

**CONSTITUTION  
OF  
FORESTVILLE  
BAPTIST CHURCH**

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# **CONSTITUTION OF FORESTVILLE BAPTIST CHURCH**

As last amended at the Congregational Meeting of September 1, 2019

## **PREAMBLE**

Placing our faith in the Lord Jesus Christ for our salvation and believing in the teaching and practices of the Word of God, we, therefore, band ourselves together as a body of baptized believers in Jesus Christ and adopt for our government and plan of worship and service the following articles.

## **ARTICLE I - NAME AND ASSOCIATION**

This local body of believers shall be known as Forestville Baptist Church currently located at 1311 Nagel Road, Cincinnati, OH 45255. Forestville Baptist Church is incorporated as a Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law) and is self-governing and is not in association with any denomination.

## **ARTICLE II – MISSION**

The mission of this church is to help individuals become fully devoted followers of Jesus Christ through glorifying God in the public and private worship of God (Exaltation); the teaching and preaching of the Scriptures (Edification); the faithful service and stewardship of its members (Exercise); and the faithful conduct and communication of its members leading individuals to a relationship with Jesus Christ (Evangelism).

## **ARTICLE III - COVENANT**

Having been led, as we believe, by the Spirit of God to receive Jesus Christ as Savior and to confess Him as Lord, and on confession of this faith, having been baptized by immersion 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 church, most seriously and joyfully covenant with one another as one body in Christ, to discipline ourselves to walk worthy of the Lord.

We promise therefore, by the aid of the Holy Spirit, to walk together in Christian love (John 13:34); to exercise Christian care and watchfulness over one another (2 Cor.1:4; Eph.4:2; Col.3:16); to pray with and for one another sharing our burdens, sorrows, and joys (Gal.6:2; Rom.12:15; James 5:16); to be thoughtful and courteous to one another, to be slow to take offense, and be quick to forgive and to seek forgiveness (Eph.4:32; Rom.12:10); to assist, through the gifts of the Spirit, in the work of the church and to promote its usefulness as a witness to the saving grace of God and Jesus Christ (Gal.5:13; 1 Peter 4:10); to contribute, as the Lord directs, to the financial support of the church, the relief of the needy, and evangelism of all people (1 Cor.16:2; 2 Cor.8:3; 9:5-7); to engage regularly in personal Bible reading and prayer, and to establish family devotions (2 Tim.2:15; 3:16-17); to rear children entrusted to our care in the training and instruction of the Lord (Eph.6:4); to live with awareness of the world, remembering we are ambassadors of Jesus Christ and His kingdom, we desire to avoid the appearance of every kind of evil (2 Cor.5:20; 1 Thess.5:21-22; 1 John 2:15-17); and resist

temptation through prayer and the use of the armor of God and walking in the Spirit (Eph. 6:11-18, Gal. 5:16); to pursue peace and the edification of one another (Rom. 14:19); to endeavor by prayer, conduct, and communication, to win others to an acceptance of Jesus Christ as Savior and Lord (Titus 2:1-14); and to promise that when we remove ourselves from this body of believers, we will as soon as possible (following God's direction) unite with another body of believers where we can carry out the intent of this Covenant and the principles of God's Word.

#### **ARTICLE IV - STATEMENT OF FAITH**

##### **A. THE BIBLE**

We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible and God-breathed (II Tim. 3:16-17, II Peter 1:20-21, Matt. 5:18, John 16:12-13).

##### **B. GOD**

We believe that God is a person who has revealed Himself as a trinity; the Father, the Son, and the Holy Spirit, three persons and yet one God (Gen. 1:1, 26; Matt. 28:19).

##### **C. JESUS CHRIST**

- 1) We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful man (John 1:1-2, 14, Luke 1:35).
- 2) We believe that the Lord Jesus Christ accomplished our redemption by His shed blood through His death on the cross as a representative and atoning substitutionary sacrifice for our sin; and that our justification is made sure and complete by His literal physical resurrection from the dead (Rom. 3:23, 25, I Peter 2:24, Eph. 1:7, I Peter 1:3-5).
- 3) We believe that the Lord Jesus Christ ascended to Heaven and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of representative, intercessor, and advocate (Acts 1:9-10, Heb. 9:24-25, Rom. 8:34, I John 2:1-2).

