



CONSTITUTION

(Revised October 2019)

4451 S 10th Avenue, Leavenworth, KS 66048

CALVARY BAPTIST CHURCH

Constitution

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STATEMENT OF FAITH

Calvary Baptist Church

“This We Believe”

THE SCRIPTURE—We believe the Bible is God’s written revelation to man. It is verbally inspired in every word, and absolutely inerrant in the original documents. We affirm the infallibility, sufficiency, and authority of Scripture. (2 Timothy 3:16 & 17; 2 Peter 1:20)

GOD—We believe that there is but one living and true God, an infinite, all-knowing Spirit, perfect in all His attributes, one in essence, power, and glory, eternally existing in three Persons—Father, Son, and Holy Spirit – each equally deserving worship and obedience. The one Triune God (the Trinity) is Creator of all. (2 Corinthians 13:14; Matthew 28:19; Deut. 6:4; John 10:30; Col. 1:16)

JESUS—We believe in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory. (Matt. 1:18-25, John 1:1-3; John 10:30; 14:9; 1 Cor. 15:3-20)

HOLY SPIRIT—We believe in deity and personality of the Holy Spirit. We believe in the Spirit-filled life. As the supernatural and sovereign Agent in regeneration, the Holy Spirit baptizes all believers into the Body of Christ at the moment of salvation. The Holy Spirit also indwells, sanctifies, instructs, empowers them for service, and seals them unto the day of redemption. (Matthew 28:19; Acts 5:3-4; 1Cor. 12:13; Eph. 1:13-14)

MAN & SALVATION—We believe that the salvation of man, who is sinful and lost, is instantaneous and accomplished solely by the power of the Holy Spirit through the instrumentality of the Word of God when the repentant sinner – enabled by the Holy Spirit – responds in faith. This salvation is wholly of God by grace on the basis of the redeeming work of Jesus Christ, the merit of His shed blood, and not on the basis of human merit or works. All the redeemed are kept by God’s power and are thus secure in Christ forever. (Romans 3:23; 5:1; 8:1; 8:38-39; Ephesians 2:1- 13; 1 Peter 3:18)

THE CHURCH—We believe that all who put their faith in Jesus Christ are immediately placed by the Holy Spirit into one united spiritual Body, the church, of which Christ is the Head. The purpose of the church is to glorify God by building its members up in the faith, by instruction of the Word, by fellowship, by keeping the ordinances – believers baptism by immersion and the Lord’s table, and by advancing and communicating the gospel to the entire world. The formation of the church, the Body of Christ, began on the Day of Pentecost and will be completed at the coming of Christ for His own at the rapture. (Matt. 16:18; Acts 2:42; John 17:20-22; Col. 1:18; 1 Thess. 4:13-5:11)

THE FUTURE— We believe in the bodily resurrection of both the saved and the unsaved; the saved unto the resurrection of life and the unsaved unto the resurrection of damnation. We believe in “that blessed hope,” in the pre-tribulation rapture of the church and in the personal and pre-millennial return of Jesus Christ to reign on earth. (Matthew 25:41; John 3:36; Titus 2:13; Revelation 3:10; 20:4-15)

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**CONSTITUTION
CALVARY BAPTIST CHURCH
LEAVENWORTH, KANSAS 66048
AS OF APRIL 8, 2018**

This constitution supersedes all other constitutions of the Church.

ARTICLE I - Objective

Section 1. **The Church.** This Church shall be known as Calvary Baptist Church of Leavenworth, Kansas.

Section 2. **The Church's Purpose.** The house of this Church has been dedicated to God and His worship and shall not be used for any purpose out of harmony with its sacred character.

Section 3. **The Church's Worship.** The objective of this organization shall be the worship of Almighty God, according to the teachings of the word of God, to practice the precepts and examples of the Church of our Lord Jesus Christ, as set forth in the New Testament, to sustain ordinances and doctrines, and to preach and propagate among all people the Gospel of God's salvation by personal faith in Jesus Christ as Savior and Lord.

Section 4. **Covenant.** We ascribe to the Baptist Covenant as follows:

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ 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 Ghost, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

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;

To give it a sacred preeminence over all institutions of human origin;

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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 also engage to maintain family and secret devotion;

To religiously educate our children;

To seek the salvation of our kindred acquaintances;

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 and use of illegal drugs and intoxicating drinks as a beverage, and to be zealous in our efforts to advance the Kingdom of our Savior.

