



**TIMBERLAKE**  
BAPTIST CHURCH

CONSTITUTION AND BYLAWS



# THE CONSTITUTION AND BYLAWS OF THE

## TIMBERLAKE BAPTIST CHURCH

### PREAMBLE

We, the membership of this church, desiring under God's blessing to prosper and sustain spiritual growth in our church; to establish ourselves in Christ and Bible-centered loyalty; and to enjoy the maximum harmony in all local church endeavors and business procedures, do hereby adopt and set in operation this Constitution and Bylaws.

### ARTICLE I – NAME, LOCATION AND PURPOSE

#### A. Name

This congregation of believers is named and shall be known as:

#### TIMBERLAKE BAPTIST CHURCH

#### B. Location

Timberlake Baptist Church is located in the County of Campbell, Commonwealth of Virginia, at 21395 Timberlake Road, Lynchburg, Virginia 24502.

#### C. Purpose

1. This congregation is organized as a church, defined in ARTICLE II, exclusively for charitable, religious, and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 (or

the corresponding provision of any future United States Revenue Code or Law), including, but not limited to, the establishment and maintaining of religious worship; the building, maintaining, and operating of churches, parsonages, schools, chapels, radio stations, rescue missions, print shops, day-care centers, camps and nursing homes.

2. This church shall also ordain and license men to the Gospel ministry, evangelize the unsaved by proclaiming the Gospel of the Lord Jesus Christ, educate believers in a manner consistent with the requirements of Holy Scripture both in Sunday and weekday schools of Christian education, and maintain missionary activities in the United States and any other country.

## ARTICLE II - DEFINITION

For purpose of clarification in principle and operation, our church shall adhere to the view that “a church is a company of believers in the finished work of Jesus Christ on the cross of Calvary and His bodily resurrection, baptized by immersion on a credible confession of faith; having New Testament officers of pastor and deacons; perpetuating the ordinances of baptism and the Lord’s Supper; self-governing in polity; voluntarily

banding together for worship, teaching, fellowship, work and the world-wide proclamation of the Gospel.” Its purpose is further expressed in the Church Covenant and ARTICLE I. C. “PURPOSE.”

### ARTICLE III – MODE OF GOVERNMENT

The government of this church is vested in the body of active believers who compose it and is executed by the pastor and other elected officers as provided in this Constitution. This church shall not be subject to the control of any other ecclesiastical body. This church shall be in respect to its affairs self-governing.

### ARTICLE IV - CONFESSION OF FAITH AND COVENANT

#### A. CONFESSION OF FAITH

The doctrines of this church shall be in conformity with those generally accepted by historic Baptist churches and expressed in the Confession of Faith and Covenant as follows:

##### 1. The Scriptures

We believe in the verbal, plenary (full, entire, complete) inspiration of the Bible, which is the Word of God, that in its

truthfulness and completeness, it is the only criterion and authority of both church and individual for faith and practice (II Pet. 1:19-21; II Tim. 3:16).

## 2. God

We believe there is one God eternally existing, manifesting Himself to us in three persons: Father, Son, and Holy Ghost (Gen. 1:1; Jn. 9:35; 10:30; Jn. 14:16-27). We believe that God is sovereign in the bestowal of spiritual gifts to every believer. God uniquely uses evangelists and pastor-teachers to equip believers in the assembly in order that they can do the work of the ministry (Rom. 12:3-8; I Cor. 12:4-11, 28; Eph. 4:7-12).

## 3. The Person and Work of Jesus Christ

We believe the deity of the Lord Jesus Christ; His virgin birth; His sinless life; His substitutionary death on the cross for our sins; His bodily resurrection from the grave; His ascension to the right hand of God, where He ever liveth to make intercession for believers; and His personal, visible, imminent, and premillennial return to the earth at the end of this age. (Matt. 1:18; Jn. 1:1; Acts 1:11; I Thess. 4:16-17)

#### 4. The Person and Work of the Holy Spirit

a. We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and that He is the supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (Jn. 16:8-11; Rom. 8:9; I Cor. 12:12-14; II Cor. 3:6; Eph. 1:13).

b. We believe He is the Divine Teacher who assists believers to understand and appropriate the Scriptures, and that it is the privilege of all the saved to be indwelt with the Spirit (Eph. 5:18; I Jn. 2:20, 27).

c. We believe that the manifestation of tongues and interpretations as well as prophetic utterances and the gift of healing were temporary, necessary until the completion of the Canon of Holy Scripture (I Cor. 13:8-10). Although tongues was given as a sign, it was never necessary for the baptism or filling of the Holy Spirit. As to healing, we believe God may choose, in answer to prayer, to heal his people (Ja. 5:14-15).

