

## **Article I: Name, Object, and Corporation**

**Section 1. Name:** The corporate name of this body shall be the First Baptist Church of Chester, Illinois, 719 State St., Chester, IL

**Section 2. Object:** The object of this First Baptist Church is to project through channels acceptable to the body, the cause of Christ according to the Great Commission recorded in Matthew 28:19-20; Mark 16:15; Acts 1:8; to develop Christian fellowship among the saints, and to build up into the most Holy Faith the believer in Jesus Christ.

**Section 3. Corporation:** The First Baptist Church shall be incorporated according to the law of Illinois governing the incorporation of religious bodies and the handling of properties shall be in accordance thereof.

## **Article II: Policy, Statement of Faith, Covenant**

**Section 1. Policy:** The government of this church is vested in the body of believers who compose its membership. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the benefits of mutual counsel and cooperation.

**Section 2. Statement of Faith** The First Baptist Church adopts its Statement of Faith as the same as adopted by the Southern Baptist Convention, the current "The Baptist Faith and Message."

**Section 3. Covenant:** The First Baptist Church adopts as its covenant the following:

Having been led, we believe, by the Spirit of God, to receive the Lord Jesus as our Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

## **FOR THE ADVANCEMENT OF THIS CHURCH**

We engage, therefore, 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,

## **AS CHRISTIAN STEWARDS**

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,

## **ALONE AND AT HOME**

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances;

## **BEFORE THE WORLD**

To walk circumspectly in the 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 the sale of, and use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior.

## **TOWARD ONE ANOTHER**

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

## **WHEN WE MOVE**

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 the principles of God's Word.

**Section 4. Affiliation:** The cooperation of the church shall be with the Nine Mile Association, the Illinois Baptist State Association and the Southern Baptist Convention

## **Section 5. Statement of Marriage, Gender, Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1.26-27.) Rejection of one's biological sex is a rejection of the image of God within that person

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2.18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6.18; 7.2-5; Heb. 13.4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, all intimate sexual conduct outside the marital union of one man and one woman, homosexual

behavior, bisexual conduct, bestiality, incest, dressing and behaving in contradiction with one's biological sex, and use of pornography) is sinful and offensive to God. (Matt 15. 18-20; 1 Cor. 6.9-10.)

We believe that in order to preserve the function and integrity of First Baptist Church of Chester as the local Body of Christ, and to provide a biblical role model to the First Baptist Church of Chester's members and the community, it is imperative that all persons employed by First Baptist Church of Chester in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5.16; Phil. 2.14-16; 1 Thess. 5.22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3.19-21; Rom. 10.9-10; 1 Cor. 6.9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12.28-31; Luke 6.31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrine of the First Baptist Church of Chester.

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, First Baptist Church of Chester will only recognize marriages between a biological man and a biological woman. Further, the Pastor and staff of the church shall only participate in weddings and solemnize marriage between one man and one woman. Finally, the facilities and property of Chester First Baptist Church shall only host weddings between one man and one woman. Both parties seeking to be married with the blessing of First Baptist Church must be over 18 years of age.

## **Section 6: Statement on the Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other state or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139.)

## **Section 7: Final Authority for Matters of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality,

and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the First Baptist Church of Chester's faith, doctrine, practice, policy, and discipline, our Pastor and Deacon Body is the First Baptist Church of Chester's final interpretive authority on the Bible's meaning and application.

### **Article III: Membership**

**Section 1. Qualifications:** The membership of First Baptist Church of Chester, Illinois shall consist of such persons who confess their faith in Jesus Christ as Savior and Lord, and affirm the tenets of the Church Constitution, and who offer evidence, by their confession and their conduct, that they are living accord with their affirmations and this Constitution and Bylaws, and are actively pursuing and continuing in a vital fellowship with Lord, Jesus Christ. The Pastor, Deacon Body and Church membership of this Church shall have final authority in all matters of church governance, as set forth and described in the Bylaws. They are required to take a membership class, and have been baptized with the proper scriptural mode (immersion) and meaning (symbol of salvation), and have been voted on by the church at a regular business meeting.

