



CONSTITUTION & BYLAWS

First Baptist Church
221 E. Linden
Caldwell, Idaho 83605
Revised April 2023



FIRST BAPTIST CHURCH

Table of Contents

Preamble.....	4
Constitution	5
Declaration of Faith	5
Covenant	10
Article 1 - Name	10
Article 2 - Object	10
Article 3 - Membership.....	11
Article 4 - Meetings.....	11
Article 5 - Relationships.....	11
Article 6 - Amendments.....	11
BYLAWS	11
Preamble.....	11
ARTICLE A - Membership	12
Section 1. Qualification of Members.....	12
Section 2. Procedure for Becoming a Member	12
Section 3. Duties of Members	13
Section 4. Voting Privilege of Members	13
Section 5. Termination of Membership	13
ARTICLE B - Officers.....	13
Section 1. Pastors.....	13
Section 2. Elders	14
ARTICLE C - Leaders: Their Election and Duties	14
Section 1. General Provisions.....	15
Section 2. Deacons	15
Section 3. Deaconesses	15
Section 4. Moderator	16
Section 5. Clerk.....	16
Section 6. Financial Secretary	16
Section 7. Assistant Financial Secretary	167
Section 8. Missions Treasurer	17
ARTICLE D - Boards: Formation and Duties	17
Section 1. The Board of Elders	17
Section 2. The Board of Deaconesses	19
ARTICLE E - Staff.....	20
Section 1. Senior Pastor	20
Section 2. Associate Pastors.....	21
Section 3. Administration Staff	21



FIRST BAPTIST CHURCH

Section 4. Specialized Ministry Staff	22
Section 5. Pastoral Staff	22
Section 6. Pastor Emeritus	22
ARTICLE F - Auxiliary Organizations.....	22
ARTICLE G - Meetings	23
Section 1. For Worship	23
Section 2. For Business.....	23
Section 3. Procedure	23
Section 4. Quorum	23
Section 5. Recommendations Presented in Business Meetings.....	23
ARTICLE H - Licensing and Ordaining.....	24
Section 1. Licensing	24
Section 2. Ordination	24
Section 3. Procedure	24
Section 4. Authorizations to solemnize marriages	24
ARTICLE I - Discipline	25
Section A. Congregant to Congregant.....	25
Section B. Elders to Congregant.....	25
Section C. Restoration.....	26
ARTICLE J - Financial Year	26
ARTICLE K - Amendments	26
STANDING RULES	26



Preamble

We confess our faith in the Lord Jesus Christ for salvation; we believe in the teaching and the practices of Baptists and those great distinctives for which they have ever stood, namely,

1. The Lordship of Jesus Christ
2. The Bible is the standard of Faith and Practice
3. Regenerated membership
4. Believer's Baptism (by immersion)
5. Progressive sanctification
6. Soul liberty
7. Congregational government
8. Separation of Church and State

We band ourselves together as a body of believers in Jesus Christ and adopt, ordain, and establish for our government and plan of worship and service the following Declaration of Faith, Covenant, Constitution, and Bylaws and we hereby revoke all previous constitutions, bylaws, and actions contrary to this document.



Constitution

Declaration of Faith

1. **Bible:** We believe in the SCRIPTURES of the OLD and NEW TESTAMENTS as inspired of God, and inerrant in the original writing, and that they are of supreme and final authority in faith and life. Psalm 19:7-11; Mark 12:26; Acts 17:2; Romans 15:4; II Timothy 3:16, 17; II Peter 1:21.
2. **God:** We believe in one God eternally existing in three persons: Father, Son, and Holy Spirit, co-equal in nature, attributes, and perfections. Deut. 6:4; Matt. 28:19, 20; John 1:1-4; John 15:26; II Corinthians 13:14; Hebrews 1:1-3; Revelation 1:4-6.
 - a. **GOD THE FATHER:** is one in essence with the Son and the Spirit. He is an infinite, personal spirit, perfect in all His attributes. He is the creator, sustainer, and sovereign ruler of all things through His Son Jesus Christ. We believe that He concerns Himself perfectly in the affairs of humanity. His fatherhood involves both His designation within the Trinity and His relationship with the redeemed. Everything He does is in accordance with His perfect will, though His sovereignty does not eliminate or minimize human responsibility. Deut. 6:4; Psalm 83:18; Psalm 139:1-12, 23-24; Isaiah 6:1; Isaiah 33:10; Isaiah 40:22, 25-26, 28-31; Jeremiah 10:10; Matt. 28:18-20; Hebrews 3:4; James 2:19; Jude 24-25; Psalm 33:11-19; Matthew 6:1, 4; Matthew 10:20; John 20:17, 21; John 17:1; Ephesians 1:2-3; Colossians 1:2-3; Numbers 23:19; Romans 8:28-29; Colossians 1:10.
 - b. **GOD THE SON:** is eternally begotten by the Father, conceived by the Holy Spirit and born of the Virgin Mary, and is true God and true man. We believe that the Lord Jesus Christ died for our sins according to the Scriptures and as a representative and substitutionary sacrifice, that all who believe in Him are justified on the basis of His shed blood. We believe that the Lord Jesus Christ arose from the dead in the body in which He was crucified, that He ascended into the heavens, and that He continues to live there and to minister on our behalf before the throne of God as our High Priest and Advocate. John 1:1-2, 14; Luke 1:35; Matthew 1:22-23; Colossians 1:13-20; Romans 5:6-9; Leviticus 17:11; II Corinthians 5:21; Philippians 3:7-9; I Peter 1:18, 19, 23; Romans 3:24-26; I Peter 1:3-5; Luke 24:36-40; Hebrews 7:25; Hebrews 9:24; Hebrews 4:14-16; Romans 8:34; I John 2:1-2.
 - c. **GOD THE HOLY SPIRIT:** is one in essence with the Father and Son. He was sent by God the Father and God the Son to convict the world of sin, righteousness, and judgment. The Holy Spirit glorifies Jesus Christ and implements Christ's work of redemption and baptism. He regenerates, baptizes, seals, gifts, and indwells all



