

**CONSTITUTION**  
**OF**  
**FIRST BAPTIST CHURCH**  
**VERSAILLES, MISSOURI 65084**

Revised June 21, 2006

The Preamble

In the name of the Father, the Son, and of the Holy Ghost, Amen. We declare and establish this constitution for the preservation of the security of the principles of our faith, and to the end that this body may be governed in an orderly manner, consistent with the Convention. This constitution will preserve the liberties inherent in each member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith.

Church Covenant

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

- Section 1. FOR THE ADVANCEMENT OF THIS CHURCH: To walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrine; to give it a sacred preeminence over all institutions of human origin;
- Section 2. AS CHRISTIAN STEWARDS: To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, relief of the poor, and the spread of the gospel through all nations;
- Section 3. ALONE AND AT HOME: To maintain family and private devotions; to educate our children religiously; to seek the salvation of our kindred and acquaintances;
- Section 4. BEFORE THE WORLD: To walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of tobacco and intoxicating drinks as a beverage and the illegal use of distribution of drugs; and to be zealous in our efforts to advance the kingdom of our Savior;

Section 5. TOWARD ONE ANOTHER: To watch over one another in brotherly love; to remember each other in prayer, to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation and, mindful of the rules of our Savior, to secure it without delay.

Section 6. WHEN WE MOVE: We will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's word.

#### ARTICLE I: NAME

This body shall be known as the First Baptist Church of Versailles, Missouri, the same being a nonprofit corporation organized under the laws of the State of Missouri.

#### ARTICLE II: PURPOSE

Our purpose as a church is:

Section 1. To acknowledge the Lord Jesus as head of the church and to exalt the standard of Christlike living.

Section 2. To interpret, preserve and propagate the principles of our faith with its origin and authority in the Holy Scriptures.

Section 3. To assemble together regularly for reasons of worship, fellowship, preaching of the gospel, teaching of the Scriptures, training and spiritual development of the Christian, and the administration of the church ordinances, namely the Lord's Supper and Baptism.

Section 4. To evangelize the non-Christian to receive by faith, Jesus Christ as his personal Savior, committing his life in discipleship to Jesus Christ.

Section 5. To minister both spiritually and physically to the local and world communities in ways of benevolence, prayer, sympathy and sharing the Gospel of Jesus Christ.

Section 6. To cooperate with other churches of like belief and order in carrying out the Great Commission (Matthew 28:19-20) by participating with financial support of the Cooperative Program through the Southern Baptist Convention.

Section 7. To edify the Christian, encouraging his growth in knowledge and grace of our Lord through programs of study and training; affording to the Christian a channel for acts of service to Jesus Christ and total involvement in the ministry of His Church.

### ARTICLE III: ARTICLES OF FAITH

The standard of faith and practice shall be that as set forth in the New Testament and incorporated in the Articles of Faith published as "The Baptist Faith and Message" adopted by the Southern Baptist Convention in session in Orlando, Florida on June 4, 2000.

### ARTICLE IV: RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligation of mutual counsel and cooperation which are common among Baptist churches. In so far as it is consistent with our belief, this church will cooperate to support the association and state conventions affiliated with the Southern Baptist Convention.

### ARTICLE V: MEMBERSHIP

#### General

This is a sovereign and democratic Southern Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself, the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 1. QUALIFICATIONS FOR MEMBERSHIP: Any person professing faith in Jesus Christ as Savior and giving evidence of having been born again of the Spirit and having adopted the views of faith and practice held by this church, may be received for membership. Therefore, the membership of this church shall consist of persons who accepted Jesus Christ as Lord and who have obeyed Him in the scriptural ordinance of Baptism in accordance with this constitution.

Section 2. CANDIDACY: Any person may offer himself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership (after counseling) in any of the following ways:

- A. By profession of faith and for baptism according to the policies of this church;
- B. By promise of letter of recommendation from another Baptist Church of like order and faith acceptable to our own;
- C. By statement of prior conversion experience and by a scriptural baptism by immersion when no letter is obtainable;
- D. By restoration to the roll after having been dropped.

