

**CONSTITUTION
AND
BY-LAWS
OF THE
FRIENDSHIP
BAPTIST CHURCH**

5301 NEBRASKA AVENUE TOLEDO, OHIO 43615

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ADOPTED FEBRUARY 4, 2009

BYLAWS
of
Friendship Baptist Church

Preamble to the Bylaws

Friendship Baptist Church endeavors to be a Church of the Lord Jesus Christ as described, established, and mandated by the New Testament. The purpose of these Bylaws is to help us accomplish the task of this Church in a "decent and orderly" manner, through the use of effective and efficient means of good stewardship of the body's time, gifts and resources. Our ultimate desire is to bring glory to God through the Church.

These Bylaws are to provide general guidance on organization, governance and operation, based upon biblical principles and practices. However, the ultimate authority for Friendship Baptist Church's organization, governance and operation is the Bible. When a conflict or ambiguity exists with regard to these Bylaws, deference is to be given to the biblical reference to resolve the conflict or ambiguity.

Article I
Name and Principal Office

The name of the Corporation is Friendship Baptist Church. This Corporation will be further referred to in the Bylaws as the "Church". The Church maintains its principal office at 5301 Nebraska Ave., Toledo, Ohio 43635.

Article II **Doctrine**

The doctrinal platform of this Church shall be The Holy Bible, as it is the inerrant, infallible Word of God.

Section I: Church Covenant

The following is the Membership Covenant which generally outlines the responsibilities of membership at Friendship Baptist Church.

“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 in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one Body in Christ:

TO commit ourselves as members to honor, esteem, and love our staff and one another;

TO pray for each other constantly and to manifest tender regard for our reputation;

TO walk together in Christian love by the aid of the Holy Spirit; to strive for the advancement of this Church and its ministries; 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 those in need, and the spread of the gospel throughout all nations; and to manage all the resources God has entrusted to us in such a way that He is glorified;

TO encourage family and private devotions; to educate our children religiously; to seek the salvation of our relatives, friends, neighbors and associates;

TO walk worthy of our calling in the world; to be just in our dealings, faithful to engagements and exemplary in our deportment; to avoid malicious use of the tongue; to keep our testimonies above reproach; and to be zealous in our efforts to advance the kingdom of our Savior;

TO seek to identify, develop and utilize my spiritual gift(s) and abilities; and to seek a place of service within the body, with the support and affirmation of the body;

TO watch over one another in brotherly love; to aid each other in sickness and distress; to cultivate Christian sympathy in feelings and Christian courtesy in speech; to be slow to take offense but always ready for reconciliation and, mindful of scriptural guidelines, to secure it without delay;

and

TO pledge that when we move from this place, we will unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.”

Basis of Covenant:

John 1:11-12; Matthew 28:19-20; John 13:34-35; Philippians 1:27; II Timothy 2:15; II Corinthians 7:1; II Peter 3:11; Hebrews 10:25; - Matthew 28:19; I Corinthians 11:23—26; Jude 3; Matthew 6:33; I 'Corinthians 16:2; II Corinthians 8:6-7; Acts 11:19-21, 18:24-28; I Thessalonians 5:17—18; Acts 17:11; II Timothy 3:15; Deuteronomy 6:4—7; Acts 1:8; Matthew 4:19; Psalms 126:5—6; Proverbs 11:30; Ephesians 5:15; Philippians 2:14—15; I Peter 2:11—12; Ephesians 4:31; I Peter 2:21; Colossians 3:8; James 3:1—2; Ephesians 5:18; Habakkuk 2:15; Titus 2:14; I Peter 1:22; James 5:16; Galatians 6:2; James 2:14—17; I Peter 3:8; Ephesians 4:30—32; Hebrews 10:23-25.

Section II: Articles Of Faith

1. Of The Scriptures

We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth without any mixture of error, for its matter; that it reveals the principles by which God will judge us; and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions should be tried.

*II Timothy 3:15-17; Proverbs 30:5-6; Romans 2:12; Philippians 3:16;
I John 4:1.*

2. Of The True God

We believe that there is one and only one living and true God, an intelligent, spiritual and personal Being, the Creator, Preserver and Ruler of the universe, infinite in holiness and all other perfections to whom we owe the highest love, reverence and obedience. He is revealed to us as Father, Son, and Holy Ghost, each with distinct personal attributes, but without division of nature, essence or being.

John 4:24; Psalms 147:5; Exodus 15:11; Mark 12:30; Matthew 28:19; John 10:30; Ephesians 2:18.

3. Of The Fall Of Man

We believe that man was created by the special act of God, as recorded in Genesis. "So God created man in his own image, in the image of God created he him; male and female created He them" (Gen. 1:27). "And the Lord God formed man of the dust of the ground, and breathed into his nostrils the breath of life; and man became a living soul" (Gen. 2:7). He was created in a state of holiness under the law of his Maker, but through the temptation of Satan, he transgressed the command of God and fell from his original holiness and righteousness; whereby his posterity inherit a nature corrupt and in bondage to sin, are under condemnation, and as soon as they are capable of moral action, become actual transgressors.

Genesis 1:27; Genesis 3:6,24; Romans 5:19; Ephesians 2:1—3; Ezekiel 18:19-2

4. Of The Way Of Salvation

We believe that the salvation of sinners is wholly of grace, through the mediatorial office of the Son of God, who by the Holy Spirit was born to the Virgin Mary and took upon him our nature, yet without sin; honored the divine law by his personal obedience and made atonement for our sins by his death. Being risen from the dead, he is now enthroned in Heaven, and, uniting in his person the tenderest sympathies with divine perfections, he is in every way qualified to be a compassionate and all—sufficient Saviour.

