

CHURCH CONSTITUTION

Accepted: December 30, 2012

**THE CONSTITUTION AND BY-LAWS
FIRST BAPTIST CHURCH OF COLFAX, WASHINGTON.**

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If errors have been made and not detected, we trust a charitable spirit will prevail.

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CONSTITUTION

ARTICLE I NAME

This church (corporation) shall be called the First Baptist Church of Colfax, Washington.

ARTICLE II STATEMENT OF FAITH

A. The Bible

We believe in the divine, supernatural inspiration of both the Old and New Testaments; that they are inerrant in the original writings, infallible and God-breathed, and that this divine inspiration extends equally to each word and to all parts (Matt. 5:18; II Timothy 3:16-17; II Peter 1:20-21). Therefore, we believe that the sixty-six books of the Bible are “living and active” (Hebrews 4:12) the only rule (standard) of faith, doctrine and practice and, as the compilation of “the faith once for all delivered to the saints” (Jude 3), it provides perfect, complete and final instruction as to the form of government and conduct of the affairs of the local church. Therefore, we do not look to *dreams* or *visions* of men for guidance or instruction, but to the Word of God and prayer (Acts 6:4). We believe the Bible should always be interpreted *literally*, unless the context warrants a *figurative* interpretation (as with some of the apocalyptic/prophetic passages, for example). Therefore, we believe that God created the universe in six literal 24-hour days, as recorded in Genesis 1.

B. The Godhead

We believe in one Triune God, existing eternally in three distinct Persons—Father, Son and Holy Spirit—co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections. (Deuteronomy 6:4; II Corinthians 13:14).

God the Father

We believe that the Father is God, the Source of all things and the One who sent the Son as His gift into the world. His fatherhood involves both His designation within the Trinity and His relationship with mankind. As Creator He is Father to all men (Eph. 4:6), but He is spiritual Father *only* to believers (Romans 8:14; II Corinthians 6:18).

God the Son

We believe that Jesus Christ—the eternal Word—is God and was “in the beginning with God”, that “He became flesh and dwelt among us” (John 1:1-2, 14); that He was conceived by the Holy Spirit and born of the virgin Mary (Luke 1:35). We believe in His sinless life (I Peter 2:22; I John 3:5), His miracles (John 20:30-31; 21:25), His sacrificial and substitutionary death on the cross (Isaiah 53; II Cor. 5:21; I Pet. 3:18), His bodily resurrection from the dead (Luke 24:1-8, 36-43) and His ascension to the right hand of the Father, where He lives to make intercession for His redeemed (Hebrews 7:25; 10:12). We believe that Jesus will receive us unto Himself at His coming and will return to establish His millennial kingdom on earth (John 14:1-3; I Thes. 4:13-18; Rev. 20:4-6).

God the Holy Spirit

We believe that the Holy Spirit is a *Person* and that He is God (Acts 5:3-4; 13:2). We believe that He is the One who “convicts the world of sin, and of righteousness, and of judgment” (John 16:8), and that He is the supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption. This supernatural work of God is *NOT* the result of our “begging” for it but is the work of His sovereign grace and power at the very moment of our conversion (John 3:1-8; Romans 8:9; I Cor. 12:12-14; Ephesians 1:13-14). We believe that He is the divine Teacher who guides believers into all truth, and that it is the privilege and duty of all the saved to be *filled* with the Spirit (John 16:13; I Cor. 2:9-16; Ephesians 5:18). Again, we maintain that there is one baptism of the Holy Spirit that occurs at the time a person is born again, placing that one into the body of Christ (I Cor. 12:12-14). We also distinguish between spiritual gifts distributed to believers to equip them for ministry (Rom. 12:4-8) and the “sign gifts” which are understood to have been manifestations of the Holy Spirit to authenticate the *messenger* (specifically, the *apostles* and those who were commissioned *by* the apostles) and the gospel *message* during the foundational period of the church (I Cor. 12:8-11; II Cor. 12:12). Therefore, we hold that “sign gifts” are not normative for the church today (I Cor. 13:8-13).

C. Man/Sin

We believe in the direct creation of man in the image of God (Gen. 1:26-27). We believe that, through Adam’s transgression, the whole human race became “dead in sin” so that every child of Adam is born into the world with a fallen nature devoid of spiritual life and without power to recover him/herself from this condition (Rom. 3:23; 5:12). We believe in the sanctity of human life which begins at the point of conception (Psalm 139:15-16; Jer. 1:5). We believe that all sexual relationships must adhere to the Biblical heterosexual relationship for which we were designed within the bond of marriage and, therefore, believe that marriage is between one man and one woman (Gen. 2:20-25; 9:1). We believe that any/every sexual deviation from this Biblical design is *perversion* (Gen. 19:1-29; Lev. 18; 20:11-21; Rom. 1:26-27).

D. Salvation

We believe that salvation is entirely of God, purely by grace, apart from works, merit, or foreseen faith, through the exercise of faith in the efficacy of the shed blood of Christ for the forgiveness of our sins (Rom. 3:28; Eph. 2:8-10) and that we are kept by the power of God (I Pet. 1:5; John 10:27-29). We believe that believers are, at the very moment they believe, justified before God in that *their sins* are imputed to Christ on the cross and, in turn, *His righteousness* is imputed to them (Rom. 3:21-26; 4:1-8). We believe that the divine nature and divine life are communicated to believers by a supernatural work of the Spirit, and that all believers are sanctified *positionally* (before God) at the point of salvation and that they are sanctified *progressively* (before men) throughout this life as they grow and are brought closer to conformity to the holiness of God and that this process culminates at the return of Christ in their *glorification* (I Cor. 1:2, 30; 6:11; Heb. 10:4, 10, 14; I John 3:2). We believe that all who are truly born again will produce works (fruit) that reflect the reality of salvation and will persevere in faith unto the day of redemption (II Cor. 5:17; Eph. 2:10; James 2:14-26; Rev. 2:7, 11, 17, 26; 3:5, 12, 21). It’s not the *PERFECTION*, but the *DIRECTION* of a life that is evident before the eyes of a watching world that bears witness to the presence of the Holy Spirit and brings glory to God (Phil. 1:6; 3:12).

