

**CONSTITUTION
OF
FIRST CHRISTIAN CHURCH
Mooreland, Indiana**

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ARTICLE I - ORGANIZATION & BELIEFS

Section 1. Name.

This organization shall be known as the First Christian Church of Mooreland, Indiana.

Section 2. Purpose.

Its aim shall be to promote Christian fellowship by maintaining public worship and spiritual instruction, by exercising care over its members and forwarding the moral, spiritual and intellectual interests of the community, and by seeking the conversion of men and women as revealed in the Word of God.

Section 3. Government.

- A. The government of this church is vested in its members, who exercise the right of control in all its affairs, subject in legal matters to the Articles of Incorporation granted it by the Secretary of State of the State of Indiana, Homer L. Cook, on the 29th of April, 1916.
- B. Any items of business not covered by this constitution shall be conducted according to Roberts' Rules of Order (Revised edition).

Section 4. Principles.

We do hereby recognize and maintain the following principles:

1. First – The Holy Bible is our Creed
2. Second – The Lord Jesus Christ, the only head of the Church and our only Savior
3. Third – Christian, a sufficient name for Christ's followers
4. Fourth – A respect for another's opinion and interpretation of scripture
5. Fifth – Christian character of life, the only test of fellowship
6. Sixth – The union of all the followers of Christ, that they shall all be one even as Christ prayed.

Section 5. Statement of Faith.

- A. We believe in the only true God, the Eternal Spirit, Father of our Lord Jesus Christ. (I Cor. 8:6; Heb. 9:14; Jn. 3:16,17)
- B. We believe that God is a triune God (Mat. 28:19; II Cor. 13:14). The Father is in the Son, the Son in the Father, and the Holy Spirit is equal in essence and being with both. (Jn. 17:21; 14:9-26)
- C. We believe that God created the heaven and earth and everything in them (Gen. 11; Neh. 9:6, and furthermore He sustains, governs, protects, and supports the same. (Mat. 6:26; Col. 1:16)
- D. We believe Jesus Christ is True God and True Man, having been conceived of the Holy Ghost and born of the Virgin Mary. (Mat. 1:23; Jn. 1:14) This Jesus is Savior and Mediator of the whole human race if they will accept and abide in Him (Jn. 3: 16,17; I Tim 2:5,6; I Jn. 2:1,2; Jn. 15:4-7) He has come to us sharing our common lot (Phil. 2:7,8; Heb. 4:15), conquering sin (Jn. 1:29; I Jn. 1:7), and was crucified, buried, and rose again on the third day. (I Cor. 15: 3, 4) Jesus ascended into heaven (Acts 1:9) and sits on the right hand of God to intercede for us (Col. 3:1) and He shall come again to receive His own (I Cor. 15:3-8, 19,23; 1 Thes. 4:14-17; Phil. 3:20, 21; 1 Jn. 3:2) and to judge the quick and the dead. (II Tim. 4:1)
- E. We believe in the bodily resurrection of the believer to everlasting blessedness and joy with the Lord and of the unbeliever to judgment and everlasting conscious punishment. (Jn. 5:28-29; I Thes. 4:14-18; Rev. 20:11-14)
- F. We believe in the personality of Satan. We believe that Satan is a person, the author of sin and the cause of the fall; that he is the open and declared enemy of, God and man; and that he shall be eternally punished in the Lake of Fire. (Job 1:6-7; Isa. 14:12, 17; Mat. 4:2-11; 25:41; Rev. 20:10)

- G. We believe that Jesus calls us into His Church to accept the cost and the joy of discipleship (Mat 16:24; Lk. 14:25-33), to be His servants in the service of men (Mat 20:27, to proclaim the Gospel to all the world (Mk. 16:15; Acts 1:8), to resist the power of evil (Rom. 6:2; James 4:7), to share in Christ's baptism (Mat. 28:19; Acts 2:38), and to eat at His table, joining Him in passion and victory. (Lk. 22:19; 1 Cor. 11: 23-26)
- H. We believe in the Holy Spirit. (Mat 28:19; Lk. 1:35) He comforts the faithful and guides them into all truth. (Jn. 14:16; 16:13) By the Spirit we are born into God's Kingdom, (Jn. 3:5, 6; Titus 3:5) and it is the Spirit Himself who bears witness to our spirits that we are the children of God. (Rom. 8:16; I Jn. 3:24)

We believe the Holy Bible, both Old and New Testaments, to be the inspired Word of God without error in the original writings, the complete revelation of His will for the salvation of men, and the divine and final authority for all Christian faith and life. (II Tim. 3:15-17; II Pet 1:21; Rom. 10:17)

