

# **First Baptist Church Muncie**

## **Constitution and Bylaws**

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# Constitution

## Article I. Name

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The name of this Church shall be the First Baptist Church of Muncie, Indiana (hereinafter "Church").

## Article II. Doctrine

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### Section A. Statement of Faith and Practice

This Church accepts the Holy Scriptures as its sole authority in matters of faith and practice.

### Section B. Declaration of Faith

Recognizing and honoring the differences that exist among believers, this Church generally ascribes to the New Hampshire Confession Declaration of Faith (1833) as a guide to faith and practice.

## Article III. Vision, Mission and Purpose

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This Church shall maintain a Vision, Mission and Purpose.

## Article IV. Organization

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### Section A. Government

The government of this Church is vested in the body of believers who compose it. It is that body of believers which forms the Congregation of this Church.

### Section B. Relationships

While preserving its complete autonomy as a Baptist church, it shall maintain affiliation and cooperation with the American Baptist Churches, U.S.A. and its cooperating agencies and boards, the American Baptist Churches of Indiana and Kentucky, and with such other organizations as this Church may designate.

## Article V. Membership

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### Section A. Qualifications

Any person professing faith in Jesus Christ as personal Lord and Savior, and who ascribes to the faith and practices of this Church, may be admitted to membership.

Within this fellowship, two steps are held basic, historic and scriptural as marks of the believer.

1. Voluntary and deliberate acceptance of Jesus the Christ as the Son of God, personal Savior, and Lord.
2. Public profession and witness to that decision through the ordinance of Baptism by immersion unless prohibited for health reasons.

However, we welcome to membership all who have, of their own volition, accepted Christ as Savior and Lord and have given public witness to that decision in some form of Baptism.

### **Section B. Admission**

Persons may be admitted into membership by any one of the following methods, upon recommendation by the Diaconate (established in the Bylaws) and followed by a vote of approval by the Congregation at any regularly scheduled business meeting.

1. Upon confession of faith in Jesus the Christ and Baptism.
2. By letter of transfer or certificate of Membership from any Church of Christian faith.
3. By statement of Christian experience as described in Qualifications.

### **Section C. Classification of Members**

1. Active Member: An Active Member shall attend services on a regular basis and have a personal part in supporting activities of the Church. These members contribute regularly and loyally to the Church in accordance with their abilities. All members shall be considered an Active Member unless otherwise classified in accordance with this Constitution.
2. Inactive Member: When a member has been inactive for a period of one year, without showing any interest in attending services, communicating with the Church, or contributing to its support, the Diaconate shall classify the member as an Inactive Member. Reasonable attempts will be made by the Diaconate to reconnect to the member prior to reclassification. The Pastor and the Diaconate may excuse a member's absence or delinquency for good cause. The names of Inactive Members shall be placed on an Inactive Membership List and shall not be counted or reported as members, may not vote in Church business meetings. Inactive Members who renew active participation in the Church (see definition of Active Member) may be restored as an Active Member by the Diaconate.
3. By Association: Any believer who is temporarily living in the Muncie community for a finite period of time may unite with the Church during that limited period and retain membership in his/her home church. He/she will have no vote on Church matters, may not hold elected position, but may attend Church Meetings and is invited to participate in all Church activities. His/her associate membership shall terminate upon completion of his/her temporary stay.

### **Section D. Termination of Membership**

1. By Letter of Request: Upon application members may be released to unite with some other Church or to simply withdraw their membership.
2. By Disciplinary Action: The Church Coordination Team may exclude an individual from membership for a significant breach of the Constitution, Bylaws, and/or Christian conduct, including but not limited to, failure to work in Christian fellowship.

## **Article VI. Officers**

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The Officers of this Church shall be the Lay Moderator, Clerk, Treasurer, and Financial Secretary. Other Officers may be established in the Bylaws.

