

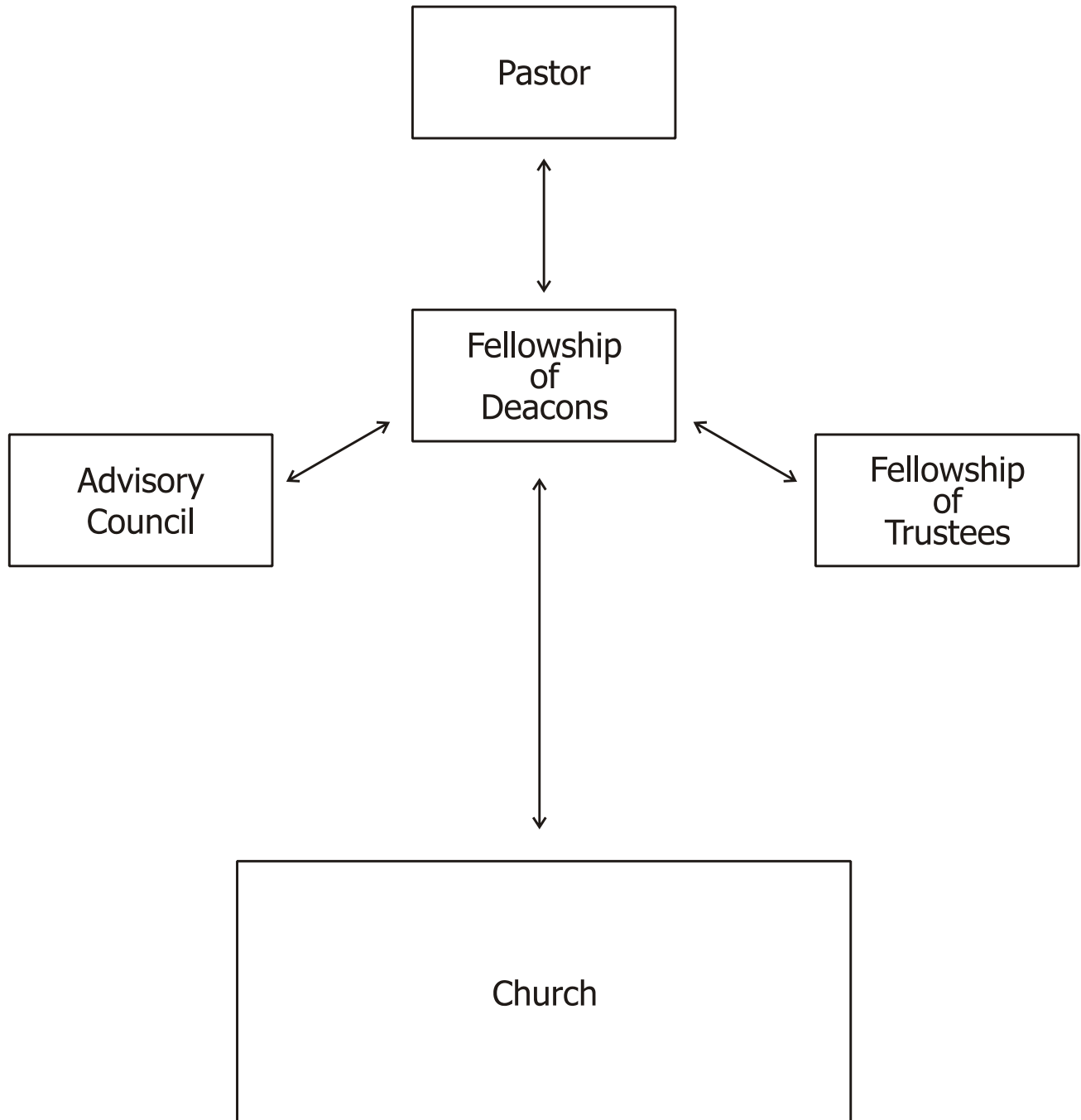
# WESTWOOD BAPTIST CHURCH CONSTITUTION

JUNE 2006

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# ORGANIZATIONAL FLO-CHART



## ARTICLE II: CHURCH ORGANIZATION

### 2.1 NAME AND LOCATION:

The name of this church shall be: WESTWOOD BAPTIST CHURCH, hereinafter referred to as “this church”, and meets regularly at 3333 North Cornelia Avenue, Fresno, California.

### 2.2 PURPOSE:

The purpose of this church shall be to promote the worship of the true and living God; to glorify the Lord Jesus Christ as Lord and King as God gives us breath and strength; to bear witness to the faith of its members in the whole Bible as the inspired Word of God; to promulgate the Gospel of Jesus Christ in our community; to aid in missionary work at home and abroad; to win the lost to Jesus Christ; to build up its constituency in the most holy faith and to train and instruct its constituency (including our children) in the Word of God and as the Word of God directs in all areas of our lives; to administer the ordinances of the Lord Jesus Christ; and to these ends receive, hold and disburse gifts, bequests and funds arising from other sources; to acquire, own, maintain, lease, hold, encumber, sell and deal in suitable real and personal property necessary or convenient to carry out the purpose aforesaid; and to do all things necessary incident thereto. The purpose is further expressed in our Church Covenant.

### 2.3 AFFILIATION/ASSOCIATION:

Whereas a New Testament church cannot “join” anything outside itself but only affiliate therewith on grounds of fellowship, this church declares itself to desire fellowship with the General Association of Regular Baptist Churches and the California Association of Regular Baptist Churches and such other fundamental fellowships as may be approved by these groups. Since fellowship is a mutual agreement, this church will seek recognition of these groups by asking them to accept our messengers. The pastor and deacons shall be messengers to any meeting of these fellowshiping groups unless otherwise designated by this church.

## 2.4 HISTORY:

It was put into the hearts of an elderly couple, Mr. Lester Hotchkiss and Mrs. Althea Hotchkiss, that the northwest part of Fresno was in need of a church whose roots were to be planted in the fundamental doctrinal beliefs of God's Word, the Holy Bible. The Lord had richly blessed Mr. and Mrs. Hotchkiss financially. Although they had no children, they had used their blessings to plant two previous churches in the Fresno area, one of which was Sunnyside Baptist Church.

In late 1986, Sunnyside Baptist Church agreed to allow and assist one of their present pastors, Pastor Sam Farlow, to plant a sister church in the northwest area of Fresno. Pastor Farlow, a graduate of Grand Rapids Baptist College and Seminary in Grand Rapids, Michigan, had teamed up with the Willhite Family, whom they had met at a one-year internship program at Calvary Baptist Church in Grand Rapids, to plant the new Sunnyside Baptist Church. After three and a half years, Sunnyside Baptist Church was growing and ready to plant a sister church. Pastor Willhite remained at Sunnyside. Both Pastor Farlow and Pastor Willhite were missionary pastors from the Association of Baptists for World Evangelism (ABWE), the association to which Lester Hotchkiss had been led by the Lord.

On October 3, 1987, Pastor Sam Farlow, his wife Darlene, and their children Serena, Trevor, and Julie, began door-to-door surveys to locate people who were not presently active in any other local church and offer them personal invitations.

