

## **CONSTITUTION**

### **FIRST BAPTIST CHURCH West Allis, Wisconsin**

#### **ARTICLE I - NAME**

The name of this Church shall be **FIRST BAPTIST CHURCH OF WEST ALLIS**. This Church was incorporated in 1890 under the statutes of the State of Wisconsin.

#### **ARTICLE II - PURPOSE**

The purpose of this American Baptist Churches USA Congregation is to be an example to all the faith and fellowship to which God has called His people. We are a local presence of the universal church, in and through which Jesus Christ continues to minister to the world by His Holy Spirit. We shall seek to make our presence known through worship, a program of Christian nurture, proclamation of the Gospel by word and deed, and ministry to human need in the name of Christ.

#### **ARTICLE III - AFFILIATION**

This Church shall be affiliated with: the Milwaukee Baptist Association; the American Baptist Churches of Wisconsin; the American Baptist Churches, U.S.A.; and the Wisconsin Council of Churches.

This Church shall not resign or withdraw from any of these bodies except by a duly adopted amendment to the Constitution of this Church. No such action to amend the Constitution regarding the Milwaukee Baptist Association; the American Baptist Churches of Wisconsin; or the American Baptist Churches, U.S.A. shall take place until a consultation has been held by the Board of Trustees and the Diaconate of this Church with the Moderator of the Association and the Executive Minister of the American Baptist Churches of Wisconsin.

#### **ARTICLE IV - DOCTRINE**

This Church accepts the Scriptures of the Old and New Testaments as the Word of God in the words of men as the inspired record of God's revelatory actions in human history and as the authoritative basis for this doctrine and its practice.

## ARTICLE V - MEMBERSHIP

Section 1   ADMISSION OF MEMBERS: Persons may be received into membership by any of the following methods, subject in each case to the recommendation of the Diaconate and the vote of the Church (a majority of those present and voting).

- (a)   By Baptism. Any person professing faith in the Lord Jesus Christ, giving evidence of a change of heart, and accepting the purpose, doctrine, and views of faith and practice of this Church may upon baptism by immersion be received into membership.
  
- (b)   By Letter. Members of other Christian churches who have professed faith in the Lord Jesus Christ and who have presented letters of transfer and recommendations from such churches and have accepted the purpose, doctrine, and views of faith and practice of this Church may be received into membership.
  
- (c)   By Experience. A believer of worthy character who has been a member of a Christian church, but for sufficient reason cannot present a letter from that Church, but accepts the purpose, doctrine, and views of faith and practice of this Church may be received into membership upon statement of experience.
  
- (d)   By Reinstatement. Any person whose membership in this church has been terminated for any cause may be reinstated by reaffirmation of his/her experience, and profession of faith, and the acceptance of the purpose, doctrine, and views of faith and practice of this Church.

## Section 2 CLASSIFICATION OF MEMBERS

- (a) Active Members. Members who actively participate in the Church life by their presence and/or financial support.
- (b) Inactive Members - Inactive Membership List. When a member has been inactive for a period of two years without participation in the life of the Church through attendance and/or financial support, he/she may be transferred to the Inactive Membership List. Such action will be taken only after the failure of reasonable attempts encouraging a renewal of their covenant relationship. The Diaconate shall make allowance for circumstances of sickness, lack of income, and other reasonable cause for inactivity.
  - 1. Inactive Status. Persons whose names are on the Inactive Membership List will not be counted or reported as members, may not take part in church business meetings, and may not hold an office in the Church.
  - 2. Inactive Members desiring active membership must make a written request to the Membership Committee of the Diaconate. After three (3) months of active participation and support, and upon approval of the Diaconate, shall become an active member.

## Section 3 DISMISSAL OF MEMBERS. Persons may be dismissed from membership by any of the following methods:

- (a) By Death.
- (b) By Letter. Any member of good standing who desires a letter of transfer to another church may receive one upon written request of that Church and approval of the Membership Committee of the Diaconate of this Church. The Clerk shall send a letter of transfer to the Pastor or Clerk of the Church to which membership is to be transferred. Membership in this Church automatically terminates when this member joins another church.

**ARTICLE V - DISMISSAL OF MEMBERS Section 3 (c) continued**

- (c) By Exclusion. A member who is un-Christian in conduct or who promotes discord and injures the unity and effectiveness of the Church shall be subject to dismissal by exclusion upon recommendation of the Diaconate and the vote of the Church.
  
- (d) By Inactivity. Any person whose name is on the Inactive Membership List for a period of two (2) consecutive years and either cannot be contacted by the Church or when contacted does not express the intent to request active membership shall be subject to dismissal by inactivity upon approval by the Diaconate.

**ARTICLE VI  
OFFICERS, STANDING COMMITTEE CHAIRMEN, BOARDS, AND DELEGATES**

Section 1 OFFICERS. The officers of this Church shall be:

- Pastor
- Moderator
- Clerk
- Treasurer
- Financial Secretary
- Financial Recorder
- Church School Superintendent
- Assistant Church School Superintendent
- Historian
- Chief Usher

Section 2 STANDING COMMITTEE CHAIRMEN. The Standing Committee Chairmen of this Church shall be:

- Finance
- Music
- Publicity
- Social
- Personnel
- Mission Education
- Nominating

The Pastor shall be an ex-officio member of all Committees. The Moderator shall be an ex-officio member of all Committees except the Nominating Committee.

