

# THE CONSTITUTION OF DARTMONT FREEWILL BAPTIST CHURCH

## **Article I -Name**

We make no attempt by denomination to name "the church", and maintain all true believers in Christ make up "His Body" on earth. However, the place of worship and base for activity of this congregation of believers shall be called the Dartmont Freewill Baptist Church.

## **Article II -Purpose**

According to instructions of the New Testament the purpose of this congregation shall be:

- A. the Support of regular public worship of the true and living God, as in John 4:23, Hebrews 10:25.
- B. The feeding of the flock for the steadfastness and building up of the body of Christ by the proclaiming of God's Word and the practice of righteousness in daily living, as in I Peter 5:2, John 21: 17, Romans 12: 1-2 and Ephesians 4:11-15.
- C. The promotion of evangelism throughout the area for awareness of the ever present Christ, as in Luke 14:23.

## **Article III -Statement of Faith**

Believing the Old and New Testament Bible (66 books) to be the inspired, infallible Word of God, the final authority in matters of faith, principle and practice, and abiding by the Statement of Faith listed at the conclusion of this Constitution.

## **Article IV -Membership**

This congregation does not emphasize mere documented church membership that unredeemed individuals or backslidden Christians may "join" to cover their lost condition. Rather, membership shall consist of those conscientious believers who wish to consider this

church their spiritual place of worship and activity, and who, while physically capable, shall support this church with regular and faithful attendance during their earthly pilgrimage, recognizing the importance of frequent and regular fellowship with others, stability in the Word, activity in practical service and scriptural responsibility.

### **Section I -Admission or Members**

- A. Any person who gives evidence of a change of heart, profess faith in the Lord Jesus Christ, has been baptized (immersed) by a duly ordained minister, and to whom the church covenant has been read and explained, and by whom it is accepted. Upon meeting these requirements making their desire for membership known to the Pastor or a member of the Church Board, and upon giving a credible confession of Christ before the congregation, and upon receiving the right hand of fellowship from the congregation, an individual shall be accepted into membership. After 6 months of regular attendance.
- B. Waiting period may be waived upon letter of recommendation from a sister church.

### **Section II -Active Members**

- A. Those that show their interest in the welfare of the church and the Kingdom of our Lord by regular attendance and financial Support, excluding members in poor health or other uncontrollable circumstances.
- B. Non-resident (not in Kanawha/Boone County) to contact clerk once a year.
- C. Any problems or concerns should be presented in writing to Pastor and signed.

### **Section III-Inactive Members**

- A. Those who are not a non-resident and has not" attended regular services for 6 months, and a non-resident who has not contacted the clerk in the past year.
- B. Members to be put on inactive list will be voted on by Board Members as to their dismissal.
- C. As per Article #7 of existing By Laws.  
A member who is found to be in a condition where they have fallen from grace shall be dismissed as a member from the Dartmont Freewill Baptist Church, after confirmation by the church board. This confirmation shall be made either by a visit from an ordained member of the church board or by an official letter drafted by the church board and sent to the member in question.

## **Article V –Government**

The government of this church is vested in Christ, the "Head of the Church" and (in submission to Him) in the leadership of the Pastor(s) and Church Board in close cooperation with the members of the Church.

### **Section I –Positions of Office**

- A. The positions of office of this church shall consist of the Pastor(s), Deacons, Trustees, Church/Sunday School Secretary, Treasurer, Sunday School Superintendent, Assistant Sunday School Superintendent, Clerk/Attendance Clerk, Teachers, Choir Director, Pianist, Custodian and Benevolent Director.

### **Section II -Church Board**

- A. the Board of this church shall consist of the Pastor(s), Deacons, Sunday School Superintendent, Clerk, Treasurer and Trustees, and all of whom with the exception of the Pastor(s), shall have been members of this church for a minimum period of one year or adoption of this Constitution by the congregation.
- B. The duties of the Church Board will be, under the direction of the Pastor(s), to carry on the business affairs of the church in close cooperation with the membership. The primary concern of the Board will be to serve the spiritual and physical needs of the people.
- C. When any member of the Board fails, without reasonable cause, to attend 3 consecutive Board meetings which his position requires them to attend, such position shall be considered vacant.
- D. Any questionable matters that may arise, the Pastor and Deacon have final authority.