- J. We believe that man was created in righteousness and after God's image (Gen. 1:26, 31) but fell into sin and is therefore lost, and only through regeneration by the Holy Spirit can salvation and spiritual life be. (Gen. 1:16; 3:6-7; Rom. 3:22-23; Jn. 3:3, 5-7)
- K. We believe that one must have faith in Christ (Jn. 1:12; 20:31), truly repent (Acts 3:19; II Pet 3:9), receive forgiveness of sins (I Jn. 1:7, 9) if he is to receive from God the gift of eternal life. (Jn. 15:4-7)
- L. We believe that water baptism and the Lord's supper are ordinances to be observed by the church during the present age but are not compulsory on any member. Baptism is a sign of cleansing and rebirth. We believe that it is an outward sign of an inward change. When one is baptized "in the name of the Father, and of the Son, and of the Holy Spirit," the value of the rite is accepted for life by our church. The communion service of Holy Communion is observed in memory of Christ's Last Supper with his disciples. The bread and juice are symbols of the sacrifice of Jesus and should be taken in deep reverence. When members are sick or infirm, the elements may be carried by the pastor and deacons, and the communion service observed in the home. It may be administered, when it is desired, to a bride and groom during the marriage ceremony.
- M. We believe in and encourage the dedication of children unto the Lord, where parents or a guardian dedicates a child, making a solemn pledge that the child will receive Christian nurture. The church also shares in this pledge and responsibility to the child and the parents. Again, this act of dedication is not compulsory on any member.
- N. We believe that the true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is Head. (I Cor. 12:12-13; Col. 1:18, 24)
- O. We believe those who are a part of the body of Christ are eligible for membership in the local church.

ARTICLE II - MEMBERSHIP AND CHURCH ROLL

Section 1. Qualifications.

- A. All persons who have received the Lord Jesus Christ as their Savior, and who publicly pledge allegiance to Christ and His cause, shall be eligible for membership. Or any persons on presentation of satisfactory letters of transfer from other churches, or if letters are not available, by reaffirmation of faith, shall be received into membership.
- B. Letters of transfer need not be presented at the time a person is received into membership. A statement that one is a member in good standing of a recognized church will be sufficient. The clerk will contact the said church to arrange the transfer.

Section 2. Reception of Members.

The pastor or a deacon may receive persons who shall present themselves for membership. All persons shall be declared members when they receive the hand of Christian fellowship from the congregation.

Section 3. Duties of Members.

It shall be the duty of all members to live godly lives and uphold the church by prayer, regular attendance at public services and business meetings, by contributing toward the expenses and benevolences of the church, by promoting peace and harmony, and by seeking to win new members.

Section 4. Termination.

- A. Members in good standing shall upon request and by vote of the Board of Deacons be entitled to letters of dismissal, and recommendation to any church they designate.

It shall be the duty of the clerk to notify the pastor or clerk of the church to which a letter has been granted.

- B. A member may be released from membership by consent of the deacons if, after due conference and deliberation, he is insistent in his request for such a release.

Section 5. Church Roll.

- A. Any resident member known to have been absent from public services of the church for one year or known to have refused to bear a part of the financial obligations of the church during the same period, without giving a reasonable excuse when required, shall have his name placed on the inactive membership list
- B. Any non-resident who cannot attend the services of the church can have his name remain on the active list of the church by reporting to the clerk or financial secretary at least once a year by letter or otherwise sending with such report a contribution for the church treasury.
- C. The pastor, clerk, and financial secretary shall constitute the committee to revise the church roll annually in accordance with the above requirements.

ARTICLE III - PASTOR

Section 1. Call.

- A. Whenever a vacancy in the pastorate occurs, a Pastoral Search Committee shall be appointed by the Official Board as described in Article V. Section 2 –A.
- B. The Pastoral Search Committee shall follow the guidelines set up in Article VI, Section 2.
- C. A pastor shall be selected and called upon by written contract by the church when he has met the conditions of Article VI, Section 2 - J. Said contract is to be continuous and salary to be examined annually by the Finance Committee until his termination or resignation.
- D. When a pastor has accepted the call of the church, he shall become a member of the church.

Section 2. Duties.

In order to clarify the expectations of the pastor and the people, and to show the direction that our church is aiming in its ministry, we offer the following job description for the pastor our church.

Realizing the individuality of those God calls into the ministry, we consider this to be merely a guideline, offering the pastor much flexibility in setting priorities and molding his own ministry. Following are several things in which we expect our pastor to be involved:

- A. We consider to be of highest priority the preparation of sermons and worship.
- B. A program of visitation of church members and visitation of hospitalized and shut-ins are also essential.
- C. We expect our pastor to be growing spiritually through personal bible study, prayer, meditation, and through seminars and conferences. As he grows spiritually, he will be able to give leadership to every facet of church ministry.
- D. We expect him to be available for consultation and counseling, to be supportive of our missionary outreach, and to work in planning and developing programs within the church.

