

**CONSTITUTION AND BY-LAWS  
OF THE NORTHWEST FILIPINO BAPTIST CHURCH**

THE PREAMBLE

Reposing our faith wholly in the Lord Jesus Christ for our salvation, and believing in the teachings of the Holy Bible as the plenarily and verbally inspired Word of the Living God, we have affiliated ourselves with one another as a body of immersed believers, and we adopt this constitution and bylaws as a declaration of our convictions so that we may carry on the Lord's work decently and in order.

ARTICLE I – NAME AND FORMATION

- 1.1 Name. The name of this organization shall be the Northwest Filipino Baptist Church.
- 1.2 Principal Place of Business. The principal place of business is 1900 Nerge Rd. Elk Grove Village, IL 60007.
- 1.3 Organization. The organization took place on December 6, 1987.
- 1.4 Incorporation. The Northwest Filipino Baptist Church was incorporated in the State of Illinois on June 16, 1988.
- 1.5 Affiliation. This Church shall be affiliated with the MidAmerica Baptist Conference and the Baptist General Conference.

ARTICLE II – DEFINITIONS

- 2.1 Baptism. Immersion in water.
- 2.2 Code. The Internal Revenue Code of 1986 as now in effect and as may be subsequently amended.
- 2.3 Pastoral Staff. Any pastor serving in a pastoral position other than that of Senior Pastor. Such pastors may include, but are not limited to, Associate Pastors and Youth Pastors.
- 2.4 Vote. Unless otherwise specified, vote shall mean a super-majority vote (66% of the voting-eligible members present).

ARTICLE III – AIM AND PURPOSE

The aim and purpose of this church shall be to preach the Gospel, to administer the ordinances of the New Testament, to minister to the spiritual needs of its members and all people everywhere, to train Christian workers for the Lord's work and to further the evangelization of the world by converting men, women, and children to a living faith in Jesus Christ.

ARTICLE IV – STATEMENT OF FAITH

4.1 THE WORD OF GOD

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct. 2 Timothy 3:16-17, 2 Peter 1:16-21, I Thessalonians 1:13.

4.2 THE TRINITY

We believe that there is one living and true God, eternally existing in three persons, that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption. Deut. 6:4, 2 Corinthians 13:14, Matthew 28:19.

4.3 GOD THE FATHER

We believe in God, the Father; an infinite, personal Spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayers, and that He saves from sin and death all who come to Him through Jesus Christ. Exodus 3:14, John 4:24, John 14:6.

4.4 JESUS CHRIST

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth Matthew 1:21-23, 1 Corinthians 15:1-4, 1 Thessalonians 4:13-18.

4.5 THE HOLY SPIRIT

We believe in the Holy Spirit who came to earth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher and guide. Acts 5:3-4; John 16:7-15; 1 Corinthians 3:16.

4.6 REGENERATION

We believe that all men are sinners by nature and by choice and are therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit. John 3:3-5, 2 Peter 1:4, 2 Corinthians 5:17.

4.7 THE CHURCH

We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the gospel of Jesus Christ to a lost world. Ephesians 1:22-23, I Corinthians 12:13; Acts 2:41-42; Matthew 28:19-20.

4.8 CHRISTIAN CONDUCT

We believe that a Christian should live for the glory of God and the well-being of his fellowmen; that his conduct should be blameless before the world; that he should be a faithful steward of his possessions, and that he should seek to realize for himself and others the full stature of maturity in Christ. Philippians 2:12-16, 2 Peter 1:16, 2 Corinthians 8-9.

4.9 THE ORDINANCES

We believe that the Lord Jesus Christ has committed two ordinances to the local church; baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ. Matthew 28: 18-20, Romans 6: 1-15, I Corinthians 11:23-30.

4.10 RELIGIOUS LIBERTY

We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith, that each church is independent, and must be free from interference by an ecclesiastical or political authority; that therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other. Acts 4:20, Acts 5:29, I Peter 2:5-9.

4.11 CHURCH COOPERATION

We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such organization, whether regional or district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with inter-denominational fellowships on a voluntary basis. John 17: 14-21, Romans 12:4-5, Ephesians 4:11-13.

4.12 THE LAST THINGS

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked. 1 Thessalonians 4:13-18, Revelation 20:5-13, John 14:1-3.

ARTICLE V – STATEMENT MARRIAGE AND SEXUALITY

- 5.1 We believe that the only legitimate marriage and the only marriage sanctioned by God is that which joins one man and one woman in a single, exclusive union, as delineated in Scripture.
- 5.2 We believe that any form of homosexuality or bisexual conduct, bestiality, incest, fornication, adultery, pornography or any attempt to change one's gender is sin and offensive to God.
- 5.3 We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
- 5.4 We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

ARTICLE VI – CHURCH COVENANT

- 6.1 Our promise before God by which this church exists as a body of believers and which every member accepts is as follows:
  - 6.1.a Having been led, by the Holy Spirit of God to receive Jesus Christ as Savior and to confess Him as Lord, and on confession of this faith having been baptized in the name of the Father and of the Son and of the Holy Spirit, we do now and in the presence of God and this assembly most solemnly and joyfully covenant with one another as one body in Christ to lead a life worthy of the Lord, fully pleasing to Him.
  - 6.1.b We promise with the aid of the indwelling Holy Spirit to forsake the ways of sin and to walk together in Christian love and in the paths of righteousness. With this in view, we agree to strive together for both the peace and purity of this church, to sustain its worship and steadfastly to cherish and hold its ordinances, discipline and doctrines; to contribute as faithful stewards, such time and talent, and money in the measure that God prospers each of us, that the responsibility for the work of the local church and the world-wide ministry of spreading the Gospel be faithfully and effectively discharged as commanded in Matthew 28:18-20.