##### **D. HOLY SPIRIT**

We believe the Holy Spirit is a person who convicts of sin, regenerates (creates anew) unbelievers, indwells believers, reveals the Scripture, and empowers the saved (Acts 2:4, John 16:7-11, 3:5-6, Rom. 8:2, I Cor. 2:9-10).

E. MAN

We believe that man was created in the image and likeness of God, but that in Adam's sin the human race fell, inherited a sinful nature, and became alienated from God; and that man is totally depraved, desperately wicked and, in himself, completely unable to remedy his lost condition (Gen. 1:26-27, Rom. 3:22-23, 5:12, Eph. 2:1-3, 12, Jer. 17:9).

F. SALVATION

We believe that salvation is the gift of God brought to man by grace, not of works, and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins (Eph. 2:8-10, John 1:12, Eph. 1:7, I Peter 1:18-19).

G. SECURITY AND ASSURANCE OF BELIEVERS

We believe that all the redeemed, once saved, are sealed by the Holy Spirit, kept by God's power, and are secure in Christ forever (John 6:37-40, 10:27-30, Rom. 8:1, 38, 39, I Cor. 1:4-8, I Peter 1:5, Eph. 1:13).

H. SATAN

We believe that Satan is a created being and the originator of sin; that he is the open and declared enemy of God and man, and that he shall be eternally punished in the lake of fire (Job 1:6-9, Isa. 14:12-17, Matt. 4:2-11, 25:41, John 8:44, Rev. 20:10, Eph. 6:11-18).

I. ETERNAL DESTINY

We believe in a literal heaven for all who, through grace by faith in Jesus Christ, have become the children of God. We believe in a literal Hell, the place of eternal judgement for all who have not received forgiveness of sins, which is in the Lord Jesus Christ (John 5:28-29, 3:36, Rev. 21:27, Eph. 2:8-9).

J. THE CHURCH

Use of the words "Church" and "church" are used herein: Church is referring to the universal body of Christ, whereas church is the local body of baptized believers.

- 1) We believe that the Church, which is the body and the promised bride of Christ, is a spiritual organism comprised of all born again believers of this present Church age (Eph. 1:22-23, 5:25-27, I Cor. 12-14, II Cor. 11:2).
- 2) We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 2:41-47, 14:27, 20:17, II Cor. 8:1, II Thess. 1:4, I Tim. 3:1-13, Titus 1:5).
- 3) We believe a local church is a voluntary association of baptized believers equal in rank and privilege, subject to the Word of God, and independent of any hierarchical control whatsoever (Rev. 1:20, Matt. 5:15-16).

K. RAPTURE OF THE CHURCH

We believe in the visible, bodily, pre-tribulational, pre-millennial, and imminent return of the Lord Jesus Christ to receive His Church to be with Himself in the air, and then after the tribulation to return in power onto the earth with His saints to judge the nations and establish His kingdom (I Thess. 4:13-17, I Cor. 15:51-58, Phil. 3:20, Titus 2:13, Rev. 4:1, II Sam. 7:10-16, Psalms 89:20-37, Zech. 12:8-10).

L. SECOND COMING OF CHRIST

We believe that after the tribulation, Christ will return to the earth with His saints to judge the nations and establish His kingdom (Rev. 1:5-7; Matt. 24:29-31, John 19:37, Zech. 12:10-14, Isa. 9:7, 24:5, 54:3, Rev. 19:11-20:6).

M. BAPTISM

We believe that the ordinance of water baptism by immersion is the symbol of what has already taken place in the heart, having died with Christ, and having been raised with Him into a life of acceptance with God (Rom. 6:3-5, Col. 2:12). We believe that only believers are proper subjects for baptism and that all believers should act in obedience with this ordinance (Luke 3:21-22, Matt. 28:19, Acts 2:41).

N. THE LORD'S SUPPER

We believe that the ordinance of the Lord's supper is a memorial ordinance, to be observed by all believers in fellowship with their risen Lord; that the elements are mere representations, in symbol, the body and blood of Christ. We believe that, as to frequency of observance, the church is at liberty to make this decision and that such observance should be conducted by the church (I Cor. 11:25-32, Matt. 26:26-29).

