

CONSTITUTION AND BY-LAWS FOR THE DURBIN MEMORIAL BAPTIST CHURCH

PREAMBLE

We hereby declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner.¹ This constitution and by-laws will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches of like faith.

NAME

This body shall be known as the Durbin Memorial Baptist Church of Lexington, Kentucky.

I. CORE VALUES

1. We value a right relationship with God through Christ; therefore, we share His message with our world.²
2. We value the Bible, God’s authoritative, inspired Word, and build our church and lives in its truth in all we do.³
3. We value this body of believers: a committed, mutually accountable, family of God serving in an atmosphere of grace, love, and acceptance.⁴
4. We value loving others, compassionately serving at their point of need.⁵

II. STATEMENT OF BASIC BELIEFS

1. The Bible and Baptist Faith and Message
 - a. We affirm the Bible as the final authority for all faith and practice. This church subscribes to the doctrinal statement of “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in 2000.
2. The Essentials of the Faith
 - a. We believe the Bible is God’s Word, written by men and fully inspired by the Holy Spirit. It is infallible and without error. It is the supreme and final authority in all matters on which it speaks and is completely sufficient for faith and life. Both the Old and New Testaments are profitable and show the plan of redemption through Jesus Christ.⁶
 - b. We believe there is one true God and Creator of all things, eternally existing in three persons – Father, Son, and Holy Spirit – and are of one divine essence known as the Trinity. Each person of the Trinity is acknowledged as fully God in various parts of Scripture. Each are shown through their own individual attributes and are rooted in a

¹ 1 Corinthians 14:40

² Matthew 28:18-20

³ 2 Timothy 3:16-17

⁴ Hebrews 10:23-25

⁵ Galatians 5:13

⁶ Psalm 119:160, Isaiah 55:11, Matthew 24:35, Luke 21:33, John 17:17, Romans 15:4, 1 Thessalonians 2:13, 2 Timothy 3:16-17, 1 Peter 1:25, 2 Peter 1:20-21

- common will. They are equally distinct in person without separation of nature, essence, or being.⁷
- c. We believe that God the Father is sovereign and is one God and Father of all, who is above all, through all, and in all. He is the supreme authority over all things created, both in heaven and on earth. By His providence He provides all things needed for believers with divine guidance and protection. His judgments and disciplines are viewed in the same context of an earthly father disciplining His children. He is rich in grace, mercy, and love. He seeks those who will call on Him and adopts them as His own through faith in Jesus Christ. He is constant in nature, character, and essence forever.⁸
 - d. We believe Jesus Christ is God, the only begotten Son, the living Word become flesh, conceived by the Holy Spirit, and born of a virgin. Therefore, He is fully God and fully man. He did not come to condemn the world, but to provide the way of salvation by living a sinless life and voluntarily atoning for the sins of all those who believe in Him by dying on the cross as their substitute. His resurrection on the third day assures believers of their own eternal life. He now sits at the right hand of the Father as the only mediator between God and man. He will return in power and glory to judge the world and to fulfill His redemptive mission. He now dwells in all believers as the living and ever-present Lord.⁹
 - e. The Holy Spirit is the divine, eternal Spirit of God who has come into the world to reveal and glorify Christ. The Holy Spirit applies the saving work of Christ to men by convicting and drawing sinners to Christ giving them new life in Him. The Holy Spirit indwells believers, seals them unto the day of redemption, and acts in the life of the believer conforming him to the image of Christ.¹⁰
 - f. We believe man was created in the image of God and was innocent of sin in the beginning. By his own free choice, through the temptation of Satan, man sinned against God and brought sin into the human race and therefore became separated from his Creator. As soon as he is capable of moral accountability, he becomes a transgressor and is under divine condemnation. While still bearing the image of God, man is corrupted and in need of regeneration by the Holy Spirit. Every man is in need of salvation which requires repenting and placing faith in Christ alone. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God.¹¹
 - g. We believe that salvation is by grace alone, through faith alone, in Christ alone. It is completely and totally a work of God's free grace and mercy and in no way involves

⁷ Genesis 1:26; Isaiah 45:5, 48:16; Matthew 3:16-17, 12:31-32, 28:19; Luke 12:10, John 1:14, 4:24, 14:16-17, 14:26; Acts 1:4, 2:33; Romans 1:4; 1 Corinthians 12:4-6; 2 Corinthians 13:14; Ephesians 1:17, 4:4-6; 1 Peter 1:2