- 6.1.c We also agree individually to maintain family and private devotions; to teach the Bible to our children; to seek the salvation of our kindred and acquaintances; to be just in our dealings and faithful in our engagements to everyone; to combine zeal and knowledge in our efforts to advance the cause of our Savior; to make Christ first in all things both spiritual and temporal.
  - 6.1.d We further agree to give and receive admonition with meekness and affection; to remember each other in prayer and to aid each other in case of sickness and distress, to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense but always ready for reconciliation, and mindful of the Scriptures to seek it without delay; to encourage one another in the blessed hope of our Lord's return.
  - 6.1.e We further agree that when we move from this area, we will unite as soon as possible with a local church of like beliefs and convictions where we can carry out the spirit of this covenant and the principles of the Word of God.
- 6.2 As members, we sincerely and specifically promise that:
- 6.2.a We will protect the unity of our church by acting in love towards other members by refusing to gossip and by following its leaders. ( Rom. 14:19; Eph. 4:29; Heb. 13:17)
  - 6.2.b We will share the responsibility of our church by praying for its growth, by inviting the unchurched to attend, by warmly welcoming those who visit. ( 1 Thess. 1:1-2; Luke 14:23; Rom. 15:7)
  - 6.2.c We will serve the ministry of our church by discovering our gifts and talents by being equipped to serve by our pastors, by developing a servant's heart. ( I Pet. 4:10; Eph. 4:11-12; Phil. 2:3-4,7)
  - 6.2.d We will support the testimony of our church by attending church meetings (as defined in Article 10) regularly, by living a godly life, by giving faithfully. (Lev. 27:30; I Cor. 16:2; Phil. 1:27; Heb. 10:25)

#### ARTICLE VII – OPERATIONAL LIMITATIONS

- 7.1 Prohibition Against Engaging in Political Activity. This organization shall not engage in political propaganda or otherwise attempt to influence legislation and participate or intervene (including publishing or distributing statements) in any political campaign on behalf of any candidate for public office. This provision shall prohibit this church from supporting political *candidates* and political *parties*, but it shall not prohibit this church from supporting certain *issues*.

- 7.2 Notwithstanding any other provisions of these articles, this corporation shall not carry on any other activities not permitted to be carried on by:
- 7.2.a A corporation exempt from Federal Income Tax under section 501(c)(3) of the Code or
  - 7.2.b A corporation, contributions to which are deductible under section 170(c)(2) of the Code.

## ARTICLE VIII – MEMBERSHIP

### 8.1 ADMISSION OF MEMBERS

- 8.1.a Admission By Baptism. Any person confessing faith in the Lord Jesus Christ and giving evidence of regeneration, and who accepts the views of faith and practice held by this church, and being baptized by immersion, may be admitted into the membership of the church.
- 8.1.b Admission by Letter. Members from other Baptist Churches who accepts the views of faith and practice held by this church may be received into the membership by letters of transfer from their respective churches.
- 8.1.c Admission by Experience. Those who have been baptized upon profession of their faith in Christ and who accept the views of faith and practice held by this church but are not members of a Baptist Church may be admitted into the membership of this church by means of a satisfactory testimony.
- 8.1.d Admission by Restoration. A former member of a church whose membership has lapsed because of his own delinquency may be restored into the membership of the church by giving a testimony of Christian experience and assuring the church that he is now living a consistent godly life by faith in Jesus Christ.

### 8.2 MEMBERSHIP OF PASTORAL STAFF

- 8.2.a The Pastoral Staff be members of the church. Each such person shall become members of the church upon the effective date of the pastoral relationship between such person without any additional vote or action being required with respect to membership. Each such person shall cease to be a member of the church upon the effective date of the dissolution of the pastoral relationship between the person and the church without any additional vote or action being necessary or required with respect to membership.
- 8.2.b Exception. In special cases where any pastor in the pastoral staff retires or resigns from such pastoral duty, but retains residency within proximity of the church and

officially indicates to remain a member of the church, they may retain their status as a member upon an affirmative vote by the Advisory Board.

### 8.3 PROCEDURE OF RECEPTION

- 8.3.a The candidate for membership shall be interviewed by the deacons and/or the pastoral staff, and after proper counsel and orientation shall be recommended for membership.
- 8.3.b The candidate shall be presented to the assembled church at any regular meeting of the church.
- 8.3.c The candidate shall be baptized before the assembled church, or a letter of transfer from another Baptist church shall be received, or the candidate shall declare to the satisfaction of the church that he has been regenerated and baptized according to the New Testament practice.
- 8.3.d The candidate shall be welcome into the membership of the church at the observance of the Lord's Supper by the hand of fellowship extended by the pastor or one of the deacons.

### 8.4 MEMBERSHIP STATUS DEFINITIONS

- 8.4.a Resident Members in Good Standing. Members regularly received into membership who have not been moved to another membership status.
- 8.4.b Non-resident Members. All members in good standing who are living too far away to attend regularly, but who maintain contact with the church; such as students, personnel in armed forces, missionaries, and retirement home residents.
- 8.4.c Inactive Members Those members who have been absent from the church for a period of one year without manifesting interest in retaining membership in the church and who have been moved to "Inactive Members" status by the Advisory Board. Members who move out of the area may be moved to "Inactive Members" status by the Advisory Board until such time as they join a church near their new home.

### 8.5 PRIVILEGES OF MEMBERS

The following privileges shall belong exclusively to the members of the church:

- 8.5.a Amendment of the By-Laws: The members shall have the exclusive power to amend these By-Laws. Any amendment of these By-Laws shall require an affirmative Vote.