**Section 2. Policy of Receiving Members:** In order to join First Baptist, a person must: a) Make a public profession of faith b) Have been or be baptized by immersion (with the proper scriptural mode and meaning) c) Take a membership class d) Submit a signed Membership Covenant e) Membership by proxy is allowed for the infirm and military personnel.

**Section 3. Duties:** Members are expected to be faithful in all duties essential to the Christian life, to attend the services of this church, to give regularly for its support and cause, and to share in its organized work.

**Section 4. Active Membership:** Only adult (18 and older) active members may act and vote in the transactions of the church. Any member who does not attend and financially support the church for the time of one year should consider their membership terminated.

**Section 5. Quorum:** A quorum shall consist of at least fifteen members being necessary for the transaction of general business and for election of officers.

### **Section 6. Discipline and Termination:**

#### **A. Discipline**

The threefold purpose of church discipline is to glorify God by maintaining purity in the local church (1 Cor. 5.6), to edify believers by deterring sin and promoting purity (1 Tim. 5.20, and to promote the spiritual welfare of the offending believer by calling him or her to return to a biblical standard of doctrine and conduct (Gal. 6.1).

The Lord Jesus Christ has entrusted the local church with the authority and responsibility to discipline members for flagrant sin or serious doctrinal error, with the goal of the restoration of the offender. This discipline is entrusted to the Pastor and Deacon body and is to follow the biblical pattern as set forth in Matthew 18.15-20; 1 Corinthians 5; 2 Corinthians 2.7-8; Galatians 6.1; 2 Thessalonians 3.6; Titus 3.10-11; and 2 John 7-11. Any members of this church who practices or affirms a doctrine or conduct that, in the judgment of the Pastor and Deacon body, is opposed to the teaching of the Word of God, or is threatening to the testimony of this church, or is divisive to the body, shall be subject to church discipline.

Discipline will follow the said biblical pattern, and is an effort to bring the individual to repentance and protect the church from unrepentant sin. Discipline may involve exclusion from participation in ministry and communion, as well as dismissal from the fellowship of this church. An individual may be disciplined by the Pastor and Deacon body short of dismissal from the fellowship, as they deem appropriate for the specific circumstances (for example, an individual may remain in certain circumstances a member of this church but be denied the privilege of serving in a particular ministry. The Pastor and Deacon body, as is required by Scripture, may report to the congregation the names of those who have lost membership by reason of church discipline, and the reason for that discipline, as described in Matthew 18.15-20.

The members of this church further knowingly and voluntarily agree that a member cannot voluntarily withdraw or resign his or her membership in the midst of the discipline process, and may only voluntarily withdraw or resign his or her membership if they are not the subject of a discipline proceeding at the time or only after a disciplinary process, of which they are the subject has been concluded as determined by the Pastor and Deacon body.

**B. Discipline Process:** If a member becomes an open offense to the church and to their good name by reasons of immoral or un-Christian conduct, or by persistent breach of their covenant vows, a loving three step discipline process, per

Matthew 18.15-20, may be initiated to restore unity in the church and remove offense from the congregation:

- aa. One church leader will go to the openly sinning member privately (Matthew 18.15) and with loving truth attempt to have the sinning member admit the sin and repent. If the sinning member does confess and repent of the sin in question, the matter is closed.
- bb. If the openly sinning member refuses to repent, admit, confess their sin, then two or three church leaders (Matthew 18.16) will privately (Matthew 18.16) and with loving truth and correction seek to correct the sinning member. If the sinning member admits the sin and repents the matter is closed.
- cc. If the openly sinning member refuses both attempts at loving discipline, the matter will be taken before the church. If the sinning member refuses to repent and confess their sin, the church may exercise their option to terminate (Matthew 18.17) fellowship with and membership of the openly sinning member.

