

# **PROVIDENCE BAPTIST CHURCH**

## **Constitution and Bylaws**

**Adopted: April 24, 2010**

**Amended and Approved: April 28, 2018**

The following bylaws adopted by the church body at a meeting in the city of Kernersville, North Carolina on April 24, 2010, shall govern the business of the Church except as the same may be from time to time abridged or amended.

### **PREAMBLE**

This Constitution and Bylaws are made to:

- Preserve and secure the principles of our faith.
- Preserve the liberties of each individual member of the church.
- Ensure freedom of action of independence from any religious body or organization.
- Provide for orderly conduct of internal affairs, in dealing with others, and of governing church members.

## **CONSTITUTION**

### **ARTICLE I**

#### **NAME**

The name of this church shall be Providence Baptist Church (hereafter referred to as Providence Baptist Church or “the church”).

### **ARTICLE II**

#### **BUSINESS LOCATION**

The address of the principal office of the church shall be 319 Nelson Street, Kernersville, North Carolina 27284.

### **ARTICLE III**

#### **PURPOSE**

The purposes of Providence Baptist Church are:

- To worship and serve God and to fulfill the Great Commission of Jesus Christ as set forth in Matthew 18:19-20
- To minister to the needs of the members and others as the church is able to do so

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- To do any and all things related to and in connection with the carrying out of the object and purposes set forth herein

## **ARTICLE IV**

### **ARTICLES OF FAITH**

1. We believe the Holy Bible as the inspired Word of God, without any error, the all-sufficient authority in matters of faith, doctrine, and Christian living.
2. We believe in one God, eternally existing in three Persons: the Father, the Son, and the Holy Spirit.
3. We believe in the Virgin Birth of Jesus Christ, and that He is true God and man. He died on the cross for our sins. He rose bodily from the dead, ascended into heaven where He sits at the right hand of the Father, and is now our High Priest and Advocate.
4. We believe that man was created in the image of God but fell into sin and therefore lost. Only through regeneration by the work of the Holy Spirit can man's salvation and spiritual life be obtained.
5. We believe that eternal salvation is the free gift of God, entirely apart from man's works, and is possessed by any and all who have faith in and receive Jesus Christ as their personal Lord and Savior.
6. We believe in a regenerated church membership: that is, persons old enough to understand their need for Jesus Christ and, of their own free will, accepted Him as their personal Lord and Savior.
7. We believe that baptism is by immersion and the Lord's Supper is a memorial to His suffering and death on the cross. These are ordinances to be observed by the church in its present age. They are, however, not to be regarded as means for man's salvation.
8. We believe in the personal, bodily, imminent, and glorious return of the Lord Jesus Christ and that his Second Coming inspires believers for dynamic and zealous life and service for Him while waiting for His return.
9. We believe in the bodily resurrection of the dead, the everlasting blessedness of the saved in heaven and the everlasting punishment and separation from God of the unsaved in hell.
10. We believe in the autonomy of the local church. The church shall manage its own affairs and shall not be subject to any other religious body or organization.

## **ARTICLE V**

### **GOVERNMENT**

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches.

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### ARTICLE VI

#### CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior and Lord, 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.

#### *For the Advancement of This Church*

We engage, 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.

#### *As Christian Stewards*

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 the nations.

#### *Alone and At Home*

We also engage to maintain family and personal devotions; to educate our children religiously; to seek the salvation of our kindred and acquaintances.

#### *Before the World*

To walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as beverage; and to be zealous in our efforts to advance the kingdom of our Savior.

#### *Toward One Another*

We further engage 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 feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation and, mindful of the rules of our Savior, to secure it without delay.

#### *When We Move*

We moreover engage that when we move from this church, we will as soon as possible unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

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### **ARTICLE VII**

#### **ORDINANCES**

##### **Section 1 – Lord’s Supper**

The Lord’s supper shall be duly administered on the first Sunday of each month unless otherwise ordered by the Pastor and Deacons. The Pastor and Deacons shall administer the sacrament and ensure sick and shut-in members are served upon request.