We expect him to work with all committees and boards of the church, as well as strive to cooperate with other churches in Mooreland and the surrounding area.

- E. It shall be his duty to administer the ordinances of the church, as well as meet and welcome strangers and members after church services.
- F. The pastor shall be ex-officio member of all boards, committees, and organizations meetings (except Finance Corn.)
- G. It shall be his duty with the moderator to see that all the officers and committees of the church faithfully perform their duties and comply with all the requirements of this constitution.
- H. The pastor shall give quarterly reports of his ministry at each quarterly business meeting.
- I. The priority of the remainder of the pastoral functions is flexible to the individuality of the pastor.

Section 3. Termination.

- A. If there is a question in relation to the effectiveness of the pastor, the deacons by majority vote may ask for a vote of confidence by a special called meeting of the church for that purpose. A 2/3 majority vote will be necessary for the pastor to stay.

If, in the best interest of the church and Christ's work, the pastor is asked to leave, and if the deacons so decide, he will stop fulfilling the role of pastor immediately, but will be given 15 day time to make the necessary arrangements for this change in employment.

The pastor and family however may have use of the parsonage for longer if needed and agreed upon by the church.

- B. If the pastor resigns or is called to another pastorate, he must give a written notice to the church at least 30 days in advance.

ARTICLE IV- CHURCH OFFICERS

The elective officers of the church shall consist of a moderator, six trustees, six deacons, a clerk, a treasurer, a financial secretary, and an auditor. Other officers may be elected or appointed as the church deems necessary.

Officers shall assume their duties on January 1st of each year.

Any officer or member of any committee, elective or appointive, refusing to contribute to the well being of the church, shall by such action forfeit such position, and said place shall be filled at once by the Official Board, or at a regular business meeting of the church.

Section 1. Moderator.

The Moderator shall be persons of spiritual strength and in support of the doctrines and policies of the church.

- A. The moderator shall be elected at the October business session of the church.
- B. He shall preside at all business meetings of the congregation and Official Board. In case of the moderators absence from a meeting, the chairman of the Board of Deacons shall preside.
- C. The moderator may call special meetings of the church body or the Official Board whenever it is deemed necessary.
- D. It shall be his duty to establish any committees deemed necessary and to appoint members to serve on those or other committees that are not normally filled by election in the October business session of the church according to our by-laws. The chairman of these committees will not be a part of the Official Board.
- E. The moderator shall be ex-officio member of all boards, committees, and organization meetings.
- F. It shall be his duty to call the organization meeting of all elective and appointive committees within 60 days of the October business meeting.
- G. He shall be well informed regarding the by-laws of the church and policies of the church.
- H. He shall dispense all items of business in accordance with the by-laws of the church, being aware of the goals of the church, both short and long-range, being certain that every point of view is given an opportunity for expression, and being as impartial as possible in all decisions.
- I. It shall be his duty to prepare an agenda for each regular business meeting.
- J. It shall be his duty to see that accurate records are kept of all business and that the proper officers, boards, or committees are informed of their responsibilities.
- K. It shall be his duty with the pastor to see that all the officers and committees of the church faithfully perform their duties and comply with all the requirements of this constitution.

Section 2. Trustees.

- A. Trustees should be persons with a Christian testimony who are faithfully attending and supporting members of the church. They should have the ability to manage, care, and protect the real and personal property of the church.
- B. There shall be six trustees.
- C. Two trustees shall be elected annually for the term of three years or until their successors are elected and installed.

- D. It shall be the duty of the trustees to elect one of its members chairman and one as secretary within 60 days following the October business meeting. The name of the chairman and secretary shall be reported to the clerk immediately.
- E. It shall be their duty with the assistance of the financial secretary to hold in trust the real estate of the church and to see that the same is properly cared for.
- F. It shall be their duty with the assistance of the financial secretary to maintain incorporation status and safeguard all church documents in a safety deposit box or its equivalent.
- G. It shall be their duty to make at least annual inspection of all church property and maintain the general upkeep and improvement of the physical properties of the church in accordance with the approved church budget and monies designated for such projects.
- H. It shall be their duty to see that the church is provided with supplies, such as light, fuel, lawn care, snow removal, janitorial service, etc. needed in its operation; to employ the needed personnel for said purposes; and to approve all purchases or payments in regards to maintenance and upkeep. They shall give orders on the treasury, officially authorized by their secretary, for the amounts due to claimants under their jurisdiction.
- I. It shall be their duty to arrange for adequate insurance on property and employees hired for maintenance and upkeep.
- J. The trustees shall have control of the use of the church property except as it is required for the use of the church under the guidance of the pastor, moderator, deacons or this constitution.
- K. It shall be the duty of the trustees to meet regularly to carry out said purposes or at any other time as deemed necessary upon call of the chairman or secretary.

