

CONSTITUTION

The First Baptist Church
Augusta, Kansas

PREAMBLE

We, the members of the First Baptist Church of Augusta, Kansas, in order to promote the Gospel of Jesus Christ as Lord and Savior, do hereby subscribe to the following Articles of Faith and this Constitution.

ARTICLES OF FAITH

A. ONE TRUE GOD

- We believe in one true God who is infinite, all knowing, everywhere present, all-powerful, the creator of heaven and earth, inexpressibly glorious in holiness, and worthy of all possible honor.
- In the unity of the Godhead there are three persons: Father, Son, and Holy Spirit, who execute distinct but harmonious offices in the work of redemption.

B. FALL OF MAN

- Man was created in the image of God, but by voluntary transgression rebelled against Him and thus has fallen under God's judgment.
- Man inherited this sinful nature since his fall and is in absolute need of a Savior.

C. WAY OF SALVATION

- Although man openly transgressed the laws of God, the Lord put into effect a plan of redemption through Christ's voluntary action to suffer death as punishment for man's sin even though He himself was sinless.
- Salvation of sinners is wholly by God's grace.
- Salvation can be experienced only by confession and repentance of sin, by simple faith accepting the free gift of eternal life through Jesus Christ.
- Once a person is "born again," he or she is forgiven of sin, is justified in God's sight, receives the Holy Spirit and becomes a child of God.

D. BELIEVER'S BAPTISM

- Baptism is a testimony of one's salvation through Christ and only for believers.
- Baptism is a symbol of the death and burial of the old sinful nature and the birth of the new forgiven child of God.
- As Baptists, we believe immersion is the true way of illustrating "the New Birth" as taught in the New Testament.

E. THE LORDSHIP OF JESUS CHRIST

- Christ, the Son of God, was born of a virgin, walked on the earth, died on the cross, was buried, and rose the third day for the salvation of all mankind.
- Christ alone is our Savior and Lord and the ultimate authority in all matters of life and faith for the believer.

F. SUPREMACY OF THE SCRIPTURES

- The Bible is the revelation of God's Eternal Truth. It can be read and understood by all mankind with guidance of the Holy Spirit.
- The Bible has been given to us by the inspiration of God and is the supreme standard by which all human conduct, creeds, and opinions shall be tried.

G. CHURCH MEMBERSHIP

- The membership of the Church is only for those who have confessed Jesus Christ as Lord and Savior.
- A person is baptized as a testimony of that experience.

H. PRIESTHOOD OF BELIEVERS

- Every believer can directly approach God through Christ without the aid of human priests.

I. CHRIST-LIKE LIVING

- Jesus Christ has not only come to save us but has also called each believer to a “holy calling” through the ministry of the Holy Spirit.
- Each member must seek to live a life worthy of that calling through faith and obedience to Christ.
- All believers must strive to perfect their faith so that the love of Jesus may abound in their hearts while the Holy Spirit guides, instructs, disciplines, and enables each individual believer to partake of God’s holiness.
- Living our “holy calling” is a progressive act that begins at conversion and continues until God calls believers home to heaven.

J. SEPARATION OF CHURCH AND STATE

- We believe in the separation of Church and State, and we recognize the First Amendment of the United States Constitution.
- The State should protect all religious groups but favor none.
- The Church must not dictate to the State or the State to the Church.

K. AUTONOMY OF THE LOCAL CHURCH

- Each local church is self-governing and shall be democratic and autonomous in its government.
- Each local church will choose its own Pastor and manage its own affairs.

L. THE LORD’S SUPPER

- The Lord’s Supper is a sacred ordinance. In symbolic form, through the elements of the bread and the cup, it depicts the death of Christ and the shedding of His blood for the remission of our sins.
- According to Scripture (*I Corinthians 11:26-30*), the practice of this ordinance is preceded by a time of self-examination.

M. EVANGELISM OF THE WORLD

- Baptists take seriously the Great Commission of Christ (*Matthew 28:18-20*).
- Through the power of the Holy Spirit, our purpose as a church and as individuals shall be to win people to Christ at home and abroad.

N. SECOND COMING

- As Christ promised before He ascended to heaven, He will return for His Bride, which is His Church (*Acts 1:9-11, I Thessalonians 4:13-18, Revelation 19:6-9*).
- Christ’s Return, which is referred to as the Rapture, will occur when no one expects it (*Matthew 24:26*).
- Christ will appear in the clouds, the dead in Christ shall rise first, then those who are alive will follow, and so shall we ever be with the Lord (*I Thessalonians 4:17*).
- After the Rapture, there will be a great tribulation with satanic forces gathering for the last battle at which time Christ will defeat Satan and set up His Kingdom on this earth for 1,000 years (*Revelation chapters 19 & 20*).
- After that will come the Great Judgment followed by a new heaven and a new earth (*Revelation chapter 21*).

O. THE CHURCH COVENANT

- A Covenant is an agreement between two or more persons.
- The Covenant of The First Baptist Church of Augusta shall be The New Testament.

ARTICLE I - NAME

The name of this Church shall be “The First Baptist Church of Augusta, Kansas.” The beginning of this Church was January 9, 1869. This Corporation was duly organized under the Laws of Kansas on the 27th day of May 1875.

ARTICLE II - PURPOSE

- A. The purpose of this church shall be the advancement of the Gospel of Christ and His Kingdom.
- B. By the aid of the Holy Spirit, this church shall seek to accomplish this end through public worship of God, preaching of the Gospel, consistent Christian living, personal evangelism, missionary endeavor, and Christian education.
- C. The church is to be an instrument by which one’s faith in Christ can grow.

ARTICLE III - POLITY

- A. The government of this church shall be vested in the body of believers who compose it.

ARTICLE IV - MEMBERSHIP

Section 1. Admission of Members.

Any person who confesses Jesus Christ as Savior and Lord and follows that confession with baptism (immersion) may be received into membership by any of the following methods, subject to the recommendation of the Board of Deacons and vote of the church:

A. By Immersion.

Following profession of faith in Jesus Christ as Savior and Lord, and after proper instruction, those being baptized are eligible to be received into the church’s membership.

B. By Letter.

A member from another church may unite with this church upon presentation of a letter of transfer, evidence of their profession of faith in Jesus Christ, baptism by immersion, and by their allegiance to this body in Christ.

C. By Christian Experience.

Any person who has been baptized by immersion and who once was a member of a church of like faith and order but cannot obtain a letter of transfer, may, upon statement of his or her Christian experience, and giving satisfactory evidence of their faith in Christ, be received into membership.

D. By Restoration.

Any person who has been excluded from membership may, on recommendation of the Deacon Board, be restored by vote of the membership after giving evidence of change and renewed commitment to Jesus Christ as their Lord and Savior and adherence to Christian principles.

Section 2. Dismissal of Members.

A. By Letter.

1. Any member who requests a letter of transfer to another church of like faith and order may receive it.
 2. The letter so requested shall be sent to the church in care of the Pastor or Clerk.
 3. A member wishing to unite with a church of different faith and order may be issued a statement of release.
 4. The above requests must be approved by vote of the congregation.
- B. By Withdrawal.**
1. A member wishing to withdraw from membership of the church may make a written request to the Deacon Board asking that their name be dropped from the membership.
 2. The Deacon Board, after proper investigation, may make such a request to the church body, and the requesting member shall be notified in writing of the church's action.
- C. By Exclusion.**
- Should any member become an offense to the Gospel of Christ and the church, by reason of immoral or unchristian conduct or by consistent breach of Christian principles, the church may, after proper investigation and recommendation by the Board of Deacons, terminate their membership but only after faithful efforts have been made to bring such member to repentance and restoration.

Section 3. Active/Inactive Membership Status.

- A. Members who regularly attend worship services or Sunday School or who support the church financially shall be listed as "active" members. They have voting rights at any business meeting if they meet the age requirement, and they are eligible for service on boards and committees of the church.
- B. Members not in compliance with the above guidelines may be listed as "inactive" by the Deacon Board. Their names will be kept for the record, and every effort shall be made by responsible leaders of the congregation to restore such members to active participation.
- C. Those members with an extended illness, college enrollment, or military service will remain listed as "active" unless said member requests otherwise.

Section 4. Duties and Rights.

- A. Members are expected to be faithful in all scriptural duties essential to the Christian life, to attend faithfully the services of the church, to support it with their tithes and offerings, and to share their talents and spiritual gifts for the spread of the Gospel and the edification of the church.
- B. All members in good standing 16 years of age and over shall have equal voting rights.
- C. All members have the right to bring before the congregation matters of concern at any business meeting.
- D. Members of this church shall have no property rights and upon termination of membership shall be entitled to no interest in church assets.
- E. A copy of this Constitution shall be given to each new member.

