

# **First Baptist Church of Plainfield**

1012 Stafford Road Plainfield, Indiana

## **Constitution**

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## ARTICLE I - Name

The name of this church shall be First Baptist Church of Plainfield, Inc.

## ARTICLE II - Purpose, Mission, Covenant, Statement of Faith

- A. Purpose: The purpose of this church shall be the proclamation of the Gospel of Jesus Christ, the administration of the ordinances of the New Testament, the spiritual growth of its members, and the spread of the Gospel of Jesus Christ throughout the world.
- B. Mission Statement: "To go, make disciples; baptizing and teaching in obedience to God's command." [Matthew 28:18-20]
- C. Ordinances: – We believe Baptism and the Lord's Supper are ordinances instituted by Jesus for the believer. They are, however, not to be regarded as a means of salvation. [Matthew 28:19; Matthew 3; Acts 2:37-42; Acts 8:34-38]
- D. Covenant: The church adopts this covenant as a summary of principles and as a guide for Christian conduct:

"Having been led by the Spirit of God to receive the Lord Jesus Christ as our savior, and having been baptized in the name of the Father, and the Son, and of the Holy Spirit, we do now, in the presence of God, enter into covenant.

We, First Baptist Church of Plainfield, with the aid of the Holy Spirit promise to strive for personal Christian advancement by:

- Studying the Bible,
- Engaging in personal and family devotions,
- Refraining from habits and customs that are detrimental to the highest Christian interest, and
- Being slow to take offense and quick to forgive.

Work earnestly for the advancement of this Church by:

- Contributing regularly of our time, talents, tithes and offerings to support the extension of the gospel to the whole human family,
- Striving to win family and others to Christ, and
- Sustaining its ordinances and doctrines.

If unable to remain under the watch care of this Church, we will unite as soon as possible with another Church to carry out the spirit of this covenant."

### E. Statement of Faith:

#### 1. Scriptures

The Scriptures of the Old and New Testaments were given by inspiration of God, and are the only sufficient, certain, and authoritative rule of all saving knowledge, faith, and obedience. [2 Timothy 3:16; 2 Peter 1:20-21; Psalm 119:105; Proverbs 30:5]

#### 2. God

There is but one God, the Maker, Preserver, and Ruler of all things, having in and of Himself all perfections, and being infinite in them all; and to Him all owe the highest love, reverence, and obedience. [Genesis 1:1, 26-27; Deuteronomy 6:4; Psalm 90:1-2; James 1:17]

3. **Trinity**

God is revealed to us as Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence, and being. [Matthew 28:18-20; Luke 3:21-22; John 14:7-11; 2 Corinthians 13:14]

4. **Humankind's Condition**

God originally created man in His own image and free from sin; but, through the temptation of Satan, Adam transgressed the command of God, and fell from his original holiness and righteousness; thereby, his posterity inherits a nature corrupt, wholly opposed to God and His law, and is under condemnation. As soon as man is able to understand an immoral action, he becomes an actual transgressor. [Genesis 1:27; Genesis 3; Isaiah 53:6a; Isaiah 59:1-2; Jeremiah 17:9; Romans 3:23]

5. **Mediator**

Jesus Christ, the only begotten Son of God, born of a virgin, is the divinely appointed mediator between God and man. Having taken upon Himself human nature yet without sin, He perfectly fulfilled the law, suffered, and died upon the cross for the salvation of sinners. He was buried, and rose again the third day, and ascended to His Father, at whose right hand He ever lives to make intercession for His people. He is the only Mediator, the Prophet, Priest, and King of the Church, and Sovereign of the Universe. [Isaiah 9:6-7; Isaiah 53; John 3:16-17; Romans 1:1-4; I Corinthians 15:1-4; Colossians 1:13-20; Hebrews 4:14-15]

6. **Salvation**

Salvation involves the redemption of mankind, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, sanctification, and glorification. [John 3; John 14:6; Romans 1:16; Romans 6:23; Romans 4, 5, & 8; Ephesians 2; Titus 3:5-6]

7. **Regeneration**

Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. [2 Corinthians 5:17]

8. **Repentance and Faith**

Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior. [Habakkuk 2:4; Matthew 3:12; Mark 1:15; Acts 17:30; Hebrews 11:6; 2 Peter 3:9]

9. **Justification**

Justification is God's gracious and full forgiveness of sin for all sinners who believe in Christ. They receive Him and His righteousness by faith; not for anything wrought in them or done by them, but on account of the obedience and satisfaction of Christ. Justification brings the believer into a relationship of peace and favor with God. [Romans 3:23-24; Romans 8:30; Galatians 2:16]

10. **Sanctification**

Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual perfection through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerated person's life. [Exodus 13:2; Romans 6:22; 1 Corinthians 1:30]

**11. Glorification**

Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed. [1 Corinthians 2:7-9; 1 Peter 5:4; Revelation 22:1-5]

**12. Perseverance of the Saints**

All true believers whom God has accepted through Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall certainly persevere to the end. [John 10:29; 2 Timothy 1:12; Hebrews 7:25; 1 Peter 1:3-5]

**13. The Church**

A New Testament Church of the Lord Jesus Christ is a local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, committed to His teachings, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to make disciples, and extend the gospel to the ends of the earth. [Matthew 16:16-18; Matthew 28:18-20; Acts 2:41-47; Ephesians 1:22-23; Ephesians 4:11-16; Colossians 1:18]

**14. Baptism**

Christian baptism, a church ordinance, is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. [Matthew 28:18-20; Acts 8:35-39; Acts 10:44-48; Galatians 3:27-28]

**15. Lord's Supper**

The Lord's Supper, a Church ordinance, is a symbolic act of obedience whereby professing believers, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming. [Matthew 26:26-29; Luke 22:19-20; 1 Corinthians 11:23-34]

**16. The Lord's Day**

The Lord's Day is a Christian observance, and should be spent in exercises of worship and spiritual commitment and devotion, both public and private. We should keep the Sabbath holy. [Exodus 20:8; Mark 16:2; Acts 20:7; 1 Corinthians 16:2]

**17. The Resurrection and The Judgment**

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised, and Christ will judge all people in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their rewards and will dwell forever in Heaven with the Lord. [Matthew 25:31-46; Luke 16:19-31; 1 Thessalonians 4:13-18; 1 Corinthians 15:51-58; 2 Peter 3:7; Revelation 20:1-22]

**18. Separation of Church and State**

We believe in the total independence and separation of church and state. We believe in the freedom of the individual conscience, in the voluntary principle, not the coercive principle, in religion.

