

**COUNTRYSIDE BAPTIST CHURCH
819 W. 30TH
HUTCHINSON, KANSAS 67502**

CONSTITUTION

ARTICLE 1: NAME

This Church shall be known as the Countryside Baptist Church of Hutchinson, Kansas.

ARTICLE 2: PURPOSE

The purpose of this Church shall be to advance the Kingdom of Jesus Christ. It shall seek to attain this through public worship of God, the preaching of the Gospel, consistent Christian living by its members, personal evangelism, missionary endeavor, Christian social action, and Christian education.

ARTICLE 3: CHARACTER AND GOVERNMENT

Section 1: Policy

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 or other body, but recognizes and sustains the benefits of mutual counsel and cooperation common among Baptist Churches, and shall seek to maintain fellowship with the Cross-Roads Area of American Baptist Churches of the Central Region, and the American Baptist Churches of the USA. In no event shall such fellowship and cooperation create any legal or equitable interest in any personal or real property of the church. Further, no such fellowship and cooperation shall in any way or in any event be construed as a legally enforceable delegation or assignment of any administrative or controlling authority to anyone outside the Church infrastructure. However, this Church may cooperate with other Christian bodies as it sees fit.

Section 2: Doctrine

We recognize the Scriptures as our Authority in matters of faith and practice.

ARTICLE 4: MEMBERSHIP

Section 1: Admission

Members may be received by the following methods:

- A. By profession of faith in Jesus Christ and Baptism by immersion.
- B. By the experience of Believer's Baptism and the promise of a letter from another church.
- C. By the experience of Believer's Baptism, statement of Christian experience and former membership in another church.

Section 2: Duties

Members are expected to be faithful in all spiritual essentials to the Christian life. Each member will be expected, to the limit of their ability, to attend regularly the services of the Church, to give regularly for its support and benevolences, and to participate in the ministries of the church.

Section 3: Transfer of Membership

A member may be transferred to the fellowship of another church by the vote of the Church Council granting a statement of membership.

Section 4: Voting Member

A member must be seventeen (17) years old to vote.

ARTICLE 5: OFFICERS

Officers shall be: Senior Minister, Associate Minister(s), Director(s), Moderator, Deacons, Church Clerk, Treasurer, Financial Secretary, Nominating Committee members, and Chairmen of the following committees: Mission and Social Action, Worship, Christian Education, Trustees, Membership and Outreach, and Finance and Stewardship. Officers shall be eighteen (18) years of age or older.

Section 1: Ministers

A. Qualifications:

The Senior Minister, who shall be male, and full-time Associate Minister(s) shall be ordained and faithful to the call of God. When considering candidates for these positions, primary consideration will be given to those whose ordination is recognized by the American Baptist Churches of the USA. They shall be elected by a two-thirds (2/3) majority of the voters at a special meeting of the congregation called for this purpose. The part-time Associates Minister(s) may be affirmed by the Church Council on the recommendation of the Senior Minister and the Personnel Committee.

B. Duties:

The Senior Minister shall:

1. Be responsible for the regular services of public worship of the Church, the preaching of the Gospel and observance of the ordinances.
2. Be responsible for the administration of any Church program or its related organizations, and is an ex-officio member of all such organizations or committees, and may be called upon to give guidance, support and encouragement to all staff members and committee chairmen.
3. Supervise and have management responsibilities for all Church staff. Details of those duties are as outlined in the Administrative Manual.
4. Be involved as a minister in the needs and concerns of the people of the congregation and the community.

The Associate Minister(s) shall be responsible for the duties as outlined in the job description for that position. (See also Administrative Manual.)

C. Termination:

The Senior or Associate Minister may resign their position with the Church by written notification. This notification is requested as soon as possible, but not less than one (1) month prior to the time of the termination of their office. Such notice of resignation shall be brought to the Church Council. If the Personnel Committee deems immediate termination for cause is necessary, they have the authority to suspend the individual with pay, until the Church Council can be convened for action.

The Senior or full-time Associate ministerial relationship may be terminated by the Church by a two-thirds (2/3) majority vote of those members attending a special meeting called in accordance with Article 6, Section 2. The Senior Minister, working in concert with the Personnel Committee and the Church Council, may terminate the part-time Associate Ministerial relationship.

