

**CONSTITUTION AND BY-LAWS OF THE
ARDENA BAPTIST CHURCH
Reprinted for August 24, 2014**

CONSTITUTION

Preamble

In order to affirm and preserve the principles of our faith, to guarantee that this body may be governed in an orderly and efficient manner consistent with the Scriptures, and for the purpose of preserving the unity of this church, the liberties inherent in each individual member and freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this Constitution. The name of the Church shall be the Ardena Baptist Church. It was founded November 10, 1859 and is a corporation organized under the laws of the State of New Jersey holding a charter dated November 19, 1859. These by-laws were adopted by the church at its Congregational Meeting, November 22, 1992 and supersede all previous by-laws and amendments thereto.

I. PURPOSE

The purpose for which this church is established and ordained shall be:

1. To honor and serve our Lord and Savior, Jesus Christ.
2. To bear united witness to the faith of its members in the whole Bible as the Word of God.
3. To make known the Gospel to our fellow citizens here, in other areas of our country and in the whole world in obedience to the Mission given to us in the final command of the Lord Jesus Christ. (Matthew 28:19, 20, Acts 1:8)
4. To build up our local body of believers to a place of spiritual maturity, fruitful service and mutual love.
5. To function properly as a Body of Christ in agreement with the Scriptures.

II. ARTICLES OF FAITH

1. We believe in the absolute authority and accuracy of the 66 books of the Bible; its full verbal inspiration in the original manuscripts and its all-sufficiency as the Christian's rule of faith and practice (2 Tim. 3:16, 17; 2 Peter 1:19-21)
2. We believe that there is but one God, The Creator, Preserver and Ruler of all things, who is perfect in holiness, and in love, infinite in wisdom and measureless in power, and who reveals Himself to us as Father, Son and Holy Spirit. (Deut. 6:4, Neh. 9:6; 1 Chron. 29:11, 12; Ex. 15:11; I John 4:8b; Matt. 28:19).

3. We believe that Jesus Christ is the eternal and only begotten Son of God condescended of the Holy Spirit and born of the virgin Mary, and that He is true God and true man and is the only mediator between God and man. (Matt. 1:20; Lk. 1:35; John 1:12, 14; 12:45; 14:9; I Tim. 2:5)
4. We believe that the Holy Spirit is a Divine Person, equal with the Father and the Son, and of the same substance and nature; that He convicts of sin, righteousness, and judgment; that He bears witness to the truth; that He is the agent of the new birth; and that at conversion He baptizes the believer into the body of Christ and that He seals, endues, guides, teaches, witnesses to sanctifies, and helps the believer, indwelling every true child of God. (John 16:8-11; 3:3-7' Eph. 1:13; 2 Cor. 13:14; John 14:16, 17; Rom. 8:14-27; I Cor. 12:12, 13)
5. We believe that man was created in the image of God by direct creation and that he sinned and thereby incurred both physical and spiritual death; thus, we believe that all men by nature and by choice are sinners and, apart from Christ, shall be forever separated from God. (Gen. 1:26; 2:17; Ezek. 18:20a; Rom. 3:23; 6:23)
6. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a substitutionary sacrifice, that all who believe in Him are justified on the ground of His shed blood. (I Cor. 15:3, 4; Rev. 1:5)
7. We believe that salvation is by grace through faith, not of works and that all who receive by faith the Lord Jesus Christ as Lord and Savior are born again of the Holy Spirit, thereby becoming children of God. We believe in the eternal security of the believer. (Eph. 2:8,9; John 3:3, 7; 1:12; 12:27-29)
8. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven and in His present ministry there for us as High Priest and Advocate. We believe in the personal, visible, imminent return of the Lord to set up His Kingdom upon the earth. (I Cor. 15:4; Acts 1:9-11; Heb. 4:14-16; I John 2:1, 2; I Thess. 4:13-17; Rev. 19:11-16; 20:1-15)
9. We believe in the bodily resurrection of the just, the bodily resurrection of the unjust, the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost. (I Cor. 15:20-24; Rev. 20:12-15; 2 Cor. 5:8).
10. We believe that the local church is the local expression of the Body of Christ and is a voluntary association of baptized believers equal in rank and privilege, subject to the Word of God, and independent of any external ecclesiastical control whatsoever. We believe that God's Word commands every believer to be baptized by immersion in water. Though baptism has no saving merit, it does show forth, in solemn and beautiful symbolism, the believer's faith in, and union with, the crucified, buried, and risen Savior. (Acts 8:38; 18:8; Rom. 6:3-5)

