

**Constitution and By-laws  
Faith Baptist Church  
4301 North Shary Road  
Palmhurst, Texas 78574**

ARTICLE 1: NAME AND PURPOSE

This Church shall be known as the Faith Baptist Church of Mission, Texas, Inc. The purpose of this Church and religious corporation are outlined in the Articles of Incorporation. The use of the caption "Church" in this Constitution is used interchangeably with the non-profit religious corporation.

ARTICLE 2: DOCTRINE

This Church accepts the Articles of Faith as set forth in the Statement of Faith of Faith Baptist Church.

ARTICLE 3: COVENANT

Having given ourselves to God, by faith in Christ, and adopted the Word of God as our rule of faith and practice, we now give ourselves to one another by the will of God in this solemn covenant.

We promise, by His grace, to love and obey Him in all things, to avoid all appearances of evil, to abstain from all sinful amusements and unholy conformity to the world, from all sanction of the use and sale of intoxicating beverages or substances, and to "provide things honest in the sight of all men."

We agree faithfully to discharge our obligations in reference to the study of the Scriptures, secret prayer, family devotions, and social worship; and by self-denial, faith, and good works endeavor to "grow in grace and in the knowledge of our Lord and Saviour Jesus Christ."

We will not forsake the assembling of ourselves together for church conferences, public worship, and observance of the ordinances of the Gospel; nor fail to pay according to our ability for the support of the Church, of its poor and all its benevolent work.

We agree to accept Christian admonition and reproof with meekness and to watch over one another in love, endeavoring to "keep the unity of the Spirit" in the bonds of peace. To be careful of one another's happiness and reputation, and seek to strengthen the weak, encourage the afflicted, admonish the erring, and as far as we are able, promote the success of the Church and of the Gospel.

We will everywhere hold Christian principle sacred and Christian obligations and enterprises supreme; counting it our chief business in life to extend the influence of Christ in society, constantly praying and proclaiming the Kingdom of God is Coming.

To this end we agree to labor for the promotion of Scriptural education, the support of missions, the success of Sunday Schools, and evangelistic efforts for the salvation of the world. May the God of peace sanctify us wholly, and preserve us blameless unto the coming of our Lord Jesus Christ.

## ARTICLE 4: ORDINANCES

Section 1. Baptism. Baptism by immersion of believers in Christ is recognized as a Scriptural ordinance.

Section 2. The Lord's Supper. The Lord's Supper shall be administered at least once quarterly as scheduled by the Pastor of all born again believers present in the service.

## ARTICLE 5: MEMBERSHIP

Section 1. General Provisions. A person presenting himself for membership must give evidence of scriptural salvation in his life and give assent to the doctrines, covenant and ordinances of our Church as set forth in Articles 2, 3, and 4.

Section 2. Admission of Members. Applicants shall be received for membership following conference with the Pastor or his duly appointed representative, baptism or other procedures. The candidate for membership will then be received by vote of the congregation into the membership of the Church. If, during the vote for membership an objection is raised, the case shall be referred without discussion to the Pastor and the Deacon Body for study. Methods of admission shall be as follows:

A. Baptism. A person meeting requirements in Section 1 and 2 may be received as a candidate for baptism. Upon baptism he shall be received into membership by the congregation.

B. Letter. Persons may be received into the Church upon presentation of letters from other fundamental Churches. If an unfavorable letter is received, it shall be referred to the Pastor and Deacon Body for study, investigation and recommendation.

C. Statement. Any baptized person may be received into the Church upon his statement of experience and faith in Christ and upon fulfilling the requirements of Sections 1 and 2.

D. Restoration. Any former member whose conduct has caused the termination of his membership, may upon evidence of restoration and repentance, be restored to full fellowship by a majority vote of the congregation.

E. Associate Membership. Due to the unique geographical location of Faith Baptist Church and its special ministry to missionaries, Winter Texans and others, Associate memberships shall be granted upon recommendation of the Pastor and vote of the Church. Active Associate members shall have full membership rights.

