

# CONSTITUTION

## ARTICLE I

### Name & Location

The name of this organization shall be the FAITH BAPTIST CHURCH, located in Hamilton Township, New Jersey.

## ARTICLE II

### Purpose:

The purpose of this Church shall be to promote the worship and glory of God by the preaching of the Word at home and abroad in order that sinners will be converted and believers edified.

## ARTICLE III

### Doctrine:

The doctrine held shall be those expressed in the following Confession of Faith and that which is generally accepted by Baptist churches.

#### 1. Of the Scriptures

We believe that the Holy Bible, as originally written, was verbally inspired (II Timothy 3:16-17) and the product of Spirit controlled men (II Peter 1:19-21), and therefore, has truth without any error (John 17:17). We believe the sixty-six books of the Bible to be the true center of Christian unity and the supreme standard by which all human conduct, creeds, and opinions, shall be tried (Jude 1:3).

#### 2. Of the True Godhead

We believe that there is only one living and true God (Deuteronomy 6:4; I Timothy 2:5), infinite in every excellence; that in the unity of the Godhead there are three persons -- the Father, the Son, and the Holy Spirit -- yet one in substance and equal in every divine perfection (Isaiah 48:16; Matthew 28:19), and executing distinct but harmonious offices in the great work of creation (Genesis 1:1) and redemption (John 3:16).

**a. Father:** We believe in God the Father, not as being the one God, but merely one distinction of the True God. The Son has voluntarily elected to do the will of the Father in dependence upon the Spirit. He is the Father of creation (Malachi 2:10), Israel (Exodus 4:22), Jesus Christ (John 20:17) (not a relationship of derivation or inferiority), and the believers (Romans 8:15-16).

**b. Son:** We believe that Jesus Christ, the second member of the Trinity is co-equal with God the Father, and all the attributes of God are manifest in Him (John 1:1). When the fullness of time was come, Christ became incarnate by a supernatural conception and virgin birth (Isaiah 7:14) for the purpose of becoming "the sacrifice for sin". By His vicarious death, He made possible a reconciliation of depraved man with a holy and just God (Hebrews 10:12). We further believe that He physically died and arose from the

grave. Upon completing His post-resurrection ministry, He ascended on high where He is presently interceding for the believers (Hebrews 7:15), and shall subsequently return for the believers (I Thessalonians 4:15-17) and set up His earthly kingdom (Luke 1:33).

**c. Spirit:** We believe that the Holy Spirit is a Divine Person (John 16:13), equal with the Father and Son and of the same substance and nature; that He convicts of sin, righteousness, and judgment (II Corinthians 13:14), bears witness to the truth (John 14:16), is the Agent of the New Birth (John 3:6), and that He seals, endues (I Corinthians 12:7), guides, teaches, witnesses to, sanctifies, and helps the believer, indwelling every true Child of God (Romans 8:14-27).

**3. Of Angels:** Angels are created (Colossians 1:16; Psalm 148:5), spirit-beings of various rank and order. This company of everlasting beings is super-human in intelligence and strength. They were created holy and good (Genesis 1:31), but due to sin many fell from their holy state and are now confirmed in wickedness (Isaiah 14; Ezekiel 28). Those who preserved their integrity are God's messengers (Hebrews 1:14), whereas the fallen angels execute Satan's desires in hindering God's work and afflicting God's people.

We believe in the distinct personality of Satan (Matthew 4:1-3), that he is the unholy god of this age (II Corinthians 4:4), author of all powers of darkness and sin, and is destined to the judgment of an eternal justice in the lake of fire (Revelations 20:10).

**4. Of the Creation:** We believe that God created the heavens and the earth (Genesis 1-2), including all life (Colossians 1:16-17; John 1:3), "each after its own kind" (Genesis 1:24), by direct act, and not by the process of evolution (Psalm 33:6).

**5. Of Man:** We believe that man in the person of the first Adam, was created in Innocence but by voluntary transgression fell into sin (Genesis 3), thus plunging the whole race into condemnation (Romans 5:12) and total depravity (Ephesians 2:1) in consequence of which all men are born sinners and are directed by their sin natures to willful acts of sin. Thus having knowledge of their sin and the manifestation of the power of God, are without excuse before God (Romans 1:18-2:1). Apart from God's work of grace all men would be on their way to eternal torment (Revelation 20:15). God enabling some men to receive the light of the glorious Gospel of Christ, they are then passed from death to eternal life forever secure in Heaven (John 10:28-29; Romans 8:29-39).

**6. Of Salvation:** We believe that the only escape from the condemnation of sin is through the redemption wrought by Jesus Christ, when He voluntarily took upon Him a human body and nature, yet without sin (Hebrews 4:15), and by His death made a full and vicarious atonement sufficient for all sin (I John 2:2), that His atonement consisted not in setting us an example by His death as a martyr, but a voluntary substitution of Himself in the sinner's place, the Just dying for the unjust (I Peter 3:18).

