

The Constitution of First Baptist Church

Crawfordsville, Indiana

Revised and adopted November 1981

Revised October 1989

Revised July 1993

Revised March 2003

Revised June 2006

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First Baptist Church
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PREAMBLE

The Mission of First Baptist Church is to make disciples who make disciples by proclaiming the Gospel of Jesus Christ to the ends of the Earth. Matthew 28:18-20.

I. The Word of God

We believe the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.

II Timothy 3:16; II Peter 1:20,21; Mark 13:31; John 8:31,32; John 20:31; Acts 20:32

II. The Trinity

We believe there is one living and true God, eternally existing in three persons: Father, Son and Holy Spirit. We believe these are equal in every divine perfection, and they execute distinct but harmonious offices in the work of creation, providence and redemption.

Genesis 1:1,26; John 1:1,3; Matthew 28:19; John 4:24; Romans 1:19,20; Ephesians 4:5,6

III. God the Father

We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe He infallibly foreknows all that shall come to pass, He concerns Himself mercifully in the affairs of men, He hears and answers prayer, and He saves from sin and death all who come to Him through Jesus Christ.

Luke 10:21,22; Matthew 23:9; John 3:16; 6:27; Romans 1:7; I Timothy 1:1,2; 2:5,6; I Peter 1:3; Revelation 1:6

IV. Jesus Christ

We believe in Jesus Christ, God's only Son; fully God and fully human. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth.

Matthew 1:18-25; Luke 1:26-38; John 1:1; 20:28; Romans 9:5; 8:46; II Corinthians 5:21; I Peter 2:21-23; John 20:30, 31; Matthew 20:28; Ephesians 1:4; Acts 1:11; Romans 5:6-8; 6:9,10; Hebrews 7:25; Hebrews 9:28; I Timothy 3:16

V. The Holy Spirit

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe the Holy Spirit indwells every believer in Christ, and He is an abiding helper, teacher and guide.

John 14:16,17,26; 15:26,27; John 16:9-14; Romans 8:9; I Corinthians 3:16; 6:19; Galatians 5:22-26

VI. Salvation

We believe man was created by God in His own image; he sinned and thereby incurred physical, spiritual and eternal death, which is separation from God; as a consequence, all human beings are born with a sinful nature and are sinners by choice and therefore under condemnation. We believe those who repent and forsake sin and trust Jesus Christ as Savior, being regenerated by the Holy Spirit, become new creatures, delivered from condemnation and receive eternal life.

Genesis. 1:26; 5:2; Genesis 3; Genesis 2:17; 3:19; Eccl. 2:11; John 3:14; 5:24; John 5:30; 7:13; 8:12; 10:26; Romans 9:22; II Thessalonians 1:9; Rev. 19:3,20; 20:10,14,15; 21:18; Psalm 51:7; Jeremiah 17:9; James 1:14; Romans 3:19; 5:19; Proverbs 28:13; I John 1:9; John 3:16; John 1:13; II Corinthians 5:17; Romans 8:1

VII. The Church

We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe God has laid upon the members of the local church the primary task of making disciples by proclaiming the Gospel of Jesus Christ to the ends of the earth.

Ephesians 2:19-22; Acts 1:8; Ephesians 5:19-21; Acts 2:42; Hebrews 10:23-25

VIII. Christian Living

We believe Christians should live for the glory of God and always put the welfare of others ahead of their own. We believe Christians should live blamelessly before the world and be continually turning from sin and turning to Christ and seeking to build up themselves and other believers until all have grown into the full stature of maturity in Christ.

Corinthians 10:31; Romans 12:1-3; Hebrews 12:1-2; John 14:15,23-24; I John 2:3-6; II Corinthians 9:6-9; I Corinthians 4:2; Col. 1:9-10

IX. The Ordinances

We believe that the Lord Jesus Christ has committed two ordinances to the local church, baptism and the Lord's Supper. We believe Christian baptism is the immersion of the believer in water into the name of the triune God. We believe the Lord's Supper was instituted by Christ for commemoration of His death. We believe these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

Matthew 28:18-20; Romans 6:3-5; I Corinthians 11:23-26

X. Marriage and Sexuality

We believe that marriage is the covenant relationship between one man and one woman; established in creation and is a unique gift from God which demonstrates the union of Christ and the Church. We believe that sexual intimacy must only be expressed in the context of marriage and that all sexual activity outside of this covenant relationship is contrary to Scripture.

Genesis 1:27-28; 2:23-24; Matthew 19:4-6; Romans 1:26-27; I Corinthians 6:9-10; Ephesians 5:22-33; Colossians 3:5-7; I Thessalonians 4:3-5; I Timothy 1:9-11

XI. Religious Liberty

We believe every human being has direct relations with God, and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

I Timothy 2:5; Romans 14:7-9,12

XII. Church Cooperation

We believe local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether a regional or district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time.

Acts 15:36,41; 16:5; I Corinthians 16:1; Galatians 1:1-3; Revelations 1:4,10,11

XIII. The Last Things

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal joy of the righteous and the endless suffering of the wicked.

Matthew 16:27; Mark 14:62; John 14:3; Acts 1:11; Phil. 3:20; I Thessalonians 4:15; II Timothy 4:1; Titus 2:13; I Corinthians 4:5; I Corinthians 15; II Thessalonians 1:7-10; Revelation 20:4-6,11-15

1. NAME

1.

1.1.1. The church is incorporated in the State of Indiana under the name of The First Baptist Church of Crawfordsville, Indiana.

1.1.2. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501C3 of the Internal Revenue Code, or corresponding section of any future federal tax code. Such proposal for and presentation of the plan for dissolution will be governed by the church constitution in effect at that time.

