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3 **REVISED CONSTITUTION**
4 **OF CALVARY BAPTIST CHURCH,**
5 **STAFFORD, KANSAS**

6 Whereas we, a body of believers in Jesus Christ, organized as a Baptist church for the purpose
7 of spreading the gospel of our Lord and Savior consider it advisable that we have definite laws
8 so that "all things may be done decently and in order" and to carefully guard and maintain the
9 principles of our church; therefore, be it resolved that beginning January 15, 2004, we shall be
10 governed by the following constitution and by-laws as revised January 14, 2004.

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12 **Article I**
13 **NAME**

14 The name of this organization shall be "The Calvary Baptist Church, Incorporated, of Stafford,
15 Kansas."

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17 **Article II**
18 **MISSION**

19 The mission of Calvary Baptist Church shall be to glorify God by making disciples, thereby
20 advancing the kingdom of Jesus Christ. We shall seek to accomplish our mission through the
21 public worship of God, prayer, the preaching of the gospel, consistent Christian living, personal
22 and corporate evangelism, missionary outreach, and Christian education.

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24 **Article III**
25 **STATEMENT OF FAITH**

- 26 1. We believe the Bible is God's Word, given by divine inspiration, and is the record of God's
27 revelation of Himself to humanity (II Timothy 3:16). It is trustworthy, sufficient, and without
28 error – the supreme authority and guide for all doctrine and conduct (I Peter 1:23-25; John
29 17:17; II Timothy 3:16,17). It is the truth by which God brings people into a saving
30 relationship with Himself and leads them to Christian maturity (John 20:31; I John 5:9-12;
31 Matthew 4:4; I Peter 2:2)
- 32 2. We believe in the one living and true God, perfect in wisdom, sovereignty, holiness, justice,
33 mercy, and love (I Timothy 1:17; Psalm 86:15; Deuteronomy 32:3,4). He exists eternally in
34 three coequal persons who act together in creation, providence, and redemption (Genesis
35 1:26; I Peter 1:2; Hebrews 1:1-3).
- 36 (a) The Father reigns with providential care over all life and history in the created universe.
37 He hears and answers prayer (I Chronicles 29:11-13; Matthew 7:11). He initiated
38 salvation by sending His Son, and He is Father to those who by faith accept His Son as
39 Lord and Savior (I John 4:9-10; John 3:16; John 1:12; Acts 16:31).
- 40 (b) The Son became man, Jesus Christ, who was conceived of the Holy Spirit and born of
41 the virgin Mary (John 1:14; Matthew 1:18). Being fully God and fully man, He revealed
42 God through His sinless life, miracles, and teaching (John 14:9; Hebrews 4:15; Matthew
43 4:23,24). He provided salvation through His atoning death in our place and by His bodily
44 resurrection (I Corinthians 15:3,4; II Corinthians 5:21; Romans 4:23-25). He ascended
45 into heaven, where He rules over all creation (Philippians 2:5-11). He intercedes for all
46 believers and dwells in them as their ever-present Lord (Romans 8:34; John 14:23).
- 47 (c) The Holy Spirit inspired men to write the Scriptures (II Peter 1:21). Through God's Word,
48 He convicts individuals of their sinfulness and of the righteousness of Christ, draws them
49 to the Savior, and bears witness to their new birth (James 1:18; John 16:7-11; I
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54 Thessalonians 1:5,6; Romans 8:16). At regeneration and conversion, the believer is
55 baptized in the Holy Spirit (I Corinthians 12:13). The Spirit indwells, seals, and gives
56 spiritual gifts to all believers for ministry in the church and in society (Romans 8:9-11;
57 Ephesians 1:13,14; Romans 12:5-8; I Peter 4:10). He empowers, guides, teaches, fills,
58 sanctifies, and produces the fruit of Christlikeness in all who yield to Him (Acts 4:31;
59 Romans 8:14; I Corinthians 2:10-13; Ephesians 5:18; II Thessalonians 2:13; Galatians
60 5:16, 22-23).

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62 3. We believe God created an order of spiritual beings called angels to serve Him and do His
63 will (Psalm 148:1-5; Colossians 1:16). The holy angels are obedient spirits ministering to
64 the heirs of salvation and glorifying God (Hebrews 1:6,7,13,14). Certain angels, called
65 demons, Satan being their chief, through deliberate choice revolted and fell from their
66 exalted position (Revelation 12:7-9). They now tempt individuals to rebel against God (I
67 Timothy 4:1; I Peter 5:8). Their destiny in hell has been sealed by Christ's victory over sin
68 and death (Hebrews 2:14; Revelation 20:10).

