

**CONSTITUTION AND BY-LAWS  
OF THE  
LEBANON BAPTIST CHURCH  
(Updated **2026** ~~2024~~)**

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# LEBANON BAPTIST CHURCH CONSTITUTION AND BY-LAWS

## I. INTRODUCTION

A church is a fellowship of people who have accepted Christ as Savior and are united by their common relation to the Holy Spirit. A church, like a community or individual, is always changing. Fundamental doctrines remain the same, but methods of teaching these doctrines and of moving toward objectives must change, if the mission of the church is to be accomplished.

A church constitution and by-laws document helps a church to preserve democratic procedures. This instrument serves as the guide for members to follow, as they carry out the work of the church.

Basic theology, organizational structure, and church policies are contained in a constitution. By-Laws, on the other hand, state the methods for carrying out these principles and policies. By-Laws will usually be changed more often than the constitution. It should be emphasized, however, that both constitution and by-laws should be reviewed every even numbered year by a special committee appointed by the deacons. This committee shall consist of three (3) deacons and (3) members from the church at-large, one of which, (if willing to serve), must be a youth member of the church. As the program of the church changes, so must its rules of governmental procedure be brought up to date.

The basic advantages of a constitution and by-laws are that they:

1. Provide members with a statement of their church organization, fundamental guidelines, and theological beliefs.
2. Aid in preserving democracy and harmony, since predetermined guidelines have already been established by the members.
3. Provide orderly procedures for guiding the transaction of church business.
4. Serve as a basis for solving problems, before problems arise.

## II. CONSTITUTION

### PREAMBLE

We declare and establish this constitution for the preservation and security of the principles of our faith, and that this body may be governed in an orderly manner. This constitution will preserve the liberties of each individual member of the church and the freedom of action of this body in its relation to other churches.

### NAME

This body shall be known as the Lebanon Baptist Church of Lebanon, Kentucky, located at 144 East Mulberry Street, and shall be affiliated with the Southern Baptist Convention, the Kentucky Baptist Convention and the Central Baptist Association. It shall work in general harmony and agreement with the progress and policies advanced by these agencies.

### STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of the "Baptist Faith and Message" as adopted by the Southern Baptist Convention in 1963. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Baptism and the Lord's Supper.

### CHURCH COVENANT

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and Lord and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, 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, peace 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 individual devotions; to religiously educate our children; to seek the salvation of our kindred and our acquaintances; to walk as a Christian example before the world; to be just in our dealing, faithful in our engagements, and Christian in our behavior; to abstain from all ungodliness and impurity; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior 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.

## **CHARACTER**

### **Polity**

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual consent and cooperation, which are common among Baptist churches. Insofar as it is practical, this church will cooperate with and support the association and state convention who are affiliated with the Southern Baptist Convention.

### **Doctrine**

This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of other Southern Baptist churches.

### **III. BY-LAWS**

#### **ARTICLE I. CHURCH MEETINGS**

##### **Section I. Church Services**

The church shall meet regularly each Sunday and Wednesday for preaching, instruction, evangelism, and for worship of Almighty God. These meetings will be open for the entire membership of the church and for all people, and shall be conducted under the direction of the pastor.

##### **Section II. Regular Business Meetings**

Regular business meetings shall be held monthly, on the third Wednesday of the month. The church shall transact its business by majority vote of its members who are present and voting.

##### **Section III. Called Business Meetings**

A called business meeting may be held in order to consider special matters of significant nature. Notice of the subject, date, time, and location must be given. Announcement of such called meetings shall be made on the Sunday preceding the called meeting. Notification may be from the pulpit, written statement or electronic media.

#### **ARTICLE II. MEMBERSHIP**

##### **Section I. General**

This is a sovereign and democratic Baptist church, under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this church.

##### **Section II. Candidacy**

Any candidate for membership in the church can be received into membership only upon the unanimous assenting vote of the members present. At the discretion of the moderator the vote to accept candidates may be deferred until a later worship service or church business meeting. Should there be any dissent as to any candidate, the matter shall be referred to the pastor and the deacons for investigation and the making of a report and a recommendation to the church within thirty (30) days, after which, should the members be satisfied that the person or persons objecting have not just ground for their complaint the candidate may be received upon the affirmative vote of 80% of the members present.

At times it may be found expedient to postpone voting to receive a candidate for better acquaintance and counseling with the pastor or with the pastor and deacons, as in the case of a very young child whose understanding is not known.

Any person may offer themselves or be offered by proxy in cases of extenuating circumstances such as physical disability as a candidate for membership in this church at any regular church service in any of the following ways:

#### A. Baptism

Upon satisfactory evidence of a personal saving experience with Jesus Christ, a public profession of faith in Jesus Christ as Savior, and a commitment to Him as Lord, a person may be received as a candidate for Baptism. New Testament Baptism symbolizes both a historical fact and a present experience. The historical fact is the death, burial, and resurrection of our Lord and Savior, Jesus Christ; the present experience is the death of the believer to their old life of sin, and resurrection to new life in Christ. The mode of Baptism is immersion in water. The believer submits to the ordinance of Baptism as an act of obedience to the Lord, but the ordinance is not a part of, nor is essential to, salvation. Baptism in Lebanon Baptist Church does not imply membership.

#### B. Letter

A person may be received upon the presentation of, or promise of, a letter of transfer from another church of like faith and order.