Ephesians 2:8; John 3:16; Philippians 2:6-7; Isaiah 42:2

5. Of Justification

We believe that justification is God's gracious and full acquittal upon principles of righteousness of all sinners' who believe in Christ. This blessing is bestowed, not in consideration of any works of righteousness which we have done, but through the redemption that is in and through Jesus Christ. It brings us into a state of most blessed peace and favor with God, and secures every other needed blessing.

John 1:16; Acts 13:39; Romans 5:1-2

6. Of The Freeness Of Salvation

We believe that the blessings of salvation are made free to all by the gospel. It is the duty of all to accept them by penitent and obedient faith. Nothing prevents the salvation of the greatest sinner except his own voluntary refusal to accept Jesus Christ as Teacher, Saviour, and Lord.

Isaiah 55:1; Romans 16:25-26; John 5:40

7. Of Grace In Regeneration

We believe that regeneration or the new birth is a change of heart wrought by the Holy Spirit, whereby we become partakers of the divine nature and a holy disposition is given, leading to the

love and practice of righteousness. It is a work of God's free grace conditioned upon faith in Christ and made manifest by the fruit which we bring forth to the glory of God.

John 3:3; 2 Corinthians 5:17; John 3:8

8. Of Repentance And Faith

We believe that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby, being deeply convinced of our guilt, danger, and helplessness, and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our Prophet, Priest, and King, and relying on him alone as the only and all—sufficient Saviour.

Mark 1:15; John 16:8; Luke 18:13

9. Of God's Purpose Of Grace

We believe that election is the gracious purpose of God, according to which he regenerates, sanctifies and saves sinners. It is perfectly consistent with the free agency of man and in no way interferes with the salvation of any individual. it is *a* most glorious display of God's sovereign goodness, and is infinitely wise, holy and unchangeable. It excludes boasting and promotes humility. It encourages the use of means in the highest degree.

2 Timothy 1:8-9; 2 Thessalonians 2:13-14; Exodus 33:18-19

10. Of Sanctification

We believe that sanctification is the process by which, according to the will of God, we are made partakers of his holiness; that it is a progressive work.; that it is begun in regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means, especially the Word of God, self—examination, self-denial, watchfulness, and prayer.

1Thessalonians 4:3; Proverbs 4:18; 1John 2:29; Philippians 2:12-13

11. Of The Perseverance Of Saints

We believe that such only are real believers as endure unto the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special Providence watches over their welfare; and that they are kept by the power of God through faith unto salvation.

John 8:31; I John 2:19; Romans 8:28; Philippians 1:6

12. Of The Harmony Of The Law and The Gospel

We believe that the law of God is the eternal and unchangeable rule of his moral government; that it is holy, just, and good; and that the inability which the Scriptures ascribe to fallen men to fulfill Its precepts arise entirely from their love of sin; to deliver them from which, and to restore them through a Mediator to unfeigned obedience to the holy law, is one great end of the gospel, and of the means of grace connected with the establishment of the visible church.

Romans 3:31, 7:12, 8:7—8, 8:2—4

13. Of A Gospel Church

We believe that a visible church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ; governed by his laws; and exercising the gifts, rights, and privileges invested in them by his word; that its only Scripture officers are bishops, or pastors, and deacons, who's qualifications, claims, and duties are defined in the epistles 1 Timothy and Titus.

J Corinthians 1:1-13; Acts 2:41—42; I Corinthians 11:2; Matthew 28:20; Ephesians 4:7; Philippians 1:1; I Corinthians 12:1-11,28

14. Of Baptism And The Lord's Supper

We believe that Christian baptism is the immersion in water of believer, in the name of the Father, and the Son, and the Holy Ghost; to show forth, in a solemn and beautiful emblem, our faith in the

crucified, buried and risen Saviour with its effect in our death to sin and resurrection to a new life; that it is prerequisite to the privileges of a church relation; and to the Lord's Supper, in which the members of the church, by the sacred use of bread and wine are to commemorate together the dying love of Christ preceded always by solemn self-examination.

Acts 8:36—39; Matthew 28:19; Romans 6:4; Acts 2:41—42; Corinthians 11:26,28

15. Of The Christian Sabbath

We believe that the first day of the week is the Lord's Day, or Christian Sabbath; and is to be kept sacred to religious purposes by abstaining from all secular labor and sinful recreations; by the devout observance of all the means of grace, both private and public; and by preparation for that rest that remaineth for the people of God.

Acts 20:17; Exodus 20:8; Isaiah 58:13—14; Psalms 118:15; Hebrew 10:24; Matthew 12:1-12; Mark 2:27; John 20:19; I Corinthians 16:1-2

16. Of Civil Government

We believe that civil government is of divine appointment for the interest and good order of human society; and that magistrates to be prayed for, conscientiously honored, and obeyed; except only in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience, and the Prince of the kings of earth.

Romans 13:1-7; Matthew 22:21, 23:10; Acts 5:29

17. Of The Righteousness And The wicked

We believe that there is a radical and essential difference between the righteous and the wicked. Those only who are justified through the name of the Lord Jesus Christ and sanctified by the Holy Spirit are truly righteous in His sight. Those who continue in impenitence and unbelief are in His sight wicked and are under condemnation. This distinction between the righteous and the wicked holds in and after death, and will be made manifest at the judgment when final and everlasting awards are made to all men.

Malachi 3:18; Romans 1:17; I John 5:19; Proverbs 14:32

18. Of Christian Education

We believe that Christianity is the religion of enlightenment and intelligence. In Jesus Christ are hidden all the treasures of wisdom and knowledge. All sound learning is therefore a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. An adequate system of schools is necessary to a complete spiritual program for Christ's people. The cause of education in the Kingdom of Christ is coordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches.

