

# **FIRST BAPTIST CHURCH**

**Eldon, Missouri**

**May 15, 2014**

**Revised July 20, 2019**

**(Reduced Constitution Committee  
from standing to Ad Hoc committee)**

## **PREAMBLE**

We declare and establish this constitution to preserve and secure the principles of our faith. This constitution shall preserve the liberties of each individual member and the autonomy of action of the congregation in its relationship to other churches.

## **CONSTITUTION**

This body shall be known as the First Baptist Church of Eldon, 209 South Aurora Street, Eldon, Missouri, the same being a corporation organized under the laws of the State of Missouri.

## **PURPOSE AND OBJECTIVES**

The purpose of this body shall be the spreading of the Gospel of Jesus Christ to all peoples of the world; to minister unselfishly to persons in our community and the world in the name of our Savior; to maintain the public worship for the true and living God; to experience an increasingly meaningful fellowship with God and our fellow believers; and to establish and execute a program of education and worship consistent with the Holy Spirit, to enable the members to accomplish this purpose.

## **STATEMENT OF FAITH**

We believe the Holy Bible is the inspired Word of God and is the basis for any statement of faith. (Ps119:11). We also believe that the criterion by which the Bible is to be interpreted is Jesus Christ. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Baptism (Matt. 28:19) and the Lord's Supper (Matt 26:26-29).

We believe the term 'marriage' has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as exclaimed in Scripture.

(Matthew 19: 4-6, Genesis 19: 5-7, Leviticus 18: 22-24)

## **AFFILIATION**

The government of this church shall be vested in this local body of believers in Jesus Christ (Eph.1:22-23) and subject to no other ecclesiastical body. The church shall control the admission, disciplining, and removal of its members according to its understanding of the Word of God.

This church recognizes the necessity of united action, as well as the obligations of mutual counsel and cooperation common among Baptist churches. For these reasons this church seeks heartily to cooperate with the Southern Baptist Convention, Missouri Baptist Convention, Miller County Baptist Association and the local ministerial alliance. It is understood that in such cooperation this church shall retain its full independence of action and government. The church accepts the statements of The Baptist Faith and Message as adopted by the Southern Baptist Convention .

## **ORDINANCES**

The ordinances of the church, as set forth in the scriptures, are Baptism and the Lord's Supper.

**SECTION I. BAPTISM:** (Matt. 28:19) A person who publicly accepts Jesus Christ as Savior at any worship service. and who indicates a commitment to follow Christ as Lord, may be received for baptism.

- a. Baptism shall be by immersion in water.
- b. Baptism shall be administered by the pastor, or, upon recommendation by the pastor, whoever the church shall authorize.
- c. Baptism shall be administered as an act of worship during any regular worship service. Special baptismal services may be set at other times upon recommendation of the pastor and deacons.

**SECTION 2. THE LORD'S SUPPER:** (I Cor. 11:23-26) The Lord's Supper may be observed on a quarterly basis or as recommended by the pastor and the deacon council. The pastor and deacons shall be responsible for administering the Lord's Supper.

This Constitution and By-Laws, dated 2014, may be revised or corrected by two thirds vote of members present and voting at a special business meeting. Members are to receive at least a fourteen day notice in the church newsletter of the pending action

## **BY-LAWS**

**SECTION 1. GENERAL:** This is an autonomous 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 exclusive right to determine who shall be members of this church and the conditions of such membership.

**SECTION 2. CANDIDACY:** Any person may offer himself/herself as a candidate for membership. All candidates shall be presented to the church at any regular church service for membership in any of the following ways:

- a. By profession of faith and for baptism according to the policies of this church. (Acts 2:47)
- b. By promise of letter of recommendation from another Baptist church of like faith and order.
- c. By restoration upon a statement of prior conversion experience and baptism in a New Testament church of like faith and order when no letter is obtainable and upon examination by the pastor. Should as many as 10 percent of those voting dissent to any candidate, such dissent shall be referred to the pastor and deacon council for investigation and the making of a recommendation to the church within a reasonable time. A three-fourths vote of those church members present and voting shall be required to elect such candidates to membership.

**SECTION 3. VOTING PRIVILEGE:** Every member of the church, 14 years of age and older, is entitled to vote at all elections and on all questions submitted to the church, provided the member is present.

**SECTION 4. TERMINATION OF MEMBERSHIP:** Membership shall be terminated in the following ways:

1. Death
2. Transfer to another church
3. Exclusion by action of this church
4. By request in writing of said member
5. By disciplinary action of this church.

