

Constitution and By-Laws
Of
AEnon Baptist Church

11 May, 2017

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CONSTITUTION AND BY-LAWS OF AENON BAPTIST CHURCH

ARTICLE I

THE NAME

This church, organized April 25, 1894, will be known as AEnon Baptist Church, located in Chester Basin, Lunenburg County, Nova Scotia, Canada.

THE PURPOSE

As a local church, we exist and function for the following reasons:

To worship the Lord with all of our heart, soul, mind and strength. (John 4:24; Mark 12:30) This is the greatest and highest act of which the church of Christ is capable. We have set aside time each Lord's Day and during the week to come together for praise, prayer, and worship to show our love for our great God and Savior, Jesus Christ.

2. To develop authentic fellowship within the church where we are able to minister to the needs of those inside and outside the church. To encourage, teach, pray for, and build each other up in the most holy faith. Jude 20; II Peter 1:1. To work with other churches of like faith.

3. To make fully devoted Disciples through encouragement, teaching, prayer, and building each other up in our relationship with Jesus Christ (Jude 1:20; II Peter 1:1). To work in co-operation with the greater body of like faith.

4. To evangelize and win the L.O.S.T. (Lonely, Outsider, Sinner, Turned-off), by cultivating meaningful relationships, where we can plant the truth of God's Work, to reap the harvest, both here and at home and throughout the world. Jesus said: "Go ye into all the world, and preach the gospel to every nation."

ARTICLE II

DOCTRINAL STATEMENT

A. THE SCRIPTURES

The Scriptures, as set forth in the original writings, are verbally inspired of God, inerrant infallible, and God breathed. They are the only Complete revelation of God to mankind, the final authority in all matters of faith and practice, and the true basis of Christian unity and fellowship (II Timothy 3-16,17; II Peter 1:20,21, John 10-35)

B. GOD

There is only one true and living God, Who is infinite, personal, absolute in perfection, pure in spirit and holiness, almighty, eternal in power, and ever-present in wisdom. He is Abundant in love, mercy, righteousness, goodness and truth. He forgives rebellion and sin, yet is just in eternal punishment to all who reject His love and grace. He is the Creator and Sustainer of all life and sovereign in working all things, to the glory of His unchanging counsel and will. (Isaiah 45:5-8, 22)

The unity of the Godhead involves three persons: God the Father, God the Son, and God the Holy Spirit, who are the same in substance and coequal in power and glory, yet one God (Genesis 1:26; Matthew 28-19, John 14-26). To God is due all worship, service and obedience from all he calls to become part of his divine nature. (Psalm 100)

C. CHRIST

The Lord Jesus Christ is the second person of the Godhead. Coequal with the Father and the Holy Spirit. He is both divine and human having entered into the sphere of humanity being conceived of the Holy Spirit and born of a virgin (Matthew 1: 18-25). He is sinless in nature, yet he came to take upon Him the sins of all mankind by giving His life through the shedding of His blood on a cross (11 Corinthians 5-21; 1 Peter 2-24). He was raised bodily from the dead, ascended into heaven to act as present mediator, from where we look for His second coming. (Hebrews 8:6, 9:15; 1 Corinthians

15:3,4; Acts 1: 10,11; Matthew 26:29). Jesus Christ has provided a complete salvation for all who will accept him by grace through faith. There is no other way to receive eternal life and heaven. John 14:6.

D. HOLY SPIRIT

The Holy Spirit is the third Person of the Godhead, and is coequal with the Father and the Son. Through the convicting work of the Holy Spirit, people have the opportunity of accepting the Person and work of Jesus Christ, thereby, receiving the gift of eternal life (John 16:7-11). The Holy Spirit comes to dwell within all who confess Jesus Christ as Lord and Savior (John 14:17). He is the Author of the Scriptures, and guides the believer in all truth when surrendered to His divine leadership (I Peter 1:21; John 16:13). In all things the Holy Spirit glorifies the Lord Jesus (John 16:14).

E. SATAN

The Scriptures teach that Satan is a person. He was created a perfect angelic being, but through pride, rebelled against God, thus becoming the author of sin and the cause of the fall of man. He is the enemy of God and man, and presently, the accuser of the brethren, the god of this age, and the ruler of the powers of darkness. He is destined to be punished eternally in the lake of fire (Isaiah 14:12-15; Matthew 4:1-11, Luke 10:18; II Corinthians 4:4; Ephesians 2:2; Revelation 20:10).

F. SIN

God created humanity in innocence, in His own image, but through disobedience we became sinners. Therefore, we are totally depraved and spiritually lost. All are sinners, by nature and practice, and outside of Christ, stand guilty and condemned to a lost eternity in hell. (Genesis 1:26,27,2:7,3:6-24; 1 Corinthians 15:21,22; Romans 3:9-23; Ephesians 2:1-3).

G. SALVATION

God in mercy and grace has provided salvation for sinners. In obedience to the Father, Christ took the sinner's place in His death upon the cross and

thus satisfied the just demands of a holy and righteous God regarding sin.

We believe that faith in the Lord Jesus Christ is the only condition for salvation. Repentance takes place when the sinner, convicted by the Holy Spirit, turns from sin to trust the Savior (Isaiah 53:4-7; Matthew 18:11; John 3:16; Romans 3:24,25; 11 Corinthians 5:21; 1 Peter 2:24; Ephesians 2:8,9). True believers are kept by the power of God so that none are lost. This secure position, in no way gives license to live in sin.

