

CONSTITUTION
of the
PASO ROBLES BAPTIST CHURCH
(OTHERWISE KNOWN AS THE FIRST BAPTIST
CHURCH OF PASO ROBLES)

PREAMBLE

Placing our faith in the Lord Jesus Christ for our salvation, believing in the teachings and practices of the Baptists and accepting the New Testament as our sole and perfect rule of faith and practice, we therefore band ourselves together as a body of baptized believers in Jesus Christ and adopt for our government and plan of worship and service the following Constitution and By-laws, and we rescind all previous action contrary thereto.

ARTICLE I

ORGANIZATION

This organization is a religious corporation organized under Title XII, Part Four, Division First of the Civil Code of the State of California and is to be known as "The Paso Robles Baptist Church".

ARTICLE II

PURPOSE

The purpose of this church shall be:

- a. The worship of Almighty God.
- b. The preaching of the gospel of Jesus Christ unto salvation of the lost.
- c. The teaching and instruction of the believers and the development in them of a consistent Christian character.
- d. The promotion of missionary enterprises at home and abroad.

In agreement with the foregoing, we believe our specific purpose for existing as an organization is twofold: to evangelize our community using the gifts of the Spirit as enumerated in Romans 12:6-8, I Cor. 12:7-11, and Eph. 4:11-13; and, exercising these same Spiritual gifts, to disciple new converts and one another through the Sunday School, growth groups, one-on-one situations and other appropriate means.

Our priorities for accomplishing this specific purpose are as follows:

- FIRST: Provide adequate staff to train and assist us.
SECOND: Establish programs to train and assist us.
THIRD: Provide adequate facilities as necessary.

ARTICLE III

CHARACTER - AFFILIATION

Section 1.

Under the authority of Jesus Christ and the Word of God, the congregation of the church is the final authority within this local church. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligation of mutual counsel and cooperation common among Baptist churches, and to that end we maintain affiliation with the Northern California Baptist Conference and with the Baptist General Conference of America.

Section 2.

The directors of the corporation shall be known as “Elders”.

Section 3.

The fiscal year of the church shall begin on the first day of September, and close on the last day of August.

ARTICLE IV

COVENANT

We have been lead by the Holy Spirit of God to receive Jesus Christ as Savior and to confess Him as Lord. We have confessed this faith and have been baptized in the Name of the Father and of the Son and of the Holy Spirit. Therefore, we do now, in the presence of God and this assembly, most solemnly and joyfully covenant with one another, as one body in Christ, to lead a life worthy of the Lord, fully pleasing to Him.

We promise by the aid of the Holy Spirit, to forsake the ways of sin and to walk together in Christian love and in the paths of righteousness. With this in view, we engage to strive together for both the peace and purity of this church; to sustain its worship and steadfastly to cherish and hold its ordinances, discipline and doctrines; to contribute, as faithful stewards, such time, talent and money, in the measure that God prospers each of us, that the responsibility for the work of the local church and the world-wide ministry of spreading the Gospel be faithfully and effectively discharged.

We also engage to maintain family and private devotion; to teach the Bible to our

children; to seek the salvation of our kindred and acquaintances; to be just in our dealings and faithful in our engagements; to be exemplary in our deportment; to avoid unkind words and unrighteous anger; to abstain from every form of evil; to combine zeal and knowledge in our efforts to advance the cause of our Savior; to make Christ first in all things both spiritual and temporal.

We further engage to give and receive admonition with meekness and affection; to remember each other in prayer, and to aid each other in case of sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and, mindful of the Scriptures, to seek it without delay; to encourage one another in the blessed hope of our Lord's return.

We moreover engage that when we move from this place, we will as soon as possible unite with some local church where we can carry out the spirit of this covenant and the principles of the Word of God.

ARTICLE V

AFFIRMATION OF FAITH

Section 1. The Word of God

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.

Section 2. The Trinity

We believe that there is one living and true God, eternally existing in three persons; that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence and redemption.

Section 3. God the Father

We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

Section 4. Jesus Christ

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy

Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth.

Section 5. The Holy Spirit

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher and guide.

Section 6. Regeneration

We believe that all men are sinners by nature and by choice and are therefore under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.

Section 7. The Church

We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the Gospel of Jesus Christ to a lost world.

