

CONSTITUTION AND BY-LAWS

BALFOUR BAPTIST CHURCH

ASHEBORO, NC

Preamble

That all things may be done decently and that we may more readily help each other in our Christian service as members of the Balfour Baptist Church, we adopt the following Constitution and By-Laws as a guideline for our fellowship.

Article 1

Name and Object

Section 1, Name

This organization shall be known as the Balfour Baptist Church, Incorporated, Asheboro, North Carolina.

Section 2, Object

This church, believing in the Bible as the inspired work of God and as the sole authority for faith and practice, and acknowledging its adherence to all the teachings of Jesus Christ, declare its purposes:

- 1. To proclaim earnestly the gospel message and to urge its personal acceptance.**
- 2. To promote systematic Bible study, training for Christian service and to encourage in every possible way the fullest stewardship of life and possessions.**
- 3. To maintain regular service of worship**
- 4. To cooperate through prayer, gifts, and service with the Randolph Baptist Association, the Baptist State Convention of N.C. and the Southern Baptist Convention in an effort to carry the Gospel of Christ throughout the world.**

Article II

Membership

Section 1, Reception of Members

- 1. Persons may be received into the membership of the church upon profession of faith in Christ and scriptural**

baptism by immersion; by letter from another Baptist Church of like faith and order; and by statement or restoration providing such person has been or shall be scripturally baptized (immersed).

- 2. Persons presenting themselves for membership by letter from another Baptist Church or by statement from a church of another denomination or upon profession of faith and baptism must attend and complete the pastor's class in the meaning of church membership before baptism will be administered or their name entered on the church roll. Request for a letter to another Baptist Church or notification to a church of another denomination will be delayed until this requirement is met. Until this requirement is met those who have presented themselves for membership will be considered under the watchcare of the church.**

Section 2. Dismission of Members

Any member upon his request shall be granted a letter Of request to unite with another Baptist Church of life Faith and order. The letter is granted to another Baptist Church and not to the individual. Any member uniting With a church other than a Baptist Church shall have His name dropped from the roll and as a matter of Christian courtesy, a statement of his membership Mailed to the church he has joined.

Section 3. Voting of Members

All action regarding membership of accession or Dismission shall be by vote of the church

Section 4. Removal

When a member moves to a distance which makes Regularity at the services of the church impossible or Improbable, he is urged to join a near-by Baptist Church of like faith and order. If such is not possible, One is to keep in contact by letter, visits or other means Possible.

Article III
Organization, Officers and Committees

Section 1. Organizations

The organizations shall be the Sunday School, the Church training, the Women's Missionary Union, the Brotherhood and such others so the church may deem necessary for the spiritual growth of her members and the furtherance of the Gospel.

Section 2. Officers and Standing Committees

1. The officers of the church shall be: Pastor; Deacons; Clerk; Treasurer; Financial Secretary; the persons needed to staff the organizations; and any others the church may employ to discharge specific responsibilities in the church program.
2. The Standing Committees shall be: Ushers; Auditing; Counters; Budget; Music; Flower; Community Welfare; Maintenance; Purchasing; Nominating; Baptismal; Lord's Supper; Church Council; and others as the church may deem necessary.
3. All officers and committee members are elected for a Term of one year with the exception of the pastor and other paid staff workers who are elected for indefinite periods and the deacons who are elected for three year Terms. There will always be the privilege for nominations from the floor. All terms of office begin October 1.

Section 3. Duties of Officers and Committees

1. The Pastor

Whenever a vacancy occurs, a pastor shall be called by the church to serve until the relationship is dissolved at the request of either the pastor or the church. In either case, at least 30 days notice shall be given of termination of the relationship, unless otherwise mutually agreed upon.

The call of the pastor shall take place at a Sunday Morning worship service in which at least one week's notice has been given the membership. The election shall be upon recommendation of a special committee elected to seek out and nominate as pastor a minister of the Gospel whose Christian character and qualifications fit him for the office of pastor. The committee shall bring only one name at a time for consideration of the church, and no nomination shall be made except that of the committee. Election shall be by ballot with an affirmative vote of three-fourths of those present and voting necessary for a call. Should the one recommended by the committee fail to receive a three-fourths vote, the committee will be instructed to seek out another minister and the meeting shall be adjourned without debate.

The pastor shall have in charge the spiritual welfare and oversight of the church; he shall be ex-officio member of all committees and boards; he may call special meetings of the deacons or any committee according to procedures which may be set forth in the By-Laws; he shall conduct religious services on stated and special occasions and no one shall fill the pulpit except by his consent. He shall administer the ordinances, minister to members of the church and community, and perform other duties that usually pertain to that office; he shall have special charge of the pulpit ministry and shall provide for pulpit supply when he is absent and arrange for workers to assist in revival meetings and other special services. The pastor shall preside at all meetings of the church except as otherwise provided in the By-Laws. He shall be the administrative head of the church and shall arrange and approve all absences and vacations for church employees.

