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# Constitution

## The Olney Baptist Church

### A. Preamble

Reposing our faith wholly in the Lord Jesus Christ for our salvation, believing in the teachings and practices of the Bible as the only inerrant source for faith and practice for the church and individual Christians, we adopt the New Hampshire Confession of Faith as an accurate though not exhaustive summary of the Bible's teaching. We therefore band ourselves together as a body of baptized believers in Jesus Christ and adopt for our government the articles of this Constitution.

### B. The New Hampshire Confession of Faith

1. ***Of the Scriptures*** We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth without any mixture of error for its matter; that it reveals the principles by which God will judge us and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions should be tried.
2. ***Of the True God*** We believe that there is one, and only one, living and true God, an infinite, intelligent Spirit, whose name is JEHOVAH, the Maker and Supreme Ruler of Heaven and earth; inexpressibly glorious in holiness, and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Ghost; equal in every divine perfection, and executing distinct and harmonious offices in the great work of redemption.
3. ***Of the Fall of Man*** We believe that man was created in holiness, under the law of his Maker; but by voluntary transgression fell from that holy and happy state; in consequence of which all mankind are now sinners, not by constraint, but choice; being by nature utterly void of that holiness required by the law of God, positively inclined to evil; and therefore under just condemnation to eternal ruin, without defense or excuse.
4. ***Of the Way of Salvation*** We believe that the salvation of sinners is wholly of grace, through the mediatorial offices of the Son of God; who by the appointment of the Father, freely took upon him our nature, yet without sin; honored the divine law by his personal obedience, and by his death made a full atonement for our sins; that having risen from the death, he is now enthroned in heaven; and uniting in his wonderful person the tenderest sympathies with divine perfections, he is every way qualified to be a suitable, a compassionate, and an all-sufficient Saviour.
5. ***Of Justification*** We believe that the great gospel blessing which Christ secures to such as believe in him is Justification; that Justification includes the pardon of sin, and the promise of eternal life on principles of righteousness; that it is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood; by virtue of which faith his perfect righteousness is freely imputed to us of God; that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.
6. ***Of the Freeness of Salvation*** We believe that the blessings of salvation are made free to all by the gospel; that it is the immediate duty of all to accept them by a cordial, penitent, and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth but his own inherent depravity and voluntary rejection of the gospel; which rejection involves him in an aggravated condemnation.

7. ***Of Grace in Regeneration*** We believe that, in order to be saved, sinners must be regenerated, or born again; that regeneration consists in giving a holy disposition to the mind; that it is effected in a manner above our comprehension by the power of the Holy Spirit, in connection with divine truth, so as to secure our voluntary obedience to the gospel; and that its proper evidence appears in the holy fruits of repentance, and faith, and newness of life.
8. ***Of Repentance and Faith*** We believe that Repentance and Faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt, danger, and helplessness, and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our Prophet, Priest, and King, and relying on him alone as the only and all-sufficient Saviour.
9. ***Of God's Purpose of Grace*** We believe that Election is the eternal purpose of God, according to which he graciously regenerates, sanctifies, and saves sinners; that being perfectly consistent with the free agency of man, it comprehends all the means in connection with the end; that it is a most glorious display of God's sovereign goodness, being infinitely free, wise, holy, and unchangeable; that it utterly excludes boasting, and promotes humility, love, prayer, praise, trust in God, and active imitation of his free mercy; that it encourages the use of means in the highest degree; that it may be ascertained by its effects in all who truly believe the gospel; that it is the foundation of Christian assurance; and that to ascertain it with regard to ourselves demands and deserves the utmost diligence.
10. ***Of Sanctification*** We believe that Sanctification is the process by which, according to the will of God, we are made partakers of his holiness; that it is a progressive work; that it is begun in regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means--especially the Word of God, self-examination, self-denial, watchfulness, and prayer.
11. ***Of the Perseverance of Saints*** We believe that such only are real believers as endure unto the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special Providence watches over their welfare; and they are kept by the power of God through faith unto salvation.
12. ***Of the Harmony of the Law and the Gospel*** We believe that the Law of God is the eternal and unchangeable rule of his moral government; that it is holy, just, and good; and that the inability which the Scriptures ascribe to fallen men to fulfill its precepts arises entirely from their love of sin; to deliver them from which, and to restore them through a Mediator to unfeigned obedience to the holy Law, is one great end of the Gospel, and of the means of grace connected with the establishment of the visible Church.
13. ***Of a Gospel Church*** We believe that a visible Church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ; governed by his laws, and exercising the gifts, rights, and privileges invested in them by his Word; that its only scriptural officers are Bishops, or Pastors, and Deacons, whose qualifications, claims, and duties are defined in the Epistles to Timothy and Titus.
14. ***Of Baptism and the Lord's Supper*** We believe that Christian Baptism is the immersion in water of a believer, into the name of the Father, and Son, and Holy Ghost; to show forth, in a solemn and beautiful emblem, our faith in the crucified, buried, and risen Saviour, with its effect in our death to sin and resurrection to a new life; that it is prerequisite to the privileges of a Church relation; and to the Lord's Supper, in which the members of the Church, by the sacred use of bread and wine, are to commemorate together the dying love of Christ; preceded always by solemn self-examination.
15. ***Of the Christian Sabbath*** We believe that the first day of the week is the Lord's Day, or Christian Sabbath; and is to be kept sacred to religious purposes, by abstaining from all secular labor and

sinful recreations; by the devout observance of all the means of grace, both private and public; and by preparation for that rest that remaineth for the people of God.

16. ***Of Civil Government*** We believe that civil government is of divine appointment, for the interests and good order of human society; and that magistrates are to be prayed for, conscientiously honored and obeyed; except only in things opposed to the will of our Lord Jesus Christ who is the only Lord of the conscience, and the Prince of the kings of the earth.
17. ***Of the Righteous and the Wicked*** We believe that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in his esteem; while all such as continue in impenitence and unbelief are in his sight wicked, and under the curse; and this distinction holds among men both in and after death.
18. ***Of the World to Come*** We believe that the end of the world is approaching; that at the last day Christ will descend from heaven, and raise the dead from the grave to final retribution; that a solemn separation will then take place; that the wicked will be adjudged to endless punishment, and the righteous to endless joy; and that this judgment will fix forever the final state of men in heaven or hell, or principles of righteousness.

## C. The Church Covenant

*Having been led, as we believe, by the Holy Spirit of God to receive Jesus Christ as our Lord and Savior, and having been baptized by immersion in accordance with Christ's command, we do now in the presence of God and our fellow members solemnly enter into covenant with one another as one body in Christ.*

*Being deeply conscious of the eternal life that is now mine, it is my earnest desire and intent that with His help, I will express and exemplify this new life in my every relationship.*

*Having come into a personal relationship with Jesus, I am determined to cultivate and deepen that fellowship by daily prayer, Bible reading, and meditation. I will seek to love God with all my heart, soul, mind, and strength; to maintain an attitude of openness to the presence, guidance, and power of His Spirit; and to treat my body with the honor, respect, and purity due His temple.*

*Finding myself within the relationship of the home, I will do all within my power to make my home truly Christian. To this end, I will maintain regular family worship, and seek to exemplify the spirit of Jesus in my relationships with all members of my family.*

*With joy I have taken my place in the family of God - the Church Universal, and its expression in this local Church, I accept the responsibility for its upbuilding, and to this end I commit myself to wholeheartedly support this Church in its local and world-wide ministry with my time, abilities, and possessions. I will strive for the unity of the Church, praying for, helping, forgiving, and being considerate toward my fellow members in Christian love.*

*As Jesus has purposed that I should be in the world but not of it, I am determined that my love and obedience to Him be exemplified in my every relationship in the world - personal, social, business, political, and academic, loving my neighbor as myself. I will seek first His Kingdom, and will strive to avoid being ensnared by the standards and values of the world. I accept as a privilege the task of introducing others to Him, and will refrain from anything that would mar the witness of my life and lips.*

*Realizing my own inadequacy, I will earnestly seek the help of the Holy Spirit and the fellowship of the Church in the accomplishment of these purposes, to the glory of God the Father and His Son, Jesus Christ.*

## **D. Articles**

### **Article I. Church Name**

The name of this Church shall be The Olney Baptist Church of Philadelphia.

