

CONSTITUTION AND BY LAWS SALEM AVENUE BAPTIST CHURCH

CONSTITUTION

I. NAME

This body shall be known as the Salem avenue Baptist Church of Rolla, Missouri, located at 1501 E. Highway 72, Rolla, Missouri.

II. Purpose

The purpose of this body shall be to provide regular opportunities for public worship. To uphold and support the ordinances, doctrines and ethics set forth in the New Testament for the local church.

To teach its members through a program of Christian Education.

To channel its offerings to the support and the work of the New Testament church.

To preach and propagate among all people the gospel of the Revelation of God through Jesus Christ as Saviour and Lord.

III. Articles of Faith

The Articles of Faith adopted by this church are contained in the tract, the "Baptist Faith and Message", and are usually referred to as the Memphis Confession, having been adopted by the Southern Baptist Convention in its meeting at Memphis, Tennessee, in 1925. These are adapted from the New Hampshire and Philadelphia Confessions, which in turn are based upon the Old London Confession of 1689. These 1925 articles are revised as of May, 1963, by the Southern Baptist Convention meeting in Kansas City, Missouri. A copy of these articles are attached hereto.

IV. Relationships

The government of this church is vested in its members. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligation of mutual counsel and cooperation which are common among Baptist Churches. Insofar as is practical, this church will cooperate with and support the association and state convention affiliated with the Southern Baptist Convention.

V. Church Covenant

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

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; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, and the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; 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 of, and use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Saviour.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Saviour to secure it without delay.

We moreover engage that when we remove from this place 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.

BYLAWS

SECTION 1. GENERAL

This organization shall consist of the present membership of the Salem Avenue Baptist Church of Rolla, and others hereafter admitted as provided in Section 2 of this article.

SECTION 2. CANDIDACY

Any person may offer himself as a candidate for membership to this church at its invitation usually at the close of each worship service. All such candidates shall be presented to the church at the monthly business meeting for membership in any of the following ways:

(1) By immersion: Any person accepting Jesus Christ as Savior and Lord may, when approved by the church as a proper candidate for baptism and when immersed, become a member of this church. Such persons are urged to take a course of instruction for new members taught by the pastor and/or other qualified persons.

(2) By letter: Any person in full fellowship with another church of like faith and order may be received into full fellowship of this church upon receipt of a letter of dismissal from that church.

(3) By Statement: Any person who has been a member of another church of like faith and order and has no valid letter of dismissal may be received by giving satisfactory evidence of Christian faith and conduct.

(4) By Restoration: Any person whose name for any cause has been removed from the roll of this church may, upon making satisfactory explanation to the church, be restored to membership.

SECTION 2A: Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and the deacons for investigation and the making of a recommendation to the church within thirty (30) days. A three-fourths vote of those church members voting shall be required to elect such candidate to membership.

SECTION 3. TERMINATION OF MEMBERSHIP

(1) Members who are in good standing may, upon their request, receive letters to unite with any other church of the same faith and order by a majority vote of the members of the church present at any business meeting. Letters of dismissal shall be made to the church of like faith and order and not to the individual member. When a member of this church joins a church of different faith and order, membership in this church will terminate.

(2) The church clerk shall remove from the rolls the names of members who have died.

(3) Exclusion by action of this church. (See Section 8)

SECTION 4. SUPPORT OF CHURCH

Members are expected to be faithful in all the duties essential to the Christian life, to attend regularly the services of the church, to contribute regularly and systematically to its support and kingdom causes, and to share in its organized work.

SECTION 5. ANNUAL REVIEW OF CHURCH MEMBERSHIP

(1) There will be an annual review, in January, of the active and inactive church membership. This review will be done by the pastor, deacons and church secretary.

(2) Active or inactive membership shall be based on a person's involvement and participation in the church's program and its ministries.

(3) After such review is finished active and inactive list shall remain in the church office for use by the pastor, deacons, nominating committee, secretary, etc.

