

Black Jack Original Free Will Baptist Church

2972 Black Jack - Simpson Road

Greenville, N.C. 27858

**CONSTITUTION, BY - LAWS
AND
CHURCH COVENANT**

Revised: March 19, 2013

ARTICLE I . NAME AND PURPOSE

SECTION A. NAME

The complete name of this fellowship of believers shall be the Black Jack Original Free Will Baptist church, affiliated with the Central Conference of Original Free Will Baptist of North Carolina, and other state bodies of the original Free Will Baptist Denomination, and committed to the historic principles of doctrine and practices as set forth in THE ARTICLES OF FAITH AND PRINCIPLES OF CHURCH GOVERNMENT FOR ORIGINAL FREE WILL BAPTIST (OF ENGLISH GENERAL BAPTIST HERITAGE).

SECTION B. PURPOSE

The purpose of Black Jack Original Free Will Baptist church is to worship and glorify God, lead people to a relationship with Jesus Christ, build a membership of believers, equip them for service, and share the good news.

ARTICLE II. MEMBERSHIP

The membership of Black Jack Original Free Will Baptist Church shall be composed of those who are now on roll, those who shall unite with the church by profession of faith in Jesus Christ, and baptism (immersion) "in the name of the Father, and the Son, and of the Holy Ghost." Those who have been baptized by immersion by another church holding salvation views compatible with Baptist doctrine may transfer their membership to this body. Anyone unable to follow in the ordinance of immersion of baptism would be accepted as a member under the watchcare of the church. All cases for membership require a vote of acceptance by the majority of the members present at a regular scheduled Church service.

ARTICLE III. GENERAL BOARD

SECTION A. OFFICERS

The General Board of Black Jack Original Free Will Baptist Church shall be men consisting of a/an: Pastor in good standing with the Central Conference and other bodies of the Convention of Original Free Will Baptists, Associate Pastor/Youth Director as applicable, Clerk, Treasurer, Assistant Treasurer, Board of Deacons, Board of Trustees, Chairman of the Building Committee and Sunday School Department. Other committees and/or officers shall be added to the General Board as deemed necessary by a recommendation of the General Board to the church at a regular or called business session for election by a majority vote of the members present.

SECTION B. ELECTION

All General Board members shall be elected as follows:

- 1. THE PASTOR:** When presented by the Pulpit Committee and elected by a number of members present as prescribed in Section A., Number 2d. of the by - laws of this constitution, the Pastor shall serve for an indefinite period of time. The Pastor's term may be ended by a recommendation of the General Board to the church, or by the Pastor, or by mutual agreement of both, provided ninety (90) days notice is given by either party.
- 2. ASSOCIATE PASTOR/ Youth Director:** When presented by the Associate Pastor Search Committee and elected by a number of members present as prescribed in Section B., Number 2d. of the by - laws of this constitution, the Associate Pastor/Youth Director shall serve for an indefinite period of time. The Associate Pastor / Youth Director term may be ended by a recommendation of the General Board to the church, or by the Associate Pastor or by mutual agreement of both, provided ninety (90) days notice is given by either party.
- 3. BOARD OF DEACONS:** A Board of Deacons consisting of **six** members shall be elected and shall serve on a rotating basis with **senior** member rotating off the Board every year. A Deacon whose term has expired cannot be re-elected for one full year. The unexpired term of a Deacon shall be filled by a recommendation of the General Board to the church in a regular or called business session for election by a majority vote of the members present. For a Deacon's qualification see I Timothy 3:8-13. For a Deacon's ordination see Acts 6:6.
- 4. BOARD OF TRUSTEES:** A Board of Trustees consisting of three members shall be elected for three year terms and shall serve on the General Board. The Senior Trustee will rotate each year as chairman of the Board of Trustees. A Trustee whose term has expired cannot be re-elected for one full year. The unexpired term of a Trustee shall be filled by a recommendation of the General Board to the church in a regular or called business session for election by a majority vote of members present.
- 5. TREASURER:** A Treasurer shall be elected to serve on the General Board on a yearly basis. The unexpired term of the treasurer shall be filled by the Assistant Treasurer.
- 6. ASSISTANT TREASURER:** An Assistant Treasurer shall be elected to serve on the General Board on a yearly basis. The unexpired term of the Assistant Treasurer shall be filled by a recommendation of the General Board to the church in a regular or called business session for election by a majority vote of the members present.

