

THE CONSTITUTION AND BY-LAWS
THE SPINNING ROAD BAPTIST CHURCH, INCORPORATED

P R E A M B L E

Reposing our faith wholly in the Lord Jesus Christ for our salvation, believing in the teachings and practices of the Baptists and in those great distinctive principles for which they have ever stood, namely:

1. The preeminence of Christ as our divine Lord and Savior.
2. The supreme authority of the Bible (especially the New Testament) and its sufficiency as our only rule of faith and practice.
3. The right of private interpretation and the competency of the in-individual soul in direct approach to God.
4. The absolute separation of Church and State.
5. The regenerate Church Membership.
6. The symbolic ordinance of believer's baptism in obedience to the command of Christ.
7. The complete independence of the local Church and its interdependence in associated fellowship with other Baptists churches.
8. The solemn obligation of majority rule, guaranteeing equal rights to all and special privileges to none.
9. The spiritual unity of all believers, for which the Master so earnestly prayed.
10. A worldwide program of missionary fervor and evangelism in obedience to the final command of Jesus.

We therefore band ourselves together as a body of baptized (immersed) believers in Jesus Christ and adopt for our government, plan of worship, and service, the following articles:

ARTICLE I

Name

This organization shall be known as Spinning Road Baptist Church, Incorporated.

ARTICLE II

Purpose

The purpose of this Church shall be the advancement of the Kingdom of Jesus Christ. It shall seek to attain this end through public worship of God, Christian education, preaching and teaching the Bible, consistent Christian living by its members, personal evangelism, and through missionary and benevolent endeavor.

ARTICLE III

Membership

The membership shall consist of persons who have publicly confessed Jesus Christ as their personal Savior, followed Him in baptism, and now promise to live a Christian life, and agree to fulfill the obligations of the Church Covenant.

ARTICLE IV

Government

This Church shall be governed by and with the consent of its members under By-laws to be adopted by the membership, except that members under fifteen (15) years of age shall be ineligible to vote. Its government shall be democratic, representative and independent.

ARTICLE V

Officers and Their Election

The officers of this church shall consist of a Moderator, President of the Corporation; Assistant Moderator, Vice President of the Corporation; Church Clerk, Secretary of the Corporation; Financial Secretary, Comptroller of the Corporation; Church Treasurer, Treasurer of the Corporation; and such others as may be required. The method of electing incumbents and their term of office shall be established by the regular Church membership.

ARTICLE VI

Doctrine, Practices, and Ordinances

The Holy Bible shall be this Church's authority and guide in faith and practice.

The standard of Christian conduct for the membership is the following Church Covenant.

The ordinances of the Church shall be the Lord's Supper and Baptism by Immersion.

The Church Covenant

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior and on profession of our faith in Him having been buried with Him in baptism in the name of the Father, and of the Son, and of the Holy Spirit,

And having also a true Christian determination to make the Christ not alone the Savior but also the Lord of our lives in all matters of Christian conduct and living,

We do now solemnly and joyfully enter into Covenant with one another as one body in Christ -- and we, therefore, engage by the aid of the Holy Spirit.

Brotherly Love

To walk together in Christian love, exercising over each other a Christian watch-care, participating in each other's joys, and revealing tender sympathy in times of distress and sorrow.

To remember each other in prayer.

To be truly Christian in speech, ever slow to take offense and always ready for reconciliation and, mindful of the teaching of our Savior, to seek it without delay.

Church Loyalty

To strive for the advancement of this church in knowledge, holiness, and evangelistic zeal, both at home and in the wide world.

To sustain its worship ordinances, discipline, and doctrines, and to give it sacred preeminence over all institutions of human origin.

Giving

To contribute cheerfully and regularly of our means, as God prospered us, for the maintenance of this church, realizing that financial support of the ministry and all costs of maintaining a church organization is a very vital expression of Christian loyalty.

To give to the relief of the poor, and to support by giving to the world work of the Church, ever mindful of the command of our Lord to "Go into all the world and preach the Gospel."

Home Life

To maintain family and personal devotions.

To educate our children in Christian doctrine and to seek to practice Christian fellowship in all home relations.

Social Life

To reveal a Christian attitude in all business and social relations, refraining from those habits and customs that are detrimental to the highest Christian interests of ourselves and all others.

To be interested in every philanthropic effort of the community to relieve distress and make living conditions better, always mindful that as Christians we are "salt" and "light" in a world of much sin and darkness.

Transfer of Membership

To transfer our membership when moving to another city and having a suitable Church.

The Benediction

"Now the God of peace, that brought again from the dead our Lord Jesus, that Great Shepherd of the sheep, through the blood of the everlasting covenant, make you perfect in every good work to do His will, working in you that which is well pleasing in His sight, through Jesus Christ, to whom be glory for ever and ever. Amen."