- 8.5.b Relationship with Senior Pastor and other Pastors: The members also shall have the exclusive power to dissolve the pastoral relationship between the Church and the Senior Pastor or other Pastoral Staff, unless such dissolution results from a resignation submitted the Pastor(s). Any such action shall require an affirmative vote.
- 8.5.c A call to the Senior Pastor shall be extended at a meeting of the church called for that purpose and announced from the pulpit for two Sundays immediately preceding the date of the meeting. A three-fourths majority of those present and voting shall be necessary for a call. Voting shall be by ballot. A written call and agreement shall be presented to the prospective Pastor giving details of church-pastoral relationship, including salary, housing, and car allowances, insurance, vacations, etc. but only after these matters have been discussed with the Pastor and approved mutually.
- 8.5.d The Senior Pastor shall continue in office until he resigns or is dismissed by a two-third majority of those present and voting at a special meeting called for that purpose. Such a meeting shall be announced from the pulpit for two Sundays immediately preceding the date of such a meeting.
- 8.5.e Financial Matters: The members shall have the exclusive power to adopt or to amend an annual operating budget for the church, to authorize any non-budgeted expenditures that exceed ten percent (10%) of the annual operating budget for the church, and to authorize the placing of a mortgage or other encumbrance upon any real property owned by the Church - - including Refinances. Any such action shall require a Majority vote. The members also shall have the exclusive power to authorize the purchase, sale, or conveyance of any real property, or any interest therein. Any such action shall require an affirmative vote.
- 8.5.f Nomination, Affirmation, and Removal of Elected Officers.  
The members shall have the power to recommend persons to be an elected officer of the church. Upon affirmative vote of the Advisory Board, the members shall have the exclusive power to affirm the appointment. Any affirmation of the appointment of a person as an officer of the church shall be conducted by closed ballot and shall require a Majority vote. No person shall become an officer until the appointment of such person as an officer is affirmed by a majority vote of the members conducted by closed ballot. In addition, upon affirmative vote of the Advisory Board to remove temporarily a person from the position of an officer, the members shall have the exclusive power to affirm the removal. Any affirmation of an officer shall require a majority vote. No person shall be removed as an officer unless the removal is affirmed by majority vote of the members.
- 8.5.g Mergers and Affiliations: The members shall have the exclusive power to authorize a merger with any other church. The members also shall have the exclusive power to authorize the affiliation or disaffiliation of the church with any

other organization, including a religious denomination. Any such authorization shall require an affirmative vote.

8.5.h Dissolution: The members shall have the exclusive power to dissolve the Church. Any dissolution of the Church shall require an affirmative vote.

8.5.i Non-Agreement of Officers. The members shall have the exclusive power to decide any matter that the officers, by affirmative vote, are not able to decide. Any such decision shall require a majority vote.

8.5.j Voting Rights: Voting rights shall be restricted to “resident members in good standing” who have reached the age of eighteen (18) years old. Resident members in good standing include all members regularly received into the membership and whose status has not been moved to “inactive members”, or “non-resident members”.

## 8.6 TERMINATION OF MEMBERSHIP

8.6.a Whenever a member joins another church his membership in the Northwest Filipino Baptist Church automatically terminates. A letter of transfer to another church, or a certificate of standing, or both, will be granted upon request. All such letters shall be sent by the decision of the church.

8.6.b Resignation: If a member submits a written resignation of membership to the church, then the member’s membership shall terminate, effective at the time the church receives the written resignation.

8.6.c Death terminates a person’s membership.

8.6.d Dismission for Delinquency. Any member of the church who fails to make a favorable contact with the church for one year shall be put on an inactive list and be notified by the Deacons or the Pastor. If he then fails to make a favorable contact with the church, the following year his name will be dropped from the church membership. All such dismissions shall be made officially at the annual business meeting of the church. If any church member is found guilty of gross misconduct unbecoming to a Christian he will not be able to continue as a member of the church. The Deacons shall deal with any such cases and if the member in question refuses to be restored to the Christian way of life, the Deacons shall recommend the removal of that member’s name from the membership of the church. Specific guidelines for membership, including what constitutes “favorable contact” may also be determined by the Membership Committee.

## 8.7 DISCIPLINE OF MEMBERS

- 8.7.a It is vital to the testimony of this church and the glory of our Lord that the purity of the church be preserved and its peace protected. With these ends in view, it shall be the duty of the Pastor and Deacons to seek diligently to reclaim any member known to be living in disregard of his biblical and covenant obligations. It is specifically directed that the Pastor and Deacons move with promptness and vigor in dealing with anyone who is obstructing the work or disturbing the peace of the church by slander, falsehood, gossip, conspiracy, or other unfair and unchristian methods. It is recognized that a Baptist church must be a democracy in which the majority shall rule. It is recognized further that while the minority has the right of private opinion in all questions and the right of appeal in any constitutional and proper manner, it shall not have the right to engage in secret or open propaganda, or of deliberately disturbing the peace and interrupting the work of the church. It is further recognized that when the church, by regular order and proper vote, has determined upon a course of action, that course becomes the duty of every member of the church. If any member under discipline cannot conscientiously follow the decision of the church, he is to quietly and peacefully withdraw from the membership. The ex-member's friends and family are still welcome to stay as long as nothing is done to undermine the church's decision(s).
- 8.7.b If a member is walking disorderly in conflict with the above principles or is involved in any known immorality, dishonest or public scandal, and such member cannot be restored to fellowship through confession and correction of his sins, he shall be dealt with on the basis of Matthew 18 and I Corinthians 5. His case shall be brought before the church by recommendation of Pastor and Deacons. He shall be given a statement of the charges against him from the membership if the charges and evidence warrant such action. In less serious matters, such a person may be placed under discipline and on the inactive membership list by vote of the church. He shall be restored to active membership only by vote of the church after satisfactory evidence is given of scriptural repentance and confession.
- 8.7.c If a member desires to prefer charges against another member, including violation of covenant obligations or of immoral, improper or unchristian conduct, such charges must be in writing, duly signed by the member and submitted to the Pastor and Deacons.
- 8.7.d In order to prevent unnecessary public scandal, the Pastor and Deacons may hear the charges, pro and con, in any disciplinary case, if this is mutually satisfactory with the accused and the accuser. If dismissal is recommended by Pastor and Deacons, the recommendation must be presented to the church, preferably without details for final action. The entire matter must be brought before the church at the request of the accused or of the church. No member may be dismissed except by vote of the church,