##### **Section 2 – Baptism**

Baptism shall be administered by the Pastor at such times as may be deemed necessary.

### **ARTICLE VIII**

#### **MINISTRIES**

##### **Section 1 – General**

All organizations of the church shall be under control of the church with all officers being elected by the church. The Pastor will be an ex-officio member of all organizations within the church.

##### **Section 2 – Sunday School**

There shall be a Sunday School, divided into departments and classes for all ages, conducted under the direction of the Superintendent of the Sunday School Department. He or she shall have oversight of the entire department and shall administer it with the aid of the Pastor, Instructors and Officers of the Sunday School Department.

##### **Section 3 – Bible Study**

There shall be a weekly Bible Study that shall be an instrument to teach biblical revelation and understanding of the Bible. The Bible study shall be conducted under the direction of the Pastor or his designee.

##### **Section 4 – Outreach**

An outreach ministry shall be established for the purpose of planning and/or conducting events to reach outside the doors of the church in order to spread the gospel.

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### BYLAWS

#### ARTICLE I

#### CHURCH MEMBERSHIP

##### Section 1 – Requirements

The membership of the church shall consist of persons who have made a profession of their faith in Jesus Christ as their Lord and Savior and are in agreement with the Articles of Faith.

##### Section 2 – Admission to Membership

Persons seeking membership in Providence Baptist Church may join in one of the following ways:

- a) As a candidate for Baptism – A candidate may seek membership upon regeneration and profession of his faith.
- b) By Letter - A prospective member may present a letter from the church in which he was previously a member stating that he was a member in good standing at the time of his departure.
- c) By Christian Experience – A candidate may seek membership upon profession of his faith having previously met the requirements for membership in the Baptist denomination.
- d) Providence Baptist Church extends the right to membership to all persons regardless of race, gender, national origin or sexual orientation under the greater pretense that they are seeking Christian Fellowship with the Body of Christ as believers.
- e) Providence Baptist Church does not condone or recognize homosexual relationships and considers the practice and acceptance of such to be against our Baptist faith, Biblical principles, and Christianity in general. This church denounces the LGBT agenda and promotes the Biblical decree of marriage between man and woman. We as a body of believers attest to the sin of homosexuality by the sacred scriptures of God in Leviticus 18:22, Leviticus 20:13, Romans 1:26-28 and 1 Corinthians 6:9-11.

Before the right hand of fellowship is extended, persons seeking membership must satisfactorily complete the new member orientation. No vote is required by the church body for acceptance into membership.

##### Section 3 – Rights and Responsibilities

Members are expected to be faithful in all the duties essential to the Christian life and to attend the services of the church, to give for its support and its causes, and to share in its organized work. Members 18 years of age and older, in good standing, shall have the right to a voice and shall have the rights and privileges to full participation in the life and work of the church. **See Article I Section 5** for reference to “good standing”.

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### Section 4 – Termination

Membership may be terminated in one of the following ways:

- a) By Letter – A member who desires to become affiliated with another Baptist Church may request a letter of transfer to be presented to the church to which he is seeking membership.
- b) By Death
- c) By Exclusion – The hand of fellowship may be withdrawn in the event that a member is called into question due to reasons and circumstances provided under Church discipline as it is defined by an unfavorable outcome of the process stated in **Article II Section 3 (A) Administrative Board**. The pastor and deacons will do all they can do to counsel the member for restoration prior to dismissal.
- d) Persons may be reinstated to membership under the provisions of **Article I Section 2**.

### Section 5 – Inactive Membership

After 180 days of non attendance and or participation without communication with the Providence Baptist Church worship services, ministries, revivals or other auxiliary programs, a member shall be placed on the inactive roll until they return to full fellowship. Inactive members relinquish right to attendance and voting privileges during official church meetings, full fellowship and all rights are restored in accordance with **Article I Section 2 (c)**. This clause does not apply to sick or shut in members or members that are in assisted living facilities.

