

Constitution

First Baptist Church Muncie, Indiana

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Article I Name

The name of this Church shall be the First Baptist Church of Muncie, Indiana (hereinafter "Church").

Article II Doctrine

Section A Statement of Faith and Practice

This Church accepts the Holy Scriptures as its sole authority in matters of faith and practice.

Section B Declaration of Faith

Recognizing and honoring the differences that exist among believers, this Church generally ascribes to the New Hampshire Confession Declaration of Faith as a guide to faith and practice. The New Hampshire Confession, 1833.

Article III Vision, Mission and Purpose

This Church shall maintain a Vision, Mission and Purpose.

Article IV Organization

Section A Government

The government of this Church is vested in the body of believers who compose it. It is that body of believers which forms the Congregation of this Church.

Section B Relationships

While preserving its complete autonomy as a Baptist church, it shall maintain affiliation and cooperation with the American Baptist Churches,

U.S.A. and its cooperating agencies and boards, the American Baptist Churches of Indiana and Kentucky, and with such other organizations as this Church may decide.

Article V Membership

Section A Qualifications

Any person professing faith in Jesus Christ as personal Lord and Savior, and who ascribes to the faith and practices of this Church, may be admitted to membership.

Within this fellowship, two steps are held basic, historic and scriptural as marks of the believer.

1. Voluntary and deliberate acceptance of Jesus the Christ as the Son of God, personal Savior, and Lord.
2. Public profession and witness to that decision through the ordinance of Baptism by immersion unless prohibited for health reasons.

However, we welcome to membership all who have, of their own volition, accepted Christ as Savior and Lord and have given public witness to that decision in some form of Baptism.

Section B Admission

Persons may be admitted into membership by any one of the following methods, upon recommendation by the Diaconate (established in the Bylaws) and Senior Pastor followed by presentation to the Congregation at any regularly scheduled service.

1. Upon confession of faith in Jesus the Christ and Baptism.
2. By letter of transfer or certificate of Membership from another Baptist or other Christian Church.
3. By statement of Christian experience as described in Qualifications.

Section C Classification of Members

1. Active Member: An Active Member shall attend services on a regular basis and have a personal part in supporting activities of the Church. These members contribute regularly and loyally to the Church in accordance with their abilities. All members shall be considered an Active Member unless otherwise classified in accordance with this Constitution.
2. Inactive Member: When a member has been inactive for a period of one year, without showing any interest in attending services, communicating with the Church, or contributing to its support, the Diaconate shall classify the member as an Inactive Member. Reasonable attempts will be made by the Diaconate to reconnect to the member prior to reclassification. The Pastor and the Diaconate may excuse a member's absence or delinquency for good cause. The names of Inactive Members shall be placed on an Inactive Membership List and shall not be counted or reported as members, may not take part in Church business meetings, and may not vote. Inactive Members who renew active participation in the Church (see definition of Active Member) may be restored as an Active Member by the Diaconate.
3. By Association: Any believer who is temporarily living in the Muncie community for a finite period of time may unite with the Church during that limited period and retain membership in his/her home church. He/she will have no vote on Church matters, may not hold elected position, but may attend Church Meetings and is invited to participate in all Church activities. His/her membership shall terminate upon completion of his/her temporary stay.

Section D Termination of Membership

1. By Letter of Request: Upon application members may be released to unite with some other Church or to simply withdraw.
2. By Disciplinary Action: The Church Coordination Team may exclude an individual from membership for one or more of the following:
 - On Inactive Membership List for one year.

- Significant breach of the Constitution, Bylaws, and/or Christian conduct, including but not limited to, failure to work in Christian fellowship and abide by the CLC process.

Article VI Officers

The Officers of this Church shall be the Lay Moderator, Clerk, Treasurer, and Financial Secretary. Other Officers may be established in the Bylaws.

Section A Lay Moderator

The Lay Moderator shall moderate Church Meetings, shall serve as Chairperson of the Church Coordination Team, ensure communication and coordination between Ministries, the Church Coordination Team, and the Congregation. The Lay Moderator shall be elected by the Congregation to serve a one-year term. The Lay Moderator shall serve no more than two consecutive terms. He/she shall serve in this office only. The Lay Moderator may appoint an Active Member(s) to assist with duties. In the absence of the Lay Moderator, or an appointee of the Lay Moderator, Church Coordination Team shall designate an alternate to officiate the Church Coordination Team or Church Meetings.

Section B Clerk

The Clerk shall keep a complete record of the minutes of all Church Meetings and the Church Coordination Team. The Clerk and/or a designated person shall maintain a current register of members, including addresses, with dates and types of admission or termination, noting such changes as they occur. The Clerk shall issue letters of transfer or recommendations as voted by the Church Coordination Team. The Clerk shall notify all Officers regarding action(s) taken by the Congregation or Church Coordination Team, which concerns them. The Clerk shall be responsible for preparing annual association and state records. The Clerk may appoint an Active Member(s) to assist with duties. The Clerk shall be elected by the Congregation to serve a one-year term and shall have no term limits.