#### C. Statement

A person may be received upon statement of a prior conversion experience and baptism, as defined in Article II, Section II, A. "Baptism," above, when no letter is obtainable. This person may be coming from another denomination other than Baptist. The pastor will counsel with those coming from other denominations in order to insure compliance with Article II, Section II, A. "Baptism," before presenting such person or persons for church membership.

### **Section III. Termination of Membership**

Membership shall be terminated in any of the following ways:

#### A. Death

#### B. Request by another Baptist Church

#### C. At a member's request

#### D. Affiliation with a church of another faith or denomination

#### E. By action of the church

1. Should the church wish to terminate a person's membership, it may do so by a majority vote of those members who are present and voting, but only after due notice and opportunity for hearing, and after faithful efforts have been made to bring such member to repentance and amendment.
2. Any person whose membership has been terminated, for any offense, may be restored by a majority vote of those members who are present and voting, upon evidence of repentance and reformation, or, if on account of continued absence, upon satisfactory explanation.

### **Section IV. Membership Contact Methods**

In order to contact all members in an efficient manner but also by each members' preferred method (electronic mail or media, U.S. Mail, etc.), the following contact methods are considered applicable for use:

#### A. Announcement from the pulpit

#### B. Printed media

#### C. Electronic mail or media (if method so requested by member)

#### D. U.S. Mail

## **ARTICLE III. CHURCH OFFICERS**

All church officers must be members of the Lebanon Baptist Church with the exception of Church Secretary, Financial Secretary, and Church instrumentalists.

### **Section I. Pastor**

#### **A. General Duties**

The pastor is responsible for leading the church in functioning as a New Testament church, according to the guidelines set forth by the Scriptures. The pastor will lead the congregation, the organizations, and the church staff in performing their tasks. A major concern of the pastor is to perform pastoral and evangelistic responsibilities. The pastor is the leader of worship, proclamation, education and pastoral ministries, although he may delegate responsibilities to other leaders in those respective ministries.

1. **Pastor-Deacon Relationship:** Based on the pattern established in Acts 6 with the apostles and the Seven, it seems best to view deacons as servants who do whatever is necessary to allow the pastor to accomplish his God-given calling of shepherding and teaching the church. Just as the apostles delegated administrative responsibilities to the seven, so the pastor is to delegate certain responsibilities to the deacons so that the pastor can focus his efforts elsewhere. When functioning in a harmonious relationship, open communication between the pastor and deacon should have at its goal, the enhancement of the church body's spiritual health and vitality.
2. **Spiritual Growth of the Pastor:** The church shall encourage the pastor, and the pastor shall be deliberate, in taking opportunities for his continued spiritual growth. Such opportunities would include not only a weekly Sabbath rest but other occasions for restoration as well. The church recognizes the essential importance that physical rest and mental refreshment has in the spiritual well-being of the pastor.

#### **B. Election**

A pastor shall be chosen and called by the church, whenever a vacancy occurs. His election shall take place at a called business meeting, and at least a one week notice of that meeting shall be given. Election shall be by secret ballot, with an affirmative vote of 80% of those members who are present and voting being necessary for a call. The pastor shall serve until the relationship is terminated. The terms of the call shall be part of the vote.

#### **C. Call**

The church shall call the pastor for an indefinite term of service, and his salary and other benefits shall be made clear to the pastor in writing by the Pulpit Committee. The written terms, which are given or sent to the pastor following the official vote, shall constitute the official call. Verbal extension of the call to a prospective pastor shall be considered unofficial. The prospective pastor's answer to the written call of the church shall also be written, and considered official only when the Pulpit Committee receives it. A copy of both the written call and the answer shall be filed with the church minutes.

#### **D. Termination**

1. **Resignation:** In the event that the pastor plans to resign, he shall give the church two weeks notice. The resignation shall then be voted on by the church, with a majority of those members who are present and voting being necessary for its acceptance.

2. Dismissal: If the church feels led by the Holy Spirit and according to scriptures, to dismiss the pastor, recommendation of such action shall originate with the deacons, and the pastor and every family shall be notified (see ARTICLE II. MEMBERSHIP, Section IV. Membership Contact Methods). The case for dismissal shall be presented by the deacons (at a called business meeting), and the pastor shall be requested to make whatever statement he would want to make. After discussion, a secret ballot shall be taken. A majority of those members who are present and voting shall be required for the pastor's dismissal. The church shall grant the pastor not less than thirty (30) days and not more than ninety (90) days so that he may close out his present ministry; or if the church so desires, it may terminate his services at once, providing him with no less than thirty (30) days and not more than ninety (90) days lodging and salary/benefits in advance. The church shall consider providing a moving allowance for the pastor, if he has no place of employment to which he is going.

## **Section II. Deacons**

Prior to the actual church election, every effort shall be made to interpret to the church members the required qualifications and duties of the deacons.