## ARTICLE VI - OFFICERS, STANDING COMMITTEE CHAIRMEN...CONTINUED

- Section 3    BOARDS. The Boards of this Church shall be:  
                  Diaconate  
                  Board of Trustees  
                  Board of Christian Education  
The Pastor and Moderator shall be ex-officio members of all Boards.
- Section 4    SPECIAL COMMITTEES. Special Committees of this Church shall be the Pulpit Committee and others, as required. The Moderator shall be an ex-officio member of all committees. The Pastor shall be an ex-officio member of all committees, except the Pulpit Committee.
- Section 5    DELEGATES. There may be delegates to the American Baptist Churches, U.S.A. and the American Baptist Churches of Wisconsin.
- Section 6    CHURCH COUNCIL. There shall be a Church Council consisting of the following: Moderator, Clerk, Treasurer, Church School Superintendent, Finance Chairman, the Chairman or authorized Representative of the Diaconate, Board of Trustees, and Board of Christian Education, Mission Education Chairman, President or authorized Representative of the American Baptist Women, the American Baptist Men, and the Baptist Youth Fellowship. The Pastor shall be an ex-officio member of the Council. Any other Officers or Committee Chairmen may attend any Church Council meeting to present or suggest any business from their Committee to the Church Council. Also, the Council may request the presence of any Officer or Committee Chairman.

## **ARTICLE VII - THE PASTOR**

Section 1 The Pastor shall be called by the Church membership for an indefinite period upon recommendation of the Pulpit Committee.

- (a) Notice of intention to vote on the calling or dismissal of the Pastor shall be mailed to all active members at least ten (10) days prior to the date of the meeting.
- (b) The pastoral relationship may be terminated upon sixty (60) days notice from either Pastor or Church, or less upon mutual agreement.

## **ARTICLE VIII - ELECTIONS AND APPOINTMENTS**

Section 1 The OFFICERS, STANDING COMMITTEE CHAIRMEN, AND BOARD MEMBERS of this Church shall be elected at the business meeting held in October upon nomination by the Nominating Committee or upon nomination from the floor. They shall be active members of this church. They shall take office as of January 1. The Ceremony of Consecration of the Officers will be held in January.

- (a) OFFICERS to be elected in the odd-numbered years shall be:
  - Moderator
  - Treasurer
  - Financial Recorder
  - Assistant Church School Superintendent

OFFICERS to be elected in the even-numbered years shall be:

- Clerk
- Financial Secretary
- Church School Superintendent
- Historian
- Chief Usher

**ARTICLE VIII - ELECTIONS AND APPOINTMENTS Section 1, Continued**

- (b) STANDING COMMITTEE CHAIRMEN to be elected in odd-numbered years shall be:
  - Personnel
  - Publicity
  - Mission Education

STANDING COMMITTEE CHAIRMEN to be elected in even-numbered years shall be:

- Finance
- Music
- Social

- (c) NOMINATING COMMITTEE MEMBERS shall be elected each year. Prior to the October business meeting the Diaconate, the Board of Trustees, the Board of Christian Education, and the existing Nominating Committee shall each name one person as nominee for election to this Committee. Such nominee need not be a member of the Board naming nominee, except the nominee from the Nominating Committee should be a member of the existing Committee. This Committee shall choose its own Chairman. The Pastor and Personnel Committee Chairman shall be ex-officio members. Any person is eligible to hold more than one elected office except for the Moderator, the Treasurer, and the Church School Superintendent.
- (d) THE FINANCE COMMITTEE shall consist of the Chairman, Treasurer, Financial Secretary , and Financial Recorder.
- (e) THE MISSION EDUCATION COMMITTEE shall consist of the Chairman, a representative of the American Baptist Women, the American Baptist Men, the Baptist Youth Fellowship, the Church School, and other members to be appointed by the Chairman as desired.
- (f) Chairman of the SOCIAL, PERSONNEL, PUBLICITY, and MUSIC COMMITTEES shall select such members as needed.

**ARTICLE VIII - ELECTIONS AND APPOINTMENTS Section 1, Continued**

- (g) The DIACONATE shall consist of nine (9) elected members, known as Deacons or Deaconesses. Each year three (3) members shall be elected.
  - (1) In addition there shall be two (2) youths of Senior High School age elected to serve as Junior Deacons or Junior Deaconesses.
- (h) The BOARD OF TRUSTEES shall consist of six (6) elected members, the Treasurer and the Chairman of the Finance Committee. Each year two (2) members shall be elected.
- (i) The BOARD OF CHRISTIAN EDUCATION shall consist of the Pastor, six (6) elected members, the Chairman of the Mission Education Committee, the Church School Superintendent, the Assistant Church School Superintendent, and the Director of Christian Education. Each year two (2) members shall be elected.
- (j) The PASTORAL RELATIONS COMMITTEE shall consist of the Pastor, the Director of Christian Education, the Moderator, and the Chairman of the Boards.

