

## **Constitution and By-Laws of the Second Baptist Church Bowling Green, Missouri**

### **Preamble**

For the more certain preservation of, and security of, the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of the Southern Baptist Convention and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this Constitution and By-Laws.

### **I. Name**

This body shall be known as the Second Baptist Church of Bowling Green, Missouri. Second Baptist Church is incorporated as a Missouri non-profit corporation.

### **II. Articles of Faith**

This body accepts the "Articles of Faith" as contained in the 2000 edition of The Baptist Faith and Message as set forth and expressed in the following manner:

#### **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.

#### **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.

### **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.

### **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.

## **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 inherited 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.

## **4. Salvation**

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, 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 Savior.

- 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.

### **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, 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.

### **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.

### **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 Savior, 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 a 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.

### **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.

### **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.

### **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.

### **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 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.

### **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 proper a 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.

### **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.

### **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.

### **15. The Christian and the Social Order**

A Christian is under obligation to seek to make the will of Christ supreme in his own life 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.

### **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.

### **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.

### **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 the 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.

### **19. Church Policy on Marriage**

Our statement of faith, the Baptist Faith and Message (2000), expresses our fundamental biblical conviction that Christian marriage is, by definition, the spiritual and physical uniting of one man and one woman in an exclusive covenant commitment for their joint lifetime. Christian marriage is God's unique gift to reveal the union between Christ and His Church. As such, this local church believes that wedding ceremonies on church property are spiritual observances of worship of God who created this divine institution. As worship services, weddings on church property shall be officiated by one or more licensed or ordained Southern Baptist ministers of the gospel. The church may decline to make its facilities or ministers available for any wedding if it is determined that one or both of the parties are not biblically and/or legally qualified to marry. No minister of the church shall officiate at any marriage ceremony unless such marriage is consistent with this policy.

## **III. Character**

### **Section 1. Polity (Church Governance)**

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but voluntarily cooperates with and supports the Salt River Baptist Association, Missouri Baptist Convention and Southern Baptist Convention.

### **Section 2. Doctrine**

This church holds the Scriptures as its sole authority in matters of faith and practice. Its understanding of Christian truth, as contained in the Scriptures, is in essential accord with the Baptist Faith and Message 2000.

## **By-Laws**

### **Article I. Membership**

#### **Section 1. Qualifications**

The membership of this church shall consist of such persons who have confess Jesus Christ to be their Savior and Lord, have been scripturally baptized by immersion, and have been accepted by vote of the church.

- a. Membership is available by any of the following:
  1. Public profession of faith in Jesus Christ and believer's baptism by immersion (Matthew 28:18-20, Acts 2:38, Acts 8:29-40),
  2. By promise and receipt of a letter from another Baptist Church of like faith,
  3. By statement of prior conversion experience and baptism in a Baptist Church when no letter is obtainable or
  4. By statement of a prior conversion experience and baptism by immersion in a non-Baptist Church.
- b. Any person coming from any church not of like faith must come for baptism after it has been established that they have made a profession of faith in Christ as Savior.

#### **Section 2. Responsibilities**

This church is a body of believers, each given spiritual gifts, talents, and abilities from God and as such, are to function as a body (1 Corinthians 12).

- a. New members of this church are expected to participate in the church's new member orientation.
- b. Every member of the church is encouraged to attend and to vote at all business meetings.
- c. Every member of the church is encouraged to utilize their spiritual gifts in the ministry of the church.
- d. Grow in the grace and knowledge of our Lord and Savior Jesus Christ (2 Peter 3:18).
- e. Endeavor to be unified in heart and mind. (John 17:20-23).
- f. Provide financial support of the church and its causes (Ezra 1:4).

#### **Section 3. Quorum**

The members present shall constitute a quorum, for the transaction of general church business.

#### **Section 4. Membership Cessation**

Membership shall be subject to the general principles and usage of Southern Baptist Churches, and especially as follows:

- a. Any member who desires a letter of transfer and recommendation to any other Baptist church is entitled to receive it upon request of the church with which they are affiliating.
- b. Should a member become a liability to the general welfare of the church, in accordance with Matthew 18, the pastor and deacons shall take every reasonable measure to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness, forbearance and redemption rather than punishment. Any person whose membership has been terminated for any offense may be restored by vote of the church, upon evidence of his repentance and reformation or, upon satisfactory explanation.

## **Article II. Church Officers**

The officers of this church shall be members of the church and shall take office January 1 with the following exceptions; Pastor, and Deacons.

### **A. Trustees (Board of Directors)**

The Trustees of the Corporation shall consist of five (5) members. The Trustees shall be elected prior to the November business meeting of the church to serve a term of three (3) years as follows: Two shall be elected for years one and two and one shall be elected for year three. None shall be eligible for reelection until the lapse of at least one year.

