

CONSTITUTION AND BY-LAWS
Balfour Baptist Church
Asheboro, NC

Preamble

That all things may be done decently and in order, 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 for our fellowship.

Article I

Name

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

Article II

Vision Statement

We at Balfour Baptist Church desire to be a family rooted in the Word of God and prayer. Christ's love for us and our love for one another fuels our passion through joyful sharing of the Gospel with others. We acknowledge that God has given us a unique opportunity to reach family, friends, our surrounding community and our world.

Therefore, we pledge to be a church whose ministries reflect our commitment to sharing the life-changing message of Jesus Christ. We desire a fellowship representative of our diverse community where worship is dynamic, meaningful, led by the Holy Spirit and exalts the name of Jesus Christ.

Further, we are committed to the Christian ethics that encourage and develop harmonious relationships. We promise to reflect the love of Christ and nurture a mighty family of God in the house of the Lord.

Article III

Statement of Purpose

Balfour Baptist Church, believing that the **Holy** Bible is the inspired word of God and is 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 services of worship.
4. To cooperate through prayer, gifts, and service with the Randolph Baptist Association, the Baptist State Convention of N. C., **Inc.** and the Southern Baptist Convention, **Inc.** in an effort to carry the Gospel of Christ throughout the world.

Article IV

STATEMENT OF FAITH

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

BY-LAWS

I

Membership

A. General

The membership retains for itself the exclusive right of self-government and reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

B. Candidacy

Any person may come as a candidate for membership in this church at any regular church service. Candidates may be presented for membership by the pastor, chairman of the deacons or vice-chair of the deacons.

1. By profession of faith and for baptism;
2. By statement of prior conversion experience and believer's baptism by immersion by a church of like faith and order.
3. By promise of a letter of membership from another Baptist Church or a church of like faith and Order.

C. Voting on members

All candidates shall be presented to the church immediately. Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and deacons without debate for investigation and recommendation to the church.

A two-thirds vote of those members present and voting shall be required to elect such candidates to watch care membership.

D. New Member Orientations

New member candidates and/or potential candidates for membership will be held under the watch care of the church until such time as they have completed attendance in the New Members classes.

Watch care members will be considered in full voting membership of the church upon completion of baptism and/or attendance and completion of the New Members Class. The church will be notified at the next business meeting after they have met these requirements, and this will be recorded in the minutes of that meeting.

It will be the responsibility of the Deacons to see to the administration of the four sessions of the New Member Classes at a mutually agreed time.

E. Membership Responsibilities and Rights

1. In considering the duties involved, members are expected, first of all, to be faithful in all the duties essential to the Christian life as defined in the New Testament; to attend regularly the services of the church; to give regularly and systematically to its support and Kingdom causes; and to share in its organized work.
2. Members and only members may act and vote in the transaction of the business of the church.
3. Every member is eligible for consideration by the membership as a candidate for elective positions in the church, except for the deacon positions.

F. Termination

Membership may be terminated in the following ways:

1. Transfer of letter to another Baptist Church;
2. Death;
3. Notification of membership in a church of another denomination;
4. Written request by a member;
5. Exclusion by action of the church as outlined in Section G (Discipline).

G. Discipline

It shall be the practice of Balfour Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which causes a member to become a liability to the general welfare on the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it seems necessary for the church to consider action to exclude a member, the deacons shall investigate and bring a recommendation to the church within 60 (sixty) days. A two-thirds vote of the members present at a church conference by written ballot is required to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The church may restore to membership any person previously excluded, upon request of the excluded person, and by a two thirds vote of members present by written ballot and voting upon evidence of the excluded person's repentance and reformation.

II

Organizations, Officers and Committees

Section 1. Organizations

The organizations shall be the Sunday School, the Woman's Missionary Union, the Brotherhood and such other organizations as 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 organization and any others the church may employ to discharge specific responsibilities in the church program.
2. The Standing Committees shall be: **Church Ministries** (to include Baptism, Bereavement, Lord's Supper, Kitchen, Nursery, Fellowship and Ushers); **Building and Grounds** (to include Maintenance and Bus Committees); **Sunday School** (to include, Library, SS Divisions, Bible Study, Extension, VBS); **Finance Committee** (to include Purchasing); **Personnel Committee**, **Nominating Committee**, **Music Committee** and any others that 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 workers who are elected for indefinite periods, and the deacons who are elected for three year terms, or as otherwise stated within the rules of a specific committee. There will always be the privilege for nomination of committee members from the floor. All terms of office begin September 1.

Section 3. Duties of Officers

3.1. 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 Sunday morning worship service in which at least one week's notice has been given the membership. The election shall be upon the 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 paper ballot with an affirmative vote of three-fourths of those active resident members present. Should the candidate presented not receive an affirmative vote of three-fourths of those active resident members present, the committee will be instructed to seek out another minister and the meeting shall be adjourned without debate.

