

CHRISTIAN COMMUNITY
MISSIONARY BAPTIST CHURCH

CONSTITUTION AND BY-LAWS

CHRISTIAN COMMUNITY MISSIONARY BAPTIST CHURCH

CONSTITUTION AND BY-LAWS

PREAMBLE

For the more certain preservation of, and security of, the principle of our faith and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches, we do declare and establish this constitution and by-laws.

ARTICLE I

IDENTIFICATION

Section 1

NAME

This organization shall be known as Christian Community Missionary Baptist Church, Inc., of Indianapolis, Indiana.

Section 2

FISCAL YEAR

The fiscal year of the organization shall begin on the first day of January of each calendar year and end on the last day of December of that year.

ARTICLE II

PURPOSE

The purpose of the Christian Community Missionary Baptist Church, Inc., of Indianapolis, Indiana shall be to carry out the great commission of our Lord Jesus Christ as recorded in Matthew 28:19-20, Mark 16:15, Acts 1:8; and to develop christian fellowship and growth in the knowledge of our Lord Jesus Christ among the saints.

- A. We believe that there are two ordinances for the church regularly observed in the New Testament.
 - 1. Baptism which is the immersion of the believer in water, whereby he/she sets forth his identification with Christ in his death, burial, and resurrection.
 - 2. The Lord's supper which is the memorial wherein the believer partakes of the two elements, bread, and fruit of the vine which symbolizes the Lord's body and shed blood, proclaiming his death until he comes.
- B. We believe in religious liberty that every person has the right to practice his or her beliefs.
- C. We believe that marriage is A Holy Estate and sanction by God between a man and a woman. This is the only position we will support among our membership and the use of facilities for marriage is exclusive to our members.

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C. We believe in the power and importance of prayer.

ARTICLE III

PERIOD OF EXISTENCE

Section 1

This Christian Community Missionary Baptist Church, Inc. shall be incorporated in accordance with the laws of this state of Indiana governing religious bodies and the handling of property shall be in accordance with such laws.

Section 2

The period during which this organization shall continue is perpetual.

ARTICLE IV

MEMBERSHIP

Section 1

GENERAL

Members of this church shall be persons who have professed Jesus Christ as their personal savior, who have been baptized by immersion in water, who subscribed to the constitution and by-laws of this church, and who has been received by a majority vote of the church membership.

Section 2

ADMISSION OF MEMBERS

- A. Any person may offer her/himself as a candidate for membership. Each candidate shall be presented to the church in one of the following ways: (a) by profession of faith and baptism; (b) by promise and receipt of a letter of recommendation from another Christian church; or, (c) by statement of prior profession of faith in Christ.
- B. Active members may hold any office in the church.

Section 3

DUTIES AND RIGHTS OF MEMBERS

- A. New members will be expected to participate in the new member orientation plan of the church.
- B. Members are expected to be faithful in all duties essential to the Christian life, to attend the services of this church, to give regularly for its support and cause, and to share in its organized work.
- C. Every member of the church is entitled to vote at all elections and on all questions submitted to the church provided the member is present or provision has been made for absentee balloting.

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D. All members in good standing, sixteen years (16) or older may vote in all business matters of the church.

Section 4

TERMINATION OF MEMBERSHIP

- A. Membership in this church may be terminated in one of the following ways: (a) death; (b) letter of demission, granted upon request; (c) by action of the individual in becoming a member of another church; or, (d) exclusion by action of the church.
- B. Members who do not attend any of the church services for six successive months without a reason deemed justified by the Deacons may be removed from the active church membership roll. This would happen by action of the Deacons after the member has been visited or faithfully communicated with, when possible. Members who foresee their absence from church activities for an extended period should notify the church office or senior Pastor. These individuals are not removed from the church roll.
- C. It shall be the basic purpose of the church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor and other members of the church staff, and Deacons are available for counsel and guidance. Redemption rather than punishment should be the guideline which governs the attitude of one member toward another. Should some serious condition exist which causes a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the Pastor and Deacons to resolve the problem. A spirit of Christian kindness and forbearance shall pervade all such proceedings. Finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a two-thirds vote of the members present at a meeting called for this purpose, and the church may proceed to declare the offender to be no longer in the membership of the church; Any person whose membership has been terminated for any reason, which made it necessary for the church to exclude him/her, may, upon request, be restored to membership by a vote of the church upon evidence of his/her repentance and reformation.