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70 4. We believe God created man in His own image to have fellowship with Himself and to be
71 steward over His creation (Genesis 1:26-28). As a result, each person is unique, possesses
72 dignity, and is worthy of respect (Psalm 139:13-17). Through the temptation of Satan,
73 Adam chose to disobey God; this brought sin and death to the human race and suffering to
74 all creation (Genesis 3; Romans 5:12-21, 8:22). Therefore, everyone is born with a sinful
75 nature and needs to be reconciled to God (Romans 3:9-18, 23). Satan tempts people to
76 rebel against God, even those who love Him (Ephesians 4:27; II Corinthians 2:11; Matthew
77 16:23). Nonetheless, everyone is personally responsible to God for his thoughts, actions,
78 and beliefs, and has the right to approach Him directly through Jesus Christ, the only
79 mediator (Romans 14:12; I Timothy 2:5).

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81 5. We believe salvation is redemption by Christ of the whole person from sin and death (II
82 Timothy 1:9,10; I Thessalonians 5:23). It is offered as a free gift by God to all and must be
83 received personally through repentance and faith in Jesus Christ (I Timothy 2:4; Ephesians
84 2:8,9; Acts 20:21). An individual is united to Christ by the regeneration of the Holy Spirit
85 (Galatians 2:20; Colossians 1:27). As a child of God, the believer is acquitted of all guilt and
86 brought into a new relationship of peace (Romans 5:1). Christians grow as the Holy Spirit
87 enables them to understand and obey the Word of God (II Peter 3:18; Ephesians 4:15; I
88 Thessalonians 3:12).

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90 6. We believe the church is the body of which Christ is the head and all who believe in Him are
91 members (Ephesians 1:22,23; Romans 12:4-5). Christians are commanded to be baptized
92 upon profession of faith and to unite with a local church for mutual encouragement and
93 growth in discipleship through worship, nurture, service, and the proclamation of the gospel
94 of Jesus Christ to the world (Acts 13:1-3, 14:26-28). The form of government is understood
95 to be congregational (Matthew 18:17; Acts 6:3-6, 15:22,23). The ordinances of the church
96 are baptism and the Lord's Supper. Baptism is the immersion of a believer in water in the
97 name of the Father, and of the Son, and of the Holy Spirit (Matthew 28:18-20). It is an act
98 of obedience symbolizing the believer's identification with the death, burial, and resurrection
99 of the Savior Jesus Christ (Romans 6:3-5). The Lord's Supper is the partaking of the bread
100 and of the cup by believers together as a continuing memorial of the broken body and shed
101 blood of Christ. It is an act of thankful dedication to Him and serves to unite His people until
102 He returns (I Corinthians 11:23-26).

