

# **Burton Memorial Baptist Church**



**CONSTITUTION**

**&**

**BY-LAWS**

*Revised May 28, 2006*

**CONSTITUTION AND BY-LAWS**  
of the  
**BURTON MEMORIAL BAPTIST CHURCH**  
**PREAMBLE**

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

**CONSTITUTION**

*Article I*  
**NAME**

This body shall be known as the BURTON MEMORIAL BAPTIST CHURCH OF BOWLING GREEN, KENTUCKY, located at 4377 Cemetery Road, Bowling Green, KY 42103, (organized December 28, 1850, and known as the United Baptist Church of Jesus Christ called Drakes Creek. The name was changed in 1911).

*Article II*  
**OBJECTIVES**

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.

To be a worshiping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and His fellow believers.

To help people experience a growing knowledge of God and man.

To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Christ.

To be a church that ministers unselfishly to persons in the community and world in Jesus' Name.

*Article III*  
**STATEMENT OF FAITH**

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of *The Baptist Faith and Message* as adopted by the Southern Baptist Convention in 2000. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to share the good news of salvation to lost mankind. The ordinances of the church are baptism and the Lord's Supper.

*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 obligations of mutual counsel and cooperation which are common among Baptist Churches. Insofar as is practical, this church will cooperate with and support the association and state convention affiliated with the Southern Baptist Convention.

*Article V*  
**CHURCH COVENANT**

Having been brought by the grace of God to repent and believe in the Lord Jesus Christ, and having been baptized upon our profession of faith, 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, solemnly and joyfully renew our covenant with each other.

WE WILL ENDEAVOR TO

- ATTEND WORSHIP FAITHFULLY, UNLESS PROVIDENTIALLY HINDERED
- WORK AND PRAY FOR UNITY OF SPIRIT WITHIN THE BODY OF CHRIST
- PRACTICE CHRISTIAN COURTESY IN SPEECH, ATTITUDE, AND ACTION, AVOIDING GOSSIP AND SLANDER, BEING SLOW TO TAKE OFFENSE AND QUICK TO SEEK RECONCILIATION
- WALK TOGETHER IN BROTHERLY LOVE, AIDING ONE ANOTHER IN SICKNESS AND DISTRESS, RESTORING ONE ANOTHER WHEN ENTANGLED IN SIN
- SUPPORT AND CARE FOR THE CHURCH'S MINISTRIES AND MEMBERS BY CHEERFULLY OFFERING PRAYER, SERVICE, AND FINANCIAL SUPPORT
- PRESERVE THE DOCTRINE AND THE PURITY OF THE CHURCH
- MODEL CHRISTIAN DISCIPLESHIP WITHIN THE HOME THROUGH MAINTAINING PRIVATE AND FAMILY DEVOTIONS
- WITNESS FOR THE LORD JESUS CHRIST BY LIVING A TRANSFORMED LIFE AND SHARING THE GOSPEL AS GOD GIVES OPPORTUNITY
- RECOGNIZE CONGREGATIONAL AUTHORITY WITHIN THE CHURCH IN MATTERS OF MEMBERSHIP AND DISCIPLINE
- UNITE WITH SOME OTHER CHURCH AS SOON AS POSSIBLE IF WE MOVE FROM THIS PLACE, WHERE WE CAN CARRY OUT THE SPIRIT OF THIS COVENANT AND THE PRINCIPLES OF GOD'S WORD.

*Article VI*  
**AMENDMENTS**

This Constitution and accompanying By-Laws may be amended by two-thirds (2/3) vote of members present at any regular meeting of the church, or at any meeting specially called for that purpose, the proposed amendment having been inserted in the call. In any case, said proposed changes must be brought before the church in writing at a Members' Meeting not less than one month before the time of proposed action and presented to the congregation in writing on the Lord's Day preceding such proposal.

