

June 7, 1928\*

**CONSTITUTION  
OF  
CHURCH ON THE DRIVE  
- A COOPERATIVE BAPTIST FELLOWSHIP  
Orlando, Florida**

**PREAMBLE**

Having united as a Free Church community, we do hereby acclaim ourselves to be Christians who are distinctively Baptists. In order to secure the principles of our faith, to govern the body in an orderly manner, and to preserve the liberties of each individual Church member, we therefore adopt for our government and method of service the following articles:

**ARTICLE I. NAME, INCORPORATION AND AFFILIATION**

**Section 1. *Name.*** This congregation shall be known as Church on the Drive – A Cooperative Baptist Fellowship, Incorporated, of Orlando, Florida, located at 1914 Edgewater Drive.

**Section 2. *Incorporation.*** The Church, having been organized on March 4, 1928, was incorporated on June 7, 1928, in accordance with the laws of the State of Florida and is a not for profit organization.

**Section 3. *Affiliation.*** The Church's government is vested in the body that composes its membership, but because its ministry is worldwide, it recognizes its obligation and privilege to cooperate with other religious bodies having the same general objectives. It shall therefore cooperate with selected Baptist associations, conventions, fellowships, assemblies, and alliances that are compatible with the purpose and mission of the Church.

**ARTICLE II. PURPOSE AND MISSION**

**Section 1. *Purpose.*** Our purpose is to be the ministering presence of Christ in College Park and beyond.

**Section 2. *Mission.*** Jesus gave the Great Commission in Matthew 28:19-20 to go and make disciples of all nations, baptizing them in the name of the Father and the Son and of the Holy Spirit and teaching them to obey all that He commands. We seek to fulfill the Great Commission through continual emphasis on community, depth, identity, connection and worship.

\*Church approved changes through January 25, 2017

### **ARTICLE III. CHARACTER**

**Section 1. *Polity.*** The government of the Church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches.

**Section 2. *Doctrine.*** The Church accepts the Bible as its authority in matters of faith and practice. Its understanding of Christian truth as contained in the Bible is in accord with the "Baptist Faith and Message" and its Preface adopted by the 1963 Southern Baptist Convention.

### **ARTICLE IV. CHURCH COVENANT**

1. Having been led by the Spirit of God into a covenant relationship with Jesus Christ our Lord and Savior, we commit ourselves, with the aid of the Holy Spirit, to this covenant in the Christian fellowship of Church on the Drive – A Cooperative Baptist Fellowship.
2. We pledge ourselves to share the teachings of Christ with our families, our community, and our world. We also pledge to support the ministries and activities of the Church through faithful attendance, dependable stewardship, and active service.
3. We commit ourselves to growth in Christian maturity through prayer, Bible study, witnessing, and aiding each other in sickness and distress. We shall avoid such attitudes and actions as the idolatry of material possessions, dishonesty, immorality, slander and profane conversation. We shall refrain from any indulgence or practice, which will harm our bodies or weaken our witness.
4. We shall strive for Christ-centered homes with family devotions, spiritual nurture of children, and loving respect for each family member. We shall apply Christian ethics to our business dealings and shall exercise courteous consideration in our relations with those of other races, cultures, or social classes.
5. Furthermore, we shall practice obedience to civil authority, seeking to correct whatever evils we find in government and society by peaceful and proper procedures.
6. We further engage to live within this fellowship in an attitude of selfless love, always sympathetic, slow to take offense, and eager to achieve reconciliation. Recognizing the validity of other Christian fellowships, we shall extend a hand of cooperation within our own as well as other denominations, so long as there is no compromise of our basic principles and doctrines.
7. We also pledge that upon relocation to another area, we shall seek membership in another church where we can remain active in the Lord's work.

### **ARTICLE V. ORDINANCES**

**Section 1. *Definition.*** The ordinances of the Church, as set forth in the Holy Scriptures, are Baptism and the Lord's Supper.

**Section 2. *Baptism.*** The ordinance of baptism shall be by immersion of the professed believer in obedience to the command of Christ. Any ordained Church Staff Member shall administer the ordinance, except that by the approval of the Pastor or majority vote of the Church, any ordained person of like faith and order may do so.

**Section 3. *Lord's Supper.*** The ordinance of the Lord's Supper shall be observed at a worship service with such frequency as the Church shall determine. Participants shall be any persons having made a profession of faith in Jesus Christ. The Pastor or any other ordained Church Staff member shall preside at the Table and shall be assisted by the Deacon Council of the Church. This ordinance may also be observed at places other than in the Church facilities. An ordained Church Staff member or Deacon shall preside.

## **ARTICLE VI. AMENDMENTS, INTERPRETATION and RECORDING**

**Section 1. *Precedence.*** This Constitution, adopted by the Church in regular business meeting, shall supersede all prior resolutions, precedents, and actions of the Church that are within the scope of this document. Legal documents, contracts, and transactions are excluded, but shall be in harmony with the principles and spirit of this Constitution.

