

***Constitution and By-Laws for  
Horicon Baptist Church  
Brant Lake, NY***



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**Constitution and By-Laws for  
Horicon Baptist Church  
Brant Lake, NY**

**Article I – Name**

This church was established as the First Baptist Church of Horicon, and shall be known as the Horicon Baptist Church of Brant Lake, New York.

**Article 2 – Covenant**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus as our Savior, <sup>1</sup> and on profession of our faith, <sup>2</sup> having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, <sup>3</sup> we do now in the presence of God, and this assembly, most sincerely and joyfully enter in to covenant with one another, as one body in Christ.<sup>4</sup>

We engage, by the aid of the Holy Spirit, <sup>5</sup> to walk together in Christian love, <sup>6</sup> to persevere in the progress of this church, in knowledge, holiness, and support; to sustain its worship, ordinances, discipline and teachings; <sup>7</sup> to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, to the relief of the poor, and the spread of the gospel through all nations.<sup>8</sup>

We also commit to family and personal devotions; to biblically educate our children; <sup>9</sup> to seek the salvation of our relatives and friends; <sup>10</sup> to walk carefully in the world; by being truthful in our dealings, excellent in our behavior; <sup>11</sup> by abstaining from practices that bring harm to our bodies or put at risk our own or another's faith; and to be eager in our efforts to advance the kingdom of the Savior.<sup>12</sup>

We further engage to watch over one another in brotherly love; to remember each other in prayer; <sup>13</sup> to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; <sup>14</sup> to be slow to take offense, but always ready for reconciliation; and mindful of the commands of our Savior, to observe them without delay.<sup>15</sup>

We additionally commit that, if we remove from this place, we will as soon as possible unite with some other church, of like faith and practice, where we can carry out the spirit of this covenant and the principles of God's Word.<sup>16</sup>

1. John 1:12-13; 3-6; 1 Corinthians 12:3; Acts 16:30-21
2. Romans 10:9-10; 1Peter 3:15; Acts 2:41; 18:8
3. Matthew 28:19; John 4:1; Acts 10:48
4. Ephesians 4:1-16; 1 Corinthians 12:4-31; Romans 12:1-8
5. Galatians 5:16, 18, 25; Romans 8:1,9,14
6. 1 Peter 1:22; 1John 4:11; Ephesians 5:1-2
7. Ephesians 4:3-6, 11-16; Jude 3; 1 Peter 4:10-11; 1 Cor. 11:1, 2; Hebrews 10:24-25
8. 1 Corinthians 9:14; 16:1-2; 2 Corinthians 9:6-11; Malachi 3:8-10; Matthew 23:23; Romans 15:26-27
9. Genesis 24:63; Deuteronomy 6:6-9; Mark 1:35; 6:46; Proverbs 22:6;
10. John 4:29-42; Mark5:18-20; 2 Corinthians 5:20-21; Daniel 12:3
11. Romans 6:11-13; 13:1-14; Ephesians 4:26-32; 5:15-17; Col. 3:17; 1 Peter 2:11-17; James 1:19-21, 26
12. Proverbs 20:1; 31:4; Ephesians 5:18; 1 Corinthians 5:11; Romans 14:13-23; Matthew 6:33; Rev. 22:20
13. Galatians 6:1-2, 9-10; James 5:16; Romans 15:1-7; 1 Thess. 5:14; 1 Timothy 2:1; Ephesians 6:18
14. Ephesians 4:29-32; 1 Peter 3:8-12; James 1:26-27; Matthew 25:34-40; Romans 12:9-16
15. James 1:19-20; Matthew 18:15-35; Luke. 17:3-4; Colossians 3:12-13
16. Hebrews 10:24-25; 1 Corinthians 15:58; Ephesians 3:21; 1 Timothy 3:15

## Article 3 - Local Church Character

### Section 1 – Government

The government of this church is authorized and invested by the body of believing members who compose it.