7. **CLERK:** A clerk shall be elected to serve on the General Board on a yearly basis. The unexpired term of the Clerk shall be filled by the Second Senior Deacon.

8. **CHAIRMAN OF THE BUILDING COMMITTEE:** The Chairman of the Building Committee *shall serve on the General Board for a two year term as he rotates to the position. His unexpired term shall be filled by the next person on the Building Committee in proper rotation.*

9. **OTHER COMMITTEES AND/OR OFFICERS:** Other committees and/or officers shall be added to the General Board as the General Board and Pastor deemed necessary with a recommendation to the church at a regular or called business session by a majority vote of members present.

ARTICLE IV. MEETINGS

SECTION A. MEETINGS TO BE HELD

1. **QUARTERLY CONFERENCE:** There shall be four regular business sessions, also referred to as quarterly conferences, held during the four recognized calendar quarters of the church year. The first recognized calendar quarter of the church year shall be July through September. The other three recognized calendar quarters of the church year shall be October through December, January through March, and April through June. Annual reports shall be required to be presented at the April through June regular quarterly conference.
2. **COMMUNION SERVICES:** The Lord's Supper and Washing of the Saint's feet shall be observed on a Sunday service after the regular quarterly conferences and on special occasions.
3. **REVIVAL:** Revival(s) shall be held each year at the discretion of the Pastor and the Deacons.
4. **REGULAR MEETINGS OF THE GENERAL BOARD:** The General Board shall hold its regular meetings on the second Wednesday night of each month unless otherwise so designated.
5. **OTHER RECOGNIZED BOARD, COUNCIL, AND COMMITTEE MEETINGS:** All other recognized designated boards, councils, and committees of the church shall meet as applicable for their specific needs. A recognized designated board, council, or committee is one that is identified as section F in the by-laws of this constitution.
6. **CALLED BUSINESS SESSIONS:** Called Church Business sessions, held at the discretion of the Pastor and Deacons, shall be announced in at least (3) meetings, (Sunday

morning, Sunday night and Wednesday night). Transactions shall be confined to the items for which a special meeting was called.

- 7. REGULAR SCHEDULED CHURCH SERVICES:** Regular schedule Church services shall not be cancelled except by extreme weather conditions or death of church members in the case of special services or as designated by the General Board or Pastor
- 8. QUORUM FOR VOTING IN REGULAR QUARTERLY CONFERENCE OR CALLED BUSINESS SESSIONS:** Members present shall constitute a quorum for voting in a regular or called business session.
- 9. BUSINESS SESSIONS RULES OF ORDER:** All regular or called business sessions of the Church shall be governed by Section 5 of THE ARTICLES OF FAITH AND PRINCIPLES OF CHURCH GOVERNMENT FOR ORIGINAL FREE WILL BAPTISTS (OF THE ENGLISH GENERAL BAPTIST HERITAGE) and Robert's Rules of Order. All business sessions shall have a designated parliamentarian present.

ARTICLE V. AMENDMENTS

This constitution may be amended at any regular quarterly conference of the Church by a four-fifths vote of the members present and voting on the amendment, provided that the purposed amendment has been introduced at the previous regular quarterly conference of the Church.

ARTICLE VI. DUTIES, RESPONSIBILITIES, AND DESCRIPTIONS OF GENERAL BOARD MEMBERS, COMPENSATED EMPLOYEES, AND REGULAR DESIGNATED BOARDS, COUNCILS, AND COMMITTEES

Individual duties and responsibilities for General Board members and all compensated Church employees are listed in Sections A,B,C,D, and E of the by-laws of this constitution and shall be kept on file in the Church office. Regular designated boards, councils and committees along with their make-up and descriptions are listed in Section F of the by-laws of this constitution and shall be kept on file in the Church office.

