

Constitution
and
Bylaws
of
Central Baptist Church
Quincy, Illinois

*(First Baptist Church, organized in 1835, and
Vermont Street Baptist Church, organized in 1856,
incorporated in 1916 to form Central Baptist Church.)*

*Bylaws
Central Baptist Church of Quincy Illinois
Adopted 21st of April 1993*

Article I Name

The name of this church shall be the Central Baptist Church of Quincy, Illinois.

Article II Purpose

We are a body of baptized believers committed to the teachings of God's Word, the Holy Bible, and to working together in unity, faith, and love by the indwelling Holy Spirit. As believers we are committed to use our gifts to build up the Body of Christ and to share the Gospel, the Good News of redemption through our Lord and Savior, Jesus Christ, to our community and throughout the world.

Article III Government and Affiliation

This church's government is vested in the body which composes its membership; but because its parish is world-wide, it recognizes the obligation and privilege of cooperation with other religious bodies having the same general objectives. It shall therefore, be affiliated with the Quincy Baptist Association, the American Baptist Churches of the Great Rivers Region, and the American Baptist Churches of the USA.

Article IV Declaration of Belief and Practice

This church receives the New Testament as the all-sufficient basis of doctrine and practice, in that we believe that there is but one God, revealed to us as Father, Son, and Holy Spirit.

We believe the Bible is God's book, the inspired record of Divine revelation, written under the inspiration of the Holy Spirit who interprets its divine truths to us. Its author is God, its message is grace, its motive is love, and its purpose is salvation. It came from God to lead us back to God.

We believe that Christian baptism is immersion in water, of believers, in the name of the Father, Son, and Holy Spirit; it is a symbol of our faith in a crucified, buried, and risen Saviour; and it is a symbol of our death to sin and resurrection to a new life. It is a prerequisite to the privilege of church membership.

We believe that the Lord's Supper is for all believers, and the invitation is open to all to examine themselves as to their worthiness to partake of this symbolic ordinance.

We adopt the church covenant commonly accepted by Baptist Churches (see bylaws Article I, Sec. 3).

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Saviour, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now in the presence of God, Angels and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; 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.

We also engage to maintain family and secret devotion, to educate religiously our children; to see the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drink as a beverage, and to be zealous in our efforts to advance the kingdom of our Saviour.

We further engage to watch over one another in brotherly love, to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feelings and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Saviour, to secure it without delay.

We moreover engage that, when we remove from this place, we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's word.

Article V Membership

The membership of this church shall consist of persons who have accepted Christ as their personal Saviour and Lord, and who have acknowledged Him in baptism, the initial act of obedience.

Article VI Officers

The officers of this church shall include a pastor, a moderator, one or more deacons, deaconesses, trustees, one or more treasurers, a clerk; and such other officers as may be provided for in they Bylaws, to be elected, their duties prescribed and their work carried on in accordance with the Bylaws hereinafter provided, or as they may be amended from time to time.

Article VII Amendments

This constitution may be amended or revised. However, said revision must be recommended by the Advisory Council, then read at an annual business meeting and voted on at the following annual business meeting, provided notice of the nature of the amendment and the designated time of voting shall have been submitted to the church at two consecutive Sunday morning worship services preceding the annual business meeting. Three-fourths vote of duly qualified members present is necessary to carry an amendment.

Constitution
Central Baptist Church of Quincy Illinois

iii

Bylaws

Bylaws
Central Baptist Church of Quincy Illinois
Adopted 21st of April 1993

Article I			
Membership			
Section 1	Receiving a Member		1
Section 2	Dismissing a Member		1
Section 3	Duties of Members		2
Section 4	Membership Register		2
Article II			
Meetings			
Section 1	Public Worship Services		3
Section 2	Regular Business Meetings		3
Section 3	Other Meetings		3
Article III			
Officers			
Section 1	Church Officers		4
Section 2	Qualifications		4
Section 3	Term of Service		4
Section 4	Duties		5
Article IV			
The Ministry			
Section 1	Pastor		6
Section 2	Other Ministerial Staff		6
Section 3	Term of Service		6
Section 4	American Baptist Meetings		7
Section 5	Resignation or Dismissal		7
Article V			
Boards			
Section 1	The Board of Deacons		8
Section 2	The Board of Deaconesses		9
Section 3	The Board of Trustees		10
Section 4	The Board of Christian Education		12
Section 5	The Board of Missions		12
Section 6	The Advisory Council		13

Article VI

Standing Committees

Section 1	The Nominating Committee	14
Section 2	The Music Committee	14
Section 3	The Social Committee	15
Section 4	The Decorating Committee	15
Section 5	The Membership Committee	15
Section 6	The Building Committee	16
Section 7	The Legacy-Gift Committee	16
Section 8	The Community Publicity Committee	16
Section 9	The Bus Committee	17
Section 10	The Pastoral Relations Committee	17
Section 11	The Stewardship Committee	18
Section 12	The Pulpit Committee	18