Proverbs 10:14; John 8:32; II Timothy 2:15

19. Of Social Service

We believe that every Christian is under obligation to seek to make the will of Christ regnant in his own life and in human society; to oppose in the Spirit of Christ every form of greed, selfishness and vice; to provide for the orphaned, the aged, the helpless, and the sick; to seek to bring industry, government and society as a whole under the sway of the principles of righteousness, truth and brotherly love; to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and his truth. All means and methods used in social service for the amelioration of society and the establishment of righteousness among men must finally depend of the regeneration of the individual by the saving grace of God in Christ Jesus.

Matthew 25:35-36; Acts 11:29

20. Of Stewardship

We believe that God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. We have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in our possessions. We are therefore under obligation to serve Him with our time talents and material possessions; and should recognize

all these as entrusted to us to use for the glory of God and helping others. Christians should cheerfully, regularly, systematically, proportionately and liberally contribute of their means to advancing the Redeemer's cause on earth.

I Peter 4:10; I Corinthians 16:1—2; I Timothy 6:17—19; Malachi 3:8-10; Matthew 16:24; Luke 11:42

21. Of Evangelism And Missions

We believe that it is the duty of every Christian man and woman, and the duty of every church of Christ to seek to extend the gospel to the ends of the earth. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life. It is also expressly and repeatedly commanded in the teachings of Christ. It is the duty of every child of God to seek constantly to win the lost to Christ by personal effort and by all other methods sanctioned by the gospel of Christ.

Matthew 28:19—20; Mark 16:15; Acts 8:30-35; I Corinthians 3 9:19-27

22. Of The Resurrection

We believe that the Scriptures clearly teach that Jesus rose from the dead. His grave was emptied of its contents. He appeared to the disciples after his resurrection in many convincing manifestations. He now exists in his glorified body at God's right hand. There will be a resurrection of the righteous and the wicked. The bodies of the righteous will conform to the glorious spiritual body of Jesus.

Matthew 28:1-6

23. Of The Return Of The Lord

We believe that the New Testament teaches in many places the visible and personal return of Jesus to this earth. This same Jesus, who is taken up from you into heaven, shall so come in like manner as ye have seen him go into heaven. The time of his coming is not revealed. "Of that day and hour knoweth no man, no, not the angels of heaven, but of

all believers to live in readiness for his coming and by diligence in good works to make manifest to all men the reality and power of their hope in Christ. *Acts 1:11*

24. Of The World To Come

We believe that the end of the world is approaching; that at the last day Christ will descend from heaven, and raise the dead from the grave to final retribution; that a solemn separation will then take place; that the wicked will be adjudged to endless punishment, and the righteous to endless joy; and that this judgment will fix forever the final state of men in heaven or hell, on principles of righteousness.

I Peter 4:7; Acts 1:11, 24:15; Matthew 13:49f, 25:31-46 I Peter 4:10; I Corinthians 16:1—2; I Timothy 6:17—19; Malachi 3:8-10; Matthew 16:24; Luke 11:42

Section 3: FULL GOSPEL DISTINCTIVES

1. We believe the Full Gospel includes: (A) the proclamation of both the eternal power of Calvary and the potential power of Pentecost; (B) the baptizing Power of Jesus Christ for salvation because of Calvary, and (C) the filling/controlling power of the Holy Ghost for service and Holy victorious living because of Pentecost.

Ephesians 5:18, Acts 20:27

2. We believe in the perpetual and continuing ecclesiastical value of all spiritual gifts for the edification of the Body of Christ until the end of this Church Age, which will be consummated by the return of our Lord Jesus Christ.

Ephesians 4:11-13; I Corinthians 12-14; Romans 12

3. We believe in the Divine personhood of the Holy Spirit and His present-day ministry to believers, including the sovereign distribution of Spiritual Gifts which empowers believer for service in the Contemporary Church.

I Corinthians 12:7-11

4. We believe in Jesus Christ as the Sovereign Giver of Spiritual Gifts to the church. We further believe that Spiritual Gifts are given for the perfecting of the Saints, for the work of ministry, and for the edifying of the body of Christ and are given without regard to ethnicity, social class or gender.

Ephesians 4:7-12, Galatians 3:26-28

5. We believe in the full autonomy of the local church as an independent entity under the Lordship of Christ, through pastoral authority, with regard to: (A) government, polity, and operations (Titus 1:5; Acts 15:1-35), (B) discipline (I Corinthians 5:5, Matthew 18:15-17, 2 Thessalonians 3:6, 14-15), and (C) with the added value of the Episcopacy as a covering (Titus 1:5; Acts 15:1-35).

6. We believe in the value of biblical terminology for leadership in the contemporary church: Bishop, Overseer, Pastor, Elder, Minister and Deacon. We believe that all of these are designations for servant-leaders.

Jeremiah 3:15, Acts 20:28, II Corinthians 6:4, I Timothy 3:1-7

7. We believe in the formal and intentional praise and worship of Almighty God as a proper spirit-led, corporate acknowledgement and response to His person and work.

Psalms 46-50, John 4:23, 24

8. We believe in Jesus Christ as the Baptizer with the Holy Spirit, who brings men and women at salvation into relationship with Himself and His Body, the Church. We further believe that it is the baptism of the Holy Ghost that places one into the Body of Christ. All believers have been baptized by Christ with the Holy Ghost.

Matthew 3:11; John 1:33; I Corinthians 12:13

9. We believe in the indwelling of the Holy Ghost for all Believers and that the Holy Ghost verifies and validates the Believer as a part of the Body of Christ.

Romans 8:9

10. We believe the spirit-filled life as desirable, valuable and an issue of obedience for all believers who are commanded to be filled with the Holy Ghost. We acknowledge that within the Body of Christ, the term “filled with the Holy Ghost” is often used interchangeably with the term “baptism of the Holy Ghost”. When referring to the controlling presence and power of the Holy Ghost, as a result of the submissive will and desire of the Believer, we allow such alternation of terms. We believe it is the will and command of God that every believer be “filled,” “walk in,” be “led by,” and “live in” the power of the Holy Ghost.