⁸ Exodus 3:14-15; Deuteronomy 7:9; Psalm 18:30, 90:2; Isaiah 64:8; Malachi 3:6; Matthew 6:8b-9, 6:26, 7:11, 19:26, 23:9; John 3:16; 1 Corinthians 8:6; 2 Corinthians 1:3-4, 6:18; Ephesians 1:3, 4:6; Colossians 1:16-17; Hebrews 13:8; James 1:17; 1 Peter 1:3; 1 John 3:1-2

⁹ Genesis 3:15; Isaiah 7:14; Matthew 1:18-25, 28:6; Mark 3:11; John 1:1-2, 3:16-17, 10:27-30; Acts 1:9-11; Romans 3:23-25, 8:34; Ephesians 1:20; Colossians 2:9; 1 Thessalonians 4:16-17; 1 Timothy 2:5; Hebrews 1:8; Revelation 1:7

¹⁰ Genesis 1:2; Judges 14:6; Psalm 139:7; Joel 2:28-29; John 4:24, 14:16-17, 14:26, 16:6-8; Acts 2:1-4; Romans 8:9; 1 Corinthians 2:10-13, 6:19, 12:12-13; Ephesians 1:13-14; 1 John 4:13

¹¹ Genesis 1:26-30, 2:18-23, 3; Psalm 8:3-6, 14:1-3, 51:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32, 3:23, 5:6, 5:12, 5:19, 7:14-25, 8:29; 1 Corinthians 15:19-22; Colossians 1:21-22

human works, goodness, or religious ceremony. Salvation is the free gift of God to all who accept and trust Jesus Christ as personal Lord and Savior. God imputes His righteousness and justifies anyone who heeds the call of the Holy Spirit. Salvation is eternally secure and cannot be lost or taken away. Every person is in need of salvation and must respond in repentance toward God and place their faith in Christ alone for salvation. Repentance and faith are inseparable experiences of God's grace. God has chosen the church to proclaim the good news of the gospel of Jesus Christ, making disciples of all nations in accordance with The Great Commission.¹²

- h. We believe that Scripture provides two ordinances for the church, baptism, and the Lord's Supper. In and of themselves, neither ordinance has saving power. They are best understood and appreciated as symbolic representations of the Christian's salvation in Christ alone.¹³
- i. We believe Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.¹⁴
- j. We believe the Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.¹⁵
- k. We believe that God wonderfully and permanently creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends physical intimacy to occur only between a man and a woman who are married to each other. We believe that any form of sexual immorality—including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography—is sinful and offensive to God. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual is not acceptable and is not in accordance with Scripture.¹⁶

¹² Genesis 3:15; Matthew 1:21, 4:17; Luke 2:28-32; John 1:11-14, 1:29, 3:3-21, 3:36, 5:24, 10:27-29; Acts 2:21, 4:12, 15:11, 17:30-31; Romans 1:16-18, 2:4, 3:23-25, 5:8-10, 6:1-23, 10:9-10, 10:13; 1 Corinthians 1:18; Galatians 2:20, 6:15; Ephesians 1:7, 2:8-9; Hebrews 11:6; 1 Peter 1:3-12

¹³ Matthew 15:7-9; Ephesians 2:4-6, 2:13-16

¹⁴ Matthew 3:13-17, 28:19-20; Mark 1:9-11; Luke 3:21-22; John 3:23; Acts 2:38, 2:41-42, 8:35-38, 16:30-33; Romans 6:3-5; Colossians 2:12

¹⁵ Matthew 26:26-29; Mark 14:22-26; Luke 22:19-20; John 6:48-58; Acts 20:7; 1 Corinthians 10:16, 10:21, 11:23-29

¹⁶ Genesis 1:26-27, 2:18-25; Matthew 15:18-20; Mark 12:28-31; Luke 6:31; Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11, 6:18, 7:2-5; Hebrews 13:4

III. CHURCH COVENANT

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly most solemnly and joyfully enter into covenant with one another as one body in Christ.