### **Article II. Purpose**

The purpose of this Church shall be the advancement of the Kingdom of Jesus Christ. It shall seek to attain this end through the public worship of God, the preaching of the Gospel, consistent Christian living by its members, personal evangelism, missionary endeavor and Christian education.

### **Article III. Membership**

Members shall be those persons who are, or shall hereafter be, accepted as members in accordance with the Bylaws.

### **Article IV. Government**

The members of this Church shall be the final governing body. Affiliations shall be maintained with those associations voted on favorably by the members. At present these are the Philadelphia Baptist Association, the American Baptist Churches of Pennsylvania and Delaware, and the American Baptist Churches in the U.S.A.

### **Article V. Officers**

*The Officers of the Church shall be:*

- a) Pastor
- b) Assistant or Associate Minister or Ministers, as elected
- c) Moderator
- d) Church Clerk
- e) Board of Deacons
- f) Board of Deaconesses
- g) Board of Trustees
- h) Financial Secretary
- i) Assistant Financial Secretary
- j) Treasurer
- k) Assistant Treasurer
- l) Board of Christian Education
- m) Superintendent of the Sunday Church School
- n) Director of Children's Church
- o) Director of Youth Activities
- p) Director of Daily Vacation Bible School
- q) Church Librarian

- r) Director of Evangelism

## **Article VI. Advisory Board**

The elected officers of the Church shall constitute an Advisory Board. The function of this board and its meeting times shall be as specified in the Bylaws.

## **Article VII. Organizations**

Other Boards, Committees and Organizations may be set up within the Church in conformity to the Constitution and Bylaws and the needs of the Church. Unless otherwise specified, each such body shall elect its own officers.

## **Article VIII. Voting**

Church members only, in accordance with the Bylaws, are entitled to vote. Unless otherwise specified in the Bylaws, a majority vote of the members present shall be necessary to approve a motion.

## **Article IX. Amendments**

All actions on amendments to the Constitution and/or Bylaws of the Church will require two separate Church Business Meetings. These business meetings may be regularly scheduled or specially called. At the first business meeting, proposed amendments to the Constitution and/or Bylaws of the Church must be offered in writing, read and entered in the minutes. A minimum waiting period of three (3) months will be required before action can be taken at the second business meeting. A copy of the proposed amendments will be sent to all members of the Church at least two (2) weeks in advance of the second business meeting. At this meeting, the proposed amendments will be presented to the Church for approval. Motions to amend the proposed amendments are in order, but any such motion must be germane to the originally proposed amendments. No other motions to amend the Constitution or Bylaws will be in order. Any action to amend the Constitution or Bylaws must be ratified by a two-thirds vote of the members present.

## **Article X. Rules for a Temporary Suspension of a Bylaw**

In the event an emergency situation arises which would seriously affect the ability of the Church to function and cannot be resolved because of an existing Bylaw, the membership may temporarily suspend any such Bylaw which stands in the way of a solution. It may do so by a two-thirds affirmative vote of the members present at any Business Meeting (either regular or special). Such suspension does not constitute an amendment and the suspension shall have a time limit of one year. Any such suspension so enacted cannot be renewed for the following year.

# Bylaws

## Article I. Membership

### Section I.1 Eligibility for Membership

*A person may become eligible for membership in this Church in one of these ways:*

(a) **Baptism – New Converts**

Any person professing faith in the Lord Jesus Christ as Savior.

(b) **Letter - Members of other Churches**

Members of other Churches holding the same faith and practices, from which letters of recommendation or of transfer have been received.

(c) **Experience - Once Members of other Churches**

Those who have once been members of Baptist Churches, but who through circumstances, have no regular letters of transfer.

(d) **Restoration - Excluded Members**

Those who have been excluded from membership in the Olney Baptist Church may be restored to membership upon confession of their errors and giving evidence of repentance.

### Section I.2 Applications for Membership

All applications for membership and restoration of membership shall be made to the Pastor. Qualified applicants shall be brought before the Church and acted upon at any Church service or meeting. A three-fourths affirmative vote of the members present shall be necessary for acceptance as members of the Church. The question of admittance shall not be acted upon in the presence of the candidates.

*Qualifications for membership are:*

- a) Recommendation and approval by the Pastor, Board of Deacons and Board of Deaconesses
- b) A profession of Spiritual faith in the Lord Jesus Christ as Savior
- c) Presentation of satisfactory evidence of a change of heart and Christian conduct
- d) Written affirmation to the views of faith and practices held by this Church as set forth in the Church Covenant and its statement of faith
- e) Baptism by immersion, either at this church, written evidence from another church, or, lacking that, the sincere, credible profession by the applicant that he or she has been baptized by immersion.

### Section I.3 Termination of Membership

(a) **Letters of Transfer and Dismissal**

Letters of Transfer of members to other Baptist Churches, and Letters of Dismissal to Churches of other denominations, may be granted at any Church meeting.

No requests for Letters of Transfer or Dismissal shall be granted unless first presented by the Pastor and the Board of Deacons to the Church.

No Letter of Transfer or Dismissal shall be handed to a member individually. It shall be forwarded by the Clerk of this Church directly to the appropriate official of the Church with which the terminating member desires to unite.

**(b) Discipline**

Church discipline shall be instituted whenever a situation arises within its membership which would disrupt the Church in its mission, or is detrimental to the Church's witness or its reputation. Acts requiring discipline shall be investigated by the Pastor and the Board of Deacons. The basis of any determination shall be consistent with Scripture. If, after thorough review, they determine there is just cause for discipline, they shall present their findings and recommendations to the Church for final action. Any member against whom a charge of misconduct is brought shall have the privilege of speaking in his own defense. If a member having erred shall voluntarily confess it to the Church and manifest repentance, no further proceedings in ordinary cases shall be entertained against him.

**(c) Inactivity**

The basic criterion of inactivity shall be Church attendance as determined by records kept by the Board of Deacons. Any member who has been absent from all Church worship services for an extended period not exceeding 6 months shall upon recommendation of the Board of Deacons have his name presented to the Church for termination of membership. After the Church has taken action, the Church Clerk shall notify the inactive member by letter of the action taken if his address is known.

*Exceptions: Those who are ill, Shut-ins, and others with mitigating circumstances as determined by the Board of Deacons.*

**Section I.4 Responsibilities of Membership**

All members should take an active part in the ministry of the Church, supporting its programs of worship, evangelism, and fellowship. They should attend as many of the services as possible. In addition, when the opportunity presents itself, they should be willing to serve in official positions. They should support the Church financially in accordance with their means.

**Article II. The Pastor**

The Pastor shall be a man who has been duly ordained as a Baptist minister; who believes without reservation in the Historic Baptist Principles and the Church Covenant as set forth in the Constitution; and who has been elected to this position by a minimum of three-fourths of the members of the Church present.

A formal contract shall be made with him by the Church. This contract shall set his initial starting salary, allowances and benefits: such as transportation allowance, medical and retirement benefits, conference expenses, and any other benefits that are agreed upon. He shall serve as long as it is mutually agreeable with him and the Church. His salary, allowances and benefits shall be reviewed annually and any adjustments must be approved by the Church.