Section 2 SPECIAL COMMITTEES. The pulpit Committee shall consist of one member from each Board and official organization within the Church elected by the Boards and the official organizations. This Committee's initial meeting shall be called by the Moderator, at which time the Committee shall choose its own Chairman. Other special Committees shall be appointed by the Moderator.

Section 3 DELEGATES to the American Baptist Churches, U.S.A., and the American Baptist Churches in Wisconsin, shall be elected by a vote of the church. (See Article XI, Section 2, (c) 4).

Section 4 VACANCIES which occur between elections shall be filled by the Church Council upon nomination by the Nominating Committee.



## ARTICLE IX - TENURE OF OFFICE

### Section 1 OFFICERS AND STANDING COMMITTEE CHAIRMEN.

- (a) The term of office for Officers and Standing Committee Chairmen, with the exception of the Nominating Committee, shall be two years. No Officer or Standing Committee Chairman shall be eligible to hold the same office for more than two consecutive terms, after which at least one year shall have elapsed before being elected to the same position.
- (b) Anyone elected to fill the vacancy of an Officer or Standing Committee Chairman for one year or more shall be considered to have served a full term.

### Section 2 BOARD MEMBERS. The term of office for members of the Diaconate, Board of Trustees, and the Board of Christian Education shall be three years. No member of these Boards shall be eligible to serve more than one term after which at least one year shall have elapsed before being elected to another term. Anyone elected to fill the vacancy of a Board Member for two years or more shall be considered to have served a full term.

- (a) The Junior Deacons or Junior Deaconesses shall be elected for a one year term and are eligible for re-election. They may serve a total of four (4) years at which time they will be eligible to be elected to any regular elected office.

### Section 3 NOMINATING COMMITTEE MEMBERS. The term of office for Nominating Committee members shall be one (1) year, except for the person chosen by the Committee as a nominee for the next year. That person will serve two (2) years, after which at least one (1) year shall have elapsed before being elected for another term on this Committee.

### Section 4 SPECIAL COMMITTEES. Special Committees shall be dismissed by the Moderator upon completion of their assignment.

## **ARTICLE X - ORGANIZATIONS**

- Section 1 The official organizations of this Church shall be the American Baptist Women, the American Baptist Men, and the Baptist Youth Fellowship.
- Section 2 This Church regards as integral parts of itself all organizations formed among its members for Christian education, fellowship, and service, and which use its name and/or facilities.
- Section 3 The Constitution and By-laws of all organizations shall in no way conflict with the Constitution and By-laws of this Church and shall conform to the spirit of the purpose and doctrine. The meetings of all organizations shall be held at times which will not conflict with meetings of the Church.
- Section 4 All organizations formed in the Church shall be approved by the Church Council. The Pastor and the Church Council shall have general oversight of all organizations.
- Section 5 The Officers of all organizations shall be active members of the Church.

## **ARTICLE XI - MEETINGS**

- Section 1 RELIGIOUS MEETINGS.
- (a) Public Worship services and Church School shall be held each Lord's Day. The Lord's Supper shall be observed on the first Sunday of each month and/or such other times as the Pastor and the Diaconate may determine.
- (b) Other religious meetings may be designated by the Pastor and/or the Diaconate.

**ARTICLE XI - MEETINGS Continued**

Section 2 BUSINESS MEETINGS.

- (a) The fiscal year of the Church shall be the calendar year.
- (b) REGULAR BUSINESS MEETINGS shall be held in January, April, and October for the purpose of receiving reports and transacting necessary business.
  - (1) The January Meeting shall, in addition, be the Annual Meeting for the purpose of:
    - 1) Receiving the annual written reports of Officers, Standing Committee Chairmen, Boards, and Organizations.
  - (2) The October meeting shall, in addition, be for the purpose of:
    - 1) Electing Officers, Standing Committee Chairmen, and Board Members.
    - 2) Adopting the Annual Budget.
- (c) SPECIAL BUSINESS MEETINGS.
  - (1) May be called at any time by the Pastor or Moderator.
  - (2) May be called by the Church Council upon written request signed by twenty-five (25) active members.
    - a) Before such meetings, the Church Council shall investigate the reasons upon which the request is based.
    - b) It shall present the reasons and the facts to the Congregation with its recommendation along with the exact count of its vote on the recommendation.

## **ARTICLE XI - MEETINGS Section 2 (c) continued**

- (3) Notice of any special meeting and the purpose for which it is called shall be mailed to all active members at least ten (10) days prior to the date of the meeting, and shall be given from the pulpit at least one week in advance of the date of the meeting.
- (4) At any regular meeting of worship, however, the Church may without notice act upon the reception of members and upon the election of delegates to Associations and Conventions, but not upon extraordinary business.
- (d) A quorum for transacting business at all regular or special business meetings shall be 20% of the active members as designated in Article V, Section 2, of this Constitution.
- (e) REGULAR CHURCH COUNCIL MEETINGS shall be held in February, March, May, June, July, August, September, November, and December.
- (f) SPECIAL CHURCH COUNCIL MEETINGS shall be called by the Pastor or Moderator or upon written request to the Pastor or Moderator by five (5) active members of the Church.
- (g) A quorum for transacting business at all regular or special Church Council meetings shall be a simple majority.
- (h) The Church may adopt any special rules of procedures in its meetings that it may desire provided such rules are not in conflict with this Constitution and By-Laws. The rules contained in Roberts Rule of Order, Revised shall govern the meetings in all cases to which they are applicable and not inconsistent with the Constitution and By-Laws.