- 104 7. To express unity in Christ, local churches form associations and a conference for mutual
 105 counsel, fellowship, and more effective fulfillment of Christ's commission (Acts 15; I
 106 Corinthians 6:1-3).
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- 108 8. We believe religious liberty, rooted in Scripture, is the inalienable right of all individuals to
 109 freedom of conscience with ultimate accountability to God (Genesis 1:27; John 8:32, II
 110 Corinthians 3:17; Romans 8:21; Acts 5:29). Church and state exist by the will of God. Each
 111 has distinctive concerns and responsibilities, free from control by the other (Matthew 22:21).
 112 Christians should pray for civil leaders and obey and support government in matters not
 113 contrary to Scripture (I Timothy 2:1-4; Romans 13:1-7; I Peter 2:13-16)
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- 115 9. We believe Christians, individually and collectively, are salt and light in society (Matthew
 116 5:13-16). In a Christlike spirit, they oppose greed, selfishness, and vice; they promote truth,
 117 justice, and peace; they aid the needs and preserve the dignity of people of all races and
 118 conditions (Hebrews 13:5; Luke 9:23; Titus 2:12; Philippians 4:8,9; I John 3:16,17; James
 119 2:1-4). We affirm the family as the basic unit of society and seek to preserve its integrity
 120 and stability (Genesis 2:21-25; Ephesians 6:1-4).
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- 122 10. We believe God, in His own time and in His own way, will bring all things to their
 123 appropriate end and will establish the new heaven and the new earth (Ephesians 1:9,10;
 124 Revelation 21:1). The certain hope of the Christian is that Jesus Christ will return to the
 125 earth suddenly, personally, and visibly in glory according to His promise (Titus 2:13;
 126 Revelation 1:7, 3:11, John 14:1-3). The dead will be raised, and Christ will judge mankind
 127 in righteousness (John 5:28,29). The unrighteous will be consigned to the everlasting
 128 punishment prepared for the devil and his angels (Matthew 25:41,46; Revelation 20:10).
 129 The righteous, in their resurrected and glorified bodies, will receive their reward and dwell
 130 forever with the Lord (Philippians 3:20,21; II Corinthians 5:10; I Thessalonians 4:13-18).
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132 **Article IV**
 133 **CHURCH COVENANT**
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135 Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our
 136 Savior, and on the profession of our faith, having been baptized in the name of the Father, and
 137 of the Son, and of the Holy Spirit, we do now in the presence of God, angels, and this
 138 assembly, most solemnly and joyfully enter into covenant with one another as one body in
 139 Christ. We commit therefore, by the aid of the Holy Spirit, to walk together in Christian love; to
 140 strive for the advancement of the church in knowledge, holiness, and comfort; to promote its
 141 prosperity and spirituality; to sustain its worship, ordinance, discipline, and doctrine; to
 142 contribute cheerfully and regularly as the Lord has prospered us to the support of the ministry,
 143 the expenses of the church, the relief of the poor, and the spread of the gospel throughout all
 144 nations.
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146 We also commit ourselves to maintain family and/or personal devotions; to bring up our children
 147 in the nurture and admonition of the Lord; to seek the salvation of our relatives and
 148 acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our
 149 commitments, and exemplary in our conduct, to avoid all slander, gossip, and excessive anger,
 150 and to be zealous in our efforts to advance the kingdom of our Savior. We commit to watch
 151 over one another in brotherly love; to remember each other in prayer; to aid each other in
 152 sickness and distress; to cultivate Christian compassion and courtesy in speech; to be slow to
 153 take offense, but always ready for reconciliation, mindful of the admonitions of our Savior to
 154 secure it without delay. We also agree that when we leave this church, that we will as soon as
 155 possible unite with some other church of like faith where we can carry out the spirit of this
 156 covenant and the principles of God's Word.

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Article V
RELATIONSHIPS

161 The church shall cooperate with the North American Baptist Conference, the Southwestern
162 Association, and Kansas Fellowship, and shall, whenever possible, be represented by
163 delegates at their meetings.
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Article VI
MEMBERSHIP

- 168 1. **Qualifications.** Any person who accepts the statements of belief of this church may
169 become a member of this church upon recommendation of the Board of Deacons and by
170 vote of the church:
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- 172 (a) Upon confession of faith in Jesus Christ as Savior and Lord and upon baptism by
173 immersion
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 - 175 (b) By letter from some other Baptist church of like faith
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 - 177 (c) Upon statement of Christian experience (Any person who is not a member of another
178 Baptist church but has been baptized by immersion and upon confession of faith in
179 Jesus Christ as Savior and Lord may become a member.)
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 - 181 (d) By restoration (Former members of this church may be restored to membership.)
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- 183 2. **Duties.** Persons requesting church membership shall be instructed as to the duties of
184 members, shall have the church covenant presented to them by the pastor or the Board of
185 Deacons, and shall subscribe to it, both in letter and in spirit. Members in good standing will
186 strive to keep their covenant obligations.
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- 188 3. **Dismissal of members in good standing.** All requests for dismissal shall first be
189 considered by the pastor and the Board of Deacons, who shall present their
190 recommendations to the church. Any member desiring to unite with another church upon
191 request shall be entitled to a letter stating his or her relationship to this church. Following
192 approval of dismissal this individual shall cease to be a member of this church.
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- 194 4. **Dismissal of members for other reasons.** We as a church body recognize that our
195 primary responsibility to these brothers is love and restoration, not judgment. "This is love:
196 not that we loved God, but that He loved us and sent His Son as an atoning sacrifice for our
197 sins. Dear friends, since God so loved us, we also ought to love one another" (I John
198 4:10,11 NIV).
199
- 200 (a) Disregard covenant: "Brothers, if someone is caught in a sin, you who are spiritual
201 should restore him gently. But watch yourself, or you also may be tempted" (Galatians
202 6:1 NIV). It shall be the duty of the Board of Deacons to seek to reclaim those
203 members who disregard their covenant obligations. If repeated attempts to achieve
204 restoration fail, it shall be possible for the Board of Deacons to recommend to the church
205 that the member's name be removed from the membership roll.
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 - 207 (b) Request for erasure of name: If a member requests that his name be removed from the
208 roll, the Board of Deacons shall investigate, attempt restoration, and bring
209 recommendation to the church body.
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- (c) Nonactive members: A member who has been absent from the church for a period of one year shall be placed on an inactive roll. Inactive members shall be contacted by the Board of Deacons and/or the pastor to attempt restoration to active status in this or another church.
- (d) Nonresident members: “And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching” (Hebrews 10:24,25). Upon moving, members are encouraged to give the pastor or secretary their new address. They are also encouraged to seek a new church home of like faith and transfer their membership to that church.