Section 3. Dismissal of Members.

A. Letter.

1. To Churches. Letters will be granted to other Churches upon proper application. The letter must state the member's status in our Church. The following forms are to be used:

a. If the member is in good standing:

"This is to certify that \_\_\_\_\_ is an active member of Faith Baptist Church of Mission, Texas, in good standing. We recommend \_\_\_\_\_ to the fellowship of God's people at \_\_\_\_\_ .

b. If the member is not in good standing:

The Pastor, or his duly appointed representative, shall contact the corresponding Church and provide the necessary requested information.

2. To Individuals. We do grant letter of recommendation and commendation on behalf of individuals to other churches; and upon a written request, we shall grant a letter of dismissal to the individual. The following form is to be used:

"This is to certify that \_\_\_\_\_ is an (active or inactive) \_\_\_\_\_ member of the Faith Baptist Church of Mission, Texas, and is hereby dismissed from the fellowship of our Church at \_\_\_\_\_ request."

3. These letters may be granted by the Church in business session or at any regular service.

B. Removal from Rolls. After a letter has been granted or the Church has withdrawn fellowship from a member, the Secretary shall upon proper evidence, remove his name from the roll.

Section 4. Discipline of Members. All matters of discipline shall be referred to the Pastor and the Deacon Body and they shall proceed according to Matthew 18:15-17. The Pastor and the Deacon Body may recommend that the Church withdraw fellowship from a member provided just cause is found. Upon recommendation of the Pastor and Deacon Body, the church may, by majority vote, remove from membership any disciplined member. Restoration will be in accordance to Article 5. Section 2. D.

Section 5. Inactive Membership Roll. Those members who do not attend any of the Church services for three (3) successive months without a reason deemed justifiable by the Pastor and the Deacon Body shall be placed on the Inactive membership Roll. Such members do not have a voice or vote in the Church until they are restored to full fellowship as provided for in Article 5. Section 2. D. This should be done only after said members have been faithfully visited and dealt with by the Pastor, when possible.

A. Restoration. Any person who has been placed on the Inactive Membership Roll, may, upon proper explanation, be restored to full fellowship by approval of the Pastor and Deacon Body.

## ARTICLE 6. AFFILIATION

This Church may, at its option, unite for fellowship with bodies of like faith. It is understood that the only superiority such bodies may exercise over this Church is to determine if this Church may be a member of said body.

## ARTICLE 7. OFFICERS

Section 1. Names of Officers. The general officers and standing boards of this Church are the Pastor, other Pastoral Staff, Deacons, Secretary, Treasurer, Sunday School Superintendent, Trustees, and Committee Members.

A. Qualifications of Church Officers. All officers of the Church must be active members, consistent titheers and faithful in attendance at the Sunday School, Morning and Evening Worship, Mid-Week Prayer service and the visitation program of the Church. They must maintain a good Christian testimony and abstain from all sinful amusements and unholy conformity to the world.

B. Termination of Church Office. Should an officer desire to terminate his duties, he should provide the Church with forty-five days written notice. Should the Church desire to remove any person from office, a written request signed by a two-thirds majority of active deacons shall be submitted to the Church at a regular or specially called business meeting. A two-thirds majority vote of all active members present will be required to remove any officer from office.

Section 2. The Pastor and Pastoral Staff

A. Qualifications. He must be an ordained Baptist Minister. 1 Timothy 3:1-7 should be used as a guide in the selection of a Pastor and Pastoral Staff. (added)

B. Election. When the Church is without a Pastor, or when a Pastor has submitted his resignation, it shall elect a Pulpit Committee of five (5) male adult members selected from a list of qualified nominees furnished by the nominating committee. This committee brings recommendations before the Church. When Pastoral Staff positions are being filled, the Pastor will have sole responsibility to recruit and recommend to the Nominating Committee qualified persons for that position. Staff positions are to be approved and presented to the church by the nominating Committee in the same manner as would be any Pastor. The Pastor or Pastoral Staff is elected by  $\frac{3}{4}$  (three-fourths) vote of the Active members present. They will be elected for an indefinite period of time.