Article VII

Support of the Church	19
-----------------------	----

Article VIII

Discipline	19
------------	----

Article IX

Government

Section 1	Parliamentary Procedure	20
Section 2	Voting Privilege	20
Section 3	Voting Procedure	20
Section 4	Ex-officio Members of Boards and Committees	20
Section 5	Organization of Boards and Committees	20
Section 6	Quorum	21
Section 7	Denominational Meetings	21
Section 8	Chartered Organizations	21
Section 9	Auxiliary Organizations	21
Section 10	Nominations	21
Section 11	Term of Service of Committees	21
Section 12	Amendments	21

Article X

Constitution of the Youth Council

Section 1	Name	22
Section 2	Purposes, Powers, and Duties	22

Section 3	Membership	22
Section 4	Officers and Organizations	22
Section 5	Voting	23

Article I

Membership

(see Constitution Article V)

Section 1

Receiving a Member

Upon recommendation of the membership committee and an affirmative vote of the congregation at any regular or membership meeting, a candidate may be received into membership in one of the following ways:

- A. **By Believer's Baptism.** After public profession of faith in Jesus Christ, a candidate may be received following immersion.
- B. **By Letter.** A candidate may be received by letter of transfer from other Baptist churches.
- C. **By Statement of Christian Experience.** A candidate may be received upon his testimony of conversion experience and believer's baptism by immersion.
- D. **By Restoration.** A candidate whose name has been erased from the active membership roll (see Article I, Section 2-D) may be reinstated to active membership.
- E. **By Special Circumstances.** A candidate may be considered under unique circumstances not covered by the previously stated conditions.

Section 2

Dismissing a Member

Upon recommendation of the membership committee and an affirmative vote of the congregation at any regular or membership meeting, a member may be dismissed from membership in one of the following ways:

- A. **By Letter.** A letter of transfer may be granted to a church of like faith. Such a document will be sent to the pastor or clerk of the requesting church.
- B. **By Erasure.** A member will be removed upon notice that said member has been received into another church.
- C. **By Exclusion.** A member who engages in un-Christian conduct or gross immorality may be dismissed. Matthew 18:15-22 shall be applied by the diaconate as a guide.
- D. **By Member of Record.** A member who has been absent from the church for the period of one (1) year without evidence of any interest will by his own action be designated a "Member of Record". Persons so designated shall not be counted as members and have no rights of membership.
- E. **By Death.**

Section 3

Duties of Members

The general duties of members, which are to guide us in our relationship with God and one another, are set forth in the church covenant as adopted by Central Baptist Church (*see Constitution Article IV*).

Section 4

Membership Register

A permanent register of members shall be kept in a secure location on the church premises.

Article II

Meetings

Section 1 **Public Worship Services**

- A. The church shall meet each Sunday and mid-week for public worship.
- B. The Lord's Supper shall be observed, when feasible, on the first Sunday morning of the month, Maundy Thursday, and quarterly on Sunday evenings as determined by the diaconate.
- C. Baptismal services shall be observed as scheduled by the pastor and diaconate.
- D. Other services may be held as deemed desirable.

Section 2 **Regular Business Meetings**

- A. **Monthly Meetings.** Monthly business meetings shall be held on the fourth Wednesday of the month except December. The December meeting shall be the second Wednesday and shall include the annual election of officers and adoption of the budget for the forthcoming year.
- B. **Quarterly Reports.** Quarterly written reports emphasizing significant accomplishments of the quarter and programming for the coming quarter shall be presented at the first monthly business meeting of each quarter by all church officers, the ministers, and the chairs of all organizations, boards, and committees.
- C. **Annual Reports.** The annual report meeting shall be held during the January business meeting. Ministers, officers, and chairs of all boards, committees, and organizations shall provide a written report of the past year's ministry at this meeting.
- D. **Rescheduling.** The advisory council may re-schedule any business meeting according to the needs of the church calendar.

Section 3 **Other Meetings**

- A. **Membership Meetings.** The moderator may call the church to order for the acceptance of new members at any worship service.
- B. **Special Meetings.** A special business meeting may be called by the moderator to conduct important business when recommended by any board or the advisory council. Notice of such meeting and the purpose for which it is called shall be given from the pulpit at a Sunday morning worship service.
- C. **Agenda.** Business conducted at any membership or special meeting shall be limited to the purpose for which the meeting was called.

Article III

Officers

(see Constitution Article VI)

Section 1 **Church Officers**

The officers of the church shall be a moderator, vice-moderator, clerk, treasurer, pastor, and the chairs of the deacons, deaconesses, trustees, Christian education and missions. These elected officers shall lead the church in the conduct of its business.