Section 2: Directors

A. Qualifications:

A Director (i.e. Youth Director, Children's Director, Choir Director, or others as deemed necessary) need not be ordained as a minister, but should have training, experience, or education needed to perform their responsibilities as defined in the job description. Directors may be affirmed by the Church Council on the recommendation of the Senior Minister and the Personnel Committee.

B. Duties:

The duties of the Director will be defined in the job description as detailed in the Administrative Manual.

C. Termination:

The Senior Minister, working in concert with the Personnel Committee, may terminate the Director relationship.

Section 3: Church Council

A. Qualifications and Number:

The Church Council shall consist of eight (8) members: Moderator, Chairman of the Board of Deacons, and the Chairman of each standing committee. The Moderator shall serve as the presiding officer. A Vice – Moderator shall be elected by the Church Council to serve in the absence of the Moderator. The Church Clerk shall act as secretary for the Church Council. Each Council member shall have been a member in good standing of this Church for at least one (1) year, and shall be elected for a term of two (2) years, except the Church Moderator, who shall be elected in accordance with Article 5, Section 4A. No member of the Council shall serve more than two (2) successive terms, or four (4) consecutive years. (Exception: Deacon Board Chairman, who may serve six (6) consecutive years.)

B. Duties:

The Church Council shall be responsible for the management of the affairs of the Church, but subject to the authority of the membership. The Church Council shall be and act, in all respects, as the Board of Directors of this Corporation. The Church Council shall prepare an annual report for presentation at the annual meeting. The Council shall carry out its work, as far as possible, through the following standing committees:

1. Deacon Board:

a. Qualifications and Number:

The Deacon Board shall consist of six (6) or more men. The Board shall elect annually from its membership a Chairman to serve as a member of the Church Council. Each Deacon shall have been a member in good standing of this Church for at least one (1) year prior to election and shall be elected for a term of two (2) years, with approximately one-half (1/2) of the Board being elected each year.

b. Duties:

It shall be the duty of the Deacons to share with the Senior Minister the responsibility for the spiritual welfare of the Church. They shall assist in evangelism, in the observance of Holy Communion, in shepherd responsibilities, prayer support, program planning for Church growth, and resolution of conflict among members of the congregation.

c. Termination:

Should any Deacon wish to resign their office, written notification of his intention shall be given to the Church Moderator. Any Deacon who for a period of three (3) months shall fail to faithfully perform the duties pertaining to his office shall be contacted by the Chairman of the Board of Deacons to determine the cause of such failure. The Chairman shall report his findings and make recommendations to the Church Council. The Church Council or the Board of Deacons has the power to remove from office any Deacon who fails to faithfully perform his duties.

2. **Trustees Committee:**

a. **Qualifications and Number:**

The Board of Trustees shall consist of five (5) or more members whose Chairman is elected by the congregation for a two (2) year term. The Chairman shall select this committee with the approval of the Church Council.

b. **Duties:**

This committee shall exercise supervision, in concert with other applicable committees, over all matters relating to the operation, maintenance, and replacement of the Church property, including the placing of adequate insurance against fire, casualty, liability, etc., and shall perform other such duties as the Church Council may direct. The Trustees, upon direction of the Church Council, shall also serve in planning for future expansion, modifications and renovations of the Church facility.

3. **Christian Education Committee:**

a. **Qualifications and Number:**

This committee shall consist of five (5) or more members whose Chairman is elected by the congregation for a two (2) year term. The Chairman shall select this committee with the approval of the Church Council.

b. **Duties:**

This committee shall exercise supervision over the educational programs of the Church at all age levels. They shall appoint all staff necessary to ensure Christian Education programs run smoothly and efficiently.

