

FIRST BAPTIST
CHURCH OF TROY

**ANNUAL
REPORT**

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**Annual Meeting of the First Baptist Church of Troy
February 6, 2022**

The meeting was called to order by acting moderator Preston Edsell. Pastor Kevin Zufall opened with prayer.

The minutes of the semi-annual meeting held on November 9, 2021 are as follows:

Old Business: None

New Business- Proposed Budget

---The trustees presented the proposed budget. Comments made during the discussion: Licensing and Bulletins may change due to our needs. Under Outreach, another category was added-Samaritan Purse. There was some question about the \$400 budgeted for the Troy Christian Council. The \$10,000 that was pledged is paid in full so our budget item has been reduced.

The proposed budget was accepted. Liz Elliot/Byron Everts. Motion: Carried

---The Slate of Officers for 2022

Trustees- Rose Hall , Bob Hunter, Jack Andrus(1 year)

Board of Christian Education-Edith Bailey

Church Clerk- Shirley Forrest

Bradford Baptist Association- Edith Bailey

Troy Christian Council- Byron Everts and Charlotte McBratney

Moderator-

Treasurer- Rose Hall

Mission Treasurer- Rose Hall

Financial Secretary- Megan Terrel

Nominating Committee-Jack Andrus and Dina Zufall

Motion to accept the ballot Skip Caseman /Karl Congdon

Meeting adjourned.

Respectfully submitted,

Beverly A. Hunter

Beverly A Hunter, Church clerk

Those in attendance were Barb and Jack Andrus, Cookie and Skip Caseman, Adele Caseman, Karl Congdon, LaRue VanZile, Pastor Kevin and Dina Zufall, Susan Storch, Byron Everts, Edith Bailey, Preston and Naomi Edsell, Dean and Liz Elliott, Megan Terrel, Lewis Terrel, and Bob and Beverly Hunter.

Church Statistics for 2021:

Loss of membership through death- Ann Egli, Ona Brasington, and Richard Kenyon.

No transfers.

Loss of friends of our church family- Dale VanNoy and Margie Oldroyd.

New Members- None

Semi-annual Meeting of the First Baptist Church of Troy November 9, 2021

The following are the minutes from the annual meeting held on March 21, 2021:

Moderator Randall Baxter opened the meeting. Pastor Kevin led us in prayer.

The minutes of the previous business meeting were approved. Motion made by Liz Elliott/ seconded by Byron Everts. Motion: Carried

Comments on the annual reports

- The Troy Christian Council had a vacant position. Charlotte McBratney volunteered to fill the position.
- Liz Elliott resigned from being the financial secretary. Megan Terrel has agreed to fill this position. Liz agreed to help Megan with the transition. Megan will officially begin on April 1. Many thanks to all the years that Liz has given to us in the position. Motion made by Susan Storch for Megan to fill this position/ seconded by LaRue VanZile. Motion: Carried
- All other reports were accepted as written.

New Business

-Charlotte McBratney representing the Deacon Board will be volunteering to restart the Grapevine (the church newsletter). She is looking for several volunteers to join her. Susan Storch remarked that this newsletter is very valuable to us. It is especially needed by our shut-in and those who do not have the internet.

-Penny Green questioned having a telephone in the nursery. There already is one in the nursery that is the same line as the one in the Fellowship Hall.

-The Deacons created a telephone chain. Please note that Pat Knights also had created a chain for ABW.

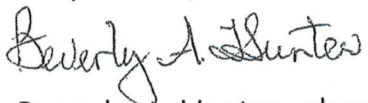
- Some questions were asked about the sound system. Dean Elliott stated the the funds for it came from the Memorial Fund.
- Pastor Kevin suggested that many are using our internet. He also suggested that we begin an Outreach Program. He is looking for a few volunteers. He

had spoken with Tina Losey at the Iron Skillet about providing mugs with our church logo on it. She said that she would be glad to use them. Mugs could have multiple uses such as filling one to take to someone we visit in the hospital, to a shut-in, etc.

- Dina Zufall has volunteered to be on the Board of Christian Education. She also has begun a Child Care service to allow children to join her for Christian education in the Fellowship Hall during Kevin's sermon. All children up to the age of 12 are welcome to join.
- New Coordinator of Fellowship Hall is Dina Zufall. Check with her if you want to schedule an activity in the hall.

Charlotte McBratney made a motion to adjourn. Seconded by Karl Congdon.
Meeting adjourned.

Respectfully submitted,



Beverly A. Hunter, church clerk

Those in attendance were Randall and Beverly Baxter, Adele Caseman, Cookie and Skip Caseman, Shirley and Ron Morse, Connie and Karl Congdon, Shirley Forrest, Lucy Green, Penny Green, Charlotte Mc Bratney, Susan Storch, Edith Bailey, Liz and Dean Elliott, Lewis Terrel, Jack and Barb Andrus, Kevin, Dina, and Josh Zufall, and Beverly and Bob Hunter.

