



Constitution and Bylaws

**FAITH BAPTIST CHURCH
200 Grove Rd
P.O. Box 187
Belle Valley, Ohio 43717**

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BYLAWS

ARTICLE I MEMBERSHIP

I. Qualifications

- a. The Church shall receive members as follows:
 - i. By a public profession of faith in Jesus Christ as Savior and Lord and baptism by immersion upon authority of this church.
 - ii. By letter of transfer from another Southern Baptist Church of like faith and order which verifies a public profession of faith in Christ and a baptism by immersion.
 - iii. By a testimony of faith in Jesus Christ as Savior and Lord, and a testimony of a biblical baptism by immersion.
 - iv. By restoration (in case of previous exclusion from this church) upon confession of error and satisfactory evidence of repentance.

II. Reception of Members

- a. The procedures for receiving members are as follows:
 - i. Upon seeking membership into the Church, a candidate will be affirmed in that request by the Pastor and at least one (1) deacon. The prospect will be given the opportunity to share their Christian testimony and beliefs, and will be acquainted with the doctrine and expectations of the church.
 - ii. An orientation packet shall be prepared for and given to each person requesting membership. The packet shall include a copy of this document, a copy of the Church's *Property, Personnel, and Procedures Manual*, and any other documents that are deemed necessary.
 - iii. If the pastor and deacon(s) agree that the candidate has had a genuine conversion experience and that a sincere desire to follow Christ is being manifested; the pastor shall present the candidate and their request for Church membership at a regular scheduled business conference. The candidate will be voted on at the next regular scheduled business conference.
 - iv. A majority vote is required of those Church members present at the time the candidate is presented.

III. Duties and Responsibilities

- a. Members are expected to be faithful in all duties essential to the Christian life.

IV. Privileges

- a. All members who have been received and are in good standing shall enjoy all of the privileges of the church.
- b. A voting member must be at least eighteen (18) years of age.

V. Discipline

- a. When a member becomes an offense to the Church, and to its good name, by deliberate un-Christian conduct, or by persistent breach of his/her covenant vows the Church may terminate his/her membership.

- b. This can only be done after faithful efforts have been made to bring such members to repentance and amendment according to **Matthew 18:15-17** and **Galatians 6:1**. If this does not succeed, and after hearing by the Pastor and Deacon Body; the delinquent member shall be given a thirty (30) day written notice that his/her dismissal shall be recommended. At the end of this period; by a 2/3 majority vote of the Church members present; he/she shall be dismissed from Church membership.

VI. Termination

- a. The following rules shall govern the termination of membership:
 - i. A member, upon written request, may be dismissed from membership of this Church.
 - ii. A member may transfer membership by letter. A letter will be granted during the Church's regular scheduled business session to a Baptist Church of like faith and order upon the request of such Church.
 - iii. Any member who has made a change of faith shall be moved from the Church roll by erasure. Such action is to be confirmed by action of the Church in regular business session by a 2/3 majority vote of the Church members present.
 - iv. Upon death of a member the name is removed from the roll of membership.
 - v. By exclusion, because of Church discipline. (See Article I-V).
 - vi. By non-attendance (unless providentially hindered).
 - 1. When it has been brought to the attention of the Pastor, or the Deacons, that a member has not attended any service for at least three (3) months, a visit shall be made by a representative of the Church to attempt to restore said member back into the fellowship of the Church body once more.
 - 2. If at least six (6) weeks from this visit, no attempt has been made by said member to reunite with the Church body he/she may be placed on the inactive list.

VII. Inactive and/or Non-Resident Membership

- a. An inactive and/or non-resident roll will consist of those who have moved from the community, and/or are no longer active in work of the Church, and have not transferred their membership within three (3) months after moving.
- b. Any member placed on an "inactive" status by vote of the church membership, whether a resident member or non-resident shall forfeit the right to vote at church business meetings until such rights are restored as outlined in the Restoration (See Article I-VIII)

VIII. Restoration

- a. **The following methods of restoration shall be observed:**
 - i. Any person whose membership has been terminated by disciplinary action may have his/her membership restored and enjoy the privileges of all members in common by a majority vote of 2/3 of Church members present; upon evidence of repentance.

- ii. Should a request for letter be received from another Church of like faith and order, the Clerk will be authorized by the Pastor and Deacon Body to advise the requesting Church of disciplinary action providing an excerpt of the minutes of the meeting regarding the action taken, and stating that "Said member is not in good standings at Faith Baptist Church due to disciplinary action of the Church Body".

b. Restoration of Inactive Members

- i. An inactive member shall be restored to active status by a 2/3 majority vote of the Church members present at a regularly scheduled business meeting if the individual demonstrates renewed commitment, and upon recommendation of the deacons. After restoration, the member will again have the privilege of voting in Church business meetings.

ARTICLE II
CHURCH OFFICERS

I. Pastor

a. Call and Election

- i. The membership of the Church shall elect the search committee by secret ballot. The search committee shall consist of three (3) deacons, four (4) members in good standing, and two (2) alternates selected from the active membership roll.
 - 1. Alternates exercise all authority and voting rights when acting on committee
- ii. The responsibilities of the search committee shall be to seek out a suitable Pastor. Its recommendation shall constitute a nomination.
- iii. Any Church member has the privilege of making recommendations to the search committee for consideration of the Church. Only one man at a time may be considered.
- iv. All active members shall be given a minimum of one week's notice in writing to inform them when a Pastor is to come before the Church and when the vote is to be taken. Election shall be by secret ballot, and an affirmative vote of $\frac{3}{4}$ of those eligible members present being necessary for election. A call will then be extended to the Pastor by the Church.

b. Qualifications

- i. A Pastor should measure up to the Biblical requirements and standards as found in *I Timothy 3:1-7*.

c. Duties and Responsibilities

- i. A full job description can be found in the *Property, Personnel and Procedures Manual*.
- ii. The Pastor will give himself to the ministry of the Word and the leadership of the congregation.
- iii. The Pastor will lead the congregation, the organizations, committees, and the staff to perform their duties.