With full financial support from the Hotchkisses, the Veterans of Foreign Wars facility (the VFW Hall) on Blythe near Dakota was secured as the meeting place for the conceived church. With much help from the "mother-sponsoring church" which had sent members to distribute literature, plan activities and outings, Westwood Baptist Church was about to open its door for worship. But the Lord's hand was still at work with the baby church. Sheriff Wayne, a Canadian children's evangelist, was somehow available from his booked schedule for the week prior to the doors being opened for Sunday worship. Wayne Bertness and his family put on their weeklong children's crusade until Thursday. The very next day another church planting couple, the Shumakers, arrived in Fresno to assist the Farlows. Bob and Karen Shumaker with children, Steve and Jon, had spent ten years in Japan as church planting missionaries.

Thus on January 24, 1988, with the Lord's provisions, Westwood Baptist held their first official public worship service. On October 14, 1990, the present worship facilities were dedicated.

We, of Westwood Baptist Church, praise and give thanks to the Lord Jesus Christ for Mr. and Mrs. Hotchkiss, Sheriff Wayne, Mr. and Mrs. Schumaker and Mr. and Mrs. Farlow. All praise, honor and glory are given to our Lord and Savior Jesus Christ.

Our church became indigenous in 1994 by the call of Pastor Wilbur Parrish. The Farlow family moved to Hillsboro, Oregon, then to Boise, Idaho to continue doing missionary work.

## 2.5 OUR INVITATION:

The church government shall be vested in the members who shall elect their officers to administer their affairs. The Lord Jesus Christ, the Head of the Church, commanded us after His resurrection, "Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit: teaching them to observe all things whatsoever I have commanded you: and, lo I am with you always, even unto the end of the world. Amen." Matt. 28:19-20

It is our earnest desire and purpose to be obedient to Him. Therefore, we extend to all a hearty invitation to come and worship with us in the message and ministry of the Gospel.

We trust we can be a blessing to all who have already received the Lord Jesus Christ as Savior and Lord, helping them grow and mature in their Christian life by helping them to bear their burdens as we are permitted to do so. To them who are still without hope in Christ, we desire to help them to come to know the joy of experiencing eternal salvation by receiving the Lord Jesus Christ as their personal Lord and Savior.

This church holds to the statements as listed in Article III of this Constitution as being a summary of historical and scriptural Baptist distinctives which have characterized a New Testament church through the years and which this church embraces and whose authority consists only in its agreement with the Word of God.

## 2.6 TYPE OF GOVERNMENT:

- A. This is a self-governing, independent Baptist church which is democratically governed by its members in good standing. The policies and practices of this church are patterned after the churches of the New Testament.
- B. The conduct, procedure, power and authority of this church will be governed at all times by this Constitution. This church has superior authority over all matters. The well-known Robert's Rules of Order shall be the official Parliament Manual of this church in all business meetings. In the event a conflict exists between said Rules of Order and this Constitution, the latter shall prevail and govern.
- C. This Constitution may be amended by a majority of a bona fide quorum at any business meeting and posted publicly for study in the church four (4) preceding Sundays. By-laws to this Constitution may be enacted for the intention of carrying out the purpose therein stated in Article 2.2 of this Constitution.

## ARTICLE III: CHURCH COVENANT / ARTICLES OF FAITH

### 3.1 DOCTRINE:

This church's doctrine shall always be in conformity with the revealed Word of God as generally accepted by Baptist churches and as expressed in the Articles of Faith of the General Association of Regular Baptist Churches.

### 3.2 ARTICLES OF FAITH:

- A. OF THE SCRIPTURES: We believe in the authority and sufficiency of the Holy Bible, consisting of the sixty-six books of the Old and New Testaments, as originally written; that the Bible was verbally and plenary inspired and is the product of Spirit-controlled men, and therefore is infallible and inerrant in all matters of which it speaks. We believe the Bible to be the true center of Christian unity and the supreme standard by which all human conduct, creed and opinions shall be tried (2 Tim. 3:16, 17; 2 Pet. 1:19-21).
- B. THE TRUE GOD: We believe there is one and only one living and true God; an infinite Spirit, the Maker and supreme Ruler of heaven and earth; inexpressibly glorious in holiness, and worthy of all possible honor, confidence and love; that in the unity of the Godhead there are three persons, the Father, the Son and the Holy Spirit, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption (Ex. 20:2, 3; 1 Cor. 8:6; Rev. 4:11).
- C. THE HOLY SPIRIT: We believe that the Holy Spirit is a divine person, equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in His relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of righteousness and of judgment; that He bears witness to the truth of the Gospel in preaching and testimony; that He is the Agent in the new birth; that He seals, endues, guides, teaches, witnesses, sanctifies and helps the believer (Gen. 1:1-3; Matt. 28:19; Mark 1:8; Luke 1:35; 24:49; John 1:33; 3:5,6; 14:16, 17; 14:26; 16:8-11; Acts 5:30-32; 11:16; Rom. 8:14, 16, 26, 27; Eph. 1:13, 14; Heb. 9:14).
- D. THE DEVIL OR SATAN: We believe in the reality and personality of Satan, the Devil; and that he was created by God as an angel, but through pride and rebellion became the enemy of his Creator; that he became the unholy god of this age and the ruler of all the powers of darkness and is destined to the judgment of an eternal justice in the Lake of Fire (Matt. 4:1-11; 2 Cor. 4:4; Rev. 20:10).

- E. CREATION: We believe the Biblical account of the creation of the physical universe, angels and man; that this account is neither allegory nor myth, but a literal, historical account of the direct, immediate creative acts of God without any evolutionary process; that man was created by a direct work of God and not from previously existing forms of life; and that all men are descended from historical Adam and Eve, first parents of the entire human race (Gen. 1; 2; John 1:3; Col. 1:16, 17).
- F. THE FALL OF MAN: We believe that man was created in innocence (in the image and likeness of God) under the law of his Maker, but by voluntary transgression Adam fell from his sinless and happy state, and all men sinned in him; in consequence of which all men are totally depraved, are partakers of Adam's fallen nature, and are sinners by nature and by conduct, and therefore are under just condemnation without defense or excuse (Gen. 3:1-6; Rom. 1:18, 32, 3:10-19; 5:12, 19).
- G. THE VIRGIN BIRTH: We believe that Jesus was begotten of the Holy Spirit in a miraculous manner, born of Mary, a virgin, as no other man was ever born or can be born of woman, and that He is both the Son of God and God the Son (Gen. 3:15; Is. 7:14; Matt. 1:18-25; Luke 1:35; John 1:14).
- H. SALVATION: We believe that the salvation of sinners is divinely initiated and wholly of grace through the mediatorial offices of Jesus Christ, the Son of God, Who, by the appointment of the Father, voluntarily took upon Himself our nature, yet without sin, and honored the divine law by His personal obedience, thus qualifying Himself to be our Savior; that by the shedding of His blood in His death He fully satisfied the just demands of a holy and righteous God regarding sin; that His sacrifice consisted not in setting us an example by His death as a martyr, but was a voluntary substitution of Himself in the sinner's place, the Just dying for the unjust, Christ the Lord bearing our sins in His own body on the tree; that having risen from the dead He is now enthroned in Heaven, and uniting in His wonderful person the tenderest sympathies with divine perfection, He is in every way qualified to be a suitable, a compassionate and an all-sufficient Savior. We believe that faith in the Lord Jesus Christ is the only condition of salvation. Repentance is a change of mind and purpose toward God, prompted by the Holy Spirit, and is an integral part of saving faith (Is. 53:4-7; Jon. 2:9; Matt. 18:11; John 3:16; Acts 15:11; Rom. 3:24, 25; 1 Cor. 15:3; 2 Cor. 5:21; Eph. 2:8; Phil. 2:7, 8; Heb. 2:14-17; 1 Pet. 2:24; 1 John 4:10).
- I. RESURRECTION AND PRIESTHOOD OF CHRIST: We believe in the bodily resurrection of Christ and in His ascension into Heaven, where He now sits at the right hand of the Father as our High Priest, interceding for us (Matt. 28:6, 7; Mark 16:6; Luke 24:2-6, 51; Luke 24:39; John 20:27; Acts 1:9-11; 1 Cor. 15:4; 1 Tim. 2:5; Heb. 2:17, 5:9, 10; Heb. 7:25; 8:6; 12:2; I John 2:1; Rev. 3:21).