FIRST BAPTIST CHURCH

believers at conversion, progressively sanctifying, and securing them in Christ forever. The Spirit fills, leads, comforts, and intercedes for believers, empowering them for godly living and service. His presence is evident by the fruit of the Spirit and the building up of believers into the body of Christ, the Church. John 14:15-17; John 15:26; Acts 5:3-4; John 16:8-15; John 14:26; Acts 1:5; Romans 5:5; Romans 6:2-16; 1 Corinthians 3:16-17; 1 Corinthians 6:19; Ephesians 2:22; Philippians 2:12-13; Joel 2:28-39/Acts 2:17-18; 2 Corinthians 3:18; Ephesians 1:13-14; 4:30; 3:14-21; 5:18; Philippians 1:6; Exodus 31:3; Acts 4:31; 9:31; Romans 8:26; Jude 24-25; 1 Corinthians 12:2-14; Galatians 5:22-25.

3. **Man:** We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death which is separation from God; and that all human beings are born with a sinful nature and become sinners in thought, word, and deed. Genesis 1:26-27; 2:17; Psalm 14:1-4; John 3:6; Romans 3:9-19; 5:12; Psalm 51:5; Ephesians 2:1-3; I John 3:8.
4. **Salvation:** We believe that all who receive the Lord Jesus Christ, by grace through faith, are born again of the Holy Spirit, and thereby become the Children of God. All who repent and believe in Jesus Christ are forgiven of all their sins, justified in God's sight by the merit of Christ's righteousness, adopted into His family, sealed by the Holy Spirit, and have equal access to God. John 3:16-17; 5:24-25; 17:21-23; Acts 13:37-39; Romans 5:1; Ephesians 2:4-5, 8-10; II Timothy 1:12; I John 5:12-13; Romans 1:16-17; 3:23-26; 5:1-2.
5. **Sanctification:** We believe that sanctification is the process by which, according to the will of God, we are made partakers of His holiness; that it is a progressive work; that it is begun in regeneration, and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit in the continual use of the appointed means -- especially, the Word of God, self-examination, self-denial, watchfulness, and prayer. I Thessalonians 4:3; Proverbs 4:18; I John 2:29; Philippians 2:12-13; Romans 12:1.
6. **Satan:** We believe that the devil is a personal being, who, as Lucifer, opposed the will of God in Heaven, fell because of his sin, incorporated sin into the world through Adam, was judged at the cross, is the god of this age, will be bound a thousand years, and will finally be cast into the Lake of Fire forever. We are admonished to 'be strong in the Lord, and in the power of His might', and to 'put on the whole armor of God, that we may be able to stand against the wiles of the devil'. Genesis 3:15; Isaiah 14:12-20; II Corinthians 4:3-4; Ephesians 2:1-2; 6:10-18; Colossians 2:15; Revelation 2:1-3; John 16:11.
7. **Last Things:** We believe in the blessed hope, the meeting of all believers with Christ in the air, and the personal, visible, pre-millennial return of our Lord and Savior Jesus Christ. We believe that those who have accepted God's gift of salvation through faith in Jesus Christ,



FIRST BAPTIST CHURCH

at the point of physical death, enter into God's eternal glory. They shall be resurrected and transformed to a body of glory like His, and they shall receive their inheritance of glory in the Kingdom of their Father. They shall be made fully blessed in the presence and service of God, whom they shall see and enjoy throughout eternity. We believe that all unsaved persons, at the point of physical death, are sent into eternal damnation. They will be resurrected, separated from the righteous, judged, and cast into an existence of eternal punishment where they will be tormented day and night forever and ever when death and Hades are cast into the Lake of Fire. We believe it is imperative for the Church to work and wait in sober watchfulness, that it may be found ready at His coming. At the end of His millennial reign, Christ will create a new heaven and a new earth where we will dwell for eternity. I Thessalonians 4:13-18; Zechariah 14:4-11; Revelation 20:1-6; John 10:27-28; Romans 8:38-39; 2 Corinthians 5:8; Hebrews 9:27-28; Isaiah 26:19; Daniel 12:2; John 5:25-29; Acts 24:14-15; 1 Corinthians 6:14; Philippians 3:20-21; 1 Thessalonians 4:13-17; Revelation 22:3-5; Matthew 25:44-46; Revelation 20:11-15, 21:8; Mark 13:33-37; Hebrews 10:25; Revelation 21:1-4.

8. **The Church:** We believe that the New Testament Church is composed of all persons who have been regenerated by the Holy Spirit since the day of Pentecost following Christ's resurrection. We believe that the Church is the spiritual body of Christ, of which He is the Head. We believe that this body expresses itself in local assemblies in which believers are in a covenant relationship. Biblically that relationship is expressed corporately through hearing the Word of God proclaimed, engaging in worship, practicing the two ordinances (believer's baptism by immersion and the Lord's Supper), building up each other's faith, holding each other accountable through biblical love and discipline, and engaging in local and world evangelization. Biblically designated officers must meet the biblical qualifications for their office and submit to the headship of Christ, emulating His servant leadership. We believe the function of eldering is reserved for biblically qualified males. Each local church is to choose, support, and submit to those who function as Elders. Acts 2; 2 Corinthians 6:16; 1 Corinthians 12:27; Ephesians 1:22-23; Colossians 1:18; 1 Corinthians 12:7, 12-26; Matthew 18:15-17; 28:19-20; Mark 16:16; John 3:22; 4:1-2; Acts 2:38, 41-47; 8:12, 36-39; 16:32-34; 18:8; 1 Corinthians 11:23-25; Ephesians 4:11-13; Matthew 20:25-28; 1 Timothy 3:1-13; Titus 1:5-9; 1 Peter 5:1-3; 1 Timothy 2:12; Acts 15:22; Hebrews 13:17.

