. One third (1/3) of the membership shall be elected each year. A member may be re-elected for one (1) additional term. After serving two consecutive terms, one (1) year must elapse before a person may be re-elected to the ministry.

SECTION II DUTIES OF THE MINISTRY OF PHYSICAL MAINTENANCE

- A. Shall be responsible for the maintenance and security of all church property, buildings, and contents.
- B. Shall authorize the use of church property by any organization that is not affiliated with the church.
- C. Shall select an incoming chairperson and secretary prior to January 1.
- D. Shall maintain adequate insurance against physical loss and liability.
- E. Shall not sell or make commitment against the real estate or other property of the church unless authorized to do so by a three-fourths (3/4) majority of those present at a church business meeting called for that purpose. Any such action shall be in compliance with all local and state laws and requirements as are applicable.
- F. Shall make necessary changes to the physical property of the church in compliance with all local and state codes and regulations.
- G. Shall work in conjunction with the Personnel Committee to hire a custodian, and supervise all custodial work.
- H. Shall prepare a budget for the upcoming year and submit it to the Ministry of Stewardship for inclusion in the annual budget.

SECTION III DUTIES OF THE CHAIRPERSON OF THE MINISTRY OF PHYSICAL MAINTENANCE

- A. Shall provide a written monthly report for the Church Council meetings and regularly scheduled Business meetings.
- B. Shall, in case of an emergency expense that has not been budgeted, contact the Ministry of Stewardship.
- C. Shall serve all functions of corporate vice president. See Article 7 Section II.

SECTION IV DUTIES OF THE SECRETARY OF THE MINISTRY OF PHYSICAL MAINTENANCE

Shall keep the minutes of each meeting and provide copies to each member of the ministry, the ministerial staff, and the moderator.

ARTICLE 14 MINISTRY OF CHRISTIAN EDUCATION

SECTION I ELECTION AND TERM OF OFFICE

- A. Shall consist of a minimum of three (3) members.
- B. Members shall be elected for a term of three (3) years. One third (1/3) of the membership shall be elected each year. A member may be re-elected for one (1) additional term. After serving two consecutive terms one (1) year must elapse before a person may be re-elected to the ministry.

SECTION II DUTIES OF THE MINISTRY OF CHRISTIAN EDUCATION

- A. Shall be responsible for the organization and administration of the educational programs of the church.
- B. Shall select an incoming chairperson and secretary prior to January 1.
- C. Shall develop and provide for the future educational objectives and goals of the church.
- D. Shall be responsible for decisions concerning;
 - 1. Time schedules for the educational programs
 - 2. Evaluation or addition of classes or organizations
- E. Shall be responsible for enlisting, training (including risk management and harassment), and enrolling all church education workers.
- F. Shall be responsible for evaluating the curriculum of the educational programs.
- G. Shall prepare a budget for the upcoming year and submit it to the Ministry of Stewardship for inclusion in the annual budget.

SECTION III DUTIES OF THE CHAIRPERSON OF THE MINISTRY OF CHRISTIAN EDUCATION

- A. Shall provide a written monthly report for the Church Council meetings and regularly scheduled business meetings.
- B. Shall oversee committees to implement the work of the ministry. The following are recommended:
 - 1. Nursery
 - 2. Children's ministries
 - 3. Youth ministries
 - 4. Leadership Education
 - 5. Adult Education
 - 6. Camping
 - 7. Library

SECTION IV DUTIES OF THE SECRETARY OF THE MINISTRY OF CHRISTIAN EDUCATION

Shall keep the minutes of each meeting and provide copies to each member of the ministry, the ministerial staff, and the moderator.

ARTICLE 15 MINISTRY OF MISSIONS

SECTION I ELECTION AND TERM OF OFFICE

- A. Shall consist of a minimum of three (3) members.

- B. Members shall be elected for a term of three (3) years. One third (1/3) of the membership shall be elected each year. A member may be re-elected for one (1) additional term. After serving two consecutive terms one (1) year must elapse before a person may be re-elected to the ministry.