- iv. The Pastor is the leader of Pastoral ministries in the church, and as such he works with the Church body to:
 - 1. Lead the Church in performing its tasks.
 - 2. Lead the Church to engage in a fellowship of worship, witness, education, ministry and application.
 - 3. Administer all ordinances of the Church.
 - 4. Proclaim the gospel to believers and unbelievers.
 - 5. Care for the Church members and other persons in the community.
- v. He shall preach at the regular worship services of the Church, shall be the moderator of all meetings for the transaction of business, shall give general supervision of the activities of the Church, and shall be ex-officio member of all committees.
- vi. He shall visit the sick and offer consolation to those who may be in sorrow or distress; to the best of his ability
- vii. He shall strive for spiritual development of the entire Church body and Community.
- viii. It shall also be the duty of the Pastor to secure evangelists for all meetings subject to the approval of the Church and shall be responsible for obtaining speakers to supply the pulpit in his absence. He shall also be responsible for the honorarium for the pulpit supply, except in the following cases:
 - 1. Vacation
 - 2. Illness
 - 3. Two revivals outside our church, unless otherwise authorized by the Church body.
 - 4. Absent due to Church business
- ix. The Pastor will perform wedding ceremonies within the Church provided that:
 - 1. The candidates comply with the requirements of counseling as set by the Pastor.
 - 2. The candidates do not violate the Statement of Marriage adopted by the Faith Baptist Church **(See Appendix B)**

d. Termination/Resignation

- i. The Pastor shall give at least a one (1) month notice at the time of resignation before terminating his responsibilities as Pastor; unless mutually agreed upon by said Pastor and the Church.
- ii. The Church may at any time dismiss the Pastor providing:
 - 1. He is found guilty of conduct unbecoming a minister of the Gospel of Jesus Christ.
 - 2. Upon recommendation of termination from the deacon body.
 - a. Church members have the privilege and responsibility to share with the deacons their feelings in such matters.

- b. A minimum of a one (1) week notice made in writing shall be given to all resident members to inform them when the vote is to be taken.
 - c. An affirmative vote of 2/3 of those eligible members present shall be necessary to terminate the relationship.
 - d. The vote shall be by secret ballot.
 - e. If the Church deems necessary that the relationship be terminated immediately. In that case; one month's salary and benefits shall be paid.
- iii. Upon termination or resignation all equipment and material purchased with budgeted monies will remain property of the Church unless otherwise authorized by the Personnel Committee with permission of the Church.

II. Deacons

- a. There shall be as many Deacons as necessary for active service. Additional Deacons shall be elected based solely on the needs of the church.
- b. Qualifications**
 - i. A Deacon of this church must be a member of this Church in good standing for at least two (2) years.
 - ii. A Deacon should measure up to the Biblical requirements and standards as found in **Acts 6:1-4**, and **I Timothy 3:8-13**.
 - iii. Must have been elected through due process of this Church or has been ordained to the office of Deacon by this Church or another Southern Baptist Church.
 - iv. His life should be marked by Christian character, and integrity.
 - v. He should live a consecrated Christian life, and bring no reproach by his conduct to the Church or the cause of Christ.
 - vi. He should be helpful, concerned, and a practical man dedicated to Christian service.
 - vii. He should attend Church every Sunday AM and PM, every Wednesday night and all special Church meetings, unless hindered by some reason which is approved by good conscience.
 - viii. He will be a tither; bringing his tithe systematically to the Church for the Lord's work.
 - ix. He should be a man who refrains from destructive criticism of his Pastor and Church; willing to settle all differences and difficulties in a quiet and Christian manner.
 - x. He should be able to keep in secrecy those things which should not be discussed with others.
 - xi. He should be a man about whom people say, *"He is a good Christian Man"*

c. Duties

- i. In accordance with the meaning of the word, and the practice of the New Testament; Deacons are to be servants of the Church. The body of Deacons shall not govern the Church, or act as an executive board.
- ii. Deacons are to assist the Pastor in carrying out his duties and responsibilities
- iii. The Deacons shall serve as a Pulpit Supply Committee on any occasion when the Pastor is called away on emergency, is disabled, or in case of a vacancy in the office of Pastor.
- iv. In the absence of the Pastor a Deacon shall moderate the business meetings.
- v. The Deacons shall be actively concerned for the spiritual growth and welfare of the congregation.
- vi. Deacons may serve as long as they remain qualified.

d. Nomination

- i. Deacons shall be nominated as needed.
 - 1. A box shall be placed in the foyer of the Church for the purpose of allowing Church members to nominate men for prospective service as a Deacon.
 - 2. The Deacon Nominating Committee will consist of the Pastor, and the active Deacon Body
- iv. The Deacon Nominating Committee will review the nominations and consider the qualifications of each nominee.
 - 1. Additional names may be added by the Deacon Nominating Committee.
 - 2. Each name should be given careful and prayerful review. Those meeting the scriptural qualifications and constitutional guidelines for service as a Deacon shall be pursued for examination.

e. Examination

- i. Under the leadership of the Pastor and Deacon Chairman the active Deacon Body will perform the examination. Each Deacon nominee should be examined privately. The examination should reflect questions and information regarding the nominee's personal life, scriptural understanding, and Church Constitutional guidelines for service. **(See Appendix C)**

b. Election

- i. Nominees who are found to be scriptural and constitutionally qualified and who are willing to serve in accordance with Scripture and the Church Constitution shall be presented to the church for election.
- ii. Candidates shall be presented on a ballot with a space for a yes vote or a no vote. Members present and voting shall have as many votes per ballot as Deacons to be elected. At the conclusion of the voting, the number of votes each candidate received will be recorded next to his name.