E. The Church

We believe the local church was instituted under the direction of the Holy Spirit for the purpose

of carrying out the commission given to the disciples by our Lord (Matt. 28:18; Mark 16:15). We believe that the formation of the church, the body of Christ, began on the day of Pentecost (Acts 2: 1-21, 38-47) and will be completed at the coming of Christ for His own at the rapture (I Cor. 15: 51-52; I Thes. 4:13-18). We believe that all who place their faith in Jesus Christ are immediately placed by the Holy Spirit into one united spiritual body, the church (I Cor. 12:12-13), the bride of Christ (II Cor. 11:2; Eph. 5:23-32; Rev. 19:7-8), of which Christ is the head (Eph. 1:22; 4:15; Col. 1:18). We believe that the church is a unique spiritual organism designed by Christ, made up of all born-again believers in this present age (Eph. 2:11-3:6), and that the church is *distinct from Israel* (I Cor. 10:32), a *mystery* not revealed until this age (Eph. 3:1-6; 5:32).

We believe in the spiritual unity and brotherhood of all born-again believers in Christ, and approve of the voluntary association of like-minded, Bible-believing churches for missionary or other Christian service, but insist upon the complete independence and sovereignty of the local church (John 10:16; 17:21; I Cor. 6:17; 12:13; Eph. 2:14). The Scriptures clearly indicate that in the last days apostasy and worldliness shall increase (II Cor. 6:14-7:1; II Tim. 3:1-5). Therefore, we affirm and heed the Lord's command to separate ourselves from religious apostasy in any form, refusing to engage in *any ministry endeavor* with those churches/ministries that do not uphold the Word and Gospel of our Lord (Rom. 16:17; II Cor. 6:14-7:1; II John 9-11).

F. Angels

We believe that angels are spirit beings created by God to serve and worship God, and are therefore *not* to be worshipped; that Satan, "Lucifer, son of the morning," the highest in rank, sinned in rebellion through pride, and that a great company of the angels followed him in moral fall, some of whom became demons and are active as his agents and associates in carrying out his unholy purposes, while others who fell have been delivered "into chains of darkness, to be reserved for judgment" (Ezek. 28:11-19; I Tim. 3:6; II Pet. 2:4; Jude 6). We believe that Satan is the open and declared enemy of God and man (Isa. 14:13-14; Matt. 4:1-11; Rev. 12:9-10). We believe that Satan is the originator of sin, and that, under the permission of God, he, through subtlety, led our first parents into transgression, thereby accomplishing their moral fall and subjecting them and their posterity to his own power; that he opposes and exalts himself above all that is called God or that is worshipped; and that he who in the beginning said, "I will be like the most High," in his warfare appears as an angel of light, even counterfeiting the works of God by fostering religious movements and systems of doctrine, which systems in every case are characterized by a denial of the *Person* of Christ (as God of very God who became flesh), the efficacy of the *blood* of Christ, and of salvation by grace through *faith* in Christ alone (Gen. 3:1-19; Rom. 5:12-14; II Cor. 4:3-4; 11:13-15; Eph. 6:10-12; II Thess. 2:4; I Tim. 4:1-3). We believe that Satan is the current prince of this world who has been defeated through the death and resurrection of Jesus Christ (Rom. 16:20); and that he, at the second coming of Christ, will be bound and cast into the abyss for a thousand years, and after the thousand years will be loosed for a season and then "cast into the lake of fire and brimstone," where he "shall be tormented day and night for ever and ever" (Col. 2:15; Rev. 20:1-3, 10). We believe that an even greater number of angels confirmed their holy estate and are before the throne of God, from where they are sent forth as ministering spirits to minister to believers (Luke 15:10; Heb. 1:14; Rev. 7:11-12). The Bible tells us to "not forget to entertain strangers, for by so doing some have unwittingly entertained angels" (Heb. 13:2).

G. Last Things (Eschatology)

The Blessed Hope & the Second Coming

We believe God, in His own time and in His own way, will bring all things to their appropriate end and establish the new heaven and the new earth (Eph. 1:9-10; Rev. 21:1). The certain hope of the Christian is that Jesus Christ will return to the earth suddenly, personally and visibly in glory according to His promise (Titus 2:13; Rev. 1:7; 3:11; John 14:1-3). The dead will be raised, and Christ will judge mankind in righteousness (John 5:28-29). The unrighteous will be consigned to the everlasting punishment prepared for the devil and his angels (Matt. 25:41, 46; Rev. 20:10). The righteous, in their resurrected and glorified bodies, will receive their reward and dwell forever with the Lord (Phil. 3:20-21; II Cor. 5:10; I Thess. 4:13-18).

Death & The Eternal State

We believe that when a person dies physically, there is no loss of their immaterial consciousness (Rev. 6:9-11), and that their soul/spirit indeed *survives* the death of the body (Luke 23:43; II Cor. 5:6-8; Phil. 1:23, etc); that the soul of the believer passes *immediately* into the presence of Christ (Luke 23:43; II Cor. 5:6-8; Phil. 1:23), and that, for the believer, such separation (from their earthly body) will continue until the Rapture (II Thess. 4:13-18), which initiates the first resurrection (Rev. 20:4-6), when the soul and body will be reunited to be glorified forever with our Lord (I Cor. 15:35-44, 50-54; Phil. 3:21). Until that time, the souls of the redeemed in Christ remain in joyful fellowship with our Lord Jesus Christ (II Cor. 5:8; Phil. 1:23).

We believe that the souls of the unsaved at death are bound in a place of torment called *hades*, until the second resurrection (Luke 16:19-26; Rev. 20:11-15), when the soul and the resurrection body will be reunited (John 5:28-29). They shall then appear at the Great White Throne Judgment and shall be cast into the lake of fire, which is the *second death* (Matt. 25:41-46; Rev. 20:11-15), cut off from the life of God forever (Dan. 12:2; Matt. 25:41-46; II Thess. 1:7-9).