### **Section III -Pastor**

- A. The Pastor(s) shall be elected to an indeterminate term, after a 1 year trial and voted upon. Nominations for Pastor(s) shall be given by the membership at a business meeting announced for the purpose. Those nominated shall be contacted by members of the Church Board to determine their willingness to accept the responsibilities of this church, and in fulfilling the qualifications set forth in I Timothy 3: 1-8. The names of those expressing their willingness and meeting the qualifications shall be read to the membership for the purpose of voting. Voting shall be by secret ballot with majority of the votes cast required for election.
- B. The Pastor's duties shall be to preach the word of God, Minister to needs of those attending Dartmont Freewill Baptist Church, General leadership in any and all activities of entire congregation, Attend all board and committee meetings and Preside over all board meetings.

- C. The Pastor(s) shall give the church a written notice of not less than 30 days prior to the date he intends to terminate his ministry with this church. The Pastor(s) may be dismissed by a % majority vote of the membership at a regular or special business meeting and then give the Pastor a 30 day notice of dismissal.
- D. The Pastor(s) shall have the general oversight of the spiritual life, regular services and ministrations of the ordinances of the church; shall be a member of all boards and committees connected with the church or any of its organizations and shall act as moderator in the meetings of the church.
- E. Pastor and wife will be in charge of scheduling special singers and speakers. Any request for such shall be given to the Pastor.

### **Section IV -Deacons**

- A. The qualifications for Deacon are those set forth in I Timothy 3:8-13.
- B. Deacons, consisting of one or more members, shall be nominated and elected. A deacon must be on a 1 year trial period at the church before being ordained. Nominations shall be made by membership at a business meeting announced for that purpose. Those nominated shall be contacted by members of the Church Board to determine their willingness to accept the duties of this office. Names of those nominated expressing their willingness to serve shall be read to the membership for the purpose of voting. Voting may be by secret ballot or other methods at the discretion of the chairman of the meeting. Dismissal from this office may be accomplished by a 51% majority vote of the membership at a regular or special business meeting.
- C. It shall be the ordained deacons duty to serve the Lord's table, to distribute to the needs of the church among its needy members, to visit the sick, to assist the pastor in promoting order and attendance upon the means of grace, to see that an efficient scriptural discipline is enforced in the church, and to conduct religious meetings in the absence of the pastor. Should he transfer his church membership, his office shall there by terminate.

### **Section V –Trustees**

- A. The Trustees shall have the care of the physical facilities, legal transactions and real properties of the church.
- B. The Board of Trustees, consisting of three or more members, shall be elected to an indeterminate term, as outlined in Section IV B.

## **Section VI -Church and Sunday School Secretary/Treasurer**

- A. To care for all funds intended for church support, missions, constructions, etc" and to keep an accurate accounting of all receipts and disbursements paid out, making appropriate payments as is necessary for the operation of this church. This office shall be elected to an indeterminate term as outlined in Section IV B.
- B. To keep an accurate record of attendance and offerings each week and other such records as may be necessary for the Sunday school from time to time. Report to Benevolent Director any who absents themselves for two consecutive Sundays.
- C. Sample balance sheet printed for business meeting for all in attendance.

## **Section VII -Church Clerk/Attendance Clerk**

- A. To keep an accurate record of the proceedings of the church and of minutes from church business meetings, board meetings and perform such other duties as may be prescribed by the church. The Church Clerk shall be elected to an indeterminate term as outlined in Section IV B. Keep accurate attendance of all services and meetings. Report to Benevolent Director all excessive absences or for any two consecutive Sundays.

## **Section VIII -Sunday School Superintendent**

- A. The administration of the weekly Sunday school for all ages shall be his responsibility. The Sunday School Superintendent with the Pastor, appoints teachers for the classes specified in section X A.
- B. The Sunday School Superintendent, and all other below listed offices shall be elected on an annual basis, with nomination and election procedures as outlined in Section IV B.
- C. Insure all literature and educational needs are met.
- D. Motivate teachers.
- E. Promote Sunday School growth.

## **Section IX -Assistant Sunday School Superintendent**

- A. Shall assume the duties as requested, or in the absences of the Sunday School Superintendent.

## **Section X -Sunday school Teachers**

- A. All Sunday School Teachers and assistants for Dartmont Freewill Baptist Church shall be appointed by Pastor after consulting with Sunday School Superintendent for a term of 1 year being elected on Sunday of June. Any teacher wishing to terminate the office can do so by adequate notice to Pastor and Sunday School Superintendent.

B. In assuming a teaching responsibility, each teacher shall also assume the ethical responsibility of presenting no teaching contrary to the Statement of Faith of this church.

C. Teachers must be an active member, meeting requirements of sections in Article IV, faithful to attend all church services and Sunday school being "prompt". Each teacher should urge class members to attend church services. Teachers will send a card, call or visit each class member that is sick or absent on a weekly schedule up to 5 weeks, advise Pastor if you need his help. Be supportive of the entire program of the church. Teacher's helpers must also be a member of the church or regular attendance is required.