ARTICLE V - CORPORATE OFFICERS

Section 1. Corporate Officers are:

- President – Church Moderator
 - First Vice-President – Chairperson of the Trustees
 - Second Vice-President – Chairperson of the Finance/Stewardship Department
 - Secretary – Church Clerk
- A. The Corporate Officers are responsible to file annual corporate fees and to execute documents or instruments as required by law.
 - B. In the temporary absence of the Church Moderator, the First Vice-President shall assume these duties, or if necessary, the Second-Vice President may act as Moderator.
 - C. However, if the Church Moderator resigns or is incapacitated, the First Vice-President fills in only until a new Church Moderator is selected by the Nominating Committee and voted into office by the Congregation.
 - D. In the event a Vice-President resigns or is unable to fill the corporate position, the appropriate Department Vice-Chairperson is authorized to assume the duties.
 - E. Each Corporate Officer has one vote.

ARTICLE VI - MINISTERIAL STAFF

Section 1. Senior Pastor Duties.

- A. The Pastor shall preach the Gospel, administer the Ordinances, watch over the membership, and have in his charge the spiritual welfare of the congregation in close association and concert with the Diaconate. He shall carry out these duties in the spirit of leadership and cooperation with prayer.
- B. As Senior Pastor, he will be responsible for the leadership and coordination of the Staff with advice and council from the Board of Church Ministries.
- C. He shall be an ex-officio member of all Boards, Departments, and Committees of the church and its auxiliary organizations, and he may attend meetings at his discretion or as requested.
- D. He shall be responsible to the church as the Executive Officer of the Church Staff, which includes Associate Pastors, Church Secretary, and other paid or unpaid staff.
- E. His term of office is indefinite and rests upon his resignation or termination as described in Article VI, Section 3.

Section 2. Calling a Senior Pastor.

- A. When the pastorate falls vacant, the church shall elect a Pulpit Committee of six (6) members, the Chairperson of which shall be elected by the church.
- B. This Pulpit Committee shall take the necessary steps to secure a Pastor.
- C. Primary consideration shall be given to his personal relationship in Jesus Christ and his call to be a Minister of the Gospel. The Senior Pastor shall be a regularly ordained Baptist minister.
- D. The Committee shall also investigate the merits of each candidate under consideration in regard to his personal character, education, ministerial record, preaching ability.
- E. When a suitable candidate is found, the Committee (after reaching unanimity) shall recommend him to the church for consideration and shall do so only one candidate at a time.

- F. A Pastor shall be called at a special business meeting held for this purpose; notice of this meeting must be given at least two (2) weeks in advance.
- G. A three-fourths majority of the qualified voters present shall be necessary to extend a call.
- H. Voting shall be by written ballot.

Section 3. Termination of a Pastor.

- A. The pastoral relationship may be terminated by the Pastor by means of a thirty (30) day written notice to the Church Moderator.
- B. The pastoral relationship may be terminated by the church only at a special business meeting called for such a purpose.
- C. This meeting shall be called by the Board of Deacons, giving written notice to each active member of the church at least two (2) weeks prior to the meeting.
- D. A three-fourths majority of those present shall be necessary for termination with thirty (30) days notice given to the Pastor.
- E. Voting shall be by written ballot.

Section 4. Associate Ministerial Staff.

- A. As the church grows and the need arises, the church shall add part-time and full-time ministerial staff sufficient to maintain effective and fruitful ministry.
- B. The Board of Church Ministries will make proposals for needed staff members to the congregation.
- C. A Search Committee determined by the Board of Church Ministries will accomplish the search for an Associate Staff member.
 - 1. The Search Committee shall investigate the merits of each candidate on the basis of his character, education, recommendations, and suitability of personal skills for that particular position.
 - 2. A two-week advance notice is necessary for a special business meeting called for the vote of the congregation.
 - 3. The congregation will vote by written ballot. A three-fourths majority vote of the qualified voters present is needed to hire the candidate.
- D. The dismissal of Associate Staff shall follow Article VI, Section 3 as above.

ARTICLE VII – THE DIACONATE

The Diaconate shall consist of two (2) Boards:
The Board of Deacons and the Board of Deaconesses.

Section 1. The Board of Deacons.

- A. **Provisions.**
 - 1. Fifteen (15) Deacons are to be selected by the Nominating Committee and elected by the church members for three-year terms with one-third elected each year.
 - 2. After serving a full three-year term or if elected to fill more than two years of an unexpired term, a Deacon, if so led, shall be eligible for reelection for one more three-year term.
 - 3. After serving two full terms or a total of six consecutive years, the person may be reelected after the elapse of one year.
 - 4. The officers of the Deacon Board are elected in June for one year, taking

office on July 1st. The officers are Chairman, Vice-Chairman, Secretary, and Treasurer of the Benevolence Fund. These officers are elected by the Deacons.

5. The Deacon Board shall meet monthly prior to the meeting of the Board of Church Ministries or as needs arise.

B. Qualifications.

1. The qualifications of a Deacon are set forth in *I Timothy 3:1-13* and in *Acts 6:3-4*.
2. A Deacon shall be at least 18 years of age and an active member of the church for at least one year.

C. Duties and Responsibilities of the Deacon Board.

1. To assist the Pastor(s) in the spiritual life of the church with the attitude of servant leaders and to work for the welfare of the congregation in every possible way.
2. To assist the Pastoral Staff in the worship services, including but not limited to the Ordinances of Communion.
3. To keep and administer a Benevolence Fund.
4. To consider applicants for church membership, dismissal, and baptism.
5. To provide consultation to the Board of Church Ministries on issues involving Church Doctrine.
6. To provide leaders for the pulpit ministry and prayer meetings in the absence of the Senior Pastor.
7. To provide vision and leadership for future growth of the Church's Mission and its Ministries.
8. To provide the congregation with an annual report of all activities and membership.
9. To act as a Standing Committee for handling discipline problems or disagreements between church members should such arise. *Matthew 18:15-17* shall be applied.
10. To watch over the flock with a servant's heart in the following ways:
 - a. To pray for the members and the total ministry of the church through regular prayer as a group and as individuals.
 - b. To divide the number of congregational families by the number of serving Deacons in order to reach the spiritual needs of each member, and to provide a calling ministry with the active and inactive membership. The Deacons are to be especially mindful of the physically or spiritually ill and those in crises.
11. To make all attempts to bring inactive members back to active status.
12. To maintain church membership records for active and inactive members and to coordinate the records of the Church Clerk and attendance records of Worship Services and Sunday School.
13. To maintain and update a *Deacons Procedure Manual*.
14. To suggest names to the Nominating Committee for the Pastoral Relations Committee.
15. To join the Deaconesses to suggest candidates to serve on the Nominating Committee.
16. To provide useful information to the Nominating Committee concerning the

expertise and interests of the congregation as an aid in assessing their potential for service in the various ministries of the church.

17. To provide annual evaluation of the Pastoral Staff. This process should be fair. The primary focus is to assess ministry and not to assess failure. This evaluation is best based on mutually accepted goals and objectives.
18. To conduct an annual salary review of the Pastoral Staff and make recommendations to the Board of Church Ministries. See Article VIII, Section 2.
19. To appoint a Committee to review the Constitution every seven years or as needed.

Section 2. The Board of Deaconesses.

A. Provisions.

1. The Board of Deaconesses will consist of fifteen (15) members selected by the Nominating Committee and elected by the congregation for three-year terms with one-third elected each year.
2. After serving a full term, or if elected to fill more than two years of an unexpired term, a Deaconess, if so led, shall be eligible for reelection for one more three-year term.
3. After serving two full terms or a total of six consecutive years, the person may be reelected after the elapse of one year.
4. The officers of the Deaconess Board are elected in June for one year, taking office on July 1st. The officers are Chairperson, Vice-Chairperson, and Secretary.
5. The Chairperson shall serve as the Deaconess Representative to the Board of Church Ministries.
6. One Deaconess shall be appointed to the Preschool Board.
7. The Deaconess Board shall meet monthly with the Deacons or as needs arise.

B. Qualifications.

1. A Deaconess is to be "*a woman worthy of respect,*" *I Timothy 3:11*.
2. She shall have been an active member of First Baptist Church of Augusta for at least one year and shall have attained the age of 18.

C. Duties and Responsibilities of the Deaconess.

1. To assist the Deacons in the various activities and ministries of the church, such as:
 - To secure greeters for Sunday morning worship services.
 - To maintain a regular calling ministry to the shut-ins.
 - To honor the elderly with small attentions.
2. To meet regularly with the Deacons to coordinate their ministries.
3. To assist the Deacons in their calling program.
4. To assist in the baptismal services, and to be responsible for the laundering, repair, and replacement of towels, mats, and baptismal robes.
5. To be responsible for preparation of communion elements and the care and storage of the communion service.
6. To extend hospitality to visiting speakers and groups that are not sponsored by one or more of the Departments.
7. To take care of bereavement arrangements in consultation with the Pastors.