We believe that in order to be saved, sinners must be born again (John 3:3), that the new birth is a new creation in Christ Jesus; that it is instantaneous; that in the new birth the one dead in trespasses and in sins is indwelt by the Holy Spirit and receives eternal life, the free gift of God (John 3:16; Romans 3:24); and are eternally secure in Christ. The new creation is brought about in a manner above our comprehension, solely by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the gospel; that its proper evidence appears in the holy fruits of repentance and faith and newness of life (II Corinthians 5:17; Ephesians 2:8).

## **7. Of the Church:**

We believe that the true spiritual church is a New Testament institution unknown to the Old Testament prophets (Matthew 16:18); established by Jesus Christ, who is its sole Head (Ephesians 1:22-23); revealed through the holy Apostles; empowered and perpetuated by the Holy Spirit (Acts 1:8); His "body" for service (I Corinthians 12:13-28); and His "bride" for glory. It began with Pentecost, after the ascension of Christ and will be consummated at the coming of Christ in the Rapture (I Thessalonians 4:13-18).

We believe that there are two church ordinances: Baptism and the Lord's Supper. Baptism is the immersion of a believer in water and is properly called "Believer's Baptism" (Acts 8:36-39). It sets forth in a beautiful and solemn way our faith in a crucified, buried, and risen Saviour, with the effects of that faith in our lives as it produces death to sin and resurrection to a new life (Romans 6:3-5). Baptism is a prerequisite to the privileges of church relation (Acts 2:41). The Lord's Supper is the commemoration of our Lord's death until He come and our continual fellowship with Him, should be preceded by baptism and always careful self-examination (I Corinthians 11:23-32).

**8. Of Last Things:** We believe in the bodily (Acts 1:4), personal (John 14:3), premillennial return of Jesus Christ (Revelation 19:11-20); that He will come before the seven year tribulation period (Revelation 3:10; I Thessalonians 5:9) to catch away His church, and that He will come with his church at the close of the tribulation to judge the living nations (Matthew 25:31-46) and to set up His kingdom on earth (Luke 1:33).

We believe in the resurrection of the bodies of the dead (I Corinthians 15:12-58) that believers who die in Jesus will be raised at the coming of Christ for His church and caught up with transformed living saints to meet the Lord in the air (I Thessalonians 4:13-18) and that the wicked dead will be raised at the close of the Millennial Kingdom (Revelation 20:4-5), and stand in their bodies at the Great White Throne of judgment to receive their final doom (Revelation 20:11-15).

We believe that the civil government is of divine appointment for the interests and good order of human society (Romans 13:1); and the guarantee of liberty of conscience. This guarantee consists of absolute constraint of the government to the civil realm, not interfering or influencing in the spiritual realm of the Church. For the believer to see that magistrates are to be prayed for, conscientiously honored, and obeyed (Matthew 22:21); except in things opposed to the will of our Lord Jesus Christ (Acts 5:29; 4:19-20) who is the only Lord of the conscience, and the coming prince of the Kings of the earth.

## **ARTICLE IV**

### **The Church Covenant**

As believers in Christ, we are bonded together for worship and work by the following Covenant:

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Saviour, and on the profession of our faith; having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We by voluntary consent and mutual agreement, confederate together by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, doctrines; to contribute cheerfully and regularly to the support of the ministry, the expense of the church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and secret devotion, to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings; faithful in our engagements, and exemplary in our deportment to avoid all tattling, back-biting, and excessive anger; and to be zealous in our efforts to advance the kingdom of our Saviour.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Saviour, to secure it without delay.

We, moreover, engage that when we remove from this place, we will, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant, and the principles of God's Word as expressed in the articles of faith.

## **ARTICLE V**

### **Associations**

We recognize the autonomy of the local church and that Christ is the sole Head over the church; but further acknowledge the need to strengthen the bonds of Christian fellowship and stand together in these days of apostasy with those of like faith and practice.

## **ARTICLE VI**

### **Membership**

#### **Section A. Present Membership**

All whose names appear upon the rolls of this Church are members, but only those who appear on the Active list are considered in good and regular standing.

As a member is delinquent from the services of this Church for a period of three (3) months without giving just cause during spiritual counsel (thus violating their covenant obligations) he/she may be placed on the Inactive list. The one being in question shall be moved by action of the deacons and dully informed of this action. To be restored to the Active status, he/she must meet with the deacons and fulfill their recommendations. Those who fail to give satisfactory reason for their absence may be removed from the membership role after six (6) months on the inactive list.

#### **Par. a.**

Those individuals desiring to unite with this church shall declare their desire to the Pastor. The Pastor and deacons shall then examine and instruct the candidate on the duties of membership (section C).

The names of individuals desiring membership shall be announced and posted one (1) week prior to the deacon's meeting for the purpose of examining the qualifications of such. Members having objection should so state said objection to the Pastor or a deacon for their investigation. Having been recommended by the deacons, the names shall be submitted for acceptance or rejection. A three-fourths (3/4) vote of the members in attendance constitutes acceptance. Any name rejected may be submitted again for further consideration.

**Par. b**

Individuals may become candidates of this Church in one of four ways: (1) by Baptism, (2) by Letter from another Baptist church of like faith, (3) by Statement of Christian experience, (4) by Restoration.

