

Bux-Mont Baptist Church

CONSTITUTION

PREAMBLE

We establish this Constitution to preserve the Biblical principles of our Christian faith, and that this Church body shall be governed in an orderly manner.

NAME

This body shall be known as the Bux-Mont Baptist Church.

PURPOSE

The purpose of the Bux-Mont Baptist Church is to worship our God, share Christ with the world, develop believers, and encourage one another.

STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. This church subscribes to the doctrinal statement of The Baptist Faith and Message, as adopted by the Southern Baptist Convention in 1963.

RELATIONSHIPS

This is an autonomous body, governed by its members. It is subject to the control of no other religious body. Insofar as is practical, this body will cooperate with and support the Greater Philadelphia Baptist Association, the Baptist Convention of Pennsylvania/South Jersey, and the Southern Baptist Convention, according to the leadership of the Lord Jesus Christ, and the Godly wisdom of its membership.

MEMBERSHIP

The membership of this Church shall consist of believers who confess Jesus Christ as Savior and Lord, received by the congregation:

- a. Upon baptism by immersion,
- b. By letter of transfer from churches of like faith and order, or
- c. By statement of faith, having had Believer's Baptism by immersion.

The membership shall be composed of believers regardless of race, ancestry, or national origin, and who shall subscribe to the teachings of the Holy Bible, and the Constitution of this Church.

All members may vote and act in the transactions of the Church. Members of the Church have no property rights in the property of the Church and upon termination of membership, shall not be entitled to any interest in the assets of the Church.

Membership in the Church may be terminated in the following ways:

- a. Letters of transfer may be granted by Church vote, upon request of a Church of like faith and order.
- b. When a member of this church joins a church of different faith and order, membership in this church will cease.
- c. Members may be dropped from the roll at their own request (in writing) and by a vote of the Church.
- d. A member may be removed from the roll upon recommendation of the Deacons after attempts have been made to restore Christian fellowship, in accordance with Matthew 18:15-17, and upon a two-thirds vote of the members present in special called Business Meeting.

BUSINESS MEETINGS

This church shall hold monthly business meetings every third Wednesday unless mitigating circumstances require the cancellation or rescheduling of the meeting. Cancellation or rescheduling may be determined by the Pastor, Chairman of Deacons, or Moderator.

Special Business Meetings shall be announced at any worship service on the Lord's Day at least one week prior to the meeting date. This Special Business meeting shall be announced at each church meeting between the first announcement and the meeting date. The subject of the meeting shall be clearly stated. No other business can be conducted. Only the Pastor, Chairman of Deacons, or Moderator may call a Special Business Meeting.

All business meetings of the church shall be conducted in accordance with *Robert's Rules of Order Newly Revised*. The quorum required to conduct business shall be four percent (4%) of membership or ten (10) members, whichever is larger. Business meetings shall be conducted on the church property.

CHURCH OFFICERS

Officers shall include Pastor (other vocational staff), Deacons, Trustees, Clerk, Moderator, and others as needed for the work of the church. Persons serving as officers shall be members in good standing.

PASTOR

Our Pastor will be charged with the overall welfare of the Church and will serve as its leader. He will be a voting ex-officio member of all organizations and committees.

The Pastor will provide for the supervision of all Ministerial Staff and Church employees. He will have the responsibility of seeing that the pulpit has leaders of sound doctrine for every service.

He will conduct himself in a manner becoming a servant of Jesus Christ. The responsibilities, privileges and remuneration of the Pastor shall be determined in a Covenant between himself and the Church. A sample Covenant is attached to this Constitution. This is only a guideline for developing the Covenant with the Pastor.

CALLING OF A PASTOR

The Nominating Committee shall recommend persons for a Pastor Search Committee at a special called Business Meeting following the written resignation or dismissal of the Pastor. The Pastor Search Committee will be composed of representative persons from the Church membership.

The Pastor Search Committee will begin by calling the Church to pray for the Pastor search process, then contact the Association's Missionary for suggestions. The Committee will conduct surveys within the Church to determine the Church's preferences for the type of Pastor to seek. They will collect resumes from various sources. While the Committee may gather information about several candidates, only one person shall be considered by the Church for the Pastoral position at a time. The financial arrangements for the prospective Pastor shall be prepared by the Budget and Finance Committee in consultation with the Pastor Search Committee.

The candidate for Pastor must have been a member of a Southern Baptist Church for a minimum of five (5) years before consideration. He must affirm the Baptist Faith and Message (1963).

