

Central Fellowship Baptist Church

Constitution and By-Laws



PREAMBLE

We declare and establish this constitution for the preservation and security of the principles of our faith and that this body may be governed in an orderly manner. This constitution will preserve the liberties of each individual member of this church and the freedom of action of this body in its relation to other churches.

ARTICLE 1: NAME

Section 1: Name - The name of this church shall be called Central Fellowship Baptist Church, Inc.

Section 2: Location - The location of the principal office of said church shall be 8460 Hawkinsville Road, Macon, GA. 31216.

ARTICLE 11: PURPOSE AND COVENANT

Section 1: Purpose - This church is a congregation of baptized believers in Christ, united by covenant for the worship of Almighty God, and associated in the faith and the fellowship of the Gospel to practice its precepts, to obey Jesus Christ as their supreme law-giver and ruler, and to take the Bible and the Bible alone as the standard by which all matters of belief and conduct are to be tried. We are an independent church whose purpose is to win the lost, instruct believers in how to live successful Christian lives, and operate educational and other institutions as we feel led by the Holy Spirit.

Section 2: Covenant - As a Bond of unity among us, this church accepts for its members the following covenant:

Having been led by the Holy Spirit to receive the Lord Jesus Christ as our Savior and on profession of our faith in Him, having been

baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now most solemnly and joyfully enter into covenant with one another as one body in Christ. We promise that we will watch over and counsel one another in the Spirit of brotherly love, that we will remember one another in our prayers, and that we will aid each other in sickness and distress. We further agree, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to give it a sacred preeminence over all institutions of human origin; and to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations. We further covenant to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to live carefully in this present world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from everything that will cause our brother to stumble or that will bring reproach upon the cause of Christ; to strive to grow in the grace and knowledge of our Lord and Savior, that amidst evil and good report we will humbly and earnestly seek to live to the honor and glory of Him who loved us and gave Himself for us. We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and principles of God's Word.

The church shall adhere faithfully to the following Statement of Faith and Policy:

A. We believe in THE HOLY SCRIPTURES, accepting fully the writings of the Old and New Testaments as the very Word of God, verbally inspired in all parts and therefore wholly without error as originally given of God, altogether sufficient in themselves as our only infallible and authoritative rule of faith and practice.

II Timothy 3:16

B. We believe in THE ONE TRIUNE GOD, who is personal in spirit, and sovereign; perfect, infinite, and eternal in His being, holiness and love, wisdom and power; absolutely separate and above the world as its Creator, yet everywhere present in the world as the Upholder of all things; self-existent and self-revealing in three distinct Persons, The Father, The Son, and The Holy Spirit, each having a distinct ministry in God's relation to His creation and people.

Matthew 28:19

C. We believe in THE LORD JESUS CHRIST, who is the second Person of the Triune God, the Eternal Word and Only Begotten Son; that without change in His divine Person, He became man by miracle of the Virgin Birth, thus to continue forever as both true God and true Man, one Person with two natures; that as man He was tempted in all points as we are, yet without sin; that as the perfect Lamb of God He gave Himself in death upon the cross, becoming there the sin of the world, and suffering its full penalty of divine wrath in our stead; that He arose bodily from the grave and was glorified; that as our great High Priest He ascended into Heaven, there to appear before the face of God as our Advocate and Intercessor.

John 1:1-3; II Corinthians 5:21; I Corinthians 15:1-4; Hebrews 9,10

D. We believe in THE HOLY SPIRIT: who is the third person of the Trinity and the Divine Agent in nature, revelation, and redemption; that He convicts the world concerning sin, righteousness, and judgment; that He regenerates, indwells, baptizes, seals, and anoints all who become children of God through faith in Christ; that He further empowers, guides, teaches, sanctifies, and fills believers who daily surrender to Him..

John 16:7-11; Ephesians 1:13-14; 4:30; 5:18; Romans 8:1

E. We believe ALL MEN ARE BY NATURE AND CHOICE SINFUL AND LOST, that man was the direct creation of God, made in His image and likeness; that by personal disobedience to the

revealed will of God, man became a sinful creature, the father of a fallen race which is universally sinful in both nature and practice, thus alienated from the life and family of God, under the righteous judgment and wrath of God, and has within himself no possible means of salvation.

Genesis 1:26; Romans 5:12

F. We believe in SALVATION BY GRACE THROUGH FAITH IN THE SHED BLOOD OF JESUS CHRIST, that salvation is the perfect gift of God, neither merited nor secured in part, or in whole by any virtue or work of man, but received only by personal faith in the Lord Jesus Christ, in whom all true believers have as a present possession the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish; that this salvation affects the whole man; that apart from Christ there is no possible salvation.

Ephesians 2:8-9; John 14:6; Romans 8:16; I Peter 1:5; John 5:24; Ephesians 1:3-14

G. We believe in the POWER AND PRINCIPLE OF PRAYER, our means of communication with God, but that unconfessed sin breaks the believer's fellowship with God and hinders answered prayer. Christ prayed often, in public and in secret, and taught His disciples to pray in His name and without ceasing.