Article VII
OFFICERS AND THEIR DUTIES

1. Pastoral Staff

Qualifications. The pastor shall be a believer in Jesus Christ as his personal Savior, have a growing and dynamic relationship with Him, and be a preacher of the gospel and of the basic doctrines of biblical faith. He is expected to cooperate with like-minded local churches and the North American Baptist Association and conference.

Selection and Dismissal. The pastor is called by two-thirds (2/3) vote of the active church membership following the recommendations of the pastoral search committee and the Church Board. The vote is to be taken at a business meeting called for this purpose and at which a quorum is present. The pastor, when called, shall receive a letter from the Church Board specifying all details of salary, housing, car allowance, conference leave, vacation, etc. This is to be updated each year at the annual business meeting. He continues to serve as long as both parties are agreed that the Lord is blessing the ministry, or until the Lord calls him to another field of service. The pastor and/or church must give at least one-month’s notice of termination of duties. Any action for termination by the church shall be brought to the church body by the Church Board at a business meeting called for consideration of dismissal of the pastor and at which a quorum (as defined in Article IX) is present. A two-thirds (2/3) vote of the active church membership shall be necessary to dismiss the pastor.

Duties of the Senior Pastor. The senior pastor’s special duties are preaching the gospel, administering the ordinances, visitation (especially of the sick), exercising pastoral oversight, and generally guiding and caring for the spiritual interests of the church body. He shall be an ex officio member of all boards and standing committees of the church. He is to perform the various duties incumbent on this office, such as officiating at weddings and funerals. At associations, conventions, and conferences, he is to represent the church in the capacity of delegate, and his expenses shall be paid by the church.

Other Pastoral Staff. It shall be possible to add other staff as the Lord directs and as they are called by the church. The Church Board shall be responsible for developing a line of authority. A permanent staff position shall be filled by the same procedure as for calling the senior pastor, and with the recommendation of the senior pastor. The new pastoral member, when called, shall receive a letter specifying details of expected duties and policies concerning remuneration in salary, housing, vacation, etc. from the Church Board. This list of duties shall be provided with the assistance and guidance of the senior pastor. The procedure for termination of employment of other pastoral staff shall be the same as for the senior pastor. Elimination of a full-time staff position shall be by a two-thirds (2/3)

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vote of the active church membership upon the recommendation of the Church Board and senior pastor.

A summer youth worker may be called by a two-thirds (2/3) vote of the active church membership upon the recommendation of the Church Board and the rest of the pastoral staff. A list of duties, salary, and housing shall be specified by the Church Board and senior pastor.

2. Moderator

The moderator shall be elected from the church membership for a term of two years and shall hold no other elected church office during this time. He shall be eligible to serve a maximum of two consecutive terms and may be reelected after an interval of one year. He shall preside according to accepted parliamentary procedure at all business meetings of the church body and the Church Board. It shall be his responsibility to see that decisions of the Church Board and church body are implemented. In his absence, the chairman of the Board of Deacons shall act as moderator. Upon receipt of a petition from 25 percent of the active church membership, the moderator shall call a special meeting of the church body.

3. Board of Deacons

Qualifications as outlined in I Timothy 3 shall be prayerfully used as a guide by the church body in the selection of deacons.

