

Constitution of the Roanoke Baptist Church  
Of Allen County, Indiana

**4 PREAMBLE 3**

We declare and establish this constitution, to which we voluntarily submit ourselves, to promote harmony, enhance protection and help assure that the affairs of this church are carried on justly, decently and in order.

ARTICLE I  
NAME AND PURPOSE

**SECTION 1.01 – NAME**

This congregation of believers shall be known as the *Roanoke Baptist Church Inc. of Allen County, Indiana*.

**SECTION 1.02 – PURPOSE**

This congregation is organized as a church exclusively for charitable, religious, and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, for fulfilling the Great Commission by means including, but not limited to, the establishing and maintaining of religious worship, the building of churches, parsonages, schools, colleges, radio stations, retirement centers, religious museums, television stations, rescue missions, print shops, daycare centers, camps, and any other ministries that the church may be led of God to establish; the evangelizing of the unsaved by proclaiming of the Gospel of the Lord Jesus Christ; the educating of believers in a manner consistent with the requirements of Holy Scripture, both in Sunday and weekday schools of Christian education; and the maintaining of missionary activities in the United States and any foreign country. The church shall also ordain men to the Gospel ministry and uphold the KJV 1611 as the only reliable English translation of Scripture (Matthew 28:19-20; I Corinthians 9:22; Galatians 6:10; Acts 14:23).

## ARTICLE II COVENANT AND STATEMENT OF FAITH

### SECTION 2.01 – COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, the Son, and the Holy Spirit, we so now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements and exemplary in deportment; to avoid all tattling, back-biting, gossip, and excessive anger; to abstain from the sale and use of intoxicating drinks as beverage; and to be zealous in our efforts to win souls and advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense but always reach for reconciliation and, mindful of the rules of our Savior, to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this Covenant and the principles of the Word of God.

### SECTION 2.02 – STATEMENT OF FAITH

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired of God, and inerrant in the original writing, and that they are of supreme and final authority in faith and life (II Timothy 3:16-17; II Peter 1:19-20).

2. We believe that God is a sovereign, living, intelligent, rational Being and that He has a plan for man and for the universe. We believe He has the will, power, and authority, and is actively engaged in carrying that plan to completion (Genesis 18:25; Isaiah 57:15; Ephesians 2:10; Romans 8:28-29).

We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit (Deuteronomy 6:4-5; I Corinthians 8:6; I John 5:7; Matthew 28:19).

3. We believe in the personality of Satan. We believe that the Devil or Satan:
  - a. Once was a holy angel and enjoyed heavenly honors, but through pride and ambition to be as the Almighty, fell (Isaiah 14:12-13; Ezekiel 28:15-17).
  - b. Drew after him a host of angels (I Thessalonians 3:5).
  - c. Is now the prince of the power of the air, the unholy god of this world (I Thessalonians 3:5; Matthew 4:13).
  - d. Is man's great tempter (I Peter 5:8)
  - e. Is the enemy of God and His Christ.
  - f. Is the accuser of the saints.
  - g. Is the author of all false religions; the chief power back of the present apostasy (II Corinthians 11:13-15).
  - h. Is the lord of the antichrist (I John 4:3; II John 7).
  - i. Is destined to final defeat at the hands of God's Son, and
  - j. To the judgment of an eternal justice in hell, a place prepared for him and his angels (Revelation 19:11, 16, 20, 12:7-9, 20:1-3; Matthew 25:41).
4. We believe that Jesus Christ was begotten by the Holy Spirit and born of Mary, a virgin, and is true God and true man (Matthew 1:18-20; Luke 1:26-38; John 1:1-2, 14, 18, 14:7-11, 20:28; Galatians 4:4-5; Colossians 2:9-10).
5. We believe in the literal Genesis account of creation. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God and that all human beings are born with a sinful nature, and in the case of those who reach the age of moral responsibility, are sinners in thought, word and deed (Genesis 1:26-27; Romans 5:12, 3:23).
6. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood (I Corinthians 15:1-4; Hebrews 10:9-12; Romans 3:24).
7. We believe in the eternal security of the believer; that is impossible for one born into the family of God ever to be lost (John 1:12, 6:27, 10:27-30, 5:24; Hebrews 7:24-25).
8. We believe in the resurrection of the crucified body of our Lord; in His ascension into heaven; and in His present life there as High Priest and Advocate (I Corinthians 15:1-20; John 20:24-29; Acts 1:10-11; Hebrews 1:3, 4:14-16, 7:24-25; I Timothy 2:5; I John 2:1-2).
9. We believe in that blessed hope – the personal, premillennial, pretribulational and imminent return of our Lord and Savior Jesus Christ, when the church will be gathered together unto Him (Titus 2:13; Acts 1:10-11; I Thessalonians 4:13-15).