# **BY-LAWS**

## ***Article I*** **MEMBERSHIP**

### **SECTION I - GENERAL**

This is a sovereign and democratic 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 with the agreed upon standards for membership responsibilities and expectations being defined by the Church Covenant. (*Scripture ref.* Eph. 4 & I Cor.)

### **SECTION II - CANDIDACY**

Any person may offer himself as a candidate for covenantal membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

1. By profession of faith and for baptism according to the policies of this church.
2. By promise of a letter of recommendation from another Baptist Church of like faith and order.
3. By restoration upon a statement of prior conversion experience and baptism in a Baptist Church when no letter is obtainable.
4. By statement of prior conversion experience and New Testament Baptism (by immersion as a picture following their conversion) and after consultation with the pastor.

Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and the deacons for investigation and the making of a recommendation to the church within thirty (30) days. A three-fourths (3/4) vote of those church members present and voting shall be required to elect such candidates to membership.

### **SECTION III - NEW MEMBER ORIENTATION**

New church members will be expected to participate in the church's new member orientation plan to be led by the pastor.

### **SECTION IV - VOTING RIGHTS OF MEMBERS**

Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting.

### **SECTION V - TERMINATION OF MEMBERSHIP**

Membership shall be terminated in the following ways:

1. Death.
2. Dismissal to another Baptist Church.
3. Exclusion by action of this church.

## **SECTION VI – DISCIPLINE**

1. It shall be the basic purpose of the Burton Memorial Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any member ensnared by sin. The pastor, other members of the church staff, and deacons are available for counsel and guidance. Redemption and reconciliation rather than punishment should be the goal and Matthew 18 the guideline which governs the attitudes and actions of one member toward another.
2. Any member who is willfully and consistently neglectful of his/her own agreed upon covenantal duties and thus injures the general welfare of the church, or is guilty of conduct which brings public reproach, shall be subject to every reasonable measure which may be taken by the pastor and the deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, finding that the welfare and witness of the church will best be served by the exclusion of the member, the church may take this action by a two-thirds (2/3) vote of the members present at a meeting called for this purpose, and the church may proceed to declare the offender to be no longer in the membership of this church.
3. Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him/her, may upon his/her request be restored to membership by a vote of the church upon evidence of his/her repentance and reformation.

## ***Article II*** **CHURCH OFFICERS**

All church officers shall be members of this church. They shall take office September 1<sup>st</sup>, unless otherwise specified.

### **SECTION I - PASTOR**

#### **1. Calling of Pastor**

Under the guidance of the Holy Spirit, a pastor shall be chosen and called by the church when a vacancy occurs. His election shall take place at a meeting called for that purpose, at least one week prior notice of said meeting having been given.

A pulpit committee of five (5) shall be elected by the church members to seek out a pastor, and its recommendation shall constitute a nomination. The committee shall consist of three (3) men and two (2) women, or three (3) women and two (2) men, of which there may be only one member per immediate family. The committee shall bring to the church only one name at a time, but should canvass the field before making any specific recommendation. The committee shall meet within ten (10) days after election and elect its chairman. When a pastor is called and assumes his duties, the Pastor Search Committee will continue as a Pastoral Relations Committee for a period of six (6) months.

Election shall be by ballot, an affirmative vote of seventy-five percent (75%) of the members present being necessary to call the candidate as pastor. If the vote is favorable, the moderator may call for a unanimous vote. Should the committee report not

receive the necessary seventy-five percent (75%) vote, the moderator shall declare the report rejected and refer the matter to the committee for further search. The meeting shall be adjourned without debate.

The pastor thus elected, if he accepts the call, shall serve indefinitely at the will of the church until the relationship is terminated by mutual consent, both the pastor and the church seeking at all times to follow the will of God and the leadership of the Holy Spirit in reference thereto. If termination of pastorate is sought by either church or pastor, the other party is to be given a thirty (30) day advance notice. By mutual consent, the thirty (30) days notice may be dispensed with.

