

Calvary Heights

Baptist Church

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REACHING - EQUIPPING - SERVING - CONNECTING

CONSTITUTION AND BY-LAWS

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CONSTITUTION

PREAMBLE

The purposes of this constitution are:

1. To preserve more securely the principles of our faith and polity.
2. To establish a certain basis upon which we may govern ourselves in an orderly manner, ever consistent with the rights and privileges of each other and with the accepted tenets of other Southern Baptist bodies.
3. To insure a thorough understanding and appreciation on the parts of each of us as to the doctrines, polity, structure, and purpose of our fellowship of faith in Jesus Christ.

To these ends we declare and establish this constitution as our guide in faith and practice.

I. NAME

This body shall be known as the Calvary Heights Baptist Church of Martinsville, Indiana.

II. DECLARATION OF THE PURPOSE OF OUR FAITH FELLOWSHIP

We believe the rule of God through Christ in men's lives can be more speedily advanced and the spiritual needs of this community can best be served by the uniting of ourselves as the followers of Christ in our fellowship, worship, and service.

We believe the purpose of our union is basically fivefold:

1. To worship God as revealed in Jesus Christ regularly, through the observance of the ordinances, the singing of Christian hymns, prayer, and the sharing of our spiritual experiences by word and deed.
2. To witness for Christ by the declaration of the gospel, the giving of our means, and the example of our lives patterned after Christ.
3. To educate and train ourselves and persons under our care in Christian truth and service.
4. To comfort, sustain and nurture one another in our pilgrimage of faith and our common experiences of life through mutual prayers, encouragement and service.
5. To be used of God as a righteous force for the common welfare of this community, with the world community as our goal of outreaching service, by every available and acceptable means.

To these ends we dedicate our lives.

III. STATEMENT OF BASIC BELIEFS

THE BIBLE

We believe the Bible was written by men divinely inspired and is the record of God's revelation of Himself in history to men. As such, the Bible is the reliable, sufficient, inerrant, and authoritative guide for Christian faith and practice.

The basis from which the Bible is to be interpreted is the life and spirit of Jesus Christ.

Exodus 14:4; Deuteronomy 4:12; 17:19; Joshua 8:34; Psalms 19:7-10; 119:1-8; Isaiah 34:16; 40:8; Jeremiah 15:16; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:5; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21

GOD

We believe there is but one eternal, true, and living God. He is the maker, ruler, and preserver of all things, having in and of Himself all perfections, and is spiritual, intelligent, and personal in His being. To Him men owe their highest love, reverence, and obedience.

God reveals Himself in history to men as Father, Son, and Holy Spirit, but is without division in His being.

2a. God the Father

As God the Father, God reigns with providential care over all His creation, participates in the stream of human history according to His gracious will, accepts men as His children as they commit themselves to His Son, Jesus Christ, and is fatherly in His attitude toward all men.

The Father is essentially the creative, directing, and loving being behind all created beings.

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

2b. God the Son

As God the Son, God became man, Jesus of Nazareth, conceived of the Holy Spirit and born of the virgin Mary, thus, identifying Himself completely with men, yet living without sin- the goal toward which His followers by His help and by the prayers and loving counsel of each other are to strive in their living. He died upon the cross to make provision for the saving relationship of men to the Father. He was raised from the dead by the Father and appeared with a glorified body to his followers as the person who was with them before His crucifixion. He ascended unto the Father and is now the mediator through whom men pray to the Father. He also dwells with His followers as the living and ever-present Lord to direct, inspire, and judge their lives. He shall finally, in His own time and way with power and glory, judge the whole world and consummate His redemptive mission.

The Son, is essentially God exercising His redemptive will in the nature and history of men.

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

2c. God the Holy Spirit

As God the Holy Spirit, God inspired men of old to write the Scriptures. He enables His people through illumination to recognize and understand spiritual truth so far as is humanly possible and according to individual gifts. He convicts men of sin, woos them toward Christ, and effects their salvation. He cultivates Christian character, comforts believers, and also He awakens spiritual gifts with which His followers serve the Father through His church. He arouses assurance of salvation in His people and secures them into final redemption and the fullness of being like Christ as they faithfully serve Him. He enlightens and empowers His children as they join together in worship, service, and government.

The Holy Spirit is essentially God moving in the hearts of men to win them to Himself and to perform His will through their lives.

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

MAN

We believe man was created by the special act of God in His own image and is the crowning work of His creation. In his beginning, man was innocent of sin and was endowed by his maker with freedom of choice. By the misuse of his freedom of choice, man rebelled in pride against God and brought sin into the human race; and his posterity inherits a nature and an environment inclined toward sin. Only the grace of God can bring men into a saving relationship with Him and enable men to fulfill His divine purpose in and through their lives. 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 possesses dignity and worth, demanding respect and Christian love.