SECTION II DUTIES OF THE MINISTRY OF MISSIONS

- A. Shall be responsible for all areas of missions within the church, and areas with which the church is identified.
- B. Shall select an incoming chairperson and secretary prior to January 1.
- C. Shall be responsible for the nurture and promotion of missionary interests and the carrying out of mission education.
- D. Shall prepare a budget for the upcoming year and submit it to the Ministry of Stewardship for inclusion in the annual budget.
- E. Shall promote special missionary offerings, conduct mission endeavors with which the church is identified, and coordinate missionary activities of any organized groups within the church.
- F. Shall prepare a yearly schedule of twelve (12) groups of volunteer members and friends of the church to serve at the Rescue Mission.

SECTION III DUTIES OF THE CHAIRPERSON OF THE MINISTRY OF MISSIONS

Shall provide a written monthly report for the Church Council meetings and regularly scheduled business meetings.

SECTION IV DUTIES OF THE SECRETARY OF THE MINISTRY OF MISSIONS

Shall keep the minutes of each meeting and provide copies to each member of the ministry, the ministerial staff, and the moderator.

ARTICLE 16 MODERATOR-ELECT (FORMERLY KNOWN AS ASSISTANT MODERATOR)

SECTION I ELECTION AND TERM OF OFFICE

The moderator-elect shall be elected for one three (3) year term which includes: one year as Moderator-elect, succeeding to one year as Moderator, and then serving one year as Past Moderator.

SECTION II DUTIES OF THE MODERATOR-ELECT

- A. Shall be in training for the Moderator position; working closely with the moderator to learn the operations of the Moderator position and assisting with meetings and communications as needed.
- B. Shall endeavor to remain unbiased and neutral in all matters of business discussion.
- C. Shall fulfill the duties of the Moderator in the Moderator's absence under the Past Moderator's mentorship.
- D. Shall attend Council meetings; and will be expected to attend meetings from September to December.

ARTICLE 17 MODERATOR

SECTION I TERM OF OFFICE

The Moderator, who has just completed his/her term as Moderator-elect, shall serve one two (2) year term. The Moderator will succeed to the office of Past Moderator at the end of this term.

SECTION II DUTIES OF THE MODERATOR

- A. Shall collaborate and consult with the Past Moderator.
- B. Shall train and mentor the Moderator-elect.
- C. Shall preside at all Church Council and church business meetings.
- D. Shall serve all functions of corporate president.
- E. Shall call an orientation meeting for all elected ministry members and officers of the church during January.
- F. Shall assure that recommendations, so voted by the Church Council, are brought before the church for action.
- G. Shall make certain that all business is conducted expeditiously and in an orderly fashion.
- H. Shall assure that this constitution and its by-laws are observed and followed.
- I. Shall be responsible to see that ministries and committees are organized and functioning properly.
- J. Shall endeavor to remain unbiased and neutral in all matters of business discussion.
- K. Shall notify the Nominating Committee immediately when a vacancy is to be filled.

ARTICLE 18 PAST MODERATOR

SECTION I TERM OF OFFICE

The Past Moderator, who has just completed his/her term as Moderator, shall serve a one (1) year term.

SECTION II DUTIES OF THE PAST MODERATOR

- A. Shall act as the consultant to the Moderator.
- B. Shall mentor the Moderator-elect in fulfilling the duties of the Moderator in the Moderator's absence.
- C. Shall endeavor to remain unbiased and neutral in all matters of business discussion.

ARTICLE 19 CONGREGATIONAL REPRESENTATIVES (Formerly known as Members-at Large)

SECTION I ELECTION AND TERM OF OFFICE

- A. Shall consist of at least three (3) members.
- B. Shall be elected for a term of three (3) years. One third (1/3) of the membership shall be elected each year. A member may be re-elected for one (1) additional term. After serving two (2) consecutive terms, one (1) year must lapse before a person may be re-elected.

SECTION II DUTIES OF THE CONGREGATIONAL REPRESENTATIVES

- A. Shall be a contact person for church congregation members through communicating with, and getting feedback from, congregation members about their experiences at First Baptist Church.
- B. Shall assist congregation members with ownership of church activities and events through sharing information about new events, activities and changes at church.
- C. Shall remain unbiased when communicating with congregation members.