**19. Priesthood of Believers**

We believe that all Christians are servant-ministers of God. We have direct access to God in the Name of Christ to cry out for salvation, for forgiveness of sin. [1 Timothy 2:5; 1 John 1:9]

## ARTICLE III - Affiliation

The government of this church is vested in the body of believers who compose it, but because its parish is worldwide, it recognizes its obligation and privilege to cooperate with other religious bodies having the same general objectives. It shall therefore, be affiliated with the American Baptist Churches of Indiana/Kentucky and the American Baptist Churches USA (ABC/USA).

## ARTICLE IV - Membership

- A. Eligibility – Individuals who profess faith in Jesus Christ as their personal Lord and Savior and have followed Christ in baptism are eligible for membership. Baptism by immersion may be waived for candidates who evidence reason for waiver, upon the approval of the Pastor. In absence of a pastor, the Deacon Board can waive the immersion who evidence reason for the waiver. [John 3:16; Romans 10:9-13; Ephesians 2:8-9]
- B. Application – Request for membership shall be made to the Church at any regular or special worship service. They shall be received into membership upon satisfactory evidence of eligibility to pastoral staff. This shall consist of having repented from sin, expressing faith in Christ as Savior and Lord, and following Christ in believer's baptism. [Matthew 10:32]
- C. Rights – Every active member of this church who is at least eighteen (18) years or older is entitled to vote at all elections and on all questions submitted to the church, provided the member is present at the time of voting. Youth members who have not reached the age of eighteen (18) may cast votes for a pastor who has a primary role working with youth and children. A youth member participating on a search committee may also vote on Search Committee issues.
- D. Responsibilities – Members are expected to believe in the statement of faith, abide by the covenant of the church, follow the mission statement, and maintain tangible participation in church life.
- E. Categories - Members are classified as either active or inactive.
  1. Active Members - Someone who regularly attends worship services and/or church activities or contributes to church activity through personal service and/or financial support.
  2. Inactive Members - Someone who, evidences a lack of interest in the church by failure over a one year period to communicate with the church, attend worship services or church activities, or fail to contribute to church activity through personal service and/or financial support shall be placed on the inactive list upon review of circumstances and recommendation of the deacons. (Hebrews 10:25)
- F. Reinstatement - Inactive members may be reinstated at the member's request to the Pastor and the approval of the Pastor.
- G. Discontinuance – Membership may be discontinued by:
  1. Death,
  2. Transfer of membership – To help members uphold their covenant, First Baptist Church of Plainfield will issue letters of recommendation to requesting churches explaining a transferring member's membership history for members who have lived their lives in accordance with the member responsibilities above,
  3. Withdrawal – a person's name will be removed from the church's membership if he (she) requests removal for any reason,

4. Dismissal – Members living contrary to the precepts of the church covenant, or who habitually neglect their church obligations, do by their own actions declare themselves out of harmony with the church and will be dealt with according to the restoration and discipline section below.
- H. Restoration and Discipline - The matter of discipline of the membership shall be in the hands of the deacons under the leadership of the pastors and/or the chairman of the deacons whenever necessity arises. In cases of dismissal from membership, final action must be taken by the Executive Board upon recommendation from the deacons and the pastors. No member shall be dismissed until every scriptural effort has been made (including, if physically possible, a personal visit) to reclaim him for Christ and the Church (Matthew 18:15-17).

When an unrepentant offending party is dismissed from the membership, but subsequently repents and requests reconciliation with the church, the entire church body should recognize a responsibility in loving effort to restore the individual to the Church membership upon genuine fruit of repentance evidenced. [2 Thessalonians 3:15]

## **ARTICLE V - Staff**

### A. Pastor

1. Qualifications:
  - a. Education - The Pastor shall have received a Master of Divinity degree or equivalent from a recognized and fully accredited theological seminary,
  - b. Ordination - The Pastor shall be an ordained minister according to the standards of and recognized by American Baptist Churches, USA, and
  - c. Code of Ethics - The Pastor must accept the Code of Ethics of American Baptist Ministers, as circulated by the Ministers' Council of the American Baptist Churches, USA
2. Procedures for Calling:
  - a. The Search Committee is to notify all church members through regular church communication mechanisms informing them of the selection of a candidate for a staff position.
  - b. The Search Committee will set up sessions for the congregation to meet the candidate. The candidate will meet with the boards and any other group the Search Committee deems appropriate. Thereafter, the Search Committee will schedule two separate opportunities for members to meet with the candidate informally.
  - c. Candidate will participate in the appropriate area of ministry in an organized church service.
  - d. Finally the membership will hold a special called business meeting to vote on the candidate. To call a candidate, the following rules shall be followed:
    - i. The election shall be by secret ballot at a regular or special meeting of the church.
    - ii. Notice of intention to vote on calling of a pastor at such a meeting must be announced during the two (2) preceding weeks and must appear in at least one church-wide communication and the weekly bulletin two (2) preceding weeks before the meeting.
    - iii. A three-fourths (3/4) majority of a twenty percent (20%) quorum of active church membership present and voting shall be necessary for an election.

3. Term:

The Pastor's term of office will continue until the Pastor resigns or is terminated.

4. Duties [1 Timothy 3; Titus 1]:

- a. The Pastor, under leadership of the Holy Spirit, shall perform or supervise performance of all scriptural duties,
- b. The Pastor shall serve as a member of the Executive Board and shall participate on other Boards and Committees as appropriate, and
- c. The Pastor shall have general supervisory responsibility for all paid, full and part-time pastoral, ministry, and support staff.

5. Termination of Employment:

- a. Should the Pastor wish to terminate his employment with the church, written notification shall be given to the Executive Board. Termination will be effective at a date determined by mutual agreement between the Pastor and Executive Board.
- b. Should the church wish to terminate its relationship with the Pastor, the procedure is as follows:
  - i. Active members may present a written request, including basis for the request, to the Personnel Relations Board.
  - ii. The Personnel Relations Board, if after investigation and deliberation, finds that further consideration of the request is in the best interest of the church, they shall present their findings and recommendations to the Deacon Board.
  - iii. The Deacon Board shall, in consultation with the Executive Board, review these findings and recommendations. Should they conclude that further consideration of the request is in the best interest of the church, they shall present their findings and recommendations to the Executive Board.
  - iv. The Executive Board shall present the recommendation for termination to the church at a special business meeting. The meeting and its subject must be announced at worship services and appear in all publications of the church in the two (2) weeks preceding the meeting date. Voting shall be by secret ballot. A three-fourth (3/4) majority of a twenty percent (20%) quorum of active church membership, present and voting, shall be necessary for termination.
  - v. The Personnel Relations Board will present written notification to the Pastor and administer contract termination in accordance with the agreement.