We believe that the Ordinances of the Gospel are Baptism and the Lord's Supper. Baptism is the immersion in water of a believer in Christ 'in the name of the Father and of the Son and of the Holy Spirit' and symbolizes the fact of regeneration and the union of the believer with Christ in His death, burial, and resurrection. The Lord's Supper is the commemoration and proclamation of His death until He comes and should be always preceded by solemn self-examination. We also teach that, whereas the elements of Communion are only symbolic of the flesh and blood of Christ, participation in the Lord's



FIRST BAPTIST CHURCH

Supper is nevertheless an actual communion with the risen Christ, who indwells every believer, and so is present, fellowshiping with His people. 1 Corinthians 11:28-32; 10:16; Matthew 28:19-20; Mark 16:16; John 3:5, 33; Acts 8:36-38; Romans 6:4; Acts 2:41-42; 1 Corinthians 11:23-29.

9. **Marriage and Gender:** We believe that God in His creative work has declared that which is sacred, that which is a reflection of His nature, including the sacredness of mankind, the distinctiveness of biological male and female, created in His image, and the establishment of marriage as the union of one man and one woman. We hold to the Biblical Truth that each person is fearfully and wonderfully made (Psalm 139:14) and that God created us all in His own image, both male and female (Genesis 1:27) reflecting the image and nature of God in humanity. The reality of being male or female, defined as gender or sex, is determined biologically at conception, and is not a choice. We are called to express ourselves consistent with our God-given gender, the image of God in us, His creation. Therefore:
- a. We teach that marriage was given by God as part of His common grace, and that it has no meaning other than as He has provided (Gen. 2:18-24).
 - b. We teach that marriage is subject to the curse of the Fall, but that believers, living in obedience to the Scripture and under the control of the Holy Spirit, can grow to experience peaceful, productive, and fulfilled marriage as intended by God (Gen. 3:16; 1 Peter 3:7).
 - c. We teach that the marriages of believers are to illustrate the loving relationship of Christ and His church, with the husband loving his wife as Christ loves the Church and the wife responding to her husband's loving leadership as the Church responds to Christ (Eph. 5:18-33).
 - d. We teach that, as believers' marriages are to illustrate Christ's relationship with His church, believers should choose to marry those who share their faith and regenerate life (2 Cor. 6:14). We teach that the term "marriage" has only one meaning, and that marriage is sanctioned by God and joins one man and one woman in a single, exclusive union, as delineated in scripture (Gen. 2:23-24).
 - e. We teach that marriage is always a public, formal, and officially recognized covenant between a man and a woman. We teach that without such a covenant, prolonged conjugal cohabitation does not of itself establish marriage (John 4:18). We teach that where no such covenant exists between a cohabiting couple prior to coming to faith in Christ, family units should be preserved to the extent possible and, if otherwise appropriate, solemnization encouraged. We teach that where a



valid marriage has been established prior to coming to faith in Christ, the couple should remain married (1 Cor. 7:24).

- f. We teach that God hates divorce, permitting it only where there has been unrepentant sexual sin (Mal. 2:14-16; Matt. 5:32, 19:9) or desertion by an unbeliever (1 Cor. 7:12-15). We teach that remarriage is permitted to a faithful partner in appropriate circumstances.
- g. We teach that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We teach that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman (Heb. 13:4).
- h. We teach that any practice of sexual immorality is sinful, and as with all sin, is offensive to God (Lev. 18:1-30; Matt. 5:28; Rom. 1:26-29; 1 Cor. 5:1, 6:9; 1 Thess. 4:1-8; Rom. 1:18-28).
- i. We teach that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of the Church. We teach that the faithful proclamation of the Scripture, including the call to repentance, does not constitute hate speech, or hateful and harassing behavior, but is instead a fundamental part of the Church's loving mission to the world (Matt. 28:16-20; 2 Cor. 5:11-20; 1 Tim. 1:5; 2 Tim. 4:1-2).
- j. We teach that God offers redemption and forgiveness to all who confess and forsake their sin, including sexual sin, seeking His mercy and forgiveness through Jesus Christ. We teach that His forgiveness is total and complete (Ps. 103:11-12; 130:3-4; Is. 43:25, 44:22; John 5:24; Col. 2:13-14) and that God imputes the full righteousness of Christ (2 Cor. 5:21) to the believing sinner. We teach that the forgiven sinner has been cleansed from the guilt of sin, set apart unto God, made holy, and justified before Him (1 Cor. 6:9-11). We teach that any man or woman who has received that forgiveness is "in Christ" and is a new creation. (2 Corinthians 5:17)
- k. We declare that church facilities may be used for weddings and wedding related events only where at least one of the prospective spouses is a member in good standing of Caldwell First Baptist Church. Church facilities are not otherwise available to the general public for that purpose. Biblical references cited in this statement of faith are from the KJV, NKJV 1982, NASB 1995, NIV 1984, and the ESV 2001.



Covenant

Having been led by the Holy Spirit to receive the Lord Jesus Christ as our Savior and having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we now, in the presence of God and our fellow believers, solemnly enter into this covenant with one another as one within the body of Christ.

We will endeavor to watch over and counsel one another in the spirit of brotherly love, pray about each other's needs, and help each other in sickness and distress.