(Hebrews 13:20)

ARTICLE VII

Organization and Property

Spinning Road Baptist Church, Incorporated, shall be organized and function as a corporation under the laws of the State of Ohio, with each of its regular members enjoying equal membership, rights, and privileges therein. The title to the property of the Church shall be vested in the corporation and held in its name. All Church property shall be held in trust and managed by the Property/Stewardship Team elected by the Church Membership in accordance with the articles of incorporation under which the Church is organized and which are on file with the Secretary of State of the State of Ohio. The title to Church property shall be granted by the Church Moderator after approval has first been obtained from a majority of the Property/Stewardship Team and a majority of those members present and voting at a regular or special business meeting of the Church. The Church Moderator shall serve as the Statutory Agent of the Church, when feasible, in accordance with the laws of the State of Ohio. When not feasible, the Statutory Agent shall be appointed by the Church Council. The name and street address of the Statutory Agent will be kept on file with the Secretary of State at all times. Should this Church cease to exist and/or operate in accordance with the purpose stated herein, or dissolve its affiliation with the American Baptist Churches in the USA, the Church Council shall recommend the distribution of all property and all assets held in the name of Spinning Road Baptist Church, Incorporated. The membership shall then vote on that plan at the next scheduled or called business meeting for approval.

ARTICLE VIII

Meetings

Meetings for the worship of God, the study of the Bible, the advancement of His Kingdom, and for the transaction of business shall be held at such times, as the Church Membership shall establish.

ARTICLE IX

Amendment

This constitution may be amended at any regular business meeting of the Church by an affirmative vote of three-fourths (3/4) of those members present, provided (a) a quorum of ten percent (10%) of the regular Church Membership is present and eligible to vote, (b) a resolution containing the proposed amendment shall have been submitted in writing at the previous regular business meeting and thereafter published in the Spinning News or other similar medium, and (c) the amending resolution shall contain the complete article in amended form.

THE BYLAWS

ARTICLE I

SECTION A. Pre-admission Procedure

1. No person shall be admitted to membership until he/she has appeared before the church membership; made a profession of faith in the Lord, Jesus Christ, or related his/her Christian experience(s); expressed an intent to adopt the views of faith held by this Church Covenant; and promised to fulfill the obligations of the Church to the best of his/her ability.

2. Upon satisfactory completion of the above requirements, the applicant may be accepted into membership by a majority affirmative vote of those Church members present.

SECTION B. Admission of Members

Any persons may be received into the membership of this Church by any of the following ways:

1. Regular

(a) By Conversion - The applicant must appear before the Church Membership, publicly state his/her acceptance of Jesus Christ as his/her personal Savior, promise to live a Christian life and to fulfill the obligations of the Church Covenant to the best of his/her ability, adopt the views of faith and practice of this Church, and be baptized by immersion.

(b) By Letter of Transfer from a recognized Baptist or other Church of like faith and order, which requires as prerequisites for membership acceptance of Jesus Christ as one's personal Savior and baptism by immersion.

(c) By Christian Experience if previously immersed.

(d) By Restoration upon evidence of Christian character and renewed interest in the church when membership has been lost for any reason.

2. **Associate.** Although full membership in this Church requires the ordinance of baptism by immersion, any person who professes his/her faith in Christ and is a member of any evangelical church may be accepted by vote of the Church as an associate member. This can be done upon presenting a letter from his/her church or upon his/her Christian experience, upon recommendation by the Pastor and the Congregational Care Team. Associate members shall be entitled to all rights and privileges of the Church except where the Church Constitution requires regular membership, when the sale and

purchase of real property of the Church is involved, in cases of calling for dismissal of any member of the ministerial staff, and in matters pertaining to denominational policy.

3. Watchcare. Persons temporarily residing in the community who are members of another evangelical church and who indicate a personal desire to do so, may be considered under the Watchcare of this Church and to be a part of the Church constituency. Watchcare members may be permitted to participate in the Congregational Business Meeting but without a vote. They may serve as teachers in the Church School and members of appointed committees except where the Church Constitution specifically requires regular membership. However, they shall not be eligible to hold any church office.

SECTION C. Duties of Members

In order that persons applying for membership may be fully informed about the responsibilities and duties of members, they shall have the Church Covenant, the Constitution and the Bylaws presented and explained to them by the Pastor, the Diaconate, or their designee, and shall subscribe to them both in letter and spirit.

SECTION D. Termination of Membership

The membership of any member may be terminated by any of the following ways:

1. **By transfer of membership** to another Church, granted upon request of the member. The request must name the receiving Church and the letter sent to an officer of that Church.

2. **By Death.**

3. **By Separation.**

(a) Any member who so conducts himself/herself as to bring reproach upon the cause of Christ, or who has had charges of unchristian conduct preferred against him/her, or who consistently breaches or disregards his/her obligations under the Church Covenant, may be separated from membership, but only after the Pastor and Spiritual Life Team have made a thorough investigation, have held a hearing if such action is appropriate, and have recommended to the Church Membership that such member be separated.

(b) Each year in March, the Congregational Care Team shall prepare a list of all members who have not complied with the provisions of the Church Covenant during the preceding year or who have requested removal of membership. Immediately thereafter, it shall be the duty of the Congregational Care Team to make a faithful effort to recover those members. When in any case the Congregational Care Team's effort has not produced the desired result and the Congregational Care Team is satisfied that a member cannot be recovered, they may recommend that the member be separated from the membership. By a regular business meeting, those members shall be separated from

membership and their names removed from the official list of members of the Church, provided that notice of the proposed recommendations and business Meeting, signed by the Church Clerk and the Chairperson of the Congregational Care Team, shall be mailed to them at their last known addresses at least thirty (30) days prior to the date of such meeting.

