

Towerview Baptist Church

CONSTITUTION

Version 5.0, January 2016

PowerView - Embedded Client

CONFIDENTIAL
THIS PAGE INTENTIONALLY LEFT BLANK

Version 5.0, January 2016

Table of Contents

PREAMBLE	1
ARTICLE I NAME, LOCATION, AND INCORPORATION	2
ARTICLE II PURPOSE AND AFFILIATION	3
SECTION 1 – MISSION	3
SECTION 2 – VISION	3
SECTION 3 – AFFILIATION.....	3
ARTICLE III STATEMENT OF FAITH	4
ARTICLE IV PERSONAL MEMBERSHIP COVENANT	5
ARTICLE V MARRIAGE AND HUMAN SEXUALITY STATEMENT.....	6
ARTICLE VI DEFINITION OF MEMBERSHIP	7
1. Active Member	7
2. Inactive Member	7
3 – Non-resident Member	7
ARTICLE VII CHURCH SPIRITUAL LEADERSHIP.....	8
SECTION 1 – CHURCH SPIRITUAL LEADERS	8
SECTION 2 – PASTORAL CALL	8
SECTION 3 – PASTOR’S DISMISSAL.....	8
SECTION 4 – PASTORAL ASSOCIATE’S CALL.....	8
SECTION 5 – DEACON SELECTION	8
SECTION 6 – DEACON’S DUTIES	9
SECTION 7 – DEACON RESIGNATION.....	10
SECTION 8 – DEACON EMERITUS	10
ARTICLE VIII NON-MINISTERIAL STAFF	11
SECTION 1 – ADMINISTRATIVE ASSISTANT	11
SECTION 2 – FINANCIAL SECRETARY	11
SECTION 3 – CUSTODIAN	11
ARTICLE IX CHURCH ELECTED POSITIONS.....	12
SECTION 1 – MEMBERSHIP INVOLVEMENT.....	12
SECTION 2 – ELECTION	12
SECTION 3 – LEADERSHIP TRAINING	12

SECTION 4 – CHURCH CORPORATE OFFICES	12
A. MODERATOR.....	12
B. CLERK AND ASSISTANT CLERK	12
C. TREASURER AND ASSISTANT TREASURER	12
D. TRUSTEES	13
SECTION 5 – GENERAL CHURCH OFFICERS.....	13
A. HISTORIAN	13
B. PURCHASING AGENT AND ASSISTANT PURCHASING AGENT	13
C. MUSIC DIRECTOR	14
D. WORSHIP LEADER	14
E. ACCOMPANISTS	14
F. NURSERY COORDINATOR	14
G. USHERS AND GREETERS	14
H. SOCIAL DIRECTOR.....	15
I. FOOD SERVICES DIRECTOR.....	15
J. DECORATIONS DIRECTOR.....	15
K. STUDENT MINISTRIES DIRECTOR.....	15
ARTICLE X ORGANIZATIONAL LIFE AND LEADERSHIP	16
SECTION 1 – MEN’S MINISTRY	16
SECTION 2 – WOMEN’S MINISTRY	16
SECTION 3 – CHILDREN’S MINISTRY.....	17
SECTION 4 – CHURCH MUSIC	17
SECTION 5 – DISCIPLESHIP	18
SECTION 6 – CHURCH SECURITY.....	19
ARTICLE XI COMMITTEES AND COUNCIL.....	20
SECTION 1 – GENERAL RESPONSIBILITIES OF MEMBERS OF COMMITTEES AND COUNCIL	20
SECTION 2 – COMMITTEES.....	20
SECTION 3 – COUNCILS	21
ARTICLE XII SERVICES & MEETINGS.....	23
SECTION 1 – WORSHIP SERVICES	23
SECTION 2 – OBSERVANCE OF THE ORDINANCES	23
SECTION 3 – SPECIAL SERVICES.....	23

SECTION 4 – BUSINESS MEETING	24
ARTICLE XIII LICENSING AND ORDINATION	25
SECTION 1 – MEANS OF LICENSING	25
SECTION 2 – MEANING OF ORDINATION	25
ARTICLE XIV TERMINOLOGY IN THIS CONSTITUTION	26
ARTICLE XV ADOPTION AND CHANGES OF THE CONSTITUTION	27
SECTION 1 – ADOPTION OF THIS CONSTITUTION	27
SECTION 2 - CHANGES TO THE CONSTITUTION.....	27
APPENDIX 1 – BYLAWS.....	28
SECTION 1 – MEMBERSHIP	28
SECTION 2 – PASTORAL CALL	28
SECTION 3 – PASTORAL DUTIES	29
SECTION 4 – PASTORAL TERMINATION.....	30
SECTION 5 – ASSOCIATE PASTORAL CALL.....	31
SECTION 6 – ASSOCIATE PASTORAL DUTIES.....	31
SECTION 7 – ASSOCIATE PASTORAL TERMINATION	32
SECTION 8 – DEACON SELECTION	33
SECTION 9 – PROCEDURE FOR LICENSING	34
SECTION 10 – COMMITTEE MEMBERSHIP	34

THIS PAGE INTENTIONALLY LEFT BLANK

PREAMBLE

This Constitution and Bylaws are made to:

1. Preserve and secure the principles of our faith.
2. Preserve the liberties of each individual member of the church.
3. Ensure freedom of action of independence from any religious body or organization.
4. Provide for orderly conduct of internal affairs, in dealing with others, and of governing church members.

ARTICLE I

NAME, LOCATION, AND INCORPORATION

This body shall be known as the Towerview Baptist Church, the main meeting place of our church being at 2401 Lebanon Avenue, Shiloh, Illinois, and being incorporated according to the laws of the State of Illinois governing the incorporation of religious organizations. The handling of all properties shall be in accordance with said laws.

ARTICLE II

PURPOSE AND AFFILIATION

SECTION 1 - MISSION

It is the mission of Towerview Baptist Church to share the truth of the Gospel with the unsaved and to develop Christians into fully functioning followers of Jesus Christ.