Genesis 1:26-30; 2:5,7, 18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6, 12, 19; 6:6; 7: 14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19; 21-22; Ephesians 2: 1-22; Colossians 1:21-22; 3:9-11

SALVATION

We believe salvation, in its broadest sense, involves the lifelong pilgrimage of faith of the followers of Christ whereby they grow in the likeness of Jesus Christ. Salvation involves the continuous commitment of the whole person, every facet of his life, for as long as he may live, in penitent response to God's love revealed in His Son.

Salvation in this broad sense includes regeneration, sanctification, and glorification. Regeneration is the work of God's grace whereby men who penitently turn from their sins and faithfully commit themselves to Christ as the Lord of their lives, become new creatures in Him, the beginning in regeneration, whereby the believer is progressively set apart from sin, and should continue throughout the blessed state of the followers of Christ with God in heaven.

Salvation is God's deliverance of penitent men committed to Christ from the penalty of sin (regeneration), from the power of sin (sanctification), and finally from the very presence of sin (glorification).

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22; 28:6; Luke 1: 68-69; 2:28-32; John 1:11-14, 29; 3:3-21, 36; 5:24; 10:9, 28-29; 15:-16; 17:17; Acts2:21 ; 4:12; 15:11; 16:30-31; 17:30-31 ; 20:32; Romans 1:16-18; 2:4; 3:23-25 ; 4:3ff.; 5:8-10; 6:1-23; 8:1-18; 8:29-39; 9:24-28 ; 10:9-10,13; 13:11-14 ; 1 Corinthians 1:18,30; 6: 19-29; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 4:22-25 ; 6:15; Ephesians 1:7; Ephesians 2:8-22; Hebrews 2:1-3; 11:1-12,14; 4:11-16; Philemon 2:12-13; Colossians 1:9-22; 3:1ff. ; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; James 2:14-26 ; 1 Peter 1:2-23; 1 John 1:6, 2:11; Revelation 3:20; 21:1; 22:5

THE CHURCH

The Church is the body of Christ- all Christians everywhere, in whom God dwells, through whom God continues to reveal Himself to the world, and to whom God has given the ministry of reconciliation of men unto Himself.

We also believe this church, Calvary Heights Baptist, is a local body of baptized believers in Christ associated by covenant with God and one another to be used of God for His purposes. This church is an autonomous body, governing itself through democratic processes in the spirit of Christ, with its members being equally responsible and privileged. Although an autonomous body, the local church may covenant with other Christian bodies for counsel, fellowship, and concentrated endeavors. The scriptural officers of the local church are the pastor and deacons. Its ordinances are baptism and the Lord's Supper.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-36; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12: 2 Corinthians 5:17-20; Ephesians 1:22-23; 2:19-22; 3:8-11; Ephesians 3:20-21; 5:22-23; Philemon 1:1; Colossians 1:18; 1 Timothy 3:1-15; 1 Timothy 4:14; 1 Peter 5:1-4; Revelation 21:2-3

THE FAMILY

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

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

IV. THE CHURCH COVENANT

The members of this church shall, with the help of Christ, adhere to the following church covenant.

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior, and on the profession of our faith having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions, to educate our children religiously, to seek the salvation of our kindred and acquaintances, to walk circumspectly in the world, to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage, and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love, to remember each other in prayer, to aid each other in sickness and distress, to cultivate Christian sympathy in feeling and courtesy in speech, to be slow to take offense, but always ready for reconciliation and, mindful of the rules of our Savior, to secure it without delay.

We moreover engage that when we remove from this place, we will as soon as possible unite with some other church where can carry out the spirit of this covenant and the principles of God's word.

AMEN

V. CHARACTER

Section 1: Polity

The government of this church is vested solely in the members who compose it. It is subject to the control of no other ecclesiastical or denominational body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Southern Baptist bodies. This church recognizes no superior authority above its own membership except Christ, the head of the church, whose spirit, teachings, and purposes shall be adhered to in the conduct of all church business.

Section 2: Affiliation

So far as it is consistent with the scriptures and the spirit of Christ, this church cooperates with and has representation in the denominations causes and bodies sponsored by Southern Baptist; including White River Baptist Association, the State Convention of

Baptist in Indiana, and The Southern Baptist Convention. If at any time, this church ceases to be a Southern Baptist Church, all properties shall go to the Association or the Indiana State Convention of Baptist.

