

CONSTITUTION

PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

I. NAME

This body shall be known as the New Friendship Missionary Baptist Church, located at 5030 Friendship Road, Auburn, Kentucky 42206.

II. PURPOSE

To be a dynamic spiritual fellowship empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.

To be a worshiping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man.

To be a church which ministers unselfishly to persons in the community and the world in Jesus' name.

To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

III. INCORPORATION

New Friendship Baptist Church voted to incorporate on June 25, 2017 with the existing church council to become the corporate Board of Directors.

IV. STATEMENT OF BELIEFS

We affirm the Holy Bible as the inspired Word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of *The Baptist Faith and Message* as adopted by the Southern Baptist Convention in 1953. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Believer's Baptism and the Lord's Supper.

V. CHURCH COVENANT

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and 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 Ghost, we do now in the presence of God and 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 the church in knowledge, holiness, and comfort, to promote its prosperity and spirituality, to sustain its worship, ordinances, doctrines, and discipline, to contribute cheerfully and regularly to the support of the ministry, the expenses of the church and the relief of the poor, and the spread of the gospel through 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 tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxication drinks as a beverage; to use our influence to combat the use of drugs and the spread of pornography; 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.

VI. POLITY AND RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. (See Article I of the By-Laws)

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist Churches. Insofar as is practical, this church will cooperate with and support the Association, the State Convention, and the Southern Baptist Convention.

BY-LAWS

I. CHURCH MEMBERSHIP

Section 1) General

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of the church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 2) CANDIDACY

Any person may offer himself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

- 1.) By profession of faith and for baptism according to the polices of this church.
- 2.) By promise of a letter of recommendation from another Missionary Baptist Church.
- 3.) By statement of prior conversion experience and baptism in a church that is of like faith and practice to New Friendship Baptist Church when no letter is obtainable (Feb. '12)

A three-fourths vote of those church members present and voting shall be required to elect such candidates to membership.

As of April 2005, votes will be taken on new members during the next scheduled business meeting after they seek membership.

Section 3) NEW MEMBER ORIENTATION

New members of this church are expected to participate in the church's new member orientation.

Section 4) RIGHTS OF MEMBERS

1. Every member of the church is entitled to vote at all elections and on all questions submitted to the church in business session provided the member is present or provision has been made for absentee balloting.

As of August 2002: Ballots and Absentee Ballots:

Always have a committee in charge (personnel, trustees, ...)

Need a printed ballot with the motion listed.

The vote should be announced at least one week ahead of time.

For those needed to vote by absentee, have a register that the person can sign.

Provide them a ballot and an envelope for them to seal the ballot in.

The committee in charge would keep the ballots in a safe place until votes are counted.

The pastor, deacon, or someone on the committee in charge would (if asked) try to get a ballot to anyone sick or in the hospital to help them cast their vote.

- 2.) Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church.
- 3.) Every member of the church may participate in the ordinances of the church as administered by the church.

Section 5) TERMINATION OF MEMBERSHIP

Membership shall be terminated in the following ways:

- 1.) Death of the member
- 2.) Dismission to another Baptist Church
- 3.) Exclusion by action of this church
- 4.) Erasure upon request or proof of membership in a church of another denomination

Section 6. DISCIPLINE

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any trouble member. The pastor, other members of the church staff and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which could cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a three-fourths vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The church may restore to membership any person previously excluded upon request of the excluded person's repentance and reformation.

II. CHURCH OFFICERS AND COMMITTEES

All who serve as officers of the church and those who serve on church committees shall be members of this church.

Section 1) CHURCH OFFICERS

The officers of this church shall be the pastor, Sunday School Director, Training Union Director, WMU President, Brotherhood Director, the Deacons, a Moderator, a Clerk, a Treasurer, and Trustees.

- 1.) The pastor is responsible for leading the church to function as a New Testament Church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

The pastor is the leader of pastoral ministries in the church. As such, he works with the deacons and the church staff to:

- a.) Lead the church in the achievement of its mission
- b.) Proclaim the Gospel to believers and unbelievers
- c.) Care for the church's members and other persons in the community

A pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.