We purpose under the direction of the Holy Spirit to pursue Christian love and spiritual unity; to maintain regular attendance and support of the Church in our worship, prayer, teaching, evangelism, discipline, government, and observance of the ordinances; to participate cheerfully and regularly in the financial support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the gospel through all the nations.

We agree to daily seek the guidance of the Holy Spirit in maintaining family and personal prayer and Bible study; in being responsible for the spiritual education of our children; in seeking the salvation of our relatives, friends, and acquaintances; in being Christ-like in our conduct; in striving to grow in the grace and knowledge of our Lord and Savior, earnestly seeking to live to the honor and glory of Christ.

We agree to pursue peace, unity, and the building-up of other Christians as we exercise our Christian liberty, striving to be fully persuaded in our minds to obey the Holy Spirit, to be sensitive to our brother's conscience in making decisions regarding matters of personal conscience and to encourage one another to live by the Holy Spirit, not indulging our flesh. We will be careful to be non-judgmental of others who do not conform to our own personal standards of conduct.

We resolve that when we move from this area we will, as soon as possible, become a member of another church where we can carry out the spirit of this covenant and the principles of God's Word.

Article 1 - Name

The name of this organization, a corporation, shall be the First Baptist Church of Caldwell, Idaho.

Article 2 - Object

The object of this organization shall be to promote:



FIRST BAPTIST CHURCH

1. The worship of God, the preaching and teaching of the Word of God, to administer the ordinances of the New Testament, to seek the spiritual improvement of our members, to maintain a New Testament Church to minister to its own community and to extend a ministry of the Gospel unto the ends of the earth.
2. The preaching of the Gospel of the Lord Jesus Christ in order to win persons to a personal faith in Him as Savior and Lord.

Article 3 - Membership

The membership of this Church shall consist of believers in the Lord Jesus Christ who have been baptized, have acknowledged agreement with the Faith, Practice, and Covenant of this Church, and have been received into fellowship by regular action of the Church.

Article 4 - Meetings

Meetings for worship, prayer, praise, fellowship, business, and special purposes shall be held as set forth in the Bylaws.

Article 5 - Relationships

Believing in the sovereignty of the local church as an autonomous body of believers under the leadership of the Holy Spirit, this Church, by official action, shall determine the maintenance of fraternal fellowship and cooperation with churches of like faith and practice; or with organized groups of Baptists of inter-church relationships, when our cardinal beliefs shall not be compromised. No financial support is to be given to a work or workers whose doctrinal position is in opposition to the Preamble of this document.

Article 6 - Amendments

This document may be amended by a three-fourths vote of members present and voting at any business meeting, provided such amendments have been submitted in writing at a previous business meeting and announced from the pulpit two Sundays before the said meeting.

BYLAWS

Preamble

These Bylaws are adopted, ordained, and established for our government and plan of worship and service. No Bylaw shall be effective that is contrary to the Articles of Incorporation or the Constitution of this Church. A detailed method of application is embodied in the Standing Rules.



ARTICLE A - Membership

Section 1. Qualification of Members

A person may become a member of this Church if he or she meets these criteria:

- a. He or she has truly repented of his or her sins.
- b. He or she has placed his or her trust in Jesus Christ as the only basis of his or her salvation, and thus has been born again.
- c. He or she has subsequently been baptized by immersion in the name of the Lord Jesus Christ.
- d. He or she acknowledges the Bible as his or her only rule of faith and practice and without mental reservation, affirms the Declaration of Faith of this Church.
- e. Minimum age: 16

Section 2. Procedure for Becoming a Member

- a. All membership applications shall be made through the Board of Elders, who shall inquire into the applicant's standing in the last church he or she has regularly attended, if any, and shall examine his or her qualifications according to Section 1 above.
- b. The Board of Elders shall supply instruction as to the constitution, bylaws, organization, and practices of this Church, the meaning and responsibilities of membership, and (if needed) the content of the Word of God.
- c. If approved by the Board of Elders, the application shall be acted upon at any business meeting of the Church. The Board of Elders' recommendation may be supported by a letter of transfer from a church of like faith.
- d. Applicants for membership shall be approved only by a unanimous vote of the members present and voting. No applicant shall be received into Church membership with a dissenting vote by any member of the Church, unless the body discovers that the reasons projected for refusal were unjust. Names of members to be voted on shall be posted at least two weeks prior to the meeting where voting will take place.
- e. After each applicant has been affirmed by the Church for membership, appropriate steps shall be taken to ensure the participation of the new member in the life of the Church. *



FIRST BAPTIST CHURCH

Section 3. Duties of Members

Each member of this Church shall endeavor to fulfill the obligations set forth in the Covenant Agreement of this Church and to assist fellow members in doing so.

Section 4. Voting Privilege of Members

Members sixteen years of age and over may vote at business sessions of the Church, but only those eighteen years of age and over may vote on matters concerning real estate or Pastoral relations.

Section 5. Termination of Membership

- a. **MEMBER'S REQUEST:** Membership may be terminated at the member's request for those not undergoing disciplinary action by the Church. (Members who move to another area will normally seek membership in another church, which may then request a letter of transfer.)
- b. **EXCLUSION:** Membership may be terminated for those not undergoing disciplinary action by the Church for just cause by a unanimous vote of the Board of Elders.
- c. **CHURCH DISCIPLINE:** Membership may be terminated for those undergoing disciplinary action by the Church by a three-fourths majority vote of the members present and voting at a meeting of the Church.
- d. **DEATH:** Membership is terminated by death.