## **Section A. Lay Moderator**

The Lay Moderator shall moderate Church Meetings, shall serve as Chairperson of the Church Coordination Team, ensure communication and coordination between Ministries, the Church Coordination Team, and the Congregation. The Lay Moderator shall be elected by the Congregation to serve a one-year term. The Lay Moderator may be reelected but may serve no more than three consecutive years. He/she shall serve in this office only. The Lay Moderator may appoint an Active Member(s) to assist with duties. In the absence of the Lay Moderator, or an appointee of the Lay Moderator, Church Coordination Team shall designate an alternate to officiate the Church Coordination Team or Church Meetings.

## **Section B. Clerk**

The Clerk shall keep a complete record of the minutes of all Church Meetings and the Church Coordination Team. A copy of these records will be deposited in the church archives. The Clerk and/or a designated assistant shall be trained and build skills to use the database for registration of new members and for maintaining a current register of members, including addresses, with dates and types of admission or termination, noting such changes as they occur. He/she shall assist the Deacons in issuing letters of transfer. The Clerk shall be responsible for preparing annual association and state records. He/she may appoint an Active Member(s) to assist with duties. The Clerk shall be elected by the Congregation to serve a one-year term and may be re-elected annually, having no term limits.

## **Section C. Treasurer**

The Treasurer shall keep an accurate record of all receipts and disbursements made under the direction of the Church Coordination Team. The Treasurer shall make monthly written reports of the financial condition of the Church to the Church Coordination Team, and to the regular Business Meetings of the Church, and report to the Clerk such financial statements as desired for association and state records. The Treasurer shall be an ex-officio, non-voting, member of the Property Ministry. The Treasurer shall submit the books for review at the end of each year or upon request of the Church Coordination Team. The Treasurer may appoint an Active Member(s) to assist with duties. The Treasurer shall be elected by the Congregation to serve a one-year term and shall have no term limits.

## **Section D. Financial Secretary**

The Financial Secretary shall be responsible for the counting and depositing of all offerings and other money received by the Church, shall keep records of individual giving, and supply annual reports. Upon request, the Financial Secretary shall provide the Diaconate and Nominating Committee with information regarding whether an individual is a giver of record, meaning that there is a written record that the individual, or individual's family financially contributed to the Church, not the amount contributed. The Financial Secretary may appoint an Active Member(s) to assist with duties. The Financial Secretary shall report to the Church Coordination Team, but shall not serve on the Church Coordination Team. The Financial Secretary shall be elected by the Congregation to serve a one-year term and shall have no term limits.

## **Article VII. Ministries**

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### **Section A. Designation of Ministries**

The Ministries of this Church shall be designated as Member Care, Property, Adult Ministries, Children Ministries, Youth Ministries, Worship Gathering, and Outreach. Other Ministries may be established in the Bylaws.

### **Section B. Responsibilities and Meetings**

The Responsibilities and Meetings of the designated Ministry areas shall be established in the Bylaws.

### **Section C. Ministry Leaders**

Each designated Ministry shall have a Coordinator. In addition, there shall be two Members-At-Large elected by the Congregation to serve on the Church Coordination Team. The election, duties, and responsibilities of the Ministry Coordinators shall be established in the Bylaws.

## **Article VIII. Church Coordination Team**

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### **Section A. Members of the Church Coordination Team**

The Church Coordination Team is a body of Church Leaders that facilitates the ministries of the Church. The members of the Church Coordination Team are as follows:

- Lay Moderator
- Clerk
- Treasurer
- Member Care Coordinator
- Property Coordinator
- Adult Ministries Coordinator
- Children Ministries Coordinator
- Youth Ministries Coordinator
- Worship Gathering Coordinator
- Outreach Coordinator
- Members-At-Large to include one from each of the traditional and contemporary services (2)
- Senior Pastor: The Senior Pastor or Interim Pastor shall be a full voting member of the Church Coordination Team
- Other Professional Staff: All Professional Staff (established in the Bylaws) shall be ex-officio, non-voting, members

### **Section B. Meetings and Responsibilities**

The meetings and responsibilities of Church Coordination Team shall be established in the Bylaws.