Ephesians 5:18

11. We believe all believers are exhorted to be filled, walk in, be led by and live in the power of the Holy Ghost.

Ephesians 5:18, Galatians 5:16, 18, 25

12. We believe that it is God’s desire that all believers live under the “Divine Direction” of the Holy Ghost. We believe that the filling of the Holy Ghost is an ongoing ministry of the Spirit in the life of the Believer, that enables the Believer to live a life of power, victory, and glory to God

Acts 1:8, 2:4, 4:8, 4:31

Compendium on Distinctives VIII and X: We believe the baptism of the Holy Ghost and the filling of the Holy Ghost are distinct, separate, valid, and valuable ministries of the Holy Ghost which may occur simultaneously at salvation.

A. Being filled with the Holy Ghost may and should occur subsequent to salvation in obedience to biblical exhortation.

B. The baptism of the Holy Ghost occurs once and for all at salvation.

C) Being filled with the Holy Ghost should not only be a continuous reality, but an ongoing characteristic of the Believer's consecrated holiness

Matthew 3:11; John 1:33; 1 Corinthians 12:13; Ephesians 5:18

Article III **Membership**

Section 1: General

The New Testament presents a picture of definable groups of people who, once committed to the Lord, identified themselves with and committed themselves to a particular local body. (Rom. 16:1; 1 Cor. 1:2; 2 Cor. 8:1; Phil. 1:1; Acts 11:26)

In order to implement the principles of accountability and commitment to the local body of Christ, as defined in the New Testament and practiced in the early churches, Friendship Baptist Church recognizes the need for formal membership. Membership in this Church shall consist of all persons who have met the qualifications for membership and are listed on the membership role.

Initial ways to commence membership:

1. Candidate for Baptism: A candidate for baptism is a person believes on Christ for the first time. This person has never been immersed in the water and has never had membership with any church.
2. By Christian Experience: A believer of worthy character who has formerly been a member of a Baptist Church, who, with sufficient reason, cannot present a letter from that Church, but who is in accord with the view and principles of this Church, may be received in this fellowship upon a statement of Christian experience.
3. By Letter: When a believer leaves one membership and comes to another membership, upon expressing their desire to become a member, that believer may have or request a letter of recommendation from the church of their previous membership. The letter expresses their standing in Christ and their participation in the church's ministry.

4. By Restoration: A person, who has not maintained regular fellowship in this church, may be restored to full membership. Whoever willfully misses three consecutive communion services without a valid excuse may be restored to full membership.
5. Under Watch Care: Any Christian who is temporarily in Toledo, and who is a member in good standing of a Christian church in another community or nation, may be received into the membership of Friendship Baptist Church under watch care. Any person so received is entitled to all of the privileges and assumes the responsibilities of regular membership.

Section 2: Termination

Initial ways to terminate membership:

1. By Death: A believer's membership is terminated at the time of death.
2. By Letter: When a believer leaves one membership and comes to another membership, upon expressing their desire to become a member, that believer may have or request a letter of recommendation from the church of their previous membership. The letter expresses their standing in Christ and their participation in the church's ministry.
3. By Exclusion: Should any member become an offense to the Church and to its name by reason of immoral or unchristian conduct or by consistent breaches of "covenant vows", "and for any other reason upon good cause shown", the church may terminate the individual's membership, but only after due notice and after faithful efforts have been made to bring said member to repentance and atonement.

The Board of Deacons shall prepare, bi-annually in May of the odd numbered years, a list of those members who have for a period of one (1) year or more failed to participate in the service of worship and financial support of the Church without a valid excuse. After notice is first served upon the delinquent member, if the Deacons are notified that these persons cannot be reclaimed, the Deacons shall present to the Church that these delinquent members be suspended from membership. Upon such action being taken by the Church, said members shall thereby cease to be a member of this Church until restored to membership.

Article IV **Policy**

Section 1: Finance

God gives one plan of church finance in the Bible, which is Tithes and Offerings from his people. To tithe means that God's people are to bring a tenth of their gross income to the Lord and His work. Offerings are the amounts that are given above the tenth. This is the plan that God teaches all through His Word, and is the one scriptural plan of church finance, thus the one we do hereby adopt.

Genesis 14:20, 28:22; Numbers 18:21-28; Leviticus 27:30; II Chronicles 31:5—12; Malachi 3:8—10; Matthew 5:20, 23:23; Luke 11:42; I Corinthians 9:12,14, 16:2; Hebrews 7:8

Section 2: Religious Affiliations

The church, under the leadership of the Pastor, has the right to be affiliated with any conference/convention which adheres to rules and principles of The Friendship Baptist Church .

Section 3: Powers

1. This Church may hold real estate, and own property; may borrow money and issue bonds or other evidences of indebtedness; and may execute mortgages or deeds of trust upon its property for the acquisition or improvement of any real estate or other property which may be acquired or held by it for the purpose aforesaid.

2. The congregation shall have the supreme power and control and custody of all its real and personal property, temporalities, and revenues and the administration of its ecclesiastical affairs, in accordance with God's Word, subject to the provisions of the Articles of Incorporation and to the Constitution and By—Laws of the Church. The church may do any and all things consistent with section 1702.01 et seq. Ohio Revised code.

Article V **Pastor**

Section 1: Qualifications

The Pastor shall be a man or women of high Christian character called by God to preach the Gospel. The Pastor shall be ordained to the work of the ministry. The Pastor must have a minimum of high school equivalence. He/She must be in good physical health. He/She should be a Christian, courteous, considerate, gentle, generous, and kind to all. The Pastor must have the oversight and supervision of all the interests of the Church.