8. To be in charge of the church nursery program, including cleanliness, equipment, and supplies. To hire, train, and counsel nursery personnel, to provide written guidelines for them, to inspect the nursery and equipment on a regular basis, and to purchase supplies and/or equipment.
9. To appoint a person to be responsible for flowers and decorations in the sanctuary. To recruit a person to tend and arrange the various potted plants throughout the building.
10. To serve as general hostesses for the church.
 - a. This includes weddings, anniversaries, receptions, and both seasonal and special social events. The Deaconesses are expected to delegate social duties as they see fit, including the recruitment of Subcommittees and/or Task Forces and, when suitable, turning the social events over to one or more Departments or other groups within the church for planning and execution.
 - b. The Deaconesses shall appoint a Hospitality Committee consisting of a Chairperson and a crew of eight to set up and take down the required tables, chairs, and stages for church functions, including weddings and anniversaries. The Chairperson of the Hospitality Committee will serve as the Church Hostess and will work closely with the Deaconess Board for scheduling of church social events.
11. As Representative to the Board of Church Ministries, the Deaconess Chairperson will work closely with the Board of Church Ministries in managing the church calendar and seeing that planned events receive suitable publicity.
12. To work with the Church Historian to schedule suitable events to honor the important historic dates of the church, especially for the Anniversary of the Founding of the Church on January 9, 1869. Every fifth year on the anniversaries ending in 0 and 5 (for example, 2004 for the 135th and 2009 for the 140th), the Deaconesses will appoint a Task Force to plan a suitable celebration with program, birthday dinner, period costumes, etc. Other years a less elaborate birthday celebration will be acceptable, such as a service in which the new yearbooks are distributed and a birthday cake served to the congregation with appropriate singing.
13. To provide written guidelines for the use of the kitchen facilities, both in the CLC and the Friendship Room; to appoint a Kitchen Committee to see to the regular cleaning and restocking of the kitchens; to take the responsibility to see that suitable kitchen and dining room equipment is procured and kept in good repair; and to inspect the kitchens regularly to see that the guidelines are being followed.
14. To act as liaison between the church and the Independent Preschool sponsored by the First Baptist Church of Augusta. One Deaconess shall be appointed to attend the Preschool Board Meetings and keep both groups informed.
15. In conjunction with the Deacons to annually provide the names for the Nominating Committee.
16. To review and annually update *The Deaconess Manual*.

ARTICLE VIII – BOARD OF CHURCH MINISTRIES

Section 1. Purpose.

The Board of Church Ministries shall coordinate and guide the Department ministries, the financial activities and the personnel of the church, and, when needed, it shall organize Task Forces to perform work not assigned to other Departments, Committees, or organizations within the church.

Section 2. Duties and Responsibilities of the Board of Church Ministries.

- A. To provide organization for the programs and activities of the congregation in following the Purpose Statement of the Church, see Article II.
- B. To schedule their monthly meetings to follow the meetings of the Diaconate and Departments. Also, to help coordinate other meetings.
- C. To provide an entry point for new business and projects, to provide a forum for sharing ministries and obtaining input or suggestions from other Departments and Committees, to provide a time and place for appropriate reports from the various groups within the church, and to maintain records of such activities.
- D. To encourage and follow the progress of the ministry of each Department, Committee, or any other group in the church, including auxiliary entities.
- E. To initiate the hiring of an Associate Pastoral Staff member, see Article VI, Section 4 above.
- F. The Board of Church Ministries is the final authority on church calendar scheduling which shall be coordinated through the Church Office Secretary.
- G. To see that a current copy of the official minutes of the Board of Church Ministries is available to the congregation in the Church Office.
 - 1. The Secretary of the Board of Church Ministries shall supply a copy of the minutes to the Church Clerk.
 - 2. In order to keep everyone informed of ongoing ministries, a copy of the current minutes should be mailed to the Chairperson of each Department not represented at the particular Board meeting covered by those minutes.
- H. To prepare agendas for business meetings of the church. The Pastors will be consulted and will contribute items for consideration, but responsibility for the final agenda belongs with the Church Moderator who also chairs the Board of Church Ministries.
- I. To evaluate new projects and proposals and to refer said items to the appropriate Departments for implementation, if approved by the Board.
- J. If the Board disapproves a project or proposal, then the sponsors may appeal to the congregation at a regular business meeting.
- K. To review and approve the annual budget as developed in conjunction with the Finance/Stewardship Department before presentation to the congregation for a vote.

- L. To give guidance and direction to the activities of the Church Historian. The Historian shall see that a file of yearbooks is maintained in the Church Library for ready reference.
- M. To accomplish special ministry projects, not otherwise performed in the church,

the Moderator may appoint a Chairperson for a Task Force.

1. The Task Force Chairperson shall then recruit as many members as needed from the congregation to complete the work assigned to the Task Force.
 2. When the work is completed or otherwise halted, the Task Force Chairperson shall present a written report to the Board of Church Ministries.
 3. The acceptance of this report by the Board will be counted as the official dismissal of a Task Force.
- N. To assign new areas of responsibility as they arise within the church to the appropriate group.
- O. Each member will report appropriate business from their Department meetings and keep the others in their Department meetings informed as to the ongoing ministries of the church.
- P. The Board of Church Ministries will review salaries annually and revise as needed at budget time. The Finance/Stewardship Department, the Deacon Board and other Departments or groups responsible for paid staff persons will contribute salary recommendations to the Board of Church Ministries. The Board of Church Ministries will authorize all salary adjustments except for the Pastoral Staff. The Deacons shall present adjustments for the pastors' salaries to the Finance/Stewardship Department.
- Q. The annual pastoral evaluation is the responsibility of the Deacon Board.

Section 3. Membership of the Board of Church Ministries.

All Pastors	Deaconess (1)
Moderator (1)	Chairperson Departments (6)
Secretary (1)	Historian (1)
Deacons (1)	Preschool Director (1)

[Each member has one vote except the Pastoral Staff which are ex-officio members.]

- A. **Moderator** [Corporate Officer – see Article V].
The Moderator of the Church shall chair this Board.
1. **Qualifications:** The Moderator must be an active and faithful member of the church with knowledge of the basic church organization.
 2. **Duties.**
 - a. The Moderator shall preside at all business meetings of the church and develop the agenda with the counsel of the Board of Church Ministries.
 - b. The Moderator shall be the Chairperson of the Board of Church Ministries.
 - c. In the absence of the Moderator, the Chairman of the Trustee Department shall preside over business meetings and the Board of Church Ministries.
 - d. The Moderator shall vote only in case of a tie.
 - e. The Moderator shall ensure that all communications and written reports are kept on file and that legal notices of all meetings are posted as required by this Constitution.
 - f. The Moderator may call a special meeting of any Board, Department, Committee, or a joint meeting of all of them.
 - g. The Moderator will call all regular and special congregational meetings; however, no other business except that for which it was called may be

conducted at a special business meeting.

3. **Term of Office:** The Moderator shall serve for one year and may be reelected.
4. **Election:** The Moderator is selected by the Nominating Committee to be voted on by the congregation.
5. **Resignation:** The Moderator will send a letter to the Clerk who will send copies to the Deacon Chairman, Senior Pastor, and Nominating Committee. The date stated in the letter, or if none is given the date of the letter, will be the date of resignation.

B. Chairman of the Board of Deacons.

1. **Qualifications:** He shall be a man who is an active and faithful member of the church and who has knowledge of the basic church organization.
2. **Duties:** He shall preside over the Board of Deacons at their meetings.
3. **Term of Office:** The term of office is one year, and he may be reelected if more than six months remain on his term of service to the Deacon Board.
4. **Election:** He shall be elected by his fellow Deacons at the June meeting, taking office on July 1st.
5. **Resignation:** A letter will be sent to the Church Clerk who will send copies to the Moderator, Senior Pastor, Vice-Chairman of the Deacon Board, and the Nominating Committee.

C. The Secretary of the Board of Church Ministries will also be the Assistant Church Clerk.

1. **Qualifications:** The Secretary shall be a person who is an active and faithful member of the church.
2. **Duties.**
 - a. The Secretary will substitute for the Church Clerk in case of absence, and the Church Clerk will substitute for the Secretary of the Board of Church Ministries when necessary.
 - b. The Secretary shall record all minutes of the meetings, preparing and distributing extra copies – one each for the Board’s record book, the Church Office, each Pastor, and the records of the Church Clerk, plus a copy for mailing to any member of the Board who was absent.
 - c. The Secretary will provide clerical services for the Moderator’s office and the Board of Church Ministries, recruiting extra help when needed.
3. **Term of Office/Election:** The Secretary is elected by the congregation for a term of one year and may be reelected. The Nominating Committee is responsible to find a nominee for the ballot.
4. **Resignation:** A letter will be sent to the Church Clerk who will send a copy to the Moderator and Nominating Committee to fill the position. The date of the letter, or if none is given, the date of the letter will be the date of the resignation.