### **A. Number of Deacons**

There shall be **seven** ~~eight~~ (7) active deacons, until such time as the church decides to increase or decrease the number

### **B. Length of Service**

The deacons shall serve on a rotation basis. At the end of each church year, ~~the three year terms of office of one third of the number of deacons shall expire, and~~ an election shall be held in order to fill the vacancies **created by the deacons completing their third consecutive year of service.**

### **C. Election**

1. A list of active, male resident members of the church who are over twenty-one (21) years of age shall be prepared. This list will be reviewed by the Deacon Examining Committee prior to presentation to the church and may include deacons who have just completed their respective term. The only names omitted shall be those persons who have requested that their names not be listed or those found ineligible. Neither a trustee, a member of the personnel committee nor a staff member shall be listed, as they are not eligible to be elected as a deacon (See Article III- Section II. Deacons "F"- those ineligible).
2. The prepared ballot shall be sent out (see ARTICLE II. MEMBERSHIP, Section IV. Membership Contact Methods) by the first week of August to each church family. Members shall be urged to study the names prayerfully to determine their choices prior to the time for voting. Special attention shall be called to the spiritual qualifications that a deacon should possess. Members shall be asked to come to church on the next Sunday prepared to vote for the required number of men who they believe are qualified for deacon service.
3. On the following Sunday, the printed ballots will be distributed during the morning worship service. As a part of the worship service, the ballots shall be marked, after appropriate Scripture passages are read and a prayer is offered for God's guidance. Members will be asked to circle a specific number of names. The deacons or ushers shall collect all of the ballots and give them to the Chairman of Deacons.

4. Following the service, the ballots shall be counted by the Deacon Examining Committee. This committee shall not share the results of the vote with anyone. (See Article IV- Section IV. Deacon Committees D. Deacon Examining Committee).
5. The Deacon Examining Committee shall then contact the persons selected, starting with the person who received the largest number of votes. Each person is told of the confidence that the church has demonstrated in him, but he is not told the exact number of votes that he received, nor how he ranked in the balloting. The committee shall examine a candidate in regard to his salvation experience, his understanding of the Scriptures, and the qualifications set forth for a deacon in I Timothy 3:8-13. Divorce will not necessarily disqualify a candidate, but shall be considered on a case-by-case basis.
6. Those elected who are not ordained shall be duly ordained, before beginning service as a deacon.
7. In the case of a death, removal, or incapacity to serve, and upon recommendation from the deacons, the church may choose an inactive deacon to fill the unexpired term. A deacon who fills an unexpired term is eligible for re-election immediately following his completion of the unexpired term.

#### D. Officers

The officers of the deacons shall be a Chairman, Assistant Chairman, Secretary, Assistant Secretary, and such other officers as the deacon body may deem necessary.

#### E. Meetings and Responsibilities

1. The deacons shall meet monthly at a specified time or as called together by the chairman. No called meeting is to be held without first notifying all active deacons of the time and place of said meeting and of its general purpose.
2. In accordance with the meaning and of the work and practice of the New Testament, deacons are to be servants of the church. The task of a deacon is to serve with the pastor in proclaiming the gospel to believers and unbelievers, caring for the members of the church family and other persons in the community, and providing for the spiritual welfare and mission of the church family.
3. The deacons shall review the “Proclamation & Pastoral Care” section of the budget and submit recommended changes to the Stewardship Committee as part of the annual budget preparation process.
4. The deacons shall administer the “Revivals” portion of the budget. They shall abide by the regular procedures for spending followed by the church.
5. In case of absence or inability of the pastor, subject to advice from and in 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 the temporary ministry.
6. In the event that the church is without a pastor, the deacons shall be the governing body of the church, and other ministers shall be responsible to them.

#### F. Those Ineligible

A person cannot serve as a deacon, trustee, or member of the Personnel Committee at the same time; neither are staff members eligible to be elected as a deacon.

#### G. Termination

1. A deacon can be dismissed by a majority vote of the church, upon recommendation by the deacon body. This deacon is eligible to be reinstated after a lapse of one year, and upon evidence of his repentance and reformation.
2. In the event of three (3) consecutive meeting absences, a deacon, by his inaction or lack of communication of his intent, shall be removed from service as an active deacon.

#### Section III. Moderator

The moderator shall be the pastor. In the absence of the pastor, the Chairman of Deacons shall preside; or, in the absence of both, the Assistant Chairman of Deacons shall preside. Should all three be absent, the clerk shall call the church to order, and an acting moderator shall be elected.

#### Section IV. Clerk

The church shall elect annually a clerk, who shall keep in a suitable book a record of all of the actions of the church. All church records are church property and should be filed in the church office. The church shall elect annually an assistant clerk to serve in the absence of the clerk and to assist the clerk, as needed.

#### Section V. Treasurer

The church shall elect annually a church treasurer. It shall be the duty of the treasurer to sign and authorize payment for all expenses. The church shall elect annually an assistant treasurer to serve in the absence of the treasurer and to assist the treasurer, as needed.

There shall be a dual signature requirement on all checks issued by Lebanon Baptist Church. One signature shall be the Church Financial Secretary, in the Financial Secretary absence, the Church Secretary. The second signature shall be the church treasurer, assistant treasurer, or other authorized signer so designated by the church. Those eligible to sign are the Treasurer, Assistant Treasurers, Stewardship Chairperson or other authorized signers so designated by the nominating committee.