We promise, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in the Christian graces of peace, forgiveness, hope, and love; to promote its prosperity and spirituality; to sustain its worship, ordinances, doctrines, and discipline; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also promise to maintain family and personal devotions; to biblically educate our children; to seek the salvation of our families and acquaintances; to exemplify Christ in our daily lives; to be just in our dealings, faithful to keep our promises, and to be good examples in our words and deeds; to avoid all gossiping, backbiting, and excessive anger; to refrain from the recreational use of all drugs, drunkenness, the spread of pornography, and other sinful behavior as the Bible instructs; and to be diligent in our efforts to advance the kingdom of our Savior.

We further promise to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the direction of our Savior to secure restoration without delay. We moreover promise that when we move from this place we will as soon as possible unite with another church of like faith and order where we can carry out the spirit of this covenant and the principles of God's Word.

IV. POLITY AND RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership.¹⁷ All internal groups created and empowered by the church shall report to and be accountable only to the church. This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation common among Baptist churches. Insofar as is practical, this church will cooperate with and support the local association, the state convention, and the Southern Baptist Convention.

¹⁷ See Article 1 of By-Laws

BY-LAWS

I. MEMBERSHIP

1. This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership. All members of missions sponsored by this church shall have all the rights and privileges of membership in the Durbin Memorial Baptist Church, except for the right to vote in the business meetings of Durbin Memorial Baptist Church, whether regular or special called.
2. Candidacy
 - a. Any person may request membership in this church. When candidates respond to any invitation they are directed to the Pastor, or a person designated by the Pastor, for consultation and prayer. This is an announcement to the church of intention for membership. After the consultation with the Pastor, candidates may be presented to the church at any regular church service at the Pastor's discretion. Membership is granted by a vote of affirmation and support.
 - b. Persons may become members in any of the following ways:
 - i. By profession of faith followed by baptism according to the policies of this church.
 - ii. By promise of a letter of recommendation from a church of like faith and order.
 - iii. By a statement of prior conversion experience and baptism in a church of like faith and order when no letter is obtainable.
 - iv. By stated desire to be taken under the "watchcare" of the church. This membership is entitled to all rights and privileges except for voting.
3. Active Members
 - a. An active member shall be defined as a member in regular attendance, faithful in their stewardship, seeking to live their life to reflect Christ and in accordance with scripture, and contributing to the biblical unity of the church.
 - b. Every active member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting.
 - c. Every active member of the church is eligible for consideration by the membership as candidates for elective offices in the church provided they are scripturally qualified.
 - d. Every member of the church in good standing may participate in the ordinances of the church as administered by the church.
4. Watchcare Members
 - a. A Watchcare Membership is entitled to all rights and privileges except for voting.
 - b. Members who were once active can be moved to Watchcare Member status by vote of the church at a business meeting after no reciprocal contact for a reasonable period of time. The church shall make every effort to notify the individual that they have been moved to Watchcare Member status.

- c. Any Watchcare Member may request Active Member status in this church by responding to any invitation. This is an announcement to the church of intention for Active Member status. After consultation with the Pastor, Watchcare Members may be presented to the church at any regular church service at the Pastor's discretion. Active Member status is granted by a vote of affirmation and support.
5. Termination of Membership
- a. Membership shall be terminated in the following ways:
 - i. Death of the member.
 - ii. Transfer of membership to another Baptist church.
 - iii. Withdrawal of fellowship by disciplinary action of this church, see section on discipline below.
 - iv. Removal upon request or verification of membership in a church of another denomination.
6. Discipline
- a. It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment. If it is determined that a member has become an offense to the church and its good name because of immoral or un-Christlike conduct, or persistently disregards his or her covenant vows, the pastor and the deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for the church to take action, the church must give a one month notice of concerns at a regular business meeting. After such time a three-fourths vote of the members present is required, and the church may proceed to declare the person to no longer be in the membership of the church, losing all rights and privileges thereof. All such proceedings shall be guided by a spirit of Christian kindness and forbearance. Upon request of the disciplined person, the church may restore membership by a three-fourths vote of the members present, provided there is evidence of the person's repentance and reformation.