B. Interim Pastor

In the absence of a regular pastor, an interim pastor may be called using the same process and qualifications as for the Pastor. The interim pastor can perform any of the duties ascribed to a pastor. Actual duties and an agreement should be negotiated by the Personnel Relations Board in consultation with the Deacon Board and the Executive Board.

C. Other Ministerial Staff

1. The duties and qualifications of each staff position will be determined under the guidance and direction of the Executive Board and approved by the church.
2. Procedures for Calling, Termination and Code of Ethics shall be the same as Section A of this Article.

D. Support Staff

1. Qualifications:

Education and skill level will be determined by the job description, which will be determined by the Personnel Relations Board.

2. Term:

The support staff term of office will continue until the support staff resigns or is terminated.

3. Duties:

Duties and qualifications of each support staff position will be determined under the guidance and direction of the Personnel Relations Board and the pastoral staff and approved by the Executive Board.

4. Memorandum of Understanding:

The Personnel Relations Board is responsible for executing a signed memorandum of understanding between the support staff and the church. The memorandum of understanding shall adhere to the personnel guidelines.

5. Termination of Employment

- a. Should a support staff person wish to terminate employment with the church, written notification shall be given to the Personnel Relations Board. Termination will be effective at a date determined by mutual agreement between the Personnel Relations Board, pastoral staff and the person terminating employment.
- b. Should the church wish to terminate its relationship with a person in a support position, the person will be given a written notice of their termination and the terms of said termination.

## **ARTICLE VI - Church Officers**

A. All church officers shall:

1. Be elected by church vote,
2. Serve one (1) year terms with an option to serve up to six (6) consecutive one (1) year terms upon reelection before a mandatory one (1) year rest before serving in same position again,
3. Be members in good standing, and
4. Be terminated upon failure to maintain a status of Member in good standing or upon submission of resignation.

B. Chair of the Executive Board:

The church shall elect at its annual election of officers a chair of the Executive Board from the Congregation. In the event of a vacancy in this position, the chair of the Deacon Board will assume the role until the vacancy is filled.

1. Duties of the chair:

- a. Preside over and lead congregational and Executive Board meetings,
- b. Read and understand Robert's Rules of Order and follow them during all church business meetings,
- c. Establish and circulate agendas for meetings mentioned above,
- d. Timely advise the congregation and boards of any specially called meetings as set forth in the constitution using any available communication mechanisms (bulletins, newsletters, announcements, electronic notifications),
- e. Activate the search committee defined in this document when the need arises,

- f. Work with the church staff to establish and hold the annual Executive Board retreat,
- g. Approve Executive Board expenditures and oversee the Executive Board budget,
- h. Assist other board chairs as requested,
- i. Provide articles for the newsletter and bulletin as needed informing the congregation of Executive Board news,
- j. Work with the Executive Board to fill vacancies on boards, Search Committee and other committees,
- k. Coordinate board/committee support of church vision goals, etc., and
- l. Assist on search committee as requested.

C. Clerk:

The church shall elect at its annual election of officers a clerk from the congregation. In the event of a vacancy in this position, the Executive Board will find someone to assume the role until the vacancy is filled.

1. Duties of clerk:

- a. Report the number of resident member households annually to the congregation and to the Executive Board via the minutes,
- b. Serve as a member of the Executive Board,
- c. Keep a complete record of the transactions of all business at the meetings of the church and read the minutes for approval at the following business meeting,
- d. Maintain appropriate membership rolls,
- e. Be responsible for maintaining an accurate record of the names and addresses of members, with dates and manner of admission and dismissal and a record of baptisms,
- f. Be responsible for issuing letters of dismissal approved by the church, preserve on file all communications and written reports documenting such dismissals, and give appropriate legal notice of all such dismissal meetings where such is required by this constitution,
- g. Within two (2) weeks after the election of a successor, deliver to the new clerk all books, records and procedures for which position is responsible,
- h. Take minutes of all Executive Board meetings, prepare these minutes for circulation and provide the church administrative assistant with a copy of all minutes,
- i. Request transfer of membership letters for incoming members when needed,
- j. As directed by the Executive Board, create and send transfer of membership letters for members who have moved or otherwise left our congregation and have requested a transfer of membership letter,
- k. Record the deaths of members and their removal from active membership, and
- l. Handle other such correspondence as requested by the chair of the Executive Board.

D. Treasurer:

The church shall elect at its annual election of officers a treasurer from the congregation.

1. Duties of Treasurer:

- a. Serve as a member of the Executive Board,
- b. Have custody of the funds of the church and all deposits made in the name of the church,
- c. Draw all checks in the name of the church,
- d. Keep separate accounts of all funds raised or contributed for particular purposes, and no funds shall be disbursed by the treasurer except for the purpose for which they were raised or contributed,