O. SEPARATION

We believe not only in separation from worldliness and apostasy, but also separation from the present day Charismatic movement. True faith does not seek after signs and wonders, for true faith does not need signs to validate it (Heb. 11:1-3, 6). The only sign for this generation is the evidence of the crucified and risen Savior. In Him we put our trust (Matt. 12:38-40 and Matt. 16:1-4).

P. MARRIAGE

Forestville Baptist Church believes that the only Scriptural marriage is the joining of one man and one woman (Genesis 2:18, 21-24; Ephesians 5:22-33). God designed us to enjoy the gift of sexual pleasure (Matthew 19:5). It is His command that all sexual activity must remain within the confines of marriage (Exodus 20:14), i.e. only to be engaged between one man and one woman inside holy matrimony (Hebrews 13:4, Romans 1:26-27). To honor biblical precepts, we therefore can only perform wedding ceremonies for Christian couples consisting of one man, born as a man, and one woman, born as a woman.

Q. 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 unborn babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. According to Scripture, we are therefore called to preserve, protect, and value all human life. (Genesis 1:26-27; Psalm 139:1-24; Proverbs 24:11-12; Romans 13:9-10)

**ARTICLE V – BAPTIST DISTINCTIVES**

As Forestville Baptist Church, we believe in the following Biblical Distinctives which are biblical principles which Baptists have both held and practiced. We recognize that these principles are held and practiced by other Christian churches but are predominately reflective of Baptist history.

A. BIBLICAL AUTHORITY

The Bible is the final authority in all matters of belief and practice because the Bible is inspired by God and bears the absolute authority of God Himself. Whatever the Bible affirms, we accept as true. No human opinion or decree of any church group can override the Bible. Creeds and confessions of faith, which attempt to articulate the theology of Scripture, do not carry Scripture's inherent authority (2 Tim. 3:16; 1 Thess. 2:13).

B. AUTONOMY OF THE LOCAL CHURCH

The local church is an independent body accountable to the Lord Jesus Christ, the head of the church. All human authority for governing the local church resides within the local church itself. Thus the church is autonomous, or self-governing. No religious hierarchy outside the local church may dictate a church's beliefs or practices. Autonomy does not mean isolation. A Baptist church may fellowship with other churches of like conviction (Col. 1:18).

C. PRIESTHOOD OF BELIEVERS

Every born-again believer has direct access to the throne of God. Therefore, since every child of God shares in the priesthood of the believers, each has the same right to communicate with God, interpret Scripture, and minister in Christ's name. This is first and foremost a matter of responsibility and servant-hood, not privilege and license (Rom. 5:2; 1 Peter 2:5).

D. TWO ORDINANCES OF THE CHURCH

We practice only believer's baptism by immersion, the only acceptable mode for baptism because it alone preserves the picture of saving truth. No other form pictures the death, burial, and resurrection of Christ. We believe that the Lord's Supper is a symbolic ordinance, picturing Christ's body broken for our sins and His blood shed for our redemption. It is not a saving ordinance, but helps us remember His death, and inspires us

while looking forward to His coming. It is to be observed by recreated, obedient believers (Rom. 6:1-5; 1 Cor. 11:23-24).

E. INDIVIDUAL SOUL LIBERTY

Every individual has the liberty to believe, right or wrong, as his/her own conscience dictates. While we seek to persuade men to choose the right, a person must not be forced into compliance. We believe in the worth of every individual believer. This does not allow for the abuse of God's grace nor to disrupt the unity of the church. (Romans 6:1-1, 14:11-12, Eph. 4:1-6).

F. SAVED AND BAPTIZED CHURCH MEMBERSHIP

Local church membership is restricted to individuals who give a believable testimony of personal faith in Christ and have publicly identified themselves with Him in believer's baptism. When the members of a local church are believers, a oneness in Christ exists, and the members can endeavor to keep the unity of the Spirit in the bond of peace (Acts 2:41, 47).

