

# **CONSTITUTION OF THE LAWNSDALE BAPTIST CHURCH**

## **ARTICLE I**

### **Name**

The church shall be known as The Lawndale Baptist Church of Philadelphia.

## **ARTICLE II**

### **Object**

The object of this church shall be:

1. To lead individuals to a saving knowledge of the Lord Jesus Christ, through the presentation of the Gospel.
2. To provide opportunity for Christians to worship God according to His Word, and to minister it in a manner that will cause them to grow in grace.
3. To do all that it can, as the Lord enables it, both in prayer and financially to support home and foreign missions.

## **ARTICLE III**

### **Doctrinal Statement**

Our Articles of Faith shall be as follows:

#### **1. Verbal Inspiration:**

We believe that every word of the Old and New Testaments, in the original manuscripts, was written by the inspiration of the Holy Spirit, and that the Bible is consequently wholly without error.

We believe that the Bible is the inspired Word of God, and that it is the only infallible rule of faith and practice. II Tim. 3:16,17; II Peter 1:20,21; Heb. 1:1-2; John 10:35; Eph. 6:17; Isa. 8:20; Psa. 119:105; Heb. 4:12.

#### **2. The Trinity:**

We believe that God is Triune and that there are three eternal, co-equal divine persons in the Godhead and these three are one God. Luke 3:21-22; I Peter 1:2; II Cor. 13:14; Matt. 3: 16-17; Matt. 28:19; and Deut. 6:4.

### 3. **The Person of Christ:**

We believe in the deity of the Lord Jesus Christ and that He was conceived of the Holy Spirit and born of the Virgin. John 1:1, 14; Luke 1:35; I Tim. 3:16; Col. 2:9; John 10:30.

### 4. **Salvation:**

We believe that the only way to be saved is by faith in the blood sacrifice, substitutionary atonement, death and resurrection of Jesus Christ the Son of God.

We believe in the eternal security of the saints. John 3:16; John 14:6; Eph. 2:8,9; Acts 4:12; Acts 16:31; John 10:28,29; Heb. 7:25; I John 5:12,13; Rom. 8: 38-39.

### 5. **Intercession:**

We believe that our Lord Jesus Christ ascended into heaven and is now seated at the right hand of the Father and that He is the only Mediator between God and man, our intercessor. Mark 16:19; Heb. 9:24; I John 2:1; I Tim. 2:5; Rom. 8:25, 26; Heb. 7:25.

### 6. **The Church:**

We believe that the church, which is the Body of Christ, began with the descent of the Holy Spirit on the day of Pentecost; that each one who receives the Lord Jesus Christ, is indwelt by the Holy Spirit. Acts 2:1-4; John 7:39; I Cor. 12:13; Rom. 8:9-15; I John 2:27; I John 4:16.

### 7. **Our Commission:**

We believe that the Gospel commission is for the church; that baptism in water, and the Lord's supper are divine institutions and that Christ desires us to practice them in this age. Matt. 28:19; Mark 16:15,16; Luke 24:47,48; Rom. 6:3,4; I Cor. 11:23-26.

### 8. **The Lord's Return:**

We believe that Christ shall at any moment return in the air to rapture the saints, followed by a Tribulation of seven years; after which He shall come to the earth with the saints and rule for a thousand years. After this, the wicked dead shall be judged and cast into the Lake of Fire.

John 14:3; Acts 1:11; I Thess. 4:16,17; Dan. 9:27; Jude 14,15; Rev. 20:2-6,15.

9. **Satan:**

We believe that Satan is a person, the author of the fall of mankind and that he shall be eternally punished. Gen. 3:15; Job 1:6,7; Rev. 20:2,10.

10. **Final State:**

We believe in the bodily resurrection of the dead, both of the just and the unjust, and in the eternal conscious punishment of the lost and the eternal joy of the saved. I Cor. 15:22-24; John 5:28,29; Matt. 25:46; Rev. 21:4.

**ARTICLE IV**

**Membership**

The qualifications for membership shall consist of:

1. Satisfactory evidence of regeneration.
2. A signed acceptance of the Doctrinal Statement and principles of this church, after attendance at membership classes provided by the church.
3. a. Baptism by immersion.  
b. Those applicants meeting all other qualifications but having a physical infirmity, preventing baptism by immersion, may also be recommended for membership after examination by the Pastor and the Board of Deacons.
4. The approval of every applicant, after examination and recommendation by the pastor and a majority of the deacons present after the examination.

