

# Constitution Of Community Baptist Church Of Walbrook

**Preamble:** In order to preserve the principles and security of our faith and to the end that this body may be governed in an orderly manner according to the accepted tenets of the Baptist denomination and for the purpose of assuring liberty of each member, we do establish this Constitution.

**Name:** Community Baptist Church of Walbrook

## ARTICLE I

SECTION 1. We accept the Bible with reverence and thankfulness, believe all that it teaches and obey its commandments.

SECTION 2. We adopt the Bible as our faith, rule and practice for the government of this church.

## ARTICLE II

SECTION 1. The membership of this church shall consist of such persons who confess Jesus Christ to be their Savior and Lord, and who after due examination by the church as to their Christian Experience and recommendations by letter from other churches have been accepted by vote of the church and having been baptized, enter into covenant.

SECTION 2. Members are expected to be faithful in all duties essential to Christian Life; and also to attend habitually the services of the church and to contribute regularly for its support and causes and to share in its organized work.

SECTION 3. All members on the active roster of the church may vote and act in church transactions; *i.e.* in church related endeavors or business meetings.

## ARTICLE III

SECTION 1. We the officers and members of this church do agree that the government and business meetings shall be in the hands of the members who shall constitute a quorum, for the transaction of business, not in violation of any part of this Constitution. A quorum shall be one third of the members on the active roster.

SECTION 2. We agree to have general church meetings twice a year. At such meetings there shall be a Moderator and a Clerk.

## ARTICLE IV

SECTION 1. The officers of this church shall be a Pastor, Deacons, Deaconesses, Trustees, a Sunday School Superintendent, a Clerk, an Assistant Clerk, Financial Secretary and a Treasurer.

SECTION 2. There shall be a Sexton and male and female Ushers.

SECTION 3. All of the above mentioned officers and appointees shall be members of this church.

## ELECTION OF OFFICERS

SECTION 4. In all cases of the election of officers a majority of the members present and voting shall elect. In the election of any officers, the Clerk shall cause a public notice to be given to the church two Sabbaths preceding the election.

## TERMS OF SERVICE

SECTION 5. The term of office of the Pastor shall continue as long as mutually agreeable. The Deacons, Deaconesses, and Trustees shall serve as long as it is the will of the membership. The Clerk, the Assistant Clerk, the Treasurer, the Financial Secretary and the Sunday School Superintendent shall be elected or re-elected annually.

## DUTIES OF THE PASTOR

SECTION 6. The Pastor shall have oversight of the church. He may preside as Moderator of all business meetings, if it is the express will of the majority of the members present. In the absence of the Pastor, the Chairman of the Deacons shall preside. In the absence of both, the Clerk shall call the church to order and a Moderator *pro tem* shall be elected.

## DUTIES OF THE DEACONS

SECTION 7. It shall be the duties of the Deacons to assist the Pastor in the administration of the ordinances, to visit the sick, the poor and the afflicted. They are to be in counsel with the Pastor, and by such methods as the Holy Spirit may direct. The Deacons shall be guardians of the purity and good orders of the church. The Deacons shall serve as general pulpit committee. In case of absence of the Pastor or his inability, subject to advice from and conference with him, they will provide for pulpit supplies. In any period when the church is without a Pastor, unless the church shall otherwise provide, the Deacons will arrange for a temporary Minister and to take counsel with reference to securing a Pastor.

## DUTIES OF THE DEACONESSES

SECTION 8. The Deaconesses shall be zealous in guarding the unity of the spirit within the church. They shall assist the Deacons in helping with the physical and spiritual needs of the membership.

## DUTIES OF THE SUNDAY SCHOOL SUPERINTENDENT

SECTION 9. The Sunday School Superintendent shall be a person who has and will continue to study God's Word. He or She shall have oversight of the Sunday School, selecting the Teachers and material to be used by the children. The Superintendent may assist in teaching or have a regular class.

## DUTIES OF THE CLERK

SECTION 10. It shall be the duties of the Clerk to keep a fair and faithful record of the Business Meetings, and to keep a roster of the membership of the church and its status.

## DUTIES OF THE FINANCIAL SECRETARY

SECTION 11. The Financial Secretary shall keep an accurate account of all money collected and paid out. The Financial Secretary shall write all orders to be drawn and cashed by

the Treasurer and so ordered by the Deacons and Business Meetings.

#### DUTIES OF THE TREASURER

SECTION 12. The duty of the Treasurer is to hold and receive all money, to cash all orders promptly drawn and presented to him and to make a report to the church in Business Meetings, showing the accurate receipts for the month and the service from which they were derived, together with expenditures and their object in general terms.

#### DUTIES OF THE TRUSTEES

SECTION 13. It shall be the duty of the Trustees to hold in trust all property of the church, and exercising such power and jurisdiction under civil law and court commonly known as Trustee Power. The Trustees shall supervise all funds.

#### DUTIES OF THE SEXTON

SECTION 14. The Sexton's duty is to keep the church clean and ventilated to the comfort of the congregation. He shall keep the grounds and pavements clean and in readiness for Divine Services, funerals, marriages or any service when properly notified by any Deacon and to discharge the duties in common to the office of Sexton.

#### DUTIES OF THE USHERS

SECTION 15. The Ushers shall care for the seating and comfort of the congregation. They shall greet and present cards of introduction to the visitors. The Ushers shall prevent distractions during church services.

### ARTICLE V

#### ANNUAL MEETING

SECTION 1. The Annual Meeting of the church shall be held on the first Business Meeting of the year, at which time all officers here in provided for shall be elected. The report of the preceding year showing work done and the condition of the several departments, shall be made from the Clerk, Treasurer, Trustees, Financial Secretary, Sunday School Superintendent and all other organizations connected with the church and Deacon Board.

SECTION 2. It shall be the duty of the Moderator to keep order, state all motions and declare the results of each vote. In no case shall he debate any motion while in the chair, nor sit as Moderator on any subject concerning him.

SECTION 3. The Moderator shall call to order any member who introduces a subject foreign to the one under discussion. The Moderator shall allow time for the introduction of new business at which time new business may be presented. Should the discussion of new business become exceptionally long, the subject shall be tabled and a committee appointed to investigate the subject and its findings reported at the next business meeting.

### ARTICLE VI

#### ORGANIZATIONS

SECTION 1. All organizations of the church shall be under church control. All officers of

the organizations shall be elected by the church. It is understood that the Pastor is *ex-officio* head of all organizations and his leadership is to be recognized by all.

SECTION 2. All organizations shall have subordinate rules and by-laws. Such rules shall not be in violation of this Constitution.

This Constitution may be amended by a two-thirds vote of members present and voting at any Annual Meeting of the church or at a meeting especially called for this purpose, the proposed amendment being stated in the call.