ARTICLE VII. JOB DESCRIPTIONS

Job descriptions shall be made available to all present and prospective members of the General Board: members of all regular designated boards, councils, and

committees: and all compensated employees. Job descriptions shall be written and updated as necessary.

BY-LAWS

SECTION A. PASTOR

1. **DUTIES:** The Pastor shall perform the duties which usually pertains to that office, and as spiritual leader and administrator of the Church, HE SHALL BE AN EX-OFFICIO MEMBER OF ALL REGULAR DESIGNATED BOARDS, COUNCILS, AND COMMITTEES IN THE CHURCH.
2. **ELECTIONS:** The Pastor shall be elected by the Church as hereafter provided:
 - a. The General Board shall recommend at a regular or called business session of the Church that a Pulpit Committee be established and activated for recommending a prospective Pastor to the church.
 - b. The Pulpit Committee shall consist of five members, two of which must be of different gender. The five members shall be selected as follows: Two members of the Board of deacons appointed by the General Board with one of them serving as chairman and three members selected at large.
 - c. It shall be the policy of the Church to consider only one prospective Pastor at a time.
 - d. The recommended candidate of the Pulpit Committee must be elected by at least three-fourths of the members present and voting by secret ballot in a called business session of the church.
 - e. The time of the Pastor's ministry shall be indefinite and may be terminated either by a recommendation of the General Board to the Church with a simple majority vote, or by the Pastor, or by mutual agreement of both upon 90 days notice. A written statement setting forth all terms of employment shall be established by the Pulpit Committee and presented to the General Board for recommendation and approval by the Church.
 - f. The Pastor shall not hold more than two spring and two fall revivals per year without prior approval by the General Board.

6 SELECTION B. ASSOCIATE PASTOR/**Youth Director**

1. **DUTIES:** The Associate Pastor / **Youth Director** shall perform the duties which usually pertain to that office, and as a spiritual leader and administrator of the Church, HE SHALL BE AN EX-OFFICIO MEMBER OF **the General Board and any youth counsel boards and committees.**
2. **ELECTION:** The Associate Pastor/**Youth Director** shall be elected by the Church as hereafter provided
 - a. The General Board shall recommend at a regular or called business session of the Church that an Associate Pastor/**Youth Director** Search Committee be established and activated for recommending a prospective Associate Pastor/**Youth Director** to the church.
 - b. The Associate Pastor/**Youth Director** search Committee shall consist of five members, two of which must be of different gender. The five members shall be selected as follows: Two members of the Board of Deacons appointed by the General Board with one of them serving as chairman and three members selected at large.
 - c. It shall be the policy of the Church to consider only one prospective Associate Pastor/**Youth Director** at a time.
 - d. The recommended candidate of the Associate Pastor/**Youth Director** Search Committee must be elected by at least three-fourths of members present and voting by secret ballot in a called business session of the Church, to be held on Sunday morning, before a call can be extended.
 - e. The time of the Associate Pastor/**Youth Director** ministry shall be indefinite and may be terminated either by a recommendation of the General Board to the Church with a simple Majority vote, or by the Associate Pastor/**Youth Director**, or by mutual agreement of both upon 90 days notice. A written statement setting forth all terms of employment shall be established by the Associate Pastor/**Youth Director** Search Committee and presented to the General Board for recommendation and approval by the church.
 - f. The Associate Pastor/**Youth Director** shall not hold more than two spring and two fall revivals per year without prior approval by the General Board.

SELECTION C. DEACONS

1. **DUTIES:** Deacons must comply with the duties as outlined in the Statement of Faith and Discipline for Original Free Will Baptist of North Carolina. These duties are to:
 - a. Serve at the Lords table.