- e. Have joint custody of the securities, investments, title papers, and other valuable documents of the church along with the chair of the Property Board,
  - f. Pay fixed and variable budgeted expenses as they occur, as defined within this Constitution, as long as revenue is sufficient to meet current expenses and contractual obligations within the approved budget. In the event of insufficient revenue, the Treasurer shall obtain direction from the Stewardship Board for prioritization of expenses to be paid,
    - i. Fixed expenses are defined as regularly scheduled recurring expenses such as salaries, payroll taxes, M & M insurance, utilities, missions, mortgage payments, etc.,
    - ii. Variable expenses are defined as random expenditures incurred on-demand and with varying frequency,
  - g. Disburse funds received for support of the church and for the reduction of any indebtedness funds only through authorization granted by:
    - i. Order of the church in a business session,
    - ii. The Stewardship Board (subject to authorized spending limit),
    - iii. The Property Board (subject to authorized spending limit),
    - iv. The Executive Board (subject to authorized spending limit), or
    - v. Written requests for payment from board chairs subject to their approved budget,
  - h. Present to the Church a year-to-date financial summary, showing the actual financial condition of the Church each month for review by the Stewardship Board and Executive Board and at the Annual Business Meeting,
  - i. In conditions of financial bonding and during the term of the bonding, have all financial records prepared for periodic audit or review in accordance with the bonding agreement,
  - j. At the request of the Stewardship Board, present financial records as requested for internal or external review and audit,
  - k. Have all financial records prepared for audit or review and transfer to the new Treasurer within two (2) weeks of the Treasurer's term expiration, resignation or termination,
  - l. In the absence of the Assistant Treasurer, the Treasurer and Financial Secretary will share the duties of the Assistant Treasurer until the vacancy is filled, and,
  - m. In the absence of a Financial Secretary, the Treasurer and Assistant Treasurer will share the duties of the Financial Secretary until the vacancy can be filled, and,
  - n. Attend and be a voting member of the Stewardship Board.
- E. Assistant Treasurer/Chair of Stewardship Board: The church shall elect at its annual election of officers an assistant treasurer from the Congregation.
1. Duties of Assistant Treasurer/Chair of Stewardship Board:
    - a. Serve as a member of the Executive Board,
    - b. Serve as chairman of the Stewardship Board,
    - c. Work in close cooperation with the Treasurer and Financial Secretary in performing their duties,
    - d. Perform general board leadership responsibilities,
    - e. Be authorized by the church to place his/her signature upon checks for the purpose of dispersing funds in the absence of the treasurer,
    - f. In the absence of a Treasurer, the Assistant Treasurer will temporarily assume the duties with the assistance of the Financial secretary to ensure the vacancy is adequately covered until the office has been filled by an election at a business meeting,

- g. In the absence of a Financial secretary, the Assistant Treasurer and Treasurer will share the duties of the Financial Secretary until the vacancy can be filled,
  - h. Prepare the annual church budget in conjunction with the Treasurer,
  - i. Approve Stewardship Board expenditures and oversee the Stewardship Board budget,
  - j. Prepare and present the annual stewardship campaign, if the Stewardship Board determines a campaign is necessary,
  - k. Work in conjunction with the Spiritual Development Board to create and administer a continuing stewardship educational program within the congregation,
  - l. Act on major financial issues with congregational support,
  - m. Conduct monthly review of all financial statements prepared by treasurer,
  - n. Conduct or arrange for audit of church financials,
  - o. Conduct the counting of tithes and offerings and deposit those funds into the bank, and
  - p. Coordinate correspondence and information through regular church communication mechanisms to keep the congregation informed of Stewardship Board activities.
- F. Financial Secretary: The church shall elect at its annual election of officers a financial secretary from the Congregation.
- 1. Duties of Financial Secretary:
    - a. Be responsible for the receiving, counting and depositing of all monies of the church with the assistance of the Stewardship Board, treasurer, and assistant treasurer,
    - b. Upon depositing said monies, provide a statement of the deposit to the treasurer into whose custody it is placed,
    - c. Attend and be a voting member of the Stewardship Board,
    - d. Keep the record of giving for church members and provide periodic statements of their giving,
    - e. Be authorized by the church to place his/her signature upon checks for the purpose of dispersing funds in the absence of the treasurer and assistant treasurer,
    - f. In the absence of a treasurer, the financial secretary will assist the assistant treasurer to ensure the vacancy is adequately covered until the office of treasurer has been filled by an election at a business meeting.
    - g. In the absence of an Assistant Treasurer, the Financial Secretary and Treasurer will work together to assume the role until the vacancy is filled,
    - h. Analyze financial giving data, and
    - i. Help with the duties of the Treasurer or Assistant Treasurer in their absences.

## **ARTICLE VII - Church Boards**

- A. All Boards shall:
  - 1. Have board chairs elected by church vote and serve one (1) year terms with an option to serve up to six (6) consecutive one (1) year terms upon reelection before a mandatory one (1) year rest before serving in same position again,
  - 2. Have authority to create committees, and delegate to those committees such authority and responsibility and rescind any such creation and delegation, as it deems appropriate to complete assigned tasks and duties,
  - 3. Meet regularly and as needed to consider and transact such business as relates to their area of responsibility. Special meetings may be called by the chair or a majority of the board members

as the need arises. Meetings and votes may be conducted through the use of current technologies,

4. Have members nominated by the Executive Board and elected by the church,
5. Have members who serve in two (2) year terms with two (2), two (2) year optional terms for a maximum of six (6) years before a mandatory one (1) year rest before serving the same position again,
6. Fluctuate in size to adequately provide for the needs and growth of the congregation. The size of the board shall be set at the annual business meeting in November for the following year's business. If a change in the number of a board's voting members is necessary to accommodate the work, then the Executive Board must propose a number of voting members for the respective board to be approved by church vote at the annual business meeting. If no changes are proposed by the Executive Board, then the number of members for each board shall stay at the most recent church approved level.
7. Create and maintain a process binder for their duties and responsibilities to outline their policies and procedures,
8. Shall maintain meeting minutes and distribute to the church clerk before the next scheduled Executive Board meeting,
9. Work in a spirit of cooperation with other boards and with oversight by the Executive Board on any event or activity that may have perceived overlapping responsibilities among the various boards,
10. Be filled with members in good standing, and
11. Have members terminated upon failure to maintain good standing status or upon resignation.

B. Child Care Ministry Board

1. Duties of the Board:
  - a. Upon request of the Treasurer or Stewardship Board, provide all income and expenditure details of the Child Care Ministry Board and the child care ministry for audit purposes,
  - b. Be responsible for the administration and program development of the child care ministry,
  - c. Be responsible for maintaining pertinent child care policies and procedures,
  - d. Prepare the yearly Child Care Ministry Board budget to be presented at the annual church budget business meeting,
  - e. Supervise and evaluate, at least annually, the Director of the child care ministry with the support and involvement of the Personnel Relations Board,
  - f. Be responsible for the employment and dismissal of all child care ministry staff members with the support and involvement of the Personnel Relations Board. The responsibility for the employment of staff, other than the director and assistant director, may be delegated to the director by unanimous approval of this Board,
  - g. Require the child care ministry director to attend monthly meetings to inform the board of activities and actions,
  - h. Work with the Spiritual Development Board as necessary, to develop appropriate curriculums for child care ministry's children,
  - i. Work with the child care ministry director to prepare an annual budget to be approved at the annual business meeting,
  - j. Supervise the director's implementation of the budget making sure the director operates within the approved budget,

