

**ARTICLES OF FAITH  
AND  
CONSTITUTION  
OF  
BIBLE BAPTIST CHURCH  
KOKOMO, IN**

**Approved by the Congregation  
December 9, 2018  
Effective  
January 1, 2019**



## ARTICLES OF FAITH OF BIBLE BAPTIST CHURCH

- 1) We believe in **THE HOLY SCRIPTURES**: Accepting fully the writings of the Old and New Testaments as the very Word of God, verbally inspired in all parts and therefore wholly without error as originally given of God, altogether sufficient in themselves as our daily infallible rule of faith and practice (Matthew 5:18; John 10:35, 17:17; 2 Timothy 3:16; 2 Peter 1:21).
- 2) We believe in **THE ONE TRIUNE GOD**: Who is personal, spirit, and sovereign (Mark 12:29; John 4:24, 14:9; Psalm 135:6); perfect, infinite, and eternal in His being holiness, love, wisdom, and power (Psalm 18:30, 147:5; Deuteronomy 33:27); absolutely separate and above the world as its Creator, yet everywhere present in the world as its Upholder of all things (Genesis 1:1; Psalm 104); self-existing and self-revealing in three distinct Persons, the Father, the Son, and the Holy Spirit (John 5:26; Matthew 28:19; 2 Corinthians 13:14) each of whom is to be honored and worshipped equally as true God (John 5:23; Acts 5:3-4).
- 3) We believe in **THE LORD JESUS CHRIST**: Who is the second Person of the Triune God, the Eternal Word and Only Begotten Son, our Great God and Savior (John 1:1-16; Titus 2:13; Romans 9:5), that without any essential change in His divine person (Hebrews 13:8) He became man by the miracle of the Virgin Birth (John 1:14; Matthew 1:23) thus to continue forever as the true God and true Man, one Person with two natures (Colossians 2:9; Revelation 22:16), that as man He was in all points tempted like as we are, yet without sin (Hebrews 4:15; John 8:46), that as the perfect Lamb of God He gave Himself in death upon the cross, bearing there the sin of the world, and suffering His full penalty of divine wrath in our stead (Isaiah 53:5-6; Matthew 20:28; Galatians 3:13; John 1:29), that He arose again from the dead and was glorified in the same body in which He suffered and died (Luke 24:36-43; John 20:25-28), that as our great High Priest He ascended into heaven, there to appear before the face of God as our Advocate and Intercessor (Hebrews 4:14, 9:24; 1 John 2:1).
- 4) We believe in **THE HOLY SPIRIT**: Who is the third Person of the Triune God (Matthew 28:19; Acts 5:3-5), the divine Agent in nature, revelation and redemption (Genesis 1:2; Psalm 11), regenerates those who believe (John 3:5), and indwells, baptizes, seals, empowers, guides, teaches and sanctifies all who become children of God through faith in Christ Jesus (1 Corinthians 6:19, 12:13; Ephesians 4:30, 3:16; Romans 8:14; John 14:26; 1 Corinthians 6:11).
- 5) We believe in **THE CREATION AND THE FALL OF MAN**: that he was the direct creation of God, spirit and soul, and body, not in any sense the product of an animal ancestry, but made in the divine image (Genesis 1:26-28, 2:7, 18:24; Matthew 19:4; 1 Thessalonians 5:23), that by personal disobedience to the revealed will of God man became a sinful creature and the progenitor of a fallen race (Genesis 3:1-24, 5:3) who are universally sinful in both nature and practice (Ephesians 2:3; Romans 3:23, 5:12) alienated from the life and family of God (Ephesians 4:18; John 8:42-44) under the righteous judgment and wrath of God (Romans 1:18, 3:19) and have within themselves no possible means of recovery or salvation (Mark 7:23; Matthew 19:26; Romans 7:18).
- 6) We believe in **SALVATION BY GRACE THROUGH FAITH**: that salvation is the free gift of God (Romans 3:24, 6:23) neither merited nor secured in part or in whole by any virtue of work of man (Titus 3:5; Romans 3:4-5, 9:16), but received only by personal faith in the Lord Jesus Christ (John 3:16, 6:29; Acts 16:30-31; Ephesians 2:8-9), in whom all believers have as personal possession the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all

condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish (1 John 5:13; Romans 3:22; Galatians 3:26; John 5:24; Ephesians 1:3; 2 Peter 1:3; John 10:27-30); that this salvation includes the whole man, spirit and soul and body (1 Thessalonians 5:23-24), and apart from Christ there is no possible salvation (John 14:6; Acts 4:12).

7) We believe in **RIGHTEOUS LIVING AND GOOD WORKS**: not as the procuring cause of salvation in any sense, but as its proper evidence and fruit (1 John 3:9-11, 4:19, 5:4; Ephesians 2:8-10; Titus 2:14; Matthew 7:16-18; 1 Corinthians 15:10), and therefore as Christians we should keep the Word of our Lord (John 14:23), seek those things which are above (Colossians 3:1), walk as He walked (1 John 2:6), be careful to maintain good works (Titus 3:8), and especially accept as our solemn responsibility the duty and privilege of bearing the gospel to a lost world in order that we may bear much fruit (Acts 1:8; 2 Corinthians 5:19; John 15:16), remembering that a victorious and fruitful Christian life is possible only for those who have learned they are not under law but under grace (Romans 6:14), and who in gratitude for the infinite and undeserving mercies of God have presented themselves wholly for His service (Romans 12:1-2).