SECTION 2 - VISION

It is the vision of Towerview Baptist Church to be a biblically functioning community of believers that is available to be used by God as He works out His will and His plan both locally and world-wide. Acts 2: 42-47

SECTION 3 - AFFILIATION

Our church affiliates itself with the Southern Baptist Convention, the Illinois Baptist State Association, and the Metro-East Baptist Association.

ARTICLE III

STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of the most current Baptist Faith and Message as adopted by the Southern Baptist Convention.

ARTICLE IV

PERSONAL MEMBERSHIP COVENANT

In response to the leadership of the Holy Spirit of God, I have received Jesus Christ as my personal Savior and Lord and have professed this faith publicly by testimony and through baptism. Therefore, before God and fellow believers of this assembly, I now with joy and deliberate purpose unite my life with the members of Towerview Baptist Church, Shiloh, Illinois, through this covenant relationship that will make us one body in Christ. As such, I will seek to abide by the church covenant, constitution, and bylaws.

I commit myself to try to live before all men a life free of pretense and hypocrisy; a life that is frank, open, honest, and sincere. I pledge myself to make every effort to discipline my own life so as not to bring reproach through word, action, or attitude on my Lord, my Church, or myself. I further pledge myself, that recognizing my body as the Temple of the Holy Spirit, with God's help I will refrain from the use of anything detrimental to this Temple. I will refrain from the abusive use of alcohol and from the abusive and illegal use of drugs. To encourage an atmosphere of mutual trust and meaningful togetherness, I pledge myself to love every member of this fellowship and to seek means to express that love always and under all circumstances.

In my personal ministry to others, I will seek to exercise grace. I will be sensitive to needs, and will share, comfort, console, encourage, and aid others as needs demand and circumstances permit. I pledge myself to look for the best in others and to be slow to be offended by word, action, or attitudes that may seem unchristian; and seek a quick Christian solution to any breach of fellowship as Christ has instructed us.

Because of my love for Christ and my need for Christian fellowship, I will do my part in our church to sustain, develop, and enrich its worship, its proclamation of the Gospel, and its Christian education and ministry to people. I will support my church in its efforts to maintain unity, and guard the purity of its teaching. I will give generously that the local and world-wide ministries of our church may be carried out.

To keep my own life spiritually fresh, I commit myself to a regular, personal devotional life. I will make Bible study, prayer, and Christian training a part of the life of my family whenever possible. I will try at all times and places as the Holy Spirit aids, to be a living, verbal, and/or silent witness of new life in Jesus Christ.

As a demonstration that Christian fellowship is vital to my life and witness, I will, upon leaving this church as soon as possible unite with some other church where I can carry out the spirit of this covenant and principles of God's Word.

ARTICLE V

MARRIAGE AND HUMAN SEXUALITY STATEMENT

1. **MARRIAGE** – Marriage is a biblical institution established by God as clearly described in the scriptures. Towerview Baptist Church recognizes that marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Accordingly, Towerview Baptist Church, its pastors, staff, and members will not participate in same sex unions or same sex marriages, nor shall its property or resources be used for such purposes.
2. **HUMAN SEXUALITY** – The Bible teaches that legitimate sexual relations are exercised solely within marriage. Hence, Towerview Baptist Church opposes all forms of sexual immorality, including adultery, homosexuality, and pornography.
3. **AFFIRMATION** – Every pastor, staff member, and church member by virtue of their membership affirms their agreement with this statement and agrees to conduct themselves in a manner with which it is consistent.

ARTICLE VI

DEFINITION OF MEMBERSHIP

Membership in our church consists only of those people who have been voted into this body by our congregation.

Our membership shall be divided into three categories; active, inactive, and non-resident. The deacon body shall be responsible for maintaining the membership rolls.

1. Active Member

An active member is anyone who through attendance, support, or cooperative involvement in organized work contributes to the achievement of our mission and vision statements.

2. Inactive Member

A. An inactive member is anyone who, without explanation, absents himself for a period of one year from the regular services of our church and fails to support our church mission and vision statements.

B. An inactive member does not retain the right to vote.

C. An inactive member may be reinstated as an active member upon fulfilling the requirements of an active member.

3 – Non-resident Member

A non-resident member is anyone who has removed himself from our area within the past twelve months, and has continued to contribute to the achievement of our mission and vision statements.

ARTICLE VII

CHURCH SPIRITUAL LEADERSHIP

SECTION 1 – CHURCH SPIRITUAL LEADERS

The spiritual leadership of our church shall be Pastor, Pastoral Associates as our church deems necessary, and Deacons.

SECTION 2 – PASTORAL CALL

When a vacancy occurs, a search committee shall be formed by our church whose duty it is to seek and recommend an ordained Southern Baptist Minister whose Christian character and qualifications fit him for the office of pastor. The candidate must receive an 85% affirmative vote by secret ballot of those present and voting.

SECTION 3 – PASTOR'S DISMISSAL

A Pastor's call may be terminated at the request of either the Pastor or our church. A normal notice of two weeks shall be given of termination of the relationship, unless otherwise agreed upon, with both the Pastor and our church, seeking to follow the will of God and the leadership of the Holy Spirit.

SECTION 4 – PASTORAL ASSOCIATE'S CALL

As our church deems necessary and beneficial to the ministry of our church, a pastoral associate shall be called by our church. A search committee shall be formed by our church whose duty it is to seek and recommend a candidate associated with the Southern Baptist Convention whose Christian character and qualifications make him fit for the office. The candidate must receive an 85% affirmative vote by secret ballot of those present and voting.