**C. Dismissal or Recommendation:** Any member who desires a letter of dismissal or recommendation to any Southern Baptist church is entitled to receive it upon request, with such request being made through proper church channels. If a member is in the disciplinary process begins, the member is prohibited from voluntarily resigning or withdrawing his or her membership.

**D. Disciplinary Termination:** Should a member become an offense to the church and to their good name by reasons of immoral or un-Christian conduct, or by persistent breach of their covenant vows, the church may terminate their membership, but only after faithful efforts have been made to being such a member to repentance and amendment. Matthew 18:15-20 being used as a scriptural base

**E. Termination to Other Than SBC Churches:** In the case of members joining churches other than of like faith and order, the fact having been confirmed by as many as two witnesses that the member's name shall be dropped from the membership roll.

**F. Forfeiture of Membership:** Should a member of the church be absent from church services, fail to financially support the church, if able, fail to communicate with the church for a period of one year, their membership will be forfeited. Exception to membership forfeiture will be the infirm and military personnel.

**Section 7. Restoration:** Any person whose membership has

been terminated for any reason (including forfeiture) may be restored by submitting to First Baptist Church's policy for receiving members. Those whose membership has been terminated must give evidence of their repentance and reformation before membership is reinstated.

#### **Section 8. Statement of Mediation**

Members of the church agree to submit any legal dispute with the church for mediation before a mutually agreed-upon mediator, or if none can be agreed upon, one selected by Peacemaker Ministries. Lawsuits between believers, or threats of lawsuits between believers, are a matter of grave concern for the church, are contrary to biblical and church teaching, and mediation is an effort to resolve disputes in a biblical fashion (1 Cor. 6.1-7.)

Mediation will be governed by the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation (ICC Rules), unless modified as stipulated by the parties. In particular, subject to the more detailed provisions of the ICC Rules, mediator(s) will attempt to assist us in reaching a voluntary settlement of any disputes through mediation. The confidentiality of the mediation process will be protected and these matters will not be discussed with people who do not have a necessary interest in them. If settlement can be agreed upon, the conciliators may, at their discretion, issue an advisory opinion. Neither the opinion, nor any communications exchanged in the mediation process, will be admissible for any purpose in any subsequent legal proceeding.

#### **Article IV: Meetings**

**Section 1. Business:** The First Baptist Church shall conduct quarterly business meetings (February, May, August, and November) on the first Wednesday following the first Sunday, unless otherwise agreed upon for necessity's sake. All business matters shall be attended to at this meeting. All committee recommendations should be made and printed in the bulletin by the Sunday preceding the business meeting. Special business sessions may be called by the moderator or chairman of deacons in the order named. Such called sessions must be announced publically at services of the church twice prior to the called meeting, or by written notice sent to the active membership of the church. No matters may be attended to at the called meeting except for those for which the meeting was called and previously announced. All legal matters must be attended to at the regular business sessions of the church.

At any regular meeting for worship the church may act upon the appointment of messengers to councils and conventions, but not upon other business unless in the event of an emergency.

**Section 2. Worship:** The First Baptist Church shall conduct worship services each Sunday, and Wednesday, or according to the ability of the church to provide same, and periodically for special evangelical or doctrinal emphasis, as the church may determine. The church shall also provide for the educational, missionary, and promotional activities of the church and shall see that the best provisions possible are made for these services. The Lord's supper shall be observed the second Sunday of each quarter, alternating from Sunday of each quarter, alternating from Sunday morning to Sunday evening or as directed by the church.