## **ARTICLE XII - AMENDMENTS**

This Constitution may be amended at a regular or special meeting of the Church by a majority vote of those present and voting, provided a quorum is present. Before such a vote can be taken, however, amendments must be:

1. Recommended by a majority vote of the members of the Church Council.
2. Posted on the bulletin board in the education wing foyer for one month.
3. The Congregation must be notified of the meeting by mail ten (10) days prior to the time when the amendments must be voted upon.

Amendments affecting Article III of this Constitution must be preceded by action as stated in that Article.

## **ARTICLE XIII - THE LAY MINISTER**

Section I The Commissioning of a Lay Minister to assist the Pastor in the spiritual growth of the Congregation.

- (a) The Lay Minister position(s) shall be filled as follows:
  - 1) By virtue of a spiritual calling and openness to continuing education the Member shall make his/her desires known to the Pastor.
  - 2) Recommended by a majority vote of the Diaconate.
  - 3) Recommended by a majority vote of the Church Council.
  - 4) Approved by a majority vote of the Congregation at any business meeting.

**ARTICLE XIII - THE LAY MINISTER Section 1 continued**

- (b) There will be no limit as to the number of Lay Ministers that can serve at one time.
- (c) There shall be no fixed term for the Lay Minister, but every two years at the annual meeting the Congregation shall reconfirm their support of the Lay Minister by a majority vote.
- (d) The Lay Minister can be removed from office by any of the following methods:
  - 1) A negative vote of support by the Congregation as defined in step (c) above.
  - 2) Upon a recommendation of the Church Council and a majority vote of the Congregation at any business meeting.

Includes revisions of

- January 17, 1968
- March 11, 1970
- April 12, 1972
- June 17, 1973
- October 22, 1973
- October 17, 1976
- October 1, 1978
- January 13, 1980
- January 17, 1982
- April 26, 1987
- October 18, 1987
- October 21, 1990
- April 28, 1991
- April 26, 1992
- June 20, 1999
- April 21, 2002

**BY-LAWS  
FIRST BAPTIST CHURCH  
WEST ALLIS, WISCONSIN**

**ARTICLE I - DUTIES OF THE CHURCH COUNCIL**

Shall meet in February, March, May, June, July, August, September, November, and December and at other times at the call of the Pastor, the Moderator, or by five (5) active members upon their written request to the Pastor or the Moderator.

Shall be the general planning body of the Church, constantly studying the needs and problems of the Church, shall be instrumental in developing long range plans and shall determine ways and means by which the purpose and program of the Church shall be carried forward.

Shall correlate the purpose of all Boards, Committees, and Organizations into one coordinated whole.

Shall recommend to the Church such matters as must be brought before it for consideration.

Shall recommend to the Church, as it deems advisable, expenditures not provided for in the budget amounting to more than \$1,000.

Shall act upon routine matters between regular business meetings of the Church.

Shall act upon emergency matters between regular business meetings of the Church, subject to ratification by the Church at the next business meeting.

Upon recommendation of the Nominating Committee, shall elect any Officer, Committee Chairman, or Board Member to fill a vacancy which may occur between annual elections.

Shall recommend to the Church amendments to the Constitution and/or By-laws for approval.

## ARTICLE II - DUTIES OF OFFICERS

### Section 1 THE PASTOR

- (a) By virtue of his calling, education, and ordination shall be the Spiritual Leader of the Congregation.
- (b) His basic task shall be to help the members of the Congregation in understanding and fulfilling their ministry, individually and collectively.
- (c) Shall be an ex-officio member of all Boards and Committees except the Pulpit Committee working with them in the development of meaningful experience of worship, growth, and service for the whole congregation.
- (d) Shall advise and guide the various organizations within the Church in fulfilling their proper function in the Church's ministry.
- (e) Shall give personal expression to the life and mission of the Church through preaching, teaching, counseling, visitation, and leading in public worship.
- (f) As he deems it advisable, shall take an active part in Community affairs as well as in the wider organized life of the Church through the denomination and Council of Churches. Such activities shall be carried out with the full understanding of the Church Council.
- (g) Shall recommend to the Membership Committee of the Diaconate candidates for membership by baptism, letter, or experience.
- (h) Shall with the Diaconate, be responsible for the training or orientation of candidates for membership in our views of faith and practice.
- (i) Shall call a special business meeting of the Church or the Church Council, if necessary.
- (j) Shall supervise the services of the Church Secretary.