American Baptist Women Annual Report-2021

The ABW of the First Baptist Church meet the first Wednesday of the month in the Church library. Due to the Covid19 situation, our meetings were not held regularly. We were still able to participate in many activities. The following is a list of our activities:

Blanket Sunday
Pastor Appreciation Party
Contributed to Shoe Box project
Monthly Love Gift Offering
Birthday Card Project for the Bradford County Manor
One funeral dinner
Endless Mountain Pregnancy
Troy Food Pantry
Suitcase for Brazil Mission Project
Mission trip for Haiti- \$1000
Pastor Christmas Gift

Officers for the year were
President- Pat Knights
Secretary- Beverly Hunter
Treasurer- Edith Bailey

Respectfully submitted,


Beverly A. Hunter, secretary

2021 MISSION REPORT

Budget **\$6,600.00**

Donations **100.00**

Love Gift **165.99**

Sunday School **122.00**

TOTAL UNITED MISSION BUDGET **\$6,987.99**

SPECIAL OFFERINGS:

One Great Hour of Sharing

(Blankets) **\$500.00** **\$ 500.00**

Partners In Ministry **\$1,200.00**

Niles Support **\$ 750.00**

Baptist Children Ministries **\$ 100.00**

World Mission Offering **\$ 235.00**

America For Christ **\$ 400.00**

2021 TOTAL MISSION GIVING **\$ 10,172.99**

Respectfully Submitted, **Rosalie Hall, Missions Treasurer**

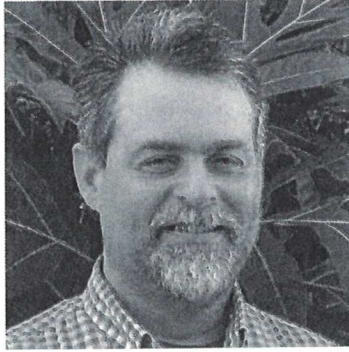
2021



GIVING

MONEY FROM OFFERING PLATE	
• JANUARY	\$26,341.00
• FEBRUARY	7,332.00
• MARCH	6,296.00
• APRIL	7,511.00
• MAY	10,469.75
• JUNE	7,051.00
• JULY	6,478.00
• AUGUST	10,413.25
• SEPTEMBER	7,593.00
• OCTOBER	9,884.35
• NOVEMBER	5,559.00
• DECEMBER	11,179.10
TOTAL MONEY FROM OFFERING PLATE	\$116,107.45
BUILDING USE	\$455.00
TOTAL GENERAL FUND DEPOSIT	\$116,562.45
MEMORIAL FUND	\$1,775.00

Submitted by Megan Terrel, Financial Secretary



Pastor's Report: 2021

Rev. Kevin Zufall,

Pastor

Every time we look back on any year of our lives we can say with confidence that God has been faithful. This is the case as we look back at the last year at Troy Baptist Church. We are still dealing with the ongoing pandemic of Covid-19, but we have been able to meet far more regularly in our beautiful sanctuary.

There have been some new ministries that have been initiated in 2021. We began a Young Adults ministry that is meeting at the parsonage on the first and third Friday of every month. Additionally, we are offering a Saturday Contemporary service that meets on the first and third Saturday at 6 PM. The Saturday Services also offer a kids program led by my wife, Dina. She pours her heart into our wonderful children for the Saturday Night Kids Program. We are seeing some people come to the Young Adults Ministry and the Saturday services that are not regulars on Sunday mornings. This means that we are reaching more people than before. May God be glorified in these new efforts.

In our Sunday Services we began a regular Scripture Reading as part of our worship. We read through the entire book of Psalms. In two separate sermon series we went through the entire book of 2 Timothy, as well as 12 weeks looking at the 12 Minor Prophets. This emphasis on Scripture is intentional. I believe that it is the faithful teaching and application of God's Word that will help us to become mature disciples.

We continue to expand our technology capabilities. We are now live streaming our services on Facebook. We have completely updated our sound system. While there have been some snags along the way, these efforts are intended to be a blessing to people within our church, and even outside of the church.

In the coming year, I would like to challenge everyone to take a look at everything that we do as a church. Ask yourself, "Are we doing this simply because we have always done it this way in the past or is this truly the best use of the gifts and talents that God has blessed our church with?"

- Pastor Kevin Zufall

Deacon's Report 2021

We met 9 times during the year as we continued to seek to bring Honor and Glory to our Heavenly father through meeting the needs of our church family and our community.

- We approved the change of Children's Sunday School from 9:45 Am to during our 11 AM service.
- Wifi was purchased for church use.
- We had Maundy Thursday, Good Friday and Easter Sunrise services.
- Approved the purchase of mugs, tee shirts and aprons to promote our church.
- Brought back the Prayer Chain, Grapevine Newsletter and Monthly Wednesday Fellowship lunches.
- Held a combined 4th of July outdoor service with East Troy Church.
- Went live stream with our Sunday Morning service.
- Launched our twice monthly Saturday Night Contemporary Services.
- Sponsored 3 Pancake breakfasts in support of our mission team to the Dominica Republic.
- Held a combined Thanksgiving Fellowship meal with East Troy Church.
- Packed 11 Christmas bags and delivered them to our Homebound folks.
- Participated in the Christmas Eve Service at East Troy Church.