C. Duties and Powers. The Pastor shall have general oversight of the work of the Church. He is to faithfully administer his duties as outlined in the New Testament. The Pastor or his appointed Moderator shall preside at all regular or special business meetings. He shall be the director of all programs of the Church whether spiritual, social or musical. He shall arrange for revival services, Bible Conferences, Missions Conferences, or other Special services in the Church from time to time. The Pastor shall have power to immediately suspend any teacher, Sunday school teacher, or other church officer, or church employee, when that teacher, officer, or employee demonstrates unbiblical conduct or attitude while in that position. He

amended 3/31/05

shall notify the Chairman of the Deacon Body of his action for possible further action, such as is stated in Article 5. Section 4.

Section 3. Church Secretary. The secretary shall keep accurate minutes of the business meetings of the Church and shall maintain the Church membership roll. All records, information and data obtained and otherwise used is understood to be Church property. The secretary shall have access to all attendance and financial records and shall keep confidential all information concerning tithes and offerings. In the event of a vacancy in this office, the Church Treasurer shall serve in the capacity of Secretary until a new Secretary is voted into office.

Section 4. Church Treasurer. The Treasurer shall assume responsibility for all Church funds and shall be directly accountable to the finance committee and Pastor. The treasurer shall be responsible for proper signatures on all Church checks.

Section 5. Sunday School Superintendent. The Minister of Education will serve as the Sunday School Superintendent, and after the Pastor, is in charge of the educational ministry of Faith Baptist Church. In the event that there is no Minister of Education, the Sunday School Superintendent shall be elected for a period of one (1) year.

Section 6. Deacon Body.

A. Qualifications. A man must be at least twenty-one years of age and be a member in good standing having been faithful in attendance and support of the Church in every area. The qualifications set forth in Acts 6 and First Timothy 3 shall be the standard of ordination.

B. Organization. The Deacon Body shall consist of a minimum of Two (2) Deacons holding office for two (2) years. The Deacon Body shall each year elect from its membership a man to serve as chairman. The Deacon Body shall present to the Church each year a deacon nomination list of qualified men approved of by the Pastor. From the list of qualified Deacon nominees the Church shall elect by secret ballot the Deacons to fill yearly vacancy requirements. One half of the Deacon Body shall be elected on alternating years with a simple majority vote necessary for election. A deacon may serve consecutive terms.

C. Duties. It shall be the duty of the Deacon Body to visit the members of the Church, giving special attention to the sick and to encourage the members in Christian worship, service and stewardship. They shall endeavor to promote peace, harmony and the spirit of cooperation and shall be diligent in their attendance of the services of the Church. The Deacons shall arrange for the welcoming and seating of the congregation and the collection of the tithes and offerings. They shall assist the Pastor in the administration of the ordinances of the Church. The Deacon Body shall, with the Pastor, be responsible for the spiritual welfare of the Church. They shall at all times render active assistance to the Pastor in promoting the success of the Church.

Section 7. Board of Trustees. The Board of Trustees shall consist of three men elected by the Church to serve for a period of three (3) years. Trustees shall be responsible for signing all legal documents and papers as directed by the Church.

Section 8. Committees.

amended 3/31/05

A. General Committee Requirements. All committees shall be subject to the following:

1. The Pastor shall serve as an ex officio member of each committee.

2. All committees shall elect a chairman from its membership. It shall be the chairman's responsibility to see that a report is made to the deacon body for approval by a majority vote and at the Church's regular business meetings.