(4) The pastor and deacons shall make every possible effort to restore inactive members to active membership by personal contact.

SECTION 6. VOTING RIGHTS OF MEMBERS

Every member of the church is entitled to vote at all elections and on all questions submitted to the church in business meeting, provided the member is present or provision has been made for absentee balloting by special church action on the specific business item under consideration. Any questions in which absentee balloting is permitted must be printed in the church newsletter and bulletin at least one week before balloting is to take place.

SECTION 7. CORRECTIVE DISCIPLINE

(1) Should unhappy differences arise between members, the aggrieved member shall follow, in a tender and loving spirit, the rules given by Jesus in Matthew 18:15-20. Each member shall make every effort to settle the difficulty through the mutual seeking of pardon and forgiveness from God and from one another.

(2) Should any case of gross breach of covenant or public scandal occur, the deacons shall endeavor to restore the offender, with the advice and counsel of the pastor, and if their efforts fail, they shall report the case to the church for its consideration and action.

II. CHURCH OFFICERS

All church officers must be members of the church. The officers of this church shall be as follows:

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.

A pastor shall be chosen and called by the church whenever a vacancy occurs. he shall serve until the pastoral relationship is dissolved by the request of either the pastor or the church. The vote required by the church to dissolve the relationship shall be the same as required to call the pastor. At least 30 days notice shall be given of termination of the relationship, unless otherwise mutually agreed, with both pastor and church seeking to follow the will of God and the leadership of the Holy Spirit.

The call of the pastor shall take place at a meeting especially set for the purpose, which meeting shall have been announced to the membership at least one week in advance. The election shall be upon the recommendation of a special pulpit committee elected to seek out and recommend as pastor a minister of the Gospel whose Christian character and qualifications fit him for the responsibilities of pastor of this church. The committee shall bring only one name at a time for consideration of the church and no nomination shall be made except by the recommendation of the committee. Election shall be by ballot with an affirmative of three-fourths of the members present and voting necessary for a call on the first ballot. Twenty-five per cent of the active membership shall constitute a quorum for calling a pastor. Should the one recommended by the committee fail to receive three-fourths of the votes, the committee will be instructed to seek out another minister to recommend to the church.

SECTION 2. CHURCH STAFF

This church shall call or employ such staff members as the church shall need. A job description shall be written by the personnel committee when the need for staff members is determined. Vocational staff members other than the pastor shall be recommended to the church by the personnel committee and employed by church action. At least two weeks notice at the time of resignation should be given.

The secretaries and custodians shall like wise be recommended to the church by the personnel committee and employed by church action.

SECTION 3. DEACONS

The deacons shall be elected annually from among the active male membership of this church who have proven themselves to have scriptural qualifications. Any question as to the qualifications of deacons will be settled by the scriptures and Robert E. Naylor's book, The Baptist Deacon. There shall be at least one active deacon for every 15 families with one of his assigned families being an active deacon family.

(1) Persons shall be nominated for the office of deacon by secret "ballot." The ballot will consist of a list of final candidates selected by the deacon selection committee and the deacon body. The number of candidates needed to fill the vacancies will be voted on in a yes/no form on the ballot. The voting will take place on the designated election day during the first five minutes of the morning service and immediately collected and counted by the active deacons. Announcement of the deacon election day shall be made from the pulpit at least two weeks prior to the election. The selection procedures shall be as follows:

A) Selection of candidates shall be performed by a deacon selection committee consisting of three deacons asked to serve by the deacon body. The deacons serving on this committee will serve for one year and cannot serve in that capacity again until a lapse of one year after their term expires.

B) A list of possible candidates will be given to the selection committee by the deacons based upon recommendations made by each deacon. These individual deacon recommendations will be made (in light of the Scriptures and after prayerful thought) from each deacon's own presently active family list.