#### Section VI. Financial Secretary

The church will elect annually a financial secretary, unless these responsibilities are assumed by a paid staff member. The financial secretary is under the jurisdiction of the pastor and the Personnel Committee. The Personnel Committee and the Stewardship Committee will be responsible to set up a job description and compensation package. ~~This individual will be responsible for the duties authorized below:~~

#### Section VII. Church Secretary

The church secretary is under the jurisdiction of the pastor and the Personnel Committee. The Personnel Committee and the Stewardship Committee will be responsible to set up a job description and compensation package for the church secretary, ~~which is to include but not limited to:~~

- ~~A. Keep a record of all contributions of individual donors to be recorded from empty offering envelopes that the secretary shall receive from proper persons selected by the church to remove and count the money therein.~~
- ~~B. Make a financial report at the end of each month to the church in its business meeting.~~
- ~~C. Prepare and make available to individual donors annually their record of contributions.~~
- ~~D. No check shall be signed and issued without first being completed as to payee and amount.~~
- ~~E. Should the financial secretary be presented with a bill or request for payment that she thinks is unauthorized, inappropriate, or that exceeds the amount budgeted for that expense, she shall defer payment, until having conferred with and having obtained the approval of the Chairperson of the Stewardship Committee. If the Chairperson of the Stewardship Committee cannot be reached, then the financial secretary shall consult the Assistant Chairperson of the Stewardship Committee.~~

## **Section VIII. Trustees**

### **A. Number of Trustees**

There shall be six (6) trustees, until such time as the church decides to increase or decrease the number.

**B. Length of Service and Selection:** The trustees shall serve on a rotation basis. At the end of each church year, the three-year terms of office of one-third of the number of trustees shall expire.

1. This body shall consist of six (6) members to be nominated by the Nominating Committee and to be approved for three (3) year terms, with two members being replaced each year. These members shall not be eligible for re-election for a period of one year. Neither a deacon nor member of the Personnel Committee shall be nominated.
2. In case of death or incapacity to serve, the church may choose to fill the trustee's unexpired term by securing a nomination through the Nominating Committee. A person is eligible for re-election immediately following his/her completion of the unexpired term.

### **C. Officers**

The officers of the trustees shall be a Chairperson, Assistant Chairperson, Secretary, Assistant Secretary, and such other officers as the trustees may deem necessary.

### **D. Meetings and Responsibilities**

1. The trustees shall meet monthly at a specified time and as called together by the chairperson. No called meeting is to be held without first notifying all trustees of the time and place of said meeting and of its general purpose.
2. The trustees shall hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church, authorizing such action. It shall be the function of the trustees to affix their signatures to legal documents, involving the sale, mortgaging, purchase, or rental of items, or other legal documents, where the signatures of trustees are required.
3. In addition to their primary function as named above, they shall be the general overseers of the church-owned buildings and grounds, except as otherwise duly authorized by the church. They shall inspect this property as necessary, being careful to work with any and all committees that are related to said property by church action; furthermore, they are authorized to appoint any special committees for the purpose of assisting them in the completion of their duties.
4. A video of inventory shall be completed once every three years. A record of the inventory is to be kept in the church office and in the church's safety deposit box at the bank. New items purchased shall be videoed and stored accordingly.
5. They shall supervise the maintenance and upkeep of all church property (including the van), which includes the supervision of the custodian. Supervision includes an annual job evaluation of the custodian by the chairpersons of the Trustee Committee and the Personnel Committee. The results of the evaluation are to be reported to the Stewardship Committee as a reference in setting wages. The recommendation to the Stewardship Committee may or may not specify a dollar amount for adjustment.
6. The trustees shall be responsible for administering the "Repair and Maintenance" portion of the budget. They shall have the authority to spend up to \$2,500 at a time, remaining within the limits of the above portion of the

budget, without approval of the church for items relating to preventive maintenance or improvement. They shall abide by the regular procedure for spending that is followed by the church.

7. In the event of a situation which without immediate monetary action would result in the loss of church physical property or prevent the normal operation of the church, the following individuals are authorized to meet and address the situation without having to get actions approved at a business meeting: Pastor, Treasurer, Deacons Chairman, Trustees Chairman and Stewardship Chairman.

#### E. Borrowing Policy

1. Persons borrowing items from the church, member or non-member, must secure permission from a trustee, who will grant permission only after determining the need for church use of said items. The trustee must then notify the church secretary of permission granted. The secretary will notify the custodian, and will also make a record as to who is doing the borrowing, what is being borrowed, and for how long. This record will be kept for the purpose of keeping up with items borrowed.
2. Church use of its property will take priority over anyone, member or non-member, who borrows it. A trustee, when in doubt about loaning particular items, will consult with three (3) of the other trustees, before making a decision. The trustee(s) may, at any time, refuse to grant permission, if in serious doubt, either due to the nature of the item requested or the propriety of the circumstances of the request.
3. Items that are borrowed shall be returned in as good a condition as when borrowed, assuming normal wear and tear. Damages that are beyond normal usage shall be the responsibility of the borrower.

#### F. Procedure for Request of Action by the Trustees

To ensure that all requests by members of the church body are dealt with properly and efficiently by the trustees, the following procedure will need to be followed:

Anyone desiring the trustees to take any particular action concerning the properties of the Lebanon Baptist Church, such as maintenance, upkeep, or improvements, will present a written request to the trustees for such action, or present their written requests to the church at a business meeting. The trustees will determine the necessity for such action and present requests to the church for approval.

#### G. Those Ineligible

A person cannot serve as deacon, trustee, or member of the Personnel Committee at the same time; neither are staff members eligible to be elected as a trustee.

### **Section VIII. Ushers**

A chairperson or co-chairpersons of the ushers shall be selected by the Nominating Committee and elected by the church. They shall be responsible for seeing that there are sufficient ushers for each service. The ushers shall:

- A. Greet the people, as worshippers enter the church.
- B. Seat the people at the proper time.
- C. Provide assistance and/or other material at the time of seating.
- D. Provide visitor's cards for visitors so that guests may fill out the cards and place them in the offering plate.
- E. Take up the offering.