## **ARTICLE II - DUTIES OF OFFICERS, Section I Continued**

- (k) Shall serve as an ex-officio Member of the Church Council and report to the Church Council his plans and activities.
- (l) Shall present a written Annual Report to the Church.

### Section 2 THE MODERATOR

- (a) Shall preside at all business meetings of the Church and the Church Council and plan the agenda.
- (b) Shall act as Leader of the Church in the absence of the Pastor.
- (c) Shall give a resume at each regular Church business meeting of the business conducted at all Church Council meetings held since the last Church business meeting.
- (d) Shall be an ex-officio Member of all Boards and Committees except the Nominating Committee.
- (e) Shall appoint all special Committees with the exception of the Pulpit Committee, otherwise provided for in the Constitution.
- (f) Shall appoint a Parliamentarian, if desired.
- (g) Shall call a special business meeting of the Church or the Church Council, if necessary.
- (h) Shall report to the Church Council his/her plans and activities.
- (i) Shall present a written Annual Report to the Church.

### Section 3 THE CLERK

- (a) Shall keep a complete record of the transactions of all business at the meetings of the Church and Church Council.
- (b) Shall keep a record of the names and addresses of Members, chronologically and alphabetically, with dates and manner of admission and dismissal.
- (c) Shall keep a record of all child dedications.

## ARTICLE II - DUTIES OF OFFICERS, Section 3 Continued

- (d) Shall notify all Officers, Committee Chairman and Members, Board Members and Delegates of their election and/or appointment. Shall furnish credentials to the Delegates to the American Baptist Churches, U.S.A. and the American Baptist Churches of Wisconsin.
- (e) Shall issue letters of transfer upon notification by the Membership Committee of the Diaconate.
- (f) Shall preserve on file written reports and records of transactions of all business for seven years, after which they shall be placed in the historical files.
- (g) Shall keep an up-to-date, itemized list of the contents of the Bank Safe Deposit Box for himself, the Chairman of the Board of Trustees, the Pastor, and the Moderator.
- (h) Shall prepare denominational reports.
- (i) Shall keep one book in which the Constitution, By-Laws, and the Standing Rules are written, leaving every other page blank. Whenever an Amendment is made, in addition to being recorded in the minutes it shall be immediately entered on the page opposite the Article amended with a reference in red ink to the date of the minutes where it is recorded.
- (j) Shall serve as a Member of the Church Council.
- (k) Shall present a written Annual Report to the Church.

### Section 4 THE TREASURER

- (a) Shall have custody of all funds of the Church, and all deposits made in the name of the Church. All checks drawn shall be in the name of the Church.
- (b) Shall make payments from the Fellowship, Memorial, and Scholarship Funds upon approval of the Diaconate. Shall make payments from all other funds in accordance with budget provisions or upon approval of the Board of Trustees.

## **ARTICLE II - DUTIES OF OFFICERS, Section 4 Continued**

- (c) Shall keep separate accounts of all funds raised or contributed for particular purposes. No funds shall distributed except for the purpose for which they were raised or contributed.
- (d) Shall present a written monthly report of receipts, disbursements, and the balance on hand at the regular Church or Church Council business meetings with copies to the Pastor, Moderator, Chairman of the Boards of Trustees, and chairman of the Finance Committee.
- (e) Shall serve as a member of the Board of Trustees, the Finance Committee, and the Church Council.
- (f) Shall present a written Annual Report to the Church.

### Section 5 THE FINANCIAL SECRETARY

- (a) Shall receive all monies given to the Church.
- (b) Shall deposit weekly all money in a bank designated by the Board of Trustees and render a statement thereof to the Treasurer.
- (c) Shall present a written monthly report with copies to the Pastor, Moderator, Chairman of the Board of Trustees, Chairman of the Finance Committee, Financial Recorder, and Treasurer.
- (d) Shall serve as a Member of the Finance Committee.
- (e) Shall present a written Annual Report to the Church.

### Section 6 THE FINANCIAL RECORDER

- (a) Shall keep a record of all pledges to the church and shall promptly record all changes in the pledges.
- (b) Shall keep a record of the financial standing of each member of the Church, prepare quarterly statements for all givers of record and keep these records confidential.

## ARTICLE II - DUTIES OF OFFICERS, Section 6 Continued

- (c) Shall at the end of each fiscal year report to the Diaconate the names of those members who have failed to make any contributions of record toward Church expenses or Missions.
- (d) Shall serve as member of the Finance Committee.
- (e) Shall present a written Annual Report to the Church.

### Section 7 THE CHURCH SCHOOL SUPERINTENDENT

- (a) Shall be the Executive Leader of the Church School exercising the authority and performing the duties usually pertaining to that office, following the general directives and policies of the Board of Christian Education.
- (b) Shall serve as a Member of the Board of Christian Education and the Church Council and report to the Church Council his/her plans and activities.
- (c) Shall present a written Annual Report to the Church.

### Section 8 THE ASSISTANT CHURCH SCHOOL SUPERINTENDENT

- (a) Shall assist the Church School Superintendent in the direction of the Church School.
- (b) Shall perform all duties of the Church School Superintendent in his/her absence.
- (c) Shall serve as a Member of the Board of Christian Education.