## **Article IX. The Senior Pastor**

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### **Section A. Principal Functions**

As the spiritual leader of the Church, the Senior Pastor, or "Pastor", shall be the lead member of the Professional staff, have primary responsibility for worship, outreach, visitation, counseling, coordination of Church programs, and serve as a resource for the fulfillment of the Church's Vision, Mission, and Purpose.

### **Section B. Qualifications and Duties**

The Qualifications and Duties of the Senior Pastor shall be established in the Bylaws.

### **Section C. Establishment of Relationships**

Pastoral Search Team Formation: In the event of a Pastoral vacancy, the Church Coordination Team shall initiate action for the formation of a broadly representative ad hoc committee, called Pastoral Search Team, for the express purpose of identifying and recommending a prospective Pastor to the Congregation. The Church Coordination Team shall nominate persons for this Team and such nominations shall be brought to the Congregation for a vote in accordance with the Constitution and Bylaws.

1. Pastoral Search Team Organization: The Lay Moderator shall call the first meeting of the Team for the purpose of electing a chairperson and other officers decided upon by the Pastoral Search Team.
2. Recommendation: The Team shall present its recommendation to the Church Coordination Team. When the Church Coordination Team is prepared to recommend a Pastor to the Congregation, it shall request a Church Meeting for the purpose of presenting a candidate and for getting a response from the Congregation regarding his/her acceptability.
3. Motion to Call: The Congregation shall consider a motion to extend a call to the Pastoral candidate at a regular or properly called Church Meeting with Previous Notice of the Motion. A quorum of thirty percent (30%) of the Active Members shall be required. The vote shall be by written ballot. Approval by two-thirds (2/3) of Active Members entitled to vote, excluding blanks or abstentions, shall be required to extend the call.
4. Dissolution of Pastoral Search Team: The Pastoral Search Team shall be dissolved when the Pastor has been installed.

### **Section D. Termination of Relationship**

1. By Pastor: The Pastor may terminate the pastoral relationship by providing written notice to the Lay Moderator or Church Coordination Team at least one month prior to his/her last day.
2. By Congregation: The Congregation may consider a motion to terminate the Pastoral relationship upon recommendation of the Church Coordination Team, or written petition signed by twenty-five (25) Active Members at a regular or properly called Church Meeting with Previous Notice of the Motion. A quorum of thirty percent (30%) of the Active Members shall be required. The vote shall be by written ballot. Approval by two-thirds



(2/3) of Active Members entitled to vote, excluding blanks or abstentions, shall be required to terminate the pastoral relationship.

### **Section E. The Interim Pastor**

When an Interim Pastor is needed, the Church Coordination Team shall form a committee to recommend a candidate to the Congregation. The Interim Pastoral candidate may be called or terminated by a majority vote at any Church Meeting. A Call Contract shall be negotiated by the Church Coordination Team and the Interim Pastor.

## **Article X. Worship Services**

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### **Section A. Worship Services**

Worship services shall be held each Sunday and at such other times as the Pastor and the Diaconate may direct. A meeting of the church school shall be held each Sunday for the study and teaching of the Bible. The Ordinance of the Lord's Supper shall be observed on the first Sunday of each month unless otherwise arranged by the Pastor and the Chair of the Diaconate.

### **Section B. Cancellation**

Cancellation of any regular worship services due to emergency conditions shall be the responsibility of the Pastor and/or the Chair of the Diaconate. All reasonable means shall be used to notify the Congregation.

## **Article XI. Church Meetings**

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### **Section A. Church Meetings**

1. Business Meetings: There shall be business meetings as scheduled by the Church Coordination Team. Notice shall be given. Elections shall be held and the budget for the next Fiscal Year presented for adoption at the end of the Calendar Year.
2. Special Meetings: A special meeting of the membership may be called at any time by the Lay Moderator, at the request of the Pastor, the Church Coordination Team, or by written request of twenty- five (25) Active Members. Notice shall be given. Such a business meeting may be deemed a regular meeting of the membership, and any business may be transacted, provided only that the transaction of such business does not conflict with any other provision of the Constitution or Bylaws.
3. Congregational Matters: The following matters must be brought to the congregation for consideration and approval: a. Adoption of the budget b. Changes in the budget greater than \$1,000 c. Purchase of real property d. Changes in the Constitution and Bylaws e. Increased Indebtedness f. Calling and dismissal of Senior Pastor and Professional Staff. Support Staff are excluded. g. All other matters required by the Constitution and/or Bylaws.