The Trustees shall manage and supervise all church property, but shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without a specific vote of the church authorizing such action. They shall keep all property in good repair but shall not make any expenditure exceeding the sum of \$5000 without prior church approval.

The Trustees in consultation with the pastor shall make decisions to cancel church services for emergency situations such as weather related or structural problems with the church buildings.

The Trustees shall constitute a Property and Personnel Committee. All employment of personnel (except ministerial staff) shall be made by the Trustees. Said employees shall be under the general direction and supervision of the Pastor in conjunction with the Trustees. The Trustees shall make reports to the church at regular business meetings.

### **B. Pastor**

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least three days' notice shall be given from the pulpit during a regular Sunday morning service.

A Pastor Search Committee shall be appointed by the church to seek out a suitable pastor, and their recommendation will constitute a nomination. The committee shall bring to the

consideration of the church only one man at a time. Election shall be by secret ballot. Affirmative vote of three-fourths of those voting being necessary to a choice.

The pastor shall serve until the relationship is terminated by one month notice by the pastor.

The Pastor shall have charge of the welfare and oversight of the church and be answerable to the Church body. The pastor shall be an ex-officio member of all church organizations. The pastor shall be given up to four weeks paid vacation, not to exceed 30 days or four Sundays, at which time the pastor, in consultation with the deacons, will be responsible for filling the pulpit and the church will pay the supply. The pastor may also be absent from the pulpit, for the purpose of holding revival meetings, two Sundays a year at which time he, in consultation with the deacons, will be responsible for seeing that the pulpit is filled.

In the event of problems or disagreement(s) with the Pastor every effort will be made to resolve these issues working through the Deacons with the Pastor.

In the event the church shall request termination of the pastor, the procedure shall be as follows: A recommendation to consider termination shall be presented in writing at a regular business meeting of the church (by a group of not less than 15% resident members as reported in the last Annual Church Profile). The written recommendation to consider termination shall list the reasons termination should be considered by the church. If a recommendation to consider termination should come to a vote and pass, a special business meeting shall be called as specified under Article V. "Meetings" and Article VI "Discipline". A 75% majority vote of those present and voting at the special called meeting shall be required to terminate the pastor. Voting shall be by secret ballot.

In the event the church shall request termination, the pastor shall receive regular compensation for a term of two months from the date of notice. Severance Compensation shall consist of regular salary and benefits excluding car allowance.

### **C. Ministerial Staff**

The ministerial staff, excluding the pastor, shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined. Those staff members shall be recommended to the church by the trustees and called by church action. At the time of resignation, at least two weeks notice shall be given to the church. The church may vote to vacate such positions upon recommendation of the trustees, such termination being immediate and the separation compensation being 2 months of regular salary only.

## **D. Deacons**

### **Section 1. Number, Election and Term of Service**

- a. The recommended number of deacons serving in an active capacity shall be a minimum of eight. It shall be pertinent for the church to promote to honorary life membership any deacon who, by reason of age or infirmities, after honorable service, be no longer able to render active service.
- b. When considering additional deacons, the active Deacons may seek out biblically and spiritually qualified men who have served as Deacons in other churches of like faith and order. There is no obligation to constitute as a deacon a brother who comes to the church from another church where he has served as a deacon. If the church and prospective deacon agree to proceed, the name of the prospective deacon shall be presented to the church for vote on election as a deacon at the next regular business meeting. Church vote may be by secret ballot.
- c. It shall be the duty of the active body of deacons to seek out and recommend to the church the names of biblically and spiritually qualified men to be considered as apprentice deacons (Acts 6:1-6, 1 Timothy 3:8-13). Men elected as apprentice deacons will serve an apprentice period of 6 months. At the conclusion of 6 months service, if the church and apprentice deacon agree to proceed, the name of the apprentice deacon shall be presented to the church for vote on election as a deacon, at the next regular business meeting. Church vote may be by secret ballot. Following the election of an unordained man to the deaconship, the church shall call for his ordination at the earliest possible time.

### **Section 2. Duties**

- a. The deacons shall be zealous to guard the unity of spirit within the church in the bonds of peace, and shall seek to fulfill those characteristics outlined in the New Testament relating to the office of deacon, mainly Acts 6:1-6 and 1 Timothy 3:8-13.
- b. It is recommended that each deacon, by virtue of his office and as an example of Christian leadership, shall be a tither.
- c. Deacons are encouraged to establish and maintain personal fraternal relations with members of the church.
- d. In counsel with the pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teaching, they are to have the responsibility of the discipline of the church, guided always by the principles set forth in Matthew 18:15-17, I Corinthians 5:9-13 and 1 Thessalonians 5:12-14.
- e. The deacons shall serve as a general pulpit committee. In case of absence or inability of the pastor, they shall provide for pulpit supply. In any period when the church is without a pastor the deacons will arrange for pulpit supply.
- f. If the church has a pastor search committee, the deacons shall in no way conflict with the work of such committee.

