

CONSTITUTION  
OF THE  
FIRST BAPTIST CHURCH  
CLAYTON, NEW JERSEY  
(Revised June 22, 2017)

ARTICLE I. NAME

The name of this Church shall be the First Baptist Church of Clayton, New Jersey. (Incorporated under the laws of the State of New Jersey, August 31, 1889.)

ARTICLE II. GOVERNMENT

Under the Lordship of Jesus Christ, this Church is an independent self-governing body, free from the control and authority of anyone other than its members. However, we recognize that Scripture establishes Elders to act for it in the oversight and general direction of the affairs of the Church. They implement the purpose of the Church with the help of the other officers, committees, and ministries of the Church.

ARTICLE III. PURPOSE

The purpose of this Church shall be to encourage the worship of God and to maintain a faithful witness to the Gospel of the Lord Jesus Christ, through the regular and various ministries of the Church (such as the preaching of the Word for evangelism, the teaching of the Word for edification, pastoral work among the people, and both personal and corporate witnessing on the part of all Christian believers), and to promote the spread of the Gospel throughout the world.

ARTICLE IV. STATEMENT OF FAITH

Section 1: We believe in the Scriptures of the Old and New Testament as verbally inspired by God, as inerrant in the original writings, and that they are the supreme and final authority in faith and conduct and all other matters upon which they speak. (II Timothy 3:16; II Peter 1:19-21; Hebrews 4:12).

Section 2: We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit (Deuteronomy 6:4; Genesis 1:1, 26; Matthew 28:19; John 4:24).

Section 3: We believe that Jesus Christ is the only begotten Son of God, conceived of the Holy Spirit, born of the Virgin Mary, and is true God and true man (John 1:1-4; 3:16; Matthew 1:20; Isaiah 7:14; Matthew 1:23; Philippians 2:5-11).

Section 4: We believe that the Holy Spirit is the third person of the Trinity, whose ministry is to convict the world of sin, of righteousness and of judgment, and to regenerate the unbelieving; and to sanctify, comfort and teach those who believe in Jesus Christ (John 16:8-11; 3:6-7; 14:26).

Section 5: We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God, and that all men are sinful both by nature and by choice (Genesis 1:26-27; Romans 5:12-14; Ephesians 2:3, Romans 3:23).

Section 6: We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice, that all who believe on Him are justified on the ground of His shed blood (I Corinthians 15:3-4; Revelation 1:5).

Section 7: We believe that salvation is by grace through faith, not of works, and that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, thereby becoming children of God, eternally secure in Him (Ephesians 2:8-9; John 3:3; 3:7; 1:12).

Section 8: We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, in His present ministry there for us as High Priest and Advocate, and in His imminent coming to rapture His Church (I Thessalonians 4:13-17; I Corinthians 15:4; Acts 1:8-11; Hebrews 4:14-16; I John 2:1-2).

Section 9: We believe in the personal, premillennial and visible bodily return of the Lord Jesus Christ to set up His Kingdom upon the earth (Zechariah 14:4; Revelation 19:11-16; 20:1-15).

Section 10: We believe in the bodily resurrection of the just and the unjust; the everlasting conscious blessedness of the saved, and the everlasting conscious punishment of the lost (I Corinthians 15:20-24; Revelation 20:12-15; II Corinthians 5:8).

Section 11: We believe in the Church, a living, spiritual body of which Christ is the Head, and of which all regenerated people are members; and that the local, visible Church is a company of regenerated baptized believers in Jesus Christ associated together for work, worship and fellowship (I Corinthians 12:1-31; Matthew 16:16-18; Acts 2:42-47).

Section 12: We believe in the observance of the ordinances of Baptism and the Lord's Supper in obedience to the commands of Christ; that Baptism is the immersion of a believer in water as his identification with the death, burial and resurrection of Christ; and that the elements of the Lord's Supper are symbolic of the body and shed blood of Christ (Matthew 26:26-29; I Corinthians 11:23-30; Acts 2:38, 8:36, 38; Romans 6:3-4).

