

# Constitution

## Faith Baptist Church Hampton, Iowa

### Article I. Name and Organization

#### I.1. Name

The name of this organization shall be The Faith Baptist Church of Hampton, Iowa.

#### I.2. Incorporation

This organization was incorporated in the State of Iowa, No. 66028, October 15, 1973.

#### I.3. Affiliation

This Church shall be affiliated regionally with the Minnesota Iowa Baptist Conference and nationally with the Baptist General Conference DBA Converge Worldwide or their successors.

### Article II. Affirmation of Faith

#### II.1. The Word of God

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct. (II Timothy 3:16-17; Psalms 19:7; II Peter 1:21)

#### II.2. The Trinity

We believe that there is one living and true God, eternally existing in three persons; that these are equal in every divine perfection; and that they execute distinct but harmonious offices in the work of creation, providence, and redemption. (Isaiah 45:21-22; Jeremiah 10:10; Genesis 1:26; Matthew 28:19; John 1:1-14; 14:16; Matthew 3:17)

#### II.3. God The Father

We believe in God the Father, an infinite personal spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of all people, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ. (John 4:24; I John 1:5, 4:8; Exodus 3:14; Isaiah 6:3; John 17:3; Genesis 17:1; Romans 8:32; I John 4:10; Isaiah 55:6; Hebrews 7:25)

#### II.4. Jesus Christ

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth. (John 1:14-18; Matthew 1:18; Galatians 4:4; I Corinthians 15; I Thessalonians 4:13-17; Acts 1:10-11)

## II.5. The Holy Spirit

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment; and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide. (John 16:8-11; 14:16-18, 26; 15:26-27; 16:7, 13-15)

## II.6. Regeneration

We believe that all people are sinners by nature, and by choice, and are therefore under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit. (Romans 3:23, 6:23; John 1:12; 3:16; 5:24; Ephesians 1:13-14)

## II.7. The Church

We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the gospel of Jesus Christ to a lost world. (Matthew 16:18; Ephesians 2:19-22; Acts 2:41-42; 14:27)

## II.8. Christian Conduct

We believe that Christians should live for the glory of God and the well-being of others; that their conduct should be blameless before the world; that they should be faithful stewards of their possessions; and that they should seek to realize for themselves and others the full stature of maturity in Christ. (Romans 5, 6, 7, & 8; Galatians 5:16-25)

## II.9. The Ordinances

We believe that the Lord Jesus Christ has committed two ordinances to the local church: Baptism and the Lord's Supper. We believe that Christian baptism is immersion of a believer in water into the name of the Triune God. We believe that the Lord's Supper was instituted by Christ for the commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ. (Matthew 3:13-17; John 3:26, 4:1-2; Matthew 28:19-20; I Corinthians 11:23-26)

## II.10. Marriage

We believe that Christian marriage is a sacred institution ordained by God for the happiness of mankind and the propagation of the race. It is a spiritual and physical union into which one man and one woman may enter for the glory of God. Any reference in this organization's legal documents to man/woman to male/female assumes the individuals's biological gender at birth. We believe that the Church, as a loving and healing community, should nurture, teach and provide godly counsel with biblical principles about marriage to those who are married or considering marriage. (Romans 7:2; Genesis 2:18, 24; Matthew 19:3-9; Galatians 6:1-2; 2 Timothy 2:24-26; Colossians 3:16)

#### II.11. Religious Liberty

We believe that every human being has direct access to God through Jesus Christ, and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; that therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from the dictation or patronage of the other. (John 1:12-13; Acts 4:18, 5:29,6:3-5, 13:2-4,15:2,22-31)

#### II.12. Church Cooperation

We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether a regional or district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with interdenominational fellowships on a voluntary basis. (Acts 15)

#### II.13. The Last Things

We believe in the personal and visible return of the Lord Jesus Christ to earth, and the establishment of His Kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the redeemed, and the endless suffering of the wicked. (I Thessalonians 4:13-17; Acts 1:10-11; Revelation 20; I Corinthians 15)

### **Article III. Purpose**

III.1 Everything that Faith Baptist Church does is founded upon the Truth set forth in the Bible, which is living, active and sharper than any two-edged sword.