SECTION 5 – DEACON SELECTION

A. We will maintain an adequate number of deacons as determined by the guidelines detailed in the Bylaws.

B. The qualifications of a deacon of our church shall be the scriptural qualifications as set forth in Acts 6:1-6 (¹ But as the believers rapidly multiplied, there were rumblings of discontent. The Greek-speaking believers complained about the Hebrew-speaking

believers, saying that their widows were being discriminated against in the daily distribution of food. ² So the Twelve called a meeting of all the believers. They said, "We apostles should spend our time teaching the word of God, not running a food program. ³ And so, brothers, select seven men who are well respected and are full of the Spirit and wisdom. We will give them this responsibility. ⁴ Then we apostles can spend our time in prayer and teaching the word." ⁵ Everyone liked this idea, and they chose the following: Stephen (a man full of faith and the Holy Spirit), Philip, Procorus, Nicanor, Timon, Parmenas, and Nicolas of Antioch (an earlier convert to the Jewish Faith). ⁶ These seven were presented to the apostles, who prayed for them as they laid their hands on them.) and 1 Timothy 3:8-13 (⁸ In the same way, deacons must be well respected and have integrity. They must not be heavy drinkers or dishonest with money. ⁹ They must be committed to the mystery of the faith now revealed and must live with a clear conscience. ¹⁰ Before they are appointed as deacons, let them be closely examined. If they pass the test, then let them serve as deacons. ¹¹ In the same way, their wives must be respected and must not slander others. They must exercise self-control and be faithful in everything they do. ¹² A deacon must be faithful to his wife, and he must manage his children and household well. ¹³ Those who do well as deacons will be rewarded with respect from others and will have increased confidence in their faith in Christ Jesus.) A deacon is expected to support our church through regular attendance, and recognize the scriptural plan of stewardship and practice tithing. A deacon will uphold the constitution and bylaws of our church. He must be zealous to guard the unity of the spirit of our church in the bonds of peace.

SECTION 6 – DEACON’S DUTIES

- A. Deacons shall at all times consider themselves as servants of our church.
- B. Seeking the leadership of the Holy Spirit, each deacon shall have a concern for the spiritual welfare of our church. With the pastor, they are to consider and make plans for the constant effort and progress of our church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the Kingdom of God.
- C. The deacon body may make recommendations to our church in all matters pertaining to the work of our church.
- D. The deacon body shall be responsible for the preparation of, and assisting the pastor in the observances of the two ordinances.
- E. The deacon body shall annually elect from their members, men to serve as deacon officers for a term not to exceed 2 years. Officer election shall be by secret ballot with at least two nominations for each office deemed necessary.

F. The deacons shall arrange for regular monthly meetings and such committees as are necessary to the discharge of their duties. The pastor, or the chairman of deacons, may call the deacons into special session whenever the need for such arises.

G. The deacon body shall be responsible for maintaining the membership rolls.

SECTION 7 – DEACON RESIGNATION

A deacon who feels, for any reason, that he cannot faithfully fulfill the qualifications and duties of a deacon, may resign from the body by notifying the deacons in writing. That notification shall be shared with our church body.

SECTION 8 – DEACON EMERITUS

Our church may confer the office of Deacon Emeritus to any deacon upon the recommendation from the deacon body for such honor. A Deacon Emeritus has all the rights and privileges of a deacon, yet without responsibility.

ARTICLE VIII

NON-MINISTERIAL STAFF

SECTION 1 – ADMINISTRATIVE ASSISTANT

Our church shall employ an administrative assistant and any other administrative help as deemed necessary, who shall be responsible for all matters pertaining to our church office. A specific job description, written by the personnel committee and the pastor, shall be established for each candidate prior to employment. This description is constitutionally binding during the term of employment. The administrative assistant shall be under the immediate supervision of the pastor and the ultimate authority of the personnel committee.

SECTION 2 – FINANCIAL SECRETARY

Our church shall appoint a financial secretary who shall be responsible for the bookkeeping procedures of our church. A specific job description, written by the personnel committee and the pastor, shall be established for each candidate prior to employment. This description is constitutionally binding during the term of employment. The financial secretary shall be under the immediate supervision of the pastor and the ultimate authority of the personnel committee.

SECTION 3 – CUSTODIAN

Our church shall employ a custodian and any other custodial help as deemed necessary, who shall be responsible for the custodial duties of the church. A specific job description, written by the personnel committee and the pastor, shall be established for each candidate prior to employment. This description is constitutionally binding during the term of employment. The custodian(s) shall be under the immediate supervision of the pastor and the ultimate authority of the personnel committee.

ARTICLE IX

CHURCH ELECTED POSITIONS

SECTION 1 - MEMBERSHIP INVOLVEMENT

All church elected offices must be filled by active members of our church.

SECTION 2 - ELECTION

All church elected positions shall be elected annually by our church upon the recommendation of the Nominating Committee, except as where stated in this constitution.

SECTION 3 - LEADERSHIP TRAINING

All church elected positions shall be expected to involve themselves in leadership training so that they might better carry out the duties of their elected offices.

SECTION 4 - CHURCH CORPORATE OFFICES

The corporate officers of our church shall be moderator, clerk, treasurer, and trustees.

A. MODERATOR

A moderator shall be elected yearly to serve our church in business meetings. The moderator may succeed himself in office.

B. CLERK AND ASSISTANT CLERK

1. The duties of the clerk and/or assistant clerk shall be to attend or be represented at all business meetings, to keep an accurate record of all business transactions and membership records, and to prepare the Annual Associational Letter.

2. The clerk and assistant clerk may succeed themselves in office.

C. TREASURER AND ASSISTANT TREASURER

1. The duties of the treasurer and/or assistant treasurer shall be overseeing the receiving, counting, and banking of all monies that are given to our church. The treasurer and assistant treasurer shall be members of the finance committee.

2. The treasurer and assistant treasurer may succeed themselves in office.

D. TRUSTEES

1. The trustees shall be legal representatives of our church membership in that they shall be empowered to sign all deeds, contracts, insurances, notes, and such documents for our church.

2. The trustees shall consist of three members. The chairman shall be chosen by the trustees. The trustees may succeed themselves in office.