## **Section B. Notice and Previous Notice of a Motion**

When Notice is required, the Church Meeting shall be called in advance of the meeting with information about its time, date, and location announced for two consecutive Sundays prior to the date of the meeting. When Previous Notice of a Motion is required, the intent to make a certain motion at that meeting shall be provided in writing to the membership at least two weeks in advance of the meeting, and publicly announced at each regular worship service for two consecutive Sundays prior to the date of the meeting.

## **Section C. Vote, Quorum, and Conduct**

Unless otherwise provided in the Constitution or Bylaws, a majority vote shall be required to adopt a motion or to elect a candidate to a position. A majority vote is defined as more than half of the Active Members entitled to vote, excluding blanks, or abstentions, at a regular or properly called meeting at which a quorum is present. Quorum shall be ten percent (10%) of the Active Members unless otherwise specified in the Constitution or Bylaws. Robert's Rules of Order, Newly Revised, shall govern the conduct of all Church Meetings.

## **Section D. Eligible Voters**

Active Members shall be the only Classification of members eligible to vote in Church Meetings as representatives of the Congregation.

1. Active Members Age 18 and Older: Active Members eighteen (18) years of age or older shall be entitled to vote on all questions before the Church.
2. Active Members Under Age 18: Active Members under eighteen (18) years of age shall not be entitled to vote on personnel matters (including but not limited to the calling, dismissal, or discipline of the Pastor or staff), property-related matters, financial matters, or amendments or suspension to the Constitution, Bylaws, or other matters provided by law or contract.
3. Proxy or Absentee Ballot: Voting by proxy or absentee ballot shall not be permitted.

## **Article XII. Nominating Committee**

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Candidates for elected positions shall be nominated by the Nominating Committee and elected by the Congregation. The Lay Moderator shall convene a Nominating Committee composed of three Active Members: one appointed by the Pastor, one appointed by the Lay Moderator, and one appointed by the Church Coordination Team. The Nominating Committee shall develop and present the slate of candidates to the Congregation at the Year End Meeting. Candidates shall be considered based on their qualifications as outlined in the ByLaws (ByLaws II C) and desire to serve in an elected position. In the event of vacancies during the year, the committee shall reconvene and shall recommend qualified replacement(s) to the Congregation at the next Church Meeting.

### **Article XIII. Fiscal Year and Terms of Office**

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The Fiscal Year of this Church shall be the calendar year from January 1 through December 31. The terms of office for all elected positions shall be the calendar year from January 1 through December 31.

### **Article XIV. Amendments**

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The Congregation may consider a motion to amend, modify or rescind the Constitution, or adopt a new Constitution, upon recommendation of the Church Coordination Team, or written petition signed by twenty-five (25) Active Members at a regular or properly called Church Meeting with Previous Notice of the Motion. A quorum of twenty percent (20%) of the Active Members shall be required. The vote shall be by written ballot. Approval by two-thirds. (2/3) of Active Members entitled to vote, excluding blanks or abstentions, shall be required to adopt such motion.

# ByLaws

## Article I. Preamble

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These Bylaws shall complement the Constitution of this Church. Should any provision herein be deemed to conflict with the Constitution, the Constitution shall prevail.

## Article II. Church Coordination Team

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### Section A. Purpose

The Church Coordination Team is a body of Church Leaders that facilitates the ministries of the church. Its primary purpose is to discern God's leading among the body of First Baptist Church Muncie and to coordinate the Ministries of the church. Its work consists of organizing ministry teams and equipping the members/attendees of First Baptist Church to serve God's mission in this community.