**Section 2. *Amendment Procedure.*** Amendments may be taken directly to the Church at any regular business meeting by any individual or any group within the membership, but it is recommended that amendments be submitted through the Constitution Committee for proper formatting and determination of the effect of the change upon other church documents.

**Section 3. *Amendments to the Constitution.*** The Constitution may be amended by a vote of two-thirds of the members present and voting at a regular business meeting, provided the amendment shall have been presented in writing at a previous regular business meeting, and a date of consideration announced at the time of offering.

**Section 4. *Interpretation.*** Interpretation of the meaning and intent of this Constitution shall be the responsibility of the Church upon recommendation of the Constitution Committee.

**Section 5. *Recording.*** Two complete official copies of the Constitution together with all amendments thereto, shall be kept, the one by the Clerk and the other in the Church office, to be available upon request. These shall be part of two official church documents volumes, which shall also contain committee policies, conditions of employment, the current roster of elected workers, and the current church budget.

## **ARTICLE VII. MEMBERSHIP**

**Section 1. *Admission.*** Any person may offer himself as a candidate for membership in the Church. Applicants may be received by the majority vote of members present at any regular business meeting in any of the following ways:

- a. *Baptism.* Baptism by immersion following a profession of faith in Jesus Christ as Savior and Lord

b. *Letter.* By promise of a letter of recommendation from another Baptist church of like doctrine

c. *Statement.* By statement of prior conversion experience and baptism by immersion in a church of like doctrine

d. *Watchcare.* By statement of profession of faith in Jesus Christ and desire to be under spiritual guidance of the Church until such time as the person desires formal membership (a watchcare member will have the privilege of fellowship but may not hold office or vote)

e. *Recommendation.* By statement of profession of faith in Jesus Christ and upon recommendation of the Pastor and the chairperson of the Deacon Council those incapable of immersion.

**Section 2. *Orientation.*** New Church members will be expected to participate in the Church's new member orientation plan.

**Section 3. *Responsibilities.*** Members are expected to implement the Church Covenant as a worthy ideal of Christian living.

**Section 4. *Discipline***

a. Every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the Church Staff, and Deacon Council will be available for counsel and guidance. Redemption rather than punishment should be the guideline, which governs the attitude of one member toward another.

b. 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 the Deacon Council to resolve the problem. All such proceedings shall be in accordance with Matthew 18:15-17, and pervaded by a spirit of Christian kindness and forbearance.

c. But, finding that the welfare of the Church will best be served by the expulsion of the member, the Church may take this action by recommendation of the Deacon Council and by a three-fourths vote of the members present at a regular business meeting or a meeting called for this purpose.

d. Any person whose membership has been terminated for any condition, which has made it necessary for the Church to expel him, may upon his request be restored to membership by a majority vote of the Church upon evidence of his repentance and reformation.

**Section 5. *Termination.*** Membership shall be terminated in the following ways:

a. Death

b. Letter of recommendation to another Baptist church

- c. Erasure upon joining a church of another denomination
- d. Expulsion by action of the Church.

## **ARTICLE VIII. OFFICERS**

### **Section 1. *Composition and Requirements***

- a. *Composition.* The officers of the Church shall consist of the Pastor, Deacons, Clerk, Trustees, Treasurer, Moderator, and Parliamentarian.
- b. *Requirements.* All officers shall be members of the Church and shall be elected by and accountable only to the Church.

### **Section 2. *Pastor***

- a. *Duties.*
  - (1) The Pastor shall preach the Gospel, with due attention to winning the lost and edifying the membership, administer the ordinances, and exercise spiritual watchcare over the religious interests of the Church and people.
  - (2) He shall be the administrative officer of the Church and be in charge of the pulpit at all times.
  - (3) The Pastor shall be responsible to the Church in counsel with the Deacon Council.
- b. *Call.* The Pastor shall be called by a three-fourths majority vote of the members of the Church present at any regular meeting called for that purpose, and remain in office as long as both parties are agreed.

#### *c. Termination of office*

- (1) The Pastor may relinquish the office of Pastor by giving at least thirty days' notice to the Church at the time of resignation.
- (2) The Church may declare the office of Pastor to be vacant.
  - (a) Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.
  - (b) The meeting may be called upon recommendation of a majority of the Deacon Council or by written petition signed by not less than one-fourth of the resident Church members.
  - (c) The moderator of this meeting shall be the Deacon Council chairperson. In the event of his absence, the Moderator shall be designated by majority vote.

(d) The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds of the members present shall be necessary to declare the office vacant.

d. *Succession: Pastor Search Committee*

(1) *Selection.* In case of the death, resignation, removal of the Pastor, or other emergencies, a Pastor Search Committee, composed of the chairperson of the Deacon Council, Sunday School Director, Church Training Director, and six persons, broadly representing the membership of the Church, shall be elected by the Church at a church business meeting.

(2) *Responsibilities.* The Pastor Search Committee shall be responsible for filling the pulpit, investigating possible pastors and making recommendations to the Church concerning the calling of a pastor.