### Section 2 – Statement of Faith

1. Scriptures – We believe that the very words of the Holy Bible, in both the Old and New Testaments, are the complete and inspired Word of God. They are without error in their original writings and they are the absolute truth and final authority in all matters of faith and life. (*2 Timothy 3:16-17; Revelation 22:18-19; 2 Peter 1:20-21*)
2. God – We believe that there is only one living and true God; an infinite, eternal, intelligent spirit who is perfect and holy, all-powerful, all-present, and all-knowing. He is to be given all honor, trust, and love. We believe in the unity of the God-head and that He eternally exists in three persons; Father, Son, and Holy Spirit. (*Matthew 28:19; Exodus 3:14; 2 Corinthians 13:14*)
3. Christ – We believe in the deity of Jesus Christ, that He is both completely God and fully man; that He existed before time with the Father; that in His human form, He was conceived by the Holy Spirit, and born of the Virgin Mary. He lived a sinless and perfect life and died in our place on the cross for our sins. He rose physically from the grave, and He ascended to the Father's right hand where He intervenes on the behalf of all believers as their High Priest and advocate. His return is could happen any moment, and will be before the tribulation. His second coming will follow the tribulation and He will reign for literally, 1,000 years in His coming earthly kingdom. (*John 1:1; Colossians 2:9; Hebrews 1:3; John 1:14, Matthew 1:23; 1 Peter 1:19; 2 Corinthians 5:21; 1 Corinthians 15:3-4; Ephesians 1:20; 1 John 2:2; Philippians 3:20*)
4. Humanity – We believe that humanity was directly created by God, both male and female, in the image of God, apart from any process of evolution. The first man, Adam, disobeyed God and since then all of humanity has been born in sin; and deserve physical and spiritual death, in separation from God, in a real place called hell. All human beings are born with a totally depraved, sinful nature and are by that nature and choice the children of wrath under God's just condemnation without excuse until they individually turn from their sin and receive by faith the Lord Jesus Christ as their personal Savior. (*Genesis 1:26-27; Romans 5:12; 1 Corinthians 15:22 Romans 3:10-11; Ephesians 2:2-3; John 3:18*)
5. Salvation and Redemption – We believe salvation is a gracious, free gift of God through faith in the Lord Jesus Christ; who died for our sins according to the Scriptures, was buried, and rose again physically from the dead. We believe that all who believe in the gospel of Jesus Christ are freely declared righteous by God; not by any means at all by a righteous, moral goodness or work on their part for salvation, but only upon the grounds of His shed blood. We believe in the eternal security of salvation for all believers, who were sovereignly chosen by God before the foundation of the world, apart from any foreseen goodness on their part, for salvation through faith in Christ. Those who are truly saved display their salvation by a changed and committed life in obedience to Christ. (*Ephesians 2:8-10, 1 Corinthians 15:3-4, Romans 1:16; 3:24; Titus 3.5, Revelation 1:5: John 6.37, Ephesians 1:4-5; 1 Peter 1:5; 2 Corinthians 5:17, 1 John 3:9-10: 2 Timothy 1:9*)
6. New Life – We believe that the scriptures teach that in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus. It is instant and not a process. In the new birth the one who is dead in sin, is given spiritual life and receives eternal life as the free gift of God. The new

birth is brought about in a method beyond our comprehension, not by culture, not by character, not by the power of man, but completely and exclusively by the power of the Holy Spirit in connection with the Word of God. The evidence of this new life is seen by a demonstration of faith and repentance, a changed life, and voluntary obedience to the gospel of our Lord Jesus Christ. (*John 3:5-6; Titus 3:5; 1 Peter 1:23; 2 Corinthians 5:17; 1 John 3:7-9*)