Article B - Officers

The scriptural officers of this Church are Pastors and Elders, and the Bylaws shall determine their election, term, and succession. The Board of Elders shall also transact the legal corporate business of this body. The Church shall elect and appoint to the various forms of service indicated by their titles and, as defined in the Bylaws, such other officers as are deemed advisable.

Section 1. Pastors

- a. **QUALIFICATIONS.** Pastors shall meet the qualifications set forth in I Timothy 3:1-7. They shall be expected to endorse the Preamble and Declaration of Faith to give evidence of an understanding of and commitment to New Testament fellowship, discipleship, and evangelism.
- b. **DUTIES.** The Pastors shall share in preaching the Word of God. The Pastors shall shepherd the Church and lead it in the fulfillment of its sacred task. The Pastors, with the help of



FIRST BAPTIST CHURCH

other lay leaders, shall develop policy and direction of ministry. All Pastors become Elders upon call.

- c. **ACCOUNTABILITY.** The Pastors shall be accountable to the Board of Elders.
- d. **TERMINATION OF A PASTOR'S SERVICES.** A Pastor's services can be terminated only by the acceptance of his resignation or by a three-fourths majority vote of the Board of Elders to dismiss him or by a three-fourths majority vote of the members present and voting at a meeting of the Church. A meeting for this purpose may be called by a majority vote of the Board of Elders.

Section 2. Elders

- a. **QUALIFICATIONS.** Elders shall meet the qualifications set forth in I Timothy 3:1-7. They shall be expected to endorse the Preamble and Declaration of Faith and to give evidence of an understanding of and commitment to New Testament fellowship, discipleship, and evangelism.
- b. **AFFIRMATION.** Elders shall be affirmed by the Church by a three-fourths majority vote of members present and voting.
- c. **ACTIVE STATUS.** Elders are affirmed for active status (service on the Board) for a term of three years or for an unexpired portion of a term to fill a vacancy, except the Pastors who become Elders without terms upon call. An elder may remain active for two consecutive terms but not a third. After one year off the Board, he will be eligible for re-affirmation to active status.
- d. **DUTIES.** The Elders shall shepherd the Church and lead it in the fulfillment of its sacred task. With the help of other leaders, they shall develop policy and direction of ministry.
- e. **ACCOUNTABILITY.** The Elders shall report to the congregation at business meetings.
- f. **TERMINATION OF AN ELDER'S OFFICE.** An elder's active status can be terminated only by the acceptance of his resignation or a simple majority vote of the Board of Elders, or by a three-fourths majority vote of the members present and voting at a meeting of the Church.

ARTICLE C - Leaders: Their Election and Duties



Section 1. General Provisions

- a. The leaders of this Church shall be the following: 1. Pastors, 2. Elders, 3. Deacons, 4. Deaconesses, 5. Moderator, 6. Clerk, 7. Financial Secretary, 8. Assistant Financial Secretary, 9. Treasurer of Missions
- b. All leaders except the Pastors must be members of the Church at the time of their election.
- c. Nomination shall be as follows: of all leaders, by the Elders, except pastors. (See Article D about pastors.)
- d. Affirmation of all leaders shall be by ballot.
- e. Unless otherwise provided, all leaders shall be affirmed by a majority vote.
- f. Pastors may assume their duties at any time by mutual agreement with the Church.
- g. All other leaders' terms shall begin at the beginning of the fiscal year and end at the end of the fiscal year (except for Elders and Pastors).
- h. If a leader resigns before their term is up, a new candidate will be proposed to fill their vacancy if needed.

Section 2. Deacons

- a. QUALIFICATIONS. The qualifications of a Deacon are set forth in I Timothy 3:8-13.
- b. DUTIES. The duty of Deacons shall be to assist their corresponding Elders in practical ways.
- c. NUMBER. The number of Deacons shall be determined by the Board of Elders and may be equal to, or more or fewer than, the number of Elders.
- d. NOMINATION AND AFFIRMATION. Deacons shall be nominated by the Elders, each one being chosen for specific service. Deacons shall be affirmed by the Church by a majority vote of members present and voting.
- e. TERM OF OFFICE. Deacons shall be affirmed for a term of one year.

Section 3. Deaconesses

- a. QUALIFICATIONS. Deaconesses shall be qualified for affirmation on the basis of their spiritual maturity and interest in the work of the Church.



FIRST BAPTIST CHURCH

- b. TERM. Deaconesses shall be affirmed for a term of one year.
- c. DUTIES. The Deaconesses shall perform the following duties:
 - 1. To assist the Elders in visitation, the baptism of candidates, the preparation of the Lord's Supper, and such other spiritual tasks as may be requested.
 - 2. To assist bereaved families in ways appropriate to need and circumstances.
 - 3. To serve as counselors and disciplers to women and girls in the congregation.
 - 4. To oversee bridal and baby showers.
 - 5. To oversee women's ministries.

Section 4. Moderator

The Moderator shall officiate at all business meetings of the Church. In his or her absence, their place may be taken by the Chairman—or in the Chairman's absence, the Vice-chairman—of the Board of Elders.

Section 5. Clerk

The duties of the Clerk shall be to record and maintain accurate minutes of all Church business meetings and provide copies to the chairman of the Board of Elders and the Church office file.

Section 6. Financial Secretary

The duties of the Financial Secretary shall be the following.

- a. To receive the offerings at each service, record the offerings, deposit all funds, and make reports to the proper treasurers.
- b. To keep a record of all individual contributions to the Church and be prepared to provide a receipt to the individual contributor on request. The record of individual contributions shall be released only to the contributor.

Section 7. Assistant Financial Secretary

The duty of the Assistant Financial Secretary shall be to assist the Financial Secretary in the performance of his or her duties, especially during his or her temporary absence or prolonged incapacity.



