

First Baptist Church Constitution

ARTICLE I

Name

The name of this congregation shall be, “First Baptist Church of Medina, Ohio.”

ARTICLE II

Confession of Faith

THE SCRIPTURES

We believe that the Bible, consisting of 66 books of the Old and New Testaments, is the inspired and inerrant Word of God in its original writings. (2 Timothy 3:16-17, 2 Peter 1:19-21) The Bible is the completed special revelation from God the Holy Spirit, and is the final rule of faith and practice for the church.

THE TRINITY

We believe that God exists eternally in three distinct persons – God the Father, God the Son, and God the Holy Spirit – while there is only one God. (Matthew 28:18-20, Exodus 20:2-3, Isaiah 48:16) The one and only God is infinitely glorious in His holiness, sovereignty, grace, and power. The Triune God created the universe and all its living beings without existing materials or organic evolution. (Genesis 1:1, Isaiah 40:28)

THE PERSON AND WORK OF GOD THE SON

We believe that the eternally existent Son of God was incarnated in the human race as Jesus Christ, conceived in a virgin by the Holy Spirit. (John 1:14, Matthew 1:22-24) He lived a sinless life, was crucified as the Lamb of God to provide atonement of infinite value, died and was buried. On the third day, Jesus was raised from death in His same body in glorified form, was seen alive by hundreds of witnesses, and ascended to Heaven to be enthroned there to intercede for His people until His return to earth. All of this was in fulfillment of ancient prophecy. (Matthew 28:5, 1 Timothy 3:16, Acts 2:24, 1 Corinthians 15:3-7, Hebrews 10:12-14, Romans 4:25, Isaiah 53)

The death of Christ, the Just One for the unjust ones, fully satisfied the offended holiness of God, so that all who entrust their eternal welfare to Jesus Christ as their Advocate and Savior will be saved eternally. (John 10: 28, Romans 8:30, Hebrews 13:5, 1 Peter 3:18)

THE PERSON AND WORK OF GOD THE HOLY SPIRIT

We believe in the eternal conscious personhood of the Holy Spirit, active in the original creation of the universe and in the regeneration of believing sinners. The Holy Spirit inspired holy men of God to write the Bible, and now uses the preaching of that Word of God to convict sinners of their need to trust Christ and to convict believers of their need to obey and grow. He indwells believers, baptizing them into one spiritual Body of Christ and sealing them as the guarantee of completed redemption. The Holy Spirit empowers believers to grow in their Christ likeness, to overcome temptations from the devil, to exercise their spiritual gifts, and to live life

abundantly for the glory of God. (Romans 8:9, 11, John 14:26, 16:13, Acts 1:8, Ephesians 1:13-14, 1 Corinthians 6:19, Romans 12:6)

THE NATURE AND CONDITION OF MANKIND

We believe that human beings were originally created in the image of God, to reflect His glory and divine attributes and to rule over the rest of creation for Him. (Genesis 1:26-27) When Adam and Eve chose to disobey God, they were alienated from free fellowship and incurred His judgment on themselves and the entire human race. (Romans 5:12,17) Every person is born with a fallen nature that is inclined away from God and in need of reconciliation and regeneration. All are sinners by birth and choice, spiritually dead and unable to please God by their own efforts. (Romans 3:23, John 3:19, Ephesians 2:1-5)

Marriage is God's design where one man is joined to one woman. Any variation is not a true marriage according to Scripture. (Genesis 2:18-25; Matthew 19:4-6; Ephesians 5:22-33)

THE NATURE OF SALVATION

We believe that regeneration - new birth - is the only way into the Family of God. People are born again when as unworthy sinners they call upon Jesus Christ as their Savior to forgive their sins and to give them eternal life. Salvation is eternal life in the presence and favor of God, gained by faith alone through the grace of God. Once people have thus passed from spiritual death to life, they can never again come under the condemnation of God, and are assured of eternal life with Him. (John 3:3-7, Titus 3:5, 1 Corinthians 6:11, Acts 16:31)

THE AFTERLIFE

We believe that only two options exist for every human being, and that their eternal destiny is determined during their earthly lifetime.