- g. At no time shall any person provide pulpit supply who is not in complete sympathy with our Southern Baptist work, and who has not been recommended to the church by the pastor, deacons, or pastor search committee. This does not mean that a minister or person of another denomination is to be prevented from participation in a wedding, funeral, or joint worship service with other churches.
- h. The whole body of active deacons shall be organized as a unit and shall meet at least bi-monthly, this time to be decided upon by the deacons.

**E. Moderator**

The church shall elect annually a moderator. In the absence of the moderator, the clerk shall call the church meeting to order and a moderator protem shall be elected.

**F. Clerk**

The church shall elect annually a church clerk. The clerk shall keep a suitable record of all the actions of the church including a register of the names of the members, with dates of admission, dismissal, or death, together with a record of baptisms. The clerk shall issue letters of dismissal voted by the church and shall preserve all essential communications and official written reports.

All of the above mentioned records and reports are the property of the church. Subject to the discretion of the church, the clerk is eligible to serve successive terms.

**G. Treasurer**

The treasurer shall be elected during the annual election of officers. At the discretion of the treasurer, an assistant treasurer may be elected to assist with the duties of the treasurer. It shall be the treasurer's duty to receive, preserve, and pay out all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. A report shall be presented to the church at its regular business meetings. All books, records, and accounts kept by the treasurer shall be considered property of the church. The records may be open to inspection by any member of the church in good standing.

The treasurer shall be bonded with the church paying the required fee. An audit shall be conducted after the end of each year after all receipts and payments have been concluded for the previous year and upon a change of treasurers. A report of the audit findings shall be presented to the church at a regular business meeting upon completion of the audit.

The treasurer is eligible to serve successive terms. When a successor is elected, the treasurer shall promptly deliver to the successor all books, records, and accounts pertaining to the office upon the new treasurer assuming office.

When the financial secretary position is vacant, the treasurer shall assume the duties of this position.

#### **H. Music Director**

The music director, if not an employee of the church, shall be elected annually. The music director shall be charged with the responsibility to provide worshipful music for all services of the church and shall have general oversight and direction of the music. The music director is to cooperate with the pastor and other church leaders in the selection of suitable music and appropriate musical programs for all occasions where such services are needed.

### **Article III. Non-Ministerial Staff**

#### **A. Financial Secretary**

The financial secretary, if not an employee of the church, shall be elected during the annual election of officers. The financial secretary shall, along with one or more counting assistants, count contributions according to procedures established by the church. The financial secretary shall keep a record of amounts given by donors and shall be responsible for preparing and distributing annual statements to all donors in accordance with any applicable federal and state laws. Envelopes for each calendar year shall be kept in a secure and confidential manner for thirteen months after the end of the calendar year. The financial secretary has no responsibility for keeping money of the church.

#### **B. Non-ministerial staff members**

Non-ministerial Staff members (i.e. janitorial staff, secretary) shall be employed as the church determines the need for their services. The trustees, in consultation with the senior pastor shall have the authority to employ, set the compensation and to terminate services of non-ministerial staff members.

### **Article IV - Officers of Church Organizations**

All organizations of the church shall be responsible to the church with all general officers being annually elected by the church and reporting to the church at regular business meeting. The pastor is an ex-officio (nonvoting) member of all the organizations.

#### **1. Sunday School Officers and Teachers.**

These officers shall be elected annually by the church. Sunday School teachers once enlisted may serve as long as they are willing and able.

#### **2. Women's Ministry Officers.**

The general officers shall be elected annually by the church. The other officers, leaders, and committees shall be those selected as approved by the organization.

#### **3. Baptist Men Officers.**

The general officers shall be elected annually by the church. The other officers, leaders, and committees shall be those selected as approved by the organization.

4. Other necessary officers shall be nominated and elected by the church.

### **Article V. Committees**

Every standing committee shall be composed of members who serve “rotating” three-year terms with one (1) or two (2) persons replaced each year by new members. Rotating-off members can be elected to serve again after one year. Member on committees must be an active member of Second Baptist Church and approved by congregational vote based upon recommendation by the Nominating Committee. If a member is approved by the Nominating Committee, and there is some “gap” until business meeting, he/she can begin serving immediately. They shall be prepared to report at regular monthly business meetings.

