

**CONSTITUTION AND BY-LAWS**  
**COMMUNITY BAPTIST CHURCH OF APALACHIN**  
**1708 MAIN STREET**  
**APALACHIN, NEW YORK 13732-3805**  
**PROPOSED – APRIL 16, 2023**  
**PASSED – AUGUST 6, 2023**

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**ARTICLE 1 - - - - NAME**

The name of this church shall be Community Baptist Church of Apalachin, located in the Town of Owego, County of Tioga, and the State of New York. It is an autonomous, independent church with the final authority for its decisions and actions vested in its membership.

Community Baptist Church was organized on August 5, 1928 and incorporated on November 18, 1960 under the "Religious Corporation Law of 1895", as established by the State of New York. The Certificate of Incorporation was registered in the Tioga County Clerk's office on March 17, 1961.

**ARTICLE II - - - - PURPOSE**

Community Baptist Church exists for the express purpose of bringing honor and glory to God the Father and the Lord Jesus Christ by fulfilling his commission to make disciples who know the Word, live the Word, teach the Word, and impact the world by doing the same. It is the intention of this local manifestation of the Body of Christ to endeavor to follow all the teachings and the examples of Christ as presented in the Scriptures until the Lord returns.

The church will conduct weekly services for worship, fellowship, edification, and the carrying forth of the ordinances of Christ (communion and baptism). We, in accordance with Scripture, will do all we can to promote the spiritual maturity of the saints, evangelizing and discipling the lost souls in the community, and advancing God's mission throughout the world.

**ARTICLE III - - - - COVENANT**

Having been led by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith having been baptized in the name of the Father, the Son, the Holy Spirit, 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 covenant, 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 spirituality and prosperity; to sustain it in its worship; to make every effort to be faithful in church attendance, ordinances, disciplines and doctrines; to contribute regularly to the support of the ministry, the expenses of the church, and the spread of the gospel through all the earth.

We also covenant to: maintain family and private devotions, scripturally educate our children, seek the salvation of our family and friends, to be just in our dealings, faithful in our engagements, and exemplary in our behavior avoiding all gossip, backbiting, and excessive anger; abstain from the use of all substances which, when consumed in excess or improperly, would be harmful to the body.

We further covenant to watch over one another in love by remembering each other in prayer, aiding each other in sickness and distress, cultivating Christian sympathy in feeling and in courtesy in speech, being slow to take offense, but always ready for reconciliation, and mindful of the teachings of the Savior.

We moreover covenant that, should we relocate, 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 IV - - - - STATEMENT OF FAITH**

### ***“The Doctrine of the Scriptures”***

We believe the Holy Scripture (Old and New Testaments) is the only sufficient, certain, and infallible rule of all saving knowledge, faith, and obedience. We believe the Holy Scripture is given by inspiration (breathed out) by God and is, therefore, in its original form and accurately interpreted, infallible.

2 Tim. 3:15-17, Isa. 8:20, Eph. 2:20, 2 Pet. 1:20, 21

### ***“The Doctrine of God”***

We believe in one God eternally existing in three persons; Father, Son, and Holy Spirit. We believe in the sovereignty of God that His plans, purposes, or decrees cannot be thwarted. We recognize God to be the Creator, Sustainer, Judge, and Ruler of the universe.

Deu. 6:4; Psalm 115:3; Isaiah 46:10; Daniel 4:35; Matt. 3:16,17; 28:19, 20; Col. 1:16, 17; Rev. 20:12,13

### ***“The Doctrine of Christ”***

We believe that Jesus Christ is the eternal Son of God, the second person in the Holy Trinity, being eternally equal with God. We believe He made the world, and upholds and governs all things which He has made. In the fullness of time, He took upon himself man’s nature, with all its essential properties and common infirmities with the exception of sin.

He was conceived by the Holy Spirit, in the womb of the Virgin Mary, so that He was born to a woman from the tribe of Judah, a descendant of Abraham and David, in accordance with the Scriptures. Thus, two whole, perfect and distinct natures were inseparably joined together in one person, without conversion, composition, or confusion; so that the Lord Jesus Christ is truly God and truly man, yet He is one Christ, the only Mediator between God and Man.