- Those who have trusted Jesus Christ as Savior will enjoy eternal bliss in the presence and favor of God in Heaven, and later in the New Heavens and New Earth.
- Those who fail to trust in Jesus Christ are destined for judgment from God in Hell.

There are no other options. (Matthew 25:46, Hebrews 9:27, John 3:15-19)

THE NATURE OF THE CHURCH

We believe that all true believers in Christ are united in one spiritual body, the Body of Christ, by the baptism of the Holy Spirit at the time of their conversion. (1 Corinthians 12:13, John 17:21)

We believe that the local church is the focal point of God's work in the world, so every believer is to be a committed member of a biblical church. A local church is an organized body of baptized believers in a locality, voluntarily associated to glorify God through worship, instruction, fellowship, and evangelism; with pastors and deacons as its officers, and observing together the biblical ordinances, while serving as Christ's ambassadors in their community. (Matthew 18:16, Ephesians 4:11, Philippians 1:1, Colossians 3:16, 1 Timothy 3:1-13, 2 Corinthians 5:20)

THE ORDINANCES OF THE CHURCH

We believe that biblical Christian baptism is the immersion in water of a believer in the name of God the Father, Son, and Holy Spirit, and that this is a prerequisite to membership in a local church. (Matthew 28:19, Acts 2:38, Acts 8:36, Acts 18:8, Romans 6:3-4, Colossians 2:12)

We believe that Communion or the Lord's Supper, is symbolic of the broken body and shed blood of Our Lord Jesus Christ, and is to be partaken of regularly by believers as the gathered church, after solemn self-examination and confession of sin. (1 Corinthians 11:23-31, Matthew 26:26-30)

THE CHURCH IN THE WORLD

We believe that Christians are responsible to be like salt and light in the cultures in which they participate, both in personal influence and in positions of civil influence and office. God established civil government for the ordering of human society and for the restraint of evil. Christians are to pray for government leaders and live as obedient citizens insofar as that does not conflict with public moral issues that are clearly defined in Scripture. (Romans 13:1-7, Matthew 5:13-16, 22:21, Acts 5:29)

THE MISSION OF THE CHURCH

We believe the Church was given a great commission by Jesus Christ to communicate the Gospel among all peoples and nations, best accomplished by the establishing and encouraging of new churches that are based on the Word of God and are indigenous to the many cultures of the world. This work of evangelism and disciple building, both near and far, is the goal and passion of the churches Jesus promised to build. (Mark 16:15, Matthew 16:18, 28:18-20, Acts 1:8)

THE RESPONSIBILITY OF BELIEVERS

We believe that the spiritual rebirth of believers in Christ brings a new spiritual nature that is able to overcome our natural fallen nature by the working of the resident Holy Spirit and the obedient reading of the Bible. As new creations in Christ, we believers are to conduct ourselves in society and church in ways that reflect the living presence of Christ within us, our joy in the Lord, and the difference from our former lifestyle. Believers are to seek to be constantly controlled by the Holy Spirit in conversation and manner of life. Each one is responsible to discover and develop his or her spiritual gifts. (2 Corinthians 5:17, 1 Corinthians 6:19-20, 1 Thessalonians 1:3, 2:10, Ephesians 2:10, 5:18, 2 Timothy 1:6)

We believe in the reality and personhood of Satan, the avowed enemy of God and man, who seeks by all manner of subtle and delusive means to restrain men from coming to a saving knowledge of Christ. (Job 1:6, 7; Isaiah 14:12-17; Matthew 4:2-11, 2 Timothy 3:1-5)

THE FINAL EVENTS

We believe that God's agenda for the world will complete His promised dealings with the Jewish chosen nation and involve the entire world. No one can know or calculate the starting point of the final events mentioned in the Bible.