11. We believe that the Lord's Supper is a provision of bread and the cup which are symbolic of Christ's broken body and shed blood; that the Lord's Supper is partaken of by saved individuals in the commemoration of the suffering and death of their Lord and in anticipation of His soon coming again; that its observance is to be preceded by faith and self-examination. (Lk. 22:19, 20; I Cor. 11:23-30)
12. We believe marriage to be a God-ordained sacred institution between one man and one woman. Only marriages that fit this definition shall be performed at the Ardena Baptist Church. (Gen. 2:22-24; Matt 19:4-6) (Adopted 1/19/14)

III. CHURCH MEMBER'S STATEMENT OF PURPOSE AND DESIRE

Having been led by the Spirit of God, I have received Jesus Christ as my Savior and Lord (John 1:12). I have been born again through the Holy Spirit (John 3:6,7; 1:13) and have publicly confessed my faith by word (Romans 10:8-10) and in baptism (Romans 6:3-5). I subscribe to the Articles of Faith of my church and do now with other members of the church as one body in Christ state my purpose and desire as a member of Ardena Baptist Church:

1. To walk loving (John 13:34, 35) and humbly with my brethren (I Peter 5:6; Romans 12:3) and to pray for them (James 5:16); to separate myself from worldly and unchristian practices (Titus 2:12).
2. To pray for the advancement of my church in knowledge, spiritual growth and fruitfulness (John 15:8, 16); to uphold its program of worship, training and teaching; to observe its ordinances (Matt. 28:19, 20; I Cor. 11:24-27) and affirm its teaching (I Peter 3:15; Jude 3).
3. To give regularly and cheerfully to my church as God prospers for the support of the evangelistic, teaching and training ministry among us (2 Cor. 9:6, 7; I Cor. 16:2); for the relief of the needy (Prov. 19:17); and for the spreading of the Gospel both here and all over the earth (Matt. 28:19, 20).
4. To serve faithfully in some activity in the church body according to God's leading and according to my spiritual gifts and abilities (Romans 12:4-8; James 1:22-24; 2:18); taking to assume only such duties as can be effectively performed (I Cor. 4:2); to improve my service by prayerful study of God's Word (2 Tim.2:15)
5. To maintain family worship training and discipline in my home. To encourage family prayer, Bible study and spiritual growth for any under my care (Eph. 6:1-4; Prov. 22:6).
6. To endeavor by my example (Matt. 5:16), witness (I Peter 3:15), and effort to point people to Christ, and to do my part in building them up in the faith (Matt. 28:19, 20; Eph. 4:11-16; Col. 1:28).
7. To follow the Bible as my rule of faith and practice (2 Tim. 3:16, 17).

8. To endeavor to understand and appreciate my fellow members in the church, especially those who may have personalities, ministries and backgrounds quite different than mine (Rom. 14:1-7; I Cor. 12:4-7, 18-27; Gal. 3:26-28).
9. To endeavor to put into practice the Scriptures relating to our church as the Body of Christ (Rom. 12:4-16; I Cor. 12:11-27; Eph. 4:11-16).

IV. BY-LAWS

ARTICLE I - MEMBERSHIP

SECTION 1 - New Members

To be received into this church any new believer, or transfer from another church shall:

- Have confessed Jesus Christ as personal Lord and Savior.
- Have experienced Christian believer's baptism by immersion.
- Support the Constitution and By-Laws of Ardena Baptist Church.