### Section 9 THE HISTORIAN

- (a) Shall collect, compile, preserve, record and make available to members material of historical interest both past and present.
- (b) Shall be responsible for the Historical museum displays.
- (c) Shall preserve records of all Officers, Boards and Committees seven years and older.
- (d) Shall present a written Annual Report to the Church.

## **ARTICLE II - DUTIES OF OFFICERS, Section 10**

### Section 10 THE CHIEF USHER

- (a) Shall select Members for his Staff, as required, and provide for their training.
- (b) Shall with his Staff be responsible for the comfort, safety, and well-being of the Congregation at worship services.
- (c) Shall provide Ushers for, and keep attendance records of all worship services and business meetings of the church.
- (d) Shall present a written Annual Report to the Church.

### Section 11 THE LAY MINISTER

- (a) Basic task shall be to assist the Pastor in helping the Members of the Congregation in understanding and fulfilling their ministry, individually and collectively.
- (b) Service shall be under the direction of the Pastor.
- (c) Shall be an ex-officio Member of the Diaconate and Board of Christian Education, working with them in the development of a meaningful experience of worship, growth, and service for the whole Congregation.
- (d) Shall give personal expression to the life and mission of the Church through teaching, visitation, and assisting in public worship.
- (e) Shall continue to build skills through education opportunities.
- (f) Shall present a written Annual Report to the Church.

## **ARTICLE III—-DUTIES OF THE STANDING COMMITTEE**

### Section 1 THE FINANCE COMMITTEE

- (a) Shall meet bimonthly or as frequently as necessary for the Committee to keep informed of financial conditions so that this committee and the Board of Trustees can take necessary action.

### ARTICLE III - DUTIES OF THE STANDING COMMITTEES Continued

- (b) Shall prepare the Budget and present it to the Church at the October business meeting, after approval by the Board of Trustees and the Church Council at their September meetings. The Budget will be posted on the bulletin board in the education wing foyer and mailed to the Congregation prior to the October Business Meeting.
- (c) Shall organize and implement the underwriting of the Budget through an "Every Member Canvas" or any other means.
- (d) Shall issue envelopes to Church Members for contributions to the Church expenses and missions.
- (e) Shall present to the Church Council for approval all fund raising projects which solicit the general membership of the church.
- (f) The Chairman of this Committee shall be a member of the Board of Trustees and the Church Council and shall report to the Church Council their plans and activities.
- (g) Shall present a written Annual Report to the Church.

#### Section 2 THE MUSIC COMMITTEE

- (a) Shall in cooperation with the Pastor be responsible for the music of the Church services.
- (b) Shall provide the Choir Director and Organist for the Church.
  - 1. Shall secure candidates to fill the positions of Choir Director and Organist. The names of these Candidates shall be submitted to the Church Council for their approval after which the Church Council shall recommend them to the Church for action.
  - 2. Shall determine the salaries to be paid the Choir Director and the Organist, subject to the approval of the Board of Trustees.
- (c) Shall be responsible for the purchase of choir music selected by the Choir Director.
- (d) Shall provide for the proper care of the Music Library and the care and repair of the choir robes and musical instruments.

### ARTICLE III - DUTIES OF THE STANDING COMMITTEES Section 2 Continued

- (e) Shall be responsible for recommending new Church Hymnals and seeing that the Hymnals are kept in adequate supply and in good condition.
- (f) Shall be responsible for presenting the proposed Music Budget to the Finance Committee.
- (g) The Chairman of this Committee shall appoint Committee Members, as necessary.
- (h) Shall present a written Annual Report to the Church.

#### Section 3 THE PUBLICITY COMMITTEE

- (a) Shall publicize the activities of the Church.
- (b) The Chairman of this Committee shall appoint other Committee Members, as necessary.
- (c) Shall present a written Annual Report to the Church.

#### Section 4 THE SOCIAL COMMITTEE

- (a) Shall have supervision of all Church suppers, reception, picnics, and other social functions of the Church.
- (b) Shall devise ways and means to promote the social life of the Church including introductions of new Members to the Congregation.
- (c) The Chairman of this Committee shall appoint Committee Members, as necessary.
- (d) Shall present a written Annual Report to the church.

#### Section 5 THE PERSONNEL COMMITTEE

- (a) Shall keep a current card file on all active Church Members showing their interests, past services, and any other pertinent information of value to the Nominating Committee, the Pastor, and the Moderator.

**ARTICLE III - DUTIES OF THE STANDING COMMITTEES Section 5 Continued**

(b) The chairman of this Committee shall appoint Committee Members, as necessary.

(c) Shall present a written Annual Report to the Church.

Section 6 THE MISSION EDUCATION COMMITTEE

(a) Shall meet monthly or more often, if necessary.

(b) Shall be responsible for the planned program of missionary endeavor for the entire Church and Church School, and for education in denominational and ecumenical matters.

(c) Shall promote cooperation to increase missionary interest and giving to the total work of the American Baptist Churches, USA by a general promotion of special events, missionary speakers, missionary films, and projects to personalize missions.