#### **Article V: Officers and Their Duties**

##### **Section 1. Staff:**

**A. Pastor:** It shall be the policy of this church that a pastor shall be extended a call for an indefinite period provided that in termination of his services he shall give the church at least thirty days notice of the same, and that the church shall give the pastor a sixty day notice of termination. At his termination the Deacons shall appoint a pulpit search committee, of not more than five people, including naming the chairman, to seek out a suitable pastor, and their recommendation will constitute a nomination at a meeting presided over by the moderator. The committee shall bring, for the consideration of the church, only one man at a time. Election shall be by ballot, the vote of those members present shall be taken at the completion of the candidate's sermon or sermons, an affirmative vote of three-fourths of those voting being necessary to a choice. Termination of the pastor shall be by ballot at a business meeting, an affirmative vote of two-thirds of those voting being necessary to a choice. The pastor shall have charge of the welfare and oversight of the church. He shall preside at all meetings except as herein after provided. The pastor shall be an ex-officio member of all church committees.

**B. Associate Pastor:** (If deemed necessary) It shall be the policy of this church that an Associate Pastor shall be extended a call for an indefinite period provided that in the termination of his services he shall give the church at least thirty days notice of the same, and that the church shall give the Associate Pastor a sixty day notice of termination. At his termination the Pastor and deacons shall appoint a search

committee, of not more than five people, including naming the chairman, to seek out a suitable Associate Pastor and their recommendation will constitute a nomination at a meeting presiding over by the moderator. The committee shall bring for the consideration of the church only one man at a time. Election shall be by ballot, the vote of those members present shall be taken in completion of the candidate's time before the church in view of a call. An affirmative vote of three-fourths of those voting being necessary to make a choice. The Associate Pastor will answer directly to the pastor and consult with him in arranging and planning all areas of his job description. He shall serve as Sunday School Director to the Adult Sunday School Department. He shall be available to fill the pulpit in the pastor's absence and at his request, or by the pulpit supply committee in the absence of the pastor. He shall be available to minister to the needs of the church. He shall also serve as moderator and shall administer the church ordinances in the absence of the pastor.

**C. Interim Pastor:** The Pulpit Supply Committee (made up of the Associate Pastor and Deacons) shall seek out and recommend a suitable SBC minister to serve as interim pastor, to serve in the absence of the Pastor or Associate Pastor. The interim pastor shall be, by transfer of letter, a member of the local church body and shall preside over business meetings and the church ordinances.

**D. Music and Youth Director:** (If deemed necessary) It shall be the policy of this church that a Music and Youth Director shall be extended a call for an indefinite period provided that in termination of his services he shall give the church at least thirty days notice of same, and that the church shall give the Director of Youth and Music a sixty day notice of termination. At his termination the Pastor and deacons shall appoint a search committee, of not more than five people, including naming the chairman, to seek out a suitable Music and Youth Director and their recommendation will constitute a nomination at a meeting presided over by the moderator. The committee shall bring, for the consideration of the church, only one man at a time. Election shall be taken by ballot, the vote of those members present shall be taken at the completion of the candidate's time before the church in view of a call. An affirmative vote of three-fourths of those voting being necessary to a choice. The Director of Youth and Music shall answer directly to the pastor and consult with the pastor and/or associate pastor in arranging and planning all areas of his job

description.

**E. Music Director:** The music director shall be charged with the responsibility to provide worshipful music for all services. He/she is to cooperate with the pastor and other leaders in the selection of suitable music and the devising of appropriate music programs for all occasions where such services are needed. The director shall be elected annually upon the nominations from the nominating committee.

**F. Youth Director:** The youth director shall be charged with the responsibility to work with the pastor and the youth council to provide suitable recreational activities for youth. The director shall be elected annually upon the nomination from the nominating committee.

**G. Ministry, Employee and Volunteer Criteria** First Baptist Church of Chester will call program staff and hire support staff under a ministerial exception. First Baptist Church of Chester requires all program, support staff and key leadership volunteers (Including, but not limited to Deacons, Chairman of committees, church officers, Sunday School teachers, worship leaders, etc.) to sign a statement affirming that they agree with its statement of faith and are willing to comply with the church covenant.