When the Pastor Search Committee is prepared to present a candidate to the Church for consideration, the announcement must be made in three (3) consecutive worship services prior to the vote. It will require a 75% majority of those voting for a Pastor to be called. The Pastor Search Committee is charged with negotiating the Covenant with the Pastor.

PASTORAL RESIGNATION/DISMISSAL

When the Pastor resigns, he shall give no less than two (2) weeks written notice to the Church. Upon resignation, the Pastor shall not remain in the Church more than one (1) month, unless otherwise determined by a majority vote of the Church.

Only the Deacons can recommend to the Church for dismissal of the Pastor in Business Meeting. A Special Called Business Meeting shall be set for the sole consideration of that matter. It must be announced three (3) consecutive times in worship services prior to the Special Called Business Meeting. The vote to dismiss must have a 75% majority of those voting. Dismissal shall be in accordance with the Pastoral Covenant.

DEACONS

The Deacons shall at all times consider themselves as servants of the Church.

- a. Qualifications - Candidates for Deacon must be considered by the church as persons meeting the standards set forth in the New Testament. It is the responsibility of the Church members to consider the New Testament qualifications for Deacons before nominating or voting on Deacon candidates.
- b. Responsibilities - As servants of the Church the deacons are responsible to work with the Church body, Pastor, and leaders to help achieve its mission. They shall assist the Pastor in maintaining the equipment for, and sharing the Ordinances of the Church. During a pastoral vacancy, the deacons shall be in charge of filling the pulpit each Sunday and Wednesday by obtaining supply speakers, or bringing an interim Pastor before the Church. In the absence of an elected Personnel Committee, the Deacons shall be considered as such.
- c. Organization - The Deacons shall elect their own Chairperson annually, and shall organize themselves to best serve the Church congregation.
- d. Number of Deacons and Term - The number of Deacons shall be determined by the needs of the Church, with a minimum of four Deacons serving at all times. A Deacon elected by the Church shall serve until leaving the Church, or until the Deacon requests not to serve. A Deacon may be removed from the current Deacon body by a 75% majority vote of the Church. Deacons ordained by another Church of like faith and order, and who join Bux-Mont Baptist, only become Church Deacons by vote of the Church.

- e. Election - At any regular Business Meeting the Church can consider a motion to have a Deacon election. Upon an affirmative vote, names for Deacon candidates shall be given in writing to the Pastor or any Church Deacon during a time period specified by the Church vote. Candidates must be a member of the Church for at least one year, and meet the qualifications for Deacon as previously noted. All candidates must meet with the Pastor and the current Deacon body (separately, or together), or, in the absence of a Pastor, the current Deacon body. This interview shall help determine the candidates qualifications and availability for service, and shall explain the current programs and organization of the Deacons. After the interview with the Pastor and Deacons, the Deacons will recommend qualified candidates to the Church:
 - 1) The candidates must be announced at two regular Sunday Morning Worship Services, then brought before the Church at the next regular Monthly Business Meeting for discussion. Following this discussion, at the next Sunday Morning Worship Service, a Special Called Business Meeting will be held to vote on the candidates, without discussion.
 - 2) The Deacons' Ordination shall be scheduled as soon as possible, and be prepared by the Pastor, Deacons, and Deacon candidate(s).

TRUSTEES

The church shall elect three members to serve as trustees. They shall be elected for a term of three years, with one Trustee being elected each year. After completion of a three year term, a trustee shall not be eligible to serve again until one year has lapsed. The trustees are the legal representatives of the Church. They shall represent the Church in all legal matters including, but not limited to, the purchase, improvement and disposal of Church property, and execution of all legal papers as the Church directs. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the Church authorizing such action. The trustees have no control over the use of Church property except by vote of the Church.

CLERK

The Clerk shall have the following responsibilities:

- a. Attend, or be represented at all Church business meetings
- b. Keep full minutes of all transactions of the Church in its business meetings, and enter into the minutes all reports accepted by the Church
- c. Maintain the membership roll
- d. Request and respond to requests for letters concerning membership, by vote of the Church
- e. Shall notify all persons elected to a position from the floor, not presented by another committee

The Clerk shall maintain all Church records of business meetings and members as permanent property of the Church. The Clerk shall be elected annually.

MODERATOR

The Moderator is responsible to call to order and preside over all regular and special called Business Meetings. In the absence of the Moderator, another Church Officer shall call the meeting to order, and a Moderator shall be elected for that meeting. The Moderator shall be elected annually.

LICENSING AND ORDINATION OF MINISTERS

Ordination is a recognition of the call of God upon a person's life to be set apart as a Christian minister. It confers no spiritual authority. It is the Church's participation in the life of one of its members who has been chosen by God.