Respectfully submitted,

Charlotte McBratney, Sec'y

K. Congdon, D. Elliott, L Terrel, B Andrus, C McBratney , Pastor K. Zufall

2021 Annual Report for Good Samaritan Fund

Jan. 1, 2021	Beginning Balance	\$6,481.25
	Deposits	\$2,768.00
7 Requests	Withdrawals	\$3,336.99
Dec. 31,2021	Final Balance	\$5,912.26
		Lewis M Terrel
		Treasurer

BOARD OF CHRISTIAN EDUCATION 2021

Members – Edith Bailey, chair, nominating committee; Dina Zufall; Megan Terral, secretary, college scholarship; Connie Congdon, college scholarship.

Joshua Zufall was given college scholarship funds.

Courtne Hoffman was a graduating senior; she read scripture and Joshua Zufall was the speaker for June 13th, Youth Sunday. Courtne received a gift and a reception with refreshments was held to honor her accomplishment.

Church picnic was held August 8th at Barb and Jack Andrus' with everyone bringing a dish to pass. Hot dogs, rolls, drinks, condiments, table service were provided.

Dina Zufall is now in charge of Sunday School held during church worship service and Sunday School will be held during the summer.

Funds authorized for the Young Adult "tubing down the river" and for children's ministry which takes place on Saturday night.

Fall Fellowship Party was held 10/31/21 after Halloween parade. Candy given including Christian tracts.

Church was decorated for Christmas. Christmas program on 12/19/21 included children from East Troy Baptist and birthday party for Jesus followed.

Monies from Teen committee funds were used for Operation Christmas Child postage and monthly support for Poula Mint Sidamine through World Vision.

Respectively submitted,

Edith Bailey

ANNUAL REPORT OF THE TRUSTEES – 2021

The Trustee Board consisted of Susan Storch, LaRue VanZile, Bob Hunter, Preston Edsell and Skip Caseman. One Trustee chair was vacant the entire year. The Board met on a monthly basis to discuss the business of the Church, review Financial Statements and make decisions about the Church buildings and Parsonage. Don White's office prepared the monthly Financial Statements. The major projects completed in 2021 are as follows:

- Parsonage:
 - ◇ Abma's Heating & Cooling (water softener salt) \$675.00
 - ◇ Abma's Heating & Cooling (upstairs toilet repair) \$169.39
 - ◇ Abma's Heating & Cooling (kitchen sink drain pipe leak) \$153.07
 - ◇ Lowe's – replace kitchen dishwasher \$836.98
 - Total: \$1,834.44

- Parsonage maintenance costs split 60/40 between Troy and East Troy Baptist. Parsonage utilities and office expenses split 50/50.

- Matthews Masonry repaired stone step at the Pastor's office entrance. \$650.00
- Abma's Heating & Cooling – replaced Fellowship Hall & outside cross lights \$1,033.64
- Adam Koch – electrical work on the lights for the Church sign \$150.00
- Lezzer Door installed a new latch in the Fellowship Hall Northwest door. \$375.00
- Northern Tier Tree Service – ground four (4) stumps to ground level \$480.00
- S & B Flooring replaced the carpet on the stairs at the Pulpit. \$315.80
- S & B Flooring replaced the carpet at the Fellowship Hall entrance. \$714.41
- M & M Insulation spray foam insulated the Sanctuary & kitchen subfloor. \$4,200.00
- Bristol Excavating – spread stone in the parking lot and behind Fellowship Hall \$1,350.00
- Chris Boggs - Sanctuary sound system evaluation & new equipment installation. \$6,643.98
 Pastor Kevin obtained an ABCOPAD Grant for this work in the amount of \$5,713.00 resulting in a Net cost to the Church of \$912.98.

ANNUAL REPORT OF THE TRUSTEES – 2021

- Contracted with Empire Access for Phone & Internet service. \$680.00
- Berry Enterprises – cleaned the Sanctuary carpet \$600.00
- Abma’s Heating & Cooling annual furnace & boiler maintenance work. \$451.95
- Streaming equipment desk – Chuck Bastion \$2,100.00
- Appointed Dina Zufall as Fellowship Hall Coordinator and updated use rules.
- Implemented a new policy for handling weekly tithes and offerings.
- Re-keyed the Church and Fellowship Hall door locks.
- Thanks to Rose Hall for attending the Trustee Meetings and providing guidance and support as Church Treasurer.
- Thanks to Preston Edsell and LaRue VanZile for their time and commitment serving as Trustees.
- Thanks to Don White for paying the Church bills and preparing the monthly Financial Statements.
- The Board welcomes Rose Hall and Jack Andrus (one year) to the Board of Trustees.

