

**CONSTITUTION AND BY-LAWS  
FELLOWSHIP GENERAL BAPTIST CHURCH  
POPLAR BLUFF, MISSOURI**

Revised June, 2004

**ARTICLE I – NAME**

The name of this church shall be the Fellowship General Baptist Church of Poplar Bluff, Missouri. This church is a not for profit corporation of the State of Missouri under code 501c3.

**ARTICLE II – MISSION STATEMENT**  
Fellowship General Baptist Church

Our mission is to develop faithful followers of Jesus Christ. We will seek to accomplish this through the fulfillment of three objectives in the lives of our church family.

1. Reaching the Unreached (Evangelizing)

In response to our Lord's great commission, we believe it is our responsibility to make disciples for Christ from among the world around us. "Making disciples" means leading people into a relationship of obedience, submission, love, and loyalty toward Jesus Christ and His Church.

We will encourage and train our church family to be aware that they are witnesses to those who have not yet accepted Jesus Christ as their Savior and Lord.

We will invite spiritual drifters into a committed relationship with Jesus and a meaningful connection with the church.

Scriptures: Matthew 28:19-20; Luke 14:23; Acts 1:8; Galatians 6:1

2. Building Healthy Christians (Edifying)

We will encourage everyone toward healthy relationships with God and other people.

We will encourage our church family to take advantage of the means of grace for spiritual growth (i.e. prayer, Bible study, worship, and fellowship).

Our goal is to lead every member into Christ-like character (i.e. faithfulness, generosity, compassion, humility, and integrity).

We will encourage and provide an environment for personal healing (spirit, soul, body, and mind).

Scriptures: Matthew 22:36-38; Mark 10:42-45; Philippians 2:5-8; Galatians 5:22-23; Acts 2:46

### 3. Preparing for Ministry (Equipping)

We will attempt to enable our church family to discover who God made them to be (i.e. discovering one's spiritual gifts, talents, temperament, and training that may be dedicated to the Lord's work).

Everyone who is part of the Fellowship Church family is encouraged to find a ministry in which God will be glorified through his/her efforts of service to mankind.

We encourage missions support and involvement (local, national, international).

Scriptures: Romans 12:3-8; Ephesians 4:11-13; 1 Timothy 4:14-15; 2 Timothy 2:15

## ARTICLE III – AFFILIATION

This church shall be affiliated with the General Association of General Baptists and the Poplar Bluff Area Association (local) of General Baptists. The church shall substantially adopt the program and materials, and contribute a portion of its financial and personal stewardship to further the denominational outreach.

## ARTICLE IV – GENERAL BAPTIST STATEMENTS OF FAITH

### I. GOD

We believe that there is only one true, living, and eternal God and that the God head is revealed as Father, Son and Holy Spirit.

- A. One true and eternal God: Deut. 6:4; 33:27; Jer. 10:10; Matt. 3:15,16; 28:19; Mk. 12:29; Jn. 14:9-11; 10:30; Rom. 8:9-11; I Cor. 8:4-6; II Cor. 3:17; I Thess. 1:9; I Timothy 1:17; 2:5; 6:17; Hebrews 1:1-13; 3:12.

## B. The Godhead

1. God as Father: Gen. 1:1; Matt. 6:9; Eph. 4:6
2. God as Son: Isa. 9:6; Matt. 16:16; Jn. 1:1; 3:14,16; 14:28; I Cor. 15:28; Heb. 1:8.  
Virgin Birth of Jesus: Matt. 1:18-25; Luke 1:26-38.
3. God as Holy Spirit: Jn. 14:16, 26; Acts 1:5; 8; 2:1-4; Rom. 8:16.

## II. THE BIBLE

We believe that the Holy Scriptures are the Old and New Testaments; the inspired and infallible Word of God and therein is found the only reliable guide of Christian faith and conduct.

- A. The Inspired Revelation: Lk. 24:44-46; Rom. 16:25-26; II Tim. 3:15-17; Heb. 1:1-2; II Pet. 1:20-21.
- B. The Infallible Word: Isa. 40:8; Lk. 21:33; Jn. 17:17; Titus 1:2; I Pet. 1:25.
- C. The Reliable Guide: Deut. 6:6-9; Ps. 19:7-10; 119:105; 140; Jn. 5:39; Acts 17:11-12; Rom. 10:14-15; 15:4; II Tim. 3:16-17.

## III. MAN

We believe that God created man in His own image to bring Him honor through obedience, and that when man disobeyed, he became a fallen and sinful creature, unable to save himself. We believe that infants are in the covenant of God's grace and that all persons become accountable to God when they reach a state of moral responsibility.

- A. Man's Origin: Gen. 1:26-27; 2:7; Ps. 8:5
- B. Man's Purpose: Gen. 1:28-31; 2:15-25; Isa. 43:7
- C. Man's Sin: Gen 3:1-24; Ps. 51:5; Jer. 13:23; Rom. 1:18-3:23; 5:12-21; 7:1-25
- D. Man's Accountability: Matt. 19:13-15; Rom. 4:15; 5:13; 6:16; Heb. 11:24-26.