#### 5. Satan

We believe in the reality and personality of Satan; that he is a created being, once known as the “anointed cherub that covereth”; that through pride he fell; that he is the “god of this world” and the “prince of the power of the air”; that the judgment already passed on him will be executed at the revelation of Jesus Christ; and that ultimately, he will be cast into the lake of fire (Matt. 13:19; Jn. 8:44; Eph. 2:2; Rev. 20:10; Ez. 28:13-15).

## 6. Man

We believe that man was created by God in His own image, not by evolution, but by a special act of creation, and that this creative act of God was separate and distinct from any other work of God. We believe the Scripture record of the Fall of man through his own disobedience, bringing the whole human race under sin and death. We believe that man is totally depraved and hopelessly lost apart from the grace and salvation of God (Gen. 1:26-28, 2:7; Rom. 3:23, 5:12; Gal. 3:22).

## 7. Salvation

a. We believe that salvation is by grace through faith in the shed blood of Jesus Christ; that it is instantaneous and wholly apart

from human merit; that every individual is a sinner by birth; and that all accountable human beings are sinners by practice and by choice and therefore must exercise personal faith in the redeeming work of Christ on Calvary and receive Him as Saviour in order to be saved (Eph. 2:8-9; Tit. 3:5; Ps. 51:5; Rom. 3:23, 10:9-10).

b. We believe that believers should rejoice in full assurance of their salvation through the testimony of God's Word, but that the same Word clearly forbids the use of our liberty as an occasion to the flesh (Rom. 13:14; Tit. 2:11-15).

c. We believe that salvation is eternal, that all who are truly born again are kept by God the Father for the Lord Jesus Christ (Jn. 6:37-40, 10:27-30; Rom. 8:35-39; Phil. 1:6; Jude 1).

## 8. Personal Separation

We believe that all "who name the name of Christ" as their Saviour should live in such a manner as not to bring reproach upon His name. We believe also that separation from all religious apostasy, as well as worldly and sinful pleasures and associations, is commanded by Him (Rom. 12:1-2, 14:13; II Cor. 6:14 to 7:1, inclusive; II Tim. 3:1-5; I Jn. 2:15-17; II Jn. 9-11).

## 9. The Two Natures

We believe that every person has two natures, with full provision made by God for victory of the new over the old nature through the power of the indwelling Holy Spirit, and that all claims to the eradication of the old nature in this life are unscriptural (Rom. 6:13, 7:17 to 8:1, inclusive; 8:12-13; Gal. 5:16-25; Eph. 4:22-24; Col. 3:10).

## 10. Civil Governments

We believe that civil governments are of Divine appointment for the interests of good order of human society; that magistrates are to be prayed for, conscientiously honored and obeyed except in things opposed to the will of God as expressed in His Word and interpreted in the light of this Constitution and Confession and Practices of Faith (Rom 13:1-7; Tit. 3:1; I Pet. 2:13-14, 17).

## 11. The Lord's Return

We believe in the bodily, personal, imminent, pre-millennial return of our Lord Jesus Christ; that He will come before the Great Tribulation to catch away His Bride, the Church; that all who are His shall then be caught up to meet Him "in the air"; that at the

end of the Tribulation He will come with His Church to the earth to judge the living nations and set up His kingdom (Matt. 25:31-46; I Thess. 4:13-17; Rev. 9:11-21).

## 12. The Righteous and the Wicked

We believe that there is a radical and essential difference between the righteous and the wicked; that such only as exercise saving faith in Jesus Christ are righteous in His sight, while all who continue in impenitence and unbelief are wicked in His sight and under His wrath; and that this distinction holds both in and after this life, in the everlasting conscious suffering of the lost (Gen. 18:23; Mal. 3:18; Matt. 7:13-14; Luke 16:25; Rom. 6:17-18).

