

Second Baptist Church, Liberty, Missouri

**Constitution
and
Bylaws**

**Adopted at Church Conference
April 27, 2011**

The Constitution of the Second Baptist Church of Liberty Clay County, Missouri

Adopted April 27, 2011

Article I: Name

The name of the corporation and of this Church is “The Second Baptist Church of Liberty, Clay County, Missouri.”

Article II: Officers

The Officers of the corporation are a President, a Vice-President, a Secretary, and a Treasurer. The Pastor of the Church is President; the Chairperson of Deacons of the Church is Vice-President; the Clerk of the Church is Secretary; the Treasurer of the Church is Treasurer. They hold their respective offices

in the Corporation during their respective terms of office in the Church congregation. It is the duty of the Officers to act as the corporate Board of Directors in matters where authority has been specifically delegated to it by a vote of the Church.

Article III: Mission

Second Baptist Church is committed to fostering:

- Meaningful, Christ-centered community
- Whole-life faith
- A transforming missional presence

Articles IV: Articles of Faith

The Church accepts the 1963 *Baptist Faith and Message*. (a copy is available on the website or in the church office)

Article V: Membership

1. Any person may become a candidate for membership in this Church. All such candidates will be presented at a regular Church Conference for approval by a majority of members present in one of the following ways:
 - A. By professing faith in the Lord Jesus Christ, embracing the views of faith and practice held by this Church, and being baptized by immersion.
 - B. By promise of a letter of transfer from another Baptist church.
 - C. By statement of membership in another Christian church following a conversion experience and baptism by immersion
2. Every member of the Church is entitled to vote at all elections and upon all questions submitted to the Church in Regular or Special Church Conferences, provided the member is present.
3. Membership is terminated in any of the following ways:
 - A. Death.
 - B. Transfer by letter to another church of like faith.
 - C. Transfer by certificate of membership when requested by a church of another faith.
 - D. Removal by action of the membership at a Church Conference.

Letters of transfer to other churches can be approved by a majority of members present at any Church Conference. An individual can be removed from membership by vote of a two-thirds majority of members present at any Church Conference.

Article VI: Meetings

1. This church will hold regular meetings for worship, prayer, teaching, training, fellowship and business transactions. Other meetings of the church as a whole or of authorized groups within the church will be set according to the needs of the congregation.

2. Church Conferences

A. Role of the Church Conference

Final authority in this church will rest in the Church Conference, which may delegate derivative authority as deemed appropriate by meetings of the Church Conference, as permitted under this Constitution

B. Schedule

- An annual Church Conference will be held early in the new year.
- Church Conferences must be held quarterly.
- Special Church Conferences may be called at the request of three members. Notice and purpose of these meetings must be given by public announcement at least three days prior to holding the meetings. Business matters requiring attention may be considered and disposed of at any such meeting of the Church.

C. Structure of the Church Conference

- The duly scheduled gathering of members in a general business meeting of the Church constitutes a Church Conference.
- A quorum of 35 is required to conduct business.
- Roberts *Rules of Order* will govern Church Conferences.

Article VII: Amendments

1. Any amendment proposed to this Constitution will be presented at a Quarterly Church Conference only after the proposal to amend has been announced in Church publications and after an actual copy of the change has been made available for reading in the Church office at least ten days before the meeting at which it is submitted.

2. Approval of any amendment to this Constitution requires a vote of three-fourths of the members present.

Article VIII: Bylaws

1. In addition to this Constitution, details of the operation of the Church will be governed by a collection of Bylaws.

2. With any conflict or discrepancy between this Constitution and the Bylaws, this Constitution will always control.

3. Bylaws may be amended at any Church Conference by a two-thirds vote of the members present.

Article IX: Dissolution

In the event of dissolution of this Corporation, the officers of the Corporation, after all debts and expenses of the Corporation have been paid, must distribute the remaining assets of the Corporation to another entity qualifying as a charitable organization under the provisions of Section 501(c)(3) of the Internal Revenue Code, which has been determined by a majority vote of the members present at a Church Conference.

Article X: Cancellation of Previous Church Action

Versions of the Second Baptist Church Constitution adopted prior to **April 27, 2011**, are hereby rescinded and are superseded by this Constitution, approved by a vote of the Church on **April 27, 2011**.