Luke 22:40-46; I Thessalonians 5:17; Mark 11:24

H. We believe in RIGHTEOUS LIVING AND GODLY WORKS, not as a means of salvation in any sense but as its proper evidence and fruit; therefore as Christians we should obey the Word of our Lord, seek the things which are above, walk as He walked, accept as our solemn responsibility the duty and privileges of bearing the Gospel to a lost world; remembering that a victorious and fruitful Christian life is possible only for those who in gratitude for the infinite and undeserved

mercies of God have presented themselves wholly to Christ.

Galatians 5:22-23

I. We believe in THE EXISTENCE OF SATAN, who originally was created a holy, perfect being, but through pride and wicked ambition rebelled against God, thus becoming utterly depraved in character, the great adversary of God and His people, leader of all other evil angels and spirits, and deceiver and god of this present world; that his powers are vast, but strictly limited by the permissive will of God who overrules all his wicked devices for good; that he was defeated and judged at the cross and therefore his final doom is certain; that we are able to resist and overcome him only in the armor of God, by the blood of the Lamb, and through the power of the Holy Spirit.

Isaiah 14:12-15; Luke 10:18; I Peter 5:8; James 4:7; Ephesians 6: 10-18

J. We believe in the SECOND COMING OF CHRIST, that His return from Heaven will be personal, visible and glorious, a blessed Hope for which we should constantly watch and pray, the time being unrevealed, but always imminent.

Revelation 20:4; I Thessalonians 4:13-18

K. We believe in FUTURE LIFE, BODILY RESURRECTION AND ETERNAL JUDGMENT, that the spirit and soul of the saved at death go immediately to be with Christ in Heaven, that their works shall be brought before the Judgment Seat of Christ for the determination of rewards which will take place at the time when Christ comes for His own; that the spirit and soul of the unsaved at death descend immediately into Hades where they are kept under punishment until the final day of judgment, at which time their bodies shall be raised from the grave, and they shall be judged and cast into the lake of fire, the place of final and everlasting punishment.

Romans 2:5-11; I Corinthians 3:12-17; Revelation 20:11-15

L. We believe in THE SEPARATION OF CHURCH AND

STATE, with each having definite and distinct spheres of responsibility.

Matthew 22:21

M. We believe in THE PRIESTHOOD OF ALL BELIEVERS, that Christ is our Great High Priest and through Him every born-again person has direct access into God's presence without the need of a human priest; that the believer has the right and responsibility to personally study and interpret the Scriptures guided by the Holy Spirit.

Hebrews 10:19-25; II Peter 1:20; II Timothy 2:15

N. We believe in THE LORDSHIP OF JESUS CHRIST, that He alone is the Head of the Body of Christ into which all true believers are immediately baptized by the Holy Spirit; that all members of this one spiritual body should assemble and identify themselves in local churches.

Colossians 1:18; I Corinthians 12:13; Ephesians 5:23; Acts 2:47;
Hebrews 10:24-25

O. We believe in THE IMPORTANCE OF THE LOCAL CHURCH: that a New Testament church is a local assembly of born-again, baptized believers united in organization to practice New Testament ordinances, to meet together for worship, prayer, fellowship, teaching, and a united testimony, and to actively engage in carrying out the Great Commission.

Matthew 28:19-20; Acts 2:41-47

P. We believe in THE INDEPENDENCE AND AUTONOMY OF THE LOCAL CHURCH: that each New Testament church is free to govern itself without ecclesiastical interference, and should cooperate with other New Testament churches as the Holy Spirit leads; that it is responsible to follow the pattern of the New Testament church and is directly accountable to God.

Acts 13:14; Galatians 2:5-6

Q. We believe the ORDINANCES GIVEN TO LOCAL CHURCH ARE TWO: that baptism is by immersion of believers, thus portraying the death, burial, and resurrection of Jesus Christ; that the Lord's Supper is the partaking of the bread and cup by the believer as a continuing memorial of the broken body and shed blood of Christ.

Matthew 28:19; I Corinthians 11:2, 23-34

R. We believe in MISSIONS, both home and foreign, and shall maintain a consistent program of support for such true, Bible-believing missionary efforts, as deemed possible and worthy.

Acts 1:8; Matthew 28:19-20

S. We believe in a BIBLICAL VIEW OF HUMAN SEXUALITY.

God has commanded in His word that no intimate sexual activity be engaged in, outside of a marriage relationship involving a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. We believe that God rejects any attempt to alter one's gender by surgery or appearance. We believe that the only legitimate marriage is the joining of one man and one woman. We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home and men are to be the leaders (pastors, deacons and trustees) of the church. Accordingly, only men are eligible for licensure and ordination by the church.

Genesis. 2:24; 19:5,13; 26:8-9; Romans 7:2; I Corinthians 5:1; 6:9; I Corinthians 7:10; Galatians 3:28; Ephesians 5:22,23; Colossians 3:18; I Thessalonians 4:1-8; I Timothy 2:8-15; 3:4-5,12; Hebrews 13:4

T. The church has adopted a detailed enunciation of its beliefs in the 1689 Second London Baptist Confession of Faith. To be a member of

Central Fellowship Baptist Church, one does not have to believe every detail of non-essential matters contained therein. However, members shall not publicly advocate positions contrary to these doctrines or seek to persuade others to reject them in a manner that causes division within the church.