The general purpose for which this organization is formed shall be:

To worship God, to preach the Gospel, to administer the ordinances of the New Testament, to minister to the spiritual needs of its members and to any and all people as the opportunity arises, to train Christians for the Lord's work, and to further the evangelization of the world by helping men, women, and children come to a living faith in Jesus Christ. Because these beliefs serve as the bedrock of our ministry, everyone involved in our ministry is expected to act in the manner that promotes and supports these beliefs. Hebrews 4:12; Matthew 7:24; Matthew 28:19-20; Matthew 22:37-40.

III.2. To take, secure, accept, hold or acquire, by gift, purchase, legacy or otherwise, real and personal property, whenever it may deem necessary and expedient in the work and purposes for which this body was organized and incorporated; to hold, lease, encumber, give exchange or sell and transfer and dispose of the same in part or in whole, when it deems such action expedient, necessary, or beneficial in promoting and advancing the work and purposes for which this corporation is formed; and to do or accomplish such acts as to conform to the laws of this state. 2 Corinthians 8:9; Luke 6:38; 1 Corinthians 4:2; Romans 12:13; Luke 16; 9-13.

### **Article IV. Membership**

Membership shall be composed of persons confessing faith in Jesus Christ as personal Savior and Lord of Life, giving evidence of regeneration, being baptized by immersion, accepting the affirmation of faith held by this Church.

**Article V. Polity**

The government of this Church is vested in the body of believers who compose it. The Church, in turn, will elect a Church Council and will call a pastoral staff. The Church Council and pastoral staff shall be responsible for the general supervision of the affairs of the Church in accordance with the Constitution and Bylaws.

**Article VI. Congregational Meetings**

VI.1. Worship

The Church shall meet every Sunday for worship. The Lord's Supper shall be observed monthly.

VI.2. Business Meetings

The Church shall hold an annual business meeting and special meetings as necessary in accordance with the Bylaws.

## **Article VII. Disposition of Church Property**

### **VII.1. Division**

In case of the organic division of the Church membership, the Church property shall belong to those who abide by this Constitution. Any question as to loyalty to this Constitution shall be submitted to the regional affiliate found in article 1.3. for settlement.

### **VII.2. Dissolution**

Should conditions arise when for any reason the Church ceases to function; the Church property shall be transferred to the regional affiliate found in article 1.3.

### **VII.3. Consolidation**

Should conditions arise where a consolidation with another church would be advisable, the Church Council shall be authorized by the Church to negotiate the terms of such a consolidation in so far as the property is concerned.

## **Article VIII. Operational Limitations**

Notwithstanding any other provisions of these Articles, the corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section 501C(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States code). Except when sound doctrinal reasons would cause us to choose to give up our 501C(3) status.

## **Article IX. Inurement of Income**

No part of the income of the corporation shall inure to the benefit of, or be distributable to, its members, Church Council members or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

## **Article X. Liabilities**

No officer, Church Council member, committee or team member, staff member or employee appointed or elected by the corporation shall be personally or individually liable for any error, mistake, and/or omission for or on behalf of the corporation which occurs within the scope of his or her duties as an officer, director, trustee, or committee member, excepting only for his or her willful misconduct or violations of the law.

## **Article XI. Duration**

The duration of this corporation shall be perpetual.

## **Article XII. Amendments**

Amendments to this Constitution may be introduced through formal motion at any business meeting, but shall not be acted upon until the following business meeting, at which time an affirmative vote of at least two-thirds of the members present and voting at the meeting shall be required for acceptance. Announcement of a pending vote on an amendment to the Constitution shall be made at the services on two (2) Sundays immediately preceding the date of the meeting, and a copy of the proposed amendment shall be printed and distribution these Sundays. At no

time shall any amendment be adopted that would be contrary to the beliefs and practices set forth in the Bible.

**Article XIII. Bylaws**

Accompanying this document shall be the Bylaws which set forth the basic procedures of the operation of the Church. The Bylaws are to be included with, but not part of the Church Constitution. No Bylaw may alter or change any part of the Constitution. Changes to the Bylaws must be presented to the Church by the Church Council and then passed by a simple two-thirds majority of the members present at any business meeting. A copy of the proposed change shall be posted in a conspicuous place and printed and distributed two (2) consecutive Sundays in advance of the meeting.