***It shall be the duty of the Pastor:***

- a) To administer the ordinances of the Gospel.
- b) Have charge of and direct all religious services of the Church.
- c) He shall be an ex-officio member of all boards and committees.
- d) Pastoral Interns and/or any other types of ministerial assistants shall perform such duties as the Pastor may direct.
- e) He shall make a report to the Church at each of the regularly scheduled Business Meetings, and submit a written Annual Report to be included in the written Annual Reports of the Church.

**Article III. Election and Duties of Officers**

All elected officers of this Church shall be members in good standing. They shall be thoroughly conversant with the Church Covenant and the Historic Baptist Principles as set forth in the Constitution and strive earnestly to meet these standards; regular in attendance at Church worship

services; conscious of their responsibility for financial support of the Church and its missionary endeavor.

No new convert shall be eligible to hold office until he has been a member of the Church for one (1) year. The use of the pronouns "he" or "she" in specifying eligibility or duties of the officers or any designation of male or female shall be interchangeable, except where a specific exception is noted.

The nominating committee is to seek new candidates for open board positions, with the goal that members who have served two full terms (or one full term and the majority of a second) do not succeed themselves, and that no one is member of two boards at the same time. But in the event that there are not qualified candidates to achieve this, or, in their judgment there are compelling reasons to override this goal, then they are at liberty to propose a slate that does not comply. In that event they are to explain to the congregation at the time the slate is presented what the variances are and why they have been overridden.

### **Section III.1 The Moderator**

The Moderator shall be a lay person who is elected at the Annual Business Meeting for a term of one (1) year and shall be eligible for re-election. He must be knowledgeable in the functions and operations of the Church. He must be capable of dealing with members of the congregation in a fair and courteous manner. He must be knowledgeable of the Constitution and Bylaws and Parliamentary procedures. He shall be an ex-officio member of all Boards and regularly appointed or special committees with the exception of the Pulpit Committee.

#### ***It shall be the duty of the Moderator to:***

- a) Read the section pertaining to his duties immediately after assuming office.
- b) Preside at all regular and special Church Business Meetings. For his specific duties at these Meetings, see "Article IX - Rules of Order at Business Meetings.
- c) Make all Standing Committees appointments.
- d) Make Special Committees appointments as required, with the exception of the Pulpit Committee.
- e) Call a Special Church business meeting when a specific problem or issue has arisen that cannot be held over until the next regularly scheduled Business Meeting. For further rules on calling a Special Business Meeting see Article VIII, Section 2.
- f) Coordinate the collection, assembly and preparation of the Annual Reports of the Church.
- g) Submit a written Annual Report to be included in the written Annual Reports of the Church.
- h) Convene the Presidents' Council, consisting of the Moderator, the President of each board, and the Pastor, for the purpose of supplying high-level communication among the church's leadership. Its authority is advisory and is designed to coordinate the activities of the boards and allow the Pastor to have key input to the church leadership.

### **Section III.2 The Church Clerk**

The Church Clerk shall be elected at the Annual Business Meeting for a term of one (1) year.

#### ***It shall be the duty of the Church Clerk to:***

- a) Read the section pertaining to his duties immediately after assuming office.
- b) Record the minutes of all Church and Advisory Board Business Meetings.
- c) Keep the membership records of the Church.
- d) Request Letters of Transfer and Dismissal from other Churches, and transmit such letters to other Churches when requested to do so by the Board of Deacons.
- e) Complete the Annual Questionnaire from the Philadelphia Baptist Association giving current information about the Church's membership and activities.
- f) Submit a written report for the year to be included in the written Annual Reports of the Church. This report shall include the names of those members who have departed this life and of new members who have joined the Church so that both may be made a matter of record and brought to the general knowledge of the Church.

### **Section III.3 The Board of Deacons**

The Church shall elect a Board of Deacons to consist of not fewer than three (3) men or more than twelve (12) men to serve for a term of three (3) years. Their terms shall be so staggered that, as equally as possible, no more than one-third of the number of Deacons will have their terms expire each year. When a deacon is unable to complete his term of service, and the unexpired term is for a period of one (1) year or longer, the Church shall elect another to fill his position. Full term elections may be voted on only at the Annual Business Meeting. Elections to fill unexpired terms may be voted on at any of the regularly scheduled Business Meetings.

They may make such other rules and regulations as they deem necessary for the management of the affairs entrusted to their care. All such rules and regulations shall be subject to the approval of the Church.

#### ***It shall be the duty of the Deacons to:***

- a) Read and discuss the section of the Bylaws pertaining to their duties at the first meeting after the new members have assumed their positions.
- b) Organize by electing a President, Vice President, Secretary and Treasurer.
- c) Seek out members of the Church who are in need of financial aid and use the Fellowship Fund for this purpose.
- d) Visit the sick, and conduct general visitations as needed.
- e) Prepare and distribute the elements of the Lord's Supper.
- f) Provide general supervision of the spiritual and temporal interests of the Church.
- g) Assist the Pastor in the performance of his duties, and engage others qualified to fill the pulpit whenever he may be absent.
- h) Contact delinquent members and make such recommendations concerning them as seems proper.
- i) Collect a fellowship offering on Communion Sundays. This offering shall be kept in a Fellowship Fund. Their Treasurer shall be custodian of the Fellowship Fund. The Pastor, or in his absence, the President of the Board of Deacons, shall be the distributor of any aid from this fund.
- j) Examine candidates for membership and assist candidates at baptism.
- k) Notify the Church Clerk, Financial Secretary, Superintendent of the Sunday Church School and Church Secretary when a new member is received into the Church and when a member leaves the Church.
- l) Hold monthly meetings from September through June and other meetings as required.
- m) Submit to the Church at the May Business Meeting each year their recommendation of the number of Deacons to serve the next year.
- n) Prepare the Proposed Missions and Benevolence Budget by December 1<sup>st</sup> for the coming year.
- o) Report to the Church at the Business Meetings of their activities, and submit a written Annual Report to be included in the written Annual Reports of the Church.
- p) Actively seek to encourage and carry out the mission of evangelism for the church and its members as described in the scriptures, particularly Matthew 28:19-20. This includes corporate outreach efforts, neighborhood activities, encouragement and training members for personal evangelism, and any other training activities, seminars and programs to encourage and facilitate gospel outreach. Budgeting for activities and materials and planning is included.
- q) Oversee the holiday decoration of the Church at Christmas, Easter and other times as appropriate with the Board of Deaconesses.
- r) Serve as the committee-of-the-whole Pastoral Relations Committee:
  - i) Act as a liaison between the Pastor and the congregation for the purpose of establishing good communications and resolving conflicts between them after one-on-one attempts described in Matthew 18 have failed.

- ii) Act as an advocate during annual budget preparation, soliciting from the Pastor his compensation needs and presenting them to the Board of Trustees on his behalf.
- s) For the morning worship service, provide suitable ushers who will:
  - i) Participate in ushering at the services.
  - ii) Plan for the smooth operation of seating, ventilation, etc.
  - iii) Monitor the outside entrances for the protection of people and property.
  - iv) Oversee collection of all offerings and deliver them to the Trustees.
  - v) Be prepared to act in emergency situations:
    - a. *Rehearse the handling of emergencies.*
    - b. *Know location of emergency medical equipment and fire extinguishers.*
    - c. *Know the telephone numbers to call for medical and fire emergencies.*
    - d. *Identify doctors, nurses or others with CPR and emergency training.*
    - e. *Plan and hold two evacuation drills times each year.*

### **Section III.4 The Board of Deaconesses**

The Church shall elect a Board of Deaconesses to consist of not fewer than three (3) women or more than twelve (12) women to serve for a term of three (3) years. Their terms shall be so staggered that, as equally as possible, no more than one-third of the number of Deaconesses will have their terms expire each year. When a deaconess is unable to complete her term of service and the unexpired term is for a period of one (1) year or longer, the Church shall elect another to fill her position. Elections for a full term may be voted on only at the Annual Business Meetings. Elections to fill unexpired terms may be voted on at any of the regularly scheduled Business Meetings.