- b. Distribute of the bounty of the Church among its needy members.
- c. Visit the sick.
- d. Assist the Pastor in attending to and carrying out the worship and outreach program of the church in a Godly manner, including the Church visitation ministry.
- e. Cooperate with the Pastor in seeing that efficient Scriptural discipline and programs are maintained.
- f. See that the worship and service programs are carried out in the absence of the Pastor.

2. RESPONSIBILITIES WITHIN THE GENERAL BOARD: Deacons shall comply with the following additional responsibilities within the General Board.

- a. The Senior Deacon shall serve as Chairman of the Board of Deacons and the General Board of the Church.
- b. The second senior Deacon shall serve as the acting clerk of the General Board in his absence. The unexpired term of the clerk shall also be filled by the Second Senior Deacon.
- c. The Second Senior Deacon and the Third Senior Deacon shall serve as the General Board Benevolence Committee. The second Senior Deacon shall be the Chairman of this Committee.
- d. The **Fifth** and **sixth** Senior Deacons shall be responsible for coordinating the preparation of the Lord's Supper and the Washing of the Saint's feet.

3. REPLACEMENT: Should a Deacon transfer his membership, his office thereby shall terminate. If for any reason a Deacon should transfer his membership or become inactive, it shall be the duty of the Church to replace him under the regulations as set forth in Article III, Section B, Number 2 of the Church Constitution.

SECTION D. DUTIES OF OTHER OFFICERS OF THE GENERAL BOARD

1. BOARD OF TRUSTEES: The Board of Trustees shall act as legal agents of the Church in all legal matters, under the direction of the church. They shall hold legal title to all Church property. They shall convey all property of the Church at the discretion of a four-fifths majority of the members present at a regular quarterly conference (said anticipated sale or conveyance having been previously announced at the last quarterly conference of the Church, and public notice of anticipated sale or conveyance having been made in the local paper, or posted as the law requires). They shall not encumber the Church property with any indebtedness without the approval of a two-thirds majority vote of the members present and voting in a regular or called business session of the Church.

2. **TREASURER:** The treasurer shall be entrusted with the funds of the Church and keep an account of all money received and paid out through proper accounting procedures. He shall pay all the bills as provided for in the budget for the current year. All other monies dispersed must be voted upon by the General Board or the Church in a regular or called business session as recommended. All the records of the treasurer are the property of the congregation. They are open to inspection by the members upon reasonable request, except in the case of the records of individual contributions which are to be kept in confidence by the treasurer or his designee. All records, at the election of a new treasurer, are to be submitted for a financial audit upon the request of the General Board. The treasurer shall relinquish his records and all funds to his successor.
3. **ASSISTANT TREASURER:** The assistant treasurer shall assume all of the responsibilities of the treasurer in his absence or when there is an unexpired term of the treasurer, as outlined in Section D, Number 2 of these by-laws.
4. **CLERK:** The clerk shall attend all regular and called Church business sessions, keep an accurate record of all business transactions, and read the minutes at each business session. It shall be the duty of the clerk to keep the accurate roll of the Church membership, the dates and methods of admission and dismissal, change in name, and as much as possible, the correct mailing addresses. An attendance register will be signed by the members present in regular quarterly business sessions. The clerk shall sign all legal documents as necessary, and prepare reports for the various conferences. All such Church records are the property of the congregation and the clerk shall relinquish all such records to his successor. The second Senior Deacon shall serve in the absence of the clerk and shall be knowledgeable in all areas of the office.
5. **CHAIRMAN OF THE BUILDING COMMITTEE:** The chairman of the building committee shall assume the leadership role of the building committee in keeping all properties of the church in a good state of repair. The building committee shall meet on a **regular** basis and the chairman shall report all findings and projects of the committee (whether completed or ongoing) to the General Board on a monthly basis.

SECTION E. PAID POSITIONS

1. **Secretary:** The church secretary shall be responsible for the general secretarial work of the Pastor and the Church staff. The secretary shall assist the clerk in maintaining **an** accurate roll of Church membership and addresses. The secretary shall also assist the Church Treasurer with recording tithes and offerings. The secretary shall work under the immediate supervision of the Pastor.