D. Church Clerk [Corporate Officer – See Article V].

1. **Qualifications:** The Clerk shall be a person who is an active and faithful member of the church.
2. **Duties.**
 - a. The Clerk shall keep a complete record of the minutes and transactions of

- all business meetings of the church body and preserve on file all legal correspondence.
- b. The Clerk will coordinate with the Deacon Board to maintain an annual church membership list with the dates and manner of change of status.
 - c. The Clerk shall keep an accurate record of baptisms and shall issue letters of transfer or other dismissal letters as acted upon by the Board of Deacons and the congregation.
 - d. The Clerk may delegate to the Church Office such items as denominational reports.
 - e. The Clerk shall receive all resignation letters and notify immediately all others within the church as needed. The date stated in the letter, or if no date is given, the date of the letter is the date of resignation.
 - f. The Clerk will substitute for the Secretary of the Board of Church Ministries as needed and is not normally required to attend meetings.
3. **Term of Office:** The Clerk is elected by the congregation for a term of one year and may be reelected. The Nominating Committee is responsible to find a nominee for the ballot.
 4. **Resignation:** A letter is sent to the Moderator who will send a copy to the Nominating Committee. The date stated in the letter, or if none is given, the date of the letter will be the date of resignation.
- E. **The Diaconate:** In addition to the Chairman of the Board of Deacons, the Chairperson of the Deaconess Board shall serve.
- F. **The Department Chairpersons:** – These shall serve on the Board of Church Ministries by virtue of their office. In the event of an absence, each Department Chairperson shall send a substitute, preferably the Vice-Chairperson.
1. Christian Education Chairperson.
 2. Finance/Stewardship Chairperson.
 3. Missions Chairperson.
 4. Evangelism/Outreach Chairperson.
 5. Trustees Chairperson.
 6. Worship/Music Chairperson.
- G. **Historian.**
1. **Qualifications:** The Historian shall be an active and faithful member with a strong desire to capture and organize church activities to maintain a meaningful record.
 2. **Duties.**
 - a. The Historian shall collect and place on file records of significant events and act as custodian for such.
 - b. The Historian shall chronicle the life of the church, its accomplishments, and its forward movement in Christian service. Photographs, newspaper clippings, and church notifications of special events are likely information to save.
 3. **Term of Office:** The Church Historian is elected for a term of three years and may be reelected. It is the responsibility of the Nominating Committee to find a nominee for the ballot.
 4. **Resignation:** A letter will be sent to the Church Clerk who will send a copy to the Moderator and Nominating Committee. The date stated in the letter, or

if none is given the date of the letter, will be the date of resignation.

- H. **Preschool Director:** The Preschool Director if a member of the First Baptist Church of Augusta shall serve on the Board of Church Ministries.
- I. **Pastoral Staff:** The Pastors will make suggestions and provide constructive ideas to enhance all phases of the ongoing ministries of the church.
- J. **Committees and Task Forces:** See committees under Article X. When Committees or Task Forces need to bring business before the Board of Church Ministries, the Chairperson shall contact the Moderator for inclusion on the Agenda. These Committees or Task Forces are not regular members of the Board of Church Ministries and need not attend unless they have items of business to be discussed.

ARTICLE IX – DEPARTMENTS

Section 1. Structure and General Provisions.

- A. Six Departments shall be made up of the following number of members:
 - **Christian Education Department** (10 members).
 - **Finance/Stewardship Department** (6 members).
 - **Missions Department** (6 members).
 - **Evangelism/Outreach Department** (8 members).
 - **Trustees Department** (9 members).
 - **Worship/Music Department** (6 members).
- B. Members of Departments shall be selected by the Nominating Committee and elected by the congregation.
- C. Members serve three-year terms. At the end of the full term, or if elected to serve more than a two-year unexpired term, a member has the option of serving another three years if so led. After two full terms, or a total of six consecutive years, the person is to lay out one year before reelection to the same post. Two new persons are elected each year, except for the CE and Evangelism/Outreach Departments, which elect three new members each year.
- D. The quorum for any meeting of a Department shall be a majority of the current members present. All decisions require a majority vote to pass.
- E. The resignation of any Board, Department, or Committee member is to be made by a dated letter to the Church Clerk. The Clerk shall inform the Moderator, the Chairperson of the group from which the person is resigning, and the Nominating Committee so that the vacancy may be filled promptly. If the date of resignation is not stated in the letter, the date of the letter will be the date of resignation.
- F. Habitual Absentee.
 - 1. A Department member missing three (3) meetings within a six-month period without good cause has declared the membership vacant.
 - 2. The Chairperson of that Department shall consult with the absent member, and if it is apparent that the member will not be fulfilling the obligation, the Chairperson shall inform the Moderator.
 - 3. The Moderator will call or correspond with the absentee in an attempt to reinstate before declaring the position vacant.
 - 4. If the member has moved from the area or has otherwise become unavailable to fulfill the membership without submitting a resignation letter, then the

Chairperson does not have to wait the three meetings.

5. If the member is temporarily unable to fill the duties, the Chairperson may request that a substitute be appointed by the Nominating Committee.

Section 2. Organization of the Departments.

- A. **Elections:** Each Department shall elect a Chairperson, Vice-Chairperson, and a Secretary.
 1. It is recommended that the Vice-Chairperson be the Chairperson the following year. Therefore, this requires two years of eligibility remaining in the term.
 2. Elections will be held at the June meeting, and terms of office will start on July 1st and continue until June 30th of the following year.
- B. **Meetings:** The Departments will meet monthly or as needed.
- C. **All Departments** shall keep and maintain a handbook for policies and procedures to provide guidelines and continuity.
- D. **Department Chairperson's Duties.**
 1. To preside over all meetings. They vote only in case of a tie.
 2. To develop agendas for each meeting.
 3. To serve as members of the Board of Church Ministries:
 - To inform their Departments of the activities of the Board and other Departments.
 - To keep the Board informed of Departmental activities and plans.
 - To present Departmental projects to the Board for formal approval.
 - To present Departmental budgets at the September meeting of the Board.
 4. To avail themselves of current literature, books, videos, etc. to enhance the program of their Departments. One ministry of the Church Librarian is to serve as a resource person in this regard.
 5. To encourage Department members to bond together in prayer at the meetings.
 6. To practice and encourage the principles of *Matthew 5* as an aid in mutual growth and development within the Department ministry within the church.
- E. **Vice-Chairperson's Duties.**
 1. To work closely with the Chairperson.
 2. To attend Board of Church Ministries' meetings in the Chairperson's absence.
- F. **Secretary's Duties.**
 1. To keep concise, accurate minutes, giving a copy to the Secretary of the Board of Church Ministries after each meeting.
 2. To manage any correspondence or other paperwork initiated by the Department's projects.

Section 3. Responsibilities and Duties of the Departments.

A. CHRISTIAN EDUCATION DEPARTMENT.

1. The Christian Education Department shall consist of nine (9) elected

members plus the Sunday School Superintendent (10) who shall be a voting member but not serve as an officer of the Department.

2. **Responsibilities:** Oversee the Educational Program of the church including:
 - a. Sunday School
 - b. Children's Ministry
 - c. Vacation Bible School
 - d. Adult Small Group Studies
 - e. Children's Worship Time in the Morning Services
 - f. Seasonal Programs
 - g. Church Library
 - h. Youth Ministry
 - i. Other ministries in the area of Christian Education
 - j. First Baptist Preschool
3. **Duties of the Sunday School.**
 - a. To provide the direction, set the policies, supervise the selection of literature used for teaching, and encourage stewardship.
 - b. To assist in recruiting teachers and helpers.
 - c. To approve all teachers, Department heads, and workers.
4. **Sunday School Superintendent.**
 - a. The Sunday School Superintendent shall be a member of the Christian Education Department and the executive head of the Sunday School, exercising authority and responsibility while performing the duties pertaining to the office.
 - b. The Sunday School Superintendent is elected for a three-year term and can be reelected. The Nominating Committee is responsible to find a nominee for the ballot.
 - c. The Sunday School Superintendent shall follow the general directive and policies set by the Christian Education Department and see that proper records are kept for the Sunday School.
5. **Assistant Sunday School Superintendent.**
 - a. The Assistant Sunday School Superintendent shall work with the Superintendent in all matters pertaining to the Sunday School.
 - b. The Assistant Sunday School Superintendent shall assume the responsibilities in the absence of the Superintendent.
6. **Specific Department Duties.**
 - a. To organize and promote an annual summer program for children, such as Vacation Bible School or an appropriate alternate.
 - b. To establish, promote, and maintain a Children's Worship as part of the regular Sunday morning worship services.
 - c. To administer, maintain, and promote the Church Library, and to recruit and assist the Church Librarian and Library Committee.
 - d. Through the Church Librarian, the Christian Education Department is responsible for the following:
 - To see that the Library is supplied with Christian magazines, periodicals, books, records, tapes, CD's, etc.
 - To see that the Librarian develops a system for informing the individual Departments and Committees as to what information is

available in their fields of ministry.