(c) The situation of the aged, the ill, the employed who must work on the Lord's Day, and others who are prevented from attending worship services and participating in the life and work of the Church, shall be considered by the Congregational Care Team and dealt with in the spirit of Christian kindness.

SECTION E. Non-Resident Members

1. A regular member who moves away from the area shall be encouraged to transfer his/her membership to a church of like faith.
2. A regular or associate member who moves away from the area may, upon approval of the Congregational Care Team, retain his/her membership in Spinning Road Baptist Church.

ARTICLE II

SECTION A. Calling a Pastor

1. When the pastorate is vacant; the Pulpit Committee shall perform its function of searching for and evaluating candidates. The Minister of Congregational Development of the American Baptist Churches of Ohio shall be contacted for procedural advice. When a suitable candidate is found, the Committee shall recommend him/her to the Congregation.
2. The question of whether or not to extend a call to a candidate shall be presented to the Church Membership at a regular Sunday morning worship service, official notice of such meeting and purpose having been read from the pulpit the two preceding Sunday mornings and published in the weekly publication of the Church for two consecutive weeks.
3. At any such service, twenty-five percent (25%) of the regular Church Membership, present and qualified to vote, shall constitute a quorum.
4. A vote of three-fourths (3/4) of the members present and qualified to vote shall be necessary to extend a call.
5. The vote shall be by secret written ballot.

SECTION B. Qualifications of the Pastor

The Pastor must possess those qualifications set forth in I Timothy 3:1-7 and, in addition thereto, be:

1. A duly ordained minister and preacher of the Gospel who subscribes to, teaches, and preaches in accordance with the doctrines of faith and belief of the American Baptist denomination, and of the Preamble and Article VI of the Constitution of Spinning Road Baptist Church;
2. an experienced, dynamic spiritual leader and teacher who knows Christ intimately through personal experience;
3. one who relies upon the power and direction of the Holy Spirit and who believes in the inspiration of the Bible and uses it as his authority;
4. an energetic, religious administrator who has an outgoing, friendly, pleasing positive personality;
5. one who is sensitive to the spiritual needs of the congregation and the individuals who comprise it;
6. one who believes in and is willing to become personally committed to a program of personal evangelism, visitation and Christian ministerial service in the community in cooperation with the Dayton Area Baptist Association, the American Baptist Churches of Ohio, and the American Baptist Churches of the USA.

SECTION C. Tenure of Office

Tenure of office of the Pastor shall be indefinite and shall continue until its dissolution is desired by either the Pastor or the Church. The Pastor shall at the time of his call receive a written contract from the Church, signed by the Moderator, the Chairperson of the Spiritual Life Team and the Chairperson of the Property/Stewardship Team, stating among other things the salary, length of vacation, and other considerations. The Pastor shall take office on the date mutually agreed upon by the Pastor and the Church Congregation.

SECTION D. Duties of the Pastor

The Pastor will:

1. be the spiritual leader of the Church and its activities;
2. arrange for and guide the worship at all regular services of the Church;
3. administer the ordinances of Baptism and the Lord's Supper as taught in the

Scriptures;

4. comfort the sorrowing, assist the sick and the distressed, and give counsel to those who seek it;
5. serve as ex officio member of the Church Council, and of all teams and standing committees of the Church;
6. supervise the work of the employed staff of the Church;
7. assist the Property/Stewardship Team in employing a secretary for himself whenever authorized by the Church Membership at such salary and under such conditions of employment as may be fixed by the Property/Stewardship Team;
8. perform all other duties usually incumbent upon the pastoral office.

SECTION E. Termination of Pastorate

1. The pastoral relationship may be terminated by the Pastor or by the Church Membership.
2. The Pastor may end the relationship with the Church by submitting a resignation to become effective sixty (60) days from the date of submission. The Council will accept the resignation on behalf of the Church Membership as soon as possible but in no event later than thirty (30) days after its receipt.
3. If any regular member or group of regular members of the Church has any complaint or grievance concerning the Pastor or any Pastoral Associate, they will attempt to resolve the matter to the mutual satisfaction of the parties involved in private discussions between them. If such discussions do not settle the matter, it will be reported to the Pastoral Relations Committee by the member or members concerned. The Pastoral Relations Committee will then take immediate action to investigate such complaint or grievance; and, after having ascertained the facts giving rise to it, will attempt to resolve the matter to the mutual satisfaction of the parties concerned. If the Pastoral Relations Committee is unable to resolve the matter, the matter will be referred to the Spiritual Life Team. Should the Spiritual Life Team be unable to resolve the complaint or grievance, it will then be taken before the Church Council, which will endeavor to resolve it to the satisfaction of all concerned. Should the Church Council be unable to resolve the matter, the Church Council will submit a full report thereon at the next regular or special (if two weeks written notice is given) business meeting of the Church, stating the names of the parties involved, the facts from which the complaint or grievance arose as determined by its investigation and that of the Pastoral Relations Committee, and what efforts have been made to settle the matter amicably to the satisfaction of all parties. The regular membership shall then determine by secret written ballot whether or not to adopt the Council's recommendation for settling the matter involved. An affirmative vote of two-thirds (2/3) of those regular members present and eligible to vote shall be required for

adoption of the Council's recommendation provided a quorum of at least ten percent (10%) of the regular members is present.