Section C Treasurer

The Treasurer shall keep an accurate record of all receipts and disbursements made under the direction of the Church Coordination Team. The Treasurer shall make monthly written reports of the financial condition of the Church to the Church Coordination Team, and to the regular Business Meetings of the Church, and report to the Clerk such financial statements as desired for association and state records. The Treasurer shall be an ex-officio, non-voting, member of any Ministry of Stewardship meetings. The Treasurer shall submit the books for review at the end of each year or upon request of the Church Coordination Team. The Treasurer may appoint an Active Member(s) to assist with duties. The Treasurer shall be elected by the Congregation to serve a one-year term and shall have no term limits.

Section D Financial Secretary

The Financial Secretary shall be responsible for all the counting and depositing of all offerings and all other money received by the Church, shall keep records of individual giving, and supply annual reports. Upon request, the Financial Secretary shall provide the Diaconate and Nominating Committee with information regarding whether an individual is a giver of record, meaning that there is a written record that the individual, or individual's family financially contributed to the Church, not the amount contributed. The Financial Secretary may appoint an Active Member(s) to assist with duties. The Financial Secretary shall report to the Church Coordination Team, but shall not serve on the Church Coordination Team. The Financial Secretary shall be elected by the Congregation to serve a one-year term and shall have no term limits.

Article VII Ministries

Section A Designation of Ministries

The Ministry Areas of this Church shall be designated as Member Care, Property, Adult Ministries, Children Ministries, Youth Ministries, Worship Gathering, and Outreach. Other Ministry Areas may be established in the

Bylaws.

Section B Responsibilities and Meetings

The Responsibilities and Meetings of the designated Ministry areas shall be established in the Bylaws.

Section C Ministry Leaders

Each designated Ministry area shall have a Ministry Coordinator. In addition, there shall be Members-At-Large elected by the Congregation to also serve on the Church Coordination Team. The election, duties, and responsibilities of the Ministry Coordinators shall be established in the Bylaws.

Article VIII Church Coordination Team

Section A Members of Church Coordination Team

The Church Coordination Team (formerly known as the Leadership Council) is the official leading body of the Church. The members of the Church Coordination Team are as follows:

- Lay Moderator
- Clerk
- Treasurer
- Member Care Coordinator
- Property Coordinator
- Adult Ministries Coordinator
- Children Ministries Coordinator
- Youth Ministries Coordinator
- Worship Gathering Coordinator
- Outreach Coordinator
- Members-At-Large to include one from each of the classic and contemporary services (2)

- Senior Pastor: The Senior Pastor or Interim Pastor shall be a full voting member of the Church Coordination Team
- Other Professional Staff: All Professional Staff (established in the Bylaws) shall be ex-officio, non-voting, members

Section B Meetings and Responsibilities

The meetings and responsibilities of Church Coordination Team shall be established in the Bylaws.

Article IX The Senior Pastor

Section A Principle Functions

As the spiritual leader of the Church, the Senior Pastor, or "Pastor", shall be the lead member of the Professional staff, have primary responsibility for worship, outreach and visitation, counseling, coordination of Church programs, and serve as a resource for the fulfillment of the Church's Vision, Mission, and Purpose.

Section B Qualifications and Duties

The Qualifications and Duties of the Senior Pastor shall be established in the Bylaws.

Section C Establishment of Relationships

Pastoral Search Team Formation: In the event of a Pastoral vacancy, the Church Coordination Team shall initiate action for the formation of a broadly representative ad hoc committee, called Pastoral Search Team, for the express purpose of identifying and recommending a prospective Pastor to the Congregation. The Church Coordination Team shall nominate persons for this Team and such nominations shall be brought to the Congregation for a vote in accordance with the Constitution and Bylaws.

1. Pastoral Search Team Organization: The Lay Moderator shall call the first meeting of the Team for the purpose of electing a chairperson and other officers decided upon by it.
2. Recommendation: The Team shall present its recommendation to the Church Coordination Team. When the Church Coordination Team is prepared to recommend a Pastor to the Congregation, it shall request a Church Meeting for the purpose of presenting a candidate and for getting a response from the Congregation regarding his/her acceptability.
3. Motion to Call: The Congregation shall consider a motion to extend a call to the Pastoral candidate at a regular or properly called Church Meeting with Previous Notice of the Motion. A quorum of forty percent (40%) of the Active Members shall be required. The vote shall be by written ballot. Approval by two-thirds (2/3) of Active Members entitled to vote, excluding blanks or abstentions, shall be required to extend the call.
4. Dissolution of Pastoral Search Team: The Pastoral Search Team shall be dissolved when the Pastor has been installed.

Section D Termination of Relationship

1. By Pastor: The Pastor may terminate the pastoral relationship by providing written notice to the Lay Moderator or Church Coordination Team at least one month prior to his/her last day.
2. By Congregation: The Congregation may consider a motion to terminate the Pastoral relationship upon recommendation of the Church Coordination Team, or written petition signed by twenty-five (25) Active Members at a regular or properly called Church Meeting with Previous Notice of the Motion. A quorum of forty percent (40%) of the Active Members shall be required. The vote shall be by written ballot. Approval by three-quarters (3/4) of Active Members entitled to vote, excluding blanks or abstentions, shall be required to terminate the pastoral relationship.

