

NUTWOOD STREET BAPTIST CHURCH CONSTITUTION



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NUTWOOD STREET BAPTIST CHURCH CONSTITUTION

PREAMBLE

Recognizing the present-day need of witnessing to the true Word of God, we join ourselves together as a body of baptized believers in Jesus Christ. We subscribe to the Statement of Faith of the Baptist General Conference, and we adopt the following articles and agree to be governed by a complementary set of By-Laws as described herein.

ARTICLE I: Name

This organization will be known as the Nutwood Street Baptist Church, incorporated under the laws of the State of California.

ARTICLE II: Purpose

We find our purpose in the following foundational values:

- Worshipping:** We are devoted to knowing and loving God, worshiping and praying together, responding to God as He speaks through his word. Matt 22:37, John 4:23-24.
- Caring:** We love, accept, encourage and support each other. John 13:34
- Growing:** We are committed to be lifetime learners and followers of Christ. 1 Peter 3:18, Romans 8:29
- Serving:** We are servant-leaders, empowering and equipping people to serve God, one another and our community. Matthew 20:26-28, Galatians 5:13-14.
- Reaching:** We build relationships with people in our community and world, sharing hope in Christ. Matthew 28:19-20, 1 Peter 3:15

ARTICLE III: Organization and By-Laws

The government of the church is vested in the body of its members, and is not subject to the control of any other organization. However, the Church recognizes the need and benefit of mutual counsel and cooperation common among the Baptist churches, and therefore will maintain fellowship with the Southwest Baptist Conference and with the Baptist General Conference.

The directors of the corporation will be known as "Leadership Council Members," and wherever used herein, the term "Leadership Council Member" will be deemed to include "Director," and the term "Director" will be deemed to include "Leadership Council Member." The "Secretary of the Corporation" will be known as "Secretary," and wherever used herein, the term "Secretary" will be deemed to include "Secretary of the Corporation," and the term "Secretary of the Corporation" will be deemed to include "Secretary."

The church organization structure is depicted in the following chart. The Leadership Council Members and the ministry teams will be responsible to the membership of the church through the reporting relationships shown on the Organization Chart.

The Leadership Council will have the right as Corporate Directors to call meetings of the church membership as required for corporate purposes, to act on behalf of the membership in corporate affairs and to manage the affairs of the Church, as authorized by this Constitution, and in accordance with the By-Laws. The Church By-Laws set forth the operational policies and procedures for governance of the Church and may be changed upon the recommendation of the Leadership Council, upon majority vote of the church membership as described in Article VII.

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Total Church Membership

Leadership Council

Membership Pastor, Pastoral Staff, 8 Leadership Council Members (which includes the Deacon Team), Ministry Coordinators, Chair, Vice-Chair, Treasurer, Secretary

Leadership Council Teams

	Deacon Team	Ministry Teams
Objective	Membership Care	Short - term or Standing Teams as Chartered by the Leadership Council
Membership	Pastor 4 Leadership Council Members	As appointed by the Leadership Council or its delegates

ARTICLE IV: Membership

Membership in this church may be acquired by persons described below, as recommended by the Deacon Team and approved by a vote of the church. A person who has been under church discipline, may be restored upon recommendation of the Deacon Team

- **Baptism:** A person who gives testimony of salvation, who confesses Jesus Christ to be his or her Savior and Lord, upon baptism (immersion).
- **Letter of Transfer:** A person who has been baptized by immersion and provides a letter of transfer from another church having like faith and practice.
- **Christian Experience:** A person who has been baptized by immersion and who gives a satisfactory statement of his or her experience or faith in Christ.
- Transfers and termination of membership will be as set forth in the By-Laws

A member in good standing is a person who makes an honest attempt to live as a follower of Jesus Christ in obedience to God's Word, participates regularly in the worship services and activities of the church, and contributes to the financial support of the church.