- 8.7.e Non-member shall not be permitted in such a church meeting (as witness, defense or otherwise) without permission of three-fourths of the members present and voting.

## 8.8 DISPUTE RESOLUTION PRINCIPLES

The church is committed to resolving in a biblical manner all disputes that may arise within its body. This commitment is based upon God's command that Christians should strive earnestly to live at peace with one another ( see Matthew 5:9, John 17:20-23; Romans 12:18; Ephesians 4:1-3) and that when disputes arise, Christians should resolve them according to the principles set forth in the Bible (see Proverbs 19:11; Matthew 5:23-25, 18:15-20; I Corinthians 6: 1-8; Galatians 6:1). The Church believes that these commands and principles are obligatory on all Christians and absolutely essential for the well being and work of the Church. Therefore, any and all disputes in this Church shall be resolved according to biblical principles and shall follow the processes set forth in this Article.

- 8.8.a Disputes among Members. If a Member of the Church has a conflict with or is concerned about the behavior of another Member of the Church, then the matter shall be addressed as follows:

8.8.a.1 Examination. The concerned Member shall prayerfully examine himself or herself and shall take responsibility for his or her contribution to a problem (Matthew 7:3-5), and he or she prayerfully shall seek to discern whether the concern is so serious that it cannot be overlooked (Proverbs 19:11, 12:16, 15:18, 17:14, 20:3, Ephesians 4:2; Colossians 3:13; I Peter 4:8).

8.8.a.2 Confrontation. If the concern is too serious to overlook, the concerned Member shall go, repeatedly if necessary and talk to the Member whose behavior is at issue in an effort to resolve the matter personally and privately, having first confessed his or her own wrongdoing (Matthew 18:15).

8.8.a.3 Intervention. If the Member whose behavior is at issue will not listen and if the problem is too serious to overlook, the concerned Member shall return with one or two other people who will attempt to help the parties resolve their differences (Matthew 18:16); these two other people may be Members or Leaders of the Church, other respected Christians in the community, or trained mediators or arbitrators (conciliators) from a Christian conciliation ministry. At the request of either party to the dispute, the Church shall make every effort to assist the parties in resolving their difference and being reconciled.

- 8.8.b Disputes Involving an Organic Division of the Members of the Church. If a dispute arises between Members of the church as the result of an organic division of the Members of the Church, and if such dispute cannot be resolved through the internal process set forth in this Article, then the dispute shall be resolved as follows: The dispute shall be submitted to mediation conducted by the Executive Board of the MidAmerica Baptist Conference. If the matter cannot be resolved through such mediation, then the Executive Board of the MidAmerica Baptist Conference, through such procedures that it may adopt, shall make a determination as to the following: (a) whether an organic division of the Members exists; and (b) if such organic division of the Members exists, which Members are abiding by these By-Laws. The decision of the Executive Board of the MidAmerica Baptist Conference with respect to such matters shall be final and non-appealable. The assets of the Church then shall be controlled by those Members who are found by the Executive Board of the MidAmerica Baptist Conference to be abiding by these By-Laws.
- 8.8.c Disputes between Members and the Church. If a dispute arises between one or more Members of the Church and the Church itself, and if the dispute cannot be resolved through the internal process set forth in Article 6.8.1, then the dispute shall be resolved as follows: The dispute shall be submitted to mediation and, if necessary, legally binding arbitration in accordance with the then-current Rules of Procedures of the Institute for Christian Conciliation, and judgment upon an arbitration award may be entered in any court otherwise having jurisdiction. In a mediation, the parties shall bear the costs and expenses, including attorney's fees, as agreed to during the mediation. In arbitration, the non-prevailing party or parties shall pay the costs and expenses of the prevailing party or parties, including reasonable attorney's fees. All mediators and arbitrators shall be in agreement with the Affirmation of Faith of the Church and the Church's basic form of government, unless this requirement is modified or waived by all parties to the dispute; provided, however, that if a dispute involves an attempted revision of the Affirmation of Faith or the Church's form of government, the mediators and arbitrators shall be in agreement with those documents, as they existed prior to the attempted revision. If a dispute submitted to arbitration pursuant to these By-Laws involves a decision reached by the Board of Deacons on matters of doctrine and church discipline. This section covers the Church as a corporate entity and its agents, including its Deacons, officers, Pastors, staff, and volunteers with regard to any actions they may take in their official capacities on behalf of the church. This section covers any and all disputes or claims arising from or related to church membership, doctrine, policy, practice, counseling, discipline, decisions, actions, or failures to act, including claims based on civil statute or for personal injury, except as otherwise may be provided by law. By joining the Church, or remaining a Member of the Church after the adoption of this section in the Church's By-Laws, a Member agrees that these methods shall provide the sole remedy for any dispute arising against the Church and its agents, and he or she waives any right to file any legal action against the Church in a civil court or agency, except to enforce an arbitration decision. If a dispute or claim involves an

alleged injury or damage to which the Church's insurance applies, and if the Church's insurer refuses to submit to mediation or arbitration as described in this section, either the Church or the Member alleging the injury or damage may declare that this section is no longer binding with regard to that part of the dispute or claim to which the Church's insurance applies.