H. THE CHURCH

The New Testament Church of the Lord Jesus Christ is both universal and local. The local church is an autonomous body of born again, baptized believers who are united in Christ and who come together to worship, fellowship, and exhort. It is to observe the two ordinances of Christ, the Lord's Supper, and Baptism, as well as carry out the great commission to "Go into all the world and preach the gospel to every creature." The church's Scriptural officers are Pastor and Deacons.

The church is to fellowship and cooperate with other churches who "have obtained like precious faith", but is to remain separate from the authority of the state (John 3:3; Hebrews 10:23-25, Matthew 28:19,20; Ephesians 4:11-13; 1 Timothy 3; 1 Peter 1:1)

I. HEAVEN AND HELL

Heaven is the eternal dwelling place of God. All who have been redeemed by the precious blood of Christ will spend eternity with Him in heaven in full enjoyment of the presence and glory of God (Luke 11:2,10:20; Matthew 6:20; Romans 8: 16, 17; 11 Corinthians 5: 1; Revelation 22:1-5) Hell is a literal and eternal place of torment prepared initially for the Devil and his angels. All who reject God's mercy and gracious provision of salvation in Christ will spend eternity in this place of conscious everlasting punishment (Luke 12:5, 16-23,24; Matthew 5:22, 25:41-46; 1 John:10; Revelation 20).

J. THINGS TO COME

The Scriptures clearly teach the imminent, pre-millennial coming of Christ in the air for His Church, and His subsequent return (at the end of the Great Tribulation) to redeem Israel and establish His thousand year reign on the earth. 1 Thessalonians 4:12-18; Zechariah 14:4-11; I Thessalonians 1:10; Revelation 21:1-6

ARTICLE III

THE ORDINANCES OF THE CHURCH

A. BAPTISM

In the New Testament the command of our Lord is to preach the gospel and baptize all who confess Jesus Christ as Lord and Savior. "Baptize", the word used for baptism, means to dip or immerse. We believe this is the New Testament mode of baptism. It is not a condition for salvation, but symbolizes the believer's spiritual union of death, burial, and resurrection with Christ, showing his/her desire to follow our Lord in the Christian life.

We believe infants, when requested by parents of our membership, should be dedicated to the Lord and not baptized (Matthew 28:19,20; Acts 2:38,8:36-38).

B. THE LORD'S SUPPER

The Lord's Supper is an observance commanded by our Lord, and is to be carried out by all who confess Jesus as Lord and Savior. The bread and fruit of the vine are symbols of the body and blood of the Lord Jesus, who gave His life for the remission of our sins, Jesus said we are to, "Do this in remembrance of me.", Paul, the apostle, declares that as often as we do this, "Ye do show the Lord's death till He come." We believe observance of the Lord's Supper should be preceded by self-examination and confession of all that would hinder our fellowship with our Lord and others (Matthew 26:26-30; Luke 22:17-20; I Corinthians 11:23-32).

ARTICLE IV

CHURCH COVENANT

Having been led by the Spirit of God to receive the Lord Jesus Christ as our personal 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, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We promise, therefore, by the aid of the Holy Spirit, 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 doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also promise

- to maintain family and personal devotions;
- to educate our children in God's word;
- to witness to our family, friends and all others whom we meet;
- to walk carefully in the world;
- to be just in our dealings, faithful in our engagements, and be an example in our behavior in accordance with the teachings of Christ;
- to be zealous in our efforts to advance the kingdom of our Saviour;

Because we are all sinners and fall short of the Glory of God we are one body in Christ, we promise to help one another in trials and tribulations. We further promise 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 tenderness and courtesy in our speech; to be slow to take offence, but always ready for reconciliation and secure it without delay, while, being mindful of the commands of our Savior. We moreover agree that, when we move from this place, we will as soon as possible, unite with another church family of like faith, where we can carry out the spirit of this covenant.

PART II - BY LAWS

ARTICLE I – MEMBERSHIP

SECTION 1 CONSTITUENCY

Membership in the church shall be granted only to persons who give satisfactory evidence of their repentance toward God, of their personal faith in Jesus Christ as Lord and Savior, and who have been immersed in water in accord with Scriptural example.

SECTION 2 ADMISSION OF MEMBERS

Those applying for membership shall, in Christian love, meet with members of the Board of Deacons to share their experience in salvation and afford an opportunity for the committee to acquaint them with the overall ministry of the church.

We believe each member should be an informed member. In view of this, our church has provided a membership orientation program to explain the privileges and responsibilities of membership. The amount of training for each person will be determined by the Membership committee, but in no case shall it be less than two hours

In admission of members, it is desirable that the vote shall be unanimous, but if in any instance objection is made, the case shall be referred without discussion to the Pastor and Deacons for investigation and report. Methods of admission shall be as follows:

(1) Confession of Faith and Baptism

Upon satisfactory evidence of repentance toward God and confession of faith in the Lord Jesus Christ, an applicant, after meeting with the Membership Committee, may be received as a candidate for baptism.

(2) Letter

A member of another church of like faith and order may be received by a letter of dismissal from such church. When a member is received

upon the promise of a letter and such letter cannot be secured within ninety days, the Clerk shall automatically record such member as "Received on Statement of Experience".

(3) Statement of Experience

Any person who testifies of being born again in Jesus Christ, having received a like baptism (immersion - Matthew 28:19; Acts 2:38-41; Romans 6:3-4), and who will uphold the Covenant of this church and fully subscribe to the Articles of Faith may be admitted.

(4) Restoration.