C) It is the selection committee's job (after receiving the list from the deacons) to contact each individual on the list to see if he will serve, to counsel with the candidates to explain their nomination, and the expectations the church has of its deacons. Once this list of consenting candidates has been compiled, the deacon body will discuss the consenting candidates and recommend the final candidates needed to fill the number of vacancies (as created by rotation and compliance with the family ministry plan) plus (if possible) three more candidates. The selection committee will then publicize these final candidates to the church body (for the purpose of familiarizing the candidates to the church body) in such a way that no candidate will receive more attention than any other. The publicizing of the candidates will begin at least two weeks before the election is to take place.

D) In the event of death, incapacity to serve, or resignation, the church may elect to fill the unexpired term with an ordained deacon who has previously served with this church. There shall be no obligation to designate as active deacon any person joining the church who has served as a deacon in another church.

(2) The deacons shall serve on a rotation basis. Each year the term of office of one fourth of the number of deacons shall expire, and election shall be held to fill the vacancies. After serving a term of 4 years, a deacon shall be eligible for reelection only after the lapse of at least one year.

The deacons shall be elected annually one month prior to the beginning of the church year with any needed ordination service being held the last Sunday before the beginning of the church year.

(3) The deacons shall serve as the spiritual assistants to the pastor and shall attend to such temporal matters in the church as are required. They shall elect their own chairman who will serve a one-year term, and who may not succeed himself. The quorum for their meetings will be more than 50 percent.

SECTION 4. MODERATOR*

The moderator shall preside at all regular and special business meetings, to maintain an accurate record of all business transactions, and to notify all officers, and members of committees and messengers of their election or appointment.

SECTION 5. CLERK*

It shall be the duty of the clerk to attend the business meetings, to maintain an accurate record of all business transactions, and to notify all officers, and members of committees and messengers of their election or appointment.

The clerk shall have responsibility for the following: issuance of letters of dismissal as authorized by the church, giving notice of all meetings where such notice is necessary, and keeping an accurate roll of the church membership with dates and methods of admission and dismissal, change in name, correct mailing addresses and other pertinent membership information.

SECTION 6. TREASURER*

The treasurer shall pay just obligations of the church using as his/her authority either (1) a current church budget or (2) a vote of the church. He/she shall keep a book of accounts and present each month a detailed statement of all receipts and disbursements to the finance committee and the church. The treasurer shall be bonded.

SECTION 7. FINANCIAL SECRETARY*

The financial secretary shall keep a detailed record of each individual contribution to the church of \$.10 or more. A monthly statement of all church receipts shall be issued for the files of the treasurer, pastor and church clerk, and such statement shall be presented to the church at the regular business meetings.

SECTION 8. TRUSTEES *

The board of trustees shall consist of five active members with each member serving 3 year terms. The board shall choose their own chairman.

The trustees shall have general supervision and care of all church property, keeping it in good repair. They shall be the custodian of all papers relating to church property and shall be responsible for properly insuring the property. The trustees shall superintend all authorized church repairs and improvements and direct all janitorial work.

SECTION 9. OTHER OFFICERS*

Other officers of the church, including heads of the various teaching, training and missionary organizations, shall be elected annually by the church upon recommendation of the nominating committee. These organizations shall be under church control, all officers being elected by the church and reporting regularly to the church.

III. COMMITTEES AND COORDINATING GROUPS

SECTION 1. NOMINATING COMMITTEE

Nominating committee shall have three elected members serving for a period of three years. One elected member will rotate off each year and the senior member of the committee will be the chairman. The new member to the committee will be nominated by the church in a regular business meeting and elected by the church. The Sunday School Director and Church Training Director shall be nominated by the nominating committee. After approval by the church they will become members of the committee. They shall serve until such time as a new Sunday School Director and Church Training Director are approved by the church.

The nominating committee shall have the responsibility of selecting acceptable and available candidates for the church officers and committees defined in part 2, Section 4 to 9 and Part 3, Section 2,4, and 6. It shall be determine places to be filled, interview the selected candidates, and report all nominations to the church for consideration. This committee will not renominate uncritically. It will point out desired improvements and make recommendations candidly and with a Christian spirit. The committee will hold such meetings as are necessary to assure adequate workers for all positions during the year.