Therefore, we believe in the bodily resurrection of all men, the saved to eternal life (John 6:39; Rom. 8:10-11, 19-23; II Cor. 4:14), and the unsaved to judgment and everlasting punishment (Dan. 12:2; John 5:29; Rev. 20:11-15).

We believe that God, after the first heaven and first earth have “passed away” (Matt. 24:35; I John 2:17; II Pet. 3:7, 10; Rev. 21:1), will establish a “new heaven and a new earth” where the holy city, “New Jerusalem”, will be, having come “down out of heaven from God”, and that from then throughout eternity the dwelling of God will be with His redeemed in that new heaven and new earth, the Paradise of God (Rev. 21:1-6, 9-22:5).

ARTICLE III DOCTRINE AND CHURCH COVENANT

This church receives the Bible as the only all-sufficient basis of doctrine and practice. As a summary of principles for Christian conduct among its members it adopts the following Church Covenant commonly accepted by Baptist Churches:

We, as members of the First Baptist Church of Colfax, having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Savior; and on the profession of our faith, having been baptized into the Name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, angels and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

Church leaders – including pastors, officers or anyone from our fellowship who teaches others – will not propagate practices/doctrines that are at variance with our Church Constitution and Statement of Faith. No government, whether Federal, State, District or Municipal, will determine the doctrine, practices and function of the First Baptist Church of Colfax, Washington or its pastors and officers (Acts 5:28-29). However, if we determine that the Bible, our Church Constitution and/or Statement of Faith are not compromised, it is our God-given duty to “be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God” (Rom. 13:1. See also Titus 3:1; I Pet. 2:13-14).

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

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world, to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to remember that our bodies are the temple of the Holy Spirit and to abstain from those habits that enslave the body and mind and to be zealous in our efforts to advance the Kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember 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 Savior, to secure it without delay.

And we moreover engage that when we move from this place, we will as soon as possible, unite with some other church, where we can carry out the spirit of the covenant and the principles of God’s Word.

“The God of Peace that brought again from the dead our Lord Jesus, that great shepherd of the sheep, through the blood of the everlasting covenant, make you perfect in every good work to do His will, working in you that which is well pleasing in His sight, through Jesus Christ to whom be glory for ever and ever, Amen.” (Hebrews 13:20-21)

ARTICLE IV POLICY

The government of the church is vested in the body of believers of whom it is composed. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist Churches. This Church is

affiliated with the American Baptist Churches, U.S.A. and the North American Baptist Conference, Inc. This Church is not affiliated with the National Council of Churches or the World Council of Churches and is so designated in the American Baptist Directory.

BY-LAWS

NUMBER I MEMBERSHIP

I-Section 1 Acceptance into Membership:

Any person may become a member of this Church upon the recommendation of the Deacon Board (in every instance) and by vote of the Church:

- a . Upon confession of faith in Jesus Christ as Savior and upon Baptism by immersion.
- b . By letter from some other Church of like faith, similar doctrine and practices.
- c . By restoration of his/her membership that was lost for any reason. Such restoration may be accomplished upon recommendation of the Deacons and vote of the church.

I - Section 2 Classification of Membership:

- a . An active member is one who regularly attends services and or supports the church.
- b . An inactive member is one who does not attend services or support the church.
- c . The Deacon Board shall determine membership classification.

I - Section 3 Termination of Membership:

Membership shall be subject to the principles of the First Baptist Church of Colfax as follows:

- a . Any regular member in good standing who desires a letter of separation and recommendation to any other Baptist Church is entitled to receive it. The pastor or designee shall make a recommendation. A member who moves to another community where there is a Baptist Church should ask for transfer of membership. The letter of separation and recommendation will be sent directly to that church. Where there is no Baptist Church and he/she desires to join another Protestant Church, a certificate of Christian Standing may be requested.
- b . Members, who no longer attends or communicates with the church for a period of two years, shall be subject to removal from membership. Representatives designated by the Deacon Board shall communicate with that member to determine the member's desires to be retained as an active member, or placed in inactive status, or removed from the rolls. This information shall be forwarded to the Deacon Board and upon their action, shall be relayed to that person.
- c . If any member of this church joins another church, his/her membership with this church shall be withdrawn.
- d . Members, upon leaving the community shall, without delay, furnish the pastor their new post office address. Upon receiving this information, the pastor shall immediately advise the former member of the name and address of the nearest Baptist Church of like faith or order and advise the pastor of that church of the name and address of said member.

- e . If a member request that his/her membership with this church cease, the Deacon Board may, after patiently and kindly seeking to secure said member's continuance in the fellowship, grant the request.
- f . Should a member become offensive to the church and to its good name by immoral or unchristian conduct, or by persistent breach of the Church Constitution, the church may terminate that person's membership. However, this may be done only after the Deacon Board holds a hearing with that member; and, after faithful efforts have been made to bring the member to repentance and restoration.

I - Section 4 Special Meetings

Special meetings may be called when necessary by the Senior Pastor, the Moderator, the Church Executive Board, the Deacon Board, or by 7% of the membership.

NUMBER II OFFICERS

II - Section 1 Elected Officers of the Church

- a . In addition to the Pastors, the elected officers of this church shall be members of the First Baptist Church of Colfax and include:
 - Moderator
 - Deacons (7)
 - Trustees (7)
 - Finance Board (4)
 - Christian Education Board (5)
- b . The Church Moderator shall act as Chairperson of the Church Executive Board and will preside over all Church Congregational Meetings. The Moderator shall provide liaison between the Pastor and the Congregation in all matters pertaining to the operation of the Church.
- c . The Pastors and Moderator shall be "Ex Officio" members of all boards and committees, except for the Church Executive Board, on which they are voting members. "Ex Officio" in this case refers to an advisor and consultant, but not as a voting member of the boards or committees.
- d . It is recommended that elected individuals hold only one elected position at a time unless the Church Executive Board grants a variance.