## ARTICLE IX – OFFICERS OF THE CHURCH

### 9.1 ELECTED OFFICERS

- 9.1.a The elected officers of the church shall be Pastor (refer to “calling of Pastor” 8.5.c in Privileges of Members), Deacon, Trustee, Clerk, Financial Secretary, Assistant Financial Secretary, Treasurer, and Chairperson of the different committees that are approved by the church.
- 9.1.b No one shall be elected to office who has not been a member of this church for at least one year; except that upon recommendation of Pastor and Deacons a person may be considered by the church for office after six months of membership.
- 9.1.c Qualifications. All officers shall be spiritually mature, of unquestioned Christian character, loyal to the Word of God, dedicated and devoted to the Lord Jesus Christ and to the spiritual and material welfare of this church. They shall also be faithful in attendance and participation, both in regular services and business meetings of the church. Their moral conduct shall be beyond reproach and free of carnal indulgences, such as the use of intoxicating drinks as a beverage, tobacco in all its forms, unprescribed narcotic drugs, pornography, and other worldly practices. In the light of I Timothy 3, the home and family relationship must be considered, as well as individual qualifications.
- 9.1.d Any officer unable or unwilling to fulfill the duties of his office shall resign. If any officer refuses to subscribe to the statement of faith, the constitution and the church covenant, his resignation shall be requested by the Deacons. If it is not received within two (2) weeks, the office shall be declared vacant by vote of the church.
- 9.1.e In case of vacancy in any elected office the advisory board shall appoint a member in good standing to fill the position until an election can take place at the end of the year - - the same day as the annual Business Meeting.

### 9.2 THE SENIOR PASTOR

- 9.2.a A candidate for the Senior Pastorate shall be carefully examined by the Deacons board as to his salvation, doctrine, Christian conduct and call to the ministry. If he has served in other churches, his ministry there should be explored. He shall be required to state his acceptance of and adherence to the articles of faith,

constitution and covenant of the church. Any differences which he holds concerning these documents should be submitted to the pulpit committee in writing. He shall also state in writing any differences which he holds relating to the groups and associations with which this church is in fellowship. The Deacons board shall present only one man at a time for consideration and vote of the church.

- 9.2.b The Senior Pastor shall give the church not less than thirty days nor more than sixty days notice of his intention to discontinue as Pastor. The church shall give the Pastor not less than sixty days notice of dismissal. If in the judgment of the church, the conduct of the Pastor justifies immediate termination of his ministry, the church may declare the pulpit vacant and pay two months salary beyond that date.
- 9.2.c The Senior Pastor shall have charge of the spiritual welfare of the church; he shall preach the gospel, teach the Word and have charge of the services of the church; he shall administer the ordinances and so perform the duties as expected of a Baptist minister.
- 9.2.d The Senior Pastor shall moderate the business sessions of the church. In his absence, the chairman of the Deacons shall call the meeting to order and the church shall elect a moderator. If the Pastor is to be under discussion in a business session, another moderator shall be elected, and the Pastor and his family shall withdraw from the meeting.
- 9.2.e The Senior Pastor shall, by virtue of the office he holds, be an ex-officio or automatic member of all boards and committees as a non-voting member.
- 9.2.f Pastoral staff and other workers such as Christian education director or music director may be called and voted upon by the church, and are to be individuals fully approved by the Senior Pastor and shall work under his direction.

### 9.3 DEACONS AND DEACONESSES

- 9.3.a The board of Deacons shall consist of no less than four Deacon/Deaconesses elected by the church for a term of three years. Additional Deacons/ Deaconesses may be elected proportionately to the membership of the church.
- 9.3.b It shall be the duty of the Deacons/Deaconesses to assist the Pastoral staff in promoting the spiritual welfare of the church; to be his helpers and counselors; to exercise prudent watchcare over the church's total ministry; such as, but not limited to: seek out such members who need benevolence; to visit the sick; to examine with the Pastor candidates for church membership; to assist at baptisms; and to supervise the preparation and distribution of the Lord's supper.

- 9.3.c They shall be required to regularly attend, but not necessarily lead, Small Group/Bible Study meetings to ensure their Spiritual Growth continues.
- 9.3.d They shall appoint a chairman and secretary from their number, keep minutes of their monthly meetings in a permanent record, and report quarterly and annually to the church.
- 9.3.e They shall recommend candidates for the pastorate. In the event of vacancy of the Senior Pastor position, the Deacons board shall appoint preachers to all services of the church.
- 9.3.f They shall appoint ushers to serve at all worship services of the church.
- 9.3.g They shall administer the Benevolent funds of the church.
- 9.3.h Deaconesses are to help better minister to the women of the church, although they do not have sole ownership of this responsibility. They are to have similar qualifications of and are expected to perform the duties of Deacons with the exception of the Pulpit ministry during weekly Worship Services.

