

On Saturday, November 17, 2012 at 6:00pm EST the following members of Second Baptist Church met to discuss and ratify the below changes to the church constitution; Florine Owens, Gloria Austin, Tommie Austin, Dawyel Layton, Joyce Clifton, Betsy Baker, Evelyn Nichols, Sadie B. Harper Scott, Deanne McMillan, Samuel Keys, Myron McClure, April McClure, Gordon Amos, John Young, Charles Giles, Denise Johnson, Nathaniel Austin, Ron Coulter, China Coulter, William Austin, Rose Ford, Martin McNair, Ezell Wiggins, Charles Scott.

After reviewing all Articles and Sections of the revised constitution, Dr. Deanne McMillan made a motion to approve the constitution with the following changes:

- Article III Membership; Section 2 (1) inserted the word “meeting” after word church.
- Article VI Deacon; Section 3; Deacons shall attend all Sunday Services insert the verbiage “on a regular bases”.
- Article VII Officers; Section 5 - Terms of Trustees (1) qualified men – men be stricken and changed to “qualified individual”
- Article XI be changed to Article X. “Editing correction only”.

The Motion was second by Sister Sadie Harper-Scott.

After questions and discussion, the motion was carried and approved by the individuals stated above with two that opposed the motion.

On Saturday, November 17, 2012 at 7:48pm the New Church Constitution for Second Baptist Church was ratified.

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# Second Baptist Church, Lafayette, IN

## *Church Constitution*

### **Preamble**

We, Second Baptist Church, a body of baptized believers, whose faith is wholly in the Lord Jesus Christ for our salvation, having bound ourselves together in fellowship with things done in accordance with the Word of God. Therefore, we declare and establish this constitution.

### **ARTICLE I – NAME AND PURPOSE**

#### **Section 1 - Name.**

The name of this organization shall be the Second Baptist Church (hereinafter referred to as “Church”) of Lafayette, Indiana, Inc.

#### **Section 2 - Purpose.**

Following is the purpose:

(1) The Church is to preach, teach, and promote Evangelism, Discipleship, Christian Education, Fellowship, Ministry, and worship for the building up of God’s Kingdom and for the furtherance of the Gospel of Christ. (Eph. 4:11-12)-

(2) The Church is organized exclusively for charitable, religious, and educational purposes within the meaning of section 501 (c) (3) of the Internal revenue or including, but not limited to such purposes for establishing, maintaining, and operating of the church, and other ministries that the church may be led of God to establish.

(3) The Church shall also ordain ~~and license~~ men to the Gospel ministry; evangelize the unsaved and teach believers consistent with the Word of God.

(4) The Church shall regularly meet for the purpose of worshipping God the Father, Jesus our Lord, under the guidance of the Holy Spirit through the written Word of God. (Philippians 3:3; John 4:24)

(5) The Church shall also have the right to buy and sell property based on a 2/3 majority vote during a scheduled church business meeting.

(6) No action or decision shall be made by the membership without a quorum consisting of at least 40 members in good standing attending the annual business meeting.

## ARTICLE II - ASSOCIATIONS

I believe all highlighted wording in this document should be removed.

### Section 1 – Associations.

The Church shall be an independent, Fundamental, Bible-preaching, teaching Baptist Church and shall not be controlled or governed by any convention or association.

## ARTICLE III - MEMBERSHIP

### Section 1 - Qualifications for Membership.

Following are the guidelines for a man or woman to qualify for membership:

(1) Anyone professing faith in the Lord Jesus Christ as personal savior, giving evidence of a changed heart, and declaring him/herself in accordance with the practices and doctrines of this Church may become a candidate for membership.

(2) By watch-care: persons who are outside the Lafayette area from another state and community outside the Lafayette area allowing them to maintain membership at their home church, while granting them some privileges and blessing afforded active members. Those who join SBC under watch-care may not hold the office of deacon nor cast a vote at any business meeting.

I recommend having this sentence added

(3) Dual membership in other churches is not accepted (exception under watch care).

(4) Candidates for church membership must complete the church's orientation and new membership classes held during the designated hour arranged by church leadership team.

### Section 2 - Privileges of Members.

Following are the privileges of active members:

(1) The Church is not a pure democracy; however, members can request that a Church meeting be initiated by contacting the Board of Deacons who will discuss any further action with the Senior Pastor.

(2) All names on the Church roll are members; however only those on the active list (eighteen and over) shall have the right to vote.

(3) An active member shall be defined as one supporting the Church financially and/or through attendance at one of our fellowships (ie...bible study, small groups, or Sunday service). Anyone who is absent for a period of six months, unless they have an excuse such as: work leave, illness, and personal reasons will be considered inactive.

(4) Members vote to confirm and ratify the direction, philosophy, vision, purpose, and mission of the Church under the leadership of the Senior Pastor.

### Section 3 - Dissolution of Membership.

The following are methods needed in order to dissolve ones membership with the Church:

(1) **Issuance of a letter of transfer.** A letter of commendation or transfer shall be sent to any church at the request of a member in good and regular standing.

(2) No member shall be expelled until every effort has been made to reclaim him or herself in compliance with scripture. (Matthew 18:15-18; Galatians 6:1; 2 Thessalonians 3:10-14).

I believe number 2 should read a member can be removed from church membership for conduct which would bring disgrace to the church.

(3) Death.

(4) **Voluntary withdrawal from membership.** Request: No changes. (A person that left church with or without notification or reason.)

### Section 4 - Inactive Member.

The following shall qualify a person as an inactive member:

(1) A member who becomes delinquent for more than six months (except excused by Senior Pastor/Board of Deacons), and all efforts to get a response are unavailing, upon the recommendation of the Senior Pastor, and Deacons the member's name shall be placed on the inactive roll (See definition of active member).

(2) A member shall be notified in writing of such action taken by the church.

(3) A member whose name is on the inactive roll shall **no longer be considered a member of SBC.** As a result, that person will lose privileges to vote, hold office, or participate in business meetings of the church.

(4) A member may be reinstated to the active roll when there is evidence of compliance with church attendance, financial support, and Christian life that reflects Christ-like characteristics.

(5) Members on the inactive roll shall not be counted when tabulating membership statistical reports.

(6) A member on the inactive roll who is **not** reinstated within six months shall, after further effort to reconcile, will be dropped from the church roll by recommendation of the Senior Pastor and Deacons. They shall be notified in writing of such action.

(7) A member who has shown a lack of interest in church matters, attendance and support of the church without an excuse, will be removed from the Church's roll.