SECTION 2. FINANCE COMMITTEE*

The Finance Committee shall prepare a proposed church budget each year and shall be responsible for an annual audit of church financial records. As necessary the chairman of this committee shall report to the church concerning recommendations or observations of the committee pertaining to church finance. The finance Committee shall consist of seven members one of whom shall be the church treasurer. The term of office (except for treasurer) shall be 3 years, with two members rotating off the committee each year. A chairman shall be chosen from and by the members of the committee.

SECTION 3. CHURCH COUNCIL

(1) The primary function of the council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations, and committees; to recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives.

(2) The council shall have as regular members, the pastor, minister of education, minister of music, Sunday School Director, Church Training Director, Woman's Missionary Director, Brotherhood Director, Chairman of the Deacons, Youth Director, and Chairman of the Long-Range Planning Committee. Committee chairmen and church elected officers shall serve as ex-officio members.

(3) All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval or disapproval.

SECTION 4. PERSONNEL COMMITTEE*

The personnel committee assists the church in matters related to employed personnel administration. Its work includes such areas as determining staff needs, employment, salaries, benefits and personnel services. The committee shall consist of 4 people, serving for a period of 2 years. Two members shall rotate off the committee each year and the chairman shall be chosen from among the members.

SECTION 5. PULPIT COMMITTEE

When necessary a pulpit committee consisting of five members shall be elected by the church. There shall be two men, two women and one young person. Such election shall take place in the following manner. Nominations for the two men and two women will be made from the floor of the regular business meeting. The nominations will be published in the bulletin one week prior to an election. Such election will be by secret ballot. Each church member shall have four votes (two for the men and two for the women.) The four adults elected shall then choose a responsible young person to serve on the committee. The young person shall be approved by the church. A chairman shall be elected from and by the committee.

SECTION 6. LONG RANGE PLANNING COMMITTEE

The Long-Range Planning Committee shall have the responsibility of planning for the next 5 years, annual evaluation, purposes and procedure for existing programs and shall make an annual report to the church concerning the next five year period including recommendations for improvements. Any recommendations shall be discussed with the appropriate organization before presentation to the church. The committee shall be willing to assist any organization in their plans to reach long range objectives.

The committee shall consist of five members with one member rotating off each year. The chairman shall be selected from and by the committee.

SECTION 7. OTHER COMMITTEES

The church shall elect other standing and special committees as it may deem necessary to carry on the various phases of the program of the church effectively and efficiently.

IV. PROGRAM ORGANIZATIONS

SECTION 1. GENERAL

All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church.

Southern Baptist literature is to be used in all church programs. Any group wishing to use literature published by publishing sources other than Southern Baptist must request permission from the church.

The pastor, general director of an organization, department director, and worker wishing to use literature, other than Southern Baptist, will review the literature under consideration and make a recommendation to the church for purchase of material if they so approve.

SECTION 2. SUNDAY SCHOOL

There shall be a Sunday School, divided into departments and classes for all ages and conducted under the direction of a Director for the study of God's Word.

The tasks of the Sunday School shall be to teach the biblical revelation; lead in reaching all prospects for the church; lead all church members to worship, to witness, to learn, and to minister daily; provide and interpret information regarding the work of the church and the denomination.

SECTION 3. CHURCH TRAINING PROGRAM

There shall be a Church Training Program, divided into departments for all ages and conducted under the direction of a general director. The Church Training Program shall serve as the training organization of the church.

The tasks of the Church Training Program shall be to teach systematic theology Christian history, Christian ethics, and church polity and organization; give orientation to new members; train all church members to worship, to witness, to learn, and to minister daily; train leaders for the church and the denomination; discover, recruit, and train potential leaders; provide for specialized training; provide organization and leadership for special projects of the church; and provide and interpret information regarding the work of the church and denomination.