Section 3. Deacons.

- A. Deacons were first appointed to bring about order, to produce and maintain harmony among the believers in the early church, and to release the apostles from any burden or worry over the daily functioning of the church in such temporal matters. This same assistance remains today for the pastor.
- B. The guidelines for the type of men chosen and the ministry to be performed can be found in Acts 6:3 and I Timothy 3:8-13. It is understood these officers meet the scriptural qualifications and are faithful members in their attendance and support of the church. They shall be in full sympathy with the doctrines and policies of the church.
- C. Two deacons who meet the above qualifications outlined in scripture shall be elected at each October meeting to serve for a period of three years or until his successor is elected and qualified.
- D. It shall be the duty of the Deacons to elect one of its members chairman and one as secretary within 60 days following the October business meeting. The name of the chairman and secretary shall be reported to the clerk immediately.
- E. It shall be their duty to assist the pastor in the spiritual ministry of the church: caring for the members and their spiritual interest, looking after the sick and needy of the church.

- F. It shall be their duty to pray for the entire congregation:
 1. for individual members of the church
 2. for the pastor and other church leaders
 3. for the entire ministry and outreach of the church
 4. for the bereaved, hospitalized and shut-ins
 5. for those with special needs, alert to recognize these.
- G. It shall be their duty to visit through an organized plan in cooperation with the pastor.
- H. It shall be their duty to assist in administering the Lords Supper, also to have emblems prepared and ready for service to be held on the first Sunday in January, April, July, and October or at any other time deemed necessary at the discretion of the pastor and deacons.
- I. It shall be their duty to assist in the baptismal service and give oversight to the care of the baptistery, robes, post-service work, etc.
- J. It shall be their duty to show hospitality to visitors and newcomers at the church and in visiting their homes.
- K. It shall be their duty to assist the pastor in planning special services of the church and assisting in or providing the hosting and lodging of guest ministers.
- L. It shall be their duty to be ready to pray with those seeking spiritual help in all services and in homes as well.
- M. It shall be their duty to help forward benevolence, give direction to the Benevolence Committee, and assist those in need as the occasion may arise among people of the church.
- N. It shall be their duty to assist the pastor, in the spirit of love and prayer, when it is necessary to discipline members. They shall hear all charges or grievances and investigate any reports of disagreements or ill feeling between members that may be brought before the church. According to the gospel, and after a thorough and impartial investigation of any given cause, it is their duty to render a decision according to the best of their judgment and report said findings at next business meeting.
- O. It shall be their duty to assist in the pastor's absence or when called upon.
- P. It shall be their duty to assist in providing a pulpit supply and/or giving leadership to the service when the pastor is absent.
- Q. It shall be their duty to be the ushers or appoint ushers for receiving the offering during worship.
- R. It shall be the duty of the deacons to meet regularly to carry out said purposes or at any other time as deemed necessary upon call of the chairman or secretary.

Section 4. Clerk.

- A. The clerk should have a Christian testimony, faithful attendance and support record, and some aptitude for this type of ministry.
- B. The clerk shall be elected at each October session of the church and shall continue in office (excepting for cause) until one's successor is elected or resignation be accepted by the church.
- C. The clerk is the recording officer of the assembly and the custodian of its records except such as are specifically assigned to others.

- D. It shall be the duty of the clerk to keep a correct record of all church meetings and meetings of the Official Board.
- E. The clerk shall see that announcements for church meetings are duly made.
- F. The clerk shall keep a correct roll of the church membership and issue transfers, letters, and certificates as authorized by the deacons or church body.
- G. It shall be the clerk's duty to write or print the names of all church officials and committees of the church in legible form immediately after each annual election, placing a copy of the same in some convenient place in the church for the benefit of the members, and perform such other clerical duties as the church may demand.

Section 5. Treasurer.

- A. The church treasurer should have a Christian testimony and be faithfully attending and supporting member of the local church. The treasurer should also have proven financial and business ability.
- B. The treasurer shall be elected at the October business session of the church and shall continue in office one year or until one's successor is elected.
- C. It shall be the treasurer's duty to pay all bills promptly by check as authorized by the financial secretary and record these expenditures.
- O. It shall be the treasurer's duty to keep a full and correct account of all monies received and paid out, and to reconcile the bank balance with the book balance each month, and to be prepared for an annual audit

Section 6. Financial Secretary.