#### 9.4 THE TRUSTEES

- 9.4.a The Board of Trustees shall consist of no less than three members, men and women elected by the church to serve for a term of three years. They shall elect a chairman and a secretary from their number, keep minutes of their meetings in a permanent record, and report quarterly and annually to the church.
- 9.4.b It shall be the duty of the Trustees to assume full charge and control of all physical property of the church, and be responsible for its care and maintenance and keep all physical property records. They shall employ all custodial help and supervise purchasing of supplies.
- 9.4.c They shall serve as agents of the church corporation and shall represent the church in all legal matters, and shall appoint and provide an annual audit of the financial secretary's and treasurer's records, and all financial records. They shall also coordinate and manage church's fund raising programs and other physical development or expansion.
- 9.4.d They shall not have authority to sell, lease, give away or dispose of church property in any manner to exceed \$200 in value; nor to mortgage or encumber the same with debt to exceed the above amount, except as the church shall order.
- 9.4.e They shall oversee the payment of bills related to the physical property before payment is made by the treasurer. Amounts that exceed \$200 shall require written approval.

9.5 CHURCH CLERK

- 9.5.a The church clerk shall have charge of the official correspondence and shall maintain original record of all business meetings of the church and the Advisory Board, entering the minutes of the meetings of the two groups in separate books. The clerk shall keep a record of the membership, of baptisms, and of the reception and dismissal of members that is received from the Membership Committee, the Pastoral Staff, or Board of Deacons. He/she shall make quarterly annual reports to the church.
- 9.5.b The Clerk shall provide all members of the Advisory Board minutes of each Board meeting by the following week. As noted in section I.1, minutes of the church business meetings shall also be taken but maintained in a separate location.
- 9.5.c The clerk shall certify annually to the bank the names of officers who are authorized to have access to the safety deposit boxes and to sign the checks for disbursement of funds.
- 9.5.d Upon his/her retirement or removal from office, he/she shall deliver to his /her successor, or the Chairman of the board of Deacons, all records, files, and, or other papers belonging to the church, and shall present the same with all contents complete to the date of surrender of such.
- 9.5.e The term of office of the clerk shall be two years, but is eligible for reelection.

9.6 FINANCIAL SECRETARY AND ASSISTANT FINANCIAL SECRETARY

- 9.6.a It shall be the duty of the financial secretary, together with the Assistant Financial Secretary and/or one of the deacons, to count and record in a permanent record all monies received. This shall be done following each service of the church.
- 9.6.b The Financial Secretary or his/her assistant shall be responsible for depositing all funds in the bank, including monies received from organizations within the church or from individuals.
- 9.6.c The Financial Secretary shall provide the treasurer with a record of all monies received and deposited, specifying the distribution into various funds, as indicated by the donors or by special offerings.
- 9.6.d The term of office of the Financial Secretary/Assistant Financial Secretary shall be two years, but is eligible for re-election.

9.7 CHURCH TREASURER

- 9.7.a The treasurer shall be responsible for the recording of all financial transactions in permanent records and shall make quarterly and annual reports to the church.
- 9.7.b The treasurer shall pay the bills of the church including writing, signing, recording, and mailing of all checks. A person authorized by the Advisory Board shall assume the responsibility of signing the checks in the treasurer's absence.
- 9.7.c The treasurer shall keep the books of record and report the financial status, activity, and plan of action to the Advisory Board for approval.
- 9.7.d The term of office of the treasurer shall be two years, but is eligible for re-election.

9.8 THE ADVISORY BOARD

- 9.8.a The Advisory Board shall consist of all the officers of the church.
- 9.8.b The Advisor Board shall assemble at the call of the Pastoral Staff, or the chairman of the Deacons Board. A pastor shall be the moderator; the chairman of the deacons shall be the vice-moderator.
- 9.8.c The Advisory Board shall prayerfully address church business/policy and recommend and communicate a course of action to the church.

ARTICLE X – COMMITTEES

10.1 CHURCH COMMITTEES

- 10.1.a The Chairperson for each committee shall be nominated and elected at the church annual election.
- 10.1.b Church Committees shall be established to facilitate the operation of the church.
- 10.1.c All committee members shall be members of the church for a minimum of one year.
- 10.1.d The term of office for committee chairpersons shall be two years, but is eligible for re-election.

10.2 BUDGET COMMITTEE

- 10.2.a The Budget Committee shall consist of one deacon (appointed by the deacons), one trustee (appointed by the trustees), the Financial Secretary, the Assistant

Financial Secretary, the Treasurer, and one other member of the church to be designated by the Advisory Board.

10.2.b It shall be the duty of the Budget Committee to prepare the budget for the ensuing year. This budget is to be presented to the church for approval at the annual meeting.

10.2.c The Budget Committee shall function throughout the year to present recommended budget revisions to the church when necessary.

### 10.3 NOMINATING COMMITTEE

10.3.a The Nominating Committee shall consist of at least five members. The Advisory Board shall select one person from each of the following groups to serve on the committee: one deacon, one trustee, one member from the Christian Education Committee, one member from the Missions Committee, one member from the Membership Committee, and one member from the Evangelism Committee.

10.3.b The Nominating Committee shall submit a list of nominees for all offices to be filled for the ensuing year. This list shall be posted at least two Sundays prior to election.

10.3.c Before posting the nominations, the Nominating Committee shall approach each nominee and secure consent to serve in harmony with the constitution and by laws of the church.

10.3.d The Nominating Committee shall provide ballot forms for the annual election.

10.3.e Members who wish to recommend a nominee for office must submit in writing to the Nominating Committee at least three weeks before the election.

### 10.4 CHRISTIAN EDUCATION COMMITTEE

10.4.a The Christian Education Committee shall consist of the Chairperson, elected by the church at the annual election. The members of the committee shall consist of one pastor, one deacon, one trustee, and two other members of the church. The chairperson shall appoint members to the committee and submit a written list of proposed members to the Advisory Board for approval.

10.4.b The Christian Education Committee shall supervise and coordinate the general teaching programs of the church. They shall present curriculum recommendations to the Advisory Board for approval.