**Par. c**

The candidates to become members of this Church shall:

- (1) have received and confessed Christ as their Saviour, and
- (2) have been Scripturally baptized, and
- (3) have appeared before the Pastor and deacons, and
- (4) have been accepted by vote of the congregation

**Par. d**

It shall be deemed proper to consider candidates at any business meeting of the Church.

**Section B. Duties of Members**

It will be expected of each member that they shall pray for and respect the Pastor (as a person and shepherd of the flock), and officers of the Church cooperating with them to the best of their ability for the advancement of the work. They will be expected to abide by the constitution and by-laws of the Church, and believe the statement of faith. They will likewise be expected to live the Church Covenant.

All members are enjoined to abstain and avoid all worldly practices and associations which are detrimental to the honor of Christ and His Church. All things which have for their purpose the exaltation of the flesh, the excitement of the lusts, and the appeal to the pride are in opposition to the revealed will of God (I Thessalonians 5:6-23). Christians are exhorted to shun them, and to abstain from all appearance of evil. Every Christian is his brother's keeper, as explicated in the Covenant, and is to conscientiously keep himself from any action or appearance that will cause his brother to stumble (Romans 14:12-23).

**Section C. Voting Qualifications**

Only those members above sixteen (16) years of age whose names appear on the Active list are qualified voters, except in the election of deacons, incurrment of debts, disposition or acquisition of property when the voting age shall be twenty-one (21).

#### **Section D. Dismissal of Members**

Dismissal shall be by letter, discipline, or death.

##### **Par. a**

Any member in good and regular standing may receive a letter of transfer sent to another Baptist church of like faith and order. This letter is valid for six (6) months.

##### **Par. b.**

Any member may at his own request be given a letter of dismissal to unite with another church.

##### **Par. c.**

Members failing to support the Church by their attendance within a period of six (6) months without legitimate excuse (such support and excuse to be defined by the deacons) may be dropped from the Inactive membership list. (Note Article VI, Section A). Final action will be taken by the Church upon recommendation of the deacons.

##### **Par. d.**

All disorderly members shall be dealt with according to the New Testament procedure as recorded in Matthew 18:15-17 and II Thessalonians 3:6-15; Titus 3:10; and governed by the Articles of Faith, Church Covenant and Constitution. The board of deacons shall examine each situation, and make a suitable recommendation to the Church for final action. A two-thirds (2/3) majority of members voting will constitute the dropping of such an one from the roll.

##### **Par. e.**

It shall be deemed proper to issue letters at any business meeting of the Church.

### **ARTICLE VII**

#### **Officers**

##### **Section A. Officers**

##### **Par. a.**

The officers of the Church shall be: Pastor(s), three (3) or more Deacons, Treasurer, Assistant Treasurer, Financial Secretary, Church Secretary, Sunday School Superintendent, Head Usher, Nursery Director and Assistant Nursery Director. Other offices may be created upon recommendation of the deacons. Each officer except the

Pastor(s), shall be elected from the Active membership roll, being on such for a period of three (3) months and at least twenty-one (21) years of age.

**Par. b.**

All newly elected officers shall take office the first Sunday of the month following the annual business meeting, except for the Treasurer, Assistant Treasurer and Financial Secretary, who will take office January 1. Any officer unable or unwilling to fulfill the duties of his office shall resign. No officer shall hold more than two (2) major offices at one time. No officer shall hold an office for more than three (3) successive years, except in the case there are none qualified to fill the vacancy. In this case, the officer may fill the vacancy for the year and then be eligible to be elected to serve for three (3) successive years.

**Par. c.**

All officers shall be of spiritual Christian character, loyal to the Word of God, dedicated and devoted to the Lord Jesus Christ, and to the spiritual welfare of this Church. They shall also be faithful and diligent in attendance and participation in both regular and business meetings of the Church. No member of a secret religious society shall hold any office of the Church. The moral conduct of each officer shall be free from carnal indulgences such as the sale and use of intoxicating liquors, and tobacco (Romans 14:21). In light of I Timothy 3, home and family relationships must be considered as well as the individual qualifications.

**Par.d.**

Officer Job Descriptions shall be added as an addendum to the Constitution to assist with the nomination process and onboarding of new officers. These Job Descriptions shall be reviewed and revised annually, or as needed, by the Deacons as deemed appropriate to currently reflect the nature of the position.

**Section B. Pastor**

**Par. a**

The Pastor shall be elected for an indeterminate term. He shall be chosen by a three-fourths (3/4) vote of the qualified Church voters present and voting upon the recommendation of the pulpit committee.

(1) Each candidate shall be voted upon at the mid-week prayer service of the week in which he candidates.

(2) Only such a man as is fully qualified by Christian character, ability, and education, at the discretion of the pulpit committee, shall be a candidate for Pastor of this Church (I Timothy 3:1-7).

(3) The candidate shall agree with and abide by the Articles of Faith, Covenant, and Constitution of the Church.

(4) Be it resolved that Faith Baptist Church has taken the position that no one seeking the position of pastor at Faith Baptist Church will be considered if he has been divorced for any reason. We believe that the position of pastor biblically requires that the pastor be the husband of only one wife, with only the exception of the death of a previous wife (I Timothy 3:2).