- J. GRACE AND THE NEW BIRTH: We believe that in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about by our sovereign God in a manner above our comprehension, solely by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the Gospel; that its proper evidence appears in the holy fruits of repentance, faith and newness of life (John 3:3, 8; Acts 16:20-33; Rom. 6:23; 2 Cor. 5:17; Eph. 2:1, 5; Col. 2:13; 2 Pet. 1:4; 1 John 5:1; ).
- K. JUSTIFICATION: We believe that justification is that judicial act of God whereby He declares the believer righteous upon the basis of the imputed righteousness of Christ; that it is bestowed, not in consideration of any work of righteousness which we have done, but solely through faith in the Redeemer's shed blood (Rom. 3:24; 4:5; 5:1, 9; Gal. 2:16; Phil. 3:9).
- L. SANCTIFICATION: We believe that sanctification is the divine setting apart of the believer, unto God, was accomplished in a threefold manner: first, an eternal act of God, based upon redemption in Christ, establishing the believer in a position of holiness at the moment he trusts the Savior; second, a continuing process in the saint as the Holy Spirit applies the Word of God to the life; third, the final accomplishment of this process at the Lord's return (John 17:17; Heb. 3:1; 10:10-14; 1 Cor. 1:30; 2 Cor. 3:18; Eph. 5:25-27; 1 Thess. 4:3, 4; 5:23, 24; 1 John 3:2; Jude 24, 25; Rev. 22:11).
- M. THE SECURITY OF THE SAINTS: We believe that all who are truly born again are kept by God the Father for Jesus Christ (John 10:28, 29; Rom. 8:35-39; Phil 1:6; Jude 1).
- N. THE CHURCH: We believe that a local church is an organized congregation of immersed believers, associated by covenant of faith and fellowship of the gospel; observing the ordinances of Christ; governed by His laws; and exercising the gifts, rights and privileges invested in them by His Word; that its officers are pastors and deacons, whose qualifications, claims and duties are clearly defined in the Scriptures. We believe the true mission of the church is the faithful witnessing of Christ to all men as we have opportunity. We hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations; and that the one and only Superintendent is Christ through the Holy Spirit; that it is Scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance of the gospel; that each local church is the sole judge of the measure and method of its cooperation; that on all matters of membership, of polity, of government, of discipline, of benevolence, the will of the local church is final (Acts 2:41, 42; Acts 20:17-28; 1 Cor. 11:2; 1 Tim. 3:1-13). We believe in the unity of all New Testament believers in the Church which is the Body of Christ (Acts 15:13-18; 1 Cor. 12:12, 13; Eph. 1:22, 23; 3:1-6; 4:11; 5:23; Col. 1:18;).

- O. **BAPTISM AND THE LORD SUPPER:** We believe that Christian baptism is the single immersion of a believer in water to show forth in a solemn and beautiful emblem our identification with the crucified, buried and risen Savior, through Whom we died to sin and rose to a new life; that baptism is to be performed under the authority of the local church; and that it is prerequisite to the privileges of church membership. We believe that the Lord's Supper is the commemoration of His death until He comes, and should be preceded always by solemn self-examination. We believe that the Biblical order of the ordinances is baptism first and then the Lord's Supper, and that participants in the Lord's Supper should be immersed believers (Matt. 3:16; Matt. 28:18-20; John 3:23; Acts 2:41, 42; Acts 8:36, 38, 39; Rom. 6:3-5; 1 Cor. 11:23-28; Col. 2:12).
- P. **SEPARATION:** We believe, in obedience to the Biblical commands, to separate ourselves unto God from worldliness and ecclesiastical apostasy (Rom. 16:17; 2 Cor. 6:14-7:1; 1 Thess. 1:9, 10; 1 Tim. 6:3-5; 2 John 9-11).
- Q. **CIVIL GOVERNMENT:** We believe that civil government is of divine appointment for the interests and good order of human society; that magistrates are to be prayed for, conscientiously honored and obeyed; except in those things opposed to the will of our Lord Jesus Christ, Who is the only Lord of the conscience, and the coming King of Kings (Ex. 18:21, 22; 2 Sam. 23:3; Dan. 3:17, 18; Matt. 22:21; Acts 4:19, 20; 5:29; Acts 23:5; Rom. 13:1-7).
- R. **ISRAEL:** We believe in the sovereign selection of Israel as God's eternal covenant people, that she is now dispersed because of her disobedience and rejection of Christ, and that she will be regathered in the Holy Land and, after the completion of the Church, will be saved as a nation at the Second Advent of Christ (Gen. 13:14-17; Ezek. 37; Rom. 11:1-32).
- S. **RAPTURE AND SUBSEQUENT EVENTS:** We believe in the premillennial return of Christ, an event which can occur at any moment, and that at that moment the dead in Christ shall be raised in glorified bodies, and the living in Christ shall be given glorified bodies without tasting death, and all shall be caught up to meet the Lord in the air before the seven years of the Tribulation (1 Cor. 15:42-44, 51-54; Phil. 3:20, 21; 1 Thess. 4:13-18; Rev. 3:10). We believe that the Tribulation, which follows the Rapture of the Church, will be culminated by the revelation of Christ in power and great glory to sit upon the throne of David and to establish the millennial kingdom (Is. 9:6,7; 11:1-9; Dan. 9:25-27; Matt. 24:29-31; Luke 1:30-33; Acts 2:29, 30; Rev. 20:1-4, 6).
- T. **THE RIGHTEOUS AND THE WICKED:** We believe that there is a radical and essential difference between the righteous and the wicked; that only those who are justified by faith in our Lord Jesus Christ and sanctified by the Spirit of our God are truly righteous in His esteem; while all such as continue in impenitence and unbelief are in His sight wicked and under the curse; and this distinction holds among men both in and after death, in the everlasting felicity of the saved and the everlasting conscious suffering of the lost in the Lake of Fire (Gen. 18:23; Prov. 14:23; Mal. 3:18; Matt. 25:34-41; Luke 16:25; John 8:21; Rom. 6:17, 18, 23; 7:6; 1 John 5:19; Rev. 20:14, 15).