The Elders of CFBC however, must publicly attest their belief and fidelity to the 1689 Second London Baptist Confession of Faith by public verbal affirmation and signature to the document.

<https://founders.org/library-book/1689-confession/>

Section 1: Description - In accordance with the New Testament pattern, this body shall be an unaffiliated Baptist church.

Section 2: Association - it shall not be affiliated with any convention or organization which could infringe on this local congregation. This article can never be amended or changed as long as Central Fellowship Baptist Church is in existence. If this church ceases to exist, any assets must be distributed, upon the wishes of the majority of the congregation, to another church or mission organization of like faith and order.

ARTICLE IV: MEMBERSHIP

Section 1: Requirements for Membership

A. A personal salvation experience whereby the person knows without any doubt that they have been regenerated (born again) by the Holy Spirit of God.

B. The person shall have been baptized by immersion after his salvation.

Section 2: Reception of Members

A. Those requesting church membership shall attend a CHURCH MEMBERSHIP MATTERS' (CMM) class taught by one of the Elders. (this class is necessary for anyone to be considered as a

candidate for membership)

B. After the CMM class, the individual shall express their agreement with the Church Statement of Faith and agree to enter into Covenant with this church family.

C. At the next MEMBERS MEETING, the candidate will read their written testimony of salvation to the congregation or have an elder read it for them. *(A copy of the written testimony will be entered into the church's official records)* The candidate will also affirm that they have been scripturally baptized since conversion or that they are awaiting baptism. They will be asked publicly if they are in agreement with the Church's Statement of Faith and if they are willing to enter into covenant with the members of Central Fellowship Baptist Church as stated in our CHURCH COVENANT.

D. Upon a majority vote of the congregation, the candidate will be entered into membership of CFBC.

Section 3: Discipline of Members

A. That members who are absent from the services for a period of three (3) months without reason such as service for our country, sickness, or by some act of God may not have a vote or say in the Members Meetings of the church. These members shall be reinstated by evidence of a repentant heart and being faithful for a continuation of three (3) weeks to the services of the church.

B. That members who are absent from the services for a period of six (6) months without reason such as service for our country, sickness, or by some act of God will be removed from membership when there is no response from a letter sent asking for clarification as to their status and intentions, or if the member asks to be removed (30 days will be given to respond). These members shall be reinstated after personal counsel with one of the elders and by personal testimony of a repentant heart before the congregation at a church Members Meeting.

C. That member who is accused of such acts as described in the Word

of God as requiring discipline will be brought to the attention of the Elders for proper action (*I Corinthians 5*). The person guilty will be dealt with prayerfully and in accordance with *Gal. 6:1-2 and Matt. 18:15-17*. Everything biblically possible will be done to bring the person to a repentant heart. However, should this fail, the Elders shall submit a letter to the person giving the date which his name shall be brought before the church for action of dismissal.

Section 4: Transfer of Members

A member uniting with another church shall, upon request of that church, be granted a letter of transfer in accordance with their present standing with the church and if it be a church of like faith.

ARTICLE V: OFFICERS AND DUTIES

Section 1: Names of Officers

A. In addition to the Elders, the Pastor and his Associates, the officers of said church shall consist of the Deacons, Trustees, School Board (*CFBC members only*), Treasurer, Church Clerk, Sunday School Teachers and other such officers as the church may desire.

B. Qualifications for Church Officers are that they are faithful (*at least 80%*) in attendance and participation in the church program; that they are actively sharing the gospel with others; that they have a teaching knowledge of the Scriptures; and that, they are guided by the Scriptures in their personal lifestyles.

Section 2: The Elders

A. The scriptures teach that the local church is a spiritual body made up of followers of Jesus Christ, who have embraced Him by faith as their Savior, followed His example in baptism, and voluntarily joined together to fulfill Christ's purpose and mission for His church. Elders are the spiritual leaders of the local church, who along with the ministry of other gifted leaders, such as pastors (Ephesians 4:11-16), deacons, and other volunteers, carry out the ministry of the church.

B. The Pastor is also an Elder, serving under the authority of the Elders and with the other Elders. He is the main teaching pastor and the leader of the staff and volunteers, who carries out the vision and day to day ministries of the church, in fulfilling Christ's purpose and mission.

C. The simplest definition of an Elder is found in Acts 20:1-38, where in verses 28 and 29, they are called "overseers" of the flock. This role is to insure pastoral care and protection of the flock, including protection from harmful theological or divisive forces from within or without the congregation (cp. Acts 15:1-3ff; 16:4; 21:18). They are the keepers of Christ's purpose, mission, and the church's vision. Hebrews 13:7, 17-18, instructs the congregation to "remember" or "respect," "obey," "submit," and "pray" for their spiritual leaders. In other places, the spiritual leaders are instructed to lead as servant leaders, "not domineering over those in your charge" (1 Peter 5:3).

D. The current elders of CFBC will continually watch for evidences of spiritual and qualified men within the congregation of CFBC.