## 13. Creation

We believe that God created the universe in six literal, twenty-four-hour periods (Gen. 1:31; Ex. 20:11).

## 14. The Eternal State

We believe in the bodily resurrection of all men: the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matt. 25:46; Jn. 5:28-29, 11:25-26; Rev. 20:5-6, 12-13).

## 15. The Church

- a. We believe that the local church, which is the body and espoused Bride of Christ, is made up of born-again persons (I Cor. 12:12-14; II Cor. 11:2; Eph. 1:22-23, 5:25-27).
- b. We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27, 20:17; I Tim. 3:1-13).
- c. We believe in the autonomy of the local church free of any external authority or control (Acts 13:1-3; Rom. 16:1, 4; I Pet. 5:1-4).
- d. We recognize water baptism by immersion and the Lord's Supper as the Scriptural ordinances of obedience for the church of this age (Matt. 3:13-17; Mark 1:9-11; Luke 3:21-22; Acts 2:41; Acts 8:36-38).

## B. CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus 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 devotions; to religiously educate our children; to seek 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 drinks 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 feeling and courtesy in speech; and 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.

### C. AUTHORITY OF THE CONFESSION OF FAITH AND COVENANT

The Confession of Faith and Covenant do not exhaust the extent of our faith. The Bible, itself, is the sole and final source of all that we believe. We do believe, however, that the foregoing Confession of Faith and Covenant accurately represent the teaching of the Bible. Scripture references are from the Authorized Version of the King James Bible. Differences in interpretation of the Confession of Faith and Covenant are resolved using that Bible.

## ARTICLE V – PRACTICES OF FAITH

### A. PRACTICES OF FAITH

The practices of this church shall be in conformity with those generally accepted by historic Baptist churches and expressed in the PRACTICES OF FAITH as follows:

## 1. Marriage

We believe that marriage is the union of one male and one female united under God for life in holy matrimony (Gen. 2:24; Matt. 19:4-6; Eph. 5:21-33). Guidelines for the performance of marriages in this church are contained in Timberlake Baptist Church's *Marriage Manual*.

## 2. Divorce

We believe that God hates divorce and intends marriage to last until one of the spouses dies. Divorced and remarried or divorced persons may be considered for positions of service in the church and be greatly used of God for Christian service, but they may not be considered for the offices of pastor or deacon (Mal. 2:11-17; Matt. 19:4-9; Rom. 7:1-3; I Tim. 3:2; Titus 1:6).

## 3. Human Life

We believe human life is sacred. It is given by God and is not to be taken by another. We do believe that God grants authority for taking life in self-defense, national conflict, and by duly-directed capital punishment following the process of lawful trial and sentence by the state. Having accepted the Bible as our

guide for faith and practice, we believe that it teaches that the sacredness of human life extends from conception until natural or accidental death. Accordingly, we believe that abortion violates the Word of God and should not be practiced. We also believe, by authority of the Bible, that euthanasia is a violation of God's Word and not to be practiced (Ex. 20:3; Deut. 27:25; Jer.22:3; Gal. 5:11-21; Ja. 2:11).

#### 4. Family Relationships

We believe that men and women are spiritually equal before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be leaders (pastors and deacons) of the church. We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the leadership of Christ. Children are an heritage from the Lord. Parents are responsible for teaching their children spiritual and

moral values and leading them, through consistent lifetime example and appropriate discipline, including Scriptural corporal correction (Gen. 1:26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18, 22:15, 23:13-14; Mark 10:6-12; Eph. 5:21-23; Col. 3:18-21; I Pet. 3:1-7).

#### 5. Lawsuits Between Believers

We believe that Christians should not bring civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members (I Cor. 6:1-8).

#### 6. Financial Support

We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, should support his local church financially. We believe that God has established the tithe as a basis for giving to his local church (Gen. 14:20; Prov. 3:9-10; Mal. 3:8-10, Heb. 7:4-9). We believe that every Christian should also give other offerings, cheerfully, to the support of the church, the relief of those in need, and the spread of the Gospel (Acts 4:34-37; II Cor. 9:6-7; Eph. 4:28; I Tim. 5:17-18; I Jn . 3:17).