## IV. SALVATION

We believe that Salvation (regeneration, sanctification, justification, and redemption) has been provided for all mankind through the redemptive work (life,

death, resurrection, ascension, and intercession) of Jesus Christ, and that this Salvation can be received only through repentance toward God and faith toward our Lord Jesus Christ.

- A. Salvation: Heb. 5:9; I Thess. 5:9; I Pet. 1:9; Heb. 7:25
- B. Regeneration: Jn. 3:3-8; 1:11-13; I Pet. 1:23; Eph. 2:1-10; II Cor. 5:17; II Pet. 1:4; Titus 3:5
- C. Sanctification: I Cor. 1:30; Eph. 5:26; Heb. 10:9-10, 29; II Tim. 2:21, Heb. 13:12; Rom. 12:1-2; I Pet. 1:2
- D. Justification: Rom. 3:20-24; 5:1-2, 18; 8:30-33; Acts 13:38-39; I Cor. 6:11; II Cor. 5:21
- E. Redemption: Matt. 20:28; Isa. 53:6; Col. 1:14; Titus 2:14; I Pet. 1:18-19; Rev. 5:9
- F. Christ's Redemptive Work: Jn. 3:16; Rom. 5:8; Heb. 2:9; Rev. 22:17; II Pet. 3:9; Jn. 14:6; Acts 4:12; Rom. 6:23; Eph. 2:8-9
- G. Life and Death: Rom. 5:10; Heb. 9:12-15; Jn. 10:11; I Jn. 3:16
- H. Resurrection: Rom. 4:25; I Pet. 1:3; I Cor. 15:14, 17
- I. Ascension: Heb. 4:14-16; 6:19-20; 9:24; 10:11-12
- J. Intercession: Rom. 8:34; Heb. 9:15; Isa. 53:12; I Tim. 2:5
- K. Repentance: Isa. 55:6-7; Luke 13:3-5, 24:47; Acts 2:38; I Thess. 1:9-10
- L. Faith: Jn. 3:16-18; Heb. 11:1, 6; I Pet. 1:5

## V. ASSURANCE AND ENDURANCE

We believe that those who abide in Christ have the assurance of salvation. However, we believe that the Christian retains his freedom of choice; therefore, it is possible for him to turn away from God and be finally lost.

- A. Assurance: Matt. 28:20; I Cor. 10:13; Heb. 5:9
- B. Endurance: Matt. 10:22; Lk. 9:62; Col. 1:23; Rev. 2:10-11; 3:3-5
- C. Warnings: Jn. 15:6; Rom. 11:20-23; Gal. 5:4; Heb. 3:12; 10:26-29; II Pet. 2:20-21

D. Finally Lost: Jn. 15:6; I Cor. 9:27; Heb. 6:4-6.

## VI. CHRISTIAN DUTIES

We believe that Christians should live faithfully by serving in and through the local church, praying diligently, witnessing earnestly, practicing tolerance, showing loving kindness, giving as God prospers, and conducting themselves in such a way as to bring glory to God.

- A. Faithful Service: I Chron. 16:11; Ps. 101:6; Matt. 28:18-20; Jn. 15:7-14; Rom. 12:14; I Cor. 13; II Cor. 8,9; Eph. 4,6; Heb. 12:1
- B. Prayer: II Chron. 7:14; Dan. 6:10; Matt. 6:1-13; 26:41; Lk. 18:1; I Thess. 5:17
- C. Witnessing: Matt. 28:19-20; Acts 1:8
- D. Tolerance: Matt. 18:15-17; Lk. 10:37; Gal. 5:22-23; II Pet. 1:5-9
- E. Loving Kindness: Jn. 13:35; I Jn. 3:11; 4:7, 11-12
- F. Financial Stewardship: Matt. 23:23; I Cor. 16:2; II Cor. 9:6-7.

## VII. THE CHURCH

We believe that the Church Universal is the body of Christ, the fellowship of all believers, and that its members have been called out from the world to come under the dominion and authority of Christ, its head. We believe that a local church is a fellowship of Christians, a part of the Body of Christ, voluntarily banded together for worship, nurture, and service.

- A. The Church Universal: Matt. 16:18; Jn. 10:10; I Cor. 3:16; 12:12-14, 27; Eph. 1:22-23; Col. 1:18, 24; Heb. 12:23
- B. The Local Church: Matt. 18:17; Acts 2:38-47; 11:19-30; Rev. 1:4; 3:22
  - 1. Worship and Service: Rom. 12:1; I Cor. 14:12, 23-25; Heb. 10:25; Ja. 1:26-27
  - 2. Nurture: Eph. 4; II Pet. 1:2-8; 3:18

## VIII. ORDINANCES

We believe that baptism and the Lord's Supper are ordinances instituted by Christ to be observed by Christians only. We also believe that the Biblical

mode of baptism is immersion and that participation in the Lord's Supper should be open to all Christians.