(3) *Maintaining committee membership.* In the event one of the above officers cannot serve, the Church shall elect a replacement.

(4) *Leadership.* This committee shall elect its leaders.

**Section 3. Deacons**

a. *Selection.* Deacon nominees shall be selected based on the qualifications as set forth in the New Testament (1 Timothy 3:8-13) and their acceptance of the standards of conduct contained in the Deacon Covenant.

b. *Composition.* The Church may have up to thirty (30) deacons during the church year. A requisite number of deacons for the next church year shall be determined by the active Deacon Council. The Church shall elect the requisite number of deacons each year to a three-year term unless vacancies are being filled. No person shall be eligible for re-election until at least one year has intervened.

c. *Vacancies.* Vacancies occurring among the active deacons between annual election periods may be filled at any time during the year as recommended by the Deacon Selection Committee and elected by the Church body.

d. *Election*

(1) *Nomination.* In the month of January of each year, names of nominees shall be solicited from the Church membership. These names shall be collected and provided to the Deacon Selection Committee. The Deacon Selection Committee shall be comprised of the Pastor, the Deacon chairperson, the Nominating Committee chairperson, three deacons, and two nominating committee members.

(2) *Qualification.*

(a) In the month of February the Deacon Selection Committee shall verify the eligibility of each nominee for membership on the Deacon Council. Eligibility shall be determined based upon the nominees' having met the requirements of having at least one year's membership in the Church, and not having just rotated off the Deacon Council. After eligibility has been verified, the resulting list of nominees shall be prayerfully reviewed and prioritized by the Deacon Selection Committee to determine that each nominee has the biblical qualifications and standards of conduct for deacons as stated above in section 3a. The Deacon Selection Committee shall use the prioritized list to contact the number of nominees needed to fill the vacancies on the Deacon Council to confirm their willingness to serve and to accept the Deacon Covenant as standards of conduct. The final list of qualified and willing nominees shall be presented to the Deacon Council at the March deacons' meeting. The Ordination Council shall meet with nominees not previously ordained. The list shall then be given to the Nominating Committee for election by the Church.

(3) *Election Process*

(a) During a subsequent business meeting the Chair of the Nominating Committee shall present the list of nominees for election by the Church. A copy of the list shall be provided to every member present so that it can be marked as a secret ballot and collected for counting.

(b) The ballots shall be counted by persons designated by the Moderator. Election shall require a majority affirmative vote of the Church body as determined by the total number of ballots cast.

e. *Beginning of service and ordination*

(1) Newly elected deacons will begin their service on June 1 of each year.

(2) Those newly elected deacons who have not been previously ordained will be ordained and asked to share their testimony with the Church body during an ordination service.

f. *Duties.* In accordance with the meaning of the word *diakonos* and the practice of the New Testament, Deacons are to be servants of the church. Accordingly, the deacons' areas of ministry shall be as follows:

(1) To set a commendable example in good church membership, in sound doctrine, in high morals, in active outreach, and in adherence to the principles of the Church and Deacon Covenants

(2) To be a minister to the church family in performing ministerial tasks and caring for church members and other persons in the community. Deacons shall administer the Lord's Supper

(3) To be a spiritual leader actively involved in the work of the Church. The Deacon shall encourage and assist the Ministerial Church Staff and shall be available for special needs in the absence of the Ministerial Church Staff

(4) To be a counselor on matters of church polity, church business, church disputes, and to the Ministerial Church Staff

(a) The following items originating in a church organization shall be presented for information and comment by the Deacons prior to presentation to the Church:

- property acquisitions and disposals
- major capital expenditures
- church budget and changes thereto
- changes in Ministerial Church Staff

(b) Each deacon shall freely confer with the Pastor or other staff members concerning matters, which in his judgment should be handled in private.

(5) To be a representative of the church members as a deliberative body and for a source of information to the Ministerial Church Staff as to the needs and desires of the fellowship. Deacons shall be sensitive to members' church-related problems with a view toward promoting the harmony and welfare of the fellowship.

*g. Organization*

(1) Deacon Council Officers shall be a chairperson, a vice-chairperson, and a secretary. These officers shall be elected at the annual May meeting and may serve a maximum of two consecutive years.

(2) The chairperson shall appoint a Deacon Officer Nominating Committee no later than the March meeting. The committee shall present at least one nominee for each office, and nominations from the floor shall be solicited. Open or secret ballot shall be at the option of those present. A majority of those present and voting shall be required for election.

(3) The chairperson may appoint special committees from the Deacon Council as the need arises.



h. *Conduct of Business*

- (1) All meetings shall be conducted in accordance with practices used in church business meetings except as stated below.
- (2) The quorum for the conduct of business shall be a simple majority of the active deacon roll.

