

CONSTITUTION AND BYLAWS



FIRST BAPTIST CHURCH
of
DOVER, DELAWARE

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DOVER, DELAWARE

ARTICLE I. NAME and PURPOSE

Section I.

This congregation shall be called THE FIRST BAPTIST CHURCH OF DOVER, hereafter referred to as Church

Section II.

This Church lives to go forth teaching, preaching, growing, praying, and serving in love and unity in the way of the Lord Jesus Christ.

ARTICLE II. AFFIRMATION

This Church accepts the Lord Jesus Christ as the head of the Church and the promise that the Church, as a body, is a living organism based on the Bible as the Word of God. The ordinances of this body of believers shall be the Lord's Supper and Believer's Baptism.

ARTICLE III. CONSTITUENCY

Profession of a personal faith in Jesus Christ as Lord and Savior and baptism by immersion shall be the requisites for membership in this Church.

ARTICLE IV. POLITY

The government of the Church is vested in its members under the guidance of the Lord. The Church shall meet the requirements of incorporation in the State of Delaware as a non-profit organization.

ARTICLE V. AFFILIATIONS

This Church shall be affiliated with the American Baptist Churches/USA, the American Baptist Churches of Pennsylvania and Delaware and the Delaware Association of American Baptist Churches. It may cooperate with other Christian groups having the same convictions of faith as this congregation.

ARTICLE VI. RULES OF GOVERNMENT

This Church shall be governed by the Constitution, Bylaws, Policies and Procedures as herein stated for the implementation of a sound Biblically-based congregational life.

All Officers Boards, Standing Committees, and Employees shall be governed by the Constitution, Bylaws, and Policies and Procedures as herein stated

ARTICLE VII. METHOD OF CHANGE AND/OR AMENDMENT

Section I.

The Constitution may be amended and/or changed. For this purpose 51% of the active members of the Church shall constitute a quorum. 75% of the active members present, voting by written ballot,

shall constitute a vote. Such changes or amendments are to be presented in a Quarterly Business Meeting. They are to be voted upon in either the next Quarterly Business Meeting or specially-called business meeting. Required is four (4) weeks notification of the change by direct mailing to the membership, notification in the Church bulletin, and announcements in the Sunday worship services.

Section II

The Bylaws may be amended and/or changed. For this purpose 51% of the active members of the Church shall constitute a quorum. 51% of the active members present, voting by written ballot, shall constitute a vote. Such changes or amendments are to be presented in a Quarterly Business Meeting. They are to be voted upon in either the next Quarterly Business Meeting or specially-called business meeting. Required is two (2) weeks notification of the changes by notification in the Church bulletin, and announcements in the Sunday worship services.

Section III.

The Policies and Procedures may be amended and/or changed on request of the appropriate Board or Standing Committee as needed, after referral to and approval by the Constitution Committee for compliance with the Constitution and Bylaws of the Church.

Approved & Adopted: October 9, 2011

BYLAWS

FIRST BAPTIST CHURCH OF DOVER DOVER, DELAWARE

ARTICLE I: THE COVENANT

Having been led by the Spirit of God to receive the Lord Jesus Christ as our Savior, and having been baptized, we affirm our covenant with one another as one body in Christ.

We shall, by the aid of the Holy Spirit, walk together in Christian love, work for the growth of this Church, in knowledge, holiness and comfort, support its worship, ordinances and doctrines and give it sacred preeminence over all human institutions.

We shall contribute toward the spreading of the Gospel to all the world, to the relief of those in need and to the support of the Church's ministry.

We shall educate our children in the Christian faith and share with others the knowledge of God's salvation through Jesus Christ.

We shall be exemplary in our living, honest in our dealings and faithful in our commitments.

We believe that our bodies are the temple of the Holy Spirit and we shall avoid experiences and habits which may defile the mind and spirit, thereby hindering our witness.

Remembering the teaching of our Savior, we promise to love and uphold one another in prayer, to help one another in sickness and distress, to demonstrate Christian sympathy and courtesy, and to seek prompt reconciliation when offended.

When removed from this fellowship, we shall as soon as possible unite with another Church to continue to work for the glory of God.

Covenant Approved: January 2003

ARTICLE II: MEMBERSHIP

Section I. Membership in the Church shall be accomplished by:

- A. Profession of a personal faith in Jesus Christ as Lord and Savior followed by baptism by immersion.
- B. Letter of transfer from a Church of like faith and practice.
- C. Statement of faith where previous church records have been lost or destroyed.