7. **Youth Ministry:** *Train up a child in the way he should go, and when he grows old he will not depart from it. Proverbs 22:6.*
 - a. **General:** Let it be known that the First Baptist Church of Augusta is dedicated to providing a Youth Ministry to support the statement that “Our youth today will be our leaders of tomorrow.”
 - b. **Youth Ministry Goals.**
 - To provide leadership to the youth through professional pastors and dedicated adult sponsors.
 - To provide recognition of the Youth Council and other youth representation in the Department of Christian Education.
 - To encourage a full range of youth activities, including but not limited to the following:
 - organized Sunday School classes, evening organizations for all age groups, including college students, and summer and weekday programs
 - youth choirs and instrumental groups, including trips to give concerts when and where appropriate
 - evangelism, both local events and projects involving travel and/or invited talent
 - mission trips and trips to special youth events
 - camping and recreational activities, indoor and out
 - leadership training experiences
 - local service projects

B. FINANCE/STEWARDSHIP DEPARTMENT [Chairperson is a Corporate Officer, see Article V].

1. The Finance/Stewardship Department will consist of six (6) voting members plus the Chairperson with voting rights only in the case of a tie. The Church Treasurer and Financial Secretary are ex-officio members and shall attend meetings at the request of the Chairperson.
2. The minimum qualifications for the position of Finance Chairperson will be either nine hours of college-level accounting courses or three years of work experience in a position responsible for financial procedures. The Nominating Committee will nominate a Chairperson with the above qualifications. The Finance Chairperson will serve one year and may be reelected.
3. This Department is entrusted with the responsibility of planning, overseeing, and meeting all the financial obligations and duties of the church. This Department is responsible for both the Memorial and Legacy Funds through the Memorial and Legacy Subcommittees.
4. This Department will promote and maintain a Stewardship Ministry for the congregation with a stress on tithing.
5. **Duties.**
 - a. To insure that incoming funds are properly received, recorded, and administered to finance the ministry of the church, and to provide a

- secure system of receiving and disbursement of all monies.
- b. To continue the long-standing policy of this church to raise funds through giving rather than through money-raising activities.
 - c. To develop and maintain a balanced and easily auditable budget.
 - d. To pay off the church debts efficiently and promptly.
 - e. To employ a voucher-payment system to control and maintain a balanced cash flow.
 - f. To prepare, distribute appropriately, and keep up-dated a financial manual of established procedures and by-laws so that all persons entrusted with financial matters of the church are aware of and practice the procedures agreed upon by the Finance/Stewardship Department.
 - g. To limit the check writing personnel to the Church Treasurer or Assistant Treasurer. A check will be written only on the presentation of a voucher signed by the Chairperson of the Department with exceptions approved by the Finance Department.
 - h. To limit the check signing personnel to the Church Treasurer and the Finance/Stewardship Chairperson. In a situation of unavailability or an emergency, the Vice-Chairperson of the Finance/Stewardship Department will sign as the second signature. Two signatures are required for every check.
 - i. To prepare the annual church budget in conjunction with the Board of Church Ministries and make copies available two weeks prior to the Annual business meeting. All Departments and Committees will submit their individual budgets to the Finance/Stewardship Department at the September meeting of the Board of Church Ministries.
 - j. To provide information to Boards, Departments, and Committees in assessing the hiring of paid-staff members.
 - k. To review with the Board of Church Ministries annually all salary adjustments at the time of developing the budget. See Board of Church Ministries above at Article VIII, Section 2.
 - l. To conduct a periodic review of all financial policies and programs of the church in order to maintain a tax-exempt status with the I.R.S.
 - m. To enlist a second person to assist in counting and recording all cash received at worship services.
6. **Church Treasurer.**
- a. The Church Treasurer shall keep an accurate record of all receipts and disbursements of the general funds of the church.
 - b. The Church Treasurer will be a paid staff member responsible to the Finance/Stewardship Department and an ex-officio member of that Department.
 - c. All checks drawn by the Church Treasurer must be in the name of the church.
 - d. The Church Treasurer shall disburse "Designated Gifts" only for the purpose for which they were contributed.
 - e. The Church Treasurer shall disburse funds according to this Constitution only after receiving appropriate authorization. The authorized voucher shall have the signatures of both the Department/Committee Chairperson

and the Finance/Stewardship Department.

- f. The Church Treasurer shall prepare an accurate financial statement for each meeting of the Board of Church Ministries, church business meetings, or other occasions if requested by the Board.

7. **Assistant Treasurer.**

In the event of absence the Assistant Treasurer shall be responsible for all the duties of the Church Treasurer.

8. **Financial Secretary.**

The Financial Secretary is a paid staff member of the church directly responsible to the Finance/Stewardship Department and needs not attend meetings unless asked.

a. **Duties.**

- To keep an accurate record of all funds that come into the church including tithes and offerings that are to be deposited in the various accounts approved by the Finance/Stewardship Department.
- To follow the procedures as set out by the *Finance/Stewardship Manual* that directs which bank account is specific for each gift.
- To keep a complete record of receipts and balances of the funds for the Treasurer and the Chairperson of the Department of Finance and Stewardship.
- To keep a confidential record of the personal tithes and offerings given by individuals and to provide them with annual summaries.
- To maintain the envelope supply in the pews.
- The Finance/Stewardship Department will appoint an Assistant Financial Secretary.

9. **Memorial and Legacy Funds.**

- a. **Definitions:** Monies given to the church in memory of the deceased are Memorial Funds. Monies given through a Will or other instruments are Legacy Funds.
- b. Memorial Funds will be disbursed by decisions of the Finance/Stewardship Department with the aid of a Memorial Subcommittee responsible for their administration.
- c. The Legacy Subcommittee will administrate the Legacy Funds. The Legacy Subcommittee reports fund balances to the Finance/Stewardship Department which in turn reports to the church.
- d. **Neither Memorial nor Legacy Funds** will be counted as part of the General Fund or Budget of the Church.
- e. The **Legacy Subcommittee and the Memorial Fund Subcommittee** shall solicit potential project suggestions from all the Departments, the Pastors, the Diaconate, and the church at large.

10. **The Memorial Fund Subcommittee.**

- a. The Finance/Stewardship Chairperson will appoint two members for duration of two years.

- b. The Memorial Funds will be disbursed by the decision of the six-member Finance/Stewardship Department after the completion of administrative duties by the Subcommittee.

11. Legacy Fund Subcommittee.

- a. This Subcommittee consists of seven persons:
 - The Senior Pastor is an ex-officio member and votes only to break a tie
 - Two (2) persons appointed by the Finance Chairperson from the Finance/Stewardship Department who will serve one to three years.
 - Two (2) persons appointed by the Trustee Chairperson from the Trustee Department who will serve one to three years.
 - Two (2) persons from the congregation, selected by the Nominating Committee who will serve two years.
- b. This Subcommittee meets quarterly or as needed. It elects a Chairperson, Vice-Chairperson, and Secretary.
- c. The Legacy Subcommittee will administer monies willed to the church.

C. MISSIONS DEPARTMENT.

The Missions Department will consist of six (6) voting members. Its responsibility is to oversee and administer the Mission Budget of the church.

Duties and Responsibilities.

1. To develop and actively promote a program of mission awareness and participation for the total congregation.
2. To promote and support special mission offerings that the church embraces.
3. To provide mission speakers and/or programs for the church whenever possible, making advance arrangements for travel, expenses, remunerations, meals, and lodging. Also, to publicize the events to create enthusiasm and increase attendance.
4. Whenever possible, to participate in mission conferences.
5. To educate our youth and children in the purpose, history, and ministry of ongoing mission work in the United States and abroad.
6. To designate Special Interest Missionaries to various Sunday School classes and other groups in the church in order to raise awareness of particular needs of each missionary and the individual mission situation.
7. To administer the Church Scholarship Fund according to Department guidelines.
8. To review all mission programs that the church supports and make an annual report to the congregation.