### 3.3 CHURCH COVENANT:

Having been led by the Spirit of God to receive the Lord Jesus Christ as our personal Savior, and on the profession of our faith, having been baptized by immersion in the name of the Father and the Son and the Holy Spirit and accepting the Word of God as our only rule for faith and practice, we do now in the presence of God and this assembly, most solemnly and joyfully enter into this covenant with one another, as one body in Christ.

We pledge, therefore, by the aid of the Holy Spirit, to study the Bible and walk together in Christian love; to strive for the advancement of this church in knowledge, holiness and comfort in time of distress; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to give it a sacred preeminence in all aspects of our lives; to contribute cheerfully and regularly to the support of the ministry, expenses of this church and the spread of the Gospel through all nations.

We also pledge to work diligently at maintaining a daily time of devotion to the Lord; to educate our children concerning the Lord and His Word; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world and to be just in dealing with all men; faithful in our responsibilities and exemplary in our conduct; to avoid all gossiping, tattling, back-biting and excessive anger; and to be zealous in our efforts to advance the cause of Christ.

We believe it would be pleasing to the Lord, because the body is the temple of the Holy Spirit, to abstain from the use of tobacco, from the sale and use of illegal drugs, and from a sinful usage of intoxicating beverages. We will seek to avoid any worldly amusements which might be a stumbling block for other believers or which might hinder unbelievers from coming to Christ for salvation. We also believe that we should refrain from using our body in any way that might grieve the Holy Spirit.

We further pledge to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness, distress and material need; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay; to not bring to this church a complaint against any member for any personal trespass against us until we have taken the first and second steps of Matt.18; private offenses which can be privately settled we will never make public.

We moreover pledge that if we should move from this place, we will, as soon as possible, unite with some other church of like faith and practice where we can carry out the spirit of this covenant and the principles of God's Word.

To these and all other Christian duties, we do humbly and cheerfully submit ourselves, promising to perform those duties, not in our own strength, being aware of our weakness, but in the strength of the Lord, Whose we are, and Whom we serve, to Whom be glory in the church through all ages. Amen.

### 3.4 CHURCH ORDINANCES:

- A. Baptism shall be the dipping of the body of the believer in and under water, commonly called immersion. It shall be administered by the pastor or some person authorized by this church to those who have professed a personal faith in Jesus Christ as Savior. Immersion shall be a prerequisite for church membership.
- B. The Lord's Supper or Communion shall be served to the assembled church by the pastor or some person authorized by this church, on the first Sunday of the month or at other designated times. The deacons shall assist in preparing and serving the Lord's Supper.

## ARTICLE IV: MEMBERSHIP

### 4.1 MEMBERSHIP:

The membership shall consist of those who have professed faith in the Lord Jesus Christ as their personal Savior, have given evidence of a new life in Him, have been Scripturally baptized and have declared themselves in accord with principles, practices, doctrines and covenant of this church.

### 4.2 DUTIES OF MEMBERS:

- A. TO THIS CHURCH: To cultivate godliness by daily study of the Scriptures, meditation and prayer. To contribute cheerfully and regularly to the expenses of this church, the support of the ministry, the relief of the needy and to the missionary enterprises. All members are urged to give regularly and systematically by the tithing method as taught in the Scriptures.
- B. TO ONE ANOTHER: To love one another, not in word only, but in deed and truth. In cases of personal offenses, to follow, without the slightest deviation the course directed by our Savior in Matt. 18:15-17. To pray with and for one another.
- C. TO THE PASTOR: To esteem him highly in love for his work's sake and to pray for him daily. To receive his instructions, not critically, but with an attentive and tender spirit, seeking improvement rather than gratification.
- D. TO THE FAMILY: To promote the religious observance of the Lord's Day and to secure the attendance of all members of the family to hear the Truth preached that they may be led thereby to "keep the way of the Lord".
- E. TO THE WORLD: To make personal effort for the conversion of the unsaved and specially those to whom we are related or with whom we are acquainted. To be faithful witness always for our Lord and Savior.

#### 4.3 MEMBERSHIP ADMISSION:

- A. Any person who has received the Lord Jesus Christ as their personal Savior, giving evidence of a change of heart, being baptized by immersion after their conversion, desiring to live in a manner pleasing to Him and who wishes to be part of our fellowship and is willing to abide by this Constitution, covenant and its by-laws is eligible to be received as a member.
- B. Any person who desires to become a member must be interviewed by the Membership Committee consisting of the pastor and deacons. This interview is held to examine the candidate's testimony, as to his or her faith in Jesus Christ, his or her baptism and desire to live in a manner pleasing to Him. If the candidate is qualified, the Membership Committee shall make recommendation to this church, and upon approval of the members present at any business meeting, the candidate will be a member of this church.
- C. Candidates may come into this church: (a) by confession of faith and baptism, (b) by renewal of their covenant with the Lord (restoration), or (c) upon statement of previous conversion, baptism and membership which is acceptable to the Membership Committee who will then recommend affirmation action by this church at any business meeting.

#### 4.4 TRANSFER OF MEMBER:

- A. Letters of recommendation and transfer may be granted to any member in good and regular standing. Such letters must be addressed to some particular church of the same faith and order as this and sent by the clerk to the pastor or clerk of the church to which the member will affiliate.

#### 4.5 TYPES OF MEMBERS:

- A. **ACTIVE MEMBERS:** Any person who has been received into this church by the church body and is faithfully attending this church shall be considered an active member. Active members, 18 years and older, shall be considered voting members. Those members under 18 years of age shall be considered non-voting members.

- B. **INACTIVE MEMBERS:** Members who are no longer actively attending this church for a period of one (1) year shall become an inactive member. These members include delinquent members, and any person who possesses membership in this church and who no longer resides in the area of this church, but who wishes to remain a part of this church may be retained as an inactive member. This category of membership is designed primarily for those who plan to return to this area in the future (e.g., students or military personnel) and for others who may wish to maintain a close connection with this church (e.g., missionaries from this church). Inactive members are not allowed to vote on church business. An inactive member shall be reinstated as an active member upon recommendation from the pastor and Fellowship of Deacons and the approval of this church.
- C. **DELINQUENT MEMBERS:** Any person, who shows a lack of interest in this church, continues in non-attendance or non-support for a period of one year, shall upon the recommendation of the pastor and deacons be placed on the inactive membership roll. Each case shall be considered individually by the Fellowship of Deacons.

#### 4.6 DISMISSAL OF MEMBERS:

- A. Following is the procedure for the dismissal of members:
  - 1) Members who for six (6) months have consistently violated the Church Covenant shall be contacted by the Fellowship of Deacons in an effort to restore and rekindle interest in growing spiritually and maintaining a solid testimony as described in the covenant.
  - 2) If this effort is unsuccessful, after an additional three (3) months, the pastor and the Fellowship of Deacons recommend such members be placed on the inactive list. The inactive list shall be given at a regular business meeting to be voted by this church.
  - 3) All members placed on the inactive list shall be notified by the Fellowship of Deacons at the place of last known residence. A copy of this section of the by-laws shall be included in such notices.
  - 4) Those on the inactive list shall be ineligible to vote or hold office in this church.
  - 5) Inactive members may be restored to active membership after such members have given the Fellowship of Deacons a satisfactory explanation or acceptable evidence of honest repentance and confession. However, if after a total period of one (1) year, the inactive member has not sought and received restoration, upon the approval of the church membership, that member's name will be dropped from the membership roll and they will be sent a letter of dismissal.
- B. **DEATH:** A member's name shall be removed from the membership roll by the church clerk upon death of the member without any church action.