#### 2. Qualification of Pastor

- A. Shall be ordained or candidate for ordination.
- B. Shall meet all biblical qualifications as set forth in I Timothy 3:1-7.
- C. Shall be a good steward of his income and give of his income according as

God has prospered him.

#### 3. Duties of Pastor

- A. Have general oversight of the church.
- B. Act as an ex officio member of all committees.
- C. Be responsible for the faithful conduct of the worship services of the church.
- D. Be affiliated with and sympathetic to the program of the Southern Baptist Convention as the church directs him.
- E. Be responsible for securing supply pastor during any revival he conducts at another church and in any other absences.

#### 4. Conditions of Pastorate

A memorandum of understanding will be prepared for the benefit and protection of both participants, to include:

- A. Church will pay salary as voted in budget.
- B. Church will provide and maintain a parsonage or provide an adequate housing allowance.
- C. Pastor may have permission to hold revivals or attend other church related conferences at other churches, total time not exceeding four (4) weeks per year. Church will pay for two (2) Sundays supply.
- D. Special consideration and extensions may be granted to any or all of the above with church approval.
- E. Any agreed upon deviations from the above that are a part of the church/pastor arrangements at the time of his call shall be set forth by the pulpit committee and made a part of the church minutes which record the vote to call.
- F. Two (2) weeks vacation will be allowed with church paying supply as allowed by the budget, and after seven (7) years of service the pastor will be granted a one month paid sabbatical. The month must be agreed upon by both the pastor and the deacons.
- G. The church shall send the pastor to the annual meetings of the Southern Baptist Convention and the Kentucky Baptist Convention. The church shall be responsible for paying the pulpit supply while the pastor is at the Southern Baptist Convention.

## **SECTION II - DEACONS**

In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the pastor and staff in performing pastoral ministry tasks, including:

- A. Proclaim the gospel to believers and unbelievers.
- B. Care of church members and other persons in the community.
- C. Lead the church to engage in a fellowship of worship, witness, education, ministry, and application.
- D. Lead the church in performing its tasks.

### 1. Qualifications

The basic requirements for a deacon are found in Acts 6:1-7 & I Timothy 3:8-13. These are always to be considered essential over and above the specific requirements for the office of deacon for this church. Paid professional staff members, because of their position, shall be ineligible to serve as deacons.

- A. A deacon shall be a man of moral integrity and spiritual maturity. His life shall reflect a basic Christian character in his business and personal relationships.
- B. A deacon shall be able and willing to attend all Members' Meetings, Deacons' Meetings, and church services.
- C. A deacon must be ordained.
- D. Likewise, if married, his wife shall meet the scriptural qualifications as set forth in I Timothy 3 and in this constitution. In I Timothy 3:11 we interpret the words *even so, likewise, in like manner, equally* as found in different translations of the Bible, to mean that the deacon's wife is to qualify in the same manner as the deacon. She shall be a member of the same church with her husband.
- E. A deacon must be at least twenty-five (25) years of age.
- F. A deacon must have been a Christian for at least three (3) years.
- G. A deacon shall comply with the Deacon Guidelines as proposed by the Board of Deacons.

### 2. Election

- A. The regular election of deacons will be held at a special called Members' Meeting on the second or third Sunday morning in June. Deacons shall be elected by secret ballot. Announcements shall be made three (3) weeks prior to the called meeting to inform the people of the election of deacons.
- B. A Deacon Prospect Council of five (5) members to be appointed by the active deacon body and which shall be made up of three (3) ordained and two (2) non-ordained members of this church shall search for prospects within our membership to identify those desiring and qualifying to be placed on a list of eligible candidates for the membership to vote upon. This Council will review each application and may interview each prospect to determine whether the prospect meets the Biblical guidelines. The Council will produce a list of those justified candidates which will be posted on the church bulletin board at least fifteen (15) days prior to the deacon election date so that each member has at least two (2) Sundays to

pray over their selection on deacon election day. (See scripture references Acts 6:1-8 and I Tim. 3:8-13)