II - Section 2 Selected Positions for Committees

- a . Other necessary church positions that must be appointed include:
 - (The number of positions is indicated in parenthesis.)
 - Youth Activities Committee (4+)
 - Church School Committee (3+)
 - Deaconesses (7+)
 - Floral Committee (4+)
 - Historian (1+)

Hospitality Committee (4+)
Missions Committee (4+)
Music Committee (2+)
Nominations / Scholarship Committee (4)
Ushers (12)

- b. These positions may be made up of volunteers and some elected officers. These members may hold a position for two consecutive terms of three years each, and should sit out at least one year before reappointment. These shall be on a rotating basis so there shall always be carry over by the members.
- c. Regarding committee appointments, the names of volunteer candidates will be assembled by the members of each committee and forwarded to the Church Executive Board for appointment at its first meeting of the year, or at any regular meeting during the year when needed.

NUMBER III **METHOD OF VOTING**

III - Section 1 **Process of Election:**

- a. The nominations of candidates will be formulated by a Nominations Committee (see Number V Sec. 7)
- b. Officers shall be elected in November and take office on the first day of the following January. The election shall be decided by an affirmative vote of at least a majority of those members present at the meeting plus absentee ballots received by the time specified in III – Section 2c.
- c. Newly elected officers, boards and committees shall begin their terms on January 1st. They shall meet with outgoing and other officers at least one time to transfer information on unfinished business.

III - Section 2 **Voter Eligibility and Balloting:**

- a. All active members, of at least 18 years of age and who are in good standing, are qualified to vote and hold office.
- b. Any qualified member may request an absentee ballot up to 3 weeks prior to the announced election. This process is meant to accommodate shut-ins and others who are unable to attend or will be away on the date of election.
- c. Absentee ballots will be made available to the membership from the Church Office, as determined by the Executive Board, along with instructions for properly completing and returning the ballot. Each completed absentee ballot shall be placed in a plain envelope with the word “BALLOT” clearly printed on the outside of the sealed envelope. This envelope shall be placed in another envelope, which will contain the signature and address of the member casting the ballot clearly written on the outside. The church office will accept absentee ballots by mail or hand delivery.

- d. The Church Secretary, for the record, shall file a list of members casting ballots in this fashion. The Secretary shall separate ballot envelopes from the signature envelopes after determining the eligibility of voters, and pass the ballot envelopes on to the Nominations Committee Chair for the official count. Results will be provided to the Church Moderator prior to the actual election. To insure inclusion in the election, all absentee ballots must be received in the church office by 10:00 a.m. on the last weekday prior to the election.

III - Section 3 Notice of Election:

Notice of election shall be given on two successive Sundays with written notice of election enclosing a list of the nominees to be mailed to every member family before the election.

III - Section 4 Annual Meeting Quorum:

- a. A quorum at the annual meeting shall consist of 15% of the active members of the Church. A two-thirds majority vote of those present shall constitute a passing vote at all other church meetings.
- b. The Church Executive Board will appoint a Church Clerk to take minutes for all congregational meetings, and minutes of the Church Executive Board meetings

III – Section 5 Rules of Order

In each instance not covered by the Constitution, Roberts Rules of Order shall be used in conducting any regular or special meetings of the Church, and all boards and committees.

III - Section 6 Term of Office / Organization of Boards:

- a. The Moderator and members of the Christian Education Board, Deacon Board, Finance Board, and Trustee Board shall be elected for terms of three (3) years on a rotating schedule.
- b. All elected officers can succeed themselves only once on the same board, and after an interruption of at least one-year, they may be eligible for election to the same board again.
- c. If at any time it becomes necessary to establish a new Deacon Board or Trustee Board, the members shall be elected as follows:
 - Positions 1 and 2 - Two shall be elected for one year.
 - Positions 3 and 4 - Two shall be elected for two years.
 - Positions 5, 6, and 7 - Three shall be elected for three years.
- d. If at any time it becomes necessary to establish a new Finance Board the members shall be elected as follows:
 - Position 1 - One shall be elected for one year.
 - Position 2 - One shall be elected for two years.
 - Positions 3 and 4 - Two shall be elected for three years.

- e . Christian Education Board:
 - Position 1 – One shall be elected for one year
 - Position 2 – One shall be elected for two years
 - Position 3 – One shall be elected for three years

- f . In case of a vacancy in any office, the unexpired term shall be filled by appointment by the Church Executive Board until the next congregational meeting at which time a successor will be elected for the balance of the unexpired term. At the termination of the unexpired term, it shall be determined whether the successor will qualify for election by the following procedure: From the time of the successors' appointment it shall be considered a full term if he or she served one day over half of the total number of days of the original term.

- g . All Boards shall be organized promptly following the Annual Meeting by selecting a Chairperson and Record Keeper/s. They will meet monthly at regularly scheduled times, and are empowered to administer programs in their specific area or areas of service. The Chairperson or the Pastor at anytime may call special meetings. A quorum shall consist of a majority of the Board. Minutes are to be kept for all meetings and filed in the Church Office and kept for a period of three years or for a period determined by the Executive Board.

III – Section 7 Removal of Elected or Selected Individuals

- a . Any individual who has been working for the church in an elected or appointed position, and has had a serious judgement made against him/her by others, shall be given the fullest consideration through an evaluation by the Executive Board. This may include interviews, testimonies and fact gathering in order to make a reasonable determination. The person should be interviewed as part of the investigation.

- b . If a decision is made by the Executive Board of the church that the individual in question has done something that is serious or doctrinally wrong and reflects badly towards the church, there may be a ruling that this person should be asked to resign from the office or position held in the church

- c . If said person does not resign as requested, the Executive Board may act in favor of removing the person from office, appointed position, or membership.
 - A serious judgement against someone is more than just one complaint against a church officer or appointee's lifestyle that violates Christ's teachings or doctrine of the church. This would have to be something serious enough to cause disruption in the functions of the church because of the position held by that person in the church.