**Section 2. Deacons:** Qualification, Election, Duty, Number, and Term of Office

**A. Qualification:** To be eligible for nomination, one must have been a faithful member of the church for at least two years; must meet the requirements as given in the New Testament (1 Timothy 3:8-15); must be a consecrated Christian willing to uphold and promote the entire church program. There is no obligation to recognize as an active deacon a brother who comes to the church from a Southern Baptist Church where he has served as deacon.

**B. Election:** The pastor and the deacon body shall contact and select nominees for the office to be filled, and present the names at the regular business meeting to be voted on by secret ballot by the church membership. Should a need occur for new deacons, the above committee will proceed to nominate and present the nominees for the vote of the membership at a regular business meeting or a called meeting for this purpose. Following a favorable vote of the membership the church will proceed with the ordination.

**C. Duty:** They are to be zealous to guard the unity of the Spirit within the church in the bonds of peace. They are to be servants of the church. They shall serve as a council of advice

and confer with the pastor in all matters pertaining to the welfare and work of the church and to consider and formulate plans for the constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians and the extension and growth of the Kingdom of God. They are to seek to know the physical needs, the moral and spiritual struggles of the members, and to serve the whole church in relieving, encouraging, and advising all who are in need. The deacons shall serve as a pulpit supply committee. In the case of absence or inability of the pastor, subject to advice from and conference with him, they will provide for pulpit supplies. In any period when the church is without a pastor, the deacons will arrange the temporary ministry and take counsel with reference to nominating an interim pastor. It is not intended in any way to prejudice herein the method by which the church shall proceed in securing a pastor.

**D. Number and Term of Office:** The number of active deacons will be determined by the Pastor and current active deacons body with prayerful consideration to the church's needs. If for any reason a deacon shall fail to fulfill his duties except for some just cause, he shall automatically be placed on an inactive list of deacons. A deacon who has been faithful in his duties and becomes unable to discharge his duties as a deacon because of ill health shall be placed on the roll of Deacon Emeritus.

**E. Chairman of Deacons:** The chairman of deacons shall be elected by the deacons to serve in that position for one year, and may be re-elected to serve a second term. The chairman will not serve more than two years in succession. The pastor is to be notified of every deacon's meeting and is expected to attend.

**Section 3. Moderator:** The pastor shall be moderator in all regular or called business meetings. In the absence of the Pastor or Associate Pastor the chairman of deacons shall preside, or in the absence of the aforementioned, the clerk shall call the church to order and a moderator pro-tem shall be elected.

**Section 4. Clerk:** The church shall elect annually a church clerk and an assistant. The clerk shall keep in a suitable book a record of all actions of the church, except as otherwise provided. He/she shall keep a register of names of the members, with date of admission, dismissal, or death, together with a record of baptisms. He/she shall issue letters of dismissal voted by the church and shall preserve on file all

essential communications and written official reports. Subject to the discretion of the church, the clerk is eligible to succeed himself/herself. The clerk shall notify all officers, members of committees, and delegates of their election or appointment. The clerk shall consider it part of his/her responsibility to promote loyalty and efficiency in church life. All records, books, and accounts kept by the clerk shall be considered the property of the church.

**Section 5. Treasurer:** The church shall elect annually a treasurer and assistant treasurer. It shall be his/her duty to receive, preserve, and pay out all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. Payment of bills for local work and expenses shall be made promptly by check, and all funds received for denominational or other causes shall be remitted at least monthly by check. A monthly written report shall be presented to the church at its regular business meeting. An annual report shall be made to the church. The books shall be open to inspection at all times by any contributing member of the church. An annual audit of the financial records shall be made and certification made to the church. The treasurer is eligible to succeed himself/herself. When a successor is elected, the treasurer shall promptly deliver to him/her all books, records, and accounts pertaining to his/her office, properly audited and certified (at the close of his/her term of office).