8) We believe in **THE EXISTENCE OF SATAN**: who was originally created a holy and perfect being, but through pride and unlawful ambition rebelled against God (Ezekiel 28:13-17; Isaiah 14:13-14; 1 Timothy 3:7), thus becoming utterly depraved in character (John 8:44), the great Adversary of God and His people (Matthew 4:1-11; Revelation 12:10), leader of all other evil angels and spirits (Matthew 12:24-26, 25:41), the deceiver and god of this present world (Revelation 12:9; 2 Corinthians 4:4), that his powers are supernaturally great, but strictly limited by the permissive will of God who rules over all his wicked devices for good (Job 1:1-22; Luke 22:31-32), that he was defeated and judged at the cross, and therefore his final doom is certain (John 12:31-32, 16:11; Revelation 20:10), that we are able to resist, and overcome him in the armor of God and by the blood of the Lamb (Ephesians 6:12-18; Revelation 12:11).

9) We believe in **THE SECOND COMING OF CHRIST**: that His return from heaven will be personal, visible, and glorious, a blessed hope for which we should constantly watch and pray; the time being unrevealed but always imminent (Acts 1:11; Revelation 1:7; Mark 13:33-37; Titus 2:11-13; Revelation 22:20); that when He comes He will first by resurrection and translation remove from the earth His waiting church (1 Thessalonians 4:16), and then pour out the righteous judgment of God upon the unbelieving world (Revelation 6:1-18,24), afterward descend with His church and establish His glorious and literal kingdom over all the nations for a thousand years (Revelation 19:1, 20:6; Matthew 13:41-43), at the close of which He will raise and judge the unsaved dead (Revelation 20:11-15), and finally as the Son of David deliver up His Messianic Kingdom to God the Father (1 Corinthians 15:24-28), in order that as the eternal Son he may reign with the Father in the new heaven and the new earth (Luke 1:22-23; Rev. 21:1, 22:6).

10) We believe in **THE FUTURE LIFE, BODILY RESURRECTION, AND ETERNAL JUDGMENT**: that the spirits of the saved at death go immediately to be with Christ in heaven (Philippians 1:21-23; 2 Corinthians 5:8), where they abide in joyful fellowship with Him until His second coming, when their bodies shall be raised from the grave and changed into the likeness of His own glorious body (Philippians 3:20-21; 1 Corinthians 15:35-38; 1 John 3:2) at which time their works shall be brought before the Judgment Seat of Christ for the determination of rewards, a judgment which may issue in the loss of rewards, but not the loss of the soul (1 Corinthians 3:8-15); that the spirits of the unsaved at death descend immediately into Hades, where they are kept under punishment until the final day of Judgment (Luke 16:19-31; 2 Peter 2:9), at which time their bodies shall be raised from the grave, they shall be judged according to their works, and cast into the place of final and everlasting punishment (Revelation 20:11-15, 21:8; Mark 9:43; Jude 13).

11) We believe in the **ONE TRUE CHURCH**: the mystical body and bride of the Lord Jesus Christ (Ephesians 4:4, 5:25-32), which He began to build on the day of Pentecost (Matthew 16:18; Acts 2:47), and will complete at His second coming (1 Thessalonians 4:16-17), and into which all true believers of the present age are baptized immediately by the Holy Spirit (1 Corinthians 12:12-13 with 1:2); that all the various members of this one body should assemble themselves together in local churches for worship, prayer, fellowship, teaching, united testimony, and the observance of the ordinances of our Lord (Hebrews 10:25; Acts 2:41-47), which are the following: the baptism of believers by immersion (Matthew 28:20), and the communion of the bread and the cup (1 Corinthians 11:23-24).

12) We believe in **SEPARATION FROM THE WORLD**: that since our Christian citizenship is in heaven, as the children of God we should walk in separation from this present world, having no fellowship with its evil ways (Philippians 3:20; 2 Corinthians 6:14-18; Romans 12:2; Ephesians 5:11), abstaining from all worldly amusements and unclean habits which defile mind and body (Luke 8:14; 1 Thessalonians 5:22; 1 Timothy 5:6; 1 Peter 2:22; Ephesians 5:3-5, 18; 1 Corinthians 6:19-20), from the sins of divorce and remarriage as forbidden by our Lord (Matthew 19:9), from the swearing of any oath (James 5:12), from the use of unbelieving courts for the settlement of disputes between Christians (1 Corinthians 6:1-10), and from taking personal vengeance in carnal strife (Romans 12:18-20; 2 Corinthians 10:3-4).

13) We believe that **MARRIAGE WAS CREATED BY GOD** and

a) Is a holy and divinely established covenant between one (genetically male) man and one (genetically female) woman to be a representation of the relationship between Jesus Christ and His church. Marriage is the bond that joins one man and one woman in a single, exclusive union, as delineated in Scripture.