- A. The financial secretary should have a Christian testimony and be a faithfully attending and supporting member of the local church. The financial secretary should also have proven financial and business ability.
- B. The financial secretary shall be elected at the October business session of the church and shall continue in office for one year or until one's successor is elected.
- C. It shall be the duty of the financial secretary to receive all monies of the church (except that of organizations in the church which have their own treasurers), and making the appropriate receipts and deposits for the same.
- D. It shall be the financial secretary's duty to keep a true and just account between the church and its debtors and creditors and to report to the church quarterly, giving correct account of all money collected and deposited showing the balance on deposit, also the amount of the church's indebtedness, if any.
- E. It shall be the financial secretary's duty to issue, an order on the treasury for all approved bills of the church for immediate payment.
- F. It shall be the financial secretary's duty to work closely with the Financial Committee to prepare for adoption an annual budget

The financial secretary will serve as the secretary of this committee.

- G. It shall be the financial secretary's duty to assume the treasurer's duties in his absence and to record and file all receipts, canceled checks, and expenditures.
- H. It shall be the financial secretary's duty to assist the trustees in maintaining the incorporation status and safeguarding all church documents in a safety deposit box or its equivalent.

Section 7. Auditor.

- A. The auditor should have a Christian testimony and be a faithfully attending and supporting member of the local church. The auditor should also have proven financial and business ability.
- B. The auditor shall be elected at each October business session of the church and shall continue in office until one's successor is elected or resignation be accepted by the church.
- C. It is the auditors duty to audit the accounts of the treasurer and financial secretary and present a report to the church at its April business meeting.

The fiscal year of the church shall be from January first to December 31st, inclusive.

ARTICLE V - BUSINESS & BOARD MEETINGS

Section 1. Business Meetings.

- A. Quarterly business meetings shall be held on the 3rd Wednesday in January, April, July, and October at 7:00 PM. Exception: the 4th Wednesday of the month in which the third Wednesday would fall on an official holiday.
- B. Said meetings shall be announced at the regular Sunday service at least one week prior to the time of the meeting.
- C. These meetings are open to any active non-member of the church, but all voting privileges are restricted to only members of the church.
- D. A quorum at any business meeting of the church shall consist of the number of members necessary for a quorum for the Official Board.
- E. The moderator shall preside at all business meetings of the congregation with the clerk keeping careful record. In case of the moderator's absence from a meeting, the chairman of the deacons shall preside. In case of the clerk's absence from a meeting, the secretary of the trustees shall keep careful record.
- F. These meetings are for the overall purpose of setting goals and guidelines for the church; hearing and evaluating progress reports from the church officers, committees, and organizations of the church; the sharing of opinions and ideas by the people; and to transact any business in relation to the ongoing ministry of the church.
- G. It shall be the church's responsibility to elect officers in the October business session and to hear annual reports in the January business session.

Section 2. Official Board.

- A. The Official Board shall consist of the moderator, pastor, clerk, trustees, deacons, treasurer, financial secretary, auditor, and one representative elected or appointed by the following committees or organizations: Sunday School Board, Christian Women United, Children's Fellowship, Youth Fellowship, Finance Committee, Benevolence Committee, Nominating Committee, Music Committee, and the Pastoral Search Committee (when functioning).
- B. All members of the Official Board must be members of the church. No member is entitled to hold more than one office on the Official Board.
- C. The moderator shall act as chairman and the clerk as secretary.
- D. A simple majority of the board shall constitute a quorum.
- E. It shall be the duty of the Official Board to transact any emergency business in the operation of the church between regular church business sessions, to represent the members of the church in giving oversight to its functions, to maintain sacred confidence and trust in the matters of business discussed in the board meetings, and to report all business transacted to the regular church business sessions.
- F. When a vacancy in the pastorate occurs, it is the responsibility of the Official Board to appoint five members of the church to form the Pastoral Search Committee, and to advise this committee regarding the salary and benefits they can offer to the pastor, such as vacation periods and benefits, sick leave, housing, car allowance, medical insurance, moving and attending a conference or convention in the interest of the church, participation in summer camping programs, etc.

Section 3. Sunday School Board.

- A. The Sunday School Board shall consist of the Sunday School officers, teachers and their assistants, and the chairman of each Sunday School committee. (See Article VII, 5- B)
- B. The Sunday School superintendent or assist superintendent shall preside at all Sunday School Board meetings with the secretary or assist secretary keeping record.
- C. The Sunday School superintendent, assist S.S. superintendent and the representative to serve on the Official Board must be members of the church. All other positions may be filled from those enrolled in Sunday School.
- D. It shall be the duty of the Sunday School Board to meet regularly to set up goals and guidelines for the Sunday School, give guidance and direction to S.S. teachers and classes, provide opportunity for teachers and workers to attend leadership conferences, evaluate and approve literature, and to transact any business in relation to the ongoing ministry of the S.S.
- E. The Nominating Committee shall serve at the pleasure of the Sunday School Board and consist of three members. One new member shall be selected annually for a term of three years or until his successor is selected. It shall be the duty of the Nominating Committee to select a slate of teachers for Nursery through High School Classes, Sunday School Officers, and to select members for the various Sunday School Committees to be presented for approval in the October Sunday School Board meeting. All teachers, officers and committees will take office January 1st.