A. Baptism

1. Instituted: Matt. 3:13-15; 28:19
2. Subjects: Acts 2:41; 8:12, 37-38; 10:47-48; 16:30-33; 19:5
3. Biblical Mode: Rom. 6:3-5; Col. 2:12
4. Purpose: Matt. 3:14; I Pet. 3:21

B. Communion

1. Instituted: Matt. 26:26-29; Mk. 14:22-25; Lk. 22:19-20; I Cor. 11:23-25
2. Subjects: I Cor. 11:27-29
3. Purpose: I Cor. 11:26

IX. THE LORD'S DAY

We believe in the sanctity of the Lord's Day, the first day of the week, and that this day ought to be observed by worshipping God, witnessing for Christ, and ministering to the needs of humanity. We believe that secular work on Sunday should be limited to cases of necessity or mercy.

A. Sanctity: Ex. 20:8; Isa. 58:13-14

B. Observance: Mk. 2:27-28; Lk. 4:16; 14:1-6; Acts 20:7; I Cor. 16:2; Rev. 1:10

X. LAST THINGS

We believe in the personal return of Jesus Christ, and in the bodily resurrection of the dead. We believe that God will judge all mankind by Jesus Christ; that He will reward the righteous with eternal life in heaven, and that He will banish the unrighteous to everlasting punishment in hell.

A. Return: Matt. 24, 25; Lk. 12:40; Jn. 14:3; Acts 1:11; I Jn. 3:2; Rev. 1:7

B. Resurrection: Jn. 5:25, 28-29; 6:40; 11:24-25; Rom. 8:11; I Cor. 15; Phil. 3:21; I Thess. 4:16-17; Rev. 20:4-6

C. Judgment and Reward: Matt. 25:21; Mk. 9:43-48; Jn. 5:27; Acts 17:31; Rom. 2:16; 14:12; II Cor. 5:1, 10; Col. 3:24; II Thess. 1:7-10; Heb. 9:27; II Pet. 3:9-13; Jude 21; Rev. 2:7; 14:13; 20:10-15; 22:12.

## ARTICLE V – GENERAL BAPTIST CHURCH COVENANT

Having given ourselves to God, we now give ourselves to His church and covenant with it and with each other, as also with God.

1. That we will forsake all unrighteousness, even the appearance of evil. We will abstain from all questionable pursuits and pleasures; we will forgo all hurtful habits; we will avoid all evil associations.
2. That we will follow earnestly after righteousness and true holiness in the fear and love of God. We will seek first the kingdom of God and His righteousness, trusting that all needful and helpful things will be added to us; we will seek entire consecration to God; we will live a life of prayer; we will seek the constant abiding of the Divine Life within us; and we will be satisfied only when we have evidence that we please God and are accepted of Him.
3. That we will faithfully improve all the means of grace. We will attend and support the services of the church, the preaching, the social services, the business meetings; we will contribute freely of our means for the advancement of the Gospel; and we will cooperate with our brethren in every enterprise having for its end the glory of God and the salvation of men.
4. That we will be Christ-like in all our deportment. We will be tender and affectionate toward each other; we will be careful of each other's reputation, thinking no evil, and backbiting not with our tongues; we will return good for evil; we will be just and honest, truthful and honorable in all our dealings; we will do unto others as we would be done by; we will be meek, loving and forgiving as we desire and hope to be forgiven.
5. That we will be faithful, Christian workers. We will do whatever Christian work comes to hand, shunning no cross, shirking no duty; we will even seek opportunities to do good, glorify God and save souls; we will study to win our associates, our neighbors, our families, all whom we may influence, to become Christians; we will count it more than our meat and our drink, more than all things else, to do the will of our Father in heaven, to lead souls from sin and death, and lead them to God and heaven.

6. That when we remove from this place we will, as soon as possible, unite with another church where we can continue to live by the spirit of this Covenant and the principles of the Bible.

## ARTICLE VI – MEMBERSHIP

Section 1 – Recognizing that membership in the church means a disciplined obedience to the Lord Jesus Christ, any person who publicly confesses Jesus Christ as Savior and Lord, promises to the best of his ability to follow Christ and His teachings, who adopts the view of faith and principles for Christian living as set forth in Article IV and V of this Constitution shall be considered for membership in the Fellowship General Baptist Church of Poplar Bluff, Missouri, in accordance with the following method of receiving members.

### Section 2 – Admission of Members

1. All persons seeking membership with Fellowship General Baptist Church shall meet with a pastor and/or a membership committee to receive counseling and instructions concerning General Baptist principles and practices.
2. New converts shall be instructed in their privileges and responsibilities as a church member and shall submit to believer's baptism by immersion.
3. Persons coming from other denominations should be familiarized and in agreement with General Baptist doctrine and may be received as members upon statement of personal faith in Christ provided they have undergone baptism as a believer, regardless of the mode.
4. Persons may present themselves for membership through contact with a church pastor privately or during a public worship service. However, membership in full standing comes with meeting church standards, being approved by the Deacons, and being voted upon by the church body.

