

**ARTICLES OF INCORPORATION
AND
BY-LAWS
Of
CHRIST'S AMERICAN BAPTIST CHURCH**

Article I - Incorporation

This Church is duly incorporated under the laws of the State of Pennsylvania and under the corporate name of Christ's American Baptist Church of Spring Grove, Pennsylvania.

Article II - Vision and Mission Statement

1. The purpose of our existence as a Church is:

- a. To glorify God by being a Biblical Church, loyal in every way to the revelation of God in Scripture while proclaiming and teaching this message of life;
- b. A worshipping Church coming together to praise, honor and adore God;
- c. A caring and serving Church, warm, loving, and accepting while seeking to minister to all without regard for race, position, or social background and serving as Christ served;
- d. A reaching Church, always sharing the Good News;
- e. An expectant Church, serving with trust in God's enabling power through the Holy Spirit.
- f. A praying Church, always acknowledging the great power of prayer, and who, desiring to be like Jesus in His earthly ministry, is diligent in prayer to our Heavenly Father.

2. The vision of Christ's American Baptist Church: To know Christ and to make Him known.

3. The mission of Christ's American Baptist Church: To be a healing community where people can come to know God and experience His forgiveness and power as they are transformed by the Holy Spirit into the image of Jesus Christ.

Article III - Organization

This Church shall be autonomous. Its government shall be vested in its membership. This Church is a member of the American Baptist Churches of Pennsylvania and Delaware, the Harrisburg Baptist Association, and The American Baptist Churches in the USA. This Church shall support the interests of these Churches and Associations as long as those interests are not in conflict with the Word of God or this Church's Vision and Mission Statement (**Article II**).

Article IV - Statement of Faith

1. Since the Statement of Faith of Christ's American Baptist Church is why we exist as a Body and as a Church, it must not be changed without much prayer and agreement among the total membership of the Church. For that reason, all members of CABC who have joined the Body under this specific Statement of Faith, must be involved in any change to it. Therefore, any proposed change to the Statement of Faith herein will require approval by a two-thirds (2/3) vote of all the membership of Christ's American Baptist Church. This will ensure a deliberate and well-prayed over change if approved.

2. About the Bible:

Psalm 119:105; II Timothy 3:16-17; II Peter 1:20-21;

The Bible is the divine inspired Word of God. Through it we know God's mind and heart. It was written by human authors; guided supernaturally by the Holy Spirit. It is the only infallible source of truth and manual for Christian belief and living. There are no other writings similarly inspired by God.

3. About God:

Genesis 1:1-26; Acts 17:24; Colossians 1:16

We believe that there is one true God, eternally existing in three persons (the Trinity) – God the Father, God the Son and God the Holy Spirit. Each person of the Trinity possesses equally every divine perfection, working together for the redemption of the world. In the beginning God created the world out of nothing and by His power He continues to sustain His creation.

4. About Jesus Christ:

*Matthew 1:18, 22,23; John 1:1-5; John 12:27;
Philippians 2:6-11; 1 Timothy 6:14-15; Hebrews 4:14-15*

We believe Jesus is the Son of God, as revealed in the Bible. He assumed a

human nature and was born miraculously of a virgin. He lived a life of perfect obedience to the Father and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. After three days He arose from the dead, victorious over sin and death. He ascended to the Father and will return to earth someday to reign as Lord of all the earth.

5. About the Holy Spirit:

*John 14:26; John 16:24; Romans 8:30;
I Corinthians 12:7; Galatians 5:25; II Timothy 3:16*

The Holy Spirit is present in the world and in the lives of all who have trusted in Jesus for their salvation. This is evident in the fruits and gifts of the Spirit in a believer's life. We depend expectantly on the Spirit's power to reveal the truth of Scripture, restoring our nature into the image of God and enabling us to lead a life of Christ-like character. The Holy Spirit, co-equal with God the Father and God the Son, gives to each believer gifts for the building up of the Church. As believers, we seek to give ourselves to His control daily.

6. About Human Beings:

Genesis 1:27; Psalm 8:3-6; ; Isaiah 59:1-2; Romans 3:23

Humanity is the crown of God's creation, made in the spiritual image of God, created with the potential for good. Yet humanity, wanting to be the same as God, defied Him, choosing to go our own independent way and was thus alienated from God. This fall from a relationship with God took place at the beginning of human history and to this day, everyone has suffered the consequences and requires the saving grace of God for restoration.

7. About Salvation:

John 14:6; Romans 6:23; Galatians 3:26; Ephesians 2:8-9

The purpose of the coming of Christ was the salvation of humanity. As human beings we cannot make up for our sin by being good or earning acceptance with God. We are eternally corrupted in our natures because of sin that alienates us from God. Only by trusting in Christ as God's offer of forgiveness can we be saved from the penalty of our sin and find our way back to God.

We were created to live forever and we will live forever either apart from God (which the Bible calls Hell) or in an eternal union with Him (which the Bible calls Heaven). When we choose to turn from our rebellion and turn to Jesus in faith we are saved and receive the gift of life eternal. This begins the moment we receive Jesus into our lives by faith.

8. About the Church:

*Matthew 28:19; John 15:1-8; I Corinthians 12:27;
I Corinthians 23:29; Ephesians 1:23*

We believe in the Church, a living spiritual Body of which Christ is the head and all true believers are a part. To honor Christ, our Church is to be a ministry of encouragement to others, striving to be unified at all times. Further, we are to be faithful to use our Spiritual gifts for the benefit of the Body. The Church has been described to be like a great hall where there are many doors opening to many rooms. The rooms are the many Christian denominations, but all are a part of that universal great hall "The Church". In each room there are furnishings that give substance and meaning to that room; these are the individual Churches. In these local Churches, believers gather to hear the Word of God communicated, celebrate the presence of God, are educated as the people of God, and demonstrate the love of God.

9. About Baptism and The Lord's Supper:

Matthew 28:20 Acts 2:38

We believe that both the Lord's Supper and baptism are symbolic acts commanded by Christ, reminding us of the ministry of Christ in our lives and leading us to be more aware of His continuing presence and power. Baptism is a public act of a youth or adult that signifies their repentance to God, their trust in God's mercy and forgiveness in Christ, and their surrender to obey God's will. Baptism will be by immersion in keeping with the meaning of the Greek word for baptism that means to plunge or dip beneath the water.

1 Corinthians 11:17-34

The Lord's Supper is a memorial meal intended to remind the Church of the foundation upon which it rests, for in the Lord's Supper we see depicted the mighty acts of God in Christ on the cross. In the Lord's Supper, the bread and cup are symbols of the body and blood of Christ and His sacrifice on the cross delivering us from the bondage of sin. In the taking of the Supper, we are reminded of what God has done in Christ, what He is continuing to do and what He has promised yet to do. Because it reflects the pardon we have received in Christ and our saving relationship with Him, this meal is reserved for all who have accepted Jesus as their Lord and Savior.

10. About Missions:

Matthew 28:19-20 Acts 1:8

We believe our God is a missionary God and has called us to be a missionary Church. We were made for a mission. We believe the Church exists for those who are not yet in it. Jesus came to “seek and save the lost” (Luke 19:10) and said “as the Father sent me so send I you” (John 20:21). Jesus made His mission the model for ours. We too are to be a sent people, a missionary Church, taking and enabling the Gospel to be presented to the ends of the earth.