We further engage to watch over one another in brotherly love;

To remember each other in prayer;

To cultivate Christian sympathy in feeling and 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;

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.

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ARTICLE II - Members

- Section 1. **Profession of Faith.** Any person professing faith in the Lord Jesus Christ, and presenting himself before the Church, accepting the views of faith and practice held by this Church, shall upon the unanimous vote of the Church and the completion of Baptism, be received into its membership. (Note: The word "Baptized" is always used as meaning immersion in water.)
- Section 2. **Candidate for Membership.** The candidate for membership shall be examined by the Pastor or his representative. When it is deemed necessary, the candidate shall go before the Pastor and Deacons for advice and instruction before the candidate's name is presented for membership.
- Section 3. **Admission of Members.** In the admission of members, there shall be a vote by the members at the first business meeting following the candidate's coming forward. The vote shall be unanimous. Should any objections be made, the case shall be postponed and inquiry made into the objection by the Pastor and Board of Deacons.
- Section 4. **Members from Sister Churches.** Members from sister churches may be received into the fellowship of the Church upon receipt of letters of dismissal and recommendation from their respective churches.
- Section 5. **Membership by Statement of Faith.** Those who have received the ordinance of baptism upon profession of their faith in the Lord Jesus Christ, and who, in consequence of any peculiar circumstances, have no letter of dismissal may be received into the fellowship of the Church by statement of faith, providing they are in harmony with our doctrines and practices.
- Section 6. **Watch Care Membership.** Watch Care membership is available for military personnel and/or college students who are anticipating a temporary stay in the Leavenworth area but want to become a part of a local body of believers. Under the Watch Care Program, they become part of the family at Calvary Baptist Church but retain membership in their home church. They will be treated as an active church members while in this program. The applicant may come forward during the invitation and make his/her desire known.
- Section 7. **Restore to Membership.** Excluded members (as described in Article VII) may be restored to membership upon confession of their faults.

- Section 8. **Membership Changes at Business Meetings.** Application for admission to membership or for letters of admission to other churches of like faith and order, may be voted at any regular business meeting of the Church for worship.
- Section 9. **Active/Inactive Members.** The membership of the Church shall consist of Active and Inactive members with a record of non-countable members. Inactive members are those who have not attended worship service, Sunday School, or supported the Church during the fiscal church year. Non-countable members are those who have not attended or supported in any way during a period two (2) years or longer. When a non-countable member gives evidence of becoming re-associated with the Church, his or her name will be placed back on the active list. The Church roll will be revised once each year by the Board of Deacons and the Pastor. Only the Active and Inactive list shall be reported to our association and state office.

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ARTICLE III - Duties of Members

- Section 1. **Membership and the Church Covenant.** For the general duties of the members, reference is made to the Church Covenant.
- Section 2. **Members' Responsibilities to the Pastor.** It is the duty of the members to honor, love, and esteem the Pastor, to pray fervently for him and to submit to him in the scriptural exercise of his official authority, to attend constantly upon his ministration, and to manifest a tender regard for his reputation.
- Section 3. **Departure from the Church Membership.** It shall be the duty of all members removing from this Church to take letters of dismissal to the other churches of the same faith and order, but should this not practicable, they are to furnish their names and place of residence to the Church Clerk within three (3) months after leaving the Church, and if no report is received within a year, they will be placed on Inactive status.
- Section 4. **Tithing.** It shall be the duty of every member to make a regular contribution to the Church budget, suggestively through the envelopes provided for that purpose.
(I Cor. 16:2)
- Section 5. **Members' Character.** It is the duty of every member to bear faithful and prudent testimony against every evil practice; to be exact in fulfilling obligations and promises, to live in a peaceful neighborly manner; to perform acts of kindness and charity; to set an example of industry, honesty, and generosity; and as opportunity and ability may enable, to commend the Gospel of Jesus Christ and testify to its power and Grace.
- Section 6. **Letters of Dismissal.** Letters of dismissal shall be granted to any member on our rolls upon request.