- k. Meet monthly for the purpose of reviewing the financial status, employment status and enrollment status of the child care ministry and to review the current and future program, as well as, administration needs,
  - l. Be supportive and encouraging of all staff members employed by this ministry to provide a working environment conducive to the implementation of Christian values and principles,
  - m. Reconcile the child care ministry bank accounts and credit card statements in conjunction with the child care ministry director.
2. Duties of the Chair:
- a. Perform general board leadership responsibilities,
  - b. Represent the Child Care Ministry Board and child care ministry on the Executive Board,
  - c. Be in close communication with the director of the child care ministry concerning the administration and staff relations of this ministry,
  - d. Approve Child Care Ministries Board expenditures and oversee the Child Care Ministries Board budget,
  - e. Coordinate financial matters for the child care ministry with the Stewardship Board and Treasurer,
  - f. Coordinate correspondence and information of Child Care Board and child care ministry activities so as to keep the congregation informed using regular church communication mechanisms,
  - g. Be responsible for the operations of the child care ministry which is an outreach ministry whose mission is to provide quality Christian child care that ministers to the needs of the families of this community. The goal for this ministry is to provide developmentally appropriate activities for children, focusing on the areas of physical development, language and listening, creative art, music, social and Christian concepts.
- C. Connectedness Board
1. Duties of the Board:
- a. Plan and coordinate fellowship groups, special programs, activities and recognition opportunities to strengthen the connectedness of members one to another,
  - b. Serve members, families of members, regular attenders, and non-member employees of the church during times of bereavement, illness, injury, and recovery through coordination of meals as requested by the involved parties, and with support of the Outreach Board,
  - c. Work in conjunction with the Outreach Board for the development of connectedness events organized jointly for the congregation and the community at large,
  - d. Work in conjunction with the Deacon Board and pastors to plan and execute all new member and new regular attendee functions intended to facilitate connection of new members and new attendees to the membership,
  - e. Prepare the yearly Connectedness Board budget to be presented at the annual church budget business meeting,
  - f. Coordinate Barnabas program to support members and regular attendees enrolled in post-secondary education programs especially those who are temporarily residing outside the local area during the school year and unable to regularly attend church activities,
  - g. Plan and serve social functions as determined by the board and as requested by the Executive Board,
  - h. Coordinate meals for church dinners as planned or requested,

- i. Maintain inventory of table service products (plates, cups, napkins, tableware and table coverings,
  - j. Purchase food and beverages as needed for church activities supported by the Board,
  - k. Maintain the kitchens and their contents and supplies,
  - l. Coordinate activities and events of the Christmas season in conjunction with the Worship Board, and,
  - m. Coordinate flower arrangements and Gideon Bible donations for member and family bereavement,
  - n. Support other church boards with activities and events planned by the other boards for which connecting members, regular attendees and/or community member to each other is a primary objective of the activity or event,
  - o. Identify coordinators and volunteers to provide additional support and manpower for Connectedness Board activities,
  - p. Work in conjunction with the Spiritual Development Board to support Vacation Bible School
2. Duties of the Chair:
- a. Perform general board leadership responsibilities,
  - b. Represent the Connectedness Board on the Executive Board,
  - c. Coordinate correspondence and information to keep the congregation informed of board activities using regular church communication mechanisms, and
  - d. Approve Connectedness Board expenditures and oversee the Connectedness Board budget,
- D. Deacon Board
1. Duties of the Deacon Board:
- a. Annually choose a vice-chair, a secretary, and a treasurer from among its members. The secretary and treasurer positions may be held simultaneously by the same person,
  - b. Cooperate with the Pastor in providing an interim pastor during authorized absences,
  - c. Minister to the needs of the members,
  - d. Prepare the yearly deacon budget to be presented at the annual church budget business meeting,
  - e. Prudently administer the deacons' benevolent fund,
  - f. Provide baptismal service and aid in its administration,
  - g. Upon request of the Treasurer, provide income and expenditure details of the deacons' benevolent fund for audit purposes,
  - h. Provide care, support, encouragement to assigned family flocks through regular prayer, visitation and other contacts throughout the year,
  - i. Assist the pastoral staff as requested, including, but not limited to planning worship services, visitation and other projects as requested,
  - j. Provide for the Lord's Supper, aid in its administration and provide communion service to worship service attendees, special services, shut-ins and children's worship leaders, and
  - k. Appoint and oversee a prayer coordinator,
  - l. Fulfill all duties in Article V - Staff Section 5 of the constitution regarding staff termination.
2. Duties of the Deacon Chair:
- a. Perform general board leadership responsibilities,
  - b. Represent the Deacon Board on the Executive Board,

- c. In the event of a vacancy in the chair of the Executive Board position, assume the role of chair of the Executive Board until the vacancy is filled.
- d. Call special meetings as needed notifying all other board members of such meetings. A majority of the members shall constitute a quorum,
- e. Make a written report of the major activities of the board at the end of each fiscal year to the church, if requested by the Executive Board,
- f. Plan a deacon retreat with the pastoral staff,
- g. Supervise the deacons' benevolent fund,
- h. Assign members to "flocks" led by individual Deacon Board members at the beginning of each term, update and adjust flocks throughout the year as membership changes occur, and monitor flock support by individual deacons,
- i. Approve Deacon Board expenditures and oversee the Deacon Board budget,
- j. Prepare articles on deacon events using regular church communication mechanisms, and
- k. Serve on search committee as required.

E. Executive Board

The Executive Board shall consist of a chair from each board, Clerk, Treasurer, Financial Secretary, and the pastoral staff. The pastoral staff shall be non-voting, ex-officio members of the Executive Board.