SECTION F. Pastoral Succession

No employee, officer, or member of the Church shall be eligible to succeed the Pastor.

SECTION G. Pastoral Associates

1. Whenever the Church Membership shall authorize the employment of an associate to share the Pastor's functions, the provisions of the Bylaws, which govern calling a pastor, and terminating the pastoral relationship shall be applied.
2. The duties of pastoral associates shall be determined by the Church Council and their tenure shall be agreed upon at the time of their call.

ARTICLE III

Officers

SECTION A. Officers

1. The Officers of the Church shall be as follows:
 - (a) Moderator of the Church - President of the Corporation.
 - (b) Assistant Moderator of the Church - Vice President of the Corporation.
 - (c) Church Clerk - Secretary of the Corporation.
 - (d) Financial Secretary - Comptroller of the Corporation.
 - (e) Church Treasurer - Treasurer of the Corporation.

SECTION B. Term of Office

All officers shall be elected for a term of one year, and may not serve more than three successive terms. Further successive terms may be authorized in exceptional cases by vote of the Church Council.

SECTION C. Eligibility

1. No officer shall hold any other elective position. This limitation may be relaxed in exceptional cases by vote of the Church Council.

SECTION D.

1. Moderator of the Church - President of the Corporation.

(a) Qualifications:

(1) Shall be a member in good standing and chosen from among the regular membership.

(2) Shall have served on one of the Teams.

(b) Duties

(1) Preside at all business meetings of the Church

(2) Serve as Chairperson of the Church Council

(3) Be an ex officio member of all Teams and Committees of the Church

(4) Coordinate and administer the operating program of the Church.

(5) Execute all legal instruments for and on behalf of the Church.

2. Assistant Moderator of the Church - Vice President of the Corporation.

(a) Qualifications:

(1) Shall be a member in good standing and chosen from among the regular membership.

(2) Shall have served on one of the Teams.

(b) Duties:

(1) Shall assist the Moderator in the performance of his/her duties and serve as ex officio member of all Teams and Committees.

(2) Shall perform all duties of the Moderator of the Church in his/her absence.

(3) Shall preside on such other occasions as the Moderator may request.

3. Church Clerk - Secretary of the Corporation.

(a) Qualifications: The qualifications of the Church Clerk shall be determined by the Church Council.

(b) Duties:

(1) Prepare and maintain custody of the following records of the Church:

(a.) Minutes of the proceedings of all regular and special business meetings of the Church.

(b) Correspondence authorized by the Church Membership.

(c) A register of the Church Membership showing the full name, home address, and telephone number of each member and the date and manner of his/her admission and dismissal.

(d) Minutes of the proceedings of all meetings of the Church Council.

(e) An accurate list of all Team and Committee members in conjunction with the Nominating Committee.

(2) Attest and sign, if required, in the name of the Church all deeds, mortgages, leases, notes, and contracts to buy and sell real property

(3) Preserve in a safe place all official Church documents.

(4) Prepare reports required of the Church.

(5) Publish notices of regular and special meetings of the Church Membership.

4. Financial Secretary -- Comptroller of the Corporation.

(a) Qualifications: The qualifications of the Financial Secretary shall be determined by the Church Council.

(b) Duties:

(1) Record all contributions received.

(2) Send to each member in January, a statement showing the record of his/her giving to the Church.

(3) Present to the Church Membership at the quarterly and annual business meetings a detailed statistical report showing the following:

(a.) The total dollar amount contributed to the Church's general operating fund during the last preceding quarterly period and from the beginning of the calendar year to the end of the last quarter.

(b.) The total dollar amount contributed to the Church's designated funds and accounts during the past quarter and from the beginning of the calendar year to the end of the past quarter.

(c) Any other information considered by the Church Council to be appropriate for inclusion in such a report.

(4) Make all books and records of accounts available for inspection when requested by the Property/Stewardship Team, and for the annual review, and at such other times as the Property/Stewardship Team shall specify.

(5) The Financial Secretary shall be bonded by a responsible surety company licensed to do business in Ohio.

5. Church Treasurer - Treasurer of the Corporation.

(a) Qualifications: The qualifications of the Church Treasurer shall be determined by the Church Council.

(b) Duties:

(1) Be a member of the Property/Stewardship Team.

(2) Maintain books and records of financial accounts prescribed by the Property/Stewardship Team.

(3) Disburse funds as authorized by the Property/Stewardship Team.

(4) Present to the Church Membership at its quarterly and annual business meetings, or more often if so requested by the Property/Stewardship Team, an itemized report of receipts and disbursements, showing the current and actual financial condition of the Church.

(5) Make all books and records of financial accounts of the Church available for inspection when requested by the Property/Stewardship Team, and for the annual review, and at such other times as the Property/Stewardship Team shall specify.

(6) Be bonded by a responsible surety company licensed to do business in Ohio.

6. Assistants

The Church Council shall, whenever it deems that the Church Clerk, Financial Secretary, and Church Treasurer need assistance in performing their duties, appoint such assistants from among the regular and associate members of the Church. The qualifications and duties of these assistants shall be the same as those for the Church Officers whom they are assisting.