(5) Be it resolved that Faith Baptist Church has taken the position that no woman will be considered for the position of pastor at Faith Baptist Church (I Timothy 3:1-5).

(6) Be it resolved that Faith Baptist Church has taken the position that anyone seeking the position of pastor at Faith Baptist Church MAY be considered if his wife has been divorced, on a case by case basis, after some reasonable understanding as to the facts of the situation and the years of faithful marriage since the divorce.

**Par. b.**

The Pastor shall give the Church a notice in writing sixty (60) days prior to his intention to discontinue as a pastor. The Church may, by a two-thirds (2/3) vote at a regularly called meeting declare the pulpit vacant, provided a notice of not less than (60) days from the time this action is taken be given the pastor occupying the pulpit to vacate the same. The term of office may be ended by mutual consent.

**Par. c.**

The Pastor shall be considered the administrator and have spiritual oversight of this democratic congregation. He shall preach the Gospel; shall have in his charge the stated services of public worship, shall administer the ordinances; and perform the usual duties of a Baptist minister (calling, etc.). The Pastor shall be a regular member of the Deacons, and a member ex-officio of all other committees of this Church.

**Par.d.**

Each Pastor shall on a yearly basis affirm his belief in and support of the Church's Purpose (ARTICLE II), Doctrine (ARTICLE III) and The Church Covenant (ARTICLE IV) by signing an Affirmation Statement in the presence of two or more Deacons, or typically at the first Deacons meeting of the new year. The Secretary of the Deacon Board shall retain all signed statements and keep them with the meeting minutes. The Affirmation Statement template shall be added as an addendum to the Constitution and shall be reviewed and revised annually, or as needed, by the Deacons as deemed appropriate.

**Section C. Deacons**

**Par. a.**

The number of Deacons shall be determined by the need of the Church and by the number of men available who meet the qualifications listed in I Timothy 3. The number serving shall be in multiples of three (3) serving three (3) years, and their election shall be so arranged that one-third (1/3) of their number are elected annually.

**Par. b.**

It shall be the duty of the Deacons to:

- (1) Assist the Pastor in promoting the spiritual welfare of the Church.
- (2) To function as trustees (agreeable with the provision of the "Act of Incorporation" and the laws of the State of New Jersey); having general oversight of the secular business of the Church and property (repair and preserve the same). They shall not have any authority to sell, lease, or dispose of in any manner, Church property to exceed one thousand dollars (\$1000.000); nor to mortgage or encumber the same with debt to exceed the above amount only as the Church shall so order by a corporate act.
- (3) To exercise special and prudent watch care over Church members and seek out such as need assistance.
- (4) To inquire into the fitness and qualifications of applicants for Church membership.
- (5) To visit the sick and delinquent members.
- (6) To supervise the preparation and distribution of the elements of the Lord's Supper.
- (7) To act with the Pastor as a discipline committee.
- (8) To function in securing pulpit supplies; and on the pulpit committee to recommend candidates for the pastorate.
- (9) They, with the Pastor, shall appoint such committees and persons as are called for in the general function of the Church (Article VIII, Section F), and make final approval of all recommended Sunday School teachers and materials used.
- (10) They shall appoint a chairman and secretary from their number, keeping permanent record of their monthly meetings.

**Section D. Church Secretary**

**Par. a.**

The Church Secretary shall be elected annually at the annual business meeting.

**Par b.**

The Church Secretary shall have charge of all records, minutes of regular and special business meetings of the Church; handle all letters of transfer and dismissal as authorized by the Church; and any correspondence necessary to the fulfillment of the duties of the office. The Church Secretary shall maintain the membership roll of the Church in good order and with the assistance of the Pastor and deacons, keep the membership roll up to date as provided in the constitution.

**Par. c.**

Upon his/her retirement or removal from office, he/she shall deliver to his/her successor or the Chairman of the Board of Deacons all records, files, and/or other papers belonging to the Church, and shall present the same with all contents complete to the date of surrender of such documents.

**Section E. Treasurer**

The Treasurer shall be elected for a term of one (1) year. He/she shall keep an accurate record of all moneys received and the disbursement of the same. He/she shall initiate the payment of all bills, maintain the church bank accounts and financial interests and payment of Church staff salaries. The Treasurer shall also provide the Church with monthly, quarterly, and annual reports of the financial condition of the Church.

The Treasurer shall certify annually, to the bank, the names of officers who are authorized to sign the checks for disbursement of funds.

**Section F. Assistant Treasurer**

The Assistant Treasurer shall be elected for a term of one (1) year. He/she shall assist the Treasurer in conducting the financial business of the Church. It will be the obligation of the Assistant Treasurer to assume the duties of Treasurer when necessary.

**Section G. Financial Secretary**

The Financial Secretary shall be elected for a term of one (1) year. He/she shall maintain the envelope system; annual disbursement of envelopes; keep an accurate record of all money received through the envelope system; and assist the Treasurer and/or Assistant Treasurer in counting and recording all moneys received at church services. The Financial Secretary shall give those using the envelope system a yearly statement of their gifts. The Financial Secretary shall have the authority to sign checks or conduct the financial business of the Church as deemed necessary by the Treasurer or Assistant Treasurer.