**ARTICLE V**

**Policy**

The policy of this church shall be as follows:

1. To operate on a strictly faith basis.

2. To be supported solely by the free-will offerings of the Lord's people, therefore, it will not solicit money from the unregenerate, or permit anything leading to a violation of this principle. (e.g. suppers or entertainments).
3. Because of the prevailing conditions in Christendom today, we will not tolerate modernism or liberalism in any form. We will not permit anyone to speak in our church who is out of harmony with our doctrinal statement.
4. The Deacon board has the right to approve individuals to speak that hold views outside of our doctrinal statement but who hold to the fundamentals of the Biblical faith. It will be conveyed that there is a respect that is to be held in regards to topics they hold that are outside of our doctrinal statement.

## **ARTICLE VI**

### **Position Statements**

The following statements represent the position of the Lawndale Baptist Church on some of the current issues of the day. It is not our purpose to give a detailed explanation or defense of the position, but simply to give a brief statement for those who may want to know the conviction of the church in the following areas:

**ABORTION** - We believe that an unborn child is a living soul from conception (Psalm 51:5; Jeremiah 1:5; Luke 1:41, 44). Therefore, we believe that the termination of this life by external human interference, from conception to birth, constitutes the breaking of God's law (Exodus 20:13; Deut. 5:17; Psalm 139:13).

**ALCOHOLISM AND DRUGS** - It is our conviction that the misuse of alcohol and the misuse of drugs are a blight on our society, that both drunkenness and drug abuse are regarded as sin. We believe that Christians should abstain from the misuse of both. Ephesians 5:18, Proverbs 20:1

**CAPITAL PUNISHMENT** - We believe that the principle of capital punishment is authorized by the Scriptures. According to Genesis 9:6, murder is clearly to be punished by death because of the sanctity of human life. When violence in the form of murder is done to a man, it is in effect an outrage against God. (cf. Ex. 20:13). God has given government the right to take the life of a criminal (Rom. 13:1-4).

**CIVIL DISOBEDIENCE** - We believe that God has instituted the principle of human government as an instrument of order and justice. A Christian is a citizen of the state and is responsible to honor the government (I Peter 2:17; Rom. 13:7), obey the government (Rom 13:1; Titus 3:1; I Peter

2:13,14), support the government (Rom. 13:6; Matt. 22:21), and pray for the government (I Tim. 2:1-3). The only time when a Christian can disobey the government is when obedience to the government will result in disobedience to God. (Acts 4:18-20; 5:27-32)

**DIVORCE AND REMARRIAGE** - God's clear plan and intent is that marriage be a permanent, monogamous, heterosexual relationship severed only by death (Gen. 2:24; Matt. 19:4-6; I Cor. 7:10,11). Malachi 2:16 states, "He hates divorce." However, although God has not mandated divorce, He has permitted it (Matt. 19:8) on the grounds of sexual immorality (Matt. 5:32; 19:9) and desertion by an unsaved spouse (I Cor. 7:15). It is our conviction that the party not guilty in the case of a divorce based on sexual immorality or desertion is free to remarry (Matt. 19:9). Anyone who divorces his marriage partner for any other reason and marries another commits adultery (Matt. 5:32; 19:9; Mark 10:11,12).

Divorce and/or remarriage in itself does not disqualify a Christian from membership in this church. It may have a bearing on service opportunities within the church. Each case will be evaluated individually by the Deacon Board. The deacons and pastor have the responsibility of approving the marriage of a divorced person.

**HOMOSEXUALITY** - We believe that the Bible clearly condemns homosexual practices as sin (Lev. 20:13; Rom. 1:24-27; I Cor. 6:9; Lev 18:22). Therefore, we cannot endorse any movement which seeks to win approval or acceptance of homosexual behavior as an acceptable life style. Christians are commanded to love all people, even those who are homosexuals, and that love can be best expressed in offering them the cleansing and transforming Gospel of Jesus Christ.

**RACIAL DISCRIMINATION** - This church welcomes anyone, regardless of color or race, to worship with us. We consider every human being as a creation of God and one who must be reconciled to Him through His Son (John 14:6; Acts 17:26-28). Any Christian may unite with our church if he/she can comply with the requirements set forth in the Constitution and By-Laws.

**SEPARATION** - We believe that Biblical separation is twofold: Separation unto God in which we acknowledge His Lordship over our lives, and separation from the world system that opposes Him, defiles His children, and opposes God's revelation in the Bible (I John 2:15-17; Rom. 12:1-2). We also practice separation from ecclesiastical alliances such as the World Council of Churches, and the National Council of Churches. Neither do we endorse the ecumenical movement. We do not believe denominationalism as such is wrong as long as there is a positive stand on the cardinal doctrines of the Christian faith.