Section II. All applicants for membership shall meet with the Deacons who shall approve/disapprove their request for membership and, if appropriate, make recommendation to the congregation for acceptance. Upon an affirmative vote of fifty-one percent (51%) of active members present at any business meeting of the church, such applicants shall be received into membership or membership after baptism where appropriate.

Section III. All new members are to be given the right hand of Christian fellowship during a stated worship service of the Church.

Section IV. Active members of the Church shall be defined as those members who participate in the stated services, activities, ministries or financial support of the Church.

Section V. Inactive members of the Church shall be defined as those members who fail for the space of two (2) years to fulfill the requirements of Article II, Section IV of the Bylaws.

Section VI. Removal from active membership in this Church shall be accomplished by:

- A. Letter of Transfer of membership shall be granted during a Quarterly Business Meeting by a fifty-one percent (51%) vote of the active members present.
- B. Placement on the inactive roll of the Church shall be made for any member who fails for a space of two (2) years to fulfill any Church obligations particularly as they relate to attendance and support. Such placement shall occur after written notification and efforts on the part of the Pastor and Deacons to make such action unnecessary.
- C. Inactive members will be retained on this roll for five (5) years unless a request for removal is received and/or full active participation in the Church is restored.
- D. Inactive members shall be removed from membership upon evidence of uniting with another church or religious group.
- E. Inactive members may not vote on Church business or serve as officers of this Church.

Section VII. To establish accurate quorums each year, both the active and inactive membership rolls shall be accurately maintained under the supervision of the Pastor, Deacons and the Church Clerk. Each roll shall be reviewed annually and necessary changes made. A summary is to be published at the Annual Business Meeting of the Church.

ARTICLE III: STAFF

Section I. It is required that a complete background check be made by a professional service on all Ministerial/Professional and all other full-time/part-time paid Staff.

Section II. Ministerial/Professional Staff

- A. The ministerial staff of the Church shall be composed of a Pastor and such Associate/Assistant Pastors as the Church shall deem necessary.

B. PASTOR

1. Qualifications

The Pastor shall be an ordained Baptist minister whose ordination complies with the standards of the American Baptist Churches of Pennsylvania and Delaware, and who is

willing to maintain fellowship and cooperation with the denominational organizations with which this Church is affiliated.

2. Duties/Responsibilities

- a. The Pastor shall preach the gospel, administer the ordinances, exercise pastoral supervision, assume the general guidance and care of the spiritual life of the Church and lead the people in accordance with the teachings of the Word of God as contained in the Christian Scriptures.
- b. The Pastor shall be an ex-officio and non-voting member of all Boards and Committees of the Church.
- c. The Pastor will have supervisory responsibility for:
 - 1) The Church office and its Staff.
 - 2) The Associate/Assistant Pastor(s) and the Minister/Director of Christian Education.
 - 3) Supervision of participants in the worship services of the Church whether employed or volunteer.
- d. The Pastor's primary accountability is to the Board of Deacons.

3. Call

- a. The Nominating Committee shall recommend to the Church, at any business meeting of the Church, the establishment of a Pulpit/Search Committee composed of one (1) representative of each Board of the Church and six (6) members of the congregation who are not current members of a Board of the Church. They shall also recommend two (2) alternates from the congregation to serve in the event of the resignation/incapacity of an elected Committee member. Should a Board member resign or be incapacitated, the affected Board shall replace that person from its membership, who shall then serve for the duration of the Committee. The Pulpit/Search Committee shall be elected by a fifty- one percent (51%) vote of active members present.
- b. The Pulpit/Search Committee shall elect its Chairperson from the membership of the Committee who will serve for its duration.
- c. Duties/Responsibilities of the Pulpit/Search Committee
 - 1) Seek and investigate qualified persons for the position of Pastor, working with the staff of the American Baptist Churches of Pennsylvania and Delaware
 - 2) Present only one (1) candidate for the position at a time
 - 3) With the endorsement of the Deacons, present the candidate, the qualifications of the selected person, and terms and conditions of the Call to the congregation under the following conditions:
 - a) Notice of a recommendation for the Call shall be read from the pulpit for three (3) consecutive Sundays prior to the meeting for Call.
 - b) A letter of recommendation for the Call, to include the qualifications, terms and conditions of the Call, shall be sent by first class mail to the active membership of the Church, not less than two(2) weeks prior to the meeting for Call.
- d. The vote on the Call of the recommended Pastor shall be in a specially-called business meeting of the Church.
 - 1) This meeting is to be immediately following the Sunday Worship Service in which the candidate presents their sermon. The quorum necessary for the Call of a Pastor shall be forty percent (40%)of the active membership of the Church.
 - 2) When a quorum exists, eighty-five percent (85%) of the active members present, voting by written ballot, shall constitute a Call. The Chairperson of the Committee is to notify the candidate of the results of the meeting.