The candidates' names will then be listed in descending order by the number of votes he received.

- iii. The candidates to serve will be obtained from the ranked listing starting at the top of the list and continuing down until the vacancies are filled. All candidates will be notified that afternoon as to whether he has or has not been elected. The Deacon-elect will be asked if he is willing to serve.

c. Ordination

- i. Following an ordination board, the Deacon-elect will be ordained by the Church.

d. Termination

- i. The Church may at any time; upon recommendation of the Pastor and/or remaining Deacons, relieve a Deacon of his duties providing he no longer fulfills the scriptural requirements.
- ii. Church members have the privilege and responsibility to share with the remaining Deacons and/or Pastor their feelings in such matters.
- iii. An affirmative vote of 2/3 of those eligible members present at the time of vote will be necessary.

III.

Trustee

- a. The Trustee shall be a member in good standing for no less than three (3) years, be no less than thirty five (35) years of age, supportive of all the Church programs, and faithful in attendance.

b. Term

- i. The Board of Trustees shall consist of three (3) members elected by a vote of the Church at a business meeting.
- ii. Trustees shall be elected for a term of three (3) years.
- iii. The three (3) elected Trustees shall serve according to a system of rotation with one (1) being elected annually.
- iv. A Trustee shall be eligible for re-election to successive terms, if so desired and continues to meet the requirements.

c. Duties

- i. The Trustees shall be the legal representatives of the Church.
- ii. They will hold in trust the property of the church, but shall have no power to buy, sell, mortgage, lease, or transfer any property without a special vote (by secret ballot, if desired) of the Church authorizing such action.
- iii. The Trustees shall be responsible for recommendations pertaining to the upkeep, repair, and maintenance of all church property and buildings.
- iv. The Trustees shall see that all property is adequately insured.

IV.

Treasurer

- a. The Treasurer shall be a member in good standing, supportive of all the Church programs, and faithful in attendance.
- b. The Treasurer shall be elected annually by the Church.

- c. It shall be the duty of the Treasurer to preserve and disburse all funds, or things of value paid or given to the Church causing to be kept at all times an itemized account of all receipts and disbursements in accord with practices established by the Finance Committee.
- d. He/she shall make a monthly report for distribution in the Church at the regularly scheduled monthly business meeting.
- e. At the end of each fiscal year he/she shall make, or cause to be made an annual report of financial statement including a balance sheet examined and approved by the Auditing Committee.
- f. His/her practices shall be in accord with good accounting principles.
- g. All disbursements shall be made by check or from petty cash, and accounted for by receipts. All books, records, and accounts kept by the Treasurer shall be considered the property of the Church. The books; except records of individual gifts, shall be made available upon request.
- h. The signer on all disbursements is to be any of the following: Treasurer, Church Clerk, Chairman of the Deacons, or Chairman of the Trustees.

V. Clerk

- a. The Clerk shall be a member in good standing and supportive of all the Church programs, and faithful in attendance.
- b. The Clerk shall be elected annually by the church.
- c. The Clerk shall be the secretary of all meetings of the church in conference, shall keep a fair and intelligible record of all such meetings including the monthly financial statement in a permanent record book, and shall keep Church enrollment records. Duplicates of minutes and enrollment records are to be given to the Pastor and to Church files.
- d. He/she shall write for Church membership letters for new members, and be responsible for answering requests from other Churches concerning Church membership letters.
- e. He/she shall also be the holder of all important papers of the Church as deemed necessary.

**ARTICLE III
SUPPORT OFFICERS**

I. Secretary

- a. The Secretary is responsible to the Pastor and the Church for all general secretarial functions of the Church.
- b. Duties And Responsibilities
 - i. A full job description can be found in the *Property, Personnel and Procedures Manual*.
 - ii. Perform all secretarial functions for the Pastor and Staff Members of the Church.
 - iii. Handle appropriate correspondences of the Church.
 - iv. Serve as a receptionist.
 - v. Shall be required to attend all Church Council meetings.

c. Term Of Office

- i. The term of office of the Secretary shall be for such a time as to be mutually agreeable to him/herself, the Pastor, and Personnel Committee. No election of a Secretary shall take place except at a called meeting for that purpose alone, with at least one (1) week of previous public notice given. All nominees will be recommended by the Personnel Committee.

d. Termination/Resignation

- i. A Secretary may be asked to resign by the Personnel Committee. It is to be understood that at the end of his/her service to the Church he/she will vacate the Church office.
- ii. When a Secretarial change is about to occur, the Secretary will give the church fourteen (14) days of notice and/or the Church shall give the Secretary fourteen (14) days of notice. Immediately upon notification, the Church shall have the option to terminate the Secretary at that time and shall pay his/her salary for two (2) weeks in lieu of serving out the fourteen (14) day notice. The Personnel Committee will begin to search for a replacement immediately.
- iii. Upon termination or resignation, all equipment and material purchased with budgeted monies will remain property of the Church unless otherwise agreed upon by the Personnel Committee with permission of the Church.

II. Custodian

- a. Responsible for the overall cleanliness of all Church buildings and their contents necessary for maintaining clean, attractive facilities.

- i. Duties And Responsibilities
- ii. A full job description can be found in the *Property, Personnel and Procedures Manual*.

1. All facilities will be cleaned and ready for use prior to Sunday morning worship service.

iii. Term Of Office

1. The term of office of the Custodian shall be for such a time as to be mutually agreeable to him/herself and the Church. No election of a Custodian shall take place except at a business conference. All nominees will be recommended by the Personnel Committee.

iv. Termination/Resignation

1. A Custodian may be asked to resign by the Personnel Committee.
2. When a Custodian change is about to occur, the Custodian will give the church fourteen (14) days of notice and/or the Church shall give the Custodian fourteen (14) days of notice. Immediately upon notification, the Church shall have the option to terminate the Custodian at that time and shall pay his/her salary for two (2) weeks in lieu of serving out the fourteen (14) day notice. The Personnel Committee will begin to search for a replacement immediately.