January 17, 2022

FIRST BAPTIST CHURCH OF TROY 2021 TREASURER'S REPORT

Tithes/Offerings	\$115,907.45	
Memorial Fund Donations	1,775.00	
Other Donations	370.00	
American Baptist Grant	5,731.00	
East Troy Reimbursements	4,835.20	
Building Use	455.00	
Interest Income	426.89	
TOTAL REVENUE		\$129,500.34

EXPENSES

PASTOR'S PACKAGE

Pastor's Salary	\$34,800.00	
Pastor Soc Sec Allowance	8,716.50	
Pastor Retirement	7,101.00	
Pastor Flexible Medical Reimbursement	2,400.00	
Pastor Travel Reimbursement	2,007.60	
Parsonage Utilities	2,425.69	
Total Pastor Salary Package		\$57,450.79

Church Home

Organist Salary	\$ 1,500.00	
Custodian Salary	6,741.00	
Social Security	630.43	
Electricity	1,886.27	
Natural Gas	4,392.63	
Water & Sewer	1,107.00	
Payroll Fees	1,152.00	
Organ/Piano Maint	515.00	
Grounds/Property Maint	12,996.90	

Property Insurance	5,147.00	
Real Estate Taxes	1,015.16	
Church/Office Supplies	2,445.93	
Post Office Box Rental	76.00	
Trash Removal	573.00	
Capital Improvements	6,386.98	
Church/Office Telephone	2,849.37	
Bank Safe Deposit Box	40.00	
TOTAL CHURCH HOME		\$49,454.67

EDUCATIONAL MINISTRY

Teen Committee Materials	607.19	
Children's Committee	68.50	
College Scholarships	300.00	
Miscellaneous	50.00	
TOTAL EDUCATIONAL MINISTRY		\$ 1,025.69

OUTREACH MINISTRY

Missionary-Gilbert Kingsley	\$ 1,000.00	
Missionary – Niles	750.00	
Troy Christian Council	400.00	
Baptist Children's Services	100.00	
North Country Baptist Youth	400.00	
ABC-United Missions Giving	6,600.00	
New Beginnings	1,500.00	
Partners in Ministry	1,200.00	
TOTAL OUTREACH MINISTRY		\$ 11,950.00

SPIRITUAL LIFE AND NURTURE

Website	\$ 691.25	
License Fees (Films and Music)	142.00	
Bulletin Inserts	288.00	
Study Materials	147.54	
Spiritual Life	97.53	
Memorial Gifts	250.00	
Guest Speakers	300.00	
Hospital, Funeral & Pancake Break	282.54	
Deacon Misc Expenses	2,411.87	
ABC Grant	6,575.21	
TOTAL SPIRITUAL LIFE AND NURTURE		\$11,185.94
TOTAL EXPENSES		\$131,067.09

Respectfully Submitted,

Rosalie Hall, Treasurer

Troy Baptist Church 2022 Budget

	2017	2018	2019	2020	2021	2022
<u>OUR PASTORAL MINISTRY:</u>						
Pastor's Salary	31,616	33,150	33,150	33,150	34,800	35,844
Social Security Allowance	4,837	5,071	5,071	5,071	5,200	6,882
TOTAL PASTOR'S SALARY	36,453	38,221	38,221	38,221	40,000	42,726
M & M Retirement	5,175	5,175	5,175	5,175	7,101	7,314
Flexible Medical Reimbursement	1,500	1,500	1,500	1,500	2,400	2,600
Reimbursement for Travel	200	200	200	200	1,200	1,200
Parsonage Utility Reimbursement	2,750	2,750	2,750	2,750	2,750	2,750
Continuing Education	200	200	200	200	1,000	1,000
Total Pastor's Package	46,278	48,046	48,046	48,046	54,451	57,590
Associate Pastor Package	24,271	25,485	26,759	9,187	-	-
Total Pastor Package	70,549	73,531	74,805	57,233	54,451	57,590
<u>OUR CHURCH HOME:</u>						
Organist's Salary	1,200	1,200	1,200	1,200	1,500	2,000
Custodian's Salary	6,420	6,420	6,420	6,741	6,741	7,000
Social Security/Medicare (Custodian)	491	491	491	515	515	535
Electricity	2,500	2,500	2,500	3,500	3,500	2,500
Natural Gas	5,000	5,000	5,500	5,500	5,500	5,000
Water and Sewer	1,000	800	800	800	1,000	1,200
Organ and Piano Maintenance	600	400	400	400	400	400
Grounds and Property Maintenance	5,000	10,000	10,000	10,000	10,000	10,000
Insurance Expense	7,500	7,500	7,500	7,500	5,500	5,500
Real Estate Taxes	900	950	1,000	1,100	1,100	1,100
Church and Office Supplies	3,000	3,000	3,000	3,000	3,000	3,000
Trash Removal	600	600	600	600	750	650
Capital Improvements	12,000	6,600	6,600	10,000	10,000	10,000
Telephone (Church/Office)	1,200	1,400	1,400	1,400	2,000	2,000
Payroll Fees/Accounting Service		1,100	1,200	1,200	1,200	2,400
Miscellaneous						500
TOTAL CHURCH EXPENSES	47,461	47,961	48,611	53,456	52,706	53,785
<u>OUR EDUCATION MINISTRY:</u>						
Church Library	200	200	150	150	150	150
Teen Committee/Young Adults	400	400	400	400	400	400
Children's Committee (Easter/Christm	175	200	200	200	200	200
Camping Scholarships	800	1,000	1,000	1,000	1,000	500
Leadership Training (Workshops, etc)	50	50	50	50	50	50