In broad outline, we believe that God's agenda will realize the following events:

First Baptist Church Constitution 1/25/2015

1. The Rapture - The taking up to Heaven of the Church, comprising all true believers regardless of denomination. (1Thessalonians 4:14-17)
2. The Tribulation - A period of about seven years when judgment is poured out on unbelieving Jews and Gentiles on earth. (Revelation 6-19, Daniel 9:27)
3. The Judgment Seat - Meanwhile, the Church in Heaven will face the judgment seat of Christ and enjoy the marriage feast of the Lamb. (Revelation 19, 2 Corinthians 5:10)
4. The Second Coming - Jesus Christ will return to earth with His hosts of angels and believers to interrupt the Battle of Armageddon by conquering both sides and establishing His promised Messianic Kingdom, which will last 1000 years, with Satan bound and unable to influence earthly life. (2 Thessalonians 1:7-10, Revelation 20)
5. The Final Judgment - After a brief release and uprising, Satan and his demonic hordes will be judged and cast into the Lake of Fire. Unbelievers who rebelled with Satan, and other resurrected unsaved persons, will face the Great White Throne judgment and be consigned to Hell for eternity. (Revelation 20)
6. The New Creation - God will create new heavens and a new earth for His people where they will live joyfully in His presence forever. (Revelation 21-22)

ARTICLE III

Church Government

Section 1: GOVERNMENT

The church shall be and remain independent and autonomous, self-governing as to its own affairs, subject to the authority of the Holy Scriptures.

Section 2: DURATION

The duration of this organization is to be perpetual.

Section 3: DISSOLUTION

Paragraph A:

First Baptist Church of Medina, Ohio, may only be dissolved after all active voting members have been notified in writing that the question of dissolution will be voted upon at a meeting called for that purpose. A resolution to dissolve the corporation is adopted if it receives at least three-fourths (3/4) approval of voting members present at a meeting called for that purpose.

Paragraph B:

All corporate liabilities are to be paid. Any assets remaining after payment of liabilities shall be given to one or more fundamental, Bible-believing, non-profit organizations such as Baptist agencies, churches, missions, schools, or colleges. Organizations of like-minded Baptist faith and practice shall be given first preference. None of the assets shall be given to any individuals, or to any organization which is not tax-exempt as a 501(c)(3) entity.

ARTICLE IV

Church Business

Section 1: MEETINGS FOR SPIRITUAL EDIFICATION

Paragraph A:

Public worship services shall be held regularly on the Lord's Day.

Paragraph B:

Other services may be held in the church as shall be as determined by the Senior Pastor and Fellowship of Deacons and in accordance with the needs and desires of the congregation.

Section 2: BUSINESS MEETINGS

Paragraph A:

The Annual Business Meeting of the church shall be held on an appropriate date in January. If for any reason it cannot be held on this date, it shall be called and held on the earliest date available thereafter. Public notice of this meeting shall be given at the regular public worship services on the two (2) preceding Sundays.

Paragraph B:

Additional business meetings of the church may be called and held at the discretion of the Senior Pastor, the Fellowship of Deacons, or on the written request of 25 eligible voting members. Public notice of such a meeting shall, where possible, be announced in regular worship services on the two (2) preceding Sundays. Such notice will be given clearly defining the business to be transacted.

Paragraph C:

All business meetings of the church shall be moderated by the Senior Pastor, except in the event of a vacancy in the pulpit or in his absence, or when the business transacted directly relates to the performance of his duties, qualifications, or compensation. In such cases the Chairman of the Fellowship of Deacons or his designee shall be the moderator.

Paragraph D:

In all business meetings, Robert's Rule of Order shall govern all cases to which they apply. In exceptions a majority vote shall establish the rule.

Section 3: VOTING

Paragraph A:

A majority vote of eligible members present shall be required for the transaction of business, except as provided herein. Only yes or no votes will be counted. The vote for officers shall be by written ballot and a majority of all votes cast shall be required for election. Only yes or no votes will be counted.