All adult classes shall be responsible for acquiring their own teachers and assistants, as well as class officers as desired.

- F. The Nominating Committee is relieved of its duties unless a vacancy occurs - at which time they should enlist and present a candidate to the Sunday School Board for approval to fill the remainder of the term.
- G. The Sunday School superintendent and assist S.S. supt. are to be ex-officio members of all S.S. committees including the Nominating Committee. It is their responsibility to work with the S.S. Board in the planning of any special events, and to see that all committees are functioning and carrying out their responsibilities. They shall dispense all items of business in accordance with the by-laws of the church, being aware of the goals of the church, being certain that every point of view is given an opportunity for expression, and being impartial as possible in all decisions.

The Supt. or assist may call special meetings of the Sunday School Board whenever it is deemed necessary.

- H. The Sunday School Board is directly responsible to the church and should operate under the guidelines and principles set up by the church.

ARTICLE VI- COMMITTEES

A committee is a group of individuals appointed or elected to perform certain tasks that cannot be done efficiently by the entire church membership or by one of her organizations. A committee shall be established by the moderator or church and is directly responsible to the church.

The moderator shall be an ex-officio member of all committees and shall call the organization meeting of all elective and appointive committees.

The pastor is an ex-officio member of all committees (except Finance) to assist, coordinate and insure that the members are functioning properly.

Section 1. Finance Committee.

- A. The Finance Committee shall consist of nine members having good judgment and financial ability.
- B. Three members shall be elected annually for the term of three years or until their successors are elected and installed.
- C. The Finance Committee shall meet as soon as possible, not later than two months after the October business session, to elect a chairman, to appoint a representative to serve on the Official Board, and to select a date to meet to develop the church budget, and at any other time as deemed necessary, upon call of the chairman or financial secretary.

The name of the chairman and representative to serve on the Official Board shall be reported to the clerk immediately.

- D. The financial secretary elected at the October business session will serve on the committee and act as secretary. It shall be the duty of the financial secretary to provide a copy of the minutes of every committee meeting to the clerk for the church records.
- E. It shall be the duty of this committee to develop and recommend the church budget for approval at the October business session of the church and to raise or cause to be raised a sufficient amount of money to meet all the expenses of the church during the fiscal year (except real estate) by promoting stewardship among the church members.

Section 2. Pastoral Search Committee.

- A. A Pastoral Search Committee, consisting of five members of the church, shall be appointed by the Official Board whenever a vacancy in the pastorate occurs. This committee shall continue in office until a pastor has been called by the church.
- B. It shall be the duty of the Pastoral Search Committee to meet as soon as possible to elect one of its members chairman, to elect one of its members to serve as secretary, and to appoint one of its members to serve on the Official Board.

The name of the chairman, secretary, and representative to serve on the Official Board shall be reported to the clerk immediately.

- C. It shall be the duty of this committee to prayerfully consider the needs of the church and to select to the best of their ability a suitable candidate and present same to the church for approval and call at a meeting called for that purpose after being announced at a public service at least one week prior.
- D. The committee, as a whole, should personally interview the prospective candidate. By their direct questions and his answers, each member can more easily make a wise decision.

- E. All candidates should be investigated thoroughly as to their past record, their faith, doctrine, and practice, to see if they are in agreement with the doctrinal position of the church. Their personal life should be such that their standing will be a credit to the ministry of our church.
- F. All matters of consideration and discussion within the committee shall be kept within the committee until it is ready to make a written report and unanimous recommendation of the candidate.
- G. The Pastoral Search Committee may invite guest speakers during the interim as possible candidates.
- H. The committee will be advised by the Official Board regarding the salary and benefits they can offer to the pastor. These items must be thoroughly understood by the candidate and should be placed in a letter of calling agreement.
- I. After the Pastoral Search Committee is satisfied they have found a minister to unanimously recommend to the church, they should formulate a written report, naming the person, giving their recommendation, and the terms mentioned in detail.
- J. Once the candidate is presented to the church, a vote is taken of the membership for their approval. A call may be issued by the committee to the candidate when 2/3 of those voting have given their approval.

Section 3. Benevolence Committee.