Section 3: Doctrine

This church accepts the scriptures as its authoritative guide in all matters of faith and practice. This church also believes in the right and privilege of each member to interpret the scriptures as he is given to understand them by virtue of the illumination of the Holy Spirit, his individual gifts, and his personal experience, so long as his interpretations do not seriously depart from the Statement of Basic Beliefs herein included. Each member should ever be tolerant of another's views, and be willing to subject his opinion and convictions to the whole church so that their validity and worth may be tested by corporate understanding.

BY-LAWS

I. MEMBERSHIP

Section 1

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The membership reserves the right to determine who shall be members of this church and the conditions of such membership.

Section 2: Candidacy

Any person professing faith in the Lord Jesus Christ, giving evidence of a change of heart, and adopting the views of faith and practice of this church as set forth in the Statement of Basic Beliefs and the Church Covenant may be presented for membership in this church. The requests of all such candidates may be presented to the church for a vote at any regular business meeting and may, by majority vote of those present, be received in one of the following ways:

1. On a public profession of faith in Jesus Christ as Savior and Lord and followed by baptism by immersion.
2. By promise and reception of letter from a sister Southern Baptist church.
3. By statement of faith -That they have received Jesus Christ as Savior and Lord and have been scripturally baptized (total immersion) as a symbol of faith in Jesus Christ.

This statement of faith applies when:

- A. The records of a sister Baptist church have been lost, destroyed, or the church is no longer in existence.
- B. Those coming from a sister church of similar faith and practice.
- C. Those whose previous church, Baptist or one of similar faith and practice, does not practice the giving or the receiving of church letters.

All candidates coming for membership regardless of method are to be counseled with, by the pastor and/or deacons in reference to their salvation experience in Jesus Christ, their belief concerning baptism, and the views of the faith and practice of this church as set forth in the Church Covenant and the Basic Statement of Faith.

All candidates coming for membership shall complete the church's New Member Class. The pastor and/or the deacons may waive the New Members Class requirement for children if they have been counseled by the pastor regarding their salvation experience.

Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and the deacons for investigation and these are to make a recommendation to the church in thirty (30) days. A three-fourths (3/4) vote of those members present and voting shall be required to elect such candidate to membership.

Section 3: Responsibilities and Rights

Continuous adherence to the Church covenant and the Statement of Basic Beliefs is the sacred obligation of each member. Members are expected to be faithful in all the responsibilities essential to Christian growth and service; such as attending faithfully the services of the church, giving regularly and proportionately for the support of the ministry of the church, and by participating in its organized work. All members who practice this are to be considered active members and only such are to act and vote in the transactions of the church.

Section 4: Voting Rights of Membership

Every active member of this church has equal voice in determining all business matters coming before the church for action. All members shall transact all business through democratic processes subject to the Lordship of Christ and mutual Christian love.

Section 5: Termination

Membership shall be terminated in the following ways:

1. Death;
2. Dismissal to another Baptist church;
3. Dismissal to a church of another faith;
4. Exclusion by action of the church; and
5. Upon the request of the member.

Letters of dismissal to other churches may be voted upon at any regular business meeting of the church.

Section 6: Discipline

1. It shall be the basic purpose of Calvary Heights Baptist to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, and deacons are available for counsel and guidance. Redemption rather than punishment should be the guideline, which governs the attitude of one member toward another.
2. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and by the deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a two-thirds (2/3) vote of the members present at a meeting called for this purpose; and the church may proceed to declare the offender to be no longer in the membership of the church.
3. Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him/her may upon his/her request, be restored to membership by the vote of the church upon evidence of his repentance and reformation.

Section 7: Non-Resident and Inactive Roll

1. Non-Residents: It shall be the duty of all members moving from the vicinity of this church to, as soon as possible, unite with another church of the same faith and order, thus requesting dismissal from this church. If a non-resident member fails to request dismissal from the church rolls within six (6) months of moving, the church shall vote to remove them from the church rolls at the next regular business meeting.
2. Removal From Rolls As Not Able to Locate: At the first business meeting of every year, the church will vote to remove from the membership rolls of this church the names of members for whom no address is known. However, this action will not be taken until every reasonable effort has been made to contact such members, including publicizing their names to the membership and request assistance in locating them.
3. Inactive Member – In Good Standing: The purpose of inactive membership is to extend limited membership privileges to persons rendered physically incapable of performing their duties and responsibilities as an active member. A member who is unable to attend the Sunday morning worship service for a period of six (6) months for the following reasons shall be transferred to an inactive member roll at the direction of the Deacon body or the Pastor:
 - a. College attendance;
 - b. Service in the armed forces;
 - c. Christian service (i.e. missionary or evangelistic work);