7. Justification – We believe that justification is the judicial act of God whereby those who put their faith in Christ as their personal Savior are declared to be righteous. It consists of all our sins being credited to and paid for by Jesus Christ on the cross of Calvary and His righteousness being freely credited to us. It brings us into a state of reconciliation with God, and secures us with every joy from God both here and in eternity. (*Romans 5:1; 3:23-25; 4:24-25, 2 Corinthians 5:21; Ephesians 1:3-13*)
8. Spiritual Growth – We believe that sanctification is a three part work of God whereby the sinner is being set apart to God, from sin. First in the new birth, the sinner is set apart once for all to God, and is declared to be holy and righteous by God, through Jesus Christ. Secondly, the believer is progressively set apart from sin and made more like Christ by the work of the Holy Spirit and the believer together applying the Word of God in his life. Finally, at the coming of Christ the believer will be made perfectly conformed to the image of Christ, set free from all sin, and given a resurrected body like Christ's glorified body. (*1 Corinthians 1:2; 12:13; 1 John 3:1-3; Romans 6:13; 8:28-30; Philippians 3:21; 2 Corinthians 3:18; 1 Thessalonians 5:23; 1 Peter 1:16*)
9. Evangelism and Discipleship – We believe that it is the responsibility of every believer to give the gospel to the whole world. The gospel message of salvation is to be genuinely offered to each person, and that on the condition of his repentance to God and faith in Jesus Christ, he will be saved. Methods of witnessing and/or invitations to the lost are appropriate as long as they do not violate the principles of the Word of God and give honor to God. Methods of evangelism which violate principles of Scripture are false and are to be avoided. Evangelism is to include the discipleship of those who profess to be saved. (*Matthew 28:18-20; Luke 24:47-48; Acts 1:8; Romans 10:13-15; Acts 17:30; Acts 20:21; 1 Corinthians 10:31; 2 Corinthians 6:1-11; Colossians 3:17*)
10. Priesthood of Every Believer – We believe that every believer is a minister for God and can pray directly to God through the Lord Jesus Christ, and that every believer has the right and responsibility to read and understand the Scriptures for himself before God. (*Revelation 1:6; Hebrews 4:16; 1 John 2:27; 5:14-15*)
11. The Holy Spirit – We believe that the Holy Spirit is the third person of the trinity; that He restrains Satan in the world. He convicts sinners of sin, immorality, and coming judgment. He draws people to Christ, gives new life, lives within, secures salvation, guides, empowers, teaches, sets apart, and helps every believer. His purpose is to draw attention to and exalt Jesus Christ. We believe that He baptizes or places every believer into the universal church, the body of Christ, when they are born again; and that He gives every believer spiritual gifts to equip him for service in the local church. We believe that the sign gifts such as prophecy, healing, and speaking in tongues ceased with the completion of the Scriptures and with the end of the apostles. (*Acts 1:8; 4:4,9; 2 Thessalonians 2:6-7; John 15:26; 16:7-11; John 3:5-6; 1 Corinthians 6:19; 12:7, 13; 13:8-10; 2 Corinthians 12:12; Ephesians 1:13; Romans 8:4; 1 John 2:27; 1 Peter 1:2*)
12. The Local Church and the Ordinances – We believe in the local church as a group of baptized believers, which is self-governing, and fellowships with other churches of like faith. It is the responsibility of the local church to observe the ordinances of baptism and the Lord's Supper, to spread the gospel throughout its community and the world, to strengthen itself, and to discipline its members. Its leaders are pastors and deacons, whose qualifications, authority, and responsibilities are clearly defined in the Scriptures.

We believe that the method of believer's baptism is single immersion; that it is a picture by the believer of his union with Jesus Christ in His death, burial, and resurrection; and that it is a public testimony of his salvation and desire to walk in newness of life. We believe that the ordinance of the Lord's Supper is a memorial service of Jesus' sacrifice at Calvary, until He comes again; that it should be preceded by genuine self-examination. (*1 Timothy 3:1,8,15; 1 Corinthians 1:2,13; 4:17;11:2; Romans 6:4; 16:1,5,23; Acts 2:41-42; Philippians 1:1; Matthew 18:15-18; 28:18-20; Titus 1:5-7*)