D. EVANGELISM/OUTREACH DEPARTMENT.

Preface: THE GREAT COMMISSION - *Matthew 28:18-20*

”And Jesus came and spake unto them, saying, All power is given unto me in heaven and in earth. Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even until the end of the world. Amen.” KJV

1. **Purpose:** The Evangelism/Outreach Department has a two-fold purpose:
 - d. To heed the Great Commission by promoting evangelism throughout this church and community.
 - e. To use the Christian Life Center to win this community to Christ.
2. **General.**
 - a. This Department has eight (8) members. Seven (7) are elected from the congregation. The 8th member of the Department is to be the Youth Pastor who is an ex-officio member.
3. **Officers.**
 - a. A Chairperson, Vice-Chairperson, and Secretary shall be elected from among the seven congregational members.
 - b. The Chairperson will serve on the Board of Church Ministries.
4. **The Evangelism/Outreach Department** is responsible for the formulation, organization, administration, supervision, and promotion of the Evangelism Ministry for this church. The department is responsible for the organization, administration, program, supervision, promotion, and scheduling of the Christian Life Center activities, either by means of the department members or through a CLC Director who shall answer to them, or by both. Specific duties and responsibilities are as follows:
 - a. To generate the spirit of evangelism within the congregation.
 - b. To enlist church members in evangelistic endeavors, giving specialized training and help for individual and group evangelistic outreach.
 - c. To provide a bus ministry for Sunday services.
 - d. To recruit and schedule members to deliver Meals-on-Wheels.
 - e. To promote and declare the Christian Life Center as a focus for reaching the community for Christ.
 - f. To reach out to Augusta and the surrounding communities.
 - g. To evaluate all suggested programming for the CLC to be sure that it is consistent with the First Baptist Church Constitution.
 - h. To communicate to the church and community the activities and events of the CLC.
 - i. To provide administration for the carrying out of community assistance programs.
 - j. To provide opportunities for fellowship and intergenerational activities, to strengthen and support families according to God’s principles, to plan and develop physical activities, and to provide instruction and challenge through speakers, concerts, and seminars.
 - k. To oversee the scheduling of CLC activities and to coordinate them with the church calendar.
 - l. To monitor the financial status as to expenditures and income with regular reports to the Board of Church Ministries.
 - m. To complete and maintain the manual of operating guidelines for the CLC

which is to include, but not be limited to, rules and maintenance for using equipment, a method of tracking visitors, procedures for accidents and disciplinary actions, and a short introduction to our church.

E. THE TRUSTEES (9 members) [Chairperson is a Corporate Officer, see Article V].

1. The Trustees shall hold in trust all property of the church and shall take necessary measures for its protection, such as insurance coverage, upkeep, management, inspection, and improvements conforming to the Laws of the State of Kansas and local ordinances.
2. The Property of the Church includes the full city block surrounded by Kelly Street, Washington Lane, Josephine Street and State Street in the City of Augusta, Kansas. It includes the First Baptist Church and contents plus all grounds and parking lots. In addition, the church owns the parsonage with attached garage at 1524 State Street. The church also owns and operates vehicles, which require maintenance and occasional replacement.
3. Responsibilities of The Trustees:
 - a. To develop policies, procedures, and schedules that provide for the oversight and operation, maintenance, repairs, upkeep, and the use of the property, building and contents, grounds, parking lot, and vehicles.
 - b. To make recommendation to the congregation for repair, renovation, or addition to said buildings, furnishings and decoration of property.
 - c. To make decisions about the use of church property by outside groups or individuals, in keeping with church policy. Any questions concerning the latter should be referred to the Board of Church Ministries.
 - d. To employ and supervise all custodial services, and, when needed, to aid the Personnel Staff Relations Committee in the selection and evaluation of custodial personnel and services.
 - e. To submit all items to the Finance/Stewardship Department for approval of non-budgeted repairs, maintenance, etc. and to inform that Department of anticipated renovations, repairs, and replacements. Each specific need should be prioritized and accompanied by an estimate of the approximate cost to complete the job within a time frame.
 - f. To appoint a Décor Subcommittee of three people from the congregation to serve as interior decorators/consultants for the church. They are responsible to the Trustees and will meet on an as-needed basis.
 - g. To provide marked and convenient parking that is designated for "Visitors Only." To mark reserved parking for church vehicles, handicapped parking near exits on the east side for persons who do not use the ramp and on the west side for persons who do. To provide ample space for loading/unloading the larger church vehicles.

F. WORSHIP AND MUSIC DEPARTMENT (6 members).
Responsibilities.

1. To work closely with the Pastoral Staff in planning regular worship services.

2. To oversee and encourage the music program of the church. If church resources permit and suitable personnel are available, a Music Director is a desirable addition to the Church Staff.
3. To recruit directors for all choirs – adult, youth, and children and to provide music for events when needed.
4. To recruit an organist and pianists for worship services and special events, as well as to recruit other musicians as needed.
5. To encourage those with musical talent to participate in leading worship in various ways, while maintaining a worshipful atmosphere in the sanctuary.
6. To see to the regular evaluation and maintenance of the music library, choir robes, musical instruments, sound equipment, and equipment for taping worship services, programs, and performances.
7. To provide specifications and data to the Finance Department in the event of a proposed purchase of new equipment or a major repair or replacement of existing instruments and accouterments.
8. To provide training to persons who manage the public address system at worship services and to supervise the persons responsible for recording of worship services and programs.
9. To develop and maintain an organized procedure for any borrowing of church acoustical systems and instruments, including a record of persons, times, and location of keys.
10. To work with the ushers in making worshipers feel welcome and comfortable. See also Article X, Section 2, D.

ARTICLE X – COMMITTEES

Personnel and Staff Relations Committee

Nominating Committee

Auditing Committee

Ushering Committee

Pastoral Relations Committee (PRC)

Section 1. Definitions/Duties/General Provisions.

A. Definitions.

1. Standing Committees of the First Baptist Church are constitutional. They are filled by the Nominating Committee and voted upon by the congregation.
2. Subcommittees are generally appointed by the Chairperson of one of the Boards or Departments.
3. Temporary Committees that are formed for one specific purpose and then later disbanded are called Task Forces; see Article VIII, Section 2, M.

B. Duties.

1. Both Standing Committees and Subcommittees have specific, ongoing tasks to perform, including regular reports.
2. The Chairpersons of Standing Committees report directly to the Board of Church Ministries on an as-needed basis.
3. The Chairpersons of the Subcommittees report directly to the Chairperson of

the Department or Board that appoints them.

4. Members of a Subcommittee do not have to be members of their Department.

C. General Provisions.

1. Except for the Pastoral Relations Committee (PRC) all Standing Committees will be elected for 2-year terms with half replaced each year. They should be active members of the church.
2. Members may be reelected, but after four years of consecutive service must sit out one year. If filling a vacancy, a member may be reelected to a full term of office.
3. Each Committee shall elect a Chairperson, Vice-Chairperson, and Secretary in June to take office July 1st. In the absence of the Chairperson, the Vice-Chairperson (1) prepares the committee agenda and chairs the meeting, and (2) attends the meeting of the Board of Church Ministries in the Chairperson's place.
4. The responsibilities of the Committee Chairperson:
 - a. To preside over all meetings of the Committee.
 - b. To report the proceedings of the Committee to its Department if it has been assigned to one and to the Board of Church Ministries if it has not.
 - c. To follow the same guidelines set out in Article IX, Section 2, B, for Department Chairperson.
5. Meetings will be as needed unless otherwise directed by the Board of Church Ministries or specially stated under each Committee's provisions.
6. Standing Committees, Subcommittees and Task Forces shall keep and maintain a handbook for policies and procedures to provide guidelines and continuity.

Section 2. THE STANDING COMMITTEES.

A. THE PERSONNEL AND STAFF RELATIONS COMMITTEE.

1. **Purpose:** The Personnel and Staff Relations Committee handles the securing and dismissal of paid and unpaid non-pastoral staff, their benefits, if any, and all other personnel matters, including leave of absence, vacation time, and minor disputes.
2. **General:** The Committee has four (4) members. It elects its own officers – Chairperson, Vice-Chairperson, and Secretary.
3. **Procedure.**
 - a. The Personnel Committee must receive authorization from the Board of Church Ministries to secure paid and unpaid staff members for an open position, excluding the Pastoral Staff. The Board of Church Ministries has the option to appoint a Search Committee or to use this Committee for obtaining Associate Ministerial Staff.
 - b. The Committee shall secure those recommended employees after consultation with the appropriate group.
4. **Duties and Responsibilities of Staff Relations:** Duties apply to all paid personnel – excepting Pastoral Staff –as follows:
 - a. To counsel with the staff regarding professional concerns on congregational issues while handling all business confidentially.
 - b. To help maintain healthy interpersonal relationship between staff, their families, and the congregation.

- c. To assist with conflict resolution and to counsel the staff regarding continuing education.
- d. To evaluate non-pastoral staff performance annually with the aid of the responsible department for that employee and make a recommendation to the Finance/Stewardship Department regarding salaries and/or benefits.
- e. To discourage nepotism.

B. THE NOMINATING COMMITTEE.

1. **General:** The Nominating Committee shall consist of six (6) members recommended by the Diaconate and voted upon by the congregation.
2. **Qualifications:** Each member shall be an active, faithful member of the church who has knowledge of church organization, church duties, and the church family.
3. **Responsibilities and Duties.**
 - a. To nominate all candidates for the congregational election in November.
 - b. To nominate church members to fill all Boards, Departments, Committees, and specific Subcommittees.
 - c. To post a list of the nominees in the Narthex two weeks before the election.
 - d. To make sure that all persons nominated have agreed to serve, if elected, for the full term of the office.
 - e. Immediately, upon notification of resignations and vacancies, to start a selection process to fill the vacancies, so that appointees can be voted upon at the next business meeting of the congregation.
 - f. An appointee is eligible to be a candidate when the post again comes up for election.