**Good Standing Clause:** A member is considered to be in “good standing” at Providence Baptist Church when he or she adheres to the spirit of these bylaws, supports the church and its missions, ministries and evangelistic mandates in accordance with Matthew 28:19. A member is further to be considered in “good standing” when he or she regularly maintains fellowship and communication with this body of believers and in uplifting the name of our Lord and Savior Jesus Christ.

## ARTICLE II

### CHURCH OFFICERS

All church officers must be members in good standing of Providence Baptist Church. Job descriptions should be devised for all positions and retained on file in the church secretary’s office.

#### Section 1 - Pastor

The pastor shall have charge of public services for worship and instruction. He shall have general supervision of the spiritual work of the church and its various organizations and departments. He shall be ex-officio member of all committees and boards elected by the church.

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A pastor shall be chosen and called upon by the church whenever a vacancy occurs. The qualifications for pastor shall be consistent with those listed in I Timothy 3:1-7. The Administrative Board shall seek out suitable candidates and, at their discretion, invite persons under consideration to give a sermon(s). At the conclusion of the process their recommendation will constitute a nomination. The Board shall present only one candidate at a time for consideration. His election shall take place at a meeting called for that purpose, of which at least two (2) weeks written notice shall be given to the church membership. The election shall be by ballot with an affirmative vote of the majority of those voting being necessary to affirm a choice. The pastor, once elected, shall serve at the will of the congregation. The deacons shall have the right to make a recommendation regarding suspension/termination of the pastor to the Administrative Board, who will then present the matter to the church for a vote (**see Article II Section 3 (A) Administrative Board**). The church body shall have the right to make the final decision at a called business meeting by a vote of the majority of those voting.

### **Section 1 (A) - Pastor**

The pastor has the right to recommend for disciplinary action any church officer or associate minister being found negligent or in violation of the duties and responsibilities of office. He must use the conflict resolution and leadership guidelines to address allegations presented to him requesting action.

- a) Final settlement of the matter will rest with the Administrative Board and full body of the church by a vote of the majority of those voting as stated in **Article II Section 3(A) (b)**.
  
- b) Under no circumstances will a pastor or associate minister of Providence Baptist Church perform, participate or acknowledge marriage of two individuals of the same sex, gender or altered gender at the church or elsewhere. Under no circumstances will a same sex marriage be performed by outside ministers or pastors in Providence Baptist Church or its associated property or properties.

### **Section 1 (B) – Associate Minister(s)**

The recognition, acceptance and supervision of an associate minister are the direct responsibility of the pastor. At a suitable time the pastor shall present those called to the service of ministry to the church for official recognition and acceptance to the pulpit of Providence Baptist Church. The pastor supervises the pulpit and all ministry staff, he shall be led by the Holy Spirit to determine proper time for licensing and ordaining associate ministers that have not yet met this criteria. He shall determine the time when new ministers are to prepare and deliver a trial or initial sermon. Associate ministers are assigned preaching responsibilities at the discretion of the pastor. In the absence of a sitting pastor, the associate ministers on staff at Providence Baptist Church may oversee Ministers In Training (MIT) to assist them with exercising their call to ministry. They may at some appropriate point of proficiency request that a council of ministers from area churches be

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convened to assist the church in licensing and ordaining newly called ministers to serve in the church.

### Section 2 – Deacons

The deacons are selected by recommendation of the pastor and the Deacon Board and voted into office by the church. The duties of the deacons shall be to assist the pastor by overseeing the temporal affairs of the church according to the example of Acts 6:1-7. This shall consist of caring for the sick and needy members, assisting in the administration of ordinances, and in every way aiding the pastor in his work.