11. About Prayer:

Ephesians 6:18-20

We believe the foundation of our ministry is centered on being a Church that prays. We believe prayer is not what we can get from God but it is to be an intimate and personal relationship with the living God in which we as the community of faith comes to want only what God wants for us, nothing more and nothing less.

Article V – Membership

- 1. Qualifications:** This fellowship recognizes any believer in the Lord Jesus Christ as a member of His universal Church and a true brother or sister. However, to safeguard the principles we hold dear and wish His Church to represent, we shall request and expect the following in applicants for membership:
 - a.** Testimony of a personal faith in the Lord Jesus Christ.
 - b.** Accept the Church Covenant and Statement of Faith provided with the membership application.
 - c.** Willing submission to the Ordinances of Christ by personally experiencing baptism and regularly attending the observance of the Lord’s Supper.
- 2. Responsibilities:** Membership implies an obligation to endeavor to live a consistent life in Christ, honoring Him in all that we do. This is emphasized in the Church Covenant. Membership involves identification and active participation with this fellowship in Christian Education classes, Sabbath worship, and mid-week prayer gatherings. It also emphasizes a practical love for all its members, and Biblical stewardship of a believer’s time, talent and treasures. Membership is active involvement!
- 3. Admission:**
 - a.** The Elder Board or Ministry Directors, as needed, will interview and review the application of everyone seeking to join into membership and fellowship of

Christ's American Baptist Church. The Elder Board will examine the testimony and baptism record of the individual wishing to join. Persons will be received into membership upon a satisfactory statement of Christian faith. If applicable, a letter of transfer will be requested.

- b.** The Elder Board will decide on each applicant for membership into Christ's American Baptist Church. Upon a favorable decision by the Elder Board, the person will at that time become a full voting member, and will be formally welcomed into the Church family at a subsequent worship service. At this service, the spirit and intent of the Church Covenant will be emphasized.
 - c.** There shall be no minimum age for membership. The Elders will exercise prayerful discretion in admission of young children into the membership and Church family.
- 4. Voting Privileges:** Voting privileges will be granted to members sixteen (16) years of age and older.
- 5. Dismissal:**
 - a.** Members may be removed from membership at their own request by informing the Board of Elders of their intention to withdraw and the reasons therefore. If a member requests to withdraw because of specific problems or disappointments with the Church, the Board of Elders shall attempt to resolve those matters so that the member may remain in the Church and enjoy greater fruitfulness and personal spiritual growth. If the Board of Elders is unable to resolve those matters, it shall offer to assist the member in locating a Church of like faith and practice that can respond more effectively to his gifts and needs. If it appears to the Board of Elders that a member has requested removal merely to avoid Church discipline, that request shall not be given until the disciplinary process has been properly concluded (see Matthew 18:12-20; Article XI).
 - b.** Members may also be removed from membership by order of the Board of Elders when they:
 - 1)** Persistently, over an extended period of time, and without adequate reason, absent themselves from the stated services of the Church;
 - 2)** Unite with a Church of another denomination;
 - 3)** Are removed for persistent sin.
 - c. Transfer of Letter:** Upon receipt of a request for a transfer of letter. The Church Clerk will send an appropriate letter.

- d. Separation:** At one's death or at the time he/she becomes a full member of another Church or the member makes a decision not to renew their Covenant commitment.
- e. Covenant:** Failure to renew during the annual renewal period will result in removal from Church rolls per Article V.6. below.

6. Covenant Renewal:

- a.** Under the direction of the Elder Board, a time for Covenant Renewal will be conducted each year. It will start on Pentecost Sunday and continue through the fourth Sunday following Pentecost.
- b.** The purpose of Covenant Renewal will be to affirm that we are truly one body in Jesus Christ, all working together to further the Kingdom of God in a spirit of unity, responsibility and love.
- c.** At least one week prior to Pentecost Sunday a notice will be sent to each member announcing Covenant Renewal and stating its purpose. The letter will outline the dates and all instructions relating to the renewal process.
- d.** During this month, each member wishing to renew his/her covenant and membership will sign and return the Covenant Card. Directions for returning the card will be provided from the pulpit.
- e.** A card will be sent, as a reminder, to those who do not renew at the appropriate time.
- f.** Those choosing not to renew their membership commitment will be contacted by a letter from the Senior Pastor stating that they have been dropped from the Church rolls and are no longer considered as members of Christ's American Baptist Church. If they subsequently desire to become members again, they will follow the membership procedures in Sections 1 – 3 above.

Article VI – Church Year

The Church year is from July 1 through June 30. It defines the terms of elected and appointed offices, except for the Elders and the Nominating Committee who serve on a calendar year basis. July 1 through June 30 also defines the fiscal year for budgets and financial reports.

Article VII – Church Records

- 1.** The Board of Elders shall keep the following records:

- a. Minutes of its meetings, including a record of the administration of the sacraments and changes in the membership of the Congregation;
 - b. Minutes of the meetings of the Congregation;
 - c. Rolls of the members in the Congregation with the dates of their reception;
 - d. Resolutions adopted by the Board of Elders;
 - e. Appropriate accounting records;
 - f. Articles or restated articles of incorporation and all amendments to them currently in effect;
 - g. Bylaws or restated bylaws and all amendments to them currently in effect.
2. A member shall be entitled to inspect and copy, at a reasonable time and location specified by the Board of Elders, any of the Church records described above, provided the Board of Elders finds that the member has a proper purpose and is acting in good faith. The Board of Elders may limit access to any records that contain confidential information about a particular person or person.

Article VIII – Biblical Counseling

1. All Christians struggle with sin and the effect it has on our lives and our relationships (Romans 3:23; Romans 7:7-25). Whenever a Christian is unable to overcome sinful attitudes or behaviors through private efforts, God commands that he should seek assistance from other members, and especially from the Pastor and Elders. Scripture gives them the responsibility of providing pastoral counseling and oversight (Romans 15:14; Galatians 6:1-2; Colossians 3:16; 2 Timothy 3:16-4:2; Hebrews 10:24-25; Hebrews 13:17; James 5:16). Therefore, this Church encourages and enjoins its members and adherents to make confession to and seek counsel from each other and especially from our pastoral counselors.
2. We believe that the Bible provides thorough guidance and instruction for faith and life. Therefore, our counseling shall be based on Scriptural principles rather than those of secular psychology or psychiatry. Neither the pastoral nor the lay counselors of Christ's American Baptist Church are trained or licensed as psychotherapists or mental health professionals, nor should they be expected to follow the methods of such specialists.
3. Although some members of the Church work in professional fields outside the Church, when serving as pastoral or lay counselors within the Church they do not

provide the same kind of professional advice and services that they do when they are hired in their professional capacities. Therefore, members or adherents who have significant legal, financial, medical, or other technical questions should seek advice from independent professionals. Our pastoral and lay counselors shall be available to cooperate with such advisors and help members and/or adherents to consider their advice in the light of relevant Scriptural principles.