4. Termination of employment

- a. The Pastor shall first inform the Board of Deacons prior to informing the congregation, in writing, thirty (30) business days before the termination of service if he/she desires to resign or retire from the Church. In Christian love, the congregation shall grant such a request by a fifty-one percent (51%) vote of the active members present in any business meeting of the

Church.

- b. The recommendation for a dismissal of a Pastor by the church shall require a fifty-one percent (51%) vote of the currently elected members of the Board of Deacons and the Staff Relations Committee in a joint meeting called for this purpose. The quorum for this joint meeting shall be eighty-five percent (85%) of the Board and Committee. It is required that the Pastor meet with both the Board of Deacons and the Staff Relations Committee before any recommendation for termination of employment by dismissal is brought to the congregation.
- c. By mutual decision the Pastor may resign under the conditions stated in Article ID, Section II, B,4, a of these Bylaws. If the Pastor does not choose this option, a recommendation for dismissal shall be brought to a stated or specially-called business meeting of the Church under the same conditions as recorded in Article VIII, Section II, C, 3 of these Bylaws.

5. Absence/Incapacity

In the absence/incapacity of the Pastor, the Ministerial/Professional, Administrative, Contract and Volunteer Staff shall be under the supervision of the Board of Deacons.

C. ASSOCIATE/ASSISTANT PASTOR

1. Qualifications

An Associate/Assistant Pastor shall be an ordained Baptist minister whose ordination complies with the standards of the American Baptist Churches of Pennsylvania and Delaware, and who is willing to maintain fellowship and cooperation with the denominational organizations with which this Church is affiliated. A ministerial undergraduate hired for this position must complete the ordination process within a year of the employment.

2. Call and Termination

An Associate/Assistant Pastor shall be called or terminated under the same conditions and requirements as those stated in Article ID, Section II, B, 3 and 4 of these Bylaws.

3. Duties

- a. The Associate/Assistant Pastor shall perform the duties as stated in the terms and conditions of his/her Call.
- b. An Associate/Assistant Pastor may be an ex-officio and non-voting member of such Boards and Committees of the Church as are assigned by the Pastor.
- c. As a Staff member, the primary accountability of the Associate/Assistant Pastor is to the Pastor of the Church.

D. MINISTER/DIRECTOR OF CHRISTIAN EDUCATION

1. Qualifications

- a. The Minister of Christian Education shall be an ordained Baptist minister whose ordination complies with the standards of the American Baptist Churches of Pennsylvania and Delaware, and who is willing to maintain fellowship and cooperation with the denominational organizations with which this Church is affiliated. A ministerial undergraduate hired for this position must complete the ordination process within a year of the employment.
- b. The Director of Christian Education is not required to be ordained, but is required to have completed a college education and have experience appropriate to the position.

2. Duties

- a. To provide spiritual leadership in all Christian Education programs and perform the duties as stated in his/her job description and letter of agreement to serve.
- b. The Minister/Director of Christian Education shall be an ex-officio and non-voting member of the Board of Christian Education and any other Boards or Committees as are assigned by the Pastor.
- c. As a Staff member, the primary accountability of the Minister/Director of Christian Education is to the Pastor.

3. Call

- d. The Minister of Christian Education shall be called under the same conditions and

requirements as those stated in Article III, Section II, B and C of these Bylaws.

- e. The Director of Christian Education shall be called, as follows:
 - 1) The Nominating Committee shall recommend to the Church a Search Committee composed of seven (7) members, at least two (2) of whom shall be active members of the Board of Christian Education.
 - 2) The Search Committee, with the endorsement of the Pastor and Board of Christian Education shall present to the Church, in writing, the job description, qualifications, terms and conditions of employment one (1) week prior to a stated business meeting of the Church to vote on employment
 - 3) When a quorum exists, fifty-one percent (51%) of the active members present, voting by written ballot, shall constitute a Call.

3. Termination of employment

- a. A Minister of Christian Education is subject to the guidelines for termination as stated in Article III, Section II, B, 4, a and b of these Bylaws.
- b. A recommendation for dismissal of a Director of Christian Education:
 - 1) May be at the request of the Pastor and/or the Board of Christian Education.
 - 2) Requires the Pastor, the Board of Christian Education and Staff Relations Committee to meet with the Director to seek resolution of the problem(s). If this cannot be resolved, the Director may be offered an opportunity to retire or resign the position.
 - 3) A recommendation to the Church for dismissal should be made by the Chairperson of the Board of Christian Education in a stated business meeting of the Church. Fifty-one percent (51%) of the active members present, voting by written ballot, shall constitute a vote for dismissal.