I believe that we should remove Section 4 – Inactive member altogether and just go with Dissolution of Membership.

### Section 5 - Discipline of Members.

The following are the guidelines for implementing disciplinary action for member of the Church:

- (1) The Senior Pastor and Deacons shall constitute the Discipline Committee of the Church.
- (2) A member will face disciplinary action if their lifestyle and behavior is not consistent with the Church Covenant and of the Articles of Faith, and is found guilty of conduct unbecoming a follower of Christ. (See Appendix I page 14 “Articles of Faith”)
- (3) Any discipline problem must be presented to the Discipline Committee before going to the Church.
- (4) Any discipline problem shall be settled in the manner laid down by our Lord and Savior Jesus Christ in; (Matthew 18:15-18; I Thessalonians 3:6-16; Galatians 6:1).
- (5) When charges are made, the member will be asked to meet with the Discipline Committee. Failure to appear on the agreed upon date/time will constitute an admission of guilt; the Committee will carry out the necessary action in the spirit of love and restoration.
- (6) If this concerns an officer of the church, the officer must relinquish the office until a decision is made.

## ARTICLE IV - ORDINANCES

### Section 1 – Baptism.

Upon a profession of faith in Jesus Christ as Savior, and completing orientation of new member classes, the pastor, or another authorized pastor/deacon may immerse a person in water to follow the Lord’s commandment. (Matthew 3:16; John 3:23; Acts 8:38)

Change wording to say “Baptism is a symbolic act of obedience. A person who has made a public profession of their faith in Jesus Christ and indicates a commitment to follow Jesus as Lord, shall be received as a candidate for baptism. (1) Baptism shall be by immersion in water. (2) Baptism may be administered by the Senior Pastor or whomever he shall authorize. (3) Baptism shall be administered as an act of worship during the prescribed worship service. (4) Baptism shall be as soon as possible after the public confession of faith is made.

### Section 2 - Lord’s Supper.

The Lord’s Supper (Communion) shall normally be served to the assembled church by the pastor, assisted by assistant pastor, and deacons on the first Sunday of each month or at the discretion of the pastor. In the absence of the Pastors, the Chairman of the Board of Deacons will administer the Lord’s Supper.

Change wording to say “The Lord’s Supper is a symbolic act of obedience whereby those who have placed their faith in Jesus partake of the bread and the fruit of the vine, commemorating the death of Jesus Christ and anticipating His Second Coming. The Lord Supper shall be observed on the first Sunday of each month or at the discretion of the Senior Pastor. The Senior Pastor, church staff, and those assigned shall be responsible for administration of the Lord’s Supper

## ARTICLE V – SENIOR PASTOR

### Section 1 - His Qualifications.

The following are the required qualifications for the Senior Pastor:

(1) He must meet the following qualification, above reproach: a husband of one living wife; temperate and self-controlled; respected; hospitable; able to teach; not given to strong drink; considerate; peaceable; not loving money; managing his family well, and respected by them; not overbearing; sound doctrine and able to refute unsound doctrine; devout and appreciating good people and good things. (1 Timothy 3:1-7 and Titus 1:6-9)

(2) He is given of God to the Church “for the perfecting of the saints, for the work of the ministry, for edifying of the body of Christ.” (Ephesians 4:12)

### Section 2 - His Call.

Following are the guidelines to call a Sr. Pastor candidate:

(1) The Pulpit Committee shall constitute the deacons and several other members of the church. The other members will be appointed to the committee and approved by congregation. The Pulpit Committee shall be led by the of the Deacon Board

(2) If it becomes necessary to call a Senior Pastor, the Pulpit Committee shall, immediately, begin searching for a man who meets the qualification listed above and conduct a thorough background check.

(3) Qualified Candidates and their family will be invited to meet with the Pulpit Committee, fill the pulpit for a Sunday and decide if he wants further consideration. If further considered, he will be asked to stay three more days in the community and preach at the mid-week Bible Study and meet all ministries directors/leaders.

(4) To avoid confusion, only the Pulpit Committee or Deacons (if a Pulpit Committee has yet to be formed) can invite a candidate for pastoral consideration.

(5) Upon recommendation of the Pulpit Committee a special call meeting (see special call meeting procedures) shall be held for church consideration. The Committee shall contact, in writing, all candidates not being considered.

(6) If the church approves, the candidate shall return and preach on another Sunday, after which the church will vote on calling him as pastor.

(7) Final selection will be made at a special call meeting, and will require no less than 2/3 votes of active members present.

(8) The Pulpit Committee shall make the result known to the prospective pastor, as soon as possible. Upon receiving the voting results, he will become the pastor. He and his wife shall become members of the church.

(9) Details of the call and (pastoral) benefits shall be included in a written agreement, and shall include the following financial package:

- Salary
- Retirement
- Parsonage/Housing Allowance
- Vacation
- Medical Insurance
- Car Allowance or (Mileage)

(10) All candidates seeking the position of Senior Pastor or Assistant Pastor MUST be of the male gender.

### Section 3 - His Term.

The following are the guidelines for the Sr. Pastor's term with the Church:

(1) The Senior Pastor is called for an immediate period of time and shall continue as long as the relationship is mutually agreeable to the Senior Pastor and Board of Deacons.

(2) The Senior Pastor may resign at any time and his duties terminated sixty days (60) from the date of resignation, or at a time mutually agreeable to by both the Senior Pastor and Board of Deacons.

(3) The Board of Deacons shall investigate any behaviors of the Sr. Pastor arising from immorality or departure from the fundamentals of the faith. The Senior Pastor will be placed on temporary leave with pay immediately.

(4) If their findings are valid the deacons will hold a special call meeting of the church to consider the findings and recommendation. Dismissal of the Senior Pastor will require no less than 2/3 votes of active members present; his duties will be terminated immediately, and all church property returned. He will receive sixty days (60) severance pay, in lieu of notice.

### Section 4 - His Duties.

The following are the duties of the Sr. Pastor:

(1) The Senior Pastor shall preach the Gospel regularly and liberty to preach the whole counsels of the Word of God as the Lord leads him. He shall administer the two church ordinances, supervise the teaching ministries of the church, as well as tenderly watch over the spiritual growth of the membership.

I believe the wording should say: He shall supervise the administering of the two church ordinances...

(2) The Senior Pastor shall make recommendations to the congregation for the position of deacons and other ministry leaders. The Senior Pastor shall also appoint special committees when needed. He shall inform deacons and ministry leaders of their ministry descriptions and responsibilities. He shall extend the right hand of fellowship to all new members, on behalf of the church and perform other duties generally appropriate to this ministry.