All persons coming for church membership shall be conditionally accepted by the congregation in the public worship service. The candidate shall be counseled by the pastor and/or deacon committee appointed for such purpose, within thirty (30) days; as to their salvation experience and their beliefs as to our Articles of Faith (Article III) and Purpose (Article II), and before

baptism, reception of letter, restoration or inclusion by statement; unless such counseling has been made prior to their presentation.

Section 3. VOTING RIGHTS OF MEMBERS: Every resident member, who has been a member for at least thirty (30) days, and is of good standing of the church, is entitled to vote at all elections and on all questions submitted to the church in business sessions, provided the member is present.

Section 4. FORFEITURE OF GOOD STANDING: A person who has not had fellowship in the activities of this church within a period of six (6) months shall forfeit his right to participate in any business activities of this church. Reinstatement of good standing will occur when the member resumes fellowship with any of the activities of this church at least thirty (30) days prior to business meeting. Judgment concerning questions of good standing shall be determined by the deacons and the pastor. Conditions of health will be considered on an individual basis as possible exceptions.

Section 5. NEW MEMBER ORIENTATION: New church members shall be expected to participate in the church's new member orientation program, as it is provided by the church.

Section 6. TERMINATION OF MEMBERSHIP: Membership shall be terminated in the following ways:

- A. Death
- B. Dismissal to another Baptist Church by letter
- C. Exclusion by action of the Church
- D. Erasure, by choice when member request it, or when they unite with another church to which this church does not grant letters.

Under no circumstances in any of the above instances, other than death, can a member be taken from the church roll without a vote of the church. A permanent record shall be maintained of all names removed from the church roll.

Section 7. DISCIPLINE: The pastor, other members of the church staff, and deacons are available for counsel and guidance. It shall be the basic purpose of the First Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. Redemption, rather than punishment shall be the guideline that governs the attitude of one member toward another.

Should some serious condition exist, which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and by the deacons to resolve the problem. Finding that the welfare of the church will best be served by the exclusion of the member, the church may take

this action by a two-thirds vote of the members present at a meeting called for this purpose, and declare the offender to be no longer in the membership of the church.

Any person who has been excluded from membership by the church may, upon his request and showing evidence of repentance and reformation, be restored to membership by a vote of the church. (See Article V, Sec. 2)

Section 8. DUTIES OF THE MEMBERS:

- A. To keep our covenant obligations before God and each other;
- B. To seek to be in some service for the Lord in the work of the Church;
- C. To be faithful in attendance at the services;
- D. To walk uprightly before the world;
- E. To give regularly in the appointed way (Malachi 3:8 and Matthew 23:23) for the Financial support of the Lord's work as He has prospered us;
- F. To maintain Christian love toward one another and kindly conduct toward all.

Section 9. CHURCH ORGANIZATIONS: All missionary and other organizations within the church must be organized with the consent of the church and labor under its control.

Section 10. WORSHIP:

- A. Public services shall be held regularly on the Lord's Day and at other times to be scheduled by the church.
- B. The Lord's Supper shall be celebrated at least once each quarter.
- C. Occasional religious meetings, such as revival, may be held at the discretion of, and voted by the church.

Section 11. BUSINESS:

- A. At any regular meeting for worship, the church without special notice, may conditionally receive candidates for membership.
- B. The business meetings shall be held on the second Wednesday evening of March, June, September, and December, beginning in September 2006.
- C. At all business meetings, whether regular or special, ten members representing at least ten different families, shall constitute a quorum for the transaction of business.