G. TWO OFFICES OF THE CHURCH

The Bible identifies only two offices in the church--pastor and deacon. The three terms--"pastor," "elder," and "bishop/overseer"--all refer to the same office. The two offices of pastor and deacon exist within the local church, not as a hierarchy outside or over the local church (1 Tim. 3:1-13; Titus 1:5-9).

## **ARTICLE VI - MEMBERSHIP**

A. **QUALIFICATIONS FOR MEMBERSHIP**

The membership of this church shall consist of people who accept the Lord Jesus Christ as their personal Savior, are baptized by immersion, willingly subscribe to the Constitution of this church, who renounce sin as defined in Scripture, and who endeavor to live a consecrated life wholly unto the Lord (Rom. 1:22-32).

B. **PERSONS MAY BE RECEIVED INTO THE MEMBERSHIP OF THIS CHURCH BY:**

- (1) Letter from other churches of like conviction.
- (2) Statement of Christian experience, having been baptized by immersion as a believer.
- (3) Confession of Christ as Savior and believer's baptism.
- (4) Any person desiring membership must first appear before the Pastor and/or Deacons, and be personally recommended by them for membership before the congregation may take action upon that recommendation. Then the congregation may accept them by a majority vote at any regular service in which a quorum of members is present.
- (5) Restoration of a removed member: in each case the candidate must give evidence of a

change of heart, the testimony of a Christian life, and adoption of the views of faith and doctrinal position held by this church.

C. REMOVAL FROM MEMBERSHIP:

- (1) A letter of recommendation may be given to another Baptist church or church of like faith. Any letter received from another church requesting a transfer of membership shall be reviewed by the Pastor and/or Deacons and presented to the church for action at any regular service in which a quorum is present. Letters will be sent by the Clerk directly to the transfer church.
- (2) The request of a member wishing to withdraw from the membership of this church to enter some other denomination will be granted. A letter of Christian character will be provided and his/her name will be removed from the roll. Any letter to be granted by the church shall be reviewed by Pastor and Deacons and presented to the church for action at any regular service in which a quorum is present.
- (3) Any member accused of disorderly conduct or propagating doctrine contrary to any part of Article IV, shall be dealt with by the Pastor and Deacons, according to Scripture. (Matthew 18:15-17, I Cor. 5) If restoration is not accomplished, the facts shall be stated to the Advisory Board. If, after a fair hearing with notice having been given to the accused in writing by the Clerk, the Board finds the member guilty, said Board shall recommend to the church that he/she be removed. Removal shall be dependent upon a two-thirds majority vote of adult members (18 or older) present and voting. There shall be no appeal of the discipline process or the removal from membership to any court.
- (4) Upon the death of a member, the person's name shall be removed from membership of the church.
- (5) No member of this church may hold membership in another church. The membership of any individual member shall automatically terminate without notice if the member unites in membership with another church.
- (6) Any member who is absent from regular attendance for a period of six months may be placed on inactive status with the loss of all voting privileges and cannot participate in any church business meeting. They are not counted for purposes of determining whether a quorum is present. The person's name will be presented at a business meeting and voted on by the membership. In order for a person to be reinstated into active fellowship he/she must be present in a public service and follow the regular procedure for membership per Article VI, Paragraph B of the Constitution. An attempt, both personal and in writing, will be made by the Deacons to contact these people before action is taken.

## **ARTICLE VII – OFFICERS AND APPOINTED POSITIONS**

### **A. OFFICERS**

The Officers of this church shall be:

- (1) The Pastor and other full time ministerial staff.
- (2) The elected positions: i.e., Deacons, Trustees, Clerk and Assistant Clerk, Treasurer and Assistant Treasurer, Financial Secretary and Assistant Financial Secretary, Sunday School Superintendent and assistants, Head Usher, Safety/Security Team Leader, Children’s Safety and Protection Policy (CS&PP) Leader.
- (3) The pastor, from time to time, as he deems appropriate, may appoint other church officers, subject to a confirmation vote of the church membership.

### **B. APPOINTED POSITIONS**

The appointed leadership positions for: Worship, Choir, Nursery, Junior Church, Children’s Church, Olympian Program, Gopher Buddies, Young Explorers, Happiness Club, FLOCK, Upward Basketball, Upward Cheerleading, Upward Administration, Media Team, Hostess Ministry, Baptismal Assistance, Visitation, Tracts, The Anderson, 50’s Plus Ministry, Special Needs, Flowers & Decorating, Missions Team, Library, and College and Singles Ministry.