## 7. Human Sexuality

We believe that the Bible, which is our guide for faith and practice, teaches us that sex, sexual contact, and solicitation or promotion of sex outside of marriage as ordained of God, is offensive to Him and a violation of His Word. Adultery, lesbianism, homosexuality, and bestiality are examples of sinful and immoral acts which are unacceptable under the provisions of God's Word. We believe that the Bible defines marriage as the union of one man and one woman for the lifetime of either of them (Gen. 2:24; Lev. 19:20, Rom. 1:26-27; I Cor. 7:39; Gal. 5:19-21; Col. 3:5-6; I Tim. 1:9-10).

## 8. Inordinate Behavior and Apparel

We believe that man was created in the image and likeness of God, and that such acts as body mutilation and the adornment of apparel which outwardly reflects rebellion to His standards are indicative of alienation from God (I Ki. 18:28; Zep. 1:8).

## B. AUTHORITY OF THE PRACTICES OF FAITH

The Practices of Faith do not exhaust the extent of our faith. They are expressed to strengthen our beliefs and faith. The Bible, itself, is the sole

and final source of all that we believe. We do believe, however, that the foregoing Practices of Faith and the preceding Confession of Faith and Covenant at ARTICLE IV accurately represent the teachings of the Bible. Scripture references are from the Authorized Version of the King James Bible. Differences in interpretation of the Practices of Faith are resolved using that Bible.

## ARTICLE VI – MEMBERSHIP, DISCIPLINE, AND RIGHTS TO INSPECT RECORDS

### A. Membership

The membership of this church shall consist of persons who give testimony of regeneration and have been baptized by immersion and subscribe to the doctrines and practices of this church. They shall be received into the church, by formal vote, at any worship service, under the following conditions:

1. One may be received as a true believer in Christ Jesus as personal Saviour and following the Lord's command by being baptized by immersion.
2. One may be received by statement of faith, having been

baptized by immersion and subscribing to the doctrines and practices of this church.

3. One may be received from another Baptist church of like faith upon a letter of dismissal from that church.

4. One may be received for “watchcare.” “Watchcare” is a special association, allowed by this church, for persons who are temporarily away from their home church due to such activities as a temporary job-related duty and attendance at institutions of higher learning. One may be received for “watchcare” as a non-member, by statement of faith, having been baptized by immersion and subscribing to the doctrines and practices of this church. Persons so received shall enjoy all privileges of membership except those of voting and holding elective office. A separate roll of “watchcare” attendees shall be maintained. This privilege ceases upon termination of the duty requiring “watchcare” attendees to be away from their home church.

## B. TRANSFER OF MEMBERSHIP

Letters of dismissal may be granted to those desiring to transfer to churches of like faith and order for members in good standing. When

letters are granted, membership in this church shall cease.

### C. TERMINATION OF MEMBERSHIP

1. When a member of this church joins a church of different faith and order, the board of deacons shall order removal of that individual's name from the church roll and assure notification be given to the church.
2. Upon notification to the church, a member may resign at any time.
3. When a member of this church joins another church, that member is terminated from membership by vote of the church upon recommendation of the board of deacons.
4. Membership in this church is automatically terminated at the death of a member.
5. This church has the authority to automatically terminate the membership of a member who has not attended the services of the church for one year unless that member has shown good cause for such absence to the pastor and board of deacons.

### D. DISCIPLINE

Basis: This church shall regard, but not be limited to, as grounds for discipline, the following:

1. The propagation of heresy (Tit. 3:10).

2. The causing or abetting of factions (Rom. 16:17).
3. The personal slander of a pastor(s) or fellow members (Ja. 3).
4. Any conduct unbecoming a Christian (I Cor. 5).

Procedure: After the principles of Matthew 18 have been followed, the Committee on Discipline [the pastor(s) and board of deacons] shall make recommendations to the church for disposition of discipline cases. As a general rule, these cases could result in restoration, suspension of church privileges, or disfellowship (exclusion). Detailed procedures are set forth here:

1. There shall be a Discipline Committee consisting of the pastor(s) and the board of deacons. These men shall have sole authority in determining heretical deviations from the Confession and Practices of Faith and the Church Covenant. If the pastor or a deacon is the subject of a disciplinary matter, he shall not sit as a member of the Discipline Committee. He shall be entitled to the same steps as other church members and be subject to the same discipline.
2. Members are expected to demonstrate loyalty and concern for one another. When a member becomes aware of an offense of

such magnitude that it hinders spiritual growth and testimony, he is to go alone to the offending party and seek to restore his brother. Before he goes, he should first examine himself. When he goes, he should go with a spirit of humility and have the goal of restoration.