John 1:14; Gal 4:4; Rom. 8:3; Heb. 2:14-17; 4:15; Matt. 1:22-23; Luke 1:27, 31,35; Rom. 9:5; 1 Tim. 2:5

### ***“The Doctrine of the Holy Spirit”***

We believe the Holy Spirit is a person of the Trinity co-equal and co-eternal with the Father and Son. We believe He was active in creation and that He is active today in that He convicts and regenerates sinners and restrains the sinful forces of the world. He indwells each believer upon salvation and seals, comforts, teaches, sanctifies, empowers, and directs them. We believe the baptism of the Spirit to be the placing of each believer into the body of Christ at salvation. We believe the filling of the Spirit to be the Spirit’s control of individual believers as they yield themselves to him.

Genesis 1:3; 6:3; Mathew 28:19; John 3:5; 14:16, 17; 16:8-13; Acts 1:8; 1Corinthians 12:13; Ephesians 5:18-20

We believe that the Holy Spirit is sovereign in the bestowment of all gifts; and that speaking in tongues and the working of sign miracles gradually ceased as the New Testament Scriptures were completed and their authority became established.

1 Corinthians 12, 13, 14; James 5:14, 15; Hebrews 2:3, 4

### ***“The Doctrine of Man”***

We believe that God created man in His own image by direct creation (we do not believe in evolution or in the theistic evolution). We believe the image of God consists of morality and holiness which governs the activities of man’s intellect, will, emotion, and personality. We believe that since the fall of Adam and Eve into sin, man has been polluted so that sin misdirects, or holds in bondage, the emotions, intellect, will, and personality of every man except the God-man Jesus Christ. Therefore, all men are in need of becoming new creatures in Christ Jesus.

Genesis 1:26; 2:7; Romans 5:12-21; Ephesians 4:22-24; 2 Corinthians 5:17

### ***“The Doctrine of Sin”***

We believe sin is defiance against God and that it reveals itself through the transgression of His moral law, the Ten Commandments. All men are sinners by birth, choice, and practice. We believe that sin entered the human race through the willful disobedience of Adam.

We believe sin has affected every part of man rendering his actions, words, thoughts, attitudes, desires, and reactions corrupt before God. This is what we refer to as total depravity.

We believe the wages (results) of sin is death: physical, spiritual, and eternal. Spiritual death is the state in which men are born dead to God, having no fellowship with Him, and being rebellious to Him. Eternal death is the eternal punishment for sin for not having trusted Jesus Christ for salvation. Gen. 3:1-5, 23, 4:8; Psalm 51:5; Matt. 15:19; John 3:19; Rom. 5:12-21; 6:23; Eph. 2:1; 1 Tim. 2:14; 1 John 3:4; Rev. 20: 14, 15; 2:7,8

### ***“The Doctrine of Salvation”***

We believe salvation is by Grace alone, through Faith alone, in Christ alone as revealed in the Scriptures alone, to the Glory of God alone. The Son purchased salvation by His sacrifice at Calvary. The Holy Spirit effectually calls and imparts saving faith and repentance. We believe that faith and repentance are necessary for salvation. Thus, no one has been, or ever will be, saved by his own meritorious works.

John 3:16; 10:28, 29; Acts 17:30; Ephesians 1:4; 2:8, 9; Philippians 1:6; 2 Thessalonians 2:13, 14; Hebrews 10:10; Romans 5:8-9; 2 Corinthians 5:21

We believe that salvation commences sanctification in every believer. We believe that every believer will persevere in holiness and will be zealous to perform good works. We do not believe in the perfect sanctification (sinless perfection) of the believer before he is glorified in heaven.

Romans 6:1-13; Galatians 5:24; Hebrews 10:14; 1 John 1:8

### ***“The Doctrine of the Church”***

We believe that the New Testament Church is the universal (worldwide) body of born again, Spirit-indwelt believers in the Lord Jesus Christ who is its head. The church began at Pentecost and will be complete when Christ comes for His church.

Acts 11:15; 1 Corinthians 12:12-14; Ephesians 1:20-23; Colossians 1:18

We believe that the purpose of the church is the glorification of God and evangelization of the world. The universal church manifests itself through local assemblies. A believer may be a member of the universal body of Christ and yet, not a member in a local assembly, although the Lord does expect every believer to associate themselves with, and join, a local assembly.

Matthew 28:18-20; Acts 2:41-47; 9:31; 1 Corinthians 6:20; Philippians 4:15; Hebrews 10:25

We believe that the ordinances of the church are Baptism by immersion and partaking of the Lord's Table. They are to be observed after salvation, not for salvation.

