

# The Constitution Of the Radnor Baptist Church

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March 2005

## **ARTICLE I - NAME**

This organization shall be known as the Radnor Baptist Church, of Radnor, Ohio. It was founded May 4, 1816.

## **ARTICLE II - PURPOSE**

This Church is dedicated to the advancement of the Kingdom of Jesus Christ in individual lives and throughout the world. It shall seek to attain this end through the public worship of God, consistent Christian living by its members, personal evangelism, continual missionary endeavor, and Christian edification.

## **ARTICLE III - COOPERATION AND AFFILIATION**

As a church in the community of Radnor, Ohio, this Church shall strive to cooperate with the other churches and organizations in community activities consistent with Christian teachings and ideals. This Church shall be affiliated with the Southern Baptist Convention, State Convention of Baptists in Ohio, and the Metro Columbus Baptist Association.

## **ARTICLE IV - CHURCH COVENANT**

This Church receives the New Testament as an all sufficient basis of doctrine and practice, and all Scripture, both Old and New Testaments, as divinely inspired of God, and thus the written expression of Christ, the Living Word of God. As a summary of principles for Christian conduct among its members, it adopts the Church Covenant commonly accepted by Baptist Churches and included in this Constitution, and all members are expected to strive toward the fulfillment of these principles in their daily lives.

## **OUR CHURCH COVENANT**

Having received Christ as my Lord and Savior and been baptized, and being in agreement with the Church's statements, strategy, and structure, I now feel led by the Holy Spirit to unite with the church family. In doing so, I commit myself to God and to the other members to sustain the

churches worship, ordinances, discipline and doctrines by doing the following:

## Section 1. Church Unity

(a) I will protect the unity of my church by acting in love toward other members. *(Romans 14:19/1 Peter 1:22)*

(b) I will protect the unity of my church by refusing to gossip. *(Ephesians 4:29).*

(c) I will protect the unity of my church by following the leadership. *(Hebrews 13.17).*

## Section 2. Church Responsibility

(a) I will share the responsibility of my church by praying for its growth. *(1 Thess. 1:1-2)*

(b) I will share the responsibility of my church by attending faithfully. *(Hebrews 10:25).*

(c) I will share the responsibility of my church by giving regularly. *(1 Cor. 16:2/Lev. 27:30).*

## Section 3. Church Ministry

(a) I will serve the ministry of my church by discovering my gifts and talents *(1 Peter 4:10).*

(b) I will serve the ministry of my church by being equipped to serve by my pastors. *(Eph. 4:11-12).*

(c) I will serve the ministry of my church by developing a servant's heart. *(Phil. 2:3-4,7)*

## Section 4. Church Testimony

(a) I will support the testimony of my church by inviting the unchurched to attend. *(Luke 14:23)*

(b) I will support the testimony of my church by trying to live a godly life in word and deed. *(Phil. 1:27).*

(c) I will support the testimony of my church by warmly welcoming those who visit. *(Romans 15:7) -*

## ARTICLE V - MEMBERSHIP

### Section 1. Qualifications

Any person may become a member of this Church upon recommendation of the Board of Deacons (in every instance) and by vote of the Church and by completion of a Church Membership class:

- a) Upon confession of personal faith in Jesus Christ as Savior and Lord, and baptism by immersion in obedience to Him.
- b) By letter of dismissal and recommendation from some other Church of like faith and order.
- c) Upon statement of Christian experience; if previously baptized by immersion, or willing to be baptized by immersion.
- d) By restoration.
- e) In order that persons applying for church membership may be informed as to the duties of members, they shall have the Church Constitution, containing a copy of the Church Covenant, ma membership class, presented to them and explained by the Pastor or other Church leaders, and shall be willing to accept it and strive with the help of God, to keep the Covenant obligations.
- f) The scripture is clear on the ungodly nature of those who practice sinful lifestyle. (*1 Corinthians 6:9, Galatians 5:19-21*) We declare these lifestyles to be in violation of biblical teachings, and therefore will not affirm such as consistent with Christianity. In so stating, we will not accept into church membership any persons who do regularly practice what would be considered a sinful lifestyle. Such persons shall be seen as ones to whom we must minister; serve and encourage toward a godly lifestyle.

### Section 2. Dismissal of Members

- a) By death.
- b) By letters of dismissal; for the purpose of uniting with some other Church of like faith and order.