I believe the wording should say: The Senior Pastor shall have the authority to appoint both deacons and ministry leaders.



(3) The Senior Pastor shall moderate and oversee all church business meeting.

(4) In the absence of the Senior Pastor, the chairman of the Board of Deacons will moderate the business meeting.

(5) The Senior Pastor may call for a meeting of the church or any committee and/or board at such a time he feels necessary.

(6) The Senior Pastor may perform Weddings, Funerals, and Counseling to the membership at no cost.

(7) Senior Pastor and his wife must join and become a member of the Church.

## **ARTICLE VI - DEACONS**

### **Section - His Qualifications.**

The following are the qualifications for a Deacon of the Church:

(1) A Deacon shall meet the New Testament teachings given 1 Timothy 3:8-13; *Act 6:1-7; Titus 1:5-9.*

(2) A Deacon must be twenty-one (21) years of age.

(3) A Deacon must be faithful member of the church and support the church spiritually and financially.

(4) A public ordination and installation service will be held for a newly-appointed deacon after training and a one year interim period.

(5) A Deacon from another church must first join and become a member of Second Baptist Church. He must also become ordained by Second Baptist Church before he is officially recognized as a deacon of the Second Baptist Church.

### **Section 2 - His Term.**

The following are the guidelines for the Deacon of the Church:

(1) The Senior Pastor shall inform the congregation of the men of who have been selected to service as deacons. This will take place at the next upcoming church business meeting.

(2) The Deacon shall serve for an indefinite term. A Deacon can be asked to step down by the Senior Pastor if the Deacon is found engaging in conduct detrimental to the church. This includes but is not limited to sexual immorality, mismanagement of church resources, failure to properly fulfill his role and sowing discord among the congregation.

(3) In the event of a vacancy, the Senior Pastor will recommend to the congregation another qualified man for approval by a two-thirds (2/3) vote during a scheduled business meeting. [requesting removal]

### Section 3 - His Duties.

The following are the duties of the Deacon:

(1) The Deacons shall assist the Senior Pastor, in matters such as, but not limited to, conducting worship services, teaching, visitations, evangelistic efforts, caring for the Church's administrative needs, and disciplinary actions.

(2) The Deacons shall attend all Sunday Services on a regular basis, mid-week services and special programs throughout the year.

(3) The Deacons shall share with the Senior Pastor in promoting the spiritual welfare of the church.

(4) The Deacons shall assist the Senior Pastor in administering serving the Lord's Supper. In absence of the Senior Pastor, the chairman of the Deacons will ensure that communion is served serve communion.

(5) The Senior Pastor along with the Deacons are responsible for the discipline of a member with the approval of the Senior Pastor.

(6) When disciplinary action involves Senior Pastor misconduct, the Deacons shall investigate all charges, and call a special meeting of the church to present findings.

(7) The Deacons shall constitute a standing Pulpit Committee.

## ARTICLE VII – OFFICERS or MINISTRY LEADERS

### Section 1 - Appointed Church Officers Ministry Leaders.

The Elected officer's ministry leaders of the church shall be: Deacons; Trustees; Church Clerk and the Assistant; Church Treasurer and the Assistant; (other ministry leaders).

### Section 2 - General Qualifications of Ministry Leaders Officers.

Following are the required qualifications of all Ministry Leaders. Church Officers:

(1) A ministry leader An officer must be a member of the Church for one year. Upon recommendation of the Pastor, a ministry leader Officer may be considered for an office after being a member for six months.

(2) An Officer or Ministry Leader shall be spiritually mature, faithful to the Word, devoted to our Lord and Savior Jesus Christ, display conduct consistent with the Church Covenant and Articles of Faith, support the leadership, church vision, mission, and support the church financially by tithes (10%) and offerings.

(3) An officer should have respect for the Senior Pastor, Deacons, other Officers, church members, and ministry activities. Heads of auxiliaries are required to attend support team and quarterly business meetings.

### Section 3 - Resignation of Officers or Ministry Leaders.

The following are the terms in which an Officer or Ministry Leader must resign:

(1) Elected and appointed officers or ministry leaders who are unable or unwilling to fulfill his/her duties shall resign.

(2) The Senior Pastor and Deacons shall remove an officer or ministry leader who refuses to subscribe to the Articles of Faith, Church Covenant/Constitution, and ministry description.

### Section 4 - Terms of Assistant, Associate, and Youth Pastors.

The following are the guidelines for the recommendation of an Assistant, Associate and Youth Pastors:

(1) The Senior Pastor shall recommend the Assistant, Associate, and Youth Pastors to the church for an indeterminate term of service.

(2) All questions or problems involving the Assistant, Associate, and Youth Pastors should be referred to the Senior Pastor. At the discretion of the Senior Pastor the problem will be discussed with the Board of Deacons for consideration before final action.

(3) In the event of a vacancy the Senior Pastor will recommend to the deacons a qualified man, to be presented to the church at a special call meeting. Final selection will require no less than 2/3 vote of active members present.

(4) See church handbook for specific job qualifications and job duties.

### Section 5 - Terms of Trustees.

The following are the guidelines for Trustee:

(1) The Senior Pastor shall recommend qualified individuals to the Trustee Board, with the approval of the church at the Annual Third Quarterly Business Meeting. The Senior Pastor will have input to the appointment of the Trustee Chairman.

(2) The term shall be two (2) years active and one (1) year recess, unless other arrangements are made. by the Senior Pastor

(3) See ministry description for specific qualifications and duties.

## Section 6 - Terms of Church Officers, Ministry Leaders, and Auxiliary Heads.

The following are the terms of the Church Officers, Ministry Leaders and Auxiliary Heads:

(1) The terms of office will be for (2) years on (January 1 to December 31) and one year off unless otherwise stated.

(2) See ministry description for specific qualifications and duties.

## ARTICLE VIII – COMMITTEES & MINISTRIES

### Section 1 – All Committees

- (1) The chair of all committees shall be appointed by the Senior Pastor and serve at the pleasure of the Senior Pastor.
- (2) The chair of all committees shall be active members of the church and may be reappointed for an indefinite number of terms by the Senior Pastor.
- (3) The number of members that make up a committee shall be determined by the Senior Pastor.
- (4) The chair of all committees serve at the discretion of the Senior Pastor. Termination may be by resignation, death or removal by the Senior Pastor.
- (5) Any newly formed committee or ministries will be presented to the church at the next scheduled business meeting.

### Section 1 – Approval.

The following are the guidelines for committees and ministries:

(1) As the need arises, the Senior Pastor and Deacons will establish and approve committees and ministries to carry out church business and mission.