The pastor, under leadership of the Holy Spirit, shall have charge of the spiritual welfare and be servant leader 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 Christian 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.

3.2. The Deacons

The purpose of the body of Deacons is to be the servant ministers of the church.

Qualifications:

- a. In nominating men to serve in the office of deacon, the sitting deacons and church shall consider only men who fulfill the spiritual qualifications as set forth in Acts 6:1-6, I Timothy 3: 8-13 and Luke 22: 24-27.**
- b. Adult males of at least 21 years of age, having been a member of the church for a minimum of one year and fitting the Scriptural qualifications listed above, may be considered as a candidate for the diaconate.**
- c. A person nominated to be a deacon shall believe in and practice, as well as his wife, the biblical plan of "storehouse tithing", with the tithe being given to the support of the Lord's work through the budget of this church.**
- d. A person nominated to be a deacon shall adhere to the Baptist Faith and Message and shall manifest a spirit of wholehearted cooperation with the pastor, the fellow deacons and the entire church family in supporting the whole program and vision of the church.**
- e. A man is ineligible if his spouse is on staff.**
- f. New deacons shall be elected to serve for three-year terms with one year off before becoming eligible to serve again. The rotation method shall be used such that approximately one-third of the deacon number will rotate off each year**

Number of Deacons

The number of deacons shall be determined by the ministry need that will enable them to effectively carry out the deacon family ministry plan – striving to maintain one deacon for each 15-20 resident families.

Procedure for Election

Nominations for deacon positions shall come from the active resident members by the following process. The nominee should be asked if they are willing to be presented as a nominee. The name should be presented to the sitting deaconship by that person making the nomination in written form. The deaconship will then review all nominees and will come back with their recommendations for those qualified for the church vote.

Nominees will be presented for a vote to the church body. Nominations should begin by the first of April of each year and end by June 30th of each year.

Presentation of the final nominees shall be on the third Sunday in July to allow sufficient time for orientation, training and ordination preparation for first time deacons being installed. The vote shall be by paper ballot, for each individual candidate. No nominations may be made from the floor at this time. Election will require a vote of three quarters of those active resident members present and voting.

Duties of the Deacons

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 interim or temporary pastoral duties. This person will not be considered for pastor, and he will be told this before he is called. His duties will be specified at the time he is called. In the absence of the pastor, the chairman of the deacons, or vice-chairman in his absence, shall preside over meetings and services of the church as needed.

In the event of the resignation, dismissal, or mutual agreement of termination of a pastor, the deacons will, in a timely manner, without delay begin the process of the selection of a pastoral search committee. The committee shall consist of five members with two alternates to be chosen. Nominations for the committee members shall come from the congregation and shall be reviewed by the deacons. This committee shall be voted on by the congregation by paper ballot.

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. They shall meet regularly each month and when called by the pastor or chairman.

The deacons shall nominate the nominating committee, and specify who will be chairperson.

The deacons shall be considered the officers of incorporation for the church in all legal matters.

Vacancy within the Deaconship

Should a vacancy occur during the standard course of a year within the deaconship, a replacement shall be chosen according to the above stated process as though it is a regular presentation of a deacon candidate. That candidate shall be chosen according to the set qualifications for candidacy as a deacon and voted on by the church during a called Sunday morning business meeting. This deacon will fulfill the unexpired term of the vacancy.

3.3. The Church Council

The Council shall be composed of the Pastor, Sunday School Director, Music Director, Brotherhood Director, Woman's Missionary Union Director, Chairman of Deacons, Finance Committee Chair, Church Clerk, Personnel Committee Chair, Building and Grounds Committee Chair, Church Ministries Chair, Youth, Children, Young Adults and Senior Adults Council Chairpersons, persons employed to work in the programs of the church and any others as the church may deem necessary.

The Council shall plan, co-ordinate and upon church approval implement the total program of the church. The Church Council shall also be responsible to assist the pastor in the day to day administrative duties of the church and shall also act in an advisory position concerning major issues that need to be presented to the church body for consideration. The pastor will be the chairman of the council, and a secretary will be elected by the council.

3.4. 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 have oversight of all money belonging to the church and shall without special vote or authority pay out monies for all items specified in the budget. The Treasurer shall also have oversight to pay all other bills only after they have been approved by the proper committee or the church in conference. The treasurer shall keep a record of all disbursements with proper vouchers and shall pay all bills by check. The Treasurer 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 church year.

3.5. The Financial Secretary

The financial secretary shall be a member and chairman of the Counters Committee according to **Article II, Section 4, Subsection 1A**. **The financial secretary** shall take the money received by the church, see that it is properly counted by the Counters committee and the amount recorded by them, make his own records and deposit the money in the bank to the account of the church. The **financial secretary** shall see that a record of individual contributions given through the envelopes is kept.

