

CHURCH COVENANT AND CONSTITUTION

FIRST BAPTIST CHURCH OF KINGSTOWNE
7313 HAYFIELD ROAD
ALEXANDRIA, VIRGINIA

APRIL 1997

We the members of the First Baptist church of Kingstowne hereby adopt the following Constitution, which is based upon Biblical principles. This constitution is a device of human wisdom and government, and is not a substitute for, or an augmentation to the Word of God. It is a systematic review of the truths found in God's Word concerning His Church. Its purpose is to ever keep before this assembly the doctrines, organizations, methods and the procedures of fellowship and discipline, as clearly taught in the New Testament. With such a guide we shall, by God's grace, endeavor to practice New Testament Christianity and Church Membership.

CONSTITUTION

ARTICLE I—NAME

The name of this body shall be the First Baptist Church of Kingstowne (formerly known as the First Baptist Church of Hayfield), located in Alexandria, Virginia.

ARTICLE II—PURPOSE

Our purpose is to carry out the Great Commission which the Lord gave to His Church:
“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: 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.” (Matthew 28:19, 20)

ARTICLE III—CHURCH COVENANT

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son and of the Holy Spirit, we do now in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ. We engage therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the Gospel throughout all nations.

We also engage to maintain family and secret devotions, to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting and excessive anger; to abstain from the sale and use of intoxicating drinks, as well as the illegal use, abuse or sale of all mind altering substances and chemicals; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling, and

Christian 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.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this Covenant and the principles of God's Word.

ARTICLE IV—STATEMENT OF DOCTRINE

- (1) We believe in the infallible, verbal inspiration of the whole Bible and that the Bible is the all-sufficient rule of faith and practice. We believe that the King James Version (KJV) is the only true and accurate, preserved Word of God in its English translation. We use only the KJV in teaching and preaching (ministering) from the pulpit.
(2 Tim. 3:16-17; 2 Pet. 1:20-21; Prov. 30:5-6; John 12:47-48; Isa. 8:20)**
- (2) We believe in a triune God, manifesting Himself as Father, Son and Holy Spirit, all being equal in divine perfection.
(Deut. 6:4; Psalm 83:13, 90:2, 147:5; Matt. 28:19; 2 Cor. 13:14)**
- (3) We believe Genesis is a literal account of Creation. (Genesis chapter 1, 2)**
- (4) We believe in the deity, virgin birth and sinless humanity of Jesus Christ.
(Isa. 7:14; Matt. 1:18-21; John 1:1, 14; 2 Cor. 5:19, 21; Phil 2:8; John 10:30)**
- (5) We believe that faith, hope and love are the only abiding Spiritual Gifts.
(I Corinthians chapters 12—14)**
- (6) We believe that God created man in his own image, and that man lived in innocency until he fell by voluntary transgression from his sinless state. As descendants of the first man, all mankind inherited a depraved nature.
(Gen. 1:26, 3:6-24; Rom. 3:23, 5:12; Eccl. 7:29; Psalm 51:5)**
- (7) We believe that Satan is a fallen angel, the archenemy of God and man, the unholy god of this world, and that his destiny is the eternal lake of fire.
(Isa. 14:12-15; Ezek. 28:11-19; Matt. 25:41; 2 Cor. 4:4; Eph. 6:10-17; Rev. 20:10)**
- (8) We believe in the bodily resurrection and ascension of Jesus Christ; that His suffering and death is substitutionary for all mankind and is effective for all those who believe.
(Matt. 28: 1-7; Acts 1:9-22; I Cor. 15:41-58; I Thes. 4:13-18; Isa. 53:6; Heb. 2:9; I Pet. 2:2, 3:18; 2 Pet. 3:9; I John 2:2)**
- (9) We believe that the depraved sinner is saved wholly by God's grace through faith in Jesus Christ, and that regeneration requires repentance toward God and faith in the Lord Jesus Christ.
(Luke 13:3-4; John 3:6, 16-18; 16:8-9; Acts 20:21; Rom. 6:23, 8:9-11; I Cor. 6:19; Eph. 2:8-9, 4:30; Titus 3:5)**
- (10) We believe that a person saved by the Grace of God and born again has eternal salvation which can never be lost.
(John 3:36, 5:24, 10:27-30; Rom. 8:28-39; Heb. 10:39; I Pet. 1:5, 23; Jude 24; Eph. 4:30)**
- (11) We believe that Jesus Christ established His Church during His ministry on earth. A**

scriptural Church is always a local, visible assembly of scripturally baptized believers in covenant relationship under New Testament authority to carry out the Commission of the Lord Jesus Christ, with an unbroken history from His personal ministry on earth to this present day. We believe that Jesus Christ gave the Great Commission to the New Testament Churches only, and that He promised the perpetuity of His Churches. We Believe that the Lord's New Testament Church is always congregational in nature. (Matt. 4:18-22, 16:18, 18:17-18, chapters 20-25, 28:19-20; Mark 1:14-20; John 1:35-51; Acts 1:15-26, 6:1-5; Eph. 3:21, 5:23-27)