# Bylaws

## Faith Baptist Church Hampton, Iowa

### Article I. Membership

#### Article I. Membership

##### I.1. Admission to Membership

##### I.1.1. New members shall be welcomed into the Church after the following:

I.1.1.1. Confessing faith in Jesus Christ as personal Savior and Lord of Life

I.1.1.2. Being baptized by immersion

I.1.1.3. Having participated in an orientation classes as designated by the Elders

I.1.1.4. Adhering to affirmation of the faith and by-laws of the church.

I.1.1.5. Giving testimony to the Elders of a personal faith in Jesus Christ

I.1.1.6. Receiving a unanimous vote of the Elders

##### I.1.2. Pastoral staff shall be accepted into membership upon installation into the ministry of the Church.

I.1.3. A former member of the Church may be restored into membership of the Church upon the unanimous vote of the Elders after a personal interview where they have heard testimony to the candidate's current walk with Christ.

##### I.2. Responsibilities of Church Members

##### I.2.1. With the privilege of membership come certain responsibilities.

##### I.2.1.1. To God

To cultivate Godliness by daily study of the Scriptures and to diligently seek to become more like Christ through the power of the Holy Spirit.

##### I.2.1.2. To One Another

To love one another, not in word only, but in deed and truth. In case of personal offense, to follow the course directed by our Savior in Matthew 18:15-17. To pray for and with one another.

##### I.2.1.3. To The Pastor(s)

To esteem him highly in love for his work's sake, and to pray for him daily. To receive his instructions with an attentive and tender spirit, seeking improvement rather than gratification.

##### I.2.1.4. To The Family

To promote the observance of the Lord's Day by attendance as a family to worship and hear the Scriptures taught. To support and affirm the work of the Lord by example in the home. To seek greater commitment to our Savior through family devotions and prayer.

I.2.1.5. To The World

To be faithful witnesses always for our Lord and Savior. To make personal effort for the conversion of the unsaved, and especially those to whom we are related or with whom we are acquainted.

I.3. Removal From Membership

I.3.1. Members shall be removed from membership for the following reasons:

I.3.1.1. Resignation

Resignations shall be in writing to the Elders and announced at the next regular business meeting.

I.3.1.2. Admission to membership in another Church

I.3.1.3. Disciplinary Reasons

Members shall be removed for disciplinary reasons upon a unanimous vote of the Elders.

I.3.1.4. Absence

Members who have not attended for twelve (12) months, unless infirm or disabled, and having been contacted by the Elders may be removed from membership upon a unanimous vote of the Elders.

I.4. Discipline of Members

I.4.1. Necessity

In the event of the persistent unrepentant sin or offenses against the Church, action shall be initiated to correct the sinning member(s). This shall be done with a concern for redemption and reconciliation rather than punishment and ostracism.

I.4.2. Authority

Children of God are admonished not to continue in sin (Romans 6:1-2). Sin in the believer's life is to be confessed and forsaken in accordance with I John 1:9 and Proverbs 28:13.

I.4.3. Method

Matthew 18:15-20 and Galatians 6:1-2 instruct the Church in the method of discipline. Church discipline should be conducted privately with love and gentleness. Disciplinary action against a member who persists in sin or an offense will be initiated only upon receipt by the Elders of a written complaint from at least two (2) witnesses. The Elders shall carefully investigate the complaint, attempting to effect proper understanding and restoration.

I.4.4. Offenses

Offenses requiring discipline that may eventually result in exclusion from membership, leadership or staff position include, but are not limited to:



I.4.4.1. Sins of human character that obscure the holiness of God such as sexual immorality, greed, idolatry, slander, drunkenness, and swindling. (I Cor. 5:11)

I.4.4.2. Sins of divisiveness that bring confusion and schism to the work of the Church. (Romans 16:17)

I.4.4.3. Sins that violate the truth of God by promoting false doctrine. (II Peter 2:1-3).

I.4.5. Restoration

The Elders may effect restoration upon repentance, by recommending the individual be restored to membership of the Church. (Article I, Section 1.3)

**Article II. Church Council**

II.1. Church Council

II.1.1. Membership

The Church Council shall consist of the Elders, the Deacons, and the Senior Pastor.

II.1.2. Meetings

The Church Council shall determine the time and place of their regular meetings, and shall publish this information at least seven (7) days in advance of these regular meetings. Special meetings may be called by the Church Chairman or the Senior Pastor.