The number of deacons shall be regulated by the membership of the church. There shall be three deacons to approximately one hundred members. Their term of three years shall overlap so that at one deacon shall be elected each year. They shall be eligible to serve a maximum of two consecutive terms and may be reelected after an interval of one year. The deacons shall annually select their own chairman and other officers as needed, also appointing a representative to the Cornerstone Board. In the absence of the moderator, the chairman of the deacon board shall act as moderator. They shall normally meet monthly and shall keep minutes of their meetings, with the chairman reporting to the Church Board.

The Board of Deacons shall, in every way, assist the pastor in his work; and with him consider all applications for church membership, all requests for letters of dismissal, and all matters of dismissal of members for other reasons. All new members shall have the church covenant presented to them by the pastor or Board of Deacons. The Board of Deacons and/or the pastor are charged with contacting nonactive and nonresident members to attempt their restoration to active status in this or another church.

The Board of Deacons shall be responsible to visit the sick and distressed; to be ready at all times to assist the pastor in promoting the spiritual affairs of the church, in the conducting of worship services, in the administration of the Lord's Supper and baptism; and in the absence of the pastor to secure a substitute in his place. The board is also responsible for approving the use of church facilities by nonmembers. It is understood that the deacons' wives will comprise the hospitality committee (Article VIII Sec. 9).

There shall be a deacons' fund that is supported by the church body to be used in emergency situations in support of the people in our communities, and especially our own church members. It shall be disbursed at the agreement of the pastor and at least two deacons. Members are encouraged to donate to this fund.

317 **4. Trustees**

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319 The Board of Trustees shall be composed of three members. Their terms of three years
320 shall overlap so that one shall be elected each year. They shall be eligible to serve a
321 maximum of two consecutive terms and be eligible for reelection after an interval of one
322 year. The board elects its own chairman and other officers, as they deem appropriate, also
323 appointing a representative to serve on the Cornerstone Board. They shall normally meet
324 monthly and keep minutes of their meetings, with the chairman reporting to the Church
325 Board.
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327 The Board of Trustees shall hold in trust all property belonging to the church and the
328 corporation, and shall take all necessary measures for its protection, management, and
329 upkeep. It shall, when so instructed by the Church Board, bring recommendation for
330 employment of custodians and caretakers of the church property, secretaries, or other
331 personnel, at such salary as is authorized by the Church Board, with responsibility to
332 secure from them acceptable service. The trustees shall be allowed a limited amount of
333 expenditures for repairs, etc., without specific approval. This amount shall be reviewed
334 annually by the Church Board.
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336 **5. Treasurers**

337
338 There shall be a church treasurer and an assistant church treasurer. Every two years the
339 church shall elect an assistant treasurer at the annual election. The treasurer shall serve
340 for a term of four years (the first two years as the assistant treasurer and the final two years
341 as treasurer) and is not eligible to serve two consecutive terms.
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343 In the event of a vacancy in the treasurer's position, the assistant treasurer shall fill that
344 position for the remainder of the current year plus two more years. The Church Board shall
345 make an appointment to fill any vacancy in the assistant treasurer's position.
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347 **Treasurer's Responsibilities.**

- 348
- 349 (a) The church treasurer shall receive all money contributed to the church and its
350 organizations and make deposits.
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 - 352 (b) The church treasurer shall pay all church bills that are approved by the Church Board
353 and all organizational bills that are approved by the individual organizations. Prior
354 approval may be given by the Church Board or any organization to pay regular and
355 routine expenses when they are due.
356
 - 357 (c) The church treasurer shall provide monthly financial reports to the Church Board.
358 Annual financial reports shall be made available to the church body.
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 - 360 (d) The church treasurer shall maintain the memorial fund.
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 - 362 (e) The church treasurer shall coordinate the bookkeeping services of the church.
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 - 364 (f) The church treasurer shall serve on the finance committee.
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 - 366 (g) The church treasurer shall act as missions treasurer and receive all money given for
367 this work and shall forward it to the organization for which it was designated.
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369 **Assistant Treasurer's Responsibilities.**