Matthew 28:19, 20; Romans 6:1-6; 1 Corinthians 11:23-28

We believe the local church is to be guided by men also known as shepherds, bishops, pastors, and overseers. They are responsible for the spiritual life, leadership, and the discipline of the local assembly: The Deacons are responsible for ministering to those in need (widows, etc.) and for the temporal needs of the church.

Acts 6:1-6; 14:23; 1 Timothy 3:1-13; Titus 1:5-9; 1 Peter 5:2-4

### ***“The Doctrine of Last Things”***

We believe in the pre-tribulational rapture of the church, an event that can occur at any moment, and that at that moment the dead in Christ shall be raised in glorified bodies, and the living in Christ shall be given glorified bodies without tasting death, and all shall be caught up to meet the Lord in the air before the seven years of the Tribulation.

1 Thessalonians 4:13-18; 1 Corinthians 15:42-44, 51-54; Philippians 3:20-21; Revelation 3:10

We believe that the Tribulation, which follows the Rapture of the Church, will be culminated by the pre-millennial return of Christ in power and great glory to sit upon the throne of David and to establish His kingdom upon this earth.

We recognize that there are other points of view as to when the Rapture will take place. This is not a point of contention for us.

### ***“Baptist Distinctives”***

We believe in baptism by immersion, separation of church and state, autonomy of the local church (assembly), the supremacy of the Scripture for church administration, and we also believe that salvation and baptism by immersion are prerequisites for church membership. Separation of church and state means: The State will not override Biblical authority.

Matthew 28:19; Acts 2:41; 2 Timothy 3:16, 17; 1 Peter 2:5-9

### ***“Marriage”***

We believe that God, in the Scripture, restricts marriage to the union of one man and one woman. We also believe that what God offers in marriage, through the local church, is substantially different from what the state offers in marriage. The state offers a physical agreement (contract) between two consenting parties, the church offers an eternal bond between one man and one woman sealed by God and confirmed by the local church.

For further clarification: A man is one who was born a biological male; a woman is one who was born as a biological female. We recognize two genders: male and female. They cannot be changed by man.

## **ARTICLE V - - - MEMBERSHIP**

### ***Qualifications***

To qualify for membership in full and regular standing, each person must testify of their salvation experience, present evidence of Baptism, and must agree to abide by and support the provision of this constitution.

### ***Acceptance***

All qualified candidates will be interviewed by the Pastor and the Board of Deacons as concerning their Christian experience.

All acceptable candidates will be individually voted on in their absence, and upon majority vote, received into membership, when possible, in conjunction with the Sunday morning worship service under the direction of the Pastor and Deacons. The right hand of fellowship shall be extended to new members by the Pastor, Deacons, and all the members present.

### ***Privileges and Responsibilities***

It shall be the privilege and responsibility of all active members to abide by and support the Constitution of this church; be faithful in attendance, financial support, personal conduct and church service. Only active members who have reached the age of eighteen are eligible to vote in all matters of church business.

### ***Standing***

1) Active membership – all members faithful in regular attendance to church services and personal conduct shall be considered active members.

2) Inactive membership – any member not maintaining active membership during a six (6) month period (unless satisfactory explanation of such action has been given to and accepted by the Pastor and Board of Deacons) may be placed on the inactive membership roll, when supported by two-thirds vote of the active members present at a business meeting. Inactive members may not hold church office or vote in church meetings.

Every effort will be made to maintain the inactive membership roll and to reinstate any members designated inactive. Written notice will be given a minimum of 14 days prior to the business meeting of intent to assign inactive status to any member. Inactive members may be restored to active status by two-thirds vote of the church membership upon request of the inactive member and a renewal of active participation. Inactive members may be restored to active status, when possible, in conjunction with a Sunday morning service under the direction of the Pastor and Deacons.

3) Associate Membership – An Associate Member, those under the age of 18, may attend the business meetings of the church and will be permitted to voice their opinions on all matters. Associate Members may not hold elected positions in the church but may serve alongside elected officials as assistants-in-training.

### ***Discipline***

When it becomes necessary to take disciplinary action against any member of the church, it is to be done in love following Biblical commands. If a member departs from the faith as expressed within this constitution, or is living in such a way as to undermine the testimony of Christ, the Pastor with the Board of Deacons shall act to restore that member by seeking personal contact and counsel. If attempts toward restoration are unavailing, a member may be removed from the membership roll at a special meeting designated for that purpose.