13. Angels and Satan – We believe that angels are personal, spirit beings created by God. In their original state they were created perfect and holy. Satan was, “the anointed cherub who covers,” who through pride and ambition to be as the Almighty, fell and drew after him a multitude of angels. We believe that he is now the evil prince of the power of the air, and the unholy god of this world. He is man's great tempter, the enemy of God and Christ, the accuser of the brethren, and the author of all false religion, and the leader of all the powers of darkness. He is limited in his activity by the wisdom and power of God and he is destined to final defeat and eternal punishment in the Lake of Fire; a place prepared for him and his angels. (*Hebrews 1:14; Isaiah 14:12-15; Ezekiel 28:14; Revelation 12:4,9-10; 20:3; Ephesians 2:2; John 8:44; Job 1:10; Matthew 25:41*)
14. Israel and the Church – We believe in the sovereign selection of Israel as God's covenant people, now dispersed because of her rejection of Christ, later to be re-gathered in the holy land, and saved as a nation at the second coming of Christ. We believe in a distinction between the nation of Israel as God's earthly covenant people and the Church as the body of Christ. We believe that God is now dealing with the world in the church age, which began on the Day of Pentecost in Acts 2 and will end with the imminent return of Christ at the rapture when all church age believers will be gathered together with Christ in the air. Following this God will again deal directly with the nation of Israel in the 70th week of Daniel, a seven-year period called “The Great Tribulation” and will be followed by the second coming of Christ and a literal 1,000 year reign of Christ on earth as the king of Israel. God will then create a new heaven and a new earth free from all sin where the saved of all ages will live forever with God. (*Genesis 12:1-3; 13:14-17; Romans 11; Ezekiel 37; Ephesians 3:3-10; 1 Corinthians 10:32; Ephesians 1:22-23; Acts 2:1-3; 1 Thessalonians 4:13-18; 5:1-9; Daniel 9:24-27; Matthew 24:21; Revelation 1:19; 3:10; 4:1; 19:11-16; 20:1-4; 21:1-5*)
15. Judgment and Resurrection – We believe in the physical resurrection of those saved to eternal life with Jesus Christ, and the judgment of believer's works at the Judgment Seat of Christ to determine their rewards for faithful service. We believe in the physical resurrection of the lost following the 1,000 year reign of Christ. They will then be judged at the Great White Throne judgment for their evil works before they are cast into Hell, which is called the Lake of Fire. We believe in the everlasting conscious joy of the saved, and their eternal presence with God, and the everlasting conscious punishment of the lost, and their eternal separation from God. (*1 Thessalonians 4:14-18; John 5:25-29; 17:3; Revelation 14:11; 20:6,11-15; 2 Corinthians 5:10; Romans 8:38-39; 14:10; Luke 16:22-26; Matthew 25:46; 2 Thessalonians 1:8-9*)
16. Separation – We believe in obedience to the biblical commands to separate entirely from worldliness (secular values), and ecclesiastical apostasy. We believe in using the Bible as the only source of faith and practice (*2 Corinthians 6:14-7:1; Ephesians 5:14; Revelation 18:4; Romans 16:17; 2 Thessalonians 3:6; 1 Peter 1:6; 1 Thessalonians 1:9-10; 1 Timothy 6:3-5; 2 John 9-11*)
17. Civil Government – We believe that God appoints civil government for the interest and good order of human society. Those in authority are to be prayed for, honored, and obeyed, except in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience and the coming King of Kings. (*Romans 13:1-7; Titus 3:1; Matthew 22:21; Acts 4:19; 5:29; Genesis 9:5,6*)

18. Marriage and the Family – We believe in the sacredness and once for a lifetime nature of marriage; that marriage is between a natural born man and woman. We believe in building strong marriages and families. As Christians we marry and live without any idea of divorce affecting the marriage; that counsel given to those affected by divorce will point them to seek reconciliation with their spouse, and if they cannot be reconciled they will be encouraged to honor and serve the Lord in an unmarried state. We recognize that scripture does allow for very rare cases of divorce: unrepentant and rebellious immorality of a spouse, and desertion by an unbelieving spouse; and the one clear allowance for remarriage, the death of a spouse.