3.6. 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**.

SECTION 4: Duties of Committees

Details of duties for the various committees listed below shall be placed in a policies and procedures manual, a copy of which shall be maintained in the church office.

4.1. The Finance Committee

The Finance Committee must be composed of a **chairperson** and two members at large nominated by the Nominating Committee and elected by the church. The remaining members shall be the Sunday School Director, the Brotherhood Director, the W.M.U. Director, the Financial Secretary, the Assistant Financial Secretary, the Treasurer, the chairperson of the Purchasing Committee and the Chairman of 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.

Subsection 4.1A. 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 one deacon along with either the Financial Secretary or the Assistant Financial Secretary. More than one deacon is preferred but a minimum of one deacon must be present.** Committee members can rotate the responsibility at their convenience and at the discretion of the Financial Secretary.

Subsection 4.1B: 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.

4.2. Other Standing Committees

4.2A. The Music Committee

The Music Committee shall be composed of five members, **two of whom shall be the church pianist and church organist, provided they are church members, and if not, they would be replaced by a church member to bring the total on the committee to five.** The duty of this committee is to plan and supervise the music program of the church. The Music Director is ex-officio member of the committee.

4.2B. Building and Grounds and Subcommittees

2B.a. The Maintenance Committee

The Maintenance Committee shall be composed of at least five members or more as may be needed whose duties are to see that the grounds are kept in an acceptable manner and that the buildings are kept clean and in good repair. **The committee through the chairman shall supervise the work of the janitor. This committee shall be responsible for gathering, reviewing, accepting and revising any contracts and contract workers utilized by the church for janitorial, yard and other building or grounds maintenance.**

4.2B.b. Bus Committee

The Bus Committee shall be composed of three members whose duties shall be to see to the repair, upkeep and replacement of the church bus.

4.2C. Church Ministries Committee and Subcommittees

4.2C.a. Baptismal Committee

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

4.2C.b. Lord's Supper Committee

The Lord's Supper Committee shall be composed of three **members.** This committee shall be responsible for the communion equipment and shall prepare the table when the Lord's Supper is to be observed.

4.2C.c. Bereavement Committee

The Bereavement Committee shall be composed of a chairperson and five to seven members. This committee shall be responsible for the preparation and presentation of food service to the families of church members according to need and/or requests of the surviving family members.

4.2C.d. Fellowship Committee

The Fellowship Committee shall be composed of a chairperson and at least three other members. This committee shall be responsible for the setup and oversight of churchwide fellowship events.

4.2C.e. Kitchen Committee

The Kitchen Committee shall be composed of a chairperson and at least three other members. This committee shall be responsible for the upkeep and replacement of kitchen equipment and supplies as needed.

4.2C.f. Nursery Committee

The Nursery Committee shall be composed of a chairperson and at least two other members. This committee shall be responsible for providing adequate persons for nursery care during services and special services. This committee shall also assist with the development and implementation of the pre-school program for “children’s church”.

4.2C.g. Ushers Committee

The Ushers Committee shall consist of a chairperson and at least one other member. This committee shall be responsible for lining up ushers to serve during worship services.

4.2C.h. Publicity Committee

The Publicity Committee shall consist of at least three persons. It shall be the duties of this committee to publicize events and activities sponsored by the church and to maintain and update the church website as needed.

4.2C.i. Other Standing Committees

Other standing committees of this Church shall be established as the Church deems necessary. They will be elected at a regular business meeting with duties specified at the time of their election.

4.2D. The Nominating Committee

This committee shall be composed of a chairperson and four persons recommended by the Deacons and approved by vote of the active resident members. 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 as well as sitting committee chairpersons, shall nominate persons for offices annually and any vacancies that may occur in the midst of the church year. The committee shall nominate the chairperson of the personnel, and finance committee. Other committees shall elect their own chairperson. The members of this committee shall serve for a period of three years with a staggered rotation schedule; that is with no more than two persons rotating off in any given year.

This committee shall present a list of nominees for members of all standing committees to the congregation for a vote no later than June 1st of each year.

4.2E. Sunday School Committee and Subcommittees

4.2E.a. Sunday School Divisions

The Sunday School Divisions Committee shall consist of all age level directors, the Sunday School Director and the Assistant S.S. Director. The duties of this committee shall be to secure persons to serve in the various teaching and assistant positions of the Sunday School. This committee, through the Sunday School Director, shall also be responsible for acquiring any necessary materials used by the various Sunday School departments.