Section III. Other Full-time/Part-time Staff

A. CHURCH SECRETARY

1. The position of Church Secretary shall be filled following a review of his/her qualifications, references and interviews with the Pastor and the Staff Relations Committee.
2. A recommendation to fill the position is to be made by the Chairperson of the Staff Relations Committee, with approval of the Pastor, to the Church at any business meeting. Fifty-one percent (51%) of the active members present voting shall constitute the authority to employ.
3. The Church Secretary is accountable to the Pastor. An annual review is to be performed by the Pastor and the Staff Relations Committee, copies of which shall be given to the Secretary and retained in the records of the Committee.
4. In the event termination is required, the reasons for such procedure shall be clearly defined by the Pastor and the Chairperson of the Staff Relations Committee, discussed with the employee, reviewed and approved by the Staff Relations Committee, and recorded in the records of the Committee.

B. CUSTODIAN

1. The position of Custodian shall be filled following a review of his/her qualifications, references and interviews with the Pastor and the Board of Trustees. The duties of the Custodian will be defined by the Board of Trustees and incorporated into the Church Policies and Procedures. The Custodian shall be hired by the fifty-one percent (51%) vote of the Board of Trustees.
2. The Custodian is accountable to the Pastor and to the Board of Trustees. An annual review is to be performed by the Pastor and the Trustees, copies of which shall be presented to the Custodian and retained in the records of the Board and Staff Relations Committee.
3. In the event termination is required, the reasons for such procedure shall be clearly defined by the Pastor and the Chairperson of the Board of Trustees, discussed with the employee, reviewed and approved by the Trustees, and recorded in the records of the Board and Staff Relations Committee.

- C. **Other full-time/part-time Staff** and/or Contract Personnel may be employed as is deemed necessary, upon recommendation of the appropriate Board/Standing Committee of the Church,

and with the approval of the congregation

ARTICLE IV: GENERAL OFFICERS OF THE CHURCH

Section I. General Officers are required to be active members of the Church, in good standing, for a minimum of one (1) year prior to serving.

Section II. General Officers of this Church are the Moderator, Church Clerk, Treasurer, Assistant Treasurer, Financial Secretary and Assistant Financial Secretary.
It is required that the Treasurer, Assistant Treasurer, Financial Secretary and the Assistant Financial Secretary be bonded by the Church.

Section III. Regulations Common to all General Officers

- A. General Officers of the Church shall be elected for a term of one (1) year and shall be eligible for reelection for a total of not more than five (5) years.
- B. General Officers are to be recommended to the congregation by the Nominating Committee at the Annual Business Meeting
- C. General Officers are responsible to perform such duties as are specifically recorded in Article IV, Section IV of these Bylaws and in the Church Policies and Procedures.

Section IV. Specific Duties

A. MODERATOR

1. The Moderator shall preside at all regular and specially-called business meetings of the Church.
2. The Moderator is to be familiar with and act in accord with the Constitution, Bylaws, and Policies and Procedures.
3. The Moderator shall be familiar with and abide by Robert's Rules of Order in the conduct of the business meetings of the Church.
4. The Moderator shall be the Chairperson of the Coordinating Committee and an ex-officio non-voting member of the Boards and Standing Committees.
5. After the Annual Business Meeting, it shall be the responsibility of the Moderator to assure that all Boards and Standing Committees are organized and functioning.
6. In the absence of the Moderator, the Chairperson of the Board of Deacons is to serve as Moderator for all regular or specially-called business meetings of the Church.

B. CHURCH CLERK

1. The Church Clerk shall be responsible for keeping accurate records of all business meetings of the Church.
2. The Church Clerk shall maintain an accurate roll of the Church membership.
3. The Church Clerk is responsible for the request of all letters of transfer of membership to and from this Church. These duties may be delegated by the Church Secretary. A full report of baptisms and transfers shall be reported at the Annual Business Meeting of the Church.
4. The Church Clerk is to post a copy of the minutes of the Quarterly, specially-called and Annual Business Meetings on the appropriate bulletin board. The minutes are to include the written reports of the Boards and Standing Committees.
5. The Church Clerk is secretary of the Coordinating Committee.