ARTICLE IV

The Church Board

SECTION A. Teams

1. The Church Board shall be composed of six (6) Teams, whose members are elected by the congregation.
 - (a) The Spiritual Life Team shall consist of three (3) elected members.
 - (b) The Worship Team shall consist of five (5) elected members, plus the church's Music Director.
 - (c) The Congregational Care Team shall consist of nine (9) elected members.
 - (e) The Missions/Outreach Team shall consist of six (6) elected members.
 - (f) The Property/Stewardship Team shall consist of nine (9) elected members, plus the Church Treasurer.

SECTION B. Term of Office

1. Each elected member of a Team shall hold office for a term of three years.
2. Expiration of the terms of office of Team members shall be so arranged that approximately one-third (1/3) of the membership shall be replaced each year. This limitation may be relaxed in exceptional cases by vote of the Church Council.
3. Diaconate members who have served the Church faithfully and well for many years may at any time, by vote of the Church Membership, be elected Honorary Life Deacons and Deaconesses.

SECTION C. Eligibility

1. No Board member shall be eligible for election to membership on the same Team on which he/she is currently serving for one (1) year from the expiration of his/her present incumbency. This limitation may be relaxed in exceptional cases by vote of the Church Council.

2. Anyone elected to membership on a Team to serve out an unexpired term of two (2) years or less shall be eligible for election to membership on the Team for a full term of office.

3 No Board member shall be elected to or serve on more than one Team at any one time. This limitation may be relaxed in exceptional cases by vote of the Church Council.

SECTION D. Qualifications and Duties of Team Members

1. Qualifications:

(a) The members of the Spiritual Life Team shall possess those qualifications set out in I Timothy 3:1-7 and in Titus 1: 5-9.

(b) The members of the rest of the Teams shall possess those qualifications set out in I Timothy 3:8-13 and Titus 2:1-10

2.Duties:

(a) The Spiritual Life Team

(1) Assist the Pastor in the discharge of his pastoral duties and responsibilities.

(2) Assist the Pastor in developing the spiritual life of individual members and of the Church.

(3) Receive, administer, and disburse the Fellowship Fund.

(4) Together with the pastor, investigate any charges of unchristian conduct preferred against a member, deal with the offender in accordance with the practice prescribed by Matthew 18:15-17, and thereafter recommend such action to the Church Membership as is deemed proper.

(5) Hear and investigate all complaints and/or grievances against the Pastor and Church Ministerial staff and attempt to effect a reconciliation between the individual complainant and the person against whom the complaint or grievance is brought, after all attempts have been made by the Pastoral Relations Committee to resolve the complaints and/or grievances, prior to any such matter being brought before the Church

Membership. Should the Spiritual Life Team be unable to resolve the matter, they shall then, in company with the complainant, present the matter to the Church Council for resolution.

(b.) The Worship Team

- (1) Assist the pastor in planning and conducting prayer meetings, worship services, and evangelistic campaigns.
- (2) Assist the pastor in the recruiting and training of ushers.
- (3) Assist the Pastor in administering and preparing the ordinances of the Lord's Supper and of Baptism by Immersion.
- (4) Supply the pulpit in the absence of the Pastor, and when the Church is without a Pastor.
- (5) Assist in beautifying the sanctuary and preparing it for special worship seasons.
- (6) Plan, organize, coordinate and evaluate the music program of the church.
- (7) Hire and establish the compensation to be paid for the Director of Music and other employees of the church music staff.

(c.) The Congregational Care Team

- (1) Assist in giving instructions in Baptist beliefs, and orientation in the organization and program of the Church to new members.
- (2) Exercise Christian watchcare over the individual members of the Church. This includes, but is not limited to, encouraging and assisting members to carry out the provisions of the Church Covenant; visiting the sick, the infirm, and the distressed; helping the poor and aiding the needy; creating a spirit of Christian concern and friendliness among members of the Church; and enlisting the participation of both old and new members in the program of the Church.
- (3) During the first quarter of the calendar year, select from the membership rolls of the Church the names of all members who have not complied with the provisions of the Church Covenant during the preceding year; attempt to visit or communicate with all such members; call their attention to their delinquencies and endeavor to bring them back into the fellowship of the Church; report to the Church Membership the names of all such members with whom their efforts have been of no avail; and consider recommending separation from membership in the Church.

(4) Visit prospective members to determine their eligibility for church membership.

(d.) The Christian Education Team

(1) Develop Christian education goals, standards, and policies.

(2) Plan, organize, administer, coordinate, and evaluate the entire Christian education program of the Church.

(3) Recruit, train, and approve the appointment of all departmental and teaching personnel in the educational program.

(4) Recommend the educational use of Church space and equipment, including the Church library.

(5) Administer and promote the use of educational resources.

(6) Supervise and establish the policies for the Church Week-day Preschool.

(7) Hire and establish compensation for the Pre-School Administrator and Teachers.

(8) Hire and establish the compensation for a youth minister when so authorized by the Church Membership.

(e.) The Missions/Outreach Team

(1) Assist in promoting the evangelistic program of the Church.

(2) Evaluate special missions requests for possible funding.

(3) Present an annual mission budget to the Property/Stewardship Team.

(4) Receive and evaluate requests for financial support from or on behalf of individuals/organizations for inclusion in the missions budget.

(5) Review the ministry of each recipient of funds to determine the reasonableness of continuing support in the next year.

(6) Promote mission education.