1. Duties of the Board:

- a. Act on behalf of the church between business meetings, except as otherwise limited by the constitution,
- b. Initiate, develop and/or approve day-to-day policies and procedures of the church,
- c. Plan, coordinate, oversee and evaluate the activities of the church through close coordination with and guidance to the various boards and various committees specified in the constitution,
- d. Prepare the yearly Executive Board budget to be presented at the annual church budget business meeting,
- e. Be responsible for developing and maintaining the church calendar,
- f. Fill any vacancies on boards and committees occurring during the year,
- g. Create other committees as deemed necessary to meet the mission of the church,
- h. Act on the reception of members upon satisfactory evidence of eligibility,
- i. Have the authority, when funds are available, to approve written purchase requests up to and including five thousand dollars (\$5000.00) per request prior to the purchase, without the need for a business meeting,
- j. Provide oversight for boards when duties and events involve overlapping responsibilities between two or more boards,
- k. Prepare a slate of candidates for election for each new year, and
- l. Recommend changes in board voting member counts as needed to handle board duties. If a board wishes to change the voting member count of that board for the following year and the Executive Board approves the change, the Executive Board shall present the change to be voted on by the church at the annual business meeting. If changes are not proposed by the Executive Board or not approved by the church, then the number of voting members for each board shall stay at the last church-approved level,

- m. In coordination with the pastoral staff, establish strategic goals and objectives for the church and provide leadership to the church boards and committees as the strategy is executed.
  - 2. Duties of the Chair: (See duties under Church Officers.)
- F. Mission Board
  - 1. Duties of the Mission Board:
    - a. Exercise supervision over special mission projects and/or offerings,
    - b. Approve or deny all member requests for monetary support from the church congregation for mission activities,
    - c. Prepare the yearly mission budget to be presented at the annual church budget business meeting,
    - d. Work alongside the Pastor to set, publicize, and promote mission goals for the year,
    - e. Educate and inform congregation of mission opportunities,
    - f. Coordinate ministry to special missionaries from our church,
    - g. Develop and coordinate a year-round program of mission education for persons of all ages (mission fairs, special missionary speakers, etc.),
    - h. Encourage local, national, and international mission work among the church, and
    - i. Prepare communications through regular church communication mechanisms as needed to report and advertise mission activities,
  - 2. Duties of the Chair:
    - a. Perform general board leadership responsibilities,
    - b. Represent the Mission Board on the Executive Board,
    - c. Coordinate correspondence and information to keep the congregation informed of Mission Board activities using regular church communication mechanisms,
    - d. Approve Mission Board expenditures and oversee the Mission Board budget, and
    - e. Serve on Search Committee as required.
- G. Outreach Board
  - 1. Duties of the Board:
    - a. Be responsible for the overall outreach programs of the church. This includes but not limited to:
      - i. Sports,
      - ii. Retreats or events, and
      - iii. All other matters of outreach nature.
    - b. Work in close relationship with the pastoral staff,
    - c. Prepare the yearly Outreach Board budget to be presented at the annual church budget business meeting,
    - d. Recruit leaders and helps organize church league sports and other sporting events,
    - e. Work in conjunction with other boards in the development of outreach events,
    - f. Recruit, plan and oversee seasonal activities such as, but not limited to, Easter and Christmas events,
    - g. Work in conjunction with the Mission Board on local, national, and international outreach activities,
    - h. Oversee the hospitality sub-committee to follow-up visitor attendance with phone calls and visits,
    - i. Plan and execute events such as revivals or days of renewal,

- j. Be responsible for the public relations, advertising and promotions of the church and church activities in the community,
  - k. Oversee the hospitality sub-committee to coordinate persons to be greeters for worship services and other appropriate church events, and,
  - l. Oversee the hospitality sub-committee to provide information on our church services and activities to our visitors.
2. Duties of the Chair:
- a. Perform general board leadership responsibilities,
  - b. Represent the Outreach Board on the Executive Board,
  - c. Coordinate correspondence and information to keep the congregation informed of board activities using regular church communication mechanisms, and
  - d. Approve Outreach Board expenditures and oversee the Outreach Board budget.

H. Personnel Relations Board

The persons serving on this board should be mature and reasonable Christians who have a good understanding of the operation of the church program. Due to the fact that the work of this committee will be of a personal nature, the board members must hold as sacred all confidences shared with them regarding the church and the pastoral staff.

1. Duties of the Personnel Relations Board:
- a. Foster constructive communication between the congregation and pastoral staff and to implement the congregation's responsibility for the pastoral staff's professional and personal well-being,
  - b. Strengthen pastoral staff-congregation relationships through mutual exploration of the role of the pastoral staff,
  - c. Act as a channel regarding congregational reactions to the pastoral staff's leadership and for the pastoral staff's reactions to the congregation's responsiveness to the pastoral staff's leadership,
  - d. Review annually the church's responsibility for the paid church employees' compensation which includes:
    - i. Understanding what is adequate compensation through the use of comparable studies,
    - ii. Reviewing annually compensation packages for reasonableness and making recommendations to the Stewardship Board prior to preparing the proposed budget, and
    - iii. Educating congregational attitudes regarding compensation for the pastoral staff,
  - e. Prepare the yearly Personnel Relations Board budget to be presented at the annual church budget business meeting,
  - f. Counsel with the pastoral staff regarding a continuing education program,
  - g. Review annually the pastoral staff's memorandum of understanding with each member individually,
  - h. Prepare and maintain current job descriptions, adequate compensation and memorandum of understanding for each additional staff member, subject to the approval of the church,
  - i. Have the authority to employ and discharge the support staff in consultation with the pastoral staff and the approval of the Executive Board,

- j. Be responsible for executing memorandums of understanding between the pastoral and support staff and the church. These memorandums of understanding shall include details of the compensation package, expense budget, and other appropriate matters. The compensation packages and personnel expenses are included in the annual church budget and approved at the annual business meeting, and
  - k. Support the Child Care Ministry Board in their supervision and evaluation of the director of Beginning Steps ministry and other Beginning Steps staff members as requested by the Child Care Ministry Board.
2. Duties of the Personnel Relations Board Chair:
- a. Perform general board leadership responsibilities,
  - b. Represent the Personnel Relations Board on the Executive Board,
  - c. Approve Personnel Relations Board expenditures and oversee the Personnel Relations Board budget, and
  - d. Serve on search committee as required.
- I. Property Board
- Members of this Board shall be designated as trustees of the church.
1. Duties of the Property Board:
- a. Be responsible for repairs, maintenance and improvement of all church properties and real estate, but do not have authority to sell, mortgage or encumber the church property and real estate except as directed by the church body,
  - b. Be authorized to make repairs in cases of extreme emergency (i.e. natural disaster, etc.) and minor repairs amounting to less than five thousand dollars (\$5000.00); authorization through a called business meeting is required before making other repairs or improvements,
  - c. Be responsible for establishing fees and guidelines for the use of all church facilities and equipment,
  - d. Prepare the yearly Property Board budget to be presented at the annual church budget business meeting,
  - e. Be responsible for acquiring and updating all insurance carried on church properties and real estate,
  - f. Be responsible to see that the church is in compliance with all local, state and federal laws, rules, and regulations concerning its properties and real estate (i.e. State Board of Health, etc.),
  - g. Lock and unlock buildings for all regular services,
  - h. Maintain weekly contact with the church staff to respond to emergencies,
  - i. Be responsible for the employment and discharge of the independent custodial contractors,
  - j. Be responsible for proper operation and maintenance of audio, video and other technical equipment,
  - k. Be responsible for setting up and removing chairs for church services, and
  - l. Be available to set up and check equipment before church services and other events.
2. Duties of the Property Chair:
- a. Perform general board leadership responsibilities,
  - b. Represent the Property Board on the Executive Board,
  - c. Have joint custody of the securities, investments, title papers, and other valuable documents of the church along with the Treasurer,