(2) Committees or ministries will be presented to the church for approval at a regularly scheduled business meeting.

(3) Senior Pastor and Deacons must approve dissolution of committees or ministries.

### Section 2 - Standing Committees.

The following are the guidelines for the Standing Committee:

(1) Standing committees exist to carry out the church mission, constitution and ensure biblical principles are maintained.

(2) Membership on these committees is determined by appointment and election.

(3) Standing committees are: Pulpit, Pastoral, Discipline Committees, Ministry Leaders, Mission & Mercy and Support Team. Support team is all the ministries that supports the church.

### Section 3 - Ministries (Auxiliaries, Boards, Committees, Choirs, Fellowships).

The following are the guidelines for ministries:

(1) Ministries (Auxiliaries) exist to aid in carrying out our Church philosophy of ministry, vision and purpose statement.

(2) All ministries are considered a part of the Church.

(3) All governing constitutions must be consistent with Church's covenant and church constitution.

(4) Annual activity plans approved by the pastor or his designate, must be submitted at the last Support team meeting of the year.

(5) Membership in ministries consists of members led by the Holy Spirit and who are in good standing with the church.

(6) Ministries are: Usher & Mission Boards; Hospitality, Music & Sound, Men and Women's Fellowship, Sunday School, Nursery, Youth Group (all ages) and Day Care Ministry.

### Section 4 - Interim Committees.

The following are the guidelines for the Interim Committees:

(1) These committees are organized for specific purpose and time period.

(2) Membership is by pastor appointment or volunteering.

(3) Written plans and financial needs must be submitted for approval.

(4) Examples of Interim Committee are: church and pastoral anniversary committees; planning, organizing and implementing special events.

## **ARTICLE IX – BUSINESS OF THE CHURCH**

### Section 1 - Paid Personnel

The following are the guidelines for paid personnel:

(1) The paid staff shall consist of the Senior Pastor, Assistant, Youth Pastors, Secretaries, Minister of Music, Church Custodian, Day Care Staff and other positions as needed.

(2) See job descriptions for employee job qualifications and duties, and employee handbook for employee benefits.

## Section 2 – Finances.

The following are the guidelines regarding the Church finances:

(1) The church shall be supported by tithes, free-will offering, special offering and gifts.

(2) The fiscal year shall begin on January 1, and end December 31. Quarterly Business Meetings will be hosted to provide the congregation informational updates and conduct business transactions.

(3) Each year the Business Manager and the Senior Pastor will draw up an annual church budget *with input from ministry leaders*. It will be presented to the church for approval at the annual business meeting.

(3) Each year Ministry Leaders will submit their ministry budget for the following fiscal year. Those budgets will be submitted to and approved by the Trustees of the church.

(4) Any two persons elected/appointed to the following offices shall have the authority to sign checks on behalf of Second Baptist Church; Business Manager, Chairmen of Trustee and Deacons Board, Church Treasurer and Assistant Church Treasurer.

(5) Any two persons elected/appointed to the following offices shall have the authority to make contractual agreements or business transactions with church approval: Senior Pastor, Executive Pastor Business Manager, and Chair~~man~~ of the Trustee Board.

(6) Any two persons elected/appointed to the following offices shall have the authority to spend up to \$10,000 for non-budgeted purchases. Before these purchases are made, the Senior Pastor and the Trustees must approve the transaction. money approval by the Senior Pastor and the Trustees for the enhancement of the church ministry: Business Manager, Deacons, and Chairman of the Trustee Board. The church will be made aware of such expenditures at the next scheduled quarterly annual business meeting. Any non-budgeted purchases above \$10,000 major purchases above this amount must be taken before the church and passed by a 2/3 vote. The only exception to this is if the purchase affects the safety of our congregants. In that event, the 2/3 congregational vote can be bypassed.

## Section 3 – Mission.

It shall be the policy of this church to support members that are in need of help primarily only. Colleges, organizations and missionaries who are in need of our support are also eligible for our assistance. However, they must and whole heartily be are in agreement with our Articles of Faith, both in doctrine and practice, and Baptist in distinctive

## Section 4 - Church Property.

The following are the guidelines regarding the Church Property:

(1) The Church building has been erected and set apart for God's glory, and in this sense should be used only for such activities.

(2) The Church will offer its services for such events as weddings and funerals at the discretion of the deacons and trustees for non-members.

(3) No secret societies, or any person who is involved in same sex relationships (couples), or group who endorse political views contrary to the Word of God, will not be permitted to hold services or perform rituals in the building.

## **ARTICLE X – LICENSING AND ORDINATION**

### **Section 1 – Licensing.**

The following are the guidelines regarding licensing:

(1) When a **man** in this membership is called to be a pastor, and desires to be licensed he shall make his desires known to the Senior Pastor. After considering the candidate's qualification, according to 1 Timothy 3:1-7 and Titus 1:6-9, the Senior Pastor will make a recommendation to the Board of Deacons. At any business meeting of the Church a recommendation will be made to grant the license.

(2) The duration of this license shall be for an undetermined term of service.

(3) A license can be annulled or withdrawn at any time, should the Church, in its judgment, have sufficient reason for such action.

### **Section 2 – Ordination.**

The following are the guidelines regarding ordination:

(1) A man must be ordained subsequent to licensing. After completing licensing and receiving training or education he can be ordained.

(2) The Senior Pastor, after a thorough review of the candidates' qualification, and discussions with the board of deacons, will assemble a council of pastors from churches of like faith and practice to examine the candidate.

(3) The council shall thoroughly examine the candidate as to his call to the Christian ministry, education, Christian experience, reputation, character, doctrinal belief, and demonstrated efficiency in Christian service. They will recommend to the Church to ordain the candidate.

(4) Hearing the recommendation, the Church will proceed with the ordination at a future date agreeable to the Church and the candidate.

### **Section 3 - Qualification for Ordination.**

The following are the guidelines regarding qualification for ordination:

(1) He must have served six months as pastor, assistant pastor, or in definite Christian work in such manner as to convey reasonable evidence of God's call to the ministry.

(2) He must be the husband of one living wife.

(3) He must meet the qualifications of a pastor as set forth in 1 Timothy 3:1-7 and Titus 1:6-9.

#### Section 4 – Discipline.

The following are the guidelines regarding discipline of a Pastor:

(1) It shall be within the power of the Church to discipline and/or revoke the ordination credentials, according to this constitution.

(2) The pastor and/or deacons, in keeping with the spirit of the Scriptures, will conduct an impartial trial.

