

Cv CONSTITUTION AND BY-LAWS OF
UNITY FREE WILL BAPTIST CHURCH
OF SMITHFIELD, NORTH CAROLINA

ARTICLE 1: NAME

This Church shall be known as the Unity Original Free Will Baptist Church of Smithfield, North Carolina, Inc.

ARTICLE 2: DOCTRINE

This Church adheres to the Articles of Faith and the Doctrine of the Independency of Local Church as set forth in the Randall Association and National Association Treatises.

Also, that the Association to which it belongs, or may belong, has no judicial or appellate powers which would conflict with its independency as a local church.

ARTICLE 3: COVENANT

We accept the Church Covenant as set forth in the National Treatise of Original Free Will Baptists:

Having given ourselves to God, by faith in Christ, and adopted the Word of God as our rule of faith and practice, we now give ourselves to one another by the will of God in this solemn covenant.

We promise, by His grace, to love and obey Him in all things, to avoid all appearance of evil, to abstain from all sinful amusements and unholy conformity to the world, from all sanction of the use and sale of intoxicating beverages, and to "provide things honest in the sight of all men."

We agree faithfully to discharge our obligations in reference to the study of the Scriptures, secret prayer, family devotions, and social worship; and by self-denial, faith, and good works endeavor to "grow in grace and the knowledge of our Lord and Saviour Jesus Christ." We will not forsake the assembling of ourselves together for church conferences, public worship, and the observance of the ordinances of the Gospel; nor fail to pay according to our ability for the support of the church, of its poor, and all its benevolent work.

We agree to accept Christian admonition and reproof with meekness, and to watch over one another in love, endeavoring to "keep the unity of the Spirit" in the bonds of peace. To be careful of one another's happiness and reputation, and seek to strengthen the weak, encourage the afflicted, admonish the erring, and as far as we are able, promote the success of the church and of the Gospel.

We will everywhere hold Christian principles sacred and Christian obligations and enterprises supreme; counting it our chief business in life to extend the influence of Christ in society, constantly praying and toiling that the Kingdom of God may come, and His will be done on earth as it is in heaven.

To this end we agree to labor for the promotion of educational and denominational enterprises, the support of missions, the success of Sunday Schools, and evangelistic efforts for the salvation of the world. And may the God of peace sanctify us wholly, and preserve us blameless unto the coming of our Lord Jesus Christ.

ARTICLE 4: ORDINANCES

Section 1. Baptism: Baptism shall be by immersion of believers in Christ, the Scriptural mode and ordinance.

Section 2. The Lord's Supper: The Lord's Supper shall be administered as a memorial of our Lord's vicarious suffering and death on the cross. This ordinance shall be administered as often as is deemed practical and necessary by the local church.

Section 3. The Washing of the Believers' Feet: The Washing of the Believers' Feet shall be administered as a memorial to Christ's humble condescension, with the understanding that, as His followers we are to serve our fellowman in the same humble manner. This ordinance shall always follow the Lord's Supper.

ARTICLE 5: MEMBERSHIP

Section 1. A person presenting himself for membership must give evidence of Scriptural salvation and give assent to the doctrines, covenant and ordinances of this church as set forth in the adherent treatise. This church has the right to deny membership to anyone who is ethically, morally, or spiritually in violation of the scriptures.

Section 2. Applicants shall be received, after a ninety (90) day probation period, upon profession of their faith in Christ, by a unanimous vote of the congregation in regular service. If an objection is raised by a member in good standing, the case shall be referred to the Pastor and Board of Deacons for study to determine whether the objection is sufficient to refuse admission. Methods of admission shall be as follows:

- A. Baptism: One meeting the requirements under Article 4, Section 1, may be received into the full fellowship of the Church.
- B. Letter: One may be received into the Church by presentation of letters of dismissal or letters of recommendation from

other Evangelical denominations. If an unfavorable letter is received, it shall be referred to the Pastor and Board of Deacons for investigation to determine whether the unfavorable letter is sufficient to refuse admission.