Article IX – Confidentiality

- 1.** The Bible teaches that Christians should carefully guard any personal and private information that others reveal to them. Protecting confidences is a sign of Christian love and respect (Matthew 7:12). It also discourages harmful gossip (Proverbs 16:28; Proverbs 26:20), invites confession (Proverbs 11:13; Proverbs 28:13; James 5:16), and encourages people to seek needed counseling (Proverbs 20:19; Romans 15:14). Since these goals are essential to the ministry of the gospel and the work of this Church, all members and adherents are expected to refrain from gossip and to respect the confidences of others. In particular, our Pastor and Elders shall carefully protect all information that they receive through pastoral counseling, subject to the following guidelines.
- 2.** Although confidentiality is to be respected as much as possible, there are times when it is appropriate to reveal certain information to others. In particular, when the Pastors and Elders of this Church believe it is biblically necessary, they may disclose confidential information to appropriate people in the following circumstances:
 - a.** When a Pastor or Elder is uncertain of how to counsel a person about a particular problem and needs to seek advice from other Pastors or Elders within CABC or, if the person attends another Church, from the Pastor or Elders of that Church (Proverbs 11:14; Proverbs 13:10; Proverbs 15:22; Proverbs 19:20; Matthew 18:15-17);
 - b.** When the person who disclosed the information or any other person is in imminent danger of serious harm unless others intervene (Proverbs 24:11-12);
 - c.** When a person refuses to repent of sin and it becomes necessary to institute disciplinary proceedings (see Matthew 18:15-17 and Article XI) or seek the assistance of individuals or agencies outside this Church (Romans 13:1-5); or
 - d.** When required by law to report suspected child abuse.
- 3.** Scripture commands that confidential information is to be shared with others only when a problem cannot be resolved through the efforts of a small group of people within the Church (Matthew 18:15-17). Therefore, except as provided in 2.b., a Pastor or Elder may not disclose confidential information to anyone

outside this Church without the approval of the Board of Elders or the consent of the person who originally disclosed the information. The Board of Elders may approve such disclosure only when it finds that all internal efforts to resolve a problem have been exhausted (see 1 Corinthians 6:1-8) and the problem cannot be satisfactorily resolved without the assistance of individuals or agencies outside this Church (Romans 13:1-5). This limitation shall apply to but is not limited to the giving of testimony in a court of law and the reporting of abuse.

4. The Pastors and Elders may, but need not, provide counselees with written notice of these confidentiality provisions, but these provisions shall be in effect regardless of whether such notice is given.

Article X – Conflict Resolution

1. This Church is committed to resolving in a biblical manner all disputes that may arise within our Body. This commitment is based on God's command that Christians should strive earnestly to live at peace with one another (Matthew 5:9; John 17:20-23; Romans 12:18; Ephesians 4:1-3) and that when disputes arise, Christians should resolve them according to the principles set forth in Holy Scripture (Proverbs 19:11; Matthew 5:23-25; Matthew 18:15-20; 1 Corinthians 6:1-8; Galatians 6:1). We believe that these commands and principles are obligatory on all Christians and absolutely essential for the well-being and work of the Church. Therefore, any and all disputes in this Church shall be resolved according to biblical principles, as provided in this bylaw.
2. When a member of this Church has a conflict with, or is concerned about the behavior of another member, he shall attempt to resolve the matter as follows:
 - a. The offended or concerned person shall prayerfully examine himself and take responsibility for his contribution to a problem (Matthew 7:3-5), and he shall prayerfully seek to discern whether the offense is so serious that it cannot be overlooked (Proverbs 19:11; see also Proverbs 12:16; Proverbs 15:18; Proverbs 17:14; Proverbs 20:3; Ephesians 4:2; Colossians 3:13; 1 Peter 4:8).
 - b. If the offense is too serious to overlook, the offended or concerned person shall go, repeatedly if necessary, and talk to the offender in an effort to resolve the matter personally and privately, having first confessed his own wrongdoing (Matthew 18:15);
 - c. If the offender will not listen and if the problem is too serious to overlook, the offended or concerned person shall return with one or two other people who will attempt to help the parties resolve their differences (Matthew 18:16). These other people may be members or officers of this Church, other respected Christians in the community, or trained mediators or arbitrators (conciliators) from a Christian conciliation ministry. At the request of either

party to the dispute, the Church shall make every effort to assist the parties in resolving their differences and being reconciled.

3. Conflicts involving doctrine or Church discipline shall be resolved according to the procedures set forth in the Bylaws on Church Discipline (refer Article XI).
4. Employment disputes shall be resolved according to the procedures set forth in the *Employee Policy Manual* of this Church.
5. If a dispute arises within the Church or between a member and the Church and cannot be resolved through the internal procedures described above, it shall be resolved as follows:
 - a. The dispute shall be submitted to mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure* of the Institute for Christian Conciliation, and judgement upon an arbitration award may be entered in any court otherwise having jurisdiction.
 - b. All mediators and arbitrators shall be in agreement with the Statement of Faith of Christ's American Baptist Church and our basic form of government, unless this requirement is modified or waived by all parties to the dispute. If a dispute involves an attempted revision of the Statement of Faith of Christ's American Baptist Church or our form of government, the mediators and arbitrators shall be in agreement with those documents as they existed prior to the attempted revision.
 - c. If a dispute submitted to arbitration involves a decision reached by an official judicatory (court or ruling body) of this Church, the arbitrators shall uphold the highest judicatory's decisions on matters of doctrine and Church discipline.
 - d. This section covers the Church as a corporate entity and its agents, including its Pastors, officers, staff, and volunteers with regard to any actions they may take in their official capacities.
 - e. This section covers any and all disputes or claims arising from or related to Church membership, doctrine, policy, practice, counseling, discipline, decisions, actions, or failures to act, including claims based on civil statute or for personal injury.
 - f. By joining Christ's American Baptist Church, all members agree that these methods shall provide the sole remedy for any dispute arising against this Church and its agents. Further, they waive their right to file any legal action against the Church in a civil court or agency, except to enforce an arbitration decision.

- g. If a dispute or claim involves an alleged injury or damage to which the Church's insurance applies, and if the Church's insurer refuses to submit to mediation or arbitration as described in this section, either the Church or the member alleging the injury or damage may declare that this section is no longer binding with regard to that part of the dispute or claim to which the Church's insurance applies.

Article XI – Church Discipline

Church discipline shall be carried out according to the Guidelines for Church Discipline developed by the Board of Elders.

Article XII– Officers of the Church

- 1. **Officers:** The officers of the Church shall be:

- a. **Senior Pastor:** Representing the President of the Corporation.
- b. **Moderating Elder:** Representing the Board of Elders and the Board of Deacons. Also serves as Vice-President of the Corporation. The Elder Board will select the Elder to fill this position.
- c. **Church Clerk:** Serves as clerk of the Board of Deacons and is Secretary of the Corporation.
- d. **Treasurer.** Serves as Chairperson of the Finance Committee.

- 2. **Elections:**

- a. The Church Clerk and the Treasurer shall be elected by ballot at the Annual Meeting of the Church held in June of each year. The two officers will assume their responsibilities on July 1st following their election. The Elders, with recommendations of the Nominating Committee, will fill vacancies in these two offices until a regular scheduled Congregational meeting is held.