Divorce and remarriage will not be considered a hindrance to membership in this church, as long as they meet the membership qualifications. Nor will it keep people from serving in any area of the church (with the exception of pastor or deacon) as long as the leadership considers those spiritually mature and in agreement with this position. All proposed remarriages to be conducted on the church property will be voted on, by its members, on a case-by-case basis of a two-thirds majority vote. Individuals being considered will need to defer to the decision of the church. Any pastoral or deacon candidate must be in agreement with this position on marriage and the family. (*Genesis 2:21-25; Deuteronomy 24:1-4; Joshua 24:15b; Malachi 2:16; Matthew 5:31-32; 19:3-10; 1 Corinthians 7:8-16; 27; Ephesians 5:22-33; 1 Peter 3:1-7; Hebrews 13:4*)

## **Article 4 – Membership**

### Section 1 – Qualifications

- A. The members of this church will be such persons as:
  - 1. Confess Jesus Christ to be their Lord and Savior; and have given credible testimony of faith in the gospel before the Pastor and/or one of the Deacons.
  - 2. Have been baptized by immersion.
  - 3. Are in public agreement with the covenant and doctrinal statement at the time of acceptance into membership and fellowship with the church body.
- B. Those who present letters of dismissal and recommendation, in good standing, from another church in agreement with our statement of faith; and who give credible testimony of conversion to the gospel of Jesus Christ.
- C. All candidates for membership upon recommendation of the Pastor and Deacons will be presented to the church. A three-fourths vote of members present and voting is required to approve an individual for membership.
- D. Associate membership is available to those who come to Brant Lake for educational and/or other personal reasons but wish to remain a member of their home church. The qualifications for associate membership are the same for regular membership. Associate members will not have voting privileges, but we welcome their input on church matters.

### Section 2 – Responsibilities

It is the responsibility of every member to:

- A. Worship regularly at our weekly services
- B. Contribute financially to the operations of the church

- C. Seek to win and disciple others to Christ
- D. Pray for the leadership of the church
- E. Be actively involved in ministry to others through the church
- F. Live in a way consistent with the life of Christ and teachings of the Bible.

Each member is expected by the grace of God to keep the covenant, which binds us together.

### Section 3 – Privileges

Such members who are active and in good standing, who do not hold letters of dismissal and recommendation from this church, may act and vote in the transactions of the church providing that the age of 18 has been reached. Only active members will be entitled to hold an office in the church, as defined in section 2-4, or serve as regular teachers in the any ministry of the church. Non-members may serve as regular teachers or in ministries of the church, provided that just cause for their lack of ability to join in membership can be demonstrated. The Pastor, Deacons and/or ministry coordinator must approve any teachers or leaders in the ministries of this church.

### Section 4 – Standing (revised 5/29/2024)

There are five categories of members: Active, Probationary Inactive, Regular Inactive, Youth, and Transferring.

- A. Active members are those members who meet the qualifications of membership, have been voted in, and attend services regularly. They also seek to serve in a ministry of the church and make every effort to uphold the responsibilities of membership as outlined in Section 2. Only active members have voting rights and are able to hold offices or teach and lead in the ministries of the church.
- B. The Probationary Inactive list will consist of those who do not regularly attend church services at least once in a three-month period (with the exception of second resident members) or fulfill their membership responsibilities, without reasonable cause. Before members are placed on the Probationary Inactive list at least one contact will be made through a visit or letter; this visit or contact is to encourage them to attend and communicate their possible placement on the Probationary Inactive list. If after this visit or contact, they still do not visit within the month, they will automatically be placed on the Probationary Inactive list and informed by a letter. The consideration of removal from the inactive list will take place only if they resume attendance and begin to fulfill their membership responsibilities. Once they begin to attend and be involved faithfully, if they wish to be reinstated to full active membership, they must meet with the Pastor and/or one of the Deacons to share their desire and to be approved for active status. Once placed on this list members must attend at least once in the next six months or be dismissed from membership altogether.
- C. The Regular Inactive list will consist of those members who are elderly, disabled and/or those living in nursing homes that wish to attend faithfully, but are physically unable to do so. They will remain on the Regular Inactive list until they recover and are able to return to church or until the Lord calls them home. All inactive members (whether regular or probationary) will automatically relinquish their voting privileges.
- D. Youth under the age of 18 will be allowed to hold membership. The qualifications for membership are the same but youth will not hold voting privileges. Such members upon reaching their 18<sup>th</sup> birthday will be reviewed by the Pastor and Deacons. After such review, the Pastor and Deacons will determine whether to recommend them for active adult membership, which will be voted on at a business meeting.