Section 2: Duties of the Pastor

The Pastor is the chief executive officer of the Church under Christ. He is the spiritual overseer of the membership. He /She shall lead the Church and preach the Gospel in accordance with the teachings of God's Word, the Holy Bible. The Pastor shall perform funerals, marriages, counsel to members with special needs, and visit the sick or appoint designates to help perform these tasks.

The Pastor is the executive official leader of all boards, auxiliaries, and committees of the Church, offering his support and guidance when needed. The Pastor may exercise the power of veto over any decision made by Church ministries. The exception is given only to a vote by the Church body.

In the event of a veto, the ministry involved may request a special meeting upon majority vote by that ministry. Request for that meeting should be submitted in writing to the Pastor and the Chairman of the Deacon Ministry. This meeting must then be called within a thirty (30) day period.

A Bishop Must Be:
I Timothy 3:1-7; I Peter 5:1—2; Titus 1:5—9; I Timothy 6:11-12,13,17; Hebrews 13:7-17; II Timothy 2:15, 4:1-6; I Peter 5:4; Ephesians 4:1

Section 3: Compensation

The Pastor's salary shall be recommended by the Deacon and Trustee Ministries and approved by the Church. This salary shall be stated in the call letter. Salary adjustments may be made by a vote of the Church at a business meeting provided such adjustment is recommended from the Deacon and Trustee Ministries. The Pastor's salary shall be paid in weekly installments or as agreed upon by the Pastor and the Trustee Ministry.

The Pastor shall be entitled to a paid vacation of two (2) weeks after one year of service is completed, and each year thereafter. Additional vacation may be approved for subsequent and continuing years upon recommendation by the Deacon and Trustee Ministries. All other compensation (ie., retirement, housing, mileage, education, clothing, etc.) will be recommended as deemed appropriate by the Deacon and Trustee Ministries.

Section 4: Selection and Term of Pastor

When necessary to call a new pastor, because the present pastor has died or received a new appointment, the church shall receive the written recommendation of who shall succeed the present pastor left on record by the present pastor. This will allow the church a plan of succession and not break the flow of business to be conducted by the church.

Upon receiving the recommendation and the accepting the recommendation of the person named in the written recommendation, all the powers, responsibilities and benefits of the office of pastor shall be rendered to the person, and they shall be adjusted to fit the needs of the person recommended.

The person recommended shall have a year to display leadership necessary for leading the church to its next dimension as directed by the Lord. The leadership skills shall be measured by:

1. Ability to maintain the growth of the congregation.
2. Ability to maintain the responsibilities of the office of pastor so outlined in this document.

3. Ability to maintain finances and to begin to show a new level of growth in the finances during the first year.

In extreme cases the following shall be used as a plan:

When necessary to call a Pastor, the Deacon Ministry shall appoint a Pulpit Committee. The committee shall consist of five (5) members of the church in good standing. The committee should represent a cross—section of the members of the church. A member in good standing shall be one who has complied with the rules and regulations of this church, its constitution and the laws of God set forth by the Holy Scriptures.

This Committee shall take the necessary steps to interview and present qualified, acceptable candidates to the Church. Qualifications and acceptability will be determined from factors in paragraph three (3) below.

The Committee shall review the resume submitted by each applicant. The resume should contain family status, ministerial experience, education, community service and other information the applicant feels will enhance his opportunity for service at this Church.

On those applicants considered as probable candidates, the Committee will verify the accuracy of information in the resume and any other factors made known in the interview. If the candidate is currently serving, an unannounced visit will be made to the service site.

Names of those applicants rated favorable by the Committee after paragraphs three (3) and four (4) above, may be presented to the Deacon Ministry for consideration as candidates. Applicants shall become candidates by two—thirds (2/3) vote of the members in attendance. Applicants voted as candidates shall be contacted and invited to deliver a sermon during a regular Sunday worship service at this Church. Expense for this appearance shall be paid by the Church.

Selection of the Pastor from the candidates will be made at a regular called meeting of the Church membership after the following provisions have been complied with. Announcements, including the names of candidates from which the selections are to be made, date and time of the meeting at which selection will occur shall be made not less than two

(2) successive Sundays prior to the meeting. A vote by printed ballot, of two—thirds (2/3) of the members present shall be necessary to extend a call to a candidate to assume pastoral responsibility of this Church.

Section 5: Termination

The Pastor may terminate his service by giving notice at least ninety (90) days prior to the effective date of termination. Salary and other benefits provided by the Church and all pastoral duties shall cease at the end of the day prior to the effective date of termination. Final and proper salary adjustment shall be made by the Treasurer and Director of the Stewardship Ministry and issued by the Treasurer. Surrender of keys and other Church property shall be made to the Director of the Stewardship Ministry or its designee when the final check is delivered. Church property shall be defined as all property rented to, owned or in the care, custody and control of the Church.

The Church may terminate the services of the Pastor by a recommendation through the Deacon Ministry after a two—third (2/3) vote of members present at a regular or called meeting. Written notification of termination must be given to the Pastor by the Director of the Deacon Ministry or the Church designee ninety (90) days prior to the effective date of termination. The recommendation shall be read to the Church on two (2) successive Sundays prior to the date of the meeting. The recommendation must specifically state that the pulpit is declared vacant. The Director of the Deacon Ministry shall act as the Chairman, receiving the recommendation, making the announcements and scheduling the meeting. The Pastor has the option to attend this meeting, since it is his fate being decided upon. If vote to terminate occurs, the date of last duties shall be an item of agenda.

If the Pastor is terminated, the Church may upon recommendation from the Stewardship Ministry, by majority vote of the members at this meeting, pay the departing Pastor up to two (2) months, one—sixth (1/6) of his annual salary plus applicable retirement and other benefits. If approved, the Director of the Stewardship Ministry and Treasurer shall make necessary calculations and adjustments and authorize payment by the Treasurer. Vacating the office, surrender of keys and other Church property occurs as outlined under paragraph one (1) and complying with the date of termination voted in paragraph two (2).