## **Section IX. Church Council**

### **A. Composition**

The members of the Church Council shall be:

1. Pastor
2. Ministers: Education/Youth/Children/  
Music/or lay person(s) serving in such  
capacity
3. Sunday School Director
4. WMU Director
5. Men in Ministry Director
6. Chairman of Deacons
7. Chairperson of Trustees
8. Church Treasurer
9. Security Committee Chairperson
10. Church Clerk
11. Youth Representative
12. Chairperson of Audio-Visual Committee
13. Chairperson of Personnel Committee
14. Chairperson of Stewardship Committee
15. Chairperson of Ushers
16. Chairperson of Kitchen Committee
17. VBS Director

### **B. Election and Term of Office**

Individuals become members of the Church Council as a result of their election to one of these church offices. They remain members of the Church Council for as long as they hold these positions.

### **C. Meetings and Responsibilities**

1. The Church Council shall meet a minimum of twice each year at a specified time or as called together by the pastor. No called meeting is to be held without first notifying all Church Council members of the time and place of said meeting and of its general purpose. Minutes shall be taken by the church clerk.
2. To formulate and recommend to the church suggested church objectives and goals.
3. To develop and recommend action plans to the church for reaching church goals.
4. To review and coordinate suggested program plans and actions by church officers, organizations, and committees, and provide adequate communication among church officers, organizations, and committees.
5. To review and report to the church, as appropriate, the use of resources, in terms of the needs of the church program, as the Church Council works toward the achievement of the objectives and goals of the church.
6. To evaluate program achievements in terms of church objectives and goals, and report evaluations to the church.

### **D. Procedures for Action**

All matters agreed upon by the Church Council that call for action not already provided for shall be referred to the church for appropriate action.

## **ARTICLE IV. COMMITTEES**

### **Section I. Nominating Committee**

#### **A. Composition**

The Nominating Committee shall consist of four (4) church members (one of which will be the Sunday School Director), who shall be appointed by the moderator at the June business meeting.

#### **B. Meetings and Responsibilities:**

1. The Nominating Committee shall meet as needed at a specified time or as called together by the chairperson. No called meeting is to be held without first notifying all committee members of the time and place of said meeting and of its general purpose.
2. The Nominating Committee shall coordinate the staffing of all church leadership positions that are filled by volunteers. The Nominating Committee recommends persons for all volunteer positions to be elected by the church.

### **Section II. Stewardship Committee**

#### **A. Composition**

The Stewardship Committee will be composed of leaders in the following positions:

- |                                       |                           |
|---------------------------------------|---------------------------|
| 1. Chairperson                        | 7. Sunday School Director |
| 2. Assistant Chairperson              | 8. WMU Director           |
| 3. Chairman of Deacons                | 9. Youth Representative   |
| 4. Chairperson of Personnel Committee | 10. At large member       |
| 5. Chairperson of Trustees            | 11. At large member       |
| 6. Treasurer                          |                           |

The two members from the church at-large, Youth Representative, Chairperson and Assistant Chairperson of the Stewardship Committee, shall be nominated by the Nominating Committee.

#### **B. Meetings and Responsibilities**

1. The Stewardship Committee shall meet quarterly (as needed) at a specified time and as called together by the chairperson for the purpose of reviewing and approving the financial statement. No called meeting is to be held without first notifying all committee members of the time and place of said meeting and of its general purpose. Minutes are to be taken at each meeting.
2. The Stewardship Committee shall prepare a proposed budget for each fiscal year, which is to be presented to the church for discussion, changes, if desired, and final approval.
  - a. Presentation of the proposed budget shall be made by the chairperson of the Stewardship Committee or designated Stewardship Committee member.
  - b. The presentation of the proposed budget shall be made in a Wednesday night business meeting, regular or called for that purpose. Discussion and recommended changes will be made in that meeting.
  - c. The proposed budget shall be made available (see ARTICLE II. MEMBERSHIP, Section IV. Membership Contact Methods) to all resident church families two (2) weeks prior to the above meeting.
  - d. On the following Wednesday Night the proposed budget, as changed, will be considered for adoption at either the next regular business meeting or at a called meeting.

3. The Stewardship Committee shall plan and give direction to the Annual Stewardship Emphasis.
4. When changes from one item to another that are within the church budget need to be made, the Stewardship Committee shall have authority to make such changes, not to exceed \$500.00. When expenditures of funds that are not included in the church budget are approved by the church, the Stewardship Committee shall make the decisions about the financing of such expenditures within the limits approved by the church.
5. The Stewardship Committee shall provide for an annual report of all books and accounts of the church.

### **Section III. Personnel Committee**

#### **A. Composition**

The Personnel Committee shall consist of six (6) church members to be nominated by the Nominating Committee and to be approved for three (3) year terms, with two members being replaced each year. These members shall not be eligible for re-election for a period of one year. The officers of the Personnel Committee shall be a Chairperson, Assistant Chairperson, Secretary, Assistant Secretary, and such other officers as the committee may deem to be necessary.