- C. The active deacons will serve as a committee to count the ballots. The two or three men receiving the most votes and qualifying according to the Scriptures and this constitution will be elected. If they agree to serve, it will be announced to the church that they are elected. In case one or more of these men decline to serve, a second special Members' Meeting shall be called as soon as practical to fill the vacancy and or vacancies. Announcements, for this election only, will be made from the pulpit two weeks prior to the called meeting to inform the people of the election.
- D. In the event of a tie vote, the tie must be broken, and the active deacons present will break the tie by secret ballot.
- E. All new deacons shall be elected for a term of three (3) years.
- F. There shall be a maximum of seven (7) active deacons.

### 3. Duties

- A. To be zealous to guard the unity of spirit within the church in the bonds of peace and goodwill.
- B. To establish and maintain personal fraternal relationships with, and spiritual oversight of, all members of the church.
- C. To assist the pastor in administering the ordinances of baptism and the Lord's Supper.
- D. To exercise advisory power only. All matters must be taken before the church for action unless such authority is contained in these By-Laws or unless the church delegates to them specific authority to act.

### 4. Organization

#### A. Election and Terms of Service

- i. Any vacancy of the deacons caused by death, removal, or other reasons shall be filled within sixty (60) days in the same manner as under the rules of Election of Deacons. (See: **Article II, Section II**, Paragraph 2.)
- ii. Chairman of Deacons shall be elected before August 1<sup>st</sup> and take office on September 1<sup>st</sup> each year. Normally he shall serve only one year, though he may be re-elected by the deacons.
- iii. A deacon coming into the fellowship of this church, having been previously ordained by another Baptist Church, may not be considered a member of the deacons unless so elected by the church and must have been a member of this church at least one year before he is eligible for election.

#### B. Responsibilities

- i. To serve as a council of advice in conference with the pastor in all matters pertaining to the welfare and work of the church.
- ii. To meet regularly each month or at a special called meeting for the consideration of all larger problems and general policies of the church. The pastor, chairman of deacons, or any three (3) deacons may call a special meeting whenever they deem it necessary. The pastor and all

deacons will be informed of the intent, the time, and place of any special called deacons' meeting; two-thirds (2/3) will be required to form a quorum.

- iii. To organize themselves into such committees as their wisdom may direct for efficiency of service.
- iv. To review annually by the April Deacons' Meeting the church-pastor relationship and make suitable recommendations to the Finance Committee concerning salary adjustment or other alterations they deem advisable and inform the Finance Committee of their decision by written memorandum.
- v. To serve as a Pulpit Supply Committee when the position of pastor has been vacated. They shall also be responsible for procuring an interim pastor; however, the deacons will not constitute the specific Pulpit Committee for seeking and calling a new pastor.
- vi. To have the oversight of the discipline of the church, in council with the pastor and by such methods as the Holy Spirit may direct in accordance with New Testament teachings. In administering the discipline, they shall be guided by the principles set forth in Matthew 18:15-17, I Corinthians 5:9-13, and I Thessalonians 5:12-15.

(Each deacon may confer freely with the pastor about all matters and cases of discipline which, in his judgment, would be most wisely and spiritually handled in private.)

### **SECTION III - TRUSTEES**

#### 1. Election

- A. There shall be three (3) trustees.
- B. Election shall be by ballot of the church in the August Members' Meeting with absentee ballots being made available by the Chairman of the Trustees for members unable to attend. One week prior to the trustee election a list of qualifications and duties as set forth by the By-Laws shall be published in the church bulletin. The trustees will serve as a committee to count the ballots.
- C. The individual term of office shall be three (3) years, one new member being elected each year, and one present member retiring.
- D. The trustees shall elect their own chairman each year.
- E. In case of death or incapacity of a member, the church shall take proper action to fill the vacancy within sixty (60) days.

#### 2. Qualifications

- A. A trustee shall be twenty-one (21) years of age or older and a member of this church for at least one (1) year.
- B. A trustee is expected to attend all business meetings.
- C. No trustee shall succeed him/herself for a period of at least one year, except when he has been elected to fill an unexpired term.