They may make such other rules and regulations as they deem necessary for the management of the affairs entrusted to their care. All such rules and regulations shall be subject to the approval of the Church.

#### ***It shall be the duty of the Deaconesses to:***

- a) Read and discuss the section of the Bylaws pertaining to their duties at the first meeting after the new members have assumed their positions.
- b) Organize by electing a President, Vice President, Secretary, Treasurer and Nursery Coordinator.
- c) Seek out such members of the Church as need financial aid and report same to the Board of Deacons.
- d) Aid the Deacons in visitation work.
- e) Be responsible for the table linens, communion trays and baptismal robes, and see that they are kept in proper condition.
- f) Assist the Deacons in the examination of candidates for membership and assist candidates at baptism.
- g) Assist the Pastor and Deacons in whatever ways thought desirable for the spiritual and temporal interests of the Church.
- h) Serve in the Nursery during the Sunday morning worship service and secure coverage for Sunday evening worship service, Midweek Prayer and Bible Study and any special services requiring coverage throughout the year.
- i) Submit to the Church at the May Business Meeting each year their recommendation of the number of Deaconesses to serve the next year.
- j) Hold monthly meetings from September through June and other meetings as required.
- k) Report to the Church at the Business Meetings of their activities and submit a written Annual Report to be included in the written Annual Reports of the Church.

- l) Appoint annually and oversee the Floral Committee.
- m) Oversee the holiday decoration of the Church at Christmas, Easter and other times as appropriate with the Board of Deacons.

### **Section III.5 The Board of Trustees**

The Board of Trustees shall be elected by the Church and shall consist of ten (10) members. The Treasurer and Assistant Treasurer, the Financial Secretary and Assistant Financial Secretary shall be members of the Board and shall be elected annually.

The remaining six (6) members shall be elected for a term of three (3) years. Their terms shall be so staggered that no more than two (2) of these six (6) members will have their terms expire each year. When a Trustee is unable to complete his term of service and the unexpired term is for a period of one (1) year or longer, the Church shall elect another to fill his position. Full term elections may be voted on only at the Annual Business Meeting. Elections to fill unexpired terms may be voted on at any of the regularly scheduled Business Meetings.

They may make such other rules and regulations as they deem necessary for the management of the affairs entrusted to their care. All such rules and regulations shall be subject to the approval of the Church.

#### ***It shall be the duty of the Trustees to:***

- a) Read and discuss the section of the Bylaws pertaining to their duties at the first meeting after the new members have assumed their positions.
- b) Organize by electing a President, Secretary and House Committee Chairperson.
- c) Hold in trust the property of the Church and have the management of its financial affairs. They shall be responsible for the repairs and maintenance of Church property and shall pay all necessary expenses thereto. However, they shall not spend more than \$2500.00 on non-budgeted items without the approval of the Church. They shall have no power to alter or change any of the existing facilities without the special action and approval of the Church.
- d) Take an annual inventory of Church furniture, equipment and furnishings.
- e) Maintain adequate insurance on the Church building and parsonage, and on the contents of the Church.
- f) Maintain liability insurance to cover accidental injuries to people on Church property.
- g) Arrange for the bonding insurance of the Financial Secretary, Assistant Financial Secretary, Treasurer and Assistant Treasurer for amounts consistent with their duties.
- h) Approve all applications for the use of the Church property and its facilities.
- i) Receive all monies contributed to the Church and deposit them to the proper accounts in a depository, except for the Fellowship Fund.
- j) Hire a Sexton when a vacancy exists and see that the duties are performed satisfactorily.
- k) Be custodian of the Church Charter.
- l) Hold monthly meetings from September through June and other meetings as required.
- m) Prepare the Proposed Current Expense Budget by December 1st for the coming year.
- n) Report to the Church at the Business Meetings of their activities, and submit a written Annual Report to be included in the written Annual Reports of the Church.
- o) Appoint annually and oversee:
  - i) The Memorial Sub-Committee
  - ii) The Technology Coordinator
  - iii) The Audio-Visual Coordinator

### **Section III.6 The Financial Secretary and Assistant Financial Secretary**

The Financial Secretary and the Assistant Financial Secretary shall be individually elected at the Annual Business Meeting for a term of one (1) year. They shall be members of the Board of

Trustees by virtue of their offices. These officers shall be bonded, with the amount to be determined by the Board of Trustees.

***It shall be the duty of the Financial Secretary or, if the necessity arises, the Assistant Financial Secretary to:***

- a) Read the section pertaining to his duties immediately after assuming office.
- b) Keep an accurate record of all monies coming into the Church and give a record of same to the Treasurer.
- c) Keep a record of all contributors to the Church, the amounts contributed and where the contribution was used.
- d) Send to each contributor an annual statement showing his financial contributions.
- e) Make a report to the Board of Trustees at their monthly meetings of all monies received during the month.
- f) Make a report to the Church at the Business Meetings of all monies received for the year to date and the standing of Income versus Budget for that period of time.
- g) Make a complete financial report at the Annual Business Meeting, which has been audited, of all monies received for the entire year. The status of Income versus Budget shall be a part of this report. This report shall be included in the written Annual Reports of the Church.

### **Section III.7 The Treasurer and Assistant Treasurer**

The Treasurer and the Assistant Treasurer shall be individually elected at the Annual Business Meeting for a term of one (1) year. They shall be members of the Board of Trustees by virtue of their offices. These officers shall be bonded, with the amount to be determined by the Board of Trustees.

***It shall be the duty of the Treasurer or, if the necessity arises, the Assistant Treasurer to:***

- a) Read the section pertaining to his duties immediately after assuming office.
- b) Pay all current, benevolence and educational expenses authorized in the Church Budget, except for those which require the specific approval of the Board of Trustees, the Board of Deacons or the Board of Christian Education. In an emergency, a bill of this kind may be paid without securing prior approval.
- c) Keep an accurate record of all accounts and present to the Trustees at the monthly meetings a report of all monies received and paid during the month.
- d) Present to the Church at the Business Meetings a statement of receipts and expenditures for the year-to-date. Give a complete financial report, which has been audited, at the Annual Business Meeting. This report shall be included in the written Annual Reports of the Church.

### **Section III.8 The Board of Christian Education**

The Board of Christian Education shall be elected by the Church and shall consist of nine (9) members. The Sunday Church School Superintendent, the Director of Children's Church, the Director of Youth Activities, the Director of Daily Vacation Bible School and the Church Librarian shall be members of the Board and shall be elected annually for a term of one (1) year.

The remaining four (4) members shall be elected for a term of four (4) years. Their terms shall be so staggered that one (1) member of these four (4) will have his term expire each year. When a member is unable to complete his term of service and the unexpired term is for a period of one (1) year or longer, the Church shall elect another to complete his term. Full term elections may be held only at the Annual Business Meeting. Elections to fill unexpired terms may be held at any of the regularly scheduled Business Meetings.

They may make such other rules and regulations as they deem necessary for the proper management of the affairs entrusted to their care. All such rules and regulations shall be subject to the approval of the Church.

***It shall be the duty of the Board to:***

- a) Read and discuss the section of the Bylaws pertaining to their duties at the first meeting after the new members have assumed their positions.
- b) Monitor, coordinate and organize the activities of the Sunday Church School, Daily Vacation Bible School, Children's Church, Youth Work , Good News Club, Church Library, and any other Christian Education program that the Church may develop in the future.
- c) Insure that scriptural and scripturally related teaching materials are used in all activities. Monitor, coordinate and organize teaching curriculum, materials, and expenditures.
- d) Review and monitor the qualifications of the teaching staff of the educational ministries.
- e) Establish and maintain a resource center for reference materials and teaching aids.
- f) Prepare, maintain and administer the Church's educational budget.
- g) Hold meetings on a bi-monthly and as needed basis.
- h) Prepare the proposed Educational Budget by December 1st for the coming year.
- i) Report to the Church at the Business Meetings of their activities, and submit a written Annual Report to be included in the written Annual Reports of the Church.