- D. If any business meeting cannot be held at the scheduled time, it may be postponed not more than two weeks.
- E. *Roberts Rules of Order, Revised*, shall be the parliamentary guide for all business meetings.
- F. Secret ballot will be used in voting on the call of paid personnel, election of deacons and Pastor Search Committees. It shall also be used when requested and approved by a majority on any matter of business.
- G. Special business meetings shall be announced a minimum of three (3) times at regularly scheduled church services, two of which shall be Sunday morning services. The purpose of this meeting shall be clearly stated. Special business meetings may be called for the following reasons:
  - 1. When requested by the deacons, trustees, or a standing committee.
  - 2. When called by the church clerk upon written applications of ten (10) members representing ten (10) families.
  - 3. When there are motions pertaining to the purchase of church property of over \$5000.00.
  - 4. When voting for the purpose of Pastoral or Ministerial call. This shall be voted on at Sunday morning worship service. The church shall vote on only one candidate at a time for Pastor. Vote shall be by secret ballot with a minimum of a three-fourths majority being necessary to make a choice. Moving expenses shall be paid by the church.

#### ARTICLE VI: ELECTION OF OFFICERS AND THEIR DUTIES

The officers of this Baptist Church shall be: Pastor, Deacons, Trustees, Financial Secretary, Clerk, Moderator, Sunday School Director, Discipleship Training Director, Women's Missionary Union Director, and Baptist Men Director. Others, as deemed necessary, may be added by a vote of the church.

THE PASTOR: Shall be chosen by the church whenever a vacancy occurs. His election shall take place at a special business meeting called for that purpose. (Refer to Article V, Sec. 11.G.4)

Whenever a vacancy occurs, the church shall elect a Pastor Search Committee. Any member of the church has the privilege of making an additional nomination, if desired. (Refer to Article VII, Sec. 18)

The pastor shall serve until the relationship is mutually terminated and notice is mutually agreed upon by the church.

DUTIES: The pastor shall be the spiritual overseer and director of the church. The duties shall be to:

- A. Preach the Gospel.
- B. Lead the deacons, the congregation, the organizations and the church staff to perform their tasks of engaging in a fellowship of worship, witness, education and ministry.
- C. Proclaim the Gospel to believers and unbelievers.
- D. Care for the church's members and other persons of the community.
- E. Encourage family worship and Bible study.
- F. Administer the church ordinances.
- G. Promote missions and afford opportunity for contributions.
- H. Serve as exofficio member of all committees.

DEACONS: One deacon shall be elected for each fifty (50) active members of the church including homebound members and those in residential care. These deacons will be ordained for life, but their tenure of service will be at the pleasure of the church. They shall be elected by the church. The option to implement three (3) year terms on a rotation system, whereby one-third of the terms expire each year is left to the discretion of the deacons.

Deacons shall be nominated by the church by secret ballot and be screened by a Deacon Screening Committee composed of three (3) deacons and the pastor. This Committee shall present the approved candidates for election by the church. If the church selects anyone who has not been previously ordained, an ordination service is to be held for him.

- A. A deacon shall meet the Biblical qualifications as set forth in I Timothy 3: 8-13.
- B. He must have been a member in good standing of the First Baptist Church, Versailles, Missouri, for the last full year.
- C. An active deacon must attend at least three (3) church activities each month.
- D. Deacons shall meet monthly.
- E. Deacons shall organize themselves as needed to carry out their tasks
- F. Deacons may be deemed inactive only by a vote of the church in a regular business session.

TRUSTEES shall:

- A. Be three (3) in number and each serve for three (3) years. They are elected so that only one term of office expires each year. No two trustees will be elected in any year unless death or other vacancy occurs.
- B. Hold all church property in trust for the congregation.
- C. Be responsible for giving oversight to and for caring for such property. One trustee shall serve as a member of the Building and Grounds Committee.
- D. Be the legal advisors to the church and sign all legal documents in the church's name.
- E. Have the option to request an audit of the financial records of the church at any time.

THE CHURCH CLERK shall:

- A. Be elected annually.
- B. Keep a register of the names of members, with the dates of admission, dismissal, or death, together with a record of all baptisms.
- C. Keep in a suitable book a record of all actions of the church at special and regular business meetings.
- D. Notify all absent officers, members of committees, and messengers of their election or appointment.
- E. Issue letters of dismissal voted by the church.
- F. Preserve on file, all communications and written official reports.
- G. Announce, when necessary, notices concerning special meetings.
- H. Prepare annual church profile and submit it to the church for approval

CHURCH TREASURER shall:

- A. Be elected annually.
- B. Receive, preserve, and pay out upon receipt of vouchers approved and signed by the person making the purchase and by the chairman of the proper committee, all money, or things of value paid or given to the church. Vouchers shall designate what budget line item is to be used for payment.