Section 2 **Qualifications**

- A. Be a member for one (1) year.
- B. Be familiar with the bylaws.
- C. Pledge faithful service according to the covenant adopted by the church.

Section 3 **Term of Service**

- A. The moderator, vice-moderator, clerk, and treasurer shall be elected by ballot to serve a one (1) year term with a limit of three (3) consecutive terms.
- B. These elected officers shall assume office on January 1 following their annual election in December and shall serve until their successors are elected and assume the office.
- C. The other officers shall be elected according to Article IX, Section 5.
- D. The church may at any time elect one or more assistants to any office.

Section 4 **Duties**

- A. **Moderator.** Shall call to order and preside over all regular and special business meetings of the church and advisory council. In the absence of the vice-moderator, the moderator shall appoint a parliamentarian protem. With the pastor and the chairs of the diaconate, appoint nominating committee members (*see Article VI, Section 1*).
- B. **Vice-Moderator.** Shall preside as moderator in the absence of the moderator and shall serve as parliamentarian of all regular and special business meetings of the church. In the absence of the moderator, the vice-moderator shall appoint a parliamentarian protem.
- C. **Clerk.** Shall keep a correct and permanent record of all business meetings of the church and advisory council, sign all letters of transfer, supervise maintenance of all church membership records in which changes shall be noted as they occur, and perform other duties which usually pertain to such an office.
- D. **Treasurer.** Shall sign all checks over the counter-signature of the financial secretary. The treasurer shall be an ex-officio member of the board of trustees.

- E. **Chair of the Board of Deacons.** Shall preside as moderator in the absence of both the moderator and vice-moderator, shall lead and direct the activities of the board of deacons, and shall preside at joint meetings of the diaconate. With the moderator and the pastor, appoint nominating committee members (*see Article VI, Section 1*).
- F. **Chairs of the Boards of Deaconesses, Trustees, Christian Education, and Missions.** Shall lead and direct the activities of their respective boards. The chair of the deaconesses, with the moderator and the pastor, shall appoint nominating committee members (*see Article VI, Section 1*).

Article IV

The Ministry

Section 1 **Pastor**

- A. **Qualifications.** The pastor of this church shall be a regularly ordained American Baptist minister.
- B. **Duties.** The pastor shall have the following responsibilities:
1. preach the Gospel.
 2. administer the ordinances.
 3. lead the worship services.
 4. promote the spiritual welfare of the church.
 5. serve as an ex-officio member providing guidance to the boards and committees of the church.
 6. perform duties as outlined in writing by the pulpit committee at the time of a call which may subsequently vary as the church shall determine.
 7. supervise the entire church staff in cooperation with the board of trustees.
 8. support the "mission purpose" and cooperate with the agencies of the American Baptist Churches in the USA.
 9. with the moderator and the chairs of the diaconate, appoint nominating committee members (*see Article VI, Section 1*).
 10. abide by the bylaws of the church.

Section 2 **Other Ministerial Staff**

- A. **Qualifications.** Other ministers shall be a regularly ordained American Baptist minister, a person seeking ordination, or a lay professional.
- B. **Duties.** Each minister shall have the following responsibilities:
1. perform duties as outlined in writing by the pulpit committee at the time of a call which may subsequently vary as the church shall determine.
 2. support the "mission purpose" and cooperate with the agencies of the American Baptist Churches in the USA.
 3. abide by the bylaws of the church.

Section 3 **Term of Service**

Not specified.

Section 4 **American Baptist Meetings**

At least one (*I*) minister may represent the church at Area and Region annual meetings and the American Baptist Churches in the USA Biennial. (Revised 10/22/080)

Section 5

Resignation or Dismissal

- A. A minister choosing to resign is requested to give thirty (30) days notice. An affirmative vote of the church shall recognize the closure of ministry (*see Article IX, Section 6-A*).
- B. A minister may be dismissed for cause. The following procedures shall be implemented:
 - 1. The diaconate under the guidance of Matthew 18:15-22 and after consultation with the pastoral relations committee and the American Baptist Area Minister, shall call a special business meeting (*see Article II, Section 3-B*).
 - 2. A minister will be dismissed upon a two-thirds (2/3) majority vote by ballot (*see Article IX, Section 6-B*).
 - 3. The clerk shall give official written notice of the action of the church to the dismissed minister.
 - 4. A minister so dismissed shall be relieved of all duties immediately.
 - 5. Following the date of dismissal, the minister may receive salary for a maximum of ninety (90) days which includes unused accrued vacation.