- 3. **Terms of Service:**

- a. The Church Clerk and Treasurer shall be elected for a period of one year. They may be re-elected for a total of five consecutive terms. After the five years there must be at least one year off before being elected to the same office or any other office on the Board of Deacons.

4. Duties of the Officers: In addition to the general duties listed below, specific duties and procedures are detailed in the Operations Manual, which is not a part of the by-laws.

- a. Senior Pastor:** The Senior Pastor shall watch over and guide the spiritual interests and vision of the Church with counsel from the Elder Board. He shall perform all the duties inherent in the office of the Senior Pastor (See Article XVIII). The Senior Pastor will be the custodian of the Church's legal documents and be the primary representative of the Church on all legal matters. The Senior Pastor is the Chairman of the Ministry Staff Team and a member of the Elder Board.
- b. Moderating Elder:** The Moderating Elder will preside over all meetings of the Congregation. He will convene and Chair the Nominating and Pastoral Search Committees and have oversight responsibility for the annual audit of the Church finances. The Moderating Elder will not be the Senior Pastor or (an) Associate Pastor.
- c. Church Clerk:** The Church Clerk will keep minutes of all regular and special Congregational meetings as well as the Board of Deacons. The Church Clerk will also maintain the Church membership roll providing this information to the Congregation in the annual and semi-annual reports.
- d. Treasurer:** The Treasurer, with the cooperation of the Elder Board and the Board of Deacons, shall keep a record of all receipts and disbursements, have custody of all moneys of the Church, and make disbursements. All transactions are to be handled in conformity with accepted bookkeeping practices. Each month a report of all receipts and disbursements shall be presented to the Board of Deacons. The Treasurer is the Chairman of Finance Committee.

5. Indemnification of Officers:

- a.** The Board of Elders may choose to indemnify and advance the Church related expenses of any officer, employee, or agent of the Church.
- b.** Subject to the provisions of paragraph c. of this section, the Church shall indemnify any elder or Deacon or former Elder or Deacon of the Church against claims, liabilities, expenses, and costs necessarily incurred by the individual in connection with the defense, compromise, or settlement of any action, suit or proceeding, civil or criminal, in which such person is made a party by reason of being or having been and Elder or Deacon, to the extent not otherwise compensated indemnified or reimbursed by insurance, if:
 - 1)** The conduct of the Elder or Deacon was in good faith;

- 2) The Elder or Deacon reasonably believed that their conduct was in the best interests of the Church, or at least not opposed to its best interests;
- 3) In the case of any criminal proceeding, the Elder or Deacon had no reasonable cause to believe that his conduct was unlawful.
- c. The Church may not indemnify an Elder or Deacon in connection with a proceeding brought against him by or in the right of the Church, in which he was adjudged liable to the Church, or where the Elder or Deacon is charged with receiving an improper personal benefit and he is adjudged liable on that basis.

Article XIII – The Elder Board

1. **Purpose of Elders:** According to the New Testament, the Church is to be led by Godly leadership under the care and oversight of a leadership group called Elders. The Elders are given the ultimate responsibility to see that the Church is and remains on a true Biblical course. It is the responsibility of the Elders not to be dictators over the Church, but to minister as servant-leaders (Ephesians 4:11-13). They are to provide leadership regarding vision and ministry goals, and to see that the Church is well served by other Godly leaders. The Elders are also to insure that the Church Body is well fed, spiritually, through the ministry of the Word (from the pulpit, Christian Education classes, prayer emphasis and small groups) providing opportunities for Spiritual growth.

The Elders are called to protect the Church from division and harmful influences and to carry out a restorative ministry to those who continue in and are caught in sinful behavior patterns (refer to Article V.5c). One of the most important callings of Elders is the ministry of healing through prayer and intercession (James 5:14). The purpose of our Elder Board is grounded in God's Word found in Acts 6:1-4:

"In those days when the number of disciples was increasing, the Grecian Jews among them complained against the Hebraic Jews because their widows were being overlooked in the daily distribution of food. ² So the Twelve gathered all the disciples together and said, "It would not be right for us to neglect the ministry of the Word of God in order to wait on tables. ³ Brothers, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them ⁴ and will give our attention to prayer and the ministry of the word."

In Acts 20:17, Paul called for the "Elders". In verse 28 he said they were "overseers". Their purpose was to feed, shepherd and pastor the community of

believers.

2. Elder Board Membership and Terms of Service:

- a.** The Elders shall be members of Christ's American Baptist Church and shall be elected as specified in these bylaws. With authority from Christ the Chief Shepherd and confirmed by the Church membership, the Senior Pastor and the other Elders are the highest level of servant leadership in the local Church. The Elder Board shall serve to oversee Christ's American Baptist Church and its ministries to accomplish Christ's mission.
- b.** The Senior Pastor is the only Elder who is a permanent Elder simply by his position in the Church.
- c.** The normal length of service for an Elder shall be for a period of not more than four (4) years. An Elder, after four years, will step down from the Board and must remain off the Board for a minimum of one (1) year. After the one-year period, the individual may again be nominated for the Elder Board but must go through the normal Elder selection process.
- d.** Each Elder shall be asked for a one-year commitment, subject to review, recommitment, and affirmation by the Congregation each year at the semi-annual meeting.
- e.** During the period of annual review, the Elders shall evaluate each other's continued service as an Elder, again considering the Biblical qualifications as well as any personal factors that might affect his service.
- f.** An individual's service as an Elder may be discontinued at any time by his own decision or by the unanimous decision of the other Elders. A person's leaving the Elder Board will not preclude his service as a future Elder, subject to the regular Elder selection process.
- g.** Those Elders renewing their commitment, as well as newly nominated Elders, will be presented to the members of the Congregation for affirmation at the semi-annual meeting in January of each year. The first Sunday after the semi-annual meeting will be a time of affirmation and dedication of all Elders by the Church Body.
- h.** To be considered for the Elder Board, in addition to the Scriptural requirements, an individual must have been an active and involved member in good standing of this Church for a minimum of three (3) years.
- i.** Elders shall annually choose from among themselves a Chairman, a Vice-Chairman, a recorder and a Moderator.

- 3. Elections of Elders:** When an Elder steps down from the Board or when the Elder Board determines that additional Elders are required, the following selection process will be initiated:
- a.** The Elder Board shall appoint a Nominating Committee consisting of at least three members of CABC, none of whom currently serves as an Elder or currently aspires to be an Elder. This will take place during the first and second week of August of each year.
 - b.** The Nominating Committee will meet with the Elder Board during the third week of August of each year to review the qualifications for Elders and review the questions that should be asked of and to the candidates. For the purpose of order, a lay member of the Nominating Committee shall be chosen by the Committee as Chairperson of the Committee.
 - c.** The Congregation shall be provided, on the last Sunday of August of each year, with teaching regarding the Biblical qualifications for Elders and their Scriptural role.
 - d.** With the Biblical qualifications in mind, members of the Congregation will be asked to submit prayerfully the names of qualified members for consideration as Elder to the Nominating Committee. This will take place during the month of September each year. Prior to submission of any names to the Committee, the member whose name is being submitted must be contacted for approval to submit.
 - e.** Those persons whose names are submitted shall be so informed by the Nominating Committee. They shall be urged to engage in self-appraisal and personal evaluation in light of the Scriptural qualifications. Any person may withdraw at that point if they do not aspire to the position of Elder (1 Timothy 3:1) or do not believe they adequately meet the qualifications.
 - f.** During November of each year, the Nominating Committee shall review the names and interview each nominee.
 - g.** After prayerfully considering each nominee, the Nominating Committee shall make final recommendations to the Elder Board. The recommendations will be made during the second week of November of each year. Those nominees who have not been recommended to the Elders shall be informed by the Nominating Committee as to the reason for their not being recommended, with reference to whatever qualifications might not have been fulfilled.
 - h.** During the last two weeks of November of each year, the Elders shall review the recommended nominees and make a final selection. Those nominees

recommended but not selected by the Elder Board shall also be given the reason(s) by the Elders as to why they were not selected.