3. Upon termination or resignation, all equipment and material purchased with budgeted monies will remain property of the Personnel Committee with permission of the Church.

III. Youth Director

- a. The Youth Director is responsible to the Pastor and the Church for developing and promoting a youth ministry of the church that is consistent with a Biblical view.

b. Duties And Responsibilities

- i. A full job description can be found in *Property, Personnel and Procedures Manual*.
- ii. Direct the organization and implementation of a comprehensive Youth Program that leads youth of the Church to Christ for salvation, and nurtures them in discipleship for healthy spiritual growth.
- iii. Plans and coordinates all activities for Youth of the Church.
- iv. Responsible for obtaining Medical Consent Forms (**Appendix D**), and Permission Slips (**Appendix E**) as needed for any planned Youth activity.
- v. Serve as a member of the Church Council or Church Leadership Team. Coordinate the Youth Program with the organizational calendar of the Church.

c. Term Of Office

- i. The term of office of the Youth Director shall be for such a time as to be mutually agreeable to him/herself and the Church. No election of a Youth Director shall take place except at a called meeting for that purpose alone, and with at least one (1) week of previous public notice given.

d. Termination/Resignation

- i. Upon termination or resignation, all equipment and material purchased with budgeted monies will remain property of the Church unless otherwise agreed upon by the Personnel Committee with permission of the Church.

IV. Music and Worship Director

- a. The Music and Worship Director is responsible to the Pastor and the Church for developing and promoting a Music Ministry of the Church that is consistent with a Biblical view of worship.

b. Duties and responsibilities

- i. A full job description can be found in *Property, Personnel and Procedures Manual*.
- ii. Direct the organization and implementation of a comprehensive Church Music Program that uplifts lives spiritually including choir, vocal and/or instrumental ensembles, and drama teams.
- iii. Assist the Pastor in planning congregational services of the Church and be responsible for selecting the music.
- iv. Serve as a leader in the worship services, giving direction to the congregational singing, choir, and other phases of worship.

- v. Serve as a member of the Church Council or Church Leadership Team. Coordinate the music program with the organizational calendar and worship emphases of the church.
- c. Term of Office**
 - i. The term of office of the Music and Worship Director shall be for such a time as to be mutually agreeable to him/herself and the Church. No election of a Music and Worship Director shall take place except at a called meeting for that purpose alone, with at least one week of previous public notice given.
- d. Termination/Resignation**
 - i. Upon termination or resignation, all equipment and material purchased with budgeted monies will remain property of the Church unless otherwise agreed upon by the Personnel Committee with permission of the Church.

ARTICLE IV

CHURCH COMMITTEES & ORGANIZATIONS

All Committees and Organizations of the Church shall be under the authority of the Church. All Officers and Program Activities are subject to Church coordination and approval. All Officers and Directors of Committees and Organizations shall be nominated by the Personnel Committee, and voted for appointment by the Church body annually. The Church shall provide all resources for the appropriate advancement of these Committees and Organizations. Committees And Organizations are responsible to coordinate and meet as needed to fulfill the obligations of that committee. Committee members are responsible for the setup, tear down, clean up, and closing of all Church facilities as they are used. No meetings are to take place during the process of any Church service. The Church may order the appointment of any other committees that it deems necessary for the furtherance of its purposes.

- I. Audit Committee**
 - a. The purpose is to Audit the Church financial records as a method of maintaining a sound business system within the limits of the church budget.
 - b. The Audit Committee shall consist of three (3) members, none of which shall be members of the Finance Committee.
- c. Duties and Responsibilities**
 - i. Perform annual Audit of the Church financial records at the end of each calendar year and/or, if there is a new treasurer elected.
 - ii. Select and secure the services of an accountant, should they feel one is required, upon approval of the church.
 - iii. Make recommendations to the Treasurer on accounting procedures.
 - iv. Upon the completion of the Audit, submit a report to the Church at the first business meeting following the completion of the Audit.
 - v. This committee will be dismissed following the report to the Church.

II. Baptism Team

a. This Team shall assist the Pastor in preparing for the administering of Baptism.

i. Duties and Responsibilities

1. Shall ensure all necessary supplies, and the facility are available and ready for use when needed.
2. Shall contact candidates prior to Baptism for a reminder of needed items.
3. Shall assist candidates on day of Baptism and assist in making Baptism an act of worship.

III. Benevolence Committee

a. This Committee shall be composed of the Pastor and the active Deacon Body

i. Duties and Responsibilities

1. Shall investigate reported needs within our Church and community, and act on and/or make recommendations according to their findings.
2. Shall respond in a Christian spirit that best meets the need without embarrassment to anyone and they shall keep all personal and private information confidential within this Committee.

IV. Budget and Finance Committee

a. This Committee shall be chaired by the Treasurer and composed of the following members:

- i. Pastor
- ii. Chairman of Deacons
- iii. Chairman of the Trustees
- iv. Two (2) voted representatives from the Church Body.

b. Duties and Responsibilities

- i. Shall develop and recommend an overall financial budget to administer the gifts and contributions to Church.
- ii. Shall make recommendations to the Church as needed for the management of all finances.

V. By-Laws Committee

a. This Committee shall be chaired by the Pastor and composed of the following:

- i. One (1) Deacon
- ii. One (1) Trustee
- iii. Four (4) voted representatives from the Church Body

b. Duties and Responsibilities

- i. Shall convene as needed to evaluate the current Constitution and Bylaws.
- ii. Shall be responsible for updating the Constitution and Bylaws of the Church as needed and recommending changes to the Church Body.
- iii. Shall advise the Church in interpretation and application of bylaws.
 1. This Committee will be dismissed following the approval of a revised Bylaws and Constitution.