Any former member whose membership has been terminated on account of some offence, upon satisfactory evidence of repentance and reformation and upon recommendation from the Board of Deacons, may be restored to full fellowship by a vote of the church. Any former member whose membership has been on an inactive status on account of continued absence, upon satisfactory explanation and upon recommendation from the Membership Committee, may be restored to full fellowship by a vote of the church.

SECTION 3 DUTIES OF MEMBERS

The duties of the members of this church shall be such as are expressed in the church covenant and beliefs as set forth in the Articles of Faith.

SECTION 4 TERMINATION OF MEMBERSHIP

- (1) Letter.** If a member-desires to unite with another Baptist church, they shall present themselves to that church and, upon receipt of the request of the Clerk of that church, a letter of dismissal and recommendation shall be granted and sent to the church with which the member desires to unite.
- (2) Certificate.** If a member desires to unite with a church of another denomination, the church shall, at his request, authorize the Clerk to give him a certificate of his standing and terminate his membership.

- (3) **Erasure.** When a member unites with some other church, the church, upon receipt of properly authenticated information thereabout, shall terminate his membership and authorize the Clerk to erase the name from the roll.
- (4) **Exclusion.** Membership may be terminated by exclusion as a result of disciplinary action by the church in keeping with Section 5 of Article 1.

SECTION 5 DISCIPLINE OF MEMBERS

(1) **Offence.** Should a member become an offence to the church by reason of immoral or unchristian-like conduct, or by persistent breach of their Covenant vows, the church may terminate their membership under the conditions cited in Paragraph 4 of this section.

(2) **Inactivity.** Should a member remove from the community or fail to attend or support the church for a period of two years, the church, after every effort to enlist him/her or lead him/her to join a church in the community in which he/she resides, may put him/her on an inactive status without voting privileges.

(3) **Unknown.** Should a member fail to keep the church advised of changes in name and/or address so that no contact can be established with such member within a period of two years, the church, after making every effort to locate and enlist such member, may put him/her on an inactive status without voting privileges.

(4) **Disciplinary Procedure.** All matters of discipline shall be referred to the Board of Deacons body for investigation and recommendation, and no disciplinary action shall be taken until referred to and reported on by the Board of Deacons. In dealing with all such cases, the Board of Deacons and the church shall be guided by the New Testament. No member shall be called before the church for disciplinary action or dismissed from fellowship until he/she has been informed in writing of the specific charge against him/her, cited to appear and given an opportunity to answer;

provided, however, that this shall not void the provisions of Paragraph 3 of this section. Should any member fail to give satisfaction to the church concerning any charge or refuse to answer a summons to appear before the church, he/she shall be dismissed from the membership of the church.

(5) Representatives to Association, National or International Ministries. Representatives to Association, National, or international Ministries shall be members in good standing according to the church covenant and approved by the church membership at a business meeting.

ARTICLE II - MEETINGS

SECTION 1. WORSHIP Regular meetings for worship shall be held every Lord's Day. However, the Pastor and the Deacons may, under unusual circumstances, cancel or change a service.

SECTION 2. BAPTISM AND LORD'S SUPPER Upon profession of faith and presentation as a candidate for baptism, the individual shall be baptized at the earliest possible service. The Lord's Supper shall be observed on the first Sunday of each month.

SECTION 3. CHURCH MEETINGS AND POLICIES

(1) Fiscal Year The fiscal year shall close on December 31 of each year, and at the annual business meeting in First Quarter, an annual Treasurer's report shall be tendered. As well as a treasurer's report, there will be reports from all Committees, Boards, and Organizations prepared in December and included in the annual report to be distributed at the Annual Business meeting.

(2) Church Calendar Year - The church calendars year shall begin on January 1 and end on December 31. Leaders of the ministries that follow the school calendar will be appointed for the school year.

(3) Business Meetings - Regular business meetings will be conducted every four months. Other business meetings may be conducted as instructed. Paragraph 4.

(4) Special - Meetings Special Business meetings may be called by the Board of Deacons as needed for the transaction of stated business. Any other member of the church may require either of these offices to call the church into a special business session. This shall be done by submitting in writing the signatures of seven church members one week in advance of the meeting and at least one public notice on Sunday, preferably one week in advance. In the event this notice needs to be less than one week, the Board of Deacons shall be required to decide upon the time and notice of place.

(5) Presiding Officer The Moderator will be selected by the Nominations Committee and will be voted on in the annual business meeting. In the absence of the moderator, the chair of the Board of Deacons will act as moderator at business meetings. In the absence of both the Moderator and the chair of the Deacons, the vice chair of the Deacons will act as Moderator.

(6) Quorum Ten (10) members will constitute a quorum for the transaction of business at any regular meeting or at any special meeting duly called as provided in Paragraphs 3 and 4 of this section.

(7) Parliamentary Procedure in business meetings the church will observe the principles of good parliamentary law, using Robert's Rules of Order and Christian principles as a guide, and specifically adhering to the following principles:

a. The following order will be used in regular business meetings:

- Opening prayer
- Reading of the minutes.
- Business arising from the minutes
- Reading/reviewing reports of committees.
- New business.
- Adjournment

b. A member wishing to speak will rise (unless hindered from so doing) and address the Moderator. In the event several rise simultaneously, the Moderator will decide who is to speak first. This rule is to be followed without exception.

c. Members shall refrain from all unkind and discourteous remarks, observing always the spirit of love and Christ-likeness. Should a member fail to conduct themselves in this manner, the Moderator shall call them to order.

d. No member shall speak more than twice on the same matter except by the discretion of the moderator.

e. A person submitting a report or recommendation requiring action by the church is expected to be present and move its adoption in order to facilitate placing the matter before the body.

f. A motion must have a second before it can be discussed or voted upon. A nomination does not require a second.

