

CONSTITUTION AND BY-LAWS OF
FELLOWSHIP SOUTHERN BAPTIST CHURCH OF OLATHE. INC.

OLATHE, KANSAS

CONSTITUTION

PREAMBLE

For the more certain preservation of the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of the Southern Baptist Denomination and for the purpose of preserving the liberties inherent of each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this constitution and by-laws.

ARTICLE I. NAME

The corporate name of this church shall be Fellowship Southern Baptist Church of Olathe, Inc.

ARTICLE II. DENOMINATIONAL AFFILIATION

This church shall be affiliated with the local association of Southern Baptists, the Kansas-Nebraska Convention of Southern Baptists, and the Southern Baptist Convention for purposes of fellowship, organization and cooperation in the establishment of the Kingdom of Christ.

ARTICLE III. POLICY

Section 1. Its government 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 Southern Baptist Churches.

Section 2. A brief and concise statement of our particular purpose as a local church congregation is set forth in our church covenant adopted November 6, 1980.

ARTICLE IV. DOCTRINE

Section 1. Claiming as we do to hold the Bible as the one and only basis for our faith, practice, and discipline, we claim that document as the embodiment of our belief and doctrine.

Section 2. As a brief and general statement of these doctrines, we shall use the "Baptist Faith and Message" adopted by the Southern Baptist Convention, in Kansas City, Missouri, May 9, 1963.

ARTICLE V. ORDINANCES

Section 1. Baptism

- A. Baptism is a public profession of faith in Christ as personal Lord and Savior.
- B. Baptism shall be by immersion.
- C. Baptism shall be administered by the authority of the Church.
- D. Baptism shall not be considered a way to salvation.

Section 2. Lord's Supper.

- A. The Lord's Supper shall be as prescribed by the Scriptures.

BY-LAWS

ARTICLE I. MEMBERSHIP

Section 1. Qualifications: No person shall be excluded from membership on the basis of race or nationality and the membership of this church shall consist of:

A. Such persons as confess Jesus Christ as their Savior and Lord, have been accepted by vote of the church and have been scripturally baptized or;

B. Such persons who come upon a promise of a letter from another church of like faith and order or;

C. Such persons who come upon a statement of prior conversion and scriptural baptism when no letter is obtainable.

Section 2. Duties: Members are expected to be faithful in all ways essential to the Christian life; to attend the services of this church, to give regularly for its support and causes, and to share in its organized work.

Section 3. Rights: Only resident members of this church may act and vote in the transactions of the church.

Section 4. Quorum: Five percent (5%) of the resident membership shall constitute a quorum, except for the selection of officers, ten percent (10%), and for the call of a pastor, twenty-five (25%) shall be necessary.

Section 5. Termination: A member's membership may be terminated in one of several ways:

- A. By the death of the member.
- B. By letter to a sister church of like faith and order.
- C. As a last resort in cases of a disciplinary nature, as prescribed in Matthew 18:15-17.
- D. By a person uniting with another church of another faith or denomination.
- E. By the personal request of the member.

Note: In no case will a letter of membership be granted to the individual himself.

Section 6. Restoration: Any person whose membership has been terminated for any reason may be restored by the vote of the church, upon evidence of their repentance and reformation, or upon satisfactory explanation.

ARTICLE II. CHURCH OFFICERS

The following shall be the officers of the church: Pastor, Deacons, Trustees, Clerk, Treasurer, Financial Secretary, and officers of all the organizations that the church may deem necessary to carry out the fall church program. All organizations of the church shall be under the control of the church and report regularly to the church. The pastor is ex-officio member of all organizations.

Section 1. Pastor

A. Call:

When a vacancy exists or is imminent, the Church shall invite to the pastorate a minister of good report and in good standing as a member of a Southern Baptist Church, provided at least three-fourths (3/4) of those members present at the business meeting designated for the purpose shall vote to extend the invitation. A vote shall be taken on any applicant considered before another is considered.