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ARTICLE IV - Officers

Section 1. **Pastor**

- Para 1. Upon the nomination by the Pastor Search Committee, the Pastor's call and services shall be decided with the election by ballot with 90% majority of the members present, voting at any meeting, of which at least three (3) days public notice from the pulpit shall have been given. The term of the Pastor shall be determined by the pleasure of the Church. (See Article IV, Section 1, Para 4). If any change in the pastorate be desired, either by the Pastor or the Church, a notice agreeable to both parties must be given by the party desiring the change. This must be accomplished within thirty (30) days.
- Para 2. It shall be the duty of the Pastor to preach stately in the Church, to administer the ordinances, perform the various duties incumbent to his office, and to serve as an ex-officio member of all committees.
- Para 3. In case of vacancy in the Pastor's office, a Pastor Search Committee shall be recommended by the Deacon Board. The Pastor Search Committee shall be voted upon by the Church at any regular business meeting.
- Para 4. In any dismissal in the pastorate, the recommendation must be presented to the Church through the Board of Deacons.

Procedure in the Dismissal of a Pastor. Upon the recommendation to the Church by the Deacon Board (Article IV, Section 1, Para 1&4), a secret ballot by the members shall be used to determine confidence in the Pastor. A vote of 66 2/3% of the voting members present is required to retain. Should the vote be less than 66 2/3% to retain, it shall indicate "No Confidence". The Pastor's services shall be immediately terminated, but he will continue to receive all salaries and benefits for a period of up to thirty (30) days.

- Para 5. The resignation of the Pastor is, in and by itself, a voluntary action and does not require the vote or approval of the members for acceptance. The resignation should be submitted in writing or verbally to the Board of Deacons and it shall be effective no later than 30 days following notification.

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Section 2. **Youth Pastor/Pastoral Assistants.** The need to call a Youth Pastor / Pastoral Assistants shall be determined by vote of the membership present at any monthly business meeting upon the recommendation by the Board of Deacons. The Youth Pastor / Pastoral Assistant(s) will report to the Pastor and will be under his direction.

Section 3. **Board of Deacons**

Para 1. There shall be established an Active and Inactive Board of Deacons. All ordained and/or elected Deacons within the membership of the Church are members of the inactive board, unless elected to the Active board. A Deacon who has been elected to the Active board may be removed to the Inactive board by his own request, or by the vote of the Church because of his inability to serve or unfaithfulness to the duty of his office or to the requirements of a deacon as stated in I Timothy 3.

Para 2. After a deacons three years of service on the active board, he shall go on an inactive status for at least a year (does not attend regular monthly meetings or have active voting privileges). However, when very important decisions of the church are to be made, all inactive deacons, at the discretion of Pastors/Active Deacons, shall be invited to attend any called meeting for their input.

Para 3. The deacons shall be elected and their active terms shall be three years, with one-third (1/3) of the Board of Deacons being elected each year. Candidate(s) will be recommended by the Board of Deacons to the nominating committee. Deacons shall be eligible for re-election after one (1) year absence from the Active board.

Para 3a. **Associate Deacon.** The Associate Deacon program provides for church members who are willing to serve as future deacons the opportunity to assist the Board of Deacons in the performance of their duties. The Associate Deacon candidates are selected by and voted on by the Board of Deacons. The Associate Deacon(s) will be on probation for a period of six (6) months and upon successfully completing the probation period, the Associate Deacon, upon request and approval of the Board of Deacons, will be recommended to the nominating committee to serve as a regular deacon(s). The deacon candidate(s) shall be eligible for election during the normal election of church officers.

The duties of the Associate Deacon(s) shall be to assist the deacons in the performance of their duties as outlined in Article IV, Section 3, Paragraph 6a thru h, except for serving the Lord's Supper. During the probation period, the Associate Deacon(s) will not have voting privileges.

Para 4. We will strive to have a minimum of six (6) qualified Deacons on the Active board. This number can be increased as we strive to have a proportion of one Deacon for every 25 active members.

Para 5. Whenever there exists a vacancy on the Board of Deacons board, the board shall recommend the candidate(s) to the nominating committee for this office. The Deacon filling this vacancy shall complete the remainder of the uncompleted term of the vacancy.