### 3. Duties

- A. The trustees shall be entrusted with such responsibilities as civil law assigns the office, such as negotiating loans, executing mortgages, signing legal papers, and matters pertaining to property insurance.
- B. The trustees shall serve as legal representatives of the church in the event suit is brought against the church.
- C. The chairman of the trustees shall serve on the Church Council.

### **SECTION IV-a – MODERATOR**

1. The moderator shall be elected by the church annually in August to take office on September 1<sup>st</sup> to preside at church Members' Meetings.
2. In the absence of the moderator, the chairman of the deacons shall preside.
3. In the absence of the moderator and chairman of the deacons, any officer named in the church by-laws may call the church to order and a moderator pro tem shall be elected.

### **SECTION IV-b – PARLIAMENTARIAN**

1. The parliamentarian shall be elected annually by the church in August to take office September 1<sup>st</sup> and shall maintain order at members meetings in accordance with Robert's Rules of Order, current edition.
2. In the absence of the parliamentarian, the chairman of the deacons shall maintain order.

### **SECTION V - CLERK**

1. The clerk of the church shall keep in a suitable book an accurate record of all of the actions of the church and will regularly attend all Members' Meetings. The specific duties are as follows:
  - A. Keep the register of the names of members, with dates of admission, dismissal, or death; together with the record of baptisms.
  - B. Issue letters of dismissals and/or recommendations voted by the church.
  - C. Give legal notice of all meetings for which such notice is necessary.
  - D. Send annually to the Warren Association of Baptists, the annual church letter.

### **SECTION VI - TREASURER**

The treasurer shall be elected annually in June and take over duties on August 1<sup>st</sup>, the beginning of the associational year. The treasurer must be a member of the Finance Committee. An assistant treasurer shall be elected by the church and will perform duties as delegated by the treasurer.

1. Duties of the Treasurer
  - A. Receive, preserve, and pay out all monies, or things of value, paid or given to the church.
  - B. Keep an itemized account of all receipts and disbursements.
  - C. Pay bills promptly by check, including monthly remittance of all funds received for denominational or other designated causes.

- D. Within thirty (30) days after the end of the fiscal year, render to the church an annual report showing the total amount of receipts and disbursements.
  - E. After completing the annual report, deliver to his/her successor all books, records and accounts pertaining to or relating to the duties of the office which he/she is relinquishing.
  - F. Receive the empty collection envelopes and from these give each donor individual credit.
  - G. In January prepare and mail or give to each member who uses the envelopes a statement of his total contributions for the past year.
2. Responsibility of the Church
- A. Retain the right to have the treasurer's records audited either by an outside auditor or the trustees.
  - B. Consider all books, records, and accounts kept by the treasurer as church property.
  - C. Permit books to be open to inspection by any member, upon specific approval of the church, in company of the chairman of the deacons.
  - D. Provide and pay for burglary insurance of church funds until such funds are deposited in the bank.
  - E. Retain the right to bond the treasurer.
  - F. Elect a committee of four to count the offerings. One alternate shall be elected to serve in the absence of a committee member.

#### **SECTION VII - MUSIC DIRECTOR**

1. The Music Director shall be elected by the church upon the recommendation of the Music Committee.
2. He or she will have general oversight and direction of the music of the church; will direct or see to the direction of choirs in practice and in public singing; will cooperate with the pastor and music committee in the selection of suitable music and the use of it.
3. Salary, vacation, etc., shall be such as are agreed upon at the time of selection and recorded in the church minutes.
4. The director, if possible, should be of the same faith as the church he serves.