- c) Request of member in question
- d) Church Discipline (see section 3)

### **Section 3. Church Discipline**

If such a case should occur that a members continued conduct does hinder the purpose or mission of Radnor Baptist Church, as a whole, or if there is a disregard of the Church Member's Covenant (see article IV), strong efforts are to be made by the Deacon Board to bring reconciliation between the member and the Church. This should be done as it is prescribed in Matthew 18: 15-17. Once it has been determined that reconciliation is unattainable, the Deacons are to present that matter to the church in a business meeting for consideration of membership termination.

Procedures for the dismissal of a member shall be pursued only under extreme conditions as determined by the Deacon Board using 1 Corinthians 5:1-5, 11 as a guide for their determination.

Any termination of membership as a result of church discipline shall be subject to a vote by the church body.

### **Section 4. Restoration of Members**

Individuals whose membership has been terminated through church discipline can be restored to church membership by making a request to the Deacon Board in the spirit of 2 Corinthians 2:7-8.

### **Section 5. Inactive Membership.**

In such a case when a member of the church should, over a period of time, withdraw from active participation of the church, it shall be the job of the Deacons to attempt to restore these persons to an active role in the body. If those attempts fail, then the Deacon Board will determine among themselves whether or not the persons in question should be moved to an Inactive Member status. In this move, the person would remain a member of Radnor Baptist Church, yet would lose the privileges of being an active member, including the privilege of voting in a church business meeting.

Any Inactive Member can be reinstated to an active member status by petitioning the Board of Deacons to grant that request.

## ARTICLE VI- OFFICERS

### Section 1. Officers Listed

(a) The Primary officers of this Church shall be:

A Pastor, called in accordance with this Constitution.

A Board of Deacons of no less than four (4) and no more than six (6) active members.

A Board of Trustees of five (5) members.

A Chairperson of the Board of Christian Development.

(b) The Secondary Officers of this Church shall be:

A General Treasurer

A Financial Secretary

A Missions Director

A Moderator

A Church Clerk

A Sunday School Superintendent

A Music Director

(c) Other Pastoral Staff as approved by the congregation.

All officers must be members of the Church, in good standing, and elected in accordance with this Constitution.

### Section 2. Terms of Office

All officers, with the exception of the Pastor and Pastoral Staff, shall be elected at the annual business meeting. Of the Primary Officers, the Deacons shall serve one six (6) year term, the Trustees shall serve one five (5) year term and the Director of the Board of Christian Development shall serve one three (3) year term.

Of the Secondary Officers, each will serve a period of one (1) year and will be eligible for re-election in consecutive years.

All Officers shall be informed as to the duties pertaining to their office. The Deacon Board and the Board of Trustees shall elect their own chairman, whereas, the Board of Christian Development shall have its chairman chosen by the Nominating Committee and voted on by the church at its Annual Business meeting. Each Board shall meet regularly, at such time and

place as deemed necessary by that Board. All Officers shall assume office immediately following their election.

### **Section 3. Removal from Office**

All officers who, for a period of three months; and without sufficient cause, shall fail to faithfully perform the duties pertaining to their office shall thereby automatically vacate such office. The Church has the power, for good and sufficient cause, to remove from office any officer or committee person, upon the recommendation of the Church Council, and by vote of the Church.

Any officer moved to the inactive membership roll shall automatically vacate such office.

### **Section 4. Resignations of all Officers**

Resignations of officers shall be in writing to the Church, submitted to the Church Clerk, and are to be effective on the date specified in the resignation.

### **Section 5. Calling of Pastoral Staff**

(a) The Pastor or Pastoral Staff member shall be called by the church membership, upon the recommendation of the pulpit committee. His election shall be at a regular or special meeting of the church, provided that each member of the church has been duly notified of the election meeting. A vote of 85% of the eligible voters present and voting, provided there be present a voting quorum; shall be necessary to extend a call.

(b) The Pastor or Pastoral Staff member shall be called for an indefinite period of time; the salary and benefits shall be fixed at the time of the call and may be changed by vote of the Church at any business meeting-, provided the Church Council has considered the advisability of the change. The Pastor shall be paid in installments mutually agreed upon by the Board of Trustees and the Pastor. Any member of the Pastoral Staff, with prior approval of the Deacons, is free to assist with Evangelistic crusades, preaching missions, boards, camps; etc., so long as he provides a suitable supply for ministerial responsibilities. Any pulpit supply beyond vacation or illness shall be paid for by the pastor unless otherwise agreed upon.