### **Section III.9 The Superintendent of the Sunday Church School**

The Superintendent of the Sunday Church School shall be elected at the Annual Business Meeting of the Church for a term of one (1) year and shall be a member of the Board of Christian Education.

#### ***It shall be the duty of the Superintendent of the Sunday Church School to:***

- a) Read the section pertaining to his duties immediately after assuming office.
- b) Carry out the policies and programs for the Sunday Church School agreed upon by the Board of Christian Education.
- c) Preside at all regular and special meetings of the officers and teachers.
- d) Secure teachers and adequate space for all classes. All Sunday Church School teachers and officers shall be members of the Church.
- e) See that scriptural and scripturally related teaching materials are used in all classes.
- f) Approve all expenditures.
- g) Oversee planning of special events.
- h) Guide the officers and teachers of the Sunday Church School into an experience of Christian togetherness as they work cooperatively in the teaching ministry of the Church.
- i) Submit a proposed Budget to the Board of Christian Education for the coming year.
- j) Collect and submit Class Reports to the Board of Christian Education to be included in the written Annual Reports of the Church.
- k) Submit an Annual Report from the Superintendent to the Board of Christian Education to be included in the written Annual Reports of the Church.

### **Section III.10 The Director of Children's Church**

The Director of Children's Church shall be elected at the Annual Business Meeting of the Church for a term of one (1) year and shall be a member of the Board of Christian Education.

#### ***It shall be the duty of the Children's Church Director to:***

- a) Read the section pertaining to his duties immediately after assuming office.
- b) Carry out the policies and programs for the Children's Church activities agreed upon by the Board of Christian Education.
- c) Evaluate and secure teachers and helpers.
- d) Make teachers and helpers schedules for all age groups.
- e) See that scriptural and scripturally related teaching materials are used in all classes.
- f) Order materials and insure accessibility for use.
- g) Assist teachers in obtaining additional materials needed to go with lessons.

- h) Approve all expenditures.
- i) Hold meetings with staff concerning plans, problems and materials.
- j) Be responsible for the proper use of cassette players, projector and other equipment.
- k) Submit a proposed Budget to the Board of Christian Education for the coming year.
- l) Submit an Annual Report to the Board of Christian Education to be included in the written Annual Reports of the Church.

### **Section III.11 The Director of Youth Activities**

The Director of Youth Activities shall be elected at the Annual Business Meeting for a term of one (1) year and shall be a member of the Board of Christian Education.

***It shall be the duty of the Director of Youth Activities to:***

- a) Read the section pertaining to his duties immediately after assuming office.
- b) Carry out the policies and programs for the Youth activities agreed upon by the Board of Christian Education.
- c) See that scriptural and scripturally related materials are used for all lessons.
- d) Monitor and coordinate the scheduling, planning and conducting of all activities and meetings of the Christian youth groups of the Church.
- e) Provide representation by the Church's young people at the meetings and activities of the Old York Road Branch of Christian Endeavor or other Christian youth groups with which they may be associated.
- f) Approve all expenditures.
- g) Submit a proposed Budget to the Board of Christian Education for the coming year.
- h) Submit an Annual Report to the Board of Christian Education to be included in the written Annual Reports of the Church.

### **Section III.12 The Director of Daily Vacation Bible School (DVBS)**

The Director of DVBS shall be elected at the Annual Business Meeting of the Church for a term of one (1) year and shall be a member of the Board of Christian Education.

***It shall be the duty of the DVBS Director to:***

- a) Read the section pertaining to his duties immediately after assuming office.
- b) Carry out the policies and programs for the DVBS activities agreed upon by the Board of Christian Education.
- c) Set date and time in relation to the Church calendar for DVBS activities to take place.
- d) Choose and order scriptural and scripturally related teaching materials, recruit teachers and helpers, lay out classrooms.
- e) Arrange theme, advertising, plan the opening and closing exercises, and supervise the daily operations of DVBS.
- f) Approve all expenditures.
- g) Submit a proposed Budget to the Board of Christian Education for the coming year.
- h) Submit an Annual Report to the Board of Christian Education to be included in the written Annual Reports of the Church.

### **Section III.13 The Church Librarian**

The Church Librarian shall be elected at the Annual Business Meeting of the Church for a term of one (1) year and shall be a member of the Board of Christian Education.

***It shall be the duty of the Church Librarian to:***

- a) Read the section pertaining to his duties immediately after assuming office.

- b) Carry out the policies and programs for the Church Library agreed upon by the Board of Christian Education.
- c) Keep accurate records of all books, tapes, and other library materials on hand.
- d) Provide availability to and control of the Library materials, making such rules as are deemed necessary.
- e) See that the Library area is kept clean and clear of other materials and obstructions.
- f) Discard old materials when space, obsolescence, and other factors call for this action. New materials that are purchased shall be scripturally sound and consistent with the teachings of this Church.
- g) Approve all expenditures.
- h) Submit a proposed Budget to the Board of Christian Education for the coming year.
- i) Submit an Annual Report to the Board of Christian Education to be included in the written Annual Reports of the Church.

## **Article IV. The Advisory Board**

### ***Section IV.1 Membership***

The elected officers of the Church shall constitute the Advisory Board, with the Church Moderator serving as the Chairperson and the Church Clerk serving as the Secretary. It shall meet twice a year, in the spring and fall quarters, and other times at the call of the Moderator.

### ***Section IV.2 Purpose***

Its purpose is to provide a forum for addressing issues that transcend the authority of the individual boards and officers, and to work on any problem or concern referred to it by the Church.

### ***Section IV.3 Jurisdiction***

It will cover areas that are not entirely the responsibility of any one board or officer. It will not interfere with or have authority over any of the officers or boards. It can suggest courses of action which will only become binding if approved by a vote of the Church.

### ***Section IV.4 Activities***

This composite Board can serve as a resource for resolving disagreements between boards and officers. It can undertake studies commissioned by the Church; participate in long range planning; act as a forum to generate and discuss ideas; and encourage a spirit of cooperation from all officers of the Church.

## **Article V. Committee Types**

### ***Section V.1 Requirements for Membership***

All appointed committee members shall be members of the Church in good standing.

### ***Section V.2 Standing Committees***

Those committees which have their duties defined in the Bylaws shall be referred to as "Standing Committees". They are appointed annually by the Moderator within four (4) weeks following the Annual Business Meeting. At this time, he designates one of the committee members to be the Chairperson. It may be that some of these committees will need money to function. If this is the case, a sum of money will be included in the budget for their use. They may authorize the Church Treasurer to pay any bills which are within their allowable budget. They must keep an accurate record of their expenditures. Any expenditure which would exceed the budget must be

authorized by the Board of Trustees before they can be made. They are responsible to the Church for the performance of their duties, but they should not hesitate to seek guidance from the Moderator, the Pastor, or any of the official boards. They shall meet a minimum of once each quarter, and more often if their duties make it necessary.

### **Section V.3 Special Committees**

The Church may authorize special projects of a short term or temporary nature and stipulate that a committee be formed to do the work. Committees so created shall be referred to as "Special Committees". These committees created by the Church shall perform the specific tasks assigned to them. The Church may elect the members of these committees or give this responsibility to the Moderator. It may be that some of these committees will need money to function and a sum of money will be included in the budget for their use. If they are created after the budget is approved, the Church may vote that a sum of money be allocated to cover their expenses. When one of these committees completes its task, it shall submit a final written report to the Church at a Business Meeting. If the Church approves the report, and it has no further instructions for the Committee, then a vote to terminate the Committee shall be taken.

