

CONSTITUTION

Laveen Baptist Church
Last Revised October 19, 2000

Article I - NAME

The name of the body shall be THE LAVEEN BAPTIST CHURCH.

Article II - OBJECT

The object of this church shall be to spread the Gospel of Christ; to religiously educate its members; to contribute to the Spiritual welfare of its members; to aid the poor; and to support the Arizona Baptist General Convention and the Southern Baptist Denomination.

Article III - Membership

Section 1 - Qualifications

- A. The members of this church shall consist of those who have voluntarily accepted Christ as Personal Saviour, and received scriptural Baptism (Immersion).

Section 2 - Receiving Members

- A. By Baptism: All applications for membership in Laveen Baptist Church shall give statement of their experience of Grace, and if it be the judgment of the church that they have "passed from death unto life," they shall be voted on in any of the regular services of the church, and after having received the Ordinance of Baptism, their names shall be placed on the church roll.
- B. By Letter: All applications for membership in Laveen Baptist Church by letter from sister churches, churches of like faith and order, will be received and voted on at any regular services of the church, and letters must contain satisfactory evidence of Christian Character and Church standing.
- C. By Statement: All applications for membership in Laveen Baptist Church by statement will be voted on and received after the applicant has made clear to the church his or her reason for not being able to obtain a letter, and give a testimony of faith and baptism. If applicant has not been baptized, they may be a candidate for baptism.

Section 3 - Duties

- A. It shall be the duty of every member to be faithful in their services to God; in the attendance of all the church services; to give regularly and systematically to its support; and to share in its organized work.

Section 4 - Rights of Members

- A. That all the members of Laveen Baptist Church in regular and just standing shall have equal rights with every other member.

- B. That the right of a majority of the members of The Laveen Baptist Church to rule, is in accordance with the Laws of Christ. "The will of the majority having been expressed, it becomes the minority to submit."

Section 5 - Dismissals

- A. It will be the policy of Laveen Baptist Church to grant letters of dismissal to active members, when the request for letter comes from a Sister Church, or if the request is so stated that the Church is assured that the letter is to be placed in a Sister Church.
- B. When a member has been continually inactive for a period of one year, and has not shown an interest in the church by attendance, financial support in some amount, or by communication in person or writing, shall request a letter, it shall be the policy of the church to grant such a request, and the clerk be authorized to state the true status of the case to the designated church.
- It shall be the policy of this church not to grant letters to churches of other denominations, but each member is entitled to a letter of statement as to their standing, and Christian character at any time.

Section 6 - Exclusion

It shall be the policy of this church to hold the scriptural right to exclude from its fellowship, any member who holds heretical doctrines, or lives inconsistently with the Christian profession, or violation of its constitution, rules, or edicts.

Restoration: It shall be the policy of this church to restore to full fellowship, any excluded member who gives satisfactory evidence of penitence. 2 Corinthians 2:6-8.

Article IV - CHURCH OFFICERS

Section 1 - The Church Officers shall consist of a pastor, trustee committee, deacon committee, clerk, and treasurer, and such other officers as the church may deem necessary.

Section 2 - Policy

It will be the policy of this church to elect men and women from among the membership to the several offices of the church.

Section 3 - Qualifications of Office

No person shall be considered eligible for election to any office in the church:

- A. Who does not have a good report from without and within the church.
- B. Who does not regularly attend the church services.
- C. Who does not show willingness to cooperate with the pastor and fellow officers in carrying out the aim and purpose of the church.

Article V - ELECTION OF CHURCH OFFICERS

The office of pastor and deacons shall be of indefinite length. The pastor and deacons shall be elected by a 3/4 majority of those present and voting; all other motions shall be considered as carried with a majority of those present and voting.

Article VI - DUTIES OF CHURCH OFFICERS

Section 1 - Pastor

- A. To preach the Gospel with truth as the Holy Spirit shall give direction, to take the Holy Word of God as his sole guide and authority, as one who is to give account of his ministry before God.
- B. To preside and preserve order and decorum at all meetings, to secure for every member his or her right (without partiality) to exercise their privileges. To give the view of Christ in any case of discipline that may occur. To faithfully use that influence that arises from the character of his office.
- C. To visit the members of the church for the purpose of spiritual instructions, admonition, and comfort, faithfully to warn and reprove those who backslide, to visit the sick, to embrace every opportunity for conversation with the unsaved.
- D. To act as moderator at all church meetings. In the absence of the pastor, the clerk shall call the church to order and a moderator pro-tem will be elected.