The member shall be notified, in writing on church stationary, a minimum of fourteen days prior to such action. To remove the member from the membership roll, the action must be supported by a two-thirds vote of all eligible members present.

One who has been removed from membership by the church may be reinstated, upon the individual's request, after there has been repentance and spiritual renewal. Reinstatement shall be made in accordance with Article V, Section B of this constitution. Any person uniting with this church and agreeing to abide by this constitution further agrees to accept disciplinary action based upon Biblical precepts even if those precepts conflict with the secular standards for personal conduct.

#### ***Withdrawal from Membership***

When requested, the Church Clerk shall send a letter of transfer of membership as directed by the Pastor and Deacons.

Upon an individual's request, his/her name shall be withdrawn from the membership roll at the direction of the Pastor and Deacons.



## **ARTICLE VI - - - - PASTOR**

### **Section A – Qualifications**

The Pastor of this church must be saved by the blood of Jesus Christ and baptized by immersion in water. His personal and spiritual qualifications must meet those described in: 1 Timothy 3:1-7. He must have the Biblical education and experience necessary to carry on the ministry of this church. He must be in complete and unreserved accord with the Statement of Faith, the Covenant, and the spirit of this Constitution. He must be Baptist in his doctrine, and if not ordained as a Baptist Minister, active in his pursuance to this objective.

### **Section B – Calling/Election**

Prospective candidates for the Pastoral office shall be chosen to conduct one or more services before the congregation prior to being called to candidate. Once a candidate has been selected, he will be invited to conduct at least two Sunday Services before the congregation.

All information relative to the candidate shall be presented to the Board of Deacons so a meeting between the candidate and the Official Board may be held to ensure mutual interests are freely pursued and detailed arrangements documented before any action to call a pastor is taken.

When the Board of Deacons is prepared to present a pastoral candidate to the church for a vote, a notice for a special business meeting will be posted in accordance with the regulations of this constitution.

At the meeting in which the congregation votes on the candidate, a quorum of fifty percent of active, eligible members is required. All arrangements (agreements) financial and otherwise, between the church and the candidate shall be clearly documented and agreed to by the candidate and the Official Board before a vote is taken. The vote shall be by secret ballot and a minimum of seventy-five percent of the eligible voters present shall be necessary to extend a call to the candidate.

A letter from the church, signed by the Chairman of the Board of Deacons, shall formally extend the call and state all agreed to arrangements existing between the church and the candidate.

The Pastor shall be called for an indefinite term which can be terminated by either the Pastor or the church.

### **Section C – Duties/Responsibilities**

The Pastor shall be responsible for the spiritual welfare of the congregation. It is his duty to maintain the preaching and teaching ministry, administer the ordinances, conduct counseling sessions and oversee visitation and church planning programs. He is to strive for harmony in the flock and must exercise Godly leadership in matters of personal and church conduct.

He is responsible to God and the congregation for the performance of his duties and shall be active in his association with all church groups, boards, and committees. The Pastor shall be a member *ex-officio* of all boards and committees of the church. He shall make quarterly and yearly reports to the church, the yearly report shall be in writing.

### **Section D – Vacation and Ministry-Related Time Away**

The Pastor's vacation will be in accordance with his years of full-time ministry. He shall be given two weeks vacation for 1-4 years of ministry, three weeks vacation for 5-14 years of ministry, and four weeks for 15 or more years of ministry.

Each week will consist of one Sunday and one Wednesday.

In a situation where the Pastor has already had previous years of full-time ministry elsewhere, the vacation time will be negotiated between him and the Official Board based on the amount of his past years in the full-time ministry.

There will be two periods a year, each not to exceed six days (Monday through Saturday), wherein the Pastor will be allowed special time off for ministry related activities. This time must be requested in advance by the Pastor and approved by the Official Board. Actual time allowed and expenses will be negotiated on an individual basis.

### **Section E – Salary**

There shall be an annual review of the Pastor's salary at the Annual Business Meeting. Any change in the Pastor's salary requires a quorum of fifty percent of active, eligible members. The vote must be supported by seventy-five percent of the eligible voters present, and shall be conducted in the absence of the Pastor and his family living in his immediate household.