### Section 3 – Duties of Members

1. The duties of members shall be as stated in the church covenant.
2. Members may act and vote in the transactions of the church business.

### Section 4 – Discipline of Members



1. Accusation of public offenses or conduct of members which may deserve censure by the church shall be brought before a committee composed of three deacons, the senior pastor, and other lay persons deemed necessary by the committee, for a hearing. After due consideration of the offense, the committee will decide whether or not the offender shall appear before the Deacons.
2. When any accused member is brought before the Deacons, it is agreed that consideration shall be given to any testimony by either the offender or the accuser. If any member who has been requested to appear before the Deacons for disciplinary action shall refuse to do so, he shall be deemed guilty of contempt of the church and will thereby jeopardize his privilege of membership. The offender who rejects and/or fails to comply with the decision of the Deacons shall be recommended to the church for dismissal from membership.

### Section 5 – Termination of Members

Membership will terminate as follows:

1. At death.
2. At the request of a letter of transfer by another church.
3. At the recommendation following a disciplinary action.
4. When a non-resident member fails to express his desire concerning his membership standing for a period of two years, and no favorable communication has been established by the church, his name shall be removed from the membership roll by a majority vote of the members present at a regular business meeting.
5. A resident member, who is known to have joined another church, verified by either a letter or verbally, may be removed from the church membership.

All requests for termination of membership will be voted upon by the church body.

### Section 6 – Associate Membership

Members of any evangelical church who are temporarily residing in our area may become associate members of this church, with voting rights, while retaining their memberships in any church from which they come.

## ARTICLE VII – OFFICERS

### Section 1 – The Senior Pastor

- A. The pastor shall be an ordained General Baptist clergyman who holds a baccalaureate degree (and graduate degree when possible) with acceptable experience to give spiritual leadership to this church. Upon nomination by the Pastoral Search Committee, he shall be elected by a three-fourths (3/4) majority of the members present and voting at a called business meeting. Notice of such meeting and its purpose shall have been announced at two (2) consecutive Sunday morning worship services immediately preceding the called business meeting. The pastor and church shall enter into a written contractual agreement setting forth such things as compensation, fringe benefits, vacation, etc.
- B. The pastor shall be an ex-officio member of all boards and committees of the church.
- C. The pastor shall be expected to perform the following duties.
  - 1. Be a spiritual leader and counselor within the body of the church.
  - 2. Oversee the stated public worship services of the church.
  - 3. Administer the ordinances.
  - 4. Offer leadership in evangelism and Christian Education.
  - 5. Represent the church in all cooperative enterprises locally, nationally, and world wide, except where others are specially designated.
  - 6. Supervise the projects and ministries of all other associate pastors, assistant pastors, laymen, and other paid workers.
- D. The pastor shall be called for an indefinite term of office. A yearly evaluation of the pastoral staff and the church ministries will be effected by the Pastoral Evaluation and Advisory Board to determine the effectiveness of the progress of the church and to define, in consultation with the pastor(s), new objectives when necessary.
- E. The pastor shall be paid a basic salary to maintain a standard of living on an average with that of the congregation.
- F. The pastor's term of office may be terminated by 60 days written notice on the part of the pastor, or the church or at any time by mutual consent.

Written notice by the church may be authorized by a two-thirds (2/3) majority of the votes cast at a called business meeting. Notice of such meeting and its purpose shall have been announced at two (2) consecutive Sunday morning worship services immediately preceding the called business meeting.

- G. In the event of a vacancy of the position, a Pastoral Search Committee shall be formed. (See Article XI, Section 2 A.)

### Section 2 – Associate Pastor

- A. An associate pastor shall hold a baccalaureate degree and have professional training in the area of ministry with which he is charged. Upon nomination by the Pastoral Search Committee, he shall be elected by a three-fourths (3/4) majority of the members present and voting at a called business meeting. Notice of such meeting and its purpose shall have been announced at two (2) consecutive Sunday morning worship services immediately preceding the called business meeting. The associate pastor and church shall enter into a written contractual agreement setting forth such things as compensation, fringe benefits, vacation, etc.
- B. An associate pastor shall become a member of the church, and ordained ministers shall become members of the local presbytery.
- C. An associate pastor is accountable to the Senior Pastor and shall strive to meet the goals and vision of the church.
- D. An associate pastor shall perform the assigned duties that the church and his job description require and that are commensurate to the office he holds.
- E. An associate pastor is an ex-officio member of any board or committee which functions within his area of accountability.

### Section 3 - Moderator

Unless otherwise provided for, the senior pastor will be the moderator. He shall preside at all regular and called business meetings. In the absence of the moderator, the succession to the moderator pro tem shall be as follows:  
Associate Pastor, Chairman of the Deacons.