- d. Incapacitation due to extended illness, hospitalization, institutionalization, nursing home care or advanced age;
 - e. Primary caregiver of a person incapacitated due to extended illness, hospitalization, institutionalization, nursing home care or advanced age;
 - f. Dual residency or extended vacation; or
 - g. Other extenuating circumstances as approved by the Deacon body.
4. Inactive Member – Under Church Discipline: Any member who is unable to attend the Sunday morning worship service for a period of six (6) months for reasons other than listed in Section 7, Part 3 shall be under consideration for removal from the church rolls. Any member under such consideration shall lose all privileges to vote, hold office or participate in business meetings of the church. Any member under consideration for removal from the church rolls shall be notified in writing of this potential action to be taken by the church. Faithful action shall be taken by the Deacons and the Pastor to reconcile the member to the church according to the 18th chapter of Matthew. A member may be reinstated as an active member when the Deacon body determines there is evidence of compliance with church attendance, financial support and Christian life that reflects Christ-like characteristics. If the member makes no attempt to reconcile with the church, the Pastor and Deacon body may recommend that the church remove that person from the church rolls at the next business meeting.

II. CHURCH OFFICIALS

Section 1: Officers

We believe that the officers of a New Testament church are the pastor and deacons.

A. **Pastor**

Qualifications:

The pastor of the church is to meet the requirements set forth in 1 Timothy 3 and Titus 1.

Election:

The pastor is to be nominated by the Pulpit Committee and approved by a three-fourths (3/4), secret ballot vote of the active members of the church present and voting, the church having been notified of such vote at least one week before the vote is taken. The Pulpit Committee is to bring only one name at a time before the church and no nomination is to be made except through the Pulpit Committee. Should the one recommended by the Pulpit Committee fail to receive three-fourths (3/4) of the votes, the meeting is to be adjourned without debate and the Pulpit Committee is to seek out another minister to recommend to the church.

Duties:

The pastor is the general overseer of the church; and as such, he is responsible for promoting the spiritual welfare and the various ministries of the church. He is specifically responsible for preaching, leading in worship, counseling, visitation, and administration. He is to serve as an ex-officio member of all organizations, bodies, committees, and departments, and he may call special meetings of these to lend his counsel and guidance. He is, with consultation with the deacons, responsible for providing a supply preacher in his absence. The supply preacher shall be paid by the church. He is also responsible for enlisting a preacher for each revival meeting of the church.

Privileges of the Pastor:

The pastor has the freedom to preach and teach his views and is to be ever willing to subject them to the constructive evaluation of the church. It is understood that the pastor is to arrange his vacation and revivals so that his absences do not seriously interfere with the general welfare and progress of the church. The pastor may also serve as moderator if he so chooses.

Termination of Duties:

The pastor's tenure of service is for an indefinite period of time. The pastor cannot be dismissed unless three-fourths (3/4) of the active members present vote to dismiss him in a business meeting that is designated and announced a week beforehand for this purpose and not before he is given the opportunity to answer any complaint against him before the church. In order for the pastoral relationship to be dissolved, the pastor is to give the church a month's notice in case of his resignation, and the church is to give the pastor a month's notice in case of his dismissal. The pastoral relationship may also be dissolved by mutual consent without advance

notice.

B. Deacons

Qualifications:

Any active male member of the church who meets the requirements for the deacon set forth in 1 Timothy 3 and Acts 6, who is a faithful steward of his time, talents, and money, and who regularly supports by attendance and influence the organizations and meetings of the church is qualified for election to the office of deacon. The deacons are ordained as servants of this church for life.

Elections:

The deacons, the pastor, or any active church member may cite the need for a given number of new deacons, whereupon the church is to decide by majority vote in business session as to the need of the given number of new deacons cited. If a majority vote is received, a committee of five (5), including the chairman of the deacons, the pastor, and three active members, is to be appointed by the moderator to decide who of the active male membership qualify for the office of deacon. Those who are qualified are to be questioned by the committee regarding their qualifications, informed of their duties should they be elected as deacons, and asked if they are willing to be nominated to the church for election. All persons qualifying and willing, if elected, to serve as deacons are to be submitted to the church. The given number of new deacons desired who receive the highest number of votes by the church in a business meeting designated for the election of new deacons are to be considered as candidates for ordination of the office of deacon. Voting by the church is to be by secret ballot. In case two or more of the given number of nominees receiving the highest number of votes should tie, another vote on those who tie is to be taken, unless the church decides to elect by majority vote those who tie. An examining council, consisting of ordained pastors and deacons of this and other Southern Baptist churches, is to be called.