#### **B. Meetings and Responsibilities**

1. The Personnel Committee shall meet monthly (as needed) at a specified time or as called together by the chairperson. No called meeting is to be held without first notifying all committee members of the time and place of said meeting and of its general purpose. Minutes shall be taken at each meeting.
2. Recruit, interview, hire, place on the job, and release all paid church workers (except the pastor), working closely with the pastor and the group who will supervise the worker. No paid church worker shall assume their duties, until a contract has been signed and filed in the church office. In the event that the church is without a pastor, the committee will consult with the chairman of deacons.
3. Prepare job descriptions for use in interviewing, instructing, and guiding paid workers.
4. Prepare, in conjunction with the Stewardship Committee, the compensation program, employee benefits, and work schedule of paid workers.
5. Administer all personnel policies that are approved by the church.
6. Review employee benefits, special outside study and training opportunities, vacations, insurance, days off, additional help needed, and other benefits of the paid personnel of the church at least once each year. Of any changes agreed to be necessary, the Personnel Committee shall confer with the appropriate committee or group (i.e., Stewardship, Deacons, Trustees, etc.) prior to making recommended changes to the church.
7. Conduct an annual job evaluation of all employees in corporation with the pastor (except for the pastor). The results of the evaluation are to be reported to the Stewardship Committee as a reference in setting wages. The recommendations to the Stewardship Committee may or may not specify a dollar amount for adjustment.
8. Receive all requests, suggestions, and/or complaints concerning the work of the employees, with the exception of the pastor.

C. Channel for Seeking Authority

The pastor shall be directly responsible to Jesus Christ and the church. The other ministers (i.e., Music, Education, Youth, etc.) and the Church Secretary shall be directly responsible to the pastor. The Custodian shall be responsible to the Trustees. The paid Nursery Worker(s) shall be responsible to the Children's Minister. The Church Instrumentalist(s) shall be responsible to the Music Minister. In the event that the church is without a pastor, the deacons shall be the governing body of the church, and other ministers shall be responsible to them.

D. Those Ineligible

A person cannot serve as a deacon, trustee, or member of the Personnel Committee at the same time; nor are staff members eligible to be elected as a member of the Personnel Committee.

**Section IV. Deacon Committees**

A. Baptismal Committee

This committee shall consist of two (2) deacons and their wives or other volunteers. It shall be the duty of this committee to assist the pastor in preparation for the ordinance of Baptism, and to prepare the candidates and baptistry for the ordinance.

B. Lord's Supper Committee

This committee shall have charge of the ordinance of the Lord's Supper and shall be under the general direction of the pastor and the chairman of deacons.

C. Benevolence Committee

It shall be the duty of this committee to perform acts of benevolence in the name of Christ and His Church, to administer the benevolence fund in consultation with the pastor and chairman of deacons, and to report to the deacons each month, concerning their activities and use of the Benevolence Fund.

D. Deacon Examining Committee

1. Composition

This committee shall consist of the pastor, chairman of deacons, and one additional member of the active deacon body, who is appointed by the deacons. The committee shall be formed and active by July 1, of each year by the deacons. The Deacon Examining Committee responsibilities end after the election of deacon(s) takes place.

2. Meetings and Responsibilities

- a. The Deacon Examining Committee shall meet as needed. No called meeting is to be held without first notifying all committee members of the time and place of said meeting and of its general purpose.
- b. Specific responsibilities are outlined in Section II. Deacons, C. Election

E. Additional committees may be added by action of the deacons.

## **Section V. Audio-Visual Committee**

### **A. Composition**

This committee shall consist of a Chairperson or Co-Chairperson and shall be nominated by the Nominating Committee. The Chairperson or Co-Chairpersons shall select a sufficient number of workers in order to carry out the responsibilities of this committee.

### **B. Meetings and Responsibilities**

1. The Audio-Visual Committee shall meet as needed at a specified time or as called together by the chairperson. No called meeting is to be held without first notifying all committee members of the time and place of said meeting and of its general purpose.
2. Recruit volunteers for the audio-visual ministry of the church.
3. Provide training for all volunteers who operate the audio-visual equipment.
4. Devise a work schedule for all church services, where audio visual equipment is used.
5. Administer all audio-visual policies that are approved by the church.

## **Section VI. Youth Committee**

The Youth Committee shall work with the Minister of Youth/Youth Director in all matters relating to the youth ministry of the church, and shall assist in the administration of the youth program, with the overall intention of preparing the youth to be mature followers of Christ and His Kingdom's work.

### **A. Composition**

This committee shall consist of five (5) or more members, made up of parents and/or youth representatives, selected by The Minister of Youth/Youth Director. The Minister of Youth/Youth Director shall chair this committee.

### **B. Meetings and Responsibilities**

1. The Youth Committee shall meet as called together by the chairperson. No called meeting is to be held without first notifying all committee members of the time and place of said meeting and of its general purpose.
2. Promote youth participation in the church.
3. Promote Christian education of the youth.
4. Plan and promote the calendar of the youth activities for the year.
5. Promote participation in church and associational youth activities and events.
6. Support with prayer, attendance, and participation of the total youth and church programs.

## **Section VII. Music Committee**

### **A. Composition**

This committee shall have as regular members the Minister of Music/Music Director (Chairperson), directors of the age group choirs, representative of the Adult Choir, a representative from the Youth Choir, Church Pianist, and Church Organist.

### **B. Meetings and Responsibilities**

1. The Music Committee shall meet quarterly, at a specified time or as called together by the chairperson. No called meeting is to be held without first notifying all committee members of the time and place of said meeting and of its general purpose.

2. Assist the church-elected Minister of Music/Music Director in providing an effective music ministry for our church.
3. Recommend to the church the necessary instruments, and to provide necessary repair and upkeep of books, sheet music, instruments, and choir apparel.
4. Organize graded or age group choirs, and to schedule their regular performances.
5. Plan for and schedule practice for the music program, as outlined by the church calendar. This planning and practicing will involve seasonal music and hymn singing.
6. Provide musical and educational training sessions, when approved by the church.
7. Develop ways of encouraging greater participation of all of our people in the music program of the church.