### Section B. Responsibilities:

- Developing long range plans
- Coordinating the Ministries of the Church
- Reviewing and evaluating the plans and programs of the Ministries of the Church
- Setting personnel policy
- Setting worship calendar
- Submitting a budget to the Congregation
- Recommending to the Congregation all revisions of the Church Constitution and By-Laws
- Employing, discharging, and establishing salaries and duties of Support Staff (such salaries shall not exceed budgeted amounts)
- Directing a program to attain the budget requirements
- Authorizing prompt payment of all salaries and other indebtedness
- Holding in trust all property belonging to the Church
- Scheduling a periodic review of the Church's finances
- Working with the Pastor to formulate mutually desirable goals, procedures, and expectations
- Assisting the Pastor and Congregation in working together harmoniously
- Helping mediate conflicts within the Congregation
- Appointing a church historian

### Section C. Qualifications of Ministry Coordinators:

The following qualifications are for Ministry Coordinator:

#### Commitment:

Must be an Active Member in Good Standing - meaning one who supports the stated practices of the Church and is a giver of record, individually or as a family unit.

**Character:**

Must be a person of good character and able to discern God's movement among the people at First Baptist Church Muncie. Integrity, honesty, reliability, and dependability are requisite.

**Competency:**

Must be capable of recruiting, equipping, and leading teams. The goal of the Ministry Coordinator is not to carry out the ministry alone. He/she should be capable of equipping and leading teams to do ministry. Not all people have the capability to inspire and lead others. A Ministry Coordinator must be the type of person with leadership abilities that will enable him/her to involve as many people as possible in his/her area of ministry.

**Chemistry:**

Should be able to work well with others on the Church Coordination Team and the pastors of the church. His/her personality should be one that others find enjoyable, pleasing, and adaptable. A Ministry Coordinator should be a team player who works well with others. Chemistry is hard to define, but a lack of chemistry is evident in team meetings.

**Capacity:**

Should be a person who has the time and energy to devote to leading others. An ability to lead and inspire others for ministry is crucial. It is easier to do the work of ministry on one's own; however, a Ministry Coordinator should be able to enable and equip others for ministry.

**Section D. Responsibilities of the Ministries**

Ministries shall be vision-oriented with an emphasis on new opportunities for advancement of the core objectives outlined in their responsibilities as follows:

**Member Care:**

- Visit members of the Church, caring for sick, needy, and distressed members
- Visit and assist shut-ins both in the hospital and home
- Serve meals to bereaved families of the Church upon request
- Deliver or order flowers on behalf of the Church
- Recognize the birth of babies into families of the Church
- Send bulletins to shut-ins
- Greet worshipers at the various services of the Church
- Conduct special prayer chains
- Incorporate new members into the life of the Church
- Work in conjunction with the appropriate staff
- Perform any other duty assigned by the Church Coordination Team

**Property:**

- Have general charge of all business interests of the Church
- Be responsible for Church facilities
- See that all deeds, insurance policies, and contracts are in legal form and in safe keeping

- Work in conjunction with the appropriate staff
- Perform any other duty assigned by the Church Coordination Team

### **Adult Ministries:**

- Organize and coordinate the educational programs of the Adult Sunday School and Life Groups
- Be responsible for discovering, enlisting, training, and equipping leaders for all Adult Ministries
- Study the educational needs of the Church and make suggestions regarding the curriculum materials needed
- Coordinate the ordering of materials for Adult Sunday School and Life Groups
- Work in conjunction with the appropriate staff
- Promote and support adult fellowship events such as Church Friends lunches
- Perform any other duty assigned by the Church Coordination Team

### **Children Ministries:**

- Organize and administer the children programs of the Church
- Organize and administer the nursery of the Church
- Be responsible for discovering, enlisting, training, and equipping lay leaders and mentees for Children Ministries
- Review and administer all background checks for Children Ministry workers
- Study the educational needs of the children and make decisions regarding the curriculum materials needed
- Work in conjunction with the appropriate staff
- Perform any other duty assigned by the Church Coordination Team