**WOMEN** - It is the position of this church that our Christian sisters are equal with Christian men in spiritual privilege (Gal 3: 26-29). However,

we believe that certain ministries are assigned to Christian men which are not open to Christian women. It is our understanding that women should not preach from the pulpit or teach the Word of God when a mixed group of men and women is present (I Tim. 2:12). It seems that God has reserved this responsibility to Christian men. We welcome able Christian women as Sunday School teachers in classes of women or children. We also see no inconsistency in a Christian sister giving instruction in a course in church history, Christian education, etc., even with men present. But it is felt that men should be given the ministry of authoritative Bible teaching and men should serve in the office of deacon.

**CHARISMATIC MOVEMENT** - There is a movement abroad which has become known as the charismatic movement. It crosses denominational lines and includes both Protestants and Catholics. Generally speaking, those who are so identified hold that all of the gifts of the Spirit, including speaking in tongues, interpreting tongues, et al, abide throughout the church age. Many also believe that the baptism of the Spirit is evidenced by the ability to speak in tongues.

It is the position of this church that some spiritual gifts were temporary and limited to the infancy days of the church. Among these was the God-given ability to speak a known language apart from learning it. We do not believe this gift is being given today. We also believe that the baptism of the Spirit is defined in I Cor. 12:13 as that ministry of the Spirit whereby He unites new believers to the body of Christ. It is not an experience of power but a positional relationship in the body.

It is our persuasion that the temporary sign gifts passed off the scene by the time the New Testament was completed.

## **ARTICLE VII**

### **Duties of Pastor & Officers**

#### **Section 1 Pastor**

- A. He shall have the general oversight of the work of the church and shall preside at all meetings of worship. He shall be a member (ex-officio), but not an officer, of the Board of Deacons and of the Board of Trustees and an ex-officio member of all committees.
- B. It shall be the privilege of the pastor to invite preachers of the truth to fill the pulpit. Such invitations shall be at the discretion of the Board of Deacons.
- C. He shall submit a written report at the annual March Meeting.

#### **Section 2 Deacons**

- A. They shall organize annually by the election of a chairman, vice-chairman and secretary at the first deacons' meeting following the Annual March Meeting.
- B. They shall assist the pastor in the spiritual work of the church and take charge in the absence of the pastor.
- C. They shall carefully examine all applicants for membership or baptism and assist in baptismal services.
- D. They shall visit the sick and afflicted. They shall distribute the elements of the Lord's Supper.
- E. They shall direct the treasurer to make disbursements from the Benevolent Fund to the needy as recommended by the pastor and deacons.
- F. They shall supply two (2) members to the Nominating Committee (one of whom is chairman). The appointees to this committee are to be submitted to the church clerk within six weeks following the annual meeting.
- G. They shall grant or refuse approval of Sunday School teachers as submitted by the Sunday School Superintendent.
- H. They shall periodically review and update the membership roll maintained by the Church Clerk.
- I. The chairman shall submit a written report at the Annual March Meeting.
- J. The board chairman shall moderate Church Business Meetings.

### Section 3 **Deaconesses**

- A. They shall organize annually by the election of a chairlady and secretary at their first meeting following the Annual March Meeting.
- B. They shall assist the pastor and deacons in the performance of their duties where needed. They shall visit whenever and wherever the need arises.
- C. They shall supply and prepare the elements of the Lord's Supper and assist at the baptismal services.
- D. They shall prepare for special occasions as necessary.
- E. They shall supply one (1) member to the Nominating Committee. The appointee to this committee is to be submitted to the church clerk within six (6) weeks following the Annual March Meeting.

- F. The chairlady shall submit a written report at the Annual March Meeting.

#### Section 4 **Trustees**

- A. They shall organize annually by the election of a chairman, vice-chairman, and secretary at their first meeting following the Annual March Meeting.
- B. They shall conduct the business of the church according to the laws of the Commonwealth of Pennsylvania.
- C. It shall be their duty as the legal representatives of the church, to hold property of the church in trust.
- D. They shall not purchase or sell any church real estate, or mortgage, or encumber in any way any real estate acquired by the church by purchase, or gift or devise or otherwise, without authority in writing obtained from said church.
- E. They shall provide for the operational needs of the church and see that the church property of whatever kind is properly cared for and rendered in every way the most serviceable to the church and congregation.
- F. They shall have the power to grant or refuse, as it may seem wise to them, the use of the church or any part of the same for any function other than that of a religious nature. All religious services are to be in charge of the deacons.
- G. They shall not order any bills paid in excess of \$5,000.00 unless the church membership has authorized by a 2/3<sup>rd</sup> vote such bills to be contracted.
- H. They shall have the authority to procure the services of a sexton whenever necessary, who shall be under their supervision.
- I. The chairman shall appoint one (1) member to the Nominating Committee. The appointee to this committee is to be submitted to the church clerk within six (6) weeks following the Annual March Meeting.
- J. The chairman shall submit a written report at the Annual March Meeting.
- K. The trustee board shall appoint money counters from the members of the church to assist the treasurer and financial secretary.