Candidates who meet the biblical qualifications of Elder and show a desire to be considered, will be presented to the church congregation by the Elders for a vote as to whether these men will be recognized as Elders at CFBC. Elders can be what is known as "lay elders", meaning that they have sources of income outside of the church, but could also be someone that already serves the church in a paid position. CFBC is a "Elder-Led" congregational church.

E. The electing of an Elder shall be by "*secret ballot*".

Section 3: The Pastor

A. A Pastor may be called at any regular conference upon nomination by proper committee and $\frac{3}{4}$ of the members present and voting. He is expected to perform his duties in leading the church as outlined in the epistles of the New Testament.

A. The terms "*Bishop*" and "*Elder*" mean "*Overseer*". The Pastor is not a

servant of the church, strictly speaking, but he, along with the other elders, are the overseers as God's appointed leaders of God's people. His call to the church should always be an indefinite call, that is, for an indefinite period of time.

B. The Pastor shall serve during the pleasure of the church. It is also understood that a thirty (30) day notice shall be given by either party in case of desired separation. The thirty days notice may be dispensed with mutual consent of pastor and church. The pastor shall receive such compensation for his service as the church may determine.

C. The Pastor along with the elders, are the directors of all activities of the church. He and the elders are the overseers of every phase of church life. He is to participate in all activities possible and shall be granted at least 2 weeks vacation each year with pay, to be taken as he desires, in cooperation with the church program.

D. The Pastor and Elders are the spiritual leaders of the church and give general oversight over the church. He (along with the other elders at times) will *"feed the flock"* and be watchmen of the congregation to see that false doctrine or unbiblical actions or attitudes do not creep into the congregation. Other full-time/part-time ministerial staff and support staff shall be added as the Elders and church deems necessary. With the approval of the church, the Elders serve as a search committee to find a candidate to present to the church to fill the position available. They shall recommend to the church who the staff member shall be. If a positive vote ensues, the Pastor/Elders, Deacons and Trustees together, will make a recommendation concerning the salary and other financial matters to the church. The staff of this church shall be under the direction of the Elders. The Elders shall have the authority to dismiss all personnel of church staff.

E. The Pastor/Elders are the “de facto” Chairman of all groups, committees, ministries and entities of the church. The Pastor serves as the President of the Academy.

The Pastor/Elders shall appoint a Designated Chairman to serve under their direction. The Designated Chairman may be either a member of CFBC or a qualified non-member deemed capable by the Pastor/Elders.

The Pastor/President will call all meetings to order with prayer and a brief devotional thought. The meeting will then be turned over to the Designated Chairman.

Proposals will not be presented to the School Board by the Designated Chairman without having first discussed the proposal with the Pastor/Elders. The Pastor/Elders will have veto power over any and all proposals.

F. The Pastor shall be granted at least one day off each week to be taken as he desires.

G. The Pastor is not expected to schedule more than four week long speaking engagements or conferences per calendar year that would require him to be away from the daily activities of the church.

H. All agreements reached by the Elders shall be added to the above list.

I. The election of the Pastor shall be by "*Secret Ballot*".

Section 4: The Deacon Body

A. The role of a deacon, as outlined in Acts 6, is to be a help and support to the Pastor and Elders. While serving the Pastor and Elders, the deacon is functioning as a servant to the people. The deacon's work is under the direction of the Elders. New Testament Deacons serve the Lord by:

- Conducting the caring ministry of the church
- Managing the benevolence ministry to the needy

- Visiting the sick and the elderly
- Being alert to the special needs of the congregation for the purposes of freeing the Elders to focus on the spiritual oversight of the church and giving themselves to prayer and the ministry of the Word.
- Promoting unity within the church
- Assisting with and the preparation of and carrying out of the two Ordinances of the church. (The Lord's Supper and Baptism)

B. Nominations are to be taken from the church body. All men nominated and qualified, have the opportunity to decline or consider serving. The Elders will serve as a screening committee based on the qualifications of the Word of God and the clarification's voted on by the church. The candidates meeting approval and willing to serve, are then presented to the church for a final vote by secret ballot.

C. The Scriptural qualifications of a deacon are taken from I Timothy 3:8-13.

D. The clarification's are that he be a faithful husband of one living wife; faithful to all church services, an actively consistent giver to the ministry of Central Fellowship Baptist Church; abstain from drunkenness, substance abuse and other questionable activities that are in direct conflict with the Word of God; and a member of Central Fellowship Baptist Church for one (1) year. His wife is to also meet these qualifications and the qualifications in I Timothy 3.

Section 5: Trustee Body

A. Trustees do not fill a scriptural office but a legal office. Therefore, their role shall be to represent the church in all legal matters. Neither they, nor their estate is liable for action by them on behalf and approval of the church. The Trustee Body shall be composed of the Elders and at least four (4) men if possible.

B. The trustees will hold in trust all real and personal property of the

church and shall execute all deeds, debentures, mortgages, liens, transfers, leases, contracts, and other legal documents for and on behalf of the church, but shall have no authority to buy, sell, mortgage, lease, transfer, or encumber any property of the church without an affirmative vote of the church membership at a duly constituted meeting.