3. The trustees shall perform all their duties in the best interest of our church and shall make no legal or binding financial commitment in excess of \$500.00 without church approval.

4. The trustees shall make no expenditures unless the entire trustee committee is in agreement.

SECTION 5 – GENERAL CHURCH OFFICERS

A. HISTORIAN

1. The historian shall collect and preserve in an orderly manner in the facilities provided by our church, items of historical interest to our church and its members, including brochures, pamphlets, press clippings, photographs, tapes, records, and motion pictures.

2. The historian may succeed himself in office.

B. PURCHASING AGENT AND ASSISTANT PURCHASING AGENT

1. In order to safeguard the budget of our church, and to insure the maximum usefulness of the tithes and offerings of our people, our church will have a purchasing agent and an assistant purchasing agent as deemed necessary by our church and a requisition system to be administered by the purchasing agent. The purchasing agent of our church shall authorize all requisitions that are found to be valid. The purchasing agent shall be a member of the finance committee and is immediately responsible to that committee and is ultimately responsible to our church.

2. The purchasing agent shall serve not more than three years in succession. It is advisable that the purchasing agent be a member who is easily accessible and available to the church office.

C. MUSIC DIRECTOR

1. The music director shall be responsible for and oversee the overall music ministry of our church. Along with the worship leader, he shall cooperate with the pastor in planning the Sunday Morning Worship Service and in selecting music that is fitting and appropriate for each service. The music director will represent the church's music ministry at church council and business meetings.
2. The music director may succeed himself in office.

D. WORSHIP LEADER

1. The worship leader shall lead the congregational music in the worship services and in all major church services as needed. Along with the music director, he shall cooperate with the pastor in planning the Sunday Morning Worship Service and in selected music that is fitting and appropriate for each service.
2. The worship leader may succeed himself in office.

E. ACCOMPANISTS

1. The accompanists shall play in the regular worship services and at all church services where accompanists are needed. In case of absence at a regular service, the accompanists shall notify the music director and/or worship leader prior to the service.
2. The accompanists may succeed themselves in office.

F. NURSERY COORDINATOR

1. The nursery coordinator shall serve as a liaison between the nursery and our church. Under the oversight of the children's director, his duties shall be to obtain volunteer help for the nursery when necessary, order all necessary supplies, and supervise all nursery work.
2. The nursery coordinator may succeed himself in office.

G. USHERS AND GREETERS

1. The ushers and greeters shall welcome all visitors and care for their comfort, and shall direct and render needed services working in cooperation with the chairman of the ushers at all regular and special church services. They shall be in the vestibule at least

fifteen minutes prior to Sunday and special services. They are responsible to have the duties of this office functioning, and may appoint individuals to serve in their stead from time to time.

2. The greeters and ushers may succeed themselves in office.

H. SOCIAL DIRECTOR

1. The social director shall coordinate all church-wide social functions. He may obtain assistance from the food services director, the food services committee, and others as needed for decorations and programs.

2. The social director may succeed himself in office.

I. FOOD SERVICES DIRECTOR

1. The food services director shall serve as chairman of the food services committee, be responsible for and appoint people to help with the preparation of food and the placement and setting of tables for any church-wide social function. The food services director shall be the point of contact for kitchen use.

2. The food services director may succeed himself in office.

J. DECORATIONS DIRECTOR

1. The decorations director shall be responsible for all decorations for our worship center.

2. The decorations director may succeed himself in office.

K. STUDENT MINISTRIES DIRECTOR

1. The student ministries director shall be responsible for planning, coordinating, and carrying out of our youth program. This position may be an associate pastor's additional duty.

2. The student ministries director may succeed himself in office.

ARTICLE X

ORGANIZATIONAL LIFE AND LEADERSHIP

SECTION 1 – MEN’S MINISTRY

- A. Purpose: The purpose of the Men’s Ministry organization shall be to organize the men for involvement in mission activity, ministry and education, outreach, and in stewardship of time, talents, and money.
- B. Leadership:
 - 1. Men’s Ministry Director:
 - a. The men’s ministry organization shall have a director who, in cooperation with the pastor and pastoral associates, shall be responsible for the leadership and programming of the organization.
 - b. The men’s ministry director may succeed himself in office.
 - 2. Other officers may be elected by the men’s ministry organization as needed.

SECTION 2 – WOMEN’S MINISTRY

- A. Purpose: The purpose of the women’s ministry organization shall be to organize the women for involvement in mission activity, ministry and education, outreach, and in stewardship of time, talents, and money.
- B. Leadership:
 - 1. Women’s Ministry Director:
 - a. The women’s ministry organization shall have a director who, in cooperation with the pastor and pastoral associates, shall be responsible for the leadership and programming of the organization.
 - b. She may succeed herself in office.
 - 2. Other officers may be elected by the women’s ministry organization as needed.

SECTION 3 – CHILDREN’S MINISTRY

A. Purpose: The purpose of the children’s ministry organization shall be to train and equip children to apply biblical knowledge to everyday situations in life.

B. Leadership:

1. Children’s Ministry Director:

a. The children’s ministry organization shall have a director who, in cooperation with the pastor and pastoral associates, shall be responsible for the leadership and programming of the organization.

b. The children’s ministry director shall be either a called staff member or elected annually by our church. He may succeed himself in office.

2. Children’s Outreach Director:

a. The children’s outreach director shall be appointed by the children’s ministry director in cooperation with the pastor. The children’s outreach director shall plan, coordinate, and direct an annual children’s outreach program (e.g., Vacation Bible School, Sports Crusaders, Backyard Bible Clubs, etc.)

3. Background Checks:

a. All children’s ministry workers shall have a background check.

SECTION 4 – CHURCH MUSIC

A. Purpose: The purpose of the church music organization shall be to lead the church in worshipping God.

B. Leadership:

1. Church Music Director:

a. The church music organization shall have a church music director who shall give direction to our church music program, working in cooperation with the pastor.

b. The church music director shall be either a called staff member or elected annually by our church. He may succeed himself in office.