4.2E.b. Bible Study

This committee shall consist of a chairperson and other members as needed. The duties of this committee shall, under the guidance and leading of the Holy Spirit, and after prayer, study and consultation with the Pastor, provide for the selection of materials for Bible studies and provide for training during these times of Bible Study.

4.2E.c. Library

The duties of this committee shall be to provide materials for the church library; to maintain these materials and to provide adequate access to these materials during regular church hours.

4.2E.d. Extension

This committee shall consist of a chairperson and members as needed. The duties of this committee shall be to provide visits and literature for those members unable to attend services for an extended period of time.

4.2E.e. Vacation Bible School

This committee shall consist of a chairperson and members as needed. The duties of this committee shall be to provide workers, activities and materials for the annual Vacation Bible School held at the church.

4.3. The Personnel Committee

The Personnel Committee shall be composed of five members. Four members will be selected by the Nominating Committee and one member shall be an active deacon selected by the deacon body. The four members shall serve in the following manner in order to provide for a system of rotation of terms: Two will serve for three years and two will serve for two years. The deacon member shall be selected to serve for one year. The pastor shall serve as ex-officio member.

At the expiration of the term of service, a person may not be re-elected until at least one year has passed.

The Personnel Committee, under the guidance and leading of the Holy Spirit, is to help the church in matters that relate to Personnel Administration and Management. The supervisory and advisory capacity of the Personnel Committee is in relation to the paid staff members and employees of the church. The responsibilities of this committee shall fall into three major areas: employment, salaries, and employee benefits.

Section 5. Vacancy in Office

Any officer of this church or member of any committee on removing their membership from this church or having become an inactive member shall by such automatically vacate that office. If any member of these committees is absent from three successive meetings without a reason satisfactory to the committee, that place will be considered as automatically vacant. 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 6. Rotation in Office Holding and Chair Positions

Wherever practical it shall be the policy of the church committees to rotate officers.

No two persons of the same family shall hold chair positions of ANY two major [standing] committees or church officer positions at the same time. No one person shall hold chair positions of two or more major committees or organizations at the same time.

**III
Meetings**

Section 1. The Lord's Day

The 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 treasurer's report **shall** be given of receipts and local and 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, chairman of the deacons or** by the request of ten members over twenty-one years of age to the **pastor or chairman of deacons**, 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.

The church profile shall be presented to the church in sufficient time for submission to the Randolph Baptist Associational office in time for the Annual Report during the Fall session of the RBA.

Section 4. Baptism and The Lord's Supper

Balfour Baptist Church shall observe the ordinance of baptism without delay upon the public profession of faith as stated in the Baptist Faith and Message. The Church shall observe the ordinance of The Lord's Supper once each quarter and on such occasions as may be called by the pastor or deacons.

IV General

Section 1. Quorums

In all business meetings **forty active resident members** shall constitute a quorum except in special meetings for important business, such as calling a pastor, **constitutional changes or amendments**, sale or purchase of property, or assumption of financial responsibility by the church **when fifty-one percent of the active resident members shall be required for a quorum. In order to be considered an active resident member one must have been in Sunday School at least 4 times in the previous year, and, or contributed financially at least 4 times in the previous year. A membership list for the purpose will be updated each year.**

Section 2. The Church Year

The church year shall run from **September 1 to August 31.**

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 **that are contrary to** the character described in this Constitution and in those articles of Faith, **and** if the decision is by less than three-fourths vote of the **active** resident membership. It is understood that the rights of the property of the

church **shall remain with** 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

Licensing

Any male member who meets the qualifications of a minister of the Gospel may be licensed by Balfour Baptist Church upon the request of the pastor and deacons, following a Holy Spirit lead evaluation of his qualifications. This shall be done after his having preached in the hearing of the church, providing three-quarters of the active resident members of the church present at any regular meeting shall agree thereto.

Ordaining

If the church decides that a licensed **minister** possesses the scriptural qualifications for full ordination, it shall call a council of ministers and **elders** 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 **of like faith and order** or to a definite position in a field of **Christ's** service, **such as chaplain or missionary.**

The Church reserves the right to rescind the above stated licensure or ordination in the event of unchristian activity or behavior.

Section 6. Parliamentary Proceedings

Robert's Rules of Order shall be the authority on matters of parliamentary procedure in conducting the business of this church, **except when superseded by the Constitution or By-Laws of this church.**

Section 7. Amendments

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

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

Section 8. Revision of Constitution

These articles that form the Constitution for Balfour Baptist Church should, whenever possible, be reviewed, re-evaluated and if necessary revised every five years or as deemed necessary by the active resident membership of the church body.

Section 9. Effective date and Implementation date for this document

The effective date for this document, for purposes of nomination and filling of offices and committees shall be immediately upon ratification of said document by the body of the church. Full implementation of all sections shall be September 1, 2011.