ARTICLE V

MEETING OF MEMBERS

The Christian Community Missionary Baptist Church shall meet regularly each Sunday morning and Wednesday evening for preaching, instruction, evangelism, worship and prayer. These meetings shall be open for all people and shall be conducted under the direction of the Pastor.

Section 1

The organization shall meet annually at a place specified in respective notices or waivers of notice thereof.

Section 2

The Christian Community Missionary Baptist Church shall conduct regular business meetings on the first Saturday of the first month of the new quarter, or such other time as it should designate. All business matters shall be attended to at this meeting.

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Section 3

The Pastor or designee may call special business sessions.

Section 4

Such called sessions must be announced publicly two weeks in advanced or by written notice. No matters may be attended to at the called meeting except those for which the meeting was called and previously announced.

Section 5

Except as otherwise provided by law, or these provisions, every member of the organization shall have the right at all meetings to one (1) vote.

Section 6

A majority of members, represented in person shall constitute a quorum.

Section 7

The order of business at all meetings shall be as follows:

- A. Roll call
- B. Reading of minutes of preceding meeting and action thereon
- C. Unfinished business
- D. Reports of officers
- E. Reports of committees
- F. Miscellaneous business
- G. New business

ARTICLE VI

OFFICERS OF THE ORGANIZATION

The officers of the organization shall be the Pastor, Deacon Ministry, Church Trustees, Administrative Assistant, Treasurer, Financial Secretary and other officers and committees necessary to carry out the business of the organization.

Pastor: A Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place by secret ballot at the meeting called for that purpose, of which at least two weeks notice shall be given during a regular Sunday service and written notice to the Active Church Membership. A pulpit committee shall be appointed by the church to seek out a suitable Pastor, and their recommendation will constitute a nomination. The committee shall bring to the consideration of the church only one man at a time. Election shall be by ballot, an affirmative vote of 2/3 of those voting being necessary to confirm.

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- A. The membership of the church shall designate the amount of salary to be paid to the Pastor. Approval of the salary must be by a majority of the membership.
- B. The term of the Pastor shall be for as long as there is satisfactory service rendered to the body.
- C. The relationship between the Pastor and the congregation or membership may be dissolved at the option of either party involved, by giving three (3) months notice.
- D. A Pastor may be removed for cause. His removal shall take place by secret ballot at the meeting called for that purpose, of which at least two weeks notice shall be given during a regular Sunday service and written notice to the Active Church Membership. An affirmative vote of two-thirds majority of members is necessary to remove a Pastor from office.

Section 1

DUTIES OF PASTOR AND/OR MINISTERIAL STAFF

The duties of the Pastor are:

- A. Primarily to minister the word to his flock,
- B. To do work of an evangelist among the unsaved,
- C. To promote a spiritual atmosphere in the church as a whole.
- D. He shall be available for counseling and calling, which would include individual and family counseling and pastoral care to families.
- E. It shall be the privilege of the Pastor to review all committees and subordinating organizations as to their proper function in the local body of Christ.
- F. He shall be an ex-officio member of all boards and all committees and may call any board or any committee together at any time.
- G. He can also serve as the moderator of the business meetings.

Other ministerial staff positions: Upon recommendation by the Pastor and Deacon Ministry, the church may authorize the establishment of ministerial staff positions necessary for the effective ministry of the church. Such staff positions may include ministers of education, evangelism, music, and youth or others, singly or in combination, depending upon immediate needs and program goals. Staff members shall be responsible to the Pastor and church in the performance of their duties. The ministers, in cooperation with the Pastor, shall be responsible for planning, promoting, supervising, and implementing the program(s) for which they are assigned responsibility.