(c) Any person accepting a pastoral staff position of this Church must first have read a copy of this Constitution and must be willing to conduct his Pastorate in accordance to the regulations thereof.

## **Section 6. Termination of Pastoral Staff**

The term of office may be terminated upon sixty days notification on the part of the Pastor or the Church, unless otherwise mutually agreed upon. Termination of office shall be voted on at a called business meeting; notice of such meeting and its purpose having been duly given to all active Church members two weeks prior to the vote. A vote of two thirds majority of the members present, provided there be present a quorum of qualified voting members, shall make valid termination of said office. The Pastor's or staff member's resignation shall be made to the Church, through the Clerk, and in writing. Any action of the Church, regarding suggested resignation of a Pastoral staff member, shall also be made in writing, by the Clerk of the Church, to the Pastoral staff member, stating the reasons for such action.

## **ARTICLE VII- DUTIES OF OFFICERS**

### **Section 1. Duties of the Pastors**

#### **(a) Duties of Senior Pastor**

The Pastor shall preach the Gospel, interpreting the Holy Scriptures for the good and benefit of the congregation. The Pastor shall lead the Church in witnessing to the Community of the saving power of Jesus Christ. The Pastor shall administer the ordinances, watch over the membership, the Deacons, promote the spiritual interests of the Church; organize and develop the strength of the Church for the best possible service. The Pastor shall be a member ex-officio of all Boards and Committees of the Church and of its auxiliary organizations. The Pastor shall serve as liaison between the local Church and the Association.

#### **(b) Duties of Youth Pastor**

The Youth Pastor shall work with and oversee youth programming in junior and senior high school grades 6-12. Attend and report to council meetings and Christian Development Board meetings; keeping the church family informed on activities; be evangelistic, seeking to win youth and children to Christ; and develop goals in cooperation with the pastor.

### **(c) Duties of Pastoral Staff**

The duties of other pastoral staff shall be determined by the congregation in consultation with the pastor and deacons. All additional pastoral staff shall operate under the leadership of the senior pastor and Deacons. Such staff may be involved in the meetings of the Deacon Board as determined by that board. All pastoral staff will be members' ex-officio of the Church Council.

## **Section 2. Duties of the Moderator**

The Moderator shall preside at all business meetings of the Church, and at the meetings of the Church Council. The Moderator shall, in the absence of a Pastor, act as the church administrator.

## **Section 3. Duties of the General Treasurer**

The General Treasurer will handle all disbursements which are to be authorized by the Church, with the approval of the Board of Trustees. The treasurer shall present to the Church at its annual business meeting, and to the Council at its quarterly meetings, an itemized report of receipts and disbursements; showing the actual financial condition of the Church. The treasurer shall present the books to be audited at the close of the fiscal year, or more often, if so requested by the Church. The general treasurer shall deliver immediately to the successor all books and records pertaining to the office. The general treasurer will present a monthly financial statement to the church trustees.

## **Section 4. Duties of the Missions Director**

The Missions Director shall coordinate all mission activities of the church. The Director shall promote offerings to support international, continental and state missions and will serve on the Board of Christian Development in the Chair of Missions Education. The director shall also cooperate with the Missions Committee to promote and plan the missionary activity of the local church.

## **Section 5. Duties of the Clerk**

The Clerk shall keep accurate minutes of the business proceedings of the Church, including the reception and dismissal of its members. The Clerk will also keep a complete roll of the members and their addresses; issue letter of dismissal and all certificates of Christian standing, as authorized by the Church. This officer will also keep an accurate active and inactive membership list, conduct all official correspondence in relation to the office; preserve and properly file all letters; reports; and other documents pertaining to the office; assist in preparing the denominational reports, and any others that may be required. The Clerk shall keep accurate minutes of the recommendations of the Church Council. The Clerk will serve as the church historian by keeping a record of the Church current events such as special meetings, evangelistic services, and each baptism in historical order, etc.