**Section VIII. Counting Committee**

A. Composition

This committee shall consist of three (3) or more members in order to carry out its responsibilities and shall be nominated by the Nominating Committee.

B. Meetings and Responsibilities

1. The Counting Committee shall meet weekly at a specified time or as called together by the chairperson. No called meeting is to be held without first notifying all committee members of the time and place of said meeting and of its general purpose.
2. All funds, except those given electronically, shall pass through the Counting Committee, to be properly accounted for and deposited into the bank.

**Section IX. Kitchen Committee**

A. Composition

This committee shall consist of volunteers.

B. Meetings and Responsibilities

1. The Kitchen Committee shall meet as needed at a specified time or as called together by one of the volunteers. No called meeting is to be held without first notifying all committee members of the time and place of said meeting and of its general purpose.
2. This committee's primary responsibilities are the family night suppers and plan any necessary special gatherings.

**Section X. Van Committee**

A. Composition

This Van Committee shall consist of a Chairperson or Co-chairperson and shall be nominated by the Nominating Committee. The Chairperson or Co-Chairperson are encouraged to seek out and accept other volunteers.

B. Meetings and Responsibilities

1. The Van Committee shall meet as needed at a specified time or as called together by one of the volunteers. No called meeting is to be held without first notifying all committee members of the time and place of said meeting and of its general purpose.
2. This committee shall supervise and carry out the complete bus ministry of the church.

3. Recruit, train drivers and set the schedule.

## **Section XI. Constitution and By-Laws Committee**

### **A. Composition**

This committee shall consist of six (6) members - three (3) deacons and three (3) members from the church at-large, one of which, if found willing to serve, must be a youth member of the church. This committee is a special committee that is appointed by the Deacons in the first quarter of even numbered years.

### **B. Meetings and Responsibilities**

1. The Constitution and By-Laws Committee shall meet as needed at a specified time or as called together by the chairperson. No called meeting is to be held without first notifying all committee members of the time and place of said meeting and of its general purpose.
2. It shall be the responsibility of this committee to review the Constitution and By-Laws for recommendations for revision.

## **Section XII. Pulpit Committee**

### **A. Composition**

Upon the position of pastor becoming vacant a pulpit committee of a minimum of 5 members shall be formed. A simple majority vote of the church may increase the number of committee members. A 2-step voting process consisting of a primary and secondary ballot shall be used as follows:

1. A primary ballot shall be prepared by the Nominating Committee containing all active, resident members. The only names omitted shall be those persons who have requested their names not be listed. The moderator shall present the primary ballot at a called business meeting on Sunday morning at which members of the church shall vote for 6 men, 6 women, and 3 youth.
2. The Nominating Committee shall collect and count the primary ballots. Starting with the highest vote recipients the Nominating Committee shall prepare a secondary ballot consisting of a minimum of 6 men, 6 women, and 3 youth who are willing to serve.
3. The secondary ballot will be presented at a called business meeting on Sunday morning. Following an opportunity for nominations of willing candidates from the floor, the church will select a minimum of 2 men, 2 women, and 1 youth whose selections will be confirmed by the Nominating Committee.
4. If committee members deem themselves unable to serve or if an unlikely event such as death prevents them from serving, the replacement shall be the next highest vote recipient from the secondary ballot.

### **B. Meetings and Responsibilities**

1. The Pulpit Committee shall meet as needed at a specified time or as called together by the chairperson. No called meeting is to be held without first notifying all committee members of the time and place of said meeting and of its general purpose.
2. The Pulpit Committee shall familiarize themselves with the process of pastor selection through available education resources, the Kentucky Baptist Convention, or the Associational Director of Missions.
3. The committee shall recommend to the church one individual at a time.

4. All expenses incurred in the execution of their duties shall be paid by the church.

### **Section XIII. Security Committee**

#### **A. Composition**

This committee shall consist of a Chairperson or Co-Chairperson and shall be nominated by the Nominating Committee. The Chairperson or Co-Chairperson shall select a sufficient number of workers to carry out the responsibilities of this committee.

#### **B. Meetings and Responsibilities ~~Duties~~**

1. The Security Committee shall meet as needed at a specified time or as called together by one of the volunteers. No called meeting is to be held without first notifying all committee members of the time and place of said meeting and of its general purpose.
2. To recruit and train volunteers to assist with the committee.
3. To devise a work schedule for all church services where security is needed.
4. To oversee (working closely with the Trustee Committee) the security of the building and church property.

### **Section XIV: Children's Committee**

The Children's Committee shall work with the Minister of Children/Children's Director in all matters relating to the children's ministry of the church, and shall assist in the administration of the children's program, with the overall intention of preparing the children to be mature followers of Christ and His Kingdom's work.

#### **A. Composition**

This committee shall consist of five (5) or more members, made up of parents and/or interested supporters, selected by the Minister of Children/Children's Director. The Minister of Children/Children's Director shall chair this committee.

#### **B. Meetings and Responsibilities**

1. The Children's Committee shall meet as called together by the chairperson. No called meeting is to be held without first notifying all committee members of the time and place of said meeting and of its general purpose.
2. Promote children participation in the church.
3. Promote Christian education of the children.
4. Plan and promote the calendar of the children's activities for the year.
5. Promote participation in the church and associational children's activities and events.
6. Support with prayer, attendance, and participation in the total children's and church programs.