## **ARTICLE VIII – FINANCES**

### **SUPPORT**

Believing that proportionate giving is a distinct and positive command in the Scriptures (Mal. 3:7-11), we agree to contribute to the support of the church by such portions of our income as we believe God requires of us, according to the principle laid down in the Scriptures (Gen. 28:20-22, I Cor. 4:1-2, I Cor. 16:2, II Cor. 9:7). The support of the church should be by tithes and free will offerings and no attempt should be made to support the church by meals, or by sale of articles or services. The pastors have the authority to authorize projects to raise money for mission and outreach projects. (II Cor. 8:3, 8-15.)

## ARTICLE IX – BOARDS AND COMMITTEES

### A. BOARDS

The Board of Deacons and Board of Trustees shall be recognized as permanent boards and shall be elected each year at the annual business meeting.

### B. COMMITTEES

Committees shall temporary and appointed by the Senior Pastor as needs arise. Upon the death, resignation or dismissal of the pastor, the board of deacons shall appoint a pulpit committee.

### C. ADVISORY BOARD

The Advisory Board shall consist of those elected to the following offices: Clerk, Treasurer, Sunday School Superintendent, Board of Deacons, Board of Trustees, Financial Secretary, Head Usher, Safety/Security Team Leader, Children’s Safety and Protection Policy (CS&PP) Leader, Pastor and full-time ministerial staff.

# **BY-LAWS**

## **ARTICLE I - MEETINGS**

### **Sec. 1 - FOR WORSHIP, FELLOWSHIP, STUDY AND SERVICES**

- a) Public services shall be held on Sunday: A Sunday School period and a Bible-centered worship service. A Bible-centered worship service shall also be held each Sunday evening. At least once in each week another public service shall be held for prayer and Bible study.
- b) The ordinance of the Lord's Supper shall be observed regularly.

### **Sec. 2 - FOR BUSINESS**

- a) The annual business meeting of the church shall be held in December, with the new officers to take over their new duties on January First.
- b) Quarterly business meetings shall be held.
- c) Special meetings may be called by the Pastor, the Advisory Board, the Deacon Board, or by ten adult members in good standing, to consider any business of the church that needs immediate attention.

## **ARTICLE II - CALL OF PASTOR AND MINISTERIAL STAFF**

Pastor and full time ministerial staff: The Pastor and full time ministerial staff shall be called for an indefinite term, the relation to be broken by mutual agreement after not less than two weeks' notice or more than one months' notice. They shall subscribe to the principles of faith covered by Article IV of this Constitution. The pastors must meet the qualifications laid down in I Tim.3:1-7 and Titus 1:5-9.

## **ARTICLE III –OFFICERS AND TEACHERS**

### **Sec. 1 – ELECTION AND TERM OF OFFICERS AND TEACHERS**

- a) Deacons: The term of the Deacons shall be three years and so arranged that one or more shall be elected each year. The Deacons must meet the qualifications laid down in I Timothy 3:8-12. No Deacon shall succeed himself in office until one year has elapsed.
- b) Trustees: The term of the Trustees shall be three years. The Trustees must meet the qualifications in Ephesians 4:17-24 and I Thess. 4:11. No trustee shall succeed himself in office until one year has elapsed.