The examining council will question the deacon candidates and will make recommendation to the church to proceed with, to delay for further deliberation, or to cancel the ordination. In any case, the church is to vote by a majority vote to accept or reject the recommendation of the examining council. In case the recommendation is rejected, the pastor and deacons of the church may recommend to the church such action, as they deem wise. The term of office for all deacons elected shall be for life.

Duties:

A thorough investigation of Acts 6 and 1 Timothy reveals that deacons primarily have a spiritual ministry to perform. Deacons need to discover and carry out a pattern of activities, fulfilling the reason for which they were organized. Deacons are to support by their influence and attendance all the various phases of the ministry of the church. Each deacon should read an appropriate book dealing with the office of deacon before or upon his ordination. The deacons are to make four types of visits:

1. The visit to the new convert, (following an initial visit by the pastor who counsels with the new member.
2. The deacon visits with the new member who comes by letter or statement.
3. The deacon visits families already in the church.
4. The deacon ministers to nonresident church members.

The pastor may, if the need arises, reassign families so that no deacon will have the same families for two (2) consecutive years.

A deacon who is providentially hindered from regularly serving the church is to be considered an inactive deacon, but he may still serve the church by giving of his means, lending counsel, exercising his influence, and praying on behalf of the church. The inactive deacon is not to have voting privileges in the meeting and transactions of the active deacon body.

Rotation:

The number of active deacons shall be at least six (6) before any type of rotation system is to be established. Whenever the number of active deacons exceeds six (6) a rotation system may be established of the active deacons. Such system should only be established if it will not hurt or hinder the ministry of this church. Whenever a deacon becomes inactive under this system, he will remain inactive for a year. At the end of the year he shall automatically be reinstated unless some moral or Biblical reasons prevent him.

Termination:

If a deacon is unfaithful to the scriptural qualifications of his office and/or to his duties as deacon, an effort to restore him to faithful

fulfillment of his sacred office shall be made. If these efforts fail, he is to be considered unqualified to continue his service as deacon and is to be removed from the office of deacon.

If a deacon moves his membership to another church, his duties to this church are terminated.

If a former deacon and former member reunites with this church he will continue as inactive until a vote of the church activates him.

Section 2: Remaining Church Officials

All church officials term of office may be terminated if the office holder fails to fulfill the duties of the respected office; and/or the office holder becomes an offending member; and/or the office holder desires to resign prior to the end of respective term. Such resignation should be in writing.

A. Moderator and Assistant Moderator:

The pastor may serve as moderator of the church. The moderator and assistant moderator is to be elected annually by at least two-thirds (2/3) majority vote of the members present and voting at the regular business meeting before the first Sunday of the new church year and on the recommendation of the Nominating Committee. The assistant moderator is to serve in the absence of the moderator or at the request of the moderator. If both the moderator and the assistant moderator are absent, the church clerk is to call the church into business session and a pro tem is to be elected.

B. Clerk and Assistant Clerk

Qualifications:

The clerk and assistant are to be active members of the church, interested in all the phases of its ministry, and concerned for the harmonious and consistent order of all its business transactions.

Election:

The clerk and assistant are to be nominated by the Nominating Committee and elected by at least two-thirds (2/3) majority vote of the active members present and voting at the regular business meeting before the first Sunday of the new church year. The term of office for the clerk and assistant is for one year but may be re-elected as often as the church wishes.

Duties:

The clerk, unless providentially hindered, is to attend each business meeting of the church, maintain an accurate record of all business transactions, prepare the annual associational letter, and notify all officers and members of committees of their election or appointment if they are not otherwise notified. The clerk is to issue letters of recommendation and dismissal to churches with whom members of this church request membership as authorized by this church. The clerk will endeavor to maintain an accurate, up-to-date roll of the church membership with dates and methods of admission and dismissal, whether the member is active or inactive, deceased, has a name change, has a new mailing address, and any other pertinent information. The clerk is to preserve on file all communications, written official reports, and historically important material relative to the church. The clerk shall automatically be a trustee during his/her term of office. The clerk shall act as secretary of the group as required by law. The assistant clerk is to assist the clerk in his/her duties by mutual consent and is to serve as clerk in absence of the clerk at the regular business meeting.

C. Treasurer and Assistant Treasurer

Qualifications:

The treasurer and assistant are to be active members of the church, active in all phases of its ministry, and concerned for the financial affairs of the church.