We believe that God created sexual intimacy to be enjoyed exclusively between one man and one woman who are married to one another. Sexual intimacy outside the marriage relationship is sinful and offensive to God and any form of sexual immorality, including but not limited to adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, prostitution, pedophilia, premarital sexual intimacy, cross dressing, sexting or any attempt to change one's gender, or disagree with one's biological gender, is sinful and offensive to God. We also believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Gen. 2:24; Matt 15:19, 19:4; Mark 10:7; Rom. 1:21-27; 1 Cor. 6:9-20; Eph. 5:31; Heb. 13:4; 1 John 1:9)

b) That sexual relationships are sacred and fulfilling only within the bond of marriage and are condemned outside the marriage relationship. (1 Corinthians 7:3, 4; Hebrews 13:4)

c) That every person must be afforded compassion, love, kindness, and proper respect and dignity. Speech, behavior or attitudes contrary to Scripture directed toward any individual are to be repudiated and are not in accord with the doctrines or practices of Bible Baptist Church. (Romans 12:9-21; Ephesians 4:29-5:2)

d) That in order to preserve the function, integrity and purity of Bible Baptist Church as a local body of Christ, and to provide a biblical role model to Bible Baptist Church members and the community, it is imperative that all persons employed by Bible Baptist Church and/or any of its ministries in any capacity, or who serve as volunteers, must agree with and abide by this Statement on Marriage & Sexuality and conduct themselves accordingly.

We understand that the above articles do not by any means exhaust the content of our creed which is the whole Word of God, and they are not intended to set a limit beyond which faith cannot go without this Word; but we do believe that insofar as these articles extend, they are a true representation of the sound doctrine taught in the Scriptures, and therefore binding upon us as Christian believers.



**THE CONSTITUTION  
OF  
THE BIBLE BAPTIST CHURCH  
OF  
KOKOMO, IND., INC.**

Preamble

We, the members of The Bible Baptist Church of Kokomo, Ind., Inc., desiring to faithfully serve the Lord Jesus Christ, to foster the spirit of harmony, to promote good order in the church in keeping with I Corinthians 14:40, "But all things should be done decently and in order" (ESV) and to better set forth our position before the world, hereby adopt and accept the following articles to be the Constitution of this church.

ARTICLE I. NAME

The name of this church shall be The Bible Baptist Church of Kokomo, Ind., Inc., hereafter called Bible Baptist Church.

ARTICLE II. MISSION STATEMENT

The mission of Bible Baptist Church is to proclaim the life-changing message of Jesus Christ to as many people as possible and to develop them into healthy disciples.

ARTICLE III. PURPOSE

Our purpose is to conduct a Biblical New Testament church in accordance with the Word of God, thereby promoting the worship of God, edifying believers through teaching the whole counsel of God, administering the New Testament ordinances, exercising Biblical discipline, seeking to win the lost to Christ through personal witnessing and the public preaching of the Gospel, carrying on a vigorous missionary program around the world, establishing other New Testament churches, defending the faith; and maintaining a good testimony for Christ in our community by godliness and good works.

ARTICLE IV. COVENANT

Having received the Lord Jesus Christ as my Savior, desiring to be obedient to Him, having been baptized by immersion, and being in agreement with the church's doctrine, philosophy, and structure, I now feel led by the Holy Spirit to unite with Bible Baptist Church of Kokomo. In doing so, I commit myself to God and to the other members to do the following:

A. I WILL PROTECT THE UNITY OF MY CHURCH

...by loving the Lord Our God and by acting in love toward other members (Matt. 22:37-39, ESV)

*“so then let us pursue what makes for peace and for mutual upbuilding.” (Romans 14:19, ESV)*

*“May the God of endurance and encouragement grant you to live in such harmony with one another, in accord with Christ Jesus.” (Romans 15:5 ESV)*

*“Having purified your souls by your obedience to the truth for a sincere brotherly love, love one another earnestly from a pure heart.” (I Peter 1:22 ESV)*

*“Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.” (Ephesians 4:29, ESV)*

*“Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you.” (Hebrews 13:17 ESV)*

#### B. I WILL SHARE THE RESPONSIBILITY OF MY CHURCH

- ...By praying for its growth
- ...By inviting the unchurched to attend
- ...By warmly welcoming those who visit
- ...By consistent and regular attendance
- ...By consistent and regular tithes and offerings
- ...By participating and sharing my gifts in the work of the church
- ...By actively participating in the ministries of BBC

*“We give thanks to God always for all of you, constantly mentioning you in our prayers...” (I Thessalonians 1:2, ESV)*

*“...Go out to the highways and hedges and compel people to come in, that my house may be filled...” (Luke 14:23, ESV)*

*“Therefore welcome one another as Christ has welcomed you, for the glory of God.” (Romans 15:7, ESV)*

*“On the first day of every week, each of you is to put something aside and store it up, as he may prosper...” (I Corinthians 16:2, ESV)*

*“Every tithe of the land, whether of the seed of the land or of the fruit of the trees, is the LORD’s; it is holy to the LORD.” (Leviticus 27:30, ESV)*

*“...not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.” (Hebrews 10:25, ESV)*

#### C. I WILL SERVE IN THE MINISTRY OF MY CHURCH

- ...By discovering my gifts and talents and using them to the glory of God



...By being equipped by my pastors to serve  
...By developing a servant's heart

*"As each has received a gift, use it to serve one another, as good stewards of God's varied grace..." (I Peter 4:10, ESV)*

*"He who descended is the one who also ascended far above all the heavens, that he might fill all things. And he gave the apostles, the prophets, the evangelists, the shepherds and teachers..." (Ephesians 4:11 & 12, ESV)*