Paragraph B:

Only those who have been members in good standing for one (1) year or more shall be eligible for election to any church office. This shall at no time apply to the Pastor or Pastoral Staff.

Paragraph C:

All members in good standing (at least 18 years old, attend services frequently, and are not under discipline) shall be permitted to vote and, if otherwise qualified, able to hold church office.

Section 4: QUORUM

The lesser of thirty-five (35) eligible voting members or 10% of eligible members in good standing shall constitute a quorum at all business meetings of the church, but a smaller number may vote to adjourn to a subsequent date.

Section 5: AMENDMENTS

This Constitution may be amended at a church business meeting by a three-fourths (3/4) majority vote of eligible members present. Notice of the proposed amendment shall have been made available in writing to the membership and announced from the pulpit no less than two (2) Sundays preceding the meeting in which action is to be taken. Voting shall be by written ballot and a three quarters (3/4) majority of all votes cast shall be required for election. Only yes or no votes will be counted.

ARTICLE V

Membership

Section 1: ADMISSION OF MEMBERS

Any person who wishes to be a member of First Baptist Church must:

- 1) Give personal testimony of personal saving faith in Jesus Christ;
- 2) Give proclamation of this faith through baptism by immersion;
- 3) Affirm the Confession of Faith of this church;

- 4) Attend a new members orientation;
- 5) Be interviewed by the Fellowship of Deacons, or their assigned representatives, to give satisfactory testimony of personal salvation and to indicate acceptance of the doctrines, practices and Confession of Faith of the church;
- 6) Be encouraged to give a testimony of their Christian experience;
- 7) After completing all these, go before a vote of the eligible members present. Voting will complete the process to admit the candidate into church membership.

Section 2: DUTIES OF MEMBERS

Paragraph A:

The duties of members include the acquisition of Scriptural knowledge and constant progress in spirituality.

Paragraph B:

It is the duty of members to honor, esteem, and love our Pastors, to pray for them, fervently and regularly; to submit to them in the Scriptural exercise of their official authority; to attend to their needs; to manifest a tender regard for their reputation; and to contribute toward their support.

Paragraph C:

It is the duty of each member to cultivate and cherish brotherly love for all other members of the church; and to show this love by using all proper measure to promote their spiritual benefit and prosperity and to refrain from gossip, slander, and unholy attitude.

Paragraph D:

It is the responsibility of each member to bear prudent and faithful testimony by life and word to those who are not Christians and to seek to lead them to the acceptance of Gospel of Jesus Christ.

Paragraph E:

It is the responsibility of each member to encourage the ministry of this church by

- Regular and faithful attendance to its services and meetings;
- Proportionate contributions toward the various needs and ministries; and
- Active involvement in the programs of the church, sharing time, talents and spiritual gifts.

Section 3: DISASSOCIATION OF MEMBERS

Membership may be dissolved by any of the following methods:

Paragraph A:

Departure: Any member (except a member under discipline), upon presentation of a

written request to the church by the member or by another church of the same faith and practice, may be dropped from the membership.

Paragraph B:

Death: Upon knowledge of a member's death, the member's name shall promptly be removed from the membership roll.

Paragraph C:

Dismissal:

1. The membership roll shall be reviewed periodically by the Fellowship of Deacons. Assisted by the Senior Pastor, they shall be empowered, at their discretion, to remove the names of members who have failed to fellowship with the church during the preceding year. The church shall send a notice of such impending action at least thirty (30) days prior to their being removed from membership.
2. Any member who brings reproach upon the church by conduct unbecoming a Christian, or who is contentious to the unity, friendship and fellowship of the church, shall first be dealt with according to the procedures for church discipline, Article V, Section 4. If he or she evidences no penitence and shows no disposition to do differently, then the question of whether the member shall remain in fellowship or be dismissed from membership shall be brought before the Fellowship of Deacons.