2. The Clerk

The Clerk shall keep the record of church business; handle the correspondence directed by the church; preserve in a safe place all documents; and keep

a correct register of the membership with the date and manner of admission or dismissal.

3. The Treasurer

The church shall use the unified budget and the treasurer shall disburse all funds for local expenses, missions and benevolence. The treasurer shall hold all money belonging to the church and shall without special vote or authority pay all monies for all items specified in the budget. He shall pay all other bills only after they have been approved by the proper committee or the church in conference. He shall keep a record of all disbursements with proper vouchers and shall pay all bills by check. He shall present a summary of the financial condition of the church at each monthly business meeting and a complete report at the end of the year.

4. The Financial Secretary

The financial secretary shall be a member and chairman of the Counters Committee according to Article III, Section 2, Number (1). He shall take the money received by the church, see that it is properly counted by the Counter Committee and the amount recorded by them, make his own records and deposit the money in the bank to the account of the church. He shall see that a record of individual contributions given through the envelopes is kept.

5. The Deacons

The deaconship shall consist of 15 members or More as the need arises. New members shall be elected Each year for a term of three years to replace those five Deacons who rotate off the active deaconship. Rotating Deacons shall be ineligible for re-election for the period Of one year. The annual vacancies in the Deaconship Shall be filled by persons nominated by the Deaconship And elected by the church. It shall be the duty of the Deaconship to cooperate with the pastor in the oversight Of the work of the church.

In the event of a vacancy in the pulpit or the

Prolonged incapacitation of the pastor, the deacons shall initiate proceedings subject to the vote of the Church to secure a person or persons to perform normal Pastoral duties.

They shall be especially charged with the Spiritual advancement and interest of the church and The watch care of its members, and the distribution of The Lord's Supper. At least once a year the deaconship shall thoroughly examine the church roll and shall write Letters of encouragement to those members found Unfaithful in their attendance to their church. They shall Meet regularly each month and when called by the Pastor or chairman.

6. The Auditing Committee

The Auditing Committee shall be composed of three members whose duty it shall be to make a full examination of the books, accounts and vouchers of all officers having charge of church funds and render a statement in writing at the end of each church year.

7. The Counters Committee

This committee shall be composed of the Financial Secretary, Assistant Financial Secretary, and the deacons. It shall be the duty of this committee to take charge of the money, and keep a record of the total amount given. This committee shall check the amount of money in the individual envelope with the figure written on the outside. If they do not correspond, the figure is to be corrected and the individual notified if this seems advisable. The money is not to be counted except in the presence of at least two deacons. Committee members can rotate the responsibility at their convenience and at the discretion of the financial secretary.

8. The Flower Committee

This committee shall be composed of three Members whose duties are to send flowers to the proper Places upon the death of any member of the church or Sunday School or the death of an immediate member of

**The family of a member of the church or Sunday School;
And to provide flowers for the sanctuary during regular
Or special services.**

9. The Welfare Committee

**This committee shall be composed of five
Members whose duties shall be to investigate and
Relieve cases of need (in the community) within the
Framework of budget provisions and to make
Recommendations to the church concerning needs
That cannot be met from budgeted amounts.**

10. The Music Committee

**The Music Committee shall be composed of five
Members whose duty is to plan and supervise the
Music program of the church. The Minister of Music
Is ex-officio member of the committee.**

11. The Budget Committee

**The Budget Committee shall be composed of
Chairman and two members at large nominated by
The Nominating Committee and elected by the
Church, the S.S. Director, The Church Training
Director, The Brotherhood Director, the W.M.U.
Director, the Financial Secretary, the Assistant
Financial Secretary, the Treasurer, the members of
The Purchasing Committee and the Chairman of the
Deacons. It shall be the duty of this committee to
Prepare a budget for recommendation to the church;
To secure its subscription; and to administer it
When adopted.**

12. The Maintenance Committee

**The Maintenance Committee shall be composed
of five members whose duties are to see that the grounds
are kept in an acceptable manner and the buildings are
kept clean and in good repair. The committee through the
chairman shall supervise the work of the janitor.**

13. The Purchasing Committee

This committee shall be composed of three Members whose duties are to purchase all needed Materials or to authorize purchase by other persons.

14. The Baptismal Committee

The Baptismal Committee shall be composed of Four members (2 men and 2 women) who shall prepare And assist candidates for baptism.

15. The Lord's Supper Committee shall be composed of Three members(women). This committee shall be Responsible for the communion equipment and shall Prepare this table when the Lord's Supper is to be Observed.