2. PURPOSE STATEMENT OF FAITH

2.1. ~~The Mission of First Baptist Church is to make disciples who make disciples by proclaiming the Gospel of Jesus Christ to the ends of the Earth, Matthew 28:18-20.~~

2.1 The Word of God We believe the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct. II Timothy 3:16; II Peter 1:20,21; Mark 13:31; John 8:31,32; John 20:31; Acts 20:32

2.2 The Trinity We believe there is one living and true God, eternally existing in three persons: Father, Son and Holy Spirit. We believe these are equal in every divine perfection, and they execute distinct but harmonious offices in the work of creation, providence and redemption. Genesis 1:1,26; John 1:1,3; Matthew 28:19; John 4:24; Romans 1:19,20; Ephesians 4:5,6

2.3 God the Father We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe He infallibly foreknows all that shall come to pass, He concerns Himself mercifully in the affairs of men, He hears and answers prayer, and He saves from sin and death all who come to Him through Jesus Christ. Luke 10:21,22; Matthew 23:9; John 3:16; 6:27; Romans 1:7; I Timothy 1:1,2; 2:5,6; I Peter 1:3; Revelation 1:6

2.4 Jesus Christ We believe in Jesus Christ, God's only Son; fully God and fully human. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth. Matthew 1:18-25; Luke 1:26-38; John 1:1; 20:28; Romans 9:5; 8:46; II Corinthians 5:21; I Peter 2:21-23; John 20:30, 31; Matthew 20:28; Ephesians 1:4; Acts 1:11; Romans 5:6-8; 6:9,10; Hebrews 7:25; Hebrews 9:28; I Timothy 3:16

2.5 The Holy Spirit We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe the Holy Spirit indwells every believer in Christ, and He is an abiding helper, teacher and guide. John 14:16,17,26; 15:26,27; John 16:9-14; Romans 8:9; I Corinthians 3:16; 6:19; Galatians 5:22-26

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their own. We believe Christians should live blamelessly before the world and be continually turning from sin and turning to Christ and seeking to build up themselves and other believers until all have grown into the full stature of maturity in Christ.

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Matthew 16:27; Mark 14:62; John 14:3; Acts 1:11; Phil. 3:20; I Thessalonians 4:15; II Timothy 4:1; Titus 2:13; I Corinthians 4:5; I Corinthians 15; II Thessalonians 1:7-10; Revelation 20:4-6,11-15

3. DENOMINATIONAL AFFILIATION and DECLARATION OF DOCTRINE

3.1. Cooperation with Other Bodies

3.1.1. While the church is a self-governing body, conducting its own local affairs without any outside dictation of policy, the church recognizes its obligation and privilege to cooperate with other religious bodies having the same general objective. ~~It shall therefore be affiliated with the Freedom Baptist Association, West Central Area, the American Baptist Churches of Indiana and Kentucky, and the American Baptist Churches of the U.S.A. The church may authorize delegates to these affiliated bodies at the business meeting preceding the time for the meeting of each affiliated organization.~~

3.2. Declaration of Doctrine and Principles

3.2.1. The church accepts the Bible as the all-sufficient basis of doctrine and practice (II Timothy 3:14-17). *“But as for you, continue in what you have learned and have become convinced of, because you know those from whom you learned it, and how from infancy you have known the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work.”*

3.2.2. First Baptist Church is a congregationally-governed church. Congregationalism is the understanding that the ultimate human authority concerning matters in the life of the local church is the membership of the church itself. This understanding **uses allows** denominational participation and a leadership structure of **Elders, Deacons**, Boards, and Committees.

- 3.2.3. As a summary of principles for Christian conduct among its members, it adopts the following church covenant commonly accepted by Baptist Churches:
- 3.2.4. As we have been led by the Spirit of God to receive the Lord Jesus Christ as our Savior, and, on our profession of faith, have been baptized by immersion in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, angels, and this congregation, most solemnly and joyfully enter into covenant with one another.
- 3.2.5. We promise by the help of the Holy Spirit:
 - 3.2.5.1. To work and worship together in Christian love.
 - 3.2.5.2. To build up the church in knowledge, spiritual understanding, and service to one another;
 - 3.2.5.3. To support its worship, ordinances, discipline and doctrines;
 - 3.2.5.4. To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations;
 - 3.2.5.5. To support the family life of our members, seeking to strengthen the loving bonds of lifetime commitment in marriage; to educate our children in the Scriptures and in Christian living, both at home and at church; and to encourage the personal growth of every family member;
 - 3.2.5.6. To discipline our bodies, our tastes, and our appetites in the knowledge that we are members of the body of Christ and temples of the Holy Spirit;
 - 3.2.5.7. To always be aware of the influence of our lives on those around us and to exemplify as best we are able the life of love to which Christ calls us;
 - 3.2.5.8. To be faithful to God in a world which rebels against Him, conscious that we are called to be light and salt; to preach and teach as Christ has commissioned us, to minister to every human need; and to do our work to the glory of God;
 - 3.2.5.9. To strengthen our devotion to God and our fellowship in Christ, praying for each other and giving help where it is needed;
 - 3.2.5.10. To cultivate Christian sympathy in feeling and courtesy in speech;
 - 3.2.5.11. To be slow to take offense, but always ready for reconciliation, and, mindful of the rules of our Savior, to secure it without delay;
 - 3.2.5.12. When we move from this place, we promise to unite with another church where we can continue to worship and serve our Lord

4. MEMBERSHIP

4.1. Qualifications for Membership

- 4.1.1. Any person who professes faith in Jesus Christ as Savior and Lord and has been baptized by immersion may become a member of this church upon recommendation of the Board of Elders and affirmative vote of the church.
- 4.1.2. Persons may present themselves for membership by profession of faith, requesting baptism; by statement of Christian experience and previous baptism by immersion, by request for restoration, or by letter of transfer from another church of like faith.