### **Section F – Pastoral Vacancy**

1. Resignation – Should the Pastor desire to resign, his written notice will be presented to the Board of Deacons with a written copy supplied to the Church Clerk, and read from the pulpit at least thirty days in advance of leaving. By mutual agreement between the church and Pastor, the thirty-day period may be waived.
2. Removal – If a pastor fails to fulfill his responsibilities, lapses into unethical or immoral conduct, or has deviated from the spirit of this constitution, he may be removed from office. The situation and the charges against the Pastor shall be carefully reviewed by the Board of Deacons. If removal is necessary in their judgment, the matter shall be presented to a special congregational business meeting. All active, eligible, voting members shall be notified in accordance with the regulations of this constitution; giving the occasion for the meeting, the date, time and place. A quorum of fifty percent of active members of voting age is necessary. The vote, following discussion, shall be by secret ballot and the removal must be supported by seventy-five percent of the eligible voters present. If supported, the removal shall be effective immediately and the Pastor may no longer perform any official pastoral duties. He shall receive thirty days salary "excluding expense and benefit allowances" and use of the parsonage for up to thirty days unless mutual agreement can be made between the Pastor and the Official Board.

## **ARTICLE VII - - - CHURCH OFFICERS**

The elected officers for the Community Baptist Church are: Deacons, Trustees, Financial Secretary, Treasurer, and Church Clerk.

All officers shall be chosen from qualified, active church members and elected at the annual church business meeting by a majority of active, voting members present. All newly elected officers will commence their offices effective January 1<sup>st</sup> of the following year.

When an elected officer of the church resigns, dies, or is removed prior to the annual business meeting, a successor will be elected at a specially called meeting or at the next regular business meeting to fill the unexpired term of office. The Official Board will appoint an interim officer until a successor is elected.

The Official Board shall consist of the Pastor, the Board of Deacons, and the Board of Trustees.

### **Section A – Deacons**

Each Deacon shall be elected for a three-year term on a rotating basis. The number of Deacons will be based upon the need and the number of qualified men available. The Deacons shall meet within thirty days following the annual business meeting to elect a chairman who will service the following year commencing January 1<sup>st</sup>.

1. Qualifications – Candidates for the office of Deacon shall be men of good report, at least 21 years old having the qualifications found in 1 Timothy 3:8-13.
2. Duties -
  - a. Be responsible, with the Pastor, for the spiritual welfare of the church, promoting Christian instruction, ministry to the members, and assisting the Pastor in administering the church ordinances.
  - b. Determine, with the Pastor, the necessity for pre-baptismal instruction of candidates and type of instructions required, and assist in the male's dressing room during the Baptismal Services.
  - c. Examine, with the Pastor, all candidates for membership into the church and confirm their qualifications.
  - d. Meet regularly to conduct the affairs of their office; these meetings to be held within two-month intervals.
  - e. Be constantly alerted to visitors and church guests to ensure they receive a warm and hearty welcome to the services.
  - f. Review, with the Pastor, at least once a year, the membership listing, taking actions required to maintain the membership rolls current, as set forth in Article V in this constitution.

### **Section B – Trustees**

The number of Trustees shall be based upon the need and number of qualified people available.

The Trustee Board shall meet within thirty days following the annual business meeting to elect a chairman who will serve until the following year commencing January 1<sup>st</sup>.

1. Qualifications – Candidates for the office of Trustee shall be responsible, spiritual people of good report, and must be at least 21 years old.

2. Duties -

- a. Be responsible for all church property (subject to the church membership) and provide for its care and maintenance.
- b. Oversee the church finances and make recommendations as to changes in major disbursements or long-term financial commitments.
- c. Assist in counting all church offerings as needed.
- d. Be responsible to maintain adequate insurance on all church property.
- e. Maintain an active Trustee fund, not to exceed (\$500.00 Dollars) for the use of ongoing, miscellaneous church expenses. Expenditures from this fund shall be recorded and once depleted the Treasurer shall be requested to replenish the monies as prescribed above.
- f. The Board of Trustees must secure authority from the church for any of the following:
  - 1) Alienate, sell, or encumber any property of the church except for minor items of little value, particularly old and outdated supplies;
  - 2) Buy, build, or otherwise involve the church in expenses aside from ordinary expenditures incurred in the proper care, repair, and/or preservation of its property;
  - 3) When obtaining legal advice or retaining counsel for any purpose.
- g. Meet regularly to conduct the affairs of their office, these meetings to be held within two month intervals.

***Section C – Assistant Treasurer***

The Assistant Treasurer shall be elected at each Annual Business Meeting to serve for a period of one year.