II. CHURCH OFFICERS AND COMMITTEES

1. All who serve as officers of the church and those who serve on church committees shall be members of this church.
2. Church Officers
 - a. The officers of this church shall be the pastor, the church staff, the deacons, a moderator, a clerk, a treasurer, the trustees, and other officers as needed.
 - b. The Pastor and Deacons shall be elected for an indefinite period of time while all other officers will be elected annually.

c. Pastor

i. Duties

1. The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks. The pastor is leader of pastoral ministries in the church. As such he works with the deacons and church staff to:
 - a. Proclaim the gospel to believers and unbelievers.
 - b. Lead the church in the achievement of its mission.
 - c. Oversee the ordinances of the church.
 - d. Care for the church's members and other persons in the community.

ii. Selection

1. A Pastor Selection Committee shall be appointed by the Moderator and affirmed by vote of the congregation to seek out a pastoral candidate qualified in accordance with 1 Timothy 3:1-7 and Titus 1:5-9. Its recommendations will constitute a nomination. A pastoral nominee must preach in view of the call prior to election. The committee shall bring to the consideration of the church only one name at a time.

iii. Election

1. A pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. Election shall be by ballot, an affirmative vote of three-fourths of those active members present being necessary for confirmation.

iv. Resignation

1. The pastor may relinquish the office of pastor by giving at least four weeks' notice to the church of his intent to resign. The church may choose to provide severance compensation to the resigning pastor.

v. Termination

1. The church may declare the office of pastor to be vacant. This action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon the recommendation of a majority of the Deacons or by written petition signed by not less than one-fourth of the active church members. The Moderator for this meeting shall be designated by majority vote of active members present, with the option of selecting a moderator from outside the membership of the church. The vote to declare the office vacant shall be by ballot; an affirmative vote of two-thirds of the active members present being necessary to declare the office vacant. Except in instances of gross misconduct by the pastor so terminated from office, the church will compensate the pastor with not

less than one-twelfth of his total annual compensation package. The termination shall be immediate and the compensation shall be rendered in not more than 30 days.

d. Church Staff

- i. The ministerial staff shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by a Selection Committee appointed by the Moderator and affirmed by vote of the church. The candidate shall be called by church action. The staff member may relinquish the position by giving at least two weeks notice to the church. The church may, by vote of two-thirds of active members present, vacate such positions upon recommendation of the Deacons, such termination being immediate. The church may choose to provide severance compensation to the resigning staff member.
- ii. Non-ministerial staff members/contract workers shall be used as the church determines the need for their services. The Trustees or Deacons shall make recommendations to the church to employ or terminate services of non-ministerial staff members depending on need. Such employment and termination of services shall be determined by church action.
- iii. Voluntary staff may be utilized by the church on an as needed basis. Such positions will be presented to the church by the Nominating Committee during the August business meeting.

e. Deacons

i. Duties

1. In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the following ministry tasks:
 - a. They shall be ready servants for the cause of Christ at all times.
 - b. They shall lead the church in the achievement of its core values.
 - c. They shall proclaim the gospel to believers and unbelievers.
 - d. They shall care for church members and other people in the community.
 - e. They shall organize and distribute the elements of the Lord's Supper and assist the Pastor with Baptisms.
 - f. They shall oversee the evaluation and accountability of the ministerial staff with an annual performance review.

ii. Election

1. The Pastor will work with the Deacons to secure nominations for the office of Deacon from the Church Body having informed the church of the biblical qualifications and duties of a deacon in accordance with 1 Timothy 3:8-13. They shall be presented to the church for approval. The goal shall be at least one deacon elected for every 8 to 10 church families. The nominees must be announced to the church at least one week before the business meeting in which the vote will take place. Election shall be by a three-fourths affirmative ballot vote of active members present.

iii. Ordination

1. All Deacons shall be ordained.
2. Anyone elected as a deacon at this church who as previously been ordained as a deacon at another church of like faith and order need not be ordained again. However, no one shall be entitled to be appointed as a deacon at this church based solely upon having served as a deacon at another church.

iv. Inactive Deacon Status

1. Deacons may be moved to Inactive Deacon Status because of poor health or other circumstances limiting their ability to effectively serve the church.
2. The title of Deacon Emeritus may be conferred upon those who have faithfully served the church. Emeritus honor is placed upon those who are discharged from active service but retain the title.
3. A Deacon who neglects to serve in a manner that strengthens the church can, after reasonable effort to promote committed service, be placed on Inactive Deacon Status as recommended by a majority of the Deacons or the Pastor. Involuntary inactive placement will require three-fourths majority vote of active members present in order to pass.

f. Moderator

- i. The church shall elect annually a Moderator as its presiding officer. In the absence of the Moderator, the chairman of deacons shall preside; or in the absence of both, the pastor shall preside.
- ii. The Moderator, using Robert's Rules of Order, shall preside over all monthly and called business meetings. The Moderator shall maintain a Christian atmosphere during discussion of monthly reports, old and new business, and during the voting process.