## **Article VI. Standing Committees and their Duties**

The following committees are standing committees. Each one has a distinct area of responsibility. These committees shall be appointed annually by the Moderator with one of the appointees designated as the Chairperson. Committee appointments shall be made no later than four (4) weeks following the date of the Annual Business Meeting. There is no limit to the number of successive terms a committee member may serve on a particular committee. No person shall serve on more than three (3) committees simultaneously and this number shall be reduced to two (2) if this person is a member of one of the Boards (Board of Deacons, Board of Deaconesses, Board of Trustees or Board of Christian Education).

### **Section VI.1 Auditing Committee**

An Auditing Committee consisting of three (3) members shall be appointed annually by the Moderator to serve for a term of one (1) year.

#### ***It shall be the duty of this committee to:***

- a) Read and discuss the section of the Bylaws pertaining to their duties at their first meeting.
- b) Audit the account books of the Church Treasurer, the Financial Secretary, the Memorial Fund Committee and the Higher Education Loan Program (HELP) Committee.
- c) Examine carefully the accounts for Current Expense, Benevolence, Building Fund, Memorial Fund, Higher Education Loan Program (HELP), Christian Education Board and Investments.
- d) Cross-check bank statements, checks, deposits and receipts for agreement with end of year balances.
- e) Account for money on deposit in Investment Accounts such as Savings Certificates, Money Market Funds or Accounts, Certificates of Deposit, and any other accounts of this nature including certificates of stock owned by the Church.
- f) Report their findings at the Annual Business Meeting and submit a written report to the Church Clerk to be included in the minutes of the meeting. If time permits this written report shall be included in the written Annual Reports of the Church.

### **Section VI.2 Constitution and Bylaws Committee**

A Constitution and Bylaws Committee consisting of four (4) members shall be appointed annually by the Moderator to serve for a term of one (1) year.

#### ***It shall be the duty of this committee to:***

- a) Read and discuss the section of the Bylaws pertaining to their duties at their first meeting.

- b) Submit in written form, proposed amendments to the Constitution and/or Bylaws when directed to do so by the Church.
- c) Recommend to the Church when the committee deems there is a need to amend the Constitution and/or Bylaws.
- d) Act as an intermediary to any member or group of members of the congregation who may wish to revise, delete or add Constitution and/or Bylaw amendments.
- e) Act as a review committee when a question about the Constitution and/or Bylaws interpretation cannot be resolved in a regular Church business meeting. In this case, the committee shall review the rule in question and submit a written recommendation to the Church on their findings. The Church may vote to approve or reject the Committee's recommendation or request further study.
- f) Act as custodians of The Constitution and Bylaws.
- g) Keep an up-to-date master version of the Constitution and Bylaws and approved amendments thereof.
- h) Be in charge of distribution of new issues and amendments.
- i) Submit a written Annual Report to be included in the written Annual Reports of the Church.

### **Section VI.3 Music Committee**

A Music Committee consisting of four (4) members shall be appointed annually by the Moderator to serve for a term of one (1) year. The Committee shall meet regularly with the Organist and Choir Directors.

***It shall be the duty of this committee to:***

- a) Read and discuss the section of the Bylaws pertaining to their duties at their first meeting.
- b) Have general supervision of the musical program and music personnel of the Church.
- c) Set guidelines for membership in the Choirs.
- d) Administer the music budget.
- e) Provide recommendations on salary adjustments.
- f) Be responsible for procuring a replacement organist when the present organist is sick or on vacation.
- g) Provide assistance in seeking a new organist if at any time the Church is without the services of a regular organist.
- h) Make arrangements for repairs and maintenance of the musical instruments covered by the music budget.
- i) Inform the Board of Trustees when there are major repairs required which exceed the budgeted funds.
- j) Be responsible for the procurement of new choir robes when required.
- k) Submit a proposed Budget to the Board of Trustees for the coming year.
- l) Submit a written Annual Report to be included in the written Annual Reports of the Church.

### **Section VI.4 Nominating Committee**

A Nominating Committee consisting of five (5) members shall be appointed annually by the Moderator to serve for a one (1) year term.

***It shall be the duty of this committee to:***

- a) Read and discuss the section of the Bylaws pertaining to their duties at their first meeting.
- b) Seek qualified candidates to fill vacancies on the Boards and in the Offices named in Article III of the Bylaws in accordance with the rules of succession defined in that Article.
- c) Obtain candidates to fill unexpired terms as well as full terms.
- d) Make all candidates aware of the duties required of them and the length of their term of service.

- e) Present its first report of full term candidates at the October Business Meeting, and at this time provide the opportunity for nominations from the floor (see article VIII, Section 1, paragraph (a) for limitations on nominations from the floor).
- f) Continue to seek candidates to fill vacancies in the respective offices if the slate of candidates is not complete.
- g) Start the search for candidates to fill unexpired multi-year term offices as soon as a need arises and present the names for election at the next regularly scheduled Business Meeting following the vacancy. If the need is urgent, a special Business Meeting may be called.
- h) Submit a written Annual Report to be included in the written Annual Reports of the Church.

## **Article VII. Board Sub-Committees and Ministry Coordinators**

Board Sub-Committee and Ministry Coordinators serve distinct areas of responsibility under a respective board. Their immediate responsibility is to the supervising board, which will appoint them and designate a chairperson on an annual basis

### **Section VII.1 The Memorial Sub-Committee**

A Memorial Committee shall be appointed annually by the Board of Trustees. The committee should include at least one at-large member as well as one Trustee. Positions include Chairperson, Treasurer and Secretary.

#### ***It shall be the duty of this committee to:***

- a) handle gifts donated to the Church to honor the memory of a designated individual (honoree):
- b) Receive all monies, securities and/or property
  - i) Deposit all monies received into an interest bearing account.
  - ii) Acknowledge gifts with a personal "Thank You" note.
  - iii) Use designated gifts as specified by the donor.
  - iv) Use un-designated gifts in a way which will best honor the honoree.
  - v) Combine multiple honoree gifts when necessary.
  - vi) Use no gifts for maintenance purposes.
  - vii) Identify the item purchased as a memorial, and identify, if possible, the honoree with a plaque or label.
- c) Submit a written annual report to be included in the written annual reports of the Church.

### **Section VII.2 The Floral Sub-Committee**

A Floral Committee consisting of up to four (4) members shall be appointed annually by the Board of Deaconesses.

#### ***It shall be the duty of this committee to:***

- a) Procure flowers to adorn the Sanctuary of the Church for the Sunday services, including any special arrangements for the Easter and Christmas services.
- b) Make arrangements with anyone who wishes to place flowers in the Sanctuary.
- c) Distribute the flowers used in the Sunday services to the sick and shut-in members or friends of the Church.
- d) Send flowers in the name of the Church in the event of the death of a Church member or someone in the immediate family.
- e) Arrange with the Church Treasurer to make payment for the flowers.
- f) Submit a proposed Budget to the Board of Deaconesses for the coming year.
- g) Submit a written annual report to be included in the written annual reports of the Church.

### **Section VII.3 Audio-Visual Coordinator**

An Audio-Visual Coordinator is appointed annually by the Board of Trustees to oversee the Church's sound and visual equipment, which includes the creation and distribution of worship service recordings.

Equipment overseen includes the sound system, all televisions, VCRs, projectors, etc. It does not include the organ, pianos, synthesizers, and other musical instruments or video/audio tapes in the library or held by the Sunday School.