1. Qualifications – Candidates for the office of Assistant Treasurer shall be a member who demonstrates the characteristics of confidentiality associated with the office of Assistant Treasurer, having reached the age of twenty-one (21) years.

2. Duties -

- a. Count and record all monies given for the church expenses and benevolence through regular channels and special meetings.
- b. Keep a complete and detailed record of all individual accounts.
- c. Turn over all funds as counted and recorded to the proper treasurers, as designed by this constitution.

**Section D – Treasurer**

A Treasurer shall be elected at each Annual Business Meeting to serve for a period of one year.

1. Qualifications – The candidate for the Treasurer shall be a member in good standing, a person who demonstrates an understanding of the financial responsibility of the office of Treasurer, faithful in attendance to the worship services of the church, having reached the age of twenty-one (21) years.

2. Duties -

- a. Having custody of all regular funds of the church and maintaining these funds and all deposits in the name of the church.
- b. All checks drawn shall be in the name of the Community Baptist Church, Apalachin.
- c. Keep separate accounts of all funds specially designated by the church.
- d. Shall not disburse funds except for the purpose for which they were contributed (unless directed by action of the church membership).
- e. Have joint custody (with designated Trustee/Trustees) of securities, investments, title papers, and other valuable documents of the church.
- f. Present to the church a detailed public report at each Quarterly Business Meeting and an itemized report at the first Quarterly Business Meeting of each year showing the actual financial condition of the church.
- g. Make available, when requested, all financial records and books to the Trustees of the church and/or the Audit Committee.
- h. Deliver immediately to his/her successor all financial records and books pertaining to the office of Treasurer.
- i. Make a written, summarized annual report to the church at the first quarterly business meeting in January, and oral reports at all other quarterly business meetings.

**Section F – Church Clerk**

A Clerk shall be elected at each Annual Business Meeting to serve for a period of one year.

1. Qualifications – The candidate for Clerk shall be a member in good standing, demonstrating a skill and desire to fulfill the responsibilities of the office of clerk.
2. Duties -
  - a. Keep a complete record of the transactions of the business meetings of the Church. This shall be read for approval at the next Quarterly Business Meeting.
  - b. Keep a record of the names and addresses of the members, with dates and manner of admission.
  - c. Keep a record of all Baptisms and dates.
  - d. Record all dismissals with dates and manner of dismissing.
  - e. Issue all letters of designated action regarding church membership.
  - f. Preserve and file all communications, written reports, and legal notices.
  - g. Give legal notice of all meetings where such notice is required by this Constitution.
  - h. Enter upon the records of the Church current events of the Church that are likely to be of historical value.
  - i. Deliver to his/her successor all books and records pertaining to the office of Clerk.

**ARTICLE VIII - - - - ELECTED POSITIONS OTHER THAN OFFICES**

The elected positions other than offices of the Community Baptist Church are: Missionary Secretary and Sunday School Superintendent as membership numbers and needs require.

All positions shall be chosen from qualified church members and elected at the annual church meeting by a majority of active, voting members.

When the elected position becomes vacant prior to the expiration of the term, a successor will be elected at a specially called meeting or at the next regular business meeting of the church, to fill the unexpired term of the office. The Official Board shall appoint someone to fill the position until a successor is elected.

**Section A – Missionary Secretary**

A Missionary Secretary shall be elected at each annual business meeting to serve for a period of one year.

1. Qualifications – The Missionary Secretary shall have reached the age of twenty-one (21) years.
2. Duties -
  - a. Provide Missionary Reports.
  - b. Maintain correspondence with missionaries.
  - c. Maintain Missionary Board at Church.

**Section B – Sunday School Superintendent**

1. Qualifications – The Superintendent of the Sunday School will be a member, at least 21 years or older, in the church. The Superintendent will be elected for a term of one year.
2. Duties -
  - a. The Sunday School Superintendent, assisted by the Pastor and the Christian Education Committee, is responsible for the leadership and administration of the Sunday Bible School.
  - b. The evaluation and ordering of Sunday School materials.
  - c. The evaluation and recruitment of qualified teachers.
  - d. The officiating of the Sunday School opening (or closing).
  - e. It is their responsibility to arrange for substitute teachers.
  - f. To arrange and carry out the special promotions and activities of this Ministry.
  - g. The Superintendent is to submit an oral report at each quarterly business meeting of the church as well as a written report at the annual business meeting.