Election:

The treasurer and assistant, upon recommendation of the nominating committee, is to be elected by at least a two-thirds (2/3) majority vote of the active members present and voting at the regular business meeting before the first Sunday of the new church year. The tenure of office will be for 12 months starting January 1st. The treasurer and assistant may be re-elected annually.

Duties:

The treasurer is to keep accurate, itemized accounts of all receipts and disbursements, and to make a report of such at the regularly scheduled business meeting. The treasurer is to make an annual report at the annual business meeting of the church of the total

receipts and disbursements during the year. The treasurer is responsible for promoting in every proper manner the stewardship of finances of the church. The treasurer is to serve as the chairman of the finance committee. He/she shall automatically be a trustee during his/her elected term of office, and shall also fulfill all the requirements of this constitution and the Indiana State Laws as stated or as may be amended.

The assistant treasurer is to assist the treasurer in his/her duties by mutual consent and is to make the financial reports to the church at the business meetings in the absence of the treasurer.

The treasurer will not handle any cash or cash items but will be furnished records of all funds received from the Counting Committee and see that records are properly kept.

D. Trustees

Qualifications:

Trustees are to be active members of the church, interested in all phases of the church's ministry, and concerned for the legal affairs relative to the property and holding of the church and for the upkeep and improvement of the church building and grounds.

Election:

The trustees and their chairman are to be nominated by the Nominating Committee and elected by at least a two-thirds (2/3) majority vote of the active members present and voting at the regular business meeting before the first Sunday of the new church year. The number of trustees is to be determined by the church according to its need, and the tenure of service of a trustee is three (3) years, unless he is re-elected by the church. A trustee may be re-elected as many times as the church decides and as he wills to serve.

Duties:

The trustees are to hold in trust the title of all property of the church and are to represent the church in all matters of legal responsibility relative to the purchase, improvement, and disposal of church property. The trustees are to be the contracting agents of the church, authorized to sign contracts and enter into agreements in behalf of the church, but only after the approval of the church in each separate instance and by majority vote consent. The trustees are to arrange for and carry all insurance on the church property and for all other purposes in amounts of coverage approved by the church. They are to be responsible for the actual oversight of the church property, but are not personally liable for church financial obligations unless they should go beyond the authorization of the church.

E. Church Secretary:

Qualifications:

The church secretary shall be a person who is proficient in the skills of typing, knowledgeable of computer programs and general office work. She/he is to be an active member of the church.

Election:

The church secretary is to be nominated by the Nominating Committee and elected by at least a two-thirds (2/3) majority vote of the active members present and voting at the regular business meeting before the first Sunday of the new church year.

Duties:

The church secretary is to be responsible to the pastor for all communication to and from the church. She/he is to correspond for the following officials of the church: Sunday School Director; Church Discipleship Director; Brotherhood Director; Women's Missionary Director; Chairman of the Finance Committee; Chairman of the Nominating Committee; Chairman of the Mission Committee; Chairman of the Music Committee and Chairman of the Pulpit Committee.

F. Church Staff

This church shall call or employ such staff members as the church shall need. A job description shall be written when the need for staff members is determined. Vocational staff members other than the pastor shall be recommended by the church by a committee organized for that purpose and employed by church action. At least two weeks notice at the time of resignation or dismissal should be given.

III. COMMITTEES & COORDINATING GROUPS

Section 1: Church Council

1. The primary functions of the Council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations, and committees; to recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives.
2. The Council unless otherwise determined by vote of the church, shall have as regular members the pastor, other ministers of the church staff, Sunday School Director, Church Discipleship Director, Women's Missionary Union Director, Brotherhood Director, Chairman of the Deacons, and Committee Chairmen.
3. All matters agreed upon by the Council, calling for action not already authorized, shall be referred to the church for approval or disapproval.

Section 2: The Pulpit Committee

When the church is in need of a pastor, the Pulpit Committee consisting of five members shall be nominated by the deacons and elected by the church for the purpose of recommending to the church a desirable candidate for the pulpit. No consideration is to be given by the church to any candidate who is not recommended to the church by the Pulpit Committee. At no time will the church have under consideration more than one candidate for the pulpit.

Section 3: The Nominating Committee

The Nominating Committee shall be formed at least six months prior to the annual election of officers. The committee shall consist of the pastor (Ex-officio) and five other members. Two shall be appointed by the pastor and they in turn shall elect and present to the church for election the other three of whom one shall be the Sunday School Director and two other members. The committee shall canvass the church roll and otherwise seek to discover persons who are suitable to hold an office and tactfully obtain from members expressions as to the preferences for persons to fill the various offices and positions. The Nominating Committee dissolves with the election of officers for the new church year.