#### **SECTION VIII – TEACHERS & OFFICERS OF CHURCH ORGANIZATIONS**

1. All organizations of the church shall be under church control, reporting regularly to the church; officers must be members of this church.
2. In the May Members' Meeting the Nominating Committee will nominate and present for election a Sunday School Director. In August of each year the Nominating Committee along with the newly elected Sunday School Director, shall present a complete list of nominations for teachers, officers, and committees for election by the church.
3. Completion of elections shall be followed by a public installation service.
  3. Duties of these officers shall be as are ordinarily designated in the approved denominational standards.

**Article III**  
**COMMITTEES**

Unless otherwise specified, the term of office for all committee members shall be one year, beginning September 1<sup>st</sup>.

Standing committees of this church shall be as follows:

**SECTION I - CHURCH COUNCIL**

The membership of this church council shall be made up of the Chairman of Deacons, who will serve as chairman, Chairman of Trustees, chairs of all other committees listed in Article III, and the Church Clerk. The duties of this committee shall be to correlate activities of the church and to present recommendations to the church of all matters that require church action. It is understood that only advisory power is granted to this committee unless otherwise specified by the church.

**SECTION II - FINANCE COMMITTEE (Budget Committee)**

1. The Finance Committee shall prepare and present the annual budget for the church fiscal year beginning August 1<sup>st</sup>. The new budget will be presented in the June Members' Meeting with final action to be taken in July.
2. Any expenditures not allowed by the church budget must be presented to the Finance Committee prior to being brought before the church. This committee must present these proposed expenditures to the church for consideration.
3. This committee shall be composed of Chairman of Deacons, Chairman of Trustees, Treasurer, and three members at large elected at the August Members' Meeting. The Nominating Committee will nominate the three members at large.
- 4.

**SECTION III - BUILDING AND GROUNDS COMMITTEE**

1. This committee shall be composed of five members elected by the church. The responsibilities of this newly elected committee will begin September 1<sup>st</sup>.
2. The committee shall oversee the custodial services of this church. This shall include employment and supervision of the caretaker.
3. This committee shall be responsible for recommending to the church any needed work and/or repairs to the church property. Any emergency repairs may be made without prior church approval.
4. This committee is to set forth in writing, a general outline of the services expected of the caretaker. (See below for suggested agreement.)

***SUGGESTED OUTLINE OF AGREEMENT FOR THE CUSTODIAN***

- a. Maintain the church grounds in an attractive and well kept manner.*
- b. Check on heating system of the church reporting all repairs and maintenance needs to the chairman of the Building and Grounds Committee.*

- c. See that the building is adequately warm in the winter and cooled in the summer for the beginning of all regular and special meetings of the church.*
- d. To clean building, dusting seats and furniture regularly.*
- e. Mow the lawn, clip hedges, and keep road side clean.*
- f. Keep growth such as weeds, bushes, and briars out of the cemetery plot. This is to be done at least twice each year, if necessary, more often.*
- g. Wash windows and clean Venetian blinds when needed.*
- h. To do any and all things necessary or generally contemplated as to the duties of the caretaker of a church building and grounds.*
- i. Clean building after each service and special events such as weddings, showers, and fellowship meetings. Any activities at the church required by people not members of Burton Memorial are to pay the caretaker a nominal fee for the extra work required.*

#### **SECTION IV - MUSIC COMMITTEE**

1. This committee is to be made up of the Music Director as an ex-officio member and the Organist, Pianist, two adult and one youth from the choir. The latter three shall be nominated by the Nominating Committee.
2. This committee shall be the clearing house for suggestions and/or criticisms concerning this ministry.
3. This committee shall recommend to the church such music and other properties they think will be beneficial.

#### **SECTION V - NOMINATING COMMITTEE**

1. This committee shall consist of the newly elected Sunday School Director and three (3) members including at least one woman and one man. The individual term of office shall be three (3) years, one member being elected each year and one present member retiring. Attention of the committee is directed to *ARTICLE II, SECTION VIII*, Paragraph 2.
2. The committee serves throughout the year, making all necessary replacements and additions in the church elected officers and teachers.
3. The committee shall secure the permission of each nominee before presenting their name to the church for that office for which they are being nominated by the committee.