Section 4: DISCIPLINE OF MEMBERS

The exercise of discipline in accordance with New Testament teaching toward any member whose transgressions jeopardize the spiritual life of the church shall be the solemn duty of the Senior Pastor and Fellowship of Deacons, without delay.

The purpose of all discipline shall be restoration to fellowship and reactivation in the work of the church. The spirit of Galatians 6:1 shall be followed by the Senior Pastor and the Fellowship of Deacons in every case of church discipline.

In the discharge of its duties, they shall always use kindness, consideration and Christian love throughout the proceeding. (Matthew 18:15-18; I Corinthians 5:1-3, 6:14-18; Galatians 6:1; II Thessalonians 3:6-16; I Timothy 5:19, 20; Titus 2:6, 12, 15 3:1, 2,10,11; Hebrews 10:24, 25; 13:17)

ARTICLE VI

Church Officers and Staff

Section 1: CHURCH OFFICERS

The Officers of the Church shall consist of Senior Pastor, a Fellowship of Deacons, and any other officers as may be deemed necessary to conduct the affairs of the church.

Section 2: SENIOR PASTOR

Paragraph A: Qualifications

The Senior Pastor shall be a recognized minister holding to Baptist doctrine, with sufficient qualifications and experience to handle the affairs of the church according to the standards of I Timothy 3:1-7 and Titus 1:5-9. He shall become an active member and in full accord with the Confession of Faith and Constitution of this church.

Paragraph B: Selection

In the event that the Senior Pastor position becomes vacant, the Fellowship of Deacons shall secure a candidate. The Fellowship of Deacons may form a pulpit search committee to aid in finding potential candidates. The pulpit search committee shall consist of at least three members from the Fellowship of Deacons and any other members appointed to serve by the Fellowship of Deacons. After prayerful consideration, the Fellowship of Deacons shall present to the church for consideration only one candidate at a time. Voting on a candidate shall take place at a meeting called and noticed for that purpose. The meeting shall be announced on the two (2) preceding Sundays. Eligible members present shall vote by written ballot. A three-quarters (3/4) majority of all votes cast shall be required for election. Only yes or no votes will be counted.

Paragraph C: Responsibilities

The Senior Pastor shall be charged with the oversight of the spiritual welfare of the church; he shall preach the Word of God to the edifying of the church and the salvation of the unregenerate; he shall have in his charge all stated services of public worship; and he shall administer the ordinances and perform the usual duties relevant to his offices. The Senior Pastor shall be a member ex-officio of all committees, and Moderator of the church.

Paragraph D: Termination

1. Voluntary – The Pastor shall be encouraged to submit written notification to the church not less than thirty (30) days before the date on which he intends to discontinue as pastor. He may receive up to sixty (60) days of salary and benefits. Any exceptions shall be voted on by the Fellowship of Deacons.

2. Involuntary by Church Vote – Termination from the pastoral office may be effected with due cause after the recommendation of the Fellowship of Deacons and a three-fourths (3/4) majority vote of voting members present, at a meeting called and noticed for that purpose. He shall be entitled to at least thirty (30) days of salary and benefits.

3. Involuntary by Unanimous Vote of Fellowship of Deacons – If, by a unanimous vote of the Fellowship of Deacons, the Pastor is deemed guilty of heresy or immorality or unethical practices, he shall immediately be dismissed from any pastoral responsibilities and relationships. He shall, however, be entitled to at least thirty (30) days salary and benefits.

Section 3: OTHER PASTORAL OFFICES AND CHURCH STAFF

Paragraph A: Addition of a Position

From time to time it may be expedient to add additional members to the pastoral staff or church staff. If the need requires an addition to the annual budget, the Senior Pastor and the Fellowship of Deacons will present to the church the need, a job description of the position and approximate budget needs. This position must be approved by the church with a majority vote of those members present and voting, at a meeting called and noticed for that purpose.