**Section H. Sunday School Superintendent**

The Sunday School Superintendent shall be elected for a term of one (1) year. He with the Pastor shall have general supervision of all Sunday School activities.

**Section I. Head Usher**

The Head Usher shall be elected at the annual business meeting for a term of one (1) year. The Head Usher shall oversee all ushering related responsibilities as needed by the church.

**Section J. Nursery Director**

The Nursery Director shall be elected at the annual business meeting for a term of one (1) year. The Nursery Director shall oversee all nursery related responsibilities as needed by the church.

**Section K. Assistant Nursery Director**

The Assistant Nursery Director shall be elected at the annual business meeting for a term of one (1) year. The Assistant Nursery Director shall assist the Nursery Director in conducting the nursery of the Church. It will be the obligation of the Assistant Nursery Director to assume the duties of Nursery Director when necessary.

## **ARTICLE VIII**

### **Committees**

#### **Section A. Budget Committee**

The Budget Committee shall consist of one (1) Deacon, Treasurer, Assistant Treasurer, Financial Secretary, Sunday School Superintendent, and two (2) active members selected at the October business meeting. It shall have the duty to prepare the budget for the ensuing year and present to the Church for approval at the Financial Business Meeting held the first Sunday in December.

#### **Section B. Audit Committee**

Three (3) active members selected at the October business meeting shall compose the Audit Committee. They shall carefully examine all records of the Treasurer, Assistant Treasurer and Financial Secretary upon the close of the fiscal year, and report their findings at the annual business meeting.

#### **Section C. Nominating Committee**

This committee shall be composed of one (1) Deacon, Sunday School Superintendent, and two (2) members elected at the October business meeting. They shall submit a list of nominees for all offices to be filled at the Financial Business Meeting and the annual business meeting. This list shall be posted two (2) weeks prior to the annual meeting having had the approval of each nominee. (This list shall not prohibit nominations from the floor, providing the individual has been contacted and will accept the nomination).

#### **Section D. Faith Christian School Education Committee**

The Faith Christian School (FCS) Education Committee shall consist of one (1) Deacon Representative, the FCS Principal, the FCS Administrator, and ten to twelve (10-12) active members of Faith Baptist Church who are voted in by the Church Congregation at the July business meeting. The Deacon Representative may be a member of the Committee if voted in at the business meeting. Nomination of members is by the Nominating Committee composed of the Deacon Board and the existing Education Committee. Nominations can be made on the floor providing the individual has been contacted in advance and will accept the nomination per Article VIII, section C, of this Constitution. It shall be the responsibility of the Education Committee to supervise and coordinate the general teaching programs and the hiring of Faith Christian School teachers and the Principal. The FCS has its own operating constitution which is subject to review and approval by the Deacon Board and the Church Congregation. Changes may be made to the FCS Constitution by Deacon recommendation and Church vote.

#### **Section E. Pulpit Committee**

The Pulpit Committee shall consist of the Deacon Board and two (2) members elected from the active church roll. It shall be the work of this Committee to seek out men for consideration and

possible candidates for Pastor of this Church. (If at all possible, this Committee shall seek to hear the men in their own pulpit before further investigation.) Such men shall be asked questions pertaining to their qualifications, doctrine, experience, education, personal and business references.

Bathing each step in prayer and trusting God to work through circumstances, the Committee shall invite the man whom they feel the Lord is directing to consider as a possible candidate. After preaching in the morning worship service and personal interview with him in the afternoon, the Committee shall then decide if the man in question is to be presented to the Church as a candidate at the evening service. Each man presented shall be voted upon individually (cf. Article VIII, Section B, Par. a).

### **Section F. Miscellaneous Committees**

Other committees and persons to serve may be appointed by the Pastor and Deacons (Article VII, Section C. Par. b (9)) such as: Advertising, Flower, Music, Hospitality, Transportation, etc., as the need arises. Each chairman will be instructed as to his duties and shall give reports to the Church as instructed by the Pastor and Deacons. Building and/or Building-Financial Committees if needed shall be elected by the Church.

## **ARTICLE IX**

### **Ordinances**

#### **Section A. Baptism**

Those professing saving faith in Jesus Christ as personal Saviour shall, by the Pastor or some ordained person authorized by the Church, be immersed in water in accordance with the Scriptural teaching (Matthew 28:19; Romans 6:3-5). Immersion shall be prerequisite to church membership.

#### **Section B. Lord's Supper**

The Lord's Supper (communion) shall normally be served to the assembled Church by the Pastor (or some person designated by the Church) and the Deacons once a month. Since it is the Lord's Table none who are His shall be barred, but the Pastor shall frequently state the Scriptural order, which places baptism as a prerequisite to Communion, and shall explain the meaning of the ordinance (I Corinthians 11:17-34). The materials used shall be unleavened bread and grape juice.

## **ARTICLE X**

### **Meetings**

#### **Section A. Public Worship**

##### **Par. a**

Public worship services shall be held regularly, morning and evening on the Lord's Day. These services shall not normally be given over to anything but the preaching of the

Word and any special presentation shall be approved by the Deacons. Neither shall they be merged into union services with other denominations.

**Par. b.**

At least once each week there shall be a meeting for prayer and praise, and Bible study.