II.1.2.1. Quorum

A majority of the Church Council members shall constitute a quorum for transaction of business.

II.1.2.2. Manner of Acting

The act of the majority of the Church Council members present at a properly called meeting at which a quorum is present shall be the act of the Church Council.

II.2. Elders

II.2.1. Membership

The Elders will consist of a minimum of three (3) elected Church members and the Senior Pastor.

II.2.2. Selection

II.2.2.1. The Nominating Committee will provide potentially qualified men with information concerning the position. If interested, the candidate will return the completed questionnaire to the elders

II.2.2.2. The Elders will interview the candidates and make a recommendation to the nominating committee.

II.2.2.3. The Nominating Committee will submit, from among the candidates, nominees to the Church Council.

II.2.2.4. The Church Council will then evaluate the nominees, and four (4) Sunday prior to the election will post the first list of consenting and qualified nominees.

II.2.2.5. The Church will have two (2) weeks from the Sunday the names are posted to express in writing to an Elder any concerns regarding a candidate.

II.2.2.6. The Church Council can reevaluate the status of any nominee.

II.2.2.7. An Elder is elected by receiving at least seventy five (75) percent of the votes of the members present and voting at a regular or special business meeting. The vote shall be by secret ballot. Elders shall assume their office on the first day of the month following their election. Elders will serve a term of four (4) years, and cannot be reelected for one (1) year. An Elder is eligible for reelection if he has served less than half of a regular four (4) year term.

### II.2.3. Duties and Responsibilities

II.2.3.1. As a self-governing body, the Church shall delegate it's authority to the Elders. All voting of the Elders shall reflect unity of spirit.

II.2.3.2. The Elders will:

II.2.3.2.1. Approve the teachers and curriculum, and oversee the teaching ministry of the Church.

II.2.3.2.2. Oversee the caring ministry of the Church.

II.2.3.2.3. Cast the vision and establish the direction of the Church.

II.2.3.2.4. Provide encouragement and accountability.

II.2.3.2.5. Exercise spiritual discipline for the Church.

II.2.3.2.6. Encourage church membership, and oversee the membership roll of the Church.

II.2.3.2.7. Conduct an annual performance review of the Senior Pastor and present a confidential summary, agreed to by all of the Elders, to the Church Council.

II.2.3.3. The Elders will work in cooperation with the Deacons.

### II.2.4. Qualifications

An Elder will be a male member living in accord with the qualifications laid out by the Bible, primarily found in I Timothy 5 and Titus 1. An Elder will possess leadership ability, a servant's heart and desire to grow in Christ. An Elder is not expected to be perfect, but is an example, and as such, is held in high standard.

#### II.2.5. Vacancies

Vacancies occurring during the year may be filled for the unexpired term at any business meeting. Nominees to fill these vacancies shall be presented by the Nominating Committee in accordance with these By-Laws. (Article II, Section 2.2)

#### II.2.6. Dismissal

The matter of dismissal of an Elder shall be handled with the same spirit as found under the guidelines for the discipline of Church members found in Article I, Section 4. A recommendation for the Elder's dismissal may be initiated by the Church Council or the Church at large following the guidelines in Article VII, Section 5. The Church may dissolve the Elder relationship by a majority vote, taken by secret ballot.

#### II.2.7. Meetings

The Elders shall determine the time and place of their regular meetings. Special meetings may be called by the Church Chairman or the Senior Pastor, with the notification of the other.

##### II.2.7.1. Quorum

A majority of the Elders shall constitute a quorum for transaction of business.

##### II.2.7.2. Manner of Acting

The act of the majority of the Elders present at a properly called meeting at which a quorum is present shall be the act of the Elders of the Church. When voting to overturn the action taken by the Deacons, a majority of all current Elders must vote in favor of a motion for it to pass. However, one dissenting vote shall defeat the motion before the Elders.

#### II.3. Deacons

##### II.3.1. Membership

The Deacons shall consist of eight ( 8) elected Church members.

##### II.3.2. Selection

The Nominating Committee shall post the names of the nominees consenting and qualified to serve two (2) Sundays prior to the election. Deacons, with the exception of the Finance Chairman, are elected by receiving a majority vote of the members present and voting at a regular or special business meeting, and shall assume their offices on the first day of the month following their election. Deacons shall serve a term of two (2) years and be eligible for reelection to a second two (2) year term after which they shall be ineligible to serve as chairman of the same team for one (1) year.