VI. Church Council

a. This Committee shall be chaired by the Pastor and will consist of the following committee and department members:

- i. AWANA Leader
- ii. Children's Director
- iii. Church Secretary
- iv. Clerk
- v. Men's Director
- vi. Minister Of Youth
- vii. Music and Worship Leader
- viii. Sunday School Director
- ix. VBS Director
- x. Women's Director
- xi. Any other ministry leader deemed necessary

b. Duties and Responsibilities

- i. Shall be responsible for planning the Church calendar and work in their respective areas of short term and long range planning.
- ii. Shall make reports and recommendations to the Church in their prospective area of work.

VII. Decoration Team

- a. Shall be responsible for the floral arrangements placed in the Church for all occasions.
- b. Shall oversee the décor throughout the Church for all holidays and other occasions as necessary

VIII. Lord's Supper Team

- a. This Team shall be responsible for gathering and preparing all elements needed in the preparations of the administration of the Lord's Supper Service.

IX. Mission's Ministry Team

- a. This Team shall seek to discover possibilities for local, state, and foreign mission projects.
- b. The Team will present recommendations to Church and organize approved Missions.

X. Multimedia Team

- a. Operate sound, video, and lighting equipment to assist and enhance regular worship services as well as scheduled special events.
- b. Develop presentations using various media devices for Church as needed.
- c. Fills requests for recorded sermons, seminars, musicals, etc..

XI. Pastor Search Committee

- a. A Pastor Search Committee will be formed immediately upon notification of a Pastoral change.
- b. The Committee will be nominated and elected by the Church to seek out a suitable Pastor.
- c. The Pastor Search Committee shall consist of at least five (5) members in good standing.

- d. At least one (1) member of the Search Committee shall be an active Deacon of the Church, and at least one (1) member of the Search Committee shall be an active Trustee of the Church.
- e. The Committee shall bring to the consideration of the Church only one man at a time. Their recommendations will constitute a nomination.

XII. Personnel Committee

- a. This Committee shall be chaired by the Pastor and composed of the following members:
 - i. Church Clerk
 - ii. One (1) Deacon
 - iii. One (1) Trustee
 - iv. Youth Director
 - v. Two (2) voted representatives from the Church Body
- b. **Duties and Responsibilities**
 - i. Shall be responsible for enlisting Church members to all leadership positions within Committees, Programs, and Organizations of the Church.
 - ii. Shall be responsible to advertise, gather application and recommendations, interview, and make recommendations for any other vacant position within the Church with the exception of the Pastorate.
 - iii. Shall submit their recommendations to the Church as a nomination for approval for each position to be filled.
 - 1. Shall give to each person considered for a position a copy of their policy and/or job description.
 - 2. Shall only present to the Church for election those persons who accept the invitation to serve.
 - iv. Shall periodically review job descriptions with the person/persons serving and follow up on issues brought forward.

XIII. Senior Adult Team

- a. This Team shall be responsible for ministering to the Senior Adults within the Church.
- b. This Team shall be responsible for planning, coordinating, and arranging various fellowships, programs, trips, and activities for the Senior Citizens of the Church

XIV. Social & Host Team

- a. This Team shall have general oversight of all kitchen operations.
- b. Help to coordinate the Church schedule for use of kitchen facilities and supervise in the purchase of kitchen supplies as needed.
- c. Organize and host Church wide social events as needed for the Church.
- d. Coordinate the preparation of food and volunteers for Wednesday night meals.

XV. Usher Team

- a. Shall greet people as they enter and leave the Church.
- b. Provide bulletins and/or visitor cards at appropriate times.
- c. Will receive the tithes and offerings during all services.
- d. Ushers will be mindful and attentive to:
 - i. The needs of the Pastor and the Congregation.

- ii. The building and grounds as well as the sanctuary during worship services and other Church events.

XVI. Youth Team

- a. This Team shall be responsible for assisting the Youth Director in coordinating and implementing programs for the youth organization of the Church.
- b. The Youth Team will minister to all students grade 7 through 12.

ARTICLE V

PROGRAM ORGANIZATIONS

All Church Programs shall be under church control, all officers and program activities are subject to church coordination and approval. All Officers and Directors of Programs shall be nominated by the Personnel Committee, and voted for appointment by the Church body.

I. AWANA

- a. There shall be an AWANA program with such officers, workers and organization as needed. The AWANA program will operate under the direction of the AWANA Commander. The Commander will: obtain workers for the AWANA program, encourage training for workers, prepare and submit an annual calendar of events, and fill in or find substitutions as needed for absent workers.

II. Children's Ministry

- a. There shall be a Children's Ministry with such officers and organization as needed. The tasks of the Children's Ministry shall be to proclaim the gospel to the children of the Church and community, train children of the Church to perform the functions of the Church; teach the biblical revelation, and provide and interpret information regarding the work of the Church.

III. Men's Ministry

- a. There shall be a Brotherhood program with such officers and organization as needed. A director who shall be elected by the Church shall direct this program. The tasks are to teach missions; engage in mission action, support world missions through praying and giving; provide and interpret information regarding the work of the Church.

IV. Senior Adult Ministry

- a. There shall be a Senior Citizen Ministry with such officers and organization as needed. The tasks of the Seniors Ministry shall be to proclaim the gospel to the seniors of the Church and community, teach the biblical revelation, and provide and interpret information regarding the work of the Church.

V. Sunday School

- a. There shall be a Sunday School, divided into departments and classes for all ages and conducted under the direction of the Sunday School Director for the study of God's Word. The tasks of the Sunday School shall be; to teach the biblical revelation, to reach people for Christ and Church membership, to perform the functions of the Church within its constituency; provide and interpret information regarding the work of the Church.