## **Section 6. Duties of the Sunday School Superintendent**

The Sunday School Superintendent shall have general supervision of the Sunday School, guiding its program, presiding at the regular meetings of the officers and teachers of the school, and seeking to maintain its contribution as the educational branch of the Church. The Sunday School Superintendent shall hold at least four teacher and officer meetings a year. The Sunday School Superintendent shall make quarterly reports to the Church Council, and an annual report to the Church at its annual business meeting, of the progress and work of the Sunday School. The Sunday School Superintendent shall work in cooperation with the Pastor and Board of Christian Development so that leaders are constantly being trained to maintain the standards needed in the School. The Sunday School Superintendent shall locate substitutes if they give prior notice of their absence, otherwise it will be the teachers responsibility.

## **Section 7. Duties of the Music Director**

The Music Director shall serve as a coordinator of the vocal and instrumental music of the church, planning; with the Pastor, music suitable for the various church programs. The Music Director shall be a member of the Music Committee. Those involved in the music ministry shall present a nominee to the nominating committee for their approval.

## **Section 8. Duties of the Financial Secretary**

The Financial Secretary shall keep a confidential record of individuals giving. The Financial Secretary shall receive all money given to the Church for local expense, and shall be the custodian of deposits. The Financial Secretary shall keep a complete detailed record of all individual pledges and payments for special projects. The Secretary shall also send annual reports of individual giving record to the corresponding members for their own personal records.

## **ARTICLE VIII- BOARDS, DIVISIONS, AND COMMITTEES**

### **Section 1. The Church Council**

The Church Council shall be composed of the Pastor; Pastoral Staff Deacons, Trustees, General Treasurer, Missions Director, Moderator, Church Clerk, Sunday School Superintendent, General Chairperson of the Board of Christian Development and the Music Director. The Moderator shall preside at the meetings of the council. The Moderator shall be responsible for introducing matters of interest that should be presented to the council, and, with the Pastor, shall arrange an agenda for each meeting. The Chairman of the Board of Deacons shall preside in the absence of the Moderator.

This Council shall be the general planning body of the Church. It shall constantly be considering the needs of the Church; and shall determine the ways and means by which its policies and programs can be best achieved. It shall seek to correlate the programs of all segments of the Church into one coordinated whole. The Council shall meet regularly at intervals of not more than three months.

The first meeting of the fiscal year shall be one week following the annual meeting in January. Other meetings shall be held during the third week of April, July, and October, at a time designated by the Council. The council will select five council members at the October meeting to fill the committee positions. The council will approve these committees at the December meeting. Also, a meeting shall be held in December to prepare for the Church Annual Meeting. Special meetings may be called by the pastor or the Church Moderator. All church council members shall be notified of such meetings. A majority of the total membership

of Council shall constitute a quorum of the Council.

At the quarterly meetings there shall be a Treasure's report for the preceding quarter; a report of the Board of Deacons; a report of the Board of Trustees; a report from the Pastor concerning the general status of the Church and his recommendations for the coming months. Pending business and new business shall be acted upon as the Council sees fit. All members are welcome to council meetings. Any business they wish to discuss should be given in written form to the moderator prior to the beginning of the meeting.

A report of each Council meeting, including the financial status of the Church, shall be made available to the Church, on the following Sunday morning and business necessary for the entire membership to approve shall be acted upon at a date specified by the Moderator. Notice of all regularly scheduled council meetings shall be given from the pulpit the Sunday before the Council meetings.

## **Section 2. The Board of Deacons**

The Board of Deacons shall consist of no less than four and no more than six rotating members, one to be elected by the church at each annual business meeting as needed to serve six years. These rotating members shall not be eligible for reelection to this board until one year has elapsed. Deacons shall be selected in accordance with the principles given in I Timothy, Chapter 3. They shall be recognized men of spiritual qualities and leadership abilities that shall enable them to rightly execute the duties pertaining to their office.

### **(a) Election to the Board of Deacons**

At the end of a deacon's term, members will be requested to submit the name or names of any brother who they feel is qualified for the Office of Deacon as outlined in the Constitution, to any member of the Church Council. These names will be given to the deacon board for their approval and to see if the candidates are willing to serve. The Board of Deacons will bring these names back to Council for their approval. No one shall be elected deacon without at least two thirds of the Council voting on the nomination. Deacons shall be elected at a special or regular church meeting provided that notice of the election shall be given from the pulpit on two consecutive Sundays prior to the election. If there is no clear plurality, there will be a runoff election between the top two candidates.