Section 6: Ministerial Staff

The titles that will be use in the ministry of Friendship Baptist Church for those who will be serving under the covering of Pastor and assisting in the ministry are as follows:

- 1. Bishop – The administrative term for the servant leader overseeing delegated responsibility on a district, state, regional, and national areas.
- 2. Pastor – The Undershepherd over a local congregation.
- 3. General Overseer – Serves as assistant to the pastor in the local church. (See duties in policy manual).
- 4. Overseer – One who serves over a designated area within the local ministry of Friendship Baptist Church (See duties in policy manual).
- 5. Elder – An ordained minister within the local ministry able to perform wedding, funerals, teach, and task as assigned (See duties in policy manual).
- 6. Minister – A licensed person studying to be ordained in ministry. This term also designates those persons who have studied and proven themselves faithful in a particular area of ministry not pertaining to preaching the Word of God (See duties in policy manual).

The above assistants to the Pastor are licensed, ordained, and given areas of ministry under the direction of the Pastor. It is understood that these persons can be terminated from their positions at the Pastor’s discretion.

Article VI

Deacon

A Deacon shall be a servant who shall minister unto the needs of the Congregation under the direction of the pastor.

Section 1: Duties of the Deacon

Deacons should be watchful guardians of the purity and good order of the church, striving to maintain a healthful tone of Christian faith and activity in the body.

They must act only in conjunction with the Pastor, not independent of him, except possibly in very rare and urgent cases. It is mandatory for the Pastor to have meetings with his deacons often for consultation and advice.

Qualifications Of Deacons:

Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business: Acts 6:1—8; I Timothy 3:8—13; Galatians 5:19—21

Section 2: Qualifications

1. Must be a member of the church for at least two (2) years.
2. Must demonstrate spiritual maturity.
3. May be single or married and must demonstrate high moral character.
4. Must undergo a year of training.

5. Must demonstrate true wisdom, love and understanding of others.
6. Must be emotionally stable, sound in judgments, foresighted, committed, honest and forthright.

DEACONS COMING FROM ANOTHER CHURCH MUST RELINQUISH THEIR DEACONSHIP AND WILL HAVE ALL THE RIGHTS AND PRIVILEGES AS ANY OTHER MEMBER OF THE FRIENDSHIP BAPTIST CHURCH.

Section 3: Responsibilities

1. Provide aid and advice to the Pastor.
2. Minister to the sick.
3. Administer Communion.
4. Consistently study the scriptures and be prepared to teach.
5. Consistently attend Bible Study.
6. Attend all Deacon ministry meetings, or provide written excuse for absence.
7. Keep all private meetings in strict confidence.
8. Provide for the care of widows, widowers, and orphans of the church.
9. Administer the benevolent funds and reports the amount of disbursement to the Church during any of the church's meeting.
10. All tasks assigned by Deacon Ministry Director as described in the Deacon's policy and guidelines section of church policy manual, (see church policy manual).

Section 4: Number of Deacons

The number of Deacons should always be determined by the need of the pastor and the church.

Selection Process

1. Candidates names may be submitted by any member of the church to the Pastor.
2. The Pastor will screen the candidates, (ie., review backgrounds and interview) to determine his interest and suitability for the position. Emphasis is on making certain the candidate understands all aspects of the position.
3. The Pastor will submit to the Deacon Ministry those candidates who are to begin officers training.
4. An appropriate curriculum and guidelines policy will be established for the trainees by the Pastor and Deacon Ministry. (See Deacon Training Curriculum).
5. Upon successful completion of the curriculum and provided there is an opening, the candidate(s) will be submitted to the Pastor for approval and recommendation to the church body.
6. A candidate shall be approved by a majority vote of the members present at the regular church meeting.
7. Candidates must appear before a Baptist Council for question and answer session prior to ordination.

Section 5: Termination

There will be one (1) year probationary service for new Deacons. The regular term shall be three (3) years.

GROUNDS FOR TERMINATION OF OFFICE MAY RESULT FROM ONE OR MORE OF THE FOLLOWING CONDITIONS:

1. At the Pastor's discretion.
2. Out of fellowship, (ie., failing to participate in three (3) consecutive communions).
3. Failure to financially support the church, (ie., tithes and offerings).
4. Failure to demonstrate honesty and high moral character.
5. Failure to comply with any of the responsibilities as outlined above.
6. Failure to comply with the rules and regulations of this church, its constitution and bylaws, and the laws of God.

Article VII Trustee

Section 1: Qualifications

Trustees will be persons to whom the property and possessions of the Church are entrusted in accordance with the requirements of the laws of God and the State of Ohio.

A Trustee or Steward must possess an open mind for evaluating evolving facts and be fiscally responsible. In view of the fact that the Stewards are the overseers of the fiscal and physical affairs of the Church, the character of a Trustee shall be above reproach. He/she shall be honest in ALL dealings and;

1. Must be a member of the church for at least two (2) years.
2. Must demonstrate spiritual maturity.
3. May be single or married and must demonstrate high moral character.
4. Must undergo a year of training.

5. Must demonstrate true wisdom, love and understanding of others.
6. Must be emotionally stable, sound in judgment, foresighted, committed, honest and forthright.