**Section 4. Church Clerk**

a. *Selection.* Prior to the beginning of the church year, nominations for the office of Church Clerk and Assistant Clerk shall be presented by the Nominating Committee to the Church for election.

b. *Duties*

- (1) The Church Clerk shall be responsible for receiving, recording, and transmitting all records of official Church business.
- (2) The Clerk shall keep a record of the proceedings of the Church business meetings, to be published and approved at each subsequent regular business meeting.
- (3) He shall be responsible for the official Church membership register, with the dates of admission, dismissal, or death of the members.
- (4) He shall also keep a current record of baptisms. He shall issue and sign letters of dismissal voted by the Church and preserve on file communications and written official reports.
- (5) The Clerk shall serve as ex-officio member of the History Committee and Constitution Committee and shall consider it a part of his responsibility to promote loyalty and efficiency in church business.
- (6) When a special committee is appointed, he shall furnish the chairperson of such committee with a copy of the resolution under which it was appointed and a list of the names of which it consists.
- (7) All church records shall be filed in the church office or a safety deposit box.
- (8) The Assistant Clerk shall aid the Church Clerk in all matters pertaining to the office.

**Section 5. Trustees**

a. *Number and Selection.* There shall be three trustees. Prior to the beginning of the new church year, a single nomination for trustee shall be presented by the Nominating Committee to the Church for election. Election shall be for a three-year term, after which the trustee will rotate off for at least one year.

b. *Organization.* The third-year trustee shall be chairperson; the second-year trustee shall be vice chairman; and the first-year trustee shall be secretary.

c. *Duties.* Trustees are the corporate officers of the Church and the legal custodians of all church property.

(1) They will hold in trust the property of the Church, but shall have no power to buy, sell, mortgage, lease, or transfer any property without authorization by the Church.

(2) Signatures of any two trustees shall be necessary to formalize any relevant business transaction approved by the Church.

d. *Authority.* All powers and duties of the trustees shall conform to the laws of the State of Florida.

### **Section 6. Church Treasurer**

a. *Selection.* Prior to the beginning of the new church year, nominations for the office of Church Treasurer shall be presented by the Nominating Committee to the Church for election.

b. *Duties*

(1) The Church Treasurer shall be responsible for the receipt and disbursement of all church funds, as designated by the Finance Committee.

(2) The Treasurer shall render a monthly and annual report to the Church of all funds received, stating the object for which the various amounts were paid out, and the balance on hand at the time the report is rendered.

### **Section 7. Moderator**

a. *Selection.* Prior to the beginning of the new church year, the nomination for the office of Moderator shall be presented by the Nominating Committee to the Church for election. He shall be selected on the basis of leadership ability and his knowledge of parliamentary procedure and this Constitution.

b. *Duties*

(1) The Church Moderator shall preside at all business meetings in accordance with Article X, Meetings and Proceedings. The Moderator shall call a meeting to order, announce the business that is to be acted upon, put to a vote all questions that arise in the course of the proceedings, and announce the result of the vote.

(2) The Moderator shall maintain order and decorum and remain impartial in all discussions. Should he wish to speak to an issue, he must relinquish the chair, and he can only vote if there is a tie.

(3) When it is necessary to vacate the chair, he can appoint a Moderator *pro tempore*.

(4) The Moderator shall govern meetings in accordance with parliamentary procedure and set the example of strict conformity thereto.

### **Section 8. *Parliamentarian***

a. *Selection.* Prior to the beginning of the new church year, the Nominating Committee shall present a nominee to the Church. The nominee shall have knowledge of parliamentary procedure and of this Constitution.

b. *Duties*

(1) During business meetings, the Parliamentarian shall advise the Moderator and members on matters of parliamentary procedure. He shall call to the attention of the Moderator any errors in the proceedings that may affect the substantive rights of any member or may otherwise do harm. The Parliamentarian may advise the Moderator upon request or on his own initiative.

(2) Any member of the Church may appeal rulings of the Moderator. If there is a second to the appeal, the issue is now in the hands of the Church and the Moderator shall have the members vote on whether the decision of the Moderator is sustained.

(3) When the Church is not in session, the Parliamentarian, upon request, will advise the Moderator or others, particularly as the advice pertains to the transaction of business.

c. *Restriction.* The Parliamentarian shall not make motions, debate issues, or vote except by ballot.

### **Section 9. *Delegation of Duties***

a. The Church Staff shall assist the officers by performing such functions as receiving, recording and transmitting records of official church business, recording of the proceedings of the church business meetings, maintaining the official church membership register, providing the chairperson of each special committee with a copy of the resolution under which the committee was appointed and a list of the names of which it consists.

b. The Church and its officers, however, shall retain the powers and duties provided in the Constitution.

## **ARTICLE IX. MINISTERIAL STAFF**

**Section 1. *Employment.*** The Church shall call or employ such Ministerial and Support Staff members as the Church shall need. The employment or termination of Ministerial and Support Staff shall be at the recommendation of the Personnel Committee, within the limits of the budget, in counsel with the Pastor.

**Section 2** *Discipline.* If a minister shall be accused according to 1 Timothy 5:19 of unchristian conduct, the Deacon Council and the Personnel Committee shall provide counsel and, if necessary, make recommendations to the Church for appropriate action.