C. All deeds, mortgages, transfers, assignments, leases, contracts, and all other legal documents for and on behalf of the church shall be executed by the chairman of the Board of Trustees and at least one other trustee under seal.

D. The trustee body will prepare a suggested budget presented to the congregation, which shall be voted on two weeks after presentation.

E. The trustee body shall monitor the budget bimonthly.

F. The trustee body shall guard against deficits in any accounts by calling to attention the church's financial status at the bimonthly trustee meetings.

G. The trustee body shall be the custodians of all physical properties of the church and all trust funds belonging to said church and to have general supervision and maintenance of buildings and grounds.

H. The trustee body shall purchase all permanent equipment and furnishings as authorized by the church. They shall be empowered by the church to sign all deeds, mortgages, or other conveyances.

I. The trustees shall serve as the counting committee.

J. Nominations are to be taken from the church body. Each man nominated and qualified, shall have the opportunity to decline or consider serving. The Elders will serve as a screening committee based on the qualifications of the Word of God and the clarification's voted on by the church. The candidates meeting approval and willing to serve, are then presented to the church for a final vote by secret ballot.

K. The qualifications are that he be proven, spiritual, and faithful to all services.

L. Clarification's are that they be faithful to all church services, an actively consistent giver to the ministry of Central Fellowship Baptist Church; abstain from drunkenness, substance abuse and other questionable activities that are in direct conflict with the Word of God and a member of Central Fellowship Baptist Church for one year.

Section 6: Pulpit Committee

A. This committee is to consist of the Elders of the church. They shall proceed to bring before the church at the earliest date a man for church consideration (*when the church is without a pastor*). Only one name shall be submitted for vote until disposed of.

B. All supply pastors and special guest speakers shall be remunerated accordingly.

Section 7: The School Board of Directors

ARTICLE 1 - Meetings

1.01 Meetings of the Board of Directors will be typically held on the church/school property on dates determined by the Pastor/President and Designated Chairman, with no fewer than 10 meetings per year.

1.02 Special meetings of the Board of Directors may be called at any time by any two (2) Directors. Notice of any special meeting shall state the time, place, and purpose of the meeting and such may be held electronically so long as all Directors have access to participate fully in the electronic forum.

1.03 A quorum for meetings shall consist of a majority of the Directors.

1.04 A Director may participate in a meeting of the Board of Directors

by means of a conference telephone or similar communications equipment, by means of which all persons participating in the meeting can hear each other at the same time. Participating by such means shall constitute presence in person at a meeting. This is only allowed for reasons of travel, illness, or other extenuating circumstance. Otherwise, in-person attendance is expected.

1.05 Any action to be taken at any of the Board of Directors meeting may be taken without a meeting if there is majority consent in writing.

1.06 At every meeting of the Directors, the Pastor/President, or, in his absence, the Designated Chairman, or, in the absence of either, the person (who shall be one of the officers, if any is present) chosen by a majority of the Directors present shall lead that meeting.

1.07 The Secretary shall act as Secretary of all meetings. In the absence of the Secretary, the Pastor/President may appoint another person to act as Secretary of the meetings.

1.08 The Pastor/President shall determine the rules of procedure according to his sense of fairness and common sense, giving all members a reasonable opportunity to be heard on a matter. The Pastor/President is the final authority on questions of procedure, and his decision is final and controlling.

1.09 The following order shall be observed at all meetings:

Prayer

Devotional Thought

Reading of minutes

Committee reports

Unfinished matters

New matters

Adjournment

Prayer

1.10 For any meeting under this article, the Pastor/President, in his sole discretion, shall have full and unilateral authority to order the immediate removal of any member or other person present who is deemed by the Pastor/President to be disruptive to the proceedings by act or presence. If the Pastor/President determines that compliance with his order of removal is unsatisfactory, the Pastor/President may, in his sole discretion, revoke the disruptive person's right to remain on the premises and treat the person as a trespasser.

1.11 In the event of a tied vote on any matter, the vote of the Pastor/President will count twice, effectively breaking the tie.

1.12 The fiscal year of CFCA shall begin August 1st and end July 31st.

ARTICLE 2 - Directors

2.01 The affairs of CFCA shall be conducted, and all corporate authority shall be exercised, by or under the authority of the Board of Directors, whose power is granted according to the bylaws of Central Fellowship Baptist Church.

2.02 The Board of Directors shall consist of a President who shall be the lead Pastor of the church and at least ten (10) other members (if possible) approved by the church. Nominations for Directors who are CFBC members will come from the church. Nominations for Directors who are not CFBC members will come from the current Board. The church will vote to approve all Board members.

2.03 Each person nominated and qualified shall have the opportunity to decline or consider serving. The Elders of the church will serve as a screening committee based on the qualifications of the Word of God and the clarifications voted on by the church. The candidates meeting

approval and willing to serve are then presented to the church for a final vote by secret ballot.

2.04 The Board of Directors shall have the responsibility to oversee the general operation of the academy and adopt a budget each year prior to school starting, and monitor the budget each month.

2.05 Qualifications include that he or she be proven, spiritual, and a faithful member of a Bible-believing, like-minded church to that of Central Fellowship Baptist Church. He or she must regularly attend their home church services; be a consistent, proportional giver to their respective church's ministry; and abstain from drunkenness, substance abuse, and other questionable activities that are in direct conflict with the Word of God.