SECTION 4. WOMAN'S MISSIONARY UNION

There shall be a Woman's Missionary Union with such officers and organization as needed. This program shall be directed by a director who shall be nominated annually by the nominating committee and elected by the church. The tasks of the Woman's Missionary Union shall be to teach missions; lead persons to participate in missions; provide organization and leadership for special mission projects of the church; provide and interpret information regarding the work of the church and denomination.

SECTION 5. BROTHERHOOD

There shall be a Brotherhood with such organization as needed. This program shall be directed by a director who shall be nominated annually by the nominating committee and elected by the church. The tasks are to teach missions; lead all men, young men, and boys to participate in mission activities; provide organization and leadership for special projects for the church; provide and interpret information regarding the work of the church and the denomination.

SECTION 6. CHURCH MUSIC PROGRAM

There shall be a church music program under the direction of the minister of music, who will be nominated annually by the nominating committee and elected by the church, until such time as a minister of music is employed. Such officers and/or organizations shall be included as needed. The music tasks shall be to teach music and hymnody; provide music and musicians for the congregational services and the organizations of the church; lead persons to participate in hymn singing; provide organization and leadership regarding the work of the church and the denomination.

V. MEETINGS

SECTION 1. WORSHIP SERVICES

The church shall meet every Sunday for public worship and instruction. A mid-week prayer service will be a regular part of the church program. The Ordinance of the Lord's Supper shall be observed at least once every quarter at the services deemed most appropriate by the pastor and deacons, or as designated by the church.

SECTION 2. CHURCH YEAR

The church year program shall begin with the first of July in each year, and at that time the officers elected shall begin their duties. The church fiscal year shall begin July 1.

SECTION 3. REGULAR BUSINESS MEETINGS

Business meetings of this church shall be held once each month on the second Wednesday. At these meetings reports from the deacons, chairmen of committees, treasurer, financial secretary and all church organizations shall be presented and regular business may be transacted. Ten percent (10%) of the active membership will constitute a quorum. Twenty five (25%) of the active membership shall constitute a quorum for calling a pastor.

SECTION 4. SPECIAL BUSINESS MEETINGS

Special Business meetings may be called either by the moderator, deacons or board of trustees. Notice of such meeting and items of business to be considered shall be publicly given from the pulpit on the Sunday preceding the time set for the meeting or the time for such meetings must have previously been decided upon in a regular business meeting. Only those items of business announced may be considered.

SECTION 5. WEDDINGS AND SHOWERS

Weddings and Showers shall be conducted at the church in accordance with the Church Building Use Policy.

SECTION 6. PARLIAMENTARY RULES

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedures for all business meetings of the church.

VI. ADOPTION AND AMENDMENTS

SECTION 1. ADOPTION

This Constitution and Bylaws are effective after a vote of the church beginning August 12, 1976.

SECTION 2. AMENDMENTS

This constitution and Bylaws may be amended, altered, or repealed by a 2/3rds vote of the members present and voting at any regular business meeting for that purpose, provided that such amendment, alteration, or repeal as is proposed shall be given to the clerk in writing, shall be presented to the church at least thirty (30) days before the time the vote is taken, and shall be read from the pulpit to the congregation on the Lord's Day following its being presented to the church.

Part 5, Section 2 - Church year amended March 9, 1983

Part 2, Section 3 - Deacons - amended May 11, 1983, July 1988

Part 5, Section 5 - Weddings and Showers - amended October 11, 1989 (See Building Use Policy adopted by the church at the October 11, 1989 Business Meeting.)

Part 5 Section 5 - Wedding and Showers - amended March 10, 1993 (See Building Use Policy)

Part II. Church Officers, Section 8 Trustees - amended June 13, 2001

*Candidates for these church offices and committees are nominated annually by the nominating committee and require approval by majority of membership present and voting.