Para 6. It shall be the duties of the Deacons to:

- a. To seek out such members of the Church as needs financial aid and report such cases to the Pastor and the Church.
- b. To assist the Pastor in service of the ordinances.
- c. To cooperate with and assist the Pastor in the performance of his office.
- d. To meet at least once a month, at a time and date to be convenient for the majority.
- e. The Deacons shall serve with the Pastor in all matters of Church discipline.
- f. Any Deacons failing to perform those duties as described in Article IV, Section 3, Para 6a thru 6e or missing three consecutive meetings of the Board of Deacons without approval of the board, shall be subject to being placed on the Inactive board.
- g. The Deacons shall be responsible for the preparation of the Lord's Supper and the service of the same.
- h. If a Pastor Search Committee need be formed, the Board of Deacons shall recommend nominees to the Church.

Para 7. Benevolence Fund. The primary focus of the Benevolence Ministry is to address emergency of short-term financial needs within the congregation. As funds allow, needs in other Christian congregations and within the community will be considered on a case-by-case basis. On the first Lord's day of each month, a collection will be taken for the Board of Deacons to be used by them at their discretion. The Board of Deacons shall make a report at the annual business meeting of the condition of this fund, but shall not report names of the persons given aid. This fund is in complete control of the Board of Deacons and will not be used for any purpose other than its intended use.

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Section 4. **Church Clerk**

Para 1. The Church Clerk shall be elected for a one year term.

Para 2. It shall be the duty of the Church Clerk:

- a. To faithfully record all proceedings of all business sessions of the Church, regular and called.
- b. To conduct all correspondence regarding transfer of letters or as deemed necessary by the Pastor or Board of Deacons.
- c. To keep a correct list of all members, resident and absentee.
- d. To conduct meetings in the absence of or refusal to act by the moderator or vice-moderator. (Article V, Section I, Para 4)

Section 4a. **Assistant Church Clerk.** In the absence of the Church Clerk, it shall be the responsibility of the Assistant Church Clerk to fulfill the duties of the Church Clerk according to Section 4 of the Church Constitution. The Assistant Church Clerk shall be elected for a one (1) year term.

Section 5. **Board of Trustees**

Para 1. There shall be five (5) elected Trustees from the membership of the Church. The Trustees are elected by the membership to a two (2) year term. The membership will elect three (3) Trustees in odd-numbered years and two (2) Trustees in even-numbered years. Trustees will be eligible for re-election after a two (2) year absence. The Treasurer also serves automatically on the Board of Trustees during his/her term in office.

Para 2. It shall be the duty of the Trustees to be custodians of all legal documents such as titles, mortgages, etc., and to transact all legal affairs of the Church. They shall report to the Church at each regular business meeting of the Church, provide a written monthly and annual report, and also report at any time the Church may call for it. The Trustees will also appoint the Building Fund Committee which is not a permanent committee.

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Para 3. All monies (except budgeted items) expended by the Church are subject to Board of Trustees review. Any single purchase item(s) of \$1000.00 or more necessary for maintenance of grounds or equipment requires the approval of the Church. Items in this category will be submitted and reviewed by the Board of Trustees for presentation to the membership at a regular or special business meeting, as deemed necessary.

Para 4. Duties of the Board of Trustees also include the care and upkeep of all Church properties.

Para 5. The Board of Trustees shall meet at least once each month, at a time and date convenient to the majority.

Section 6. **Moderator.** The moderator shall be elected for a term of one (1) year to preside at all business meetings of the Church. The Pastor shall not serve as the Moderator. The Moderator is also responsible for appointing the Budget and Nominating Committees (Section VIII, Para 3 & 8).

Section 6a. **Assistant Moderator.** The Assistant Moderator shall be elected for a term of one (1) year to preside at all business meetings of the Church in the absence of the Moderator as outlined in Section 6.

Section 7. **Organizational Officers**

Para 1. The Calvary Women's Ministries, Men's Fellowship, and other separate functioning organizations within the Church shall elect their own officers.

Para 2. The duties of these officers shall be the administration of their respective organizations in accordance with the adopted program of our Church and to show cooperation with the program adopted by the Pastor and Church for the promotion of the entire Church.

Para 3. All organizations shall make reports to the Church at each regular business meeting and a written annual report is required at the end of the year. They may also be required to report at any time the Church may call for it.

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Section 9. **Standing Committees.** All committee chairpersons must be members of Calvary Baptist Church.