10. We believe in the literal fulfillment of the prophecies and promises of the Scriptures which foretell and assure the future regeneration and restoration of Israel as a nation (Ezekiel 37:11-14, 21-28; Isaiah 11:1-2; Romans 11:26-27).
11. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God (John 1:12, 3:5; Ephesians 2:8-9; Romans 8:9, 16-17; Galatians 3:26; Titus 3:5; I John 3:1-2).
12. We believe in the soul liberty of every individual. Soul liberty is the implementation of the truth that “We must obey God rather than man.” Every man must give answer to God individually, and therefore no other man, and no church, can act as his conscience now. He has the right to interpret the Scriptures for himself and the responsibility to answer to God for the way in which he does so. He has, as a believer, the Holy Spirit to guide and enable him apart from another other ministry of man or the church (I John 2:27; Romans 14:5; II Timothy 2:15; I Corinthians 2:9-12).
13. We believe in the priesthood of all believers; that all believers have immediate access into the Holiest by the blood of Jesus; that we need no human agency to intercede for us before the throne of grace; and that Jesus Christ is our only mediator before God (Hebrews 10:19, 13:15; I Peter 2:1-10; I Timothy 2:5).
14. We believe in the bodily resurrection of the just and the unjust; the everlasting blessedness of the saved and the everlasting punishment of the lost. For a sequence of events see Article 16-a (John 5:21-30; Daniel 12:2-3; Revelation 20:4-6, 11-15, 21:8; II Thessalonians 1:7-10; John 14:1-6).
15. We believe that the true church is the mystical body of Christ, of which He is the living head, and the regenerate believers from the day of Pentecost to the rapture of the church are the members (Ephesians 5:23-32, 1:22-23; Matthew 16:18; Acts 2; Colossians 3:11; I Corinthians 12:13).
  - a. The local church is a body of baptized believers organized to meet together for the purpose of observing the ordinances and to carry out the principles, precepts and commission of Christ – see Constitution, Article II – Purpose (I Timothy 3:15; Acts 2:1-47, 14:23; Ephesians 4:11-16; Matthew 28:18-20).
  - b. We believe that the Scriptural ordinances of the church are baptism (single immersion), and the Lord’s Supper; that baptism should be administered to believers only, as a symbol of their belief in the death, burial and resurrection of our Lord and Savior Jesus Christ, and as a testimony to the world of that belief and their identification with Him in His death, burial and resurrection; and that the Lord’s Supper should be partaken of by baptized believers only, to show forth His death till He comes, and as a memorial of His death (Matthew 3:16; Acts 8:26-39, 2:41-44; Romans 6:3-5; Colossians 2:12; I Corinthians 11:23-28).
16. We believe in the sovereignty and independence of the local church from any controlled power, whether from other churches, denominations, or the State. We believe in the separation of Church and State. We believe in obeying the “powers that be” of government except where they violate the commands of God’s Word (Romans 13:1-7; Acts 5:29, 15:3, 19-31). We believe in this, the Church Age, that the Holy Spirit indwells in each and every believer from the moment he receives Jesus Christ as Savior. We believe this indwelling alone makes it possible to live a victorious Christian life. We believe that the modern-day speaking in tongues and divine healing movements are not related as outward evidence of the Spirit-filled life.

We believe that the Spirit-filled life is to be the normal experience of every born again Christian and that regardless of one's occupation or profession, he is filled with the Spirit when he is occupied with Jesus Christ and His Word for the purpose of reaching others for Christ (I Corinthians 6:19-20; Romans 8:1-14; John 14:16-18, 16:7-13; Ephesians 6:17, 5:18; Hebrews 4:12).