3. All committees shall elect a secretary to take minutes of all meetings and otherwise assist the chairman.

4. All committees shall have a minimum of five (5) members elected for a period of one (1) year.

5. All committees shall consist of those deacons, either appointed by the chairman of the Deacon Body, or who volunteer to serve on that committee, a minimum of two deacons on any committee, and a matching number of Active Church members nominated by the nominating committee to serve and assist on that committee. Those nominated Church members who give consent to serve will be elected to that committee by a majority vote of the members present at the annual business meeting.

6. The Church Secretary will annually prepare a printed list of all new committee members and officers for the January monthly business meeting and will post in a public display the same.

B. Nominating Committee. The nominating committee shall be responsible for the presenting to the Church each year a list of prospective nominees to serve as Church Officers listed under Article 7. Section 1. with the exceptions of the office of the Pastor, Pastoral Staff and Deacons, which shall be handled with a special committee or by the Deacon Body (See Section two and six of Article seven). Members of the nominating committee shall not serve consecutive terms and must wait for a period of one year to be renominated. The Minister of Education shall serve as an ex officio member of this committee. This committee shall function to fill vacancies as required during the year.

C. Missions Committee. The Missions Committee shall be responsible to oversee the needs and opportunities of mission endeavors of the Church. This committee shall be responsible for recommendations to the Church concerning support of missionaries, special mission needs and prayer requests. A presentation by this Committee to the Church on any matter concerning additions or deletions of financial support must first gain the approval of a two thirds majority of the Missions Committee, the approval of the Pastor and approval of two-thirds majority of the Finance Committee. Upon approval, the matter is to be presented to the Church and voted upon by a two-thirds majority of active members present. Missionaries shall not serve on this committee.

D. Fellowship Committee. The Fellowship Committee shall be responsible for Church social functions, calendar planning, banquets, flowers, decorations and Church guests. This committee shall work closely with the pastor in all fellowship related areas.

E. Building and Grounds Committee. The Building and Grounds Committee shall be responsible for the overall general maintenance and security of the Church facility. This committee shall see that the building is properly cleaned and that all equipment is functioning and serviced in a timely manner. This committee shall be responsible for opening and closing the Church buildings at all regular meetings. This committee shall also be responsible for all restroom, kitchen and cleaning supplies required for the Church buildings.

F. Finance Committee. The Finance Committee shall be responsible for the directing the financial affairs of the Church. Included in this responsibility is the receipt of all funds collected by the Church and depositing these funds promptly into the Church's designated depository. All funds received shall be counted, accounted for, and deposited by at least two members of the committee or their designee. The Finance Committee is also responsible for preparing the annual Church financial projections and recommendations and the monthly financial report for the Church. Any requirements for expenditures of Funds not included in the annual approved financial projections and recommendations of the Church shall be brought before the finance committee for review and subsequent recommendation to the Church. Membership of the Finance Committee shall consist of the Treasurer, at least two deacons, and a matching number of other Active Members of the Church.

G. School Board. The Deacon Body shall serve as the School Board for Faith Christian Academy. Their duties are to serve with the Pastor in the oversight of school operations, including finances. The Pastor shall serve as School Superintendent.

H. KCAS Radio Committee. The KCAS Radio Committee shall be responsible for assisting with the operation of KCAS. This committee shall be responsible for providing advice and recommendations, assisting with fundraising, maintaining records, and general oversight. It shall consist of at least two deacons, a matching number of other Active Members of the Church, and the Pastoral Staff. (added 03/02/05)

## ARTICLE 8: GOVERNMENT

Section 1. Form of Government. This Church shall be operated according to the principles of congregational church government as herein defined. The final authority for the Spiritual, business or other affairs of this Church shall be by a vote of the majority present at a monthly or special business meeting.