- 370
- 371 (a) The assistant treasurer shall assist the treasurer with the receipts and deposits.
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373 (b) The assistant treasurer shall serve on the finance committee.
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375 (c) The assistant treasurer shall assist the treasurer with other duties as necessary.
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377 **6. Clerk**
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379 The church clerk shall be elected by the active church membership and shall be eligible to
380 serve a maximum of two consecutive two-year terms.
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382 The clerk shall keep accurate minutes of the business proceedings of the church body and
383 the Church Board, including the reception and dismissal of members. The clerk shall issue
384 letters of dismissal and statements of relationship to this church for transferring members
385 as authorized by the church. The clerk also shall transfer all records and all documents to
386 the successor.
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388 **7. Ushers**
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390 There shall be at least four ushers who shall be appointed by the nominating committee
391 and shall serve for two years. Approximately one-half of the members shall be appointed
392 each year. A chairman elected by the ushers on an annual basis shall be in charge of
393 appointing church greeters. The ushers shall supervise the seating and physical comfort of
394 the congregation, the distribution of the hymnbooks, the receiving of the offerings, and the
395 counting of the congregation for attendance.
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397 **Article VIII**
398 **BOARDS AND COMMITTEES**
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400 **1. Church Board**
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402 The Church Board shall consist of the pastoral staff, moderator, clerk, Board of Deacons,
403 Board of Trustees, Treasurer, Chairman of the Board of Christian Education, and
404 presidents of Men's Fellowship and Women's Ministries. The board shall meet monthly,
405 and minutes shall be kept and made available to the church body. Special meetings of this
406 board may be called if announced at any Sunday morning service. A quorum for this board
407 shall consist of ten members, including at least three deacons and one trustee.
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409 The Church Board shall be informed of any action taken by the individual boards or groups
410 in the church so as to inform the whole church and thus avoid conflicts. This board shall
411 review and approve the treasurer's monthly report and address any additional financial
412 concerns. The Church Board shall discuss the spiritual needs of the church, be an advisory
413 group to the pastoral staff, and make specific recommendations to the congregation
414 regarding any church business. They shall be responsible for making appointments when
415 vacancies occur in offices and committees during the business year and also for
416 nominating a pastoral search committee when this is needed.
417

418 The Church Board shall be responsible for the routine business of the church. All issues
419 are to be taken to the church body that, in the opinion of the Church Board, require action
420 by the whole church. Also, any business that exceeds a certain amount in total
421 expenditure (established by the church body at the annual meeting) shall be brought before
422 the church body. The Church Board shall be responsible for disbursing memorial funds. At
423 the time the funds are donated, the family members will be given opportunity to express
424 their wishes concerning the disbursement of the funds. The Church Board shall also be
425 responsible for developing a line of authority for all pastoral staff.
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2. **Board of Christian Education**

The Board of Christian Education shall consist of five elected members in addition to the pastor, Intermediate Sunday School Superintendent, and the AWANA commander. They shall be elected at the annual election and shall serve for three years. Their election shall be arranged in such a way that approximately one-third of the number shall be elected each year. They shall be eligible to serve two consecutive terms. A chairman and secretary shall be elected from the membership of this board on an annual basis. The chairman is to conduct the monthly meetings, and the secretary is to record the minutes. The chairman reports board action to the Church Board. The Board of Christian Education shall coordinate and plan the educational ministry of the church, with selection of material and appointment of teachers and leaders for the Sunday school and other programs as necessary. Daily Vacation Bible School, B.Y.F., AWANA, the church library, and Christmas program committees will report to this board.

The finances for the operation of the Sunday school and its activities will come from the general fund of the church treasurer.

3. **Nominating Committee**

The nominating committee is appointed in October each year by the Church Board prior to the annual election. The committee consists of a member from the following boards and organizations: deacons, trustees, C.E. Board, Men's Fellowship, Women's Ministries, and Senior B.Y.F. No one shall be chosen for this committee who is eligible for reelection this same year. The deacon shall serve as chairman of this committee.

The nominating committee is responsible to prepare a slate of candidates who agree to serve in each church office. Two candidates are desired for each elected position. This slate of candidates is then presented to the church body two weeks prior to the annual election.

4. **Music Committee**

The music committee shall consist of the choir director, an organist, a representative of the Praise/Worship teams, and three members appointed by the nominating committee. The appointments shall be for a three-year term.

The three appointed members' terms shall be arranged so that one shall be appointed each year. The chairman will be the member who is serving the third year of his/her term. This committee shall be responsible for scheduling pianists, song leaders, and specials as necessary. Meetings will be held as needed to carry out duties. However, the committee shall meet at least once a year.

The music committee, with input from the pastor, shall set policies and guidelines for the music of the church. It shall provide music for all services that is conducive to the worship of the Lord in the lives of the people in the congregation, utilizing available musicians. It shall seek to elevate through music the spiritual life of the church. Music for special services or meetings shall be planned or approved by this committee.