ARTICLE V: Officers

The officers of this church will consist of the elected and appointed members of the Leadership Council. All positions except the Pastoral Staff and Ministry Coordinators are elected positions. Pastoral staff consists of the pastor and pastoral positions so designated by the church membership at the time such persons are called.

To hold office in the church a person must be a member in good standing. No member may hold more than one office at a time

The call of a Pastor or member of the Pastoral staff will be as set forth in the By-Laws. The process for appointment of the Ministry Coordinators will be set forth in the By-Laws. The duties of these positions are set forth in the By-Laws.

The Chair, Vice-Chair, Treasurer and Secretary will be elected by the Church membership for a term of one year. Nomination and Elections will be as proscribed by the By-Laws. The duties of these officers are set forth in the By-Laws.

The Leadership Council will include 8 Members elected at large for two-year terms. Four of these at-large members, two men and two women, will comprise the Deacon Team, as recommended by the Leadership Council and affirmed by the Church Membership. Nominations and Elections will be as proscribed in the By-Laws. The Duties of the Leadership Council and the Deacon Team will be as set forth in the By-Laws.

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ARTICLE VI: Meetings

The Church year and fiscal year will be from January 1 through December 31. The annual meeting of the Church will be the third Sunday in January. Congregational meetings for the purpose of ministry update will be held not less than quarterly. Congregational meetings for any purpose other than the acceptance of new members must be announced in the church bulletin and in the worship service no less than two weeks prior to the meeting. Procedures for the conduct of Congregational Meetings will be proscribed in the By-Laws.

Those voting members present or submitting written proxy absentee ballots will constitute a quorum at any duly called Congregational or special meeting. Voting procedures will be proscribed in the By-Laws.

Worship services will be Sunday and other days as designated. The Lord's Supper will be observed at least monthly.

ARTICLE VII: Finances

Necessary finances for conducting the church programs and mission outreach will be obtained through voluntary tithes and regular offerings. All offerings received will be handled through the General Church Budget, with the exception of the Fellowship Fund and other designated fund accounts approved by the Leadership Council. Procedures for the expenditure, investment and accounting for funds will be proscribed in the By-Laws.

ARTICLE VIII: Dissolution and Dispositions

In case of organizational division of the church membership, the church property will belong to those members who abide by this constitution and the Church By-Laws. Should conditions arise when a consolidation with another church of the same denomination be advisable, the Leadership Council will be authorized to negotiate the terms of such a consolidation which must be approved by majority vote of the Church Membership. If for any reason, this organization will be dissolved, the property and total church assets will be given to the Southwest Baptist Conference to be used in another opportunity.

ARTICLE X: Amendments to the Constitution

Notice of intent to amend this constitution may be introduced through formal motion at any Congregational Meeting, but may not be acted on until a subsequent Congregational Meeting. An affirmative vote of a majority of the total Church Membership, or a two-thirds majority of the members present at the meeting, will be required for acceptance.

ARTICLE X: Parliamentary Procedure

At all Congregational meetings, the church will abide by Robert's Rules of Order.

ARTICLE XI: Liability

No officer, team member, or member of any team appointed by this church, will be personally or individually liable for any error or mistake, act, or omission, for, or on behalf of this church, occurring within the scope of his or her duty as such officer, team or team member, excepting only for his or her own willful misconduct or violation of law.

Updated: February 2002

By Laws

NUTWOOD STREET BAPTIST CHURCH CONSTITUTION

I: Introduction

These bylaws implement the values and principles in the Nutwood Street Baptist Church Constitution and reflect the Nutwood Street Baptist Church Ministry values listed below:

- Christ Centered:** We live and serve, following Christ's lead and example, and proclaim Him as Savior and Lord. Colossians 1:18, John 3:14-15
- Bible-based:** We follow the Bible as our source for what we believe, how we live. 2 Timothy 3:16-17.
- Relationship Focused:** We nurture biblical, healthy, growing relationships with God, one another, and our community. Hebrews 10:23-25 Acts 2:42-47.
- Diversity with Unity:** We value and welcome people who are different from us. We seek unity in the essentials of our faith, freedom in non-essentials, and love in all differences that arise. Galatians 3:28, Romans 15:7.
- Team-Based:** We believe that working together everyone accomplishes more, We value the variety of gifts and talents people have to serve. No one can, or should, do it all alone. Romans 12:4-5
- Empowering People:** We equip, mentor and resource people, enabling them to fulfill their life mission to serve, using their spiritual gifts in the power of the Holy Spirit. Ephesians 4:11-13

II: Membership and Membership Transfer or Removal

A. Membership

Qualifications and acceptance for Membership are defined in the Church Constitution.

B. Transfers

Any member in good standing may receive a letter of transfer by action of the Deacon Team.

C. Removal from Membership

A member may be removed from membership by action of the Deacon Team for lack of attendance or failure to respond to church discipline. Prior to removal for nonattendance, the Deacon Team will make every effort to contact the individual; the issues of each situation will be considered prior to final action.

III: Duties of Officers and Leadership Council Members

Pastor and Pastoral Staff

1. Rely on Christ and the power of the Holy Spirit through maintaining a strong and intimate relationship as outlined in John 15:4-8.
2. Live with a character and testimony consistent with the qualities outlined in Titus 1:6-9

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3. Preach God's word faithfully to instruct believers and evangelized unbelievers as outlined in 2 Timothy 4:1-5.
4. Equip God's people for service to build up the body of Christ as outlined in Ephesians 4:11-14.
5. Shepherd and oversee the congregation that God has placed under his care as outlined in 1 Peter 5:1-4
6. Guide the Leadership Council to follow God's leading and vision for the Church and develop specific plans to fulfill the Church's mission.
7. Communicate with the congregation regularly and at the Annual Meeting on the progress of the ministry and plans for the coming year.
8. Serve as a member on the Leadership Team, Deacon Team and Nominating Team.

B. Ministry Coordinators

1. Act as directed by the Pastor and the Leadership Council as appropriate for coordinator's ministry function.
2. Work in close cooperation with the Pastor and Leadership Council.

C. Leadership Council Chair

1. Work in cooperation with the Pastor and the Leadership Council in the leadership of the church.
2. Preside at all Leadership Council meetings, congregational meetings and the Annual Meeting. Confer with the Pastor in preparation of the agendas and ensure minutes are recorded for such meetings.
3. Provide for the continuing operation of church services and activities in the absence of the Pastor, in cooperation with Deacon Team.
4. Schedule regular and call special Leadership Council meetings to conduct the regular business of the church and other issues critical to the welfare of the church.

D. Leadership Council Vice-Chair

1. Cooperate with and assist the Leadership Council Chair in the performance of the Leadership Council Chair's duties and assume these duties in the Leadership Council Chair's absence.
2. Succeed the Leadership Council Chair in office, without election, for the balance of any uncompleted term should the Leadership Council Chair resign or otherwise be unable to complete the term.

E. Secretary

1. Keep minutes of all congregational meetings, Annual Meetings and Leadership Council meetings.
2. Maintain the official membership roll of the church.
3. Maintain the Official Seal, documents and deeds of the church.

F. Treasurer

1. Keep an accurate account of all church funds, bank deposits, savings accounts, and other financial assets, except those from the Deacon Team Fellowship Fund.
2. Make payment by church check of all obligations incurred by the church.
3. Make quarterly and annual written reports of income, expenditures and cash assets.

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4. Maintain records of individual expenditure authorizations and delegations.