**SECTION 5. DISCIPLINE OF MEMBERS:**

- a. The pastor and deacon council shall serve as the disciplinary committee responsible for the discipline of any church member according to the teaching in Matthew 18: 15-17 and 1 Corinthians 5: 1-12.
- b. Upon recommendation of the deacons, a majority vote of members present and voting in a regular business meeting shall be required for dismissal of a member.

## **OFFICERS**

### **SECTION 1. PASTOR**

#### **1. QUALIFICATIONS**

- a.. The pastor shall be expected to live in accordance with the Biblical requirement of I Timothy 3 and Titus 1.
- b.. The pastor shall be committed to the Lord Jesus Christ, shall believe in the inerrancy of Scripture, shall boldly proclaim and lift up Christ and shall love the church.
- c. The pastor shall be a servant of the church, a tither, student of the Word, teacher, preacher and Christian example both in and out of the church.

#### **2. HIS CALL**

- a.. A pastor search committee of five, recommended by the Nominating Committee and elected by the church, shall seek a candidate according to the guidelines in 1 Timothy 3 and Titus 1.
- b. The committee shall bring to the church only one candidate at a time.
- c. Voting shall take place at a special business meeting called for that purpose with at least one week's notice being given in the church newsletter and from the pulpit.
- d. Voting shall be by secret ballot. An affirmative vote of 80% of the members present is necessary for a call. Less than 80% affirmative votes shall adjourn the meeting, without debate. The committee shall then seek another candidate.

#### **3. HIS TENURE**

- a. The pastor's call shall be indefinite.
- b. He shall serve until the relationship is dissolved by resignation or termination with a recommended severance package, of thirty days, unless otherwise mutually agreed.

#### **4. HIS DUTIES**

- a. The pastor shall be responsible for leading the church to function as a New Testament Church.
- b. He shall work with the deacon council, church staff and various committees to guide the church in performing its tasks.

c. The pulpit ministry will be his special responsibility and will assure anyone serving in the pulpit meets the requirements of the church.

## **SECTION 2. MINISTERIAL STAFF**

- a. Staff members may be called as necessary for the work and ministry of the church.
- b. The Personnel Committee and Pastor shall determine qualifications and duties necessary for the position and shall bring their recommendation to the church.
- c. The Personnel Committee shall recommend a search committee be elected and may recommend names to serve on the committee.
- d. The church shall vote by secret ballot. An affirmative vote of 80% of members present is required.
- e. Staff members shall be under the supervision of the pastor or his designee.
- f. Staff members call shall be indefinite and continue until dissolved by resignation or termination with a recommended severance package, unless otherwise mutually agreed.

## **SECTION 3. DEACONS**

- a. It is recommended that the number of deacons serving on the council shall be one qualified deacon for every fifteen resident families in the church.
- b. Qualifications
  - aa. Deacons shall live in accordance with the Biblical requirements in Acts 6 and I Timothy 3.
  - bb. Deacons shall be servants of the church, tithers, regular in attendance and Christian examples both in and out of church and an active church member for at least one year.
- c. Selection
  - a. In June of each year the deacon council shall present to the church a list of the eligible deacon prospects. The list will include deacons not currently serving but qualified according to the approved deacon Policies and Procedures Handbook.
  - b. After prayerful examination the deacon council shall select prospects for final recommendation to the church.
  - c. The church shall have the final vote on the deacon recommendations.
  - d. An ordination service shall be held for new deacons before their term of service begins.

#### D. Tenure

Deacons shall serve three-year terms with one-third being elected each year. Following a full three-year term, or after more than one year of a partial term, a deacon may be eligible for re-election as an active deacon if he so chooses.

#### E. Duties

a . The tasks of a deacon include serving with the pastor and staff in guiding the church in fulfilling its ministry.

b . Deacons shall serve with the pastor in the ordinance of Baptism and the Lord's Supper.

c The Deacon Council shall elect their own officers.

### **SECTION 4. TRUSTEES**

a. The nominating committee shall recommend six trustees of the corporation who shall serve three year terms with two members being elected each year.

b. Trustees shall serve during the calendar year.

c. Trustees shall elect their own officers.

d. Vacancies in unexpired terms may be filled at any time as recommended by the nominating committee.

e. The trustees shall hold in trust the title to all church property, represent the church in all legal responsibilities, buy, sell, mortgage, lease and transfer property with church authorization.

### **SECTION 5. CLERK**

a.. Upon recommendation of the church a clerk shall be elected to serve during the calendar year.

b.. The clerk shall keep minutes of all business meetings,.

### **Section 6. CHURCH TREASURER**

a. The church shall annually elect a treasurer upon recommendation of the nominating committee.

b. The treasurer shall be an ex-officio member of the stewardship committee.

c. The treasurer is authorized to administer the disbursement of church funds in accordance with the budget or upon action by the church.

d. The treasurer assures the monthly financial statement is distributed to the church in a regular business meeting.