If a candidate is an active member of another church and subscribes to articles of faith and church member statement of purpose and desire and order at the time of their expressing a desire to join this assembly, a letter of recommendation will be requested from that church.

All candidates for church membership shall give their personal testimony at an interview with a quorum of deacons.

SECTION 2 - Recognition

The Right Hand of Fellowship will be extended to all new members in recognition of their confession of Jesus Christ and their incorporation into the body. This will be accomplished on the next Communion Sunday. Upon acceptance into membership the church clerk shall send a letter to the former home church requesting that their name be dropped from the roll.

SECTION 3 - Commitment

Members are expected to be faithful in all the commitments essential to the Christian life; faithful in attendance and service on the Lord's Day and other common fellowships supporting the program of the church; giving regularly to the support of the work and finding an active place of service in the work of the church.

SECTION 4 - Types of Members

- A. **REGULAR** - The regular membership consists of all those who are in good standing and are faithful in their responsibilities as set forth in Section 3 above. Regular members are entitled to all privileges, except members must have attained their 18th birthday, in order to vote.

- B. INACTIVE - Members failing to support the church by their attendance within a six month period, without legitimate reason, will be placed on the inactive list by the Pastor and Deacon Board. Inactive members are neither eligible for church elective office, nor are entitled to vote. All members placed on the inactive list shall be notified by the church clerk at the place of their last known address. An inactive member may become active again by faithful and regular attendance over a 3 month period and by approval of the Pastor and Board of Deacons.

SECTION 5 - Dismissal

All dismissals shall be made upon the recommendation of the Pastor and Deacon Board of the church. A member may be dismissed from membership in one of the following ways:

- A. Any member in good and regular standing, who desires, may obtain a letter of dismissal to another church of like faith and order.
- B. Any member uniting with another church without a letter of dismissal shall be dropped automatically from the church roll.
- C. Any member who remains on the inactive list for one year, without satisfactory excuse to the Pastor and Deacon Board, may be dropped from the church membership on recommendation of said officers and a two-thirds vote of the members present at the Annual or Quarterly Business Meeting. This will only be done after a loving intent to call them back to the church. Dismissal should be by the Board of Deacons.
- D. A member may be subject to dismissal by church discipline. (See Article II - DISCIPLINE).

ARTICLE II - DISCIPLINE

(Matthew 18:15-17; Titus 3:10; Eph. 5:11; I Tim. 5:19-21; Thess. 5:12-14; I Cor. 5:1-13; Rom. 16:17)

SECTION 1 - Definition of Discipline

- A. Definition - The term "Discipline" as used in this Article refers to the Method of Correction for problems and difficulties in the church body. It is that procedure including Christian teaching, training, admonition and also rebuke (both public and private) with a view to helping the individual Christian to grow spiritually in the faith and to change unchristian attitudes and practices.
- B. Attitude for Discipline - An attitude of prayer, love, patience, calmness, and understanding shall be the undergirding factor in all matters of church discipline, regardless of the nature of the difficulty of the violation.

SECTION 2 - Matters Requiring Discipline

A member of this church shall be subject to church discipline for:

- A. Differences between individuals - The order given in Matthew 18:16 shall be allowed to resolve disharmony between members.
- B. Heresy - Members who hold and/or persistently propagate false doctrine shall be subject to church discipline.
- C. Public Sin - Members found walking disorderly, in a manner unbecoming to disciples of Christ, shall be subject to disciplinary action after careful consideration by the Deacon Board.
- D. Attitude toward the Local Church - Any individual or individuals pursuing a course that causes a discord, disunity of dissension.

SECTION 3 - Procedure for Discipline

The Pastor and Deacons are responsible to see that discipline is administered with a calm spirit. The principles and steps lay down in Matthew 18:15-17 will be followed as a guide in all matters requiring church discipline.

- A. Exclusion - If the member in question neglects to hear the church (Matt. 18:17) and a proper solution in line with the Scriptures and the church's faith and practice still cannot be worked out, the member will be dismissed from the membership of the church by a majority ballot vote of the members present and voting at the meeting.
- B. Restoration - Excluded members may be restored to membership upon recommendation of the Pastor and Deacons, if there is satisfactory evidence of a genuine repentance.