G. Leadership Council

1. Present a proposed budget for the upcoming fiscal year at the November meeting. A budget team may be chartered for this task. The budget will be available for the church membership to review two weeks prior to the November meeting.
2. Call congregational Meetings of the church whenever necessary.
3. Charter teams as necessary to fulfill the duties of the Leadership Council
4. Coordinate and control the church calendar.
5. Plan and control the church's budget and approve the expenditure of all budgeted accounts. Expenditure authority may be delegated.
6. Coordinate, plan and implement activities and policies of the church related to Christian education, maturity development, and ministry equipping, including, but not limited to, Sunday School, children and youth educational ministries, the church media center and other educational and training programs.
7. Charter a yearly Nominating team composed of the pastor and two church members not currently serving on the Leadership Council, to research and nominate candidates for all Leadership Council elected positions. Members of the Nominating team must be approved by the church membership.
8. Maintain the church membership database through the office of the Church Secretary.
9. In cooperation with the Pastor and the church ministry programs, promote missions and evangelistic outreach in the local and world community.
10. Recommend for support by the church missions and missionaries that support the beliefs and mission of this membership.
11. Manage and maintain an inventory of the assets of the Church, including finances, property, buildings, equipment, furnishings, kitchen facilities, and maintain adequate insurance coverage.
12. Control the expenditures of the church and act to limit all expenditures of the church should the financial condition require such action.
13. Consider for approval non-budgeted general fund expenditures under 5% of the annual church budget; general fund expenditures 5% or over of the general church budget must be approved by the church membership. Commitments with respect to the sale or real property must be approved by the total church membership.
14. Accept all donated items and establish designated accounts for special projects and programs, as required. Review and approve all designated accounts and approve all designated account expenditures. This authority may be delegated.
15. Control any use of the church facilities by outside organizations. Coordinate use of the church facilities for church activities.
16. Maintain and publish policies for the management of Church property, facilities, employees and church operations.
17. Provide for a yearly independent, written audit of the church financial statements and accounting records by chartering an audit team composed of not less than two church members not currently serving on the Church Leadership Council. Audit team members must be approved by the church membership.
18. In cooperation with the Pastor, provide for the employment or dismissal of nonpastoral staff and as required, receive offered resignations of all church pastoral and nonpastoral

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staff. Non-ministry employees of the church are at-will employees, and length of the employment and salary will be recommended and managed by the Leadership Council.

H. Deacon Team

1. In cooperation with the Pastor, provide for the spiritual care of the church.
2. Review all prospective candidates for church membership and make recommendations to the church.
3. Manage member conflict resolution in accordance with biblical principles, and administer discipline and determine qualifications for restoration.
4. Provide church letters and certificates of transfer.
5. Develop and maintain a continuing program of visitation and evangelism.
6. Assist the Pastor in administering communion and preparing for baptism.
7. In cooperation with the Leadership Council Chair, provide for the continuing operation of the church services in the absence of the Pastor
8. Administer the Deacon Team Fellowship Fund to care for the sick and the needy.
9. Administer polices and activities regarding weddings, showers and gifts.

IV. Finances

1. Necessary finances for conducting the church programs and missionary outreach will be obtained through voluntary tithes and regular offerings. All offerings received through the Church, Sunday School and other programs will be handled through the annual General Church Budget, with the exception of the Deacon Team Fellowship Fund and designated fund accounts approved by the Leadership Council
2. All finances, except the Deacon Team Fellowship Fund, will be managed by Leadership Council and in cooperation with the Treasurer.
3. All expenditures will be in conformance with the annual General Church Budget and must be approved by the Leadership Council. This authority may be delegated.

V. Meeting and Elections

A. Meetings

1. Annual and congregational meetings will be as set forth in the Constitution
2. At all congregational meetings, the church will follow Robert's Rules of Order.

B. Nominations and Temporary Appointments

1. At the November congregational meeting, the Nominating Team will present to the church recommendations for each office to be filled. The list of nominees will be distributed to the members no later than the second Sunday prior to the meeting. Any member present, may nominate for any office, except Deacon Team, any eligible member who has previously given permission to allow the nomination. All elections will be by written ballot. A majority of the ballots cast is necessary for the election of any officer.
2. Any vacancy in any office may be immediately filled for the unexpired term by temporary appointment made by Leadership Council. This appointment must be confirmed by the total church membership within three months.