Section 2 - Trustees

- A. The trustees are to serve as proper legal authority, through whom the church will act in respect to acquiring, maintaining, holding and dispensing of its properties.

Section 3 - Deacons

- A. It shall be the duty of the deacons to live up to the standard of the deaconate as given in the New Testament and adopted by the church.
- B. It shall be the duty of the deacons to exercise with the leadership of the Holy Spirit, and in accordance with the New Testament scriptures, the oversight of the members in regards to discipline, and are always to be guided by the principles set forth in Matthew 18:15-17; 1 Corinthians 5:3-13.
- C. It shall be the duty of each deacon to do his part of the work as the deacons themselves agree: such as visitation, spiritual oversight of the members, securing financial aid in support of every cause fostered by the church.
- D. It shall be the duty of the deacons to meet regularly each month with he pastor for consultation, to discuss and propose suitable decisions for the proper conclusion of the problems of the church.
- E. It shall be the privilege of the pastor and deacons to bring before the members any matter of importance which they would like the church to consider.

Section 4 - Paid Helpers

- A. Paid helpers, such as associate pastor, church secretaries, director of religious education, director of music, janitor, etc. shall be elected by the church. All paid helpers, including their duties and term of office shall be determined by vote of the church, and shall be under the general supervision of the pastor and Personnel Committee, who shall suggest the amount of compensation for the church's approval.

Section 5 - Clerk

It is his duty to keep a complete record of all activities and business of the church. He is to take the names of all the candidates for membership in the church and keep an up-to-date membership role. The church secretary shall act as clerk.

Section 6 - Treasurer

- A. The church financial secretary shall act as treasurer.
- B. He signs all checks.
- C. He is responsible for collecting and depositing all church money.
- D. He is to make regular reports to the church at business meetings.

Article VII - COMMITTEES

1. GENERAL COMMENTS

- A. Committees of this church shall be classified as:
 - 1) Standing--necessary to carry on the continued ministries of the church
 - 2) Special--appointed to carry on special or temporary needs of the church
- B. Committee members must be members of Laveen Baptist Church.
- C. There will be six members on each committee, except the Buildings and Grounds Committee and the Church development Committee, which shall each have at least six, but no more than nine members. Committee membership may be expanded by one on any committee where a qualified youth is available to serve.
- D. Each committee member will be provided a copy of his duties and responsibilities at the beginning of each year.
- E. Meetings will be held as needed.
- F. A report of monthly accomplishments shall be submitted to the church office by the first Sunday of the month.
- G. All committee vacancies shall be reported promptly to the Nominating Committee.
- H. No member shall concurrently serve on more than two standing committees, with the exception of church officers designated to serve in an ex-officio capacity.
- I. Church Staff Ministers will serve as ex-officio members only.
- J. The committee year shall begin January 1st.
- K. The chairman of each committee will serve for one year; he will be elected from within the ranks of the committee.
- L. The terms of office shall be as follows:
 - 1) Nominating, Finance, and Personnel Committees shall consist of six members, of which two members will be elected annually for one three-year term. The Development Committee shall also have staggered three year terms, so that approximately 1/3 of the committee will leave each year.

- 2) A member may be re-elected to the same committee after being off that committee for a period of one year. If someone becomes unable to complete his term of office, and is not replaced before he becomes able to return, then he shall be able to resume his duties. If someone is elected to fill an uncompleted term, he is eligible to be re-elected if he has not served for more than one year.
- 3) The term of office for the remaining committees shall be one year. Members of these committees may be re-elected to consecutive terms. The Buildings & Grounds Committee shall be comprised of not less than 6 nor more than 9 members

2. STANDING COMMITTEES

- 1)Buildings and Grounds
- 2)Finance
- 3)Personnel
- 4)Missions
- 5)Nominating
- 6)Preschool
- 7)Development

3. SPECIAL COMMITTEES

- 1)History
- 2)Athletic
- 4)Others as need requires

4. POWERS OF COMMITTEES

- A. Any committee member making a purchase for the church shall check with church Financial Secretary to ensure funds available. If the money is budgeted and available, the Financial Secretary will issue a check for the purchase or the committee member will make the purchase and be reimbursed by the Financial Secretary . In case of question of authority of person following this procedure, the question involved will be reviewed by the Finance Committee to determine payment.
- B. Except for emergency purchases, no budgeted purchase over \$1,000 shall be made without church approval.