2. Other church music leadership including choir directors, accompanists, and choir assistants shall be elected annually by our church. They may succeed themselves in office.

SECTION 5 – DISCIPLESHIP

A. Purpose: The purpose of the discipleship organization shall be to provide an on-going program of the study of God's revelation through the Bible, to reach persons for Christ, to reach persons for church membership, to foster growth in the Christian experience, to promote and facilitate church fellowship and participation by means of small group interaction, and to provide information regarding the work of our church and our denomination. The Sunday Morning Bible Study shall be an on-going organization of age/grade level Bible education classes.

B. Sunday Morning Bible Study:

1. Sunday Morning Bible Study Director:

a. The Sunday Morning Bible Study organization shall be under the general direction of a Sunday Morning Bible Study Director, who shall be in charge of all phases of the Sunday Morning Bible Study, working in cooperation with the pastor and pastoral associates. He shall work together with the nominating committee in seeking to fill all Sunday Morning Bible Study positions. He shall ensure all classes have a teacher. He shall aid in and promote leadership training for all Bible Study membership enrichment. He shall recommend to the media director the appropriate amounts of Bible Study literature needed for the Bible Study program.

b. He may succeed himself in office.

2. Sunday Morning Bible Study Secretary:

a. The Sunday Morning Bible Study organization shall have a secretary who shall be responsible to the director for guiding enrollment and maintaining a master enrollment file, and compiling and evaluating records of the Sunday Morning Bible Study statistics and records.

b. The secretary may succeed himself in office.

3. Sunday Morning Bible Study Workers:

a. Teachers:

(1). Each Sunday Morning Bible Study department shall have a sufficient number of teachers to carry on effective Bible study. Each teacher shall be responsible to work in any and all phases of the Sunday Morning Bible Study's work as requested, to prepare and present a weekly Bible study relevant application to our life today; always considering the pupil's level of understanding.

(2). Teachers may succeed themselves in office.

4. Special Studies:

Our church shall conduct special studies throughout the year as deemed beneficial to the membership.

C. Small Groups

a. Purpose: The purpose of small groups is to aid in discipling church members and attendees. The small groups shall operate under the guidance of the small group director. In the absence of a small group director, small groups shall be directed by the pastor or appointee.

SECTION 6 – CHURCH SECURITY

A. Purpose: The purpose of the church security organization is to provide for the security of all attendees during all scheduled church activities.

B. Leadership:

1. Security Director:

a. The security director shall be appointed by the Pastor. The security director, in cooperation with the Pastor, shall select a team to assist in carrying out the duties required for the security of the membership. The number of persons on the team will be as determined by the director and Pastor.

ARTICLE XI

COMMITTEES AND COUNCIL

SECTION 1 – GENERAL RESPONSIBILITIES OF MEMBERS OF COMMITTEES AND COUNCIL

- A. Each member of a committee or council shall fulfill the duties designated by the office they hold as defined in the church bylaws.
- B. A quorum of at least 50% of the committee or council must be present to constitute a meeting, unless otherwise stated in this constitution or bylaws.

SECTION 2 – COMMITTEES

- A. **Nominating Committee:** The nominating committee is appointed by the Pastor. The nominating committee shall be responsible for searching out people to fill places of leadership in our church for the purpose of using their God-given talents.
- B. **Building & Grounds Committee:** The building and grounds committee shall be responsible for the supervision and care of all property and buildings, including the ventilation system.
- C. **Constitution Committee:** The constitution committee shall be responsible for the interpretation of this constitution and for any consideration pertaining to revision of this document.
- D. **Counting Committee:** The counting committee shall be responsible for the counting of tithes and offerings and keeping an accurate record of all monies received.
- E. **Finance Committee:** The finance committee shall be responsible for the preparation and presentation of a proposed church budget, and for finding finances for church approved action, and may also make recommendations or proposals concerning any financial matter. They shall keep themselves informed of offering receipts and the disbursements of church budgeted monies. They shall be responsible for making recommendations to our church concerning all salaries and other financial benefits for all paid ministerial and non-ministerial staff members. They shall be responsible for maintaining the budget and may make recommendations to our church for budget revisions throughout the year. All actions of the finance committee are subject to approval by our church body.

F. Food Services Committee: The food services committee shall be responsible for purchasing kitchen supplies and staple items as needed and supervising the church's food requirements. They shall be responsible for establishing and maintaining policies pertaining to use and sanitation of the kitchen facilities.

G. Personnel Committee: The personnel committee assists the church in matters related to employed personnel administration, including those called by church action. Their work includes such areas as determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions and personnel service. In consultation with the pastor, the personnel committee is responsible for all hiring and dismissing of all non-ministerial personnel as established in Article VIII of this constitution.

H. Recreation Committee: The recreation committee shall be responsible for all recreational activities of our church.

I. Transportation Committee: The transportation committee shall be responsible for establishing and maintaining an adequate transportation program for our church. It is responsible for all maintenance of all church vehicles. This committee shall establish policy and procedures for the use of church vehicles for all church functions. They will consider and make recommendations concerning additional transportation needs.

J. Usher Committee: The usher committee shall be responsible for enlisting people to serve as ushers for all church functions. Ushers responsibilities include greeting worshipers at the front door, bulletin distribution, assisting with collecting offerings, and helping those who need assistance in and out of the building.

K. Student Ministries Committee: The student ministries committee shall be responsible for assisting with the general planning, coordinating, and carrying out of our student ministries program. If the church employs a paid Student Ministries Leader, the committee will serve at his discretion.

L. Ad Hoc Committees: Ad Hoc committees may be authorized for specific tasks as determined by our church; the method of selection and number of committee members will be decided at the time the need arises. Ad Hoc committees shall cease to exist upon completion of their assigned tasks.