- (12) We believe that there are only two scriptural ordinances practiced in the Lord's Churches: Baptism and the Lord's Supper. Scriptural baptism is the immersion of a believer in water, Administered by the authority of a New Testament Church in the name of the Father, Son and Holy Spirit. Baptism is a pictorial ordinance symbolizing our faith in the crucified, buried and resurrected Savior. It is a public declaration of our acceptance of God's call to service and discipleship in a local New Testament church. The Lord's Supper is a New Testament Church memorial ordinance, remembering the death of Christ, observed only by members of the local church. The Lord's Supper symbolizes the broken body and shed blood of Jesus Christ commemorated by the taking of unleavened bread and fruit of the vine. (Matt. 28: 19-20; Acts 2:41-47, 8:12, 38; 10:47-48; John 4:2; Rom. 6:4; I Cor. 5:11-13, 11: 1-2, 17:20-26)
- (13) We believe that there are two divinely appointed offices in a church, Pastors and Deacons, to be filled by men whose qualifications are set forth in the Scriptures. (I Tim. 3:1-13, 5:17; Heb. 13:7, 17, 24; I Pet. 5:1-5; Acts 6:1-6; Titus)
- (14) We believe that God deals with believers as His children, that He chastises the disobedient, and that He rewards the obedient. (Matt. 16:27, 25:14-23; John 1:12; Heb. 12:4-11; 2John 8; Rev. 22:12)
- (15) We believe in the premillennial, personal, bodily return of Christ as the crowning event of the Gentile age. This event will include the bodily resurrection of His saints followed by the Millennial reign of Christ on earth. The Millennium will be followed by the eternal punishment of the unrighteous (unsaved) in the lake of fire, and the dwelling of the righteous (saved) in the new heaven for eternity. (Matt. 25:24; John 14:1-6; Acts 1:11; I Thes. 4:13-18; 2 Thes. 1:7-9, 2:8; Rev. 19, 20:4-6, 20:11-15, 21:8)
- (16) We believe that all associations, fellowships, and committees of such, are and properly should be servants of, and under control of, the participating churches. (Matt. 20:25-28)
- (17) We believe in freedom of worship without interference from the government and affirm our beliefs in civil obedience. (Matt. 22:21; Rom. 13:1-7; I Pet. 2:13-15)

ARTICLE V—GOVERNANCE

Section 1 – The local body of baptized believers comprises the government of this Church.

Section 2 – This Church is an independent, self-governing body and is congregational in nature. No other ecclesiastical body, association, fellowship or committee may exercise authority over it.

Section 3 – We recognize our need of mutual counsel and fellowship with other churches of like faith and order. We freely choose to associate with the American Baptist Association (ABA), Mid-Atlantic Baptist Association and any other scriptural churches as the Church sees fit.

ARTICLE VI—MEMBERSHIP

Section 1 – Reception of Members. This Church may receive new members in any of the following ways:

- (1) By profession of faith in Christ as Savior, followed by scriptural baptism, by authority of this Church.**
- (2) By letter of transfer or dismissal from another church of like faith and order.**
- (3) By statement, where a letter of transfer or dismissal is not available, and this Church determines that the person’s previous baptism was according to the scriptures and otherwise qualifies them for membership. This Church only recognizes scriptural baptism and administered by Baptist churches of like faith and order.**
- (4) By restoration, having been excluded from this Church and giving evidence of repentance.**

Before the Church votes on membership of any candidate, we shall examine them to ensure they meet all qualifications for membership prescribed herein. The Statement of Doctrine (Article IV) shall be our primary guide to examination for membership qualifications. The Church requires an affirmative declaration as to the prospective member’s meeting the membership qualifications prior to any vote.

This Church may receive members under any of the methods above in any regularly scheduled service, business meeting or special order of business meeting. Simple majority of the affirmative (yes) votes will approve a person for reception as a member.

When granted membership by method (2), (3), or (4) (Transfer of Letter, By Statement, or by Restoration), one shall be a member in full fellowship, with all rights and privileges as soon as the Church votes. One shall be a member in full fellowship with all rights and privileges, under method (1) upon completion of his/her baptism.

Section 2 – Attendance. We are committed to faithful attendance in the scheduled services of this Church body as instructed in Hebrews 10;25. Faithful attendance is necessary for edification and spiritual growth. As individuals, we can only grow in the Lord through faithful attendance at “the assembling of the body.”

Should a member neglect this commitment by willfully forsaking the assembly of this body for a period of more than three months, the Church will contact him/her in an effort to restore fellowship and attendance. This contact may be by letter from the Church, telephone call, or visit by the Pastor, Deacon, or visitation worker, who reports the outcome to the Church. If the member does not restore fellowship, the Church may terminate his/her membership. The Pastor and Deacons will provide advice on matters of non-fellowship to the Church at least once a quarter.