ARTICLE III - CHURCH OFFICERS

SECTION 1 - Introduction

All duly elected officers shall have the full trust and confidence of the church body so that they may carry out their ministries and their responsibilities without undue restrictions. They shall realize, however, their responsibility to the church by keeping the church body informed. They are to remain in the bounds of the authority placed on them by this Constitution and By-Laws and by the church body. No member of the church shall be restricted in any way from serving in any office of the church because of divorce and remarriage. An attitude of pride and independency has no place in the church of Jesus Christ.

SECTION 2 - Pastors

- A. Qualifications - The qualifications of the Pastor(s) (Elders or Bishops) are those given in I Tim. 3:1-17 and Titus 1:5-9. He must be spiritually and educationally qualified to lead the church as an under shepherd of God to preach, teach, train and to provide leadership to carry out the spirit and letter of the Bible and the Constitution and By-Laws. At the time of his calling, he shall be a member a Baptist Church or be in complete accord with the Baptist church doctrine, our Constitution and By-Laws and be ordained and shall upon his call to this pastorate, become a member of this church.
- B. Duties
1. To earnestly carry on a preaching, teaching and training ministry with the aim of bringing each member to a place of spiritual maturity and fruitfulness, and to place a spiritual harmony with the rest of the church body. (Col. 1:28, 29; 2 Tim. 2:2)
 2. To oversee the teaching and training ministries of the church, to tenderly watch over its members and spiritual interests and oversee and seek to develop its strength for the best possible service.
 3. To set an example in Christian living and dedication. (1 Tim. 4:12; I Pet. 5:1-3)
 4. To oversee the administering of the ordinances and to be a member ex-officio of all church boards, committees and groups.
- C. Respect for his office - The Pastor shall be held in esteem and respect as an under shepherd of God (1 Thess. 5:12, 13; 1 Tim. 5:17-19; Heb. 13:17). To aid the pastor in carrying out his ministry, the church body shall not burden him down with tasks unrelated to those duties listed above. (Section 2B)
- D. Call and Termination - Whenever a vacancy occurs, the Pulpit Committee will function according to Article IV, Section 10. If it is felt necessary by the Pulpit Committee, a secretary may be appointed from outside the Pulpit Committee to assist in correspondence and paperwork. Such secretary shall have no vote in the Committee or enter into the deliberations of the Committee. The Pulpit Committee shall bring to the church for consideration only one candidate at a time. This candidate should be the man they feel led of God to recommend as pastor of the church. The church body shall vote upon the recommendation of the Pulpit Committee as soon as possible after the candidate speaks at the church. Two weeks public notice shall be given before the candidate comes to speak so that there will be no undue delay. Voting shall be by ballot and an affirmative vote of three-fourths of those present shall be necessary for the call of a Pastor. The Pastor thus called shall serve until the relationship is terminated.

The office of Pastor may be terminated either by resignation or by three-fourths of the church vote of those present. Two weeks public notice shall be given prior to the meeting. Previous notice of sixty days may be given by either party desiring the termination. However, this provision may be waived if mutually agreed upon.

Qualifications For All Boards

- A. Member of good standing for at least 3 months.
- B. They must attend Church regularly.
- C. They must perform office duties (An absence of 50% of meetings during the calendar year without valid excuse means their office will be considered vacant.).
- D. All Board members will serve no more than 2 full consecutive terms at any one time.