NUMBER IV **BOARDS**

All boards shall select from within their groups a Chair and Record Keeper/s, to take care of financial records and minutes of meetings. They shall submit to the Church Executive Board an annual budget request and annual report prior to the Church Annual Meeting. All boards of the church are empowered to administer programs in their specific areas of service.

The Financial Record Keeper of the Boards shall work with the Finance Board by passing on all income, and requesting all payments via a "Payment Request Form" that will have two signatures on it - that of the Requester and of the Chair of the Board. Routine payments need only be requested once unless the amount or purpose changes. When the payment is made, the Church Treasurer will also sign it and file it for future reference. The budget will later be filed with the Finance Board for reference throughout the year. Each board shall have complete autonomy to manage its own budget, unless there is an overrun.

IV - Section 1 Church Executive Board (Memorials):

- a . The Church Executive Board shall consist of the Pastors, Moderator, and the Chairs or Representative from the Christian Education Board, Deacon Board, Finance Board, Deaconess Board and the Trustee Board. The Moderator will serve as Chairperson. The Moderator shall be responsible to keep all lines of communication open within the church and provide information of church and group business to the congregation, except for that which is confidential.
- b . The Church Executive Board shall determine what reports and other information is needed to conduct their business. This board is responsible to approve bills and expenditures that are outside their approved budget for the year.
- c . All questions, problems, or issues that cannot be resolved by other boards and committees shall be brought before the Church Executive Board for resolution.
- d . The Senior Pastor or the Moderator, as necessary, may call special meetings of this Board.
- e . This board will be the recipient of all memorial gifts and direct them to the appropriate areas, including capital improvements, church ministries, and missions.
- f . This board shall accept the recommendations of the Finance Board in times of limited income to the church, and encourage all groups to cut back on expenses. This board shall also be responsible for an annual audit of all church finances.
- g . Pastors will have no voting privilege on pastor's compensation or non-confidence matters.

IV - Section 2 Deacon Board:

- a . The Deacon Board shall consist of 7 members.
- b . The Deacon Board shall be concerned for the spiritual welfare of the general church membership as well as for individual members. Changes in any portion of the church religious direction or program shall be given full consideration by this board, and the Deacon Board shall have full authority to allow or disallow such changes.

- c. The Deacon Board shall assist the Pastor(s) in their work in every way. The Board shall, along with the Pastor(s), consider all applicants for church membership and all requests for letters of separation. Additionally, the board shall cooperate with and assist the Senior Pastor to fill the pulpit, serve as leaders of prayer meetings in his absence, visit the members, and comfort the sick, needy and distressed members of the church. The Deacon Board shall also routinely pass on appropriate information to the Deaconesses.
- d. The Board shall promote Christian instruction and ministry to the Church membership, carry the responsibility of Children's' Church and its programs, provide for the Lord's Supper and aid in its administration; make a written report at each annual meeting of the church on the matters in its charge. The Deacon Board shall forward requests for extra funding of special needs to the Finance Board for payment or resolution, via the Financial Recorder of this Board.
- e. The Deacon Board shall be empowered by the Church to determine the classification of the members as defined in NUMBER I, Section 2. The Deacon Board shall meet at least one time each year to determine the Active and Inactive Membership Roll. The roll as determined by the Deacon Board, shall not be distributed, but shall be on file and accessible for information as determined under a policy set by the Deacon Board. The active Membership shall be the figure used for votes at all church business meetings, and in Denominational Reports when requested by the American Baptist Churches, U.S.A., and the North American Baptist Conference, Inc. for statistical purposes.
- f. This Board is responsible for the establishment of job descriptions for the Pastors, and the creation of guidelines that shall give the Pastors an indication of what is expected of them on the job. The Board shall also expect the Pastors to set goals for the church and their jobs. Both Pastors are responsible to this Board, however the Senior Pastor is to be the Mentor or Consultant to the Youth Pastor through guidance and dialog.
- g. The Deacon Board shall annually review the activities of the Church and the performance of the Pastor(s). This board shall make recommendations for pastoral pay increases and benefits to the Finance Board. This Board may, upon a majority vote, call for a vote of confidence for a Pastor, first for approval by the Church Executive Board, then at any congregational meeting.
- h. The Deacon Board shall be responsible for programs of evangelism; home church, community relations and activities carried out in cooperation with other churches.
- i. The Board Financial Record Keeper shall oversee the Benevolence Fund. The Benevolence Fund is money contributed specifically for assistance to individuals in verifiable and legitimate need and shall be handled in strict confidence as determined by this board. All monies shall be placed in the watchful care of the Finance Board. All receipts and disbursements are to be recorded and reported in the Annual Report, but the Benevolence Fund shall not make available names of who contribute and those who receive disbursements.
- j. Deacons shall be responsible for the hiring and evaluating of the Church Secretary. Benefits shall be recommended by this Board to the Finance Board.

IV - Section 3 Trustee Board:

- a . The Trustee Board is made up of seven (7) members.
- b . The Trustee Board shall hold in trust all property belonging to the Church and shall take all necessary measures for its protection, management and upkeep.
- c . This board oversees and authorizes the use of church vehicles, and holds the responsibility for the appropriate insurance and safety devises for all vehicles, and checks the necessary certification of those chosen to drive them. It shall also determine the use of the church buildings for extra or secular purposes, but it shall have no power to buy, mortgage, lease or transfer any property without specific vote of the congregation authorizing such activity.
- d . This board shall attend to providing appropriate heating, lighting, water, janitorial service, and to the care and preservation of the church properties. It shall have the authority to make emergency repairs when needed and provide other duties as are imposed upon it by the congregation, the Church, and by the state.
- e . Funding for emergency care of the properties and for changes that may be beyond the approved limits of the budgets must be cooperatively approached with the Finance Board for some plan of resolution.
- f . Trustee Board shall be responsible for the hiring and evaluating of the Building Maintenance people. Benefits shall be recommended by this Board to the Finance Board.