- E. The Transferring Inactive list will consist of those members who are leaving the church in good faith and are in the process of joining another church. When a member announces their intent to transfer, it must either be submitted in writing or verbally communicated to the pastor and at least one other member. In such an event, the Pastor and/or Deacons will announce their intent to transfer at the next business meeting. By a majority vote, the member will be placed on the Transferring Inactive list. Until the member joins a new church, the members will continue to watch over them in brotherly love and to remember them in prayer until another church can assume such a role.

## Section 5 – Dismissal

The dismissal of any member will be subject to the following standards:

- A. Any member in good and regular standing who desires a letter of dismissal and recommendation to any other church, in agreement with our statement of faith, is entitled to receive it upon a written request from the clerk of that church.
- B. If a member in good standing requests to be released from their covenant responsibilities to this church for reasons which the church may consider satisfactory, after they have been patiently and kindly sought out to keep their continuation in our fellowship; such request may be granted and their membership discontinued.
- C. The church may also, after due notice and kindhearted effort to make such an action unnecessary, discontinue the membership of any person according to the guidelines established in Article IV, Sections 2-4. If an address of such persons cannot be established after proper inquiry, it will be acceptable to take action without due notice.
- D. Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of their covenant commitments, the church may discontinue their membership, upon recommendation of the Pastor and Deacons after multiple efforts have been made to bring such a member to repentance and correction. Such action will always be in agreement with the principles found in the Bible such as: Matthew 18 and 1 Corinthians 5 (and other scriptures on church discipline); and always be designed to restore the member to fellowship.
- E. All requests for membership or dismissal of membership or action to that end, will first be considered by the Pastor and Deacons, who will make recommendation to the church for such action.
- F. The membership of no person will be dismissed or discontinued except by approval of the voting church body.

## Section 6 – Restoration

Any person whose membership has been dismissed or discontinued for some offense may be restored by vote of the church, upon evidence of their repentance and reformation, or in an account of continued absence, upon satisfactory explanation.

## **Article 5 – Officers**

### Section 1 – Officers of the Church

- A. The officers of this church will be: Deacon, Deaconess, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, and Financial Secretary. All officers, except the Deacons, will be elected for a one-year term by a majority vote of the members present at the annual business meeting.
- B. There will be, if possible, a minimum of three deacon/trustees to be elected for the term of two years, being elected by a three-fourths vote of members present at the annual meeting. They will have the qualifications required for deacons as given in the Scriptures. They will be known simply as “Deacons.” There will also be a minimum of three Deaconesses elected, as are the deacons.
- C. Nominations for offices of Deacon and Treasurer will not be taken at the annual meeting. Any nominations for officers must go through the approval of the Nominating/Auditing Committee at least two weeks prior to the annual meeting. Other nominations can be considered up to and at the annual business meeting, except for Deacon and Treasurer.

### Section 2 – Discipleship Coordinator

- A. The Discipleship Coordinator will oversee the education ministries of the church. Nominations for this position will be the same as other officers of the church, he will be elected for a one year term, as needed, by a majority vote of the members present at the annual business meeting.

### Section 3 – Status of Offices

- A. If for some reason we are unable to fill certain offices, they will either be left vacant or be appointed or filled by the Pastor and/or Deacons. The offices of Deacon, Clerk and Treasurer will not be left vacant under any circumstances.