Section E The Interim Pastor

When an Interim Pastor is needed, the Church Coordination Team shall form a committee to recommend a candidate to the Congregation. The Interim Pastoral candidate may be called by a majority vote at any Church Meeting.

Article X Worship Services

Section A Worship Services

Worship services shall be held each Sunday and at such other times as the Pastor and the Diaconate may direct. A meeting of the church school shall be held each Sunday for the study and teaching of the Bible. The Ordinance of the Lord's Supper shall be observed on the first Sunday of each month unless otherwise arranged by the Diaconate. In addition to the above, the Church shall have a midweek service of prayer and Bible study.

Section B Cancellation

Cancellation of any regular worship services due to emergency conditions shall be the responsibility of the Pastor and/or the Diaconate. All reasonable means shall be used to notify the Congregation.

Article XI Church Meetings

Section A Church Meetings

1. Business Meetings: There shall be quarterly business meetings as scheduled by the Church Coordination Team. Notice shall be given. Elections shall be held and the budget for the next Fiscal Year presented for adoption at the fourth quarterly business meeting, which shall also be known as the Annual Business Meeting. The Pastor, the Church Coordination Team, and the Ministry Coordinators shall present a written annual report annually.
2. Special Meetings: A special meeting of the membership may be called at any time by the Lay Moderator, at the request of the Pastor, the Church Coordination Team, or by written request of twenty- five (25)

Active Members. Notice shall be given. Such a business meeting may be deemed a regular meeting of the membership, and any business may be transacted, provided only that the transaction of such business does not conflict with any other provision of the Constitution or Bylaws.

3. Congregational Matters: The following matters must be brought to the congregation for consideration:
 - a. Approval of the budget
 - b. Changes in the budget greater than \$1,000
 - c. Purchase of real property
 - d. Changes in the Constitution and Bylaws
 - e. Indebtedness
 - f. Employment and dismissal of Senior Pastor and Professional Staff. Secretaries and Non-Professional staff are excluded.
 - g. All other matters required by the Constitution and/or Bylaws.

Section B Notice and Previous Notice of a Motion

When Notice is required, the Church Meeting shall be called in advance of the meeting with information about its time, date, and location announced from the pulpit for two consecutive Sundays prior to the date of the meeting. When Previous Notice of a Motion is required, the intent to make a certain motion at that meeting shall be provided in writing to the membership at least two weeks in advance of the meeting, and publicly announced from the pulpit at each regular worship service for two consecutive Sundays prior to the date of the meeting.

Section C Vote, Quorum, and Conduct

Unless otherwise provided in the Constitution or Bylaws, a majority vote shall be required to adopt a motion or to elect a candidate to a position. A majority vote is defined as more than half of the Active Members entitled to vote, excluding blanks, or abstentions, at a regular or properly called meeting at which quorum is present. Quorum shall be ten percent (10%) of the Active Members unless otherwise specified in the Constitution or Bylaws. Robert's Rules of Order, Newly Revised shall govern the conduct of

all Church Meetings.

Section D Eligible Voters

Active Members shall be the only Classification of members eligible to vote in Church Meetings as representatives of the Congregation.

1. Active Members Age 18 and Older: Active Members eighteen (18) years of age or older shall be entitled to vote on all questions before the Church.
2. Active Members Under Age 18: Active Members under eighteen (18) years of age shall not be entitled to vote on personnel matters, including but not limited to the calling, dismissal, or discipline of the Pastor or staff, property-related matters, or amendments or suspension to the Constitution, Bylaws, or other matters provided by law or contract.
3. Proxy or Absentee Ballot: Voting by proxy or absentee ballot shall not be permitted.

Article XII Nominating Committee

Candidates for elected positions shall be nominated by the Nominating Committee and elected by the Congregation. The Lay Moderator shall convene a Nominating Committee composed of three Active Members: one appointed by the Pastor, one appointed by the Lay Moderator, and one appointed by the Church Coordination Team. The Nominating Committee shall develop and present the slate of candidates to the Congregation at the Annual Business Meeting. Candidates shall be considered based on their spiritual gifts, abilities, passions and desire to serve in elected position. Candidates must be Active Members in Good Standing — meaning Active Members that support the stated practices of the Church, and are givers of record, individually or as a family unit. In the event of vacancies during the year, the committee shall reconvene and shall recommend qualified replacement(s) to the Congregation at the next Church Meeting.

Article XIII Fiscal Year and Terms of Office

The Fiscal Year of this Church shall be the calendar year from January 1 through December 31. The terms of office for all elected positions shall be the calendar year from January 1 through December 31.

Article XIV Amendments

The Congregation may consider a motion to amend, modify or rescind the Constitution, or adopt a new Constitution, upon recommendation of the Church Coordination Team, or written petition signed by twenty-five (25) Active Members at a regular or properly called Church Meeting with Previous Notice of the Motion. A quorum of forty percent (40%) of the Active Members shall be required. The vote shall be by written ballot. Approval by three-quarters (3/4) of Active Members entitled to vote, excluding blanks or abstentions, shall be required to adopt such motion.