



232 S Townline Rd, Gaylord, MI 49735

CONSTITUTION

That we, as members of the Grace Baptist Church, may give first place to the work of God; that all things may be done decently and in order, this constitution is adopted to govern our work as the Lord may lead.

ARTICLE I-NAME

The name of the church shall be "Grace Baptist Church" of Gaylord, Michigan.

ARTICLE II-PURPOSE

The purpose of the church shall be the maintenance of the preaching of the Gospel of Jesus Christ, the teaching of the truths of the Bible, the administration of the ordinances of the New Testament (baptism and the Lord's Supper), the spiritual improvement of its members, and the evangelization of the world, beginning first in Gaylord and extending to the uttermost parts of the earth.

ARTICLE III-STATUS

The Grace Baptist Church is an independent Baptist church, and as such, denies the right of any outside ecclesiastical organization to exercise any authority, control or government over it.

ARTICLE IV-MEMBERSHIP

Section 1. Any person professing faith in the Lord Jesus Christ, giving evidence of regeneration and accepting the Statement of Faith and the Covenant held by this church may, upon scriptural baptism, be received into its membership.

Section 2. Members from other churches of the same faith and order may be received by letter of transfer from their respective churches.

Section 3. Those who have been scripturally baptized and who accept the view of faith and practice as adopted by this church may be received by virtue of their experience.

Section 4. Excluded members may, by a majority vote, be restored to membership on confession of their error and by giving evidence of their repentance.

Section 5. Where it is deemed expedient, the candidate shall appear before the Pastor and Deacons for advice and instruction before the name is presented for membership.

ARTICLE V-MEMBERSHIP RULES

Section 1. Active members: All those who show their interest in the welfare of the church and the Kingdom of our Lord by regular attendance and financial support and those who, because of sickness or infirmities are unable to attend services or contribute financial support to the work, shall be classed as active members.

Section 2. Inactive members: All those members who, without reasonable cause, do not attend the regular services of the church for a period of three months may be considered inactive. ~~Any inactive members shall automatically become active upon resumption of regular attendance and financial support.~~ Any inactive members shall become active upon resumption of regular attendance and financial support as deemed by the pastor and/or deacon board.

ARTICLE VI-DUTIES OF MEMBERSHIP

Section 1. It is the duty of all members to read the church covenant and to remain familiar with it and strive to adhere to the standards outlined therein.

Section 2. It shall be the duty of all members to be faithful in obedience to scripture by supporting this church in tithes and offerings.

Section 3. It shall be the duty of the members of this church to faithfully and loyally follow and support the Pastor and program of this church (1 Corinthians 11:1).

ARTICLE VII-WITHDRAWAL FROM MEMBERSHIP

Section 1. Membership in this church shall terminate as follows:

- A. By granting of letter of dismissal to another Baptist Church of like faith.
- B. By granting certificates of standing to those members who desire to unite with other evangelical churches.
- C. By erasure. Members who are known to be deceased, or who have joined some other church, and those who request that their names be dropped from the membership, may be erased from the roll by action of the church.
- D. By expulsion for disorderly walk by two-thirds (2/3) vote of the members present.

Section 2. Dismissal by letter shall be subject to the following rules:

- A. Requests must be made in writing to the church and the name of the church with which the members wish to unite must be designated.
- B. All letters shall be sent by mail to the pastor or clerk of the church designated in the request for transfer. Membership shall terminate upon the granting of letter of request. All members who have requested a letter of transfer shall be notified at their last known address when and if the same has been granted.

ARTICLE VIII-OFFICERS

Section 1. The officers of this church shall consist of pastor, clerk, treasurer, deacons, and trustees.

Section 2. All officers of the church and all officers, teachers, and leaders of the Sunday school shall:

- A. Be members of this church in good standing.
- B. Meet with the pastor's approval before appointment or election.
- C. Be faithful to public services of this church.
- D. Be loyal to the pastor and church approved programs.

E. Be faithful to go soul-winning on a regular basis.

F. Comply with other rules and regulations established for each office.

ARTICLE IX-DUTIES OF OFFICERS

Section 1. Pastor:

A. It shall be the duty of the pastor to preach the Word, to feed the flock, to superintend all the work of the church, and with fidelity, work to discharge all other functions of his office as made known in the Scriptures.