16. The nominating committee

This committee shall be composed of five persons nominated by the deacons and elected by the church. The duty of the committee is to nominate persons for all the offices of the church, with the exception of the Deaconship, and to secure their commitment to serve upon election by the church. This committee with the assistance of organizational heads after elected by the church shall nominate persons for annual offices and vacancies that may occur in the midst of the church year.

17. The Church Council

The Council shall be composed of the Pastor, S.S. Director, C.T. Director, Brotherhood Director, Women's Missionary Director, Chairman of Deacons, Chairman of the Budget Committee, Clerk, Church Secretary and any persons employed to work in the Program of the church. The Council shall plan Co-ordinate and implement the total program of the Church.

Section 4. Vacancy in Office

Any officer of this church or member of any Committee on removing his place of residence from this vicinity shall by such removal automatically vacate his office. If any

member of these committees or the deaconship shall absent himself from three successive meetings without a reason satisfactory to the deaconship or committee, his place shall thereby be automatically vacant. In either of the above cases a successor may be elected to serve out the unexpired term of office at any regular business meeting of the church. Each officer shall hold his or her position until a successor is elected and qualified.

Section 5. Rotation in Office Holding

Whenever practical it shall be the policy of the Church to rotate elective officers.

Article IV Discipline

Section 1. Its Methods and Spirit

Any member having cause of complaint against Another must seek to remove it as directed in Matthew 18: 15-17. If this is not sufficient, the complaint shall be Brought to the attention and counsel of the deacons who shall report their findings and recommend to the church such Action as may deem wise and proper. All discipline shall be formulated and carried out in the spirit of Christ, in meekness, and Godly fear, lest any fall by the way.

Section 2. Exclusion

Upon the recommendation of the deacons and vote of the church, a member guilty of conduct unbecoming His profession and membership may be excluded, provided that reasonable notice of the contemplated action be given to such member (if he can be found) and opportunity given for defense or satisfactory explanation. No member shall be excluded from this church without the privilege of a hearing(if he can be found).

Article V Meeting

Section 1. The Lord's Day

This church shall meet regularly on each Lord's Day for public worship. The Lord's Supper shall be observed once each quarter.

Section 2. Monthly Business Meeting

Once a month the church shall hold a business conference at which the clerk's minutes shall be read and approved. A financial statement given of receipts and local mission expenditures; the recommendations of the deacons and committees presented; and the reports of church organizations be given. Due notice shall be given to all members of these meetings.

Section 3. Special Meetings

Special meetings shall be called by the pastor or by the request of ten members over twenty-one years of age to the clerk, and the giving of due notice thereof, such notice and purpose of meeting to be given at a regular Sunday service previous to the meeting.

Article VI General

Section 1. Quorums

In all business meetings twenty shall constitute a quorum except in special meetings for important business, such as calling a pastor, sale or purchase of property, or assumption of financial responsibility by the church when one-fourth of the resident membership shall be required for a quorum.

Section 2. The Church Year

The church year shall run from October 1 to September 30.

Section 3. The Will of the Church

The will of the church on any given matter duly expressed by its vote shall be carried out by all committees, officers, and organizations of the church.

Section 4. Property Holding

It is agreed that the securing and maintaining of real property, buildings and equipment by this church shall be for the express purpose of providing facilities for public worship and for the engagement upon the missionary, educational, and benevolent interests of this church.

Such properties shall be held in trust for the congregation by the deacons according to the statutes of the state of North Carolina governing the incorporation of the church.

If at any time this church shall determine to alter the quality of its beliefs and practices so as in important aspects to be in variance with the character described in this Constitution and in those articles of Faith if the decision is by less than three-fourths vote of the resident membership, it is understood that the rights of the property of the church shall inhere in that part of the congregation which shall agree to use the property for which it was purchased and has been to that time maintained.

Section 5. Licensing and Ordaining

Any member who in the judgment of the church gives evidence by his piety, zeal, and “aptness to teach”, that he is called of God to the work of the ministry, after having preached in the hearing of the church, may be licensed to preach the gospel of Jesus Christ, providing three-quarters of the members of the church present at any regular meeting shall agree thereto.

If the church decides that one of its licensed preachers possesses the scriptural qualifications for full ordination, it shall call a council of ministers and brethren to examine the candidate. Upon the recommendation of the council, the church shall ordain the candidate. No candidate shall be ordained who has not been called as pastor of a church or to a definite position in the field of Christ service.

Section 6. Parliamentary Proceedings

Roberts Rules of Order shall be the authority on matters of parliamentary procedure in conducting the business of this church.

Section 7. Amendments

These articles may be amended at a regular Sunday morning service of the church by three-fourths vote of all members present, provided that two week's notice shall be given at a regular morning worship service of the church and a copy of the proposed change submitted to the membership.

The exception to the above provision is that any change or amendment to Article V, Section 4 entitled "property holding" shall require a vote of three-fourths of the resident membership.