Section 13: We believe that every person is ultimately responsible to God alone in all matters of faith, and that each Church is independent and autonomous and must be free from interference from any ecclesiastical or political authority (Philippians 2:12).

## ARTICLE V. COVENANT

With Jesus Christ as Lord and Savior, we willingly enter into solemn agreement with one another:

1. To promote the advancement of the Church in holiness and allegiance to Christ.
2. To be faithful in attending worship services, prayer meetings, and the study of God's Word in Sunday School.
3. To do the work of the Church together in Christian love.
4. To support spiritually, practically, and with a glad and generous heart the Church ministries as the Lord blesses us.
5. To observe regularly the ordinance of the Lord's Supper.
6. To receive correction and discipline through various means which Christ provides through the Church.
7. To encourage one another to love and to do good works.
8. To communicate the Word of God to our families and our acquaintances that they may grow in their knowledge and trust in God.
9. To be just in our dealings and faithful in our commitments in all circumstances. To seek to live peaceably with all men. and to refrain from the pursuit of legal action against fellow church members. (I Cor. 6:1-8).
10. To speak helpful words which will build up others according to their needs and benefit all who listen.
11. To live soberly, righteously, and in a godly manner in this sinful world, avoiding whatever is unbecoming for an ambassador of Christ.
12. To unite with another Christian church in the event the Lord calls us elsewhere.

## ARTICLE VI. MEMBERSHIP

### Section 1 - Qualifications for Membership

In all cases, without exception, candidates for membership shall possess a personal faith in Christ as Lord and Savior, and shall give evidence of a desire to live a consistent, godly Christian life, shall have been baptized by immersion in water, and shall indicate their complete agreement with the Statement of Faith (Art. IV) by signing the membership application form at the time of application for membership.

### Section 2 - Application for Membership

Any person meeting the qualifications of membership, and after giving satisfactory evidence of the same to the Pastor and the Board of Elders, and upon Church vote, is received into membership.

### Section 3 - Transfers from other Churches

Persons from other churches, meeting the qualifications of membership shall be received into membership by vote of the Church upon recommendation of the Pastor and the Board of Elders in one of the following ways:

- a. By letter of transfer and recommendation from an evangelical church.
- b. Without letter of transfer, by personal testimony to the fulfillment of the qualifications of membership, when the circumstances are justified in the opinion of the Pastor and the Board of Elders.

### Section 4 - Associate Members

We extend the privilege of associate membership to those who are away from home and who are temporarily in the South Jersey area. Such persons must meet the same conditions for membership as are required of those candidates who come in as regular members. Such membership entitles associate members to all the privileges of work and worship in the Church, including the right to vote in congregational meetings (except the right to be elected an officer of this Church). Upon removal from the area, associate members shall be automatically dropped from the associate membership roll. Upon request to the Board of Elders, associate membership may be changed to regular membership at any time, in which case the home Church of the individual shall be notified.

### Section 5 - Special Inactive Status ("SI")

When circumstances prevent a member from regularly attending church services for a period of 6 months or more such as (1) physical limitations or (2) involvement in a full-time Christian ministry approved by the Pastor and Board of Elders, the member will be placed in a special inactive status. The member will not be permitted the privilege of voting. If and when the member is able to attend Church services on a regular basis, their status will change to active ("A") by approval of the Board of Elders without the need for Church vote.

### Section 6 - Reception of New Members

All new members shall be welcomed into the Church by being given the Right Hand of Fellowship by the Pastor and Board of Elders.

### Section 7 - Termination of Membership

Request for termination of membership shall be presented to the Pastor and Board of Elders who will, after prayerful consideration, submit their recommendation to the Church for action by vote. In cases where membership is established in another church without letter of transfer, upon recommendation of the Pastor and Board of Elders, their membership shall be terminated by vote of the Church.