(8) Conflicting Meetings. No meetings of any sort whatever shall be held in the church building during the progress of regular worship services.

(9) Building Use

a. No meetings of a secular nature shall be held in the sanctuary, except by recommendation of the Board of Deacons.

b. Members of the church may use both the sanctuary and the vestry by scheduling the time and date with the Building & Grounds Committee. It is the responsibility of the person using the facilities to see that everything is cleaned and secure before leaving.

c. Non-members may use the sanctuary and vestry; the time and date for use must be scheduled through the Building & Grounds Committee and if needed, the Board of Deacons. Building and Grounds chair shall notify the custodian two weeks in advance for cleaning the facilities. The fees for non-members using the sanctuary and vestry shall be determined yearly by the Building and Grounds Committee.

There shall be no smoking or drinking of alcoholic beverages in any areas of the facilities.

d. When a member/non-member is to be married in the church, the Pastor shall be asked to participate in the ceremony.

ARTICLE III

CHURCH STAFF AND OFFICERS OF THE CHURCH

SECTION 1 CHURCH STAFF

PASTOR

The staff shall consist of salaried persons who are directly related to carrying out the spiritual and organizational ministry of the church. Presently, only the Pastor is on church staff; other vocational staff members may be added as needed.

1. Qualifications In the selection of a Pastor, the church shall be guided by the scriptural qualifications as outlined in I Timothy 3 1-7.

2. Duties The duties of the Pastor shall be such as are prescribed by the New Testament and such as usually devolve upon the Pastor of a Baptist church. The Pastor shall give themselves to the ministry of the Word and the leadership of the congregation. The Pastor shall have general supervision of all the activities of the church. The Pastor shall be ex-officio member of all committees and bodies. The Pastor shall direct the work of such administrative and office personnel as the church may authorize.

3. Election When a vacancy in the pastorate occurs, the Board of Deacons shall promptly nominate to the church a Pulpit Search Committee consisting of at least seven members from churches in the pastorate, which shall include representation from the Board of Deacons. The makeup, purpose, and duties, for the pulpit search committee will conform to the Canadian Baptists of Atlantic Canada church. The retiring or resigning Pastor shall not serve on this committee and there shall be no nominee for Pastor on this committee. This committee when elected by the church, shall select a chair and a secretary from its number and shall proceed with as little delay as possible to select some minister of the gospel whose character and qualifications fit for the office of Pastor of this church. When this committee has made a choice, it shall give at least one week's notice of the meeting at which it will submit its report. The committee shall put before the church only one name at any one time. To be elected Pastor, the person

nominated by the committee must receive at least three-fourths of the votes cast, which shall be by secret ballot, and it is to be desired that the vote may be unanimous. Should the committee's report fail to receive the necessary three-fourths vote, the Moderator shall declare the nominee not elected and shall refer the matter, without debate, to the committee for further choice.

4. Termination of Pastorate The Pastor shall be called for an indefinite term. Should the Pastor or the church desire to terminate the pastoral relationship, the party desiring such change shall give to the other written notice of at least two months. Where the church desires to terminate the pastoral relationship, a vote shall be taken to determine the desire of the church. Again, the vote must be three-fourths as in Paragraph 3, Election.

SECTION 2 MAINTENANCE STAFF

CHURCH CUSTODIAN.

(2) Personal Characteristics

- a. Preferably, the Custodian should be a person who has committed his/her life to Jesus Christ as Lord and Savior, and be a member of AEnon Baptist Church in good standing.
- b. The individual should have a pleasing personality and be able to get along well with people. The person should be trustworthy and conscientious about his/her work and be reliable in attendance.
- c. The person should be one who abstains from the use of tobacco and alcoholic beverages.
- d. It is preferred that the individual have some expertise in custodial work.

(2) Hours and Wages

- a. The wages and hours per week will be approved by the church upon recommendation from the Stewardship Committee.
- b. The Custodian will work in conjunction with the Building and Grounds Committee and/or the Pastor.

c. Termination of employment shall become effective after the employer or the employee has given the other party two weeks' notice; in writing. The employee shall present this notice to the Pastor and/or Building & Grounds. All wages for that year shall be paid through the date of termination.

(3) Responsibilities

- a. The Custodian will be responsible for cleaning all floors in the church with regard to all regular church services and functions.
- b. The individual will see that all bathrooms are kept clean and usable, as well as being supplied with the necessary supplies. They will be responsible for dusting and keeping a clean, neat appearance throughout the building.

SECTION 3 LEADERSHIP OF THE CHURCH

In addition to the Pastor, the church shall have the following for its leadership in the gospel ministry:

1. Board of Trustees
2. Board of Deacons
3. Church Clerk
4. Church Treasurer/Bookkeeper
5. Assistant Church Treasurer/ Bookkeeper
6. Envelope Secretary
7. Youth
8. Leadership from other active Ministries in the church

Qualifications. No person shall chair a committee or serve as officer of the church unless they have been a member of the church in good standing for a period of at least six (6) months.

1. THE BOARD OF TRUSTEES

- a. **Size of the Board**. The Board of Trustees shall consist of three members one of which is the Treasurer.

- b. **Term of Office.** The Trustees shall be voted on to serve an indefinite term at the will of the church, or until they ask to be removed.
- c. **Mode of Election.** When a vacancy in the Board of Trustees occurs, nominations for the vacancy shall be made by the Nomination Committee, and election may take place at any regular business meeting of the church.
- d. **Duties.** The board of trustees shall represent the church in its legal and property matters.