- C. Statement: Any person having received Scriptural baptism may be received into the Church upon his statement of experience and faith in Christ.
- D. Restoration: A former member whose conduct justified dismissal from church membership may, upon evidence of repentance and good faith, be restored to full fellowship by a unanimous vote of the congregation in regular service.

Section 3. Dismissal of Members:

A. Letter: One may be granted a letter to other Evangelical churches by personal request or at the request of the church to which he has applied for membership, providing that he is in good and regular standing. The request must be in writing and be official and be approved by the Church before it can be granted.

B. Removal from the Church Roll: After a letter is granted or the Church has voted to withdraw fellowship from a member, the Clerk will remove the name from the Church roll.

Section 4. Discipline of Members: All matters of discipline shall be by order of the Church and in keeping with Matthew 18:15-17. Recommendations for discipline must be given by written report and signed by no less than five (5) members in good standing.

Section 5. Duties of Members: Duties of members are set forth in the Church covenant. In addition, it shall be the duty of each member to notify the Church Clerk and Pastor of change of address or change of marital status.

Section 6. Delinquent Members: Any member, who absents himself from the regular services for a period of six (6) months, shall be dropped from the roll after investigation and upon the recommendation of the Pastor and Board of Deacons. This entry in the Constitution shall be deemed to be sufficient notice to all members. Exceptions to this ruling are: Sickness, military service, temporary work away from regular residence, and attendance at school away from regular residence. These exceptions are valid only if requested by a written notice from the concerned member to the Pastor and Board of Deacons.

Section 7. Active Church Roll: There shall be kept at all times an active church roll. These records are to be kept by the Church Clerk.

ARTICLE 6: AFFILIATION

This Church is a member of the Randall Association of Original Free Will Baptists and will adhere to its program so long as the majority of this congregation votes its approval of said program.

This Church will strive to be represented by delegates voted on and sent by the body to voice its convictions in all business matters of the Association to which it belongs. Delegates will be instructed as to business matters and issues relating to the business of the Association in keeping with the wishes of this Church.

ARTICLE 7: OFFICERS

Section 1. General Officers: The general officers of this Church are: Pastor, Clerk, Treasurer, Sunday School Superintendent, Board of Deacons, Board of Trustees, Finance Committee, Nominating Committee, C.T.S./Awana Director and Financial Secretary.

The General Officers shall meet prior to all quarterly business meetings.

Section 2. Pastor

A. Qualifications: 1 Timothy 3:1-7 should be used as a guide in the selection of a Pastor. He must confess his call of God to the ministry. He must be an ordained minister in good standing with a Free Will Baptist Conference. He must be the husband of only one living wife.

B. Election: When the Church is without a Pastor, it shall elect a Pulpit Committee of five (5) men of good report. The Church shall pray with and for this committee, that God will lead them to the minister that would serve the church. He should be elected by no less than a $\frac{3}{4}$ majority vote of the active members present. He will be elected for an indefinite period of time.

C. Termination: If the Church in a regular or special called meeting, by a majority vote, desires to terminate his ministry as Pastor, they must give him a ninety day notice or pay his full salary for ninety (90) days. The serving Pastor must also give the Church ninety (90) days notice of the termination date of his pastoral relationship. Each party must inform the other in writing.

D. Duties:

1. The Pastor shall have general oversight of the work of the Church. He is to faithfully administer his duties as set forth in the New Testament. He shall preside over the business meetings of the Church.

2. When absent from the pulpit, the Pastor shall be financially responsible for the filling of the pulpit when absence is over and

above specified time allocated him for revivals, vacation, and time required for church activities as granted by the church.

E. Limitations: The Pastor must always respect the majority vote of the church. He must respect and work with the Board of Deacons with respect to harmony, growth, and salvation of the lost. He should always respect their views in relation to visiting evangelists and the filling of the pulpit in his absence.

Section 3. Church Clerk: The Clerk shall keep accurate minutes of all business meetings of the Church. He/She shall keep membership rolls up to date. All records are the property of the Church. The Clerk is elected for a period of one (1) year.

Section 4. Church Treasurer: The Treasurer shall collect all monies received by the Church, Sunday School, and Church Training Service and shall keep such monies in an established bank.