## Section 8 - Transfer of Membership

Any member in good and regular standing who desires a letter of transfer and recommendation to another evangelical church is entitled to receive it upon his request. Such request shall be presented to the Pastor and Board of Elders, who will, after prayerful consideration, submit their recommendation to the Church for action by vote. In no case shall the Church grant a letter of transfer or recommendation unless satisfactory explanation of such request has been given to and accepted by the Pastor and Board of Elders.

## Section 9 - Responsibility of Members

- a. Every member shall faithfully attend the services of the Church, and shall participate regularly in the giving of his means as the Lord has prospered him, and in the exercise of his spiritual gifts in service.
- b. No member habitually absent from the regular services of the Church for a period of six months will be permitted the privilege of voting unless satisfactory explanation of such absence has been given to and accepted by the Pastor and Board of Elders.
- c. Any member habitually absent from the regular services of the Church for a period of one year, unless satisfactory explanation of such absence has been given to and accepted by the Pastor and Board of Elders, will be removed from the regular membership roll, placed on the inactive membership roll, and the member so notified. Names will be carried on the inactive membership roll for a period of one year, after which they shall be dropped from membership and the non-attending members so notified. During the period of inactivity, efforts shall be made by the Pastor, Board of Elders, and the members, through prayer and personal contact, to encourage such a person to return to active membership.

## Section 10 - Exclusion of Members

In all cases involving gross immorality, and in case of delinquency through failure to comply with covenant obligations, members may be excluded when it is recommended by the Pastor or Board of Elders, and approved by the vote of the Church. Excluded members may be restored upon confession of their sin and showing satisfactory evidence of repentance. No charge against any member may be presented before this Church until after the application of Scriptural methods have been pursued according to Matthew 18:15-20 and Galatians 6:1.

## Section 11 - Vote on Membership

A vote for the deletion from membership of the Church must take place at the Annual Business Meeting or any special business meeting.

ARTICLE VII. PASTORS, OFFICERS, BOARDS AND COMMITTEES; THEIR  
ELECTION AND DUTIES

Section 1 - Pastors:

Item 1 – Senior Pastor

The Senior Pastor shall be an ordained minister of the Gospel. His call to this Church shall be for an indefinite period, unless otherwise specified in the call. The Pastor shall be called upon recommendation of the Pulpit Committee. His election shall be by closed ballot at a regular or special meeting of the Church, providing notice of such intention to vote on the calling of a pastor at such meeting has been given at Sunday Services on two consecutive Sundays. Two-thirds of all votes cast shall be necessary for election. Only one candidate shall be considered and voted upon at a time.

At such time that the Pastor feels his ministry is finished in this Church, he must give at least four weeks written notice to this effect, such notice to be read at any service of the Church or at any duly called business meeting.

Should the occasion arise when the majority of the Church felt that the ministry of the Pastor was finished, and for the spiritual welfare of the Church a change of Pastors would seem advisable, they should first band themselves together for special prayer about the matter. After a reasonable time of prayer, the Pastor may be dismissed by the same legal procedure and majority vote by which he was called. After vote for his dismissal, the Pastor shall be given four weeks notice before dismissal shall be effective.

In cases of extreme misconduct unbecoming to a Pastor, he shall be subject to immediate dismissal by the Board of Elders. This action requires a two thirds vote of the Board of Elders. The Senior Pastor shall not have a vote as an ex officio member of the Board of Elders in such cases. This action is to be confirmed by a subsequent majority vote of the church.

Duties - It shall be the duty of the Pastor to preach at the services of the Church; to administer ordinances; to act as Moderator when present at meetings for the transactions of business, and to perform the various duties incumbent on his office. He shall be an ex-officio member of all boards and committees, except for the Auditing Committee.

Any additional members added to the pastoral staff shall be responsible to the Senior Pastor. If the Church is without a Senior Pastor, then they shall be responsible to the Board of Elders.

## Item 2 - Pastoral Assistants:

Pastoral assistants may include but are not limited to Assistant Pastor, Associate Pastor, Youth Pastor, Senior Citizen Pastor, Minister of Music, and Christian Education Director.