Section 3 – Termination of Membership. A person’s membership in First Baptist Church of Kingstowne, may end:

- (1) By death;**

- (2) By letter of transfer (or sometimes called letter of dismissal) issued to a church of like faith and order with which a member unites, based upon a vote of the members in either a regular scheduled or special order of business meeting;
- (3) By disciplinary action of the Church in either a regular scheduled or special order of business meeting. (See Article VII – The Discipline of Members)

When the Church votes to terminate membership under methods (2) or (3), a simple majority of affirmative (yes) votes of the members present in the meeting is required to pass. There will be a separate vote on each member for any action taken under method (3) (Disciplinary Action).

Letters of dismissal issued by this Church can state the nature of one's service while a member of this Church.

Section 4 – Restoration. The Church's desire is to see erring members restore their fellowship. Therefore, any member dismissed from on p membership (removed from the roll) or disciplined (Article VII, Section 3) may return to full fellowship or membership in the Church when he/she repents and gives evidence of repentance and humility, with testimony before the Church. The Church retains all rights to re-qualify any person for membership or any previously held office(s).

Section 5 – Membership Roll. The Clerk will maintain a membership roll or register of the members. This membership roll will consist of the following three sections and include for each member; name, address, birth date, date and method of uniting with the Church, date and reason for termination of membership.

1. **Active Members.** To maintain membership status, a member must comply with Article VI, Section 2 (Attendance), unless designated as a Shut-In or Nonresident member. Newly united members automatically go on the membership as active members.
2. **Shut-In Members.** Each month, those on the Shut-In list will be contacted and ministered to, a deemed appropriate in the eyes of the Church. They should receive bulletins, as well as all other written materials made public to the Church.
3. **Nonresident Members.** If a member moving away determines in advance that a Baptist church of like faith and belief may not be immediately available, he or she may, prior to departing from this Church request to be placed on the nonresident list. A member may only remain in the nonresident section for six months, unless there are extenuating circumstances and the Church decides to extend this time on an individual basis. As our Covenant states, it is the member's responsibility to actively seek to find and unite with a Church of like faith and order for regular worship. Also, we expect nonresident members to continue with regular private and family devotions. We expect nonresident members to maintain contact with the Church and to remember the Church with prayers and tithes. The Church will, at the member's request, furnish Sunday School and other helpful materials. The Church may vote to terminate membership for those who do not maintain contact during the six month period, or do not unite with a Baptist church of like faith and belief, evidenced by a request for transfer of membership.

ARTICLE VII - THE DISCIPLINE OF MEMBERS

Our Lord states in the Scriptures the Church's duty to exercise discipline. We must always remember that prayer plays a vitally important role in consideration of discipline.

Section 1 – Purpose. The disciplining of Church members, as the Scriptures require, is necessary for the spiritual health and strength of the body (Church). The purposes of Church discipline are to:

- keep the fellowship of believers morally and doctrinally pure;
- restore fellowship between the offending member(s) and God; and
- restore fellowship between the offending member(s) and the Church.

Section 2 – Offenses. The general categories of offenses which may result in discipline by the Church are:

- (1) **Personal Offenses.** Disputes between brethren bring disharmony and discord within The body and limit its ability to function. We, as does the Lord, expect our brethren to resolve personal disputes by scriptural methods (Matt. 18:15—19), guided by a spirit of forgiveness (Eph. 4:30—32; Matt. 6:15, 18:22, 5:23—24; Luke 17:3). When brothers and sisters can not solve matters among themselves, the church must consider the issues.
- (2) **Public Offenses.** When a Church member’s actions or lifestyle bring public reproach or scorn upon the Church, this threatens the Church’s ability to function. Examples of such actions may include: lying, cursing, drunkenness, dishonesty, stealing, fornication, adultery, cohabitation, homosexuality, drug or alcohol abuse, witchcraft, covetousness, idolatry, railing or extortion (I Cor. 5:11; Gal. 5:19—21; 2 Thes. 3:6).
- (3) **Doctrinal Offenses.** The Church will reprove any member teaching or advocating any heretical doctrine in the church, or agitating the body because of such heretical doctrine. Unless the member is willing to accept the doctrine as taught the Church, he/she will be disciplined according to scriptural principles (Rom. 16:17; Titus 3:10). One does not have to be sound in the faith to become a member of the Lord’s church; but a new member should be willing to listen to the teaching of the Word of God without causing contention or sowing discord.

Section 3 – Disciplinary Measures. Disciplinary measures that the Church may take on an offending member include, but are not limited to, the following:

- (1) Imposing restrictions on fellowship and participation in Church activities.
- (2) Removal from or restrictions on offices held.
- (3) Termination of membership (removal from the Church roll.)

The Church will determine any disciplinary measures imposed on a member by simple majority vote at a regular or special order of business meeting. The Clerk will notify, in writing, the member of the Church’s disciplinary action (s).

ARTICLE VIII – OFFICERS, LEADERS, AND COMMITTEES—GENERAL REQUIREMENTS

The Church will elect or ordain (if required) men to the two divinely called positions of Pastor and Deacon(s) (Article IX), as well as elect other members to both individual leadership (Article X) and committee positions (Article XI). The Church will determine those positions required for the orderly conduct of our ministries and business.