**Par. c.**

It shall be the practice of this Church to observe the Lord's Supper at least once a month, normally on the first Sunday, previous to which it would be appropriate that the Covenant be read.

**Section B. Business Meetings**

**Par. a.**

The annual Business and Corporate Meeting of the Church shall be held on the third Friday of the month of January. At this meeting, each area of ministry shall make a written report. Election of officers by closed ballot will take place. Any other proper business shall be brought before the congregation.

**Par. b.**

Quarterly meetings shall be held normally following the third prayer meeting of April, July, and October. (Committees appointed in October as per Article VIII, Section A,B,C).

**Par. c.**

The Financial Business Meeting shall be held the first Sunday in December to elect the Treasurer, Assistant Treasurer, Financial Secretary and present the ensuing years budget for approval.

**Par.d.**

Special business meetings may be called at any time, provided public notice be given of the same on the Lord's Day preceding; except that those for calling or dismissing a Pastor and or corporate business meetings shall be given public announcement for two (2) preceding Sundays. At all meetings, thirty (30%) per cent of the qualified membership shall constitute a quorum. Routine business may be transacted when necessary at any stated meeting of the Church without special announcement. Special meetings may be called by the Pastor, the Board of Deacons, or any ten (10) active members of the Church who request such of the Church Secretary, providing the particular object, or objects, of the meeting are clearly stated in the notice.

**Par. e.**

The Pastor, his appointee, or in his absence anyone whom the Board of Deacons may select, shall serve as moderator at all business meetings of the Church.

**Par. f.**

All public gatherings arranged under the auspices of this Church shall be first approved by the Deacons.

**Par. g.**

The ordinary rules of deliberate assemblies shall be observed in the transaction of business. (Consult Parliamentary Law, Gregg).

**ARTICLE XI**

**Finances**

**Section A.**

The Fiscal year shall begin on January 1 and end on the following December 31st.

**Section B.**

No moneys shall be raised by the Church or an auxiliary organization except by free-will giving.

**Section C.**

No financial obligation shall be placed upon the Church either as a mortgage, note, or outstanding bill, or in any other form unless money is in hand to meet the same, except as stated in Article VII, Section C, Par.b. (2), or by Corporate Act of the Church.

**ARTICLE XII**

**Missions**

The Missions Committee of FBC shall make recommendations to the Church as to missionary support and projects.

**ARTICLE XIII**

**Auxiliary Organizations**

No organization of the Church shall engage in any practice or hold any policy contrary to the general position of the Church itself. All regular officers, teachers, and counselors shall be active members of the Church.

Any organization that is felt needed must be recommended by the Deacons. Literature for such shall be recommended by the Christian Education Committee and approved by the Deacons.

**ARTICLE XIV**

**Amendments and By-Laws**

This Constitution may be amended by a two-thirds (2/3) vote of the members present at any annual business meeting, or at a called business meeting, providing that notice of proposed

amendment shall have been given from the pulpit for the two (2) Sundays prior to the meeting at which action is desired.

The Church may adopt from time to time such by-laws in amplification hereof as may be necessary or desirable by two-thirds (2/3) vote of members present and shall provide therein for amendment of the same.

**Faith Baptist Church  
Hamilton Square, NJ**

**AFFIRMATION STATEMENT**

Each year the members of Faith Baptist Church require Pastors, and other Ministry Leaders on the Church Staff as set forth by the Deacon Board, to affirm their belief in and support of the Church's Purpose, Doctrine and The Church Covenant as stated in the Church's Constitution.

I, \_\_\_\_\_, have read the Purpose (ARTICLE II), Doctrine (ARTICLE III) and The Church Covenant (ARTICLE IV) in the Constitution.

I clearly understand the meaning and intent of the "Purpose of Faith Baptist Church" statement and I agree with it, having no reservations, and fully support this Purpose.

I clearly understand the stated and historical meaning, and intent of Faith Baptist Church's stated beliefs as outlined in the Doctrine Statement of Faith Baptist Church.

I believe with no reservations all sections and paragraphs of this Doctrinal statement and wholeheartedly, honestly and openly confess them as my personal beliefs and faith.

As a member of this local body of believers, I have honestly covenanted along with the many other members of Faith Baptist Church to fulfill our mutual obligations to each other and the Lord.

I fully understand the responsibility I have, as one who occupies a pastoral leadership or staff position in this Church, to abstain and avoid all worldly practices and associations which are detrimental to the honor of Christ and His Church. I intend to shun them, and to abstain from all appearance of evil.

If at any time I have a question as to what any part of these three ARTICLES of the Constitution means or intends, I will seek guidance from either other Pastors and/or Deacons.

I understand that if throughout the coming year there is any change in my position, I will immediately notify a Pastor or Deacon. I also understand that I will tender my resignation upon a change of position or upon request of such by the Deacon Board.

By signing this document without hesitation, I am affirming without equivocation the Purpose, Doctrine and The Church Covenant of Faith Baptist Church as my own.