(3) The minister shall have the opportunity to appeal to the Church within sixty days after the decision.

### **APPENDIX I - ARTICLES OF FAITH**

#### **ARTICLE I- THE SCRIPTURES**

We believe the Holy Bible is a supernatural book, that it is the very Word of God, that it is in the sixty-six books the full, final and complete revelation of God's will to man. We believe the Author of the Bible is God the Holy Spirit, and by inspiration we mean the plenary, verbal inspiration, that holy men of God spoke as they were moved by the Holy Spirit as revealed in Second Peter chapter one. We believe that the King James Version (1611, Authorized Bible) is God's preserved Word in the English language. We reject all modern translations and paraphrased versions, as these commonly alter or delete Bible doctrines, including the pure meaning of redemption and the virgin birth and deity of Christ. We believe and teach that the Bible is the final authority in all matters of faith and practice. II Pet. 1:20-21; II Tim. 3:16-17; Matt. 5:1

#### **ARTICLE II- GOD THE FATHER**

We believe and teach that there is one, and only one, true and living God. He is absolute in nature, perfect in attributes, and holy in character. He is the Creator of all things, animate and inanimate. He is immutable, omnipresent, omnipotent, omniscient, eternal and sovereign. Eph. 4:6; I Tim. 1:17; Ps. 147:4; Ex. 20:2-3; Rom. 11:33; Gen. 17:1; John 4:24; Ps. 90:2; Ps. 139:7-10

#### **ARTICLE III- GOD THE SON**

Jesus Christ was God in human flesh, and is the Second Person of the Trinity, divine, even as God the Father and God the Holy Spirit. He was virgin born and incarnate in flesh. He lived a sinless life and is the only true Savior of mankind by His vicarious death on the cross. He resurrected physically from the tomb, ascended into Heaven, and is now the believers' Great High Priest, ever interceding for them. Isa. 9:6; II Cor. 5:21; Gen. 3:15; Heb. 10:11-14; Isa. 53:5; John 1:1-5, 14; Heb. 4:12; Gal. 3:13; Col. 1:13-17; Heb. 2:17-18; I Peter 3:18; Heb. 1:2

#### **ARTICLE IV- THE HOLY SPIRIT**



The Holy Spirit is a Divine Person, the third Person of the Trinity. He is equal with God the Father and God the Son and of the same nature, and is involved in all the works of God, from the creation. In relation to the unbelieving world, He restrains the Evil One until God's purpose is fulfilled; He convicts of sin, judgment and righteousness; He is the agent of the new birth and indwells, seals, guides and empowers the Believer for service. John 14:16-17; John 14:26; John 15:26-27; Rom 8:16; Eph. 1:13-14; Rom. 8:26-27

## **ARTICLE V- CREATION**

We believe the Genesis record of the creation week is literal, and not allegorical or figurative; that God Personally created the heaven and the earth in a direct act, that He brought forth all original matter out of nothing. We believe that man was created instantly and immediately, by divine power, in God's own image, on the sixth creation day, and not through any evolutionary process. God's established law says that all species shall bring forth "after their kind." Gen. 1:1; Acts 17:23-26; Rom. 1:20; John 1:1-3; Heb. 11:3; Gen. 1:26-27

## **ARTICLE VI- THE DEVIL (SATAN)**

We believe that Satan is an actual being and not an imaginary influence; that he once enjoyed high heavenly honors and glorious heavenly privileges; that he through pride, ambition and self-will betrayed God and as a result, brought down upon his head the judgment of God. He operates today as the god of this world and the prince of the power of the air; that he is the arch deceiver, and father of all lies; that he is the greatest enemy, tempter, and opposer of the saints. His final abode shall be the lake of fire which is the eternal place of punishment prepared for the devil and his angels. Isa. 14:12-15; Jude 6; I John 3:8; Ezek. 28:14-17; I Peter 5:8; John 8:43-44

## **ARTICLE VII- THE FALL OF MAN**

We believe that man was created in innocence and purity, and by voluntary transgression of the Lord's command, fell from the state in which he was created and as a consequence became a sinner alienated from God; in so doing, he brought upon himself and all mankind just condemnation. Man is now, by virtue of his fallen nature, void of holiness, positively inclined to evil and actually condemned to eternal ruin without excuse. Gen. 3:6-24; Rom. 5:19; Eph. 2:1-3; Rom. 5:12; Rom. 1:18; Rom. 1:28

## **ARTICLE VIII- THE VIRGIN BIRTH**

We believe that our Lord Jesus Christ was conceived by the Holy Spirit in a miraculous manner; born of the Virgin Mary as no other man was born or can be born of woman. He is both the Son of God and God the Son; in His humanity, both wholly God and wholly man. Luke 1:35; Gen. 3:15; Isa. 7:14; Matt 1:18-25; John 1:14; Mark 1:1

## **ARTICLE IX- THE ATONEMENT FOR SIN**

We believe that the lost sinner- every mortal- is guilty and under just condemnation and is by nature alien to God and because of sin, condemned to die; that the atonement for sin was provided through

the substitutionary work of the Son of God, Who by divine appointment freely took upon himself our nature, yet without sin, that He through obedience through His earthly walk personally honored the divine law by keeping it, and through His death on the cross actually satisfied the law for the penalty of sin. His obedience and sacrificial death made full and vicarious atonement for all sin, so forgiveness and salvation may be provided freely to all who believe. Rom. 3:25; I John 1:7; Isa. 53:12; Heb. 9:22; John 10:17-18; Heb. 12:2

## **ARTICLE X- GOD’S PLAN FOR MAN’S SALVATION**

We believe and teach that salvation is by God’s grace and that salvation is free to all through the Gospel: that it is the duty of all to accept Christ, the Savior, by faith; and those who voluntarily reject salvation and Jesus Christ will face eternal separation from God in a literal place of fiery punishment the Bible calls “hell.” When a sinner repents and receives Jesus Christ as Personal Savior, that sinner also receives eternal life, forgiveness of sins, and deliverance from divine wrath. The eternal purpose of God in salvation is first, that God be glorified; after this, to secure and preserve the believer forever in Christ; hence, the believer is saved and kept eternally, apart from works or human effort. It is also the eternal purpose of God that the believer conform to the image of His Son. This salvation, wrought by grace, assures us that we are preserved in Christ by the power of God and no man can pluck the saved from the Father’s hand. God’s Word teaches eternal security- “Once in Grace, always in Grace.” John 3:15-16; I Peter 1:4-5; John 1:12; John 10:27-30; Rom. 10:1-3; John 5:24; Rom. 8:28-29; 35-39; Rom. 11:29; Eph. 1:4-7; 12-14

## **ARTICLE XI- REPENTANCE AND FAITH**

We believe that repentance and faith are solemn and inseparable prerequisites for salvation; that they are necessary elements wrought in the heart by the Holy Spirit; as the sinner is deeply convicted of his guilt and helplessness he turns in repentance to the Lord Jesus Christ, surrendering himself wholeheartedly, and receiving Him as personal Savior and Lord, he is immediately born again. Acts 3:19; II Cor. 7:9-10; Mark 1:15; Acts 2:37-38; Acts 20:21; Matt. 3:1-2; John 6:44 We believe and teach that all are sinners in need of this great salvation.