Section 2

DEACON MINISTRY

Deacons of the church shall be ordained to provide spiritual leadership for, and service to, the fellowship of the church. They shall guard the unity of spirit within the church, and recommend establishment of policies concerning the material interest of the church and its ministries, subject to the will of the church. Through the Deacon family ministry plan, they shall serve with the Pastor and staff in proclaiming the gospel: ministering to

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the needs of members of the church and community; and leading the church to engage in worship, witnessing, bible teaching, ministry, and application of biblical principles.

A. Qualifications

1. A Deacon shall be a male member of the church who has faithfully and actively supported all of the activities of the church.
2. He shall possess the spiritual qualifications of a Deacon set forth in I Timothy 3:8-13.
3. The Deacons of this church shall have been ordained here, or by a Baptist church of like faith and order. However, there is no obligation to constitute as Deacon a brother who comes to this church from another church where he has served as Deacon.
4. Any Deacon of this church who fails to support the church with his attendance and ministry for a period of six (6) months without cause will no longer be recognized as an active Deacon. Reconciliation and re-election by the church will be required for said brother to be restored to active office. It shall be pertinent for the church to promote to honorary life membership any Deacon who by reason of age or infirmities after honorable service is no longer able to render active service. He shall be given the title of "Deacon Emeritus."

B. Election

1. The church shall elect the number of Deacons desired by the church from time to time. Only those persons who meet the scriptural qualifications (Acts 6:11-6 and I Timothy 3:8-13) and who have been members of the church for at least one year shall be elected.
2. Election for Deacon candidates shall be by a two-thirds vote of the church members present by secret ballot at a regular business or special called business meeting. After a period of one year training, the candidates will then be presented to the church for ordination. Once ordained, Deacons shall serve thereafter as long as they are faithful to their duties.
3. The officers of the Deacon's ministry will be chairman, vice chairman and secretary. They shall be elected every two years. The Pastor shall be notified of Deacon Ministry meetings and invited to attend.

C. Duties

1. To under gird and assist the Pastor and staff in performance of Pastoral ministries.
2. To proclaim the gospel to believers and unbelievers.
3. To care for church members and others in the community.
4. To lead the church to engage in an active fellowship of worship, witnessing, Christian education and ministry.
5. To perform such tasks as directed by the church.

D. Responsibilities

1. Work in harmony with other church officers and committees.
2. Set an example for all the church in tithing and attendance.
3. Exercise leadership and guidance of the church body subject to the authority and approval of the membership in conference.

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4. Participate in the “Deacon family ministry plan” and apportion the membership of the church among them.

E. Meetings and organization

The Deacon’s Ministry shall meet monthly and a majority of Deacons shall constitute a quorum. The officers shall be elected bi-annually at the regular meeting of Deacons. The chairman should have served at least one (1) year as a Deacon, past or present, in this church. If an active Deacon fails to attend the monthly Deacons’ Ministry meetings for three (3) consecutive months, unless providentially hindered, he shall be placed on the inactive.

F. Pastoral duties and responsibilities

In the event of a temporary absence or inability of the Pastor, the Deacon’s Ministry shall serve as a general pulpit committee and provide for pulpit supplies. This shall be done in counsel with the Pastor when possible. In case of a Pastor vacancy, this body shall provide pulpit supply until a pulpit committee can be elected by the church.