Titles, qualifications and duties of pastoral assistants shall be determined by the Senior Pastor and the Board of Elders as the need arises with approval of the Church. To be added to the staff, the Assistant Pastor must receive two-thirds vote of members present and voting. The termination of an assistant's service may be effected at any time by resignation, by majority vote of members present and voting at a special meeting of the congregation or by immediate action of the Board of Elders as outlined in Section 1, Item 1, Paragraph 4.

## Item 3 - Job Description Specifics

Before the final vote to call any pastoral staff member, both the candidate and the congregation shall receive a written job description. This description shall include at least the following: a general description of the responsibilities of the position being considered, salary/housing and other financial arrangements, and the amount of vacation time allotted.

## Section 2 – Officers

The officers of this Church shall consist of the following: A Pastor, a Clerk, a Treasurer, an Assistant Treasurer, Financial Oversight Team, a Financial Secretary, a Head Usher and a Sunday School Superintendent. All officers shall be active members of this Church. In all cases voting shall be done by secret ballot. When no contest exists, a majority vote of all ballots cast shall be necessary for election. All officers shall be elected annually except as otherwise provided. Each officer shall be required to subscribe annually in writing and without mental reservation to the Statement of Faith (ART. IV). Departure from same shall be just cause for removal from office. As soon as possible following the annual elections, the doctrinal subscription shall be carried out before the public ceremony of installation takes place. There will be no absentee balloting or voting by proxy.

### Item 1 - Clerk

The Clerk shall keep accurate records of all the proceedings of the Church; shall keep complete records of baptism and membership; shall keep a file of important Church papers and shall give notice of annual and special business meetings. The Clerk shall make an annual report to the Church, and shall perform such other work as may be directed by vote of the Church.

#### Item 2 - Treasurer

The Treasurer shall receive all Church monies. The Treasurer shall keep accurate records of money received and disbursed, and shall submit reports to the Church and the Board of Deacons as required.

#### Item 3 - Assistant Treasurer

The Assistant Treasurer shall assist the Church Treasurer as directed by the Board of Deacons.

#### Item 4 - Financial Oversight Team

Two or more persons shall be elected to the Financial Oversight Team at the Annual Meeting to serve a one-year term. These persons will examine the financial accounts of the Church using standard accounting tests and report their findings at the Annual Meeting of the Church.

#### Item 5 - Financial Secretary

The Financial Secretary shall have custody and distribution of the envelopes provided for systematic giving; shall keep an accurate and confidential record of all monies received and shall provide receipts when requested by the Church people; and shall submit a written report at the Annual Meeting of the Church. The Financial Secretary shall be elected for a three year term.

#### Item 6 - Head Usher

The Head Usher shall supervise the receiving of the offerings; the greeting of worshipers, and shall see that they are properly seated; and make the effort to offer every Christian courtesy.

#### Item 7 – Sunday School Superintendent

The Sunday School Superintendent shall coordinate, supervise and develop the Sunday School ministry in cooperation with the pastoral staff and Christian Education Committee, of which he is a member ex officio. He shall prepare a written annual report concerning the progress of the Sunday School.



## Section 3 – Boards

The Boards of the Church shall consist of the following: the Board of Elders, the Board of Deacons, the Board of Deaconesses and the Board of Missions. All Board members shall be active members of this Church. Their terms shall be three years. Exactly or about one-third of the Board members shall be nominated each year. After completing a three-year term, a Board member shall be ineligible for re-election for one year, though he or she may be appointed at any time by the Board to fill a vacancy.

In all cases voting for board members shall be by secret ballot. When no contest exists a majority vote of all ballots cast shall be necessary for election. Vacancies may be left in the event that qualified candidates cannot be found. Each board member shall be required to subscribe annually in writing and without mental reservation to the Statement of Faith (ART. IV). Departure from same shall be just cause for removal from office. This doctrinal subscription shall be carried out in a public ceremony of installation as soon as possible following the annual election. There will be no absentee balloting or voting by proxy.