C. THE AUDITING COMMITTEE.

1. **General:** This Committee shall consist of four (4) members, one of whom should have expertise in financial record keeping. If needed, professional assistance may be obtained with approval of the Board of Church Ministries.
2. **Duties and Responsibilities.**
 - a. To examine annually the financial records of the church. All church financial records will be audited except those funds in individual Sunday School classes and other auxiliary groups connected to First Baptist Church.
 - b. To report the audit findings to the membership at the first business meeting of the year.

D. THE USHERING COMMITTEE.

1. **General:** This committee shall consist of at least sixteen (16) members elected annually to serve one-year terms. The number may be expanded by the Nominating Committee at the request of the Board of Church Ministries.
 - a. There will be one meeting in January to elect a captain and for designations of responsibilities. Meetings thereafter are called on an as-needed basis.
 - b. This Committee is responsible to the Music and Worship Department.
2. **Duties and Responsibilities.**
 - a. To see to the comfort, friendly reception, and the well-being of all persons in the worship services.

- b. To take the responsibility for maintaining the environmental conditions for worship, such as lighting, temperature control, seating, and any emergencies that may arise.
- c. To receive the offering and turn it over to the Financial Secretary or a representative.
- d. To check emergency equipment and procedures periodically, including wheelchair services should handicapped transportation from curbside be requested.
- e. To update *The Ushers Manual* annually and to establish training for new ushers.
- f. To establish a dress code for ushers.

E. THE PASTORAL RELATIONS COMMITTEE (PRC).

1. Purpose.

- a. This Committee is a bridge for communication among the Pastors and between the Pastors and the congregation.
- b. It serves as an advisory group to the Pastors and as an advocacy group for the Pastors and their leadership within the congregation.
- c. At all times, the atmosphere shall maintain the spirit of constructive and caring communication with strict confidentiality and trust.

2. Organization.

- a. **Meetings:** Quarterly or more frequently as needed. The minutes shall be kept confidential and are not to be shared outside the Committee.
- b. **Membership.**
 - Four members are selected by the Nominating Committee from suggestions submitted to them by the Pastoral Staff, the Deacons, the Deaconesses, and the congregation. The Pastoral Staff are ex-officio members.
 - The members serve four years with one leaving and one added each year with the Nominating Committee adding the new member, representing the same designation or category as the one leaving. This will keep the Committee in balance with the four designations.
 - When a new Senior Pastor comes on Staff, the Deacon Board will consult with the Pastors and the PRC to decide if the old PRC should disband or remain. If they disband, the Nominating Committee will proceed as above under membership.
 - Also when a new Senior Pastor comes on Staff, the Pulpit Committee will appoint two of its members to join the PRC for six to twelve months to assist the Pastor in his adjustment and transition.
- c. **Officers:** Every PRC will elect a Chairperson, Vice-Chairperson, and Secretary to serve one year.

3. Qualifications: Because members of the PRC must be persons whose ideas and opinions are valued and respected by both the Pastors and congregation, the following qualifications are recommended:

- a. Foremost, each PRC member needs to have a strong Christian witness.
- b. In addition, members need to demonstrate the qualities of patience and flexibility. They must be able to keep confidences, to appreciate differing

- points of view, and to negotiate and reconcile differences.
- c. No two family members may serve on the PRC at the same time.
4. **Duties and Responsibilities.**
- a. **Church/Pastoral Communication:** The PRC provides an opportunity for the Pastors and members to have a positive dialogue to discuss the successes and concerns for all issues in the church. The PRC encourages the members and Pastors to voice any concerns when they first arise, so that proper and early attention can be given for early resolution with friendly dialogue. In the event of a non-reconciliation, the PRC will consult with the body from which the problem originates. If necessary, they shall seek advice from the Deacon Board or the Area-Wide Minister.
 - b. **Continuing Education:** The PRC and Pastors will discuss areas of continuing education, which may enhance Pastoral skills and personal growth. In the same vein, the Committee can suggest additional educational opportunities.
 - c. **Pastoral/Family Adjustment:** The PRC will be a resource and support to any new member of the Pastoral Staff and his family for a smooth transition and adjustment to the church family and community.

ARTICLE XI – COMMUNITY CARING AUXILIARY GROUPS

Section 1. General.

Those organizations that enhance a worthy cause for the church and its outreach to the community are designated auxiliary organizations.

Section 2. Auxiliary organizations shall work with the church and be in agreement with its Articles of Faith. Auxiliary organizations may develop their own constitutions and/or by-laws and guidelines to be approved by the Deacon Board. Adding a new auxiliary organization requires a two-thirds vote at a business meeting of the church.

Section 3. As such, auxiliary organizations establish their own budget and guidelines. Failure to work with the church shall be cause for disbanding the relationship.

Section 4. Auxiliary organizations shall employ their own staff. All paid personnel on the level of a director, professional counselor, or administrator must be approved by a vote of the church.

ARTICLE XII - WORSHIP

Section 1. Worship services shall be held at such times and hours as the Pastor and the Board of Deacons may direct.

Section 2. No business shall be transacted in a Sunday morning worship service.

Section 3. The Lord's Supper shall be observed as designated by the Deacon Board.

Section 4. Other special worship services or evangelistic meetings may be scheduled by the Pastoral Staff and the Board of Deacons.

ARTICLE XIII - FINANCES

(See also Finance/Stewardship Department)

- Section 1.** Necessary finances for conducting the work of this church shall be obtained through tithes, offerings, and income from investments.
- Section 2.** Freewill offerings may be taken only as deemed advisable by the Board of Deacons.
- Section 3.** No entertainment, suppers or bazaars, or money-raising projects shall be held by the church for profit. Auxiliary organizations may raise funds toward meeting their expenses, including a long-range plan, but not for profit. CLC events and programs are expected to meet all requirements for maintaining the church's nonprofit position with the I.R.S.
- Section 4.** The only exception to Section 3 is for projects by the youth of the church since they have no regular means of income.
- Section 5.** Projects must be approved by the Board of Church Ministries.

ARTICLE XIV - BUSINESS MEETINGS

Section 1. Annual Business Meetings.

- A. The annual business meeting for the election of officers and the adoption of the church budget shall be held in November.
- B. Officers so elected shall assume their duties on the first day of January following the meeting.
- C. All reports from the Officers, the Deacon Board, Departments, Committees, and Auxiliary Organizations shall be presented to the congregation at the first business meeting of the new calendar year.

Section 2. Regular Business Meetings.

- A. Regular Business Meetings shall be held a minimum of two times a year as scheduled by the Board of Church Ministries.

Section 3. Special Business Meetings.

- A. Special Business Meetings may be called at any time by the Moderator, or Chairman of the Deacons.
- B. Notice of such meeting and the purpose for which it is called shall be given from the pulpit two weeks before the date of the meeting.

Section 4. Quorum.

- A. Unless otherwise specified, a quorum for the transaction of church business shall be the number of active church members attending the duly called and publicized meeting.
- B. Unless otherwise specified, a simple majority vote shall pass a legal motion that has been both moved and seconded by active church members. Exceptions to the majority vote have to do with the calling and the dismissal of a Pastor and the amendment of this Constitution.

Section 5. Procedure.

- A. *Robert's Rules of Order* shall be the parliamentary practice for all business meetings.

Section 6. Restrictions.

- A. No business shall be transacted anytime other than at a business meeting except for the reception and dismissal of members, the appointment of delegates to represent the church in other bodies, and the filling of vacancies of offices as provided for in this constitution.
- B. No Absentee or Proxy Ballots will be allowed.

ARTICLE XV – CONSTITUTION REVISIONS AND AMENDMENTS

Section 1. The Chronology of the Constitution and Amendments of the First Baptist Church, Augusta, Kansas.