- a) In the event of death, incapacity to serve, abandonment, relief for cause or resignation, the church may elect to fill the unexpired term with a suitable candidate.
- b) In the absence of a sitting pastor, the chairman of the Deacons can recommend to the Administrative Board persons for consideration for Deacon, the candidates will be presented to the church for a vote of approval pending ordination. The recommended candidate can assist the Deacons with limited duties and responsibilities as assigned by the chairman until as such a time that all Deacons agree that he has met the criteria for ordination.

### Section 2 (A) - Deacons

Deacons shall reserve the autonomy to meet at the request of any deacon. The pastor must be made aware of the meeting date, time and topic prior to meeting.

Deacons are to make recommendations to the Administrative Board regarding suspensions and or terminations of church officers to include those appointed by recommendation or elected. Deacons are charged to conduct a thorough fact finding investigation using the conflict resolution and leadership guidelines. They must address all allegations presented to them requesting action. All parties named in the allegation shall not participate in discussions leading to the recommending action concerning the matter. The church body shall have the right to make the final decision at a called business meeting by a vote of the majority of those voting **after** the matter has been properly addressed by the Administrative Board.

- a) It shall be the duty of the Deacons to report to the proper authority any allegations of misconduct that are in violation of any local, state or federal law immediately upon being informed of such allegations. The further investigation of the matter should be handled by the proper authorities. The named parties of the allegation shall immediately be suspended from representing Providence Baptist Church in any and all capacities until the matter has received full redress.
- b) Deacons do not have the authority to call a full body meeting of the church in lieu of the pastor when the matter being considered for action involves the pastor. The notification

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requirement in **Article IV, Section 2** of the bylaws applies. The recommendation of the board will be considered and voted on at this meeting.

### **Section 3 – Administrative Board**

The Administrative Board, comprised of seven members, and is selected by recommendation of the Nominations Committee and voted into office by the church. The Board shall not be considered properly convened to represent the church unless there is always at least 1 Deacon and 1 Trustee selected for service on this Board. The Board will immediately elect 1 member to serve as Chairman of the Board and 1 member to serve as the Vice Chairman of the Board. The duties and responsibilities of the Vice Chairman shall remain the same as any other Board member unless the Chair is no longer able to serve for any reason. The Board shall be elected for the purpose of serving the church in spiritual matters. They shall provide support and direction to all committees, and serve to help hold ministries accountable to their missions and goals.

The qualifications for the Administrative Board shall be aligned with 1 Tim 5:17 and Titus 1:5. Their duties and responsibilities shall be as follows:

- Supervise all ministries and staff, and participate in the evaluation process for all staff;
  - Serve as an ex officio member of council in the absence of the pastor (without vote);
  - Provide staff services to the Committee on Ministry;
  - Work to foster effective communication within the church body;
  - Be sensitive to the spiritual needs of church professionals and their families; providing compassion, support and counsel where appropriate, encouraging personal and professional health and development;
  - Be a resource to congregations for the nurture of effective ministry and mission;
  - Be available to worship, and pray in the church as needed
- a) In the event of death, incapacity to serve, abandonment, relief for cause or resignation, the church may elect to fill the unexpired term with a suitable candidate.
  - b) The members of the council shall serve an initial 3 year term with eligibility for reelection after review by the pastor and the church.

### **Section 3 (A) – Administrative Board**

The Administrative Board shall have the autonomy to meet and consider any matter of recommendation presented to it in writing or by oral request of the pastor or deacons; this is not to be limited to matters of discipline. Any member or ex-officio member of the board being named in an allegation can participate in all aspects of the meeting with the exception of voting on the recommended action to address the matter. The board reserves the right to hear all parties named in

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the allegation before holding a final vote on the matter. All votes are to be conducted by written ballot on matters of disciplinary action.