- C. Keep at all times an itemized account of all receipts and disbursements.
- D. Issue payment to paid staff.
- E. Make payment of bills for local, denominational or other mission causes.
- F. Present an itemized report of all receipts and disbursements for the preceding month in the monthly finance committee meeting and at the business meetings of the church.
- G. Prepare an annual report to be included in the annual church profile.

All books, records, and accounts kept by the treasurer shall be considered the property of the church and shall be opened for inspection at all times by any member of the church by appointment with the church treasurer. The treasurer shall upon election of his/her successor promptly deliver to the chairman of the trustees all books, records, and accounts pertaining to his/her work.

CHURCH FINANCIAL SECRETARY shall:

- A. Be elected annually.
- B. Receive the empty collection envelopes after the money has been removed and counted by the counting committee.
- C. Give each donor individual credit as provided in the improved record system offered by Lifeway Church Resources or other acceptable system.
- D. Keep records of the monthly balance that includes all receipts of designated, undesignated, and special offerings.
- E. Be responsible for preparing and distributing the yearly statements to all contributing members.
- F. Ensure that funds are allocated to reserve account(s) as voted by the church.

MODERATOR shall:

- A. Be elected annually at the September business meeting by means of nominations from the floor.
- B. Lead all business sessions of the church.

In the absence of the moderator, the chairman of the deacons shall preside, or in the absence of both, the church clerk shall call the church to order and an acting moderator shall be elected from the congregation.

THE OFFICERS OF THE CHURCH SHALL BE ELECTED AS FOLLOWS:

- A. The Nominating Committee shall turn in a list of nominations for the Directors of the Departments (Sunday School, Discipleship Training, Women's Missionary Union, and Baptist Men Director) at the April business meeting. These, after being elected, shall select the departmental teachers who shall be elected at the June business meeting. Their duties shall be described and designated by approved denominational standards and materials.
- B. The officers of the church shall be elected at the June business and shall hold as truth the Articles of Faith. (See Article III)
- C. When the completed roster of officers and workers have been elected, they shall be trained and prepared to take their offices with the beginning of the new church year September 1.
- D. In all these different elections, any church member in good standing is free to make additional nominations from the floor.

ARTICLE VII: COMMITTEES

Section 1. NOMINATING COMMITTEE: This committee shall be composed of three (3) members elected by the church in the January business meeting to serve for a term of one year. They shall not be eligible to succeed themselves. It shall be the duty of this committee to discover, interview, enlist, and propose for election by the church, suitable persons to fill the positions of the church offices, except the pastor, church staff, other employees, and the deacons.

It shall be the duty of this committee to nominate the members of all standing committees not otherwise provided for. The committee shall name the chairman of each committee and failure to do so will cause the first member named to automatically become chairman. The slate of candidates will be presented to the church for approval at the June business meeting. If a vacancy occurs on any committee, it shall be the duty of this committee to nominate a replacement.

Section 2. PERSONNEL COMMITTEE: This committee shall be composed of four (4) members, three (3) of whom shall be nominated. One shall be a deacon from the active deacon body. They will be elected for a term of one year. This committee, working in close conjunction with the Finance Committee, will be responsible for:

- A. Initiating and maintaining the church approved salary program for all paid church workers.

- B. Determine the policy of working conditions, such as daily hours, vacations, sick leave, insurance, etc. of all paid employees of the church.
- C. Work with the pastor in seeking qualified persons to serve as ministry staff members.