- i. During the first and second weeks of December of each year, the names of the prospective and renewing Elders shall then be brought before the members of the Church. The members will be given 30 days to show cause why any one of the prospective and renewing Elders would not be qualified to serve. Consistent with Matthew 18:15 and Matthew 5:24, any members with such “cause” must first express his or her concern to the prospective Elder and then must also express his or her concern to the Board of Elders for consideration.
- j. At the end of the 30 day period and during the Church’s semi-annual meeting, the prospective and renewing Elders will be presented to the members of the Church for affirmation by majority vote of the members present *. Affirmation and a service of dedication of the new Elders shall occur at the Sunday worship service following the CABC semi-annual meeting each year. Reaffirmation of the existing Elder Board shall occur at this time as well.
- k. In the event of a vacancy or special need, the Elders may refer to previous nominees to make a selection, or they may re-initiate the whole selection process, as they deem necessary.

*A quorum of the existing members shall be required.

- 4. **Meetings of the Elder Board:** The Elder Board shall meet as they deem necessary but at least monthly and shall maintain a record of all meetings. The Elder Board may determine that some parts of these records and minutes may be confidential or privileged information.

5. **Responsibilities of the Elder Board:**

a. **Protecting:**

- 1) Church discipline
- 2) Conduct membership Interviews
- 3) Conduct baptism interviews with assistance from the Ministry Directors as needed.
- 4) Take leadership in Church disputes
- 5) Monitor spiritual health
- 6) Evaluate teaching ministries
- 7) Establish doctrinal guidelines (for ministries)
- 8) Confront sinful behavior

b. **Feeding:**

- 1) Assist with communion
- 2) Conduct new believer follow-up

- 3) Visitation (Church leadership appropriate, but not to duplicate visitation programs by other ministries of the Church.)
- 4) Ministry of the Word through:
 - Teaching
 - Discipline
 - Bible Study

c. Leading:

- 1) Provide counsel to ministry teams
- 2) Appointment and oversight of Nominating Committee
- 3) Counsel to Senior Pastor and Associate Pastor(s)
- 4) Evaluation of Elder Board
- 5) Cast Church vision and purpose
- 6) Review ministry purpose and goals
- 7) Responsible for hiring and dismissing all Church employees
- 8) Strategic planning
 - Evaluate effectiveness of existing ministries
 - Evaluate new opportunities for ministry

d. Healing:

- 1) Facilitate reconciliation and relational healing according to Matthew 1:8
- 2) Pray for and anoint the sick

6. Ministry Areas of the Elder Board (as compared to the Board of Deacons –ref: Article X):

<u>ELDERS</u>	<u>DEACONS</u>
<u>The Bible Mandates</u>	
<ul style="list-style-type: none"> • Prayer and ministry of the Word (Acts 6:4, 1 Timothy 5:17) • Shepherding the flock (1 Peter 5:2-3) • Multiplying leadership (2 Timothy 2:1-4) • Sick comes to be prayed for (James 5:14-15) • Sick are visited and cared for (Acts 6:1,3) 	<ul style="list-style-type: none"> • Ministry of serving tables (Acts 6:1-2) • Service to the Body (1 Timothy 3:10, 13) • Temporal needs of the Body (Acts 19:22; 2 Timothy 4:11) • Care for orphans, widows, sick (Acts 6:1)

ELDERS

DEACONS

The Spiritual Implications

- Responsible for leadership
 - Holding to Biblical doctrine
 - Policy making in the Body
 - Administering discipline
 - Prayer for the flock
 - Shepherding for spiritual care
- Responsible for management
 - Applying doctrine to needs
 - Implementing and managing
 - Demonstrating mercy
 - Follow-up on physical needs

ELDERS

DEACONS

The Practical Applications

- Teaching and preaching
 - Articulating mission/vision
 - Long-term planning
 - Evaluating ministries
 - Responsible for staff
 - Leading in worship
 - Ministering communion
 - Ministering baptism
 - Financial policy making
 - Records/document keeping
 - Recognition of Spiritual needs
 - Ministry planning
 - Prayer for the sick
 - Visitation of the sick
- Carrying out implementation
 - Long term plan for facilities
 - Building maintenance/repair
 - Equipment maintenance/repair
 - Worship center set-up
 - Ushering and seating
 - Emergency/crisis management
 - Layout/communications in building
 - Security of building/equipment
 - Practical matters in worship
 - Assessing physical needs
 - Beautification of facilities
 - Audio/visual equipment

Article XIV – Ministry Staff Team

1. **Purpose:** The purpose of the Ministry Staff Team is to give oversight to the day-to-day ministries of the Church, equipping the Congregation for the work of the ministry, to lead all people to become committed and fully functioning followers of Jesus Christ.
2. **Organization:**
 - a. Senior Pastor
 - b. Associate Pastor
 - c. Director of Youth Ministries

- d. Director of Children Ministries
 - e. Administration Positions
 - f. Custodial Positions
3. **Meetings:** Ministry Staff will meet a minimum of once each month and will report to the Congregation at the annual meeting in June of each year and to the Board of Elders as necessary.
 4. **Responsibilities:** Ministry areas that are defined by their respective job descriptions and the Elder Board.

Article XV –The Board of Deacons

1. Purpose of the Board of Deacons:

- a. In accordance with Scripture, the Elders maintain the Church’s Biblical course. To allow for that dedication and commitment, another group of servants is required to care for the multitude of temporal needs in the Church and among its members.
- b. When the early Church was rapidly growing, the apostles met to decide how the overlooked needs of the widows (especially the distribution of food) could be met effectively. Acts 6:2-4 says: *“So the twelve gathered all the disciples together and said, ‘It would not be right for us to neglect the ministry of the word of God in order to wait on tables. Brothers, choose seven men from among you who are known to be full of the spirit and wisdom. We will turn this responsibility over to them and will give our attention to prayer and the ministry of the word.’”*
- c. And so the ministry of the Deacons began. *Diakonos* is the Greek word we derive “Deacon” from, which means “one who serves, who is an attendant”. It is the Deacon who is called to freely serve and minister to the physical and social needs of the Church and the Church Body.
- d. While the qualifications for a Deacon are much like those for an Elder, their role in the Church allows the Elders to devote themselves to spiritual matters. By using their spiritual gifts and displaying the compassion of Christ to the members of the Church and community, the Deacon serves others in a Christ-like manner of love, mercy, and servitude. The purpose of Deacons clearly adds the dimension of leadership that the early Church leaders intended – fulfilling the role is another key element that makes the body of Christ on this earth function beautifully and serve our Lord’s purpose.