### Item 1 - Board of Elders

#### A. Duties and Responsibilities

1. To assist the Pastor in exercising the spiritual oversight of this Church; to be his counselors; to assist the Pastor in the administration of all ordinances and other ministry as requested and appropriate; such as, visiting the sick or distressed members of this Church; and, when necessary, relieving the members, congregation and/or community by appropriation from the Elders' Benevolent Fund or by other means.
2. To interview thoroughly all applicants for membership upon the recommendation of the Pastor (see ARTICLE VI).
3. In the event of the Senior Pastor's absence, incapacitation, resignation, or death, the Board of Elders shall assume the responsibilities of the Pastor, and with the Pulpit Committee, shall see that a leader for prayer meetings, and pulpit supply for Sunday Service is provided. In the event of a Pastor's extreme misconduct which is unbecoming to a Pastor, the Board shall have the right to immediately remove the Pastor from all active duties upon a two thirds majority vote of the Board. The Board shall then have charge of the prayer meetings, and shall be responsible for pulpit supply for Sunday Services.
4. At the first meeting of the Board after the Annual Business Meeting, the Board shall elect from among their members a chairman, vice chairman, secretary, and a treasurer for the Elders' Benevolent Fund. All checks drawn on the Elders' Benevolent Fund shall have the signature of any one of the following: Chairman, Vice Chairman,

Secretary, or Treasurer.

5. Meetings of the Board of Elders may be called by the Pastor or the Chairman of the Board when and as often as necessary.
6. It shall be the duty of the Pastor and the Board of Elders to work out for this Church a constructive program of evangelism and visitation, and to promote personal work among the members. The Board shall report to the Church at the annual meeting.

#### B. Election

The Board of Elders shall consist of eight members for a congregational membership of 240 or less. Thereafter, one additional Elder may be elected for every additional thirty members. Elders shall be elected from the male members of the congregation, who qualify according to 1 Tim. 3:1-13, and who shall have attained the age of twenty-one years.

The first year of service for a new member of the Board of Elders shall be a trial year, after which either the new member or the current Board chairman will determine the advisability of completing the remaining two years of the three-year term. If the term is not to be completed, a statement to that effect shall be entered into the minutes of the Elder Board, and the Chairman of the Nominating Committee is to be given timely written notification.

#### Item 2 - The Board of Deacons

The Board of Deacons shall be composed of eight members.

The duties of the Board of Deacons shall be the supervision and custody of all Church property. The Board of Deacons shall hold in trust all property of the Church. They shall have authority to regulate the use of Church facilities and to authorize the expenditure of Church funds not exceeding the amount of Two Thousand Dollars, except for the regular budgeted expenses of the Church. The Board shall elect its own Chairman, Vice Chairman and Secretary annually. They shall meet monthly and shall submit a report at the Annual Meeting of the Church. Deacons shall be elected from the male members of the congregation who qualify according to 1 Timothy 3:8-13, and who shall have obtained the age of twenty-one years.

#### Item 3 - The Board of Deaconesses

The Board of Deaconesses shall be composed of eight members.

The Deaconesses shall assist in the preparation and performance of the Church ordinances, and in visitation work and the ministry to the poor and needy, or as requested by the Pastor or Elders. The Board shall elect its own Chairman, vice chairman and Secretary annually and shall meet at

least quarterly, or as the need arises. The Board shall report to the Church at the Annual Meeting.

#### Item 4 - The Board of Missions

The Board of Missions shall be composed of nine members. No husband and wife should both serve as elected members of this Board at the same time.

The duties of the Board of Missions shall be the supervision of the entire Missionary Program of the Church; the organization of the regular missionary meetings and the securing of missionary speakers for same; the apportionment of overall funding available for missionaries and missions organizations. The Board shall work with the Pastor to promote the missionary challenge in all programs of the Church.

The board shall meet monthly and shall elect their own Chairman, Vice Chairman and Secretary annually, and shall submit a report at the Annual Meeting of the Church.