*"Do nothing from rivalry or conceit, but in humility, count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others...but made himself nothing, taking the form of a servant, being born in the likeness of men." (Philippians 2:3-4 & 7, ESV)*

#### D. I WILL SUPPORT THE TESTIMONY OF MY CHURCH

...By living a godly life in all of my activities

*"Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel." (Philippians 1:27, ESV)*

### ARTICLE V. MEMBERSHIP

Though all believers are members of the universal Body of Christ through faith in Jesus, we believe that the New Testament provides not a command, but clear examples of local believers coming together in unity of spirit towards a common goal with positions of responsibility and accountability. These individuals in the scriptures were committed to the local church and were all held accountable to one another, even to the point of removing someone from the fellowship of the Body or bringing them back into fellowship when restoration was accomplished. Below are a few scriptural examples of local churches joining together under accountability to make important decisions together.

- A. Church discipline requires the members of the local church to make decisions.
  - 1. Matthew 18:15-17 – the entire church is brought into the process in step three
  - 2. I Corinthians 5:1-13 – the entire church must voice its displeasure with the disobedient brother. (Note: II Corinthians 2:6 says, *"this punishment...was inflicted by the many."*)
- B. Selection and affirmation of church leaders required the members of the local church to make decisions.
  - 1. Acts 6:1-7 – servants (deacons) were selected by the congregation and appointed by the apostles
    - a. Verse 5 – the "whole congregation" chose Stephen and the others
    - b. Verse 3 – the apostles maintained the responsibility of putting these men "in charge" of areas of ministry responsibility

- C. Confirmation of missionaries, sent-ones required the members of the local church to make decisions.
  - 1. Acts 13:13; 14:26-27 – It was the church as a whole which released (13:3) the missionaries and it was the church that heard the report of the missionaries upon their return (14:26-27)
- D. Major doctrinal conflicts require the entire local church to make decisions.
  - 1. Acts 15:1-3; 22-23 – the apostles and elders met to resolve a doctrinal controversy, which was then communicated to the whole church who then was involved in selecting men to carry the message as their representatives.
- E. Financial accountability required involvement of the entire local church.
  - 1. I Corinthians 16:3; II Corinthians 8:19, 23 – those who handled the church's finances were "approved" by the recognized congregation.
- F. Pastors/shepherds must give an account for their flock (a specific, local group of believers joined together – church)
  - 1. Hebrews 13:17 – *"Obey your leaders and submit to them; for they are keeping watch over your souls, as those who will give an account."* ESV

For these reasons, BBC encourages partnership in ministry through membership. For anyone interested in participating in the following ministries, membership is required: officers of the church, employees and staff, teachers (of any age group), leaders (defined in each ministry area), and the privilege of voting at business meetings.

We value and encourage membership at BBC. After the individual or family decides to make BBC his/her or their permanent church home, it is expected they would unite with the church body in membership.

- A. Qualifications for Membership – Any prospective member must acknowledge, participate and adhere to the following qualifications:
  - 1. Confession that Jesus Christ is the One and Only Son of God, that He shed His blood and died on the cross of Calvary for their sin, that He arose from the dead; and acceptance of Him as his/her Savior;
  - 2. Acknowledgment that the Holy Bible is the complete, final, inspired, and inerrant revelation of the One True God to man;
  - 3. Baptism in water by immersion following salvation; and
  - 4. A willingness to submit and adhere to the Articles of Faith, Church Constitution, and to the church leadership.

B. Process for Membership:

1. Prospective members, including children, shall submit a completed membership form to the office and meet with a Pastor and one representative from the Deacon Council to determine if the above listed qualifications have been met. In so doing, they shall ensure the prospective members agree with the Articles of Faith and Constitution of the Church. If problems exist, it shall be the duty of a Pastor and/or the Deacon Council to work with the candidates to meet the qualifications, if possible.
2. The prospective member shall publicly express his or her faith in Jesus Christ and loyalty to the church in written and/or oral form. The church shall also publicly offer its love and support to the new member.
3. Upon a recommendation of the Deacon Council and a majority vote of the church members present and eligible to vote at a regular or specially called business meeting, a prospective member shall become a member of this church.
4. A former member who is seeking re-admission to the church membership after being disciplined by the church shall be required to publicly express repentance at a regular or specially called business meeting in addition to the above stated requirements.

C. Voting Privileges – Members of the church, sixteen (16) years of age and over, are eligible to participate in all congregational votes. Children of members do not automatically become voting members when they turn sixteen (16) unless they have previously become members by following the process mentioned in Article V, Section 2.

D. Separation of Membership

1. Death – All members are removed from the church roll at death.
2. Request – A member's name shall be dropped from the roll upon the request of that member or upon the request from a church in which said person is becoming a member.
3. Inactivity – The BBC Staff is responsible for a review of the church membership roll at least annually.
  - a. To encourage all local non-attending members to renew an active relationship with the church.
  - b. To encourage, by mail, all non-resident members to unite with a church of like-faith in their new community.
  - c. Inactivity from regular church services for three (3) months without justifiable cause may be cause for removal from church membership.