Section 4: The Finance Committee

1. The Finance Committee, consultation with the pastor, and responsible leaders of the church organizations, shall prepare and submit to the church for approval at its regular business meeting in December (or at such time as may be deemed best by the church) an inclusive budget, indicating by items the amount needed and sought for all local expenses and purposes, and in like manner for all denominational or other approved non local causes.
2. The Finance Committee shall have the general oversight over the financial program of the church.
3. The Finance Committee shall provide for an annual audit of all books and accounts of the church and shall furnish a copy of such audit to the church.
4. The Financial Committee shall elect from among its members a Financial Secretary who will serve on the Counting Committee. The Financial Secretary shall be responsible for the recording of all tithes and contributions made to the church. He/She is responsible for providing to contributors the end of the year contribution forms.
5. The Finance Committee shall consist of five (5) persons including the church treasurer who serves as the chairman. The members of the committee excluding the treasurer shall, upon recommendation of the Nominating Committee, be elected for a one-year term.

Section 5: The Counting Committee

The function of this committee is to count and record the amounts and sources of all funds given to the church on an approved form and deposit such funds in the bank. The Counting Committee shall consist of seven (7) members, one of which is the Financial Secretary. Six (6) members will be presented to the church upon recommendation of the Nominating Committee. The deposit slip and the approved form will be given to the treasurer. The source form will be given to the Financial Secretary.

Section 6: The Mission Committee

The Mission Committee seeks to discover possibilities for local mission projects, shares findings with church program organizations, and serves the church in establishing and conducting such mission projects as may be assigned to it. This committee shall consist of at least three (3) people recommended by the Nominating Committee for election by the church.

Section 7: The Music Committee

It shall be the duty of this committee to have general charge of all matters in connection with the music of the church. It shall recommend suitable persons to the Nominating Committee for the organist, pianist, choir director, and such positions as may be authorized. The committee shall consist of the Music Director, the pianist, the organist, and their assistants, audio technician(s), and the pastor. The pianist, organist, and their assistants shall be elected by the church upon recommendation of the Nominating Committee. If the Music Director is a volunteer of the church, he/she shall also be elected by the church upon the recommendation of the Nominating Committee.

Section 8: The Social Committee

The Social Committee shall have the duties of planning and implementing such activities that will bring about fellowship and harmony and well being among our members as well as being a means of encouraging the lost to come to the Savior. The chairman of this committee shall be recommended by the Nominating Committee and shall be elected annually by the church. He/She in turn is to select persons to help perform the functions of this committee.

Section 9: The Nursery Committee

It shall be the duty of this committee to: Select nursery staff workers and arrange hours and terms of service, determine principles of operation for the nursery, prepare schedule for operation of the nursery, recommend needed supplies and equipment to the church and be directly responsible for the staffing of the nursery during designated church activities. The chairman of this committee shall be recommended by the Nominating Committee and shall be elected annually by the church. He/She in turn is to select persons to help perform the functions of this committee.

Section 10: Ushers

Function:

The ushers are to greet people as they enter and leave the church, seat people at the proper time, provide bulletins and/or other materials at the time of seating. The ushers will be attentive to the needs of the congregation and the pastor.

Membership:

The chairman of the committee shall be recommended by the Nominating Committee and shall be elected annually by the church. He in turn is to select persons to help perform this function.

Section 11: Library (Church Media) Committee

Function:

The church library will serve as the resource center of the church. The church library staff will seek to provide and promote the use of printed and audiovisual resources. The staff will also provide consultation to church leaders and members in the use of printed and audiovisual resources.

Membership:

The chairman of this committee shall be recommended by the Nominating Committee and shall be elected annually by the church. He/She in turn is to select persons to help perform the functions of this committee.

Section 12: Special Committees

Special committees may be elected by the church as deemed necessary to carry out the activities of the church. They shall serve as long as it is necessary to carry out their particular function.

IV. PROGRAM ORGANIZATIONS

Section 1

All organizations of the church shall be under church control. All officers shall be elected by the church and report regularly to the church.

Section 2: Sunday School

There shall be a Sunday School, divided into departments and classes for all ages and conducted under the direction of the Sunday School Director for the study of God's Word_

The tasks of the Sunday School shall be to teach the Biblical revelation; reach persons for Christ and church membership; perform the functions of the church within its constituency; provide and interpret information regarding the work of the church and denominations_

Six months before the close of the educational year, the Sunday School director shall be elected upon nomination by the Nominating Committee. The other general officers, division directors, department directors, and teachers shall be elected by the church upon recommendation of the director through the Nominating Committee.