4.2. Duties of Members

- 4.2.1. All members shall become informed of their covenant obligations and earnestly try to keep them. The Board of Elders shall distribute a copy of the constitution and the church covenant to each household and to new members when they join the church.
- 4.2.2. Unless waived by the Board of Elders, new members shall be required to attend appropriate discipleship and membership class(es), which shall be directed by the Elders or authorized representatives.

4.3. Dismissal of Members

- 4.3.1. By letter: A letter of dismissal for the purpose of uniting with some other church shall be granted a member in good standing upon the request of another church.
- 4.3.2. By removal
 - 4.3.2.1. Those members known to have united with another church without requesting a letter shall be removed from the church roll.
 - 4.3.2.2. Members who so request may have their names removed from the church roll.
 - 4.3.2.3. The names of those members who by continued non-attendance or non-support for a period of one year show a lack of interest in the work of the church, may be transferred from the active membership roll to the inactive roll upon recommendation of the Board of Elders.

- 4.3.2.4. Such names may be restored to the active membership roll upon suitable examination and recommendation by the Board of Elders.
- 4.3.2.5. In the case of continuing delinquency through failure to comply with covenant obligations, gross immorality, crime or disorderly conduct that brings reproach upon the church and the cause of Christ, members may be excluded when it is so recommended by the Board of Elders and approved by the vote of the church.

4.3.3. By death

4.4. ~~Non-resident Members~~

~~4.4.1. Members moving to another community are urged to fulfill their obligations as stated in the last paragraph of the Church Covenant.~~

4.5. Actions Affecting Membership

4.5.1. A two-thirds vote of all members present and voting shall be required to approve new members or restore a member. A three-fourths vote of all members present and voting shall be required to remove a member.

5. ~~SELECTION OF PAID LEADERSHIP STAFF~~

5.1. Pastor and Other Paid Leadership Staff

- 5.1.1. A Pastor is called to the church through the work of a Search Committee for Pastorate, as provided for in 10.7.
- 5.1.2. Paid leadership staff, including but not limited to the positions of Associate Pastor, Youth Minister, Director of Music, and Director of Christian Education may be called according to the needs of the church through the work of a Search Committee for Paid Leadership Staff, as provided for in 10.8.

5.2. Candidates for Pastor and Other Paid Leadership Staff

- 5.2.1. The Committees shall give prayerful consideration to each prospective candidate submitted.
- 5.2.2. No consideration shall be given by the church to any candidate who is not first recommended to the church by the appropriate committee.
- 5.2.3. Only one candidate shall be under consideration at any one time by the church.

5.3. Calling a Pastor and Other Paid Leadership Staff

- 5.3.1. The calling of a Pastor and other Paid Leadership Staff shall be at a business meeting which has been announced from the pulpit the two preceding Sundays.
- 5.3.2. A three-fourths vote of the members present and voting shall be necessary before the call can be extended.
- 5.3.3. Salary and fringe benefits of the Pastor and other Paid Leadership Staff shall be a part of the Search Committee's recommendation to the church and shall be fixed at the time of the ministerial call.

5.4. Suspension of a Pastor or other Paid Leadership Staff

- 5.4.1. If the Board of Elders or Board of Trustees learn of conduct of a Pastor or other paid leadership staff that requires immediate action, that Board shall inform the other Board. Such conduct includes alleged criminal activity, conduct unbecoming of Pastoral or other paid leadership staff, or non-adherence of FBC church constitution, preamble, and/or church covenant. A determination shall be made if the conduct warrants suspension. The Pastor or other paid leadership staff shall be informed of such suspension in writing and in person by the Chairman of the Board of Elders and/or Chairman of the Board of Trustees.

5.5. Ending the Term of a Pastor and Other Paid Leadership Staff ~~may end with:~~

- 5.5.1. ~~The term of office may be ended by the Pastor or member of the Paid Leadership Staff upon thirty days notice. Voluntary resignation, done, given, or acting of one's own free will.~~
- 5.5.2. ~~A three-fourths vote of members present and voting at a regular or called business meeting shall be required to request the resignation of a Pastor. Notice of such meeting and its purpose shall be read from the pulpit the two preceding Sundays.~~ Termination. The Board of Elders with the consent of the Board of Trustees may present a recommendation of termination to the congregation. A three-fourths vote of the members present and voting at a called business meeting shall be required to terminate a Pastor or other paid

leadership staff. Notice of such meeting and its purpose shall be read from the pulpit the two preceding Sundays.

~~5.5.3. Sixty days notice shall be given the Pastor or other member of the Paid Leadership Staff whose resignation is requested.~~ In the event of either a resignation or termination, the severance shall be recommended by Elder and Trustee Boards to be presented to the congregation for approval at a called or regular business meeting.

6. DUTIES of PAID LEADERSHIP STAFF

6.1. Senior Pastor

- 6.1.1. The Pastor shall preach the Gospel, administer the ordinances, promote the spiritual interests of the church, watch over its membership, and organize and develop its strength for the best possible service, as stated in his position description.
- 6.1.2. The Pastor may be a liaison to all boards and committees.
- 6.1.3. The Pastor will evaluate the Director of Music, Office Manager, Associate Pastor(s) and other leadership staff.

6.2. Associate Pastor

- 6.2.1. The Associate Pastor shall work under the supervision of the senior Pastor in fulfilling the responsibilities for which he is called, as stated in his position descriptions.
- 6.2.2. The Associate Pastor may be a liaison, on boards and committees.
- 6.2.3. Oversees discipleship teams through leadership development and quarterly meetings.
 - 6.2.3.1. Children team is responsible for nursery to fifth grade, vacation bible school, child safety, camping and regular weekly activities.
 - 6.2.3.2. Student team is responsible for sixth grade through college for retreat trips, scholarships, gifts to college students and regular weekly activities.
 - 6.2.3.3. Family team is responsible for marriage and parenting studies, ministry to single parent families, and family discipleship.