2.06 The Board may consist of up to six board members who are not members of Central Fellowship Baptist Church.

- The prospective Directors will be nominated by the sitting Board of Directors.
- They must provide a recommendation from their pastor.
- Their names will be presented to the church for a final vote by secret ballot.

2.07 Each Director shall serve a 3-year term unless the church approves a shorter term for specific Directors. Only CFBC members can serve consecutive terms. Each Director shall hold office until his resignation, removal from office, death, or his successor is elected.

2.08 Vacancies on the Board of Directors shall exist in the case of any of the following events: (a) the death or resignation of any Director; (b) the failure of the Directors to elect the full authorized number of Directors at any annual, regular, or special meeting; or (c) an increase in the suggested number of Directors according to the bylaws. Any vacancy occurring in the Board of Directors shall be filled when possible, and each person so elected shall begin a new 3-year term.

2.09 The Board of Directors, by the affirmative vote of a majority of the Directors then in office, shall have authority to establish a reasonable compensation budget for all employees of CFCA. The Directors shall set the total budget and the administration will decide how to use that budget for each staff member.

2.10 No Director shall receive compensation for services to CFCA as a Director, but the Board of Directors shall have the authority to reimburse the Directors for various expenses that arise while conducting the school's business.

2.11 Any Director may resign at any time by giving written notice to the Pastor/President, the Designated Chairman, or the Secretary. The resignation shall take effect at the time the notice is received unless a later time is specified in the notice. Acceptance of the resignation shall not be necessary for it to be effective.

2.12 A Director may be removed at any time, with or without cause, by a written vote of a majority of the remaining Directors.

2.13 Each Director and officer shall provide assent to the school's Statement of Faith and be a God-fearing Christ-follower.

ARTICLE 3 - Officers

3.01 The officers are Directors who shall be the Pastor/President, Designated Chairman, Vice Chairman, Secretary, and Treasurer. One person may hold two or more offices. No officer, however, shall execute, acknowledge, or verify any instrument in more than one capacity, if such instrument is required to be executed, acknowledged, or verified by two or more officers.

3.02 The officers of the Board of Directors shall be chosen by the Board of Directors, and each shall hold office until his or her resignation, removal, disqualification, death, or until the end of his term.

3.03 Directors who are not members of Central Fellowship Baptist Church are allowed to serve as Designated Chairman, Secretary and Treasurer, but only members of Central Fellowship Baptist Church are allowed to serve as Vice Chairman.

3.04 Any officer may be removed by the Board with or without cause by a majority vote of the members of the Board of Directors.

3.05 If the office of the Designated Chairman, Vice Chairman, Secretary, or Treasurer becomes vacant, the Board of Directors shall elect a successor to the office with the exception of the Designated Chairman, which shall be determined by the President/Elders.

3.06 The Pastor/President of the Board of Directors shall have the general powers and duties of management usually vested in the office and have all other powers and duties as may be prescribed by the Board of Directors or these bylaws. Within this authority and in the course of his duties, the Pastor/President shall:

Preside at all meetings of the Directors and be an ex officio member of all standing committees of the Board of Directors.

The Pastor/President is authorized by the Elders or as required by law, to execute, in the name of the school, deeds, conveyances, notices, leases, checks, drafts, bills of exchange, warrants, promissory notes, bonds, debentures, contracts, and other papers and instruments in writing, and, unless the Board of Directors shall order otherwise by resolution, make contracts as the ordinary conduct of CFCA's affairs may require.

With the approval of the Board of Directors, shall appoint legal counsel for CFCA. All legal matters, including, without limitation, matters involving interpretation of federal and state law, local ordinances, and tax questions, shall be promptly referred to such counsel for opinion and advice.

3.07 The Vice Chairman, in the absence or disability of the Designated Chairman, shall perform all the duties of the Designated Chairman,

and when so acting shall have all the powers of the Designated Chairman. The Vice Chairman shall have all other powers and perform all other duties as from time to time may be prescribed for him respectively by the Board of Directors or these bylaws.

3.08 The Secretary shall:

Certify and keep the original bylaws or a copy, including all amendments or alterations to the bylaws.

Keep at the place where the bylaws or a copy are kept a record of the proceedings of meetings of the Directors, with the time and place of holding, the notice of meeting given, the names of those present at the meetings, whether regular or special, and, if special, how authorized.

Sign, certify, or attest documents as may be required by law.

See that all notices are duly given in accordance with the provisions of these bylaws. In case of the absence or disability of the Secretary, or his or her refusal or neglect to act, notice may be given and served by the Pastor/President, Designated Chairman or Vice Chairman, if any, or by the Board of Directors.

Be custodian of the records.

See that the books, reports, statements, certificates, and all other documents and records required by law are properly kept and filed.

Exhibit at all reasonable times to proper persons on terms provided by law on proper application, the bylaws, and minutes of proceedings of the Directors.

In general, perform all duties assumed to the office of Secretary, and any other duties as from time to time may be assigned to him or her by the Board of Directors.