#### Section 5 **Treasurer**



- A. He or she shall receive from the financial secretary and assisting money counter a weekly signed record of all monies of the church, Sunday School, Benevolent Fund, etc. A benevolent offering shall be received on Communion Sunday of each month, to be distributed to the needy of the church (not limited to members only) according to the discretion of the Board of Deacons.
- B. He or she shall give to the trustees at their monthly meeting a report of all monies received and expended and submit a written report at the Annual March Meeting.
- C. All hand-written checks shall be signed by the treasurer and countersigned by the chairman, secretary, or designated appointee of the Board of Trustees.

#### Section 6 **Financial Secretary**

- A. He or she shall, with money counters assisting, count all monies and keep separate books with a record of all receipts. He or she shall also record all monies received from numbered offering envelopes and submit a yearly statement to each holder of a numbered envelope.
- B. In the absence of either or both of the foregoing, their duties shall be performed by sufficient members of the Board of Trustees.
- C. The Financial Secretary shall deliver all such funds to the assistant for bank deposit.
- D. He or she shall record all monies received on triplicate forms, signed by the financial secretary and assisting money counter. Copies are to be given to the financial secretary and treasurer. One (1) copy is also to be placed in the church file.
- E. He or she shall submit a written report to the congregation at the Annual March Meeting.

#### Section 7 **Church Clerk**

- A. It shall be the duty of the church clerk to keep and submit to the Deacon Board by the first Deacon Meeting following the Annual March Meeting, a record of all the congregational business meetings of the church and to cause due notice of such meetings to be given from the pulpit. It shall also be the duty of the church clerk to notify promptly all churches from whom members have been received of their admission to this body.
- B. He or she shall also keep an accurate register of the church members with an additional copy at church on file, prepare all

letters of dismissal in accordance with the provisions of Article X in the By-Laws, and perform all other duties usually pertaining to this office.

- C. He or she shall keep an accurate register of all members eligible to serve in church office, serve as secretary on the Nominating Committee and prepare the ballot as necessary for voting at the Annual March Meeting.
- D. He or she shall receive and record the names of all committee members and notify them of their appointment.

#### Section 8 **Sunday School Superintendent & Assistant**

- A. The superintendent shall be in charge of the Sunday School.
- B. All proposed Sunday School teacher appointments shall be submitted by the superintendent to the Board of Deacons for approval.
- C. All teachers must be in accord with our Doctrinal Statement, competent in ministering the Word, and exemplify a consecrated life, without evidence of worldliness.
- D. In the absence of the superintendent, his or her appointed assistant shall perform all the foregoing duties.
- E. The superintendent shall submit a written report to the congregation at the Annual March Meeting.

#### Section 9 **Auditors**

Their duties are to audit the books of the treasurer and financial secretary, accounting for all funds received and disbursed and shall submit a written report to the congregation at the Annual March Meeting.

#### Section 10 **Alternate Auditors**

They are to serve in place of auditors in case of an emergency causing the auditors not to be able to perform their duties.

#### Section 11 **Missionary Committee**

- A. They shall organize annually by the election of a chairman, vice-chairman and secretary at the first meeting following the Annual March Meeting.

- B. They shall establish a proposal for yearly missionary budget recommendations and submit to the Trustees for initial approval. The Deacons will then be presented with a combined budget approved by the Trustees for approval (prior to the March congregational meeting). The proposal will be voted upon by members at the March Congregational Business meeting.
- C. They shall keep regular communications with our supported missionaries and mission organizations.
- D. They shall educate the congregation about our supported missionaries and mission organizations.
- E. The chairman shall submit a written report at the Annual March Meeting.

## **ARTICLE VIII**

### **Amendments**

- Section 1    This Constitution and By-Laws may be amended by a two-thirds (2/3) vote of the members present and voting at any congregational meeting, provided that any amendment to be acted upon has first been submitted in writing to the deacons, and written notice thereof has been given to the congregation at least four weeks prior to such meeting.
- Section 2    Changes to Article III, Doctrinal Statement, will require unanimous approval of the eligible members at the meeting.