Article V

Boards

Section 1

The Board of Deacons

- A. **Purpose.** Meet regularly with the deaconesses and the pastor to design, promote, and have charge of evangelistic programming, visitation, and outreach through which the whole church may make its witness and share its faith, so that, by the grace of God, souls may be won to faith in Christ and membership in the church.
- B. **Constituency.** The board shall consist of twelve (12) members or one (1) member for every fifteen (15) families, whichever is greater. They shall be elected for a term of three (3) years, one-third (1/3) of the board to be elected each year. No deacon shall be eligible for two (2) consecutive terms.
- C. **Duties.** The deacons shall have the following responsibilities:
1. provide spiritual leadership so that activities create fellowship and spiritual growth among the members.
 2. work to create harmony among the membership.
 3. maintain contact to know and care for needs of the members through a system of districts based on the required number of deacons.
 4. assist the pastor in administering the ordinances.
 5. deal with matters of discipline with the assistance of the deaconesses (*see Article VIII*).
 6. direct relief work through the administration of the Fellowship Fund.
 7. supervise and promote attendance for Sunday worship services, the mid-week prayer meeting, and provide ushers as needed.
 8. provide for the supply of the pulpit in the absence or resignation of the pastor. They shall have general supervision of the Sunday services of worship and the mid-week prayer meeting.
 9. meet once a month with the board of deaconesses to share information and separately to conduct their normal business.
 10. counsel and cooperate with all committees.
 11. fulfill the role of the membership committee (*see Article VI, Section 5*).
 12. appoint a representative to the music committee (*see Article VI, Section 2-B*).
 13. be responsible for activating a pulpit committee when needed (*see Article VI, Section 12*).
- D. **Special Meetings.** A special meeting may be called at any time by the pastor, the chair, or any three (3) members.
- E. **Deacon Emeritus.** In recognition of long and faithful service, a member may be elected by vote of the church to the office of Deacon Emeritus to serve for life and may meet with the board if he so desires.

Section 2

The Board of Deaconesses

- A. **Purpose.** Meet regularly with the deacons and the pastor to design, promote, and have charge of evangelistic programming, visitation, and outreach through which the whole church may make its witness and share its faith, so that, by the grace of God, souls may be won to faith in Christ and membership in the church.
- B. **Constituency.** The board shall consist of twelve (12) members or one (1) member for every fifteen (15) families, whichever is greater. They shall be elected for a term of three (3) years, one-third (1/3) of the board to be elected each year. No deaconess shall be eligible for two (2) consecutive terms.
- C. **Duties.** The deaconesses shall have the following responsibilities:
 - 1. provide spiritual leadership so that activities create fellowship and spiritual growth among the members.
 - 2. work to create harmony among the membership.
 - 3. maintain contact to know and care for needs of the members through a system of districts based on the required number of deaconesses.
 - 4. assist the pastor in administering the ordinances.
 - 5. deal with matters of discipline with the assistance of the deacons (see Article VIII).
 - 6. advise the deacons of benevolent needs for use of the Fellowship Fund.
 - 7. institute programs of ministry.
 - 8. promote attendance at all worship services.
 - 9. meet once a month with the board of deacons to share information and separately to conduct their normal business.
 - 10. counsel and cooperate with all committees.
 - 11. fulfill the role of the membership committee (*see Article VI, Section 5*).
 - 12. appoint a representative to the music committee (*see Article VI, Section 2-B*).
 - 13. be responsible for activating a pulpit committee when needed (*see Article VI, Section 12*).
- D. **Special Meetings.** A special meeting may be called at any time by the pastor, the chair, or any three (3) members.
- E. **Deaconess Emeritus.** In recognition of long and faithful service, a member may be elected by vote of the church to the office of Deaconess Emeritus to serve for life and may meet with the board if she so desires.

Section 3

The Board of Trustees

- A. **Purpose.** Have charge of all church property and assets.
- B. **Constituency.** The board shall consist of twelve (12) members. They shall be elected for a term of three (3) years, one-third (1/3) of the board to be elected each year. No trustee shall be eligible for two (2) consecutive terms.
- C. **Duties.** The trustees shall have the following responsibilities:
 - 1. keep the church property insured and in good repair.

2. report at the January business meeting an inventory of church property, its estimated value, and the amount of insurance carried.
3. monitor cash flow of receipts and budget expenditures by other boards and committees. Each board or committee chair may approve the expenditure of up to \$50.00 per month within their approved budget without prior approval of the trustees. All other expenditures must have prior approval of the board before incurring the expense. The board shall only consider the amount of each request and not the purpose.
4. refer to the church new projects and equipment amounting to \$1,000.00 or more.
5. see that the custodians of funds are properly bonded.
6. appoint four (4) members as the finance committee with the following responsibilities:
 - a. solicit budgetary proposals from all boards, committees, auxiliary organizations, and chartered organizations.
 - b. prepare the annual budget proposal and present it in the following order:
 - i. to the advisory council at its October meeting.
 - ii. as a report to the church at the October business meeting.
 - iii. for adoption by the church at the December business meeting.
 - c. cooperate with the stewardship committee in conducting the stewardship program.