Be replaced if needed. In case of the absence or disability of the Secretary or his or her refusal or neglect to act, any person authorized

by the Designated Chairman may perform the functions of the Secretary.

3.09 The Treasurer shall:

Work directly with the finance office of CFCA to have a full grasp of the financial condition, ingoing and outgoing funds, and all fiscal matters.

As requested, render to the Pastor/President, Designated Chairman and Directors accounts of all his transactions as Treasurer.

In general, perform all the duties assumed to the office of Treasurer and all other duties as from time to time may be assigned to him by the Board of Directors.

Manage a Board of Directors benevolence fund to help meet needs among the CFCA staff.

Not have direct control over CFCA funds. He is not authorized to make purchases or receive funds outside the purview of the Board of Directors.

3.10 In case of the absence or disability of the Treasurer or his or her refusal or neglect to act, any person authorized by the Designated Chairman may perform the functions of the Treasurer.

3.11 Organizational Flow Chart



Section 8: The School Administration

A. The Head of School/Administrator

1. The Head of School/Administrator of Central Fellowship Christian Academy shall be a member of Central Fellowship Baptist Church under the direction of the Elders as a member of the pastoral staff. He is hired to this position by the Elders with the approval of the School Board and church congregation. He shall be a member of the School Board of Directors in an advisory capacity without voting privileges. He shall be responsible for carrying out the general operation of the Academy in the effective education of its pupils. He shall instruct the teachers as to their duties and shall see that these duties are performed. He shall present a report of the Academy to the Board and in turn, present a brief report to the congregation at the church's membership meetings.

2. The clarifications are that he be a faithful husband of one living wife; faithful to all services, an actively consistent giver to the ministry of Central Fellowship Baptist Church; abstain from drunkenness, substance abuse and other questionable activities that are in direct conflict with the Word of God and other questionable activities that are in direct conflict with the Word of God. His wife is to also meet these qualifications and the qualifications in I Timothy 3:8-13.

B. Other Administrative Staff

1. Other Administrative Staff such as Assistant Administrator, High School Principal, Elementary Principal, Athletic Director and etc., shall be added as the Elders and Head of School/Administrator deem necessary, with approval of the School Board.

2. The clarifications are that they be a faithful member of the church; actively consistent giver to the ministry of Central Fellowship Baptist Church; abstain from drunkenness, substance abuse and other questionable activities that are in direct conflict with the Word of God.

Section 9: Clerk

- A. The clerk shall keep the minutes of all conferences of the church and is to record the same digitally with an off site storage backup. Being the custodian of all records and pertinent papers of the church, the clerk is to guard such documents with upmost care. These items are to be scanned or photographed digitally. The clerk shall maintain the Charter, the Covenant, By-Laws, Constitution, Corporation papers, and all amendments to the same; together with a list of the church property, mortgages, liens, and insurance policies. Any physical documents or records will be safely stored in the onsite church safe. The clerk shall have due report of same when required.
- B. The clerk shall be appointed by the Elders.
- C. The clerk shall digitally record the names and addresses of all the members, the date and manner of joining; also marriages, deaths, the date and manner of dismissals, so far as ascertained. The clerk shall write for and grant all letters in accordance with the Constitution.

Section 10: Treasurer

- A. The treasurer shall be the custodian of all the funds of the church, and shall receive and pay out money as ordered by the church. He will work in conjunction with the Church's Financial Secretary. The Financial Secretary will present the bimonthly reports for the Elders and trustees as to the condition of the treasury. The Financial Secretary will email the Elders and Treasurer a weekly report by Wednesday of each week as to the past Sunday's offerings, the General Balance Status, the Benevolence Account Balance, the Faith Promise Missions Receipts and the Percentage of General Offering Receipts as they relate to the Budget Requirements.
- B. The Financial Secretary shall submit the financial information to a Certified Public Accountant for a yearly compilation of reports as to the activities, cash flow and financial position of Central Fellowship Baptist Church. The reports will be in accordance with Statements on Standards for Accounting and Review Services issued by the American

Institute of Certified Public Accountants. Upon completion, the reports will be made available to our church body and our financial institutions.

C. The treasurer is authorized to disburse funds only as set forth in the budget unless directed to do otherwise by an affirmative vote of the members of the church at a duly constituted meeting.

D. The treasurer shall be the elected Chairman of the Trustee.

ARTICLE VI: MEETINGS

Section 1: Members Meeting - The regular meeting of the church for congregational matters shall be the first Sunday night of every other month, if needed. *(This is subject to change depending on holidays, special events, and etc.)*

Section 2: Special Meetings - Special meetings of the church for the transaction of business may be called by the Elders (and if there are no Elders at such time), the chairman of deacons, or on a written request signed by not fewer than 10 members, and that special announcement be made one service preceding called meetings.

Section 3: Worship Services - The church shall meet regularly every Lord's day for the public worship of Almighty God. *(Some evening services will not be held because of some national holidays. These considerations will be decided by the Elders.)*

Section 4: Ordinances - The ordinance of the Lord's Supper shall be observed by the church each month on the first Sunday night or at such times as the Elders may appoint. The corporate reciting of the Church Covenant will precede the Lord's Table observance.