Section 1 – General Requirements. All officers and leaders must be members of the Church and shall affirm their belief in the Statement of Doctrine (Article IV). All shall be responsible for the orderly conduct of members, guests, and activities under their leadership or control. They are to

attend worker's meetings and to make regular reports of the work under their leadership as the Church requires.

Section 2 – Election. The Church will elect all officers and leaders (except the Pastor and Deacons) at the regular business meeting in August. They will serve for one year, from September 1st to August 31st of the following year. Any member of the Church may nominate for an office or position any other member who is not under restriction from holding office resulting from the Church's disciplinary action. After consultation the Pastor and Deacons will present to the Church, not later than the July Business meeting, a slate of nominees for general officers. The Education Committee (per requirements in Article XI, Section 3) will present to the Church, not later than the July business meeting, a slate of nominees for Sunday School teachers and workers.

Section 3 – Pulpit Supply. In instances where a man other than the Pastor is to fill the pulpit, he must agree with our Statement of Doctrine and be a member in good standing of a Baptist Church of like faith and order. The Pastor will normally extend any invitation to others to address the Church from the pulpit. In his absence the Deacon(s) will extend such invitation. This does not preclude any Church member from recommending a qualified speaker to fill the pulpit. If the circumstances permit, the Church will be notified of the intent to use and the name of the guest speaker at least one regularly scheduled service in advance.

Section 4 – Participation in Services. During the conduct of worship services (Sunday School, Classes or Church activities), the situation might arise where an individual who is not a member of First Baptist Church of Kingstowne may present material, music, lessons, etc. In these rare instances, it is the responsibility of an elected (or ordained) leader of this Church (defined as the Pastor, Deacon [s], Music Director or Sunday School Superintendent) to authorize such participation. However, in no instance, will any such activity or involvement be allowed without conducting the following review or screening activities.

- An elected leader (defined above) will review and screen any material for presentation.
- The elected leader will assure that no false teaching, unsound or heretical doctrine is included, and that all materials is consistent with our statement of Doctrine (Article IV), local customs and methods.
- The appropriate leader must assure himself that the individual is fully cognizant/aware and understands that our doctrine, scriptural beliefs, local customs and how we conduct our services.
- If the elected leader is unsure of the appropriateness of the material, or the doctrinal beliefs/standing of the individual, then he should consult with the Pastor, or in his absence a Deacon. (In no case will the Church allow an individual to present any material, lesson, class, devotion, music, etc., with any question unresolved about the appropriateness of the material or the individual's persuasion or beliefs.)
- If the review of material and individual's beliefs/persuasion convinces the leader that the presentation will be scriptural, decent and conducted in an orderly fashion, he may authorize it.

If there is any question concerning the appropriateness of the material, the individual's beliefs, doctrinal position or persuasion, then the leader must not allow the presentation or involvement. Our goal is to assure only doctrinally sound, Scripturally correct and locally accepted practices are allowed. The procedures and requirements above are not intended to prevent or restrict non-members (guests or visitors) from participating in any group activity supervised by an elected leader of the Church.

(Note: As with any other issue, a concerned member should provide their concerns or information to the Pastor or Deacons.)

ARTICLE IX – ORDAINED POSITIONS

The Church shall elect a Pastor and Deacon(s) as the only two ordained, divinely appointed positions in the Church in accordance with the Scriptures and our Statement of Doctrine (Article IV.)

Section 1 – Pastor. The Pastor shall be a recognized, ordained Baptist Minister in good standing who believes without reservation in the Statement of Doctrine (Article IV) adopted by this Church. The First Baptist Church of Kingstowne will call such a minister when convicted of the Holy Spirit’s leadership to that end. The Pastor’s call shall be for an indefinite length of time. If at anytime he fails to perform his duties and abide by the qualifications set forth in this Article, the Church may vote to terminate him unless he repents and gives evidence to the Church that he meets the qualifications. To terminate or dismiss the Pastor, there must be a 2/3-majority vote. The Pastor will give 30 days written notice in the event he desires to resign his position.

Section 2 – Obtaining a Pastor. In the event that the Church must call a pastor, the following guidelines will be followed.

- (1) The Church shall select a pulpit committee whose number shall be determined at the time of election.**
- (2) The members of the pulpit committee shall be members of the Church, not restricted from such activity by the Church (Article VII), who are doctrinally and morally sound.**
- (3) It will be their duty in cooperation with the Church to seek out and make appointments for visiting preachers and question them as the Church directs and the Lord leads.**
- (4) Each visiting preacher heard in view of a call shall be decided upon before other preachers are heard (for purposes of obtaining a Pastor.)**
- (5) He must receive at least a 2/3 majority vote.**

The Church may call a minister to be Pastor who might not yet be ordained. In this case, the ordination must take place before the man can assume any duties as Pastor.