In addition, the following shall be ex-officio members for the preparation of the annual budget proposal: all church officers, the chair of each board and committee, and a representative from each auxiliary and chartered organization.

7. employ or designate a financial secretary knowledgeable in bookkeeping or accounting who's responsibilities shall include:
 - a. maintain a set of financial records that reflect the status of the church's financial assets and liabilities.
 - b. prepare monthly, quarterly, and annual reports on the financial condition of the church.
 - c. prepare payrolls and reports as required.
 - d. other duties as needed in cooperation with the clerical and ministerial staff, or as assigned by the board of trustees.
8. employ, supervise, and recommend salaries for all clerical, custodial, music, and other paid staff as approved by the church.
9. establish a system of accounts in accordance with standard accounting procedures.
10. employ or designate a stewardship secretary who shall have the following responsibilities:
 - a. keep a record of all pledges made for the support of the church program at home and abroad, and furnish financial envelopes for the members.
 - b. keep an accurate record of each contributor and the amount of all collections.

- c. issue quarterly statements of contributions to all regular contributors to inform them of their status of giving.
 - d. count all receipts and deposit the funds in the bank.
 - e. record and acknowledge receipt of all memorial and special donations.
11. employ or designate an assistant stewardship secretary who shall assist the stewardship secretary weekly in the joint counting and depositing of the receipts. In the absence of either the stewardship secretary or the assistant, the chair of the finance committee shall assist in the counting and depositing of the receipts.
 12. appoint a sufficient number of persons to operate and maintain the audio/visual equipment.
 13. in the absence of the treasurer or financial secretary, the chair shall be authorized to counter-sign checks.
 14. appoint representatives to the following committees:
 - a. one (1) to the music committee
 - b. two (2) to the legacy-gift committee
 - c. one (1) to the stewardship committee who shall be a member of the finance committee
 15. be responsible for activating a building committee when needed.
 16. meet once a month to conduct normal business.

D. **Special Meetings.** A special meeting may be called at any time by the pastor, the chair, or any three (3) members.

Section 4 **The Board of Christian Education**

- A. **Purpose.** Be responsible for the organization, administration, and supervision of the entire educational program of the church.
- B. **Constituency.** The board shall consist of twelve (12) members. They shall be elected for a term of three (3) years, one-third (1/3) of the board to be elected each year. No member shall be eligible for two (2) consecutive terms.
- C. **Duties.** The board shall have the following responsibilities:
 1. provide leadership for the following areas of ministry:
 - a. children
 - b. youth
 - c. adults
 - d. family life education
 - e. multimedia resources
 - f. sports
 - g. leadership development
 - h. social concerns
 - i. special programs
 - j. nursery
 2. develop educational objectives and goals with assistance from the ministerial staff.

3. provide Sunday school superintendent, assistant superintendent, and secretary from within the board membership.
4. enlist, train, and appoint all church educational workers.
5. procure necessary literature and supplies from the Judson Press. Other material may be used subject to board approval. (Revised 10/22/08)
6. periodically review the educational needs of the church and make recommendations and provide leadership to accomplish those needs.
7. prepare and submit a proposed annual education budget.
8. meet once a month to conduct normal business.

D. **Special Meetings.** A special meeting may be called at any time by the pastor, the chair, or any three (3) members.

Section 5 **The Board of Missions**

A. **Purpose.** Organize, administer, and supervise the entire missions program of the church, which includes both international and national ministries of the American Baptist Churches in the USA and local missions.

B. **Constituency.** The board shall consist of nine (9) members. They shall be elected for a term of three (3) years, one-third (1/3) of the board to be elected each year. No member shall be eligible for two (2) consecutive terms.

C. **Duties.** The board shall have the following responsibilities:

1. promote congregational interest in missions.
2. promote giving to missions including the four (4) special annual offerings:
 - a. America for Christ
 - b. World Mission Offering
 - c. One Great Hour of Sharing
 - d. Retired Ministers and Missionaries "Thank You" Offering
3. conduct annual school of missions.
4. develop special events such as missionary speakers, work missions, films, and other projects.
5. prepare and submit a proposed annual mission budget.
6. encourage and promote mission projects that may develop into self-supporting churches.
7. encourage attendance at association and area meetings.
8. appoint a representative to the stewardship committee.
9. meet once a month to conduct normal business.