A Pastor Search Committee shall be elected by the church to seek out a suitable pastor, and its recommendation will constitute a nomination. Any church member has the privilege of submitting names to the Pastor Search Committee for their consideration. The committee shall bring to consideration of the church only one name at a time. Election shall be by secret ballot. An affirmative vote of three-fourths of those voting (present and proxy) will be necessary for a call. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request.

The pastor may relinquish the office as pastor by giving at least two week's notice to the church at the time of the resignation.

Attached is the Pastor/Church Covenant adopted in October, 2004.

The church may declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon the recommendation of a majority of the church council and the deacons or by written petition signed by not less than one-fourth of the resident church members.

The vote to call the office vacant shall be by secret ballot; an affirmative vote of two-thirds of the members voting (present and proxy) being necessary to declare the office vacant. Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor with not less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

2. The Ministerial Staff (i.e. Minister of Music, Activities Director) shall be called and employed as the church determines the need for such offices. A job description shall be written or amended by the elected search committee when the need for a staff member is determined. Those who have evidence of a personal call of God to ministries of the church and those who serve on the search committee and called by church members shall be given two weeks' notice shall be given to the Church and petitioned. Such termination being immediate and the compensation conditions being the same as for the pastor, except that the amount shall be related to the individual's compensation.

Attached is the Personnel Policy Handbook adopted by the Church in April, 2016.

3.) The body of Deacons, with the pastor, will make the decision as to when and how many deacons are needed at any time. Deacons will serve continuously until they request to be relieved of responsibility for whatever reason at which time their names will be put on an inactive list.

In the case of death, removal or incapacity to serve, a replacement may be elected.

There shall be no obligation to instate a Deacon who moves their letter from another Southern Baptist Church; but if the Church chooses to do so, their ordination by another church will suffice.

In accordance with the meaning of the work and the practice in the New Testament, Deacons are to be servants of the Church. Their task is to serve with the Pastor and staff in performing the pastoral ministry tasks of:

- 1.) Leading the Church in the achievement of its mission
- 2.) Proclaiming the Gospel to believers and unbelievers
- 3.) Caring for the Church's members and other persons in the community.

Attached is the New Friendship Baptist Church Policies and Procedures Regarding Deacons which was adopted in August, 2010.

4.) The church shall elect annually a Moderator and assistant as its presiding officers. At the absence of the Moderator or assistant, the Chairman of the Deacons shall preside; or in the absence of all three, the Clerk shall call the church to order and preside for the election of an acting Moderator.

5.) The church shall elect annually a Clerk as its clerical officer. The Clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The Clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The Clerk shall issue letters of dismissal voted by the church and preserve on file all communications and written official reports.

The Clerk shall be responsible for preparing the annual letter of the church to the Association.

The church may delegate some of the clerical responsibilities to a church secretary who will assist the Clerk. All Church records are church property and shall be kept in the church office when an office is maintained.

6.) The church shall elect annually a Church Treasurer as its financial officer. It shall be the duty of the Treasurer to receive, preserve, and pay out, upon receipt of statement of bills, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the Treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the Treasurer to the Church Clerk who shall keep and preserve the account as a part of the permanent record of the church.

7.) The church shall elect three or more Trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church approved matters.

Trustees assist the church in matters related to properties administration. This work included such areas as maintaining all church properties for ready use and recommending policies regarding use of properties.

Trustees shall serve on rotation basis with one new Trustee being elected every year. After serving a term of three years, a Trustee shall be eligible for re-election after the lapse of at least one year.

Section 2) CHURCH COMMITTEES

The committees of this church shall be a nominating committee, a personnel committee, finance and stewardship committee, and such other regular and special committees as the church shall authorize. All church committee members shall be recommended by the church nominating committee and elected by the church unless otherwise specified within these by-laws.