- A. A major revision of the first recorded Constitution was adopted January 8, 1975. It was entitled *The Constitution and By-Laws of First Baptist Church, Augusta, Kansas*.
- B. Amendments made to the 1975 Revision:
 1. Article IX, Section 5 (February 4, 1976) – Ushering Committee
 2. Article VIII, Section 4 By-Laws (October 6, 1976) – Quorum
 3. Article IV, Section 20 (February 20, 1977) – Suspension
 4. Article VIII, Section 2 (June 7, 1978) – Deaconess (1) every 25 families
 5. Article V, Section 5 (December 5, 1979) – CE Department & Assistant General Treasurer to do job of General Treasurer in absence
 6. Article IX, Section 6 (April 10, 1998) – Stewardship
 7. Article V, Section 4, 5, 6, 7 (August 15, 1999) – General Treasurer, Assistant Treasurer, Sunday School Superintendent, and Assistant SS Superintendent will be deleted as Corporate Officers.
- C. Major structure revision started, but not completed in 1999.
- D. Major structure revision restarted January 30, 2000 and completed July 2001
 1. Amendments made November 10, 2002 to the Constitution adopted August 26, 2001. No addendums will be attached. The Constitution will be reprinted.
 - a. Article VII, Section 1.A.5 The Board of Deacons, Provisions
 - b. Article VIII, Section 2.G.1. Duties and Responsibilities of the Board of Church Ministries
 - c. Article VIII, Section 2.P. Duties and Responsibilities of the Board of Church Ministries
 - d. Article VIII, Section 3. Membership of the Board of Church Ministries
 - e. Article VIII, Section 3.D.2.f. Church Clerk Duties
 - f. Article VIII, Section 3.E. The Diaconate
 - g. Article IX, Section 3.B.5.i. Finance/Stewardship Department Duties
 - h. Article IX, Section 3.B.5.m. Finance/Stewardship Department Duties
 - i. Article IX, Section 3.B.8. Financial Secretary Duties
 - j. Article IX, Section 3.B.10.a. Memorial Fund Subcommittee
 - k. Article IX, Section 3.E. The Trustees
 - l. Article X, Section 2.A.4.d. Duties and Responsibilities of Staff Relations
 - m. Article X, Section 2.A.4.e. Duties and Responsibilities of Staff Relations
 - n. Article X, Section 2.D.1. The Ushering Committee
 - o. Article X, Section 2.D.1.b. The Ushering Committee
 - p. Article XIV, Section 1.A. Annual Business Meetings
 - q. Article XIV, Section 6.A. Restrictions
 - r. Article XIV, Section 6.B. Restrictions
 - s. Article XV, Section 2. B. Constitution Revision
 2. Amendments made April 4, 2006 to the Constitution adopted August 26, 2001. No addendums will be attached. The Constitution will be reprinted.
 - a.. Article III, B. Polity. delete Paragraphs B. and C. Paragraphs B. and C. read as follows:

- B. Although democratic and autonomous, this government, however, shall maintain affiliation and cooperation with the American Baptist Churches of the Central Region and the American Baptist Churches of the United States of America.
- C. We the congregation recognize our obligation to cooperate with churches of other denominations on matters in which this church is in agreement.
- b. Article VI, Ministerial Staff, Section 2.C. delete “whose credentials meet the standard of the American Baptist Churches of the Central Region” and place a period following the word “minister”.
- c. Article VI, Ministerial Staff, Section 2.D. delete “and his loyalty to the American Baptist Churches” and place a period after the word “ability”.
- d. Article IX, Departments, Section 3.C. delete paragraphs 2, 4, and 8 and renumber the remaining paragraphs. Paragraphs 2, 4, and 8 read as follows:
 - 2. To promote and support the four American Baptist Special Mission Offerings each year:
 - World Fellowship
 - America for Christ
 - One-Great Hour of Sharing
 - Retired Ministers and Missionaries Fund
 - 4. To support the mission activities of the American Baptist Women who meet regularly in this church to share mission information, provide love gift offerings, and support the annual ABW project.
 - 8. To designate Special Interest Missionaries to various Sunday School classes and other groups in the church in order to raise awareness of particular needs of each missionary and the individual mission situation.

3. Amendments made June 1, 2008 to the Constitution adopted August 26, 2001. No addendums will be attached. The Constitution will be reprinted.

Articles of Faith

Article J. Change Second Amendment to First Amendment

Article K. Delete & renumber remaining articles

Article VII, 1.A.1. Delete: Twelve (12) to

Article VII, 1.A.5. Delete

Article VII, 2.A.1. Delete: twelve (12) to

Article VIII, 2.H. Delete: regular and special

Article VIII, 3.A. Delete: elected

Article VIII, 3.A. Delete: If the Moderator is absent, the Chairman of the Board of Deacons shall preside.

Article VIII, 3.A.2.c. Change: Deacon Board to Trustee Department

Article VIII, 3.B.2. Delete: He shall serve as the Moderator in the Moderator’s absence.

Article IX, 1.A. Evangelism/Outreach Department Change: 10 to 8

Article IX, 2.C. Insert: **All Departments** shall keep and maintain a handbook for policies and procedures to provide guidelines and continuity. Re-letter remaining entries.

Article IX, 3.A.2.b. Change: Pioneer Clubs to Children’s Ministry

Article IX, 3.A.2.j. Add: j. First Baptist Preschool

Article IX, 3.B.1. Add: plus the Chairperson with voting rights only in the case of a tie.

Article IX, 3.B.2. Add: Chair

Article IX, 3.B.5.g. Add: or Assistant Treasurer.

Article IX.3.B.7. Delete: , a non-paid volunteer,

Article IX, 3.B.9.c. Delete: both disburse and

Article IX, 3.B.9.e. Delete: The Legacy Fund Subcommittee may spend up to \$5000 per project. For Memorial Funds, the Finance/Stewardship Department may spend up to \$5000 per project. Amounts in either group above this limit need congregational approval.

Article IX, 3.B.10.c. Delete: Duties/Guidelines/Policies: the Subcommittee will follow the Manual for Memorial and Legacy Funds.

Article IX, 3.B.11.c. Delete: both...and disburse

Article IX, 3.B.11.d. Delete: Duties/Guidelines/Policies: the Subcommittee will follow the Manual for Memorial and Legacy Funds.

Article IX, 3.D. Change to read as follows:

Preface: THE GREAT COMMISSION - Matthew 28:18-20

”And Jesus came and spake unto them, saying, All power is given unto me in heaven and in earth. Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even until the end of the world. Amen.” KJV

Purpose: The Evangelism/Outreach Department has a two-fold purpose:

- a. To heed the Great Commission by promoting evangelism throughout this church and community.
- b. To use the Christian Life Center to win this community to Christ.

2. General.

- a. This Department has eight (8) members. Seven (7) are elected from the congregation. The 8th member of the Department is to be the Youth Pastor who is an ex-officio member.

3. Officers.

- b. A Chairperson, Vice-Chairperson, and Secretary shall be elected from among the seven congregational members.

- c. The Chairperson will serve on the Board of Church Ministries.

4. The Evangelism/Outreach Department is responsible for the formulation, organization, administration, supervision, and promotion of the Evangelism Ministry for this church.

The department is responsible for the organization, administration, program, supervision, promotion, and scheduling of the Christian Life Center activities, either by means of the department members or through a CLC Director who shall answer to them, or by both.

Specific duties and responsibilities are as follows:

- a. To generate the spirit of evangelism within the congregation.
- b. To enlist church members in evangelistic endeavors, giving specialized training and help for individual and group evangelistic outreach.
- c. To provide a bus ministry for Sunday services.
- d. To recruit and schedule members to deliver Meals-on-Wheels.
- e. To promote and declare the Christian Life Center as a focus for reaching the community for Christ.
- f. To reach out to Augusta and the surrounding communities.

- g. To evaluate all suggested programming for the CLC to be sure that it is consistent with the First Baptist Church Constitution.
- h. To communicate to the church and community the activities and events of the CLC.
- i. To provide administration for the carrying out of community assistance programs.
- j. To provide opportunities for fellowship and intergenerational activities, to strengthen and support families according to God's principles, to plan and develop physical activities, and to provide instruction and challenge through speakers, concerts, and seminars.
- k. To oversee the scheduling of CLC activities and to coordinate them with the church calendar.
- l. To monitor the financial status as to expenditures and income with regular reports to the Board of Church Ministries.
- m. To complete and maintain the manual of operating guidelines for the CLC which is to include, but not be limited to, rules and maintenance for using equipment, a method of tracking visitors, procedures for accidents and disciplinary actions, and a short introduction to our church.

Article X, 1.C. Add: Standing Committees, Subcommittees and Task Forces shall keep and maintain a handbook for policies and procedures to provide guidelines and continuity.

Article XI, 1. Delete: "First Step" (The Christian Counseling Center), Augusta First Baptist Preschool, and MOPS are in this category. Others organizations may be added.

Article XII, 3. Delete: on the first Sunday of the months of February, April, June, August, October, and December and at special times as the Deacons decide.

Article XII, 3. Add: as designated by the Deacon Board.

Article XIV, 1.A. Delete: on the third Sunday

Article XIV, 2.A. Change: four to six to a minimum of two

Article XIV, 2.A. Delete: , after evening services or other appropriate times.

Article XV, 2.C. Change below to above

Section 2. Constitution Revision.

- A. This Constitution Revision is legally enacted by the membership of the First Baptist Church of Augusta dated this 26th day, of August , in the year 2001 and will supersede all prior Constitutions, By-Laws, and Amendments of this Corporation.
- B. This Constitution may be amended by any business meeting of the church by a two-thirds majority of those present and voting, providing that fifteen days of notice of the proposed change is given both through the newsletter and from the pulpit.
- C. All Amendments and By-Laws passed by the congregation to amend this document will be added to the chronological order of Amendments and Revisions as in this Section and listed above.