D. **Special Meetings.** A special meeting may be called at any time by the pastor, the chair, or any three (3) members.

Section 6 **The Advisory Council**

A. **Purpose.** Coordinate and enable the church to consider important matters by due process. (*see I Cor 14:40*)

- B. **Constituency.** The council shall consist of the pastor, other ministerial staff, the church officers, (*the moderator, vice-moderator, clerk, treasurer, and the chair of the deacons, deaconesses, trustees, Christian education and missions*), the chair of each board and committee, the president of each auxiliary organization, the elected representative to each chartered organization, and the president of the youth council. In the absence of a council member, an alternate representative may be present with power to vote. Each board, committee, auxiliary organization, and chartered organization shall be permitted one (1) member. The church moderator shall be chair and the clerk shall be secretary.
- C. **Duties:** The council shall have the following responsibilities:
1. assist the ministerial staff in the organization of the work of the church.
 2. consider all proposals for significant plans or matters of policy presented to the council by boards, committees, or auxiliary organizations, and present all such proposals to the church for final disposition with the council's positive or negative recommendation.
 3. have the tally of the council's vote recorded on all matters presented, and reported at the next business meeting.
 4. meet monthly to act on matters presented for consideration.
- D. **Special Meetings.** A special meeting may be called at any time by the pastor, the chair, or any three (3) members.

- A. **Purpose.** Plan and coordinate church-wide social activities as requested.
- B. **Constituency.** The committee shall consist of fourteen (14) members.
- C. **Duties.** The committee shall have the following responsibilities:
 1. arrange details and implement plans for scheduled church-wide social activities.
 2. maintain supplies as needed.
 3. administer the social committee budget.

Section 4 **The Decorating Committee**

- A. **Purpose.** Plan and coordinate appropriate decorations for the sanctuary.
- B. **Constituency.** The committee shall consist of eight (8) members of which at least two (2) must be men.
- C. **Duties.** The committee shall have the following responsibilities:
 1. provide decorations for regular worship services.
 2. provide suitable decorations for special church sponsored occasions.
 3. administer the decorating budget.

Section 5 **The Membership Committee**

- A. **Purpose.** Recommend appropriate actions regarding all membership activities of the church.
- B. **Constituency.** The committee shall consist of all members of the diaconate. The chairs of the deacons and deaconesses shall be co-chairs, and the secretary of the deaconesses shall be secretary.
- C. **Duties.** The committee shall have the following responsibilities:
 1. meet with all candidates prior to their names being presented to the church.
 2. hear each candidate's testimony of Christian experience.
 3. present to candidates a description of the various ministries and programs of the church.
 4. present appropriate membership recommendations to the church for consideration.
 5. become acquainted with all new members and learn of their previous experience in service to the Lord.
 6. introduce new members to their assigned deacon and deaconess.
 7. assist new members in becoming active, growing members of the church family.
 8. serve as a welcoming committee to assist new members in becoming acquainted with other members.
 9. have the secretary make a membership report at the following monthly business meeting.
- D. **Meetings.** The committee shall meet as part of the regular monthly diaconate meeting. Special meetings may be called at the request of the pastor, the co-chairs, or any three (3) members.

Section 6

The Building Committee *(when needed)*

- A. **Purpose.** Coordinate any major building expansion efforts of the church.
- B. **Constituency.** The committee shall consist of twelve (12) members nominated by the trustees and elected by the church. The chair of the board of trustees and the church treasurer shall be ex-officio members. Members shall serve until the proposed building expansion is completed, at which time they shall be dismissed by vote of the church. Normal maintenance and improvements to existing church-owned facilities shall be the responsibility of the board of trustees and shall not require the formation of this committee.
- C. **Duties.** The committee shall receive duties specified by the church at the time the committee is elected.

Section 7

The Legacy-Gift Committee

- A. **Purpose.** Coordinate all legacy-gift activities of the church.
- B. **Constituency.** The committee shall consist of four (4) elected members plus one (1) ex-officio member from the board of trustees.
- C. **Duties.** The committee shall have the following responsibilities:
 - 1. assist church members and the families of deceased members with legacy-gift decisions.
 - 2. fulfill the intent and instructions as specified by the donor regarding the legacy-gift.
 - 3. coordinate all activities with the board of trustees.
 - 4. formulate a policy, subject to church approval, for administration of undesignated legacies-gifts.
 - 5. provide a written annual report to the church of all legacies-gifts received by the church.

Section 8

The Community Publicity Committee

- A. **Purpose.** Plan and coordinate publicity and public relations activities of the church through the media to the community.
- B. **Constituency.** The committee shall consist of five (5) members.
- C. **Duties.** The committee shall seek to publicize the church and its ministries within the community.
- D. This committee shall only be activated to assist the pastor at his request. *(Added 10/22/08)*

Section 9

The Bus Committee

- A. **Purpose.** Plan, coordinate, and implement the bus ministry of the church.
- B. **Constituency.** The committee shall consist of nine (9) members.
- C. **Duties.** The committee shall have the following responsibilities:
 - 1. enlist, train, and schedule bus drivers.
 - 2. determine bus routes and schedules.
 - 3. maintain buses and equipment.
 - 4. make recommendations to the board of trustees regarding major repairs to and/or the replacement of buses.
 - 5. be able to spend up to \$250.00 per month from their budget, for repair and maintenance purposes, without prior approval of the board of trustees.
 - 6. formulate a policy, subject to church approval, for using all church-owned vehicles.