- 1.) The Nominating Committee (comprised of the same membership as the Church Council) coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein. Persons considered for such positions shall first be approved by the Nominating Committee before they are approached and recruited. The Nominating Committee shall present to the church for election all who accept the invitation to serve. This should be completed by the August business meeting.
- 2.) The Personnel Committee assists the Church and staff in matters related to employed personnel administration, including those called by church action. The primary task of this committee is to serve as liaison between church staff and church body.

The Personnel Committee shall serve on rotation basis with two new members being elected every year. After serving a term of three years, a member shall be eligible for re-election after the lapse of at least one year.

- 3.) The Finance and Stewardship Committee develops and recommends an overall stewardship development plan, a unified church budget, and budget subscription plans, by the September business meeting. It advises and recommends in the administration of the gifts of church members and others, using sound principles of financial management. It works with the Treasurer in the preparation and presentation to the church of required monthly reports regarding the financial affairs of the church. This committee will meet quarterly to review the budget. This committee is comprised of the treasurer, Deacon representative, Trustee representative, and two nominated by the Nominating Committee and elected by the church.

III. CHURCH PROGRAM ORGANIZATIONS

The church shall maintain programs of Bible teaching; church member training, church leader training, new member orientation, mission education, action, and support; and music education, training and performance. All organizations related to the church programs shall be under church control, all officers being elected by the church and reporting regularly to the church, and all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

- 1.) The Sunday School shall be the basic organization for the Bible teaching program. Its task shall be to teach the Biblical revelation, reach persons for Christ, and church membership, perform the functions of the church within its constituency, provide and interpret information regarding the work of the church and denomination.

The Sunday School shall be organized by departments and/or classes, as appropriate for all ages and shall be conducted under the direction of the Sunday School Director elected by the church.

- 2.) The Church Training Organization shall serve as the training unit of the church. Its tasks shall be to train church leaders, orient new church members, teach Christian theology, Christian ethics, Christian history, and church polity and organization; and provide and interpret information regarding the work of the church and denomination.

Church Training shall be organized by departments for all ages and conducted under the direction of a general director.

- 3.) Woman's Missionary Union shall be the mission education, mission action, and mission support organization of the church for women, young women, girls, and preschool children. Its task shall be to: teach missions through praying and giving, and provide and interpret information regarding the work of the church and denomination.

Woman's Missionary Union shall have such officers and organization as the program requires.

- 4.) The Brotherhood shall be the church's organization for mission education, mission action, and mission support for men, young men and boys. Its task shall be to teach missions, engage in mission action, support world missions through praying and giving, and provide and interpret information regarding the work of the church and denomination.

The Brotherhood shall have such officers and organization as the program requires.

- 5.) The Church Music Organization, under the direction of the church-elected Music Director, shall be the music education, training, and performance organization of the church. Its task shall be to teach music, train persons to lead, sing, and play music, provide music in the church and community, and provide and interpret information regarding the work of the church and denomination.

The Church Music Program shall have such officers and organization as the program requires.

- 6.) As of September, 2010, Awana was voted on by the church to be the Wednesday evening program for boys and girls.

IV. CHURCH PROGRAM SERVICES

The church shall maintain media center services and recreation services for the purpose of enriching and extending the ministries and programs of the church.

- 1.) The media center service will be the resource center for the church. The librarians will seek to provide and promote the use of printed and audio visual resources. They will also provide consultation to church leaders and members in the use of printed and audio visual resources.
- 2.) The church recreation service will seek to meet the recreational needs of members and groups. Its personnel will provide consultation, leadership assistance, and resources.
- 3.) The church audio service will seek to meet audio needs of the church. Its director will provide consultation, leadership, assistance, and resources.

V. CHURCH COUNCIL

The Church Council shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

The primary functions of the Church Council shall be to recommend to the church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations and committees; to recommend to the church the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals.

Regular members of the Church Council shall be the Pastor, Activities Director, Music Director, Sunday School Director, Church Training Director, WMU Director, Chairman of Deacons, Chairman of Trustees, Treasurer, and Baptist Men Director. In February, 2005 Finance Committee Chairperson, Personnel Committee Chairman, Youth Committee Representative, Children's Committee Representative, and Senior Representative were added by church vote to the Council. In April, 2007 the Church Clerk was added to the Council.