10.4.c The Christian Education Committee shall constitute a committee for appointing all teachers and officers as applicable to the various teaching sections of the church and shall assign rooms to the various groups.

10.4.d The Christian Education Committee shall present to the Church planned or developing educational ministries.

#### 10.5 MISSIONS COMMITTEE

10.5.a The Missions Committee shall consist of the Chairperson, elected by the church at the annual election. The members shall consist of one pastor, a deacon, a trustee, a Christian Education member, and two other members of the church. The chairperson shall appoint members to the committee and submit a written list of proposed members to the Advisory Board for approval.

10.5.b The Missions Committee shall recommend the missionary projects to be supported by the church and the auxiliary organizations. Suggestions from such organizations must be submitted to the committee in writing for consideration and recommendation. It shall recommend for support only such missions and missionaries in accordance with the policies as established and approved by the church.

10.5.c The Missions Committee shall draft an annual missionary budget to be submitted to the Advisory Board for approval. The approved budget will then be presented to the church for final approval.

10.5.d The Missions Committee shall maintain contacts with missionaries supported by the church. The Missions Committee shall encourage prayer and church interest for church-supported missions as well as for other missionaries.

#### 10.6 MEMBERSHIP COMMITTEE

10.6.a The Membership Committee shall consist of the chairperson elected by the church at the annual election. The chairperson shall appoint members to the committee and submit a written list of proposed members to the Advisory Board for approval.

10.6.b The Membership Committee is responsible for integrating members into the fellowship and maintains a current list of active, inactive, and prospective members.

10.6.c The Membership Committee shall lead in organizing member visitation. This includes, but is not limited to, the communication of church programs/activities as well as encouraging involvement.

10.6.d The Membership Committee shall proactively review, update, and publish the Church Directory.

10.6.e The Membership Committee shall provide assistance to the Pastoral staff during the Baptismal Service.

#### 10.7 MUSIC COMMITTEE

10.7.a The Music Committee shall consist of a Chairperson, elected at the annual election. The members shall consist of one pastor, one deacon, one trustee, and two other members. The chairperson shall appoint members to the committee and submit a written list of proposed members to the Advisory Board for approval.

10.7.b The Music Committee is responsible for providing music during Worship Services. The Music Committee will also provide worship music at other appropriate services and events of the church. The Music Committee shall seek to identify, encourage, and empower members to contribute to the worship team. They shall be responsible for the care and maintenance of all the musical instruments and equipment of the church.

10.7.c The Music Committee will serve under the supervision of the Pastoral staff. Senior Pastor.

#### 10.8 EVANGELISM COMMITTEE

10.8.a The Evangelism Committee shall consist of a Chairperson elected at the annual election.

10.8.b The chairperson shall appoint members to the committee and submit a written list of proposed members to the Advisory Board for approval.

10.8.c The Evangelism Committee is responsible for encouraging evangelism in the church by organizing teams for both personal and public evangelism. The Evangelism Committee will conduct training and seminars to encourage and empower members evangelize.

10.8.d The Evangelism Committee will organize and coordinate evangelistic outreach applicable to all demographic groups within the church.

10.8.e The Evangelism Committee will assist the pastoral staff in the promotion of soul-winning.

#### 10.9 SOCIAL EVENTS COMMITTEE

10.9.a The Social Events Committee shall be composed of a Chairperson, elected at the annual meeting. He/she shall appoint members to this committee to serve for two years.

10.9.b It shall be the responsibility of the Social Events Committee to organize and coordinate such activities that foster Christian fellowship among members.

10.9.c It shall plan, organize and see to it that special church historical and religious events; such as the founding anniversary, Christmas, and other significant events that enhance fellowship, friendship and Christian love shall be celebrated appropriately.

#### 10.10 ADDITIONAL COMMITTEES

10.10.a Additional committees may be organized as deemed necessary upon the recommendation of the Advisory Board. If the committee becomes a standing ministry group and not just formed Ad Hoc, it should be duly elected by the church. Ad Hoc committees may be formed by appointment of the Advisory Board.

10.10.b All committees shall report quarterly and annually to the church unless otherwise instructed.

#### ARTICLE XI – FISCAL YEAR

11.1 The fiscal year of the church shall be from January 1 to December 31. All terms of office shall begin on January 1.

#### ARTICLE XII – MEETINGS

#### 12.1 PUBLIC WORSHIP

12.1.a Public worship services shall be held regularly every Sunday, the Lord's Day. These services should not be given over to anything but worship in the areas of prayer, the preaching and teaching of the Word, and worship in song. Special presentations shall be subject for approval by the pastoral staff and deacons.

12.1.b At least once a week there shall be a meeting for worship in prayer and praise.

12.1.c The Lord's Supper shall be observed at least once a month, ideally on the first Sunday of every month. Time/Date changes of the Lord's Supper service is to be determined by the pastoral staff and deacons.

## 12.2 BUSINESS MEETINGS

- 12.2.a Annual Business Meeting. The annual business meeting of the church shall be held during the second full week of January. The following reports shall be given at the annual business meeting by the following teams: pastoral staff, deacons, trustees, financial secretary, treasurer, and other committees deemed necessary.
- 12.2.b Quarterly Business Meeting. Quarterly Business meetings shall be held the second full week of April, July, and October, or as near those dates as possible. Quarterly reports shall be given by the following teams: pastoral staff, deacons, trustees, financial secretary and treasurer and others committees deemed necessary.
- 12.2.c Special Business Meeting. Special business meetings may be called by the Pastoral Staff and/or Deacons' Board.
- 12.2.d Quorum. At any regular business meeting or special business meeting, one third of adult members in good standing present shall constitute a quorum.
- 12.2.e Voting Age. Only members eighteen (18) years of age and above shall be eligible to vote. Only members twenty-one (21) years of age and above shall be eligible to vote on corporate matters such as buying, selling, or mortgaging of property, or election of trustees.