The Treasurer shall keep accurate records which are to be the property of the Church. He/She shall make quarterly reports at the business meetings of the Church as to its financial status.

He/She shall be, by virtue of the office, a member of the Finance Committee. He/She shall be elected for a period of one (1) year. The Treasurer and Assistant Treasurer shall be bonded by some authorized bonding company. Amount of bond shall be such amount as deemed necessary by the Church.

Section 5. Sunday School Superintendent: The Sunday School Superintendent shall be elected for a period of one (1) year.

Duties: He shall have general supervision of the Sunday School and meet jointly with the Nominating Committee. He shall meet with the Pastor and Board of Deacons prior to the beginning of each year to discuss literature needs, etc. He shall work with the Pastor in his relationship with the Sunday School and evaluate present needs and future growth of Sunday School.

Section 6. Church Training Service/Awana Director: The Director shall be elected for a period of one (1) year.

Duties: He shall have general supervision of the program(s) and meet jointly with the Nominating Committee. He shall meet with the Pastor and Board of Deacons prior to the beginning of each year to discuss literature needs, etc. He shall work with the Pastor in his relationship with the program(s). The Awana Director shall attend all meetings called by the Awana Missionary.

Section 7. House-Keeping and Grounds Personnel. Shall be appointed by the Board of Trustees for a period of one (1) year. Shall be salaried at a rate determined by the church.

A. Duties:

Weekly: Vacuum/Swept all floors
Empty all trash cans and take out trash
Thoroughly clean bathrooms

Clean glass doors
Swept off porches
Dust/Clean furniture, blinds, base-boards(rotating zones)

Order all supplies for cleaning and restrooms

Members using facilities: Clean floors and tables, put tables and chairs back in place, take out trash, clean restrooms. Clean any and all areas used.

B. Limit of Authority: House-Keeping personnel shall not be allowed to spend more the \$150.00 at any one time without consent of Chairman of Trustee Board or the Pastor.

Section 8. Board of Deacons: The Board of Deacons shall consist of an odd number. The number serving on the Board will be determined by the Church as necessity warrants. The members serving on the Board shall rotate off in turn. When the number serving is seven (7) through fifteen (15), two (2) members shall rotate off each year excepting the fourth year at which time the odd member serving will rotate off. There shall be a one (1) year lapse before one can again serve on the Board.

A. Qualifications:

1. The Deacons must fulfill the qualifications given in I Timothy 3:8-13 regarding conduct and character.
2. The Deacon must be the husband of only one living wife.
3. The Deacon must be saved for at least three years and a member of Unity Free Will Baptist Church for a least two years.
4. The Deacons must be a member of the Church and in good standing, regular in attendance and faithful in tithing (Malachi 3:10; Hebrews 10:25; Matthew 23:23).

B. Duties:

1. They shall serve the Lord's Supper and help prepare and assist in the ordinance of The Washing of the believers' Feet.
2. They shall help the candidates and assist the Pastor in the ordinance of Baptism.
3. They shall assist the Pastor in visitation.
4. They shall work with the Pastor toward an aggressive, evangelistically, soul-winning Church.
5. They shall meet with the Pastor and aid him in governing and keeping the Church in sacred order.
6. They shall abide by the Constitution and By-laws of the Church on the same basis as other members.

7. They shall look after the Church in general and make recommendations to the Church as to nominations for active Deacons whenever vacancies occur.

Section 9. Board of Trustees: Shall consist of three (3) men elected for three (3) years, the term of one (1) expiring each year. A Trustee must be a member of Unity Free Will Baptist Church for three (3) years.

Duties:

1. Shall sign all legal documents and papers pertaining to the Church's business transactions, etc.

2. Shall be responsible for seeing that the buildings and furnishing and grounds are kept in good condition and to make recommendations concerning repairs or replacements of such. The amount not to exceed budgeted amount for general maintenance.

Section 10. Finance Committee: The Finance Committee shall consist of Church Treasurer and four (4) persons elected by the church, the term of one (1) expiring each year.