Para 1. **Board of Christian Education.** This board shall consist of the Pastor, the General Superintendent, the departmental superintendent(s), and one (1) deacon (chosen by the Board of Deacons), and three (3) elected members (two elected in even years and one in odd years). The elected members shall serve a two (2) year term and be eligible for re-election after one (1) year absence from the board. The General Superintendent shall be the chairman of the Board of Christian Education and shall preside over all meetings.

This board shall elect all Church school teachers and youth directors, from the membership of the Church, select the teaching material for the Church school, the Vacation Bible School, youth group, and to generally oversee the educational program of the Church.

Para 2. **Finance Committee.** This committee shall be composed of three (3) members elected for one (1) year. Their duties are to count and tabulate all gifts of record, and to see that the monies are properly cared for and moneys deposited to the Church's account in the bank. The total monies handled by the Finance Committee must be reported to the Treasurer.

Para 2a. **Financial Secretary.** The Financial Secretary keeps a record of the tithes, gifts, and offerings for church members who use the Church's offering envelopes. An annual statement of giving will be provided to each individual who opted to use the assigned offering envelopes. The annual statements will be prepared and distributed no later than 15 January of each calendar year.

Para 3. **Budget Committee.** This committee shall be appointed each year by the moderator and shall consist of the Treasurer, and one (1) representative each of the Board of Deacons, the Board of Trustees, the Finance Committee, and the Church at large. The duties of this committee shall be to prepare and submit a budget to the Church for current expenses and missions at the December business meeting. The proposed budget shall be submitted to the Church at the November meeting for review prior to the December vote. The new budget goes into effect January 1st of the following year. Any financial changes in the budget during the year shall be referred to this committee before Church approval.

- Para 4. **Auditing Committee.** This committee shall be composed of three (3) members serving staggered three (3) year terms with one (1) new member elected each year.
- Para 5. **Worship Committee.** The Worship Committee shall be composed of the choir director, pianist, organist, member of the praise/worship committee and three (3) elected members. One member will be elected on even numbered years and the other two (2) members on the odd numbered years. The elected members will serve a two (2) year term. Committee members will be eligible for re-election after a two (2) year absence from the committee. The Worship Committee shall oversee the ministry of music for the worship service and is responsible for all music supplies and organization of the choir(s). This committee shall also assist the pastor by providing input on the content and structure of the worship service.
- Para 6. **Baptismal Committee.** This committee shall consist of two (2) men and two (2) women to be elected for a two (2) year term. They shall assist the Pastor and baptismal candidates at all baptismal services.
- Para 7. **Social Committee.** The committee shall organize and prepare for Church functions, including dinners, Easter breakfast, and other social events. Members shall serve one (1) year terms.
- Para 8. **Nominating Committee.** The Nominating Committee shall be appointed each year by the Church Moderator. The committee will consist of three (3) members, one (1) of which shall be a deacon. They shall be responsible for presenting the annual ballot of nominees to the Church for approval. This ballot will be presented to the Church at the November meeting for review prior to the December vote, and shall take effect on January 1st of the following year. It will also be their responsibility to present nominees to fill any vacancies which may occur during the remainder of the year.
- Para 9. **Long-Range Planning Committee.** This Committee is inactive at this time.
- Para 10. **Constitutional Review Committee.** This Committee shall consist of the Pastor and three (3) elected members of which one shall be a deacon. Members will serve one (1) year terms. This committee shall be responsible for reviewing and recommending proposed changes to the Constitution of Calvary Baptist Church. It will also be responsible for adherence to Article IX - Amendments which outlines the procedure for amending the Constitution.

Para 11. **Outreach Committee.** This committee shall be composed of 6 elected members, starting the first year with 3 of them serving a one year term and the other 3 serving a 2 year term. In following years, each group of 3 members will serve two year terms, with the intent that half the committee's members rotate each year so that the committee maintains continuity. Their duties are to establish outreach programs to better serve the greater Leavenworth community outside the membership of Calvary Baptist Church. The aim of this committee will be to serve the physical and spiritual needs of the community for the glory of Jesus Christ, in accordance with 1 Peter 4:10-11 "As each has received a gift, use it to serve one another, as good stewards of God's varied grace: whoever speaks, as one who speaks oracles of God; whoever serves, as one who serves by the strength that God supplies-in order that in everything God may be glorified through Jesus Christ. To him belong glory and dominion forever and ever. Amen."; and Philippians 2:1-11 "So if there is any encouragement in Christ, any comfort from love, any participation in the Spirit, any affection and sympathy, complete my joy by being of the same mind, having the same love, being in full accord and of one mind. Do nothing from rivalry or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others. Have this mind among yourselves, which is yours in Christ Jesus"; and Matthew 28:16-20, the Great Commission.