3. If reconciliation is not reached, a second member (either a deacon or a pastor) is to accompany the one seeking to resolve the matter. This second step should also be preceded by self-examination and exercised in a spirit of humility with the goal of restoration.

4. If the matter is still unresolved after the steps outlined in 2 and 3 have been taken, the Discipline Committee, as the church representatives biblically responsible for putting down murmuring, shall hear the matter. If the matter is not resolved during the hearing before the Discipline Committee, the Committee shall recommend to the members of the church that they, after self-examination, personally make an effort to go to the offending member and seek that member's restoration.

5. If the matter is still unresolved after the steps outlined in

paragraphs 2-4 have been taken, such members who refuse to repent and be restored are to be removed from the membership of the church upon a majority vote of the membership present at a meeting called for the purpose of considering disciplinary action.

6. No member may be heard by the Discipline Committee or the church unless the steps outlined in paragraphs 2 and 3 have been taken, except in the case of a public offense.

7. If an unrepentant offending party is removed from the church membership, all association with him from that point forward shall be directed towards restoration (family and business association may cause some exceptions).

#### E. RIGHTS TO INSPECT RECORDS

A member, upon reasonable notice, may inspect or receive copies of the minutes of church meetings, the minutes of board meetings, and the financial statements of the church. Any cost of reproduction may be charged to the requesting member. A member may not, under any circumstances, inspect or copy any record pertaining to individual contributions to the church, benevolence received by an individual, or the accounting books and financial records of the church.

## ARTICLE VII - MEETINGS

### A. WORSHIP SERVICES

This church shall meet regularly on the Lord's Day morning and evening for public worship of Almighty God. A mid-week service will normally be held weekly.

### B. REGULAR BUSINESS MEETINGS

This church shall hold regular business meetings at which time the temporal and spiritual conditions of the church may be addressed as deemed necessary. The meeting shall include reports, proposals or plans, and all regular business.

### C. EMERGENCY BUSINESS MEETINGS

Emergency business meetings may be called when deemed necessary by the pastor and majority vote of the board of deacons.

### D. OTHER MEETINGS

Other meetings of authorized groups within the church shall be scheduled according to the needs of the congregation.

## ARTICLE VIII - ORDINANCES

The ordinances of this church are two - baptism and the Lord's Supper. These are church ordinances and may be administered only by the church.

### 1. Baptism

We believe that baptism is the complete immersion of the believer in water, and that baptism is a prerequisite to church membership.

Those professing saving faith in Jesus Christ as their personal Saviour may be, by the pastor or some person authorized by the church, immersed in water in accordance with the Scriptural teaching.

### 2. The Lord's Supper

We believe that the elements of the Lord's Supper are unleavened bread or wafers and the fruit of the vine. The Lord's Supper shall normally be administered to the assembly on a Lord's Day of each month. The pastor and deacons shall administer the supper. Because it is the Lord's Table, none who are His shall be denied the right to commune with Him in this manner, but the Pastor or Deacons shall state frequently the admonition of I Cor. 11:27-30 relative to an individual's worthiness to participate. The Lord's Supper shall be preceded by solemn self-examination.

## ARTICLE IX – CHURCH OFFICERS AND DUTIES

### General

The Scriptural officers of a New Testament church are pastor(s) and deacons. However, for brevity and simplicity, other helpers will be included under this heading. Any officer or helper who fails to carry out the duties of the office as defined by the church may be asked to resign. Because of their place of leadership and example to others, each person nominated to the position of pastor, deacon, clerk, treasurer, assistant treasurer, Sunday school superintendent, teacher, or other roles of spiritual leadership shall be contacted by the nominating committee prior to election and give testimony that his or her life is separated from such things as tobacco, illegal drugs, alcoholic beverages, ungodly movies, dancing, and other such worldly amusements and lifestyles that are in contradiction to God's Word and its principles (Ps. 101:2; Phil. 4:8). Election of all officers, except pastor, shall be by majority vote of the members present at the annual business meeting.