6.3. Paid Leadership Staff other than the Pastor

- 6.3.1. The Paid Leadership Staff other than the Pastor shall work under the supervision of the Pastor in fulfilling the responsibilities for which they are called, as stated in their position descriptions.

7. ELECTION of OFFICERS and BOARDS

7.1. Elected Officers and Boards

- 7.1.1. All officers and board members are expected to attend regular services and business meetings of the church.
- 7.1.2. The elected officers of the church are: Moderator, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, Financial Secretary, Assistant Financial Secretary, Head Usher(s).
- 7.1.3. Elected boards are Elders, Deacons, Trustees, and Missions.
- 7.1.4. The annual election shall be held at an evening meeting during the first fourteen days of November, the time to be set by the moderator and announced at the October business meeting. The officers will take office the following January 1.
- 7.1.5. Board Members and Officers are expected to use good judgment, adhere to high ethical standards, and avoid situations that create actual or perceived conflicts between their personal interests and those of the organization. Board Members and Officers shall perform their duties in a manner free from any possible criticism or prejudice or self-interest. To this end:**
 - 7.1.5.1. Every effort shall be made to avoid the possibility of a claim being made that an individual participated in reaching a decision on a matter in which he/she had either a direct or an indirect financial interest of a substantial nature.
 - 7.1.5.2. Each Member of the Board or Officer shall resist every temptation and outside pressure to use his/her position as a Board Member or Officer to benefit either himself/herself or any other individual or agency apart from the total interest of the church.
 - 7.1.5.3. When a Member of the Board determines that the possibility of a personal interest conflict

exists he/she should prior to the matter being considered, disclose his/her interest to the full Board, and thereafter shall abstain from participation in the vote thereon.

7.1.5.4. If a Board Member or elected Officer or someone they have a close personal relationship has a financial or employment relationship with an entity that has a church disbursement item or disbursement under discussion,

A. If a Board Member is involved, they must disclose this fact to their full board.

The Board will determine what course of action must be taken to resolve any conflict it believes may exist. If the conflict is severe enough that the board would request the resignation of the board member the Board ~~or~~ of Elders shall be involved in such a decision.

B. If an elected officer is involved, they must disclose this fact to the Board of Elders.

The Board of Elders will determine what course of action will be taken to resolve any conflict.

7.1.5.5. The church through the Board of Elders has the sole discretion to determine whether such a conflict of interest exists.

7.2. Nominating Committee

7.2.1. The Nominating Committee shall convene in May and make a concerted effort to present a slate of nominees containing more names than necessary to fill the vacancies to be presented to the church at the November meeting for election. The slate shall be posted on the church bulletin board one week prior to the meeting at which it is presented.

7.3. Vacancies

7.3.1. In the event there is a vacancy in any office or board during the year, the Board of Deacons shall submit nominations for the vacancy. Opportunity will be given for nominations from the floor for each office to be filled. Vacancies shall be acted upon within forty-five days.

7.3.2. The election shall be by vote at a regular or called business meeting of the church.

7.4. Eligibility

7.4.1. All officers and board members shall be members of the church and may hold only one elective church office at a time, members of committees excepted.

7.4.2. Board members shall be elected for a period of one term or a partial term, and after serving for six consecutive years or two full consecutive terms (whichever is greater) shall not be eligible for re-election to the same office for at least one year.

7.5. Removal from Office

7.5.1. In the event an elected officer or board member, other than an Elder, fails to fulfill the duties of the office in accordance with the church Constitution, they may be removed from the office upon the recommendation of the Board of Elders and the majority vote of church membership at a regular or called business meeting.

7.5.2. An Elder may be removed upon the recommendation of the Deacons and a three-fourths vote of members present and voting at a regular or called business meeting.

8. DUTIES of OFFICERS

8.1. Moderator

8.1.1. The Moderator shall be elected for a term of one year.

8.1.2. The Moderator shall preside at all business meetings of the church using Roberts Rules of Order as a guideline.

8.1.3. In the absence of the Moderator, a member of the Board of Elders shall be the moderator pro-tem.

8.1.4. In the absence of a member of the Board of Elders, the chairperson of the Board of Deacons shall be the moderator pro-tem.

8.1.5. If the Moderator, the Board of Elders and the chairperson of the Board of Deacons are unable to serve, the Board of Deacons shall elect by vote a moderator pro-tem from within their group.

8.1.6. The Moderator may call the church together in special business meetings.

8.2. Clerk

- 8.2.1. The Clerk shall be elected for a term of one year.
- 8.2.2. The duties of the Clerk, with the assistance of the Office Manager, shall be:
- 8.2.3. To keep accurate records of the business proceedings of the church, including:
 - 8.2.3.1. Minutes of the business meetings shall be in permanent record form..
 - 8.2.3.2. Membership records.
 - 8.2.3.3. A complete roll of the members of the church and their addresses.
 - 8.2.3.4. Records of the reception and dismissal of members
 - 8.2.3.5. Record of the years of the terms of officers and members of all boards
- 8.2.4. To conduct correspondence relating to business sessions of the church as necessary.
- 8.2.5. To preserve and be the custodian of all historical records.
- 8.2.6. To properly file all letters, reports, and other documents pertaining to this office.
- 8.2.7. To assist in preparing **denominational** reports **and any others** that may be required.
- 8.2.8. To record memorial gifts in the Memorial Gifts Book as directed by the church at a business meeting.
- 8.2.9. The Clerk shall deliver immediately to the successor all books, files, records, and other documents pertaining to this office.