- a) Any request for disciplinary review of church officers or ministers received by the Administrative Board must be turned over to the pastor/deacons for initial review and recommendations. The Administrative Board will only act upon recommendations properly submitted to it by the pastor or the deacons.
- b) The recommendations of the Administrative Board will be reported to the church in a full body meeting called by the pastor or the Administrative Board depending on the circumstances. The church body shall have the right to make the final decision on any disciplinary recommendations handed down at the called business meeting by a vote of the majority of those voting.

### **Section 4 – Trustees**

The Trustees are elected by recommendation of the pastor and the Administrative Board and voted into office by the church. The Trustees shall be responsible for the legal and financial matters of the church as well as its buildings and property. The Trustee Board shall be responsible for counting and banking the weekly offerings and special offerings to the Church. Funds shall be deposited within 48 hours of receipt. They are to notify the Treasurer of the total offering which has been banked. They shall have the authority to buy, sell, mortgage, lease, or transfer any church property. When the signatures of Trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

- a) In the event of death, incapacity to serve, abandonment, relief for cause or resignation, the church may elect to fill the unexpired term with a suitable candidate.
- b) In the absence of a sitting pastor, the chairman of the Trustees can recommend to the Administrative Board persons for consideration for Trustee, the candidates will be presented to the church for a vote of approval at the next scheduled business meeting.

### **Section 5 – Treasurer**

It shall be the duty of the Treasurer to pay out all money approved by the church keeping at all times an itemized account of all receipts and disbursements. Payments of bills for local work and expenses shall be made promptly by check, and all funds received for denominational or other causes shall be remitted/deposited at least weekly.

It shall be the duty of the Treasurer to submit to the church quarterly an itemized report of receipts and disbursements of the preceding quarter. All books, records, and accounts kept by the Treasurer

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shall be considered the property of the church. The Treasurer's report and records shall be audited annually by an auditing committee or public accountant.

- a) In the event of death, incapacity to serve, abandonment, relief for cause or resignation, the church may elect to fill the unexpired term with a suitable candidate.
- b) The Treasurer shall serve an initial 3 year term with eligibility for reelection after review by the board.

### **Section 6 – Clerk**

The clerk of the church shall keep a record of the names of members, their dates of birth, with dates of admission, termination, deaths, and baptisms. The clerk shall issue letters of termination upon request by a member and report the termination at the next regular business meeting. The clerk shall preserve on file all communications and official written reports. The clerk shall keep in a suitable book, in ink or typed a record of all the business transactions of the church. All records kept are and will remain the property of Providence Baptist Church.

- a) In the event of death, incapacity to serve, abandonment, relief for cause or resignation, the church may elect to fill the unexpired term with a suitable candidate.
- b) The clerk shall serve an initial 3 year term with eligibility for reelection after review by the board.

### **Section 7 – Nominations Committee (In Absence of a Pastor)**

The committee shall be comprised of 2 sitting Administrative Board members, 2 Ministry Leaders and 1 Lay member of the congregation; all selected by the church. When such a committee is required for any special election or recommendation of a candidate or candidates for church offices other than Pastor, Deacon and Trustee, the Nominations Committee may be seated. The committee will be charged to make recommendations of suitable candidates to the Administrative Board who will then present a slate of names to the church in a full business meeting for final vote of approval.

a) The Nominations Committee shall not make recommendations for the office of pastor. The sole responsibility is affirmed to the Administrative Board as stated in **Article II Section 1**.

b) The committee must announce in a full body meeting of the church that names are being received and considered for a particular office or seat on the Administrative Board. Said names will be added to a slate and then voted on by the committee. The final slate of names will be presented to the current Administrative Board and the church for final vote and approval.

c) The slate of names presented does not require a blanket vote to accept all names on the slate; a vote will be taken for the approval of each individual name presented. Individual nominees can be approved or rejected by the committee, the board or the church. The process will repeat itself until all offices and seats are filled in accordance with the bylaws.