**Section C – Youth Director**

1. Qualifications – The Youth Director will be a man, of at least 21 years or older, in church. He will be elected for a term of one year.
2. Duties -
  - a. The Youth Director, assisted by the Pastor is responsible for the leadership and administration of the Youth Programs exclusive of the Sunday School.
  - b. Oversee the evaluation and ordering of Youth Program materials.
  - c. Oversee the evaluation and recruitment of qualified teachers.
  - d. The Youth Director is to submit an oral report at each quarterly business meeting of the church as well as a written report at the annual business meeting.

## **ARTICLE IX - - - - COMMITTEES**

All committees shall be appointed by the Official Board, and shall be chosen from the qualified church members during the Official Board's November meeting.

### **Section A – Permanent Committees**

Persons appointed shall serve from January 1 to December 31 of one calendar year.

1. Nominating Committee – All members of this committee are to be appointed by the Official Board at the November meeting. There will be a minimum of five (5) members on this committee (one Deacon, one Trustee, Church Clerk, and two members at large) and no more than three may serve from the previous term.

Any nominations for officers, upon approval of the Board of Deacons, will be posted at least two weeks before the annual business meeting of the church. It shall also be the duty of this committee to nominate persons to fill the unexpired term of offices that may occur during the year.

2. Music Committee – It shall be the responsibility of this committee for arranging and supervising of the musical ministry of the church. It shall be responsible for establishing and approving all the church's special music, including both the musicians and the music. It shall supply special music for the weekly services of the church, as well as plan special music events. It shall plan and supervise, when feasible, a graded choir program, and shall be responsible for the selection, care and maintenance of all musical materials and instruments under the direction of the Trustees. The committee shall consist of: the Song Director, Choir Director, Organist, Pianist, and any other member of the church.
3. Church Ministries Committee – This committee shall consist of the Pastor, Sunday School Superintendent, Deacon, Youth Director(s), and up to three other members. It shall meet at the Committee's discretion. The responsibility of this Committee shall be two-fold:
  - a. Christian Education – Under this aspect of duty, the Committee shall aid the Sunday School Superintendent in his responsibilities.
  - b. Church Programs – Under this aspect of duty, the Committee shall make a yearly church calendar containing all activities of the church.
4. Audit Committee – This Committee shall consist of: one Deacon, one Trustee, and one member at large. No member can be directly responsible for the current finances of the church, i.e., Financial Secretary or the Treasurer of any organization within the church. This Committee shall audit the financial records of the church whenever deemed necessary, but at least once a year prior to the annual financial business meeting. They shall make a complete written report of their findings at the annual financial business meeting.

### **Section B – Temporary Committees**

Whenever a committee is required to perform a specific task which cannot be accomplished by a committee designated by this constitution, a Temporary Committee will be appointed by the Official Board. All Temporary Committees will have five members, at least one being a member of the Official Board.



All Temporary Committees shall terminate thirty days after completing their particular assignment or project. If the projects or assignments are not completed by the annual business meeting, each committee shall be reconsidered at the November meeting of the Official Board.

## ARTICLE X - - - MISCELLANEOUS PROVISIONS

### 1. Finances:

The Work of the Community Baptist Church shall be financed only by methods which are in accordance with Scripture. We will not participate in gambling, raffles, bingo, fairs, festivals, suppers, concerts, etc. as a means of raising funds to perpetuate the Lord's work.

### 2. Fellowship:

As an independent, autonomous church, we will not be joined to any Convention of Churches, or seek to be involved in any Charismatic or Ecumenical organizations (such as National mid-World Council of Churches), where we must compromise our Statement of Faith.

Yet, having said that, we do appreciate the need and desire of inter-church fellowship and associations.

Therefore, it is the policy of this church to associate and cooperate, when desired, with sister churches of like precious faith for the purpose of fellowship and mutual ministry. The basis of this fellowship will be upon the mutual agreement between other churches, and our church's, Statements of Faith.

### 3. Ordinances:

We believe in, and practice, the two Biblical ordinances of Baptism and the Lord's Supper (Communion). These are to be observed collectively as a memorial for the life, death, resurrection, and return of our Lord Jesus Christ.

#### a. Baptism:

When a Born-Again Believer desires to follow the Lord in Believers Baptism (submersion in water), he or she will meet with the Pastor. The Pastor and Deacons will decide the necessity and nature of pre-Baptismal instruction. During the Baptism, the Deacons and Deaconesses will assist the Pastor with the Baptismal services. Upon their Baptism, the baptized Believer will be recommended to the church for membership and voted on the follow Sunday. Only Baptism by submersion in water will be recognized as valid and the accepted Baptism of our church.