C. TREASURER/ ASSISTANT TREASURER

1. The Treasurer shall be the custodian of all Church funds, with the exception of the Deacons Fund, and is to maintain accurate records of funds received and disbursed as well as maintain proper bank account(s) in the name of the Church.
2. All checks of the Church shall be signed by the Treasurer or, in his/her absence, by the Assistant Treasurer.
3. The Treasurer shall make disbursements in compliance with the Annual Budget when requests are approved and submitted by the appropriate Board or Standing Committee of the Church, and shall maintain records of all such expenditures

4. The Treasurer shall prepare and submit a monthly report to the Church. A copy of the report shall be submitted to the Pastor, Moderator, and each Board and Standing Committee and posted on the bulletin board of the Church.
5. The Treasurer shall prepare and submit to the Church the appropriate cumulative report to the Quarterly and/or Annual Business Meeting of the Church
6. The Treasurer shall be a member of the Finance and Coordinating Committees.
7. The Assistant Treasurer is a member of the Finance Committee.
8. In the event the Treasurer is unable to fulfill the obligations of this office, the Assistant Treasurer shall be authorized to sign checks and perform all other duties of the Treasurer.

D. FINANCIAL SECRETARY / ASSISTANT FINANCIAL SECRETARY

1. The Financial Secretary shall receive the Church and Church School offerings for each worship service and such other private, special or designated offerings received by the Church.
2. Due to the sensitive nature of this function, the offerings shall be counted by two (2) persons at all times. The Financial Secretary or the Assistant Financial Secretary and one (1) other unrelated adult member of the Finance or Stewardship Committees are to perform this task.
3. The Financial Secretary shall be responsible for confidential and accurate recording of all offerings received by the Church and source of such funds.
4. The Financial Secretary shall promptly deposit all such funds of the Church in the proper bank account(s).
5. The Financial Secretary shall prepare a confidential periodic report of contributions received from each contributor to the Church. Such reports are to be made available to the contributor for their records.
6. The Financial Secretary shall be a member of the Stewardship and Coordinating Committees.
7. The Assistant Financial Secretary shall be a member of the Finance Committee.
8. In the event that the Financial Secretary is unable to fulfill the obligations of this office, the Assistant Financial Secretary shall be authorized to perform the duties of the Financial Secretary.

ARTICLE V. BOARDS OF THE CHURCH

Section I. The Boards of the Church shall be the Deacons, the Trustees, the Christian Education, and the Board of Missions. The members of the Boards are considered to be officers of the Church.

At the discretion of the Church and recommendation of the designated Board, any current or former member of that Board having served a minimum of fifteen (15)years of dedicated active service on that Board and having attained the age of seventy (70) years, may be eligible for the honor of Emeritus of that Board. This person shall serve at the pleasure of the Board in a non- voting advisory capacity as defined in Robert's Rules of Order. Emeritus Board members are eligible for election to active Board status of any Board or Standing Committee and, if elected, are responsible for the full duties of that Board or Committee.

Section II. General to all Boards

- A. At the Annual Business Meeting of the Church, members of the Boards shall be elected for a full term of two (2) years and shall be eligible for a further full term of two (2) years. A Board member shall serve no more than two (2) consecutive full terms. A "full term" is defined as twelve (12) or more months of service on that Board. In the event of a vacancy, the replacement would complete that term and be eligible for a further two (2) year term. There shall be a lapse of one (1) year before a person shall be eligible to serve on a Board where that person has previously served four (4) consecutive years.
- B. Promptly after the Annual Business Meeting of the Church, each Board shall convene and elect a Chairperson, Secretary, and Board representatives to such Standing Committees as designated in ARTICLE V, Section III of the Bylaws.
- C. Each Board shall be responsible for keeping accurate records of regular monthly and specially-

- called meetings of the Board. Each Board shall submit a written summary of Board activity at each Quarterly and Annual Business Meeting.
- D. Board members who have accumulated three (3) consecutive unexcused absences from the regular monthly meetings of the Board during a calendar year shall be considered to have automatically resigned from that Board. The Chairperson shall so notify the Nominating Committee of the vacancy.
 - E. Each Board shall have at least ten (10) regular monthly meetings throughout the period from February 1 through January 31. No more than one (1) month may be missed between these regular meetings. Specially-called meetings of a Board may be called provided the Chairperson or Secretary has attempted to notify all members of the Board prior to the called meeting. Documentation of the attempt to contact a member shall be incorporated into the minutes of this meeting.
 - F. In cooperation with the Finance Committee, each Board shall prepare an appropriate budget for the ongoing programs of the Board for presentation to the Church as part of the Annual Church Budget. Following the adoption of the Annual Budget, each Board shall administer its appropriation subject to the limitations stated in the Policies and Procedures for that Board.
 - G. Each Board is responsible for its duties as outlined in the Bylaws. Each Board is responsible for the creation, implementation, and revision of the Policies and Procedures for that Board. Any alteration necessary to the existing Policies and Procedures for that Board must be submitted to the Constitution Committee for approval prior to implementation.