Section 3

CHURCH TRUSTEES

- A. The church trustees shall consist of a minimum of seven (7) members, identified for membership by the organization.
- B. The purpose of the Church Trustees is to carry out the financial business of the organization and to care for the physical assets of the church.
- C. The term of the Church Trustees shall be established by the organizations by-laws. The current term is perpetual.
- D. An active trustee may resign at anytime by filing a written notice with chairman of the Church Trustees.
- E. A Trustee may be removed for cause at any time at any regular meeting or such special meetings of the organization call by the Pastor for such purposes. An affirmative vote of the majority of the members is necessary to remove a trustee from office.
- F. When a vacancy is created through death, resignation, removal or other cause, the vacancy shall be filled in the following manner:
 1. The Church Trustees, by affirmative vote of a majority of its members, may identify a successor to fill such vacancy. Any recommendation from the Church Trustees must be approved by a majority vote of the total membership in a regular or called meeting. A member of the organization may also nominate candidates for trustee during the meeting.
 2. A Trustee must be a member of the organization and must be in good standing with the church.
 3. Any successor nominated for membership on the Church Trustees must be approved by a majority vote of the total membership in a regular or call meeting, prior to installation.

The Trustees cannot dispose of any real church property (land and buildings) except when authorized to do so at a duly called church meeting and approved by a majority vote of the qualified members present, the Trustees shall not incur any single indebtedness above five hundred dollars (\$500 except in an emergency) unless

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authorized to do so at a duly called church meeting and approved by a majority vote of the qualified members present.

ARTICLE VII

OFFICERS OF THE ORGANIZATION

Section 4

ADMINISTRATIVE ASSISTANT

Principal functions: The administrative assistant is responsible for recording, processing, and maintaining accurate records of all church business meeting transactions. The administrative assistant is also responsible for all official church membership records and communications.

1. Assist (as needed) in preparation of agenda for church business meetings. Work with the moderator in preparation of agenda before meeting, and in preparation of minutes after meeting.
2. Keep an accurate record (in the form of minutes) of all business transactions made and approved in church business meetings. Likewise, present the minutes of the prior meeting at each business meeting, for official church approval, and distribution to members.
3. Prepare weekly church bulletins, with updated and essential data. Prepare other church related programs, as required. Prepare condolences for church members and families.
4. Maintain accurate member records, which includes adding new names and pertinent information to the chronological membership roll; dropping names as necessary through transfer, inactivity or death; correcting records for change of address or telephone numbers; and sending memos to church personnel (as needed)
5. Request letters by transfer from other churches for new members, and, forwarding letters to other churches as requested by members.
6. Prepare and mail all official church correspondence.
7. Preserve records for present and future use (via computer data).
8. Serve as resource person to the church historian, as requested.
9. Give necessary information about new members to person in charge of new member's orientation, as well as other program leaders and Deacons.
10. Work with the trustees, in preparation of legal documents
11. Other duties as assigned/approved.

Section 5

DUTIES OF THE CHURCH TREASURER

- A. The treasurer shall keep correct and complete records off accounts, showing at all times, the financial condition of the organization, he/she shall be the legal custodian of all moneys, notes, securities and other valuables which may from time to time, come into the possession of the organization.

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- B. He/she shall immediately collect and deposit all funds of the organization, coming into his/her hand, in a reliable bank, approved by the Pastor, Deacon and Church Trustees, or other depository to be designated by the organization, and shall keep such bank account in the name of the organization.
- C. He/she shall disburse funds as directed by the church trustees.
- D. He/she shall furnish at meetings of the organization or whenever requested, a statement of the financial condition of the organization and shall make reports of receipts and disbursements for all meetings as directed by the boards.
- E. He/she shall perform such other duties as this code of by-laws provides or the organization prescribes.

Section 6

DUTIES OF THE FINANCIAL SECRETARY

1. To keep an accurate record of each member's weekly contributions; and to receive all monies collected.
2. To keep an accurate account of all monies received by the church and to send a weekly report to the treasurer and the Pastor.
3. To send out personal statements to all members once a year, listing their yearly contributions.
4. To report to the trustees an account of the matters pertaining to his/her office at each trustees meeting or upon request of the trustees.
5. To report to the Deacon's Ministry the names of those members who have failed to make any contribution toward church expenses or funds.
6. To submit his/her records to the auditors prior to the annual meeting or as requested by the church body.
7. To keep an accurate record of the receipts and disbursements of all auxiliaries, boards, and committees.