College Scholarship Fund	900	900	600	600	600	600
Miscellaneous(Christmas Tree, etc)	300	300	300	300	300	300
Saturday Night Kids						500
TOTAL EDUCATION MINISTRY	2,825	3,050	2,700	2,700	2,700	2,700

OUR OUTREACH MINISTRY

Support for Gilbert Kingsley	1,000	1,000	1,000	1,000	1,000	1,000
Troy Christian Council	2,400	2,400	2,400	2,400	2,400	400
Bradford Baptist Association	450	450	450	450	450	450
Baptist Children's Service	100	100	100	100	100	100
Bradford Baptist Youth	300	300	300	300	300	300
North Country Baptist Youth Ministries	400	400	400	400	400	400
ABC-United Mission Giving	6,600	6,600	6,600	6,600	6,600	6,600
New Beginnings	1,800	1,800	1,800	1,800	1,800	1,800
Wayne & Katherine Niles Ministries	750	750	750	750	750	750
Partners in Ministry	1,200	1,200	1,200	1,200	1,200	1,200
Samaritan's Purse						400
TOTAL OUTREACH MINISTRY	15,000	15,000	15,000	15,000	15,000	13,400

OUR SPIRITUAL LIFE AND NURTURE:

OUTREACH:

Website	325	325	300	300	700	700
Licensing fee(music and film)	225	225	200	200	300	350
	313	125	100	100		
Bulletin Inserts	600	350	350	350	200	225

EVANGELISM & DISCIPLESHIP:

Study Materials	300	200	200	200	200	200
Seminar	500	400	0	0		

DEACON FUND

Shut-in Ministry	250	150	150	150	-	-
Memorial Gifts	150	250	250	250	250	250
Card Ministry	200	150	150	150	100	100
Guest Speakers	300	300	1,800	1,800	500	500
Music	200	300	300	300	300	300
Pastoral Hospitality Funds	200	100	100	100	300	300
Hospitality/Funeral/Breakfasts	700	600	600	600	600	600
Outreach			2,000	2,000	2,000	2,000

TOTAL SPIRITUAL LIFE AND NURTURE	4,263	3,475	6,500	6,500	5,450	5,525
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Budget Total	140,148	143,017	147,616	134,889	130,307	133,000
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Constitution and By-Laws of the First Baptist Church of Troy, Pennsylvania

PREAMBLE

Resting our faith wholly in the Lord Jesus Christ for our salvation, a free gift of God, believing in the principles and teachings of God's Holy Word, we, as Christians, called Baptists, believe in

1. The preeminence of Jesus Christ as our divine Lord and Master, and head of the Church.
2. The Bible as the revealed Will of God and as our authoritative and sufficient source of faith and practice.
3. The sovereignty of God over the human soul and the right of responsible interpretation by the individual in direct approach to God.
4. The Church as the body of Christ having a regenerate membership.
5. The necessity of keeping the Church free from interference by the civil government.
6. The beautiful and symbolic ordinances of believer's baptism and the Lord's Supper observed, in obedience to the command of Christ.
7. The complete independence of the local Church and its interdependence in associated fellowship with other Baptist Churches.
8. The solemn obligation of majority rule, guaranteeing equal rights to all.
9. The spiritual unity of all believers, for which the Lord Jesus Christ so earnestly prayed.
10. A spirit of missionary fervor in obedience to the final command of Christ to share the Gospel with the whole world.

We therefore join ourselves together as a body of believers in Jesus Christ and adopt for our government, plan of worship, and service, the following articles:

ARTICLE I: NAME

This Church Shall be called the First Baptist Church of Troy, Pennsylvania.

ARTICLE II: PURPOSE

This Church exists to be the visible presence of Jesus Christ in our community and our world. That is, to call all people to accept God's rule, to receive His salvation through Jesus Christ, to enter His fellowship and to give our lives in obedient service. We shall seek to fulfill this purpose through the public worship of God, through the preaching of the Gospel, through a program of Christian education that will equip members for ministry, through the consistent Christian witness of its members through the promotion of world-wide missionary endeavors, and through meeting human needs in the name of Jesus Christ.