The term limitation for the Deacon elected to serve as Chairman of the Finance Team shall not be limited to two (2) terms. The Finance Chairman will serve as Church Treasurer. The Finance Team Chairman is elected by receiving seventy-five (75) percent of the members present and voting at a regular or special business meeting and shall assume their office on the first day of the month following the election.

## II.3.3. Duties and Responsibilities

### II.3.3.1. Structure

#### II.3.3.1.1. Ministry Areas

Each Deacon shall be elected by the Church to a specific Ministry Team. The ministry areas of these teams shall include Worship/Prayer, Finance, Properties, Evangelism/Missions, Assimilation/Fellowship, Discipleship, Youth Ministries, and Children's Ministries. Other ministry areas deemed necessary by the Church Council and approved by the Church shall be added to the By-Laws along with a suitable description.

### II.3.3.2. Ministry Teams

#### II.3.3.2.1. Definition

A Ministry Team consists of those who serve in a ministry area along with the Deacon who will serve as its chairman.

#### II.3.3.2.2. Selection

The appointment of the team members, responsibilities, procedures, and job descriptions for the Ministry Teams shall be determined by the Deacons.

#### II.3.3.2.3. Purpose Statement for the Ministry Areas

##### II.3.3.2.3.1. Worship/Prayer

To assist all the functions that pertain to the public services of the Church; to oversee the music ministry; and to encourage the Church body to be involved in individual and corporate prayer.

##### II.3.3.2.3.2. Finance

To expedite the ministries of the Church by assuming responsibility for the collection of voluntary tithes, gifts, and offerings, for the care of budgeted and non-budgeted funds, and for the disbursement of funds through the prescribed process as deemed advisable by the Church Council.

##### II.3.3.2.3.3. Properties

To assist the ministries of the Church by overseeing the use and maintenance of the Church facilities, equipment, and grounds, and to keep the necessary records of the same.

##### II.3.3.2.3.4. Evangelism/Missions

To organize and supervise the local Church in the faithful proclamation of the Good News of Jesus Christ to the community, state, country, and world.

##### II.3.3.2.3.5. Assimilation/Fellowship

To organize and supervise the local Church in the assimilation (inclusion and familiarization) of individuals and families into the life of the Church; to develop

and oversee the social and recreational programs of the Church; to organize and oversee the care ministries to the Church body.

II.3.3.2.3.6. Discipleship

To organize and supervise the local Church in the discipleship of people within the Church to a more meaningful relationship with and obedience to the Lord Jesus Christ through small group studies, Men's Ministries, and adult Sunday School; to maintain and promote a library for all ages; oversee Women's Ministries and to promote and facilitate family camps and adult retreats.

II.3.3.2.3.7. Youth Ministries

To develop and supervise the Christian education and fellowship of students in middle school and high school and to promote youth camp and retreats

II.3.3.2.3.8. Children's Ministries

To develop and supervise the Christian Education and fellowship of children; including promotion of children's camps

II.3.4. Relationship to the Elders

The Elders are to be kept informed of the dreams, goals, and activities of each Ministry Team. The Elders and pastoral staff will be available as resources to the Ministry Teams as needed.

II.3.5. Contractual Authority

Subject to the final approval of the Church membership, the Deacons shall have the responsibility to mortgage, convey, or encumber the real property on behalf of the Church. With the presentation of each transaction of real property to the Church for approval, the Deacons will also designate at least two (2) of their members who shall be responsible for the signing and execution of the documents related to that transaction.

II.3.6. Qualifications

The Deacons shall be comprised of Church members in good standing for at least one (1) year. They shall conform to the qualifications for spiritual leaders as set forth in I Timothy and Titus. They shall also display a spirit-filled life, demonstrate a servant's heart, possess leadership ability, and recognizing the need to be above reproach, so as not to bring offense to the Church body.