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- d) All votes are cast by written ballot with names of each nominee and potential office listed.

### ARTICLE III

#### ORGANIZATIONS

Organizations may be formed upon the approval of the pastor and the Administrative Board and must conform to the spirit and teachings of the church. All organizations of the church will be expected to develop a set of bylaws from which to operate. The bylaws of any organization, however, cannot supersede those of the greater organization (the church). A copy of the organizational bylaws should be kept on file at all times in the church secretary's office.

##### Section 1

The pastor shall have the authority to recommend members in good standing to positions of leadership within the church.

- a) The Deacons shall be informed of all such recommendations prior to the information being presented to the church. The recommended member must come before the Administrative Board and Providence Baptist Church for final approval.
- b) The pastor has the authority to request that the Administrative Board approve that the nominee be immediately allowed to serve in the recommended capacity of leadership for a trial period or until such time as a vote for final approval can be completed in a full body meeting.

### ARTICLE IV

#### MEETINGS

##### Section 1 – Type

Business meetings shall be held at the times, in the manner and for the purposes set forth below:

- a) An annual business meeting of the Church will be held in the first quarter of each calendar year. The purpose of this meeting is to apprise the church body regarding the annual approved budget and conduct any other business that may be necessary. The Administrative Board may change the date of the annual meeting by notifying the members as provided in **Article IV, Section 2** below.
- b) A special meeting of the Church may be called at any time by the Administrative Board or the Senior Pastor. This special meeting is however, subject to the notification requirements as set forth in **Article IV, Section 2** below.

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### Section 2 – Notification

Members must be notified no less than two (2) weeks prior to a meeting. Notification shall consist of at least one of the following methods:

- Church Bulletin
- Verbal Announcement

Notification shall include the time and location of the meeting as well as the intended agenda or subject of discussion.

### Section 3 – Qualifications for Voting

Voting privileges are granted to all members in good standing 18 years of age or older should a vote be necessary. (See **Article I Section 5** for reference to “good standing”) *Members in good standing may request absentee voting privilege and present their ballot prior to the vote taken in a full body meeting. Absentee ballots will not be added to the vote box to be counted after a matter has been voted on by those present in the meeting.* The Administrative Board Chairmen shall make known items requiring a vote to all absentee voting request. These items are derived from the agenda of the Administrative Board meeting held prior to a full body meeting.

### Section 4 – Rules of Order

The church Parliamentarian will monitor all deliberations of the church which will be governed in accordance with Robert’s Rules of Order in all points not otherwise covered by constitution and bylaws.

### Section 5 – Moderator

All church business meetings shall be moderated by the Chairman of the Administrative Board and the Parliamentarian or their designated representatives.

## ARTICLE V

### FINANCIAL GIVING

It is understood that membership in the church involves the financial obligation to support the church and its causes with regular gifts.

### Section 1 – Types

There will be primarily two (2) offerings during the Sunday morning worship service:

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- a) The regular offering which members may designate on their envelope the fund(s) to benefit from their giving.
- b) The mission/benevolence offering which is primarily to be used to meet the needs of church members as well as the community.

### **Section 2 – Designation**

While every consideration will be given to ensure that members' gifts are utilized in the manner in which they have been designated for use, the trustees retain the right to redirect funds in order to maintain church assets and manage the running of the church.

## **ARTICLE VI**

### **AMENDMENTS**

Recommendations for changes or amendments to the bylaws may be submitted to the Administrative Board at any time. It will be the responsibility of the Administrative Board to indicate whether a change is warranted. Approved changes will be submitted to the members once the changes have been made. Passage requires a two-thirds (2/3) affirmative vote of the members of the Administrative Board present and voting. Final approval of changes or amendments rest with the full body of the church and shall only be approved by a majority vote of those present and voting or by absentee ballot submitted prior to the meeting to approve changes (See Article IV Section 3 Qualifications for Voting). The Articles of Faith are irrevocable.