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C. Voting and Quorums

1. Those voting members present or submitting written proxies will constitute a quorum at any duly called congregational or special meeting.
2. Voting may be done in person or by completion of a written proxy absentee ballot; such proxy ballots will be made available no less than two weeks prior to the election.
3. All matters pertaining to the purchase, sale, or mortgaging of property will be voted on only by members in good standing eighteen years of age or older. On all other matters, members in good standing sixteen years or older will be eligible to vote

VI. Pastoral and Employee Relations

A. Calling a Pastor and Pastor's Compensation

1. When necessary to call a Pastor, the church will elect a Pastoral Search Team of five members. It will be the duty of this team to take necessary steps to find and secure a man for the role of Pastor. The Pastoral Search Team will be recommended by the Church Leadership Council and approved by the church membership. Any recommendations made by this team must be approved by the Church Leadership Council and the church membership.
2. The call of a Pastor will come before the church at a congregational meeting that has been announced publicly for three successive Sundays. A three-fourths majority vote of the members present, will be necessary to extend a call to anyone under consideration. Only one candidate will be presented to the church at one time. The vote will be by written ballot.
3. The Pastor will be called for an indefinite time.
4. The salary will be fixed at the time of the call and may be changed only by a vote of the Church at any congregational Meeting.
5. The Pastor will be entitled to four weeks yearly vacation and additional time for attendance at the Baptist General Conference and the Southwest Baptist Conference. The time of his vacation will be coordinated with Leadership Council and Deacon Team.

B. Removal of a Pastor

All action to dismiss the Pastor will be referred to the Church Leadership Council for its consideration before action is taken by the church. The Church Leadership Team will be required to present to the church any written request for the dismissal of the Pastor when signed by one-tenth of the membership of the church. Such action will be taken at a congregational meeting and will be by written ballot by majority vote. Prior to removal from office, the Pastor will be provided 30 days notice.

C. Calling Ministry Personnel and Ministry Personnel Compensation

1. When necessary to call ministry personnel, the Leadership Council will take necessary steps to recruit and interview qualified candidates. Teams may be chartered for this task. Every person under consideration will be investigated in regard to the individual's spiritual experience, character, education, and past experience in working in the areas of the job description.
2. When a suitable person has been found and approved by the Leadership Council, the Leadership Council will seek the approval of the church membership. A three-fourths

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majority vote of the members present, will be necessary to extend a call to anyone under consideration. Only one candidate will be presented to the church at one time. The vote will be by written ballot of the eligible voters.

3. In the case of youth ministry personnel, a poll of the members attending the Junior and Senior High School groups will be taken to determine their interest in calling the candidate. The results of the poll will be announced at the congregational Meeting prior to the balloting.
4. Ministry personnel will be called for an indefinite time. The salary will be fixed at the time of the call and may be changed only by vote of the Church at any Meeting.
5. Ministry personnel and other church employees will be entitled to benefits as detailed in a personnel policy maintained by the Leadership Council.

D. Removal of Ministry Personnel:

All action to dismiss Ministry personnel will be referred to the Leadership Council and the Pastor for their consideration prior to consideration by the Church membership. The Leadership will be required to present to the church any written request for the dismissal of Ministry personnel when signed by one-tenth of the membership of the church. Such action will be taken at a Congregational Meeting and will be by written ballot with a majority vote of members present, qualified to vote.

E. TEMPORARY EMPLOYMENT OF MINISTRY PERSONNEL:

When a budgeted position is vacant Leadership Council, by a three-fourths vote, may offer temporary employment up to sixty days. This period may be extended until a final decision has been made by the church

VII: Amendments to the By-laws

Amendments to these by-laws may be made in accordance with procedures set forth in Article III of the Church Constitution.