#### ***It shall be the duty of the coordinator to provide:***

- a) Enlistment and training of members to operate and handle the equipment.
- b) Maintenance, safe storage, and repairs of the equipment.
- c) Availability of equipment and operators to support all church services and programs.
- d) Recommendations on the purchase of new equipment.
- e) Securing permission from the Board of Trustees prior to lending equipment to people or organizations outside the Church.
- f) Distribution of service recordings to shut-ins and others unable to attend services. This includes making master tapes and distributing copies to shut-ins and others desiring copies. Also includes responsibility for managing and budgeting for distribution media.
- g) Submission of a proposed budget to the Board of Trustees for the coming year.
- h) Submission of a written annual report to be included in the Church annual reports.

### **Section VII.4 Technology Coordinator**

A Technology Coordinator is appointed annually by the Board of Trustees to oversee the Church's Information Technology (IT) equipment.

Equipment overseen includes all computers, peripheral, software, data networks and documentation.

#### ***It shall be the duty of the coordinator to provide:***

- a) Authorizing all IT equipment usage, determining who is an authorized user, scheduling equipment usage, and monitoring for proper use.
- b) Maintenance, safe storage, and repairs of the equipment.
- c) Availability of IT services to all staff and officers as their ministry needs require it.
- d) Evaluation of new software and hardware to better address IT needs.
- e) Purchase of new equipment under the amount included by the computer budget. Purchases exceeding this amount must be approved by the Board of Trustees.
- f) Securing permission from the Board of Trustees prior to lending equipment to people or organizations outside the Church.
- g) Submission of a proposed budget to the Board of Trustees for the coming year.
- h) Submission of a written annual report to be included in the Church annual reports.

## **Article VIII. Church Business Meetings**

The Church shall hold three (3) regularly scheduled Business Meetings a year. Two of these meetings shall be held during the second week of May and October. The third meeting shall be the Annual Business Meeting and shall be held during the first week of February, weather permitting. The exact times and dates shall be at the discretion of the moderator and announced at two morning worship services prior to the meetings.

Matters of concern will be discussed, debated and voted upon as necessary at these meetings. Church members only, in accordance with the Bylaws, are entitled to vote. A majority vote of the members present shall rule on all matters except where otherwise specified in the Bylaws.

### **Section VIII.1 Regularly Scheduled Business Meetings**

- a) At the May and October meetings, the Church shall receive reports from all the Boards, the Financial Secretary, the Church Treasurer and committees as necessary. At either of these two meetings, the Nominating Committee may place in nomination the names of candidates to be voted on to fill unexpired terms of Board members and other officers. At the October meeting, the Nominating Committee shall present its slate of candidates to fill positions which will expire at the end of the Church year. At this meeting only, the opportunity will be given for further nominations from the floor, after which no further nominations from the floor will be accepted.
- b) At the Annual Business Meeting in February, the Church shall receive reports from all the Boards, the Financial Secretary, the Church Treasurer and committees as necessary. At this meeting the written Annual Reports shall be reviewed. Portions of them may be read and discussed, with particular attention being given to the financial reports and the proposed budgets for the coming year.

### **Section VIII.2 Special Business Meetings**

Special Business Meetings may be called at the discretion of the Moderator or upon the receipt of a written request submitted to the Moderator signed by not less than seven (7) members of the Church. The subject of the Special Meeting and the reason for calling it must then be announced from the pulpit at all services on the two (2) Sundays immediately preceding the meeting date.

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

A Quorum shall consist of thirty percent (30%) of the total membership.

## **Article IX. Rules of Order at Business Meetings**

### **Section IX.1 The Moderator**

The Moderator is not required to vote on any question, and to avoid showing partisanship he may refrain from voting on many issues. However, he should vote when a ballot is used, and he has the right to vote at any other time, especially when his vote will change the result.

#### ***It shall be the duty of the Moderator to:***

- a) Preside at all meetings.
- b) Call the meeting to order at the appointed time.
- c) Announce the business before the Church in its proper order.
- d) State and put all questions to vote which have been properly brought before the Church.
- e) Preserve order and decorum.
- f) Decide all questions of order (subject to an appeal).

### **Section IX.2 Order of Proceedings**

#### ***The order of proceedings in the meeting shall be as follows:***

- a) Opening with devotions
- b) Reading of the minutes of the previous meeting
- c) Reports of Boards, Officers and Committees
- d) Unfinished Business
- e) New Business
- f) Adjournment with prayer

### **Section IX.3 Rules of Order**

**(a) Presentations of Proposals**

Proposals presented for action by the Church shall be introduced by a motion of one member and seconded by another member. The motion must be put in writing, if any member present so requests.

**(b) Limiting Motions**

The Moderator shall not permit any new motion to be entertained until the one under consideration has been disposed of, except when motions are made to amend, postpone, lay on the table, adjourn or put the main question. A motion to reconsider must be made by someone who voted in the affirmative on the motion proposed for reconsideration.

**(c) Speaking on a Subject**

Any member who wishes to speak shall rise and respectfully address the Moderator. No member shall speak more than twice on the same subject without the consent of the members present.

**(d) Rules for the Moderator speaking on a Subject**

The Moderator may speak upon any subject under discussion by inviting another member to preside in his place.

**(e) Majority Rule**

In accordance with the Constitution, a majority vote of the members present shall rule on all matters except where otherwise specified. A secret ballot may be held on a motion from the floor, if the motion is approved.

**(f) Call to Order**

The Moderator shall call to order any member who, while speaking, introduces a subject foreign to the one under discussion. He shall call to order any member for using discourteous language or whose remarks are calculated to injure the reputation or feelings of any member who is not the subject of discipline.

**(g) Points of Order**

A point of order can interrupt a speaker to ensure orderly procedure. It is non-debatable, and it does not require a second. It can be raised anytime there is a violation of the rules of order, or of the Bylaws or a member is not speaking to the motion currently being considered.

**(h) Robert's Rules of Order**

Robert's Rules of Order shall govern in all matters of parliamentary procedure not provided for herein.

### **Section IX.4 Method of Voting on Church Officers**

The election of officers shall be by secret ballot, unless there is only one candidate for each office or only the required number of candidates to fill the vacancies. In this case a motion for the Church Clerk to cast the ballot is in order. If ballots are used, at least two tellers shall be appointed to count the ballots.

### **Section IX.5 Resolutions**

All resolutions on the minutes adopted previously which are inconsistent with the Constitution and/or Bylaws are hereby revoked. When there is a question as to the constitutionality of a resolution, it should be referred to the Constitution and Bylaws Committee to render an opinion. At a

future Business Meeting, this Committee shall submit a written recommendation to the Church for the approval or disapproval of the subject resolution.

## **Article X. Church Worship Services**

### **Section X.1 Regularly Scheduled Services**

The Church shall meet regularly for public worship of The Almighty Triune God.

*The following are authorized regularly scheduled services:*

- a) Sunday morning worship service
- b) Sunday Church School
- c) Sunday evening worship service
- d) Midweek Prayer and Bible study

### **Section X.2 Observance of the Lord's Supper**

The Ordinance of the Lord's Supper shall be observed on the first Sunday of each month as a part of the Sunday morning worship service and/or at such other times as the Pastor and the Board of Deacons deem proper.

### **Section X.3 Special Services**

- a) At regularly scheduled service times:  
Special services which would replace any of the regularly scheduled services must have the approval of the Pastor and the Board of Deacons.
- b) At other than regularly scheduled Service times:  
Any special service or services at other than the regularly scheduled service times must have the approval of the Pastor, the Board of Deacons and the Board of Trustees.

### **Section X.4 Cancellation of Services**

- a) Temporary  
When there is no emergency situation involved, a regularly scheduled service may be canceled only by joint agreement between the Pastor and the Board of Deacons. Advance notice of the cancellation must be given to the congregation.
- b) Emergency  
If an emergency situation arises in which immediate action must be taken, the Pastor or in his absence the President of the Board of Deacons may cancel a service. As many of the members of the congregation as possible must be notified immediately.
- c) Permanent  
Any permanent cancellation of a service or a set of services shall require an amendment to the Bylaws.