VI. Women's Ministry

- a. There shall be a Women's Ministry with such officers and organization as needed. The tasks of the Women's Ministry shall be to teach missions; engage in mission action; support world missions through praying and giving; provide and interpret information regarding the work of the Church.

VII. Youth Ministry

- a. There shall be a Youth Ministry with such officers and organization as needed. The tasks of the Youth Ministry shall be to proclaim the gospel to the youth of the Church and community, train youth of the Church to perform the functions of the Church; teach the biblical revelation, and provide and interpret information regarding the work of the Church.

**ARTICLE VI
ORDINANCES**

I. Baptism

- a. A person who receives Jesus Christ as Savior by personal faith; who professes Him publicly at any worship service and who indicates a commitment to follow Christ as Lord shall be received for Baptism.
 - i. Baptism shall be by immersion in water.
 - ii. Baptism shall be administered by the Pastor or whomever the Church shall authorize.
 - iii. Baptism shall be administered as an act of worship during any worship service.
 - iv. The Pastor and/or Staff and Deacons shall counsel a person professing Christ and failing to be baptized after a reasonable length of time. If negative interest is ascertained, the person shall be deleted from those awaiting baptism.

II. Communion

- a. The Lord's Supper/Communion is a symbolic act of obedience whereby members of the Body of Christ, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.
 - i. Observance
 - 1. The Pastor and Deacons shall be responsible for the administration of the Lord's Supper.
 - 2. The Lord's Supper shall be observed quarterly.
 - 3. The Lord's Supper shall be observed either in the morning or evening worship service.
 - 4. The Pastor may call for an observance of the Lord's Supper as he feels led.

ARTICLE VII

CHURCH MEETINGS

- I. Worship**
 - a. The Church shall maintain full-time services that include, but are not limited to Sunday morning, Sunday evening, and a mid-week Bible Study/Prayer service.
- II. Special Services**
 - a. Special services such as revivals, homecomings, and all other Church meetings, which will be essential in the promotion of the objectives of the Church, shall be placed on the Church calendar. This action shall be handled through the Church Council.
- III. Business Conference**
 - a. Regular Scheduled Conference**
 - i. The quorum consists of those who attend the business meeting.
 - ii. The Church shall conduct a monthly business conference at time and date approved by the Church.
 - iii. The Chairman of the Deacons or another Deacon shall be moderator in the absence of the Pastor.
 - iv. Issues discussed, and motions voted (approved or disapproved) stand as decisions made for all membership of the Church.
 - b. Special called Conference**
 - i. The quorum consists of those who attend the business meeting.
 - ii. A special business meeting of the Church may be called at any time by the Pastor, or at the request of two (2) active Deacons. Public notice may be given, or oral announcement but must be made in at least two (2) regular worship, prayer, or business meetings (not held on the same day) prior to the special meeting. The agenda must be listed and adhered to.
 - iii. A Deacon shall be moderator in the absence of the Pastor.
 - c. Parliamentary Procedure**
 - i. Robert's Rules of Order (**Appendix F**) is the authority for parliamentary rules of procedure for all business meetings of the Church.
 - 1. A copy of Robert's Rules of Order is located in the Church office.

ARTICLE VIII

CHURCH FINANCES

- I. Accounting Procedures**
 - a. A complete Financial Policy can be found in **Appendix G**.
 - b. This Church shall be supported by the tithes and offerings of its members as taught in the scriptures **Malachi 3:10; 1 Corinthians 16:2; and II Corinthians 9:7**.
 - c. All funds for any and all purposes shall pass through the hands of the Treasurer in order to be properly recorded on the books of the Church.
 - d. No contract for supplies, materials, or services, pledging credit of the Church, shall be made except after approval of the Finance Committee, unless authorized by direct vote of the Church.

- e. No debt, commitment, or other obligation shall be created, except by specific authority and expression of the Church.
- f. The fiscal year shall begin January 1 and end December 31.

g. Spending Limits

- I. Only ministry leaders are authorized to request dispersal of funds in their budget and only then after contacting the Treasurer to inquire upon the amount of funds in the General Fund.
- II. Any spending over \$250 (including budgeted funds or emergency spending) will be brought before the Church for vote.

h. Emergency

- I. In the advent that funds in the General Fund category fall to or below \$10,000, no dispersals of any funds will be permitted other than employee salaries, utilities, or outstanding bills (examples of outstanding bills: ordered Sunday School or Awana teaching material, Church bulletins, janitorial supplies), unless by permission of the Church at a business meeting.

II. Exceptions

- 1. By a vote of majority of the trustees of the Church in emergency situations while maintaining the church facilities. Example: 1) a malfunctioning furnace in the peak-heating season, 2) repair of a leaking roof, 3) temporary repairs of damage from a fire, etc. 4) a need for food or shelter.

**ARTICLE VIV
CHURCH YEAR**

- I. The organizational year shall begin September 1 and end August 31.

**ARTICLE X
PROPERTY, PERSONNEL & PROCEDURES MANUAL**

- I. The Church will maintain a Property, Personnel, and Procedures Manual to:
 - a. Elaborate on matters that pertain to the physical use and care of the Property.
 - b. Provide job descriptions for positions within the Church.
 - c. Guide for general procedures relating to the Church.
- II. Changes may be made within the manual at any regular scheduled conference, or special conference called for said purpose.
- III. Changes will only be made with 2/3 majority vote of the Church members present.

**ARTICLE XI
AMENDEMENTS**

- I. The Constitution and bylaws may be amended
 - a. By a majority vote of the members present (18 years of age and older).
 - b. The voting may be done:
 - i. At any regular conference

- ii. Any called conference:
 - 1. Providing that the amendment shall have been offered in writing at least (30) days prior to said meeting.
- c. The constitution and by-laws may be reviewed periodically as deemed necessary by the Church.
- d. Any proposed amendments to the Constitution and by-laws shall first be presented in writing to a Church elected Constitution Committee for their consideration before it is presented to the Church Body in writing.
 - i. The amendment is a recommendation from the committee that must be approved by the Church Body.