(7) Organize and promote special offerings and missions events.

(f). The Property/Stewardship Team

(1) Have custody, care, and control of all real and tangible personal property of the Church.

(2) Establish and administer a continuing program for the maintenance and repair of all Church property, including but not limited to buildings, grounds, furnishings, and equipment within the monetary limits specified in the annual budget.

(3) Acquire, lease, mortgage, sell, and convey any real or personal property of the Church when so directed by the Church Membership.

(4) Erect, improve, alter and repair Church buildings when directed by the Church Membership.

(5) Fix the compensation for the pastor within the limits of the annual Church budget.

(6) Employ such building, custodial and grounds maintenance help as is required for the care and operation of Church property, establish the duties and responsibilities to be performed, and fix the compensation within the limits of the annual Church budget.

(7) Employ the Church secretary and such clerical assistance as may be required, and fix the compensation within the limits of the annual Church budget.

(8) Deepen the stewardship commitment of the Church members to generously provide funds to enable the Church to minister effectively in all areas of need, and to supervise the expenditure of these funds.

(9) Prepare prior to 15 October of each year a preliminary unified budget, which will reflect the Church program proposed by the Church Council for the ensuing year. Devise and carry out plans for obtaining funds to finance the proposed program. Submit to the Church Council by its November meeting a proposed unified, balanced, operating budget for review and approval. Present to the Church Membership during the November or December Business Meeting the proposed budget for approval and adoption.

(10) Establish the form of all books and records of financial accounts to be kept for the Church.

- (11) Designate the depositories for all funds of the Church.
- (12) Designate one or more members of the Property/Stewardship Team to receive and deposit moneys contributed to the Church, such members to be bonded by a responsible surety company licensed to do business in the State of Ohio.
- (13) Manage and disburse all funds of the Church, except as the Bylaws otherwise provide.
- (14) Arrange for all bonds required by the Bylaws.
- (15) Cause the books and financial records of the Financial Secretary and of the Church Treasurer to be reviewed annually

SECTION E. Resignation from a Position

1. A person may submit his/her resignation from an elected office when either moving from the area served by the Church or being unable to continue serving the Church in his or her elected position.
2. The resignation must be submitted in writing to the Moderator of the Church and to the Chairman of that Team or Committee.
3. Upon receipt of a resignation from a Team or Committee, the Moderator will notify the Nominating Committee to work with that Team or Committee to find a replacement.
4. An elected Team or Committee member who does not attend the meetings without excuse and who does not function for a period of four (4) months will be asked to reevaluate his or her covenant commitment to the Church.
5. If the elected Team or Committee member does not intend to renew and fulfill his/her responsibilities, the chairman will ask the person to submit a resignation within one (1) month to the Moderator and to the responsible chairman.

ARTICLE V

SECTION A. Standing Committees.

The Standing Committees of the Church shall be as follows:

- (a) The Nominating Committee of six (6) members including three (3) members elected by the Church Membership, and one (1) member from each of the following Teams: Congregational Care Team, Christian Education Team, and Property/Stewardship Team.

Members will elect a Chairperson annually.

(b) A Social and Recreation Committee of five (5) members, elected from the Church Membership. Members will elect a Chairperson annually.

(c) A Pastoral Relations Committee of five (5) members elected by the Church Membership plus the Moderator. Members will elect a Chairperson annually.

SECTION B. Term of Office

1. All committee members elected by the Church Membership shall serve a term of three (3) years.
2. The terms of office of the elected members of a Committee shall be so arranged that not more than one-half (1/2) will expire at the close of each Church year.

SECTION C. Qualifications and Duties of Standing Committees

1. The Nominating Committee

(a) Qualifications: The qualifications shall be determined by the Church Council.

(b) Duties:

- (1) Receive recommendations from the existing Teams and Committees for individuals to fill positions becoming vacant at the expiration of each calendar year and to fill the unexpired terms.
- (2) Recruit individuals to serve as officers, or members of Teams and Committees, only after prayer and consideration of their spiritual gifts.
- (3) Inform potential nominees of the duties and responsibilities of each position.
- (4) Present to the Church Membership a nominee for each officer, Team member, and Committee member vacancy as it occurs.
- (5) Provide ballots, conduct the balloting, and report results of an election when requested to do so by the Moderator of the Church.

2. The Social Committee

(a) Qualifications: The qualifications shall be determined by the Church Council.

(b) Duty: The Social Committee will coordinate all activities related to the use of the kitchen and its equipment.

3. **The Pastoral Relations Committee**

(a) **Qualifications:** The qualifications shall be determined by the Church Council.

(b) **Duties:**

(1) Act as a channel regarding the Congregation's reaction to the Pastor's leadership and the Pastor's reaction to the Congregation's responsiveness to his leadership.

(2) Serve as an advocate for the Pastor to the Property/Stewardship Team regarding his compensation and continuing education.

(3) Serve as a resource to the Pulpit Committee.

(4) Report to the Church Council as needed

ARTICLE VI

Special Committees and Delegates

SECTION A. Special Committees

1. **A Pulpit Committee** will consist of eight (8) members including the Moderator of the Church and the Church School Superintendent. The remaining six will consist of one (1) from the Spiritual Life Team, one (1) from the Property/Stewardship Team, one (1) from the Christian Education Team, one (1) from the Worship Team; and two (2) from the general membership, who have been approved by the Church Council and elected by the congregation.