- a. We believe this age will end with the rapture of the mystical body of Christ, the church, referred to under Article 8. At that time the Holy Spirit as the restrainer and indweller will be removed from the world, thus paving the way for the following events:
  1. The Day of God's Wrath, commonly known as the Great Seven-Year Tribulation Period, and the last week of the prophetic seven weeks given to Daniel (Daniel 9:24-27, 12:1; Revelation 6:16-17; I Thessalonians 1:10, 5:9).
  2. The revealing and judgment of the wicked one, commonly known as the antichrist, or son of perdition (II Thessalonians 2:3-17; Revelation 19:20, 20:10).
  3. The revelation of Jesus Christ when He comes back to the earth with His saints to stand on the Mount of Olives, in the full radiance of His eternal glory (Matthew 24:27-31; Jude 14-15; Zechariah 14:1-9).
  4. The judgment of the nations (Matthew 25:31-32).
  5. The resurrection of the righteous dead (Revelation 20). The dead of the church will have been resurrected at His coming in the Rapture (I Corinthians 15:22-23; I Thessalonians 4:13-15).
  6. The Millennial Reign of Jesus Christ – a literal reign of 1,000 years by Christ on earth over all the people, nations and tongues. This will especially be the fulfillment of the promises to Israel for the Messiah the King to reign on the throne of David – see Article 9 (Revelation 20:4-6; Philippians 2:9-11).
  7. The resurrection of the wicked dead (Revelation 20:5).
  8. The Great White Throne Judgement, and eternity (Revelation 20:11-15, 21, 22; I Corinthians 15:22-23).

*“And the Spirit and the bride say, Come. And let him that heareth say, Come. And let him that is athirst come. And whosoever will, let him take the water of life freely.”*

Revelation 22:17

*“ . . . that in all things he might have the preeminence.”*

Colossian 1:18

# ARTICLE III

## MEMBERSHIP

### SECTION 3

Note: There are three (3) aspects of membership.

1. Spiritual membership upon salvation – part of Christ’s body (Acts 2:47).
2. Practical membership by attendance – membership (I John 2:19).
3. Legal membership of saved and baptized candidates by request and vote – ordinance of man (I Peter 2:13).

### SECTION 3.01 – ADMISSION

- (A) **Experience.** Those requesting church membership must have professed faith in Christ as their Savior and been biblically baptized by immersion since salvation (Acts 2:41). They may be voted into membership by a simple majority at any regular church service.
- (B) **Restoration.** Excluded members may be restored to membership upon request, confession of their error, evidence of repentance, and a majority vote (II Corinthians (2:6-8). Where it is deemed expedient, the candidate shall appear before the pastors and deacons for instructions before their name is presented for membership.

### SECTION 3.02 – SUSPENSION

- (A) **By written personal request.** A member who no longer wishes to continue membership in this church for whatever reason may issue a written, signed and dated request to be removed from membership after pastoral counsel (I John 2:19).
- (B) **Joining another church.** Members will relinquish their membership in the Roanoke Baptist Church upon joining another church. However, dual membership for those who desire, shall be made available to missionaries with the Roanoke Baptist Mission Board and college students who are required by their college to join their church while enrolled in their college.
- (C) **Inactivity.** Members who have not attended a service in one year without good cause being shown to the pastor may have their membership terminated (I John 2:19).
- (D) **Death.** Members who are deceased will have their name removed from active membership, but will be a permanent part of the graduated membership of the Roanoke Baptist Church.

### **SECTION 3.03 – DISCIPLINE**

- (A) A discipline committee consisting of the pastors and deacons shall have sole authority in determining heretical deviations and violations of the church covenant. If a pastor or a deacon is the subject of a disciplinary matter, he shall not sit as a member of the discipline committee.
- (B) When a member becomes aware of an offense biblically worthy of discipline, he is to go alone to the offending party and seek to restore his brother. Before he goes, he should first examine himself. When he goes, he should go with a spirit of humility and have the goal of restoration.
- (C) If reconciliation is not reached, a second member, either a pastor or deacon, is to accompany the one seeking to resolve the matter. This step should also be preceded by self-examination and exercised in a spirit of meekness and humility with the goal of restoration.
- (D) If the matter is still unresolved after steps B and C, the discipline committee as church representatives should hear the matter. If it is still not resolved, it should be brought before the church for possible disciplinary action upon refusal to repent. This action of removal from the membership and fellowship of the church requires a simple majority vote of the members present at the meeting called for the purpose of considering disciplinary action.

Note: Matthew 18:15-20; Romans 16:17-18; I Corinthians 5:1-13; II Corinthians 2:1-11; Galatians 6:1; I Thessalonians 5:14; II Thessalonians 3:6, 10-15; I Timothy 5:19-20 and Titus 3:10-11.