Section 7

GENERAL

The church shall elect such standing committees as are necessary for the efficient and effective implementation of its programs. Members of all standing committees shall be church members. All committees shall elect their own officers as needed and shall hold such meetings for business as they may elect and approve.

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A. Church Council

1. Purpose: to assist the church in establishing objectives and goals for its ministry and plan programs for their achievement; to promote cooperation among the various church organizations; and to evaluate results.
2. Membership and duties: church council shall consist of all officers of the church, the chairpersons of all ministries and standing committees, the presidents of all church related organizations and two (2) members at-large, one youth and one adult. The Pastor shall be the chairperson of the church council, and the administrative assistant shall act as secretary.

B. Finance Committee

1. Purpose: to assist the church in all matters related to Christian stewardship and church finances, including budget preparation and establishment of financial policies.

C. Nominating Committee

1. Purpose: to assist the church in enlisting volunteers to fill all church-elected leadership positions. Will be informed, to the extent possible, of the interests and abilities of individual church members and thereby, seek to place them in appropriate positions of service and responsibility with the various organizations of the church.

D. Youth Activities Committee

1. Purpose: to assist the church in planning and implementing youth related programs and activities. Advise the church in the development of general guidelines governing programs and activities for youth groups, and to assist in the evaluation of activity proposals. Also encourage and assist in promoting evangelistic, educational, and recreational activities for the youth of the church.

E. Benevolence Committee

1. Purpose: to coordinate a special benevolence ministry within the church community. To study the benevolence needs of church families and of families in the community to which the church ministers; to work closely with church leaders and members in locating needs.

F. Constitution and By-Laws Committee

1. Purpose: to assist the church in all matters related to its constitution and rules of the governance. Receive and review proposed changes to the constitution and by-laws submitted by individual church members, organizations, or committees and to recommend appropriate actions to the church.

ARTICLE VIII

ELECTION OF OFFICERS

Elected church officers are elected at the annual business meeting by a majority vote of the members present who are in good and regular standing. Members are considered in good and regular standing if their name is on the active church membership roll.

QUORUM

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The quorum necessary to conduct business shall consist of those who attend the business meetings, provided it is a regularly scheduled meeting or one that has been properly called.

ARTICLE IX

PARLIAMENTARY RULES

Robert's rules of order, revised are the guidelines for parliamentary rules of procedure for all business meetings of the church. The moderator may appoint a parliamentarian, as needed.

ARTICLE X

ADOPTION AND AMENDMENTS

By-laws: These By-laws shall be considered adopted and in effect upon an affirmative vote by a majority of the church members present at a regular business conference.

The vote shall be taken not less than thirty (30) days after their formal presentation, in writing, to the church. The adoption of these By-laws shall repeal all previously adopted rules that are in conflict with them.

ARTICLE XI

ORGANIZATION RECORDS AND BOOKS

Section 1

Except as otherwise provided by the laws of the state of Indiana, or by these by-laws, the books and records of the organization may be kept at such place or places, whether or not authorized by the state of Indiana, as the organization may from time to time by resolution determine.

ARTICLE XII

EXECUTION OF DOCUMENTS

Section 1

Unless otherwise provided by the organization, all contracts, leases, commercial paper and other documents shall be signed by the chairman of the church trustees and attested by church trustees members. All bonds, deeds, mortgages shall be signed by the treasurer and the chairman of the church trustees and attested by the church trustees members. Securities of stock or certificates of deposit shall be signed by the treasurer of the church and the chairman of the church trustees.

ARTICLE XIII

DELEGATION OF AUTHORITY

Section 1

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All checks, drafts, notes and orders for payment of money shall be signed by those officers and employees of the organization as approved by the membership.

ARTICLE XIV

AMENDMENT

Section 1

These by-laws may be adopted amended or repealed at any meeting of the organization by vote of a majority of the members thereof.

ARTICLE XV

LAWS

Section 1

The laws of the state of Indiana shall govern this organization in all matters not governed by these by-laws.