**Section 3. CHURCH COUNCIL:** The church council shall be composed of the pastor, the chairman of the active deacon body, Sunday School Director, Discipleship Training Director, Baptist Men's Director, Women's Missionary Union Director, the ministry staff, church clerk, and church treasurer. It shall be the duty of this council to:

- A. Coordinate all church activities
- B. Prepare the church calendar,
- C. Assist the pastor in directing the evangelistic efforts of the church.

**Section 4. FINANCE COMMITTEE:** This committee shall be composed of six (6) members, one of whom shall be a trustee, three (3) nominated, the Financial Secretary and the Church Treasurer. They shall all serve for a term of one year. This committee shall:

- A. Provide ways and means of securing money to carry on the work of the church and shall have general supervision over the methods adopted for raising money.
- B. In cooperation with the various department heads, recommend to the church a budget, including the salaries of all employed personnel.
- C. Meet monthly to review the Treasurer's itemized report of receipts and disbursements for the preceding month.
- D. Select the bank(s) in which the funds of the church shall be deposited.

**Section 5. COUNTING COMMITTEE:** This committee shall be composed of the Financial Secretary and four (4) members nominated. They shall serve for one year. The Counting Committee shall:

- A. Help with the opening of the offering envelopes,
- B. Check to see if the amount marked is correct
- C. Count the money and deposit it in the bank.

Two (2) members of the Counting Committee shall always be present when the money is counted.

**Section 6. MEMORIAL FUND COMMITTEE:** This committee shall be composed of three (3) members nominated to serve for one year. It shall be the duty of this committee to receive memorials and to supervise the use of memorial monies as indicated by the donor. These monies shall be deposited with the treasurer for proper record keeping. This committee shall review and recommend to the church for approval the items to be purchased as memorial gifts.

**Section 7. BUILDING AND GROUNDS COMMITTEE:** This committee shall be composed of six (6) members representing both genders, five (5) of whom shall be nominated and the other a trustee, for a term of one year. It shall be the duty of this committee to:

- A. Supervise the maintenance and repair of all buildings and equipment;
- B. Recommend improvements in equipment and permanent decorations;
- C. Supervise the cleanliness of the building;
- D. See that the lawn and other outside appearances are attractive and cared for.

This committee is prohibited by the church from allowing the use of any rooms or part of the building by any church group for the purpose of profit-making. Nothing is contained herein to prohibit a collection or charge for a meal to meet its actual cost. It is the purpose and aim of the church to finance itself and Kingdom by tithes, offerings, and voluntary contributions, except for Mission funds.

**Section 8. WORSHIP COMMITTEE:** This committee shall be composed of Minister of Music, president of the choir, accompanists, visual projectionist, and audio technicians, all to serve one year. It shall be the duty of this committee to:

- A. Have general charge of all matters connected with the worship service.
- B. Work in close cooperation to maintain a high quality of worship for all church services.

**Section 9. USHER AND GREETER COMMITTEE:** This committee shall be composed of three (3) members nominated to serve for one year. They shall be responsible for:

- A. Providing a staff of ushers sufficient to seat the congregation properly at all general church services and to make comfortable those who attend.
- B. Provide greeters to meet people and direct them to Sunday School classes or other activities.
- C. Receive the offering during Sunday services, revivals, and other special services.

- D. Investigate and act according to their best judgment concerning anything unusual or disturbing during services.
- E. Distribute bulletins.
- F. Count the attendance in worship services and record it on the attendance calendar.

**Section 10. KITCHEN COMMITTEE:** This committee shall be composed of 10-12 members nominated to serve a term of one year. It shall be the duty of this committee to:

- A. Look after and organize the kitchen for the most effective service for all church dinners.
- B. See that all standards of cleanliness and sanitation are complied with
- C. Maintain an adequate supply of dishes, cooking utensils, and other supplies and necessary equipment.
- D. See that adequate provisions are made for preparation and clean-up of all church-sponsored dinners.
- E. Establish policies for use of kitchen facilities by other groups.

**Section 11. FLOWER/DECORATING COMMITTEE:** This committee shall be composed of four (4) members nominated to serve for a term of one year. It shall be the duty of this committee to look after the decorating of the church platform and sanctuary for all the regular church services and to supervise the decorations for special church occasions.