#### **1. Ordinance Committees**

- a. The baptismal committee shall make all necessary arrangements for the ordinance of baptism and shall render assistance to the pastor and candidates as may be necessary.
- b. The deacons shall be responsible for the preparation and observance of the Lord’s Supper.

#### **2. Nominating Committee**

The nominating committee, consisting of five members serving rotating terms, shall be presented by the current nominating committee and elected by the church. Its duty shall be to bring to the church, nominations of officers and committee members.

#### **3. Finance Committee**

This committee shall be composed of three (3) members serving rotating terms, the pastor (ex-officio) and the treasurer. Membership will consist of: one member of the congregation at large, one deacon and one trustee and shall be selected by their respective groups to serve on this committee. Its duties shall be as further elaborated under Article VI, Church Finance.

#### **4. Missions Committee**

The Missions Committee, consisting of five members serving rotating terms, shall be presented by the current nominating committee and elected by the church. The function of the Missions and Ministries Team is to plan, coordinate, and conduct mission and ministry activities.

5. **Other committees** shall be provided as needed.

### **Article VI. Church Finance**

This church recognizes and adopts the scriptural method of “tithes and offerings” as its plan of finance.

**Section 1.** The finance committee shall prepare and submit a proposed annual operating budget to the church for approval at a business meeting during the 4th quarter of the calendar year.

**Section 2.** All bills shall be paid when due. Money designated in the budget for denominational causes shall be paid monthly unless otherwise indicated.

**Section 3.** Membership in this church involves a financial obligation to support the church and its causes. Each member shall be encouraged to tithe. Individual offering envelopes shall be supplied to each member for use in making contributions.

**Section 4.** It shall be the responsibility of the Counting Committee to count and deposit the weekly church receipts. The Counting Committee shall be annually recommended by the Nominating Committee and elected at a business meeting.

**Section 5.** It shall be the function of the Finance Committee to meet quarterly to review receipts, expenditures, bank statements and compare actual expenses and receipts to the approved church budget. They shall also serve as advisors to the church treasurer regarding church investments. Minutes shall be taken at each meeting and maintained in the church records.

## **Article VII. Meetings**

### **Section 1. Worship**

- a. Public worship service shall be held in the morning on the Lord's Day.
- b. The Lord's Supper shall be observed on the first Sunday Morning of each quarter, or such other time as the pastor and deacons or the church may direct.
- c. The church shall endeavor to conduct at least one revival meeting each year, and shall cooperate in other crusades of the denomination when possible.

### **Section 2. Business**

- a. The bi-monthly business meeting shall be held on the Sunday after the first Wednesday of January, March, May, July, September, and November
- b. The pastor, when he deems necessary, or, when requested by the deacons, Trustees, or a standing committee, may call from the pulpit special business meetings
- c. Special meetings of the church may also be called by the clerk upon the written application of five (5) adult members specifying the subject of the meeting. Notice and purpose of the special called business meeting shall be announced at two consecutive Sunday morning worship services. Notification of the special called business meeting may be through electronic or written correspondence prior to the meeting.
- d. Robert's "Rules of Order" shall govern all business of this church.

## **Article VIII. Discipline**

Should any differences arise between members or a member's behavior be egregious to the church, the rules given by our Lord in the 18th chapter of Matthew shall serve as the guide for addressing the situation.

## **Article IX. The Church Council**

**Section 1.** The church council shall seek to correlate and coordinate the activities and organizations of the church, with advisory powers only.

**Section 2.** The council, shall be composed of pastor, clerk, treasurer, music director, one or more representatives of deacons and each of the church committees and organizations

**Section 3.** The council shall meet between church business meetings or when called by the pastor.

**Section 4.** All matters agreed upon by the council needing church approval shall be taken to the next business meeting for approval.

## **Article X. Church Year**

**Section 1.** The fiscal year of the church shall close on the last day of December in each year.

**Section 2.** The church year shall begin January 1 of each year.

## **Article XI. Representation in General Bodies**

The church may elect messengers to represent the congregation in the sessions of the Salt River Baptist Association, the Missouri Baptist Convention, and the Southern Baptist Convention.

## **Article XII. Amendments**

This Constitution and By-Laws may be amended by a two-thirds vote of the members present and voting at any regular business meeting of the church, or at a meeting specially called for that purpose, the proposed amendment being inserted in the call. All proposed Constitution and By-Laws changes shall be laid before the church in writing at one business meeting then voted upon for approval at the next business meeting.

Announcement of proposed changes to the Constitution and/or By-Laws shall be made from the pulpit at least 1 week prior to the business meetings. Notification may also be through electronic or written correspondence prior to the meeting.