Section 10. **General Superintendent and Primary Superintendent.** These officers shall be elected by the Church at the regular annual election.

The duties of the General Superintendent and the Primary Superintendent shall be to take charge of the general assembly devotion in their respective departments, and to be responsible for the administration of the Sunday School Program and related activities in accordance with the adopted programs and procedures of the Church. The General Superintendent shall be Chairman of the Board of Christian Education. The General and Primary Superintendent shall keep records of attendance and keep the attendance board current. They shall report attendance at regular business meetings, submit an annual report, and make reports at such other meetings as may be required. The General and Primary Superintendent shall each serve a (2) year term and be eligible for re-election after a one (1) year absence. The General Superintendent shall be elected in even numbered years and the Primary Superintendent shall be elected in odd numbered years.

Section 11. **Area Representatives**

Para 1. The church shall elect two area representatives annually to serve for a period of one year. One of the representatives is to be either an active or in-active member of the Deacon Board

Para 2. They shall represent the cluster and area meetings and serve on the ordination committee in accordance with association requirements. They may vote on such matters as may be presented at these meetings.

Section 13. **Pastoral Internship Position**

Para 1. The Pastoral Internship position at Calvary Baptist Church exists to provide pastoral training to men who have been called by God to the ministry. The Pastoral Internship will be valuable in equipping the intern with experiences and opportunities that will prepare them for their calling in ministry. The Pastoral Intern will be under the supervision of the pastor and the deacon board.

Para 2. Over the course of the internship, the intern will shadow the pastor as he goes on hospital calls, visitations and various meetings of the church. In addition, the intern will be given opportunities to preach, to teach, to lead Bible studies, evangelize and assist in various ways with the Sunday morning worship service.

Para 3. This position will also be beneficial to the pastor and the church. The pastor will benefit from the opportunity to mentor and have a partner to assist in his service to the church. The church will benefit from the intern's service to them and to see him grow as a minister of the Gospel.

Para 4. The intern must be a Christian who is actively following Christ, be a member of Calvary Baptist church and be in agreement with the churches Statement of Faith and Constitution.

Para 5. The duration of the Pastoral Internship position will be one year. Interns may re-apply for the position at the end of each year.

Para 6. This position may receive compensation based upon the workload of the pastoral inter, available funds and the determination of the pastor and the deacons

ARTICLE V - Meetings of the Church

Section 1. Regular Business Meetings

Para 1. The regular business meetings of the Church shall be held on the evening of the first Sunday of each month, or special meetings may be held according to the will of the Church. In addition, the first business meeting of each year shall be designated the "annual meeting". At the annual meeting, each committee shall make a written report summarizing the committee's major accomplishments and activities during the prior year.

Para 2. Fifteen members shall constitute a quorum for the transaction of business.

Para 3. All items of business shall first be submitted through the proper committee before a motion is submitted to the Church for approval.

Para 4. Special business meetings may be called with the mutual consent of both the Board of Deacons and the Board of Trustees. Notice must be made in public assemblage at least three days before the date of the special meeting. Notice of this request and the subsequent approval of the two boards shall be given to the Church Clerk and the Moderator as soon as possible. In the absence of the Moderator, the Assistant Moderator will call said meeting to order (see Article VI, Section 1, Para 2). In case of extreme emergency only, a business meeting may be called at any regular meeting of the Church, providing a quorum is present. Results of this meeting will be submitted in writing to the Church Clerk if the Church Clerk is not present.

Section 2. **Ordinance of the Lord's Supper.** The ordinance of the Lord's Supper shall be observed by the Church on the first Lord's Day of each month or at such other times as the Church may choose.

Section 3. Worship Services

Para 1. There will be at least two regular meetings of the Church each week.

Para 2. The ordinance of Baptism may be administered for acceptance candidates at any public meeting of the Church for worship.