SECTION F. OTHER REGULAR DESIGNATED BOARDS, COUNCILS, AND COMMITTEES

(Pastor, please have the committee that is working on job descriptions for the various Committees of the church to list all of the committees and include one or two sentences describing the makeup and description of each committee.)

SECTION G. PURCHASING AUTHORIZATION

The Pastor and/or chairmen or their designated persons of all regular designated boards, councils, and committees as described in Section F of these by-laws may act as purchasing agents for incidental goods and budgeted items. The treasurer shall only make reimbursement for purchases made if accompanied by a valid receipt.

SECTION II. OBJECTS AND DUTIES OF THE CONGREGATION

The object of this congregation is to be the people of God. This is accomplished by working together to practice Christian living and to carry out a Christian ministry in the community.

It is the duty of the congregation to establish and sustain public worship of God on a regular basis. This includes Sunday services and such mid-week services as are deemed necessary.

It is the duty of this congregation to establish and sustain a program of Christian education. This program shall involve as its subject both Scripture and the Faith and History of the Free Will Baptist denomination, and shall use all methods and tools that will result in the effective educational ministry.

It is the duty of this congregation to establish and sustain such auxiliary programs as are deemed necessary.

It is the duty of this congregation to work for and maintain the highest possible standards of justice, righteousness, and love in community affairs. Further, it is the duty of this congregation to win people to the cause of Christ.

It is the duty of this congregation to pay onto its treasury sufficient funds to support local Church programs and the entire denominational program.

It is the duty of this congregation to be represented by delegation and to participate totally in the Central Conference, and to abide by the rules and regulations that the conference adopts for its member churches. This duty includes the report by annual letter and contributions for their expenses and programs of the conference.

It is the duty of this congregation to represent by delegation and by annual letter to the Convention of Original Free Will Baptists. Further, that God's will may be done, this congregation shall make financial contributions to the denominational enterprises, institutions, and benevolent work.

SECTION I. VOTING PRIVILEGES FOR ALL REGULAR AND CALLED BUSINESS SESSIONS

All members **are at least 12 yrs old** are entitled to make, second and discuss motions during any regular or called business session of the Church. All members **are at least 12 yrs old** are entitled to vote on all motions, resolutions, and edicts during any regular or called business session of the Church.

SECTION J. QUORUM AND VOTING PRIVILEGES FOR REGULAR DESIGNATED BOARDS, COUNCILS, AND COMMITTEES

A simple majority of the members belonging to all regular designated boards, councils, and committees present shall constitute a quorum. Voting privileges for all regular designated boards, councils and committees shall be determined at the discretion of each individual board, council or committee.

SECTION K. AMENDMENTS

These by-laws may be amended at any regular quarterly conference of the Church by a two-thirds majority of the members present and voting on the proposed amendment, provided that the proposed amendment has been introduced at the previous regular quarterly conference of the Church.

SECTION L. CONSTITUTION AND BY-LAWS

This Constitution and these By-Laws, when adopted by the Church, supersede all other motions, rules, and resolutions heretofore passed by the Church.

CHURCH COVENANT

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

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

We agree faithfully to discharge our obligations in reference to the study of the Scriptures, secret prayer, family devotions, and public worship and by self-denial, faith and good works endeavor to “grow in grace and in the knowledge of our Lord and Savior Jesus Christ.”

We will not forsake the assembling of ourselves together for Christ conferences, public worship, and the observance of the ordinances of the Gospel; nor fail to give according to our ability for the support of the Church and all its benevolent work.

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

We will everywhere hold Christian principles and obligations supreme, esteem it our chief business to make Christ known to the world, and constantly pray and toil that the kingdom of God may come, and His will be done on earth as it is in heaven.

To this end, we agree to cooperate in the promotion of denominational institutions and enterprises, the support of this Church, and the evangelizing of the world.

May the God of peace sanctify us wholly, and preserve us blameless unto the coming of our Lord Jesus Christ.