2. THE BOARD OF DEACONS

a. Number of Deacons

The number of Deacons shall be a minimum of three and not more than five. They shall be elected on a rotating principle.

b. Term of Office.

The term of a Deacon elected to active service shall not exceed three (3) years, and they may be considered for re-election only when a full year shall have passed following their term. When the body loses a member by death or removal, the church shall elect, upon the recommendation of the Board of Deacons, a person to serve the unexpired portion of the term of the deceased or removed member. When a Deacon serves an unexpired term of less than a year, they may be allowed to succeed and serve a full elected term if recommended by the Board of Deacons and elected. If they serve an unexpired term of more than a year, they cannot be considered for re-election until the lapse of a year. When two or more Deacons are elected at any one time to fill unexpired terms, the one receiving the most votes shall serve the longer term.

c. Qualifications.

In the election of Deacons, the church shall be guided by the scriptural qualifications as outlined in Acts 6 and I Timothy 3. No person shall be elected Deacon who has not been a member in good standing of this church for at least one year.

The following guidelines are to be used for counseling all prospective persons to the office of a Deacon:

- A.** That only their life subsequent to their accepting Jesus Christ as Lord and Savior shall be considered in these guidelines. (No one will be found perfect, but anyone, aspiring to the office of a Deacon shall be faithful and sincere.)
- B.** A person who is both devoted and genuine at all times and in all relationships to both God and neighbour.
- C.** Truthful in all conversation.
- D.** One who abstains from the use of profanity, wagering, and lewd behavior.
- E.** They are to be one who is commended to God as a good steward of their time, abilities, and money; giving of income to the Lord through the local church as the Lord prospers.
- F.** A person who is a regular and active member, attending all regular church services and meetings, except as hindered by things consistent with Christian ethics and conscience. Other church members cannot be expected to fulfill the Deacons responsibilities.
- G.** They are to be one who maintains their home life in Christian harmony, with mutual love and devotion between family members. Since the Bible declares that the husband and wife are one flesh, they should be in full agreement with the work of the ministry relating to the Deacon, and prayerfully supporting each other in all phases of this high calling.
- H.** The candidate shall have proven themselves in the above guidelines for the minimum of one year.

d. Election

Each year the church shall vote on the required number of Deacons. If qualified people are available, as provided for in Article III, Section 3, Paragraph 1a. Number of Deacons, a list of previously appointed Deacons, who are eligible for re-nomination, shall be circulated among the congregation to be elected as Deacon, the church shall vote on each individual by secret ballot, "YES" or "NO" and must receive a majority of the votes cast. The Moderator shall appoint a committee of tellers to count the ballots, and report to the Moderator

the outcome of the election. Those receiving the highest number of votes shall be declared elected.

e. Duties

It shall be the duty of the Deacons to visit the members of the church and to encourage the members in Christian worship, service, and stewardship. They shall endeavor to promote peace, harmony, and the spirit of cooperation among the members. They shall be diligent in their attendance of the church services. They shall be responsible to prepare and administer the Lord's Supper, Membership Committee and oversee and review churches commitment to missionary outreach at home and abroad. The Board of Deacons is responsible for the Membership Committee.

As part of the membership committee:

- A.** Examine candidates for baptism
- B.** Make a personal visit at earliest convenience with each person seeking membership.
- C.** Provide new member orientation which shall include a study of the church Covenant, the Constitution and BLAWS, and instruction regarding the total ministry of the church.
- D.** See that following completion of the orientation and upon the recommendation of the committee, the name(s) shall be presented to the church to be voted into the fellowship and membership of the church.

In the absence of the Pastor and when the church is without a Pastor, it shall be the duty of the Board of Deacons to see, that the pulpit is supplied and that the regular program of the Church is carried out. They shall also serve as Membership Committee (see Article IV, Section 4, Paragraph E. Membership Committee.) In September they shall be responsible for making recommendations in the appointment of the Nominating Committee, to be voted on in the September Quarterly Business Meeting. They shall be responsible for making recommendations to the nominating committee in the appointment of Trustees when vacancies occur.

f. Meetings

The Board of Deacons shall have regular monthly meeting and hold other meetings as necessary.

g. Officers

The Board of Deacons at the first regular meeting after annual election of new Deacons shall choose from its members a chair, vice-chair and a secretary. The Pastor is automatically a member of the Board of Deacons, with voting status.

h. Deacons Emeriti

A Deacon who has attained the age of seventy and has served at least nine years in the Deacon body and who has been faithful and true in the performance of their duties, may be elected a Deacon Emeritus for life. At the invitation of the Board of Deacon they may sit in on their meetings, entering in on discussions and lending to the board their influence and experience in conducting the work of the Lord. Nominations to this honorary office may be made to the church only by the Board of Deacons.

i. Appointment of Deacons

After election by the church, there shall be prayer, followed by the laying on of hands by the Pastor and Deacons.

3. CHURCH CLERK

The position of Church Clerk shall be voted on at the annual business meeting. The duties of the Church Clerk shall be as follows:

- A.** To record the minutes and keep an accurate record of the business transacted by the church at its regular and special business meetings.
- B.** To keep an accurate register of the members of the church.
- C.** To handle all letters of reception and dismissal, as well as letters of correspondence as directed.

No names shall be added or erased from the church roll except on authority of the church.