**BY-LAWS**

**ARTICLE I**

**Regular Meetings**

Section 1 **The Regular Semi-Annual Business Meeting**

- A. The church shall hold two regular business meetings annually: the first meeting on the third Tuesday in March and the second meeting on the third Tuesday in October. The Deacon Chairman shall serve as moderator.
- B. A quorum for all business meetings shall be one-third (1/3) of the active voting members of the church as described under Article X of the By-Laws.

Section 2 **Order of Business for the Regular Meetings**

**MARCH**

- 1. Prayer
- 2. Communion
- 3. Scripture reading
- 4. Written reports of the pastor and officers
- 5. Reports of committees
- 6. Dismissals from office or membership
- 7. Election of officers
- 8. Old Business
- 9. New Business
- 10. The reading and approval of the minutes of the present meeting
- 11. Closing prayer

**OCTOBER**

- 1. Prayer
- 2. Communion
- 3. Scripture reading
- 4. Reports of committees
- 5. Old Business

6. New business
7. The reading and approval of the minutes of the present meeting
8. Closing prayer

Section 3 The reports of officers and committees shall be voted upon by oral vote.

Section 4 All other responses to motions made shall be at the moderator's discretion, whether a showing of hands or a secret ballot.

Section 5 In the event of a secret ballot, the vote shall be counted by a judge and two (2) tellers to be appointed by the moderator.

## **ARTICLE II**

### **Special Meetings**

Section 1 Shall be called at the written request of five (5) members of the congregation or at the discretion of the pastor and Board of Deacons. Notice of any special meetings must be announced four weeks prior to the date thereof. Only that business for which the meeting was called shall be considered. In case of an emergency, the four week period may be dispensed with by a majority vote of the members of the Board of Deacons.

Section 2 Rereading and approval of the minutes of each special meeting at its close.

## **ARTICLE III**

### **Requirements of Pastor & Officers**

Section 1 **Pastor**

- A. He must comply with our Doctrinal Statement and policy. He must also believe and teach a pre-tribulation rapture.
- B. He shall be recommended to minister by the Pastoral Committee and shall be confirmed by the vote of the church.
- C. Written notification of a desire on the part of the church or pastor for the dissolution of the pastoral relationship shall be given at least one (1) month before the said relationship shall cease, or special arrangements may be made that shall be agreeable to both

parties. Such notification by the church for termination shall be made by the Deacon Board to the Pastor following the vote by the congregation at a special meeting.

- D. The termination of the pastor's ministry in the church may be had at any time by the same order of procedure as for his election.

## Section 2 **Deacons**

- A. The Board of Deacons shall not exceed twelve (12) members, who shall be elected from qualified male members (as described in I Tim. 3: 8-12) who are not trustees or treasurer.
- B. They shall serve for a term of three (3) years.
- C. They shall be limited in membership so that no more than one-third (1/3) of members not currently on the board can join during the March meeting. This percentage shall be based on the number of currently serving members at the time of the election.
- D. When a vacancy on the board occurs leaving an unexpired term, the office shall be filled at the next March meeting for the unexpired portion of the term.
- E. If at any time the board shall consist of less than twelve (12), new members may be added at the March meeting.
- F. If at any time the board is reduced by one-third (1/3) of its membership, a special meeting shall be called for the election of members to fill these unexpired terms.
- G. A quorum shall consist of the majority of the total number of deacons.

## Section 3 **Deaconesses**

- A. They shall be elected annually from the female members of the church and shall not exceed ten (10) in number.
- B. They shall serve for a term of three (3) years.
- C. They shall be limited in membership so that no more than one-third (1/3) of members not currently on the board can join during the March meeting. This percentage shall be based on the number of currently serving members at the time of the election.
- D. Where a vacancy on the board occurs leaving an unexpired term, the office shall be filled at the next March meeting for the unexpired portion of the term.
- E. If at any time the board is reduced by one-third (1/3) of its membership, a special meeting shall be called for the election of members to fill these unexpired terms.

F. A quorum shall consist of the majority of the total number of Deaconesses.

Section 4 **Trustees**

A. The Board of Trustees shall not exceed seven (7) members who shall be elected from members who are not deacons or treasurer.

B. They shall serve for a term of three (3) years.

C. They shall be limited in membership so that no more than one-third (1/3) of members not currently on the board can join during the March meeting. This percentage shall be based on the number of currently serving members at the time of the election.