### Section 4 – Clerk

The clerk shall be elected annually for a one-year term. The clerk shall keep an accurate record of all business transactions of the church and of the Church Council. The clerk shall maintain an active list of all members of the church with the dates of admission and termination of membership, shall prepare the annual report to the local association and denominational meetings, and shall perform such other duties as usually pertain to the office. The clerk shall be responsible for gathering and preserving historical data. The clerk shall not serve more than five years in succession.

#### Section 5 – Financial Secretary

The financial secretary shall be elected annually for a one-year term. It shall be his duty to furnish each member of the church envelopes for contribution to church expense and benevolence, to keep a record of all pledges made, to collect all monies contributed, to keep a correct account thereof between the church and its members, and to provide a tax-year-end statement of contributions to each donor. He shall deposit such collections weekly in the bank selected by the Finance Board, and render a statement thereof to the treasurer. The church shall procure a bond or other insurance for the financial secretary. He shall not serve more than five years in succession.

#### Section 6 – Treasurer

The treasurer shall be elected annually for a one-year term. He shall not serve more than five (5) years in succession. He shall have custody of the funds of the church and all deposits made in the name of the church, and all checks drawn by him shall be in the name of the church. He shall keep separate accounts of all funds raised or contributed for particular purposes, and no funds shall be disbursed by him except for the purpose for which they were raised or contributed.

Funds received for the support of the church and for the reduction of the church indebtedness shall be disbursed by him and/or others who have such authority to disburse funds.

He shall present to the church an itemized report of receipts and disbursements, showing the actual financial condition of the church at each quarterly meeting. He shall make an annual report to the church and such other financial reports as may be desired. The annual report will be audited by the Finance Board or by another auditor appointed by them.

He shall deliver immediately to his successor all books and records pertaining to his office.

The church shall procure a bond or other insurance for the treasurer.

## Section 7 - Ethics

It shall be considered unethical for any of the pastors or members of their immediate households to serve as church clerk, financial secretary, or treasurer.

## ARTICLE VIII – CHURCH COUNCIL

The Church Council shall consist of the pastors, all elected officers, the chairpersons of all boards and standing committees of the church, and the presidents of integral groups of the church. The Council shall have advisory supervision of the affairs of the church. It shall devise ways and means for the larger usefulness and efficiency of the church, and recommend objectives and policies for the church. All boards, committees, and ministries shall report monthly and be accountable to the Church Council. All matters of importance to the church, except those functions specifically delegated to the boards or elected committees, shall be considered by the Church Council. The moderator of the church shall preside over this council and the church clerk shall serve as its secretary.

Functions specifically delegated to Church Council include

- Having advisory supervision of the affairs of the church.
- Approving recommended objectives and policies for the church
- Approving unbudgeted expenditures not approved by the Board of Finance.
- Approving the creation and/or dissolution of standing committees.
- Appointing members of the Nominating Committee.
- Approving the creation of special committees, including the appointment of the members of those committees.
- Overseeing the activities of committees.
- Approving the filling of vacancies of church officer positions.
- Considering and approving amendments to the constitution prior to being submitted to the church body.

## ARTICLE IX – DEACONS

### Section 1 – Selection of Deacons

The number of deacons shall be determined by the church as needed. Potential deacons are nominated by the church and evaluated by the Deacons using Biblical standards. The Deacons will submit the desired number of candidates to the church for approval.

The vote of the church shall be by secret ballot, and any candidate receiving approval by two-thirds of the members present and voting shall be recommended to the Presbytery. The candidate becomes an active deacon upon approval by the Presbytery and proper ordination.

## Section 2 – The Rotation of Active Deacons

The deacons will serve the church on a rotation system. By vote of the church, a deacon is placed on the active role at the July meeting. He then serves six years as an active deacon. At the end of six years of active service he automatically becomes an inactive deacon for one year. At the completion of the one year as an inactive deacon, he is eligible to be placed before the church for a vote for another six years of active service.

## Section 3 – Inactive Deacons

An ordained deacon who is in inactive status is still a member of the Presbytery and may serve in any Presbytery capacity. An inactive deacon may choose to remain inactive at the completion of his one year of inactive status. If a deacon remains inactive for five successive years, his deaconship is automatically terminated and the Presbytery is notified that he is no longer a deacon of the church.

## Section 4 – Duties of Active Deacons

The Deacons shall endeavor to enhance the spiritual life of the church. The duties of the deacons include the following:

- Deacons assist the pastors and staff in praying and planning for the total life and ministry of the church.
- Deacons perform family ministry to the families of the church.
- Deacons present candidates for church membership and introduce them into the life and work of the church. All requests for termination of membership shall be endorsed by the Deacons.
- Deacons serve in the disciplinary action of members (See Article VI, Section 4).
- Deacons lead in the church's outreach program of evangelism through personal example.
- Deacons, both active and inactive, prepare and serve for the celebration of the Lord's Supper.
- Deacons may assist the pastor in arranging for guest speakers in the pastor's absence.
- Deacons shall choose their own officers annually.

## Section 5 – Honorary Deacons

Honorary membership may be granted by the church to those who have served faithfully but because of age or disability are no longer able to or wish to fulfill the role.