5. JOB DESCRIPTIONS OF STANDING COMMITTEES

A. CHURCH BUILDINGS AND GROUNDS COMMITTEE

Purpose of the Committee

The property Committee assists the church in all matters related to the administration of all church properties. Its work includes: maintain all church properties for ready use; recommend policies to properties and equipment; determine needs for maintenance personnel and make recommendations to the personnel committee; determine operational maintenance budget needs and make recommendations

to the Finance Committee annually, according to church policy. Members of the committee shall be knowledgeable and experienced in property and equipment maintenance related to this area of work. The director of properties or minister of education will serve as an ex officio member of the committee.

Duties of the Committee

- 1) Develop and maintain an inventory of all church property and equipment (update annually). Original should be in safe deposit box or some other safe place.
- 2) Develop and maintain a service record of all operational equipment such as air conditioning, kitchen, and office.
- 3) Establish and maintain regular inspection of all properties and equipment such as church mission, or parking lots. Report and/or take any action necessary.
- 4) Assist as requested in developing a cleaning schedule and procedures in cooperation with the minister of education and/or director of properties for guidance of cleaning personnel.
- 5) Develop and maintain a program of preventive maintenance for all properties, buildings, and equipment such as painting of inside and out, equipment service and/or replacement.
- 6) Develop and recommend, in cooperation with appropriate church leaders, policies for the use of church facilities and equipment such as the use of facilities by outside groups and borrowing chairs and equipment by members.
- 7) Inspect and maintain all fire-fighting equipment and exit plans for church members' safety. Conduct fire drills as required.
- 8) Work with appropriate church staff member(s) concerning any purchase, remodeling, or adjustment in any equipment or facility.
- 9) Recommend to personnel committee the need for employment and training of maintenance personnel.
- 10) Determine budget needs for operations and preventive maintenance, expansion of facilities and equipment, and make recommendations to the church and stewardship committee, as appropriate.
- 11) Administer all funds budgeted for use by the committee.
- 12) Provide supervision and inspect all work done by outside contractors related to facilities of assignment, and report completion and approval to whole committee and to the church.
- 13) Report, at least quarterly, to the church concerning the status of all church property, equipment, and budget use.

Note: Sub groups within the committee may be assigned specific responsibilities such as missions, operating equipment, furniture-fixtures, and parking lots.

B. CHURCH FINANCE COMMITTEE

Purpose of the Committee

To help church members grow as Christian stewards by developing an understanding of and a commitment to biblical teachings of stewardship.

Duties of the Committee

- 1) Develop and recommend methods for using the appropriate channels of the church to introduce biblical stewardship concepts.
- 2) Discover ways to plan and support church ministries through budget development, promotion, and commitment.
- 3) Take steps to ensure that sound procedures are used for receiving, counting, safe-guarding, and disbursing funds.
- 4) Plan a stewardship calendar with suggested activities for each month of the year.
- 5) Develop a policies and procedures manual.

C. CHURCH PERSONNEL COMMITTEE

Purpose of the Committee

To assist the church in matters related to employee personnel administration.

Duties of the Committee

- 1) Survey the need for additional church staff positions.
- 2) Prepare and update, as necessary, job descriptions for all employed personnel.
- 3) Prepare and maintain an organizational manual relating to church employed personnel.
- 4) Recruit, interview, and recommend to the church new employed personnel according to established church policy and staff criteria.
- 5) Develop and recommend a salaries schedule and benefits plan for employed personnel.
- 6) Develop and recommend church policies and procedures for employed personnel administration.

D. CHURCH MISSIONS COMMITTEE

Purpose of the Committee

The church missions committee's purpose is to assist the church and its organizational leaders by making studies of community needs, recommending plans, and administering its assigned work.

Duties of the Committee

- 1) Conduct studies of frontier needs and recommend plans for local mission work.
- 2) Work through the church council to coordinate the mission work of the church.
- 3) Obtain and administer resources according to the church's assigned policies and procedures tasks.
- 4) Establish and maintain communication with the associational missions committee and other appropriate groups outside the church.

E. CHURCH NOMINATING COMMITTEE

Purpose of the Committee

To lead the church in filling all church-elected leadership positions filled by volunteers.