## **Article 6 – Responsibilities of the Officers**

### Section 1 – Church Officers

- A. Deacons: The deacons shall have general supervision over the members and the auxiliary organizations of the church, maintaining its spiritual welfare; and will assist the pastor in administering the ordinances of Baptism and the Lord's Supper. They have the authority to make appointments in accordance with the guidelines below; however, all appointments must be approved by the entire Board of deacons and the Pastor. They will meet on a monthly basis for the purpose of prayer, reporting, and decision-making. The specialization of the board is as follows:

Deacon of Maintenance – This deacon(s) is responsible for the upkeep of church property. They have the authority to appoint any number of men to who they could rely on to maintain or assist in the maintenance.

Deacon of Outreach – This deacon is responsible for the contact of visitors and assisting the Pastor in outreach functions. He is to make sure greeters and ushers are selected and present at all Sunday Services, visitor cards are handed out and collected; and a contact of the visitor is made within the six days following their visit. He has the authority to appoint one or more groups in which he can rely on to assist in or independently make these contacts.

Deacon of Spiritual Health – This deacon is responsible for being aware of the spiritual well being of the church. He is to keep the pastor and other deacons informed of the spiritual trends of the church. He would assist the pastor in encouragement, counseling, and discipline, if necessary. He is responsible for filling any one vacant elected office until the office is filled. He may appoint a member to have the authority over the deacon's fund.

- B. Deaconess: The deaconesses will prepare the elements for the Lord's supper and assist in the preparations of baptism whenever necessary.
- C. Clerk: The clerk will keep the records of all church meetings; a full and accurate list of members; and attend to such work related to this office.
- D. Treasurer: The treasurer will be responsible for the accurate recording and disbursement, upon proper authority, of all monies related to the church (with the exception of Ladies Aid). Funds will be itemized and reported within the overall financial structure of the church.
- E. Assistant Treasurer: The assistant treasurer will aid the treasurer in any way possible, and will assume the responsibility of the office of treasurer if, for any reason, the treasurer cannot perform his/her duties.
- F. Financial Secretary: The financial secretary will record all contributions made through the offering envelopes, and will provide an annual receipt to those who have given in this way for income tax purposes. The financial secretary will also assist the church clerk in any way possible, and will assume the responsibility of the office of clerk if, for any reason, the clerk cannot perform his/her duties.

## Section 2 – Church Discipleship Coordinator

- A. The Discipleship Coordinator will have general supervision over all teachers, and education ministries of the church, except the Pastor and ministries he oversees. He may act as moderator at any education or ministry meetings; and will be responsible for maintaining the spiritual welfare of the entire church, under the supervision of the Deacon of Spiritual Health and the Pastor.
- B. The Discipleship Coordinator may select members to help in the organization of the education ministries, as needed (for example: a secretary for keeping records, or assistant as ministry needs develop).

## Article 7 – Committees

### Section 1 – Nominating/Auditing Committee

The Nominating/Auditing Committee shall consist of three members who shall be elected each year at the Annual Business Meeting. The Committee's responsibilities shall be as follows:

- 1) Present a full slate of candidates for each of the church offices at the next annual meeting.
- 2) Secure candidates to replace, and fill, upon vote of the church body, any church office vacated during the fiscal year.
- 3) Audit all the of church's financial books in preparation for the annual meeting.

## Section 2 – Pulpit Committee

A permanent pulpit committee will consist of the deacons and any other person whom the deacons appoint. In the absence of a pastor this committee will seek out prospective candidates to recommend to the church. This committee may also with the pastor select and approve all speakers who will speak in the church or church related functions.

## Section 3 – Committees & Chairman's

- A. Any committee organized in this church will be brought as a motion to the congregation at a business or special meeting, unless otherwise stated in this constitution (see section 1&2). It's purpose will be stated at the meeting and will have an end date or length of one year, at which point the committee is to be re-evaluated as to it purpose and progress at the Annual Business Meeting.
- B. Boards and committees may organize and appoint a chairman, as needed, after their appointment or election. They will report their work at the regular business meetings of the church and at the annual meeting, this report will be in written form.