## ARTICLE X – BOARDS

A board is a permanent entity of the church which bears significant responsibility in the overall function of the church. Boards may regularly recommend policies to Church Council.

### Section 1 – The Board of Trustees

The Board of Trustees shall hold in trust all property belonging to the church and shall take all necessary measures for its protection, management, and upkeep. It shall determine the use of the church building for all extra or secular purposes. It shall have power to buy, mortgage, lease, or transfer any property of the church upon approval by a two-thirds (2/3) vote of church members eligible to vote on such matters, who are present at a scheduled meeting of the church. Notice of such proposed action and of said meeting shall be provided to the members of the church in writing through the church publication, or by direct mail, and by announcement given orally at two consecutive Sunday morning worship services immediately preceding such meeting.

The Board shall organize its work and shall elect from its membership its own chairman, secretary, and such other officers as deemed advisable. The trustees of the church by virtue of their office and by requirement of the State of Missouri are the directors of the corporate body of the church and shall designate an appropriate person as the registered agent.

### Section 2 – The Board of Finance

The Board of Finance shall be responsible for the preparation of the proposed financial goals for the ensuing year and for the preparation of the church's annual budget, enlisting the cooperation and recommendations of all officers, the Church Council, boards, committees, and integral groups. The Board shall also designate the bank and/or other depositories for the funds of the church.

The Board shall approve all unbudgeted expenditures of a significant amount, the amount to be determined by the church. All other unbudgeted expenditures may be approved by Church Council.

It shall be the responsibility of this board to consider and bring to the church its recommendations with regard to any major financial campaign or special offerings of the denomination, interdenominational groups, or other ministries.

This Board shall be responsible for coordinating and approving all drives for funds that originate within the church that involve the church as a whole.

The financial secretary and the treasurer, by virtue of their offices, shall be active but non-voting members of this Board.

### Section 3 – The Board of Christian Education

The Board of Christian Education in cooperation with the designated pastor shall be responsible for all phases of training and education in the church. It shall have as its aim to provide a program of Christian education that will strive to lead people of all ages more fully and definitely into the faith and life of the church.

To carry out this aim, the Board shall

- a. be responsible for the administration of the educational program, including the training of the educational staff. The Christian Education Board may make recommendations to the Nominating Committee for teachers and officers.
- b. furnish necessary guidance for creating and developing the program.
- c. be aware of the needs of the local church and community and of the latest developments in the field of Christian education.
- d. establish a system of grading and promoting pupils.
- e. approve the curricula, selecting the necessary texts and materials for teaching.
- f. endeavor to make Christian education a project of the whole church.
- g. work in close cooperation with the home, public schools, and other agencies in educating its members in the Christian way of life.
- h. maintain a continuing emphasis on worship, Christian fellowship, evangelism, and missions.

The Board shall elect its own officers annually. Records of the work of the Board shall be kept.

### Section 4 – The Pastoral Evaluation and Advisory Board

- A. The Pastoral Evaluation and Advisory Board shall consist of five active members of the church, two of whom must be active deacons chosen by the nominating committee and approved by the church body. The chair of the Pastoral Evaluation and Advisory Board shall be chosen by the Nominating Committee.
- B. The board will serve as a spiritual resource for the senior pastor and may also assist the pastor(s) in major decisions of the church and in formulating goals and programs in the church at the discretion of the pastor(s).



- C. The board will assist the senior pastor in his role of leadership over other pastors and their ministries.
- D. Any recommendations concerning the termination of a pastor initiated by this Board must be approved by the Deacons, by the Church Council, and presented to the church membership.
- E. The Pastoral Evaluation and Advisory Board will nominate the members of the Pastoral Search Committee when such need shall arise.
- F. Meetings of the Pastoral Evaluation and Advisory Board may be called by the senior pastor or by the chairman of the board.
- G. The Pastoral Evaluation and Advisory Board shall be charged with an annual evaluation of the pastoral staff and church ministries. The pastoral evaluation shall take into consideration job performance as outlined by the church. Once the evaluations are completed, the board shall present summaries of the evaluation results to each pastor. The Board shall also make any recommendations to the pastors based upon the results of the evaluations. The Board shall also recommend annual salary adjustments to the Board of Finance, based upon the results of the annual evaluation. This task must be completed prior to the preparation of the annual budget.

#### Section 5 – Board of Worship

The Board of Worship, in cooperation with the designated pastor, shall be responsible for the supervision and the programming of all areas related to the worship of the church body. The Board will also educate the church body as to its responsibilities to and in worship. The Board shall assume responsibility for all, but not limited to, the following ministries:

- a. the corporate worship services
- b. the adult music ministries
- c. the children's music ministries
- d. the youth ministries
- e. the drama ministries
- f. the audio and video ministries
- g. the media ministries

This board shall elect its own officers annually, shall meet regularly and report to the church at times as deemed advisable. It shall be the responsibility of this board to consider and make appropriate budget requests for lay personnel, equipment, and supplies for the aforementioned ministries and shall be responsible for the care, maintenance, and purchases thereof.