4. Discipline – Church discipline occurs when a member chooses to live in obvious sin or chooses to disavow the Articles of Faith or Constitution of this church. Matters of church discipline shall be subject to the following guidelines:
  - a. The scriptural mandate of personal intervention as described in Matthew 18:15-17 and Galatians 6:1-5 must always precede any official church discipline.
  - b. The Pastors and the Deacon Council shall put forth effort to resolve the issue through confession, reconciliation, repentance, and love.
  - c. If efforts at reconciliation fail, the member(s) involved shall be asked to appear before the Deacon Council to speak to the grounds for discipline. The member(s) shall be given at least seventy-two (72) hours' notice prior to the meeting with the Deacon Council. Other church members may appear and speak to the issue providing that they have given notice of their desired appearance to the Secretary of the Deacon Council at least twenty-four (24) hours prior to the meeting.
  - d. After hearing from those members eligible to speak, the Deacon Council shall deliberate in private session. A two-thirds (2/3) vote of the Deacon Council shall be required to send a motion recommending discipline to the church membership.
  - e. At a regular or specially called business meeting, the church shall consider a motion for discipline from a written report from the Deacon Council. A written response by the member(s) involved may be read by the Secretary of the Deacon Council if so submitted. No discussion shall take place. After a time of prayer, a secret ballot vote shall be taken on the motion for discipline. A simple majority vote of the members present and eligible to vote shall be required for a motion for discipline to be approved at which time a/the member(s) shall be excluded from the church membership for disciplinary reasons.
- E. Non-Member Service – Those brothers and sisters in Christ who do not choose to partner with BBC through a covenant membership relationship may serve in various supportive ministry roles, under the leadership of a BBC member in good standing, after a profession of faith in Jesus Christ, baptism by immersion, being willing to submit to the leadership of BBC, having and maintaining a godly testimony in the community, supportive of the BBC Articles of Faith and having followed through on any other requirements in specific ministries of BBC (i.e. background check for working with children).

## ARTICLE VI. LEADERSHIP STRUCTURE

### Officers and Committees

#### A. Senior Pastor

1. Qualifications – The Bible sets forth qualifications for the office of Pastor (also referred to as “bishop,” “overseer,” or “elder”) in I Timothy 3 and Titus 1. It is essential that the man who fills the office of Senior Pastor meets these God-ordained qualifications.
2. In addition to the Biblical qualifications, the Senior Pastor of Bible Baptist Church shall be in agreement with the church’s Articles of Faith and shall be willing to work within the guidelines as delineated in the Constitution.
3. Call & Tenure – When a vacancy shall occur in the office of Senior Pastor, candidates will be considered and recommended to the church by the Deacon Council, as set forth in Article VI, Section 5.1. A seventy-five percent (75%) vote by secret ballot of the BBC members present and eligible to vote at the church business meeting called for this purpose shall be necessary for this call.
4. Resignation – In the event of the resignation of the Senior Pastor, his resignation shall be effective within twenty-four (24) hours unless otherwise agreed to by the Senior Pastor and Deacons, not to exceed sixty (60) days. The resignation of the Senior Pastor may be submitted to the church at any regular service. A vote by the church is not necessary to make the resignation effective.
5. Removal – The Deacon Council, after attempting to resolve any differences with the Senior Pastor, may, by majority vote, make recommendation to the church membership that the Pastoral relationship be dissolved. Such a process shall be based upon; (a) issues of obvious sin; (b) failure to fulfill constitutional duties; or (c) a clear and obvious lack of ministry effectiveness as determined by the Deacon Council. A two-thirds (2/3) vote by secret ballot of the BBC members present and eligible to vote at a church business meeting called for the purpose of termination of the pastoral relationship shall be necessary to terminate the ministry of the Senior Pastor.
6. Duties – The Senior Pastor is the overseer (means “*presiding official*”) of the church. The duties of the Senior Pastor, in addition to those outlined in other portions of the Constitution, shall be as follows:
  - a. Have oversight of the total church ministry including providing leadership in ministry planning and evaluation – Acts 20:28
  - b. Preach the Word – II Timothy 4:2
  - c. Feed the flock – I Peter 5:2
  - d. Watch over the souls of the church as one that must give an account – Hebrews 13:17
  - e. Warn and teach so that every man may be mature in Christ Jesus – Colossians 1:28
  - f. Equip the saints for the work of the ministry – Ephesians 4:12

- g. Have oversight of the total church staff. As such, he shall organize the Pastoral Staff as an Administrative Committee, which shall have the authority to deal with the overall operations and ministry of the church: including the authority and responsibility to evaluate ministry needs, establish ministries, and discontinue ministries. These actions do not require a vote of the church membership – I Timothy 3:1, 5 and Titus 1:7
- h. Be an ex-officio member of all church committees and organizations
- i. Officiate at such occasions as usually fall to the Pastor of a church
- j. Supervise the administration of the ordinances
- k. Designate other “men of God” to preach when necessary
- l. Shall only officiate marriage ceremonies that are in agreement with the Articles of Faith.

## B. Associate Pastors

In keeping with the Biblical teaching of spiritual giftedness (I Corinthians 12) and delegation (Exodus 18), the church may call men to assist the Senior Pastor in fulfilling his duties. As such, they shall serve with the Senior Pastor in the shepherding and oversight of the church.

1. Qualifications – Those who fill the role of Associate Pastor shall meet the Biblical qualifications of a Pastor, Bishop, or Elder as set forth in I Timothy 3 and Titus 1.