Section 5: Prayer Meeting - Once each week, at least, it shall be the duty of the members to meet for mid-week services for prayer and testimony and Bible study. *(Some Wednesday services will not be held because of some national holidays. These considerations will be decided by the Elders.)*

Section 6: Election of Officers - The annual meeting of the church for the election of officers shall be held in connection with the regular Members Meeting in January of each year.

ARTICLE VII: TITHES AND OFFERINGS

Section 1: Tithing - As a church, we follow the biblical system of proportionate giving as set forth in the Old and New Testament.

(Malachi 3 and I Corinthians 16: 1-3)

Section 2: Offerings – Each Lord's Day, morning and evening, there shall be a public offering for the regular expenses of the church and for the support of the church's missionary program. Wednesday night offerings are designated for Benevolence needs within our church family.

ARTICLE VIII: DUTIES OF MEMBERS

Section 1: Pastor/Elders - it shall be the duty of the members to honor, esteem and love their Pastor and Elders, to pray for them, and to manifest a tender regard for their reputation. *(Hebrews 13:7, 17, 24)*

Section 2: Meetings - it shall be the duty of the members of the church to attend its regular meetings appointed by its authority and to observe the church covenant adopted by the church.

Section 3: Giving - The church recommends to each and every member that they enter into the Lord's blessing by giving Him the tithe *(Malachi 3:7-10)* through the church.

ARTICLE IX: TRANSACTING BUSINESS

Section 1: Quorum - Thirty (30) members of voting age shall constitute a quorum for the transaction of business.

Section 2: Moderator - The moderator shall be the Pastor or an Elder, and at their absence, the chairman of the deacons shall serve or at the absence of both, any brother the church may appoint, shall act as moderator in all meetings for the transaction of business.

Section 3: Procedure - The business of the church shall be generally transacted according to the rules of Robert's Parliamentary Practice.

Section 4: Voting Age - All voting members must be at least 16 years of age.

Section 5: Absentee Ballot - All members of voting age, who cannot be at a meeting because they are providentially hindered, may vote an absentee ballot; it must be signed, sealed and delivered to the church clerk prior to the meeting.

ARTICLE X: LICENSING AND ORDAINING

Section 1: Licensing - Any member who in the judgment of the church gives evidence, by his piety, zeal and "aptness to teach" that he is called of God to the work of the ministry, after having preached in the hearing of the church, may be licensed to preach the gospel of Jesus Christ, provided $\frac{3}{4}$ of the members present at any regular conference shall agree thereto.

Section 2: Ordination - if the church unanimously decides that a man possesses the spiritual qualifications for full ordination, it shall call a council of ministers and brethren to examine the qualifications of the candidate, to which council the propriety of ordaining, shall be wholly referred.

ARTICLE XI: AMENDMENTS

Section 1: Vote - The Constitution and By-Laws may be amended at any Member Meeting of the church by a two-thirds ($\frac{2}{3}$) vote of the active members present.

Section 2: Notice - Notice of such proposed change must be made to the church at least one week previous.

ARTICLE XII: FINANCE

Section 1: Manner of Giving - Each member of this church shall be encouraged to support the work by Scriptural giving, and every new

member shall be taught to give as the Lord prospers him/her.

Section 2: Budget - This Church and Academy shall operate under a budget which shall be adopted for the fiscal year at the regular annual Members Meeting. After adoption, the budget may be changed only after a two-thirds (2/3) vote of the members present at a regular or special conference. The fiscal year for the Academy will begin August 1 and end on July 31. The fiscal year for the Church will begin January 1 and end on December 31.

The Trustee Body shall vote on any project which is not clearly provided for in the Church Budget. For situations not provided for in our budget, the church would empower the trustees to authorize disbursement of up to 1% of the previous year's budget...not more than two instances in a fiscal year. Any expenditure which is in excess of the 1% shall be presented to the church in a regular scheduled meeting or special conference.

ARTICLE XIII: DISMISSAL OF THE PASTOR

If the need should arise to remove the Pastor from office, the following procedure shall be followed:

- A. A special meeting shall be called by the Elders (or in the case of no other elders at the moment, the chairman of deacons) to discuss with the pastor the problems at hand and the possibility of solution.
- B. After sincere discussion and prayerful consideration with the pastor of the problems at hand, the Elders (*Note: the Pastor who is also an elder is not be involved in the after-meeting deliberations and vote*) may call for the resignation of the pastor by unanimous vote.
- C. If the pastor should reject the request of the Elders, the case shall be presented to the Deacons for possible reasoning and solution.
- D. If the pastor rejects the request of the Elders and Deacons, the pastor will be brought before the congregation for removal. Three-fourths (3/4) majority vote is needed to remove the pastor from office.

E. In the event the people desire the dismissal of the pastor, they may exercise Article VI, Section 2 of our Constitution. Dismissal of the pastor can then be discussed. If a three-fourths (3/4) majority ensues, the pastor will be asked to resign.

F. The Pastor/Elder in question for possible removal, will not participate or have a vote in the deliberations involving himself.

G. The same procedures will be followed to remove an Elder from office.