8.3. Assistant Clerk

- 8.3.1. The Assistant Clerk shall be elected for a term of one year.
- 8.3.2. The Assistant Clerk shall assist the clerk in fulfilling the duties of that office.

8.4. Treasurer

- 8.4.1. The Treasurer shall be elected for a term of one year and shall maintain, in permanent record form, an accounting of receipts and disbursements
- 8.4.2. The Treasurer shall transmit all missionary receipts and other designated funds regularly **each month** to all proper agencies.
- 8.4.3. The Treasurer shall make all other disbursements under the direction of the Board of Trustees.
- 8.4.4. The Treasurer may attend the meetings of the Board of Trustees.
- 8.4.5. The Treasurer shall present to the church at its regular business meetings, or more often if so requested by the Board of Trustees, an itemized report of receipts and disbursements, showing the actual financial condition of the church and the actual monthly or yearly bank balance as the case may be.
- 8.4.6. All disbursements shall be made by check with bills of non-budget items being paid only after having been approved by the Board of Trustees.
- 8.4.7. The Treasurer shall deliver immediately to the successor all books and records pertaining to this office.

8.5. Assistant Treasurer

- 8.5.1. The Assistant Treasurer shall be elected for a term of one year.
- 8.5.2. The Assistant Treasurer shall assist the Treasurer in fulfilling the duties of that office.

8.6. Financial Secretary

- 8.6.1. The Financial Secretary shall be elected for a term of one year and shall keep a correct record of all monies given to the church through the regular church channels and special offerings.
- 8.6.2. The Financial Secretary shall keep a complete and detailed record of all individual pledges, payments and contributions.
- 8.6.3. The Financial Secretary shall upon request send financial statements annually to all contributing members showing their financial standing.
- 8.6.4. The Financial Secretary shall present to the church at its regular business meetings a report of all monies received and deposited.
- 8.6.5. The Financial Secretary or a designee of the Financial Secretary shall be present when regular church offerings are counted.

8.7. Assistant Financial Secretary

- 8.7.1. The Assistant Financial Secretary shall be elected for a term of one year.
- 8.7.2. The Assistant Financial Secretary shall assist the Secretary in fulfilling the duties of that office.

8.8. Head Usher

- 8.8.1. The Head Usher shall be elected for a term of one year to supervise the orderly and comfortable seating of people at all services. Assistants shall be appointed by the Head Usher.
- 8.8.2. The head usher will ensure that all general church offerings are collected and secured in the safe by at least two church members.

9. BOARDS and THEIR DUTIES

9.1. General Board Duties

- 9.1.1. Boards are to report to the nominating committee before August 1 recommendations for new members or extended terms of members. Boards shall meet in December to elect a chairperson for the following year. All Boards shall make reports at the quarterly business meetings and give an annual written report to the Office Manager by the first Monday in January. No more than one person from a household shall be a member of any Board.

9.2. Board of Elders

- 9.2.1. There shall be a Board of Elders consisting of five laymen (more or less as recommended by the Elders and approved by the church), the Associate Pastor and the Senior Pastor. The lay members of the Elder Board shall serve per the eligibility guidelines in 7.4. The terms of office shall be arranged so that at least one Elder is elected each year but no more than two. Each Elder shall serve for a term of three years. A father and son may not serve simultaneously on the Board of Elders.
- 9.2.2. Elders shall be qualified according to 1 Timothy Chapter 3 and Titus Chapter 1.
- 9.2.3. Monthly meetings of the Board of Elders shall be held as agreed upon by the Board with regular reports being made to the church.
- 9.2.4. The duties of the Elders shall be:
 - 9.2.4.1. To meet the spiritual needs of the congregation through prayer, preaching, teaching, and discipleship.
 - 9.2.4.2. To love the congregation through pastoral care, intercessory prayer, and by providing Godly counsel.
 - 9.2.4.3. To assist the Deacons with visitation as needed.
 - 9.2.4.4. To meet with applicants for church membership, to recommend them for church membership, and to provide them with a copy of the constitution and the covenant.
 - 9.2.4.5. The Elders shall seek to reclaim those members who have disregarded their covenant obligations.
 - 9.2.4.6. The Elders lead an annual Pastor's evaluation, that includes all boards' input (chair and vice-chair), and present the results to the Pastor.
 - 9.2.4.7. The Board of Elders shall consider difficulties of employment of a Pastor or other paid leadership staff. These difficulties include, but are not limited to, shortfalls of job description, poor performance reviews, and conflicts with other staff or church members. The Elders shall offer counsel with the Pastor or other paid leadership staff and offer suggestions and/or a course of action to reconcile the difficulty. If at any time during the counseling or prescribed course of action the Pastor or other paid leadership staff decides to resign, he/she must affirm in writing such resignation is voluntary. If the time comes when the Elders determine the stated difficulty is not going to be resolved, they shall submit their findings to the Board of Trustees. This does not preclude 11.4.4.
- 9.2.5. Questions of interpretation of the Constitution shall be referred to the Elders, and their recommendation submitted to the church for approval. Such approval shall require a simple majority vote of all members present and voting.
- 9.2.6. The Board of Elders shall determine if a person or group shall be allowed the use of the church facilities if there is a question of spiritual or doctrinal beliefs involved.
- 9.2.7. The Board of Elders shall be responsible for church services in the absence of the Pastor, except as provided for by the Constitution.
- 9.2.8. Elders serving on committees may not serve as the chairperson. Elders may choose to send a representative to each board where he may serve as a liaison.