- iii. The Moderator, after consultation with the Pastor and the Deacons, shall recommend the members for any temporary or new standing committees, as well as, the annual Nominating Committee. All such committees must be presented at a regular or special called business meeting and affirmed by three-fourths vote of active members present. The Nominating Committee shall recommend the Chairperson for all standing committees and annually elected officers.
- g. Clerk
- i. The church shall elect annually a Clerk as its clerical officer. The Clerk shall keep a record of the proceedings of all business meetings of the church, shall have charge of all records of the church, shall conduct all correspondence ordered by the church, and shall keep an up-to-date record of the membership containing the names, dates, and manner of reception of each member, as well as the dates and manner of termination of such membership. The Clerk shall make an annual report to the church and the local association as to the number of Baptisms, letters received and granted, and total membership. The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected clerk. All church records are church property and shall be kept in the church office when an office is maintained.
- h. Treasurer
- i. The church shall elect annually a Treasurer as its financial officer along with an Assistant Treasurer as needed. The Treasurer shall be responsible for all money contributed to and through the church including all special and designated offerings, except for those classes or organizations which have some functions that operate independently of the church budget. The Treasurer shall have authorization for the payment of money as directed by the church or as directed by authorized church officers. The Treasurer shall keep all information regarding contributions of church members confidential. The Treasurer shall prepare each church member or family a record of contributions, where verifiable, at year-end. The Treasurer shall keep an accurate record of all receipts and disbursements and shall make a full report at the monthly business meeting. These records shall be subject to audit by order of the church after due written notice to the Treasurer. The Treasurer shall respond to the audit request within a reasonable amount of time but not to exceed fifteen (15) business days. A temporary Auditing Committee will be responsible for reporting the results of the audit back to the church at a regular or special called business meeting within thirty (30) business days of receiving the Treasurer's report. The Assistant Treasurer will aid in all these duties under the direction of the Treasurer. The Treasurer and Assistant Treasurer will be members of the Stewardship Committee.

i. Trustees

- i. The church shall annually elect three or more Trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. All expenditures incurred by these actions shall be the responsibility of the church. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters. In instances involving the expenditure of more than Five Hundred (500) Dollars for repair and improvement of such property, the Board of Trustees shall obtain the approval of the church at a regular or called business meeting. In cases of emergency, the Chairperson of the Trustees shall obtain approval from at least two thirds of the Trustees without bringing the matter to the full church. In the absence of the Chairperson, the vice chairperson with two thirds of the Trustees shall have the authority to approve emergency expenditures or present needed expenditures at a church business meeting. The Trustees shall recommend policies regarding use of properties.

3. Church Committees

- a. The committees of this church shall include but not be limited to a Stewardship Committee, a Nominating Committee, and other standing and temporary committees as the church shall authorize. Additional standing committees may be added by the recommendation of the Moderator. All church committee Chairpersons shall be recommended by the church Nominating Committee and elected annually by the church unless otherwise specified within these bylaws. The Chairperson will be responsible for recruiting the members of their respective committee from the active church membership.
- b. Stewardship Committee
 - i. The Stewardship Committee develops and recommends an overall stewardship development plan and a unified church budget. It advises and recommends in the administration of monetary and non-monetary donations of church members and others, using sound principles of financial management. This committee works on the preparation and presentation to the church of required reports regarding the financial affairs of the church. Members of the Stewardship Committee shall assist the Treasurer in the counting and depositing of tithes and offerings. The Chairperson of the Stewardship Committee shall work with Pastor and Deacons in ensuring there is an annual audit of the financial records as outlined in this document. The Treasurer shall always be a member of this committee.