All Associate Pastors shall agree with the church’s Articles of Faith and shall willingly work within the guidelines as set forth in this Constitution. All Associate Pastors shall also be expected to display Biblical loyalty to the Senior Pastor.

2. Call & Tenure – Upon recommendation of the Senior Pastor, the Deacon Council may approve the need for an additional Associate Pastor thereby initiating a search.

A candidate for the position of Associate Pastor shall be considered and upon approval by the Deacon Council recommended to the church. A seventy-five percent (75%) vote by secret ballot of the BBC members present and eligible to vote at the church business meeting called for this purpose shall be necessary for this call.

3. Resignation – Upon the resignation of an Associate Pastor, the resignation shall be effective within twenty-four (24) hours unless otherwise agreed to by the Associate Pastor and Deacon Council, not to exceed sixty (60) days. The resignation of an Associate Pastor shall be submitted to the Senior Pastor or the Deacon Council, either of whom will then announce the resignation to the church. A vote by the church is not necessary to make the resignation effective.
4. Removal – The Deacon Council, by a seventy-five percent (75%) vote, may dissolve the associate pastoral relationship. This process would start after receiving a recommendation from the Senior Pastor based upon: (a) obvious sin; (b) failure to fulfill constitutional duties; or (c) a lack of ministry effectiveness.
5. Change of Senior Pastors – Upon the call of a new Senior Pastor, all Associate Pastors shall submit their resignations to him. The new Senior Pastor shall table the resignations for a period of six (6) months in order to evaluate the ministry needs of the church. If the

resignation is accepted by the senior pastor, the Deacon Council must consider a severance package. No vote of the church is required in such cases.

6. Duties – The Associate Pastors shall be responsible to fulfill their appointed job descriptions and shall serve as an ex-officio member of those Councils and/or committees designated by the Senior Pastor and shall only officiate marriage ceremonies that are in agreement with the Articles of Faith.

### C. Deacons

The church shall be served by a Council of Deacons who shall assist the pastors in the ministry of the church. The Bible teaches in Acts 6 that in order to protect and preserve the spiritual nature of the Pastor's ministry, the church is to choose out from itself men to serve in meeting the various needs of the church. The Bible defines these men as servants to care for specific duties (Deacon means "one who serves") not leaders given general oversight of the church. The Bible also instructs in I Timothy 3 that Deacons are to meet clearly defined qualifications of character and spiritual integrity.

#### 1. Qualifications

- a. They shall meet the Biblical qualifications of Deacon as set forth in Acts 6 and I Timothy 3.
- b. They shall be male members at least twenty-five (25) years of age.
- c. They shall have been members of Bible Baptist for at least the previous twelve (12) months.
- d. They shall be actively and faithfully involved in some segment of the Bible Baptist Church ministry, and worthy of a place of leadership.
- e. Failure to attend church services for six (6) consecutive weeks or failure to attend two (2) consecutive Deacon Council meetings may cause forfeiture of office upon majority vote of the Deacon Council.

#### 2. Election & Terms:

- a. Deacons may serve two (2) consecutive three (3) year terms. The number of Deacons serving at any one time may be changed by majority vote of the congregation.
- b. Deacons shall be elected by secret ballot at the Annual Business Meeting of the church. Each elected deacon must receive at least two thirds (2/3) of the votes of those members eligible to vote present at the business meeting.
- c. No Deacon shall serve more than six (6) years consecutively. Such member may be elected to serve as a Deacon again after a one (1) year leave.

#### 3. Deacon Council Organization and Officers:

- a. Following the annual election and prior to January 1, the Senior Pastor shall call a meeting of the newly elected Deacons and the Deacons currently serving for the sole purpose of organization. No other business shall be conducted by this Council until January 1. The Deacon Council shall elect a chairman, vice-chairman, and secretary.

The individuals serving in the position of chairman, vice-chairman, and secretary shall make up the Executive Committee of the Deacon Council. The purpose of the Executive Committee is to develop recommendations to be given to the Deacon Council, set the agenda for the deacon meetings and to meet with the Senior Pastor upon request to share ideas and opinions.

- b. The Chairman of the Deacon Council shall preside at all Deacon Council meetings. The Chairman shall be an ex-officio member of all BBC committees.
- c. The Vice-Chairman shall also preside at all Deacon Council meetings in the absence of the Chairman.
- d. Eight (8) Deacons shall serve as the legal Trustees/Directors of the church. They shall include Deacon Chairman, Deacon Vice-Chairman, Deacon Secretary, and five (5) additional Deacons chosen by the Deacon Council.
- e. The Secretary of the Deacon Council shall keep a record of all official proceedings at the regular and special meetings of the Deacon Council. These records are to be saved in the files of BBC for reference.

#### 4. Duties and Responsibilities:

- a. A Deacon's general responsibility as set forth in Acts 6 is to serve the needs of the congregation and to assist and encourage the Pastors in the ministries of the church.
- b. The Deacon Council's specific responsibility shall be to function in accordance with the following purposes:
  - i. Serving – The Deacon Council shall serve by assisting the pastors in caring for a variety of congregational needs.
  - ii. Budget – The Deacon Council shall regularly review financial reports and documents. The Deacon Council shall be responsible for assisting the pastors in maintaining financial accountability and integrity. Additionally, the Deacon Council shall be responsible to propose the annual budget to the church at the annual business meeting in December. It is the responsibility of the church membership to approve the annual budget.
- c. Employee Handbook – The Deacon Council shall approve the Employee Handbook which includes the conditions of employment of all employees with the exception of pastoral salaries. The conditions of employment must be within the framework of the annual BBC budget. The development of the Employee Handbook shall be the responsibility of the Senior Pastor and the Executive Committee of the Deacon Council working cooperatively.
- d. The Deacon Council shall meet regularly in accordance with the above stated purposes. A majority of the deacons must be present to conduct business. The Deacon Council may also meet upon the call of the Senior Pastor, Deacon Council Chairman, or upon the call of three (3) Deacons.