When a member of the Church declares that he has been called of God to serve in Christian ministry, the Church may vote to license him. The license is an affirmation by the Church of the person's character, doctrine, and call to ministry. The License has no legal status.

Ordination may be requested by a member of this Church who is serving in a ministerial capacity. It may also be requested by another Church where one of our former members is serving in a ministerial capacity. The Pastor will assemble an Ordaining Council of ordained ministers and deacons who will examine the candidate as to his suitability for ordination.

Upon favorable recommendation from the Ordaining Council, the Church may vote to Ordain the person and establish a time for Ordination. The Pastor of our Church will be in charge of the program and personalities of the Ordination service. The Church will present an Ordination Certificate to the newly ordained minister.

CHANGES TO THE CONSTITUTION

Any changes to this Constitution must be given in writing to the Church Clerk before a regular Business Meeting. The change shall be announced at the Business Meeting, then printed and made available at the Church for all members. The change will be discussed and voted on at the next regular Business Meeting, with a 75% majority vote of those members present for passage. A replacement of this Constitution must follow these same procedures.

The adoption of this Constitution shall supersede any previously adopted rules. A copy of this Constitution, and any subsequent amendments and/or revisions shall be kept in the Church Office, and made available to the members upon request.

The Constitution of the Bux-Mont Baptist Church was enacted in 1968, amended in 1974 and 1983, amended and republished in 2000. The Constitution was again amended in 2008.

Bux-Mont Baptist Church

BY-LAWS

MEETINGS

The regular worship services of the Church shall be held on Sunday and Wednesday. Additional services, or changes to regular services may be made at the Pastor's discretion with notification of the Deacons, and/or the Church. The Lord's Supper shall be observed at least once each quarter.

CHURCH YEAR AND BUDGET YEAR

Both the Church Year and the Budget Year shall be January 1st through December 31st. All elected positions will take effect the beginning of the Church year.

CURRICULUM AND LITERATURE

All curriculum materials and literature shall be obtained from Lifeway Christian Resources of the Southern Baptist Convention. Other materials must be approved by the Pastor, Deacons, and/or the Church prior to purchase.

CHURCH STAFF

In addition to the Officers named in the Constitution, other staff shall be elected for the Church. All elected staff must be members of the Church, and, unless otherwise noted, shall be elected for a one year term. The work of the Church Staff will take effect with the beginning of the Church year. All Staff will make reports to the regular monthly business meeting of the Church. All Directors will submit an annual budget requests to the Stewardship Committee. The Church Staff shall include, but not be limited to, the following positions:

1. Sunday School Director - This director shall oversee the work of the Sunday School, including all record keeping, ordering and dispersing teaching/learning materials, promoting the Sunday School, and holding training and informational meetings of the Sunday School teachers and workers.
2. Children's Director - This director shall oversee all children's activities for Nursery, preschool, and grades 1 through 6, working with other directors and staff of the Church. This includes use of rooms, obtaining resource materials, holding training and informational meetings. This director shall also schedule workers for Childcare for all worship services and special activities. The director may organize as needed.
3. Vacation Bible School Director - This director shall be in charge of the annual Vacation Bible School (VBS). The director will work with the Sunday School Director, Children's Director, and the Youth Director in this effort.
4. Youth Director -- This director shall oversee the youth ministries of the Church. The Youth Director shall be a member of the Youth Council, and work with the council, and the Youth in planning youth functions. The director shall organize the Youth ministry as needed, working with other Church staff.

5. Music Director -This director is responsible for general oversight of all music programs of the Church. The director shall work with the Pastor, and other worship leaders to select music for regular worship services and special events. Also, this director shall coordinate music rehearsals of all church choirs. The director may organize the music ministry as needed.
6. Outreach Director - This director shall coordinate outreach efforts of the Church, keeping track of all church visitors and visitation. The director shall review, and keep in stock all materials and resources used in visitor contacts. This director shall organize Church outreach efforts as needed.
7. Missions Directors - The two Mission Directors shall be: Woman's Missionary Union Director and Brotherhood Director. These directors shall oversee the mission organizations of the Church, enlisting workers, procuring teaching and informational materials and resources for missions education and emphasis. They shall work with the Missions Development Council to lead the Church in mission education and activities. These directors shall organize their program areas as needed.
8. Financial Secretary -- This person shall receive all offering envelopes after the money has been removed and counted. This secretary shall keep an individual record of all contributions, and provide yearly statements to all those who have given to the Church.
9. Pianists/Organists/Instrumentalists - These individuals shall play for all worship services and other special events. They shall be responsible to the Music Director. They are also responsible for their replacement in the event of an absence.