IV - Section 4

Finance Board:

- a . The Finance Board shall consist of four (4) elected board members. It shall be the duty of this Board to devise and put into operation ways and means for raising funds. It shall oversee the disbursement of funds, and shall make reports at the regular business meetings of the Church. This board shall prepare the Annual Church Budget and present it to the Executive Board for approval prior to presentation at the Annual Meeting. The Annual Budget shall receive final approval by a vote of the church during the Annual Meeting.
- b . This board shall handle all receipts and disbursements of funds from all groups that are part of the church and shall make reports when called on by the Church Executive Board, and to the congregation at all regular business meetings.
- c . The Finance Board shall submit final recommendations to the Church Executive Board regarding employee salaries, insurance, vacations, and workers compensation.
- d . The Finance Board shall also oversee budgets from all groups of the church needing any monies for their operation. This board shall keep all groups informed of their status periodically and inform any group of potential overruns of its budget, to which the Finance Board will work cooperatively with that group to redirect their efforts into solvency.
- e . All payments required of church monies must be requested on a "PAYMENT REQUEST FORM" with the specific request clearly defined, plus signatures of the person requesting the payment and the Chair of the group requesting payment. The Church Treasurer shall also sign it verifying that the payment was made. This form shall be filed for future reference. All routine payments shall initially be made on a Payment Request Form at the beginning of the year, and shall continue without further forms unless there is to be a change.
- f . This board shall handle information in total confidence for any group requesting it, that is from whom monies or gifts are contributed, and to whom monies or gifts shall be passed. They may only provide confidential information to the group from which the gifts came or to the Church Executive Board to resolve certain questions.
- g . All funds received by the church shall be managed to the best advantage of the church, and invested or held in accounts that can benefit the church most prudently.

IV - Section 5

Christian Education Board:

- a . The Christian Education Board will consist of three (5) elected members. The membership might include an educator.
- b . The Christian Education Board shall be responsible for the organization and administration of the entire education program of the church. It shall be responsible for developing and interpreting to the constituency of the church the education objectives or goals.
- c . It shall be responsible for studying the educational needs of the church and for making decisions concerning (1) time schedules, (2) educational use of housing and equipment, and (3) the elimination or addition of classes or programs. It shall be responsible for coordinating and approving the outreach programs of the groups and organizations under its jurisdiction. It shall also be responsible for planning the Promotion Sunday, Christmas

program, Bus Ministry, Church Picnic, and Church Camps. It shall be responsible for proposing and administering the education budget of the Church School.

- d. This board shall be responsible for delegation of one or more people for the maintenance and operation of the library. The Librarian shall manage the Library and the check out of books for the membership. Acceptance of used or new books from church members or outsiders and the purchase of books for the Library may be authorized by the board.

IV - Section 6 Deaconess Board:

- a. The Deaconesses consist of seven (7) or more women church members, who are responsible to the Deacons. They help to provide for the spiritual and social needs of the church. They are commissioned to provide service to the membership as women have done in the Bible. One member shall be a liaison and meet with the Deacons.
- b. They provide for women's counseling, cooperate with the Deacons and Pastor in visitation, and in reaching out to all members facing extreme hardship and trauma including visiting the sick and distressed. They oversee Christian service, funeral dinners, wedding receptions, and 50th anniversary celebrations. They are responsible for the preparation of the communion elements, assist at baptisms, and oversee leadership for women's ministries.
- c. This committee should be in contact with all sections of the church to learn of individuals and families who are in social or physical difficulty. Beyond the other services of this committee, they also advise other committees and Boards, on request, of particular needs so that others may assist financially or in physical goods in a confidential manner.

NUMBER V COMMITTEES

V - Section 1 General Information

- a. In order for the church to function productively within the realm of God's domain, it is absolutely necessary to have committees to serve the church membership. In 1 Cor. 12:14-27, we are told of the significance of this, especially in verses 21, 22, & 26. Therefore all committees are commissioned to provide the necessary services that allow the church to function effectively.
- b. From time to time, these committees shall have changes of personnel; some nominated to boards, or drop out for personal or family needs, or some may become weary of the tasks of that committee. Then it is up to each committee to replace that person.
- c. Each year just prior to the annual meeting, every committee shall submit the names of their members to the Church Executive Board to help them to keep in touch with the church operations, and for Acceptance at the Annual Meeting. As openings occur during the year, names shall be submitted to the Church Executive Board at that time, so that the Executive Board knows that God's work will continue to run smoothly. Committees shall meet on a schedule determined by each group, but shall meet at least quarterly for planning and review and report to their respective Boards at least quarterly.
- d. These select members may hold their committee position for two (2) consecutive terms of three (3) years each then must be off for at least one year before they can be selected again for that same committee. This is to allow the committees to continue in a vibrant and

renewed manner. Their terms on the committee shall be staggered so that all business shall continue smoothly. Special arrangements may be requested from the Deacon Board for extended tenure for certain committees, i.e., Music Committee.

- e. Each committee shall select from within their group, a Chair plus Record Keeper/s that can keep the minutes of the group and other records as appropriate to that group, and to keep track of any/all finances, including income, fees, donations, etc., and disbursements such as expenses, gifts, upkeep, etc. An Annual Report shall be submitted to their respective Boards prior to the Annual Meeting.
- f. The Committee Finance Record Keeper shall work with the Finance Board by passing on all income, and requesting all payments via a "Payment Request Form" that will have two signatures on it - that of the Requester and of the Chair of the committee. Routine payments need only be requested once unless the purpose changes. When the first payment is made, a Finance Board member shall also sign it, file it for future reference, and submit a report to the Board to which the committee is responsible. The Committee Record Keeper shall also develop a budget for the group and it shall be submitted to the Board to which the committee is responsible to. This budget will later be filed with the Finance Board for reference throughout the year. Each committee shall have complete autonomy to manage their budget, unless there is an overrun.