All matters agreed upon by the Council which call for action not already approved shall be referred to the church for approval or disapproval.

VI. CHURCH ORDINACES

Section 1) Baptism

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publically at any worship service, and who indicates a commitment to follow Christ as Lord.

- 1.) Baptism shall be by immersion in water.
- 2.) The pastor, or whomever the church shall authorize, shall administer baptism. The Deacons shall assist in the preparation for, and the observance of baptism.
- 3.) Baptism shall be administered as an act of worship during any worship service of the church.

4.) A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor and/or staff or deacons. If negative interest is ascertained on the part of the candidate, he shall be deleted from those awaiting baptism.

Section 2.) The Lord's Supper

The church shall observe the Lord's Supper quarterly, the first Sunday of the quarter, unless otherwise scheduled by the church. The observance may alternate between the morning and the evening services of the church. The pastor and deacons shall administer the Lord's Supper, the deacons being responsible for the physical preparations.

VII. CHURCH MEETINGS

Section 1) Worship Services

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching instruction, and evangelism shall be among the ingredients of these services. The pastor shall direct the services for all the church members and for all others who may choose to attend.

Section 2) Special Services

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar.

Section 3) Regular Business Meetings

In March, 2005, the church voted to hold all votes during regularly scheduled business meetings.

The church voted in July, 2014 to hold quarterly business meetings on the 3rd Sunday evening of March, June, September, and December.

The Absentee Ballot procedure was approved in the August, 2002 business meeting.

(See Section 4 – Rights of Members)

Section 4) Special Business Meetings

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject; the date, time, and place; and it must be given in such a manner that all resident members have opportunity to know of the meeting.

Section 5) Quorum

The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

Section 6: Parliamentary Rules

Robert's Rules of Order, Revised, is the authority to parliamentary rules of procedure for all business meetings of the church.

VII. CHURCH FINANCES

Section 1) Budget

The Finance and Stewardship Committee shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses.

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts.

In February, 2003 the church voted to separate the voting for staff salaries separate from the budget vote. The paid positions will be voted on separately and by secret ballot, and then added to the budget when the entire budget will be considered.

In December, 2006 the church voted to table any request for expenditures of over \$500.00 outside the current year's budget for one month. A secret ballot vote will then be taken at the next scheduled business meeting. Exceptions to the one month waiting period will be made for emergency or time sensitive issues.

Section 2) Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the Church Treasurer, or financial secretary, and be the properly recoded on the books of the church.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance and Stewardship Committee.

The following Financial Procedures were approved by a church vote in December, 1998:

- The church financial accounts will be kept in a financial software package on the computer. The church budget and monthly reports will be generated by the computer programs.
- The church should select a group of three individuals to count and total the offerings each Sunday.
- This group of three will total the offering immediately after the offering is received and will include the Sunday School offering and any special offerings.
- The totals for each offering will be written on a form and placed with the money received. This “offering committee” will coordinate with the Treasurer to develop a secure procedure for transferring money for deposit in the bank.
- The amount deposited will be verified against the amount counted.
- All bills must go to the church secretary and assigned to the correct expense account before the bills are actually paid. The invoices must indicate the correct expense account to be charged against.
- No blank checks will be handed out in advance. It becomes very difficult to track how much is spent and assign to the correct expense category.
- The Finance Committee asks for help from the church members to ensure that expenses are charged to the correct budget category. Corrective feedback must be given to the committee when expenses are placed in the wrong account.
- The Finance Committee is committed to meeting once a quarter to review the budget and make appropriate recommendations.

Section 3) Fiscal Year

The church fiscal year shall run concurrently with the church year which begins October 1st and ends September 30th.

VIII. AMENDMENTS

Changes in the Constitution and By-Laws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the Constitution and By-Laws shall be by two-thirds vote of the church members present and proxy.