Section III. Specific Duties

A. DEACONS

1. The Board of Deacons shall be composed of eleven (11) members, all of whom shall be responsible for the duties of this Board.
2. The Deacons share with the Pastor responsibility for the spiritual life of the Church. In that capacity, they shall work closely with the Pastoral staff and other organizations of the Church.
3. The Deacons shall actively assist the Pastor in promoting the welfare of the Church and conducting the worship services; they shall prepare and assist the Pastor with the Lord's Supper and in Baptismal Services.
4. The duties of the Deacons shall include, but not be limited to:
 - a. Consideration of all applicants for membership and letters of dismissal from the Church in compliance with ARTICLE II of these Bylaws.
 - b. Collect and administer a Deacons Fellowship Offering for the relief of and needs of sick and/or distressed.
 - c. The Chairperson of the Deacons shall serve as Moderator in the absence of an elected Moderator.
 - d. Full responsibility for Worship Services in the absence of the Pastor
 - e. The Deacons shall appoint from its membership a representative to the Coordinating Committee and Staff Relations Committee.

B. TRUSTEES

1. The Board of Trustees shall be composed of eleven (11) members of legal age as defined in Delaware law, all of whom shall be responsible for the duties of this Board.
2. The Trustees shall hold in trust all property belonging to the Church and take all necessary measures to insure its protection, maintenance and management.
3. The Trustees shall be responsible for the purchase of all insurance needed to cover the property and public liability of the Church, as well as maintaining the proper bonding of all financial officers. The Trustees shall see that all premiums are paid promptly and that insurance is not allowed to lapse.
4. The Trustees shall plan for the improvement, expansion and purchase of property and equipment for the Church.
5. The Trustees must present to and be approved by the Church in regular or specially-called business meetings the following:

- a. Major improvements or expansions requiring any structural changes costing over five thousand dollars (\$5000) whether from budgeted or designated funds.
 - b. Purchases of property and equipment costing over five thousand dollars (\$5000) whether from budget or designated funds.
6. When authorized/requested by the Church, the Trustees shall execute and deliver all deeds, bonds, notes, contracts, blueprints, and other legal documents pertaining to the property of the Church. Such documents are to be easily accessible to the Trustees, but must be stored in a safe and secured area in the Church.
 7. The Chairperson of the Trustees shall be authorized to execute and deliver, in the name of the Church, all legal and other documents concerning the real and personal property of the Church. The signature of the Chairperson, or in his/her absence, the Vice-Chairperson, shall be attested by the Secretary of the Trustees who shall then affix the Church seal to documents if needed.
 8. The Trustees shall appoint from its membership a representative to the Coordinating Committee and Staff Relations Committee.

C. CHRISTIAN EDUCATION

1. The Board of Christian Education shall be composed of seven (7) members, all of whom shall be responsible for the duties of this Board.
2. The Minister/Director of Christian Education and/or other employed educational staff shall be ex-officio (non-voting) members of the Board.
3. Christian Education shall be responsible for the organization, administration, supervision and leadership training for the educational program of the Church.
4. Christian Education shall appoint from its membership a representative to the Coordinating Committee and Staff Relations Committee.

D. MISSIONS

1. The Board of Missions shall be composed of four (4) members elected by the active membership of the church *plus* one (1) representative each from the American Baptist Women's Ministries (ABWM), the American Baptist Men (ABM), and the FBC Food Pantry, all of whom shall be responsible for the duties of this Board. Representatives from ABWM, ABM, and the Food Pantry shall not serve concurrently as elected members of the Board. The total membership shall number seven (7).
2. Missions shall be responsible for promoting the education of the congregation and its various organizations for the understanding and support of the Missions outreach of the Church as outlined in the Policies and Procedures.
3. Missions shall be responsible for the promotion of the ABC/USA Annual Missions Offerings [America for Christ, World Mission Offering, One Great Hour of Sharing, and Retired Ministers and Missionaries] as well as other special mission projects.
4. Missions shall appoint from its membership a representative to serve on the Coordinating Committee.

ARTICLE VI: STANDING COMMITTEES OF THE CHURCH

Section I. The Standing Committees of the Church shall be the Coordinating, Stewardship, Nominating, Staff Relations, Finance, and Constitution/Bylaws Committees.

Section II. General to all Standing Committees

- A. At the Annual Business Meeting of the Church, members of the Standing Committees shall be elected for a full term of two (2) years and shall be eligible for a further full term of two (2) years. A Standing Committee member shall serve no more than two (2) consecutive full terms. A "full term" is defined as twelve (12) or more months of service on that Committee. In the event of a vacancy, the replacement would complete that term and be eligible for a further two (2) year term. There shall be a lapse of one (1) year before a person shall be eligible to serve on a Standing Committee where that person has previously served four (4) consecutive years.