- (E) Contact with those under discipline should be limited to efforts of restoration except for family members and authorities (Galatians 6:1).

### **SECTION 3.04 – DUTIES OF A MEMBERSHIP**

In addition to the covenant, each members further covenants to love, honor and esteem the pastor; to pray for him; to recognize his authority in spiritual affairs of the church, to have brotherly love for all members of the church; to support the church in prayers, tithes, offerings and with other financial support as the Lord leads; and in accordance with biblical commands, to support through a lifestyle walk affirming the beliefs and practices of the church (I Thessalonians 5:13; Hebrews 13:7,17; I Peter 3:8; James 5:16; Galatians 6:6; I Corinthians 9:14; Malachi 3:8-11; Philippians 3:17.

### **SECTION 3.05 – PRIVILEGES OF MEMBERSHIP**

- (A) Only members at least eighteen (18) years of age who are physically present at a duly called meeting of the church shall be entitled to vote. There shall be no proxy or absentee voting. The eligible membership of the church has certain limited areas to exercise a vote. Members may not vote to initiate any church action, rather the vote of a member is to confirm and ratify the direction of the church as determined by the pastor and the church board (Proverbs 18:13; Acts 20:28).
- (B) This congregation functions not as a pure democracy, but as a body under the headship of the Lord Jesus Christ and the direction of the pastor as the undershepherd with the counsel of the church board. Determination of the internal affairs of this church are ecclesiastical matters and shall be determined exclusively by the church's own rules and procedures. The pastor shall oversee and/or conduct all aspects of this church. The church board shall give counsel and assistance to the pastor as requested by him (I Peter 5:2-4; Matthew 18:15-17).
- (C) Membership in this church does not afford the members with any property, contractual, or civil rights based on principles of democratic government. Although the general public is invited to all of the church's worship services, the church property remains private property. The pastor (or in his absence, an individual designated by the church board) has the authority to suspend or revoke the right of any person, including a member, to enter or remain on church property. If after being notified of such a suspension or revocation, the person enters or remains on church property, the person may, in the discretion of the pastor (or in his absence, an individual designated by the church board) be treated as a trespasser (Hebrews 13:17).

## **ARTICLE IV OFFICERS**

### **SECTION 4.01 – CHURCH OFFICERS**

The church officers are pastors, deacons, clerk and treasurer and whatever other officers and positions the pastor deems appropriate.

## **SECTION 4.02 – DESIGNATION OF CORPORATE OFFICERS**

As an accommodation to legal relationships outside the church, the pastor shall serve as president of the corporation, the chairman of the church board shall serve as vice president, the clerk as secretary and the church treasurer as the treasurer of the corporation. The corporate officers are empowered to legally act on behalf of the church.

The corporate officers shall constitute the board of trustees of the corporation, who shall exercise the following specific powers:

1. To purchase, hold, lease, or otherwise acquire real and personal property on behalf of the church, and to take real and personal property by will, gift, or bequest on behalf of the church;
2. To sell, convey, alienate, transfer, lease, assign, exchange, or otherwise dispose of, and to mortgage, pledge, or otherwise encumber the real and personal property of the church, to borrow money and incur indebtedness for the purpose and the use of the church; to cause to be executed, issued, and delivered for the indebtedness, in the name of the church, promissory notes, bonds, debentures, or other evidences of indebtedness; and to secure repayment by deed of trust, mortgages, or pledges; and
3. To exercise all powers necessary for the dissolution of the church corporation if such action is mandated by a vote of the church membership.

## **SECTION 4.03 – ELIGIBILITY FOR OFFICE**

Officers must be voting members of the church, in agreement with the statement of faith, and maintain a walk consistent with the church covenant. Vacancies shall be filled in a timely fashion with qualified replacements. All officers and teachers must be appointed or approved by the pastor.

## **SECTION 4.04 – TERMS AND TERMINATIONS**

Officers and teachers, except for the pastor, shall be appointed for indefinite periods of time, and shall be terminated by resignation, ceasing membership, or ceasing to meet the qualifications of their position as decided by the pastor.

## **SECTION 4.05 – PASTOR'S TERM OF OFFICE**

The relationship between the pastor and the church shall be permanent unless dissolved at the option of either party. A month's notice is preferred but not necessary.