Section 3 – Pastor’s Qualifications. The qualifications and duties of the Pastor are set forth in the Scriptures (I Tim. 3, 5:17; Titus 1:6-10; Heb. 13:7, 17, 24; I Pet. 5:1-5.) The Church membership requirement stated above shall not prohibit the election of a man as Pastor who is not currently a member at the time of his election. These qualifications include, but are not limited to one who:

- (1) Is blameless (an example for the membership to emulate, upright),**
- (2) Is the husband of one wife (not divorced, not married to more than one woman, above reproach in his marriage),**
- (3) Is vigilant,**
- (4) Is sober (of a sound mind),**
- (5) Is of good behavior (dignified bearing),**
- (6) Is given to hospitality,**
- (7) Is apt to teach (able to instruct others),**
- (8) Is not given to win (consistent with the Church Covenant, “...to abstain from the sale and use of intoxicating drinks, as well as the illegal use, abuse or sale of mind altering substances and chemicals...”),**
- (9) Is no striker (one who does not seek revenge, retaliation, or return evil for evil),**
- (10) Is not greedy of filthy lucre (one who is just and honest in business dealings, not a lover of money),**
- (11) Is patient (not soon angry),**

- (12) Is not a brawler (not contentious),
- (13) Is not covetous (desires the possessions of others instead of his own),
- (14) Ruleth well his own house,
- (15) Has his children in subjection with all gravity,
- (16) Is not a novice (not a new convert),
- (17) Has a good report of them which are without,
- (18) Is not self-willed (not overbearing, does not always have to have his own way),
- (19) Is a lover of good men,
- (20) Is holy.

Section 4 – Pastor’s Duties.

- (1) To lead (shepherd) the Church (flock) by example,
- (2) To preach the Word,
- (3) To teach,
- (4) To lead in visitation ministries,
- (5) To oversee the congregation (“...for they watch for your souls, as they must give account, that they may do it with joy, and not grief:...”, Hebrews 13:17),
- (6) To counsel by Biblical standards (provide the Biblical point of view on scriptural, social, and moral issues),
- (7) To maintain prayer and study,
- (8) To edify (promote the spiritual maturity and growth of the Church).

Section 5 – Deacon. The Deacon is the second divinely appointed office in the Church. A deacon is a ministering servant – one who serves, attends to, waits upon or ministers to others (not an overseer).

- (1) The Church shall ordain, after due examination, as many Deacons as needed.
- (2) Ordination shall be considered as for life, but one shall be considered as an active Deacon only if set apart by the Church as such.
- (3) If the Church chooses to do so, it may recognize as Deacons members previously ordained by churches of like faith and order.

Section 6 – Selecting Deacons. As the need arises, the Church may have to select a Deacon or Deacons. The following procedures will assist in an orderly selection process.

- (1) After due consideration and prayer, a male member of the Church may be nominated as a candidate for Deacon.
- (2) The Church will vote to set aside the candidate(s).
- (3) The vote to set aside will specify a certain period of time (normally three to six months) for observation of the candidate(s). This time should be sufficient for the church to adequately observe the candidate(s), question him (them) as appropriate, and allow for introspection and reflection by the candidate(s).
- (4) The Church will decide, by vote, to proceed with the ordination of the candidate(s).
- (5) The Church will conduct an ordination ceremony, which includes a thorough examination of the candidate(s). To assist in this examination, the Church may invite and establish a presbytery of ordained men.

Section 7 – Deacon’s Qualifications. The qualifications and duties of Deacons are set forth in the Scriptures (Acts 6:1-6; I Tim. 3:8-13). These qualifications include, but are not limited to, one who:

- (1) Must be grave (of serious demeanor),
- (2) Must not be double tongued (trustworthy, honest),
- (3) Is not given to much wine (“...to abstain from the sale and use of intoxicating drinks, as well as the illegal use, abuse or sale of mind altering substances and chemicals,...”),

- (4) Is not greedy of filthy lucre (one who is just and honest in business dealings, not a lover of money),
- (5) Holds the mystery of the faith in a pure conscience (full of the Holy Spirit, sound in the faith),
- (6) Is found blameless (one who is an example for the membership to imitate, dignified bearing, upright),
- (7) Is the husband of one wife (not divorced, not married to more than one woman, above reproach in his marriage),
- (8) Rules well his children and own house,
- (9) Is not a new convert, but one who has been proven,
- (10) His wife must be a believer with a good testimony and his home well governed,
- (11) Apt and able to teach.

Section 8 – Deacon’s Duties. The Deacon (s) shall look after the temporal affairs and poor of the Church, prepare for the ordinances and serve in the office as the Church directs. Deacons are an extension of the Pastor’s ministry, assisting him in every way possible to relieve him of secular responsibilities so that he may concentrate continually on prayer and the ministry of the Gospel. They are active witnesses of the Gospel and help the Pastor lead the members in visitation.

ARTICLE X – ELECTED POSITIONS (Officers and Leaders)

The Church will elect members to fill positions of Trustees, Clerk, Treasurer, Sunday School Superintendent, Moderator, Ushers, Sunday School Teachers, Youth Group Directors, Music Director, Activities Director (s), Musicians and assistants to certain of these positions and other leaders as the Church deems necessary.

Section 1 – Trustees. The Trustees attend to the business affairs of the Church. As required, the property of the Church shall be held in the name of the trustees.