## **ARTICLE V. PROGRAM ORGANIZATIONS**

### **Section I. General**

All program organizations of the church shall be under church control. The personnel (i.e., officers, teachers, etc.) shall be selected by the Nominating Committee and elected by the church. It is understood that the pastor is an ex-officio officer of all of the organizations named, and his leadership is to be recognized by them. Each organization shall report regularly to the church through the head of the organization.

### **Section II. Sunday School**

The Sunday School shall be divided into departments and classes for all ages and conducted under the direction of the Sunday School Director for the study of God's Word, as consistent with our statement of faith.

The tasks of the Sunday School shall be to teach the biblical revelation, to reach persons for Christ and church membership, and to interpret information regarding the work of the church and the denomination.

### **Section III. Women's Missionary Union**

The Women's Missionary Union shall have officers and organization as needed. The WMU Director shall be nominated by the Nominating Committee and elected by the church.

The tasks of the Women's Missionary Union shall be to teach missions, to engage in mission action, to support world missions through praying and giving, and to provide and interpret information regarding the work of the church and the denomination.

### **Section IV. Men in Ministry**

The **Men in Ministry program** Brotherhood shall have **officers and** such organization as needed. This program shall be directed by a Director, who shall be nominated by the Nominating Committee and elected by the church.

The tasks of the Men in Ministry **program** are to teach missions, to engage in mission action, to support world missions through prayer and giving, and to provide and interpret information regarding the work of the church and the denomination.

### **Section V. Church Music Program**

There shall be a Church Music Program under the direction of the Minister of Music/Music Director. Such officers and/or organizations shall be included as needed.

The tasks of the Church Music Program shall be to teach music, to train persons to lead, sing, and play music, and to provide music for the church and community.

### **Section VI. Youth Program**

There shall be a church Youth program under the direction of the Minister of Youth/Youth Director. The Minister of Youth/Youth Director shall plan and lead in the planning of the various youth programs and activities that are related directly to the youth of the church. The Minister of Youth/Youth Director will be responsible for acquiring any assistance needed in carrying out the program. In the absence of the Minister of Youth/Youth Director, the Youth Program shall be directed by the Youth Committee.

## **Section VII. Children's Program**

There shall be a church Children's program under the direction of the Minister of Children/Children's Director. The Minister of Children/Children's Director shall plan and lead in the planning of the various children's programs and activities that are related directly to the children of the church. The Minister of Children/Children's Director will be responsible for acquiring any assistance needed in carrying out the program. In the absence of the Children/Children's Director, the Children's Program shall be directed by the Children's Committee.

## **ARTICLE VI. ORDINANCES**

### **Section I. Baptism**

A person who receives Jesus Christ as Savior by faith, who professes Him publicly, and who indicates a commitment to follow Christ as Lord shall be received for Baptism.

#### **A. Baptismal Policy**

1. Baptism shall be by immersion in water.
2. Baptism shall be administered by the pastor, or whomever the church shall authorize.
3. Baptism shall be administered as an act of worship during any worship service.

### **Section II. The Lord's Supper**

The Lord's Supper is a symbolic act of obedience, whereby Christians, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His Second Coming.

#### **A. Observance**

The Lord's Supper shall be observed monthly, or as agreed upon by the deacons. The pastor and deacons shall be responsible for the administration of the Lord's Supper.

#### **B. Communion Policy**

The Lord's Supper shall be served to all born again believers who profess Jesus Christ as Lord and Savior. The pastor will remind the audience that it is an ordinance that can rightfully be observed only by those who have accepted Christ as Savior and have united with His church.

## **ARTICLE VII. AMENDMENTS**

### **Section I. Proposal of Amendments**

Proposed amendments to the Constitution or By-Laws may be submitted to the church by the Constitution and By-Laws Committee, the Deacons, or by motion made at a regular business meeting.

### **Section II. Notice of Proposed Amendments**

Any proposed amendment shall be presented at a regular business meeting and entered into the minutes. Notice of the proposed amendment shall then be provided to the membership through one or more of the methods described in Article II, Section IV (Membership Contact Methods). A written copy of the proposed amendment shall be made available to the membership prior to further consideration.

### **Section III. Discussion of Proposed Amendments**

The proposed amendment shall be discussed at the next regular business meeting following its introduction. Members shall be given reasonable opportunity to ask questions, offer recommendations, and discuss the proposed amendment.

### **Section IV. Adoption of Amendments**

A vote on the proposed amendment shall be taken at the next regular business meeting following the discussion meeting. No further discussion shall be required immediately prior to the vote unless

approved by the moderator.

The Constitution and By-Laws may be amended upon the affirmative vote of seventy-five percent (75%) of the members present and voting.

- ~~1. This constitution and by laws may be amended by 75% majority vote of the members who are present and voting at any regular business meeting.~~
- ~~2. Prior to a monthly business meeting public notice will be given that proposed bylaw changes or amendments will be presented at the monthly business meeting and will give members an opportunity to review and prepare for discussion at the next consecutive business meeting.~~
- ~~3. Prior to the next consecutive business meeting proposed changes will be given in writing, posted in the church for review and public announcement will be given.~~
- ~~4. At the next consecutive business meeting, opportunity to discuss the changes or amendments.~~
- ~~5. Sunday morning prior to the third consecutive business meeting, public announcement that the bylaw changes/amendments will be voted upon.~~
- ~~6. At the next consecutive business meeting, a vote will be taken without discussion.~~

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