ARTICLE III: DENOMINATIONAL COOPERATION

Section 1. This Church shall cooperate with the Bradford Baptist Association, the American Baptist Churches of Pennsylvania and Delaware, and the American Baptist Churches in the United States.

Section 2. In the event of a decisive split in the Church over affiliation with these denominational groups, that portion, whether the majority or the minority, which continues its affiliation with the Bradford Baptist Association, the American Baptist Churches of Pennsylvania and Delaware, and the American Baptist Churches in the United States of America, shall have all legal rights to the title and property of the Church.

Section 3. If the Church should cease to exist as an active functioning organization, the property of the Church shall revert to the American Baptist Churches of Pennsylvania and Delaware.

ARTICLE IV: MEMBERSHIP

Section 1. Qualifications - Any person professing faith in Jesus Christ as God's only begotten Son and their personal Lord and Savior, who is in accord with the faith and practices held by this Church, who has had a sufficient period of instruction and orientation, and who has been interviewed by the Pastor and Deacons as to their beliefs may qualify for membership.

Section 2. Methods of Reception

- A. By confession of faith in Jesus Christ as Savior and Lord followed by Baptism.
- B. Letter of transfer and recommendation from a Church of like faith and practice.
- C. By Christian experience. Applicants who once held membership in another church and have been baptized as a believer, but due to a peculiar circumstance, do not have a letter of recommendation and transfer, may be received into membership upon giving satisfactory evidence of Christian conduct and a Biblical faith.
- D. By restoration. Any who were placed on Watch-Care status may be restored on a reaffirmation of faith and upon giving satisfactory evidence of a change of heart, Christian conduct, and Biblical faith.

Section 3. Procedure for Admission - Candidates shall meet with the Pastor for a period of instruction and/or orientation. A candidate shall meet with the Board of Deacons to discuss his belief. The Board of Deacons shall recommend to the Church that the candidate has been accepted. If the candidate has not been baptized previously, a special service shall be held for this purpose. Each person shall be enrolled as a member after his approval by the Church and his baptism as a believer.

Section 4. Expectations of Faithful Members (Members in Good Standing) - All members ought to be able to simply state what being a Christian means to them. They shall give satisfactory evidence of a Biblical faith and Christian lifestyle. They shall have discussed the Church Covenant and agreed to it in both letter and spirit. They are expected to support the Church with their presence, prayers, participation, and giving.

Section 5. Watch-Care Members - When members have made no contact with the Church either by their attendance at Church services, or by contributing to the Church's support and ministry for more than one year and have not responded to the efforts by the Church to reactivate themselves, they will be notified that they have been placed on the Watch-Care List. This means only that their names will not be included in computing the correct membership statistics; and they may not vote on any matters of business pertaining to the Church. The Church still considers itself responsible to aid the spiritual and material well-being of these members and will continue to pray for them and strive to restore them as members in good standing.

Section 6. Dismissal of Members

- A. By death.
- B. By letter of transfer and recommendation to some other Christian Church.
- C. By erasure. Those who request in writing to the Church to be so dropped; those who have joined another Church without requesting a Letter of Transfer.

Section 7. Church Covenant - This Church has adopted the following covenant as a means by which its members may express their intent to accept the Lordship of Jesus Christ in the life of the Church and in the affairs of daily life:

Having been led as we believe by the Holy Spirit to receive Jesus Christ as our Lord and Savior and on the profession of our faith, having been baptized in accordance with Christ's command, and having learned that the Christian life cannot be lived in our own strength, but only as we allow Christ to live his life through us, we do not most solemnly and joyfully affirm our covenant with God and each other.

We pledge to serve Christ in the fellowship of this congregation. We shall endeavor to love one another as Christ loves us; to remember one another in prayer, to share in each other's joys, and to sustain one another in times of distress; and to forgive one another even as God has forgiven us. We aspire to be a fellowship of concerned believers, where the lost may find Jesus Christ, sinners may find pardon, seekers may find meaning and fulfillment for their lives, and where all who come may find welcome.

We shall endeavor to be responsible believers through faithful participation in worship and the Church's programs, and through cheerful giving in support of the Church's ministries.

We shall seek to be obedient to Christ in our daily living. Within our homes, in our work, and while at leisure we shall strive for attitudes and actions which will reflect God's Spirit working in and through us.

Believing that our bodies are temples of the Holy Spirit, we shall engage in only those activities which promote our total well-being to the glory of God.

We believe that our call to be a church is a call to be witnesses for Christ in our community and the world. We shall strive for justice, freedom, peace, and love for all people.

We see Christianity as being world-wide in scope and as such, we will support its outreach into all the world.

We agree that we will cooperate with our Lord and with one another that He may move us toward these spiritual goals.