Section 8. Christian Conduct

We believe that a Christian should live for the glory of God and the well being of his fellowmen. His conduct should be blameless before the world. He should be a faithful steward of his possessions and he should seek to realize for himself and others the full stature of maturity in Christ.

Section 9. The Ordinances

We believe that the Lord Jesus Christ has committed two ordinances to the local church: baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the Name of the triune God. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

Section 10. Religious Liberty

We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; that therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

Section II. Church Cooperation

We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether a regional or district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with inter-denominational fellowships on a voluntary independent basis.

Section 12. The Last Things

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.

ARTICLE VI

MEMBERSHIP

Section 1. Admission of New Members

Pre-requisites for new membership include any one of the following:

- a. Baptism. Only confessed believers of our Lord Jesus Christ are proper candidates for baptism, and all such persons should be baptized (*Acts 2:38*). Believing that baptism is the God-ordained door of entrance into the visible community of the people of God (the church), we shall receive into regular membership of the First Baptist Church only those who have been baptized in the biblical mode, which is by immersion (*Acts 8:38-39; Col. 2:12*) and “into the name of the Father and of the Son and of the Holy Spirit” (*Mt. 28:19*).
- b. Letter from another Baptist Church of like faith and order stating current membership in good standing in that church.
- c. Statement of Christian experience if previously baptized by New Testament believers' baptism (immersion) and completion of a membership class at First Baptist Church authorized by the Board of Elders.

Section 2. The procedures of membership include all of the following:

- a. Candidates for membership shall also complete the Membership classes at First Baptist Church authorized by the Elders.
- b. Candidates for membership shall subscribe to the Church Covenant and Doctrinal Statement.
- c. Candidates for membership shall be recommended by the Elders.
- d. Candidates for membership shall be accepted by consensus of the church membership. (cf. Article XIII, Section 3)

Section 3. Restoration of Membership

A person who has been dismissed, deleted, or withdrawn from membership according to Article VI, Section 6, may be restored to membership upon recommendation of the Elders and affirmation of the church membership as prescribed in Section 1 above.

Section 4. Duties of Active Members

- a. Members shall strive to keep their Covenant obligations.
- b. They shall honor and esteem their pastor, pray for him regularly, and assist him in the carrying out of the program of the church.
- c. They will endeavor to preserve the unity of the church, and if at any time they find themselves opposed to the fundamental doctrines and policies of this church, they will not seek to disrupt its fellowship but will quietly withdraw from its membership.
- d. Members shall regularly attend its business meetings and worship services.
- e. Members shall work for its up-building; regard and protect its good name in the community.
- f. Members shall contribute regularly, scripturally, and according to their ability, toward the expenses of the Church.
- g. Members shall keep the church office informed as to their residence.

Section 5. Definitions and Rights of Members

- a. Active Member: A member in good and regular standing who has made an honest effort to live in conformity to the Church Covenant, has attended the worship services and business meetings of the church, and has contributed to the financial support of the church as God has prospered him. All members in good standing shall have equal rights, except those under fifteen (15) years of age shall be ineligible to vote.
- b. Inactive Members: Members whose names have been placed on the inactive roll, in accordance with Article VI, Section 6 (a), shall not be counted in any reports of the church, nor be permitted to vote in any of the meetings of the

church, nor have the normal rights and privileges that are granted to an active member. They shall not be counted in establishing a voting quorum. An inactive member may be restored to the active roll by showing evidence of rededication and faithfulness and requesting reinstatement.

- c. Non-Resident Member Roll: Members removed to such a distance as to make attendance impossible and requesting to be listed as such, shall be listed as "non-resident" members. While advising all such to unite with a church of like faith and order, near their new home, this church will continue to maintain a "non-resident" on the roll, providing they continue to keep in contact with the church.

A non-resident member has the same rights as an active member but shall not be counted for the purpose of establishing a voting quorum.