4. CHURCH TREASURER/ BOOKKEEPER

The Treasurer/Bookkeeper shall be voted on at the annual business meeting. The duties shall be as follows:

- A.** Pay all salaries authorized by the church and all bills authorized and/or approved by the Stewardship Committee.
- B.** Make weekly division and deposit of funds received, as designated, and forward all mission funds periodically to the proper boards and/or agencies.
- C.** Make a monthly report to the church in writing as well as financial report at quarterly meetings.
- D.** Complete and forward to the government, all necessary forms and reports annually.
- E.** Serve as a member of the Stewardship Committee.
- F.** Keep a ledger indicating all funds budgeted and moneys spent.

The Treasurer/Bookkeeper's books shall be audited annually by an auditing committee or a public accountant.

5. ASSISTANT CHURCH TREASURER/BOOKKEEPER

The office of Assistant Church Treasurer/Bookkeeper shall be voted on at the annual business meeting. The duties shall be as follows:

- A.** To be familiar with the work of the Treasurer/Bookkeeper.
- B.** In the event of the Treasurer/Bookkeeper being absent or incapacitated, shall sign cheques and perform the necessary duties of the Treasurer/Bookkeeper.

6. ENVELOPE SECRETARY

The Envelope Secretary shall be voted on annually in the annual business meeting. The duties shall be as follows:

- A.** Keep accurate records of all gifts to the church as indicated on the offering envelopes.

- B.** To submit annual receipts to all contributors unless otherwise requested.
- C.** To be responsible for ordering the offering envelopes
- D.** the Envelope Secretary shall have the authority to issue tax-deductible receipts.

7. MUSIC DIRECTOR.

A. Term of Office

The Nominations Committee shall submit a name annually to serve as Music Director, and it shall be voted on in the annual business meeting.

B. Qualifications and Duties

The Music Director shall be of approved Christian character and have a working knowledge of music. They shall be responsible for the musical ministry to include the following:

1. Correlate all musical groups planning to minister in worship services and during special services and events.
2. To work in cooperation with the instrumentalists and the Pastor in promoting an effective ministry to God's glory and praise.
3. To ensure that instrumentalists are available for all services and special events.

C. Instrumentalist

The names of the persons to play the organ and the piano shall be submitted annually to the church by the Nominations Committee, to be voted on at the annual business meeting. It shall be the responsibility of such persons to play for all regular services of the church as well as special events when needed. They shall work in cooperation with the Pastor and Music Director.

8. YOUTH

i) THE SUNDAY SCHOOL Coordinator(s)

A. Term of Office. The Sunday School Coordinator shall be elected by the church and shall serve for a period not to exceed three years and may be considered for re-election only after one year has passed.

B. Qualifications and Duties

The Sunday School Coordinator(s) shall be a member of this church, having approved Christian character.

- a. Have a knowledge of the organizational structure of the Sunday School.
- b. Be willing to carry out the responsibilities of this office in harmony and cooperation with the Pastor and Sunday School teachers.
- c. Correlate all activities of the Sunday School.
- d. Supervise the instruction in the Sunday School and administer its affairs.

ii) CHILDREN'S CHURCH DIRECTOR

The Director of Children's Church shall be voted on annually by the church in the annual business meeting, at which time the Nominations Committee shall submit a name for this office.

The Director shall be responsible for the planning and carrying out of a regular program of teaching and worship on the level of the children, and shall be conducted during the morning worship time and occurring when Sunday School does not operate.

iii) THE NURSERY DIRECTOR

The Nursery Director is responsible:

- to find an adequate number of workers to take care of the children during all services
- to make up a schedule and circulate it among the workers so they will know when they are to be on duty
- to secure a replacement if a worker is unable to be there and does not find their own replacement
- to make sure the toys and bed linen are in good order (broken toys and torn sheets should be discarded), dirty toys and linen should be washed and returned
- to make sure the nursery is well stocked with supplies for the workers to use (diapers in various sizes, diaper rash cream, Kleenex, paper towels, wipes, bags for garbage, cups etc.)
- to make sure there is a snack available for the children.

The Nursery Director may secure the supplies and have the church reimburse them for special evening services, if they cannot obtain volunteer help for the nursery, they have the authority to hire someone and pay them a reasonable fee for their services.

iv) OTHER YOUTH MINISTRIES

The Other Youth Ministries director(s) are responsible for:

- coordinating activities other than mentioned above and making a schedule and have it circulated.

ARTICLE IV

STANDING COMMITTEES

SECTION 1. NAMES OF COMMITTEES

The church shall choose such standing committees as may be necessary to carry on the various phases of the program of the church efficiently and effectively.

The following committees are authorized:

- A. Building & Grounds
- B. Cemetery Committee
- C. Floral Committee
- D. Leadership
- E. Ministry Needs committee
- F. Music Committee
- G. Nominations Committee
- H. Social Committee
- I. Stewardship Committee
- J. Tellers Committee
- K. Usher Committee
- L. Women Missionary Society

SECTION 2 ELECTION OF COMMITTEES

The Nominations Committee shall nominate to the church, at its annual business meeting, a chair and persons to serve on these standing committees, except the Nominations committee for the succeeding year.

The church will then vote on the personnel of the several committees. The Nominations Committee will be nominated to the church by the Board of Deacons in the Third Quarter Business Meeting.

SECTION 3 DUTIES OF THE COMMITTEE CHAIR

In addition to the duties indicated in connection with the individual committees, it shall be the responsibility of the chair of every committee to have a meeting of their committee at least once a quarter. All recommendations from committees must be approved at a committee level before presented to the church. All committee chairs shall give oral reports of progress and finances to the church except at the AGM whereby an annual written report of progress and finances will be presented.