4. **Worship Committee:**

- a. Qualifications and Number:**

This committee shall consist of five (5) or more members whose Chairman is elected by the congregation for a two (2) year term. The Chairman shall select this committee with the approval of the Church Council.
 - b. Duties:**

This committee shall, in conjunction with the Senior Minister, supervise the Church services, music, ushering and the greeting ministry for worship services.
- 5. Finance and Stewardship Committee:**
 - a. Qualifications and Number:**

This committee shall consist of five (5) or more members whose Chairman is elected by the congregation for a two (2) year term. The Chairman shall select this committee with the approval of the Church Council. The Treasurer and Financial Secretary are members of this committee.
 - b. Duties:**

This committee shall exercise supervision over all financial matters and shall perform such other duties as the Council may direct. This committee shall prepare a realistic budget and present it to the Council for approval yearly at the November Church Council meeting. The budget will then be presented to the Church for adoption at the annual meeting. The budget shall be posted two (2) weeks prior to the annual meeting. The committee shall also plan and execute the projects of stewardship education throughout the Church and its organizations. The committee may cause for the execution of an annual financial audit or financial review to take place. This may be accomplished utilizing an independent outside reviewer or in-house.
- 6. Membership and Hospitality Committee:**
 - a. Qualifications and Number:**

This committee shall consist of five (5) or more members whose Chairman is elected by the congregation for a two (2) year term. The Chairman shall select this committee with the approval of the Church Council.
 - b. Duties:**

This committee shall be responsible for ensuring all incoming Church attendees find their place within the Church family. They shall also be responsible for maintaining the membership rolls.

7. Missions and Social Action Committee:

a. Qualifications and Number:

This committee shall consist of five (5) or more members whose Chairman is elected by the congregation for a two (2) year term. The Chairman shall select this committee with the approval of the Church Council.

b. Duties:

This committee shall supervise the mission programs of the Church and be aware of the social needs and problems of the community. It shall be responsible for promoting and receiving the special mission offerings. It shall institute such programs as are necessary to meet the social needs of the community, including oversight of the Benevolence Fund.

8. Personnel Committee

a. Qualifications and Number:

This committee shall consist of five (5) members: The Church Moderator, and the Chairmen of the Board of Deacons, and three (3) additional members selected from the membership by the Church Council. The Senior Minister is an ex-officio member.

b. Duties:

The committee shall:

- 1.) Convene at the call of the Moderator.
- 2.) Convene as necessary for review of existing and / or for development of new personnel policies and job descriptions. They shall additionally be responsible for review of salaries, wages and benefits of all staff. Recommended changes shall be presented to the Church Council for their approval. The Personnel Committee shall submit the annual personnel budget recommendations to the Finance Committee for inclusion in the annual Church budget.
- 3.) Convene as necessary to arrange recruiting and to interview for all Church program and support staff other than the Senior Minister and Full-time Associates. This committee has authority to recommend employment of personnel to the Church Council for their approval.
- 4.) Coordinate annually the performance evaluations of all staff members, including the Senior Minister.
- 5.) Act as a channel regarding congregational reactions to the Senior Minister's leadership.

- 6.) Counsel with the staff regarding continuing education opportunities for all positions.
- 7.) Keep all records of the Personnel Committee confidential.

9. **Other Committees:**

The Church Council may appoint other ad hoc committees, as it may deem necessary.

a. **Pulpit Committee:**

1.) **Qualifications and Numbers:**

When the position of Senior Minister is declared vacant the Church Council shall form a Pulpit Committee. This committee shall be made up of the Moderator, Chairman of the Board of Deacons, and the Church Clerk. The Church Council shall select five (5) other persons from the Church membership to serve on this committee.

2.) **Duties:**

This committee shall review the qualifications and merits of each ministerial prospect as to personal character, education, and ministerial background and shall recommend a person for the position of Senior Minister. The committee, in concert with the Personnel Committee, shall prepare a statement of agreement between the prospective Senior Minister and the Pulpit Committee. This agreement will be published in the official Church publication or otherwise announced prior to the election. The Moderator shall sign this agreement and the prospective Minister after the call has been extended and shall contain all agreements.

C. **Termination:**

Should any committee Chairman wish to resign their office, written notification of their intention shall be given to the Church Moderator. Any Chairman who for a period of three (3) months shall fail to faithfully perform the duties pertaining to their office shall be contacted by the Moderator to determine the cause of such failure. The Moderator shall report findings and make recommendations to the Church Council. The Church Council has the power to remove from office any committee Chairman who fails to faithfully perform their duties.

Section 4: Other Elective Officers:

A. Qualifications and Numbers:

These officers shall be Moderator, Church Clerk, Treasurer, and Financial Secretary. Each officer shall have been a member of this Church for at least one (1) year and shall be elected annually. They shall serve for not more than three (3) successive terms, but may be re-elected after one (1) year.