The music committee shall serve as an advisory committee when new hymnals, instruments, and musical equipment are needed by the church. The committee will be responsible for obtaining the choir director. The organist, with the assistance of the trustees, will be responsible for overseeing the maintenance of the organ.

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5. Social Committee

The social committee shall consist of four members appointed by the nominating committee serving staggered two-year terms. They shall determine among themselves which member shall be quarter chairman and in charge of each quarter of the year. This quarter chairman may call on the other committee members and any other member of the church to help in carrying out her responsibilities. This quarter chairman is responsible for maintaining supplies such as table paper and other kitchen supplies (tea, coffee, napkins, paper cups, etc.). Bills for such supplies shall be submitted to the church treasurer. The quarter chairman is responsible for organizing and serving any food or refreshments for any social event, fellowship dinner, etc. of the church body that occurs during her quarter.

The social committee is also responsible to provide food or refreshments for the New Year's Eve service, Vacation Bible School, the graduation banquet/reception, and any meetings of the Southwestern Association or Kansas Fellowship hosted by the church. All members of the social committee shall assist on large projects such as the graduation banquet/reception and Southwestern Association dinners. The social committee shall also approve the use of kitchen equipment outside the church.

6. Flower Committee

The flower committee shall consist of two members appointed by the nominating committee serving staggered two-year terms. They shall determine between themselves who is responsible each quarter, and the pastor or his secretary is to be notified of its quarterly chairman. The pastor or his secretary shall notify this quarterly chairman of deaths, births, and the hospitalization of church members and their families.

The flower committee's responsibilities shall include floral arrangements for the church sanctuary each Sunday morning and for special meetings. Whenever a church member or his or her family member is hospitalized, this committee sends flowers, cards, or whatever is appropriate.

Upon a death of a church member, the family is sent flowers from the church by this committee. When a death occurs in the family of a church member, and the deceased is not a member of our church, a card is sent. A rose is presented when a birth occurs in an immediate church family.

7. Finance Committee

The purpose of the finance committee is to assist the church in financial decision-making by gathering, organizing, and coordinating financial information for all church organizations.

The finance committee shall consist of five members, including the church treasurer, the assistant treasurer, and three members appointed by the nominating committee. The length of office shall be three years with terms arranged so that only one member goes off the committee each year. Members shall be eligible to serve a maximum of two consecutive terms. Terms shall be from January 1 to December 31. The finance committee shall elect a chairman from its own membership.

8. Pastoral Search Committee

The pastoral search committee shall consist of a chairman and four members appointed by the Church Board when it becomes necessary to seek a new pastor. Its responsibilities include:

- 537 (a) Contacting the North American Baptist International Office to receive its resources and
538 input
539
- 540 (b) Recommending to the Church Board and then to the church body an interim pastor,
541 including his duties and salary
542
- 543 The interim pastor shall be elected by a two-thirds (2/3) vote of the active church
544 membership.
545
- 546
- 547 (c) Recommending to the Church Board and then to the church body a pastoral candidate
548
- 549 The pastoral search committee shall obtain resumes from pastoral candidates. After
550 considering these resumes, listening to tapes, or attending services conducted by these
551 candidates, the pastoral search committee shall select a candidate and present him to the
552 Church Board and church body. The candidates shall preach at least one Sunday in this
553 church. After consideration of this candidate, the pastoral search committee shall make a
554 recommendation to the Church Board. The Church Board is responsible for recommending
555 the pastor's duties and salary as noted under the office of pastor and shall be responsible to
556 bring the pastoral search committee's recommendation to the church body. This position is
557 filled by two-thirds (2/3) vote of the active church membership.
558

559 **9. Hospitality Committee**
560

561 The hospitality committee shall consist of the deacons' wives. Their responsibility is to
562 arrange meals and lodging for visiting speakers and groups.
563

564 **10. Audit Committee**
565

566 The finance committee (excluding the treasurer and the assistant treasurer) shall serve as
567 the audit committee. This committee shall audit the books of the church treasurer and
568 Cornerstone and report at the annual meeting.
569