- D. Shall attend monthly Church Council meetings.
- E. Shall share communications from congregation members at Church Council meetings.

ARTICLE 20 CHURCH CLERK

SECTION I ELECTION AND TERM OF OFFICE

The church clerk shall be elected or re-elected for a term of one (1) year.

SECTION II DUTIES OF THE CHURCH CLERK

- A. Shall attend and keep minutes for all church business and Church Council meetings.
- B. Shall provide copies of these minutes to the ministerial staff, moderator, and summaries of reports and actions pertinent to the church for publication.
- C. Shall serve as corporate secretary and conduct all legal correspondence for the church, maintaining a record of same. See Article 7 Section II.
- D. Shall keep orderly files of all reports and documents pertaining to this office.
- E. Shall, in cooperation with the ministers, sign Letters of Delegation to national, regional, or other functions.
- F. Shall deliver to his/her successor all books, files, records and other documents in the Clerk's possession pertaining to this office.
- G. Shall temporarily assume the duties of the assistant church clerk in that person's absence.

ARTICLE 21 ASSISTANT CHURCH CLERK

SECTION I ELECTION AND TERM OF OFFICE

The assistant church clerk shall be elected or re-elected for a term of one (1) year.

SECTION II DUTIES OF THE ASSISTANT CHURCH CLERK

- A. Shall have primary responsibility for maintaining and reporting the Roll of Membership, in consultation with the deacons and church office.
- B. Shall deliver to his/her successor all books, files, records and other documents in the assistant Clerk's possession pertaining to this office.
- C. Shall fulfill the duties of the church clerk in that person's absence.

ARTICLE 22 FINANCIAL SECRETARY

SECTION I ELECTION AND TERM OF OFFICE

The financial secretary shall be elected or re-elected for a term of one (1) year.

SECTION II DUTIES OF THE FINANCIAL SECRETARY

- A. Shall have the responsibility for recording, handling and depositing all monies received.
- B. Shall record contributions, provide annual giving statements by January 31, and maintain confidentiality for all contributions.
- C. Shall serve as a non-voting member of the Ministry of Stewardship.
- D. Shall provide a monthly report to the Ministry of Stewardship.
- E. Shall deliver to his/her successor all books, files, records, and other documents in the financial secretary's possession pertaining to this office.

ARTICLE 23 ASSISTANT FINANCIAL SECRETARY

SECTION I ELECTION AND TERM OF OFFICE

The assistant financial secretary shall be elected or re-elected for a term of one (1) year.

SECTION II DUTIES OF THE ASSISTANT FINANCIAL SECRETARY

The assistant financial secretary shall fulfill the duties of the financial secretary in that person's absence.

ARTICLE 24 TREASURER

SECTION I ELECTION AND TERM OF OFFICE

The treasurer shall be elected or re-elected for a term of one (1) year.

SECTION II DUTIES OF THE TREASURER

- A. Shall serve as a non-voting member of the Ministry of Stewardship.
- B. Shall oversee the procedures for handling, banking, and disbursing all church funds.
- C. Shall provide a monthly report to the Ministry of Stewardship.
- D. Shall assure that all financial obligations to government agencies are fulfilled.
- E. Shall deliver to his/her successor all books, files, records and other documents in the treasurer's possession pertaining to this office.
- F. Shall serve all functions of corporate treasurer. See Article 7 Section II.

ARTICLE 25 ASSISTANT TREASURER

SECTION I ELECTION AND TERM OF OFFICE

The assistant treasurer shall be elected or re-elected for a term of one (1) year.

SECTION II DUTIES OF THE ASSISTANT TREASURER

The assistant treasurer shall fulfill the duties of the treasurer in that person's absence.

ARTICLE 26 ELECTIONS

SECTION I TIME OF ELECTION

Officers shall be elected annually in the month of November. The date for the Business Meeting at which elections are held shall be established by the Church Council. Terms of office shall be January 1 through December 31.