**Section 6. Financial Secretary:** A financial secretary shall be elected annually. He/she shall receive the empty collection envelopes after the money has been removed and counted. From these envelopes he/she shall give each donor individual credit as provided in the improved record system offered by the Baptist Sunday School Board. The secretary shall keep the envelopes in which individual contributions have been received until July 1 of the following year at which time the envelopes may be destroyed. It shall be the secretary's responsibility to prepare and make available, annually, statements to all members of the church and Sunday School with reference to their gifts.

**Section 7. Trustees:** The church shall elect seven (7) trustees who shall have the general charge of the administration and upkeep of the grounds and buildings. The term of a trustee shall be no more than 3 years rotating 2 trustees off each year, except every third year when 3 would be elected. A trustee may serve no more than 2 consecutive terms. The chairman of

the trustees shall be appointed by the body of trustees. The chairman of the trustees, in agreement with the pastor, chairman of deacons and treasurer, shall be authorized in an emergency to spend an amount of money with consideration to the funds available. Emergency shall be defined as a condition or situation which would compromise the ability of the church to perform the regular services of the church. The dollar amount the Trustees may spend on emergency conditions is to be determined by the church. They are to maintain adequate and attractive church property; supervise painting and building repairs, and maintenance of all church grounds; and such other related duties as the church may determine (they are by no means expected to do the actual work). They shall have no power to sell, buy, mortgage, lease, or transfer any property without the specific vote of the church authorizing such action. The dollar amount that the trustees may spend on non-emergency matters on the church facilities and grounds is be determined by the church. They shall be known as the Board of Directors for the corporation of the church.

**Section 8. Chairman of Ushers:** The ushers are to be elected annually with the chairman having the responsibility to work with the group to care for the seating and comfort of the congregation. The nominating committee shall present the chairman and number of ushers needed for the year.

**Section 9. Chairman of Greeters:** The greeters are to be elected annually with the chairman having the responsibility to work with the group to care for the welcoming of visitors and members before Sunday School and before the morning and evening worship services. The nominating committee shall present the chairman and number of greeters needed for the year.

#### **Article VI: Officers of Church Organizations**

**Section 1. Sunday School:** Three months before the close of the Sunday School year the Director of Sunday School shall be elected, upon nomination from the nominating committee. He or she shall become part of the nominating committee to bring before the church a list of all nominees for the positions in Sunday School. In each case the nominations will call for election on the part of the church at its discretion, with any changes it may decide to make.

**Section 2. Brotherhood:** The Brotherhood Director shall be elected annually being nominated by the nominating committee. The Brotherhood shall present to the church for approval all of its workers including the RA Director and RA

positions.

**Section 3. Woman's Missionary Union:** The general officers of the WMU together with the leaders of auxiliary organizations shall be elected annually by the church upon joint nomination by the WMU and the church nominating committee.

#### **Article VII: Committees**

**Section 1. Nominating Committee:** This committee shall consist of the Pastor and four members, one of which will be elected chairman for the year. Two members will be elected each year so that the two new members are elected for a term of two years. They will bring a complete list of all offices to be filled for the coming year and fill all vacancies during the year.

**Section 2. Fellowship and Kitchen Committee:** This committee shall consist of one chairperson who will oversee the hostesses and their workers in all church fellowship meals, funeral meals, to keep the kitchen supplied and to care for outside personnel during special meetings. All these committee members shall be elected annually through the Nominating Committee.

#### **Section 3. Committees on Church Ordinances:**

**A. Baptismal:** The Baptismal Committee shall consist of two members elected annually, preferably one woman and one man. It shall be the duty of this committee to see that all the necessary arrangements for the ordinance of baptism have been made and to render such assistance to the Pastor and candidate as may be necessary.

**B. Lord's Supper:** The Lord's Supper Committee shall consist of the pastor and the deacons who will be responsible for the preparation and the administration of the ordinance of the Lord's Supper. This is to be a standing committee.