II.3.7. Vacancies

Vacancies occurring during the year may be filled for the unexpired term at any business meeting. Nominees to fill these vacancies shall be presented by the Nominating Committee in accordance with these By-Laws. (Article II, Section 3.2)

II.3.8. Dismissal

The matter of dismissal of a Deacon shall be handled with the same spirit as found under the guidelines for the discipline of Church members found in Article I, Section 4. A recommendation for the Deacon's dismissal may be initiated by the Church Council or the Church at large following the guidelines in Article VII, Section 5. The Church may dissolve the Deacon relationship by a majority vote, taken by secret ballot.

#### II.3.9. Meetings

The Deacons shall determine the time and place of their regular meetings. The Deacon chairman shall be selected from among their members, and shall preside at Deacon meetings. Special meetings may be called by the Deacon Chairman or the Senior Pastor, with the notification of the other.

##### II.3.2.9.1. Quorum

A majority of the Deacons shall constitute a quorum for transaction of business.

##### II.3.2.9.2. Manner of Acting

The act of the majority of the Deacons present at a properly called meeting at which a quorum is present shall be the act of the Deacons of the Church.

### **Article III. Reserved if needed for future use.**

### **Article IV. Staff and Employees**

#### IV.1. The Senior Pastor

IV.1.1. The qualifications of the Senior Pastor should be as set forth in I Timothy 3:1-7. He shall be sympathetic and cooperative with the national affiliate found in article 1.3 of the constitution and in agreement with the faith and practice of this Church.

IV.1.2. The Senior Pastor shall be called by the Church for an indefinite period of time.

IV.1.3. The Pastoral Search committee shall recommend the candidate to the members of the Church pursuant to Article VI, Section 2.2.

IV.1.4. A call shall consist of a favorable vote by at least seventy five (75) percent of the voting members present at a special meeting of the Church. The vote shall be by secret ballot.

IV.1.5. The Senior Pastor shall perform such duties as incumbent upon his office as enjoined in the Word of God. He shall be an ex-officio voting member of the Elders and all Ministry Teams and committees of the Church. As a part of his call to the Church, the Senior Pastor will be considered the teaching/preaching Elder. The Senior Pastor shall serve as Vice Chairman of the Church and preside at Church Council meetings in the absence of the Church Chairman.

IV.1.6. The Senior Pastor shall resign to the Church Council, normally sixty (60) days before it would become effective. The Church Council shall present his resignation to the Church with the terms of dissolution formulated by the Church Council.

IV.1.7. The matter of dismissal of the Senior Pastor shall be handled with the same spirit as found under the guidelines for the discipline of Church members found in Article I, Section 4. A recommendation for the Pastor's dismissal may be initiated by the Church Council or the Church at large following the guidelines in Article VII, Section 5. The Church may dissolve the Pastoral relationship by a majority vote, taken by secret ballot, with the terms of dismissal determined by the Church Council. These terms will include two (2) months salary.

IV.1.8. When a vacancy in the position of Senior Pastor exists, the Elders shall be responsible for the leadership of the regular services.

#### IV.2. Ministry Staff

IV.2.1. The calling of any Ministry Staff shall be by action of the Church Council upon recommendation of the Search Committee.

IV.2.2. The initial titles and duties of Ministry Staff shall be determined at the time the call is extended. The Ministry Staff shall be responsible to the Senior Pastor.

IV.2.3. The Senior Pastor will conduct annual performance reviews of each Ministry Staff. A copy of the review shall be presented to the Elders.

IV.2.4 The severance, resignation or dismissal of Ministry Staff shall be by action of the Church Council.

#### IV.3. Support Staff

IV.3.1. The hiring, resignation, or severance of support staff shall be by action of the Church Council.

IV.3.2. The titles, duties, and reporting relationships of support staff shall be determined at the time of their hiring.

### **Article V. Other Church Leaders**

#### V.1. Church Moderator

The Church Moderator shall be a Church member who shall preside over all business meetings of the Church; shall be a person with proven spiritual leadership able to maintain a spirit of Christian love at all business meetings; shall be familiar with the Constitution, By-Laws, and Operation Manual of the Church along with Robert's Rules of Order; shall be appointed by the Church Council and ratified by the Church for a one (1) year term, and shall be eligible for re-appointment for a maximum of four (4) consecutive terms. The Church chairman, or designee, shall serve as moderator if the moderator is unable to serve at a meeting.