SECTION 3 – Deacons

- A. Qualifications - Deacons shall be men in full communion with the church, of mature judgment, unquestioned Christian character, loyal to the Lord Jesus Christ, concerned with the qualifications of 1 Tim. 3:8-13 and Acts 6:1-7.
- B. Election - There shall not be more than seven or less than two Deacons while the number of voting members of the church is less than 50. Thereafter, the church may elect as many more qualified Deacons as it deems necessary. The Deacons shall be elected at the annual meeting of the church for three year terms so arranged that as nearly as possible a third of the number shall be chosen each year.
- C. Duties - The Deacons are to serve in council and conference with the Pastor in all matters pertaining to the spiritual and material welfare and work of the church.
 - 1. Electing a chairman and tending to the care and oversight of the church by delegation areas of oversight to each deacon spreading out the responsibilities as much as possible.
 - 2. Meeting regularly at least once a month for prayer in seeking God's Will for plans, decisions, and for business. A majority of the board shall constitute a quorum. If it seems fit, the board may delegate a lesser number to hold the meeting.
 - 3. Aiding the Pastor in visitation, counseling and in the training of new converts.
 - 4. Possessing a willingness to be trained to fulfill areas of need and oversight in both spiritual and temporal matters.
 - 5. Providing for pulpit supply and conducting prayer meetings in the Pastor's absence. The Deacons, with the Pastor, constitute the worship committee.
 - 6. Making provision for the preparation and distribution of the elements of the Communion Service and overseeing the preparations and functioning of the Baptismal services.
 - 7. Counseling with the Pastor in matters of church discipline (See Article II).
 - 8. Examining with the Pastor all applicants for membership as set forth in Article 1, Section 1.
 - 9. Assisting the Pastor in other areas that may need attention.
 - 10. Deacon's Fund - a Fellowship Fund shall be established for aiding members of the church and of the fellowship and the community whenever the need arises. The Deacons shall administer the Fellowship Fund and shall be responsible for the banking and distribution of it. They shall give an annual accounting of the monies received, spent, and the number (but not the name) of the individuals receiving help.

The Deacons are responsible for the oversight of the duties mentioned above. Oversight does not necessarily mean that the Deacons themselves carry out all the details of each duty. With board approval each Deacon is authorized to select helpers from the church body to assist in carrying out the many details of his particular responsibilities.

SECTION 4 - Deaconess

- A. Qualifications - Member of the Church in good standing. The qualifications for Deaconess are set forth in the Scriptures, Titus 2:3-5 and Ephesians 5:15,16.
- B. Election - The Board of Deaconesses shall consist of not more than five deaconesses elected from the membership of the church at each annual meeting for a term of three years; with the terms so rotated so that approximately one third shall be elected each year.
- C. Duties - The Deaconesses shall be the Pastor's helpers and shall assist the Pastor and Deacons in visiting the members of the church, caring for the sick, needy and distressed members; overseeing the preparation of the church and Bible School nursery; acting as a Social Committee; maintaining an attitude of loyalty and prayer for the Pastor and the church and its varied ministries. They should seek to make their lives an example to the other women and girls in the church. In their areas of oversight, the Deaconess Committee members are expected to delegate the details of their responsibilities to other women members so that they themselves will not be overly burdened down with work.

SECTION 5 - Trustees

- A. Qualifications - There shall be a Board of nine Trustees elected from the membership of the church who have demonstrated their love for Christ and their commitment to the ministry of the church.
- B. Election - There shall be not more than 9 or less than 2 elected from the membership of the church at each annual meeting for a term of three years; with the terms so rotated so that approximately one third shall be elected each year. The clerk, treasurer and financial secretary shall have the privileges of attending its meetings and shall be present when so requested by the Board.
- C. Duties - To serve in council and conference with the Pastor in all matters pertaining to the material welfare and work of the church. Electing a chairman, secretary, and treasurer and tending to the care and oversight of the church by delegating areas of oversight to each trustee spreading out the responsibilities as much as possible.

SECTION 6 - Christian Education

- A. Qualifications - Members who are actively involved in the educational ministries of the church.

- B. Election - The Board of Christian Education shall consist of not more than nine members elected from the membership of the Church, at each annual meeting for a term of three years with the terms so rotated so that approximately one third shall be elected each year.
- C. Duties - The Board, at its first meeting following the annual election, shall select a chairperson, vice-chairperson, secretary, and the Sunday School Superintendent, who shall serve as an ex-officio member. It shall meet monthly. Special meetings may be called by the chairperson as needed. A quorum shall consist of a majority of members. The secretary of the Board shall notify the members of all meetings, keep adequate records for the Board, and surrender all records to the Board when a new secretary is selected. The Board shall prepare a report of the year's Christian education program for the annual meeting of the church.