### A. Pastor

#### 1. Call

A man shall be called to fill the pulpit upon the recommendation

of the Pulpit Committee, with the board of deacons' approval, and having been duly elected by the church. The board of deacons shall appoint the Pulpit Committee for search of a new pastor. The Pulpit Committee shall ensure that the person so recommended is an experienced minister of the Gospel whose qualifications and witness conform to I Timothy 3 and Titus 1 and the standards set forth in this Constitution and Bylaws. The election of the pastor shall be by a special meeting called for that purpose. At least two weeks' notice shall be given to the members of the congregation, in writing, prior to conducting such special meeting. Only one name shall be considered at one time for presentation to the church as a pastoral candidate. Election shall be by ballot with an affirmative vote of three-fourths of voting members present and voting necessary for a call.

## 2. Duties

The pastor shall be in charge of the welfare and oversight of the church. He shall be ex-officio member of all organizations, departments, and committees; he may call a special meeting of the deacons or committee according to procedures which may be set

forth in the Bylaws; he shall conduct religious services on stated and special occasions, administer ordinances, and minister to members of the church. He shall perform other duties that usually pertain to that office. He shall have charge of the pulpit ministry of the church. The pastor shall preside at all meetings of the church except as otherwise provided in the Bylaws. He shall be the administrative head of the church.

### 3. Termination

Termination proceedings for the pastor may be initiated at the request of either the pastor or the board of deacons. The pastor shall give the deacons appropriate notice of any intent to vacate the pulpit. Upon being notified by the pastor of his intent to vacate the pulpit, such notice may be given by either the pastor or the deacons to the congregation at the pleasure of the other. Termination by dismissal shall be by vote of the congregation by the majority of members present and voting.

### B. Deacons

1. There shall be as many deacons as the needs of the church may require.
2. In the event the pastor notifies the church or the board of deacons of his

intent to vacate the pulpit, or upon his death or permanent incapacity, the deacons will appoint a Pulpit Committee and assign interim staff accountability or name an interim pastor.

3. It shall be the duties of the deacons to engage actively in all the spiritual work of the church; to seek out such members as need assistance and shall, along with the pastor, administer and disburse the Benevolence Fund as the need arises; and to aid the pastor in all matters relating to the spiritual interests of the church.

4. The deacons shall be elected from among the members of the church with the qualifications as laid down in I Timothy 3. Deacons shall be elected for a period of three years with approximately one-third of the total being chosen each year at the annual meeting. A vacancy may be filled during the interim by electing a person to fill out the unexpired term of a deacon.

### C. Trustees

1. There shall be no less than three nor more than seven trustees.

2. The trustees shall represent the church, wherever required, in strict accordance with directives from the church. They shall exercise the following specific duties as mandated by vote of the church membership:

- a. Purchase, hold, lease, or otherwise acquire real property on behalf of the church, and take real and personal property by will, gift, or bequest on behalf of the church.
  - b. Sell, convey, alienate, transfer, lease, assign, exchange, or otherwise dispose of real property of the church.
  - c. Exercise all powers necessary for the dissolution of the church if such action is mandated by a vote of the church membership.
3. The trustees shall be elected for a period of three years with approximately one-third of the total number being elected each year at the annual meeting. A vacancy may be filled during the interim by electing a person to fill the unexpired term of a trustee at a regular business meeting of the church. Trustees shall serve until their successor is elected.

#### D. Clerk

The clerk shall be elected annually at the annual meeting. It shall be the clerk's duty to attend or be represented at all church business meetings and keep an accurate record of all business meeting procedures. The clerk shall be responsible for maintaining the church's membership roll, issuing letters of dismissal where required, and providing a written record of individual contributions to the church for all members so requiring or

requesting. The clerk, upon termination of service, shall release and return all records and church property to the church.

#### E. Treasurer

The treasurer shall be elected annually at the annual meeting. It shall be the duty of the treasurer or his designee to receive, keep in a bank, and disburse by check upon proper authority all money or things of value that are given to the church, and to keep an itemized account of all receipts and disbursements, rendering regular account to the church to be preserved by the church clerk. The treasurer's books shall be audited as directed by the church leadership. All books, records, and accounts kept by the treasurer shall be considered the property of the church. The treasurer shall, upon invitation, meet with the deacons.