9.3. Board of Deacons

- 9.3.1. There shall be a Board of Deacons consisting of twelve members (more or less, as recommended by the Board of Deacons and approved by the church). The term of office shall be so arranged as to provide that one-third of the Deacons shall be elected each year, to serve for a term of three years.
- 9.3.2. The Deacons shall be qualified according to 1 Timothy Chapter 3.
- 9.3.3. The duties of the Deacons shall be to serve the needs of the church:
 - 9.3.3.1. To assist with the administration of the ordinances of baptism and communion.
 - 9.3.3.2. To have full charge of the Benevolence Fund, making regular reports to the church as to receipts and expenditures through its own treasurer.
 - 9.3.3.3. To care for the congregation through shepherding groups.
- 9.3.4. Monthly meetings of the Board of Deacons shall be held as agreed upon by the Board with regular reports being made to the church. A majority of the Board shall constitute a quorum.
- 9.3.5. The Board of Deacons shall elect its own chairperson, vice chairperson, secretary and treasurer.
- 9.3.6. Any Deacon having served twenty-one years as Deacon and having reached the age of sixty-five years may be elected Honorary Deacon. He or she shall be entitled to attend all regular and called meetings of the Board. He or she may enter into the discussions without power to vote or hold office on the Board. He or she may serve at the Communion Service when called upon to do so.
- 9.3.7. For any elected position which becomes vacant, the Board of Deacons shall recommend a replacement within 45 days.

9.4. Board of Trustees

- 9.4.1. There shall be a Board of Trustees consisting of six members (more or less as the church may decide). The term of office shall be so arranged as to provide that one-third of the Trustees shall be elected each year, to serve for a term of three years.
- 9.4.2. The Board of Trustees shall elect its own chairperson, vice chairperson, and secretary.
- 9.4.3. Monthly meetings of the Board of Trustees shall be held as agreed upon by the Board with regular reports being made to the church. A majority of the Board shall constitute a quorum.
- 9.4.4. The Board of Trustees shall have charge of the property of the church, keeping it insured and in repair. It shall employ all non-ministerial personnel and see that necessary supplies for their work are furnished.
- 9.4.5. The Board of Trustees shall have power to obtain loans, total amount not to exceed five thousand dollars (\$5,000.00). Non-budgeted expenditures of five thousand dollars (\$5,000.00) or more shall be presented to the church for approval. Such approval shall require a two-thirds majority vote of all members present and voting.
- 9.4.6. The Board of Trustees shall attend to all legal transactions of the church, hold in trust all property and be responsible for the management of the same.
- 9.4.7. The Board of Trustees shall not sell or encumber any of the church real property unless it is authorized to do so by a two-thirds vote of the church members present and voting at a called church business meeting .
- 9.4.8. The Board of Trustees shall conduct all church business in accordance with the state and other laws governing the formation of religious, educational and benevolent corporations with all legal documents being signed by the chairperson of the Board of Trustees at the direction of the Board.
- 9.4.9. The Board of Trustees shall designate a person or persons to be in charge of the counting of all monies received in regular and special offerings. They shall designate the financial institutions where the funds of the church shall be deposited, unless otherwise designated by the church.
- 9.4.10. The Board of Trustees shall determine if a person or group of persons who have requested the use of the church shall have the use of it if there is not a question of spiritual or doctrinal beliefs involved.
- 9.4.11. All memorials and bequests to the church shall become the sole property of the church under the jurisdiction of the Trustees, subject to the limitations stated in 9.4.5 above. **When memorial donations of \$500 or more are received, the Trustees will contact the immediate family to determine how to best honor the individual for whom the donation was made.** If any undesignated monies of \$5,000 or more comes into the church, the Trustees will meet with one representative from the, Missions, Deacons and Elders to prepare and present a spending plan to the congregation concerning the money.
- 9.4.12. The Board of Trustees evaluates the custodians and wedding coordinator annually.
- 9.4.13. The Trustees are responsible for ensuring that an adequate audit of church finances is conducted at appropriate intervals. The Trustees' annual report shall mention the status of the church audit.
- 9.4.14. **The Board of Trustees shall hear reports of employment difficulties of the Pastor or other paid leadership staff from the Board of Elders. They shall vote with the Elders on a recommended course of action. This does not preclude 11.4.4.**

9.5. Board of Missions

- 9.5.1. The Board of Missions shall consist of six (6) members with the terms of office so arranged that two (2) of the members shall be elected each year, to serve for a period of three (3) years.
- 9.5.2. The Board of Missions shall elect its own chairperson, vice-chairperson, and secretary.
- 9.5.3. The Board of Missions shall make an appointment to the Finance Committee and the Nominating Committee.
- 9.5.4. The Board of Missions shall hold regular monthly meetings, making reports at the quarterly business meetings. A majority of the Board is a quorum to conduct business.
- 9.5.5. It shall be the duty of the Board of Missions to:
 - 9.5.5.1. Promote support of the general missions program of First Baptist Church.
 - 9.5.5.2. Evaluate all new mission ~~concerns~~ requests.
 - 9.5.5.3. Evaluate, each year, our total mission giving program to determine financial needs.
 - 9.5.5.4. Prepare and submit an annual mission budget to the Finance Committee.
- 9.5.6. The monthly mission receipts, with the exception of the stated line items in the budget, shall be disbursed as a percentage of ~~monthly~~ giving unless suspended by 9.5.8.
- 9.5.7. Any change in the adopted mission budget shall be presented to the church at a regular or called business meeting. Such approval shall require a simple majority of all members present and voting.
- 9.5.8. In the event of a suspension that would require a change in budget, such suspension must be approved by the congregation in a business meeting.

10. COMMITTEES and THEIR DUTIES

10.1. General Duties

- 10.1.1. Committees are to report to the Moderator at the November meeting the names of members remaining on the Committee, the names of members going off the Committee, and any recommendations for new members. The moderator will add the filling of these committee openings to the annual meeting agenda. Committees shall meet in December to elect a chairperson for the following year. All Committees shall make reports at the quarterly business meetings and give a written annual report to the Office Manager by the first Monday in January.