- A. The Benevolence Committee shall consist of nine members.
- B. Three members shall be elected annually for the term of three years or until their successors are elected and installed.
- C. It shall be the duty of the Benevolence Committee within 60 days following the October business session to elect one of its members chairman, and one of its members to serve as secretary-treasurer, and to appoint one of its members to serve on the Official Board
- D. This committee has the responsibility of developing the overall benevolence program for the congregation and of ascertaining that it be carried out.
- E. This committee shall assist in promoting missions and in seeking to meet different needs of the community. These include the following:
 - 1. build interest in missions by making up-to-date reports of missions activity
 - 2. arrange for special mission emphasis regularly
 - 3. plan and conduct missions conferences
 - 4. select different projects to meet community needs
 - 5. give an accurate report of benevolence work accomplished in the regular business sessions of the church.
- F. An accurate report of all benevolence money received shall be kept by the secretary-treasurer of said committee. Upon receipt of any benevolence money, the chairman or secretary-treasurer of the Benevolence Committee shall request the financial secretary of the church to issue an order on the treasury for the amount received to be paid to the proper recipient or deposited in the benevolence account for later designation.
- G. It shall be the duty of the Benevolence Committee to meet regularly to carry out said purposes or at any other time as deemed necessary upon call of the chairman or secretary.

Section 4. Music Committee.

- A. The Music Committee shall consist of three members.
- B. One member shall be elected annually for a term of three years or until his successor is elected and installed.

- C. It shall be the duty of the Music Committee within 60 days following the October business session to elect one of its members chairman, and one secretary, and to appoint one of its members to serve on the Official Board.

The name of the chairman, secretary, and representative to serve on the Official Board shall be reported to the clerk immediately.

- D. This committee, in consultation with the pastor and moderator, shall secure the organist, pianist, song leader, choir director, and their assistants for the regular worship service.
- E. It shall be the duty of the Music Committee in consultation with the pastor, organist, pianist, song leader, and choir director:
 - 1. to continually analyze and evaluate the music program of the church
 - 2. to encourage the participation and involvement of church members in the music ministry
 - 3. to appoint directors and accompanists for all special services in the church
 - 4. to assist the music staff in coordination and implementation of the music program
 - 5. to coordinate the music ministry with other program organizational activities in the church
 - 6. to sponsor the organization of any musical group within the church and make recommendations for proper financial support whenever necessary
 - 7. to prepare and recommend to the Finance Committee the Music Ministry budget and to administer the budget in keeping with the receipts of the church up to the limit approved
 - 8. to make reports at the regular business session of the church
 - 9. to rotate responsibility in coordinating special music and readings (each member rotates every 2 months)
- F. It shall be the duty of the Music Committee to meet for said purposes as needed or at any other time deemed necessary upon call of the chairman or secretary.

Section 5. Nominating Committee.

- A. Members of the Nominating Committee shall be active, caring, and loving members of the church. They should also be familiar with the responsibilities of all church elected leadership positions, qualifications for those positions, and the members available for nomination.
- B. The Nominating Committee shall consist of three members.
- C. One member shall be elected annually for a term of three years or until his successor is elected and installed.
- D. It shall be the duty of the Nominating Committee within 60 days following the October business session to elect one of its members chairman, and one secretary, and to appoint one of its members to serve on the Official Board.

The name of the chairman, secretary, and representative to serve on the Official Board shall be reported to the clerk immediately.

- E. The Nominating Committee shall meet annually between July and September for the purpose of selecting a slate of officers to present at the October business meeting or at any other time deemed necessary upon call of the chairman or secretary.
- F. After prayer and careful consideration, the Nominating Committee should select, enlist, and present a slate of candidates for church officers, committee members, and Sunday School Superintendent two Sundays prior to the election. The slate shall conform to the guidelines as assigned by our church by-laws for election in the October business session of the church.

- G. The committee is relieved of its duties unless a vacancy occurs - at which time they should enlist and present a candidate to the Official Board or regular business session of the church for election to the remainder of the term.

Section 6. Greeters Committee.

- A. The Greeters Committee shall consist of two members appointed by the moderator at the regular October business session of the church.
- B. They should work in cooperation in scheduling 2 greeters for the Sunday Morning services for the entire year.
- C. It shall be their duty to inform the greeters of the following responsibilities as greeters:
 - 1. to come early to welcome people by greeting them pleasantly and politely
 - 2. to encourage guests to sign the guest register or to fill out information box on backside of bulletin
 - 3. to distribute bulletins, one to each family, unless more than 2 adults are included in the family unit or if the adults are unable to sit together because of responsibilities in the service, etc.
 - 4. to select children to light candles before Worship Service and to put them out at the close of the service, instructing them on the proper procedure, timing and behavior
 - 5. to carefully count, after at least 10 minutes into the service, the number present in worship (including the nursery) and record the number present
- D. It shall be their duty to fill in when needed.