## **ARTICLE X. MEETINGS AND PROCEEDINGS**

### **Section 1.** *Regular Worship Services*

- a. The Church shall meet regularly each Sunday morning for preaching, instruction, evangelism, and for the worship of Almighty God.
- b. These meetings will be open for all people and shall be conducted under the direction of the Pastor.

**Section 2.** *Special Services.* Revival services and any other church meetings which are essential to the promotion of the objectives of the Church shall be coordinated with the Church Council and placed on the Church Calendar.

**Section 3.** *Regular Business Meetings.* Regular business meetings shall be held monthly on the fourth Sunday evening. If necessary, the regular business meeting may be postponed or advanced by the Moderator by not more than two weeks.

**Section 4.** *Special Business Meetings.* A specially called business meeting may be held to consider matters of immediate necessity. The Moderator may call this special business meeting by giving public notice at two previous regularly scheduled worship services or business meetings.

**Section 5.** *Church Year.* The Church Year shall be defined as the period between June 1st and May 31st. Annual elections to office shall be accomplished by the May business meeting, if possible.

**Section 6.** *Parliamentary Rules.* *Robert's Rules of Order, Revised*, is the authority for parliamentary rules of procedure for all business meetings of the Church, unless otherwise stated herein.

**Section 7.** *Quorum.* The quorum for the transmission of business shall consist of not less than fifty church members. The quorum required for councils and committees shall be a majority of the group's membership.

**Section 8.** *Moderator.* The Moderator shall preside at business meetings, except in his absence the Deacon Council Chairperson shall serve as Moderator. In the event of the absence of these two, the Clerk shall preside *pro tempore* and call for election of a Moderator *pro tempore* by the Church.

**Section 9.** *Voting.* All questions shall be settled by a majority vote of those members present and voting, except as otherwise provided in the Constitution.

**Section 10.** *Nominations from the Floor.* Whenever candidates for church office are presented for election, the Moderator shall call for and accept nominations from the floor.

**Section 11. *Ex-Officio Membership.*** An ex-officio member of any council or committee shall act in the capacity of advisor and shall vote and be counted in determining a quorum.

## **ARTICLE XI. ORGANIZATIONS**

### **Section 1. *Authorized Organizations***

a. The organizations of the Church shall be as follows:

- (1) Sunday School
- (2) Church Training
- (3) Missions
- (4) Music
- (5) Christian Life Activities

b. All organizations of the Church shall be under Church control, all workers being elected annually by the Church. All organizational directors, except Ministerial Staff members, shall be elected by May or as soon thereafter as possible.

### **Section 2. *Sunday School***

a. *Organization.* There shall be a Sunday School organization, divided into departments and classes for all ages and conducted under the supervision of the Sunday School director for the study of God's Word. Teachers in the Sunday school shall be members of the Church.

b. *Tasks.* The tasks of the Sunday school shall be to teach the biblical revelation, reach persons for Christ and church membership, perform the ministry of the Church within its constituency, and provide and interpret information regarding the work of the Church and denomination.

### **Section 3. *Church Training***

a. *Organization.* There shall be a Church Training organization divided into departments for all ages and led by the Church Training director. This organization shall serve as the primary training activity of the Church.

b. *Tasks.* The tasks of the Church Training organization shall be to orient new church members, train church members to perform the functions of the Church, train church leaders, teach Christian theology, Christian ethics, church history, and church polity and organization, and provide and interpret information regarding the work of the Church and denomination to inform, encourage and train in discipleship.

#### **Section 4. Missions**

a. *Women on Missions.* There shall be a Women on Missions organization and auxiliaries, with such officers and organization as needed. The task of this organization shall be to teach missions, engage in mission action and personal witnessing, support missions, and interpret and undergird the work of the Church.

b. *Brotherhood.* There shall be a Brotherhood organization and auxiliaries, with such officers and organization as needed. The tasks of this organization shall be to teach missions, engage in mission action and personal witnessing, support missions, and interpret and undergird the work of the Church.

**Section 5. Music.** There shall be a music organization under the direction of the Minister of Music. Such officers and organization shall be provided as needed. The tasks of this organization shall be to teach music, train persons to lead, sing, and play music, and provide music in the Church and community.

**Section 6. Christian Life Activities.** There shall be an activities organization under the direction of the Associate Pastor. Such officers and organization shall be provided as needed. The tasks of this organization shall be to provide opportunities for fellowship, learning, and recreation to persons of all ages, within a Christian atmosphere, and in keeping with the Church's spirit of fellowship and outreach.

### **ARTICLE XII. LICENSING AND ORDINATION**

**Section 1. Licensing of Ministers.** Any member of the Church, whose testimony and lifestyle gives evidence of being called of God to the work of the ministry, may, by a vote of a majority of the members present and voting at any regular business meeting, be licensed by the Church to the Christian ministry.