### **Youth Ministries:**

- Organize and administer the youth programs of the Church
- Be responsible for discovering, enlisting, training and equipping leaders and mentees for Youth Ministries
- Organize and administer special trips for youth such as Mission Trips, Winter Ski - Trips and/or special retreats
- Review and administer all background checks for Youth Ministry workers
- Study the educational needs of the youth and make decisions regarding the curriculum materials needed
- Work in conjunction with the appropriate staff
- Perform any other duty assigned by the Church Coordination Team

### **Worship Gatherings:**

- Develop and advance meaningful opportunities and expressions of all styles of worship that elevate the Person of our Lord and Savior, Jesus Christ
- Promote and supervise music, arts, and drama
- Assist Pastor and worship design teams in planning and conducting services of worship
- Work in conjunction with the appropriate staff

- Coordinate, often in conjunction with Children's Ministry, special recognition for groups such as fathers and mothers
- Coordinate seasonal decorations for the sanctuary
- Perform any other duty assigned by the Church Coordination Team

### **Outreach:**

- Work with other Ministries to develop programs that will connect individuals to the Church
- Meet the needs of people in our neighborhood and community through service and ongoing projects
- Work in conjunction with the appropriate staff
- Coordinate and publicize denominational mission offerings
- Perform any other duty assigned by the Church Coordination Team

### **Section E. Election of Ministry Coordinators**

The Member Care Coordinator, Property Coordinator, Adult Ministry Coordinator, Children Ministry Coordinator, Youth Ministry Coordinator, Worship Gatherings Coordinator, Outreach Coordinator and Members-At-Large shall be elected for two-year terms with the possibility of re-election for one additional one-year term.

After serving a maximum of three consecutive years, a Ministry Coordinator is ineligible to serve as any Ministry Coordinator for one year before being eligible for reelection as a Ministry Coordinator. Each Ministry Coordinator shall appoint an Active Member to serve as an alternate in the event that the Ministry Coordinator is unable to attend a meeting. Should the Ministry Coordinator be unable or unwilling to fulfill the remainder of his or her term, the Nominating Committee shall submit a new candidate to the Congregation as provided herein.

### **Section F. Reports and Accountability**

A Ministry Coordinator shall oversee the budget for his/her area. He/she is responsible to work with the Church Coordination Team to assure that their expenditures remain within the budget. He/she will work with the Church Coordination Team to develop a Church budget to submit to the Congregation for approval each year.

A Ministry Coordinator shall submit monthly reports to the Church Coordination Team reflecting how he/she senses God moving in his/her ministry area. The reports will also provide an opportunity to share how others are being empowered for ministry and discuss concerns/questions with the Team. Reports should be submitted the week before each monthly meeting.

### **Section G. Meetings**

The Church Coordination Team shall meet monthly unless there are no items on the agenda.

There shall be no set Ministry meeting schedule. Ministry Teams will be formed to accomplish specific goals and tasks and may vary in size and duration.

## **Article III. Senior Pastor**

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### **Section A. Qualifications**

1. He/she shall be an ordained minister whose credentials are recognized or who is willing and eligible to be recognized by the American Baptist Churches of Indiana and Kentucky.
2. It is preferred that the Senior Pastor be a graduate of an accredited seminary with a Master of Divinity or equivalent degree.
3. He/she shall demonstrate good preaching ability.
4. He/she shall exhibit Christian character and be a living example of compliance with the teachings of the Bible. The Senior Pastor shall have a friendly, helpful, sincere attitude, and be an influence of good in the community.