Paragraph B: Selection

The seeking and choosing of personnel for these positions will be the responsibility of the Senior Pastor, with the approval of the Fellowship of Deacons. Any person selected for a pastoral position, or as an employee of the Church, must become a member of First Baptist Church of Medina.

Paragraph C: Responsibilities

The responsibilities of each additional pastoral staff member shall be determined by the Senior Pastor along with the Fellowship of Deacons. Said personnel shall be responsible to and under the direction and authority of the Senior Pastor. In the absence of a Senior Pastor, all other pastoral staff shall be under the authority of the Fellowship of Deacons or their appointee. All employed church staff members must be in agreement with First Baptist Church of Medina's Confession of Faith.

Paragraph D: Termination

Pastoral staff and church employees are hired as at will employees. Termination shall be decided by the Senior Pastor and with approval of the Fellowship of Deacons, or, in his vacancy, by the Fellowship of Deacons alone. Pastoral staff and church employees generally will be given 30 days' severance.

Section 4: FELLOWSHIP OF DEACONS

Paragraph A:

The church shall elect from its membership not less than nine (9) nor more than twelve (12) Deacons. There shall be not more than four (4) Deacons elected at each Annual Business Meeting of the church to serve for a term of not more than three (3) years. No deacon may serve more than two (2) consecutive full terms. A deacon who has served two (2) consecutive full terms must wait one (1) year before he is eligible for re-election. A deacon who has filled an unexpired term of one (1) year or less may serve two (2) consecutive full terms in addition to the unexpired term.

Paragraph B:

Should a vacancy arise in a position on the Fellowship of Deacons prior to expiration of the term due to resignation, disqualification, or death of a Deacon, the Senior Pastor and the Fellowship of Deacons (or, in the absence of a Senior Pastor, the Fellowship of Deacons alone) may appoint a qualified individual to serve out the remainder of the unexpired term.

Paragraph C:

At the first regular meeting following the annual election, the Deacons shall elect from

their membership a Chairman, a Vice-Chairman, a Secretary and a Treasurer of the Benevolent Fund, who shall perform the usual duties of such offices. A majority of members present at any called meeting shall constitute a quorum. The Deacons shall meet once a month unless otherwise agreed upon. The Chairman shall prepare a report of the activities of the Fellowship of Deacons, which shall be given at the Annual Business Meeting of the church. The Fellowship of Deacons may use their discretion in keeping private any information which may be deemed injurious to any person or the church as a whole. (*Illustration: Paul in 2 Corinthians 5:1-13*)

Paragraph D:

The qualifications for the Fellowship of Deacons shall be such as prescribed and set forth in the New Testament. (Acts 6:3, 8:26-40; 1 Timothy 3:8-13) The Fellowship of Deacons are at all times servants of the church and subject to its corporate action.

Paragraph E:

The spiritual duties of the Fellowship of Deacons shall be to:

1. Assist the Pastor in spiritual supervision of the church;
2. Examine all candidates for church membership, recommending such as they consider eligible for the same;
3. Have charge of all matters that threaten to disrupt the peace and harmony of the church;
4. Receive and disburse at their discretion the fellowship offerings;
5. Prepare the elements and table for the Lord's Supper and assist in serving the same.

Paragraph F:

The secular duties of the Fellowship of Deacons shall be to:

1. Hold the property of the church in a fiduciary capacity;
2. Prescribe the form of all books and records to be kept by the Church Treasurer and Financial Secretary, designate all depositories and ensure all lawful contracts;
3. Assist the Financial Secretary in accounting of the church offering;
4. Annually review the salaries and benefits of the pastoral staff and other church employees;
5. Perform such other duties as may be proposed from time to time by the church.

Paragraph G:

The Fellowship of Deacons shall not have any authority to buy, sell, lease, give away or dispose of in any manner, church property to exceed 2% of annual budget, nor to mortgage the same or encumber the church with debt to exceed the above amount, except as the church may order by corporate action. All spending must be within budgetary constraints, unless approved otherwise by church vote. All church finances shall be held in escrow only in financial institutions, title companies, or other agencies where such funds shall be insured or bonded.