The Trustees (preferably men) are the custodians of the Church’s property, handle all legal transactions for the Church and supervise the auditing of treasury books. They shall have no power to buy, sell, lease or transfer any Church property without specific vote of the Church authorizing such action. They shall have authority to incur normal expenses for the maintenance and protection of the Church property and facilities. No alteration or sale of Church property exceeding a nominal value of \$50 may be made without the recommendation of the Trustees and approval of the Church. The Trustees automatically serve on the Counting Committee (Article XI, Section 6).

Section 2 – Moderator. The Moderator (or in his absence the Assistant) conducts all the regular monthly business meetings or special order of business meetings for the Church. The moderator assures the orderly conduct of all business meetings, that all members have an equal opportunity to express their opinion and views, and to cast their vote. The Moderator and Assistant will be male members of the Church.

As the presiding officer or shepherd, the Pastor may serve as the Moderator, in the absence of both the Moderator and the Assistant, to conduct business meetings.

Section 3 – Clerk. The Clerk (man or woman) maintains the Church records, minutes of meetings and handles all correspondence unless directed otherwise. The Clerk will keep a suitable record of the actions of the Church, the Membership Roll (Article VI, Section 5) and make reports at the monthly business meeting or as the Church might require. The Clerk will maintain a copy of the minutes of all business meetings (regular or special order) in the office. He/she shall notify all officers and appointees of their election or appointment, and members of actions against them. All records are the property of the

Church, open to inspection by any member in good standing and shall be delivered to the Clerk elected to succeed him/her.

Section 4 – Treasurer. The Treasurer (preferably a man) is responsible for executing the financial actions directed by the Church and required for normal operations. He shall keep a record of receipts and expenditures and report regularly as the Church requires. Bond, if required, shall be paid by the Church. The Treasurer shall hold and disburse all money or other securities belonging to the Church as the Church directs. Disbursement of all money belonging to the Church and committed to his trust is done according to the decisions of the Church in regular or special order of business meetings. In conjunction with the finance committee, he is responsible to insure that the Church financial records are audited as the Church requires. All records of the Treasurer are the property of the Church, open to inspection by any member in good standing, and the records shall be delivered to the Treasurer elected to succeed him. The Treasurer and the Assistant (if acting in his stead) will maintain absolute confidentiality at all times of the tithing and offering records.

Section 5 – Sunday School Superintendent. The Sunday School Superintendent (man) is responsible for the management, organization, operation and functioning of the Church's Sunday School Program. He consults regularly with the Pastor and the Education Committee who provide guidance, direction and oversight on behalf of the Church. The Superintendent must set the example for all teachers in the Sunday School program. He reports regularly to the Church and as required. He assures that all participants in any of the Sunday School activities fully adhere to the requirements outlined in other sections of this Constitution.

Section 6 – Ushers. The Ushers (men) will look after the seating and comfort of the congregation, the greeting and introduction of visitors, obtain visitor cards for first time visitors, maintain order on the premises during services, collect the offering(s) during services, and assist the Pastor as he directs in conduct of the services. The Head Usher will manage the Counting Committee (Article XI, Section 6).

Section 7 – Messengers. The Church will elect, from time to time, members (either men or women) in good standing and full fellowship, as messengers to serve the Church at any local or national association meeting(s), or other event. Messengers shall serve in that office at the pleasure of the Church for a specific event(s) and period of time.

Section 8 – Music Director. The Music Director (man) is responsible for the music ministry of the Church. He coordinates, plans, and conducts the musical portion of the services, special programs and oversees the Church choir. He assures that all participants in any of the Church's musical activities fully adhere to the requirements outlined in other sections of this Constitution. He coordinates with the musicians, sound equipment operators and others as appropriate.

Section 9 – Sunday School Teachers and Officers. The teachers and officers are responsible for the orderly conduct of the Church's Sunday School Program. They are further responsible for teaching based upon the Scriptures, our Statement of Doctrine (Article IV) and approved material. All elected Sunday School personnel are responsible to the Superintendent and must affirm their belief in the Statement of Doctrine (Article IV).

In the event a vacancy arises in one of the Sunday School classes, the Superintendent in counsel with the Pastor, may appoint a substitute to fill the position until the Church elects a permanent replacement at a regular business meeting.

Section 10 – Youth Group Directors. The Youth Group Directors (a married couple) operate a complete and comprehensive program for the Church's young people. They are responsible for the planning,

organization, structure and conduct of all Youth Group activities, meetings and devotional gatherings, within overall guidance and direction of the Pastor and Church. They report regularly to the Church.

Section 11 – Activities Director(s). The Activities Director(s) (preferably a married couple) are responsible for planning and conducting a range of Church activities providing an opportunity for members and their guests to fellowship and socialize in a Christian environment. The Activities Director(s) will consult regularly with the Pastor who oversees this position, and report to the Church during regular business meetings. The Activities Director(s) will coordinate and regularly publish a calendar of events, assuring that all groups, activities and departments are included.