### **Section B. Duties**

The Senior Pastor duties include, but are not limited to:

1. Worship a. Preaching b. Worship Leadership c. Administration of Ordinances d. Officiating at Weddings and Funerals
2. Leadership Role a. Help guide the Church Coordination Team b. Coach Ministry Teams c. Train Leaders
3. Administration: The Senior Pastor is responsible for administration of the total Church program though many of the duties of administration may be delegated to the staff and/or volunteer leadership. The Senior Pastor shall:
  - a. Be available to assist Officers, Church Coordination Team, Ministries and Teams with long range and short-term planning and execution of their tasks by consulting, advising, coordinating, and evaluating.
  - b. Function as leader of the staff and be responsible for building effective staff relationships.
  - c. Enable staff members to utilize their gifts in the ministry of the Church.
  - d. Prepare periodic evaluations of staff for submission to the Church Coordination Team.
  - e. Be a voting member of the Church Coordination Team.
4. Pastoral Care a. Advance spiritual welfare of the Church b. Counsel couples, individuals, families and/or groups c. Promote Visitation (Evangelism, Homes, Hospital, Nursing Homes) d. Minister to the bereaved
5. Personal Growth and Recreation a. Take appropriate time for personal reading, research, and meditation b. Take one-month of vacation each year c. Have one to two days off each week d. Attend denominational and interdenominational conferences and encourage other staff persons and members of the Congregation to attend

### **Section C. Accountability and Evaluation**

The Senior Pastor is accountable to the Church body, with special relationship with and accountability to the Church Coordination Team. On an annual basis, the Senior Pastor will share his/her goals with the Church Coordination Team, looking back with them to see what goals were met



during the previous year. There will be a periodic informal evaluation conversation involving representatives of the Church Coordination Team and the Pastor. Every three to five years there will be a formal performance evaluation by the Lay Moderator (and any appointees he/she deems needed) with a Pastor's self-evaluation and a written anonymous feedback from a random sample of the church's Active Members.

## **Article IV. Professional and Support Staff**

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### **Section A. Staff Defined**

1. Professional Staff: the Church Coordination will decide what positions, in addition to the Senior Pastor, are to be considered Professional Staff. Professional Staff positions are normally those related to the ministries of the Church such as worship, music, youth, or ministerial. Usually, Professional Staff positions are half-time to full-time employment.
2. Support Staff: All staff positions, other than Professional Staff, shall be considered Support Staff positions. These would include but are not limited to positions such as secretaries, administrative assistants, interns, mentees, and custodians.

### **Section B. Establishment of Relationship**

1. Professional Staff: Upon a vacancy in the Professional Staff, a Search Team shall be formed in the same method and manner as provided in Constitution Art. IX, Section C. Interim Professional Staff may be approved at any Church Meeting.
2. Support Staff: The Senior Pastor shall recommend the hiring of Support Staff to the Church Coordination Team for approval in accordance with budgetary constraints.

### **Section C. Qualifications and Duties**

The Church Coordination Team in conjunction with the Senior Pastor will establish qualifications and duties of all staff.

### **Section D. Accountability and Evaluation**

All staff are accountable to the Senior Pastor on day-to-day matters. The Senior Pastor may make recommendations to the Church Coordination Team regarding personnel matters. The Church Coordination Team shall make the final determination regarding all personnel matters unless otherwise provided in the Constitution or Bylaws. The Senior Pastor shall be responsible for the completion of periodic reviews of the staff. Such reviews shall be submitted to the Church Coordination Team.

### **Section E. Termination of Relationship**

1. Professional Staff: The Professional Staff other than the Senior Pastor may terminate the employment relationship by providing written notice to the Senior Pastor or Church Coordination Team at least two weeks prior to his/her last day. The Congregation may consider a motion to terminate the employment relationship of Professional Staff upon

recommendation of the Church Coordination Team, or written petition signed by twenty-five (25) Active Members at a regular or properly called Church Meeting with Previous Notice of the Motion. A quorum of twenty percent (20%) of the Active Members shall be required. The vote shall be by written ballot. Approval by two-thirds (2/3) of Active Members present and entitled to vote, excluding blanks or abstentions, shall be required to terminate the Professional Staff relationship.

2. Support Staff: The Support Staff may terminate the employment relationship by providing written notice to the Senior Pastor or the Church Coordination Team at least two weeks prior to his/her last day. The Church Coordination Team may terminate the employment relationship of Support Staff.