(d) Shall conduct a School of Missions at least once a year.

(e) Shall organize and operate a Mission Awareness Room.

(f) Shall present financial needs to Budget Committee and assist in securing these funds.

(g) The Chairman of the Committee shall appoint Committee Members (other than those listed in the Constitution, Article VIII, Section I (e)).

(h) The Chairman shall serve as a Member of the Church Council and the Board of Christian Education. If the Chairman cannot attend these meetings, he/she shall authorize another Member to attend and present a report.

(i) Shall present a written Annual Report to the Church.



### ARTICLE III - DUTIES OF THE STANDING COMMITTEES Continues

#### Section 7 THE NOMINATION COMMITTEE

- (a) Within 60 days after the elections the Moderator shall call a meeting of this Committee for the purpose of electing a Chairman.
- (b) Shall study each office of the Church to seek and develop a list of qualified Candidates whose names may be submitted for nomination.
- (c) Shall first inform the qualified Candidate the duties of said office. After obtaining willingness to serve, shall recommend Nominee for election.
- (d) During the year as vacancies occur, shall present to the Church Council suitable nominations for filling these vacancies.
- (e) Shall nominate one person for each office to be filled and post a list of these Nominees on the Bulletin Board at least one week before the annual elections are to be held.

#### Section 8 THE PASTORAL RELATIONS COMMITTEE

- (a) Shall be a forum to air and resolve issues between the Pastor, Director of Christian Education, and the Members through questions and suggestions.
- (b) Shall meet at least three times a year.
- (c) Shall present a report at each regular Church business meeting.
- (d) Shall meet at the option of the Pastor or Moderator.

## ARTICLE IV - DUTIES OF BOARDS

### Section 1 THE DIACONATE

- (a) Shall meet monthly at a stated time and at special times at the request of the Pastor or the Chairman.
  - (1) Each December the newly elected Board Members shall attend the regular Board Meeting and at the end of the business session the Members of the Board for the following year shall elect a Chairman who shall serve as a Member of the Church Council. If this Chairman cannot attend Council meetings, he/she shall authorize another Member to attend and present a report.
- (b) Shall be responsible for the guiding of the Church in areas of spiritual growth, discipline, evangelism, and visitation. There shall be a constant concern for the effective witness of the church in the community and the world. Shall counsel with the Pastor on all these matters.
- (c) Shall assist the Pastor in the administration of the ordinances. Shall provide and care for the baptismal robes and make necessary provision for the Baptismal and Communion Services.
- (d) Shall appoint a Membership Committee from its Members to consider with the Pastor all applicants for church Membership, all requests for letters of transfer, and review annually the Church Membership list considering the welfare and participation of the Members.

This Committee shall:

  - (1) Recommend to the Diaconate applicants for membership as designated in Article V, Section 1 of this Constitution.
  - (2) Instruct the Clerk to send letters of transfer to other Churches, as designated in Article V, Section 3 (b) of this Constitution.
  - (3) Recommend to the Diaconate any necessary revision in the Church Membership list, as designated in Article V of this Constitution.

#### **ARTICLE IV - DUTIES OF BOARDS Section I Continued**

- (e) Shall, with the Pastor, be responsible for the training or orientation of Candidates for Membership in our views of faith and practice.
- (f) Shall be responsible for keeping in touch with all Members.
- (g) Shall organize a Visitation program for Members: those who are ill, in distress, shut-ins, prospective Members, and inactive Members.
- (h) Shall provide for the hospitality of the worshipping Congregation and the decoration of the worship setting by appointing persons for these duties, not necessarily from the Board Membership
- (i) Shall distribute the money from the Fellowship Fund. This fund is for the needy members of the Church and Community. This fund may be used for other purposes at the discretion of the Board Chairman, Pastor, and Moderator.
- (j) Shall make grants from the Scholarship Fund to Church Members, who are furthering their education.
- (k) Shall be responsible for the Memorial Fund and the upkeep of the Book of Memorials. Shall make purchases for Memorials from this Fund, with the approval of the Pastor.
- (l) Shall provide a Pulpit supply in the absence of the Pastor.
- (m) Shall, before the October Church business meeting, present to the existing Nominating Committee the name of one Church Member as a nominee for election to the Nominating Committee. The Nominee need not be a member of this Board.
- (n) Shall report to the Church Council their plans and activities.
- (o) Shall present a written Annual Report to the Church.
- (p) The Chairman shall act as Leader of the Church in the absence of the Pastor and the Moderator.