- c) Clerk and Assistant Clerk: The Clerk and Assistant Clerk shall be elected by the church at its annual business meeting for a term of one year. They may, by the vote of the church, be re-elected for a second term, after which one term must elapse before they can be re-elected.
- d) Treasurer and Assistant Treasurer: Same as Clerk.
- e) Financial Secretary and Assistant Financial Secretary: Same as Clerk.
- f) Sunday School Superintendent and Assistants: They shall be elected annually for a term of one year. They shall not be elected for more than three consecutive years.
- g) Teachers: All teachers shall be recommended by the Deacon board and approved by the Advisory Board. They must agree with and sign the Teacher's covenant.
- h) Head Usher: The Head Usher shall be elected annually for a term of one year. The Head Usher shall not be elected for more than three consecutive years.
- i) Safety/Security Team leader: Same as Head Usher.
- j) Children's Safety and Protection Policy Leader: Same as Head Usher.
- k) All other officers shall be elected by the church at its annual business meeting and shall serve for a term of one year.
- l) All potential officers and teachers must be members of Forestville Baptist Church at least one year, and be members in good standing, before being elected to any office. The one year period may be waived for an adult candidate, after an interview with the pastors and the Board of Deacons, to confirm spiritual maturity and commitment to Forestville Baptist Church. All shall subscribe to this Constitution and meet the qualifications of Eph. 4:17-24.

Sec. 2 - DUTIES OF OFFICERS AND TEACHERS

- a) Pastor: The Pastor shall have charge of the spiritual welfare of the church. He shall preach the Gospel according to the Scriptures. He shall administer the ordinances, shall act as moderator at all business meetings, and shall appoint committees. (I Peter 5:1-5; Acts 2:42).
- b) Other Full Time Ministerial Staff: Duties shall be agreed upon at the time of the call.

- c) Deacons: It shall be the duty of the Deacons to assist the Pastor in the administration of the ordinances, to visit the sick and poor and afflicted of the church, to visit members who may be delinquent in their church covenant; to strengthen the hand of the Pastor in his labors, and in concert with him, exercise a general watch care over the spiritual interest of the church, and investigate cases that may require discipline. They shall, in cooperation with the Pastor, disburse the Others Fund. The Board of Deacons shall elect a chairman and secretary for a term of one year. The chairman shall be the moderator of the church in the absence of the Pastor(s) and when the church is without a Pastor. The Pastor and Deacons shall safeguard the purity and peace of the church and shall admonish with a sense of urgency in truth and love against anyone who is obstructing the ministry. This shall be done by the authority set forth in the Scriptures (Matt. 18:15-17, I Cor. 12:12-27).
- d) Trustees: The Trustees shall hold in trust all the property belonging to the church and shall take all necessary measures for the protection and management of same. The Trustees shall elect a chairman for a term of one year. (I Thess. 4:11).
- e) Clerk: The Clerk shall make and preserve all records of the church. The Clerk shall keep a register of the names of all members of the church, with dates of admission, removal or death, and a record of baptism. The Clerk shall issue letters of removal and recommendation voted by the church, and shall keep a record of all business transacted by the church at its business meetings. The Clerk shall also act as secretary to the Advisory Board. The Clerk shall render regular reports to the Advisory Board and to the church. The Clerk shall be responsible for maintaining the church archives.
- f) Assistant Clerk: The Assistant Clerk shall assume the duties of the Clerk in the absence of the Clerk.
- g) Treasurer: The Treasurer shall receive all money, stocks, securities and bonds which may belong to the church, and shall deposit same in a commercial bank designated by the Advisory Board. The treasurer, under the direction of the Board of Trustees, shall be responsible for establishing the procedure for payment of all bills. The Treasurer shall pay all the regular bills of the church and any other expense contracted by the church. Using a computerized accounting system, the Treasurer shall prepare checks and act as the bookkeeper and shall keep records in accordance with acceptable accounting practices. All checks must be co-signed by one of the persons given check signing authority by the Advisory Board. Checks will be dispersed by the Treasurer, Financial Secretary, or given to the Office Administrator for mailing. The Treasurer's records shall be audited annually, and the Financial Secretary will perform a monthly comparison of issued checks with the bank statement and bank reconciliation. The Treasurer shall render regular reports to the Advisory Board and to the church.
- h) Assistant Treasurer: The Assistant Treasurer shall help count receipts and have authority to co-sign checks, assist the Treasurer, and assume responsibilities in the absence of the Treasurer.
- i) Financial Secretary: The Financial Secretary shall help count receipts and shall have