#### **Section 2. Ordination of Ministers**

a. Upon recommendation of the Deacon Council, the Church may vote to authorize the Pastor to call an Ordination Council to examine a candidate for ordination to the Gospel ministry.

b. The Ordination Council, composed of ministers and deacons of like faith and order, shall examine the candidate with regard to conversion, calling, doctrinal beliefs and moral stance.

c. The Ordination Council will report back to the Church with a recommendation to proceed with ordination or a recommendation not to proceed with ordination.

d. If approved, then the Pastor will be authorized to plan an ordination service, in conjunction with the candidate.

**Section 3. Ordination of Deacons.** When the Church at regular business meeting shall elect a member, or members, to the Deacon Council, the newly elected deacon or deacons shall be ordained in a ceremony of ordination performed in the name of and in the presence of the Church.

## **ARTICLE XIII. COOPERATION**

**Section 1. *Organizations of Cooperation.*** The Church shall cooperate voluntarily with Baptist and other churches through associations, conventions, fellowships, assemblies, alliances, and the like, organized for and devoted to the propagation of the Gospel, education, benevolence, and other Christian efforts.

**Section 2. *Activities of Cooperation.*** This cooperation shall be manifested by:

- a. Contributing money through the regular treasuries of such organizations, or directly to the causes fostered by them.
- b. Electing messengers to participate in their deliberations.
- c. Providing services of its Pastor and members, when invited to do so, as officers upon boards, committees, and the like.
- d. Considering and adopting at a regular business meeting, if the Church deem proper, such recommendations or actions as may have been made or taken by the association, fellowship, or like organization. However, the Church shall have no obligation to accept any decision of the organization with which it cooperates.

## **ARTICLE XIV. FISCAL POLICY**

**Section 1. *Finance***

- a. Church congregational membership involves obligation to support the Church financially. The Church believes in and subscribes to the biblical doctrine of “storehouse tithing” (Malachi 3:10) as a minimal responsibility of Christian stewardship. All officers of the Church and members of the Finance and Stewardship Committees shall be tithers.
- b. There shall be only one treasury in the Church, and the Treasurer shall be custodian of all funds.
- c. An operational budget shall be prepared and approved by the Church annually. It shall be funded through receipt of tithes and offerings.
- d. Designated gifts shall be disbursed in accordance with the desires of the contributor.
- e. Financial accountability of all matters shall be subject to the authority of the Church.
- f. All financial records shall be kept in the church office and all records except contributions shall be open to inspection by any member of the Church.
- g. The purchasing agents for the Church shall be each Church Ministerial Staff member and/or the chairperson or designee of each committee or council that has

authorization by the responsible purchasing agent and as may be further decided by the Church. When satisfied that requisitions are in order, and that funds are available and within budget, the purchasing agent shall approve the expenditure. Each requisition shall be signed by the originator.

**Section 2.** *Special Offerings and Fund Raising Activities.* Special Church-wide offerings shall include the annual offering for World Missions and the benevolence offering received when the Lord's Supper is observed. All other church-wide offerings and church-wide fund raising activities shall be approved by the Finance Committee.

**Section 3.** *Working Policies*

- a. All bills and obligations of the Church shall be paid by countersigned checks.
- b. Members of the Finance Committee shall make and sign a triplicate report of all funds received, safeguard and deposit money, and deliver the original report slip to the church office for the files and copies of this report and the bank deposit slip to the Treasurer.
- c. The Church shall send statements quarterly and annually to each contributor showing his record of contributions.
- d. An itemized report of the receipts and disbursements for the preceding month shall be presented to the Church at each regular business meeting.

**Section 4.** *Property.* All property, real and personal, and all equities shall be held and controlled by the Church.

**Section 5.** *Fiscal Year.* The Church fiscal year shall be June 1<sup>st</sup> through May 31<sup>st</sup>.

**ARTICLE XV. COUNCILS, COMMITTEES AND MINISTRY TEAMS**

**Section 1.** *Accountability*

- a. At least one member of the Ministerial Staff shall serve as a consultant to each council and committee. Councils and committees shall publish, maintain and implement church-approved policies and procedures within the scope of their responsibility.
- b. New or revised policies shall be provided in writing to the Church a month in advance of the business meeting at which they are to be adopted. Members of all councils and committees must be members of the Church. Members of all councils and committees shall receive due notice of their meetings.
- c. The chairperson of each council and committee will have the authority to bring to the attention of the Nominating Committee or the Ministries Committee, as appropriate, the need to replace members who have not participated in the work of the council or committee. After consulting the member in question, the Nominating Committee or the Ministries Committee, as appropriate, may replace that member.



d. All council and committee members with the exception of the Church Council shall be elected for three-year terms on a rotation basis. A Committee or Council member who has served his term shall not be eligible for re-election until at least one year has intervened. Ex-officio members are not subject to the three-year rotation provision.

e. All committees and councils, except the Church Council, shall have at least three members or multiples of three, one of whom shall be nominated as chairperson by the Nominating Committee or the Ministries Committee, as appropriate, and elected by the Church.

f. A committee or council may appoint subcommittees or enlist helpers as needed to deal with special problems or activities that require greater resources.

**Section 2. *Open Meetings.*** All meetings of councils and committees shall be open to all members of the Church, except meetings called as executive meetings requiring confidentiality.