1. You need to be saved: Rom. 3:10; 3:23; Jn. 3:1-16
2. You cannot save yourself: Titus 3:5
3. God has provided for your salvation: Heb. 7:25
4. Jesus Christ is the only way of salvation: John 14:6
5. God wants to save you: II Peter 3:9; I Tim. 2:4
6. You must trust in Christ alone, repenting of your sins: Acts.3:19; Rom.10:9-10
7. God can save you now: Rom. 10:13

## **ARTICLE XII- THE RESURRECTION**

We believe and teach that Jesus Christ arose literally and bodily from the grave. We also believe and teach that this resurrection assures all believers the same physical resurrection when the Lord returns for the Saints at the time of the Rapture. There will also be a resurrection of the unsaved to stand in judgment before the Lord, known in the Scriptures as the Great White Throne Judgment. Matt. 28:6-7; John 20:27; I Cor. 15:1-11, 42-52; Heb. 9:27-28; I Thess. 4:13-18; Rev. 20:11-15

### **ARTICLE XIII- THE CHURCH**

We believe and teach that the local, visible assembly of Scripturally-baptized believers (ekklesia) is Christ's body- the "one body" of Eph. 4:4- the only kind of "church" found in the New Testament. We do not believe in an invisible or universal church. Although the family of God- all blood-washed, redeemed saints- is "invisible" in that sense, and heaven-bound, not all believers are joined to a Body of Christ- His local, visible assembly, which He called "my church." The local New Testament Baptist church alone was authorized to carry out the Great Commission. The first New Testament Baptist church was founded by Jesus Christ during His own Personal ministry, using the "materials" prepared by John the Baptist; and membership in Christ's Body- that local assembly, the manifestation of Christ in that locale- is by Scriptural baptism. We believe and teach that the local New Testament Baptist church is an independent congregation and is not governed or controlled by an ecclesiastical hierarchy. All assemblies in the New Testament were independent, self-governing, self-financing, and self-propagating assemblies. Eph. 3:21; Acts 2:47; I Tim. 3:15; Matt. 16:18; Col. 1:24; Eph. 1:22-23; Acts 16:5; Acts 11:22; Acts 8:1

### **ARTICLE XIV- CHURCH ORDINANCES**

We believe that Baptism and the Lord's Supper are the only ordinances set forth in the Scriptures for observance in Christ's visible assemblies. Scriptural Baptism began with John the Baptist. John's baptism was Christian baptism; John was the first gospel preacher. Our Lord Jesus Christ accepted this baptism himself and accepted those that John baptized into the church that He organized during His own personal ministry.

A. Baptism – Believer's baptism, to be Scriptural, must involve: 1) The Proper Candidate –one who has been born again. 2) The Proper Mode or Method –immersion of the believer in water. 3) The Proper Design or Motive – to show forth the death, burial and resurrection of Christ, and spiritually, of the believer, to a new life in Christ; baptism also makes him a member of the Scriptural church into which he is baptized. 4) The Proper Administrator- a real, Baptist church, founded with church authority.

B. The Lord's Supper – We believe the Lord's Supper is a memorial supper administered by the authority and instruction of the local Baptist church. It symbolizes the broken body and the shed blood of our Lord Jesus Christ, and only members of the local church who are in a right relationship with God are qualified participants in the Lord's Supper service. There is no saving grace communicated either through Baptism or the Lord's Supper. They are pictures and memorials for believers in Scriptural churches to observe, as matters of obedience. Matt. 3:13-17; Matt. 28:19-20; I Cor. 11:23-34; Acts 8:36-38; Rom. 6:3-5; Matt. 26:17-30; Mark 1:1-4; I Cor. 1:14-18

## **ARTICLE XV- THE GRACE OF GIVING**

We believe and teach that God's method of financing His work of spreading the Gospel is by the tithes and offerings of His people in and through the local New Testament Baptist church, which is the storehouse. The time to tithe is upon the first day of the week, and everyone is accountable to the Lord for one-tenth of his income. Tithing was instituted before the law, and by Christ in the New Testament Baptist church. Matt. 23:23; Lev. 27:28-34; I Cor. 16:1-2; Luke 6:38; II Cor. 9:6-15; Gen. 14:17-20; Mal. 3:7-10; II Cor. 8:1-8

## **ARTICLE XVI- THE WORK OF MISSIONS**

We believe that all missionary endeavor should be carried on through and ministry, and under the authority of the local church; that mission boards and mission hierarchies tend to corrupt and usurp the authority of the local church. The Great Commission was given to the local New Testament Baptist church; therefore, the authority to preach, baptize and teach rests solely with the local church, and not with any educational institution, mission board, denomination, or other religious organization. It is therefore the responsibility of local, Scriptural assemblies to train those who go forth to spread the Gospel, and to supervise their labors under the direction of the Holy Spirit. We do believe that it is the privilege and right of local churches to cooperate with each other in carrying out the Great Commission. This cooperation should be carried on in such a manner as to preserve the sovereignty and autonomy of each local body in all matters of faith and practice. Matt. 28:19-20; Mark 16:15; Acts 1:8; II Cor. 9:1-15; II Cor. 8:1-6; I Cor. 16:1-3