#### F. Assistant Treasurer

The assistant treasurer shall be elected annually at the annual meeting. It shall be the duty of the assistant treasurer to perform those duties assigned to him by the treasurer and perform the treasurer's duties during the treasurer's absence.

#### G. Sunday School Superintendent

The Sunday school superintendent shall be elected from the church

membership at the annual business meeting for a one-year term. It shall be the duty of the superintendent to assist in the guidance of the Sunday school organization. He shall work closely with the pastor in his endeavor to enlist the hearty cooperation of the whole church in Bible study, teaching responsibility and personal soul-winning.

#### H. Other Sunday School Officers and Teachers

All teachers and officers shall be able to give account of their conversion and bear testimony to the same through a close walk with the Lord. All persons elected or appointed to serve as teachers or officers shall be members of this church in agreement with the standards set forth in this Constitution and Bylaws.

### ARTICLE X - COMMITTEES

#### General

Committees may be appointed by the pastor and deacons or by church election as deemed necessary. Committees may be established for a short-term of limited duration, or for a long-term task requiring a committee of semi-permanent status. All committees are advisory in nature, and have no responsibility or authority to establish policy or to appropriate funds. All

committees are responsible to report their recommendations and requests to the pastor and deacons. Inasmuch as pastors and deacons are the only officers of the church who are recognized as such by the Bible (I Timothy 3), those officers are officially responsible to the congregation.

#### A. Finance Committee

The duties of the Finance Committee are to formulate the annual budget and to recommend same to the church and to supervise expenditures as authorized by the church budget as adopted by the church.

#### B. Nominating Committee

The Nominating Committee shall be appointed to solicit, determine eligibility for election, and recommend candidates for each Sunday school and church office on which the church will vote at the annual meeting. The Committee shall serve to fill vacancies as necessary whenever they occur throughout the year.

#### C. Usher Committee

The church shall elect men from its membership at its annual meeting to serve as ushers under the direction of the pastor or his designee. The usher chairman shall be responsible to see that sufficient ushers are present to serve the congregation at all times. The usher chairman may use other

members when sufficient numbers of ushers are not present. The ushers shall be responsible for ventilating the building and seeking the comfort of the congregation. It shall be the duty of the ushers to gather all tithes and offerings and to turn them over to the treasurer.

#### D. Other Committees

Other committees such as Missions, Benevolence, Baptism and Ordinance, etc., shall be selected or appointed as needed and shall operate on a basis directed by the church or pastor and deacons.

### ARTICLE XI – TAX-EXEMPT PROVISIONS AND PROPERTY

#### A. Tax-Exempt Provisions.

##### 1. Designated Contributions

From time to time, this church in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. Contributors may suggest uses for their contributions, but all suggestions shall be deemed advisory rather than mandatory in nature. Funds established by a vote of the church will be used for designated purposes. All other contributions made to specific funds or otherwise designated shall

remain subject to the exclusive control and discretion of the pastor and board of deacons. No fiduciary obligation shall be created by any designated contribution made to the church other than to use the contribution for the general furtherance of any of the purposes stated in ARTICLE I. C.

## 2. Private Inurement

No part of the net earnings of the church shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I. C. hereof.

## 3. Political Involvement

No substantial part of the activities of the church shall be in the carrying on of propaganda or otherwise attempting to influence legislation. The church shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office.

## 4. Dissolution

Upon dissolution of the church, the trustees shall, after paying or making provision for payment of all liabilities of the church, dispose of all assets of the church to such organization or organizations organized and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) as the trustees shall determine. Assets may be distributed only to organizations which agree with the church's Confession and Practices of Faith and Covenant.

#### 5. Racial Nondiscrimination

This church shall have a racial nondiscrimination policy and therefore shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

#### 6. Limitation of Activities

Notwithstanding any other provision of this Constitution and Bylaws, the church shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in

furtherance of the purposes stated in Article I. C., hereof.

## B. Property.

### 1. Definition and Scope

The church property shall be understood to include all land, buildings, portable furniture and equipment, bonds, bequests, money on deposit in the bank, or church money in possession of church representatives, though it is not deposited in the bank or invested, etc. It shall likewise include all physical assets acquired by the church at a later date.