Genesis 15:2, 24:1—67, 39:1—23, 44:1—4

Section 2: Responsibilities

1. The Stewards are responsible for acquiring, maintaining and administering repairs/replacements, sale and construction of all Church property.
2. The Stewards are responsible for affixing signatures and the execution of all legal documents pertaining to deeds, transfer of stocks, bank notes, mortgages, savings, checking and special accounts upon authorization of the Church.
3. The Stewards are the custodian of titles of property, stocks and bonds, cash and other Church assets.
4. The Stewards are to receive and/or disburse all negotiable assets, legacies and special gifts, which are the property of the Church, upon approval of the Church.
5. The Stewards are responsible for the setting up and maintenance of accurate and permanent records of all church assets through acceptable accounting procedures.
6. All auxiliaries, ministries, departments, groups and individuals be notified in writing that any and all contractual documents which might result in liability to the church be reviewed by the Stewardship Ministry, and be signed by the Pastor and at least two (2) stewards before any contractual liability attaches to the church.
7. Furthermore, the Stewards shall submit detailed reports of revenues and expenditures, mortgages and real estate as requested by the Church.
8. Officers of the Stewardship Ministry shall be Director, Co-Director. The Director and Co-Director are appointed by the

Pastor and approved by the church. The Stewards shall also oversee the annual audit.

Section 3: The Stewardship Ministry

1. The number of Stewards should always be an odd number.
2. Candidates names may be submitted by any member of the Church to the Pastor and Director of Stewardship ministry.
3. The Pastor or Director of Stewardship will select a committee that will screen the candidate, review background and interview the candidate to determine their interest and suitability for the position. Emphasis is to be placed on making certain the candidate understands all aspects of the position.
4. The Pastor will approve those candidates who the Stewardship Board is to begin officers training. Upon successful completion the candidate will be submitted to the Pastor for approval and recommendation to the church body.
5. A candidate will be approved by a majority consensus of the members present at the regular church meeting.
6. An appropriate curriculum should be established for the Stewardship Ministry trainees by the Pastor and Director of Stewardship.

Section 4: Term/Termination

There will be one (1) year probation in addition to three (3) years of regular service for new Stewards. The regular term shall be three (3) years.

GROUND FOR TERMINATION OF OFFICE MAY RESULT FROM ONE OR MORE OF THE FOLLOWING CONDITIONS:

1. At the Pastor's discretion.
2. Failure to remain a member in good standing, (ie., out of fellowship or failing to participate in three 3 consecutive communions.
3. Failure to financially support the church, (ie., tithes and offerings) .

4. Failure to demonstrate honesty and high moral character.
5. Failure to comply with any of the responsibilities as outlined above.
6. Failure to comply with the rules and regulations of this church, its constitution and bylaws, and the laws of God.

Article VIII

Ministries

Active status in any ministry for a new members is contingent upon he or she completing membership classes. Membership classes consist of the instruction in the following and any other areas as directed by the Pastor.

1. Baptism
2. Salvation
3. Christian Growth
4. Baptist Church and other denominations
5. Church Finances
6. Baptist Church at work

Membership within any ministry shall not be contingent upon any dues or assessments set by that ministry. All persons holding leadership positions in the Church must complete membership classes. (For Complete List of Ministries, See Church Policy Manual)

Article IX

Church Affairs

Section 1: Secretary

The Church Secretary shall be recognized as an elected officer of the church and shall serve *a* term of three years. However, upon expiration of term may be recommended for re-appointment by the Pastor.

The duties of the Church Secretary shall include:

1. Maintain accurate record keeping of all official church meetings.
2. Write official letters
3. Maintain membership roll in a good and orderly fashion.
4. Notify officers, committee members, and delegates of their election or their appointment.

5. Maintain confidentiality on all written or oral communications.
6. Give legal notice of all business meetings.
7. Publish weekly bulletins; type for various church ministries and special events; prepares correspondence as needed; make weekly Sunday morning worship announcements or appoints a replacement.
8. Maintain church records, documents, and files of special events.
9. Complete other related duties as assigned.

The immediate surrendering of all books, records, and documents, etc., shall be released to his or her successor upon completion of the term.

Section 2: Additional Office Staff

The Pastor and Executive Ministry shall hire additional office staff on an "as needed basis".

Section 3: Treasurer

The Treasurer will be an officer of this Church and will be recommended to the Executive Ministry by the Stewards. Upon approval of the Executive Ministry, candidates must be approved upon by the church body.

The term of office shall be three (3) years or at the discretion of the Pastor.

Qualifications: The Treasurer shall be a member of the Stewardship Ministry. Furthermore, the Treasurer has a responsibility of trust that must be exercised at all times. He/she must be God fearing and of good moral character and have the ability to exercise sound judgment in all decision making matters. He must be prudent in handling financial transactions which concerns the financial welfare of the church.

The duties of Church Treasurer shall include:

1. The receiving of all monies belonging to the church.

2. The Treasurer shall be the guardian of all securities, notes, investment title papers, and other valued documents of the church.
3. Deposits all monies received within a 24 hour period at the designated financial institution approved by the Stewardship Ministry.
4. Submit upon request to the Pastor and Stewardship Ministry a financial report.
5. Provide an accurate and complete summary of the financial status of the church to its members.
6. To furnish itemized reports of receipts and disbursements showing the actual financial status of the church at the mid—year and annual church business meetings.
7. All disbursements of funds must be designated by the Stewardship Ministry and copied to the Pastor. All disbursements must be attested and witnessed by the Director, the Financial Secretary, and the Treasurer, two signatures shall be required on all checks (signatures that appear on the banks signature card).
8. All books must be made available to auditors upon request. The Treasurer shall work with the church accountant. The Treasurer of the church must be bonded.

Section 4: Financial Secretary

Financial Secretary shall be recognized as an official officer of this church. He/she shall be appointed by **the** Stewardship Ministry and then approved by **Pastor. The Pastor shall** recommend the candidate to the church body for majority consensus. The term of office shall be three (3) years.

Qualifications: The Financial Secretary shall be a member of the Stewardship Ministry. The Financial Secretary has a responsibility of trust that must be exercised at all times. Furthermore, he must display the ability to exercise prudent judgment in all decision making matters that concern the welfare of the church.