- authority to co-sign and disperse checks. The Financial Secretary will maintain a record of contributors and their contributions in a manner so as to satisfy IRS regulations. The Financial Secretary will perform a monthly review of checks issued.
- j) Assistant Financial Secretary: The Assistant Financial Secretary shall help count receipts and have authority to co-sign checks. The Assistant Financial Secretary shall assume the responsibilities of the Financial Secretary in his/her absence.
  - k) Sunday School Superintendent: The Superintendent shall oversee the operation of the Sunday School, endeavoring to enlist the hearty cooperation of the whole church in Bible study and instruction. He shall assist the Pastor in looking after the spiritual interest of the Sunday school. He shall be elected annually.
  - l) Assistant Sunday School Superintendents: They shall assist the Superintendent in the management of the Sunday School and shall act in his absence.
  - m) Head Usher: He shall oversee the general functions of the staff of ushers whom he shall select and submit to the Advisory Board.
  - n) Children's Safety and Protection Policy Leader: The CS&PP Leader shall work with ministry leaders and others as necessary to manage the risks associated with volunteer workers in children's ministries. This includes, but is not limited to, providing leadership in policy implementation, worker training, building and classroom safety, worker and child interaction, conducting background checks, and maintenance of the confidentiality of personal information. This position shall be elected annually.
  - o) Safety/Security Team Leader: The Safety and Security Team Leader shall work with ministry leaders and others as necessary to provide a safe and secure environment for worship and related activities. This includes, but is not limited to, providing leadership in the development and implementation of safety and security policies, practices, and procedures. This involves being prepared for medical, fire, and weather emergencies as well as building and perimeter safety and security. This position shall be elected annually.
  - p) Any officer who neglects his duties as outlined in the bylaws for a period of three months may be removed from his office, at the discretion of the Pastor and deacons. Another may be appointed by the nominating committee with approval of the Advisory Board and church body to serve the un-expired term.
  - q) Advisory Board: The Advisory Board shall act as the working cabinet of the Pastor, advising him upon all matters pertaining to the general policy of the church and the work of its ministries.

## ARTICLE IV - BUSINESS

### Sec.1 - QUORUM

Twenty-five (25) members of the church in good standing shall constitute a quorum at any business of the church.

### Sec.2 - VOTING

- a) A majority vote of all members in attendance shall decide all matters of business, with these exceptions:
  - 1) Inactive members and non-members may not vote.
  - 2) Members against whom charges are pending before the Advisory Board may not vote.
  - 3) Members under eighteen years of age may not vote.
  - 4) A two-thirds majority is necessary to decide all matters concerning the call or dismissal of a Pastor and full time ministerial staff, the purchase or sale of property, all cases of discipline, and amendments to the constitution or By-Laws.
- b) Public notice of anticipated action must be made at least two weeks prior to a vote concerning dismissal of a Pastor and full time ministerial staff, the purchase or sale of property, and all cases of discipline.
- c) Public notice of anticipated action must be made at least three days prior to a vote concerning calling of a Pastor.
- d) Announcement during a business meeting or regular church service constitutes public notice.
- e) Amendments to the Constitution or By-Laws must be proposed in writing at a business meeting and laid on the table until the next business meeting.

### Sec. 3 - BUSINESS ORDER

- a) All meetings will be conducted decently and in good order based on the instructions of I Corinthians 14:33, 40 and Titus 1:5.
- b) All meetings shall be opened and closed with prayer.
- c) The content of business at all meetings shall include, but not be limited to:
  - 1) Reading of the minutes of the preceding meeting
  - 2) Reports

- 3) Unfinished business
- 4) New business
  
- d) The Moderator shall be empowered to suspend any business meeting at his discretion if, in his judgment, the matters are being considered and debated in such a way as to injure the unity of the congregation, or any spirit of anger is shown by any member or group as may be a stumbling block to good fellowship. The Moderator shall be empowered to select the method of voting for items of business unless otherwise specified herein.
- e) During a business meeting questions pertaining to discipline and all other sensitive matters shall be considered in a members only business meeting.
- f) If any business is proposed at a regular church service it shall be postponed to a business meeting.

#### Sec. 4 - ELECTIONS

- a) Election of officers shall be held during the annual business meeting.
- b) Nominations shall be made by the Advisory Board or a committee appointed by the Pastor and further nominations may be made from the floor.
- c) The vote for the election of officers shall be by show of hands.
- d) The vote for pastoral staff shall be by ballot.