#### Section 6 – Membership of the Boards

Unless otherwise noted in these by-laws, each board shall be composed of a minimum of six members of the church, the exact number to be determined by the church, the members to be elected by the church for a term of three years, one-third (1/3) of the number to be elected annually.

#### Section 7 – Meetings of Boards

Boards shall meet at least quarterly and at other such times as deemed necessary.

#### Section 8 – Re-election

Members of the Boards who have served a full term shall be ineligible for re-election to the same board until a lapse of one year.

#### Section 9 – Relationship and Reports

Each board shall be directly accountable to the church and subject to its jurisdiction in every way unless otherwise noted in these by-laws. Reports shall be made to the Church Council regularly.

### ARTICLE XI – COMMITTEES

#### Section 1 – Standing Committees

Standing committees are committees serving an ongoing function in the ministry of the church. Unless otherwise provided in the bylaws, each committee will be composed of at least three members nominated by the nominating committee for one-year terms and elected by the church. Church Council shall approve the creation and/or dissolution of standing committees.

- A. The Nominating Committee - The Nominating Committee shall select and present to the church a nominee for each of the positions to be filled. It shall interview all nominees proposed and ascertain their willingness to serve, if elected, prior to nominating them. The committee will be responsible to make sure each board and committee has its chairperson in place. The list of nominees for the annual

election shall be made available to the members of the church in writing at least two weeks in advance of election. The Church Council shall nominate the members of the Nominating Committee.

### Section 2 – Special Committees

Special committees are temporary committees performing an assigned task in the ministry of the church. The committee dissolves once that task is completed. Unless otherwise provided for in these bylaws, Church Council shall approve the creation of special committees, including appointing the members of the committees.

#### A. The Pastoral Search Committee

Upon the need for a pastoral position to be filled, a Pastoral Search committee composed of five or more members representative of the church shall be nominated by the Pastoral Evaluation and Advisory Board and elected by the church.

The Pastoral Search Committee shall take the necessary steps to provide a suitable candidate to the church to fill the position. It shall investigate the merits of each individual under consideration regarding the job description for the position. They shall take into consideration all the requirements, duties, and stipulations set forth in these by-laws.

When a candidate is found, the Committee shall recommend this person to the church for consideration. Only one candidate shall be placed before the church for consideration at a time.

Requirements for election of a minister are set forth in Article VII, Section 1 A and Section 2 A.

### Section 3 – Additional Committees

Other church committees may be created as necessary, upon the approval of Church Council. The purpose and function of such a committee must be made clear upon the creation of the committee.

### Section 4 - Accountability

Each committee shall be directly accountable to the Church Council and subject to its jurisdiction in every way.

## ARTICLE XII – PRACTICE OF ORDINANCES

### Section 1 – The Lord’s Supper

The Lord’s Supper shall be celebrated on the first Sunday of each month and/or at such other times as the Senior Pastor and the Deacons may determine.

### Section 2 – Baptism

Baptism shall be performed as needed. Baptisms may be performed by the pastoral staff or by adult church members under the supervision of the pastoral staff. The church maintains that the New Testament mode of baptism is by immersion. However, other modes of baptism will be sanctioned for those who, because of health or age, are unable to undergo immersion.

## ARTICLE XIII – MEETINGS & QUORUM

### Section 1 – Worship Services

Public services of worship and the meeting of the Sunday Church School shall be held on each Lord’s Day at the time recommended by the Church Council and approved by the church.

### Section 2 – Quarterly Business Meetings

Quarterly business meetings of the Church shall be held in January, April, July, and October for the purpose of transacting business. The January, April, and October meetings will be held on the Wednesday after the first Sunday of the month; the July meeting, which is the annual business meeting, will be held the second Wednesday of the month.

During the annual business meeting in July, the officers of the church shall be elected. During the business meeting in January, financial and statistical reports shall be approved for the preceding year.

Any deviation of this schedule shall be announced two (2) consecutive Sundays prior to the meeting date.

### Section 3 – Special Business Meetings

Special business meetings may be held upon the call of the Moderator or the Pastor or upon the written request of ten (10) members. Notice of a special meeting of the church shall be by means of announcement of such meetings given orally at two (2) consecutive Sunday morning worship services immediately preceding said meeting. Such notice shall state the time and purpose for which such meeting is called, and no other business may be transacted than that named in the notice.

#### Section 4 – Place of Business Meetings

The business meetings of the Church shall be held in the Church edifice in Poplar Bluff, Missouri.

#### Section 5 – Quorum for Church Business Meetings

Twenty five (25) adult church members present at a regular business meeting shall constitute a quorum.

#### Section 6 – Quorum for Council, Boards, & Committees

A majority of the Council, any board or committee shall constitute a quorum.

### ARTICLE XIV – ELECTIONS

#### Section 1 – The Election of Church Positions

The election to fill the church positions shall be held during the July meeting of the church. Church positions may include officers, chairs and members of boards, chairs and members of committees, teachers, and other ministry workers.