- B. Promptly after the Annual Business Meeting of the Church, each Standing Committee, with the exception of the Coordinating Committee, shall convene and elect a Chairperson, Secretary, and a representative to the Coordinating Committee.
- C. Each Standing Committee shall be responsible for keeping accurate records of regular monthly and specially-called meetings of the Committee. Each Committee shall submit a written summary of Committee activity to the Church in the Quarterly and the Annual Business Meetings of the Church.
- D. Standing Committee members who have accumulated three (3) consecutive unexcused absences from the regular monthly meetings of the Committee during a calendar year shall be considered to have automatically resigned from the Committee. The Chairperson shall so notify the Nominating Committee of the vacancy.
- E. Each Standing Committee shall have at least six (6) regular monthly meetings throughout the period from February 1 through January 31.

Section III. Specific Duties

A. COORDINATING COMMITTEE

- 1. The Coordinating Committee shall be composed of the Moderator, Church Clerk, Treasurer, Pastor, other Ministerial/Professional Staff, and one (1) representative of each Board and Standing Committee.
- 2. The Moderator shall serve as Chairperson. The Church Clerk shall serve as Secretary and shall be responsible for the records of the Committee as dictated in ARTICLE IV, Section III, B, of the Bylaws.
- 3. This Committee shall ensure that Policies and Procedures are being followed by the Boards, Standing Committees, the Ministerial Staff and General Officers. This shall be done to bring about cooperation and to coordinate programs and plans in order to preclude conflict and overlap.

B. CONSTITUTION/BYLAWS COMMITTEE

- 4. The Constitution/Bylaws Committee shall be composed of five (5) members, all of whom shall be responsible for the duties of the Committee.
- 5. The Constitution/Bylaws Committee shall be well versed in the Constitution, Bylaws, and Policies and Procedures of this Church, as well as a working knowledge of Robert's Rules of Order.
- 6. When requested by the Moderator, the chairperson of this Committee is to serve as Parliamentarian during business meetings of the Church. If the chairperson cannot attend; a representative of the Committee should be present to serve in this capacity.
- 7. Desired changes or amendments to the Constitution of the Church shall be referred to this Committee for review and written presentation to the Church for action in compliance with ARTICLE VI, Section I of the Constitution.
- 8. Desired changes or amendments to the Bylaws of the Church shall be referred to this Committee for review and written presentation to the Church for action in compliance with Article VI, Section II of the Constitution.
- 9. Desired changes or amendments to the Policies and Procedures shall be referred to this Committee for review and written presentation to the Church for action in compliance with Article VI, Section III of the Constitution.

C. NOMINATING COMMITTEE

- 1. The Nominating Committee shall be composed of five (5) members, all of whom shall be responsible for the duties of the Committee.
- 2. In consultation with the appropriate Board or Standing Committee, the Nominating Committee shall seek and prepare a list of candidates for vacant positions of that Board or Standing Committee for presentation and action.
- 3. Vacancies occurring on Boards and Standing Committees during the year shall be filled by this Committee when notified by the Board and Standing Committee for presentation and

action.

4. In the selection process for all vacancies, the Nominating Committee shall work in cooperation with the Staff, Boards, Committees, and Officers of the Church to consider the talents, spiritual gifts and experience of a candidate for elected positions of the Church.

D. STAFF RELATIONS COMMITTEE

1. The Staff Relations Committee shall be composed of one (1) representative each from the Board of Deacons, the Board of Christian Education, and Board of Trustees. In addition, there shall be three (3) members who are not currently serving on a Board or other Standing Committee. All members shall be responsible for the duties of the Committee.
- 5.. Staff Relations is responsible, in conjunction with other appropriate Boards, for the preparation of job descriptions and contracts for all employed Staff.
6. Staff Relations shall prepare and present to the Finance Committee the administrative budget section of the Annual Budget of the church to include compensation for all paid Staff.
7. Staff Relations shall serve as a channel of communication between the Staff and the members of the Church. The Committee is to function as a support group for the Staff.

E. STEWARDSHIP COMMITTEE

1. The Stewardship Committee shall be composed of five (5) members, one (1) of whom shall be the Financial Secretary of the Church, one (1) of whom shall be the Assistant Financial Secretary of the Church, and three (3) members shall be voted at-large by the congregation. No current Board or Standing Committee member may be on this Committee. All members shall be responsible for the duties of this Committee.
2. The Stewardship Committee shall be responsible for the education of the congregation in the Biblical giving of time, talents and finances to the work of the Lord.
3. The Stewardship Committee is responsible for preparing and conducting the annual Stewardship campaign for the Church, as well as any special financial campaigns, with the exception of those under the Board of Missions.