The pastor shall hold office as long as the Church shall choose or until he shall ask that the pastoral relation cease. A period of two (2) weeks notice shall be given in either case. Any man who is called shall be required to read this constitution and give his sanction to it. The Pastor shall have an annual vacation as approved by the Church. The Pastor should not be absent at Easter, Christmas, or the week after any revival in the Church. The Pastor shall be permitted to participate in revivals in other churches to the extent of two (2) Sundays annually.

B. Duties:

- a. It shall be the duty of the Pastor to preach at the meetings of the Church;
- b. To administer the ordinances of the gospel;
- c. To act as moderator, when present, in the meetings for the transaction of business, (except when or where matters pertaining to the Pastor come up for discussion, in which case the Vice-Moderator shall preside).
- d. He shall be ex-officio member of all committees, and organizations, and shall have access to all books and records and be privileged to attend any meetings.
- e. He shall perform the various duties incumbent upon his office.
- f. He shall be responsible to see that he has a supply in the pulpit when absent.

Section 2. Deacons

A. **Biblical Qualifications:**

Those who hold the office of deacon shall meet the Biblical qualifications listed in 1 Timothy 3:8-13 and Acts 6: 1-7.

1) 1 Timothy 3: 8-13 (NASB)

a. Verse 8

1. "men of dignity" - the deacon is an honorable, respectable man of recognized maturity
2. "not double-tongued" - known for transparent honesty; speaking the truth in love
3. "not addicted to much wine" - free from enslaving habits; trustworthy; genuine spirituality
4. "not fond of sordid gain" - no questionable financial practices; values spiritual above material; an example to the church in generous, cheerful giving

b. Verse 9

1. "holding ... faith with a clear conscience" - free from guilt; practices forgiveness with God
2. not known for psychological hang-ups such as depression, uncontrolled anger

c. Verse 10

1. "first be tested ... serve ... if beyond reproach" - known for genuine faith
2. has a proven track record in the life of the congregation
3. no known offense to the name of Christ

d. Verse 12

1. "let deacons be the husbands of one wife" - a man of unquestioned morality; if married, loyal to his wife
2. "good managers of their children and their own households" - takes responsibility in providing for his family
3. is the spiritual leader in his home
4. is rearing his children to know God

2) Acts 6: 1-7 (NASB)

a. Verse 3

1. The seven chosen to serve the Church in Jerusalem are described as "men of good reputation, full of the Spirit and of wisdom."
2. The seven men were "put in charge" of the equitable distribution of food to the widows in the Jerusalem church. The phrase literally means "to appoint over this need": therefore, the original "deacons" were administrators and coordinators of practical, people-oriented ministry in the church.

b. Verse 4

1. The deacons were necessary so that the pastors (apostles and elders) could prioritize their ministry toward "prayer and the ministry of the Word."

B. Membership:

A candidate for the office of deacon shall have been a member of Fellowship Baptist Church for at least twelve months at the time of nomination, and be at least 21 years of age.

C. Training:

If a candidate has not been ordained by, or previously served as a deacon in Fellowship Baptist Church, he shall participate in the deacon apprentice program preceding the election. The purpose of the deacon apprentice program is to disciple men to serve in the ministry.

D. Ordination:

Those who hold the office of deacon shall have been ordained by Fellowship Baptist Church or have been ordained upon the authority of a New Testament church of like faith and order and participated in the deacon apprentice program, or be a deacon-elect (as defined in Section 2.1.8).

1) Ordination will occur as soon as possible after the election process, preferably between May and July.

2) Those who are nominated for the office of deacon who have been ordained by a New Testament church of like faith and order do not need to be re-ordained by Fellowship Baptist Church but shall follow procedures for the deacon apprentice program.

E. Term:

A deacon shall be elected for a term of three years, beginning on July 1 and ending on June 30. Deacons will serve on a rotating basis with approximately one-third of the terms expiring each year and those vacancies filled via the election process. A deacon shall be eligible for re-election only after the lapse of at least one year, with the exception that a deacon having served less than one year, may be eligible for re-election without the lapse of one year following the expiration of his term.

F. Number:

The number of elected deacons serving Fellowship Baptist Church should be sufficient to fulfill the duties as outlined in Section 2.H. The deacons, pastors, church council or members of Fellowship Baptist Church can recommend additions as necessary to maintain effective ministries.