SECTION 3 – COUNCILS

A. Church Council: The church council will be responsible for the setting of our church goals and the implementation of our church's programs necessary to accomplish those

goals. The council will be responsible for establishing and carrying out a schedule of our church-wide activities, and for coordinating the work of various organizations.

B. The church council shall consist of the pastor, who shall serve as chairman, and all pastoral associates, the church secretary, the church clerk, and the leaders of all church organizations, ministries, and committees. The council will meet at least every other month.

ARTICLE XII

SERVICES & MEETINGS

SECTION 1 – WORSHIP SERVICES

We will hold regular gatherings for purpose of corporate worship on Sunday morning, Sunday evening, Wednesday evening, or any other predetermined date and time.

SECTION 2 – OBSERVANCE OF THE ORDINANCES

A. Baptism

1. This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

a. Baptism shall be by immersion in water.

b. The pastor, or whomever the church shall authorize, shall administer baptism. The deacons shall assist in the preparation for, and the observance of, baptism.

c. Baptism shall be administered as an act of worship during any worship service of the church.

d. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor and/or staff or deacons. If negative interest is ascertained on the part of the candidate, he or she shall be deleted from those awaiting baptism.

B. The Lord's Supper: The church shall observe the Lord's Supper as scheduled by the pastor and deacons. The pastor and deacons shall administer the Lord's Supper, the deacons being responsible for the physical preparations.

SECTION 3 – SPECIAL SERVICES

Special services, such as revivals and special emphasis gatherings that promote the church's mission statement, shall be placed on the church calendar by the church council.

SECTION 4 – BUSINESS MEETING

- A. Regular Business Meetings:** Our church shall hold a regular business meeting bimonthly. The scheduling of regular business meetings is the responsibility of the Church Council.
- B. Special Business Meetings**
 - 1. Special business meetings limited to specifically stated purposes, may be called by the pastor, the chairman of the deacons, the chairman of trustees, or by a common petition of fifteen members of the church.
 - 2. Such meetings must be announced in two separate church services. The announcement must include the time, place, and purpose.
- C. Quorum:** the quorum necessary for conducting any church business meetings shall be 10% of the active church membership.
- D. Moderator:** The Moderator shall lead the proceedings of all business meetings.
- E. Rules of Order:** Robert's Rules of Order (Revised) will serve as the basis of business procedures.

ARTICLE XIII

LICENSING AND ORDINATION

SECTION 1 – MEANS OF LICENSING

Licensing is the procedure by which our church confirms their recognition of spiritual gifts in a person and is a formal encouragement for him to cultivate those gifts and to prepare himself for a church related vocation as set forth in the following passages:

Pastors: 1 Timothy 3:1-7 (¹This is a trustworthy saying: "If someone aspires to be an elder, he desires an honorable position. ²So an elder must be a man whose life is above reproach. He must be faithful to his wife. He must exercise self-control, live wisely, and have a good reputation. He must enjoy having guests in his home, and he must be able to teach. ³He must not be a heavy drinker or be violent. He must be gentle, not quarrelsome, and not love money. ⁴He must manage his own family well, having children who respect and obey him. ⁵For if a man cannot manage his own household, how can he take care of God's church. ⁶An elder must not be a new believer, because he might become proud, and the devil would cause him to fall. ⁷Also, people outside the church must speak well of him so that he will not be disgraced and fall into the devil's trap.);

Deacons: 1 Timothy 3:8-13 (⁸In the same way, deacons must be well respected and have integrity. They must not be heavy drinkers or dishonest with money. ⁹They must be committed to the mystery of the faith now revealed and must live with a clear conscience. ¹⁰Before they are appointed as deacons, let them be closely examined. If they pass the test, then let them serve as deacons. ¹¹In the same way, their wives must be respected and must not slander others. They must exercise self-control and be faithful in everything they do. ¹²A deacon must be faithful to his wife, and he must manage his children and household well. ¹³Those who do well as deacons will be rewarded with respect from others and will have increased confidence in their faith in Christ Jesus.)

SECTION 2 – MEANING OF ORDINATION

Ordination is a formal recognition by our church of a person's spiritual gifts and his calling to the ministry or the diaconship. Ordination should occur only after one has sensed and testified to the call of God on his life. (See Section 1 above: Pastors: 1 Timothy 3:1-7; Deacons: 1 Timothy 3:8-13)

ARTICLE XIV

TERMINOLOGY IN THIS CONSTITUTION

Throughout the constitution, any reference in the masculine gender refers to either gender, with the exception of Pastor, Associate Pastor, and Deacons – which are to be male.

ARTICLE XV

ADOPTION AND CHANGES OF THE CONSTITUTION

SECTION 1 - ADOPTION OF THIS CONSTITUTION

- A. This constitution shall be considered adopted and in immediate effect (except the deviation as printed below) when all articles have been voted on and approved by two thirds of the members present in business session, the vote having been taken on each article not less than three days after formal presentation of the articles of this constitution. Upon the adoption of this constitution, all previous constitutions and bylaws are null and void.

- B. Deviation – all church elected and appointed positions shall be filled as soon as possible following the adoption of this constitution.

SECTION 2 - CHANGES TO THE CONSTITUTION

Changes to the constitution may be made at any business session of our church, provided each change has been presented to the constitution committee in writing in such a fashion as to provide the committee with a minimum of two weeks before they are required to present it at the business session. If the constitution committee approves of the proposed change, copies of the proposed change will be furnished to each member present at the next business session. An affirmative two-thirds vote will be necessary to pass the change at a following business session. If the constitution committee does not approve of the proposed change, copies of the change along with an explanation of non-recommendation from the committee, will be furnished to each member present at the next business session. An affirmative three-fourths vote will be necessary to pass the change at the following business session. A minimum of one month must pass between the church receiving the proposed change and the vote.

CONSTITUTION APPROVAL SECTION

Approved / Disapproved

Approved / Disapproved

Date
Pastor

Date
Chairman, Constitution Committee

APPENDIX 1 – BYLAWS

Changes to this document shall be announced in a regular Sunday morning service. Copies of any changes will be made available on the same Sunday for members for review. Changes will be voted on at a regularly scheduled or a special called business meeting.