D. Pastor and wife will be considered temporary members as long as office is held.

## **Section XI -Benevolent Director**

A. Benevolent Director shall be in charge of sending flowers and or cards to the sick, family of deceased, those of special needs (as instructed by Pastor or Deacon) and those members or regular attendees as instructed by Sunday School Superintendent, Attendance Clerk, Teachers, Pastor, Deacon, Board Members and Members of the Congregation. Request should be given in writing. All visitors (as reported by teachers etc.) should be sent a card of WELCOME from Dartmont Freewill Baptist Church signed by Pastor, Teacher, Sunday School Superintendent and Deacon(s).

B. Benevolent Director is in charge of organizing the taking of meals to deceased families, organizing can food drives at Holidays and maintaining food pantry for the needy.

C. Also will be in charge of scheduling activities outside of church functions for use of church property. This can be done by properly scheduled activities and approval of Pastor.

D. If a member of the church wishes a donation from the church he or she must first petition the ordained board of the church. All other persons desiring a donation from the church must first approach an ordained member of the church who will then bring it to the attention of the church board for discussion and decision.

## **Article VI -Finances**

### **Section I -Fiscal Year**

A. The fiscal year of this church shall be from July I to June 30.

### **Section II -Methods of Finance**

A. No minimum amounts are imposed upon individuals or the congregation of this church. All monies received shall be by freewill giving. Every worshipper shall be encouraged to prayerfully consider the Biblical promise and instruction of God's word. II Corinthians 8: 12-15, 9:6-7; Hebrews 7:4-6; Malachi 3:8.

### **Section III -Financial Report and Audit**

- A. A monthly financial report of receipts and expenditures shall be given for approval during the monthly business meeting. The church books are to be audited annually by Pastor, Deacon and Trustees of the church.

### **Section IV -Expenditures**

- A. No member of Board shall engage in expenditures to \$250.00 or less without first securing Board approval. Expenditures in excess of \$250.00 shall require approval of both board and membership.
- B. All requests for checks for expenditures or payments must be given to Treasurer with proper backup invoices, note of explanation and receipt.

## **Article VII –Meetings**

### **Section I -Monthly Business Meetings**

- A. The business meeting of the church shall be held the second Wednesday of each month.

### **Section II -Special Meetings**

- A. Special meetings of the membership may be called by the Pastor or by the majority of the Church of Board. Notification of the special meeting must be given at both Sunday morning and evening services at least two Sundays before the meeting convenes.

### **Section III -Procedure**

- A. All meetings shall be held in informal manner with business transacted on a parliamentary basis using motions properly seconded and passed by a majority of voting members and further, in the event of a point of order or parliamentary question which might arise, such issues shall be resolved in accordance with procedures contained in Robert's Rule of Order.

### **Section IV -Voting Privileges**

- A. Voting privileges for any regular scheduled or special business meeting(s) shall be confined to the members of the church as defined in Article IV.
- B. Voting privileges shall not be extended until a member has reached the age of eighteen.
- C. New members shall be granted voting privileges after their sixth month of membership and attendance.
- D. Members failing to support the church by their attendance within a period of six months without legitimate excuse (legitimacy to be determined by Church Board), shall lose their voting privileges. Requirements for reinstatement of voting privileges



shall be the same as for new members.

### **Section V -Quorum**

- A. An assembly of twelve voting members shall constitute a quorum. A simple majority of voting members is required to pass any motion unless otherwise stipulated in this Constitution. EXAMPLE; 10 present -6 is a majority.

### **Section VI -Church Board Meetings**

- A. the Church Board shall meet as needed to conduct business and take care of church affairs.
- B. Board shall meet at least one time per quarter.

### **Section VII -Regular Services**

- A. On the first day of the week (Sunday, the Lord's Day), the church shall meet morning and evening for public worship of God and proclaiming the gospel of salvation.  
Times -10:00am and 6:00pm
- B. At least once each week it shall be the privilege of the members to meet for prayer and Bible study. Time -7:00pm

## **Article VIII -Amendment and Repeal**

This Constitution, apart from the fundamental truths of unalterable Scripture, may be amended at monthly or special business meeting by a 2/3 vote, provided a two week notice of the article(s) and section(s) to be amended is given the church.

## **Article IX -Properties**

All property, both real estate and chattel, shall be held in the name of Dartmont Freewill Baptist Church and shall be owned by the congregation and administered by the Trustees. All proposed purchases of real estate by this church shall be recommended by the church board and must be approved by 2/3 vote before acquisition.