B. The pastor shall be moderator of all business meetings of the church. He may call the deacons or the church together for special meetings to transact business of the church.

C. The pastor shall devote his time and energies to the welfare of the church.

D. The pastor shall receive such compensation as the church may decide and he shall abide by the statement or faith.

E. The pastor shall have the sole authority to recommend for employment such assistants and/or staff members as he deems necessary for the furtherance and spread of the Gospel.

F. The pastor shall be the superintendent of the Sunday School, and as such he shall supervise and provide the leadership of all Sunday School activities, and shall approve and appoint all departmental superintendents, teachers, and workers.

G. The pastor shall supervise and provide the leadership over all ministries of this church.

Section 2. Clerk:

The clerk shall keep a complete record of all official acts of the church. He* shall affix the church seal to and certify all documents upon order of the church. He*

shall keep a complete and accurate register of the membership of the church, record the date and manner of the admission and dismissal of members. He* shall perform such other duties as usually pertain to that office.

Section 3. Treasurer:

The treasurer shall receive all monies from the deacons. He* shall keep an accurate account of the sources and receipts of all such monies, and disburse them only by the approval of the church. He* shall give a report of the treasury at the regular business meetings of the church, all of which shall be kept on file. No designated funds shall be diverted from their purpose, except by vote of the church.

Section 4. Records:

The records of all the officers shall be delivered to the properly elected successor.

ARTICLE X-DUTIES OF DEACONS

Section 1. It shall be the oversight responsibility and duty of the deacons to receive all **in-person** offerings, to count the money together (minimum of two people), to keep a record of the same, and to deposit the same to the account of the church. In the event that there are no deacons due to the lack of qualified candidates, or other reasons (see Article XII, Sec.3, A), the men of the church will perform this duty.

Section 2. It shall be the duty of the deacons to meet **and/or communicate** once each month, upon notification by the pastor. In the event that there are no deacons due to the lack of qualified candidates, or other reasons, the men of the church shall meet once each month or upon notification by the pastor.

A. They shall select a chairman and a secretary from among their own members.

B. The chairman of the deacons shall act as moderator of the church only upon removal of the pastor.

C. The secretary shall keep a record of the minutes and proceedings of all meetings. In the event that there is no secretary this duty shall be performed by the church clerk.

D. The pastor shall be present at all meetings of the deacons.

Section 3. The pastor and the deacons shall constitute a standing committee for the purpose of examining questionable applications for membership and to which all matters of discipline shall be referred.

Section 4. It shall be the duty of the deacons to seek out such members of the church who need financial assistance and to use the resources of the church for their relief, to visit the sick, to prepare and distribute the elements of the Lord's Supper, to cooperate with and assist the pastor. In the event that there are no deacons due to a lack of qualified candidates, or other reasons, the men of the church will perform this duty.

Section 5. The deacons shall, with the help of the pastor, prepare the annual budget and submit it to the church for approval. The deacons shall also oversee the church finances to be accountable that the approved church budget plan is executed in a way that honors and glorifies the Lord.

Section 6. The deacons will be required to get approval of the Church in purchasing, assignment or repairing any item over \$1,000, or over budget by same amount, if such item is not approved or considered in the budget at the Annual Business Meeting.

Section 7. The trustees can be appointed from the deacons or voted into office separately. Their term of office is three years, with limits the same as deacons. A maximum of two trustees will serve in this capacity. Qualifications for a trustee are the same as any church member. The chairman of the deacons shall act as chairman of the trustees. They shall act in an advisory capacity (or direct capacity as instructed by the chairman) in all matters concerning legal transactions and church properties. In the event that there are no deacons due to a lack of qualified candidates, or other reasons, the men of the church will act in this capacity.

ARTICLE XI-TERM OF OFFICE

Section 1. The pastor shall be elected for an indefinite term which shall terminate upon 30 days notice by either the pastor or the church. The Pastorate shall terminate immediately upon the Pastor's refusal to affirm the statement of faith as herein set forth.