#### **SECTION VI - YOUTH COMMITTEE**

1. This committee shall consist of a chairman and at least four (4) other members. The committee shall include at least one man, one woman, and one young person.
2. In conference with the pastor, plan all programs and ministries for the youth of the church.
3. Supervise and provide chaperons for youth functions as requested.
4. Promote and publicize the youth activities.

## **SECTION VII - CHILDREN'S COMMITTEE**

1. This committee shall consist of a chairman and at least four (4) other members including at least one each man and woman.
2. In conference with the pastor, plan all programs and ministries for the children of the church.
3. Supervise and provide chaperons for the children's functions as requires.
4. Promote and publicize the children's activities.

## **VIII - CHURCH HOSTESS COMMITTEE**

1. This committee will consist of five (5) members elected by the church in August with duties beginning on September 1<sup>st</sup>. They shall serve one year unless re-elected by the church.
2. This committee shall serve as hostess for church-wide functions where the services of a hostess are needed.
3. This committee will be responsible for recommending to the church any necessary items or other needs in the kitchen or fellowship hall needed to carry out their duties.
4. This committee will check the kitchen regularly for cleanliness and order and will report any misuse of the church.
5. This committee will be responsible for a general cleaning of the kitchen twice a year with help from other members of the church. The date of cleaning will be set by the committee. Any responsibilities of church custodian concerning this work should be brought to the attention of the Building and Grounds Committee in accordance with ***SECTION III - BUILDING AND GROUNDS COMMITTEE***, Item 4.
6. This committee will keep all kitchen linens laundered after use.

## **SECTION IX - FLOWER AND DECORATION COMMITTEE**

1. This committee will be made up of flower chairman, plus four (4) other people to be nominated by the Nominating Committee.
2. Flowers for funerals are to be limited to members of this church.
3. The church will designate the amount to be spent on flowers for funerals.
4. The committee will keep the auditorium attractively decorated for the seasons or special occasions.

## **SECTION X - CONSTITUTION AND BY-LAWS COMMITTEE**

The work of the Constitution and By-Laws Committee will be to study the constitution of the church and recommend changes as may be necessary to maintain an effective, up-to-date Constitution and By-Laws.

A copy of the Constitution and By-Laws will be posted on the bulletin board in the educational building. A copy will be made available to any member upon request.

Members of this committee shall be the church clerk, who shall serve as chairperson, and three (3) others to be recommended annually by the Nominating Committee.

## **SECTION XI - LONG RANGE PLANNING COMMITTEE**

The chief work of the Long Range Planning Committee is to study long range church and community needs, analyze the present effectiveness of the church's work, and set long range objectives, goals, and strategies. The five (5) members of this committee will be recommended annually by the Nominating Committee. The duties of the Long Range Planning Committee should be:

1. To analyze present and future needs of the church and community.
2. To set church objectives, goals, and strategies.
3. To communicate with church members throughout the process.
4. To present specific long range plans to the church for study and approval.

## **SECTION XII – MISSIONS/EVANGELISM COMMITTEE**

This committee will consist of five (5) members elected at the August Members' Meeting to take office September 1<sup>st</sup>. They shall serve one year and may succeed themselves. The purposes of the committee shall be:

1. To aid the pastor in planning and preparation for local evangelistic and outreach efforts.
2. To promote local, associational, and denominational mission efforts to the church.
3. To coordinate short term or long term mission thrusts to provide Burton Memorial Baptist Church with opportunities to be physically involved in great commission efforts here and around the world.

## *Article IV* **CHURCH FINANCES**

### **SECTION I**

The means of financial support of the church will be provided by tithes and freewill offerings.

### **SECTION II**

All funds shall pass through the hands of the treasurer to be properly recorded.

### **SECTION III**

Receipts from all sources shall be kept in such accounts as the church designates. From such accounts, payment of bills for local work and expenses will be paid promptly by check. Individuals wishing to make special offerings at any time may

do so by designating the manner in which their gift is to be distributed.