- c. The Nominating Committee
 - i. The Nominating Committee coordinates the staffing of church officers and committee chairpersons filled by volunteer workers, unless otherwise specified herein. Individuals considered for any such positions shall first be approved by the Nominating Committee before they are approached for recruitment. The Nominating Committee shall present to the church for election all who accept the invitation to serve at the August business meeting. The Nominating Committee will be recommended annually by the Moderator and approved by the church to complete these duties.

III. CHURCH PROGRAMS/ORGANIZATIONS

1. The church shall utilize programs of Bible teaching, discipleship, leadership training, new member orientation, mission involvement/education/support, stewardship, worship, and others as appropriate. All organizations related to the church programs shall be under church control. All officers shall be elected and report regularly to the church. All program activities shall be subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs. The specifics of these programs and organization are to be outlined in the Church Policy and Procedure Manual.

IV. CHURCH ORDINANCES

1. Baptism
 - a. This church shall receive for baptism any person who has trusted Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.
 - i. Baptism shall be by immersion in water.
 - ii. The pastor, or whomever the church shall authorize, shall administer baptism. The deacons shall assist in the preparation for, and the observance of, baptism.
 - iii. Baptism shall be administered as an act of obedience during any worship service of the church.
 - iv. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor and/or staff or deacons. If the candidate is no longer interested in baptism, he or she will be removed from those awaiting baptism.
2. The Lord's Supper
 - a. The church shall observe the Lord's Supper at least once a quarter. The pastor and deacons shall administer the Lord's Supper with the deacons being responsible for the physical preparations. Every member is expected to be present for this observance and to be mentally, morally, and spiritually prepared in accordance with Scripture.

V. CHURCH MEETINGS

1. Worship Services
 - a. The church shall meet regularly each Sunday and at other times as deemed necessary to fulfill the church's purpose and mission for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the components of these services. The pastor, or designee, shall oversee the services for all the church members and for all others who may choose to attend.
2. Regular Business Meetings
 - a. The church shall hold regular monthly business meetings at a designated time.
3. Special Business Meetings
 - a. The church may conduct special called business meetings to consider matters of unique nature and significance. A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and time and place; and it must be given in such a manner that all active members have an opportunity to know of the meeting. Any member may request a special called business meeting from the Deacons who will then inform the church if such a meeting is deemed necessary.
4. Quorum
 - a. The quorum consists of those active members who attend the business meeting, provided it is a stated meeting or one that has been properly called.
5. Parliamentary Rules
 - a. Robert's Rules of Order, 12th edition, is the authority for parliamentary rules of procedure for all business meetings of the church not addressed in these Constitution and By-Laws.

VI. Church Finances

1. Budget
 - a. The Stewardship Committee, working with the Pastor and in consultation with other appropriate Leadership, shall prepare and submit to the church for approval a unified church budget, indicating by items the amount needed and sought for all local and other expenses. It is understood that membership in this church involves financial commitment to support the church in its mission with regular, proportionate gifts.
2. Accounting Procedures
 - a. All funds received for any and all purposes shall pass through the hands of the Treasurer, or Assistant Treasurer, and be properly recorded on the books of the church. Those who have responsibility that involves actual handling of funds shall be bonded, the church paying the bond. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Stewardship Committee.
3. Fiscal Year
 - a. The church fiscal year shall run concurrently with the calendar year.

VII. Church Policy and Procedures Manual

1. The church shall develop an operations manual to include church policies and procedures. Individual policies will be proposed to the church by the appropriate committee, ministry team, or church officer. Those proposed recommendations must be published at least two weeks before the business meetings in which they will be presented and will require a majority of those active members present to approve.
2. The manual shall be kept in the church office and made available for use by any member of the church. The church clerk/secretary shall maintain the manual.
3. The Pastor, Deacons, and appropriate Church Leadership shall annually review the manual, recommending changes for the church to consider.

VIII. Amendments

1. Changes in the constitution or bylaws may be made at any regular business meeting of the church. Each amendment must have been presented in writing at a previous business meeting and copies of the proposed amendment must have been furnished to each active member present at the earlier meeting. Amendments to the constitution or bylaws shall be by three-fourths vote of active church members present.

IX. Reversion Clause

1. If Durbin Memorial Baptist Church ceases to be a church, then all church building, properties, assets, records will revert to the Central Kentucky Network of Baptists so that a Gospel witness can continue in the community.