#### Item 5 - Special Committees

The Chairmen of all Boards shall have the authority to appoint sub-committees as are required for the proper conduct of the business of the Church. Board Chairmen shall assume the responsibility for notification to Board and Committee members, especially in matters of election results.

#### Item 6 – Vacancies

Vacancies occurring on any Board may be filled by the Chairman appointing a replacement for the unexpired term. This appointment may include one whose term has just expired and is therefore ineligible for immediate reelection.

### Section 4 – Committees

The Committees of this Church shall consist of the following: The Nursery Committee, the Kitchen Committee, the Nominating Committee and the Pulpit Committee. All committee members shall be active members of the Church.

In all cases, voting for committee member shall be by secret ballot. When no contest exists, a majority vote of all ballots cast shall be necessary for election. All committee members shall be elected annually, except as otherwise provided. Each member shall be required to subscribe annually in writing and without mental reservation to the Statement of Faith (ART. IV). Departure from same shall be just cause for removal from office. There will be no absentee balloting or voting by proxy. These committees shall meet quarterly, except as otherwise provided for. All committees shall submit a written report to the Annual Meeting of the Church.

### Item 1 - The Nursery Committee

This Committee shall consist of four members. It shall be the responsibility of the Committee to supervise the operation of the Baby Nursery during all necessary use of same, including Sunday School, Church services, Missionary Conference and special services requiring a nursery. The Nursery Committee shall recruit, schedule and train all nursery personnel. The Committee shall elect its own Chairman and Secretary annually.

The Committee shall protect all workers from being out of Church services excessively, and shall establish age limitations so that youth shall not be out of services younger than is wise.

The Committee shall see that all necessary supplies are available, and that the nursery is in acceptable condition at all times. The Committee shall prepare a budget for their necessary expenses each year prior to the annual meeting and submit same to the Board of Deacons for their use in preparing the annual Church budget. The Nursery Committee shall be responsible to the Board of Elders.

### Item 2 - The Kitchen Committee

This Committee shall consist of eight members and shall be responsible for the supervision of, ordering of supplies for, and the cleaning of the kitchen.

This Committee shall also be responsible to suggest, supervise and coordinate the various social activities of the Church including refreshments and fellowship suppers. The Committee shall elect its own Chairman annually and be responsible to the Board of Deacons. The term shall be for two years, with four members elected each year.

### Item 3 - The Nominating Committee

The Nominating Committee shall be elected at the Annual Business Meeting to serve until the next Annual Business Meeting. The Committee shall consist of one representative from each of the four Church boards (Elder, Deacon, Deaconesses, Mission) and three members at large. The Committee will nominate all officers, board and committee members to be elected at the Annual Business Meeting of the Church.

The Committee shall provide a suggestion box for active members of voting age to recommend nominations not later than four Sundays before the first Sunday of May.

The Committee shall post a list of nominations which should include the same number of candidates as positions needing to be filled, the first

Sunday in May.

A name may be added to the nominations by a petition signed by ten active members, subject to the approval of the Board of Elders, by the second week of May. When a petition is approved, the number of candidates for a position may exceed the number required. No nominations will be accepted at any election meeting. The final completed slate of nominations shall be posted by the Nominating Committee the third Sunday in May.

The Committee shall elect its own Chairman and Secretary.

#### Item 4 - Pulpit Committee

The Pulpit Committee shall be composed of the Board of Elders, the Church Clerk and two other members to be elected.

Whenever the pastorate is vacant, this Committee shall be formed for the purpose of recommending to the Church a desirable candidate. This Committee shall recommend to the Church the Lord's servant who they feel to be separated by the Holy Spirit unto this work. Announcement of such recommendations must be given from the pulpit on each of the two Sundays preceding Church action. The Committee shall not recommend more than one person at a time. If it seems necessary to secure the services of an Interim Pastor, all relationships between the Interim Pastor and Church shall be conducted solely through the Pulpit Committee. The Committee shall elect its own Chairman and Secretary.

#### Section 5 - Multiple Office and Committee Membership

No member shall hold more than three elective offices, boards and/or committee membership; and no member shall serve as chairman of more than one board or committee or be a member of more than two boards. The Nominating Committee, the Pulpit Committee and appointed committees shall be exempt from this restriction.