Affirmer's Printed Name	Signature	Date
Deacon's Printed Name	Signature	Date
Deacon's Printed Name	Signature	Date

**Faith Baptist Church  
Hamilton Square, NJ**

**OFFICER JOB DESCRIPTIONS**

**Deacon**

A Deacon is elected at the annual meeting and serves a term of three years. He is a leader of the church and assists the Pastors in promoting the spiritual welfare of the church. He exercises special and prudent watch care over church members and visits sick and delinquent church members. He inquires into the fitness and qualifications of those seeking church membership. The Deacons act with the Pastors as discipline committee. He prays for the church and its needs. The Deacons serve on the pulpit committee. The Deacon is assigned a church ministry to oversee and will provide reports when required.

He attends monthly Deacon meetings on the first Friday of each month and any meeting, scheduled or unscheduled, as needed to conduct the business of the church. He assists in the setting up, serving, and clean up of Communion services on a rotating scheduled basis. The deacon is dressed and ready to serve at each Communion Service whether or not called upon to serve.

Qualifications according to I Timothy 3:

Sober; not doubled tongued; not given to wine; not greedy; pure in conscience; found blameless; husband of one wife; rules his own house and children well; wife must be: serious, not slanderer, sober, faithful

Attends business meetings of the church (at least 3 of the last 6).

## **Church Secretary**

The Secretary shall be elected annually at the annual business meeting for a term of one (1) year. The Secretary shall attend all business meetings.

The Secretary shall have charge of all Church records and minutes of regular and special Church business meetings. He/she shall take minutes at all Church business meetings and keep the minutes in an organized format and providing a review of the minutes at the next business meeting.

He/she shall handle all letters of transfer and dismissal as authorized by the Church and any correspondence necessary to the fulfillment of the duties of the office.

The Secretary shall maintain the membership roll of the Church in good order and with the assistance of the Pastor and deacons, keep the membership roll up to date as provided in the constitution.

He/she shall maintain copies of the church officer job descriptions.

Upon his/her retirement or removal from office, he/she shall deliver to his/her successor or the Chairman of the Board of Deacons all records, files and other papers belonging to the Church, and shall present the same with all contents complete to the date of surrender of such documents.

He/she shall perform any other service that may be required to effectively maintain the records of the church.

### **Qualifications:**

Organized; attentive listener and able to transcript business discussions, motions, and voting; attends business meetings of the church (at least 3 of the last 6).

## **Sunday School Superintendent**

The Sunday School Superintendent shall be elected at the annual business meeting for a term of one (1) year.

He with the Pastor shall have general supervision of all Sunday School activities. He is responsible for leadership, training, appointing all instructors, and making recommendation of Sunday School materials for the Deacon's approval.

The Superintendent shall work under the Pastoral staff in running the various areas of Sunday School. He shall recruit new teachers and Junior Church workers when needed. Organize the Junior Church schedule. Purchase and hand out curriculum to teachers. Prepare the lesson materials for the Junior Church workers weekly. Assist teachers with any needs and or difficult situations. Weekly observe teachers and classes and make suggestions for improvements. Collect Sunday school offerings, record it on an offering sheet and provide it to Treasurer. Set up and run Sunday School events: Breakfasts, Bible memory challenges, etc

The Superintendent shall participate as a member of the nominating and budget committees.

### **Qualifications:**

Honest; trustworthy; organized; able to deal with conflicts and participate in resolutions; desires to see others become Sunday School attendees; attends business meetings of the church (at least 3 of the last 6).

## **Head Usher**

The Head Usher shall be elected at the annual business meeting for a term of one (1) year. The Head Usher shall oversee all ushering related responsibilities as needed by the church. He is responsible for scheduling an adequate number of ushers for the appropriate Church services, assigning ushers to assist in parking, overseeing collecting of church offering, coordinating with Lady Greeters and other related ushering duties. He shall ensure that ushers are at their assigned doors, assist in seating and regulate entrance to the sanctuary where needed. He shall collate and distribute bulletin and ensure hymnals are available. Ushers will assist the Head Usher in the post service duties as may be requested; picking up used bulletins, replacing hymnals, gathering attendance sheets. He will arrive well before the beginning of church services to prepare for ushering.

The Head Usher will need to be familiar with the use of a personal computer and printer, church copier and collator.

### **Qualifications:**

Organized; has served as an usher; sees his duties as a ministry and a serious part of the worship service; attends business meetings of the church (at least 3 of the last 6).

## **Treasurer**

The Treasurer shall be elected for a term of one (1) year. He/she shall keep an accurate record of all moneys received and the disbursement of the same. The Treasurer shall provide the Church with monthly, quarterly, and annual reports of the financial condition of the Church.

He/she shall certify annually, to the bank, the names of officers who are authorized to have access to the safety deposit boxes and to sign the checks for disbursement of funds. He/she shall open and secure each offering in the Church financial safe and memorize and keep confidential the financial safe combination.

### Financial responsibilities.

- Create a record of each receipt and disbursement of Church funds in a paper file and on Quickbooks
- Salaries
- Pay bills of the church
- Issue checks for reimbursements
- Record and deposit income
- Maintain account ledger
- Mortgage payments, property taxes and all insurance
- Federal and State payroll taxes
- Make disbursements for Missions support per budget or committee approval
- Water sewer bills
- Deacon fund distributions and loan repayments.