Section 8. Missions Treasurer

The duties of the Missions Treasurer shall be the following.

- a. To receive from the Financial Secretary all money contributed to “Missions.”
- b. To disburse the same according to the budget or plans adopted by the Church.
- c. To make quarterly and annual reports to the Church.
- d. To serve as a member of the Missions Committee.

ARTICLE D - Boards: Formation and Duties

There shall be two Boards of the Church: 1. Elders; 2. Deaconesses.

Board members shall be elected from the active membership of this Church unless the elder candidate is a Pastor who becomes a member upon call.

Following the Annual Meeting of the Church, these Boards shall convene for organization, the election of officers, the appointment of Committees, and the formulation of rules for their government and function. They shall maintain permanent records of all business transactions. They shall meet, unless otherwise provided, at the call of the Pastors, of the Chairman, or the request of two Board members.

Section 1. The Board of Elders

- a. COMPOSITION AND MEETING. The Board of Elders shall consist of a majority of lay elders. They shall elect a Chairman, a Vice-Chairman, and a Secretary. The Board of Elders shall hold monthly meetings and called meetings.
- b. PRINCIPAL RESPONSIBILITIES. The Board of Elders shall be responsible for the spiritual welfare of the Church and shall provide practical oversight, coordination, and management of all business interests of the Church as authorized by the Constitution and Bylaws or by an action of the Church.
 1. It will be their responsibility to seek Christ’s mind for all aspects of the Church life.
 2. Each member of the Board will be accountable to the Board, and the Board will be accountable to the Church.



3. The Board will delegate specific areas of responsibility to each Elder according to gifts, abilities, interests, and spiritual burden.
- c. DUTIES AND POWERS. The duties, restrictions, and powers of the Board shall include the following:
1. To examine all applicants for membership. No application shall be considered by the Church except upon the unanimous recommendation of the Board after the examination of the applicant. The Board must feel satisfied that the candidate agrees with and is willing to cooperate under the terms of the Statement of Faith, the Covenant, and the practices of the Church, and that he or she will support its ministry and share in its services.
 2. To assist the Pastors in administering the ordinances of the Church.
 3. To assist in visiting members who are sick or in need.
 4. To assist in maintaining contact with the members. One of the Elders shall cause an inactive roll to be kept of all members not in regular attendance, and the Pastors and Elders shall make it their concern to secure renewal of fellowship of all such members.
 5. To secure speakers (pulpit supply) and leaders for the prayer meetings in the absence of the Pastors.
 6. To administer the Elders' Fund.
 7. To serve, individually, on standing Committees. Each standing Committee shall have at least one Elder as a member.
 8. To carry out the following fiscal responsibilities:
 - (a) The Board of Elders shall have charge of the property and all temporalities of the Church but shall not sell, mortgage, or otherwise encumber the real estate or other property of the Church without consent of two-thirds of the members of the Church at a special meeting called for that purpose by public notice given at least three weeks previously.
 - (b) They shall supervise the handling of Trusts and Endowments.



- (c) Members of the elder board are authorized to sign all official documents.

9. To abide by the following fiscal restrictions:

The Board of Elders shall make expenditures only from funds so designated by the Church. Any item beyond ongoing operation expenses which calls for an expenditure of more than \$10,000 must first be approved by a vote of the Church.

10. To delegate authority:

The Board of Elders may delegate authority to office personnel to pay for ordinary items of office expense and to the Treasurer to pay for any item for which funds are available and authorized.

11. To employ and supervise:

The Board of Elders shall have the power to employ caretakers and staff personnel and to determine their duties, salaries, vacations, and tenure. The employees shall be responsible to the Board for the efficient performance of their duties.

Section 2. The Board of Deaconesses

- a. The Board of Deaconesses shall consist of at least five members.
- b. Meetings of this Board may be called by the Chairman of the Deaconesses or by the Pastors or Elders.
- c. The duties of the Board of Deaconesses shall be as outlined in Article B, Section 5.

ARTICLE E – Staff

All staff recommendations and employment oversight will be the responsibility of the Board of Elders.

Section 1. Senior Pastor

- a. Selection

Search Committee: The Elder Board selects the Search Committee and determines its guidelines.



FIRST BAPTIST CHURCH

A candidate for election to the office of Senior Pastor, after having satisfied the Search Committee and the Board of Elders, shall come before the membership of the Church in a formal preaching situation, followed by a social occasion.

1. The election shall occur at a regular or specially called business meeting, notice of which and its purpose shall be read from the pulpit at two successive Sunday morning services prior to the meeting.
2. A three-fourths affirmative vote of the eligible membership present is necessary for election. (A ballot of abstention reduces the quorum).
3. After having achieved an affirmative vote of at least three-fourths, a motion to vote unanimous consent may be made. This consent, along with the actual percentage, shall be transmitted to the candidate.

b. Tenure

1. Indefinite.
2. If the Church wishes to terminate the Senior Pastor's employment, they must give him 60 days' notice or pay severance in lieu of notice.
3. If immediate termination is justified and severance pay is warranted, 60 days of severance pay may be substituted for termination notice.

c. Qualification

The senior Pastor shall display Great Commandment/Great Commission maturity and shall meet the biblical qualifications of 1 Timothy 3:2-13, Titus 1:6-9, and 1 Peter 5:1-3.

d. Terms of Call

Salary, vacation, and other considerations shall be set at the time the call is extended. Revisions, leaves of absence, etc., shall be at the discretion of the Board of Elders. Any revisions affecting budgetary limitations must be brought to the Church for approval.

e. General Duties

1. The Senior Pastor is recognized as the under shepherd and spiritual leader of this Church. He shall preach the Gospel regularly, administer the ordinances of the New Testament, shepherd the Church, and lead in the fulfillment of its sacred task.
2. He shall provide personal caregiving by visiting the sick and making Pastoral calls on members and friends of the Church.