SECTION 4 COMMITTEES.

A. THE BUILDINGS AND GROUNDS COMMITTEE.

The building and grounds Committee shall consist of five (5) members for a three year term that is renewable and voted on by the church at the Annual General Meeting. The committee will be charged with the general supervision and maintenance of grounds and all church buildings including permanent equipment. The duties of the committee shall be with church approval, as follows:

1. To employ and supervise the work of the Custodian and to see that the buildings and grounds are always in safe, clean, comfortable, and sanitary condition.
2. To be responsible for the keys to the church buildings, issuing same to such persons, officers, and committees, as may be deemed proper.
3. To purchase necessary supplies and make necessary repairs, provided that the committee shall not spend more than budget without approval of the Stewardship Committee.
4. To obtain at least two estimates on all proposed repair and maintenance work costing more than \$1,500.00.
5. In the case of additions, major repairs, this committee shall work in conjunction with the Stewardship committee.

6. In the case of a new building, this committee shall work in an advisory capacity with the New Building Committee, elected for overseeing such projects.

B. CEMETERY COMMITTEE

The cemetery Committee is part of the organizational structure of the church. However, due to the nature of its financial operation it is not a part of the Church Budget and will have its own autonomy in this area; except, with regard to the writing of receipts for memorial gifts to the cemetery funds. The Church Treasurer/Bookkeeper is designated to carry out this responsibility.

The Cemetery Committee shall consists of (5) five persons who will serve an indefinite term of office. In the event a replacement is needed, recommendation shall be made by the Nominations Committee to fill that vacancy and shall be voted on at the regular church business meeting.

C. FLORAL COMMITTEE

This committee shall consist of two (2) or more members and shall have the responsibility of providing flowers for the sanctuary for all regular and special services for which such arrangements are desirable.

D. LEADERSHIP

PURPOSE: To monitor and develop ministries at AEnon

FUNCTION: To administer the ministries of the church with regard to planning, organizing, delegating, staffing, coordinating, guiding and evaluating the over-all ministry with regard to its relevance to the needs at AEnon Baptist Church.

GOALS:

1. To keep everyone on the same page and to keep everyone working together in unity.
2. To assist with the spiritual development and discipleship of all members.

3. To assist and direct smaller ministries not associated with other committees, such as

- Pastor & prayer meetings
- Small groups
- Convention Association Delegate
- Fun & Fellowship
- Library
- Long Lake Camp
- Media Ministry
- Visitation
- VBS
- Clothing depot

COMPOSITION: This Board will consist of all committee chairs and the pastor. The pastor will chair this committee.

MEETINGS: Meetings of the Leadership Committee shall be constituted by the presence of a quorum of eight (8) members and should normally meet a month prior to the regular Business Meetings.

E. MINISTRY NEEDS COMMITTEE

A Ministry Needs Committee will be at least (4)four members with (1) one from the Board of Deacons and (1) one from the Stewardship and the other (2) two for the purpose of discussing the following matters;

- The Pastor's Annual Christmas Gift
- Special recognitions ie retirement, significant birthday, etc.
- Members leaving the church fellowship and moving away
- Outreach and condolences
- To discuss any other unusual circumstances as may be referred to the Committee

F. MUSIC COMMITTEE.

The committee should include the music director, praise team coordinator, special music coordinator and musician(s). They should view music as a ministry.

Responsibilities:

- a) to schedule music for services and all other special times
- b) to let singers and accompanists know in time to prepare
- c) to provide a schedule for the pastor and bulletin typist

- e) encourage young people to develop their gifts, if they show musical ability by incorporating them in special music.
- f) to communicate with the pastor and other church groups when scheduling music.
- g) to set a tone of worship, praise and encouragement by the music chosen.
- h) to contact the bookkeeper if remunerations are to be given to visiting musicians
- i) to choose a chair yearly to represent the committee at council and quarterly business meetings

G. NOMINATIONS COMMITTEE

This committee shall be elected and voted on at the third Quarter Business Meeting, and shall take office immediately. Throughout the year, this committee shall have the responsibility of nominating to the church, persons to serve in the various capacities and positions vacated from time to time by removal, death, or expiration of term of office. In so far as possible, this committee shall endeavor to discover spiritual gifts so that all members of the church who are willing, capable and gifted will have opportunity to serve. The reports of this committee will be advisory and suggestive to the church, and any member will have the privilege of nomination from the floor. It is expressly understood and declared that this committee does not and shall not nominate to the office Pastor and Board of Deacon, these duties have already been delegated to the properly appointed committee and body.

H. SOCIAL COMMITTEE

This committee should consist of seven (7) persons who shall nominate their own chair. The committee shall have the following responsibilities:

1. Serve meals or refreshments in connection with general social functions of the church.
2. Oversee the church kitchen and all its equipment.
3. Recommend to the Stewardship Committee such purchases of kitchen equipment as may be necessary.

I. STEWARDSHIP COMMITTEE

1. **Duties:** The purpose of the Stewardship Committee shall be:

- a. To develop and recommend an overall Stewardship information plan for the church.
- b. To annually plan and prepare a proposed budget
- c. To use sound financial management principles in administering the gifts of the church members as budgeted
- d. Ensure that financial statement in the bulletin and those presented at the leadership committee are accurate
- e. Ensure that all cheques have at least two signatures.

2 Election, Size, and Terms of Office: The Stewardship Committee should consist of seven (7) members, the Church Treasurer/Bookkeeper, a Deacon, and five members chosen at large. These persons shall be nominated by the Nominations Committee for a three year term that is renewable and voted on by the church at the annual business meeting.