D. A majority of the Board of Trustees shall at all times be residents of the Commonwealth of Pennsylvania.

E. When a vacancy on the board occurs, leaving an unexpired term, the office shall be filled at the next March Meeting.

F. If at any time the board is reduced by one-third (1/3) of its membership, a special meeting shall be called for the election of members to fill these unexpired terms.

G. A quorum shall consist of the majority of the total number of trustees.

Section 5 **Treasurer**

He or she shall be elected every 2 years by the congregation at the March Meeting. The candidate shall possess demonstrated abilities in financial matters and competency in computer based financial software utilized by the church.

Section 6 **Financial Secretary**

Shall be elected every 2 years by the congregation. The candidate shall possess demonstrated abilities in financial matters and competency in computer based financial software utilized by the church.

Section 7 **Church Clerk**

Shall be elected annually by the congregation.

Section 8 **Auditors**

Shall be elected annually by the congregation and shall not exceed two (2) in number. The candidates shall possess demonstrated abilities in financial matters.

Section 9 **Alternate Auditors**

- A. Shall be elected annually by the congregation and shall not exceed two (2) in number. The candidate shall possess demonstrated abilities in financial matters.
- B. The alternate auditor receiving the highest number of votes is the first alternate. In the event of a tie vote, alphabetical order of last name determines first and second alternate.

Section 10 **Missionary Committee**

- A. The Missionary Committee shall not exceed six (6) members who shall be elected from members of the congregation.
- B. They shall serve for a term of three (3) years.
- C. They shall be limited in membership so that no more than one-third (1/3) of members not currently on the committee can join during the March meeting. This percentage shall be based on the number of currently serving members at the time of the election.
- D. If at any time the board shall consist of less than six (6), new members may be added at the March meeting.
- E. The elected Church Treasurer shall be a member (ex-officio), but not an officer, of the Missionary Committee.

**ARTICLE IV**

**Nominations and Elections**

Section 1 The officers shall be elected from the membership of the church by secret ballot at the regular March meeting. This procedure shall not be dispensed with in favor of an oral vote at any time. The judge shall dispense the same number of ballots as there are voting members present.

Section 2 The Nominating Committee shall consider the following as qualifying each candidate proposed.

- A. They shall be a member of the church for not less than six (6) months and shall be at least twenty-one (21) years of age.
- B. They shall be faithful in church attendance and interested both in the proclamation of the gospel and in the local church, being by example, precept, and guidance, a credit to the Christian life and conduct before all members in the Body of Christ and our youth.
- C. In the furtherance of the foregoing they shall abstain from the following: drunkenness, smoking, gambling,



or any indulgence that would be detrimental to the effectual testimony of the church. It is the position of the church that the role of Deacon and Deaconess is to be above reproach, and so candidates for Deacon and Deaconess are to fully abstain from the above.

- Section 3 Each member who has attained the age of eighteen (18) years and is in good standing shall be entitled to vote.
- Section 4 A two-thirds (2/3) vote of the members present and voting at any congregational meeting shall be the deciding factor in any motion or election. The number of individual votes is to remain unannounced and the moderator will announce the results of the voting. When voting for a Pastoral Candidate as listed in the By-Laws, Article VIII, Section 1 Sub-section A, who is brought to the congregation by the Pastoral Committee, a three-quarters (3/4) vote will be needed for approval of that individual to fulfill that Pastoral role.
- Section 5 On the second ballot in the election of officers, a simple majority is sufficient to elect.
- Section 6 A simple majority vote shall be required on all motions and elections in the various boards.
- Section 7 In the case of an election, the secret vote shall be counted by a judge and two (2) tellers of election, none of whom shall be a candidate for office. Such judge and tellers are to be appointed by the moderator of the meeting.
- Section 8 The nominating process shall be conducted by the following guidelines:
- Nominations will be made by members through secret ballot beginning 6 weeks prior to the March Business meeting, and lasting for 3 weeks. There shall be no nominations from the floor.
  - Nominating committee will ensure appropriateness of candidate's character, and approach each nominee to understand their acceptance/decline.
  - Names of candidates will be posted in the bulletin one week prior to the Business meeting for members to prayerfully consider.
- Section 9 When a new board or committee is instituted by the church, initial terms of service for members of that board or committee should be divided amongst the members to ensure that no more than one-third (1/3) of the members' terms expire each year, with initial terms not to exceed 3 years.