SECTION 1 – MEMBERSHIP

A. Admission of Members

1. Any person may be received into the membership of our church:
 - a. Following his profession of faith in Jesus Christ as his personal Savior and Lord
 - b. And upon a majority vote of the membership present at any worship service of our church
 - c. His baptism by immersion
2. Any person may be received by promise of letter into the membership of our church following:
 - a. A majority vote of the members present in any worship service
 - b. The date of dismissal stated in the promised letter or recommendation and dismissal from a church of Baptist faith
3. Any person may be received by his statement that he has professed faith in Jesus Christ as his personal Savior and has been baptized by immersion following:
 - a. A public profession of faith and
 - b. A majority vote of the members present in any worship service

B. Members are expected to be faithful in all duties essential to the Christian life, to attend regularly the services of our church, to give regularly for its support and its causes, and to share in the organized work.

SECTION 2 – PASTORAL CALL

A. Our church shall elect a search committee by secret ballot to consist of four men and three women. The search committee shall elect its own officers.

- B. The committee shall work quickly but carefully to receive all recommendations and make all investigations and shall keep our church informed of its progress, though not divulging confidential information.
- C. The committee must make a unanimous recommendation upon presenting a man to our church in view of a call.
- D. The committee shall bring only one man at a time for consideration of our church, and no man will be considered without prior study by the committee. The candidate must then appear before our church in Sunday morning worship and in a period of informal fellowship.
- E. Whenever the committee is ready to propose a candidate, it shall send a letter to each active member of our church, the week preceding the visit of the prospective minister. The letter shall contain the following: the name and qualifications of the person recommended, the date of his visit, and the date of the meeting of our church at which the proposal of the call of the prospective minister will be acted upon.
- F. Voting shall be done on the next Sunday morning following his appearance in view of a call after personal, prayerful consideration by all parties concerned.
- G. Should the one recommended by the committee fail to receive an 85 percent affirmative vote, the meeting shall be adjourned without debate and the committee will seek out and recommend another minister.
- H. Following the balloting, the committee shall notify the candidate of the results of the vote, and shall announce to the church any decisions from the candidate of the results of the vote as soon as is reasonably possible.

SECTION 3 – PASTORAL DUTIES

- A. The pastor of our church is the spiritual and administrative leader of our congregation. He is the spiritual under-shepherd of our church and is responsible for leadership in policy and program of all phases of church life. He is the worship leader for regular and special worship experiences; he administers the ordinances of the New Testament, ministers to the members of our church and community, is the executive leader of our church in its local and denominational relationships, is the immediate supervisor of all church personnel, and performs other duties that he and our church may agree upon as incumbent upon his office. The pastor upholds the constitution of our church, is an ex-officio member of the deacon body, all committees, and organizations of our church. He has the authority to call a special business meeting of our church as provided for in this constitution.

B. A work covenant will be mutually agreed upon between the pastor and our church, at all times, concerning remuneration, sick leave, holidays, vacation, time off, and work schedules. The pastor shall be allowed to have two weeks for revival commitments per year. He shall be allowed to attend the Illinois Baptist State Convention, and an additional week at either a state or national conference or assembly each year at our church's expense. Any additional time away should be mutually agreed upon between the pastor and our church.

C. Whenever the pastor is away for vacation, conventions, assemblies, or special conferences and revivals, the pastor shall be responsible for securing pulpit supply and our church shall pay for the supply. If our church has a pastoral associate, he will supply in the pulpit, in the pastor's absence unless other arrangements have been made.

SECTION 4 – PASTORAL TERMINATION

A. In the termination of the pastoral call by the pastor, the following procedures will be followed:

1. The pastor will present his resignation personally to our church at the conclusion of a Sunday morning worship service.
2. The resignation is to be accepted without further action by our church body.
3. A written copy of the resignation must be presented to the church clerk for inclusion in the church record.
4. Termination of responsibility and remuneration shall occur as mutually agreed upon by the pastor and the church.

B. In the termination of the pastor called by our church, the following procedures will be followed:

1. The deacon body, in private conference, shall discuss the grievance with the pastor, and after much prayer and deliberation shall bring a recommendation to our church.
2. The voting shall be done on Sunday morning following notification of active members by letter the week preceding our church action.
3. Voting shall be by secret ballot.
4. An affirmative majority vote of those present and voting is necessary for dismissal.

5. Termination of responsibility and all remuneration shall occur two weeks following the vote of the church body.
6. Should the dismissal fail to receive an affirmative majority vote, the meeting shall be adjourned without debate.

SECTION 5 – ASSOCIATE PASTORAL CALL

- A. Our church shall elect a search committee by secret ballot to consist of four men and three women. The search committee shall elect its own officers.
- B. The committee shall, with the assistance of the pastor, work quickly but carefully to receive all recommendations and make all investigations and shall keep our church informed of its progress, though not divulging confidential information.
- C. The committee must make a unanimous recommendation upon presenting a man to our church in view of a call.
- D. The committee shall bring only one man at a time for consideration of our church, and no man will be considered without prior study by the committee. The candidate must then appear before our church in Sunday morning worship and in a period of informal fellowship.
- E. Whenever the committee is ready to propose a candidate, it shall send a letter to each active member of our church the week preceding the visit of the prospective minister. The letter shall contain the following: the name and qualifications of the person recommended, the date of his visit, and the date of the meeting of our church at which proposal of the call of the prospective minister will be acted upon.
- F. Voting shall be done on the next Sunday morning following his appearance in view of a call after personal, prayerful consideration by all parties concerned.
- G. Should the candidate recommended by the committee fail to receive an 85 percent affirmative vote, the meeting shall be adjourned without debate and the committee will seek out and recommend another minister.
- H. Following the balloting, the committee shall notify the candidate of the results of the vote, and shall announce to the church any decisions from candidate of the results of the vote as soon as is reasonably possible.