3. He shall be the day to day administrator of the Church organization and the staff and develop its strength for the best possible service.
4. He shall be an ex-officio voting member of the Board of Elders and all Committees he is on and a counselor of all departments.
5. He shall perform other duties as deemed advisable and necessary by the Board of Elders.

Section 2. Associate Pastors

a. Selecting.

1. The Board of Elders shall make their recommendation to the Church for a vote. The election of an Associate Pastor shall require an affirmative vote by ballot of a three-fourths majority of the members present and eligible to vote.
2. The Elders shall be given the opportunity to utilize a search Committee in determining their recommendation.

b. Tenure

1. Indefinite.
2. The church or the Associate Pastor may dissolve relations by giving 30 days' notice. Dismissal shall be by action of the Board of Elders.

c. Qualification

The candidate's doctrine and church polity must be acceptable to the Board of Elders and must be consistent with the Statement of Faith and Church Covenant.

d. Terms of Call

Salary, vacation, and other considerations shall be set at the time of call. Revisions, leaves of absence, etc., shall be at the discretion of the Board of Elders. Any revisions affecting budgetary limitations shall be brought to the Church for approval.

e. General Duties

The Elders will create a description of duties prior to the election of a candidate. The Associate Pastor will be an ex officio member of the Board of Elders.

Section 3. Administration Staff

These staff members are HIRED by the Board of Elders. These positions are for the hands-on ministry of administrating the functions that make it possible for all the ministries to run



FIRST BAPTIST CHURCH

efficiently. These positions can be part-time or full-time, or even non-salaried. These could include office manager, bookkeeper, secretary, administrator, and custodian.

Section 4. Specialized Ministry Staff

These staff members are APPOINTED by the Board of Elders. They are appointed to oversee and direct various ministries. These may vary from a few hours to full-time and could include non-salaried positions. These could include youth, children, early childhood, and music/worship.

Section 5. Pastoral Staff

These individuals are recommended by the Board of Elders and possibly an appropriate Committee. These staff individuals are CALLED by the Church and may be full-time, part-time, or even non-salaried due to outside support, the key being the evidence of their ministry and the meeting of the biblical qualifications for an elder, as found in I Timothy 3:1-7 and Titus 1:5-9. They must have an affirmative ballot of a three-fourths majority of members present and eligible to vote.

Section 6. Pastor Emeritus

The term “Pastor Emeritus” is used to honor a retiring Senior Pastor who has served the local church long and well. Bestowing the title of Pastor Emeritus may be done at the time of retirement from the Pastorate and active ordained ministry. He must have an affirmative ballot of a three-fourths majority of members present and eligible to vote.

When a retiring Senior Pastor is named Pastor Emeritus, it needs to be understood by the former Pastor and the Congregation that this is an honorary title and does not hold any Pastoral duties or responsibilities.

Any requests for the Pastor Emeritus to perform Pastoral duties on behalf of or representing CFBC (i.e., Perform marriages, burials, baptisms, or preaching from the pulpit) must be in the best interest of the Church body.

ARTICLE F - Auxiliary Organizations

This Church may recognize as “Auxiliary Organizations,” groups whose primary purpose is to foster various phases of the life and activity of the Church. With the exception of the Sunday School, these groups shall elect their own officers, and shall make their own regulations insofar as these do not come into conflict with these Bylaws. All officers of recognized Auxiliary Organizations shall be members of the Church.



ARTICLE G - Meetings

Section 1. For Worship

Meetings shall be held for public worship. The ordinance of the Lord's Supper shall ordinarily be observed on the first Sunday of the month, at which time the Elders' Fund Offering may be received. Special meetings for the purpose of promoting evangelism, Bible study, missionary work, etc., may be held upon the recommendation of the Board of Elders.

Section 2. For Business

- a. The Annual Meeting of the Church shall be held in early December each year on a date to be determined by the Board of Elders. After the election of leaders, this meeting shall be recessed until the latter half of January, at which time the reports of leaders and Committees shall be given. All leaders may be voted on at the latter half of the Annual Meeting in January.
- b. Quarterly meetings shall be held in April, July, and October.
- c. A meeting may be held following the morning service on any Sunday of February, March, May, June, August, September, November, and December for the purpose of accepting or dismissing members. The names of persons to be considered for membership or dismissal shall be published in advance of the meeting.
- d. Special meetings may be called at the request of five members of the Board of Elders or ten members of the Church. The agenda for a special meeting shall be published one week in advance of the meeting.

Section 3. Procedure

- a. Hiscox's Manual for Baptist Churches and Star Handbook and Hiscox and McConnell's Baptist Manual may be used in matters of Baptist polity.
- b. Robert's Rules of Order are a guideline for business meetings. We shall attempt to follow the spirit of I Corinthians 14:40, "Let all things be done decently and in order..."

Section 4. Quorum

A quorum for a business meeting shall consist of thirty active members of the Church, including ten officers.

Section 5. Recommendations Presented in Business Meetings

- a. All motions shall be submitted in writing at the time they are presented in a meeting.



- b. Recommendations on receiving members or granting letters of dismissal shall be made only upon the written recommendation of the Board of Elders.
- c. Recommendations to be presented to the Church by a Board must have been passed by a two-thirds majority vote of the Board.

ARTICLE H - Licensing and Ordaining

Section 1. Licensing

Any member, who, in the judgment of the Church, gives evidence by his Christian life, zeal, and aptness to teach, that he is called of God to the work of the ministry and who has preached in the hearing of the Church may be given a license for a term of one year, subject to renewal, to preach the Gospel of Jesus Christ, provided that three-fourths of the members present and voting at any regular meeting called for that purpose shall agree thereto.