10.2. Staff Relations Committee

- 10.2.1. The Staff Relations Committee shall consist of up to six members, ~~At large members are elected by the congregation at the annual meeting and~~ one each appointed by and from the Board of Elders, the Board of Deacons and the Board of Trustees, respectively, as well as up to three at-large members approved annually by the Deacon Board. ~~Elected members shall serve for three years, their terms being arranged so that one is chosen each year. They shall be eligible for two consecutive terms, after which at least one year must elapse before they are eligible for re-election. The three members appointed by and from the Board of Elders, the Board of Deacons and the Board of Trustees shall be appointed annually in January. They may be reappointed, but shall not serve more than three consecutive years.~~
- 10.2.2. ~~Nominees for election to the Staff Relations Committee by the congregation shall be chosen by the Nominating Committee from recommendations by the current Staff Relations Committee.~~
- 10.2.3. ~~(MOVE THIS LINE TO 10.2.2 and remove 10.2.3)~~ The Committee shall foster serve as a bridge of communication between the congregation and the pastoral staff. It shall be concerned with the well-being of ~~staff members, the relationship of the paid staff.~~ staff with the congregation and relationships among the staff. ~~The Board shall work with the Pastor when problems arise in the above areas. The committee will lead the congregation in showing appreciation for the work of the paid staff.~~ It shall assist in the orientation of new staff members to the church and ~~to other members of the pastoral staff.~~ community. The Committee shall meet regularly once each month and call additional meetings as needed.

10.3. Finance Committee

- 10.3.1. The Finance Committee shall consist of nine members, and shall elect its own chairperson and secretary.
- 10.3.2. The nine members consist of the Treasurer, Financial Secretary, one representative each from the Board of Deacons, Trustees,, Board of Missions, and Board of Elders and three at-large members which they select, subject to congregational approval by vote at a business meeting
- 10.3.3. The Finance Committee shall be responsible for the preparation of an annual budget to be presented to the church for consideration at the time of the election of officers; and, presented to the church for adoption in November. Such a budget is to cover all the regular work of the church for the ensuing year.

- 10.3.4. The finance committee shall make a recommendation about the division of undesignated funds between operations, missions and any other category recommended by the finance committee. The recommendation shall be voted on by the congregation at a business meeting.
- 10.3.5. The Finance Committee shall be responsible for informing the membership of the church as to the financial condition of the church at quarterly business meetings and as needed.
- 10.3.6. The Deacon representative shall call the first meeting in January and as needed thereafter.

10.4. ~~Worship Committee~~ Nominating Committee

- 10.4.1. ~~The Worship Committee shall be approved annually by the Deacons with recommendations from the Director of Music, and shall consist of at least four members.~~ The Nominating Committee shall convene in May in order to report the nominees at the third quarterly business meeting for the election of officers. The Deacon representative shall call the first meeting.
- 10.4.2. ~~The Worship Committee shall cooperate with the Director of Music in providing for the music ministry of the church. In the absence of the Director of Music, the Committee shall, under the leadership of the Senior Pastor, assist in organizing and leading the music.~~ Each of the following shall name one of its members as a member of the Nominating Committee: the Board of Deacons, the Board of Trustees, the, the Board of Missions, and the Board of Elders. At the first quarterly meeting the moderator will add to the agenda to find four members at large.
- 10.4.3. In the event that there is a search committee for the Senior Pastor or paid staff, the nominating committee shall be responsible for submitting a slate for the at-large members.

10.5. Kitchen Committee

- 10.5.1. The Kitchen Committee shall be appointed annually by the Trustees at its November meeting and shall consist of at least five members.
- 10.5.2. The Kitchen Committee shall supervise all kitchen activities, the purchase of food and paper supplies, and shall be in charge of all kitchen equipment.

10.6. Search Committee for Senior Pastor

- 10.6.1. When there is a vacancy in the Senior Pastor, the moderator shall arrange, at a called business meeting, for the selection of a Search Committee as follows:
- 10.6.2. Each of the following groups shall select one representative from within its group with the exception of the Board of Elders which shall select two:
 - 10.6.3. The Board of Elders
 - 10.6.4. The Board of Deacons
 - 10.6.5. The Board of Trustees
 - 10.6.6. The Board of Missions
- 10.6.7. The church shall elect two members at-large at a called business meeting (These members may not be a member of the above Boards.)
- 10.6.8. No staff member shall serve ex-officio on the Search Committee; however, the Committee may consult with staff members at its discretion.
- 10.6.9. No more than one person from a household, or parent and child, shall be on the Search Committee.
- 10.6.10. The Search Committee shall elect its own chairperson and secretary.
- 10.6.11. It shall be the duty of the Search Committee to take the necessary steps to secure a pastor. ~~They should consult the West Central Area Minister of the American Baptist Churches of Indiana and Kentucky.~~
- 10.6.12. The Search Committee shall investigate the merits of every person under consideration in regard to the candidate's personal character, commitment to the Lord Jesus Christ, education, ministerial record and preaching and pastoring abilities in determining the candidate's fitness for said pastorate.
- 10.6.13. When a suitable person is found, the Search Committee shall recommend the candidate to the church for consideration as set forth in 5.3.