ARTICLE V: OFFICERS

Section 1. The Officers of this Church shall be as follows:

- A. A Pastor to be chosen and called by the Church whenever a vacancy occurs. He shall be a believer in and preacher of the Gospel, and of the basic doctrine of faith as held by the Baptist Denomination. He shall cooperate with the local work of the denomination and the American Baptist Churches of Pennsylvania and Delaware, and the American Baptist Churches in the United States of America.
- B. A Moderator, a Church Clerk, a Financial Secretary, a Treasurer, a Missionary Treasurer, and a Representative to the Board of Directors of the Bradford Baptist Association, all to be elected at the Annual Meeting for a term of one (1) year.
- C. The Diaconate Board shall consist of nine (9) members, three of which shall be elected at the annual meeting for a term of three (3) years.
- D. The Board of Trustees and Christian Education shall consist of six (6) members respectively, two (2) of whom shall be elected at the annual meeting for a period of three years.
- E. The Church School Superintendent shall be elected at the annual meeting to serve for a term of three (3) years.
- F. There shall be two (2) representatives to the Troy Christian Council with one (1) being elected at the annual meeting for a term of two (2) years.

Section 2. Requirements for Officers

- A. All officers shall be members in good standing, giving evidence of a living faith, indicating a desire to give of their time and talent in cooperation with others to fulfill the duty of their office, and be elected by ballot at the annual meeting of the Church.
- B. All Officers shall be informed as to the duties pertaining to their respective offices. Each Board shall, unless otherwise provided in this constitution, elect its own chairman at the first meeting following the annual election and meet regularly at a stated time, to be decided upon by the group.
- C. All officers shall assume office at the beginning of the calendar year of the Church.
- D. All officers shall be elected for not more than two (2) terms of office to succeed themselves, except the Church Clerk, the Financial Secretary, the Treasurer, the Missionary Treasurer, and the Representatives to the Board of Directors of the Bradford Baptist Association.
- E. All officers may not hold more than two (2) elected offices of the Church at one time.
- F. Any officer, who, for a period of three (3) months, shall fail to faithfully perform the duties pertaining to his office without reasonable excuse, thereby automatically vacates said office.
- G. The Church has the power to remove from office, any officer or committee-person.
- H. Resignation of officers should be in writing to the Church and be effective on the date specified in the resignation.

ARTICLE VI: DUTIES OF OFFICERS

Section 1. Duties of the Pastor - The Pastor shall preach and conduct public worship services, administer the ordinances, watch over the membership to promote their spiritual interests in the Church, and organize and develop its strength for the best possible service to the membership and the community as well. He shall perform the duties common to the office of the Pastor; he shall visit the sick, make contact with the spiritually needy, invite prospects into the Church membership, and provide a Discipleship Class for the training of new members. He shall be a member of all boards and committees of the Church and its auxiliary organizations as an ex-officio member.

Section 2. Duties of the Moderator - The Moderator shall be responsible to see that the Church conducts its affairs in accordance with its Constitution and By-Laws. The Moderator shall preside at all business meetings of the Church and other occasions as requested.

Section 3. Duties of the Diaconate Board - This Board shall in very way assist the Pastor in his work, encourage newcomers, and consider with him, all applicants for church membership and requests for dismissal. The Board shall be responsible for encouraging the faithful fulfillment of the Church Covenant among the membership. They shall work with the Pastor in visitations, planning for worship, and in the observance of our Church's ordinances. In the Pastor's absence, they shall arrange for a suitable replacement. They shall act as the Personnel Committee confirming all Committee appointments unless otherwise stated. The Board shall administer the Good Samaritan Fund, a special account used to help meet emergency needs within our Church family. Assistance from this fund will be confidential, with a reporting to the Church only of the total income and total amount expended.

Section 4. Duties of the Board of Trustees - The Board of Trustees shall hold in trust all property belonging to the Church and shall take all necessary measures for its protection, management, and upkeep. It shall designate the bank where the funds of the Church shall be deposited. All bills authorized by the Church shall be approved by the Board of Trustees before payment is made. It shall secure a caretaker and organist, at such a salary as is authorized by the Trustees, and secure from them acceptable services. It shall perform such duties as are imposed upon it by the Church and by the State of Pennsylvania. The Board of Trustees, with the assistance of the Diaconate Board, shall secure the necessary funds to meet all expenses within the budget as adopted to maintain and advance the work of the Church. It shall, at least one month before the annual Every Member Canvas, present to the Church for its action, an itemized budget of the Church expenses and quota for its missionary giving.

Through an Enlistment Committee they shall be responsible that all resident members receive a box of Church envelopes and a copy of the annual budget, and that the non-resident members receive pledge cards and a copy of the budget.

Section 5. Duties of the Church Clerk - The Church Clerk shall keep accurate minutes of the business proceedings of the Church including the reception and dismissal of members, deaths, and baptisms; keep a complete role of the members of the Church and their addresses; receive and issue letters relative to the Church membership and dismissal; assist in preparing denominational reports; and carry on the official correspondence of the Church. He is to serve as an ex-officio member of the Diaconate Board.