2. Board of Deacons Membership and Length of Service: The following Committees will require a Chairperson selected from the lay members of the

Congregation and will who serve on the Board of Deacons:

a. Church Clerk:

- 1) An Officer of the Church, the Church Clerk shall be elected for a term of one year and may be re-elected for a total of five consecutive terms.
- 2) After the five years there must be at least one year off before being elected to the same office or any other office on the Board of Deacons.

b. Treasurer:

- 1) An Officer of the Church, the Treasurer shall be elected for a term of one year and may be re-elected for a total of five consecutive terms.
- 2) After the five years there must be at least one year off before being elected to the same office or any other office on the Board of Deacons.
- 3) As noted in Article VII, 4d, the Treasurer is the Chairman of the Finance Committee.

c. Chair of the Staff Relations Committee: Term of office is three years, however an individual may be elected to a second three year term with the approval of the Board of Elders and the membership of the Church. After the second term, there must be at least one year off before being elected to the same office or any other office on the Board of Deacons.

d. Chair of the Missions Committee: Term of office is three years, however an individual may be elected to a second three year term with the approval of the Board of Elders and the membership of the Church. After the second term, there must be at least one year off before being elected to the same office or any other office on the Board of Deacons.

e. Chair of the Trustee Committee (formerly Property Committee): Term of office is three years, however an individual may be elected to a second three year term with the approval of the Board of Elders and the membership of the Church. After the second term, there must be at least one year off before being elected to the same office or any other office on the Board of Deacons.

f. Chair of the Service Ministries: Term of office is three years, however an individual may be elected to a second three year term with the approval of the Board of Elders and the membership of the Church. After the second term, there must be at least one year off before being elected to the same office or any other office on the Board of Deacons.

3. Election for the Board of Deacons:

- a.** The Nominating Committee will meet during February of each year to put together a slate of candidates for any Board of Deacons vacancy. The Nominating Committee will consult with each potential nominee prior to putting his or her name forward.
- b.** In March, the Nominating Committee will provide the list of candidates to the Elder Board who will then interview the recommended nominees and make a final decision.
- c.** During the last week of May of each year, the names of the prospective new Deacons shall be brought before the members of the Church. This may be via the Church newsletter, the Annual Report and/or the pulpit.
- d.** At the annual meeting each year in June, the proposed new members of the Deacon Board will be affirmed by the Congregation.
- e.** Vacancies will be filled by the Elders from recommendations of the Nominating Committee until a regular scheduled Congregational meeting is held.

4. Meetings of the Deacon Board:

- a.** Each Ministry Committee will meet monthly as a Committee. The Board of Deacons will select one of their fellow Deacons to serve as the Chair of the Deacon Board. This shall be done on an annual basis at the beginning of each new fiscal year (July 1st).
 - 1)** Monthly meetings are necessary so that the various activities and responsibilities of the Committees may be met.
 - 2)** Each Committee will submit a monthly report to the Board of Elders and the Board of Deacons with details of their monthly meeting.
 - 3)** For those activities in the monthly meeting that require additional action or a response from the Board of Elders or the Board of Deacons, their monthly report will so indicate.
- b.** The Board of Deacons will meet monthly and schedule their meeting at a time after the individual Committees have met in order that the Board may consider issues as presented by the Committees.
 - 1)** The Church Clerk will take notes during the monthly meeting of the Board

of Deacons and provide copies of the minutes to all Board members as well as to the Board of Elders.

5. Responsibilities of the Board of Deacons:

- a.** Generally, the work is related to the personal, social and emotional needs of people. On one extreme are the poor, needy, widows, orphans and others distressed by the circumstances of life. But then there are the needs for care, concern and comfort for all Christians as well.
- b.** There is also the practical and physical care of things. Facilities, buildings, and equipment require maintenance. Deaconing is a ministry of delivering hope, support, comfort and encouragement to those in need of all types of practical matters. Deacons have the crucial and critical ministry of serving, sometimes invisibly, being behind the scenes so that what is seen outwardly does not hinder the work that must be done inwardly by the Holy Spirit.
- c.** The Deacon Board shall authorize the payments of all expenditures incurred for the carrying out of the general work of the Church within the budget. Unless directed otherwise, this will not include the budgeted and routine expenditures of the Ministry Staff which will be approved by the Senior Pastor or the Staff Directors, as he delegates. The Board may approve a non-budgeted expenditure that is less than 1% of the total current annual budget, and expenditures for essential corrective maintenance. These actions will be communicated to the Church. For a non-budgeted expenditure over 1%, other than for essential corrective maintenance, a Special Meeting will be called, and the expenditure voted upon.
- d.** The Board, after approval by the Elder Board, shall present a budget for ratification at the annual business meeting.

6. Ten Qualities of a Deacon as Categorized from Acts 6:3 and 1 Timothy 3:8-13:

a. In Relationship to Personal Faith in the Lord Jesus Christ:

- 1)** Full of the Spirit – Acts 6:3
 - Filled with the Holy Spirit, prepared for servant hood and helping others, as the Spirit comes along side to help.
- 2)** Holding to the mystery of faith and a clear conscience – 1 Timothy 3:9
 - Convinced of the truth and substance of faith;
 - Having a conscience void of offense toward God and man.

b. In Relationship to Personal Moral and Ethical Character:

- 3) Full of Wisdom – Acts 6:3
 - Skilled in living out life with moral, intellectual and spiritual virtue and values;
 - Able to put the Word into practice.
- 4) Gravity (Dignity) – 1 Timothy 3:8
 - Having a seriousness of mind and character, respected by others;
 - A soberness and sense of purpose, propriety in behavior.
- 5) Not addicted to wine – 1 Timothy 3:8
 - Not obsessed with drinking, able to exercise moderation, not out of control in habitual drunkenness.

c. In Relationship to Those in the Community and Outside:

- 6) Of good reputation – Acts 6:3
 - No attack can be brought against from the outside community that will stick because of a long-term weakness.
- 7) Not double-tongued – 1 Timothy 3:8
 - Not a talebearer, gossip;
 - Not speaking one thing to one person and something different to another person.
- 8) Not fond of sordid gain – 1 Timothy 3:8
 - Not a materialistic view of life;
 - Not greedy for gain;
 - Not covetous;
 - Does not love money and can be trusted with things.
- 9) Tested beyond reproach – 1 Timothy 3:10
 - Having gone through a period of proving, given evidence of faithfulness and dependability of character and ministry.

d. In relationship to Marriage, Children, Family and Home:

- 10) Good manager of spouse, children and overall household – 1 Timothy 3:12
 - Respected and obeyed by their children;
 - Manages the home as a good example for the Church
 - Cares for and maintains the home.

7. **Authority for Ministry Positions:** The Elder Board has the authority to establish or disband specific ministry areas. The formation, purpose and administration of the various ministry areas are outlined in the Operations Manual of the Church.