#### **SECTION 4.06 – PASTORAL OVERSIGHT OF OFFICERS AND STAFF**

- (A) On the condition that they shall become a member of the church upon assuming their duties, the pastor may hire associates and assistants to assist the pastor in carrying out his God-given responsibilities.
- (B) All church staff, whether paid or volunteer, shall be under the supervision of the pastor who has the sole authority to hire, appoint, or dismiss the same. The church shall not hire, appoint, or retain any employee or volunteer who fails to adhere or expresses disagreements with the Statement of Faith.

#### **SECTION 4.07 – PASTOR’S DUTIES**

The pastor is to be a soul winner, preach and teach the Word, reprove, rebuke, exhort, rule well, leading in meekness and by example. He must oversee and pray for the flock, perfecting them for the work of the ministry with a servant’s spirit (II Timothy 4:5, 4:2, 2:2, 2:24-25; I Timothy 5:17; I Peter 5:2-3; James 5:14; Mark 10:42-45).

He shall also act as moderator at all church meetings for the transaction of church business, serve as president of the corporation, and be free to choose the means and methods by which he exercises the ministry that God has given him. The arrangements for time and uses of properties and facilities belonging to the church shall be under the control of the pastor. He is also an “exofficio” member of the deacons and other groups in the church.

#### **SECTION 4.08 – PASTOR’S QUALIFICATIONS**

The pastor is to be a Baptist in full agreement with the doctrines, practices, and constitution of this church. His qualifications are those set forth in the New Testament (I Timothy 3:1-7).

#### **SECTION 4.09 – PASTOR’S CALL**

Note: If the senior pastor position should become vacant, an associate or assistant pastor shall serve as interim pastor until a permanent pastor is installed. If no associate or assistant pastor is available or willing, the church board shall appoint an interim pastor confirmed by a simple majority vote of the congregation.

- (A) The pastor shall be called at a special or regular business meeting, notice having been given from the pulpit two (2) consecutive Sundays immediately proceeding the date of the meeting. A three-fourths majority of the eligible members present and voting shall be required to call a pastor.

- (B) In most cases when the pastor resigns, he should recommend his replacement, which should then be seriously considered by the congregation and voted on after the candidating process. If the pastor does not make a recommendation, other trusted pastors should be consulted for recommendations.
- (C) If the possible candidate has not previously or recently preached before the congregation, he should be invited to fill the pulpit before being invited for a time of candidating.
- (D) Candidates should be carefully researched by the church board acting as the pulpit committee concerning schooling, business affairs, and evidence of the Lord's blessing in previous pastorates or service; financial needs, and qualifications in I Timothy 3:1-7, Titus 1:6-9, and I Peter 5:2-3. A two-thirds majority of the board is required to have a man come as a candidate.
- (E) Several days of candidating should include:
  1. A chance to meet the candidate's family.
  2. Three (3) or more sermons and/or lessons given.
  3. A two-way interview with the church board.
  4. An opportunity for the candidate to speak to the congregation about his philosophy of ministry and to answer questions from the congregation.
  5. An opportunity for the candidate to meet with any leaders he wishes and to observe any ministry he wishes.
  6. An opportunity for him to get acquainted with the area if he is from out of town.
- (F) If a call is given, the candidate should have up to one (1) week to respond if needed. Only one (1) candidate is to be considered at a time.

#### **SECTION 4.10 – PASTOR'S SALARY REVIEW**

Although the pastor's services shall be considered on the basis of an indefinite term, his salary and benefits shall be reviewed annually by the deacons prior to the annual business meeting. This salary should be kept in line by the current cost of living. Any raises should be worked into the proposed budget which is to be voted on by the congregation (I Peter 9:7-14; I Timothy 5:17-18; Galatians 6:6).

#### **SECTION 4.11 – PASTOR'S DISMISSAL**

Dismissal of the pastor by the church shall take place as follows:

- (A) In bringing an accusation against the pastor, there must be two (2) or three (3) witnesses with first-hand knowledge of the heresy, immorality, or biblically

qualifying actions. They must have first gone to him privately with a spirit of meekness, seeking reconciliation.

- (B) If they were unsuccessful in reaching clarification or reconciliation, they may collectively present their evidence to the church board.
- (C) After hearing both sides, the board will decide whether or not it merits a call for the pastor's resignation by a two-thirds majority of those present at a regular or special church meeting called for that specific purpose. This meeting shall be announced over the pulpit at least two (2) consecutive Sundays prior to the meeting (I Timothy 5:19; Titus 3:10; I Timothy 3:1-7; Titus 1:6-9; Matthew 18:15-17).