Bylaws of the Second Baptist Church of Liberty Clay County, Missouri

Adopted April 27, 2011

Section I. Election of Leadership

- 1. Election of a Minister:** In the case of a vacancy in the office of a Minister, the Church may extend a call to a Minister at a regular Church Conference, or at a special meeting called for that purpose. The Minister must be elected by ballot, each member casting one ballot, provided that three-fourths of the members present cast an affirmative vote. Notice of the special meeting and its purpose must be given at least ten days prior to the date of the meeting.
- 2. Separation of a Minister:** If either the Church or a Minister desires a change of Minister, at least one month's notice must be given by the party desiring it. The employment of the Minister may be terminated only by the Minister's resignation or by vote of three-fourths of the members present at a Church Conference. Details of the termination will be determined at the time of the vote.
- 3. Election of Other Leaders:** The Treasurer, Clerk, Trustees of Special Funds (in such number as the Church may elect), chairpersons and members of standing committees, and similar leaders will be elected at a Church Conference. Any vacancy under this subsection must be filled at a Church Conference.
- 4. Election of Deacons:** Deacons have no governing authority. Their role is to serve the congregation. From names recommended by the congregation, a committee selected by the deacon chair nominates candidates for election at the annual Church Conference.
- 5. Requirements for Election:** All elected leaders, except ministers, must be members of the Church at the time of their election. A person may not be elected to serve two consecutive full terms on the same committee. A person elected to complete an expired term is eligible to be elected for a subsequent full term only if the remaining period of the expired term is six months or less.

Section II. Responsibilities of Leaders

1. Responsibilities of the Pastor

- A. To preach in Church services.
- B. To administer the ordinances.
- C. To act as Moderator, when present, at meetings for the transaction of business.
- D. To act as President of the Corporation, "The Second Baptist Church of Liberty, Clay County, Missouri"
- E. To perform the various other responsibilities incumbent on this office.

2. Responsibilities of the Treasurer

- A. To lead the process of creating an annual budget.
- B. To present a financial report to the Church at each quarterly Conference.
- C. To report to and consult with the Church Council on financial matters.
- D. To scrutinize monthly expenditures for their propriety.
- E. To determine the manner of investment of cash assets.
- F. To supervise the collection of all funds as well as the accounting for all receipts and expenditures.
- G. To serve on the Church Council.
- H. To provide bond for an amount prescribed by the Finance Committee.
- I. To act as Treasurer of the Corporation, "The Second Baptist Church of Liberty, Clay County, Missouri."

3. Responsibilities of the Clerk

- A. To be present at all Church Conferences, or to designate a representative in the case of absence.
- B. To assure that the following responsibilities are performed:
 - Keeping the minutes of the meetings of the membership as part of the Church record.
 - Seeing that all required notices are duly given in accordance with the Constitution.
- C. To serve as custodian of the Church records and the seal of the Church and to see that it is affixed to all documents required to be under the seal.
- D. To maintain an accurate record of Church membership, including dates of admission, withdrawal, transfer or death, together with a record of baptisms.
- E. To issue and attest all letters of recommendation or dismissal which the Church grants.
- F. To act as Secretary of the corporation, "The Second Baptist Church of Liberty, Clay County, Missouri."

4. Responsibilities of Trustees for Special Funds

- A. To safeguard the funds entrusted to them and to see that they are properly invested and that their income is delivered to the Church.
- B. To make complete reports to the Church annually.
- C. To provide surety or personal bonds in amounts prescribed by the Finance Committee.

5. Responsibilities of the Church Council

This Council consists of the Pastor, the other Ministers, and the Administrator of the Church staff; the chairperson of the Deacons; the Treasurer; the Director of the W.M.U; and chairpersons of Standing Committees, or their designated representatives. The Pastor selects a person to serve as convener.

It is the responsibility of the Church Council

- A. To coordinate and evaluate the work of the Church.
- B. To formulate the annual budget for submission to the Church Conference.
- C. To ensure a financial audit of the church at least every three years, or more frequently at the discretion of the Church Council.
- D. To review and approve the Personnel Manual and the Church Operations Manual annually, in consultation with appropriate committees and organizations. In the event of a conflict between a manual and the Constitution or Bylaws, the Constitution or Bylaws take precedence. (The Church Operations Manual sets forth in detail the procedures to be followed in the election and activities of Deacons, the role and scope of activity of various Church organizations, and the responsibilities of various committees functioning in and on behalf of the Church.)
- E. At the annual Church Conference, to nominate two members to serve three-year terms on the Committee on Committees.