#### 4.7 DISCIPLINE OF CHURCH MEMBERS:

- A. **PRIVATE OFFENSES:** Members may be disciplined when they refuse reconciliation with a fellow member on a private offense. The disciplinary action of such offenses shall be dealt with according to Matt. 18:15-17.
- B. **PUBLIC OFFENSES:** A public offense is one in which a member's doctrine, Christian conduct or spirit of insubordination to this church and pastor is under question (1 Cor. 5:1-5; Gal. 6:1, 2; 2 Thess. 3:14-15).
- 1) In such cases the Fellowship of Deacons will notify the accused in person, explaining the nature of the charges and asking him/her to appear before the deacons to respond to the charges.
  - 2) If the accused refuses to appear, the Fellowship of Deacons shall recommend to this church that the membership be removed by action of this church.
  - 3) If the accused appears before the Fellowship of Deacons, there shall be a full and fair hearing of the case. The deacons are empowered to acquit the accused if the accused is innocent of the charges. If, on the other hand, a majority of the deacons vote that the accused is guilty, they shall recommend to this church the accused be removed from the membership of this church.
  - 4) Any member, against whom charges have been made and in whose case the Fellowship of Deacons has recommended removal, may appeal to this church. This church will decide whether to hear the case or whether it will act upon the recommendation of the deacons.
  - 5) Majority vote by the members present at the business meeting shall be required for dismissal. The voting shall be by secret ballot.
  - 6) Members thus disciplined will receive a letter of dismissal by disciplinary action of this church for failure to conform to the by-laws, articles of faith and covenant of this constitution. The pastor and Fellowship of Deacons are directed to move promptly in the safeguarding of the purity and peace of the church when anyone is obstructing the work of the Lord in any way.
- C. **ACCOUNTABILITY:** Members realize that our natural human response to correction often is to hide or run away from accountability (Gen. 3:8-10). To avoid falling into this age-old trap and to strengthen this church's ability to rescue us if we are caught in sin, we agree not to run away from this church to avoid corrective discipline. Therefore, we waive our right to withdraw from membership or accountability while discipline is pending against us. Although we are free to stop attending this church at any time, we agree that a withdrawal, while discipline is pending, will not be given effect until this church has fulfilled its God-given responsibilities to encourage our repentance and restoration and to bring the discipline process to an orderly conclusion, as described in these commitments (Matt. 18:12-14; Gal. 6:1; Heb. 13:17).

## ARTICLE V: CHURCH OFFICERS

5.1 CHURCH OFFICERS: Officers of this church shall serve cheerfully and courteously as unto God. All their actions shall be governed by the will of the congregation as expressed either in this constitution or a decision of this church and further by admitting to or desiring to adhere to the qualifications. Officers, except the pastor(s), shall be elected by a majority vote of the quorum to serve until their successor has been elected and taken office, or as later stated in this constitution. Officers of this church may consist of:

- A. Senior Pastor
- B. Assistant Pastor (Employee)
- C. Deacons
- D. Fellowship of Trustees
- E. Treasurer
- F. Assistant Treasurer
- G. Financial Secretary
- H. Church Clerk
- I. Sunday School Superintendent
- J. Assistant Sunday School Superintendent

5.2 SENIOR PASTOR:

### A. QUALIFICATIONS:

- 1) The pastor shall be an ordained Baptist minister of the Gospel and shall subscribe without mental reservation to the Articles of Faith, the association of the churches with which this church is affiliated, and shall approve the intent and purpose set forth in general terms in our Church Covenant and this Constitution.
- 2) He must also be in full agreement with the By-Laws, Articles of Faith and Covenant of this Constitution.

### B. DUTIES OF THE PASTOR:

- 1) As the undershepherd for this flock, the pastor shall follow God's directives as outlined in 2 Tim. 4:2 and 1 Pet. 5:1-4.
- 2) He shall visit the sick and minister to the spiritual needs of the individual members.
- 3) He shall oversee the administration of this church and ordinances.
- 4) He shall moderate all congregational business meetings and shall be a member ex officio of all committees.
- 5) In event of his absence from this church for any reason, he shall arrange to have the pulpit supplied by some qualified person who shall meet the approval of the deacons.
- 6) He shall present a report of his work to the congregation at the annual business meeting.

- 7) He shall be sent as a delegate to the annual conference of the General Association of Regular Baptist Churches and to the annual meeting of the California Association of Regular Baptist Churches. Any attempt to remove this church from said Association would be considered unethical by her founding families.
- 8) He shall become a member of this church at the earliest possible moment after assuming the pastoral responsibilities.
- 9) He shall have in his charge stated services of public worship and shall administer the ordinances and perform the usual duties of a Baptist minister.
- 10) He shall select, direct and dismiss employees in conjunction with the Fellowship of Deacons.

#### C. SEVERING OF RELATIONSHIP WITH:

- 1) In the event the pastor desires to resign his office, at least a thirty (30) day notice shall be given to this church.
- 2) In the event there are serious accusations against the pastor, these shall be submitted to the deacons and shall not be considered unless supported by the testimony of two (2) or more witnesses (I Tim. 5:19). If he is in error in doctrine or conduct, the deacons shall, in love, attempt to correct him (Gal. 6:1). If deemed prudent, the deacons shall bring in outside council. If appropriate, the matter shall be referred to this church.
- 3) If the matter is brought before this church, a quorum vote by a secret ballot shall be required at a properly called business meeting for a pastor's removal. The chairman of the Fellowship of Deacons shall preside at the special business meeting.
- 4) If this church votes to terminate the pastor's ministry in the best interest of this church, a minimum of one month's salary shall be allowed, plus any vacation pay due him.

#### D. CALLING OF:

- 1) When a vacancy occurs in the office of pastor because of death, resignation, or removal, the Advisory Council shall act as a pulpit committee or may appoint a pulpit committee. All appointed members shall be ratified by this church and shall continue to function as such until a new pastor assumes his duties. It shall bring before this church suitable candidates for the pastorate. When it deems it wise, it shall present to this church at a stated meeting, the name of one of these candidates and conduct the vote. It shall continue this procedure until a pastor is chosen.
- 2) For a call to be valid, it shall have a quorum vote by a secret ballot.

### 5.3 ASSISTANT(S) TO THE PASTOR:

- A. QUALIFICATION: His qualifications and his deposition shall be the same as that for senior pastor. His duties shall be carefully outlined by the senior pastor and Advisory Counsel in a job description relating to his ministry goals and objectives to which he is called. He shall work under the direction of the senior pastor. All policy and plans shall be cleared with the senior pastor.
- B. He shall be an employee of this church.

### 5.4 ELECTED OFFICERS:

#### A. QUALIFICATIONS OF:

- 1) All officers shall have been members in good standing for not less than six (6) months.
- 2) This church shall not elect anyone to office who does not subscribe in conviction and conduct to the Constitution of this church.
- 3) He/She must be one who, in the opinion of this church, conforms to the spirit and example set forth in the Church Covenant.