#### Section 2 – Qualification of Voters

All matters pertaining to finances, the purchasing, selling or mortgaging of property, the call of pastors, amendments of the constitution, and any other transaction of legal business shall be voted on only by members who are of legal voting age according to the laws of the State of Missouri. On all other matters, all members are eligible to vote. Proxy votes will not be recognized at any business meeting.

#### Section 3 – Procedure

As provided in Article XI, Section 1.A, at least two (2) weeks in advance of election, the nominating committee shall present to the members of the church in writing the name of a nominee for each position to be filled. At the time of election, it shall be the privilege of any members present to place in nomination the name of any eligible persons for any position. A majority of the ballots cast are necessary for election.

#### Section 4 – Church Officer Vacancies

Vacancies of the church officers occurring during the year may be filled for the unexpired term at any Church Council meeting. The Nominating Committee shall present to the Church Council a nominee for each vacancy to be filled.

#### Section 5 – Taking of Office

The persons elected to positions shall begin their respective terms of service on the first day of the church year. Officers elected to fill vacancies shall take office upon election.

### ARTICLE XV – CHURCH YEAR/FINANCIAL YEAR

The Church year shall be September 1, through August 31. The financial year shall be the calendar year.

### ARTICLE XVI – SEAL

The Board of Trustees shall provide a legal corporate seal.

### ARTICLE XVII – PARLIAMENTARY PROCEDURE

Robert's Rules of Order Revised shall be consulted as a guide in matters of parliamentary procedure which are not covered in this constitution.

### ARTICLE XVIII – AMENDMENTS

#### Section 1 – Procedure to Amend

This constitution may be amended at any annual, quarterly, or special meeting of the church provided written notice of such meeting and its purpose has been given at least thirty (30) days prior to said meeting in the manner hereinafter described. Such notice shall be published in a church publication, if any, or posted on a bulletin board in the church designated for such purpose by the Church Council. Further notice shall be given by means of oral announcement of such meeting at two consecutive Sunday morning worship services immediately preceding said meeting.

#### Section 2 – Church Council Consideration

The proposed amendment shall be submitted in writing to the Church Council for its consideration prior to the giving of the prescribed written notice.

The report of the Council shall be stated in writing by the time of said meeting and considered before any action on the proposed amendment occurs.

Section 3 – Vote Required to Amend

A proposed amendment shall be adopted by a vote of two-thirds (2/3) majority of the eligible members present and voting.

## Church Media Policies

### 1. Programs

- Announcements of events at the church will be placed in the program a maximum of two weeks before the event. The exception to this would be churchwide main events (i.e. Easter, Christmas, Be Rich, VBS).
- Request for announcements to be included in the program should be received in the office by Thursday morning. Requests will be subject to the discretion of the staff, dependent on space available and priority.
- The following information will be included in the announcement: title, date, time, room, start and end time. If further information is needed, the facilitator's or ministry director's phone number or email must be included for contact.
- The following announcements of events at other churches or from outside organizations (concerts, fund raisers, events, etc.) may be included in our program, subject to the discretion of the staff, dependent on space available and priority.
- Notices of wedding / baby showers may be included in the program one week prior to the event, as well as the week of the event, for members only, and as priority and space permits.
- Reports on events or trips may be included in the program subject to the discretion of the staff, dependent on space available and priority.
- Personal advertisements (yard sales, parties, etc.) will not be put in the program.

### 2. Inserts for Programs

- The following inserts will not be put in our church program: events at other churches or from outside organizations (concerts, fund raisers, events, etc.), personal advertisements (yard sales, parties, etc.), reports on events or trips.
- Only churchwide events, functions, and ministries may be included as inserts.
- All inserts are subject to the discretion of the staff, dependent upon work load, other inserts needed, and priority of insert.
- Inserts will be included in the program the week of the event only, unless it is a main event (Christmas, Easter, Churchwide Campaign).

### 3. Flyers

- No flyers will be produced in the church nor placed in the building.
  - We are relying on other forms of advertising.
  - Flyers clutter our building.
  - Flyers damage walls.
  - Flyers are redundant.

### 4. Announcement Loop

- Same rules apply as for the program.
- Placement will be subject to the discretion of the programmer.



#### 5. Facebook / Instagram

- Branch ministry groups of Fellowship Church will be encouraged to develop their own Facebook/Instagram accounts (page).
- The church will, subject to the discretion of the Media Director, link respective groups' page to the church page.
- All design of groups' advertisement is to be done by the group.

#### 6. Pamphlets / Information Cards

- Pamphlets and Information Cards will be designed for churchwide ministries only, and subject to the discretion of the media director, dependent on work load and time allotment.
- Requests for these need to be made at least three weeks ahead of the deadline.

#### 7. Correspondence Information Listed

- Contact information listed on any media advertising must be the facilitator and/or ministry director email or phone number. This would be for any questions or additional information details.

#### 8. Website / APP

- Only churchwide events are to be pushed through these forms of media.