- d. Approve Property Board expenditures and oversee the Property Board budget,
- e. Schedule work days as needed and advise the congregation,
- f. Prepare articles on Property Board events using regular church communication mechanisms,
- g. Make a written report to the church of the major activities of the board at the end of each fiscal year, if requested by the Executive Board, and
- h. Serve on search committee as required.

J. Spiritual Development Board

1. Duties of the Board:

- a. Be responsible for the overall education programs of the church. This includes but not limited to:
  - i. Selection of curriculum and teachers,
  - ii. Plan and oversee Vacation Bible School,
  - iii. Developing and conducting summer programs and retreats, and
  - iv. All other matters of educational nature,
- b. Work in close relationship with the pastoral staff,
- c. Support teachers through continuing education, classroom instruction assistance, and regular updates,
- d. Prepare the yearly Spiritual Development Board budget to be presented at the annual church budget business meeting,
- e. Work in conjunction with the Outreach and Connectedness Boards for the development of spiritual development events,
- f. Work in conjunction with the Stewardship Board to create and administer a continuing stewardship educational program within the congregation,
- g. Arrange for leadership classes, workshops, and/or activities with the congregation and provide evaluations for such events,
- h. Publicize and promote attendance in training events, workshops and conferences held within the community or by the denomination,
- i. Make materials available to leaders of educational programs,
- j. Seek programs and Christian education resources which meet the needs of the congregation,
- k. Plan, implement, report, evaluate, and adjust programs and resources as needed,
- l. Secure child care when attendant must be absent or when child care is necessary for various educational church based activities,
- m. Oversee and coordinate other Christian education functions of the church as necessary to meet the needs of the congregation,
- n. Develop programs which affirm and recognize teachers,
- o. Coordinate the Sunday School program through activities such as,
  - i. Ordering and distributing Sunday School literature,
  - ii. Establishing an enrollment program for Sunday School,
  - iii. Implementing and promoting programs to increase attendance in Sunday School,
  - iv. Securing persons to keep Sunday School records,
- q. Maintain resource room and supplies,
- r. Maintain church library, purchase of materials and maintaining lending procedures for all library materials, and

- s. Allocate scholarships to eligible members of the congregation attending college.
2. Duties of the Spiritual Development Board Chair
    - a. Perform general board leadership responsibilities,
    - b. Represent the Spiritual Development Board on the Executive Board,
    - c. Work with the pastoral staff in the development and achievement of overall goals and specific objectives for Christian education and spiritual development,
    - d. Coordinate correspondence and information to keep the congregation informed of Spiritual Development Board activities using regular church communication mechanisms,
    - e. Approve Spiritual Development Board expenditures and oversee the Spiritual Development Board budget,
    - f. Coordinate ministry teams to fulfill Christian education ministries, and
    - g. Serve on search committee as required.
- K. Stewardship Board
1. Duties of the Board:
    - a. Assist the Treasurer, Assistant Treasurer and the Financial Secretary in the counting and recording of the offering each week,
    - b. Originate and supervise ways and means of raising and disbursing the necessary funds for the support of the church and its benevolence,
    - c. Make written reports to the church at the annual meeting and at such other times as deemed necessary by the Executive Board,
    - d. Believe in tithing,
    - e. Have some knowledge and ability in the management of finances,
    - f. Work in conjunction with the Spiritual Development Board to create and administer a continuing stewardship educational program within the congregation,
    - g. Arrange for an annual stewardship emphasis for the current expenses and benevolence of the church,
    - h. Prepare the yearly Stewardship Board budget to be presented at the annual church budget business meeting,
    - i. Be responsible for the preparation of the actual operational budget for each fiscal year,
      - i. Present this budget to the church for approval at the annual business meeting,
      - ii. After the budget has been approved by the church, the board will be responsible for its administration, and
      - iii. In matters of unusual circumstances not included in this budget, this board shall be empowered to act, subject to the approval of the Executive Board and/or the church,
    - j. Have the authority, when funds are available, to approve written purchase requests up to and including five thousand dollars (\$5000.00) per request prior to the purchase, without a full church vote,
    - k. In the event of a short term financial crisis, the Stewardship Board with the approval of the Executive Board may use restricted funds to pay general fund expenses. Restricted funds will be repaid as soon as the Stewardship Board deems the short term financial crisis is resolved,
    - l. Establish and convene a finance review committee, consisting of the Assistant Treasurer, and two (2) Stewardship Board members, which shall review the Treasurer's records annually in January,

- m. Conduct or arrange for audit of church financials as deemed necessary and prudent,
  - n. Arrange for review or audit of the Treasurer's records per the provisions of a bonding issue or termination of Treasurer, and
  - o. Arrange for Ushers to:
    - i. Collect tithes and offerings,
    - ii. Help visitors to find seating,
    - iii. Collect bulletin communication slips, and
    - iv. Keep accurate attendance of all services.
2. Duties of the Chair: (See duties under church officers.)
- L. Worship Board
1. Duties of the Board:
- a. Select paid music staff with the approval of the church. The Personnel Relations Board will assist in determining musician salaries and creating the agreements associated with remuneration with the exception of volunteer and guest musicians,
  - b. Select and approve volunteer musicians who will work with and report to the Worship Board,
  - c. Consult with the pastors, and the worship leaders concerning the selection of soloists, featured singers, groups and activities (hymn sings, musicals, festivals, etc.),
  - d. Provide appropriate worship elements for all church services,
  - e. Work with other boards to provide worship elements, as requested for special services,
  - f. Be responsible for maintenance of the fine arts and worship attire,
  - g. Prepare the yearly Worship Board budget to be presented at the annual church budget business meeting,
  - h. Maintain the music library within budget allowances,
  - i. Be responsible for the purchase, repair and maintenance of church instruments and worship equipment,
  - j. Be responsible for managing the compliance of licensing requirements as related to music and video use, and
  - k. Plan and oversee the events of the Christmas season in conjunction with the Connectedness Board.
2. Duties of the Chair:
- a. Perform general board leadership responsibilities,
  - b. Represent the Worship Board on the Executive Board,
  - c. Serve as a member of the search committee,
  - d. Prepare an annual report on the activities of the Worship Board, if requested by the Executive Board,
  - e. Prepare articles as needed to report on or advertise events using regular church communication mechanisms, and
  - f. Approve Worship Board expenditures and oversee the Worship Board budget.