#### B. TERMS OF OFFICE:

- 1) The normal term of office shall be three (3) years for deacons or he can serve the unexpired time remaining in a three year term where a vacancy exists. Deacons may not succeed themselves in office until a period of one year has lapsed. A one year extension may be given if approved and voted by this church on a year-to-year basis as the need arises.
- 2) The normal term of office for the Fellowship of Trustees shall be for two (2) years.
- 3) The normal term of office shall be one (1) year for other officers.
- 4) In the event there are serious accusations against an officer of this church, these shall be submitted to the Fellowship of Deacons. If he/she is in error in doctrine or conduct, the Fellowship of Deacons shall, in love, attempt to correct him/her (Gal. 6:1). If appropriate, the matter shall be referred to the church body.

### 5.5 FELLOWSHIP OF DEACONS:

#### A QUALIFICATIONS OF A DEACON:

To be eligible, a candidate must meet the Biblical requirements contained in 1 Tim. 3:8-13, 1 Pet. 5:1-3. The candidate must have been a member in good standing of this church for a period of at least 6 months. All nominees of this office must never have been divorced or a participant to a marriage annulment.

## B ELECTION OF DEACONS:

At the annual business meeting this church shall have in office a minimum of three (3) elected deacons. It is recommended not less than one (1) for every fifty members to serve as deacons.

## C DUTIES OF A DEACON:

Each and every deacon will generally be seen in attendance of this church during the following:

- 1) Worship services on Sunday morning and evening.
- 2) Midweek Prayer Service.
- 3) Meetings of the Fellowship of Deacons.
- 4) Evangelistic meetings and other special church services.
- 5) Interview and examine applicants for baptism and membership.
- 6) Assist in distributing the elements of our Lord's Supper.
- 7) Actively engage in spiritual assistance to the unsaved.
- 8) Give pastoral assistance in baptismal services.
- 9) Be available to assist church members in need of spiritual help.
- 10) Visit the sick and bereaved, giving spiritual encouragement and comfort.
- 11) Provide suggestions to the pastor regarding spiritual matters of this church.
- 12) Arrange for the pulpit supply in cases when this church is without a pastor.
- 13) Review the church membership roll at least once a year and make necessary recommendations at the annual business meeting to remove members not in good standing and inactive members.
- 14) Elect yearly from their own a chairman and a secretary who shall faithfully keep record of important decisions and actions completed.
- 15) The chairman of the Fellowship of Deacons shall be the moderator of this church while it is without a pastor.
- 16) Assure that church committees are staffed and functioning.

## D) DEACONS' BENEVOLENCE:

This committee shall consist of the pastor and deacons and others they may deem appropriate. It shall have charge of the relief activities of this church and shall seek to minister both materially and spiritually to those they consider destitute, in need of emergency or temporary help. They shall be motivated by the spirit and letter of Job 31:16-21, Is. 1:17 and James 1:27. For this work, the Fellowship of Deacons shall be authorized to allocate such amounts from the budgeted deacons fund. The activities of this committee shall be considered confidential, but shall be reported to the full Fellowship of Deacons if requested to do so. These expenditures will be recorded in this church's financial reports.

## 5.6 FELLOWSHIP OF TRUSTEES:

### A. ELECTION OF TRUSTEES:

- 1) At the annual business meeting this church shall elect a minimum of five (5) men to serve as trustees. Their term of office shall be for two (2) years. They may be elected for a second term, but after that, such men may not be re-elected for one (1) year. Additional trustees may be added if deemed necessary by this church.
- 2) They elect yearly a chairman and a secretary, who shall keep a faithful record of any important work, acts or transactions performed by the body.
- 3) One deacon and the church treasurer shall be ex officio members of the Board of Trustees.

### B. DUTIES OF TRUSTEES:

- 1) It shall be the duty of the Fellowship of Trustees to care for the property of this church; to hold, repair, invest and preserve the same; to appoint committees as may be necessary for the implementation of their work; to perform such business concerns of this church as shall from time to time be assigned to them.
- 2) They shall purchase, acquire, lease, sell, exchange or dispose of real property as authorized by the membership through a majority vote at a constitutionally-called business meeting.
- 3) They shall represent this church in matters to fulfill all requirements of civil law respecting the trustees of a corporation, subject always to the instruction of the Fellowship of Deacons.
- 4) They shall hold in trust the property of this church and to sign mortgage notes as this church may require. They shall purchase and maintain adequate fire, casualty, auto, public liability and property damage insurance covering said properties. They shall see that all church financial books are audited as specified by this church.
- 5) They shall hold regular quarterly meetings or as needed and shall give an oral report to this church of their work at the annual business meeting. The trustees are at all time servants of this church and subject to its corporate action.
- 6) All actions of the trustees are subject to the approval of this church. This clause is not designed to interfere with the normal functions of the Fellowship of Trustees, but is designed to safeguard the interests of this church in matters of major importance.

#### 5.7 TREASURER:

The treasurer shall keep an accurate account of all monies received and deposited and disburse all funds as directed by this church. The treasurer shall keep an accurate record of various accounts in this church's budget. The treasurer shall make a full monthly, quarterly and annual report to this church. Immediately following the close of the fiscal year, the treasurer shall submit the records and receipts to the auditing committee for examination. All disbursements shall be by check. The treasurer's records shall at all times be open to inspection by the Advisory Council. The treasurer is a member of the Advisory Council and shall be elected by majority vote.

#### 5.8 ASSISTANT TREASURER:

At each annual business meeting, this church may elect from its membership by majority vote, an assistant treasurer. This office shall be optional, based on the needs of this church as determined by the Advisory Council. The assistant treasurer shall assist the treasurer with his/her duties as needed. This office does not include a seat on the Advisory Council.

#### 5.9 FINANCIAL SECRETARY:

At each annual business meeting, this church may elect from its membership by majority vote a financial secretary. The financial secretary shall keep an accurate account of the gifts of each contributor and provide each with an annual statement. The financial secretary shall see that all members are supplied with envelopes for tithes and offerings. The office does not include a seat on the Advisory Council.

#### 5.10 CHURCH CLERK

Yearly, this church shall elect from its membership, a clerk. Duties of the clerk:

- A. Keep a complete and accurate record of the proceedings of all church business meetings and the reading of the minutes of the last business meeting.
- B. Keep an accurate register of the active, inactive and delinquent membership.
- C. Keep record of deaths of deceased members.
- D. Provide that the clerk's books be open at all times to the inspection of the Advisory Council.
- E. Find a substitute to record proceedings and read minutes in his/her absence.
- F. The church clerk is a member of the Advisory Council.

#### 5.11 SUNDAY SCHOOL SUPERINTENDENT:

The Sunday School Superintendent shall be elected by this church at each annual business meetings by majority vote. Duties of the Sunday school superintendent:

- A. Appoint all teachers of the Sunday school. These appointments must, in turn, be subject to the approval of the pastor and Fellowship of Deacons, to whom he/she shall be directly responsible.
- B. Endeavor to enlist the hearty cooperation of this entire church in Bible study and instruction. He/She shall assist the pastor in looking after the spiritual interests of this church.
- C. Make recommendations to the pastor and deacons for teaching, methods, equipment, and materials.
- D. Meet as needed with the Sunday school teachers and departmental superintendents to discuss problems and ways and means to improve their services.
- E. He/She with the pastor and deacons be responsible for selecting the curriculum and materials used in the classes.
- F. Lead in planning Sunday school related activities, such as ideas for attendance growth, Promotion Day, Christmas programs, etc.
- G. Purchase all Sunday school materials and supplies
- H. Keep records weekly of the Sunday school's attendance, offerings, absentees, visitors or other pertinent data as may be required.
- I. The Sunday school superintendent is a member of the Advisory Council.