In case of a vacancy in the middle of a term, another deacon shall be elected to finish that term.

## **(b) Honorary Deacon**

When a deacon has faithfully performed his duties for three terms or eighteen years of service, he shall continue as an Honorary Deacon for his lifetime. As Honorary Deacon, this person will serve in the ministry of the Deacon Board without the burden of authority until such time as he again might be elected to the Active Deacon Board.

## **(c) Duties**

The Board shall have general oversight of the spiritual life of the church; aid the Pastor in the performance of his duties, control the spiritual and moral use of the Church property, provide Christian instruction and ministry to the Church membership, advise with applicants for Church membership before being received by vote of the Church. The Board shall cooperate with the Pastor in providing the pulpit supply in his absence and in the maintenance of the weekly prayer meetings when the Pastor is unable to attend. The Deacons shall cooperate with the Pastor in the visitation of the members and in the care of the sick and needy members of the Church. They shall have charge of the preparation for the Lord's Supper; for the ordinance of baptism; and shall participate with the Pastor in the observance of these ordinances. The Board shall maintain a regular meeting schedule, with the Pastor, for prayer and discussion of the spiritual progress and problems of the Church. The order of all services shall be regulated by pastoral staff and deacons.

## **Section 3. The Board of Trustees**

There shall be a Board of Trustees consisting of five elected members. The term of office shall be so arranged that there shall be one Trustee elected each year at the annual business meeting, to serve for a period of five years.

The Trustees shall hold in trust all property and finances of the Church and shall be responsible for the upkeep and management of the same: They shall not sell or encumber the real estate or other property of the Church, unless authorized to do so by the vote of the Church. Such a vote shall be at a meeting so called in accordance with the provisions of the laws of the State of Ohio which govern the selling or encumbering of church property. The Trustees shall designate the bank where all funds of the Church shall be deposited. Any single expenditure over 10% of church budget shall require prior approval of the congregation. The Board shall, when so instructed by the Church, secure the services of a Custodian, at such salary as is authorized by the church, and secure from the custodian acceptable service: Regular Board meetings shall be maintained, as deemed necessary by the Trustees.

## Section 4. The Board of Christian Development

This board shall consist of six (6) members selected by the Nominating Committee and voted on by the church with the Pastor, Youth Pastor and Sunday School Superintendent as ex-officio members. The six members of this Board will be appointed to the following six chairs of office:

- The General Chairperson
- The Chair of Leadership Training
- The Chair of Adult Ministry
- The Chair of Youth Ministry
- The Chair of Children's Ministry
- The Chair of Missions Training and Education

These members will serve in three (3) year terms with two members' terms expiring each year. Consecutive terms can be served.

It will be the goal of this board to advance the training of the members of Radnor Baptist Church and activate them into ministry within the church: To accomplish this objective, the board will solicit teams of ministers from the general church body to work alongside the each chairperson in their specific field of ministry.

**(a) The General Chairperson** will counsel with the Pastor to prepare a tentative agenda for each meeting. The chairperson will also organize and conduct the meetings, help the board to delegate responsibilities to members and see that these responsibilities are fulfilled, inform the Budget and Finance committee of any financial needs, prepare and authorize reports to the church: He will also be a help to each chair of the board with the goals and planning of their ministry.

**(b) The Chair of Leadership** will plan for the development and training of all leaders by providing classes to the church, promoting conferences and workshops. The chair will also oversee the library resources and secure the position of librarian.

**(c) The Chair of Missions Training and Education** will make a concentrated effort to heighten the churches awareness of missionary work done around the world and the ways in which our church can be more involved in that global effort. This Chair will also work with the other ministries of the church to plan ways in which our members can get involved with reaching out to our community, helping them in times of need, with the goal of creating opportunities to share the Gospel of Jesus Christ to those we serve.

**(d) The Chair of Adult Ministries** will plan the education and ministries, which are designed for our adult members. The chair will consider opportunities to design ministries that meet the need to the different people groups within our church; such as College and Career, Young Married, middle aged, divorced, elderly, and the like. The chair will analyze the needs of these people groups and strategize ways in which our church can minister to them and meet their needs.