Section 7. Homecoming Committee.

- A. The Homecoming Program Committee shall be appointed by the moderator at the regular July business session of the church.
- B. It shall be their duty to plan the program for the annual Homecoming the 1st Sunday of October in cooperation with the pastor and the clerk. This should include recognition of any 50th year members, deaths, births, and weddings, etc. for the past year.

Section 8. Nursery Committee.

- A. The Nursery Committee shall consist of two members appointed by the moderator at the regular October business session of the church.
- B. They should work in cooperation in scheduling workers for the nursery during morning worship for the entire year.
- C. It shall be their duty to inform the workers of their responsibilities.
- D. They should set up guidelines and rules for the nursery (example: ages included, treatment of furniture, procedures for a crying child, etc.) and see to the cleanliness, repair and/or replacement of toys, equipment, lines, etc.

Section 9. Church Roll Committee.

- A. The Church Roll Committee shall consist of the pastor, clerk, and financial secretary for the purpose of revising the church roll annually in accordance with the requirements of Article II, Section 5.

ARTICLE VII - CHURCH ORGANIZATIONS

Christian Women United, Men's Fellowship, Youth Fellowship, Children's Fellowship, and Sunday School shall be known as the five organizations of the church. These organizations, being directly responsible to the church, shall serve as an arm of the church in their specified ministry.

Section 1. Christian Women United.

- A. The purposes of this organization shall be
 - 1. the Christian development of its members
 - 2. rendering Christian help and service to the sick and needy
 - 3. extending sympathy and aid whenever sorrow or death enters a home
 - 4. helping to finance the welfare of the church.
- B. It shall be the duty of this organization within 60 days following the October business session of the church to appoint one of its members to serve on the Official Board.

The name of the representative to serve on the Official Board shall be reported to the clerk immediately.

Section 2. Men's Fellowship.

- A. The purpose of this organization shall be to provide an opportunity for Christian fellowship and spiritual growth for the men of the church and community.

Section 3. Youth Fellowship.

- A. The purpose of this organization shall be to provide an opportunity for Christian fellowship, fun, and spiritual growth for the youth of the church and community.
- B. The division of the Youth Fellowship into Junior and Senior Youth will be at the discretion of the pastor depending on the number of youth for each division.
- C. It shall be the duty of the whole Youth Fellowship within 60 days after the October business session of the church to appoint one of its high school age members to serve on the Official Board.

The name of the representative to serve on the Official Board to represent the Jr. and Sr. Youth shall be reported to the clerk immediately.

- D. They shall meet regularly at the discretion of the youth leader.

Section 4. Children's Fellowship.

- A. The purpose of this organization shall be to provide an opportunity for Christian fellowship, fun, and spiritual growth for the children of the church and community.
- B. The officers of this organization shall be the Children's Director, appointed by the moderator and the teachers, appointed by the Children's Director.
- C. It shall be the duty of the Children's Director to plan and direct this organization in meeting the spiritual needs of the children, as well as appoint someone to serve on the Official Board to represent the interests of the children. This appointment is to be made within 60 days following the October business session of the church.

The name of the representative to serve on the Official Board shall be reported to the clerk immediately.

- D. Regular meetings are to be held at the discretion of the Children's Director for said purposes.

Section 5. Sunday School.

- A. The purpose *of this* organization shall be to meet the spiritual needs of all age groups through fellowship and the study of God's Word
- B. The officers of the Sunday School shall consist of the Sunday School superintendent, assist S.S. superintendent, secretary, assist secretary, treasurer, assist treasurer, literature coordinator, assist literature coordinator, song leader(s), pianist, assist pianist. These and all S.S. teachers and their assistants, and the chairman of each S.S. committee shall constitute the Sunday School Board.
- C. The Sunday School shall be governed and directed in fulfilling said purpose *of this* organization by the Sunday School Board.
- D. The Sunday School Board, within 60 days following the October business session of the church, shall appoint one of its members to serve on the Official Board

The name of the representative to serve on the Official Board shall be reported to the clerk immediately before the morning worship hour.

- E. This organization shall meet regularly on Sunday immediately before the morning worship hour.

ARTICLE VIII- AMENDMENTS

This constitution may be amended by a two-thirds vote of the members present and voting at a regular business meeting of the church provided that notice of such amendment (s) has been given at a public service at least one week prior to the regular business meeting. Said amendment(s) shall be presented in writing. The amendment(s), unless otherwise specified, shall become effective immediately.

Section 1. Amendments.

The above revised Constitution was adopted as read on **January 7, 2004**.
Submitted by the Revision Committee.