Duties of the Committee

- 1) Select, interview, and enlist church program leaders, committee members, and general church officers.
- 2) Assist church leaders in discovering and enlisting qualified persons to fill church elected positions in their respective organizations.
- 3) Present volunteer workers to the church for election.
- 4) Nominate special committees as assigned by the church.

G. CHURCH PRESCHOOL COMMITTEE

1. Purpose of the Committee

A church preschool committee has the responsibility of coordinating all activities and programs which touch the lives of preschool children, birth through five-years-old. Good teaching and learning experiences should be made available and learning experiences should be made available to every child each time he comes to church. This is true during special activities as well as during regularly scheduled organizations such as Sunday School, Church Training, Mission Friends, and music groups. The process of coordinating programs, staff, space, equipment, and supplies increases as the size of the church and the number of pre-school groups increase. Effective coordination is necessary for teachers to work happily and cooperatively together. They, in turn, can better meet the needs of the children who need happy, secure adults in their lives.

Duties of the Committee

- 1) Recommend and publicize preschool policies.
- 2) Recommend and purchase furnishings and supplies.
- 3) Coordinate space assigned for pre-school use.

- 4) Work with the church personnel committee to select, train, and supervise employed preschool teachers.
- 5) Communicate regularly with the church council.

For a more complete discussion of the duties of the preschool committee read the program help "The Church Preschool Committee," which is available on the church literature order form.

H. CHURCH DEVELOPMENT COMMITTEE

Purpose of the Committee

To boldly clarify our church's purpose, and in light of that, to set and reach goals in God's power.

Duties of the Committee

- 1) To work with the pastor to seek the Lord's will for Laveen Baptist Church's future ministry.
- 2) To develop an architectural master plan.
- 3) To set growth goals and to develop ministries to fulfill our God given objectives.
- 4) Matthew 28:19-20
- 5) Assist the church in acquiring property.

6. In order to use the committees, look at the committee descriptions to determine which committee has the responsibility of the job you want done. Contact by phone, letter, or in person, the committee member, the church office, or the pastor or deacon.

Article VIII - ORDINANCES

Baptism and the Lord's Supper are the only scriptural ordinances of a New Testament Church.

Section 1 - Baptism

- A. Baptism is the act through which a believer publicly symbolizes his confession of Christ, and identifies himself with the church, and this baptism is administered by the authority of a Missionary Baptist Church in the Name of the Father, Son, and the Holy Spirit. As Baptism must precede Church Membership, so it must precede all rights and privileges of Church membership, including the Lord's Supper.
- B. Form of Baptism. It is an act of immersion in which the whole body of the believer is brought down under the water and then raised. "Baptists hold that both the form and meaning must be preserved, and that the form cannot be changed without destroying the meaning."
- C. Symbol. Baptism symbolizes the essential truths of Christianity, the remission of sins, the burial of the old life, the cleansing from the unrighteousness, and the resolve to walk

in a new life of fellowship with Christ. Romans 6:1-11; 1 Peter 3:21-22. Again, Baptism symbolizes the mystical union of the believer with Christ in His Death. Without His death and resurrection, the ordinances would have no meaning.

Section 2 - The Lord's Supper - The second ordinance of the church.

- A. Meaning of the Supper. We believe the bread and the wine are only symbols of the body and blood of Jesus. The Lord's Supper commemorates Christ's death as an atoning sacrifice for our sins: 1 Cor. 11:23-25.
- B. Obligation. The Lord's Supper should be observed by baptized believers in the fellowship of the Church, that we should observe the ordinance of the Lord's Supper regularly, intelligently, and devoutly.

Article IX - ARTICLES OF FAITH

Article X - ROBERTS RULES OF ORDER

Article XI - CHURCH FELLOWSHIP

We believe in the principle of religious freedom and free moral agency of each individual; that salvation is a personal matter between each individual and God without the interference of the state, Church or Clergy. That Church Membership is voluntary on the part of each person; that the ground of Church Fellowship rests on loyalty and obedience to Christ, the Head of the Church; and, that the only law which binds us in this union is the law of Love.

Article XII - AMENDMENTS

These by-laws may be changed or amended at any regular business meeting by a majority vote of the members present and voting, provided that the proposed change has been read and a copy in writing delivered to the clerk at the next preceding business meeting.