**(e) The Chair of Youth Ministries** will coordinate the activities and training of our youth aged members (ages 12-18). This chair will be the head of a Youth Ministry team that will plan a calendar of activities for our youth, provide training that promotes their Christian development and create opportunities for them to become active in the overall ministry of the church. The chair will serve as head of this Youth Ministry team, until the church is able to have a Youth Pastor. This chair will then work alongside the Youth Pastor as a lay minister to accomplish these goals.

**(f) The Chair of Children's Ministries** will coordinate the ministries and activities for the children of our church (ages 11 and under). This chair will work with the organization and planning of our children's church, Vacation Bible School, Holiday Programs and any other children based ministry of the church. The chair shall also coordinate special days and activities for the children; this chair shall also secure a Nursery Director to handle the scheduling of our nursery and placement of our nursery workers.

In cooperation with the Pastor and Sunday School Superintendent, the board will appoint all Sunday Schoolteachers and the Sunday School Secretary in the meeting before Promotion Sunday and at any time during the year when a vacancy appears in these positions.

## **ARTICLE IX - ELECTIONS**

### **Section 1. Time of Elections**

- (a) The annual election of officers shall be held the second Wednesday in January of each year.
- (b) Special elections may be held at any time; provided the regulations of this Constitution regarding them are adhered to.

## **Section 2. Quorum**

Twenty five percent of the active membership of the church, figured from the existing membership as maintained by the clerk, and including at least five elected officers of the church, shall constitute a voting quorum. The ones voting must be active members and qualified to vote, as specified in Section 3 of this Article. A majority of such a quorum voting at any regular or special business meeting shall be sufficient to decide on any question presented, unless otherwise provided by this Constitution.

## **Section 3. Qualifications of Voters**

All matters pertaining to the purchase; sale; or mortgaging of property shall be voted on only by active members who are of legal age. On all other matters, active members fourteen years of age and older, may vote.

## **Section 4. Procedure**

Absentee ballots may be obtained for any business and be cast before the church vote. The ballot shall be enclosed in a sealed plain envelope and this envelope mailed or handed to the moderator with the name of the member on the outside.

Unless otherwise specified, procedure of elections shall be in accordance with the recognized authority, Robert's Rules of Order.

## **Section 5. Vacancies**

Vacancies occurring during the year maybe filled for the unexpired terms at any called business meeting, provided it has been announced two successive Sundays from the pulpit. The nominating committee shall present to the Church nominees for the offices to be filled, except in the case of Deacon and Pastor, as otherwise specified in this Constitution.

## **ARTICLE X - MEETINGS**

### **Section 1. Devotional Meetings**

(a) **Worship.** The Church shall meet regularly each Lord's Day for worship; the preaching of the Gospel, and instruction in the Word of God. The Deacons and pastors shall work together to plan other such meetings as needed to promote the spiritual growth of the congregation and to share the Gospel effectively with the lost in our community.

(b) **The Lord's Supper** The Church shall meet for the observation of the Lord's Supper upon the first Sunday of every month and at such other times as the Church may desire.

(c) The Church shall maintain an active Youth Program, with stated meetings at such times as the Youth organizations may decide.

### **Section 2. Business Meetings**

(a) **Annual Business Meeting.** The annual election of officers and Church Business Meeting shall be held the second Wednesday in January of each year. At this meeting, reports from the Church Officers and Boards shall be made, election of officers held, and such business as necessary shall be brought before the Church.

(b) Special business meetings may be called at anytime by the Pastor, Chairman of the Board of Trustees, Chairman of the Board of Deacons, or the Church Moderator.

(c) It shall be the responsibility of the Board of Deacons to regulate the nature of all meetings held in the church, keeping all meetings in accord with the spiritual standards and principles required by this Constitution.

(d) The Church Moderator shall preside at all business meetings. In the absence of the Moderator the chairman of the Deacons or another person appointed in agreement between the Moderator and Deacons shall preside.

## **ARTICLE XI – CHURCH YEAR**

The fiscal church year shall begin January first, and shall end December thirty-first.

## **ARTICLE XII - AMENDMENTS**

This Constitution may be amended at any regular called business meeting of the Church, by a two thirds vote of those present and voting, provided a quorum is present and voting, and that notice of such an amendment or revision; stating the proposed change, shall have been given from the pulpit on two successive Sundays.