The Board shall be responsible for the study and interpretation of the educational needs of the church. It shall make decisions for the administration and organization of the Christian body. It shall be responsible for discovering, enlisting, training and appointing all church educational workers. These individual shall be responsible for coordinating organizations under its jurisdiction. All out-reach programs shall report to the Board quarterly. Each organization retains the right to elect its own officers.

SECTION 7 - Missionary Board

There shall be a Missionary Board of not less than five or more than seven, elected at the Annual Meeting of the Church for a term of office of three years. As near as possible, one third of the Committee shall be elected each year.

It shall have oversight of all missionary interests and shall coordinate all missionary activities of the church. The Missions Committee shall be under the oversight of the Deacons, the authority to disburse the funds allocated to it under the operating budget of the church.

SECTION 8 - Church Clerk

A clerk shall be elected at each annual meeting to serve for one year. The clerk shall keep a complete record of the transaction of all business at the meetings of the church. This shall be read for approval at the next following business meeting. The clerk shall keep a record of the names and addresses of members, with dates and manner of admission and dismissal; also a record of baptisms and a list of those re-classified. The clerk shall notify all officers, committee members and delegates of their election and appointment. The clerk shall issue letters of dismissal and recommendation voted by the church, preserve on file all communications and written reports, and give legal notice of all meetings where such is required by this constitution. The clerk shall deliver immediately to his/her successor all books and records for which he/she has been responsible as clerk.

SECTION 9 - Church Treasurer

A treasurer shall be elected at each annual meeting to serve for one year. The treasurer shall have custody of the funds of the church and all deposits made in the name of the church, and all checks drawn by him/her shall be in the name of the church. He/she shall keep separate accounts of all funds raised or contributed for particular purposes, and no funds shall be disbursed by him/her except for the purposes for which they were raised or contributed.

The treasurer shall present to the church an itemized report of receipts and disbursements, showing the actual financial condition of the church at each annual meeting, this report to have been audited previously by the auditors elected by the church. The treasurer shall make such other financial reports as may be desired by the church.

The treasurer shall deliver immediately to his/her successor all books and records pertaining to his/her office.

SECTION 10 – Financial Secretary

A financial secretary shall be elected at each annual meeting to serve a term of one year. It shall be the financial secretary's duty to furnish each member of the church with envelopes for contributions to the church; and to keep a record of all pledges made; to collect all monies contributed; and to keep a correct account thereof between the church and its members. The funds shall be deposited by the Treasurer in a bank selected by the Board of Trustees. The financial secretary shall send at the end of the year a statement to all members using envelopes.

The Assistant Secretary shall perform these duties in the absence of the Financial Secretary.

ARTICLE IV – COMMITTEES

A. Appointed committees

1. Library Committee – 1 appointed member from the Deacons and Deaconess and 1 appointed from Christian Education and 1 from the Missionary Board, and 3 volunteers from the membership of the church.
2. Nominating Committee
 - A. The Nominating Committee shall be composed of 1 member from each Board and 2 from the congregation. The committee shall select their own chairman who will publish the names of those nominated during the first week in January. This committee shall function throughout the ensuing calendar year.
 - B. The Committee shall prepare ballots for consideration at the Annual Meeting so as to show names of suitable active people of the church nominated for each vacancy and for each place on the committees. The Nominating Committee shall appoint the

chairman of the other committees from church membership and the rest of the committees from the congregation.