ARTICLE XII

CLOSING

- I. This Constitution and By-laws, dated _____ supersede all previous issues.
- II. Copies were made available to each church family attending the business conference of _____.
 - a. They were discussed at this meeting and adopted by the Church.
- III. All by-laws and parts of by-laws previously passed by this Church are hereby repealed and considered void.
- IV. Bylaws have been printed and compiled under the following leadership;
 - a. Present Pastor**
 - i. Rev. Larry A. Copley
 - b. Trustee**
 - i. Rick Davis
 - c. Deacon**
 - i. John Bates
 - d. Voted Members of Committee**
 - i. Mike Howiler
 - ii. Ben Nichols
 - iii. Susie Scott
 - iv. Nancy Snook
 - v. Mike Waite

The Baptist Faith and Message Articles of Faith

1. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

2. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man.

He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

3. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19;

6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

4. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

5. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility. All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

6. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture. The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

7. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper. The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

8. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36;

John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; I Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

9. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

10. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

11. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

12. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people. In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

13. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

14. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people.

Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

15. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16, 43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

16. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war. The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9, 38-48; 6:33; 26:52; Luke 22:36, 38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

17. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others.

Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

18. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

Statement Of Belief On Marriage

- I. We believe that the term 'marriage' has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.
- II. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- III. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God.
- IV. We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.
- V. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
- VI. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

Sample Questions For Deacon Examination

- I. Personal
 - a. Have you been saved by accepting and trusting Jesus as your personal Savior?
 - b. Have you followed the Lord in obedience through believer's (immersion) baptism?
 - c. Do you faithfully attend all services of your church, such as Sunday School, Discipleship Training, both preaching services, Wednesday night prayer services and revival services unless prevented from being there?
 - d. Stewardship is a serious matter and scriptural qualification. Do you believe in and practice tithing (giving God a tenth of your income for His work)?
 - e. Do you indulge at all in alcoholic beverage, drinking yourself, having part in the direct sale of it, or allow it to be served in your home?
 - f. Do you pay your bills regularly and promptly, and are you now involved in any financial difficulty that might embarrass your church?
 - g. Do both you and your wife know how to hold your tongues against needlessly spreading gossip or talking critically about others?
 - h. Are you in good humor with the pastor, and do you feel that you could assist him willingly, cheerfully and be loyal to his leadership in the church under God?
 - i. Will you work with the pastor and deacons now serving on the basis of frank, brotherly confidence and cooperation?
 - j. Will you try to put down murmuring and complaining as you would smother a fire, facing them frankly, dealing with them fairly, and then stand loyal with the majority in their decision?
- II. SCRIPTURAL
 - a. Have you read and prayed over the qualifications of deacons as listed in ***1 Timothy 3***?
 - b. Do you believe the Bible to be the Verbally Inspired Word of God?
 - c. According to ***John 20:31***, do you believe the Heavenly instruction of the Bible is the salvation of men?
 - d. Do you believe in the Trinity of God head, Father, Son, and Holy Spirit: that these three are one, thus giving one true and living God?
 - e. Do you believe all men are sinners?
 - f. In the beginning, was man created in holiness?
 - g. Did man fall from this high and holy estate by his own choice?
 - i. Was he forced to sin or was he tempted to sin and choose his own way other than God's?
 - h. What did Jesus do on the cross in the place of Hell deserving sinners?
 - i. Do you believe that salvation is free to all?
 - j. What happens if a man rejects God's expression of love and grace?

- k. What is your understanding of justification according to ***Romans Chapter 3, 4, and 5?***
- l. Can a person be saved, born-again, without personal faith and commitment?
- m. Can a person know he or she is saved?
- n. Do you believe that a true believer can ever be lost?
- o. Give your understanding of ***1 Timothy 6:20*** and ***1 Peter 1:4-5*** also ***Jude verse 24.***
- p. What agency did Christ set up to spread His Gospel?
- q. Whose church is the local church according to ***Matthew 16:18?***
- r. What are the two ordinances of a New Testament Church? Find verses in the Bible where these two were observed.
- s. What is scriptural baptism? Have you read ***Acts, chapter 8?***
- t. Do you believe Sunday to be the first day of the week, thus the Lord's Day when Christians celebrate His resurrection?
- u. According to ***Luke 16:19-31*** and ***John 14*** do you believe God has prepared a Heaven for those that are saved and a Hell for those who are lost?
- v. Do you believe Jesus is coming again as promised in ***1 Thessalonians 4:13-18*** and ***Revelation 20-21?***

Medical Consent Form

As parent or legal guardian, I hereby give my permission for my child to participate in the following activity organized by: Faith Baptist Church of Belle Valley, OH

Name of Activity: _____

Student's Full Name: _____

Sex _____ Birthday _____ Age _____

Parent or Guardian's Name: _____

Home Address: _____

Home Phone: Business: _____

Cell Phone: _____

Person to contact in case of emergency if you cannot be reached:

Name: Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Does the child have any of the following allergies:

Penicillin _____ Insect Stings _____ Hay Fever _____

Poison sumac, oak, or ivy _____ Other _____

Does this child have any medical or health problems, and has this child had any chronic or recurring illness or illnesses, which would have an effect on the child's participation in this or any activities? Yes No (If yes, describe the problems or illness)

State the name, address, medical specialty and phone number of this child's family physician and of any other physician who should be consulted in the event of emergency or medical problems involving this child:

Please list the medical or hospitalization insurance which provides benefits for this child:

Name of Insurance Co. _____

Address _____

Policy # _____ Policy Holder _____

Phone No. of Insurance Co. _____

Indicate the date of this child's last tetanus shot _____

Are there any activities, such as strenuous activities, to be restricted for this child?