3. Officers: The committee shall vote on a chair.

4. Authority: A quorum for the transaction of business shall consist of four members. Requests for expenditure of all monies in excess of/other than budgeted funds, must be submitted to the Stewardship Committee for approval by the church. (to a maximum of \$1500.00) Amounts exceeding would need to be taken to the church membership. A majority of these members shall be required to adopt a recommendation.

At no time shall the committee ask or expect any individual to be responsible for uncounted or uninsured cash funds of the church.

J. TELLER COMMITTEE

- 1. **Membership:** The Church Teller Committee shall consist of a minimum of six (6) members voted on annually by the church.
- 2. **Duties.** The Church Teller Committee shall meet immediately after the service to count the offering. No less than two members of this committee shall count and record the offering. The offering shall, as soon as possible, be deposited in the bank and a copy of the deposit slip shall be given to the Church

Treasurer/Bookkeeper and envelope secretary. The emptied offering envelopes shall be given to the Envelope Secretary.

K. USHERS COMMITTEE

This committee shall consist of a chair and six (6) or more persons, as may be needed from time to time, and their names shall be presented to the church by the Nominations Committee at the Annual Business Meeting. They will welcome the people, show visitors to their seats, provide them with bulletins, and in general, provide for the comfort of the congregation. The Head Usher will have the responsibility of seeing that sufficient ushers are on duty to receive the offering and serve at all worship services of the church.

L. WOMEN'S MISSIONARY SOCIETY

The membership of the Women's Missionary Society consists of the ladies who wish to join. The officers serving on the executive are: President, Vice-President, Secretary, Treasurer, and Card Reporter. These officers are nominated annually by the membership of the WMS.

The W.M.S. meets monthly (on the Tuesday following the first Sunday) for the purpose of sharing missionary news, praying for missionaries and giving toward the support of Canadian Baptist Ministries, as well as other missionary agencies and missionaries.

ARTICLE V

GENERAL AND MISCELLANEOUS PROVISIONS

SECTION 1 CHURCH COVENANT

The Church Covenant (see Constitution, Part 1, Article IV) shall be read at the Sunday morning worship Service at least once a year.

SECTION 2 GENERAL CHURCH OFFICERS AND COMMITTEE

Unless otherwise herein provided, the Nominations Committee shall submit nominations for all positions to be filled and the opportunity shall be given for nominations from the floor and the church shall vote on these in the annual general meeting. In the event two or more persons are nominated for anyone position, the election for that position shall be by secret ballot.

SECTION 3 SYSTEM OF FINANCE

The system of finance used by the church shall be known as the "unified budget" system, whereby one weekly offering is received from the people and applied toward the unified budget of the defraying of all expenses and the provision of needs in all departments of the church life and programs.

SECTION 4 DESIGNATED GIFTS

All monies given to the church shall be dispersed at the discretion of the Stewardship Committee as outlined in the Bylaws as long as the designation has been approved.

All gifts given to the church, other than monies, shall be dispersed at the discretion of the appropriate committee as outlined in the By-Laws.

SECTION 5 SPECIAL OFFERINGS AND FUNDS.

All love or special offerings received for any purpose must be approved in advance by the Board of Deacons. No special funds or campaigns, foreign mission offerings will be received without the approval of the church in a business meeting.

SECTION 6 FUNDRAISING AND SALES

No entertainment for which an admission fee is charged, shall be allowed in the church sanctuary. Fundraising and activities can be conducted in all other areas, inside and out, with the approval of the Board of Deacons.

We can also reference the Lease Agreement for further clarification on leasing arrangements for prospective tenants.

SECTION 7 MINISTERIAL ORDINATION

When the church desires to ordain a member to the pastoral ministry, it shall call together a group of regularly ordained ministers. They shall form themselves into an examining council in accord with accepted Baptist procedure. They shall examine the candidate with respect to his Christian experience, call to the ministry, and his views of Bible doctrine. When this council recommends the candidate's ordination, they shall be publicly set apart and ordained, with prayer and the laying on of hands by the church.

SECTION 8 LITERATURE.

All literature and material used by the church shall be of sound scriptural content and in accordance with our doctrinal statement in the constitution.

ARTICLE VI
ADOPTION AND AMENDMENT OF THIS
CONSTITUTION AND BY-LAWS

SECTION 1. ADOPTION

The adoption of the Constitution and By-Laws supersedes all previously adopted rules and shall be in immediate effect if and when two-thirds of the members present at the business meeting. A vote is taken for adoption in the favour of the document. This vote on adoption shall be taken only after these rules have lain on the table for thirty days, after formal presentation to the church.

SECTION 2. AMENDMENT

Any of the material in this Constitution and By-Laws may be amended, altered, or repealed by two-thirds vote of the members present at any regular business meeting of the church. However, that notice and, proposal of such amendment, alteration, or repeal must be given, in writing at the next regular business meeting of the church and in at least one Sunday morning service.

SECTION 3. REVISING, PUBLICATION, PRESERVATION, AND
DISTRIBUTION

It shall be the responsibility of the Board of Deacons to bring before the church, as needs arise, any recommended changes to the Constitution and By-Laws as provided for in Article VI, Section 2, in order that this document may be **relevant**. Copies of this Constitution and By-Laws shall be kept in the church office. All amendments to or revisions thereof shall, after passage by the church, be prepared in electronic format as well as hard copy as required

SECTION 4. CUSTODY OF RECORDS

The records of the church shall be held by the Respective officers who shall be responsible to the church for the same.