F. FINANCE COMMITTEE

1. The Finance Committee shall be composed of five (5) members, to include the Treasurer, Assistant Treasurer, and three (3) at-large members from the congregation. There shall be no representatives of any Board or Staff Relations Committee on this Committee. All members shall be responsible for the duties of the Committee.
2. Prior to the Annual Business Meeting, in consultation with the appropriate Boards and Standing Committees, the Finance Committee shall prepare an Annual Budget for presentation to and action by the Church in that meeting.
3. During the budget year, the Finance Committee shall monitor the financial status of the Church.
4. The Finance Committee shall assist the Treasurer in necessary adjustment of resources as needed. Needed adjustments of funds are to be brought to the membership no later than the next Quarterly Business Meeting.
5. The Finance Committee shall appoint an Audit Committee composed of three (3) members of the Church to annually examine the accounting transactions in accordance with accepted auditing procedures. This Committee is to be approved by the Moderator. The Audit Committee shall prepare a written report to the Finance Committee and congregation at the Annual Business Meeting.

ARTICLE VII: AUXILIARY GROUPS

Section I. The American Baptist Women's Ministries and the American Baptist Men shall be auxiliary groups of the Church, and shall be governed by the regulations common to all such groups in the American Baptist Churches of Pennsylvania and Delaware.

Section II. One (1) representative each from the American Baptist Women's Ministries and the American Baptist Men shall serve on the Board of Missions.

ARTICLE VIII: MEETINGS/QUORUMS

Section I. Meetings

- A. The Annual Business Meeting of the Church shall be held in the evening of the fourth (4th) Wednesday in January each year. Notice of the Annual Business Meeting shall be given two (2) weeks in advance by:
 - 1. The publishing of a notice in the weekly bulletin of the Church.
 - 2. The reading of the notice from the pulpit during regular worship services of the Church.
- B. The Church shall conduct regular Quarterly Business Meetings.
- C. Specially-called business meetings of the Church may be held at the request of a Board of the Church or upon the written request of twenty-five (25) active members of the Church. Such meetings require two (2) weeks prior notice by announcement from the pulpit during regular worship services of the Church; such announcement is to include a statement of the business to be discussed and transacted at the meeting.
- D. Specially-called business meetings for the admission of members to the Church may be called by the Board of Deacons without prior notice.

Section II. Quorums

- A. For the admission of members:
 - 1. At any business meeting where the admission of members is submitted, the active members present shall constitute a quorum.
 - 2. 51% of the active members present, voting by voice ballot, shall constitute a vote.
- B. For the transaction of the regularly scheduled Quarterly and Annual Business and/or other financial transactions meetings:
 - 1. A quorum shall exist when at least thirty-three (33) active members are present at the time of the meeting.
 - 2. 51% of the active members present, voting by voice ballot, shall constitute a vote.
- C. For the call and/or dismissal of a Pastor, Associate Pastor, and Minister of Christian Education or Director of Christian Education:
 - 1. 40% of the active members of the Church shall constitute a quorum.
 - 2. 80% of the active members present, voting by written ballot, shall constitute a vote.
- D. For changes and/or amendments to the Constitution:
 - 1. 34% of the active members of the Church shall constitute a quorum.
 - 2. 75% of the active members present, voting by written ballot, shall constitute a vote.
 - 3. The vote on such matters may take place in a regular or specially-called business meeting, in compliance with Article VII, Section I of the Constitution.
- E. For changes and/or amendments to the Bylaws:
 - 1. 34% of the active members of the Church shall constitute a quorum.
 - 2. 75% of the active members present, voting by written ballot, shall constitute a vote.
 - 3. The vote on such matters may take place in a regular or specially-called business meeting, in compliance with Article VII, Section II of the Constitution.
- F. For changes and/or amendments to the Policies and Procedures of the Church:
 - 1. See Article VII, Section III of the Constitution.
- G. For the purchase or sale of real property of the Church:
 - 1. 51% of the active members of the Church shall constitute a quorum.
 - 2. 75% of the active members present, voting by written ballot, shall constitute a vote.
 - 3. The vote on such matters may take place in a regular or specially-called business meeting. Such meetings require two (2) weeks prior notice by announcement from the pulpit during regular worship services of the Church and a letter to the active members.

Approved & Adopted: October 9, 2011
Revised October 13, 2013