Section 2. Quarterly Business Meetings. The membership of the congregation shall meet for quarterly business meetings on the third Sunday evening of each month following the conclusion of the quarter. Meetings will be held during April, July, October, and January. The time of these quarterly business meetings may only be changed by a two-thirds majority vote of the congregation at any regular or special business meeting. (amended 03/20/05)

Section 3. Special Business Meetings. Special Business meetings may be called by the Pastor and/or Deacon Body when deemed advisable with at least one (1) week's notice given. Any member may request a special business meeting provided that such request is presented to the Pastor in writing, with the purpose of the meeting given, signed by no less than six (6) adult, active members of the Church, not less than one (1) week before the requested business meeting. This request must be approved by the Pastor and/or Deacon Body.

Section 4. Voting Age. All active members in good and regular standing who have reached their eighteenth (18) birthday may vote in al regular or specially called business meetings.

Section 5. Nomination of Officers. (See Article 7. Sections 2, 6, and 8.)

Section 6. Election of Officers. The officers are to be elected at the annual meeting in December and will take officeJanuary 1.

Section 7. Church Year. The Church year runs from January 1 to December 31.

Section 8. Parliamentary Procedure. In business meetings, good parliamentary order shall be maintained using Robert's Rules of Order as a guide.

Section 9. Quorum. Twenty per cent (20%) of the active members eligible to vote shall constitute a Quorum at any business meeting of the Church.

Section 10. Annual Business Meeting. The annual business meeting shall be for the purpose of church elections, approving financial projections and recommendations, and conducting other annual business, and will occur the first Sunday in December.

#### ARTICLE 9: AUXILIARIES

Section 1. General Policy. In all matters of deciding policy, it is understood that the highest authority is the meeting of the members of the Church in business meetings. Decisions of this meeting of these meetings are binding on all members, Sunday School classes, Church Training groups, Auxiliary groups and any and all organizations within the Church.

Section 2. Sunday School. The Sunday School shall function according to general practice.

Section 3. New Organizations. Any member wishing to organize a new auxiliary in the Church must present their request to the Pastor and the Deacon Body together with a plan of operation for the new organization. Upon approval, such a plan may be presented to the Church for a two-thirds majority vote.

#### ARTICLE 10: MISCELLANEOUS PROVISIONS

Section 1. Use of Church Property. The Church and/or property may not be used for secular gatherings unless approved by the Pastor and the Deacon Body.

Section 2. Worship. This Church is devoted to good order, fervent devotion, orderly worship with strict adherence to the use of the stately and gracious hymns of the Church and music of like caliber. \_Carnal, worldly-sounding, or secular music will not be allowed in this sacred place of worship. Members should enter with and maintain a spirit of humble worship and prayer at all times of public worship.

#### ARTICLE 11: LICENSING AND ORDAINING MINISTERS

Section 1. Licensing. Any male Church member who feels divinely called to preach the Gospel shall report the same to the Pastor and Deacon Body to be considered for licensing. Acceptable candidates for licensing shall be presented to the Church for approval. An approval vote by a two-thirds majority of active members present shall authorize him a license to preach the Gospel. The license shall be signed by the Pastor and Deacon Body.

Section 2. Ordaining. When a licentiate has proven himself to be worthy, the Church, upon recommendation of the Pastor and Deacons may call an ordination council consisting of the Pastor of the Church and a minimum of two ordained Baptist ministers. It shall be the duty of this council to give the applicant a proper examination in doctrine and make recommendations to the Church. If the Church is satisfied, he will be granted a certificate of ordination after an ordination service.

ARTICLE 12: ADOPTION AND AMENDMENT

Section 1. Adoption. This Constitution and By-laws shall be adopted and put into immediate effect after 2/3 of the active members present shall vote for the adoption of the same.

Section 2. Amendment or Repeal. Any of these articles or sections may be amended, altered or repealed by vote of 2/3 of the active members present at the business meeting in which the proposed amendment is voted upon, and further provided that any amendment must be tabled for at least thirty (30) days after presentation to the Church.

IN WITNESS WHEREOF, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sworn and Subscribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_