6. Responsibilities of the Committee on Committees

- A. To nominate members at the Annual Church Conference to serve three-year terms on the standing Church committees and to designate their chairpersons.
- B. To nominate members to fill all vacancies that occur in standing committees.
- C. When required, to nominate seven members and two alternates for a Minister, or Interim-Minister, Search Committee for election at a Church Conference.

7. Responsibilities of Standing Committees

Designated Standing Committees are: Congregational Life Committee, Missions Support Committee, Personnel Committee, Properties Committee, Stewardship Committee, and Finance Committee.

- A. To review annually and to follow relevant sections of the Personnel and/or Church Operations manuals.
- B. To recommend to the Church Council any needed updates for the Personnel and Church Operations manuals.
- C. To report regularly to the Church Council and Church Conference.

8. Responsibilities of Other Church Organizations

The Church will maintain such organizations as are appropriate to carry out the total program of the Church. The leaders of such organizations will be elected subject to the approval of the Church Conference. These organizations will submit regular reports to the Church Conference.

9. Responsibilities of Ad Hoc Committees

A. Minister or Interim-Minister Search Committee: The committee will elect its own Chairperson. The church will fund the necessary expenses for its operations. The committee will present to the Church only one candidate at a time.

B. Additional Ad Hoc Committees

1. These will be appointed as necessary to carry on the activities of the Church. They will serve as long as necessary to carry out their particular function.
2. Ad hoc committees may be approved by a Minister, the Acting Moderator, the Church Conference, the Church Council, or a standing committee.
3. No ad hoc committee may take any action contrary to the Church Constitution, Bylaws, or relevant sections of the Personnel and Church Operations Manual.
4. Up to one-third of an ad hoc committee may consist of persons not members of the church.

Section III. General Responsibilities of Members

1. To honor, love, and esteem their Pastor and Church staff; to pray for them; and to manifest a tender regard for their reputation.
2. To the degree that they are able, to participate actively in the life of the Church.
3. To contribute financially as God has prospered them, for the support of the Church and for its missions, programs, and benevolent projects.

Section IV. Membership: Special Conditions

1. After approximately one year, members who have not fulfilled the responsibilities in Section III will be contacted to determine their status, when possible, and placed on the inactive roll. Persons are removed from the inactive roll as soon as they resume activity in the Church.
2. Members who remain on the inactive roll for a period of two years will be contacted to determine their status, when possible, and presented at Church Conference for suspension of membership. (A member who has been suspended may not participate in a Church Conference.) At their request, suspended members may be reinstated by a vote at the Church Conference.
3. Candidates for membership by any means other than a letter from another Baptist Church will be interviewed by the Pastor, who will then report to the Church. When it is considered appropriate, the Pastor will present the individual for membership.
4. Watch Care and/or Associate membership is available for individuals who are members of another Christian church and wish to associate with this Church but do not wish to become voting members. Because the individual's letter will not be moved from the home church, such individuals may not vote at Church Conference, but may enjoy all the other rights, privileges and responsibilities of membership.

Section V. Ordinances

1. Baptism: A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Jesus Christ as Lord will be received for baptism.

- A. Baptism will be by immersion and will be administered by the Pastor or by whomever the Pastor delegates.
- B. Baptism will be administered as an act of worship during any worship service.
- C. An individual professing Christ and failing to be baptized after a reasonable length of time will be counseled by the Pastor. If a clear lack of interest is determined, the individual's name will be removed from the list of those awaiting baptism.

2. The Lord's Supper

- A. The ordinance of the Lord's Supper will be observed by the Church at least quarterly or as recommended by the Ministerial Staff.
- B. The Pastor and Deacons are responsible for administering the Lord's Supper.

Section VI. Church Indebtedness

All financial obligations requiring more than one year to finance must be approved by a vote at the Church Conference. The Finance Committee has the responsibility of presenting a repayment plan to the Church Conference for approval and for monitoring progress in meeting the plan.

Section VII. Licensing and Ordaining

- 1. Any member or former member who, in the judgment of the Church, gives evidence of being called of God to the work of the ministry may be licensed to preach the Gospel of Jesus Christ, provided that three-fourths of the members present vote to license at any Regular or Special Church Conference.
- 2. If the Church, by three-fourths vote of the members present, decides at any Regular or Special Church Conference that an individual possesses the Scriptural qualifications for full ordination, it will convene an Ordaining Council that may include neighboring Baptist Pastors and deacons to examine the qualifications of the candidate and, upon a positive recommendation of the Ordaining Council, ordain the individual in a service arranged for that purpose.