## **ARTICLE V**

### **House of Worship**

The House of Worship shall not be used for social purposes such as suppers, entertainments, or anything else for profit that would convey the idea of commercialism or worldliness. The combined Deacon and Trustee Boards have the right to approve any social purposes of the church building.

## **ARTICLE VI**

### **The Church Funds**

Section 1 All Church and Sunday School Funds, with the exception of Young People's and Morning Watch Funds, shall become one common treasury apportioned according to the need as recommended by deacons, and approved by the trustees and as designated upon the offering box at the back of the church into the following channels:

A. **General Fund**

B. **Benevolent Fund**

The Benevolent Fund shall be kept as a separate record from the General Fund and used solely as recommended by the pastor and deacons.

Section 2 Any activity within the church receiving offerings shall make a monthly report of the same to the trustees, with the exception of Young People and Morning Watch.

Section 3 No special funds shall be instituted or contributions solicited for without permission from the Deacons and Board of Trustees.

## **ARTICLE VII**

### **Non-Elected Officers**

Section 1 They must be in accord with our Doctrinal Statement, and exemplify a consecrated life without evidence of worldliness.

Section 2 They shall be approved and appointed by the Deacon Board and receive remuneration at the discretion of the board. While no terms for these positions are determined, the

individual will undergo periodic evaluations by the Deacon Board.

Section 3 **Duties**

A. **Youth Director**

In the event there is no Youth Pastor, a youth director shall be appointed. He or she shall be in charge of the Youth Group and may appoint assistants, subject to Deacon Board approval, as needed. The Youth Director of the church is permitted to handle his or her own funds in accordance with an accepted procedure as presented in the provisions of Article VI, Section 1 of the By-Laws.

B. **Choir Director**

Shall direct the choir and provide special music as needed.

C. **Church Secretary**

Shall perform clerical duties as needed by pastor and boards.

D. **Librarian**

Shall be in charge of adult and junior libraries. All books to be added shall be approved by the Deacon Board or a delegated person. Funding shall be allocated as needed on recommendation of deacons to trustees for purchase of supplies.

E. **Senior Ministries Director**

Shall organize and oversee Morning Watch ministries and be permitted to handle their funds in accordance with the accepted procedure as presented in the provisions of Article VI, Section 1 of the By-Laws.

Shall visit the sick and shut in, and work with the Pastor in the support of senior saints within the congregation.

F. **Sunday School Superintendent & Assistant**

Shall be appointed by the Deacon Board from the members of the church.

G. **AWANA Commander**

The AWANA Commander is responsible for overseeing the spiritual training of all the clubs within the ministry. He/she prayerfully chooses Directors and Leaders to assist and delegates responsibilities to them. The Commander organizes training sessions with AWANA Missionaries, holds informative leader meetings and individually encourages leaders to develop spiritual relationships with their clubbers with the emphasis on leading these children/teens to accept Jesus as their Savior.

Administrative responsibilities are to prepare and distribute notices sent home, order supplies, plan parties, organize outings, recruit leaders, coordinate the end of year program, and inform Church of AWANA events and how to pray and support our AWANA Ministry.

## **ARTICLE VIII**

### **COMMITTEES**

#### Section 1 **Pastoral Committee**

##### A. **Formation**

When the church is in need of or anticipating the need of a pastor (Senior, Associate, Assistant, Youth), a Pastoral Committee consisting of a minimum of five (5) persons shall be set up as follows:

1. Chairman of Deacon Board will act as chairman of the committee.
2. One other Deacon appointed from the Deacon Board
3. One (1) Trustee appointed by the Trustee Board.
4. One (1) Deaconess appointed by the Deaconess Board.
5. One (1) member-at-large shall be chosen by the Deacon Board and two (2) alternates shall be chosen from voting members of the congregation.
6. Any pastoral staff will be given the opportunity to serve on the pastoral committee, upon discretion of the Deacon Board.

7. Once formed, the individuals and roles of the Pastoral Committee are to remain intact until their duties are complete, even if changes occur due to elections, as long as members of the Pastoral Committee wish to remain in service.
8. If a member of the Pastoral Committee decides to no longer serve within the committee, an alternate will take his/her place.
9. If the Pastoral committee alternates are needed to fulfill two of the minimum 5 members of the committee, two new alternates will be assigned by the Deacon Board.

B. **Duties**

1. Shall examine candidates to ensure their compliance with our Doctrinal Statement and policy.
2. Shall make recommendations regarding salary and other considerations to the Trustee Board.
3. Shall recommend an approved candidate to the congregation two (2) weeks prior to his candidacy.