570 **Article IX**
571 **BUSINESS MEETINGS**
572

573 **1. General Procedures**
574

575 A quorum shall consist of 25% of the active voting membership of the church. Members of
576 the church fifteen years of age and older are eligible to vote. A simple majority of votes
577 cast will carry on all issues unless otherwise stated in the constitution or recommended by
578 the Church Board and adopted by the membership on certain major issues. Absentee
579 ballots will be used on major issues only when announced for two Sundays prior to the
580 meeting. The moderator (or in his absence, the chairman of the deacons) shall conduct all
581 business meetings following appropriate rules of order.
582

583 **2. Annual Business Meeting**
584

585 The annual business meeting shall be held on a Wednesday evening in January. The date
586 shall be set by the Church Board. All church records, financial reports, audits, and final
587 reports of the various groups will be published for the annual meeting and shall cover the
588 church business year of January 1 to December 31 for the previous year.
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593 **3. Special Business Meeting**
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595 A special business meeting may be called by the moderator, pastor, deacons, or Church
596 Board. Special business meetings may be called at any time providing the announcement
597 has been made on a previous Sunday or by mail during the week prior to the meeting. The
598 announcement shall specify the time, location, and general nature of business to be
599 transacted. A special meeting may be called without previous announcement to consider
600 the addition or subtraction of church members to or from the membership roll.
601

602 **4. Election**
603

604 An annual election of officers shall be held on a Sunday in December. The date shall be
605 set by the Church Board. The nominating committee shall have presented a list of
606 nominees for moderator, deacons, trustees, church clerk, assistant treasurer, and the
607 Board of Christian Education two weeks prior to election. One week prior to election a
608 special business meeting shall be held to accept additional nominations from the church
609 body. At this meeting, after adequate time, the opportunity for further nominations shall be
610 closed. This election shall be by written ballots. The moderator is responsible for having
611 the ballots prepared and for appointing a ballot committee to count them. The nominating
612 committee is to reconvene following the church election to appoint ushers and members for
613 the finance committee, music committee, social committee, and flower committee. This
614 slate is to be approved by the Church Board. All positions are to be filled by the time of the
615 annual meeting. Newly elected officers begin serving after the annual meeting.
616

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618 **Article X**
619 **AUXILIARY ORGANIZATIONS**
620

621 **1. General Guidelines**
622

623 All auxiliary organizations of this church shall be subject to the control of the church.
624 Failure to work in harmony with the church shall be cause for disbanding such organization
625 by two-thirds (2/3) vote by the Church Board. No auxiliary organization shall meet during
626 any regular worship service of the church.
627

628 **2. Cornerstone**
629

630 The Cornerstone Board will consist of five members. One member is appointed by and
631 from the Board of Deacons each year at their organizational meeting. One member is
632 appointed by and from the trustees each year at their organizational meeting. The three
633 remaining at-large members are appointed by the Church Board. The length of office for
634 at-large members shall be three years, with terms arranged so that only one at-large
635 member goes off the board each year. At-large members will be eligible to serve two
636 consecutive terms. The terms shall begin in January of each year. The Cornerstone Board
637 will elect a chairman and secretary/treasurer from its own membership.
638

639
640 **Article XI**
641 **FINANCIAL POLICY**
642

643 The financial policy of this church shall be personal voluntary giving. Any special fund-raising
644 project by an auxiliary organization needs approval by the Church Board. These provisions are
645 not to be interpreted as forbidding the receipt of a reasonable fee or a free-will offering
646 sufficient to cover the cost of any social, supper, or entertainment.
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Article XII
USE OF CHURCH FACILITIES

1. **Sanctuary.** The sanctuary is to be used in a worshipful and reverent manner at all times. Programs and activities that are not in keeping with a worshipful atmosphere may be held in the fellowship hall or another location.
2. **Dates.** Before using the church building and facilities, specific dates must be cleared with the master calendar.
3. **Equipment.** Permission for use of church equipment outside the church must be obtained from a member of the Board of Trustees. The use of kitchen equipment outside the church shall be approved by the social committee.
4. **Policy.** The church facilities are not available for use in money making projects unless deacon board approval is obtained. Other activities involving church facilities by nonmembers must be approved by the Board of Deacons.

Article XIII
AMENDMENTS

1. The preceding rules may be amended at any regular business meeting of the church by a two-thirds (2/3) majority vote of active members present, provided that the proposed amendment shall have been submitted in writing and made available to the membership at two Sunday morning services prior to the business meeting in which the amendment shall be submitted for final action.
2. The rules and regulations adopted in this Constitution shall be understood as setting aside and making null and void all former rules and regulations for the government of the church.