## **Article V. Standing Committees**

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### **Section A. Diaconate**

1. Members: Candidates shall be interviewed and appointed by a committee consisting of the Pastor, the Lay Moderator, and the Member Care Coordinator as to his/her meeting the Scriptural qualifications and acceptance of the duties as set forth in 1 Timothy 3:8-13 and Acts 6:1-4. The Diaconate shall consist of nine Active Members, including a minimum of three women and three men and a minimum of three regular attendees of each of the traditional and contemporary services, who shall serve one three-year term, and may not be eligible for immediate reappointment. Rotation shall be staggered so that three Members rotate off each year and three members are added.
2. Duties: a. Determine when a Member becomes inactive or when an Inactive Member becomes active again; which will then be reported to the Church Clerk for database entry b. Record when individuals join the church c. Administer Benevolence Fund d. Be responsible, along with the pastor, for observance of Baptism and the Lord's Supper e. Orient new Members and interested parties to the life of the Church, such as a "New Members class" f. Present names of those seeking membership to the congregation for a vote

## **Article VI. Teams and Individuals**

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The Congregation, Lay Moderator, Senior Pastor, Professional Staff, Church Coordination Team, Officers, and/or Ministry Leaders, may elect or appoint individuals or teams of individuals for the purpose of accomplishing a specific task of a short-range nature. After the task has been accomplished, the election or appointment concludes.

## **Article VII. Auxiliary Organizations**

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### **Section A. Definition**

Auxiliary Affiliated Organizations are defined by:

- Being named with First Baptist Church
- Having a separate treasury
- Having separate officers
- Being consistent and compatible with the Constitution and Bylaws of the Church

## **Section B. Auxiliary Operations**

The Church regards all auxiliary organizations as formed for the purpose of carrying out designated activity of the Church. Auxiliary organizations may be disbanded by a Congregational vote at any Church Meeting. The volunteer officers and/or leaders of these organizations shall be Active Members of the Church elected by their representative organizations. The Constitution and/or Bylaws of auxiliary organizations shall not conflict with the Constitution and Bylaws of this Church. Meetings of auxiliary organizations shall be planned to avoid any conflict with regular Church meetings.

## **Article VIII. Finances**

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### **Section A. Policy**

The financial policy of this Church, and of all auxiliary organizations, is predicated upon personal, voluntary giving as an act of worship. Annual pledges toward the budget of the Church may be solicited on this basis. Additional free-will offerings may be taken for special purposes, when deemed necessary.

### **Section B. Budget**

At the Year-End Business Meeting, the Congregation shall adopt a unified budget for the next Fiscal Year.

### **Section C. Expenditures**

Appropriations are to be expended under the direction of the Church Coordination Team. Checks for expenditures in the amount of \$2,500.00 or greater shall require two signatures: signatories to be designated by the Church Coordination Team.

### **Section D. Benevolence Fund**

There shall be a Benevolence Fund administered by the Diaconate, to be used for the purpose of giving emergency relief or aid to members and regular attendees of the Church. Monies for this fund shall come from donations by Members designated for the Benevolence Fund and are not part of the Church budget. The Diaconate shall not be required to account for individual disbursements from this fund, but should periodically give a summary report to the Congregation. A portion of the fund may be donated to the Christian Ministries of Delaware County or to some other organization for people in need.

## **Article IX. Amendments**

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The Congregation may consider a motion to amend, modify or rescind the Bylaws, or adopt new Bylaws, upon recommendation of the Church Coordination Team, or written petition signed by twenty-five (25) Active Members at a regular or properly called Church Meeting with Previous Notice of the Motion. A quorum of twenty percent (20%) of the Active Members shall be required.

The vote shall be by written ballot. Approval by two-thirds (2/3) of Active Members present and entitled to vote, excluding blanks or abstentions, shall be required to adopt such motion.

# Revision Committee

Bill Eidson (Chair)    Wade Allen (Pastor)  
Jarod Bishop            Molly Flodder  
James Heimlich        Stephen Reid  
Joe Songer

Recommended to the Church Coordination Team	October 15, 2019
Church Coordination Team Approval and Recommendation to Church	October 15, 2019
Members Approval of Revised Constitution and Bylaws	December 15, 2019