#### **SECTION 4.12 – DEACON'S DUTIES**

- (A) To assist the pastor in such manner as he shall request in promoting the spiritual and physical welfare of the church, and in performing all other work of the church (Acts 6:1-4).
- (B) Give counsel to the pastor.
- (C) Help serve communion.
- (D) Serve as part of the church board in the functions of discipline and pulpit committee as needed. See Section 4.09 (D).
- (E) Review the pastor's salary annually. See Section 4.10.

#### **SECTION 4.13 – DEACON'S QUALIFICATIONS**

- (A) The Bible qualifications of the office of deacon are found in I Timothy 3:8-12 and Acts 6:3.
- (B) A deacon must be a voting member of the church in good standing, faithful to the services, and loyal to the pastor.
- (C) He must subscribe to the Statement of Faith and the Covenant of the church.

#### **SECTION 4.14 – TERM AND TERMINATION OF THE DEACONS**

- (A) The deacons shall be appointed for an indefinite period of time.

- (B) The deacons shall serve until they resign, cease membership, or cease to be qualified as decided by the church board.

#### **SECTION 4.15 – APPOINTMENT OF DEACONS**

- (A) There shall be a deacon appointed for at least each fifty (50) members if qualified men are available (I Timothy 3:8-12; Acts 6:3).
- (B) Announcement to the congregation for suggested candidates should be made (Acts 6:2-3).
- (C) The church board should screen candidates in a board meeting by secret (closed eyes and raise of hands) if they know anything that would disqualify the candidate.
- (D) The pastor should appoint his preference of needed deacons from the remaining qualified list.

#### **SECTION 4.16 – CHURCH BOARD OFFICERS**

- (A) Board Chairman  
The pastor shall appoint as needed a board chairman from among the pastors and deacons serving on the church board. The chairman shall serve as vice moderator of the church and vice president of the corporate officers.
- (B) Board Secretary  
The pastor shall appoint as needed a board secretary from among the pastors and deacons serving on the church board. The secretary shall be responsible for taking minutes at the board meetings, presenting them for approval, and keeping them for future reference.

#### **SECTION 4.17 – CHURCH CLERK APPOINTMENT**

The church clerk shall be a voting member of the church in good standing (male or female), and shall be appointed as needed by the pastor with approval of the church board.

#### **SECTION 4.18 – CHURCH CLERK DUTIES**

The church clerk shall be responsible for taking notes at all church business meetings and recording all baptisms and new memberships. These notes must be presented for

approval by the congregation and kept for future reference. The clerk shall also serve as secretary of the corporation.

#### **SECTION 4.19 – CHURCH TREASURER AND APPOINTMENT**

The church treasurer shall be a voting member of the church in good standing and shall be appointed as needed by the pastor with approval of the church board.

#### **SECTION 4.20 – CHURCH TREASURER DUTIES**

The church treasurer shall:

- (A) Have charge and custody of church funds for which he is responsible and shall deposit these funds in the name of the church in banks or other depositories as shall be selected by the pastor or church board.
- (B) Receive and give receipts for contributions, gifts, and donations to the church.
- (C) Disburse, or cause to be disbursed, the funds of the church as may be directed by the pastor or the operating budget or special projects adopted by the vote of the membership, taking proper purchase orders for the disbursements.
- (D) When requested, render to the pastor and the church board accounts of all his transactions as treasurer, and the financial condition of the church.
- (E) Present a written report of itemized disbursements at the quarterly church business meetings and make a general report for the year at the annual church business meeting.
- (F) Have custody of church financial records and deliver them to any successor upon leaving office.
- (G) Serve as treasurer of the corporation.

# ARTICLE V

## MEETINGS

### **SECTION 5.01 – REGULAR MEETINGS**

Unless otherwise determined by the pastor, the church shall meet each Sunday for Sunday School, morning and evening services, and Wednesday for a mid-week service. In ordinary circumstances, the ordinances of the Lord's Supper shall be observed on the first Sunday evening of each month.

### **SECTION 5.02 – BUSINESS MEETINGS**

- (A) The annual business meeting shall be in two (2) parts. Part One shall be held on one of the last two (2) Sunday nights in December at a regular evening service for the purpose of voting on the proposed operating budget for the coming year. The second part will usually be on the third Wednesday evening of January for the purpose of receiving the annual reports and any other needed business. The fiscal year for this church shall be from January 1 through December 31.