Section 6. Discipline of Members

- a. Delinquents. After a six month period of absences from church meetings, the member shall be contacted to determine if (s)he still wants to maintain membership. If so, the member shall be placed on inactive membership, and shall have no voting privileges. The continued absence of the member for another six months shall be sufficient reason for re-examination of the cause. If sufficient reason for continued absence does not appear and the promise of amendment is not made, a presentation of the facts shall be made to the Elders and the member shall be regretfully dropped from the church roll.
- b. Grievances. All grievances shall be dealt with in accordance with the rules laid down in Matthew 18: 15-17 and 2 Thess. 3: 6-16. No public complaint shall be preferred until this course has been pursued. Charges shall be made in writing and shall be submitted to the Elders for proper recommendation to the church membership. The Biblical grievance process generally includes the following steps: (1) talking to the Christian brother/sister in private, (2) if no resolution, talking to the Christian brother/sister in the presence of two or more witnesses, (3) if no resultion, pronouncing to the church by the Elders that there is an undisclosed sin in a member and fellowship is withdrawn until repentance, (4) if no resolution, membership is revoked.
- c. Misconduct. Whenever it comes to the attention of the Pastor and the Elders that a member is conducting himself in such a manner as to bring reproach to the Church of Christ, the member shall be counseled with for the purpose of his restoration to a place of fellowship. However, failing to give satisfactory evidence of repentance and reformation, the member shall be reported to the church for disciplinary action.

- d. Revoking Membership. At the conclusion of the discipline process, membership may be revoked upon the Elders' recommendation and approval by membership vote.

Section 7. Withdrawal of Membership

- a. A letter of transfer for the purpose of uniting with some other Baptist Church of like faith and practice shall be granted to members in good standing by action of the Elders.
- b. Any member in good standing desiring to unite with a church of some other denomination may, upon recommendation of the Elders, be granted a letter of Christian standing and church fellowship.
- c. When a member requests in writing that his or her name be removed from the church roll and no charges have been preferred against such member, the request shall be immediately granted and reported to the Elders. The individual shall thereafter cease to be a member of this church.
- d. Upon the Elders' recommendation and approval by membership vote, a "non-resident" or "inactive" member who has not communicated with the church within one (1) year shall have his name deleted from the church roll. A member so removed shall be informed of this action by letter.

ARTICLE VII

OFFICERS AND BOARDS

Section 1. Officers

- a. Pastor - to be called
- b. Elders – to be elected
- c. Deacons and Deaconesses - to be elected
- d. Clerk - to be elected
- e. Treasurer - to be elected
- f. Financial Secretary - to be elected
- g. Other officers as deemed necessary - to be appointed by Elders and confirmed by vote of the church membership.

Section 2. Qualifications

- a. Pastor. The Pastor shall be an ordained minister meeting the necessary qualifications set forth in I Timothy 3:1-7, who is sympathetic to and cooperative with the Baptist General Conference and of this local church, and who subscribes, without mental reservation, to the Church Covenant and Affirmation of Faith. The Pastor shall be an Elder.
- b. Elder. An Elder shall meet the qualifications set forth in I Timothy 3:1-7, be sympathetic to and cooperative with the Baptist General Conference, this local church, and subscribe without mental reservation, to the Church Covenant and Affirmation of Faith. No one shall be elected to the office of Elder who has not been a member in good standing for at least two years and who has not attained the age of twenty-one years.
- c. Deacons and Deaconesses. The qualifications of Deacons and Deaconesses are set forth in I Timothy 3:8-13, and their duties shall include those listed in Acts 6:1-6. No one shall be elected to the office of deacon who has not been a member in good standing for at least one year and who has not attained the age of twenty-one years.
- d. Associate Deacons. In order to provide training for possible future candidates for the Board of Deacons the church may elect Associate Deacons to serve one (1) year terms. Associate Deacons shall meet the qualifications for Deacons. They shall serve and assist in deacon responsibilities, but without the power to vote.
- e. All other officers shall be members in good standing.

ARTICLE VIII

DUTIES

Section 1. Elders

The Elders (the Pastor is an Elder) shall perform all the Scriptural duties of their office. The fundamental responsibility of Elders is to devote themselves to prayer and the Word. The Elders are responsible for governing the church, teaching the Word and tending the flock of God in this church. These responsibilities include

- 1) teaching the whole counsel of God both formally and informally,
- 2) equipping the membership of the Church for the work of the ministry,
- 3) overseeing, coordinating, and promoting the ministries of the Church,

- 4) correcting error and overseeing church discipline,
- 5) oversight of the work of the Deacons and Deaconesses,
- 6) oversight of the work of the Church staff,
- 7) oversight of worship,
- 8) mobilizing the church for world mission,
- 9) administering the ordinances of baptism and the Lord's Supper,
- 10) examining prospective members and acquainting them with the Affirmation of Faith and Church Covenant,
- 11) examining prospective candidates for church office,
- 12) scheduling and providing a moderator for church business, and
- 13) providing for the recording and reporting of Church business.