Section 2. Ordination

The Church, having seen evidence that a licensed preacher possesses the scriptural qualifications and training necessary for full ordination, by a three-fourths majority vote of the members present and voting at a regularly called meeting, may direct that a council of ministers and lay members be called to examine the qualifications of the candidate. This council shall determine the propriety of ordaining the candidate. After receiving a report from the council, the Church shall consider the council's recommendation and, by a three-fourths majority vote, may order that the candidate be ordained.

Section 3. Procedure

Detailed procedures for Licensing and Ordaining shall be those recommended by Church Venture Northwest.

Section 4. Authorizations to solemnize marriages

All who are ordained, licensed, commissioned, or otherwise authorized by this Church to perform marriage ceremonies may do so, in the exercise of religious freedom, only where the participants are one man and one woman in spiritual unity who have completed appropriate premarital counseling. Such ceremonies may only be performed at First Baptist Church of Caldwell if at least one of the prospective spouses is a member in good standing, per Declaration of Faith #9, subsection K. (Genesis 2:21-24; Matthew 19:4-6; Mark 10:6-9; 2 Corinthians 6:14-18)



ARTICLE H - Discipline

All disciplinary proceedings in this Church shall be pervaded by a spirit of Christian kindness and forbearance with a view toward reconciliation and restoration. The ultimate goal of church discipline is to restore an unrepentant member to a right relationship with God and His church. Christian discipline in the Church is necessary for four reasons: to promote the growth of disciples of Christ, to protect this flock of God, to maintain our congregational witness to unbelievers, and, most importantly, to uphold the reputation of Christ. For these reasons, the Church has a legitimate concern with sinful and heretical conduct, particularly if the person is unrepentant, and members and Elders aware of such conduct may discuss membership termination and disciplinary actions amongst the Elders and members.

Church discipline is called for when any member is guilty of unrepentant and ongoing disorderly, sinful, or divisive conduct or holding to heretical doctrine which is contrary to the Church's standard of life and doctrine as expressed in our covenant or statement of faith, which are based on the Word of God. Reasonable efforts shall be made through personal counsel and admonition to resolve difficulties, correct errors, and remove offenses before any further action is taken. Where possible, all such communication should be face to face.

Section A. Congregant to Congregant

Congregants shall follow, in gracious spirit, the procedure commanded by our Lord in Matthew 18:15–20. In short, a concerned congregant shall go privately to the congregant whom he/she believes has sinned against God and, if founded, will urge him/her to repent. If repentance is not forthcoming, the congregant will take one or two witnesses who will confirm the sin and urge the individual to repent. If he/she still refuses to repent, the concerned congregant will refer the matter to the Church through the Board of Elders (Matthew 18:15–20; Ephesians 4:25–32; Galatians 6:1–5; Titus 3:9–11).

Section B. Elders to Congregant

The Board of Elders will be responsible to investigate and establish the facts related to an observed or referred complaint of sin about a member or regular attendee. If the complaint is founded, the Elders will urge repentance and work with the offending party to attain a repentant heart. There may be circumstances where an egregious sin comes to the attention of the Elders that requires immediate action by the members. In the case of a clear failure by the offending party to repent after sufficient time, the Elders will present the matter to the members of the Church body at a business meeting or other gathering as the Elders determine. If the offending party fails to repent by the next business meeting, the Elders may move to recommend excommunication (i.e., exclusion from membership, fellowship, service, and the Lord's Supper. Those who continue to spread sin or heretical doctrine may be asked to not attend worship services). Excommunication shall occur upon a vote of three-fourths of the membership present and voting in a business meeting or other meeting called according to these Bylaws (Matthew



FIRST BAPTIST CHURCH

18:15–20; Romans 16:17-20; 1 Corinthians 5:1–13; 1 Peter 5:1–4; Hebrews 13:17). In extraordinary situations when a member has sinned publicly, scandalously, or divisively and without biblical repentance (2 Corinthians 7:8–12), the Elders may call upon the members of the Church to excommunicate that member immediately (1 Corinthians 5:4–5; Titus 3:10–11).

Section C. Restoration

This entire process has as its goal the restoration of the member to a right relationship with God and His church. The church's Elders and members shall remain open to repentance, forgiveness, and reconciliation during the disciplinary process, even subsequent to the unlikely event of excommunication. In the case of excommunication, restoration to full participation in the congregation shall be granted upon the recommendation of the Board of Elders to membership, who shall affirm restoration by a vote of three-fourths of the membership present and voting in a membership gathering or other meeting called according to these Bylaws (Luke 17:1–4; 2 Corinthians 2:5–11; Hebrews 12:4–10).

ARTICLE I - Financial Year

The Financial Year of this Church shall close with the last day of December, and full financial reports shall be made as soon thereafter as is practicable.

ARTICLE J - Amendments

These Bylaws may be repealed or amended at the Annual Meeting, or any meeting of the Church called for that purpose, by a two-thirds majority of the members present and voting, provided that the proposed amendment is in writing and notice of the meeting has been submitted to the Church at least two weeks previous to the meeting. No Bylaws or amendments shall be adopted which shall conflict with or void any provision of the Constitution.

STANDING RULES

No Standing Rule (or other resolution) can be adopted or effective that conflicts with the Articles of Incorporation, the Constitution, or Bylaws of the Church. The following Standing Rules may be amended, added to, or rescinded at any business meeting by a majority vote of the members present and voting, providing notice has been given ten days, or two successive Sundays, previously. After being adopted, they cannot be modified in the same session except by reconsideration.