Section 2. The deacons shall serve a regular term of three years. No individual may serve more than two (2) consecutive terms of office without an interval of one (1) year off. Except for the initial election, elections shall be conducted as such that no more than one third of the deacons shall be elected in any one year. The church will have up to a maximum of (7) seven deacons.

Section 3. All other officers shall serve a regular term of one year.

Section 4. All terms of office, except the Pastorate, shall terminate December 31.

Section 5. Any officer of the church who neglects his* duties or removes his* place of residence so that he* cannot do the work required by the church; the office shall, by neglect or removal, be declared vacant. The pastor can, based on expediency, nominate a candidate to serve out the unexpired term of said office, as approved by the church.

ARTICLE XII-MEETINGS

Section 1. Regular Services.

A. Sunday Meetings: The Church shall meet ~~at least twice~~ every Sunday, ~~with the exception of severe weather and holiday/special events~~, to exhort sinners to seek Christ, and edify the saints.

B. ~~Midweek Meetings~~: The Church shall meet at least once each week for prayer, thanksgiving and Bible study ~~with the exception of severe weather and holiday/special calendar events~~.

C. Lord's Supper: The Church shall observe the ordinance of the Lord's Supper ~~on the first Sunday of each month~~. ~~Once per quarter~~.

~~D. Monthly Business Meetings: A regular business meeting shall be held by the church once each month at the second mid-week service of the month, unless otherwise ordered by the moderator.~~

E. Annual Meeting: The annual meeting of the church shall be on the second Wednesday evening in December, unless otherwise ordered by the moderator. At this meeting the deacons and officers of the church shall be elected. Other business affecting the coming year's ministry of the church shall be acted upon as the church may direct.

F. Business Meetings: Meetings for the transaction of business may be called by the moderator, with the concurrence of the majority of the church members present in any given regular public service. **Move to D**

G. Special Services: The pastor shall provide leadership and direction as to the use of the church buildings and property for any services of meetings in addition to those stated in paragraph A through F above.

H. Business Meetings Moderator: Notwithstanding Article 9, Section 1.B., the pastor shall be the moderator for all business meetings (i.e. Monthly, Annual or Special) unless unduly restricted due to being incapable due to illness or death. In such cases the chairman of the deacon board will be the moderator or an alternate of his choosing. The pastor may also assign, at his choosing, an alternate moderator.

Section 2. Quorum: To transact a regular business meeting, a quorum shall be twenty percent (20%) of the actual membership.

Section 3. Elections:

A. Deacons

1. Eligibility

a. To be considered for the office of deacon, a person must be a male member of this church in good standing for at least one year prior to consideration. In order to elect the first deacons, this requirement may be waived at the request of the pastor and by approval of the church.

b. To be considered for the office of deacon, a person must meet all the scriptural requirements as stated in Acts, Chapter 6, and First Timothy, Chapter 3.

2. The annual election of deacons shall be held on the annual meeting of the church. Only active members of this church are eligible to vote. The election shall be by ballot and those receiving the highest number of votes shall be declared elected. The deacons (whose term has not expired) shall

count the vote. In the event of a tie a new election shall immediately take place.

3. In the event of a lack of qualified candidates for the position of deacon, the office will remain vacant until the next annual election.

4. Nominations: Prior to notification of a meeting date set for election of deacon(s), nominations will be made during a special meeting by members in good standing by secret write-in ballot (subject to the qualifications of Article XII, Section 3.A.1.b), collected and presented to the Pastor and deacon board. The pastor will interview all nominees before their placement on the voting ballot to review the qualifications, duties, and responsibilities of the office of Deacon, and to confirm their willingness to serve in this capacity. No nominations will be added to the ballot during the business meeting the nominations are voted upon.

B. Pastor

1. When the Church needs a Pastor, a Pulpit Committee consisting of five or more members shall be appointed by the deacons. They shall select their own chairman. These appointments must be approved by the church membership.

2. In the event of death or resignation of the pastor, the pulpit committee shall, without any unnecessary delay, confer with possible candidates for the office, and from the candidates so conferred with, the deacons shall make their recommendations to the church.