If so describe _____

Is this child on any medication?

If so, please state the medication: _____

If so, will this child be bringing to the activity the medications that he/she should be taking? and should the medication be monitored? _____

Describe any dietary restrictions that this child is required to observe _____

I further understand that, in the event my child requires medical or dental treatment while engaged in the activity, reasonable efforts will be made to contact me; however, if I cannot be reached, I hereby consent and give permission to the ministry's sponsor or any adult counselor acting on behalf of the ministry with respect to the activity, as agent for me, to consent to any X-ray examination; hospital care and treatment advised and supervised by a physician, surgeon, or dentist (as appropriate) licensed to practice under the laws of the state where the services are rendered, either as an outpatient or in any hospital, to the best of my knowledge, I have listed above all of my child's medical allergies, medications being taken, medical problems and other pertinent information. My child has permission to participate in all prescribed activities except as noted by me.

/ the undersigned, do hereby release, remiss, and forever discharge all sponsors of church (listed above), and all claims, demands, actions or cause of action, past, present, or future arising out of any injury my child had while participating in the said event or activities.

Copy of Insurance card must accompany medical release form.

(PARENT OR GUARDIAN SIGNATURE)

Dated this _____ day of , 20_____.

State of _____ County of _____

In witness in my presence executed the within and foregoing permission and release form.

Witness my hand and official seal this _____ day of, 20_____.

My commission expires _____

NOTARY PUBLIC

Permission Slip

Name of Activity: _____

Date of Activity: _____

Church: _____

Student's Full Name: _____

Sex _____ Birthday _____ Age _____

Parent or Guardian's Name: _____

Home Address: _____

Home Phone: _____ Business: _____

Cell Phone: _____

Person to contact in case of emergency if you cannot be reached:

Name: Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Summary Of Motions And Voting (Robert's Rules of Order)

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

8. Putting the Question to the Membership
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Financial Policy

- I. Biblical Basis: *“Having land, sold it and brought the money, and laid it at the apostles feet.” Acts 4:37* (KJV) The financial responsibility of the church is to be a wise steward of the resources God has entrusted to this fellowship. Ultimately, the church is responsible to God in the stewardship of its funds. If a financial conflict arises, the instruction in **Matthew 18** should be followed as a guiding principle.
- II. Stewardship Emphasis: Unrestricted Gifts: Members are encouraged to support the ministry of the church through regular gifts and offerings to the general operating budget of the church.
- III. Designated Gifts: Individuals can give designated gifts for the ministry of the church. However, the designated account must be established before the church receives the donation.
- IV. Establishing Designated Accounts: A designated fund must be established by the church before any income is received by the church.
- V. Love Offerings: All love offerings must be pre-approved by the finance committee and the deacons.
- VI. Memorial Funds: While the church believes in the importance of memorial funds, the finance committee will make the final decision in the usage of the memorial funds. The finance committee will respect the intent of the donors, but the finance committee will not be legally bound by the donor’s intent.
- VII. Budget Presentation: The finance committee will present a budget for adoption at least one month before January 1.
- VIII. Fiscal Year: The church fiscal year shall begin January 1 and conclude December 31.
- IX. Financial Records: The church will be responsible for maintaining adequate financial records at the church facilities. Members may review the financial records with a written request to the finance committee.
- X. Financial Reports: Monthly financial reports of expenditures and receipts shall be made available. At least annually, a financial report should be given to church in a business conference.
- XI. Review of Financial Records: The financial records of the church shall be reviewed annually by an audit committee elected by the church membership. If the audit committee has a concern over the financial records, then an outside accountant’s assistance can be sought.
- XII. Fundraising Events: The normal practice of financial operations of the church is for members to give their tithes and offerings through the general budget of the church. The finance committee must approve other fundraising events. Contribution credit will not be given for items purchased at a fundraising event.

- XIII. Mission Giving: The church believes in the biblical basis of mission giving as commissioned by the Lord Jesus Christ in **Matthew 28:1 8-20**. The church will commit to give thirteen to fifteen percent of its general receipts to mission causes through the Cooperative Program and associational missions. The church believes in supporting missions.
- XIV. Mission Offerings: The church supports the national and state special mission offerings promoted by the church.
- XV. Disbursement of Funds: The church treasurer and other designated individuals shall be responsible for the disbursement of church funds according to the budget adopted by the church. Likewise, funds shall not be disbursed without an adequate receipt or invoice being provided by the individual requesting the funds. Normally, requests for funds should be given at least one week in advance.
- XVI. Contribution Statements: Contribution statements will be provided to each contributor of the church, member or non-member, if requested, and if they gave \$250 or more annually.
- XVII. Church Bank Accounts: The church treasurer in consultation with the finance committee will be authorized to open and close church bank accounts under the control and authority of the church. Only bank accounts controlled by the church may be allowed to use the church's federal identification number.
- XVIII. Reserve Funds: The goal of the church will be to maintain \$10,000.00 of reserve funds to be used in the case of emergency or temporary budget shortfall.
- XIX. Property and Liability Insurance: The church will insure the church property at the fair market value. At least every two years, the trustees should review the church's current liability and property coverage. Also, the trustees should conduct a church safety tour annually.
- XX. Church Credit Card Usage: Only approved individuals may use the church credit card according to the church permitted guidelines.
- XXI. Church Usage Fees: Church members and nonmembers can reserve the church facilities for personal use if the reservation is not in conflict with the church's schedule. The finance committee will determine the fees for the usage.
- XXII. Accountable Reimbursement Plan: The church will only reimburse business-related expenses with receipts provided by the person seeking reimbursement. The chairperson of the Finance Team must review the reimbursement request before payment is made.