(a) **Duties:**

(1) Determine the Pastoral requirements of the Church Membership, establish the qualifications to be required of candidates for the pastorate, and investigate and evaluate the qualifications of all applicants.

(2) Submit to the Church Membership the name of the candidate found best qualified to become the Pastor of the Church, and recommend that a call be extended.

2. **A Constitution Committee** of three (3) members will be elected by the congregation upon recommendation of the Church Council when deemed necessary.

(a) **Duties:**

(1) Analyze the relevance and suitability of the provisions of the Constitution and By-

laws.

(2) Recommend to the Church Council any proposed changes to be presented for congregational approval.

3. **Committees of Short-term Duration**, not established by the By-laws and not coming under the specific responsibility of existing Teams and Committees, may be appointed by the Moderator of the Church acting independently or in accordance with instruction from the Church Membership.

SECTION B. Delegates

1. Delegates to represent the Church officially at denominational, inter-church, and civic activities shall be selected by the Church Membership.

2. Delegates to the meetings of the American Baptist Churches of Ohio and the American Baptist Churches in the USA shall be selected at the regular business meeting of the Church immediately preceding a scheduled meeting of one of these organizations.

3. Trustees for the Dayton Area Baptist Association shall be appointed by the Church Council for a term of three (3) years in accordance with the Constitution of that organization.

ARTICLE VII

Church Council

SECTION A. Membership

1. The membership of the Church Council shall be as follows:

- (a) Officers of the Church
- (b) Chairpersons of the Teams

SECTION B. Duties

1. At a called meeting of the Church Council, early in January, a tentative Church Program Calendar shall be prepared for the ensuing year for use in program planning and budget management. The Church Membership shall receive a copy, month by month, in the Spinning News.

2. Review and approve the proposed unified, balanced, operating budget submitted by the Property/Stewardship Team and make appropriate recommendations to the Church Membership.
3. Consider all matters of importance proposed for presentation to the Church Membership and make such recommendations as are deemed desirable.
4. Study the needs of the Church and its membership continuously and recommend to the Church Membership such action as is considered timely and appropriate.
5. Establish the qualifications for officers and members of Teams and Committees.
6. Appoint trustees for the Dayton Area Baptist Association

SECTION C. Officers

1. The Moderator of the Church shall be Chairperson of the Church Council.
2. The Church Clerk shall be Secretary.

SECTION D. Meetings

1. Regular meetings of the Church Council shall be held monthly.
2. Special meetings shall be held at the call of the Chairperson, the Pastor, or upon the written request of five (5) members.

ARTICLE VIII

Sunday School

SECTION A. Administration

1. The Sunday School program shall be administered by the Superintendent assisted by associate officers and teachers, under the supervision of the Christian Education Team.

SECTION B. Officers

1. The officers of the Sunday School shall be as follows:

- (a) Superintendent;
- (b) Assistant Superintendent;
- (c) Secretary;
- (d) Assistant Secretary.

SECTION C. Election and Eligibility of Officers

1. The officers of the Sunday School shall be elected by the Church Membership for a term of one (1) year.
2. No officer shall serve more than three (3) consecutive terms. This limitation may be relaxed in exceptional cases by vote of the Church Council.

ARTICLE IX

Church Historian

SECTION A. Qualifications

The qualifications of the Church Historian shall be determined by the Church Council.

SECTION D. Duties

1. Maintain the official, written chronological history of the Church by calendar year, beginning with its origin and continuing to record all events in its life of major importance occurring in each calendar year thereafter.
2. From this material, the Historian shall contribute a summary of major events to the annual report of the Church.

ARTICLE X

Elections

SECTION A. Time of Election

1. The annual election of Church officers, members of Teams, and Standing Committees and Sunday School officers, shall take place at an Election and Budget approval meeting in November or December.

SECTION B. Quorum

1. Ten percent (10%) of the Church Membership present and eligible to vote shall constitute a quorum at meetings where action concerning the pastoral relationship, the discipline of members, the purchase of real property, or the mortgaging or selling of Church property is to be considered.

SECTION C. Qualifications of Voters

1. Only members age fifteen (15) and older who are present and in good standing are qualified and eligible to vote.

SECTION D. Procedure

1. The Nominating Committee shall present to the Church membership the names of one or more members for each office, Team, and Standing Committee position to be filled. After the Committee has formally presented its report at the meeting, it shall be the privilege of any member present and eligible to vote, to place in nomination the name of any eligible member for any position.

2. No person shall be nominated to fill a position unless he/she has agreed to serve if elected.

3. Any member upon request can require a secret ballot to be held.

4. All elections shall be conducted by the Nominating Committee under the guidance of the Moderator of the Church.

5. A majority vote of the qualified members present is necessary for election.

SECTION E. Vacancies

1. Any vacancy occurring during the Church year may be filled for the unexpired term at any regular or called business meeting provided proper notice of the proposed election is given to the Congregation in the church bulletin or other publications.

2. The Nominating Committee shall present to the Church Membership the names of nominees for the vacancies to be filled, such nominees having previously agreed to serve if elected.