Section 2 **Nominating Committee**

A. **Formation**

A Nominating Committee shall be appointed annually consisting of the Church Clerk, Chairman of the Board of Deacons, plus one (1) deacon, one (1) trustee, one (1) deaconess, appointed respectively at their first meeting after the Annual March Meeting. The Chairman of the Deacon Board shall act as chairman and the Church Clerk as the secretary.

B. **Duties**

1. They shall begin to function at least three months prior to the Annual March Meeting. Nominations will be made by members through secret ballot beginning 6 weeks prior to the March Business meeting, and lasting for 3 weeks. Nomination box will be housed in the church foyer.

2. All nominations shall conform to the requirements of Article IV, Section 2 of the By-Laws. Nominating committee will ensure appropriateness of candidate's character, and approach each nominee to secure their acceptance/decline.
3. The Nominating Committee shall make an initial form containing a place for the name of the proposed nominee for office. The qualifications to hold office shall be imprinted thereon. Names of candidates will be posted in the bulletin one (1) week prior to the Business meeting for members to pray over.
4. All nominees willing to accept the nomination and abide by the qualifications shall affix their signatures under that office for which they are willing to serve.
5. The nominating committee has the ability to nominate members of the congregation at a nominating committee meeting of individuals not nominated through the secret ballot.

Section 3     **Committee Appointments**

All committee appointments shall be submitted to the Church Clerk within six (6) weeks after the Annual March Meeting.

**ARTICLE IX**

**Dissolution**

In the event of the dissolution of this church, the funds, property and assets of the church shall be divided among the missionaries then being supported by the church in such proportion as the said missionaries and missions are then being given assistance by the church.

**ARTICLE X**

**Discipline**

Section 1     Members absenting themselves from public worship and communion for a period of six (6) months will be considered as violating their obligations, and it shall be the duty of the deacons to visit or communicate with the absent members and learn the reason of their absence.

- Section 2 If the period of absence has exceeded six (6) months, said persons forfeit their privilege of voice and vote at the church business meetings and shall not be counted towards the quorum for any business meetings.
- Section 3 If the reasons presented by absent members are not satisfactory to the Deacon Board, the board shall present their names in writing to the church at the Annual March Meeting for dismissal by vote.
- Section 4 No complaint shall be preferred in the church against a member, nor shall any action be taken by the church upon the case of an offending member until the offense has been specifically stated in writing, signed and submitted to the Deacon Board.
- Section 5 When an individual member suffers in personal character or estate from conduct of another member, the aggrieved party will be expected to proceed (in spirit of kindness to the offending person) in accordance with the rule laid down in the 18th chapter of Matthew. Any individual differences shall not be brought into the church until this course has been pursued, except through the Board of Deacons, or a special committee appointed by the church for that purpose.
- Section 6 In all cases where a member has been guilty of improper conduct affecting not an individual exclusively, but bringing reproach upon the church, and a wound upon the cause of Christ, it shall be the duty of the deacons to procure evidence of the fact upon which the church shall cite the offender to appear, if practicable, at the next meeting; in case of refusal or failure to attend, the church may proceed to his/her exclusion.
- Section 7 Members unable to attend service by reason of physical disability or distance shall be placed on an inactive membership list. They shall forfeit voting privileges, but still maintain their status as an inactive church member, but will not be counted towards the quorum for any business meetings.
- Section 8 Inactive members desiring to be reinstated as active members of the church must express their desire in writing to the Deacon Board one month prior to their reinstatement. The Deacon Board reserves the right to meet with individuals and approve or deny their request.

Section 9 Any disciplinary action taken by officers of the church must be presented to the Deacon Board.

Section 10 Any appointed or elected officers who do not fulfill their duties as stated in this document, shall be brought before the Deacon Board for review. If necessary, the Deacon Board shall submit its recommendation to the members for possible disciplinary action.

Section 11 If a member absents himself from four (4) consecutive regularly scheduled business meetings, that member shall lose his voting privileges and not be counted for determining quorum. That member may regain voting privileges by petitioning the Deacon Board.



## **ARTICLE XI**

### **Miscellaneous**

- Section 1    The Lawndale Baptist Church is affiliated with the Conservative Baptist Association of Pennsylvania.
- Section 2    All sections and articles of any previous constitution, all previous By-Laws, rules or regulations, or any record of changes or amendments to any of the above mentioned, as recorded in the church clerk's records, minute books, or in any previous manual, are hereby rescinded.
- Section 3    The latest revision of this constitution and By-laws can be found by contacting the church or by visiting the church's website.