## **Article 8 – The Pastor**

### Section 1 – Call

To call a Pastor to serve this Church, a three-fourths vote of those present voting members at a meeting of the church body shall be necessary. Absentee ballots may be accepted upon justifiable explanation of the absenteeism. The Church Clerk will act as convener of the meeting.

### Section 2 – Qualifications

The Pastor shall have the qualifications given in the Scriptures in 1 Timothy 3 and Titus 1.

### Section 3 – Duties

The Pastor shall regularly fill the pulpit of the church, administer the ordinances, attend to pastoral work, act as moderator of business meetings, be an ex-officio member of all committees and have general supervision of all departments of the church work.

### Section 4 – Resignation

A written resignation, submitted to the Board of Deacons by the Pastor, shall be required thirty days prior to the date of termination.

### Section 5 – Dismissal

The engagement of a Pastor may be terminated by a three-fourths vote of the active members of the church body present at a special meeting legally called for that purpose. The vote shall be by ballot only. Absentee ballots may be accepted upon justifiable explanation of the absenteeism. Such action shall be construed as thirty days notice to the Pastor and shall be in force at that time.

## **Article 9 – Meetings**

### Section 1 – Fiscal Year

The fiscal year of the church shall begin on May 1st and close on April 30th of each year.

### Section 2 – Annual and Semi-Annual Business Meetings

The Annual Business Meeting of the church shall be held in May of each year. At this meeting the annual reports of all phases of the church work shall be made in writing. The Semi-Annual Business Meeting shall be held in November of each year. At this meeting a financial report shall be made in writing.

### Section 3 – Special Meetings

Special meetings, which affect the church other than those listed; may be called by the Pastor, Chairman of the Board and/or Deacons when proper notice is given.

### Section 4 – The Lord's Supper

The Lord's Supper will be commemorated at the least, but not limited to, the first Sunday of every other month, unless otherwise stated.

## **Article 10 - Government**

### Section 1 – Quorums (revised 5/29/2024)

A quorum for all business meetings shall consist of at least two-third of the active members of voting age. For business meetings merely concerning urgent financial decisions, a quorum may consist of only one-third of the active members of voting age.

### Section 2 – Amendments

This constitution may be revised or amended at any business meeting of the church on the recommendation of the deacons, provided two week's notice of such a proposed revision or amendment has been given. The proposed revision or amendment shall be posted on the church bulletin board for two weeks preceding the called meeting. A three-fourths vote is necessary to carry an amendment.

### Section 3 – Former Regulations

The rules and regulations adopted in this constitution shall be construed as setting aside and making null and void all former acts, rules, and regulations for the government of the church.

## **Article 11 – Finances**

### Section 1 – Receiving Money

All money shall be raised by voluntary subscription or offering and in no other way.

### Section 2 – Use of Money

The money received by the church is the property of the church and its maintenance, use, and distribution shall be determined by the church in a business meeting.

### Section 3 – Financial policy (revised 5/29/2024)

To maintain financial accountability among leadership and members, the Deacon Board will be granted authority to approve church related purchases, if necessary, up to \$2000; without the vote of the church. In cases of emergency, the Deacon Board may make church related purchases up to \$5000. To make an emergency purchase, the entire Deacon Board and the Pastor must unanimously agree that the situation constitutes an emergency. The Pastor may make church related purchases up to \$200. No member of the church may make church related purchases without approval from the Pastor and/or Deacons; donations do not necessarily apply.

## **Article 12 – Internal Organizations**

### Section 1 – Sunday School

The Sunday School shall be considered part of this church, and its officers shall be elected by the church, and its policies shall be subject to review by the church.

### Section 2 – Societies, Organizations, and Groups

All societies, youth organizations, and other groups organized in connection with this church, shall abide by the doctrine and policies of the church and shall be subject to review by the church. Reports from all such groups shall be given to the church in written form at the annual business meeting.