B. Duties:

1. Moderator:

The Moderator shall serve as the President of the Corporation, and shall preside at all congregational business meetings. The Moderator shall serve as the Chairman of the Church Council. The Moderator will vote only in case of a tie vote.

2. Church Clerk:

The Church Clerk shall keep accurate minutes of the proceedings at all business meetings of the congregation and meetings of the Church Council, perform such other duties as, and in all respects be, the secretary, for this corporation. A copy of all minutes will be given to the Moderator for review after each meeting and then forwarded to the Church office in a timely manner for posting.

3. Financial Secretary:

The Financial Secretary shall oversee the keeping of accurate records of all contributions made to the Church. The work of this office shall be carried out under the supervision of the Finance and Stewardship Committee and the Church Council. The Financial Secretary shall receive and record all monies contributed to the church, turn all receipts records over to the Treasurer weekly, and provide contributors with offering envelopes and quarterly reports of their giving.

4. Treasurer:

The Treasurer shall cause a keeping of accurate records of all receipts and disbursements, and shall work under the supervision of the Finance and Stewardship Committee and the Church Council. The Treasurer's responsibility for receipts shall commence only when such receipts records are received from the Financial Secretary. Disbursements shall be made by check and shall be covered by vouchers approved by the Chairman of the Finance and Stewardship Committee. The Treasurer shall prepare, or cause to be prepared, a final and complete report of all financial transactions.

C. Termination:

Should any officer wish to resign their office, written notification of their intention shall be given to the Church Council. Any officer who shall fail to faithfully perform the duties of their office shall be contacted by the Church Council. The congregation has the power, for good and sufficient cause, to remove from office any officer upon recommendation of the Church Council.

Section 5: Nominating Committee:

A. Qualifications and Numbers:

This committee shall consist of five (5) members elected at the annual election. No person shall serve on this committee more than two (2) years in succession. They are to choose a new Chairman within one (1) month of election. The Chairman of the Board of Deacons and the Senior Minister shall be ex-officio members.

B. Duties:

It shall be the duty of this committee to:

1. Prepare and present to the congregation a slate of candidates for the offices to be filled. The name of such candidates shall be published in the official Church publication or otherwise publicly announced at least two (2) weeks prior to such election.
2. Fill any vacancy that shall arise during the year by appointment of such persons deemed suitable until the end of the Church year. An appointment for filling of an unexpired term does not apply to consecutive term limits.

ARTICLE 6: MEETINGS

Section 1: Business Meetings:

The Annual Business Meeting shall be held on a date determined by the Church Council but not later than twenty-one (21) days after the beginning of the calendar year, for the purpose of receiving the annual reports of individual officers, boards, and committees of the Church and its auxiliary organizations, adopting the annual budget, and the transaction of such other business as is proper to come before this meeting. Officers shall be elected in October and will take office in January.

Section 2: Special Business Meetings:

A special business meeting may be called at any time by the Senior Minister, by the Church Council, or by the Church Clerk on petition of twenty-five percent (25%) of the eligible voters. Notice of such a meeting, and the object for which it is called, shall be given from the pulpit at least one (1) week in advance of the

date of this meeting, and published in the official Church publication. A special newsletter may be published if necessary to meet this requirement.

Section 3: Quorum:

A quorum shall consist of those members attending the meeting, provided it is a stated meeting, and called in accordance with Section 1 and 2 of this article. Eligible voters shall be members who are at least seventeen (17) years of age, except in matters of corporation business when corporation law requires a different age. A quorum of the Church Council shall consist of a majority.

Section 4: Parliamentary Procedure:

Robert's Rules of Order as currently published, shall be the guide to all questions of procedure.

ARTICLE 7: AMENDMENTS

This constitution may be amended at any regular or special business meeting of the Church by a two-thirds (2/3) vote of those present and voting. Notice of such amendments, stating the proposed change, shall have been read at a previous business meeting.

Amendments dated:

May 2, 1976
July 26, 1981
July 11, 1982
January 20, 1985
April 24, 1988
January 9, 2000
January 8, 2006

Incorporated into constitution.