## ARTICLE IV - DUTIES OF THE BOARDS, Continued

### Section 2 THE BOARD OF TRUSTEES

- (a) Shall meet monthly at a stated time and at special times at the request of the Chairman.
  - (1) Each December the newly elected Board Members shall attend the regular Board Meeting and at the end of the business session the Members of the Board for the following year shall elect a Chairman who shall serve as a Member of the Church Council. If this Chairman cannot attend Council meetings, he/she shall authorize another Member to attend and present a report.
- (b) Shall hold in trust all property belonging to the Church and shall take all necessary measures for its protection, management, and upkeep. The Trustees Chairman shall be responsible for the assignment of all church keys to the appropriate Church Members.
- (c) Shall transact all legal matters on behalf of the Church.
- (d) Shall approve all expenditures over \$1,000 which are not provided for in the Budget.
  - (1) Expenditures over \$1,000 shall be recommended to the Church by the Church Council for approval.
- (e) Shall designate the Bank where funds of the Church shall be kept.
- (f) Shall arrange for the bonding of the Treasurer, the Financial Secretary, and the Chairman of this Board for an amount to be determined by this Board.
- (g) Shall appoint an Auditor at their first ,meeting after Installation. The books of the Treasurer, Financial Secretary, and the Financial Recorder shall be audited after end of each fiscal year or at any other time, if necessary. This Auditor shall certify thereon of his findings and report the same in writing to the Church at each Annual Meeting.

#### **ARTICLE IV—DUTIES OF BOARDS, Section 2 Continued**

- (h) Shall, with the Moderator, be the Custodian of all valuable documents which are to be kept in the bank Safe Deposit Box.
  - (1) Clerk shall keep an up-to-date and itemized list of the contents for the Chairman of this Board, the Pastor, and the Moderator.
- (i) Shall secure the services of a Caretaker for the building, at such salary as is authorized by the Church, and supervise his/her services.
- (j) Shall secure the services of the Church Secretary at such salary as is authorized by the Church.
- (k) Shall determine the use of the Church building by outside groups and shall determine suitable charges to be made for use, if applicable.
- (l) Shall, before the October Church business meeting, present to the existing Nominating Committee the name of one Church Member as a Nominee for election to the Nominating Committee. The Nominee need not be a member of this Board.
- (m) Shall report to the Church Council their plans and activities.
- (n) Shall present a written Annual Report to the Church.

#### **Section 3 THE BOARD OF CHRISTIAN EDUCATION**

- (a) Shall meet monthly at a stated time and at special times at the request of the Chairman.
  - (1) Each December the newly elected Board Members shall attend the regular Board Meeting and at the end of the business session the Members of the Board for the following year shall elect a Chairman who shall serve as a Member of the Church Council. If this Chairman cannot attend Council meetings, he/she shall authorize another Member to attend and present a report.

#### **ARTICLE IV - DUTIES OF BOARDS Section 3 Continued**

- (b) Shall familiarize itself with the program of Christian Education as developed by the Department of Christian Education. It shall relate this Church to these programs as far as possible.
- (c) Shall be responsible for studying the educational needs of the Church and for making decisions concerning time schedule, educational use of housing and equipment, and the elimination or addition of classes or organizations.
- (d) Shall be responsible for the organization, administration, and supervision of the entire educational program of the Church.
- (e) Shall be responsible for developing and interpreting to the Church membership the educational objectives and goals.
- (f) Shall be responsible for evaluating and supervising the curriculum of the Educational Program.
- (g) Shall provide information, encouragement, and channels by which the Lordship of Christ may be acknowledged as it relates to social issues in the Family, Community, Nation, and World.
- (h) Shall be responsible for presenting the proposed Educational Budget to the Finance Committee.
- (i) Shall be responsible for discovering, enlisting, training, and appointing all Church Educational Workers.
- (j) Shall, before the October Church business meeting, present to the existing Nominating Committee the name of one Church Member as a Nominee for election to the Nominating Committee. The Nominee need not be a Member of this Board.
- (k) Shall report to the Church Council their plans and activities.
- (l) Shall present a written Annual Report to the Church.

**ARTICLE V - DUTIES OF THE OFFICIAL ORGANIZATIONS OF THE CHURCH**

The President of each Organization shall serve as a Member of the Church Council. If the President cannot attend a Council Meeting, he/she shall appoint a Representative who shall present the report of the Organization.

Each Organization shall present a written Annual Report at the Annual Meeting covering the work and financial statistics of the preceding Church fiscal year.

If a Pulpit Committee is organized, each Organization shall elect one Member from its Membership to serve on the Committee.

**ARTICLE VI - AMENDMENTS**

These By-Laws and Standing Rules may be amended at a regular or special business meeting of the Church by a majority vote of those present and voting, upon recommendation of the Church Council.

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Includes revisions of	January 17, 1968
	March 11, 1970
	April 12, 1972
	June 17, 1973
	October 22, 1973
	October 17, 1976
	October 1, 1978
	January 13, 1980
	January 17, 1982
	April 20, 1986
	February 9, 1987 (Church Council)
	April 26, 1987
	October 18, 1987
	April 21, 2002

## STANDING RULES

1. The quorum of each Board shall be a simple majority of elected Members. Vacant positions shall not be included when determining if a quorum is present.
2. The quorum of each Committee shall be a simple majority of the Committee Members.
3. In the absence of the Moderator at any business meeting, the Pastor shall be the presiding Officer. In the absence of the Moderator and the Pastor, the Chairman of the Diaconate shall assume the duties of the Moderator.
4. The Church Secretary may assist the Clerk, if desired.
5. The Members of the Church Council should form the nucleus of callers for the "Every Member Canvass".