## 5. Resignation & Dismissal

- a. The resignation of any Deacon shall be effective within twenty-four (24) hours unless otherwise agreed to by that deacon, the Deacon Council, and the Senior Pastor. A written resignation shall be submitted to the Senior Pastor and Chairman of the Deacon Council. A church vote is not needed to make the resignation effective.
- b. Any Deacon may be removed from the Deacon Council for the following reasons: (a) issues of obvious sin; (b) failure to fulfill duties; or (c) a clear and obvious lack of effectiveness. A two-thirds (2/3) vote by secret ballot of the Deacons and Pastoral Staff shall be necessary to terminate the ministry of that Deacon, and the church membership will be notified promptly.

## D. Other Elected Officers:

1. Moderator. The Moderator shall be elected annually by the church, and he will preside at all business meetings of the church except when the business pertains to himself. When he is absent or the business pertains to him, either the Senior Pastor or Deacon Council Chairman shall serve as Moderator.
2. Recording Secretary. The Recording Secretary shall be elected annually by the church and shall keep a complete and accurate record of all official proceedings at the regular and special business meetings of the church. These records are to be kept on file at the church for reference. He or she shall also keep a record of the names of all church members with dates of admission, withdrawal, or death, together with a record of all baptisms. The individual to receive the second highest number of votes for Recording Secretary shall serve as Assistant Recording Secretary.
3. Financial Secretary. The Financial Secretary shall be elected annually by the church and shall serve the church by receiving money from all sources. He/She shall keep a complete and separate record of the various funds, shall supply annual giving reports, and shall immediately deposit all funds of the church in the bank chosen for that purpose. Further, the Financial Secretary shall keep accurate records of monies received. The individual receiving the second highest number of votes for Financial Secretary shall serve as Assistant Financial Secretary and shall aid the Financial Secretary as needed.

## E. Ministry Committees

1. Establishment. Committees to assist in the fulfillment of the church's mission may be established by a majority vote of the Deacon Council after approval by the pastors.
2. Mission. Upon establishment, all committees must be given a clear mission statement by the pastors.
3. Designation. All committees shall be designated as either a standing committee or an ad hoc committee. Standing committees provide ongoing service for a regular part of the church ministry. Ad Hoc committees provide service for a particular project or need and shall cease to exist upon the completion of the project or need.

4. Authority. Ministry committees are to carry out the purpose for which they were established within the parameters of appropriate principles and policies approved by the pastors.
5. Evaluation. The Pastoral Staff shall evaluate all committees. The staff may make recommendation to the Deacon Council that any committee, ad hoc or standing, be discontinued. Such action requires a majority vote of the Deacon Council.
6. Appointment. The Pastoral Staff shall appoint the ministry team chair. Ministry team members are recommended by the ministry team chair and approved by the Senior Pastor.
7. Deacon Representation. At least one (1) member of the Deacon Council and/or Pastoral Staff shall serve as an ex-officio member on all standing or ad hoc committees.

#### F. Pulpit Committee

In the absence of the Senior Pastor, a Pulpit Committee shall be appointed. The Chairman of the Deacon Council shall appoint five (5) members to the committee with three (3) or more of the members being current members of the Deacon Council at the time of appointment to the Pulpit Committee. The five (5) members appointed shall be ratified by those Deacons on the Deacon Council who are not serving as members of the Pulpit Committee. The Chairman of the Deacon Council may be a member of said committee. Additionally, the Chairman of the Deacon Council shall appoint one member of the Pastoral Staff to consult with the committee and serve as a liaison between the Pastoral Staff and Pulpit Committee. The Pulpit Committee shall recommend a candidate for Senior Pastor to the Deacon Council. The Pulpit Committee shall regularly report its progress to the Deacon Council and to the congregation. Upon appointment of the Pulpit Committee, the Deacon Council will establish the procedures for interviewing and presenting candidates to the church.

### ARTICLE VII. NOMINATING PROCESS

The Church shall select individuals to serve in the various elected offices of the church in the following manner:

- A. A letter or email shall be sent to the church membership describing the function, qualifications, and duties of each office to be filled.
- B. The church membership is encouraged to submit nominations to the church office.
- C. The Nominating Committee shall consist of the Pastoral Staff and Officers of the Deacon Council. The Nominating Committee shall approve Nominees to be placed on the ballot based upon
  1. The nominees' Biblical and constitutional qualifications for office
  2. All nominees approved by the Nominating Committee being contacted in writing or verbally
  3. The willingness of the nominee to be placed on the ballot
  4. Each willing nominee completing the appropriate candidate questionnaire and returning it to the Nominating Committee. The ballot, if available, shall be submitted to the church for prayerful consideration at least one (1) week prior to the Annual Business Meeting. Any problems with the ballot must be submitted to the Chairman of the Deacon Council in writing at least two (2) days prior to the annual meeting. If deemed appropriate, the Chairman may report changes in the ballot at the Annual Business Meeting. No nominations may be made from the floor at the Annual Business Meeting. In the event of insufficient

nominees to fill the available elected offices, the Pastoral Staff shall seek out qualified individuals to be placed in nomination. If there are insufficient nominees prior to the annual business meeting, the ballot may be filled by the senior pastor even up to the beginning of the annual business meeting.