SECTION II NOMINATIONS

- A. Members of the church may submit suggestions to the Nominating Committee for the various offices.
- B. In addition to the ballot prepared by the Nominating Committee, nominations from the floor for any office shall be in order, provided nominees have previously consented to be candidates.
- C. The method of voting shall be determined by the moderator. A majority of the votes cast shall be necessary for the election of officers.

SECTION III ABSENTEE BALLOTING

By majority vote of the church or Church Council, absentee ballots may be authorized for upcoming elections.

ARTICLE 27 AMENDMENTS

SECTION I METHODS OF AMENDMENT

- A. Amendment(s) to this constitution and by-laws shall be submitted in writing and must be publicly posted.
- B. The time for consideration of any amendment(s) must be announced from the pulpit for two (2) consecutive Sundays prior to the business meeting at which time the amendment(s) will be acted upon. There must be a minimum of seven (7) days between the second announcement and the vote.
- C. The amendment(s) must be passed by three-fourths (3/4) majority of those present.

ARTICLE 28 AUXILIARY ORGANIZATIONS

SECTION I AUTHORIZATION OF ORGANIZATIONS

- A. The American Baptist Men, American Baptist Women, American Baptist Youth, and other groups may be organized as approved by the Church Council.
- B. Their constitution and by-laws shall not conflict with this constitution. Any such conflict shall be resolved in favor of this constitution.

SECTION II FINANCIAL INDEPENDENCE

Auxiliary organizations shall be authorized to maintain their own treasuries.

ARTICLE 29 MISCELLANEOUS

SECTION I DEFINITIONS

- A. The church's fiscal year shall begin January 1 and end December 31.
- B. The term church as referenced in this constitution is the corporate body of members.

SECTION II AUTHORIZATIONS

Special committees set up for specific purposes may have temporary treasuries and receive and spend money as authorized by the Ministry of Stewardship and Church Council. Full reports on any temporary treasuries will be furnished upon request and upon the completion of their function.

ARTICLE 30 LAWS

SECTION I RULES OF ORDER

- A. Members eighteen (18) years of age and older are eligible to vote.
- B. A suggested order of business may include the following:
 - 1. Minutes of the preceding meeting
 - 2. Financial secretary and treasurer reports
 - 3. Ministry and committee reports
 - 4. Old Business
 - 5. New Business
- C. A quorum shall consist of twenty-five (25) eligible voting members, for the purpose of transacting church business.
- D. All questions not clearly defined in this constitution and by-laws shall be settled by agreed upon procedures.

SECTION II FULFILLMENT OF OFFICE

- A. In the event of the absence or resignation of the moderator, the moderator-elect shall assume the duties of the moderator. In the event of the absence of both the moderator and the moderator-elect, the chairperson of the Ministry of Deacons and thereafter the chairperson of the Ministry of Physical Maintenance shall assume the duties of moderator.
- B. If, for significant reasons, such as health, death, personal business, or moving from the local area, a member of a ministry or committee or any other elected officer cannot fulfill the duties of his/her office properly, the office may be declared vacant at the discretion of the Church Council.

SECTION III MEETINGS

- A. The church shall meet twice annually to transact business during January and November.
 - 1. At the January meeting of the church, written annual reports shall be given by individual officers, ministries, committees, and auxiliary organizations.
 - 2. The November agenda of the church Business Meeting shall include the election of officers and the adoption of the proposed budget.
- B. Special meetings of the church may be called by the ministerial staff, moderator, or by written petition signed by at least a quorum of members. Only that business for which the meeting was called shall be transacted.
- C. All church ministries shall meet monthly with open meetings.
- D. The Church Council shall meet monthly with open meetings.
- E. The Church Council may meet in a closed session to consider delicate matters. Closed sessions may take place with approval of a majority of voting Council members and a summary of a closed session will be provided to the congregation upon request.
- F. Church members wishing to make presentations to the Church Council or ministries must contact the moderator or ministry chairperson for placement on the agenda.
- G. Council, ministry and committee meetings will be publicized.