#### **SECTION 7. CHURCH HOSTESS/KITCHEN COORDINATOR**

- a. This position is to be elected annually and have overall responsibility for oversight and use of the church's kitchen.
- b. Will represent the church in the planning of church events requiring food preparation and use of the church's facilities.
- c. Assures the church kitchen is supplied with the needed condiments , paper products and cleaning supplies.
- d. Assures the kitchen is clean and sanitary and equipment is kept in good repair, replaced when worn and is in accordance with state health laws.
- e. A policies and procedures manual is to be developed and approved by the church.

#### **SECTION 8. DIRECTOR OR WOMEN'S MINISTRIES**

This position is a coordinator of women's ministry events, prepares and executes their budget and represents them on the church council. The director is elected annually.

#### **SECTION 9. OTHER OFFICERS**

The church shall elect other officers as needed.

#### **SECTION 10. CHURCH COUNCIL**

- a. The Church Council will recommend to the church suggested objectives and goals. They will review leadership, calendar time and resources, and evaluate program achievements.
- b. The members of the council include the pastor and ministry staff, chairman of deacons , directors and chairpersons of all standing committees as follows:

Sunday School director, Discipleship Training Director, Youth Minister, Church Hostess/Kitchen Coordinator, Chairman of Stewardship, Missions, Evangelism, Recreation and Family Life and the Directors of WMU, Men's Ministries, Women's Ministries and Child Care.

- c. The church Council shall serve as the Committee on Committees. They will develop the necessary service committees along with the committee policies and procedures to be approved by the church.
- d. The church secretary shall take minutes of all church council meetings.

All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval or disapproval.

## **SECTION 11. STANDING COMMITTEES**

The duties and responsibilities of all standing committees shall be outlined in the church operations manual developed by the appropriate committees. Such duties and responsibilities shall be communicated to members upon their election.

**A. STEWARDSHIP COMMITTEE:** The purpose of this committee is to prepare an annual budget and insure safe and accurate procedures for receiving, counting and disbursing funds.

**B. NOMINATING COMMITTEE:** This committee is elected to fill leadership positions including committee chairmen, committee members, organizational leaders and general church officers unless otherwise stated in the By-Laws.

**C. PERSONNEL COMMITTEE:** Unless otherwise stated in this constitution this committee is elected to recruit, interview and recommend new personnel to the church, to develop and recommend salary schedules and job descriptions and annually review and update the Employee Handbook..

**D. PROPERTIES COMMITTEE:** This committee is elected to assist the church in the care of all properties and buildings; study the needs and recommend management of existing space; the need to acquire additional property and equipment and inventory all items over \$100.00. To develop and recommend policies and procedures for the maintenance, and use of buildings and properties.

**E. MISSIONS COMMITTEE:** This committee will study community needs and recommend plans for mission work of the church. They will work with local, national and world wide groups outside the church in accordance with Matthew 28: 19-20.

**F. CHILD CARE COMMITTEE:** This committee, with church approval, will establish a policy and procedures manual to govern the daily operations of this ministry. The manual will be consistent with policies and procedures developed by the above committees. A Director and subsequent employees will be hired to manage the day to day operations. The committee, working with the director, will establish an annual budget that will be approved by the Stewardship Committee and recommended to the church for approval. This ministry will be operated on a cost recovery basis.

## **SECTION 12. MEETINGS**

**A. WORSHIP SERVICES.** The church shall meet regularly each Sunday morning and evening for public worship service with a mid-week prayer service.

**B. SPECIAL EVENTS.** Revival meetings shall be determined by the church



upon recommendation of the Pastor, Deacon body and Church Council. The church shall cooperate with the Southern Baptist Convention and the Missouri Baptist Convention in observing the various weeks of prayer and special offerings. Other special services and meetings may be held by the vote of the church.

**C. BUSINESS MEETINGS** Regular and special business meetings of the church shall be held and conducted as follows:

a. The regular business meeting of the church shall be held monthly, on the church premises, on a regular schedule adopted by the church. The Pastor shall preside at all regular and special called business meetings. In the absence of the Pastor, the Chairman of the Deacons shall preside over the meeting or upon recommendation of the Pastor a temporary moderator may be appointed.

b. Special called business meetings may be called by the Pastor, the deacon council, or the church council provided that not less than one week's notice shall have been given from the pulpit and in the church newsletter. Specific agenda of the special meeting shall be clearly stated in the call for the meeting.

c. All proceedings of the church, or any committee or organization, shall be conducted in conformity with the parliamentary procedures as set forth in Robert's Rules of Order, Revised.

d. A quorum of at least 25 members, is necessary for transacting church business and only those members present are entitled to vote.