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Section 4. **Offerings.** The Church shall be supported by free will offerings of the people. Requests for any other offerings shall be presented to the Board of Deacons and the Pastor, and upon recommendation, will go to the Church for the required approval of the Church body. Ten percent (10%) of the income of the Church goes to our missions.

Section 5. **Use of Church Facilities.** The Church facilities are to be used for Church related functions only. This would normally be worship services, Church social events, or weddings and funeral services of members and their immediate families.

Any other uses such as wedding or receptions, etc. of non-Church members shall require prior approval of the Pastor, Board of Trustees, and Board of Deacons. Anyone using the facilities will be required to return them to their original condition. In addition, the requester(s) will be responsible for any damages or breakage and shall submit documentation in advance relieving the Church and its members from liabilities.

The Church may also require the user(s) to provide their own liability insurance should the Board of Trustees deem it necessary. If required, the user will need to demonstrate this requirement has been met in advance of using any facilities. The Pastor or his representative shall be responsible for the opening of these facilities and then securing them again after their use.

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ARTICLE VI - Manner of Conducting Business

Section 1. **Order of Business**

Para 1. It shall be the duty of the Moderator and/or Assistant Moderator to perform the usual function of presiding officer. After prayer, he shall call the meeting to order for the purpose of conducting the business of the Church. Included in the meeting shall be the following items:

- Reading of the minutes of the previous meeting.
- Granting letters of dismissal
- Hearing of the reports of committees
- Unfinished business
- New business

Para 2. It shall be the duty of the Moderator to keep order; state and explain propositions. He may speak upon any subject under discussion by inviting a brother to preside in his place. He shall recognize any Church member's request for a ballot vote. Only the members present at the meeting can vote.

Section 2. **Absence or Refusal to Act by Moderator.** In the absence of or refusal to act by the Moderator and/or Assistant Moderator, the Church Clerk shall call the meeting to order and preside for the purpose of electing a Moderator Pro-tem.

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ARTICLE VII - Discipline

- Section 1. **Handling Grievances.** In all cases of grievance between members, the offender must be dealt with according to Matthew 18: 15-17.
- Section 2. **Making a Charge.** After having fulfilled the first two steps as described in Matthew 18: 15-17, a member making charges against another member must do so in writing to the Board of Deacons.
- Section 3. **Notification of Charges.** A copy of said charges with specification shall be sent by registered mail to the members so charged at his or her known address, notifying them of when and where to appear to answer the charges.
- Section 4. **Exclusion from Fellowship.** In cases of gross and flagrant violation of Christian conduct and character, the offender shall be excluded from fellowship, unless they show the most evident marks of repentance and remorse. (II Thessalonians 3:6)

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ARTICLE VIII - Licensing and Ordaining

- Section 1. **Who May be Licensed.** In accordance with Scripture, Matthew 28:18-20, 1 Timothy 3:1-7 and 1 Timothy 2:1-14, any male member who, in the judgment of the Church, gives evidence of his piety, zeal, aptness to preach, and that he is called of God to the work of the ministry, having preached in a regular service of the Church, may be licensed to preach the Gospel of Jesus Christ; provided three-fourths of the members present agree at any regular or called meeting of the Church.
- Section 2. **Ordination Council.** If the Church unanimously decides that one of its licensed preachers possesses the spiritual qualifications for full ordination, it shall call a council of pastors and duly ordained deacons to examine the qualifications of the candidate, to which council the propriety of the ordaining shall be wholly referred.
- Section 3. **Ordination of a Deacon.** The members of the Active Board of Deacons shall be chosen in accordance with I Timothy 3:8-13 and elected as stated in Article IV, Section 3. If the Church unanimously decides that one of its elected Deacons possesses the spiritual qualifications for full ordination, it shall call a council of pastors and deacons from neighboring sister churches as called for by a vote of this Church for that purpose. This must be by a ballot vote of the Church.

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ARTICLE IX - Amendments

- Section 1. **Submission of Amendment.** Any amendments proposed to be made to this Constitution shall be submitted at a regular business meeting in writing and lie over until the next regular or called business meeting for action.
- Section 2. **Voting on Amendment.** Such amendments shall require a vote of two-thirds (2/3) of the members present. This shall be voted upon by secret ballot.
- Section 3. **Change to the Constitution.** Copies of any change in the constitution of the Church shall be distributed to all members of the Church.

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