### 2. The Power

The power to acquire, control, retain, sell, lease, or mortgage property shall rest solely in the hands of this church. Extensive improvements, transfer, lease, or sale of church property shall be in violation of this Constitution and Bylaws except when authorized by a two-thirds vote of the members present and voting at a meeting of the church called for such action. The said action shall be after due publicity in the form of Sunday announcements for two consecutive Sundays and, if wisdom directs, by the mailing of letters to members whose addresses are known.

### 3. Members' Rights to Property

Members of this church have no contract, property, or civil legal rights in the property or other ministry affairs of the church.

## ARTICLE XII - MISSIONS

We believe that God has given the church a Great Commission to proclaim the Gospel to all nations so there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ, we must use all available means to go to all nations and not wait for them to come to us (Matt. 28:19-20; Mk. 16:15; Luke 24:46-48; Jn. 20:21; Acts 1:8; II Cor. 5:20).

This church shall be, in the New Testament sense, a missionary church. In fulfilling this crowning goal, utmost regard shall be shown for the "doctrinal emphasis." Neither this church nor any auxiliary group shall lend financial aid to fields or missionaries not in accord with our doctrinal platform.

Likewise, care shall be exercised in the reception of visiting missionaries in the use and distribution of missionary literature in the church. Individuals and auxiliaries shall be encouraged to help the church

meet its missionary budgetary aims before undertaking extra work.

Only monies sent through the treasurer of the church shall be credited to the donors as donations. Acceptance of contributions shall be in accordance with the policies established by the congregation in adherence to the provisions of ARTICLE XI. A. 1 and 2, hereof.

### ARTICLE XIII - ASSOCIATIONS

A New Testament church cannot “join” anything outside of itself but only affiliate therewith on the grounds of fellowship. Therefore, this church declares itself to be in fellowship only with those of “like precious faith” who maintain a position of separation from the National Council and World Council of Churches and any other such apostate organizations, or with any church or individual who will be in agreement with our Confession and Practices of Faith and Covenant as contained in ARTICLES IV AND V, hereof.

### ARTICLE XIV – PARLIMENTARY PROCEDURE

#### A. Rules of Order

When the parliamentary procedure of a meeting is questioned, *Roberts’*

*Rules of Order* shall be accepted as final.

B. Quorum

A quorum shall consist of the members present.

C. Voting Privileges

No person under disciplinary suspension shall be permitted to vote. All members of the church who are physically present at a duly-called meeting shall be permitted to vote except those under eighteen (18) years of age.

D. Absentee and Proxy Voting

There shall be no absentee or proxy voting.

ARTICLE XV – AMENDMENTS AND BYLAWS

A. Adoption

This Constitution shall be considered adopted and in immediate effect if and when two-thirds of the members present and voting in a regular business meeting of the church shall vote in favor of it, provided, however, that the proposed Constitution shall have been given to the church clerk in writing, and that it shall have been presented to the church no less than thirty (30) days prior to the time the vote is taken.

B. Amendments

This Constitution may be amended in the same manner in which it was adopted.

## THE CONSTITUTION

As adopted on July 16, 2003

# BYLAWS

## I. MODERATOR

The pastor of the church shall be ex-officio moderator of all general and special meetings of the church; he shall likewise be ex-officio member of all committees with the right to exercise judgment as to attendance and service. During the absence of the pastor, or a pastorless interim, the chairman of the board of deacons shall be church moderator. If necessary, the deacons may by majority vote of their number elect a temporary church moderator.

## II. AUXILIARY ORGANIZATIONS

No auxiliary organizations using the church's name, property, or influence shall be formed without the knowledge and consent of the pastor and board of deacons. All auxiliary organizations shall fully subscribe to and share the Confession and Practices of Faith and Covenant as set out in this document.

## III. DUTY OF MODERATOR

It shall be the duty of the church moderator to maintain an atmosphere of courtesy, reverence, and good order in all business meetings. The Rules of Parliamentary Procedure at ARTICLE XIV shall apply, it being fully understood that this church has the right to establish its own rules of procedure should it desire.

#### IV. ADOPTION OR AMENDMENT

These Bylaws may be adopted or amended in the same manner prescribed for adoption or amendment of the Constitution as contained in ARTICLE XV. A note of last amendment shall be shown under this document's title as follows:

#### BY-LAWS

As last amended July 16, 2003