Section 10

The Pastoral Relations Committee

- A. **Purpose.** Foster constructive communication between the congregation and its ministerial leadership, and give guidance and counseling as appropriate.
- B. **Constituency.** The committee shall consist of five (5) elected members who exhibit characteristics of trust, sensitivity, and caring within the church family.
- C. **Duties.** The committee shall have the following responsibilities:
 - 1. strengthen relationships between the pastor and the congregation.
 - 2. act as a channel regarding congregational reactions to the pastors' leadership and for the pastors' reactions to the congregation's responsiveness to their leadership.
 - 3. counsel with the professional staff regarding a continuing education program.
 - 4. review the ministers' compensation and make recommendations to the finance committee for the annual budget.
 - 5. support and encourage members who have committed themselves to professional Christian service.
 - 6. furnish written reports quarterly to the church and verbal reports at other times as determined by the committee to be in the best interest of the church.
- D. **Meetings.** The committee shall meet quarterly. Special meetings may be called by the chair, a minister, or at the request of any three (3) members.

Section 11

The Stewardship Committee

- A. **Purpose.** Cultivate a spirit of stewardship within the church.

- B. **Constituency.** The committee shall consist of three (3) elected members plus two (2) ex-officio members: one (1) representative from the finance committee and one (1) representative from the board of missions.
- C. **Duties.** The committee shall have the following responsibilities:
 - 1. promote a spirit of giving within the congregation.
 - 2. cultivate the talents and abilities of members to further the ministry of the church.
 - 3. coordinate the stewardship program in cooperation with the ministerial staff and the finance committee.

Section 12

The Pulpit Committee *(when needed)*

- A. **Purpose.** Seek qualified ministerial leadership for the church.
- B. **Constituency.** The committee shall consist of twelve (12) members representative of the membership of the congregation.
- C. **Organization.** The diaconate, upon determination of the need to secure ministerial leadership for the church, shall without delay nominate a pulpit committee and present their nominations to the church for election (*see Article IX, Section 9*). Upon election, the chair of the board of deacons shall convene the committee to organize the members and to outline the charge for which they are elected. The committee shall continue to function until they have fulfilled the charge given to them at which time they shall be dismissed by vote of the church.
- D. **Duties.** The committee shall have the following responsibilities:
 - 1. be guided in its work by the published recommendations of the American Baptist Churches in the USA. (Revised 10/22/08)
 - 2. provide the qualifications and background of the candidate to the advisory council for their consideration. After such consideration the candidate may be presented to the church.
 - 3. schedule a special business meeting for the purpose of extending a call to the candidate. An announcement shall be made at all meetings during the two (2) weeks prior to the scheduled business meeting. A call will be extended to the candidate upon a two-thirds (2/3) affirmative vote by ballot of those members present and voting (*see Article IX, Section 6-B*).

Article VII

Support of the Church

This church shall be supported by tithes and offerings. According to the Scriptures it is the duty and obligation of all members to have a part in the financial support of this church and its ministries.

Article VIII

Discipline

Difficulties between members, un-Christian conduct, or gross immorality, when brought to the attention of the diaconate, shall be dealt with according to our Master's instruction in Matthew 18:15-22.

Article IX

Government

Section 1 **Parliamentary Procedure**

Business meetings of the church shall be conducted in accordance with "Robert's Rules of Order." All business activities shall be governed by and with the consent of the membership in accordance with the church's constitution and these bylaws.

Section 2 **Voting Privilege**

All active members (*see Article I, Section 3*) shall be entitled to vote at business meetings with the following exceptions: members under fifteen (15) years of age shall not vote on the call or dismissal of a minister, legal, financial, or disciplinary matters.

Section 3 **Voting Procedure**

Matters brought before the church for final approval which are ordinarily handled by boards or committees may not be voted upon until the church has first heard from that board or committee.

Section 4 **Ex-officio Members of Boards and Committees**

Ex-officio (*by virtue of position*) members of boards and committees shall have full voting privileges of that board or committee unless specifically stated otherwise in these bylaws.

Section 5 **Organization of Boards and Committees**

Following the annual election, each board and committee shall elect a chair and organize to carry out its purpose in the manner deemed most effective by its members. The chairs of the deacons, deaconesses, trustees, missions, and Christian education, as elected by their respective board members, are officers of the church.