- D. The Moderator, Recording Secretary, Assistant Recording Secretary, Financial Secretary, and Assistant Financial Secretary shall be at least twenty-five (25) years of age, shall have been a member of Bible Baptist Church at least the previous twelve (12) months, and shall be actively and faithfully involved in some segment of the church ministries. Further, the individual to be elected as Moderator shall be a male.

#### ARTICLE VIII. FINANCES

- A. Budgets – The budget of Bible Baptist Church requires a majority vote at the annual business meeting of the church in order to be in effect.
- B. Finance Committee – The Finance Committee shall be made up of the Executive Committee of the Deacon Council, the Senior Pastor, the BBC Bookkeeper and the BBC Director of Buildings and Grounds. The Chairman of the Deacon Council shall be the Chair of the Finance Committee. The BBC annual budget shall be prepared by the Finance Committee to be presented to the Deacon Council to review and change if needed. The Deacon Council shall then present the recommended BBC annual budget to the church for adoption.
- C. Primary Income – The various ministries of the church shall be supported by the tithes and offerings of the members and friends of the church. All donation checks written to Bible Baptist Church will be credited to the operating budget unless the treasury has been opened for a special offering. The treasury may be opened by a vote of the Deacon Council.
- D. Secondary Income – Income from extended ministries, rent from church-owned property, income from sales of religious materials shall not be used as a source of general income unless the Deacon Council votes to use these monies in the general operating budget on a case-by-case basis.
- E. Indebtedness Policy
  - 1. The church may not incur a long-term debt in which annual payments would exceed fifteen percent (15%) of the annual church budget (based on the budget at the time of signing the note) beyond a period of fifteen (15) years.
  - 2. The church may not incur a short-term debt in which annual payments would exceed ten percent (10%) of the annual church budget (based on the budget at the time of signing the note) beyond a period of five (5) years.
- F. Books and Records – The church and its extended ministries shall keep an accurate record of all receipts and disbursements in conformity with generally accepted accounting principles and

procedures for church and church-related organizations. Timely reports of the aforementioned financial transactions shall be issued as requested by the church and/or Deacon Council.

#### ARTICLE IX. BUSINESS PROCEDURE

- A. Rules. All business meetings are to be conducted according to basic parliamentary procedure appropriate for use in Christian business meetings in a decent and orderly manner in keeping with the spiritual nature of the church. In exceptions, a majority of votes cast shall establish the rule.
- B. Annual Business Meeting. The Annual Business Meeting of the church shall be held in December. The election of church officers shall be held at this time.
- C. Business Meetings. The church shall hold business meetings on a quarterly basis. These meetings shall give opportunity for the church to receive financial reports, ministry reports, ask questions of the church leadership, and act on necessary business items.
- D. Special Business Meetings. Special business meetings may be called by either the Deacon Council, Senior Pastor, or by at least twenty percent (20%) of the total voting membership of the church. Notice of a special business meeting that is called by at least twenty percent (20%) of the total membership of the church shall be submitted to the Moderator in writing and shall be signed by each member comprising the twenty percent (20%) or more of the total voting membership of the church. Notice of any special business meeting shall be given to the church at least two (2) weeks prior to such a meeting, and the specific purpose of the meeting shall be stated. A special meeting can be called by the Senior Pastor or the Moderator without notice for the purpose of receiving new members or appointing messengers, representatives, or delegates to meetings and conventions.
- E. A quorum consisting of a minimum of forty percent (40%) of members eligible to vote is required to conduct business.
- F. A review of books and records of the church and its extended ministries by an independent accounting firm may be made periodically or at least every five (5) years.

#### ARTICLE X. PROPERTY OF THE CHURCH

The title to the property of the church is vested in the corporation, but the Deacon Council shall have charge of sale and shall provide for the maintenance and proper repair of a place of worship, supervising all operations required by such maintenance including such disbursements as may be necessary for labor and materials.

The Deacon Council shall have no power to buy, sell, lease, mortgage, or transfer any real property without a special vote of the church authorizing such action.

The use of Bible Baptist Church property and/or facilities shall be consistent with the Articles of Faith.

#### ARTICLE XI. AMENDMENTS

This Constitution may be amended by a two-thirds (2/3) vote of all members eligible to vote and present at any business or special business meeting provided that a notice be given of such proposed amendment(s) at least ten (10) days in advance. An announcement from the pulpit on two (2) successive Sundays of such proposed amendment(s) shall be considered sufficient notice. A written copy of the proposed amendment(s) shall be made available to the church membership on the Sundays that such announcements are made.

#### ARTICLE XII. CANCELLATION

This Constitution was adopted on the 9<sup>th</sup> day of December, 2018, to be effective January 1, 2019, and supersedes and cancels all other Constitutions and By-Laws and their amendments.