V.2. Church Clerk

The Church Clerk shall be a Church member who shall keep minutes of all Church business, Church Council, and Deacon meetings; carry on correspondence as necessary; keep a register of the membership of the Church; report any changes in the Church membership rolls at quarterly business meetings; and take charge of all records (except property records). The Church Clerk shall be appointed by the Church Council, ratified by the Church, serve a one (1) year term, and be eligible for re-appointment for a maximum of four (4) consecutive terms.

V.3. Financial Secretary

The Financial Secretary shall be a Church member who shall keep an account of all moneys received and deposit the same in a local bank in the name of Faith Baptist Church of Hampton, Iowa; shall provide Church members with contribution envelopes; shall provide monthly reports to the church council, and annual financial reports to the Church; shall send statements of giving records to each contributor; and shall perform all other duties as assigned by the Deacons. The Financial Secretary shall be a member of the Finance Ministry Team, but not the Deacons, shall be elected by the Church to a two (2) year term, and shall be eligible for reelection to a second term.

V.4. Assistant Financial Secretary

The Assistant Financial Secretary shall be a Church member familiar with the record system and duties of the Financial Secretary, shall be prepared to perform those duties in the absence of the Financial Secretary, and shall serve on the Finance Ministry Team. The Assistant Financial Secretary shall be appointed by the Deacons, ratified by the Church for a one (1) year term, and shall be eligible for re-appointment for a maximum of four (4) consecutive terms.

V.5. Church Treasurer

The Deacon responsible for finances shall serve as the Church Treasurer. The Treasurer shall keep an account of all disbursements; shall provide monthly reports to the church council, and annual reports to the Church; and shall perform all other duties as assigned by the Church Council. All funds shall be under the jurisdiction of the Church Council.

V.6. Assistant Church Treasurer

The Assistant Church Treasurer shall be a Church member familiar with the record system and duties of the Church Treasurer, shall be prepared to perform those duties in the absence of the Church Treasurer, and shall serve on the Finance Ministry Team. The Assistant Church Treasurer shall be appointed by the Deacons, ratified by the Church for a one (1) year term, and shall be eligible for re-appointment for a maximum of four (4) consecutive terms.

V.7. Church Chairman

The Church Chairman shall be appointed by the Elders from among their members, and shall be ratified by the Church. The Church Chairman shall preside at all Church Council meetings; shall give supervision and encouragement to each of the Ministry Teams and committees as an ex-officio voting member; shall work closely with the Senior Pastor in planning and leading the



local Church, and in the Senior Pastor's absence, shall perform the administrative responsibilities.

## **Article VI. Committees**

### **VI.1. Nominating Committee**

The Nominating Committee shall consist of the Church Chairman, representing the Elders, a Deacon, selected by the Deacons, the Senior Pastor, and not less than three (3) members, nor more than five (5) members elected from the membership of the Church at large. The committee shall select a chairperson from among its members.

#### **VI.1.1. Selection**

The Nominating Committee will submit recommendations for three to five (3-5) members from the Church at large to the Church Council for discussion. Those who are qualified will then be contacted by the Nominating Committee for willingness to serve. Members of this committee shall display a spirit-filled life, demonstrate a servant's heart, possess leadership ability, and recognize the need to be above reproach.

#### **VI.1.2. Election**

The current Nominating Committee shall post the names of those recommended, consenting and qualified to serve at least two (2) regular Sunday morning worship services prior to the Annual Meeting in February. Election will require a 2/3 majority vote of the members present.

#### **VI.1.3. Length of Service**

The term of service shall be one (1) year and no member elected from the Church at large shall serve more than two (2) consecutive terms.

#### **VI.1.4. Vacancies**

If the number of committee members elected from the Church at large falls below three (3), the committee shall initiate the process outlined in Selection and Election (paragraphs VI.1.1 and VI.1.2). The requisite posting of names is prior to the next scheduled business meeting.

#### **VI.1.5. Responsibilities**

The committee shall serve for one Church year to consider recommendations from individual members for Church Council, and review the credentials of candidates to the positions on the Church Council and the office of Financial Secretary; nominate them for election at the Annual Election to a specific ministry area or the office of Financial Secretary; and fill any vacancies on the Church Council as they occur.

### **VI.2. Pastoral Search Committee**

The Pastoral Search committee shall be activated for the calling of the Senior Pastor or associate staff.