SECTION 6 – ASSOCIATE PASTORAL DUTIES

- A. The pastoral associate of our church performs his duties under the immediate direction and supervision of the pastor, and is ultimately responsible to our church. The

pastor and pastoral associate labor together – the degree of difference being one of the office and responsibility. The pastor and pastoral associate work together in the spirit of Christ through cooperation, understanding, and a democratic endeavor. He upholds the constitution of our church.

B. The pastoral associate's principal function is to work with and assist the pastor. A specific job description shall be established by the search committee for each and every pastoral associate that is constitutionally binding during his ministry with our church.

C. A work covenant will be mutually agreed upon between the pastoral associate and our church, at all times, concerning remuneration, sick leave, holidays, vacation, time off, and work schedules. The pastoral associate shall be allowed to have two weeks for revival commitments per year. He may be allowed to attend conferences and conventions at church discretion. Any additional time away should be mutually agreed upon between the pastoral associate and our church.

SECTION 7 – ASSOCIATE PASTORAL TERMINATION

A. In the termination of the associate pastoral call by the associate pastor, the following procedures will be followed:

1. The associate pastor will present his resignation personally to our church at the conclusion of a Sunday morning worship service.
2. The resignation is to be accepted without further action by our church body.
3. A written copy of the resignation must be presented to the church clerk for inclusion in the church record.
4. Termination of responsibility and remuneration shall occur as mutually agreed upon by the pastoral associate and the church.

B. In the termination of the associate pastor called by our church, the following procedures will be followed:

1. The deacon body and the pastor, in private conference, shall discuss the grievance with the associate pastor, and after much prayer and deliberation shall bring a recommendation to our church.
2. The voting shall be done on Sunday morning following notification of active members by letter the week preceding our church action.
3. Voting shall be by secret ballot.

4. An affirmative majority vote of those present and voting is necessary for dismissal.
5. Termination of responsibility and all remuneration shall occur two weeks following the vote of the church body.
6. Should the dismissal fail to receive an affirmative majority vote, the meeting shall be adjourned without debate.

SECTION 8 - DEACON SELECTION

A. At least every three years, the deacon body shall consider nominating two or more men to serve as deacons. Representatives of the deacon body, along with the pastor, shall personally contact these men concerning their qualifications and interest in serving as a deacon. Upon the mutual agreement between the candidate and deacon body, the names of these men will be presented to our church. Whenever the names are presented, the deacon body shall send a letter to each active member of our church the week preceding the vote, which shall be in a Sunday morning worship service. The letter shall contain the following: the name and qualifications of the person recommended, and the date of the service at which the vote shall be taken. Voting shall be by secret ballot on each individual name with an affirmative vote of 66 percent of those present and voting necessary for election and subsequent ordination. Ordination of those elected shall follow as soon as is feasible.

B. Removal from the Deacon Body

1. In the removal of a deacon from the deacon body, the following procedures will be followed.
 - a. The deacon body, in private conference, shall discuss the grievance with the deacon in question, and after much prayer and deliberation, shall bring a recommendation to our church.
 - b. The voting shall be done in a regular bimonthly business session, or a special call business session.
 - c. Voting shall be done by secret ballot.
 - d. An affirmative majority vote of those present and voting is necessary for removal.
 - e. Should the removal fail to receive an affirmative majority vote, the meeting shall be adjourned without debate.

C. Deacons' Meetings

1. Any church member may appear before the deacon body, upon request, to express any concern.
2. A quorum shall consist of 50 percent of the deacon body. If a quorum is not present, the pastor or chairman of the deacons must call a special meeting of the deacon body within seven days, that meeting to be considered the regular monthly deacons' meeting.

D. Deacons' Benevolence Committee

1. The deacon body shall choose annually from among the deacons three men to serve as the Deacon's Benevolence Committee. This committee shall be responsible for benevolent actions of our church.

SECTION 9 – PROCEDURE FOR LICENSING

A. Whenever our church deems it advisable to license a man for church related vocations, these procedures will be followed:

1. Only men who have given proof of their spiritual gifts appropriate for church related vocations shall be licensed.
2. The deacon body and pastor shall assume the initiative for examining a candidate for licensing and for recommending such action to our church.
3. The examination of the candidate should include an evaluation of his conversion, Christian experience, his sense of call, and his plans for preparation for ministry.
4. Upon an affirmative recommendation from the deacon body and upon an affirmative vote by our church, the candidate shall be licensed.
5. The candidate shall be given a certificate of license.

SECTION 10 – COMMITTEE MEMBERSHIP

A. Committee memberships will be as follows:

1. Nominating Committee: The Nominating Committee will consist of five members.
2. Building and Grounds Committee: The Building and Grounds Committee will consist of eight members.

3. **Constitution Committee:** The Constitution Committee will consist of five members – two men and three women.
4. **Counting Committee:** The Counting Committee will consist of three members and two substitutes.
5. **Finance Committee:** The Finance Committee will consist of ten members, including the Church Treasurer, Assistance Treasurer, and Financial Secretary.
6. **Food Services Committee:** The Food Services Committee will be chosen by the Food Services Director.
7. **Personnel Committee:** The Personnel Committee will consist of five members.
8. **Recreation Committee:** The Recreation Committee will consist of five members.
9. **Transportation Committee:** The Transportation Committee will consist of five members.
10. **Usher Committee:** The Usher Committee will consist of four members.
11. **Student Ministries Committee:** The Student Ministries Committee will be chosen by the Student Ministries Leader.
12. **Media Committee:** The Media Committee will consist of three members.
13. **Preschool Committee:** The Preschool Committee will consist of the Preschool Coordinator and four other members.
14. **Baptismal Committee:** The Baptismal Committee will consist of one man and one woman.
15. **Flowers and Banners Committee:** The Flowers and Banners Committee will consist of three members.