COUNCILS

Councils shall be made up of members of Bux-Mont Baptist Church who have been elected to various staff and/or committee positions. Three councils are ongoing: The Church Council, the Youth Council, and the Missions Development Council. Other councils may be formed and voted on in regular business meetings, as needed.

1. Church Council --This Council shall be composed of all officers of the Church, all staff members, all committee chairpersons, or their designated representative, and other council Chairpersons. This council shall meet monthly, and shall keep an up-to-date Church calendar. The Church Council shall work with the Nominating Committee in the selection of the yearly committees of the Church (see section on Committees). The Pastor is the Chairperson of the Church Council, unless otherwise designated by the Church.
2. Youth Council - This Council shall be composed of six members, three (3) youth, and three (3) adults, with one youth serving as the Chairperson. The Youth Director is an additional member of this committee. Other council members may be added as needed. The Council shall coordinate the activities of the Church Youth Group with the Church Calendar.
3. Missions Development Council - This Council shall be composed of the Missions Directors, Deacon Chairperson, and at least three Church members. The Council shall coordinate mission education and activities of the Church. The Council shall recommend to the Church all mission offering goals, and be in charge of mission offering promotion. This Council shall elect its own Chairperson.

COMMITTEES

The Church shall select committees, and their chairpersons, each year to assist in fulfilling its purpose. All Committee members and Chairpersons must be members of Bux-Mont Baptist Church and, when elected, will serve for one year. The committee chairperson shall report to each regular monthly business meeting.

Nominating Committee - This committee shall be composed of all Church Directors plus three elected church members. The committee shall recommend all annually elected Officers and staff members for the next Church year, to the Church at or before the June regular business meeting. The committee shall determine, working with the Church Council, the committees needed for the next Church year, and recommend these committees to the Church by the September regular business meeting. Upon selection by the Church, the Nominating Committee shall recommend members to serve as committee members and chairperson. The Committee shall be responsible for giving a basic job description to the new committee members and Chairperson. The new committee may expand the job description, then submit the new job description to the Church in regular Business Meeting. The Nominating Committee will work throughout the year fill any vacancies.

The following is a list of suggested committees needed yearly, with a basic job description for each. Upon selection of a committee, and members and chairperson, the committee shall organize to do their work, using the basic job description as a guideline. Each committee may choose their own designation, i.e. "Facilities Management Team" for Building and Grounds Committee. The suggested list is as follows:

Building and Grounds - This committee shall be in charge of the upkeep and maintenance of all Church buildings, facilities, and equipment.

Hostess - This committee shall be in charge of the kitchen, and all Church fellowship functions (meals), unless otherwise determined by the church.

Welcome - This committee shall be in charge of greeting all visitors, hand out bulletins, and any other worship materials, and serve as ushers for guests and offerings.

Stewardship - This committee shall gather budget requests from Church Officers, Staff, and Committees, and prepare the annual Church Budget. The committee also shall determine an annual stewardship emphasis.

Media/Library - This committee shall be in charge of the maintenance and ongoing operation of the Church Media/Library.

Special committees shall be elected for specific tasks as determined by the Church. The Nominating Committee shall make the recommendation to the Church at a regular monthly business meeting.

POLICIES

Bux-Mont Baptist Church shall have a written Child and Youth Protection Policy which will detail appropriate and prohibited conduct as well as the steps required to be followed in the event of a violation. All people in church positions in which they come in regular contact with children or youth must read and acknowledge the policy at an interval to be established by the policy. Due to the sensitive nature of incidents in this area and the potential long delay in learning of them, all records associated with the Child and Youth Protection Policy will be adequately secured on church premises and must be retained for a period to be determined by the policy.

CHANGES TO THE BY-LAWS

Any changes to these By-Laws must be given in writing to the Church Clerk before a regular Business Meeting. The change shall be announced at the Business Meeting, then printed and made available at the Church for all members. The change will be discussed and voted on at the next regular Business Meeting, with a 75% majority vote of those present for passage. A replacement By-Laws must follow these same procedures.

The adoption of these By-Laws shall supersede any previously adopted rules. A copy of these By-Laws, and any subsequent amendments and/or revisions shall be kept in the Church Office, and made available to the members upon request.

The By-Laws of the Bux-Mont Baptist Church were enacted in 1968, amended in 1974 and 1983, amended and republished in 2000. The By-Laws were again amended in 2009.