#### 5.12 ASSISTANT SUNDAY SCHOOL SUPERINTENDENT:

The assistant will cooperate with and give general assistance to the Sunday school superintendent as the latter may direct. He/She shall also serve in the office of the Sunday school superintendent during the latter's absence. He/She shall be selected and appointed by the Sunday school superintendent, and the appointment must be approved by the pastor and deacons.

#### 5.13 ADVISORY COUNCIL:

The deacons, clerk, treasurer and Sunday school superintendent, acting with the pastor, shall constitute and form the Advisory Council. It shall meet quarterly at the time and place decided by itself. It shall be presided over by the pastor or one of its members whom it may designate. The church clerk shall keep an accurate record of the proceedings of the council. Special meetings of the council may be called at any time by the pastor, the chairman of deacons or by any seven members of this church by special petition. Two-thirds of its membership shall constitute a quorum. The clerk shall include a report of the activities of the Advisory Council with his/her report to this church.

- A. Since this council is advisory only, it may originate policies or plans and make recommendations regarding matters presented to it by the pastor, the deacons or the head of any department of this church.

- B. The Advisory Council shall appoint, eight weeks prior to the annual business meeting, five (5) church members who shall constitute the nominating committee. This committee shall present nominees to fill all offices becoming vacant at the annual business meeting. Advisory Council members who are subject to re-election may not serve on this committee.
- C. When a vacancy in the office of the pastor, the Advisory Council shall act as a pulpit committee or may appoint one. All appointed members shall be approved by this church and shall continue to function as such until a new pastor assumes his duties. It shall bring before this church suitable candidates for the pastorate. When it deems it wise, it shall present to this church at a stated meeting the name of one of these candidates and conduct the vote. It shall continue this procedure until a pastor is chosen.

## ARTICLE VI: CHURCH MEETINGS

### 6.1 BUSINESS MEETINGS:

- A. The annual business meeting of this church for the election of officers, hearing of reports and transacting any other church business shall be the third Sunday of January. Notice of this meeting shall be given publicly on two (2) preceding Sundays.
- B. The conduct, procedure, power and authority of this church will be governed at all times by this Constitution. This church has superior authority over all matters. The well-known Robert's Rules of Order shall be the official parliament manual of this church in all business meetings. In the event a conflict exists between said Rules of Order and this Constitution, the latter shall prevail and govern.
- C. When voting on a matter requiring a 20% quorum, a majority vote constitutes a decision of this church.
- D. When voting on a matter requiring a 50% quorum, a three-fourths (3/4) majority vote constitute a decision of this church.

### 6.2 SPECIAL BUSINESS MEETINGS:

Special business meetings may be called either by the pastor or by the Fellowship of Deacons. Any active member present at a business meeting may place a motion on the floor for the purpose of calling a special business meeting. The motion must include the purpose for such a meeting. If this becomes a decision of this church, a special business meeting shall be called. The church moderator shall, at his own discretion, determine the date thereof at a time not later than thirty (30) days following the adoption of such motion.

### 6.3 QUORUM:

A bona fide quorum will be officially established by the active resident membership of this church who are eighteen (18) years of age or older as follows:

- A. Twenty percent (20%) for all ordinary and special business meetings.
- B. Fifty percent (50%) for the calling or for the dismissal of a pastor, assistant to the pastor or to encumber the real property of this church or to amend or change this constitution.
- C. In the event the membership present at any business meeting is not sufficient in number to establish a quorum, the church moderator is authorized, empowered and directed to proceed as follows:
  - 1) Defer said proposed meeting and conduct it on a date not later than fifteen (15) days thereafter. An announcement from the pulpit shall be given during the following Sunday as to the intended date and time of the postponed meeting. This procedure may be repeated if necessary until a quorum is established.
  - 2) The failure to conduct or complete such business meeting at any time will not be deemed to be a waiver of the right to do so on a subsequent date.

### ARTICLE VII: CONSTITUTION EFFECTIVE DATE AND TERM

This constitution is adopted this 11<sup>th</sup> day of June, 2006. This constitution is now and shall remain in full force and effect until terminated in its entirety by a decision of this church. Any and all amendments thereto are now and shall remain in full force and effect until terminated in its entirety by a decision of this church. All previous Constitutions and the amendments thereto of this church are hereby cancelled and declared null and void forever.

### ARTICLE VIII: CONSTITUTIONAL AMENDMENTS

This constitution may be modified or amended at any regular or special business meeting of this church at which its pastor is present; except as to the "Articles of Faith", the "Church Covenant" and its previously stated purpose, which cannot for any reason or under any circumstances be revised, amended, modified or excluded. Public notice of the proposed change, which shall be in writing and posted publicly for study, must have been made in the church on four (4) preceding Sundays. By-laws to this constitution may be enacted for the purpose of carrying out purposes therein stated.

## ARTICLE IX: DISSOLUTION CLAUSE

Should it become apparent that Westwood Baptist Church can no longer function as an active New Testament church, a special business meeting shall be called by the active church membership for the purpose of dissolving this church. A seventy-five percent (75%) affirmative vote of the active church membership, as defined elsewhere in this Constitution, shall be required for the dissolution to become ratified.

Based on the affirmative vote of the active church membership ratifying dissolution, all church assets shall be liquidated and all legal debts and incumbrances shall be satisfied. All remaining assets will be distributed at the following ratios:

Sixty percent (60%) to:  
Association of Baptists for World Evangelism  
P O Box 8585  
Harrisburg, PA 17105-8585

Forty percent (40%) to:  
California Association of Regular Baptist Churches

## ARTICLE X: CHURCH COMMITTEES

Each person shall be a member of this church in good standing to qualify as a member of any church committee. Each person for these committees shall be approved by the pastor (except where otherwise stated) in accord with the deacons.

### DUTIES OF ALL CHURCH COMMITTEES:

- A. At its first meeting of the year each committee shall select a chairperson.
- B. Each committee shall annually recommend a budget pertaining to their area of responsibility and submit it to the pastor and the Fellowship of Deacons.
- C. The chairperson of each committee may submit a report of the year's work of the committee to be given at the annual business meeting.

### 10.1 BUILDING COMMITTEE

Duties shall be to:

- A. Maintain all building equipments and furnishings in working order.
- B. Store all equipment and supplies in a neat and orderly manner in the space provided following their purchase or use.
- C. Present all rooms in an attractive appearance.
- D. Meet and maintain the city building code, fire code, etc.
- E. Make recommendations to the pastor and deacons for replacement of items, potential hazards or abuses that may need correction.

## 10.2 FINANCE COMMITTEE

Duties shall be to:

- A. Immediately following the service, count and note by signature the tithes and offerings and deposit in a safe place.
- B. At least two persons shall be present at the counting of tithes and offerings.
- C. Alert pastor and deacons of any unusual situation.
- D. Render financial reports to the treasurer.