**Section 3. *Church Council***

a. *Membership.* The Church Council shall be composed of the Ministerial Staff, Sunday School Director, Church Training Director, the chair (or his or her representative) of the Student Ministry Advisory Council, Children's Advisory Council, Deacon Council, Public Relations Committee, Finance Committee, Personnel Committee, Properties Committee, Missions Committee, and up to two at-large members who are nominated by the Pastor and approved by the Church. Within the Church Council an Advisory Team consisting of the chairs of Deacon Council, Finance, Properties and the at-large members(s) of the Church Council shall be established.

b. *Organization.* The Senior Pastor shall serve as the chair of the Church Council and the Advisory Team. The Church Council's Advisory Team shall meet monthly or as needed to assist in developing strategies for implementing and advancing the purpose and mission of the Church as set forth in Article II. These strategies shall be presented at the quarterly Church Council meetings for consideration as part of the meeting agenda. The Advisory Team shall function in a consultative role and may not act independently of the Church Council. When the Church is without a Pastor the chair of the Deacon Council shall serve as the chair of the Church Council and the Church Council Advisory Team. The Council chair shall appoint a secretary to record minutes and action items taken at the Church Council and Church Council Advisory Team meetings.

c. *Annual Planning Retreat.* The Church Council shall meet annually during the first quarter of the calendar year to update the Church's strategic direction and goals related to its purpose and mission.

c. *Duties.* The Church Council shall be responsible for recommending to the Church membership objectives and goals that will advance the purpose and mission of the Church as set forth in Article II. The Church Council shall evaluate activities and program achievements and determine their effectiveness to ensure that all events and activities are in harmony with the Church's purpose and mission. The Church Council shall prepare and maintain a church calendar of planned activities and events. Representatives for Church committees may be requested to attend to assist in calendaring events to avoid conflicts in scheduling. A master copy of the calendar shall be maintained in the Church office as well as posted on the Church website, to ensure that the calendar is readily available to Church members.

**Section 4. *Adult Advisory Council***

a. *Membership.* This council shall consist of twelve members representing the interests of all adults.

b. *Duties*

(1) It shall define objectives and goals and coordinate programs and activities for adults.

(2) Programs and activities and the scheduling of these programs and activities shall be referred to the Church Council for coordination and approval.

**Section 5. *Student Ministry Advisory Council***

a. *Membership*

(1) This council shall consist of twelve members representing the interests of young people in middle school and high school.

(2) The Minister of Youth and Minister of Music shall serve as consultants to this council.

b. *Duties*

(1) It shall define objectives and goals and coordinate programs and activities for youth from sixth grade through twelfth grade.

(2) Programs and activities and the scheduling of these programs and activities shall be referred to the Church Council for coordination and approval.

**Section 6. *Children's Advisory Council***

a. *Membership*

(1) This council shall consist of twelve members representing the interests of children, birth through fifth grade.

(2) The Minister of Children & Youth and Minister of Music shall serve as consultants to this council.

*b. Duties*

(1) It shall define objectives and goals and coordinate programs and activities for children from birth through fifth grade.

(2) Programs and activities and the scheduling of these programs and activities shall be referred to the Church Council for coordination and approval.

**Section 7. *Standing Committees***

***Constitution Committee***

*a. Membership*

(1) This committee shall consist of six members.

(2) The Church Clerk and the Parliamentarian shall be ex-officio members.

(3) The Pastor shall serve as consultant to this committee.

*b. Duties*

(1) This committee will review the Church's proceedings throughout the church year and make recommendations to the Church for revision of the Constitution.

(2) It shall assure all other governing documents of the Church are in harmony and consistent with the Constitution and one another.

(3) It shall recommend changes to the Church for any or all of these documents to effect this requirement.

(4) It shall keep current two copies of all governing documents.

(5) The authority for the interpretation of meaning and intent of the Constitution shall be in accordance with Article VI, Section 4.

***Finance Committee***

*a. Membership*

(1) This committee shall consist of twelve members. Each member shall be a tither.

(2) The Treasurer and chairperson of the Stewardship Committee shall serve as ex-officio members.

(3) The Minister of Church Administration shall serve as consultant to this committee.

**b. Duties**

(1) It shall develop and recommend a budgeting and reporting plan, tally, count, and bank all monies received by the Church and administer all receipts.

(2) This committee shall assure proper use of funds, and provide internal control, historical records, and regular reports.

(3) It shall establish controls to assure that all ministries and committees operate within their budgets, and shall recommend budget adjustments to the Church as necessary.

(4) The Finance Committee shall review each request for an item not covered in the church budget, and make a recommendation to the Church from where the funds might come, should the Church vote to approve the request.

(5) All church-wide offerings, and fund raising activities shall be approved by the Finance Committee.

(6) This committee shall recommend to the Church a plan to satisfy obligations when receipts are insufficient to satisfy budget allocations.

(a) It shall recommend to the Church policies and plans to assure that expenditures are within receipts.