The Elders shall have complete responsibility for the administration of all the church business subject to the final authority of the congregation. Every conveyance, sale or mortgage of church property, real or personal, must be ratified by the church membership. Expenditures not provided for in the budget greater than ¼ % of the annual budget for one item in any one fiscal year shall not be made without approval of the church membership. The Elders shall elect their own chairman (who shall also be the moderator of the church and President of the Corporation), and organize themselves to efficiently carry on the administration of the church work. Organization shall be completed before the end of the month of January. All officers and committees, elected or appointed, shall be under the supervision of the Elders. The Elders shall periodically report their decisions to the church at intervals no less than quarterly.

Section 2. Deacons and Deaconesses

The Deacons and Deaconesses shall advise and be ready to assist the Elders in any services that supports and promotes the ministry of the Word with both new and existing programs and the care for the members of the congregation. Areas the Deacons and Deaconesses will serve and coordinate include

1. care for the physical welfare of needy believers and to help the jobless, the shut-in, the widowed, the elderly, and the disabled,
2. administering the benevolent fund to assist the poor and needy and otherwise provide aid in time of need and crisis,
3. providing support for worship through the greeting, welcoming, ushering, and preparations for communion and baptism,
4. providing coordination for Men's Ministry, Women's Ministry, home groups, growth groups, and other discipleship ministries,
5. support for the church's missionaries and missions ministry,
6. planning and assisting fellowship activities,
7. ministries to visitors,
8. care and maintenance of church properties, and

9. other areas as directed by the Elders.

Deacons and Deaconesses are to be elected to specific areas of ministry responsibility matching their spiritual gifts including one with the gift of administration to lead the Deacons and Deaconesses. The Deacons and Deaconesses shall organize themselves however they determine to be best to achieve the mission of the church. The Deacons and Deaconesses should meet at least once a month for communication, prayer, and vision.

Section 3. Clerk

The Clerk shall be known as "the Secretary of the Corporation." The responsibilities of the Clerk shall include maintenance of membership roll, keeping of all business meeting minutes, submitting an annual report, and corresponding on behalf of the church as required. The clerk shall appoint an "assistant clerk" to perform as clerk when necessary. The church congregation shall ratify this appointment.

Section 4. Treasurer

The Treasurer shall record all receipts and disbursements and shall work under the supervision of the Finance Committee and the Elders. Disbursements shall be by vouchers and checks approved by the Chairman of the Finance Committee; however, approval need not be had in the case of regular incidental expenses as determined by the Elders.

Section 6. Financial Secretary

The Financial Secretary shall receive all monies contributed to the church and shall deposit them in the bank designated by the Elders; shall keep complete record of receipts for the church treasurer; keep account of each contributing member and offer statement of same at end of each fiscal year, or at other times upon request.

Section 6. Officers

All officers shall be under the jurisdiction of the Elders - to be responsible thereto, as well as to the membership, and shall render reports as either may direct.

Section 7. Resignation

Resignation of an officer shall be in writing to the Elders and will be effective on the date specified.

ARTICLE IX

TERMS OF OFFICE

Section 1. The Pastor and Elders

The Pastor shall serve for an indeterminate term.

An Elder may serve an indefinite number of terms. An Elder shall be elected by the congregation to an initial term of three years. Upon the completion of the initial term an Elder may be elected by the congregation to one year terms.

Section 2. The Deacons and Deaconesses

Deacons and Deaconesses may serve an indefinite number of terms. Deacons and Deaconesses shall be elected by the congregation to an initial term of two years. Upon the completion of the initial term Deacons and Deaconesses may be elected by the congregation to one year terms.

Section 3. Other Officers

All other officers shall serve for the term of one year or until their successors have assumed office.

ARTICLE X

ELDERS

Section 1. Number of Elders

The Board of Elders shall consist of the elected Elders and Pastor. There shall be a minimum of five (5) Elders including the Pastor. The number of lay Elders will be a majority of the Elder Board. (Lay Elders are non-staff elders.)