Article XVI – Other Elected Positions

1. Positions:

- a. **Financial Secretary:** A lay person from the Congregation. This individual will be a member of the Finance Committee and provide assistance and data to the Chairperson of that Committee as needed.
- b. **Nominating Committee:** Please refer to Article XVII – Special Committees.
2. **Elections:** These positions will be elected, as necessary, by ballot at the annual meeting of the Church. Those individuals elected to fill these positions will take office on July 1. The Board of Elders will fill vacancies in these positions until a regular scheduled meeting of the Church.
3. **Terms of Service:** The Financial Secretary shall be elected for a period of one year but may serve an indefinite number of terms.
4. **Qualifications:** Members in good standing.

Article XVII – Special Committees

1. Nominating Committee:

- a. **Members of the Committee:** The Committee will include the Moderating Elder, the Senior Pastor (Ex-officio), one representative from the Board of Deacons, and three lay members in good standing of Christ's American Baptist Church. Because the Nominating Committee will also have the responsibility for soliciting names for the Elder Board, those on this Committee will not currently aspire to be an Elder.
- b. **Terms of Service:** The members of the Nominating Committee will be elected for one-year terms, from January through December. However, members may be elected for three consecutive one-year terms. There is only one Nominating Committee and they will be responsible for providing candidates for all lay positions that are vacant or need filling within the Body.
- c. **Election Process for the Lay Members of this Committee:**

- 1) The Moderating Elder, with the approval of the Board of Elders, will select three lay members of the Congregation for approval at the Church's semi-annual meeting. The Congregation is encouraged to offer any member names to the Moderating Elder for this Committee. Any names offered must first be approved by the individual being proposed.
- 2) The names of three lay members proposed for this Committee will be presented at the semi-annual meeting for affirmation by the Congregation.

d. Responsibilities of the Committee:

- 1) The Nominating Committee shall prepare a list of those qualified to fill the various offices. Biblical standards should always be the measure and as an example, refer to the following:
 - Romans 12:3-5
 - Romans 15:5-7
 - 2 Corinthians 5:17,20
- 2) The Committee shall interview each individual to ascertain his or her commitment and willingness to serve if elected.
- 3) A report containing the slate of nominees will be provided to the Moderating Elder for presenting to the Board of Elders at its April meeting. The Elders will schedule interviews with nominees as necessary.

2. Pastoral Search Committee:

a. Membership:

- 1) This Committee will only be called in the event of a vacancy in the pulpit.
- 2) The Pastoral Search Committee shall consist of the Moderating Elder and five lay members of the Christ's American Baptist Church Congregation, as selected by the Board of Elders.
- 3) The Moderating Elder will serve as Chair of this Committee.
- 4) The lay members chosen will be members in good standing and considered by the Board of Elders to be actively involved in the life of the Church. They will show a deep love for the Body and the life of this Church.
- 5) Those lay members chosen will be presented to the Congregation at a special business meeting for affirmation by the Church membership.

b. Responsibilities:

- 1) With much prayer, Godly discernment, and trusting in God for His will to be accomplished, the Committee shall take steps to find a Senior Pastor.
- 2) The Pastoral Search Committee shall work in consultation with the Executive Minister and the Area Minister of the American Baptist Churches of Pennsylvania and Delaware.
- 3) When a candidate is found that the Committee feels will serve this Body and community as Christ served, the Committee will present him to the full Board of Elders.
- 4) The Board of Elders will interview all candidates to affirm the Pastoral Search Committee's recommendation.
- 5) Once affirmed by the Elder Board, the selected candidate will be presented to the Congregation for approval by the membership.

c. Terms of Service for the Pastoral Search Committee: Following the installation of the new Senior Pastor, the Pastoral Search Committee will be dissolved.

3. Audit Committee:

- a. **Membership:** This Committee shall consist of the Moderating Elder, the Treasurer and a lay member of the Church. The lay member will serve a three-year term in this position.
- b. **Responsibilities:** An audit of the Church finances will be accomplished each year by a private and independent firm.
 - 1) The Treasurer, with the approval of the Moderating Elder and the lay member, will contract out the duty at an appropriate time each year to coincide with the Church's fiscal year.
 - 2) The Committee shall present the auditor's written report to the Board of Elders no later than mid-September of each year.
 - 3) The Committee shall also present their plan for resolving any audit deficiencies, along with a timeline for the resolution.

4. Additional Committees: Additional Committees and teams with varying and special responsibilities may be called into service by the Elder Board.

Article XVIII – Senior Pastor

1. Selection:

- a.** The Senior Pastor of Christ's American Baptist Church shall be chosen and presented to the Congregation upon recommendation of the Elder Board and the Pastoral Search Committee.
- b.** The election will be accomplished by written ballot at a special meeting of the Church called for that purpose.
- c.** As in other voting matters before the Church, only members of Christ's American Baptist Church are authorized to vote and a quorum will be necessary to conduct business.
- d.** Only one candidate shall be presented to the Church at one time.
- e.** Three-fourths (3/4) of the ballots cast shall be necessary for a choice.

2. The Special Meeting:

- a.** A written notice of the special meeting shall be communicated to the membership at least fifteen (15) days prior to the meeting.
- b.** In addition to the written notice, the notification shall be given from the pulpit on the two consecutive Sundays prior to the special meeting.

3. Responsibilities of the Senior Pastor:

- a.** The Senior Pastor, working with the Board of Elders, shall have charge of the spiritual welfare of the Congregation.
- b.** He shall preach the Word, promote evangelism, have in his care the stated services of public worship, and administer the ordinances.
- c.** The Senior Pastor shall be the supervisor of all ministry staff.
- d.** The Senior Pastor shall be responsible for the administration and supervision of the Church office. This includes the hiring and supervising of the Director of Administration, with the approval of the Elder Board.
- e.** The Senior Pastor, working with the Board of Elders, shall provide leadership and direction to the Associate Pastor(s) and any lay pastors of the Church.

- f. By virtue of his office, the Senior Pastor shall be an ex-officio member of all Committees of the Church.
- g. The Senior Pastor will present a report to the Church at the annual and semi-annual business meetings.
- h. The Senior Pastor will be a member of the Elder Board, who will at all times provide spiritual support and encouragement to the Pastor.
- i. The Senior Pastor will consent to a review of his performance annually by the Elder Board, as led by the Moderating Elder.

4. Continuance of the Relationship:

- a. The pastoral relationship shall continue for an indefinite term, so long as such relationship is mutually satisfactory to the Senior Pastor and the Congregation.
- b. Salary shall be paid at least semi-monthly (15th and 30th), and there shall be an annual vacation.
- c. The Church shall encourage the Senior Pastor to attend the Annual Meetings of the Association, the Regional Convention, and the American Baptist Churches of the U.S.A., as approved and funded within the Church budget.

5. Dissolution of the Relationship:

- a. The pastoral relationship may be dissolved by the Senior Pastor upon thirty (30) days written notice to the Elder Board.
- b. The Church may dissolve the pastoral relationship by a vote of the membership. The Moderating Elder, acting upon the recommendation of the Elder Board, will call a special meeting of the Church by notifying the membership of the Church by mail at least one week prior to the date of the meeting. A vote to terminate the Senior Pastor requires a quorum and an affirmative three-fourths (3/4) vote of those members present and voting.
- c. When such action is taken by the Church membership, a letter from the Board of Elders will be given to the Senior Pastor outlining the dates when his services and responsibilities will be terminated.
- d. Salary and benefits will continue for a minimum of thirty (30) days from the date of the letter. Specifics will be the responsibility of the Elder Board.