For any meeting under this article, the moderator, in his sole discretion, shall have full and unilateral authority to require nonmembers to leave the meeting room and to order the immediate removal of any member or other person present who is deemed by the moderator to be disruptive to the proceedings by act or presence. The moderator shall have full authority to remove all children (ages to be determined by the moderator) if the moderator determines, in his sole discretion, that the circumstances so warrant. If the moderator determines that the compliance with his order of removal is unsatisfactory, the moderator may, in his sole discretion, revoke the disruptive person's right to remain on the premises in accordance with Section 3.05 (C) and treat the person as a trespasser.

- (B) Quarterly business meetings shall be held during the months of April, July and October on dates set by the pastor. They shall be published in the bulletin at least two (2) weeks prior to the meeting.

### **SECTION 5.03 – SPECIAL MEETINGS**

- (A) Meetings to handle extra, ordinary, and important business should be announced at least the Sunday prior from the pulpit. Ordinary business such as voting someone into membership, taking a special offering, etc. can be conducted at any regular service unless there is an objection by a present voting member.

- (B) Bible conferences, mission conferences, revivals, etc. may be held as the pastor and deacons deem beneficial.
- (C) Any budget changes or expenditures not covered by the approved operating budget or designations should be presented in a church business meeting for simple majority approval of members present and voting.

## ARTICLE VI COMMITTEES

### **SECTION 6 – COMMITTEES**

In addition to the discipline and pulpit committees, the pastor may appoint other committees as he deems appropriate.

## ARTICLE VII DESIGNATED CONTRIBUTIONS

### **SECTION 7 – DESIGNATED CONTRIBUTIONS**

From time to time the church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. Contributors may suggest uses for their contributions, but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the pastor. No fiduciary obligation shall be created by any designated contribution made to the church other than to use the contribution for the general furtherance of any of the purposes stated in Section 1.02.

## **ARTICLE VIII BINDING ARBITRATION**

### **SECTION 8.01 – SUBMISSION TO ARBITRATION**

Believing that lawsuits between believers are prohibited by Scripture, all members of this church agree to submit to binding arbitration between each other in any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

### **SECTION 8.02 – NOTICE OF ARBITRATION**

In the event of any dispute, claim, question, or disagreement arising out of or relating to these bylaws or any other church matter, the parties shall use their best efforts to settle disputes, claims, questions or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions or differences shall be finally settled by arbitration.

### **SECTION 8.03 – LIMITATIONS ON ARBITRATION DECISIONS**

- (A) Should any dispute involve matters of church discipline, the arbitrators shall be limited to determining whether the procedures for church discipline in these bylaws were followed.
- (B) Should any dispute involve the removal from office of the pastor or any church officer, the arbitrators shall be limited to determining whether the procedures in these bylaws were followed.

### **SECTION 8.04 – ARBITRATION PRODECURES**

The Procedures for Arbitration shall be adopted by the pastor and the church board.

## **ARTICLE IX**

### **TAX EXEMPT PROVISIONS**

#### **SECTION 9.01 – PRIVATE INUREMENT**

No part of the net earnings of the church shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 1.02 hereof.

#### **SECTION 9.02 – DISSOLUTION**

Upon the dissolution of the church, the trustees shall, after paying or making provision for payment of all the liabilities of the church, dispose of all of the assets of the church to such organization or organizations formed and operated exclusively for religious purposes as shall at that time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law not in conflict with Scripture), as the trustees shall determine. Assets may be distributed only to tax-exempt organizations which agree with the church's Statement of Faith.

#### **SECTION 9.03 – RACIAL NONDISCRIMINATION**

The church shall have a racial nondiscriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

#### **SECTION 9.04 – LIMITATION OF ACTIVITIES**

Notwithstanding any other provision of these bylaws, the church shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes stated in Section 1.02.

# ARTICLE X AMENDMENTS

## SECTION 10 – AMENDMENTS

These bylaws may be revised or amended except Article II Section 2.01, 2.02 and Article IV Section 4.08 by a two-thirds vote of the members present and voting at any business meeting of the church, provided an announcement of the meeting and purpose has been given from the pulpit at least two (2) consecutive Sundays immediately preceding the business meeting.

## ADOPTION

These bylaws were adopted by a two-thirds majority vote of the members present and voting as a duly called meeting of the church in which a quorum was present.

These bylaws supersede any other bylaws of the *Roanoke Baptist Church*.

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Date

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Church Clerk