### **SECTION IV**

The church budget, which is to be presented to the church for adoption in the July business meeting, will be considered as church approval for expenditures for the respective items in the amount given. Any additional proposed expenditure not already approved in the budget must be presented to the Finance Committee for its consideration and recommendation to the church for final action.

## **SECTION V**

The missionary organizations may promote generally accepted mission offerings of the Kentucky Baptist Convention, Southern Baptist Convention, and Warren Association of Baptists for missionary purposes as long as they do not interfere with the regular support of the church.

### *Article V* **MEETINGS**

#### **SECTION I - WORSHIP**

1. Public services will be held on the Lord's Day (Sunday) and on some regular evening or evenings of the week.
2. Occasional religious meetings may be called by the pastor or by vote of the church.
3. During at least one worship service each quarter, preferably on the first Sunday, the Lord's Supper will be observed.

#### **SECTION II - MEMBERS' MEETINGS**

1. A regular Members' Meeting will normally be held at least once monthly on the third Sunday night each month.
2. The Church Clerk will present an annual report during the September Members' Meeting.
3. At any regular meeting for worship, the church may act upon reception of members, upon appointment of messengers to councils, associations, or conventions, but not upon other matters, except upon direct vote of the church to do so. Regular Members' Meetings will be held in accordance with Paragraph 1 above.
4. The pastor may, and shall when requested by the deacons or trustees, call from the pulpit special Members' Meetings, the particular object of the meeting being stated in the notice. Special meetings of the church may be called by the clerk upon written application of any five (5) adult members, specifying the object thereof, which notice shall be read in the public service on the Lord's Day preceding the day affixed for the meeting.
5. At all regular and special meetings, ten percent (10%) of the resident members shall be necessary to constitute a quorum.
6. In all questions of procedure at any Members' Meeting, the church shall be governed by Robert's Rules of Order, current revision.

#### **SECTION III - ELECTIONS**

1. Unless otherwise provided in the By-Laws, an election may be conducted at a regular Members' Meeting.
2. The Nominating Committee shall present its list of candidates for the offices under consideration. This report shall constitute a nomination of those candidates.
3. Additional nominations from the floor shall be referred to the Nominating Committee.
4. Unless otherwise specified, a majority of the members present and voting constitutes election.

*Article VI*  
**POLICIES REGULATING USE OF CHURCH PROPERTY**

**SECTION I – WEDDINGS**

All church members and immediate family members of same are free to use the church building without fee. The time and date must not conflict with any previously planned program. They must clean any areas after use and replace furnishings to their original locations. Those who are neither members of Burton Memorial Baptist Church nor immediate relatives of same may use the church facility for a fee of Three Hundred Dollars (\$300.00) to cover use of facility for decorating, rehearsal, and ceremony, plus Fifty Dollars (\$50.00) caretaker's fee for being present to allow access to the building at the specified times and assisting in breakdown and replacement of stage and removal and replacement of choir chairs and Lord's Supper table. Sound equipment may be operated only by the Burton trained audio/visual personnel and will require an additional fee of Twenty-Five Dollars (\$25). Only members of Burton Memorial Baptist Church or their direct relatives will be allowed to use the basement for wedding receptions. There will be no fee for use of the building, but the caretaker fee will apply.

**SECTION II – OTHER FUNCTIONS**

Meetings of special community interest groups such as Girl/Boy Scouts, Red Cross Blood Mobile, Bookmobile, etc. may be arranged with permission of the deacons. Long term access should be recommended by the deacons and approved by the membership. Requests of use of the building other than those listed herein should be directed to the deacons for review.

**SECTION III – GENERAL RULES**

Smoking and use of alcoholic beverages or drugs are prohibited anywhere in the church.

**This Constitution and By-Laws shall take the place of all previously approved documents of this nature and shall become effective upon approval by the church.**

*Revision Approved May 28, 2006*