**Section 4. Finance Committee:** The Finance Committee, consisting of the Treasurer, Assistant Treasurer, Chairman of Trustees, Chairman of Deacons, Sunday School Director, WMU Director, Church Training Director, Brotherhood Director, Minister of Youth and Music, and one from the congregation at large, shall prepare and submit to the church for approval at the close of the fiscal year an inclusive budget, indicating by items the amounts needed and sought for all expenses and causes.

**Section 5. Church Nursery Coordinator:** The coordinator shall be elected annually and shall have charge of maintaining a nursery during worship services and any other special meetings.

**Section 7. Church Librarian:** The librarian shall be elected annually and shall be in charge of the library.

**Section 8. Funeral Committee:** This committee shall be comprised of two members elected annually. They shall order flowers and Gideon memorial bibles for the funeral. For funerals, purchases should be confined to church members, their immediate families, and regular attenders. In special circumstances this committee has discretion to act in Christian compassion as they see necessary. The cost for flowers and Bibles are to be determined by the church.

**Section 9. Church History Committee:** This committee shall be elected annually: a) collect and safeguard all the records that can be found b) make sure that the church keeps adequate records of its current progress c) help all the members appreciate their church through understanding its past d) develop and recommend to the church any policies or procedures regarding its historical materials.

**Section 10. Audio Visual Committee:** This committee shall be elected annually, and shall be in charge of all audio visual equipment and materials.

#### **Article VIII: The Church Council**

**Section 1. Duty:** The church council, upon being established by authorization of the church, shall seek to correlate and coordinate the activities and organizations of the church, yet with advisors powers primarily. Occasionally situations arise when an action must be taken or a decision must be made before a regularly scheduled Business Meeting. The Pastor, Deacon Body and Church Council are entrusted to make decisions in agreement and take action in the best interest of the church in such situations. The Church Council, in conjunction with Pastor and deacon body, will report to the church of their decisions and actions at the next regularly scheduled business meeting.

**Section 2. Officers:** The council shall be comprised of Pastor, Associate Pastor, Church Secretary, Church Clerk, Church Treasurer, Music Director, Sunday School Director, Children's Ministry Director, WMU Director, Brotherhood Director, Director of Youth, Fellowship Coordinator, Chairman of Deacons, and Chairman of Trustees.

**Section 3. Meetings:** The council may meet monthly or quarterly, as may be desired, or upon call from the Pastor or chairman at any time deemed necessary.

**Section 4.Functions:** The functions of the council may be indicated by the following agenda subject to change as occasion may require; 1) Scripture reading and prayer 2) reports of progress since last meeting 3) calendar of activities and meetings for the month (or quarter) ahead 4) problems which need joint consideration 5) needs which should be supplied cooperatively 6) objectives which call for teamwork 7) possibilities of friction which could be prevented 8) spiritual emphasis in which all may join 9) season of prayer for special objects.

**Section 5.Recommendations:** Formal recommendations from the Church Council's monthly meetings will be brought before the church for approval or disapproval.

**Article IX: Rules of Order**

**Section 1.Parliamentary Procedure:** The church adopts Roberts Rules of Order for its governing principles of parliamentary procedure.

**Section 2.Decorum:** All decorum shall be guarded by Christian courtesy

**Section 3.Speaking to a Proposition:** No member shall discuss more than twice a proposition without the consent of the church

**Section 4.Voting:** All decisions shall be determined by a majority vote

**Article X: Amendments:** This Constitution and accompanying By-Laws may be amended by a two-thirds vote after presentation at two consecutive business meetings of the active members present and voting; but no change shall be made in the "Article of Faith and Covenants"

**By-Laws:** 1) Order: all questions of order shall be settled by the customary rules governing such bodies as stated in Roberts Rules of Order 2) Officers and Chairmen: all officers and chairmen of the church shall be members of the church in good standing and elected by the church.