(b) It shall meet with the responsible person or committee whose expenditures are rapidly approaching the Church Budget allocation and take necessary and appropriate action in those cases in which the allocation has been exceeded.

***History Committee***

**a. Membership**

(1) This committee shall consist of three members.

(2) The Church Clerk shall serve as an ex-officio member of this committee.

**b. Duties.** It shall compile and maintain the history of the Church (including all legal papers, records, minutes, membership records, church publications, associational records, and pictures). It will be responsible for the following being kept in a fireproof place: all legal papers (including the charter, deeds, and insurance papers), the Church Constitution, church minutes, and ledger of accounts.

## ***Ministries Committee***

### ***a. Membership***

- (1) This committee shall consist of six members.
- (2) The Deacon Council chairperson and Nominating Committee chairperson shall serve as ex-officio members.

### ***b. Duties***

- (1) It shall be responsible for nominating new Committee members and Chairpersons (other than for the Ministries Committee) and Ministry Team Leaders prior to the beginning of the church year. Qualifications of committee members shall be in accordance with each committee's policies (filed in Church Documents Notebooks).
- (2) During the year it shall evaluate the effectiveness of all committees of the Church, recommend additions or reduction in the number of Committees or Committee members, and nominate persons to fill any vacancies occurring during the church year. It shall nominate all standing committees and, jointly with the Pastor, special committees as the need arises.

## ***Missions Committee***

### ***a. Membership***

- (1) This committee shall consist of twelve members.
- (2) The Women on Missions Director, and Brotherhood Director shall be two of those members.

### ***b. Duties***

- (1) It shall be the duty of this committee to keep the Church active in mission programs, whether establishing new work, supporting existing work, or being alert to missions extension work in any needed area.
- (2) This committee shall coordinate all church-wide missions.

## **Nominating Committee**

### ***a. Membership***

- (1) This committee shall consist of nine members.
- (2) The Deacon Council chairperson, Sunday School Director and the Church Training Director shall serve as ex-officio members.

b. *Duties.* It shall nominate the staffing of all church leadership positions that are filled by volunteers, with the exception of committees other than the Ministries Committee. The Nominating Committee shall nominate persons prior to the new church year and also fill any vacancies that occur in church leadership during the year.

### ***Personnel Committee***

a. *Membership.* This committee shall be composed of nine members.

b. *Duties*

(1) It shall assist the Church in matters related to Ministerial Church Staff and Church Support Staff administration.

(2) Its work shall include such areas as determining staff needs, conditions of employment, employee relationships, benefits, and personnel services. Committee members and church members shall go through the Pastor or his designee in making recommendations to employees.

a. The Senior Pastor shall serve as consultant to this committee.

### ***Properties Committee***

a. *Membership.*

(1) This committee shall consist of twelve members.

(2) The Minister of Church Administration shall serve as consultant to this committee.

b. *Duties*

(1) It shall oversee the upkeep of all church property and equipment. It shall determine necessary repairs and/or improvements and authorize the same up to the limit of the budget approved for that purpose.

(2) This committee shall be in charge of church-owned vehicles. It shall also be responsible for providing adequate insurance coverage for the protection of the Church.

(3) This committee shall assist in parking and traffic flow in the vicinity of the Church property prior to and following regular worship services and special church-wide activities, as needed. Also, it shall monitor internal and external properties security during regular worship services and special church-wide activities, as needed.

c. The Minister of Church Administration shall serve as consultant to this committee.

### ***Public Relations Committee***

a. *Membership*. This committee shall consist of nine members.

b. *Duties*

(1) It shall be responsible for promoting the missions, ministries, programs, and activities of the Church to people both inside and outside the Church on its own initiative or at the request of the Pastor or the Church Council.

(2) It shall use a variety of media to promote this congregation as a New Testament church where Jesus is Lord and all are welcome.

(3) It shall work with the church staff, other committees, and organizations in the Church to carry out these responsibilities.

### ***Scholarship Committee***

a. *Membership*. This committee shall consist of nine members.

b. *Duties*. It shall administer the scholarship fund for students to attend college, seminary, or other educational institutions approved by the Church; follow the scholarship fund policies as established by the Church; make periodic reports to the Church on the status of the scholarship program.

### **Section 8. *Ad Hoc* Committees**

a. *Membership*. Certain special functions may be performed through *ad hoc* committees. *Ad hoc* committees shall be recommended by the Pastor and elected by the Church.

b. *Duties*. At the time an *ad hoc* committee is elected, the completion date of its task shall be specified and the scope of its work and membership shall be defined.

### **Section 9. *Endowment Fund Trustees*:**

a. *Membership*

(1) The Endowment Fund Board of Trustees shall consist of six members.

(2) The chairperson of the Deacon Council, the chairperson of the Finance Committee, and the chairperson of the Stewardship Committee shall serve as ex-officio members.

(3) The Pastor or his appointee shall serve as a consultant to the Board.

(4) From the at-large members, the Board of Trustees shall elect a Chairperson and a vice-Chairperson.

b. *Duties*