Section 12 – Musicians. The Church will elect musicians (number and exact positions elected determined by the Church at time of election) based upon available musicians and the needs of the Church. Normally, the Church will have a pianist, one or more assistant pianists, and an organist. Those elected as musicians must assure attendance at meetings, choir rehearsals, practices for special programs determined by the Music Director. The elected musicians assure that their position is filled for all services and special programs. If unable to attend or cover their position for a service or special program, they must notify the Music Director. The musician's activities for services and special programs are coordinated with the Music Director who has overall responsibility for the music ministry of the Church.

ARTICLE XI – COMMITTEES

The Church will elect members to the following standing committees.

Section 1 – Missions. The Missions Committee will review all correspondence from and concerning missionaries. They will make recommendations concerning those soliciting support from our Church at the monthly business meeting. The Committee will maintain periodic communications with missions and missionaries the Church supports and provide appropriate reports during regular business meetings.

Section 2 – Baptistry. The Baptistry Committee will ensure that all preparations are made for the baptism candidate(s), conduct of the Baptism and cleanup afterward.

Section 3 – Education. The Education Committee will recommend the assignment of new teachers and class expansions to the Church as necessary. This committee will prepare a list of recommended classes and teachers and present it to the Church no later than the July business meeting. The Education Committee will advise the Sunday School Superintendent and Church on all matters associated with education and the Sunday School Program.

Section 4 – Buildings and Grounds. The Buildings and Grounds Committee will monitor the needs of the facilities and outside areas. In consultation with the Deacons and/or Trustees they will make recommendations to the Church on major items of expenditure of Church funds. They will handle normal items of upkeep, maintenance, or repair not within the purview of personnel performing routine cleaning functions.

Section 5 – Finance Committee. The Finance Committee will prepare an annual budget and present it to the Church at the November business meeting for vote and approval not later than the December meeting. The approved budget becomes effective in January. The proposed budget will report income from all sources, all expenditures, and monthly averages for each budget item. The Finance Committee will analyze the financial status of the Church's funds and make recommendations to increase or decrease specific budget items as necessary. In consultation with the Treasurer, the Finance Committee will assure that the Church's financial records are audited, as the Church requires.

Section 6 – Counting Committee. The Deacons, Trustees, and Ushers will comprise the total Counting Committee. The Head Usher will select at least two men from this list to conduct a count of the offering taken at each service. After the count is taken, they record it in a separate register maintained by the Head Usher. After the count is taken, a member of the Counting Committee (identified by the Head Usher) will deposit the funds at the bank. All men involved with counting of Church funds must maintain confidentiality at all times.

ARTICLE XII – MEETINGS

Section 1 – Meeting for Worship. The Church will meet for public worship on the first day of the week, both morning and evening; on Wednesday evening for prayer, worship and mid-week services; and at such other times as the Church may determine.

Section 2 – Meeting for Business. The Church will conduct regular monthly business meetings on a day determined at the discretion of the Church. The Moderator or Assistant will preside at all regular and special business meetings. In the absence of both the elected Moderator and Assistant, the Pastor may preside. If all three of these individuals are absent, the Church may appoint for that meeting a temporary or moderator pro-tem to preside. In no instance will the Church conduct a business meeting without prior notification of the Pastor (when the position is occupied.) Parliamentary procedure will be based upon Robert’s Rules of Order, Revised, unless otherwise decided by the Church.

At all meetings, twenty (20) members or 51% of all members, whichever is less, in full fellowship, or not under any restrictions, shall constitute a quorum.

At any of the regular meetings for worship, the Church may, without notice, act upon the reception of members in accordance with Article VI.

Any member may present a motion for consideration and adoption during a business meeting. In all cases, any motion that is a standing or continuous requirement (not a one time action) must be so stated and recorded in the minutes as a standing motion. The Church will review, and if the Church decides, renew all standing motions annually. This annual review will be at the time of yearly elections. The Clerk will maintain a current list of all standing motions.

Section 3 – Special Order of Business. A meeting for conducting special business in interest of any matter that requires immediate action by the body shall require an announcement one service prior to any such action. A period of twenty-four (24) hours must elapse before any vote may be taken and only such business as called for shall be debated and acted upon.

Section 4 – Voting. The government of this Church is congregational and all members of the Church not restricted from voting by Church disciplinary action (Article VII) are entitled to vote on all matters. Except in the amendment of the Constitution, election or dismissal of the Pastor, a simple majority of members voting shall determine all matters. In amending the Constitution, electing or dismissing the Pastor, at least a 2/3 majority of those voting will be required. Voting may be aye and nay, by show of hands, by standing, or by secret ballot.

Section 5 – Lord’s Supper. The Lord’s Supper is a special memorial service observed by the Church. Only members of First Baptist Church of Kingstowne not restricted from by Church disciplinary action (Article VII) shall partake of the Lord’s Supper.

Section 6 – Baptism. Baptism of candidates shall be at the discretion of the Church and candidate. We sanction both the usage of a baptistery or other bodies of water.