## **ARTICLE VIII - Standing Committee**

### **A. Search Committee**

1. The search committee shall consist of the following persons:
  - a. Chairman of the Deacon Board,
  - b. Chairman of the Property Board,
  - c. Chairman of the Spiritual Development Board,
  - d. Member of the church under the age of 18 who is an active member of the youth group, appointed by the Executive Board,
  - e. Chairman of the Mission Board,
  - f. Chairman of the Personnel Relations Board,
  - g. Chairman of the Worship Board, and
  - h. A member-at-large from the congregation, appointed by the Executive Board.
2. When called, this committee shall appoint a chairman from among its members and shall continue its activity until its purpose is completed; unless the church decides at a regular business meeting to let the new holders of said office assume the search committee's responsibility. In the event a vacancy occurs in the pastorate, this committee, called together by the chair of the Executive Board, shall immediately take the necessary steps in finding the proper candidate to fill vacant pastor positions to present to the church for consideration.

In the event a decision is made by the Church to employ additional pastoral staff members, this committee in consultation with the Pastor, shall be responsible for finding qualified candidates to present to the Church. The same procedure shall be followed as in the calling of a pastor.

## **ARTICLE IX - Elections**

### **A. Time:**

The election of Church officers shall be conducted during the business meeting of the Church, which shall be held between the 1st and 15th of November each year.

### **B. Qualification of Voters**

All Active members in good standing are entitled to vote.

### **C. Procedure:**

One (1) month prior to the annual election of officers, the Executive Board shall post on the bulletin board and place in all regular church communication mechanisms, the names of one or more persons for each office to be filled. At the time of the election, it shall be the privilege of any member present and qualified to vote to place in nomination the name of any eligible person for any office not so nominated. A majority of the ballots cast, of the twenty (20) percent quorum of the active church membership, is necessary for the election of any office.

## ARTICLE X - Meetings

### A. Worship Services

1. Public services shall be held each Lord's Day, and the fellowship groups and the Sunday School shall hold meetings at a time to be fixed by the Executive Board
2. The Lord's Supper shall be observed on the first Sunday morning of each month except at the discretion of the Deacon Board and the Pastor, and at such other times as the Deacon Board or Worship Board may determine,
3. Occasional religious meetings may be scheduled by the Pastor at his discretion, by the Deacon Board, or by the vote of the church.

### B. The Church Business Meeting+

1. The annual business meeting shall be held between the 1st and 15th of November each year for the purpose of electing officers; voting on the proposed budget; establishment of Board member counts for the following year; the transaction of necessary business; and the discussion of issues vital to the life and witness of the church. The meeting agenda, proposed board members and budget shall be posted at least 30 days prior to the meeting. Additional business meetings shall be held as needed to transact Church business.
  - a. A simple majority of the ten (10) percent quorum of the active church membership is required. The following are exceptions:
    - i. Vote for calling pastoral staff must be a three-fourths (3/4) majority of a twenty (20) percent quorum of the active church membership present and voting.
    - ii. Transaction of business dealing with the budget; buying, selling, or mortgaging of church property, or real estate; or borrowing of monies must be a simple majority of a twenty (20) percent quorum of the active church membership present and voting who are eighteen (18) years of age or older.
    - iii. Amendment of this constitution must be by a two-thirds (2/3) majority of a twenty (20) percent quorum of the active church membership present and voting.
    - iv. Dismissal of a member must be a simple majority of a twenty (20) percent quorum of the active church membership.
2. Business meetings may be called at any time by the chair of the Executive Board, Executive Board, or by the Clerk. Notice of such meeting and object for which it is called shall be given from the pulpit and through regular church communication mechanisms at least two weeks in advance of the date of the meeting. At any of the regular meetings of worship, however, the church may, without notice, act on the reception of members, upon the dismissal of members to other churches, and upon the appointment of delegates to committees, but not upon extraordinary business.
3. Emergency business meetings may be called provided an effort is made to notify the voting membership of such a meeting. If such an emergency meeting should be called, a quorum of the qualified voting membership must be present in order to conduct the business.

## **ARTICLE XI - Method of Finance**

All monies procured for the purpose of financing the ministry of First Baptist Church of Plainfield shall be by tithes, gifts, grants, wills, stocks, trusts, endowments, and free will offerings of its members and friends. Any exceptions shall be approved by the Stewardship Board.

## **ARTICLE XII - Rules of Order**

The business of the church shall be conducted according to Robert's Rules of Order.

## **ARTICLE XIII - Church Year**

The fiscal year of the church shall be the calendar year.

## **ARTICLE XIV - Amendments**

- A. This constitution may be amended at a regular or called business meeting of the church. Before such a vote can be taken, however, it will be necessary for the active membership to be notified of the meeting and of the proposed amendment at least one month prior to the time when action is taken on the proposal. Notification shall be made using regular means of church communication.
- B. If the amendment concerns denominational interests and/or association business, it shall be necessary that notice of the proposed amendment shall be sent to the executive secretary of the American Baptist Churches of Indiana/Kentucky region and/or the Chairman of the region and thirty (30) days allowed for the region to offer any advice regarding the matter under consideration that it may wish to give.

## **ARTICLE XV - Dissolution**

Upon dissolution of the church, liquid assets of the church shall first be used to satisfy creditors. After payment of creditors, pastoral and staff salaries shall be paid through the date of dissolution. After payment of creditors and salaries, any remaining assets shall become the property of the American Baptist Churches of Indiana/Kentucky.