The duties of Financial Secretary shall include:

1. Maintain accurate records as to financial contributions of its members.

2. Record and tabulate amounts pledged to the church, (i.e. ,donations, trust, etc.).
3. Maintain and update accounts of all monies received by the church and forward weekly statement to the treasurer and the Pastor for review.
4. Quarterly and upon request, mail out financial statements to members of the congregation advising them of their gifts and contributions.
5. Report to the Stewardship Ministry all matters relating to his/her office at each Stewardship Ministry meeting upon request.
6. Submit all records and receipts of the church upon request to the appointed auditor at our annual year end church meeting.
7. Maintain accurate records of receipt and disbursements of monies for all church ministries upon authorized request submitted on a voucher.
8. The Financial Secretary at all times must exercise confidentiality on those business issues that concern this church.

The above officers, (ie, Director, Co-Director, Treasurer, Financial Secretary, Church Secretary,) can be removed from office, without the consensus of the church, and at the discretion of the Pastor for breach of duties and or not performing up to expectations. In addition removal of the officer will occur if any of these officers neglect to regularly attend Worship Service.

(Hebrews 10:25), Sunday School (II Timothy 2:15), the Lord's Supper (I Corinthians 11:17—34) or for failure to contribute financially on a regular basis (Malachi 3:8—10; I Corinthians 16:2).

Section 5: Advisory Council

This Council shall investigate upon request, all allegations of questionable behavior, differences *or* conflicts, within and among church ministries. The Congregation Core Leader which leads the Council shall present all facts to the Pastor and Deacon Ministry in writing.

The Advisory Council shall be comprised of seven (7) members selected by the church body for a term of one (*I*) year.

Acts 6:2—4; Exodus 18:14—22

Section 6: Church Offenses

Procedure for Resolution of Offenses:

1. Signed and dated complaint must be given to Advisory Council.
2. The Advisory Council must meet within seven (7) days of complaint.
3. A decision must be reached within seven (7) days.
4. Persons involved shall receive written notice of decision within seven (7) days by certified mail.

Article X Meetings

Section 1: Worship Service

"THOU SHALT WORSHIP THE LORD THY GOD, AND HIM ONLY SHALT THOU SERVE"

Worship services will be held regularly every Sunday for morning service, Wednesday for mid-week prayer service, and additional worship services may be held or added as deemed necessary by the Pastor.

Worship service shall not yield to anything except the following: preaching, teaching of the Lord's Word and the musical ministry (praising and uplifting of His Holy Name).

Section 2: Communion Service

We shall observe first Sunday of each month as The Lord's Supper, giving reverence to our Lord and Saviour Jesus Christ and/or as otherwise arranged by the Pastor.

Luke 22:7-8,14—20; Mark 14:22-25; I Corinthians 11:17—29; Acts 2:41-42; Acts 20:7

The annual business meetings are hereby understood and agree to be held the first Wednesday in January and the first Wednesday in June or as designated by the Pastor or the Director of the Deacon Ministry in the absence of the Pastor.

Business meetings shall be established for the handling of all financial and business related matters concerning the welfare of the church. Furthermore, at such meetings there shall be elections of church officers for the following church calendar year.

The postponement of a business meeting will be announced from the pulpit in addition to being published in the church bulletin two (2) weeks prior to the regularly scheduled meeting.

Special Meetings

Special call church meetings can be announced by the Pastor. The purpose of such special meetings will be announced by the Pastor and/or published in the weekly church bulletin. This announcement shall be made two (2) consecutive Sundays immediately preceding the proposed meeting.

Quorum, shall be understood as a standing majority vote.

Article XI Appointments

Section 1:

Appointment of Church Officers shall be held at annual year end business meeting to be held the first Wednesday of January or unless otherwise notified by the Pastor from the pulpit.

Section 2:

It shall be hereby understood and agreed that a member must be at least 13 years of age, in good standing with this church to vote on such issues relating to the sale, purchase, renovations, mortgage of property, loan on real estate, investitures, and any other matters of business of this church.

Section 3: Procedure

The recommendation of officers shall adhere to the following procedures:

1. A committee shall be appointed by the Pastor.
2. This committee shall be charged with the recommendation of qualified candidates for office.
3. The committee shall present to the Pastor its recommendations of qualified

candidates four (4) weeks prior to election for approval and presentation to the church body.

4. Upon majority consensus by the church body, those qualified candidates will be confirmed.
5. No written or proxy votes will be accepted. Only a standing majority consensus will be recognized for the confirmation of any office.

Section 4: Vacancies

Vacancies that occur during the course of the fiscal year may be filled for the unexpired term. The Pastor shall have the power to appoint with Executive Ministry approval, anyone to fill the vacancy until the end of the term or until a suitable replacement has gone through due process.

Article XII Miscellaneous

Section 1: Fiscal Year

The fiscal year shall be from January 1 to December 31 of the following year, unless otherwise notified.

Section 2: Amendments

This constitution shall not be altered nor amended unless submitted in writing. Proposed amendments must be announced from the pulpit two (2) consecutive Sundays preceding a church meeting. A 2/3 vote of membership is necessary for alteration or amendment of any article or section set forth by this constitution before it can be adopted and inserted as a part of this document. A proposal to amend this constitution shall not be submitted less than ninety (90) days prior to our church meeting.

Article XIII

Rules of Order

The Bible shall serve as the primary reference for the standard practices and procedures in governing the administrative and operational procedures of this church. The Hiscox directory shall serve as the secondary reference to the aforementioned, unless inconsistent with the Bible.

Section 1:

The Bible shall be the primary rule of order for the governing means by which all Special, Mid-year, and Annual business meetings shall be conducted. The Hiscox Rules of Order shall be the secondary source for governing the aforementioned business meetings, unless inconsistent with the Bible and this constitution.

Section 2:

The Bible and its principles and practices shall be the supreme authority in all matters relating to the Friendship Baptist Church. This document does not supersede the authority of the Bible and its practices and principles.