**Section 12. TRANSPORTATION COMMITTEE:** This committee shall be composed of four (4) members nominated for a term of one year. It shall be the duty of this committee to:

- A. See that church vehicles are properly maintained.
- B. Provide drivers.
- C. Direct the Transportation Ministry program.

**Section 13. RECREATION COMMITTEE:** This committee shall be composed of four (4) members nominated for a term of one year. The duties of this committee are to :

- A. Consider recommendations to the Building and Grounds Committee for outside recreational facilities;

- B. Determine equipment needs and make recommendations to the church concerning those needs.
- C. Analyze the interests of the membership
- D. Plan a program of recreational activity for the year;
- E. Work toward providing adequate facilities for recreation.

**Section 14. LORD'S SUPPER COMMITTEE:** This committee shall be composed of three (3) members nominated for a term of one year. The duties are to:

- A. Maintain an adequate inventory of supplies
- B. Determine equipment needs and make recommendations to the church concerning those needs.
- C. See that all equipment and materials are available and in place prior to each observance of the Lord's Supper.
- D. See that all equipment is gathered cleaned and stored after each observance of the Lord's Supper
- E. Work with the pastor to develop dates when the ordinance will be observed throughout the year and determine whether the Lord's Supper will be celebrated in the morning or evening worship period;
- F. Assist the pastor in evaluating the observance of the ordinance and in planning special approaches to observe the ordinance which will bring out the full meaning of the Lord's Supper.

**Section 15. YOUTH COUNCIL COMMITTEE:** This committee shall consist of the Youth Director if one is available, the Youth Sunday School and Discipleship Training teachers, and two (2) middle school students and two high school students elected by each Sunday School class respectively. This council shall:

- A. Coordinate all activities of youth and shall make recommendations to the various Sunday School and Discipleship Training Departments as to the activities that would benefit the growth and/or the effectiveness of the department.
- B. Assist in the planning and sponsoring of the recommended activities as needed.

**Section 16. PASTOR SEARCH COMMITTEE:** In the event that the office of pastor becomes vacant, the church members shall elect by secret ballot a committee of one (1) member representing each youth and adult Sunday School class. Each church

member present may vote for one (1) person. Those receiving the largest number of votes in each class shall be named to this committee. The committee shall choose its own chairperson and secretary. The church shall reimburse the committee for expenses incurred in seeking a pastor. Any member of the church has the privilege of making recommendations to the Pastor Search Committee. The recommendation of the Pastor Search Committee must be unanimous and shall constitute a nomination. The pastor's salary shall be negotiated by the Pastor Search Committee and the Finance Committee and brought before the church for approval.

**Section 17. EVANGELISM COMMITTEE:** This committee shall be composed of the Sunday School Director, Women's Missionary Union Director, Baptist Men Director, and one (1) deacon. It shall be their duty to:

- A. Plan revivals and assist the pastor in selecting speakers and music leaders for each occasion.
- B. Plan programs for evangelistic outreach.

**Section 18. BAPTISM COMMITTEE:** This committee shall be composed of two (2) men and two (2) women nominated to serve for one year. Their duties shall be to:

- A. Assist candidates before and after the baptismal service,
- B. Ensure adequate robe availability,
- C. Perform other activities related to baptismal services as needed.

**Section 19. PUBLIC RELATIONS COMMITTEE:** This committee shall be composed of four (4) members, three of whom shall be nominated and the other being the Church Clerk. It shall be the duty of this committee to:

- A. See that revivals and special events receive proper coverage by the news media
- B. Recommend the extent and method of advertisement to be used
- C. Recommend to the church a general advertisement program for the church year.

**Section 20. SHOWER COMMITTEE:** This committee shall be composed of three (3) members nominated to serve for one year. They shall be responsible for:

- A. Scheduling, planning, and holding bridal and baby showers for church members.
- B. Planning other types of showers at the discretion of the committee.
- C. Establishing policies for the use of church facilities for these activities