#### b. The Lord's Supper:

The Lord's Supper is to be observed every other month, at least six time per year, on the first Sunday of the month. The months of the communion observance will be designated as: January, March, May, July, September, November. The Lord's Supper may be observed at other specially designated times of the church as well, with the approval of the Pastor and the Deacons. This church will not practice a "closed communion" (given to members only), but a communion open to all Born-Again Believers meeting the requirements of 1 Corinthians 11:23-34.

### 4. Ordination:

The church may call together a council of Pastors and representatives of other churches of like precious faith for the purpose of examining a (male) member who desires to enter the ministry and who has been determined by the Pastor, Board of Deacons, and the church body, to possess the scriptural qualities. Upon the recommendation of the council, the church may vote to ordain or withhold ordination from the candidate.

5. Licentiate:

Any (male) member, who in the judgment of the Church, gives sufficient evidence of his piety, zeal, and aptness to teach and preach, and call of God to the ministry, may be licensed to preach the Gospel by a three-fourths vote of the church.

6. Reports:

It is the responsibility of each Board Chairman and each Committee Chairman to make oral reports at quarterly business meetings, and a written report at the annual church business meeting.

7. Meetings:

All business meetings shall be conducted in accordance with Robert's Rules of Order Revised.

- a. Annual Business Meeting – The congregation will meet on the Sunday nearest to the fifteenth day of January. There shall be an announcement of the meeting for two Sundays prior to the meeting.
- b. Quarterly Meeting – The congregation will meet on the Sunday nearest the fifteenth day of the months of January, April, July, and October in order to hear the reports of the Treasurer, Missionary Secretary, Sunday School Superintendent, Pastor, Deacons, and Trustees. The January meeting will constitute the Annual Business Meeting, and all reports are to be itemized and printed for the congregation.
- c. Special Meetings – In the event of an emergency or other need arising, a Special Meeting may be called by:
  - 1) The Board of Deacons
  - 2) The Board of Trustees
  - 3) The Official Board
  - 4) Seven legal voters after written request to the DeaconsThese meetings must be posted by the Church Clerk and read one week in advance from the pulpit. No other business of the church will be discussed or transacted except that for which the meeting is called.

8. Amendments -

Amendments to this Constitution and By-Laws may be made after:

- a. Written presentation is made by the Deacons to the Official Board.
- b. Approved by a majority vote of the Official Board.
- c. The Amendment has been read from the pulpit, posted, and copies given to the legal voters of the church at least fourteen days before such action is taken.
- d. A three-fourths vote of the legal voters of the church is obtained.

## **ARTICLE XI - - - - PROPERTY**

### **Section A – Control and Equity**

The property of the Community Baptist Church, Apalachin, NY, shall forever remain in control of its members. No affiliation, nor involvement with any organization, shall jeopardize the property's or equities from remaining in control of its members.

### **Section B – Purpose**

The church building, parsonage, and all other structures have been dedicated to God for the purpose of divine worship, praise, prayer, and Christian fellowship to God's Glory. The objective of all worship services held within the church property shall be to faithfully preach and teach the Word of God for the development of all the members in spiritual understanding and service, that they may, in turn, propagate the faith at home and abroad.

### **Section C – Availability of Facilities and Equipment**

The use of church facilities and equipment are for the exclusive benefit of its membership. They shall be made available to any group within the church for the purpose of advancing its own fellowship, providing such usage shall not conflict with any scheduled or planned activities of the church. It is understood that all meetings or gatherings on the church premises shall refrain from all things that would lower spiritual standing of the church.

The use of any church property or equipment by an outside organization or individuals (members or non-members) shall require written consent of the Official Board.

### **Section D – Division**

If for any reason a division should occur in the congregation, those members, even if in the minority, who shall abide by this constitution, and particularly the Articles of Faith, Article IV, shall thereby remain as members of Community Baptist Church, Apalachin, NY, and shall retain control of the church property and equities.

### **Section E – Dissolution**

In the event of the dissolution of the church corporation, all of its tangible assets and holdings shall be distributed as would be in full agreement with the letter and spirit of this constitution. All decisions in this respect shall be made by the majority of the remaining members of the Community Baptist Church, Apalachin, NY.