10.7. Search Committee for Paid Leadership Staff

- 10.7.1. When the church decides to fill a vacancy or create a paid leadership staff position other than the Senior Pastor, the church shall form a Search Committee as follows:
- 10.7.2. Senior Pastor
- 10.7.3. Each of the following Boards shall select one representative from within its members:
 - 10.7.4. Board of Elders
 - 10.7.5. Board of Deacons
 - 10.7.6. Board of Trustees
 - 10.7.7. Board of Missions

- 10.7.8. The church shall elect two members at-large at a called business meeting.
- 10.7.9. The church shall elect two youth representatives to serve as members of the Search Committee for the position of Youth Minister.
- 10.7.10. No more than one person from a household, or parent and child, shall be on the search committee
- 10.7.11. The Search Committee shall elect its own chairperson and secretary.
- 10.7.12. It shall be the duty of the Search Committee to take the necessary steps to secure a new member of the paid leadership staff. ~~They shall consult the West Central Area Minister of the American Baptist Churches of Indiana and Kentucky.~~
- 10.7.13. The Search Committee shall investigate the merits of every person under consideration in regard to personal character, commitment to the Lord Jesus Christ, education, ministerial record and ability in determining fitness for said position.
- 10.7.14. When a suitable person is found, the Search Committee shall recommend the candidate to the church for consideration, as set forth in 5.3.1.

10.8. Golden Friendship Guild

- 10.8.1. The committee of the Golden Friendship Guild shall be approved annually by the Deacons. The committee shall consist of three to eight members. The committee shall select its own chairperson. The outgoing chairperson shall serve as an advisor for a period of one (1) year.
- 10.8.2. The Golden Friendship Guild shall be responsible for conveying love and concern of the church to those unable to attend, and shall maintain a Friendship List of such persons.

10.9. Hospitality Committee

- 10.9.1. The Hospitality Committee members shall be approved by the Deacons by November. The Hospitality Committee shall coordinate special meals for activities involving visitors such as music groups, missionaries, denominational events, etc.

10.10. Technology Committee

- 10.10.1. The Technology Committee shall consist of four members, more or less, (consisting of one Deacon, one Elder, one Trustee, and any other technologically-minded members), and oversee the church's web site, computer network (including wired and wireless) multimedia system, and overall technological/computer needs including hardware and software of the church.

10.11. Decorating Committee

- 10.11.1. The Decorating Committee, approved annually by Trustees, shall consist of three members more or less, to provide a visually pleasing atmosphere that will enhance the program and worship of First Baptist Church.

10.12. Fellowship Committee

- 10.12.1. The fellowship committee, approved annually by Deacons, is in charge of the congregation's social events.

10.13. Security Committee

- 10.13.1. The Security Committee shall consist of one member from the Board of Elders, the Board of Trustees, and other interested members that must be approved by the Board of Elders.

10.14. Outgoing Chairpersons

- 10.14.1. The outgoing chairperson of each standing committee shall convene the new committee before January 1 to elect a new chairperson.

11. MEETINGS

11.1. Public Worship

- 11.1.1. The church shall meet regularly every Sunday for public worship.

11.2. Mid-Week Services

- 11.2.1. The church may meet each week for prayer and religious activities at the discretion of the Board of Elders and with the approval of the church membership.

11.3. The Lord's Supper

- 11.3.1. The ordinance of the Lord's Supper shall be observed monthly, normally on the first Sunday.
11.3.2. The Board of Deacons shall be responsible for all matters relating to the Lord's Supper.

11.4. Business Meetings

- 11.4.1. Regular Business Meetings shall be held at least quarterly as scheduled by the moderator .
11.4.2. The Annual Business Meeting of the church shall be held on the second Sunday in February of each year. All Boards, Committees, Officers, and organizations of the church shall submit a written report of their work to the church office and present it at the Annual Meeting.
11.4.3. Twenty-five members shall be necessary for a quorum at a business meeting. Each member **having attained age 18**, shall have one vote, ~~regardless of age~~. There shall be no proxy or absentee balloting. Voting can be by voice unless a secret ballot is requested by any member. If a paper ballot is used then the vote count shall be announced.
11.4.4. Special Business Meetings may be called by the Moderator, the Board of Elders, the chairperson of the Board of Deacons, or the chairperson of the Board of Trustees, provided notice of such meetings and the purpose for which it is called be given **through any means available, including, but not limited to: verbal communication** from the pulpit, **through written or electronic media**, and in the weekly bulletin ~~at each service and communicated twice~~ at least two Sundays (~~14 days~~) in advance of the meeting. Only the announced business items can be voted on at a Special Business Meeting.
11.4.5. Any proposal for the church to make a non-budget expenditure in any amount greater than \$200 (two hundred) shall be presented by one of the following methods: 1) It shall be presented by the Board of Elders, Deacons, Trustees, or Missions (except when the amount is equal to or less than the amount authorized for a Board elsewhere in the constitution) at any business meeting. 2) It may be recommended from the floor at any business meeting but cannot be voted upon until at least two weeks written notice has been given to the congregation through the weekly bulletin or through the newsletter.
11.4.6. A two-thirds majority of those present and voting is necessary to amend the proposed budget and/or approve a church budget or to encumber the church for an amount in excess of \$5,000.00. A simple majority is necessary to approve any other business unless otherwise specified in this constitution.

11.5. Fiscal Year

- 11.5.1. The fiscal year of the church shall begin on January 1 and close on December 31 of each year. ~~to coincide with the fiscal year of the denomination.~~

12. AMENDMENTS

- 12.1. Method of Amending or Revising Constitution: Notice of any proposed amendments or revisions to the constitution shall be given at each service at least two Sundays prior to the meeting at which such proposed amendments or revisions shall be considered, in the weekly bulletin and from the pulpit. A three-fourths vote of those present and voting is necessary to carry amendments and revisions. Amendments and revisions passed by the church shall be ~~printed in the bulletin, newsletter, and annual report~~ **available in church office**.
12.2. Every fifth year beginning with 2020, a constitution revision committee shall be formed consisting of a Deacon, an Elder, a Trustee a Mission Board member and an at-large member to consider constitutional revisions. An at-large member is selected at the annual business meeting. The Deacon will call the first meeting to elect their own chair.

AMENDMENT TO THE CONSTITUTION OF FIRST BAPTIST CHURCH CRAWFORDSVILLE, INDIANA