Section 2. Removal of Elders

An Elder shall be presumed to have vacated his office when he ceases to be a member in good standing, or he moves from the community. He may also be removed from office for failure to attend, without reasonable cause, regular meetings of the Board, or for conduct impairing his efficiency or testimony. Removal of an Elder shall be recommended to the church by at least a three-fourths (3/4) vote of the Elder Board. A simple majority vote of eligible members of the congregation will remove him from office.

Section 3. Emergency Governance

When the number of Elders drops below the minimum as stated in Section 1, above, the Elders will appoint Deacons to serve on the Elder board to meet or surpass the minimum as stated in Section 1. This Elder Board with Deacons will function as the Elder Board until additional Elders are elected.

ARTICLE XI

BOARD OF DEACONS AND DEACONESSSES

Section 1. Number of Deacons and Deaconesses

There shall be a minimum of eight (8) Deacons and Deaconesses.

Section 2. Removal of Deacons and Deaconesses

A Deacon and Deaconess shall be presumed to have vacated his/her office when he/she ceases to be a member in good standing, or moves from the community. He/She may also be removed from office for failure to attend, without reasonable cause, regular meetings of the Board, or for conduct impairing efficiency or testimony. Removal of a Deacon and Deaconess shall be recommended to the church by at least a three-fourths (3/4) vote of the Elder Board. A simple majority vote of eligible members of the congregation will remove him from office.

ARTICLE XII

STANDING COMMITTEES

- a. Nominating Committee. A Nominating Committee of five (5) members shall be appointed by the Elders to serve for one year, beginning September 1. At least one member of the committee will be an Elder who will also act as chairman. The committee shall prepare a list of possible officer candidates for review by the Elders. After review by the board the committee shall contact approved persons to determine their willingness to become candidates. It shall be the objective of this committee to present the name of at least one person for each elective office. The committee's list of candidates shall be presented to the church two weeks previous to an election.
- b. Auditing Committee. An Auditing Committee of three members shall be appointed by the Elders and ratified by the church to serve for a period of one year. They shall audit the books of the Treasurer once a year and at such other times as the Elders may direct, and submit a written report to the church at the completion of the annual audit.

- c. Budget Committee. A Budget Committee of at least four (4) members shall be appointed by the Elders. The committee shall prepare a Proposed Budget for the coming fiscal year for approval by the Elders. The Proposed Budget shall be presented to the church for review and modification two weeks before the Annual Election of Officers and Approval of the Budget.

ARTICLE XIII

MEETINGS

Section 1. Public Worship

- a. The stated meetings of this church for public worship shall be held Sunday morning. Other worship and Christian education classes may be held Sunday or other evenings during the week as approved by the Elders.
- b. The church shall meet for the observance of the ordinance of the Lord's Supper upon the first Sunday of the month, or at such other times as the Elders shall advise, and invitation to participate will be extended to those who have accepted Jesus Christ as their personal Savior and are living a life of fellowship with Him.

Section 2. Annual Meeting

The Annual Meeting shall be held after the close of the fiscal year.

Section 3. Special Meetings

Special business meetings of the church may be held at any time by order of the Elders, or upon written request of a quorum of membership, providing a notice appears in a church bulletin previous to the called meeting and/or the membership shall be notified by mail and/or announcements shall be made at all services on the Sunday preceding the called meeting. Membership roll additions or deletions, however, may be acted upon without said notice.

Section 4. Delegates

Delegates to the annual meeting of the Northern California Baptist Conference and the Baptist General Conference shall be appointed before such meetings convene by church action, if possible, at any regular or special meeting, or by the Elders. In the absence of such church or board action, the Pastor may make such appointments.

ARTICLE XIV

ELECTIONS

Section 1. Time

The annual election of officers and approval of the Annual Budget shall be held the last month of the fiscal year.