In each case the nominations will call for election by the church with any changes it may decide to make. The duties of these officers and teachers shall be those ordinarily designated in the approved denominational standards.

Section 3: Church Discipleship Training

There may be Church Discipleship Training, divided into departments for all ages and conducted under the direction of a general director. The Church Discipleship Training shall serve as the training organization of the church.

The tasks of the Church Discipleship Training shall be to orient new church members; train church members to perform the functions of the church; train church leaders; teach Christian theology, Christian ethnics, Christian history, and church polity and organization: provide and interpret information regarding the work of the church and denomination.

The Church Discipleship Training Director may be elected upon nomination by the Nominating Committee. The other general officers, leaders and workers shall be elected by the church upon recommendation of the director through the Nominating Committee.

Section 4: Woman's Missionary Union

There may be a Woman's Missionary Union with such officers and organizations as needed. The tasks of the Woman 's Missionary Union shall be to teach missions: engage in mission action: support world missions through praying and giving: provide and interpret information regarding the work of the church and the denomination. The Woman's Missionary Union Director may be elected upon nomination by the Nominating Committee. All other officers, leaders, and workers shall be elected by the church upon recommendation of the director through the Nominating Committee. The duties of these officers and committees shall be those designated by the approved denominational standards.

Section 5: Brotherhood

There may be a Brotherhood with such organizations as needed. The program shall be directed by a director who shall be elected by the church. The tasks are to teach missions: engage in mission action: support world missions through praying and giving: provide and interpret information regarding the work of the church and the denomination. The Brotherhood director may be elected upon nomination by the Nominating Committee. All general officers, leaders, and workers shall be elected by the church upon recommendation of the director through the Nominating Committee. The duties of these officers and committees shall be those designated by the approved denominational standards.

Section 6: Church Music Program

There may be a Church Music Program under the direction of the music director. Such officers and/or organizations shall be included

as needed. The music tasks shall be to teach music, train persons to lead, sing, and play music: provide music in the church and community: provide and interpret information regarding the work of the church and the denomination.

V. ORDINANCES

Section 1: Baptism

A person who has received Jesus Christ as Savior and Lord by personal faith, who professes publicly at any worship service, and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

1. Baptism shall be by immersion in water.
2. Baptism shall be administered by the pastor or whomever the church shall authorize.
3. Baptism shall be administered as an act of worship during any worship service.
4. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the pastor and/or staff and deacons. If negative interest is ascertained, he/she shall be deleted from those awaiting baptism.

Section 2: The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby baptized believers, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate his second coming.

1. The Lord's Supper shall be observed at such time as the pastor/and or the church may determine.
2. The pastor and deacons shall be responsible for the administration of the Lord's Supper.
3. The deacons shall be responsible for the preparation of the Lord's Supper.

VI. CHURCH MEETINGS

Section 1: Worship Services

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor.

Section 2: Special Services

Revival services and/or any other church meetings which will be considered essential in the promotion of the objectives of the church shall be placed on the church calendar. Occasional religious meetings may be scheduled by the pastor at his discretion or by vote of the church.

Section 3: Regular Business Meeting

Regular business meetings shall be held bi-monthly on the 2nd Sunday.

Section 4: Annual Meeting

The annual meeting of the church shall be the regular August business meeting of the church, at which time the annual reports shall be presented and other such business conducted.

Section 5: Special Business Meetings

A special meeting of the church may and shall be called by the pastor when requested by the deacons, trustees, or a standing committee, the object of the meeting being stated in a notice, which shall be read at both public services on two consecutive Sundays preceding such meeting.

A specially called business meeting may be held to consider special matters of significant nature. The subject, date, time and location must be given for the specially called business meeting unless extreme urgency renders such notice impracticable.

Section 6: Quorum

Provided all constitutional provisions for notification have been met, a quorum shall be understood to be met by those active members present. All votes shall be tallied based on the number of votes cast by active members present.

Section 7: Parliamentary Rules

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

VII. FISCAL & EDUCATIONAL YEAR

The fiscal year shall run January 1 through December 31.

The educational year shall be August 1 through July 31.

VIII. AMENDMENTS

Changes in this Constitution and By-Laws may be made at any regular business meeting of the church, provided such amendments shall have been presented in writing at a previous business meeting, and copies made available to church members before the day of the business meeting at which the changes are to be voted on. Amendments to the Constitution shall be by two-thirds (2/3) vote of all members of the church present entitled to vote. Amendments to the By-Laws shall have a concurrence of a simple majority of the members present and voting.