G. Nomination/Election Process:

1) Nomination/Election Process for Deacon Apprentice:

a. Due to the seriousness of the deacon calling, a spiritual emphasis/promotional period will precede the nomination process.

1. Teaching Biblical qualifications to the body.
2. Explaining the organization of deacons and their specific functions.
3. A call to prayer and careful consideration.

b. On a Sunday morning during the month of August, the Church shall nominate by secret ballot the candidates for the number of positions determined by the deacons that will need to be filled in the deacons apprentice program. The Church body will be provided a list of all men of the church who have not been ordained by or previously served at Fellowship Baptist Church, are at least 21 years of age and have been a member of Fellowship Baptist Church for at least twelve months.

c. The deacon apprentice screening committee shall consist of the pastoral staff and the deacon executive committee.

1. The deacon apprentice screening committee shall interview the nominees to determine if they meet the Biblical qualifications for becoming a deacon as set forth in Section 2.A. and other qualifications set forth in Sections 2.B.-D.
2. The deacon apprentice screening committee shall interview the qualified nominees to determine if they are willing to serve.
3. The deacon apprentice screening committee shall begin with the nominee receiving the most votes and work down in descending order until they have enough nominees to fill the open positions.

d. Those selected to the deacons apprentice program shall serve along side the active deacons for not less than six months.

1. They will attend meetings by invitation, in a non-voting capacity.
2. Each apprentice will be assigned to work with an active deacon in his specific area of ministry.

e. At the end of the training period, as determined by the active deacons, the active deacons will prayerfully review and thoroughly examine eligible deacon apprentices.

f. Eligible deacon apprentices and other men who have previously served as deacons in Fellowship Baptist Church will be presented to the church for election as active deacons. (Continue with section G.2.B. and following)

1) Nomination/Election Process for Deacons:

a. Due to the seriousness of the deacon calling, a spiritual emphasis/promotional period will precede the nomination process.

1. Teaching Biblical qualifications to the body.

2. Explaining the organization of deacons and their specific functions.

3. A call to prayer and careful consideration.

b. On a Sunday morning during the month of April, the church shall nominate by secret ballot the candidates for the number of positions determined by the active deacons that will need to be filled in the deacon body due to rotation, growth, or resignation. The church body will be provided a list of all active men of the church who have previously served as deacons in Fellowship Baptist Church, or have completed the deacon apprentice program.

c. The deacon screening committee shall consist of the pastoral staff and the deacon executive committee.

1. The deacon screening committee shall interview the nominees to determine if they meet the Biblical qualifications for becoming a deacon as set forth in Section 2.A. and other qualifications set forth in Sections 2. B.-F.

2. The deacons screening committee shall interview the nominees to determine if they are willing to serve.

3. The deacon screening committee shall begin with the nominee receiving the most votes and work down in descending order until they have enough nominees to fill the election ballot.

4. The total number of nominees will be equal to or greater than the vacancies to be filled.

5. In the case of a confidence vote, where the number of nominees is equal to the number of vacancies, each nominee must receive at least 2/3 in the affirmative of the votes cast.

d. Church members will be provided election ballots during the Sunday A.M. worship service on a designated Sunday during May.

1. The election ballot will list the Biblical qualifications for deacons as set forth in Section 2.A.

2. The election ballot will list the qualified candidates and include voting instructions (ex: how many to vote for).

3. The vote shall be by secret ballot.

4. Absentee ballots will be made available and must be in the church office before the election Sunday.

F. Nomination/Election Process for Unscheduled Active Deacon Vacancy:

a. The deacons shall recommend that an unscheduled vacancy should be filled and shall nominate a man or men to complete the remaining term(s).

b. If the remaining term is less than six months, no replacement will be made.

c. The vacancy will be filled only by a man who has previously served as deacon in Fellowship Baptist Church.

H. General Duties of Deacons:

1. The active deacons shall serve in an advisory capacity for the pastors and church in matters related to the practical or spiritual welfare of the congregation.
2. Active deacons shall facilitate and coordinate ministries as led by the Holy spirit with reference to their spiritual gifts.
3. The active deacons shall administer the Lord's Supper.