V - Section 2 Youth Activities Committee

- a. The Youth Activities Committee shall uphold and direct all of the operations of their programs. There may be 3 members or as many as is needed, one of whom will be selected by the committee to become the Chair. This committee shall be responsible to the CE Board and report at least quarterly. A Commander/Director shall direct the operations of each program and see that the activities and lessons are appropriately planned and fulfilled.
- b. The committee shall also see that other leadership for each program is selected and trained if necessary. Facility requirements for the programs shall be provided to the Trustee Board, as well as use of church vehicles for youth activities. Any permanent physical change to any of the church property that may be needed for youth programs shall be proposed to the CE Board for their consideration and further development, with the Trustee Board.
- c. A Financial Record Keeper shall keep all records of activities of each youth program and will order all materials for activities, within their budget. Other members of this committee shall assist as needed and in particular, help to recruit workers for the club activities.
- d. This Committee shall also be responsible for recruiting helpers to ensure that the Nursery is appropriately staffed, and provide all necessary supplies for the nursery.
- e. The committee shall also be responsible for establishing procedures for assuring that children in the care of the nursery are returned to the specified adult/s. This committee should also ensure all safety measures are established in case of injury or sickness of a child.

V – Section 3 Junior High, Senior High and College Committee

- a. The Committee for Junior High, High School and College age programs shall be made up of 3 members or more, as needed, and shall be directed by the Youth Pastor. The same requirements for facility use, vehicle use and financial procedures that are mentioned above for other youth programs.

V. - Section 4 Church School Committee

- a. There shall be three (3) or more church members on the Church School Committee. The Superintendent (Committee Chair), Asst. Superintendent and Record Keeper/s shall be selected from within the group. They shall be responsible to the CE Board.
- b. The Church School Committee is commissioned to uphold all departments of the Church School. All age groups of the church shall be directed by this committee, including the Seniors (55 and older), and pre-school and all in between. The committee will offer prayer support regularly for the good of the church school and its teachers and students. They shall recommend all classes and texts or manuals for the church school to the CE Board for approval. They shall periodically review the content of the classes.
- c. Occasional meetings of all church school personnel shall be this committee's responsibility. Special groups, i.e., handicapped or others shall also be the responsibility of this committee, as they become appropriate. This committee will also have the responsibility of requesting scheduling for general programs and special activities, i.e., Christmas programs, graduations, picnics, etc., through the CE Board.
- d. The committee is responsible for the recruitment of all teachers and substitute teachers for the different age groups, and ascertaining their qualifications to perform such tasks. When it is necessary, this committee shall plan training workshops for the teachers. They shall consider the replacement of vacated teacher positions when they occur.
- e. Church school use of facilities, vehicle needs and driver authorization shall be requested from the Trustee Board. This committee, through the Christian Education Board, shall propose permanent physical changes to the classrooms, to meet needs of the church school.

V - Section 6 Church History Committee

- a. The Church History Committee, made up of one or more members, shall keep the historical records of the church current. This committee is responsible to the Christian Education Board and shall report to them at least annually. They shall prepare a Report for the Annual Meeting. Histories shall be made available as requested. One member of the committee shall be the Record Keeper.

V - Section 7 Missions Committee

- a. The Missions Committee shall consist of three or more church members.
- b. The committee shall keep current with all mission accounts, whether persons or projects. They shall manage and record all mission income and disbursements and work within their budgeted mission accounts. All income shall be submitted to the Finance Board and disbursements made with a "Payment Request Form:" unless it is a standing and routine payment, which shall be requested only once a year.

- c. The committee shall keep the Finance Board informed of any changes in budgetary commitments. (The congregation will make decisions in the annual meeting, of the missions and missionaries that shall be accepted for budgeted listing.) All monies donated through church offerings and identified for approved specific recipients shall be honored and applied to their budgeted amounts.
- d. Should a specific need arise for an accepted mission/missionary, additional funding may be raised through specified donations that will not affect the budgeted amounts. This committee shall manage their income and disbursements in their own records and within their budgets, and pass on to the Finance Board to handle, requesting confidentiality as appropriate. The Finance Board will keep this committee informed of changes on a routine basis, although the committee shall keep current in their own records. Only this committee can determine where money goes within their program, in accordance with membership voted mandates. All monies donated through church offerings and identified for specific recipients, shall be honored and handled through regular payment requests.
- e. Special needs of other Missionaries can be funded through specified donations for that special need, and will not affect normal missionary budgets.
- f. This committee shall also include the activities of the Women's Missionary Fellowship and their budgetary needs in missionary work.

V - Section 8 Nominations and Scholarship Committee

The Church Executive Board shall appoint the Nominating Committee from the church membership. The Committee shall prepare, at least thirty days before the annual election; a list of those nominated to fill various offices. It shall interview each nominee proposed and shall ascertain his or her willingness to serve if elected. The committee shall nominate one or more persons for each office to be filled and report the names to the Church Executive Board, to be posted at least two weeks before the election is to be held, and attention called to the posting.

- a. Each year, there shall be nominations for Board memberships of the church. It is the responsibility of the Nominating and Scholarship Committee to recruit from the church membership, willing people to take responsibility of an office of the First Baptist Church of Colfax.
- b. These candidates for elected positions of boards must be determined at least three weeks prior to the November election. This committee also keeps record of all existing Board members and their allotted terms in office, keeping current so that none is in office for more than their designated tenure and also of those members that must sit out a year from a previous board. They shall also be kept informed by the Deacon Board of all names of the active membership in good standing.
- c. Scholarship nominations occur in the spring of the year every year. Advertising of scholarship availability and the need for support must be made to all church members prior to the time grants are issued at the schools. All high school graduation candidates, who apply for assistance from the church for college, shall be considered.
- d. Monies made available through designated gifts and the interest earned from the Scholarship Account will be divided up equally amongst those candidates who will be going to a Christian College or University. It is the responsibility of this committee to

keep current on those colleges and universities that are considered to be “Christian” schools.