Section 6 **Quorum**

- A. **Business Meetings.** A quorum for proceeding with business meetings shall be three (3) for each one hundred (100) active members. (*see Article I, Section 3*)
- B. **Calling or Dismissing a Minister.** A quorum for proceeding with a business meeting for the purpose of calling or dismissing a minister shall be twenty percent (20%) of the active members. (*see Article I, Section 3*)
- C. **Boards and Committees.** A quorum for all boards and committees shall be fifty percent (50%) of the membership of the board or committee. If there are vacancies, a quorum shall consist of fifty percent (50%) of those currently serving.
- D. **Advisory Council.** A quorum for the advisory council shall be twenty five percent (25%) of the authorized representatives. (*see Article V, Section 6-B*)

Section 7 **Denominational Meetings**

The church shall elect informed delegates each year as representatives to the scheduled denominational meetings in accordance with the number allotted the church. The delegates shall be elected at the business meeting prior to the scheduled denominational meeting.

Section 8 **Chartered Organizations**

Church sponsored organizations such as Boy Scouts, Girl Scouts, etc. shall have a representative elected by the church to be a liaison between the chartering organization and the church. The representative shall work with the group and report quarterly.

Section 9 **Auxiliary Organizations**

Church approved groups other than boards or committees, such as American Baptist Women's Ministries, American Baptist Men, American Baptist Youth, etc., that help carry out the various ministries are defined as auxiliary organizations.

Section 10 **Nominations**

At all elections further nominations may be made from the floor. Election of the nominating committee and the pulpit committee shall be exempt from floor nominations.

Section 11 **Term of Service of Committees**

Committee members shall be elected by ballot to serve a one (1) year term with a limit of three (3) consecutive terms.

Section 12 **Amendments**

These bylaws may be amended at any business meeting on the recommendation of the advisory council. Notice of the nature of the proposed amendment and the designated time of the meeting must be submitted to the church at the regular worship service on two (2) consecutive Sunday mornings immediately preceding such a business meeting. A three-fourths (3/4) majority affirmative vote of active members (*see Article I, Section 3*) present is required for approval of a proposed amendment

Article X

Constitution of the Youth Council

Section 1 **Name**

The name of this organization shall be "Youth Council of Central Baptist Church", hereafter referred to as "Youth Council".

Section 2 **Purposes, Powers, and Duties**

- A. The primary purpose of the youth council shall be to promote Christ and foster greater understanding and cooperation between the youth of Central Baptist Church and other members of Central Baptist, and among the young people themselves.
- B. The youth council shall speak for the youth of the church by making recommendations and/or suggestions to the various boards and committees of the church.
- C. The youth council shall plan all social functions for the youth of the church which do not come directly under the responsibility of other organizations of the church.
- D. The youth council shall plan periodic retreats for the youth of the church.

Section 3 **Membership**

- A. The youth council shall consist of all active youth of the church and two adult sponsors.
- B. The two adult sponsors shall consist of the youth representative of the board of christian education and another adult of the youth council's own choosing. The ministers of the church shall be ex-officio members. Neither the adult sponsors nor the ministers shall have voting privileges.

Section 4 **Officers and Organizations**

- A. The youth council shall elect from its members its own officers consisting of a president, vice-president, secretary, and treasurer.
- B. The president shall have been a member of the youth for at least one year and be a senior high youth. The remaining officers must have been a member for at least one year.

- C. The four officers in addition to a representative from the junior and senior high groups shall meet outside the regular meetings at least once a month to conduct business not pertaining to all youth and/or organize business that shall be brought up to the youth.
- D. The president shall appoint any committees as needed. The chairmen of said committees must be members of the youth council. Committee members need not be members of the youth council.
- E. A quorum of seven voting members shall be present in order to conduct official business.
- F. The youth council shall meet at least once a month to carry out its duties as listed in Section 2.
- G. The president of the youth council shall be a voting member of the advisory council of the church.

Section 5 Voting

- A. Each member shall have one vote excluding the president who shall vote only in case of a tie.
- B. There shall be no absentee voting.

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Monthly Business Meeting

October 22nd, 2008

The

Moderator called the meeting to order, established a quorum, and opened with prayer.

The moderator reviewed the recommended changes to the Bylaws as follows:

- Article IV, Section 4. Change “shall” to “may”.
- Article V, Section 4, Paragraph C, Line 5. Change “the American Baptist Publication Society” to “Judson Press”.
- Article VI, Section 8. Add paragraph “D” to read “This committee shall only be activated to assist the pastor at his request.
- Article VI, Section 12, Paragraph D, Line 1. Strike “National Commission on the Ministry of the” which is no longer a functioning commission of the denomination.

Jim Fox moved that we accept the changes as presented. The motion was seconded and passed unanimously with zero NO votes and no abstentions.