Article XIX – Ministry Directors

1. The Elder Board may add Ministry Directors to the staff in order to accomplish ministry needs.

a. Search Committee:

- 1) Should a need arise, the Board of Elders will appoint a Committee to begin the search process. The Search Committee will consist of a representative from the Elder Board, a representative from the Board of Deacons, and three lay members of the Congregation, one of whom will serve as the Chair of the Committee.
- 2) The Search Committee will work with the Elder Board in selecting the individual to fill the specific job in question.
- 3) Once a decision to hire has been made by the Elder Board, the final selection will be reported to the Congregation by letter and/or from the pulpit.

b. Duties:

- 1) The qualifications of the Director being sought will be determined by the ministry position being filled.
- 2) For an existing job, a job description will exist but may be modified. If the position being filled is new, a job description will be written by the Search Team with input from the Board of Elders and in consultation with other Ministry leaders.
- 3) The Director will report to the Senior Pastor.
- 4) The Director will provide direct leadership to those areas of ministry defined in their job description.
- 5) The newly hired Director will provide support to the Chairpersons of the various Ministry Committees, especially those related to their area(s) of ministry.

c. Termination of Employment: The Director of a ministry position may be terminated by one of the following methods:

- 1) The relationship may be terminated by the Director upon thirty (30) days written notice.
- 2) The Elder Board may terminate the relationship.

- 3) When such action is taken, a letter from the Elder Board will be given to the departing Director outlining the dates his/her services and responsibilities will be terminated. Salary and benefits will continue for no more than thirty (30) days from the date of the letter unless deemed otherwise by the Board of Elders.

Article XX – Meetings of the Church

1. Worship Services:

- a. Worship services shall be held each Sunday and at such other times as the Elder Board may direct.
- b. Adult, youth and children's Sunday School shall meet each Sunday for the purpose of study and teaching of God's Holy Word. Exceptions to this will require approval by the Board of Elders.
- c. The ordinance of the Lord's Supper shall be observed on the first Sunday of each month unless otherwise arranged by the Elder Board.
- d. In addition to the above, the Church encourages weekly gatherings for prayer, Bible study and fellowship.

2. Business Meetings:

- a. **Annual Meeting:** The annual meeting is a regular meeting of the Church and will be held in June of each year.
 - 1) Annual reports, electing the Officers of the Church and members of the various Committees, as necessary, will be conducted at this meeting.
 - 2) The budget will be discussed and approved as well as any other business that may properly come before this meeting.
 - 3) The Senior Pastor, the Officers of the Church, the Moderating Elder, the Chair of each Ministry Committee, the Staff Directors, and any other Committees or auxiliary organizations shall submit written reports concerning their activities over the past year but more importantly, what they plan to accomplish in the coming year.
 - 4) A quorum is required to officially open the meeting.
- b. **Semi-Annual Meeting:** The semi-annual meeting is a regular meeting of the Church and is held in January of each year.

- 1) The only report required from the Ministry Committees will be a financial report. The Treasurer will provide such a report to the membership two weeks prior to the scheduled semi-annual meeting.
 - 2) The Elder Board will be affirmed at this meeting.
 - 3) The three members of the Nominating Committee will be elected.
 - 4) Other elections as necessary will be conducted as well.
 - 5) A quorum is required to officially open the meeting.
- c. **Special Meeting:** A special meeting of the membership may be called at any time by the Senior Pastor or the Chairman of the Elder Board to transact the business of the Church in a timely manner. A special meeting may also be called in response to a written request of seven members of the Church. Unless governed by another Article of these by-laws, a quorum is required to officially open the meeting.

3. Notice of Meetings:

- a. Notice of the annual and semi-annual meetings will be given by public announcement from the pulpit at all regular scheduled worship services on the two Sundays preceding such meetings. Also, other acceptable means to notify the membership as to the time, place, and purpose of the meeting will be used.
- b. Unless governed by another Article of these by-laws, a special meeting may be called by giving public announcement from the pulpit at all regular worship services on the two Sundays preceding the meeting.
 - 1) If there is only one week to give notice, an announcement will be given from the pulpit on the Sunday preceding the meeting and a letter will be sent to the membership.
 - 2) If less than a week, the Elder Board with assistance from the Board of Deacons will contact the membership by telephone and/or e-mail. At least 75% of the membership must be notified.

4. Quorum:

- a. A quorum for the transaction of business at any business meeting shall consist of not less than 30% of the Church's voting membership.

b. Robert's Rule of Order shall govern when not in conflict with these by-laws.

5. Voting:

- a. All voting will be by voice vote except as specified by other Articles within these by-laws. A member may also request a vote be taken by written (secret) ballot.
- b. The affirmative vote of a majority of eligible voters casting votes at any regular or special meeting shall be required to constitute any action of the Church at any election or any other matter of business with the following exceptions:
 - 1) Instances which are governed by another Article of these by-laws.
 - 2) Amendments to these by-laws.
 - 3) A vote to engage the Church in any significant Capital expenditure will require a quorum and an affirmative three-fourths (3/4) vote of those members present and voting.
- c. Voting by proxy shall not be permitted without special approval of the Elder Board.

Article XXI – Legal Matters

- 1. **Legal Action:** The Church shall undertake such legal actions in accordance with the Articles of Incorporation, referred to in Articles I, II, and III and included herein by reference, that are deemed expedient, necessary or beneficial in promoting the work and purposes of the organization. Every conveyance, sale, mortgage, or exchange of Church property, real or personal, must be ratified by three-fourths (3/4) of the Church membership present and voting at the business meeting (regular or special).
- 2. **Division:** In case of an organic division of the Church membership, the Church property shall belong to those members who abide by the Articles of Incorporation and By-laws.
- 3. **Dissolution:** Should conditions arise where, for any reason, the Church cannot continue, the Church property shall be transferred to the American Baptist Churches of Pennsylvania and Delaware.

Article XXII – Amendments

These Articles of Incorporation and By-laws may be amended at any regular or special business meeting of the Church by a two-thirds (2/3) vote of all members

of the Church Body (see Bylaw Article IV, 1). Notice of such proposed amendment changes shall have been mailed to the Church membership thirty days prior to the date of the meeting and announced from the pulpit on three consecutive Sunday morning worship services.

Article XXIII – Articles of Incorporation – Domestic Nonprofit Corporation

- 1.** Christ's American Baptist Church is organized exclusively for charitable, religious, educational and scientific purposes under section 501©(3) of the Internal Revenue Code.
- 2.** No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- 3.** Upon the dissolution of the corporation or the winding up of its affairs, the assets of the corporation shall be distributable to such charitable, religious, scientific or educational organizations which would then qualify under Section 501©(3) of the Internal Revenue Code of 1986, as amended. At no time shall the assets of the corporation be distributed to its officers, directors, or to any other individual or entity that does not qualify under Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended.

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