Section 5: TREASURER

The church shall elect a Treasurer from its membership at each Annual Business Meeting. The Treasurer shall be responsible for the receipt and custody of all moneys transferred by the

Financial Secretary to the Treasurer's Accounts. The Treasurer shall pay from the moneys received the salary of the Pastor, the salaries of all other employees of the church, and all other bills of the church which have been duly approved, including missionary report accounts. The Treasurer shall keep a true and accurate record of accounts, showing all receipts and disbursements, and shall prepare a report for the Fellowship of Deacons at its regular monthly meeting, or at such other times as the Fellowship of Deacons may determine. The Treasurer shall also give a complete written report to the church at the Annual Business Meeting, showing the receipts and disbursements for the fiscal year, including the assets and liabilities of the church. Immediately after the close of the church year, and before the Treasurer's report is given at the Annual Business Meeting, the Treasurer shall be required to submit his/her records with all necessary receipts and vouchers to the Fellowship of Deacons or an independent Tax Accountant designated by the Fellowship of Deacons for examination. Upon expiration of the Treasurer's term of office, he/she shall deliver to the next Treasurer all Treasury records, and the moneys of the church in his/her possession. A retiring Treasurer may be eligible for re-election.

Section 6: ASSISTANT TREASURER

The church shall elect from its membership at each Annual Business Meeting an Assistant Treasurer. The Assistant Treasurer shall serve in the event of the absence or incapacity of the Treasurer and shall assist as needed.

Section 7: CLERK

The church shall elect a Clerk from its membership at each Annual Business Meeting. The Clerk shall keep a complete record of the proceedings of the church, have charge of all records, keep a register of all members of the church, write letters of dismissal and recommendation as ordered by the church, give notice of Church Business Meetings, acquaint all organizations within the church of any official action taken by the church which may affect them, and perform such other duties as may be prescribed by the church. The Clerk shall prepare a complete report to be given at the Annual Church Business Meeting. Upon expiration of his/her term of office, the Clerk shall deliver to the successor all the records of the church in his/her possession. A retiring Clerk may be eligible for re-election.

Section 8: ASSISTANT CLERK

The church shall elect from its membership at each Annual Business Meeting an Assistant Clerk. The Assistant Clerk shall serve in the event of the absence or incapacity of the Clerk and shall assist as needed.

Section 9: FINANCIAL SECRETARY

The church shall elect a Financial Secretary from its membership at each Annual Business Meeting. The Financial Secretary shall receive all moneys collected by the church, shall count them each week and bank them to the credit of the church accounts. The Financial Secretary shall keep a true and accurate account of each contributor's gifts and provide offering envelopes

for each church member and others desiring the same. Knowledge of each contributor's record shall be kept confidential to the Financial Secretary and the Church Treasurer. The Financial Secretary shall prepare a report for the Fellowship of Deacons at its regular monthly meeting, and shall prepare a complete statistical report to be given at the Annual Business Meeting of the Church. Upon expiration of his/her term of office, The Financial Secretary shall deliver to the successor all the records of the church in his/her possession. A retiring Financial Secretary may be eligible for re-election.

Section 10: ASSISTANT FINANCIAL SECRETARY

The church shall elect from its membership at each Annual Business Meeting an Assistant Financial Secretary. The Assistant Financial Secretary shall serve in the event of the absence or incapacity of the Financial Secretary and shall assist as needed.

Section 11: COMMITTEES

Committees, standing or ad hoc, may be deemed necessary by the Senior Pastor and the Fellowship of Deacons for assisting them in the work of the church. The purpose and extent of activity and term of service shall be specified at the time of appointment, and shall remain in effect until terminated by the Senior Pastor and the Fellowship of Deacons.

**This constitution as amended on January 25, 2015,
supersedes any previous document and Church Constitution.**