I. Organization:

1. Collectively, the deacons are called the Diaconate (all deacons of Fellowship Baptist Church).
2. The active deacons are deacons currently serving a three year rotation in the church.
3. The active deacons shall elect their own officers:
 - a. Chairman of the deacons
 - b. Vice-Chairman
 - c. Secretary/Treasurer
4. The deacon executive committee shall consist of the chairman, vice-chairman and secretary of the deacons.
5. The chairman of deacons shall serve as the vice-moderator of the church.
6. Inactive deacons - the primary purpose for .inactive deacon status as a deacon is rest. Inactive deacons may be invited to special deacon functions, such as dinners and retreats. All inactive deacons are expected to maintain the Biblical qualifications and to be examples in support and ministry in the church body, according to their spiritual giftedness.
7. Deacon apprentice - trainees serving alongside active deacons but who have not been elected by the church as a deacon.
8. Deacon elect - a man who has been elected to be a deacon but who has not yet been ordained.
9. Deacon facilitators:
Deacon ministry should be specific in order to be effective.

a. Each of the deacons serving as a deacon facilitator of one of the major areas of the church life (such as: Stewardship & Administration, Fellowship (relational life), Spiritual Growth, Public Worship, Evangelism & Outreach) will:

1. Be the primary point of contact with the team leader of each committee/ministry in his area.
2. Report on ministries (progress and needs) at the active deacon meetings, deacon-pastors meetings, church business conferences, worship services, classes, newsletter, etc.
3. Retain problem solving authority for the ministries in his area.
4. Facilitate leadership development for ministries.
5. Be authorized to approve the release of budgeted church funds for these ministries in accordance with the guidelines for financial expenditures in the church.
6. Be responsible for the compiling and monitoring annual needs (budget, personnel, equipment, etc.) for his area.

b. Other deacons will serve as coordinators of specific ministries within the church that are deemed to require oversight. The deacon coordinator should train an assistant or another deacon to help and eventually take over that ministry or another one. The deacon can "work himself out of a job" by training the assistant and the team. This will allow each deacon to change ministries occasionally and to rotate to inactive status. The deacon coordinator will keep the ministry before the church and report on progress and needs at the deacons meetings. The coordinators duties include:

1. Oversight of a specific ministry (e.g., the Outreach Team, Family Crisis, and Special Needs ministries). The specific ministries requiring deacon oversight will be recommended by the pastoral staff, active deacons, church council, or members of Fellowship Baptist Church to the active deacons.
2. Retain problem solving authority at the ministry level.
3. The deacon coordinator should train an assistant or another deacon to help and to eventually take over that ministry or another one. The deacon can "work himself out of a job" by training the assistant and the team. This will allow each deacon to change ministries occasionally and to rotate to inactive status.
4. The deacon coordinator reports directly to the deacon facilitator but may also be asked to report on progress and needs at the active deacons meetings, deacon-pastors meetings, church business conferences, worship services, classes, newsletter, etc.
5. Be authorized to approve the release of budgeted church funds for that ministry in accordance with the guidelines for financial expenditures in the church.

Section 3. Trustees

The corporate officers of this Church shall consist of three (3) Trustees, one of whom shall be designated by the Church as President and another as Secretary of the Corporation. The Treasurer shall be an ex-officio member of the Trustees and Treasurer of the Corporation. They shall be elected at the September business meeting (unless to fill a vacancy), to serve three (3) years. Their election shall be in accordance with the provisions of the statutes of Kansas. One-third (1/3) of the Trustees shall be elected each year. They shall have charge of the property of the Church and shall keep it insured and in repair. If repairs are to cost more than one hundred dollars (\$100), Church approval shall be obtained before action is taken to protect the property from further damage.

It shall be the duty of the Trustees to act, under the direction of the Church, in all matters involving the title to the Church property, and with specific power to act in behalf of the Church, in accordance with the direction of the Church, in all matters pertaining to the purchasing, selling, and mortgaging of the Church property. The Chairman of Trustees (President of the Corporation) shall be responsible for all legal documents of the Church such as charter, deeds of trust, abstracts, and insurance papers and provide a safe place for them. The Church property shall not be used for anything other than Church purposes and Christian activities, except upon approval of the Trustees.