Section 2. Procedure

At least two weeks before the election, the Nominating Committee, as appointed by the Elders, shall present to the church the name of one or more persons for each office to be filled. It shall be the privilege of any member qualified to vote, to place in nomination the name of any eligible person for any office, not so nominated, provided they have previously consented to serve, and provided such nomination has been approved by the Elders. No nomination shall be made from the floor at the time of election, but each voter may vote for anyone qualified, by writing in the name on the ballot. All elections shall be by written ballot, a plurality of the ballots cast being necessary for the election of any officer, unless otherwise provided by this Constitution. No voting by proxy shall be allowed. Absentee ballots will be provided voting members whose attendance at the election is impossible and who make request to the clerk.

Section 3. Vacancies

Vacancies occurring during the year may be filled for the unexpired term at any business meeting, as provided for in Article XIIIa.

Section 4. Quorum

- a. Regular Business, 8% of qualified voters.
- b. Corporate Business, 10% of qualified voters.
- c. Calling or terminating a Pastor, 30% of qualified voters.

Section 5. Qualifications of Voters.

All matters pertaining to the purchase, sale or mortgaging of property, or calling or dismissal of Pastor, shall be voted on only by members in good standing, and who are of legal age. On all other matters members in good standing and fifteen years of age, or older, are entitled to vote.

ARTICLE XV

PASTORAL RELATIONS

Section 1. Pulpit Committee

When it is necessary to call a pastor, a representative Pulpit Committee, of at least five (5) members, consisting of at least two (2) members from the Elders shall be named by the Elders and ratified by the church. It shall be the duty of this committee to take necessary steps to secure a pastor. In seeking a suitable man, the committee shall consult the leaders of our Conference and take suggestions from the members of the church. The committee shall investigate the merits of every man under consideration in regard to personal character, education, ministerial record and preaching ability, in determining his fitness for said pastorate. When a suitable man has been found, the committee shall recommend him to the church for its consideration.

Section 2. Calling a Pastor

The call of a pastor shall come before the church at a specially called business meeting, notice of such meeting and its purpose having been read from the pulpit and published in the bulletin, on two successive Sundays. A vote of three-fourths of the members present and qualified to vote shall be necessary to extend a call to anyone under consideration. Only one candidate shall be presented to the church at one time. The vote shall be by written ballot. There shall be no absentee ballots.

Section 3. Pastor's Salary

The salary and time allowed for an annual paid vacation shall be fixed at the time of the call and may be changed upon recommendation of the Elders and vote of the church at any regular business meeting. In addition to the paid vacation, the pastor shall be entitled to attendance at the Baptist General Conference, or Bethel Founders' Week, and the Northern California Baptist General Conference.

Section 4. Terminating of Pastorate

- a. The term of this office may be ended upon thirty (30) days notification in writing on the part of the Pastor or the church. The Pastor shall first give his resignation to the Elders before it is presented to the church.
- b. All action to dismiss the Pastor shall be referred to the Elders for its consideration before action is taken by the church. The Elders shall be required to present to the

church any written request for the dismissal of the Pastor when signed by one-tenth of the active voting membership of the church. Such action shall be taken at a specially called business meeting and shall be by written ballot with three-fourths majority vote of voting members present necessary to carry the motion for dismissal.

- c. In the event the Pastor wins a vote of confidence of the church at such an election, all officers signing such petition mentioned above in Section 4b of this article shall automatically relinquish their office.

ARTICLE XVI

OTHER EMPLOYEES

Section 1. Pastoral and Office Staffs

- a. The purpose of the pastoral staff shall be to assist the Pastor in performing the functions of his ministry. The staffs will be under direction of the Pastor who will administer guidance and correction as necessary. The Pastor will be responsible for the performance of these staffs.
- b. The Pastoral staff shall include such positions as Associate Pastor, Youth Minister, Music Minister and other positions that may become necessary to help carry out the church's mission to the community. The Church Secretaries are the office staff.
- c. When it is found necessary to fill a staff position the Pastor and the Elders will designate a committee to recommend a candidate to the Elders. A job description for the position under consideration shall be prepared. After a pastoral staff candidate has been agreed on by the Pastor and Elders, his or her hiring must be approved by the congregation. A two-thirds affirmative vote at a specially called business meeting is required before the candidate can be hired. Salaries listed in the approved annual budget shall be the authority to hire Church Secretaries.
- d. A staff member may end his or her employment by the church upon thirty days written notification to the Pastor and Elders. Termination of the employment of a staff member shall be effected by a decision of the Pastor and the Elders after appropriate corrective action has been taken. A thirty-day written notice of termination must be given to the employee.
- e. It is important that a newly called Pastor participate in the selection of the staff that will help him develop the church's ministry to the community. Therefore, each member of the pastoral staff shall submit his or her resignation when, for any reason, the Pastor leaves the church. This will allow the incoming Pastor to

concur in the inclusion of any existing staff member in the new staff.