#### ARTICLE VIII - AUXILIARY ORGANIZATIONS

Any and all auxiliary organizations of the Church shall be subject to the authority of the Pastor and the Board of Elders concerning spiritual matters such as doctrine, personalities, etc., and the Board of Deacons concerning material matters, such as finances, use of the Church property, etc. An auxiliary organization shall be construed to mean any organization using Church property and/or affecting the corporate life of the Church.

#### ARTICLE IX - FINANCIAL SUPPORT

In recognition of the Biblical method of giving to the Lord's work, this Church shall not obtain money for any of its regular affiliated organizations by holding sales, suppers, fairs, bazaars, entertainments or any other commercialized method. The financing of

the Church shall be wholly by voluntary giving, excepting for that which is acquired by normal use and sale of Church property and interest gained on conservative investment or savings accounts.

## ARTICLE X - STATED MEETINGS AND PROCEDURES

### Section 1

The Church shall assemble for worship in the morning of each Sunday and for prayer at least one evening each week.

### Section 2

The Ordinance of the Lord's Supper shall be observed on one Sunday of each month.

### Section 3

The fiscal year shall be from May 1 through April 30. The Annual Business Meeting shall be held as close as possible to the first week of June. Semi-annual printed financial reports shall be made available to Church members in November.

### Section 4

Special business meetings may be called at any time by the Pastor, or, upon written request, by any five voting members. Every business meeting must be announced from the pulpit at least the two Sundays preceding; no meeting specifically called for the transaction of business shall be held on Sunday. Minor Church business may be transacted at any regular meeting of the Church.

### Section 5

The Pastor shall preside at all business meetings, except those in which business concerning the Pastor and/or his family is to be transacted, in which case and in the absence of the Pastor, the members shall elect an Elder to preside.

### Section 6

All parliamentary procedure shall be governed by Roberts' Rules of Order unless in conflict with this constitution.

### Section 7

Order of business at the Annual Business Meeting shall be as follows:

- Reading of Minutes
- Reports of Officers, Boards and Committees
- Unfinished Business
- New Business

All meetings shall be opened and closed in prayer.

## Section 8

The minimum voting age for members of this Church shall be seventeen years.

## Section 9

Twenty-five members shall constitute a quorum to do business. A lesser number may adjourn a meeting.

## ARTICLE XI – AMENDMENTS

### Section 1

The Constitution and By-laws of this Church may be added to or amended by a two-thirds vote of all ballots cast; notice of such action must be announced from the pulpit and the intended additions and/or amendments must be posted for all members to read at least four weeks prior to the business meeting.

### Section 2

ARTICLE IV (Statement of Faith) shall not be subject to alteration or amendment without a unanimous vote of those present and voting at a business meeting called for the purpose of acting upon such proposed alteration or amendment.

### Section 3 - Appointments for Christian Service

Upon the recommendations of the Board of Elders the Church may, by three-fourths vote of the members present and voting at a business meeting of the Church, set apart people to appointments of Christian service as follows:

#### A. The Pastoral Ministry

1. Any male member who gives evidence of having been called by God to the pastoral ministry may seek this appointment.
2. The Board of Elders shall examine the qualifications of the candidate. Upon their approval, the Board shall present a motion to the Church that the candidate be examined for ordination to the pastoral ministry.
3. Upon Church approval and the completion of any stipulation set by the Church, the Clerk shall call an ordination council to examine the candidate. This council may include representatives from our affiliates, this Church, and other churches in agreement with our doctrinal basis.
4. Upon satisfactory recommendation of the Council, the Church may proceed to ordain the candidate to the pastoral ministry.

B. To Missionary Service

1. Any member who gives evidence of having been called by God to missionary service may seek this appointment.
2. The Board of Elders shall examine the qualifications of the candidate. Upon their approval the Board shall present a motion to the Church that the candidate be commissioned to missionary service.