## 12.3 RULES OF ORDER

- 12.3.a The ordinary rules of deliberative assemblies shall be observed in the transaction of business, as set forth in Parliamentary Law, F.W. Gregg, or Roberts Rules of Order Revised, Henry M. Roberts.

## ARTICLE XIII – ACQUISITION AND DISPOSITION OF PROPERTY AND DISSOLUTION

### 13.1 ACQUISITION AND SALE OF PROPERTY

Any business meeting at which decisions are made to buy or sell real estate or construct buildings shall be announced, and the nature of business mentioned, at all services for such time as required by the laws of the State. Any sale, purchase, acquisition, or encumbrance or any real property of the church shall be administered by the trustees following authorization by the church.

### 13.2 DIVISION

In case of organic division of the church membership, the property shall belong to those members who abide by this constitution. Should any controversy arise as to who is abiding by this constitution, the question shall be submitted to the Executive Board of the Midwest Baptist Conference and their decision shall be final.

13.3 INUREMENT OF INCOME

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, officers, or any other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

13.4 DISSOLUTION

Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation in such manner that conforms to the Code, particularly to exempt organizations under section 501(c)(3). While aware of this law, it is the intent of this corporation, that in case of dissolution, after paying all its liabilities, all the remaining church properties or assets shall be transferred to the Midwest Baptist Conference for as long as it qualifies as an exempt organization under Section 501(c)(3) of the Code. However, in case of disputes as to the disposition of such properties and assets, the Circuit Court of Cook County, which is the location of this corporation, shall dispose those assets as it determines according to law to a church or churches of our denominational affiliation that hold on to our doctrinal views and beliefs and are organized and operated exclusively for the same purposes.

ARTICLE XIV – GENERAL PROVISIONS

14.1 THE USE OF THE CHURCH PROPERTY AND NAME

14.1.a Use of the property for other than regularly scheduled meetings shall first be approved by the Board of Trustees.

14.1.b All gatherings off the church property held in the name of the church shall be subject to the approval of the pastor and deacons.

14.1.c No pastor or pulpit orator will be permitted to preach in the church who fails to confess clearly our Statement and Articles of Faith which was once delivered unto the saints (Jude 3). Any visiting speaker must have the approval of the pastoral staff and/or deacons' board.

14.2 CHURCH POLITY

14.2.a The church polity not treated herein shall be governed by the principles set forth in the New Directory for Baptist Churches by Edward T. Hiscox.  
(<http://www.fb institute.com/hiscox/hiscoxindex.htm>)

14.3 PAID VACATION AND SALARY

14.3.a Full-time Employees of NFBC shall have three weeks paid vacation annually.

14.3.b Part-time employees' of NFBC paid vacation and salaries are subject to approval by the Advisory Board.

14.3.c The salaries of employees shall be reviewed and determined annually by the church.

14.4 MONETARY PRINCIPLES

14.4.a The systematic giving of money for the support of the work of the Lord is worship as well as duty. It must be kept on the plane of voluntary, free-will offerings, untarnished by any hope of material gain. All members are expected to give regular financial support to the church and to the advancement of the projects it shall sponsor. In determining the Lord's portion, we believe and affirm with the Scriptures that at least one – tenth of one's income should be faithfully and cheerfully given by each one (2 Cor. 9:6-7), and many can and should give more than the tithe, for all belong to Christ ( I Chron 29:14-16; Acts 4:32-35).No monies shall be raised for the support of the church and its various activities by any but the Biblical plan of tithes, offerings, and gifts.

14.4.b A statement of giving shall be distributed at the end of each year by the Financial Team.

XV – CHURCH ORGANIZATIONS

15.1 SUNDAY SCHOOL

15.1.a The purpose of the Sunday School is to win each student to the Lord Jesus Christ as personal Savior, and to instruct him in the Word and in Christian Living, including church attendance and membership.

15.1.b All officers and teachers of the Sunday School program shall be appointed by the Christian Education Committee annually and shall be members of this church in good standing. Anyone whose conduct or teaching is considered injurious to the class, school, or church shall, upon recommendation of the Christian Education Director or the Christian Education Committee be referred to the deacons for necessary action.

15.1.c All teachers and officers must first be approved by the Christian Education Committee. Approval of the literature shall be the responsibility of the Advisory Board.

15.2 CHRISTIAN YOUTH FELLOWSHIP

15.2.a The purpose of the Christian Youth Fellowship is to win the young people to Christ as Lord and Savior and training them in proper Christian living and service.

15.2.b All officers of this fellowship shall be members of the church. Anyone whose conduct or teaching is considered injurious to the fellowship or church shall upon the recommendation of the Youth Pastor or Director, and the deacons be referred to the Advisory Board for necessary action.

15.3 SUBSIDIARY ORGANIZATIONS

15.3.a No subsidiary organization of the church shall engage in any practice or hold any policy contrary to the general position of the church itself. All officers and regular teachers shall be members of the church.

15.3.b All such organizations are self-governing, but are subject finally to the control of the church in accordance with the constitution and voted church policies.

ARTICLE XVI – AMENDMENTS AND BY-LAWS

16.1 This constitution may be amended, altered, or revised at any business meeting of the church provided that a copy of the proposed amendment has been duly publicized and proper attention given from the pulpit no less than thirty days prior to such a meeting.

16.2 The church may adopt from time to time such bylaws in amplification hereof as may be necessary or desirable, and shall provide therein for amendment of the same.

16.3 The vote to amend must carry at least a two-thirds majority of the members voting.

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