Section 4. Clerk

The Clerk shall keep a correct record of the proceedings of all business meetings of the Church; shall issue and attest all letters of dismission; shall keep a register of all members; shall conduct correspondence; shall notify the members of committees appointed; shall present in writing at the annual meeting a report giving the statistics for the previous year with such other statements of the work as may seem advisable. The Clerk shall see to the annual letters of the association and shall have charge of all the records and papers of the Church pertaining to the Clerk's office, and shall perform such other duties as usually belong to the office of the Clerk. The annual report and letter to the association shall be submitted to the Church for approval.

Section 5. Assistant Clerks.

There shall be an Assistant Clerk elected for one (1) year who shall receive instructions from the Clerk relative to duties of the office and perform such duties as may be required.

Section 6. Treasurer

The Treasurer shall be elected annually by the Church and serve one (1) year beginning on January first. It shall be the duty of the Treasurer to disburse money in accordance with the instructions of the Church; to make monthly and annual reports to the Church of all receipts and disbursements. All disbursements shall be made by check signed by the Treasurer or the Financial Secretary. The Treasurer shall be an ex-officio member of the Trustees and serve as the Treasurer of the Corporation.

Section 7. Financial Secretary

The Financial Secretary shall be elected annually by the Church and serve one (1) year beginning on January first. It shall be the duty of the financial secretary to receive and deposit all money in accordance with the instructions of the Church. The Financial Secretary shall keep individual giving records. He shall prepare and mail to the individual contributors, at least annually, a statement of said record.

Section 8. Church Staff

The Church shall call or employ such staff members as the Church shall need. A job description should be written, when the need for a new staff member is determined. Salaried staff members other than the Pastor shall be recommended to the Church by the Pastor upon approval of the Deacons and employed by Church action.

ARTICLE III. NOMINATION AND ELECTION OF OFFICERS

Section 1. A Nominating Committee shall be selected annually. The Church Council shall recommend to the Church a list of five persons, at least one (1) of which shall be an active deacon, to be elected by the Church.

This committee shall be formed at the May Business meeting; shall serve one (1) year; shall submit the names of it's nominees for the organization heads to the Church at the June Business meeting. These nominees will be voted upon by the Church in the June Business meeting.

The Nominating Committee and the newly elected Directors of the Sunday School, Church Training W.M.U. and Brotherhood Organizations shall continue to work nominating such officers. trustees, workers, committees, and committee chairmen as come under their jurisdiction and shall post the names not later than one (1) week prior to their election in the August Business meeting. An exception to this time table is the Budget/Finance Committee, which the Nominating Committee shall nominate for election in the October Business meeting.

Section 2. Any member desiring to make a nomination from the floor may do so at the time of the election.

Section 3. All officers listed in Article 2 of the By-laws, except the Pastor, Deacons and Trustees, whose terms do not expire, shall be elected in September at the Business meeting. All these officers shall assume their offices the first Sunday of October unless otherwise provided herein.

Section 4. The Nominating Committee shall continue to fill such vacancies as they occur throughout the year, subject to Church approval.

ARTICLE IV. ORGANIZATIONS AND COMMITTEES

Section 1. Organizations

An organization is set up to plan and carry out a specific area of the Christian Ministry: such as the Sunday School for the promotion of Bible Study and Evangelism or the Woman's Missionary Union for the promotion of the cause of Missions at home and abroad.

As many Organizations as necessary may be formed upon the recommendation of the Church Council and approval of the Church in any Regular Business meeting.

Section 2. Committees

Committees are set up primarily to facilitate Christian Ministry in a particular area, within guidelines approved by the Church.

As many committees as necessary may be formed upon the recommendation of the Church Council or upon recommendation of the Deacons when the committee is of a spiritual nature such as pulpit, crusade, etc... and approval of the Church in any regular Business meeting.

Present Committees not defined elsewhere in this instrument are:

A. Social and Recreation Committee - Planning, Promoting and Supervising of Social and Recreational events as defined in their guidelines.