A. Duties:

1. They shall promote stewardship among the members of the Church.

2. They shall compose and present a proposed budget to the Church each year.

3. They shall assist the Treasurer in making out the quarterly reports.

B. Limit of Authority: They shall have the authority to disburse all items contained in the Church Budget and may authorize expenditures not listed in the budget provided that said expenditures do not exceed \$200. In cases of extreme emergency they may approve larger amounts with the consent of the Pastor and the Board of Deacons.

Section 11. Nominating Committee: This committee shall be a standing committee of five (5) members which are to be elected by written ballot at the regular business meeting in December. They shall serve for a period of one (1) year. The Pastor, current Sunday School Superintendent, and current C.T.S Director/Awana Commander shall be ex-officio members to the committee.

A. Duties:

1. It shall be the duty of this committee to meet as needed to discuss the needs of the Sunday School, Church Training/Awana Service, and Church Officers.

2. They shall make such recommendations to the church as deemed necessary.

3. The nominating committee shall act as the nomination committee for all church officers, teachers, and Sunday School officers except the Deacons.

Qualifications for All Officers and Teachers: An Officer or a Teacher must be a member of the Church and in good standing, regular in attendance and faithful in tithing (Malachi 3:10; Hebrews 10:25; Matthew 23:23).

Official Positions: No member of the Church should hold more than one (1) position at a time except in cases where there is no one else qualified or when qualified persons will not accept the position.

Section 12. Assistant Officers: May be elected for any office when deemed necessary by the Church.

Section 13. Salaried Personnel: There shall be no salaried employees except Pastor, House-Keeping/Grounds Personnel, and Youth Director.

ARTICLE 8: GOVERNMENT

Section 1. Quarterly Business Meetings: Will be held the third Sunday night of each Sunday School quarter for the transacting of the business of the Church. The Pastor, with the consent of the Board of Deacons, may change the time of any business meeting provided that the Church is given a one (1) week notice. The Church shall at all times respect and be governed by the majority vote of the active members present at any regular or special called meeting.

Section 2. Special Called Meetings: When possible, special meetings will be announced at a Sunday morning service one (1) week in advance of the proposed meeting. Emergency meetings may be called by the Pastor and/or the Board of Deacons without notice. Any member in good and regular standing may request a special meeting provided that such request is presented to the Pastor or to the Chairman of the Deacon Board. The request must be in writing with the purpose of the meeting stated therein. This letter of request must be signed by no less than seven (7) adult members who are in good standing with the Church.

Section 3. Voting Eligibility: All adult members who are on the active Church roll shall be eligible to vote and youth who have

reached their sixteenth (16) birthday and are on the active Church roll. In legal matters of the Church the State law determines the voting age.

Section 4. Election of Officers: All general officers and teachers are to be elected at the regular business meeting in June and will take office the first Sunday in September, except the Sunday School Superintendent and C.T.S. Director/Awana Commander. They will be elected at the regular business meeting in March and will take office the first Sunday in September.

Section 5. Church Year: The church year shall run from September 1 to August 31.

Section 6. Rules of Order: All business meetings will be conducted in accordance with Robert's Rules of Order.

ARTICLE 9: MISCELLANEOUS PROVISIONS

Section 1. Committees and Boards: The Church may elect as many committees and boards as it deems necessary to carry out the program of the Church. Any activities requiring use of church facilities must be approved by the Pastor and Board of Deacons. Selling or buying for fund raising purposes conducted on the Church property or in the name of the Church must be approved by the Pastor and the Board of Deacons.

Section 2. Fellowship Hall: The Fellowship Hall may be used for socials, showers, etc. that are in keeping with Christian convictions and under the supervision of responsible active Church members. Those using it are also responsible for cleaning it up after the occasion.

ARTICLE 10: ADOPTION AND AMENDMENT

Section 1. Adoption: This Constitution and By-Laws shall be adopted and put into immediate effect after a $\frac{3}{4}$ majority vote of the Church for adoption.

Section 2. Amendment: Any of these articles or sections may be amended by a $\frac{3}{4}$ majority vote of the active members present at any regular or special called meeting. Any amendment presented at a regular or special called meeting must lie on the table until the next regular or called business meeting.

Section 3. Review: This Constitution and By-Laws will be reviewed every three (3) to five (5) years.

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