C. Procedure for the appointment of Deacons and Deaconesses, Christian Education, Trustees and Mission Board:

1. Members, with prayer and much thought, may hand to the Nominating Committee names they believe should be considered for nominations. These names will be individually given to the Nominating Committee.
2. Nominating Committee will consider those names in their selection of those to be nominated.
3. Nominating Committee will thoroughly discuss those whom they believe, after much prayer, should be interviewed. The Pastor will at this time indicate any of those names he, for reasons of his own, believes are not ready for the office. These will not be considered.
4. Nominating Committee will then interview those selected and if those who are willing to be considered, after the interview and the committee believes they are qualified for the office, then the committee will notify the individual of their desire to present their name for nomination.
3. Secretarial Committee - The secretarial committee shall be responsible for preparation of printed matter for distribution to the church.
4. Flower Committee - The flower committee shall be responsible for supplying flower arrangements for worship services and for funerals of members.
5. Usher Committee – The usher committee shall act as hosts in worship services and assist in the receiving of offerings.
6. Auditing Committee – An auditing committee shall be appointed by the Nominating Committee at the Annual Meeting of the church and shall consist of not less than two members. It shall be the duty of this Committee to see that all organizations handling their own finances maintain an adequate system of accounting for all receipts and expenditures; and that a report in writing be given at the Annual Meeting stating that all accounts have been examined and are in proper order.
7. Standing Committee – The Standing Committee shall consist of the Board of Deacons. The Standing Committee shall be prepared to examine the fitness of prospective candidates for the ministry.
8. Music Committee – The Music Committee shall be responsible for the music ministry of the church. The organist shall be a member of this committee.
9. Financial Committee – One member from each board. There will be a financial treasurer and benevolence treasurer and the Pastor as ex-officio. This committee

shall prepare a proposed budget based on anticipated needs of the church and church organizations after a survey of these organizations as to their requirements for the coming fiscal year. The proposed budget shall be prepared and presented to the church at the annual meeting.

10. Pulpit Committee – The Pulpit Committee should begin to function as soon as the Pastor gives notice of termination. Chairman of the Board of Deacons shall act as chairman. Committee consists of one member from each Board and two church members from congregation. This committee shall take the necessary steps to secure a Pastor. It shall investigate the merits of each candidate under consideration in regard to his personal character, education, ministerial record, and preaching ability in determining his fitness for the pastorate. When a suitable person is found, the committee shall recommend him to the church for consideration; and upon entering his duties, the committee is automatically discharged.

B. Volunteer Committees

These are committees that have an open membership to anyone attending the church. These committees can be either formed or dissolved depending upon the needs of the church.

1. Helping Hand – meets on a monthly basis. They work together meeting various needs of people in the church and community.

ARTICLE V. – MEETINGS

Section 1 – Worship

- A. Public Services shall be held regularly on the Lord’s Day, morning and evening.
- B. Mid-week services shall be held for the purpose of prayer, praise and Bible study.
- C. The Lord’s Supper shall be observed at least once a month.
- D. Other meetings shall be held from time to time as the interests of the Lord’s work may necessitate.
- E. Due to special circumstances, the Board of Deacons may alter temporarily any of the above meetings.

Section 2 – Business

- A. The Annual Meeting - shall be held during the third week of January unless another date is specified with proper notice given, at which time the annual reports shall be presented; Board Members and Committee Members and officers elected; the church budget adopted; and such other business be transacted as may be specified in the call or authorized by the By-laws.

- B. Quarterly Meetings - shall be held during the third week of April, July and October unless another date is specified, for the purpose of receiving reports and the transacting of such other business as may be specified in the call, or authorized in the By-laws.
- C. Special Meetings - may be called by the Board of Deacons or by written request of ten members eighteen years of age or over, and of good standing. Only such business can be transacted as stated in the call for the meeting.
- D. Notice of Meetings - All regular and special meetings shall be announced publicly from the pulpit by an officer of the church at two consecutive Lord's Day services preceding the meeting and shall state the purpose of the meeting.
- E. Quorum - When the membership of the eligible voters exceeds 30 members, then ten members or one-third of the members who are eligible voters shall constitute a quorum at all meetings, except in a meeting called for the purpose of calling or dismissing a Pastor or terminating the membership of a member, or for the purchase or sale of property, at which meeting two-thirds of the qualified voters shall be required. Until the membership of eligible voters exceeds 30, seven members or two-fifths of the eligible voters shall constitute a quorum at all meetings. In figuring a quorum at any meeting, the following should not be included in the figuring:
1. Students who are away at school.
 2. Servicemen or members who are away for long periods of time who are not at home when the meeting is held.
 3. Members who have permanently moved away but have not as yet transferred their letter.
 4. Members who are in the process of being dropped from membership because of lack of interest.
- F. All Elections and decisions shall be determined by a simple majority vote unless otherwise specified.
- G. Qualifications for voting - All members of the church, in good and regular standing, eighteen years of age and over, shall be eligible to vote at all regular business meetings.
- H. Order of business
- Call of meeting
 - Prayer
 - Reading of previous minutes
 - Reports
 - Communications
 - Unfinished business