B. Benevolence Committee - Gifts and Acts of Benevolence as defined in their guidelines.

C. Ushers Committee - Fulfill the duties of Ushers as defined in their guidelines.

D. Building and Grounds Committee - The Building/Grounds Committee will be made up of seven (7) people, two of which shall be women. The Trustees shall serve as ex-officio members. The committee will elect its own chairperson.

The Chairperson shall be the contact person for any maintenance and repair work to the building and grounds. The chairperson will work with the Personnel Committee in securing maintenance or custodial employees.

The purpose and duties of the committee is as follows:

1. To be responsible to the Church in the care and maintenance of the building and grounds.
2. To oversee custodial care.
3. To administer work assigned to the committee by the Church.
4. To organize and to be responsible for any work days on the Church building and grounds.
5. The Building and Grounds Committee shall not exceed the budget amount in a given year except when emergency action must be taken to protect the Building and Grounds from further damage.
6. Two persons within this committee will be responsible for decorating. This also (includes flower arrangements, coordination of displays, etc.)

Section 3. Organization and Committee Accountability

No Organization or Committee, whether mentioned in this instrument or authorized at a future date, shall be permitted to take any action or engage in any practice which shall be in any way contrary to the principles and spirit of this constitution.

All persons working in an Organization or Committee shall be nominated by the Nominating Committee and approved by the Church in a regular Business meeting, unless otherwise provided for in this instrument.

ARTICLE V. FINANCE

Section 1. Budget/Finance Committee

A Budget/Finance Committee shall be nominated by the Nominating Committee for election in the October Business meeting. It shall include the Treasurer and Financial Secretary presently serving as well as those elected to serve during the next calendar or fiscal year. A total of seven (7) persons shall be nominated and elected to this committee.

Section 2. We believe that the Scriptures teach tithing, and that a church member should give at least a tithe, or tenth, into the Church treasury; but this giving must be done voluntarily and not by compulsion; therefore, the Church shall not compel a member to give.

Section 3. When money, or anything, is given by a member, or by any source outside the membership and received by the Church, the giver immediately and forever surrenders any claim to or jurisdiction over what has been given. Any gift given to the Church should be acted upon by the Church immediately. The Church will try to abide by the donor's request in cases of "Designated Gifts".

Section 4. No individual member shall sign checks, disburse money, or make any transaction of business or property concerning the Church upon the individual's own authority.

Section 5. Annually, a committee as appointed by the Church, shall audit the Treasurer's records and if recommended by this committee, an outside audit shall be conducted.

Section 6. The Chairman of each Organization or Committee shall be the only person authorized to make purchases for their group, not to exceed the amount authorized. Major purchases should be made only after consultation with the Treasurer.

Section 7. Take steps to ensure that sound procedures are used for receiving, counting, safeguarding, and distributing funds as deemed necessary.

*(Section 7 only, adopted by Church January 1987)

ARTICLE VI. THE CHURCH COUNCIL

Section 1. The Church Council shall serve as the primary referral committee for motions which need further study and a recommendation before being voted upon unless the motion falls into a category already assigned to an existing organization, committee, the Deacons or Trustees.

Section 2. The Church Council shall be composed of Committee Chairmen, Directors of Organizations, the Chairman of Deacons, the Chairman of Trustees, the Treasurer and Financial Secretary.

Section 3. The Council shall meet monthly or quarterly, as may be directed, or on the call of the Pastor or Vice-Moderator at any time deemed necessary.

Section 4. All matters agreed upon by the Council, calling for action not already approved, shall be referred to the Church for approval or disapproval.

Section 5. The Church Council shall also serve as the Constitution Committee for the period on which they serve. They shall review the Constitution annually during the month of January.

ARTICLE VII. METHOD OF AMENDMENT

This Constitution and By-laws may be amended at any regular monthly Business meeting by a two-thirds (2/3) majority vote, providing the proposed amendment has been introduced at the previous monthly Business meeting and read at each morning service thereafter.

The preceding By-laws and Constitution are as they were amended in the Spring of 1981. Amendments approved after the Spring of 1981 will be added on additional pages after this one.