## 10.3 GROUNDS COMMITTEE

Duties shall be to:

- A. Maintain the grounds in a clean and orderly fashion, including lawn cutting, fertilizing and watering.
- B. Maintain the irrigation system.
- C. Apply pesticide as needed.
- D. Plant and maintain flowers, shrubbery and trees.
- E. Clean the parking lot.
- F. Maintain the necessary equipment to accomplish the above.

## 10.4 LIBRARY COMMITTEE

Duties shall be to:

- A. Oversee the church library and maintain it in an organized and systematic fashion.
- B. Carefully evaluate books and various media and acquire of new materials as the library budget allows.
- C. Plan promotions, contests, awards and/or other activities related to the library.
- D. Seek to obtain any overdue books or media.

## 10.5 MUSIC COMMITTEE

Duties shall be to:

- A. Provide a pianist and/or musical accompanist at every regular church worship service and during special church meetings.
- B. Provide for special music at the worship services.
- C. Plan and present, at its discretion, special musical programs, subject to the pastor's approval.
- D. Develop a choir through much prayer, faith and training which will aid in the ministry of the church.
- E. Have a music ministry which will be conducive to a spiritual and evangelistic atmosphere.
- F. Establish for musicians a dress and conduct standard which would be honoring to our Lord.

## 10.6 NOMINATING COMMITTEE

- A. It will provide to the Advisory Council for review a tentative list of qualified candidates, two (2), if possible, or more for each elected office.
- B. All prospective candidates must have expressed their consent to serve and to conform to the general program of this church as set forth in this constitution.
- C. The primary list of all candidates selected by this committee shall be posted in a conspicuous place in this church before 9:00 A.M. of the fourth (4<sup>th</sup>) Sunday prior to the proposed meeting.
- D. Any active member of this church desiring to submit additional names for consideration will do so to this committee before 12:30 P.M. of the third (3<sup>rd</sup>) Sunday prior to said meeting.
- E. This committee shall post its secondary and final list of all names nominated at least two (2) weeks prior to the aforesaid annual business meeting.
- F. This secondary posting shall be the final and complete list of all nominees for said annual business meeting.

## 10.7 NURSERY AND TODDLER COMMITTEE:

Duties shall be to:

- A. Establish appropriate standards and supervision of the nursery and toddler rooms.
- B. Plan a nursery and toddler room schedule of workers.
- C. Assure all linen, toys, equipment, surfaces, etc. are clean and safe.

10.8 PULPIT COMMITTEE (as needed):  
The pulpit committee members will be composed as specified under Article V, 5.1, Section C Calling Of, of this constitution:

Duties shall be to:

- A. This committee will elect a chairman and a secretary who shall serve until the vacancy in the pulpit has been filled.
- B. When it becomes certain that the pastor is leaving the ministry of this church, this committee shall become organized and prayerfully seek God's guidance in selecting and interviewing prospective pastors to present to this church as a candidate for the pastorate.
- C. No candidate shall be presented to this church for a vote and hearing who has not received a three-fourths (3/4) majority approval by this committee. He shall come as the sole and only prospective candidate to be interviewed and considered at that time.
- D. Only one candidate at a time shall be presented to this church for voting before another candidate is presented.

10.9 SOCIAL COMMITTEE:

Duties shall be to:

- A. Promote Christian fellowship among members and aid in bonding with non-members.
- B. Plan and organize a calendar year of indoor and outdoor activities which promote this church's social and spiritual goals.
- C. Coordinate their plans with other ministries of this church.

10.10 SUNSHINE COMMITTEE:

Duties shall be to:

- A. Send flowers and/or plants on behalf of this church to those ill in the hospital and to those who are bereaved.
- B. Send appropriate cards to church members (or friends of this church) who are ill, injured or discouraged due to adverse circumstances.
- C. Arrange for meals to be delivered to the home of those recovering from illness, in need or bereaved.
- D. If requested, after the funeral of a church member or a member of their immediate family, delegate to available persons in the congregation the opportunity to provide a meal and ministry to those in need.
- E. Cooperate with the pastor and Fellowship of Deacons with this vital ministry.

#### 10.11 TRANSPORTATION COMMITTEE

Duties shall be to:

- A. Check gas level of church vehicles weekly and fill when needed.
- B. Keep up with the regular maintenance, such as oil changes, other fluid checks, air pressure, etc.
- C. Check on the safety of the vehicles, including fire extinguishers, brakes, lights, windshield wipers, horn and seat belts.
- D. Maintain the appearance of the vehicles on a regular basis by washing and waxing the exterior and cleaning and vacuuming the interior.
- E. The driver will be held directly responsible to check the condition of the vehicle before traveling, including sufficient gas, oil, etc.

#### 10.12 USHER COMMITTEE

Duties shall be to:

- A. Greet everyone in a friendly, cheerful and courteous manner.
- B. Make introductions and give information and assistance to all, but especially to new arrivals.
- C. Assist people in finding a seat quickly before each service and handing them a bulletin or other appropriate material.
- D. The head usher will appoint ushers or other men to take up the collection of tithes and offerings
- E. Seek to restrict those entering and leaving the service without purpose in order to reduce all disruptions.
- F. Lock outside doors after Sunday services.

#### 10.13 YOUTH MINISTRY COMMITTEE

Duties shall be to:

- A. Supervise the general youth programs.
- B. Plan special youth events to meet the social and spiritual needs of the youth.
- C. Staff the mid-week youth programs.
- D. Plan and oversee the summer youth programs.
- E. Seek to involve the youth in meaningful Christian service projects.
- F. Select effective youth curriculum. (Excluding SS Curriculum)
- G. Establish goals and objectives for the various youth groups.
- H. Promote attending a summer Christian camp.

#### 10.14 ADDITIONAL COMMITTEE

The pastor and Fellowship of Deacons shall add other committees as they deem necessary or eliminate a committee as needed.

## ARTICLE XI: CHURCH EMPLOYEES

### EMPLOYMENT AND SALARIES:

- A. This church shall create all new employment positions.
- B. The senior pastor and deacons shall present candidates to be approved by this church for a position.
- C. The pastor and deacons shall establish the job description.
- D. The pastor will direct and monitor the fulfillment of the employee duties.
- E. The pastor, in conjunction with the deacons, shall be empowered to discharge employees if deemed necessary.

## ARTICLE XII: MISCELLANEOUS CHURCH MATTERS

### 12.1 FISCAL YEAR

The fiscal year shall begin January 1 of each year and end December 31 of the same year.

### 12.2 RAISING FUNDS

All funds shall be raised by freewill giving. There shall be no sales, solicitation of the unsaved or other worldly methods used for the purpose of financing this church or any of its auxiliary organizations.

### 12.3 OBLIGATIONS

No financial obligation shall be placed on this church except by affirmative vote of this church membership at a regularly-called business meeting unless specifically set forth in the by-laws allowing for ordinary operating expenses of the church.

### 12.4 AUXILIARY ORGANIZATIONS

Recognizing that such organizations are needed, such as men's and ladies' missionary groups, this church may vote to approve such activities. Such organizations shall always be amenable to this church. Their officers must be members of this church. Church approval is required before the seating of any auxiliary organization officers.