3. Before a candidate for the pulpit is given a call to become pastor, he shall be required to meet with the deacons and give full and complete assurance that he accepts, without reservation, the church's statement of faith.

4. The call and election of a pastor may take place at any regular business meeting of the church or at a special meeting called by the moderator or clerk. A two thirds (2/3) vote by ballot of the members present shall be necessary for the election of a pastor.

5. The letter of a call to a candidate will be sent and signed by the Chairman of Deacons, Pulpit Committee, and the Church Clerk. Upon his acceptance, the Deacons shall extend to him a written agreement of salary, benefits, etc. Should the vote be unfavorable to the candidate, he shall be notified immediately, and the Pulpit Committee will continue their search. Each candidate will be voted on and accepted or rejected before another one is heard or considered.

C. Clerk and Treasurer

1. Eligibility: To be considered for the office of clerk or treasurer, a person must be a member of this church in good standing for at least one year prior to consideration. They shall be at least 21 years of age.

2. Nominations: Prior to notification of a meeting date set for election of Clerk and Treasurer, nominations will be made during a special meeting by members in good standing by secret write-in ballot, collected and presented to the Pastor and deacon board. The pastor will interview all nominees before their placement on the voting ballot to review the qualifications, duties, and responsibilities of the office of Clerk or Treasurer, and to confirm their willingness to serve in this capacity. No nominations will be added to the ballot during the business meeting the nominations are voted upon.

D. Trustee

1. Eligibility: To be considered for the office of Trustee, a person must be a member of this church in good standing for at least one year prior to consideration. They shall be at least 21 years of age.

2. Nominations: Prior to notification of a meeting date set for election of Trustee, nominations will be made during a special meeting by members in good standing by secret write-in ballot, collected and presented to the Pastor and deacon board. The pastor will interview all nominees before their placement on the voting ballot to review the qualifications, duties, and responsibilities of the office of Trustee, and to confirm their willingness to serve in this capacity. No nominations will be added to the ballot during the business meeting the nominations are voted upon.

Section 4. Voting:

A. Only active members of this church, 18 years of age and older, are eligible to vote on any church matter.

B. Active members may have the option to vote absentee in the event they are not able to physically vote in person.

C. A majority vote shall decide all matters except the expulsion of members (Article VII, Section 1), the election of a pastor (which shall be decided by a two thirds vote of members present), and the vote to amend the constitution (Article XVI, Section 2).

ARTICLE XIII-ORDER OF BUSINESS

Section 1. The pastor of the church shall act as moderator in all meetings of the church for the transaction of business.

Section 2. It shall be the duty of the moderator to keep order, state and explain propositions, and cause the meeting to be opened and closed with prayer.

Section 3. When requested, motions shall be presented in writing.

Section 4. The parliamentary manual of authority in the conduct of the business meetings of the church shall be Robert's Rules of Order.

ARTICLE XIV-MISSIONS

It shall be the policy of this church to support only missions engaged in the establishing of and/or edifying of local New Testament Churches of like faith. They shall be known to be in hearty agreement with our statement of faith both in doctrine and practice.

ARTICLE XV-COMMITTEES

Section 1. There shall be no standing committees in this church except as previously designated in Article X, Section 3.

Section 2. Any interim committee shall be appointed by the pastor as needed for a special term as designated by the pastor. The authority of any interim committee is limited and cannot override or conflict with the established

responsibilities stated of any standing committee or existing established offices or officers.

ARTICLE XVI-AMENDMENTS

Section 1. This constitution may be amended at any regular business meeting of the church, provided that the proposed amendment be submitted in writing and read at a regular business meeting of the church at least four weeks previous and announced at least in two regular public services prior to consideration of said amendment, except the statement of faith, which shall be irrevocable.

Section 2. A two-thirds (2/3) vote of the members present and voting shall be required to amend this constitution.

ARTICLE XVII DISSOLUTION

In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in Section 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State or Local government for exclusive public purpose.

ARTICLE XXVII APPROVAL

The constitution as document herein was approved by the church membership of Grace Baptist Church on July 12, 2020

*Note: Within this constitution, when referring to the office of clerk or treasurer, it is understood that the masculine pronouns may refer to either male or female.