ARTICLE XIII – FINANCIAL

As good stewards of the Lord’s resources entrusted to our care, the Church must take every measure to assure we obtain, generate or expend these resources for the primary purpose of the First Baptist Church of Kingstowne, and only in scripturally correct ways.

Section 1 – Financial Support of the Church. The Church is supported by the tithes, offerings and donations of those led by the Holy Spirit to contribute to our support. Ancillary funds generated by interest received on Church accounts and liquidating of assets or items donated to the Church are acceptable. At no time will the First Baptist Church of Kingstowne, nor any of its auxiliary groups, departments or activities use any unscriptural methods for raising funds. The Church receives funds from the following three methods.

- (1) General Offerings.** This support will be received according to the precedents established in I Corinthians 14, 16:1-2 and II Corinthians 9:6-7. These offerings may be collected during any scheduled service.
- (2) Special Offerings.** The Church may on occasion collect special offerings for some specific purpose. The purpose and procedure for collecting this offering will be stated prior to the offering being collected.
- (3) Donations.** The Church or its auxiliary groups, departments or activities may accept donations freely given. This includes items of property that may occasionally be donated by the Church.

Section 2 – Standing Accounts. The Church will maintain the following standing accounts. The Church may, as the need arises, establish additional categories for the orderly transaction of business and to assist the Treasurer in carrying out his duties and to assure adequate accounting of the Church’s assets.

- (1) General Fund.** The General Fund is the basic account maintained to fund Church operations, activities and programs. As the Church may direct, a portion of the General Fund receipts may be used for specific purposes.
- (2) Mission Fund.** The Treasurer will disburse monthly a set percentage decided upon by the Church of the total General Fund offering into the Mission Fund account. At no time will this amount be less than 10% of monthly receipts.
- (3) Benevolence Fund.** At the beginning of each month, using General Fund receipts or assets, the Treasurer will bring the Benevolence Fund to a starting balance of \$300. The authorized total monthly expenditures from this account is \$300. The Pastor and Deacon(s) will authorize any payments from this fund.

Section 3 – Disbursement of Church Funds. The two methods of disbursing Church funds are by check and cash. All checks require two authorized signatures. At least one of the two required signatures must be either the Treasurer or Assistant Treasurer. The second signature may be either the Treasurer, the Assistant Treasurer or one of the Trustees.

ARTICLE XIV – CHURCH PROPERTY AND FACILITIES

The members of the First Baptist Church of Kingstowne secured the property and facilities held in the name of the Church for very specific purposes. This property and facilities are for the sole use of this Church and its members in providing a place to worship, promote fellowship, edify, disciple and carry out the Lord’s Great Commission issued to his New Testament Churches.

We recognize and accept that occasionally a member might want to use a part of the facility or property for a personal activity or need. In these instances, the member needing use of any of this Church's property or facilities will request approval from one of the Trustees, or if they aren't available, from the Pastor.

No individual or group will use or contract for the use of any of this Church's property or plant facility in any commercial profit making enterprise (Matthew 21:12-13.) This does not preclude the use of the Church's facilities for weddings or funerals, coordinated with and approved by the Pastor. We believe these activities to be supportive of the overall purpose of the Church. A custodial fee, determined by the Church, will be paid by non-Church members for conducting such activities on the Church's property. Pastoral and musical personnel are allowed to receive a fee or customary donation for these two authorized activities.

All weddings and funerals must meet the moral code of the New Testament and the specific policies of this Church. We will prohibit funerals or weddings that are contrary to our policies and doctrine.

ARTICLE XV – AUXILIARY GROUPS OR ACTIVITIES

The auxiliary fellowships, groups or activities of the Church operate under the authority and guidance of the Church. The Church permits these groups, such as the King's Rubies (Ladies' Fellowship), Men's Fellowship and Youth Group, to meet separately, conduct activities, and accept donations and offerings. In all cases these groups operate under the same philosophy, Scriptural requirements and this Constitution. The Church permits only activities or functions conducted within the guidelines of this Constitution, in accordance with the moral code of the New Testament and deemed part of the stated purpose of the First Baptist Church of Kingstowne.

ARTICLE XVI – AMENDMENT

The Church may amend this Constitution by a 2/3 majority vote at any regular business meeting, provided that notice of such proposed amendment was given at a previous regular business meeting in writing, read from the pulpit on a Sunday morning service and posted on the bulletin board or published in the church bulletin.

ARTICLE XVII – ADOPTION

The First Baptist Church of Kingstowne adopted this Constitution at the regularly scheduled business meeting in April 1997. (Note: By adopting this constitution, the Church eliminated a number of previously existing standing motions or perpetual resolutions. A list of all eliminated standing motions and perpetual resolutions was provided with the proposed new constitution for all members to review prior to the vote to adopt. A separate listing of all motions remaining valid after adopting this new constitution was also provided, and represents the only remaining standing motions.)

A committee elected by the Church expressly to validate and revise the Constitution will undertake a complete review and recommend changes at least every three years, but earlier if deemed necessary by the Church.

ADOPTED: _____

MODIFIED: _____

MODIFIED: _____

MODIFIED: _____
MODIFIED: _____