Section 2. Custodian

- a. The function of the Custodian shall be to maintain the church property in a clean and orderly condition in accordance with his or her job description. The Custodian will be under direction of the Board of Deacons who shall prepare the job description.
- b. The Board of Deacons shall act as a committee to recommend to the Elders a candidate for the position of Custodian. The salary listed in the approved annual budget shall be the authority to hire the Custodian.
- c. The Custodian may end his or her term of employment upon thirty days written notice to the Board of Deacons. Employment of the Custodian may be terminated by decision of the Elders. At least thirty days written notice of termination must be given.

ARTICLE XVII

AUTHORIZED MINISTRIES

Section 1. Sanction

No ministry shall be formed or considered a part of the church activities before its sponsors have submitted their plans to the Pastor and the Elders for sanction and approval and such sanction and approval has been granted, unless specifically authorized otherwise by the Elders.

Section 2. Membership

Officers of all ministries, including organized classes, regular leaders, sponsors of youth activities, and children's activities leaders, shall be members in good standing. Exceptions will be approved by the Elders.

ARTICLE XVIII

FINANCES

Section 1. Tithes and Offerings

Necessary finances for conducting the church, its program and missionary outreach, shall be obtained through voluntary tithes and regular offerings.

Additional pledges and special collections may be taken as deemed advisable by the Elders. No project shall be undertaken by the church or its authorized ministries for fund-raising purposes unless specifically authorized, in advance, by the Elders.

Section 2. Budget

The Elders shall annually prepare, or have prepared, a detailed budget for presentation to the church at least two weeks before the Annual Election. The church may, at this meeting, make such changes as it deems reasonable and prudent. The church membership shall vote to accept or reject the budget at the Annual Election.

ARTICLE XIX

DISPOSITION OF CHURCH PROPERTY

Section 1. Division

In case of organic division of the church membership, the church property shall belong to those members who abide by this Constitution, and who subscribe, without mental reservation, to the Doctrinal Statement, the Church Covenant, and Preamble.

Section 2. Dissolution

Should conditions arise where, for any reason, the church work cannot continue, the church property shall be transferred to the Northern California Baptist Conference; or in the event of their discontinuance, to the Baptist General Conference.

Section 3. Consolidation

Should conditions arise where a consolidation with another church of the same denomination be advisable, the Elders shall be authorized by the church to negotiate the terms of such a consolidation in as far as the property is concerned. A report of such agreement must be made to the church and approval granted.

Section 4. Sale

The Elders shall have the authority to sell, trade, or otherwise dispose of real

property, vehicles, furnishings, and/or equipment having a market value of $\frac{1}{4}$ % of the annual budget or less as it may deem appropriate. Items valued above that amount require church approval for Elders action.

ARTICLE XX

AMENDMENTS

This Constitution may be amended at any regular or called business meeting of the church by a two-thirds vote of those qualified, present and voting, provided a quorum is present and voting, and **that notice of such amendment shall have been given from the pulpit and published in the church bulletin on two successive Sundays in advance, and copy of the proposed amendment shall have been posted.**

ARTICLE XXI

RULES OF ORDER

The rules contained in Robert's Rules of Order Revised shall govern the business proceedings of this church in all cases where they are not inconsistent with this Constitution.

ARTICLE XXII

LIABILITY

No officer, Elder, Deacon, or member of any committee appointed by this church shall be personally or individually liable for any error or mistake, act or omission for or on behalf of this church, occurring within the scope of his or her duty as such officer, Elder, Deacon, or committee member excepting only for his or her own willful misconduct or violation of law.

ARTICLE XXIII**AUTHORITY**

This Constitution shall take effect January 1, 1975, and all prior Constitutions or By-laws are hereby repealed.

Revised January 20, 1980

Revised April 27, 1986

Revised February 2, 1992

Revised May 11, 1997

Revised September 15, 2002

Revised December 24, 2006