ARTICLE XI

Meetings

SECTION A. Devotional Meetings

1. Public services shall be held each Lord's Day in the Church for worship and the preaching of the Gospel.
2. The Sunday School shall meet in the Church or designated home each Sunday for study and explanation of the Bible, Christian doctrine, and Christian responsibilities and leadership.
3. There shall be a midweek service for prayer, worship, and Bible Study.
4. The Lord's Supper shall be observed the first Sunday of each month during the morning and evening worship, and on such other occasions as the Worship Team specifies.

SECTION B. Business Meetings

1. The Church Moderator shall preside over all regular and special business meetings of the Church. In his/her absence, the Assistant Moderator will preside. In the absence of both the Church Moderator and Assistant Moderator, the Chairperson of the Spiritual Life Team will preside. Should the Moderator, Assistant Moderator, and Chairperson of the Spiritual Life Team be absent at such a meeting, it will be presided over by the Chairperson of the Property/Stewardship Team.
2. The annual election of Church officers and members of Teams and Committees and the adoption of the Church budget for the succeeding year will be held in November or December of each year. The Annual Business Meeting of the Church, at which the yearly reports of all officers, Teams, and Committees will be presented, will be held in January.
3. Quarterly Business Meetings shall be held during the months of January, April, July, and October of each year.
4. Special business meetings may be held on call of the Moderator of the Church or on the written request of ten (10) members of the Church, provided notice of the time and purpose of the meeting is given in the Church bulletin during the two (2) preceding Sunday morning worship services. No business shall be transacted at such meeting except that specified in the call.
5. The order of business at the annual and quarterly meetings shall be as follows:
 - (a) Reading of minutes of the preceding meeting.

- (b) Reports of officers, Teams and Standing Committees.
 - (c) Old Business.
 - (d) Unfinished business.
 - (e) New Business.
 - (f) Elections.
6. Action on the dismissal of members shall be taken only at regular or special business meetings of the Church.

ARTICLE XII

Organization of Teams and Committees

SECTION A. Required Organization Action

1. All Teams and Committees shall take the following required action:
 - (a) The outgoing chairpersons of all Teams shall call a special meeting within two (2) weeks following the annual election of officers to organize the Teams, elect officers, Committees and Subcommittees, adopt rules and regulations to govern their activities, adopt a schedule of regular meetings, and report the completion of organization to the Moderator of the Church.
 - (b) Prepare an agenda for each meeting and transmit a copy to the Church Moderator, Pastor, and each Team or Committee member, prior to the meeting date.
 - (c) Keep a formal record (minutes) of all meetings and proceedings and transmit a copy thereof to the Church Moderator, Pastor, and each Team or Committee member within one (1) week after the meeting has been held.
 - (d) Develop a program of activity for the entire Church year.
 - (e) Submit budget requirements to the Property/Stewardship Team when requested.
 - (f) Present a written report of program accomplishment to the Church Membership at the quarterly and annual business meetings, and at such other times as the Moderator of the Church shall require.

ARTICLE XIII

Affiliations

Recognizing the obligation and privilege of working in close cooperation with other religious bodies having the same general objectives, this Church shall be affiliated with the Dayton Area Baptist Association, the American Baptist Churches of Ohio, the American Baptist Churches in the USA, and with such other bodies as the Church Membership may select.

ARTICLE XIV

Church Year

The Church Calendar Year for budgeting and for the election of officers will coincide with the calendar year (January 1 - December 31).

ARTICLE XV

Execution of Legal Documents

The Moderator, President of the Corporation, shall sign and execute, and the Church Clerk, Secretary of the Corporation, shall attest to, and if required, sign as an Officer of the Church, all contracts, obligations, mortgages, notes, deeds, and other legal documents after they have been drawn up and approved by a majority of the Property/Stewardship Team.

ARTICLE XVI

Church Powers

SECTION A. Reserved Powers

1. All powers not specifically delegated herein are reserved by the Church Membership.

SECTION B. Delegated Powers

1. The will of the Church Membership on a given matter duly expressed by its vote shall be carried out by all officers, Teams, Committees, Councils, auxiliary organizations, and individuals.

ARTICLE XVII

Offerings

SECTION A. Regular Offerings

1. An offering for the current expenses and benevolence of the Church may be taken at any regular service of the Church.

SECTION C. Special Offerings

1. No special offering shall be taken at any service without the approval of the Church Council.

ARTICLE XVIII

Unified Budget

1. The Unified Budget shall be utilized by the Church in the conduct of its financial program.
2. A goal of ten percent (10%) of all funds contributed to the Church's Unified Budget shall be allocated to implementation of the Church's Missionary Program.

ARTICLE XIX

Special Gifts, Bequests, and Legacies

SECTION A. Special Gifts, Bequests, and Legacies

1. All undesignated special gifts, bequests, and legacies accepted by the Church Membership shall be used for such purposes as the Property/Stewardship Team may determine, after consultation with the Church Council.

ARTICLE XX

Amendment of Bylaws

1. The Bylaws of the Church may be amended at any regular business meeting of the Church by an affirmative vote of three-fourths (3/4) of those members present, provided (a) a quorum of ten percent (10%) of the regular Church Membership is present and eligible to vote, (b) a resolution containing the proposed amendment shall have been submitted in writing at the previous regular business meeting and thereafter published in the Spinning News or other similar medium, and (c) the amending resolution shall contain the complete article in amended form.