#### VI.2.1. Selection

This committee shall consist of four (4) Church members at large, one (1) Elder, and one (1) Deacon in addition to the Church Chairman, and shall broadly represent the constituency and program of the Church. When seeking ministry staff, the Senior Pastor shall lead the committee. The committee members shall be appointed by the Church Council and ratified by the Church, and shall be convened by the Church Chairman.

#### VI.2.2. Responsibilities

When the work of this committee is to find a candidate for the position of Senior Pastor, it shall bring its recommendation to the Church Council for approval. The Elders, together with the Pastoral Search committee, shall establish an appropriate candidate schedule, announcing the date and times at least two (2) Sundays prior to this event. This committee, in consultation with the Church Council, shall formulate the terms of the call upon which the Church must act within one (1) week of the candidacy.

When the work of this committee, with the Senior Pastor's leadership, is to find a candidate for the position of ministry staff, it shall bring its recommendation to the Church Council for approval. The Search Committee shall establish an appropriate candidate schedule and post it at least one (1) Sunday prior to the event. This committee, in consultation with the Church Council, shall formulate the terms of the call. A call shall require a favorable vote of 75% by the Church Council.

#### VI.3. Audit Committee

The Audit Committee shall consist of at least two (2) Church members, not to include the financial officers of the Church, and shall be appointed by the Deacons and ratified by the Church at the Annual Election to serve for the following fiscal year. This committee shall review the financial records of the Church and shall submit a written report to the Church Council before the end of the first quarter of the fiscal year, and at such other times as directed by the Deacons.

#### VI.4. Ad Hoc Committees

The Church Council may add or dissolve other committees as it, or the Church, deem necessary.

#### VI.5. New Ministries

In order for any new ministry to be considered a part of the Church sponsored activities, its leaders shall submit their plans in writing to the Senior Pastor, or his designee, and subsequently to the Church Council for review. The new ministry shall, upon recognition by the Church Council, be assigned to the appropriate Ministry Team. Regular reports and plans shall be submitted to that Ministry Team.

### **Article VII. Business Meetings**

#### VII.1. Fiscal Year

The fiscal year of the Church shall run from the first day of March to the last day of February.

#### VII.2. Annual Business Meeting

The Annual Business Meeting of the Church shall be held in February upon such day and time as the Church Council shall designate for the purpose of approving the annual Church budget for the next fiscal year, electing the Church Council members and the Financial Secretary the Nominating Committee, ratify Church Chairman, Clerk, Assistant Treasurer, Moderator and Assistant Financial Secretary and transacting such other business as may be properly brought before the members.

#### VII.3. Annual Praise Gathering

The Annual Praise Gathering of the Church shall be held in March upon such day and time as the Church Council shall designate for the purpose of reporting on and praising God for the ministry accomplishments of the previous year.

#### VII.4. Special Business Meetings

Special business meetings of the Church may be called by the Church Chairman, the Church Council, the Senior Pastor, or by fifteen (15) percent of the membership of the Church presenting a petition to the Church Chairman or the Church Moderator for the purpose or purposes stated in the call of the meeting.

#### VII.5. Notice of Meetings

Notice of the date, time, and purpose for all business meetings shall be posted in a conspicuous place two (2) consecutive Sundays in advance of the meeting, and announced verbally during the morning services on those Sundays. Exceptions to this include meetings at which decisions will be made regarding the mortgaging, conveying, or encumbering the real property of the Church. Meetings including these items on the agenda require verbal and posted notice four (4) consecutive Sundays in advance of the meeting.

#### VII.6. Quorum

- a. Fifteen (15) percent of the adult membership of the Church shall constitute a quorum at any duly called meeting for the purpose of transacting such business as may be properly brought before the members. Fifty one (51) percent of the adult membership shall constitute a quorum at a meeting for the purpose of calling a Pastor, or for the mortgaging, conveying, or encumbering the real property of the Church.

#### VII.7. Voting

The majority of the members voting shall constitute the act of all members unless specified otherwise in the Church Constitution or By-Laws. Each member sixteen (16) years of age and older shall be entitled to one (1) vote in each matter.

#### VII.8. Rules of Order

All business meetings of the Church members, or of the Elders, Deacons, or the Church Council, shall be governed by Robert's Rules of Order, keeping in mind that the Bible is the Church's final

authority in all matters of faith and practice, and God's admonition is to do all things with a spirit of Christian love.