### Reporting responsibilities:

- Monthly Treasurer's report to the Deacons
- Bank reconciliation report
- 941 report
- NJ Gross income tax
- Quarterly business meeting financial reports
- File W2s/W3s
- Corporate annual report

### Administrative Duties:

- Schedule and participate in the annual Budget and Audit meeting
- Farm assessment filings
- Retail food application
- Wire transfers as needed
- Assist with offerings if Assistant Treasurer is unavailable
- Order checks, and deposit slips
- Order offering envelopes
- Maintain records and filing of all the above

He/she shall perform any other service that may be required to effectively maintain the records of the church.

### Qualifications:

Honest ; able to handle personal information and monetary information about other people; must be able to use a personal computer, and printer; financial background required; understands and can use Quickbooks; attends business meetings of the church (at least 3 out of last 6).

## **Assistant Treasurer**

The Assistant Treasurer shall be elected for a term of one (1) year. He/she shall assist the Treasurer and provide coverage of all Treasurer job duties when the Treasurer is unavailable for a prolonged period of time. The Assistant Treasurer shall meet the same qualifications as Treasurer.

He/she shall count the offering along with Financial Secretary during the time agreed upon for counting. The Assistant Treasurer shall count the cash and count and record all ministry deposits: Deacon offering, Sunday School offering and funds from other ministries of the Church. He/she shall prepare an offering reconciliation record sheet, itemizing cash donations, special donations or deposits, attach supporting documents as necessary and initial the reconciliation sheet. The Assistant Treasurer shall fill out the bank deposit slip and put cash and checks into the night deposit bag and lock with key. The Assistant Treasurer shall accompany the Financial Secretary to the bank to deposit the offering. He/she shall memorize and keep confidential the Church financial safe combination.

The Assistant Treasurer shall participate in the annual Budget and Audit meeting.

Qualifications:

Same qualifications as Treasurer

## **Financial Secretary**

The Financial Secretary shall be elected for a term of one (1) year. He/she shall keep an accurate record of all money received through the envelope system and assist the Assistant Treasurer in counting and recording all moneys received at church services.

He/she will maintain the offering envelope list and distribute new offering envelopes prior to year end. Only the Financial Secretary can open the offering envelopes. He/she prepares a balance sheet for each offering and balances the various bank deposits with the Assistant Treasurer. Accompanies the Assistant Treasurer to the bank to deposit offerings. Prepares an end of year statement for each person on the envelope system and gives it and their used envelopes to them before January month end for tax purposes.

Memorizes and keeps confidential the combination of the financial safe. He/she records individual giving on a Microsoft Excel spreadsheet (weekly) and keeps this file password protected.

He/she participates in the annual Budget and Audit meeting and any other service that may be required to effectively maintain the records of the church.

### **Qualifications:**

Honest, has integrity to keep envelope information completely confidential; able to handle personal information about others; it is not to be shared with anyone except the envelop owner; trustworthy person; organized person; has knowledge of Microsoft Word and Excel; attends business meetings of the church (at least 3 out of 6).

## **Nursery Director**

The Nursery Director shall be elected at the annual business meeting for a term of one (1) year.

The Nursery Director shall work under the Deacon Board in running the various areas of the nursery. He or she shall recruit new nursery workers when needed and organize their schedule. He or she is responsible for the leadership, training, and appointing of all nursery workers. Maintain worker and parent manuals; ensure each worker and parent receives a manual and accepts the terms therein. Manage thorough cleaning of nursery each month. Purchase supplies, toys and nursery equipment as needed. Assist with the purchase of Pre-School Bible lessons for Sunday morning. Organize and setup nursery as required for special services and events of the church and Faith Christian School.

He or she will arrive well before the beginning of church services to prepare the nursery. Responsible for the set up and clean up of the nursery, including toys, supplies and equipment, for each service. Ensure that the workers are present and find substitutes or replacements as required. Weekly observe workers and make suggestions for improvements. Assist nursery workers with any needs and or difficult situations. Manage the drop off and pick up of children by authorized persons. Utilize tools such as attendance binders, pagers for parents, parental instruction forms, stickers/labels, feeding/changing notes to parents, etc. Ensure that parents and children are welcomed and that the parents feel comfortable leaving their child(ren) in the nursery so as not to be distracted or concerned during the service or event.

### **Qualifications:**

Committed to the health and safety of the children in the nursery; honest; trustworthy; organized; able to deal with conflicts and participate in resolutions; has served in the nursery; sees nursery duties as a ministry and a serious part of the worship service; attends business meetings of the church (at least 3 of the last 6).

## **Assistant Nursery Director**

The Assistant Nursery Director shall be elected for a term of one (1) year. He/she shall assist the Nursery Director and provide coverage of all Nursery Director job duties when the Nursery Director is unavailable for a prolonged period of time. The Assistant Nursery Director shall meet the same qualifications as Nursery Director.

He or she shall change the nursery bulletin board monthly or bi-monthly depending on the season. Put together and give out "Baby Arrival" gift baskets for any new moms who bring their infant to the nursery. Recruit, organize and manage nursery greeters.

### **Qualifications:**

Same qualifications as Nursery Director