ARTICLES VI - AFFILIATIONS

This is an autonomous Baptist Church independent of external ecclesiastical control. This church shall be affiliated with the Conservative Baptist Association on the local, state, and national levels. Membership is maintained by sending messengers to the annual meetings of the Associations and as long as their policies and doctrinal statements are in accord with our Constitution and By-Laws.

It shall be the policy of the church to send the Pastor as its representative to affiliated associations, and if at all practical, to defray his expenses to such meetings.

ARTICLE VII - GENERAL

Section 1 - Fiscal Year

The fiscal year of the church shall begin on the first day of January. All committeemen and officers shall remain in office until their successors are elected and the church shall continue to operate on the previous year's budget until the annual meeting

Section 2 - Pastor's Pension Fund, Hospitalization, Vacation and Social Security

- A. The Pastor shall be given an annual paid vacation of four weeks subject to consultation with the Board of Deacons.
- B. If at all possible, the church should contribute towards the Pastor's pension.

Section 3 - Pastor's Salary

It shall be the duty of the Financial Committee to review annually the Financial needs of the Pastor and to make appropriate recommendations to the church.

Section 4 - Will of the Church

When the church by vote has expressed itself and is not in conflict with this Constitution and By-laws nor with the Religious Corporation Laws of the State of New Jersey, the will of the church shall be carried out by all officers, committees and organizations and Pastor.

Section 5 - Licensing and Ordaining

- A. The church may grant a license to preach to any male member who gives evidence of his ability and spiritual preparedness, provided he is recommended by the Board of Deacons. The licensee must have preached within hearing of the church before any church action is taken.
- B. The church may ordain any make member who gives evidence of having been called of God. The procedure shall be as follows:

1. The Board of Deacons shall examine the candidate to determine their agreement concerning his call from God. The qualifications recommended by the Conservative Baptist Association of New Jersey should be taken into consideration.
2. The Board of Deacons shall present his name to the church for action, only as they are satisfied with his testimony and qualifications.
3. Upon church approval, the Clerk shall call a council of messengers to further examine the candidate. Ordination shall proceed upon satisfactory recommendation of the Ordination Council.

Section 6 - Amendments

- A. The Constitution and By-Laws may be amended at any quarterly or annual meeting provided that at least the general meaning of the amendment appeared in the call for the meeting. The voting requirements are as follows:
 1. Articles of Faith - By a 2/3 vote provided a quorum is present with a 4 week notice in the bulletin.
 2. Constitution - By a 2/3 vote provided a quorum is present with a 4 week notice in the bulletin.
 3. By-Laws - By a 2/3 vote provided a quorum is present with a 4 week notice in the bulletin.
- B. The notice for the proposed amendment shall be given on four consecutive Sundays preceding the quarterly or annual meeting.
- C. This Constitution and By-Laws shall go into effect when adopted by the church.
- D. All previous actions of the church which are in conflict with these actives are set aside.

Section 7 - Upon Dissolution of the Corporation

The assets will be distributed only to other charitable and religious corporations which enjoy an exempt status for tax purposes under the then current provision of the Internal Revenue Code of the United States, provided the objectives of said corporations are compatible with those in our Constitution and By-Laws.