## **ARTICLE XVII- SEPARATION OF CHURCH AND STATE**

The original intent of our founding fathers was to keep civil government in its proper perspective. We believe civil government should be influenced by the prayers, preaching, teaching and involvement of all believers in Christ. We believe Christians should be actively involved in the electoral and legislative processes, and working to promote godly government. The requirements of license, certification and taxes on the church of Jesus Christ are unconstitutional and non-Biblical. The churches' ministers are God-ordained and need no man's approval or control. The Holy Spirit calls and maintains the work of God. The state is not above- nor equal to- God. The state is to be a "servant of God" to the people for good; it is accountable to God for its acts. God is the Supreme Sovereign, and as such is the Ultimate Authority, and should be obeyed above any other delegated authority. We believe that we should, "as much as lieth in us," live peaceably with all men. However, we will resist peaceably all efforts of civil governments to control the churches of Jesus Christ. There is nothing in the first amendment to the United States Constitution which supports the idea of "separation of church and state." The original intent was clear: our founding documents clearly prohibit the establishment of a state religion and guarantee the free exercise of religious belief. The division between church and state is one of function; it is a division of labor; the church is to be a minister of grace; the state is to be a minister of justice. Both are divinely-established institutions, and both are to serve the Lord God. God never intended for church and state to exist independently and separately. The church is to influence the state to godly and righteous rule. The state is to protect the good and prevent the evil. We, therefore, exhort our members to be active in praying and working for Scriptural, godly civil government. I Tim. 2:1-2; Rom. 13:1-7; Acts 5:29; Matt. 22:15-21; Prov. 8:15-17; Ex. 18:11; Rom. 12:17-18; I Peter 2:13-20; Job 34:24

## ARTICLE XVIII- EVENTS OF THE END TIMES

We believe and teach that Jesus Christ is coming again, and that God has a plan still future for this world and all that dwell therein, both saved and lost. Jn. 14:1-3; I Thess. 3:13; I Cor. 15:51-55; Rev. 19:11-16; Jude 14-15; Zech. 14:1-5; Titus 2:13

### *The Rapture- “Catching Away”- of the Saints*

We believe and teach that Jesus Christ shall “catch away” all believers before the Tribulation. All true believers will be caught up together, along with the dead in Christ- the deceased bodies of saints who have died through the ages- to meet the Lord in the air. The time of the rapture is imminent. I Thess. 4:13-18; I Cor. 15:51-55; II Thess. 2:1-12; Mark 13:27-31; Luke 21:25-31; Luke 21:8-19

### *The Tribulation- 7 Years of Anguish*

We believe and teach that the Rapture will immediately be followed by a 7-year Tribulation, described in many Bible texts, here on the earth. This will be a time of turmoil, trouble, and death, as Antichrist is revealed and during the latter 3 ½ years, God pours out His wrath on an unbelieving world. Dan. 12:1; II Thess. 2:1-12; Matt. 24:21; Luke 21:25-26; Rev. 6:16-17; Rev. 16:11-21; Rev. 14:1-16

### *The Conversion of the Jews*

We believe and teach that God still has a plan for physical Israel: God will raise up 144,000 Jewish witnesses to preach the gospel during the Tribulation, and all Jews who survive the Tribulation will believe on Christ when He appears in the heavens in the Second Advent. Zech. 12:10-14; 14:1-9; Romans 11:25-27; Matt. 4:38

### *The Battle of Armageddon*

We believe and teach that when Jesus Christ comes at the Second Advent, that, accompanied by all the saints in heaven, He will meet the armies of His enemies at the Battle of Armageddon, and defeat them in a moment with the word of His mouth. At this time, He will establish His physical kingdom on this earth. Rev. 16:11-21; Ezek. 38:1-23; Zech. 12:1-4

### *The Millennium*

We believe and teach that the Lord Jesus Christ, in His glorified body, will literally rule and reign on the earth, after the Tribulation, for 1,000 years, from David’s Throne in Jerusalem. He will rule the nations with a rod of iron, and will execute justice and righteousness on the earth. Rev. 20:1-6; Jer. 23:5; Rev. 11:15-17; Isa. 32:1; Isa. 11:9; Isa. 2:1-5

### *The Final Judgment*

We believe and teach that after the Millennial Kingdom of Christ, there will be a brief, final rebellion, culminated by the Great White Throne Judgment, the judgment of all the loss of all the ages, at which time they will be cast into the Lake of Fire forever. Rev. 20:1-15

We believe and teach that after this final judgment, “eternity” begins. The saints will live forever with the Lord in heaven, eternally praising and worshipping Him and fellowshiping together with the saints forever and ever. (Rev. 21:1-7; 9-27; Rev. 22:1-21)

## **ARTICLE XIX – CHRISTIAN MARRIAGES & FAMILIES**

- 1. Biblical Authority and Marriage.** At Second Baptist Church (SBC) we believe that the Bible is the inspired, inerrant and infallible Word of God. We firmly believe that all followers of Jesus Christ, and especially members of SBC, should strongly follow to the teachings of the Bible, specifically as it relates to the teachings of Jesus and the writers of the New Testament. The Bible is the authority under which we make all ministry operating decisions, and all church conduct and policies must be consistent with Scripture (2 Timothy 3:16-17). Our church, its ministers and its properties exist only to serve and be used for biblical purposes and therefore shall not be used for unbiblical purposes such as performing same sex or non-biblical marriages, even if under government duress.
- 2. Biblical Teaching on Marriage.** At Second Baptist Church we believe that biblical marriage is between a male and female. In the book of Genesis, we find that God created male and female. He created this male and female for the purpose of marriage and subsequently procreation. Genesis 2:24 states “Therefore shall a man leave his father and his mother, and shall cleave unto his wife; and they shall be one flesh.” From this passage we understand that God’s original intent was for marriage to be between a male and a female. We believe this is the standard that God wants all Christians to uphold.
- 3. Church’s Acceptance of God’s Word Over Man’s Non-Biblical Laws.** At Second Baptist Church we believe in following the laws of our local, state and federal government. However, we also believe that God’s law supersedes the laws of men. In Acts 5:29 Peter and the Apostles said, “we must obey God rather than human authority.” Therefore, while we respect the laws of men, we respect the laws of God even more. Second Baptist Church accepts that the biblical covenant of marriage is of the highest authority and that authority takes precedent over any governmental laws regulating marriage. The biblical concept is that marriage is an emotional, physical, and spiritual union between one man and one woman who become one flesh together when they join as husband and wife. In Mark 10:2-9, Jesus clearly states that God’s plan and view of marriage involves only the union of a male and a female in matrimony that is holy and acceptable to God. Second Baptist Church respects Christ as the Head of the Church and will follow only His teaching and the teaching of the New Testament writers on marriage regardless of what any secular government might otherwise attempt to command.
- 4. Biblical Teachings on Non-Biblical Marriages.** At Second Baptist Church, our policy regarding Christian marriage and our refusal to accept same sex marriage is based on the Bible’s clear teaching that homosexuality is a sin. All sexual relationships other than between a male and a female married to each other are condemned in the Bible. Leviticus 18:22. Romans 1:24-25, and 1 Corinthians 5:9-13, 6:9-12.