- e . It is important that this committee is kept informed of all students who have been active in church programs - who have assisted through teaching in the church school, assisted with the AWANA club, provided music for church services, or worked in some way for the good of the church. These student candidates shall be given higher consideration for a scholarship, if too many people apply and the monies are limited. It is therefore important that this committee is in touch with the CE Board, The Deacons, the Pastors, as well as the AWANA and Church School Committees to help determine what students have been active in the church. Also, students coming from homes that have little means for sending their graduating teen to college shall be given second priority in the selection process. Therefore, it is important that this committee also be in touch with the Christian Service arm of the Deaconesses Committee and the Pastors for assistance in these selections. All students should be researched.
- f . Students wishing for financial support can apply to the Nominations and Scholarship Committee requesting financial support from the church to go to a Christian school. They shall write a letter of their needs and the program they plan to take. They should also tell of their actives in the church. Any extenuating circumstances for their worthiness or lack of finances might be useful. Fairness in the awards is a necessity. All awards shall be published in the church and follow-up provided to all candidates applying for assistance.

V - Section 9 Worship Committee

The Worship Committee is the “pilot house” of the church services. It is made up of the Chair of each of the four committees – Floral Committee, Hostesses, Music Committee, and Ushers, in a combined group to assist the Pastor in developing a theme for his sermons. This group shall meet to coordinate plans when the Pastor is able to determine themes. The Pastor will serve as the chair or coordinator of this committee.

V - Section 10 Floral Committee

- a . The Floral Committee of four or more people shall keep the sanctuary of the church decorated in a pleasing appearance according to the season, or the theme laid out by the Pastor, or for special services, i.e., a Missionary visit. Floral arrangements are to be stored for extended use, watered and cared for as necessary. Arrangements gifted to the church following weddings or funerals are also in the care of this group.
- b . They also have a budget for decorations and special seasons such as at Christmas time. They can recruit assistance from the general membership for those special times. Any expenses, over and above that which is gifted and budgeted, shall be resolved through the cooperative work between this committee and the Deacon Board and the Finance Board.

V - Section 11 Hospitality Committee

- a . The Hospitality Committee of four or more people shall take turns at the main door of the church to greet everyone as they enter. They should encourage newcomers to sign the Guest Book and welcome those that are returning after some absence. They also shall be aware of the programs being offered in the Church School and in the Nursery and Children's' Church program to aid newcomers in finding their way around. This might be the first, and possibly the best outreach the church has in encouraging new people to come again.
- b . The Hospitality Committee shall also be responsible for recruiting helpers to ensure that the Nursery is appropriately staffed, and provide all necessary supplies for the nursery.
- c . The committee shall also be responsible for establishing procedures for assuring that children in the care of the nursery are returned to the specified adult/s. This committee should also ensure all safety measures are established in case of injury or sickness of a child.

V - Section 12 Music Committee

The Music Committee is made up of at least two or more members. It would be best to have individuals educated in some music area to serve on this committee. This Committee works to provide music for the services. This includes the organ and piano and use of the public address system. Musicians should be scheduled for all services and any time music is requested, such as for evening meetings. Special numbers are also to be scheduled and approved by the Senior Pastor. This committee shall also be available to provide information about potential musicians and soloists that might be willing to assist at funerals and other special occasions. It may be necessary to extend the term limits for certain members of this committee, if it is difficult to find new members. This committee shall also be responsible for the PA system and recorders, and shall assign their operation to specified individuals.

V - Section 13 Ushers Committee

- a . Twelve Ushers are selected so that they may rotate routinely and fill vacationing members assignments. They shall escort people to a seat and assist those with handicap. They may be asked to move chairs for extra seating on occasion when large attendance is expected. They provide the church Bulletins and answer any questions asked about church programs. They therefore shall be aware of various facets of the church so they can be an encouragement to newcomers and visitors. They may be asked to assist with thematic events if the Pastor requests it.
- b . The ushers shall also take up the Offering when it is fitting for a service. Those monies shall be turned over to a designated member of the Finance Board immediately following the collection. Ushers need not count the monies, nor look through any checks, except to pull out any notes directed to persons or non-monetary information, e.g. guest cards. These shall be appropriately distributed as soon as possible.
- c . Ushers shall also establish and practice procedures to handle emergencies in the sanctuary, such as fire and medical. They shall always be aware of unusual circumstances in the entry of the church.

V - Section 14 Pulpit Committee

The Pulpit Committee shall be selected by the Deacon Board to work on the screening, evaluation, and recommendation of candidates for the Pastorate or Youth Pastor. When the Deacon Board announces a pending vacancy in either post, this group shall begin meeting on a regular basis to plan their advertising and send out search announcements. When an acceptable number of candidates have applied, this committee shall begin their background searches and checking of credentials and request recommendations from those who know of the candidates. They shall work closely with the Deacon Board and the Area Pastor to complete their task in effective manner, ultimately presenting the candidates to the congregation. This committee shall also count all votes including absentee ballots. They also act as hosts to the candidates and assist with plans for relocation upon hiring.

NUMBER VI AMENDMENTS

- a . The Church may at any regular or specially called meeting submit a desired change in the Constitution, Articles I or IV. A written notice of such proposed change shall be mailed to each qualified member. One year from the date of this notification, a vote shall be taken of the members on the proposed change. A ballot shall be mailed to each member. A two-thirds majority vote of the ballots cast shall be required to amend these two articles.
- b . The by-laws, except for Number VI - Amendments, may be amended at any regular business meeting of the church by a two-thirds (2/3) majority vote of qualified voters present, provided that notice of such amendment, stating the proposed change, shall have been given from the pulpit on two (2) successive Sundays, and such notice mailed to each member. Bylaw Number VI may be changed as provided for in VI-a above.

NUMBER VII FISCAL YEAR

The fiscal year of the First Baptist Church of Colfax shall be January 1st to December 31st, with the Annual Meeting to be held as early in January each year, as practical.

NUMBER VIII GLOSSARY

Church Treasurer – The person selected from within the Finance Board to be responsible for the accounting of all of the church income and expenses.

Committee or Board Record Keeper – The financial record keeper is responsible for the accounting of the approved budget and money managed by the board or committee. The minutes record keeper is responsible for all other records of committee and board actions.

Qualified Member - All active members, of at least 18 years of age and who are in good standing, are qualified to vote and hold office.

Ministries – Programs of the Church such as camps, Awana, and etc.