## **Article XI. Church Finances**

### **Section XI.1 Regular Income**

It is the purpose and aim of the Church to finance itself and its outreach by the tithes, offerings and contributions of its membership. The tithes and offerings constitute the Regular Income of the Church.

## **Section XI.2 Investment Income**

Investment Income from interest or dividends on Savings Certificates, Money Market Funds or Accounts, Certificates of Deposit, or other accounts of this nature including Certificates of Stock may be used at the discretion of the Board of Trustees toward meeting any of the items in the Church Budget.

## **Section XI.3 Building Fund**

Money received from contributions to the Building Fund shall be kept in a separate Building Fund Account. This money may be used for alterations or changes to the building structure or additions to the existing buildings all of which require approval by the Church. In addition, the Church may authorize its use to pay for any major repairs to the existing building or its facilities.

## **Section XI.4 The Higher Education Loan Program (HELP) Fund**

The HELP Fund was created to provide interest free loans for needy students. The Fund has a nucleus of \$10,000.00 invested in an interest bearing account, from which only the accumulated interest from this account may be used for loans. To be considered for a loan the applicant must have been a member of the Church in good standing for the past two years. Eligibility for future loans will cease if the member terminates his membership in the Church. All loans are to be made from the Fund and repaid loans must be returned to the Fund. In the event of the dissolution of the HELP Fund, all monies in the fund will be returned to the General Fund of the Church.

### ***The Trustees will administer this fund and have these responsibilities:***

- a) Determine the maximum amount of funds to be allocated for distribution each year and the maximum amount to be loaned to an individual each year.
- b) Keep an accurate record of the principal and income in the fund.
- c) Inform applicants of the loan conditions:
  - i) That all assistance will be in the form of loans to the student paid directly to the school by a check drawn by the Church Treasurer.
  - ii) That all loans shall be paid back in equal installments beginning one year after the borrower graduates, or discontinues his or her studies. In cases of extreme hardship the Board may at their discretion adjust the payment schedule for more lenient terms.
  - iii) All applications for funds must be made in writing, and when the applicant is under 18 years of age, signed by a parent or guardian.
- d) Ascertain that all applicants for HELP fund student loans meet the following conditions:
  - i) The applicant must have been a member in good standing in the Olney Baptist Church for the previous two (2) years.
  - ii) The applicant must be entering an accredited school, college, or university as a full or part time student.
- e) See that the following procedures for applications be complied with:
  - i) Provide an application form for interested applicants.
  - ii) Set the dates when applications must be received by the HELP Committee, generally three (3) months prior to the beginning of the semester.
  - iii) See that the terms of repayment are signed by the borrower, parent or guardian on receipt of the approval of the Loan.
- f) Submit a written annual report to be included in the written annual reports of the Church.

## **Section XI.5 Fund Raising Programs**

The occasion may arise when a fund raising program will become necessary to meet the Church's present or future needs. When this occurs the Church may authorize the creation of a

special fund and stipulate how the money is to be raised. The money shall be placed in a depository, with instructions for its disposition, and held for the particular purpose for which it was created. All fund raising programs must first be approved by the Board of Trustees, the Board of Deacons and the Board of Christian Education before seeking the approval of the Church.

### ***Section XI.6 Voluntary Contributions***

Any member or organization of the Church may at any time make voluntary contributions to duly authorized programs of the Church or other special concerns with the assurance that the contribution will be used as stipulated by the contributor.

## **Article XII. Delegates to the Philadelphia Baptist Association**

Each year, delegates will be appointed by the Moderator to represent the Church at the Annual Meeting of the Philadelphia Baptist Association. Their duties will be to faithfully represent the desires of the Church and to cooperate with the delegates of other Churches in promoting the Kingdom of Christ.

## **Article XIII. Licensing and Ordaining Members to Preach the Gospel**

### ***Section XIII.1 Licensing***

Any man who is a member of the Church, and who feels called of God to preach the Gospel of Jesus Christ and desires to be licensed, should make his request known to the Pastor and the Board of Deacons. The Pastor and the Board of Deacons shall meet with him to evaluate his qualifications. If they determine that the candidate is qualified, a special meeting of the Church shall be called for the purpose of acting on his request to be licensed. If three-fourths of the members present vote to approve his request for licensing, then the church shall take the necessary steps for licensing this member to preach.

### ***Section XIII.2 Ordaining***

If a man who is a member of the Church and has been licensed to preach desires to be ordained by the Church, he should seek the approval of the Pastor and the Board of Deacons. If they agree that he possesses the necessary scriptural and educational qualifications, a special meeting of the Church shall be called for the purpose of considering the question of his ordination. If three-fourths of the members present vote to approve his request for ordination, then the Church shall take the necessary steps for convening an Ordination Council of the American Baptist Churches in the U.S.A.

## **Article XIV. Vacancy in the Pastorate**

### ***Section XIV.1 The Pulpit Committee***

In the event the Church is without a Pastor (or has received notification of his intent to leave), a Pulpit Committee of not more than nine (9) members shall be elected by a majority vote of the Church. This committee shall be guided by the tenets of Article II in the Bylaws in regard to ordination and contractual matters. The committee shall report on its progress to the Church at the regularly scheduled business meetings and at other times if necessity warrants it. The Church shall authorize a fund of money to support the committee's activities.

It shall be the duty of this committee to seek out a ministerial candidate and whenever, in their judgment, a favorable candidate is found, a date suitable to the candidate and to the committee shall be set to allow him the opportunity to preach to the congregation. A letter shall be sent to the entire

membership indicating the services at which the candidate will preach and the date he will be voted on. A three-fourths affirmative vote of the members present shall be necessary for the election of a Pastor. The question of acceptance shall not be voted on in the presence of the candidate.

This committee shall not be a standing committee. Its work shall cease and it shall be dismissed on the date of the new Pastor's installation.

### ***Section XIV.2 Board of Deacons***

During any vacancy in the pastorate, the Deacons shall have charge of and direct all worship services of the Church. They shall secure speakers for all regularly scheduled worship services. If they seek to engage the services of an Interim Pastor, the terms and conditions must be approved by the Church. An Interim Pastor shall not be considered as a candidate to fill the vacancy

## **Article XV. The Pastor's Salary**

The Pastor's salary shall be reviewed annually. The negotiation of his salary shall be handled by the Board of Trustees. In determining adjustments to his salary, the Trustees shall communicate with the Pastor about his needs, consult with knowledgeable sources, such as the Pastoral Relations Committee, the Board of Deacons, and other Boards who may have an input. In making recommendations concerning his salary, they must balance needs with recommendations from the other sources and relate these to the financial condition of the Church. Their recommendation shall be contained in the "Proposed Current Expense Budget" of the Church for the coming year.

## **Article XVI. Annual Reports**

The Pastor, the Official Boards, and all other elected officers of the Church, the Auditing Committee, the Secretaries of all organizations, Committees, Choirs and Adult classes of the Sunday Church School shall each be required to submit a written report of the year's activities. The due dates for the various reports shall be set each year by the Moderator. They shall be put in the proper format, combined, duplicated, assembled and made available for distribution to the members of the Church at least two (2) Sundays prior to the Annual Business Meeting of the Church.

## **Article XVII. Definitions**

### ***Section XVII.1 Ex-officio***

An ex-officio member of a committee or board is one who is a member by virtue of holding some particular office, such as the Pastor and the Moderator. By making the holders of these two offices ex-officio members of all boards and committees, the intent is to permit, not to require, them to act as members of the various committees and boards. Consequently, in determining a quorum they should not be counted as members. However, the ex-officio members in this Church shall be allowed to participate in the discussions and to vote in any meeting where a quorum has been met.

### ***Section XVII.2 The Official Church Year***

The Official Church Year covers the period of time from January 1st through December 31st of any calendar year