**5. Policies for Staff and Properties.** Second Baptist Church adopts the following policy:

No marriage ceremony will be conducted at Second Baptist Church unless it involves a biblical marriage between one man and one woman as set forth in this above article. No event will be allowed on church property that endorses the acceptability of any alleged marital relationship contrary to the biblical truths set forth in this above article.

**6. Right to Deny Applicants.** Second Baptist Church reserves the right to refuse or allow use of the church property or facilities to perform any wedding ceremony or any other events that, at its sole discretion, if it is deemed to be contrary to biblical standards for marriage and our church constitution.

## **APPENDIX II – THE CHURCH COVENANT**

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 Spirit, 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 contribute cheerfully and regularly as God has prospered us, toward its expenses, for the support of a faithful and evangelical ministry among us, the relief of the poor and the spread of the Gospel throughout the world. In case of difference of opinion in the church, we will strive to avoid a contentious spirit, and if we cannot unanimously agree, we will cheerfully recognize the right of the majority to govern.

We also engage to maintain family and secret devotions; to study diligently the word of God; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be kind and just to those in our employ, faithful in the service we promise others; endeavoring in purity of heart and good will toward all men to exemplify and commend our holy faith.

We further engage to watch over, to pray for, to exhort and stir up each other unto every good word and work; to guard each other's reputation, not needlessly exposing the infirmities of others; to participate in each other's joys and with tender sympathy bear one another's burdens and sorrows; to cultivate Christian courtesy; to be slow to give or take offense, but always ready for reconciliation, being mindful of the rules of the Savior in the eighteenth chapter of Matthew, to secure it without delay; and through life, amid evil report, and good report, to seek to live to the glory of God, who hath called us out of darkness into his marvelous light.

When we remove from this place, we engage as soon as possible to unite with some other church where we can carry out the spirit of this covenant and the principles of God's Love.



## **APPENDIX III – JOB DESCRIPTIONS**

### **Church Trustees**

Church trustees are entrusted with the charge of maintaining the church's property. Church trustees can either do the maintenance and repairs themselves or hire others.

Trustees of the church are expected to attend church services and events. Before becoming an elected trustee, the individual must be a church member. They are also required to work with those who are planning church events. Church trustees are also expected to give their tithes and offerings regularly.

As part of the church trustee job description, the official has the authority to approve payment of the church's bills and expenses. Any major expenses must be recommended to the church members for approval by the board of trustees. With that authority, however, the church trustee also has the responsibility of evaluating the need for the expense as well as the amount. Trustees may also suggest the financial institution in which the church's funds should be kept. The trustees have their names on the church accounts so they can make deposits and withdrawals as needed.

Church trustees are asked to provide written financial reports for regular meetings so all church members can see where money is being spent. These reports typically itemize the money received and expenses. These reports are done in conjunction with the church treasurer.

It shall be the duty of the Trustee's, to count and record in a permanent record all monies received in the church offerings of the church. This shall be done following each service of the church along with making deposits in the church financial institutions.

### **Church Treasurer**

The church treasurer is responsible for accounting for all the church donations. This includes tithes, offerings and donations to the church through grants or outside organizations. Each church event that is held during the week accumulates funds through tithes and offerings. These funds are collected and handed over to the church treasurer to be recorded and then deposited into the local bank.

A church treasurer maintains the banking records of the church. This duty requires the treasurer to open an account in the church's name, make deposits, record checks written and itemize those each month to maintain an accurate balance. This responsibility includes filing all paperwork pertaining to payouts and operational expenses. A banking report is supplied to the church leadership team in order for them to review the records and ensure the annual budget requirements are being met. The church treasurer is part of the leadership team.

A church treasurer monitors the annual budget requirements and ensures that church budget is being met. If a budget problem arises, the church treasurer reports this to the leadership team in order to make adjustments or take corrective action. For example, if an employee wants a raise, the church treasurer will record this raise, report it to the leadership team and then make an adjustment to the annual budget. If a utility bill begins to rise above the budgeted amount, then the church treasurer goes through the same steps as mentioned previously.

A church treasurer ensures all accounts are paid on time and within budget requirements. This includes programs, salaries, utilities, maintenance on grounds and building as well as special projects. The accounts payable is done through the Trustees because the treasurer will not be the only person who can sign off on the checks or funds. A check will be written to pay the bills of the church, but will require two signatures. This is done to maintain the integrity of the church and for accountability.

The church treasurer prepares a financial statement at designated times throughout the year and reports those findings to the leadership team and congregation. This report includes the operating expenses, accounts payable, funds received such as tithes and offerings, as well as any other financial obligations the church receives or pays out. The leadership team is aware of any special payouts because they approve or deny any special funds as they arise, but the church treasurer needs to report this on the financial statement.

## **Church Financial Secretary**

Keep all financial records pertaining to the church and work closely with the Church Treasurer to prepare budget reports.

Maintain all giving records and prepare weekly bank deposits. Maintain confidentiality concerning all church giving records.

Assemble all invoices and statements of accounts payable and disburse these funds in a timely manner. Prepare reports for employee insurance records, social security and other taxes liabilities. Prepare payroll on a semi-monthly basis. Perform year end procedures that pertain to the financial areas of the church.

Maintain Church Personnel records.

Comply with all established church policies and procedures as well as all applicable federal and state laws. Perform other duties as assigned like: input check requests (direct deposit), reconciliation of bank accounts, provide net worth and other financial statements, revise budgets, input offering envelopes, provide end-of-year tax letters, follow-up on returned checks, and send "In Memory of" contribution letters.

## **Church Clerk**

Every organization that's membership-based needs someone to keep accurate membership count and record its official business decisions. The church clerk is elected to fill this capacity at Second Baptist Church.

The Church Clerk shall have charge of the official church correspondence and keep a record of all business meetings of the church.

In the event of a death in the family membership, a letter of resolution is drafted by the clerk and sent to the bereave family.

The clerk shall keep a bound book or electronic copy of membership roster, of baptisms, new members and dismissal of members.

The clerk shall provide promptly a transcript of the minutes of each church business meeting in which authority was granted for the disbursement or transfer of funds.

Prepare agenda for church board meetings with the assistance of the pastor and chairman of deacon.

Distribute minutes of previous church business meeting along with the agenda for the next meeting before the meeting.

Upon his/her retirement or removal from office, the Church Clerk shall deliver to his/her successor or to the chairman of the board of deacons all records, files, and or other documents belonging to the church; and shall present the same with all contents complete to the date of surrender of such documents.