Section 6. Duties of the Financial Secretary - The Financial Secretary shall receive and record all monies coming into the Church and turn the same over to the Treasurer. He shall keep a record of all pledges and send out semi-annual records of giving to all members. He shall turn over his books to the Auditing Committee once a year for auditing of his records or more often if so requested by the Church. He shall deliver immediately to his successor all books and records in his possession.

Section 7. Duties of the General Treasurer - The General Treasurer shall be custodian of all monies contributed for the general expenses of the Church. All disbursements shall be authorized by the Church, and payments of all bills shall be by check after having been approved by the Board of Trustees. The Treasurer shall present to the Church at its quarterly and annual business meetings, or more often if so requested, an itemized report of receipts and present his books to be audited at the close of the fiscal year, or more often if so requested by the Church. He shall deliver immediately to his successor all books and records pertaining to his office. The Treasurer shall be an ex-officio member of the Board of Trustees.

Section 8. Duties of the Missionary Treasurer - The Missionary Treasurer shall receive from the Financial Secretary all designated missionary funds and shall pay monthly by check as authorized by the Church. He shall keep account of special offerings for missions. He shall present in writing to the Church at its quarterly and annual business meeting, an itemized statement of receipts and disbursements. He shall present his books to be audited at the close of the fiscal year, or more often if so requested by the Church. He shall deliver immediately to his successor all books and records pertaining to his office.

Section 9. Duties of the Board of Christian Education - The Board of Education shall unify, supervise, and promote all educational interests of the Church, including the Sunday School, Vacation Church School, Baptist Youth Fellowship, and all other groups and classes operating in the field of Christian education. It shall appoint, subject to ratification by the Church, all Sunday School and Vacation Church School officers not elected by the Church; all teachers, advisors, counselors, club leaders, and all other needed workers. It shall promote study classes for the training of workers in the field of Christian education, personal evangelism, missions and such other classes as the Church may request. It shall supervise the grading of the Sunday Church School, encourage regularity of attendance, the follow-up of absentees, prompt visitation of the homes of newcomers, and recommend ways and means of building up the school.

Section 10. Duties of the Sunday School Superintendent - The Superintendent of the Church School, in cooperation with the Board of Christian Education, shall have general supervision of the Church School Program. This includes such matters as coordinating Church School openings; seeing that classes have proper instructional materials; serving as a member of the Board of Christian Education and its committees for the advancement and improvement of the Christian Education programs.

Section 11. Duties of the Troy Community Christian Council Committee - The Pastor, with two (2) elected representatives, shall attend the meetings of the Troy Community Christian Council, to make known to the Council the cooperative spirit of the members of this Church in church community programs. They shall cooperate in the planning of and participation in the World Day of Prayer Services, the Lenten Services, Daily Vacation Bible School, the Thanksgiving Services, Christmas Services, and other meetings that the Church shall authorize. These members shall bring back reports, details, and publicity about these meetings to be included in the Church calendar of events.

Section 12. Duties of the Representative to the Board of Directors of the Bradford Baptist Association - This person shall, with the Pastor, attend the meetings of the Association's Board of Directors. They shall cooperate in the planning of and encouragement of our Church's participation in programs with other churches in the Bradford Baptist Association.

ARTICLE VII: CHURCH MEETINGS

Section 1. The Church year shall begin January 1 and close December 31.

Section 2. The Church shall have two (2) regularly scheduled meetings per year.

A. A meeting shall be held on the first Sunday of February at which time yearly reports from all Boards and committees, and from each officer not included in Board reports, shall be given, plus any other pertinent business.

B. The second business meeting shall be held on the first Sunday of November at which time the budget shall be presented and the slate of Church officers shall be elected, plus any other pertinent business.

Section 3. The Church shall meet each Sunday for the public worship of God and may hold other services during the week for Prayer and Bible Study.

Section 4. The Ordinance of the Lord's Supper shall be observed at the morning worship service every other month, except as otherwise provided by the Church.

Section 5. Special meetings of the Church shall be called by the Pastor, the Moderator in the absence of the Pastor, the Diaconate Board, or by a petition drawn up by a quorum of the Church and read by the Clerk from the pulpit. Notice must be given on the two Sundays preceding the meeting and the purpose for which the meeting is called. The meeting shall not be conducted without a quorum. A quorum consists of fifteen (15) members in good standing.

ARTICLE VIII: CALLING A PASTOR

Section 1. When it is necessary to call a Pastor, the Church shall select a representative Pulpit Committee of five members plus two alternates. It shall be the duty of the committee to take necessary steps to secure a Pastor. The committee shall investigate the merits of every candidate under consideration in regard to their personal character, education, ministerial record, denominational cooperation, and preaching ability in determining their fitness for said pastorate. When a suitable candidate is found, the committee shall recommend the candidate to the Church for consideration.

Section 2. The call of a Pastor shall come before the Church at a specially called meeting. A vote of at least three-fourths of the members present shall be necessary for a call and a quorum shall be necessary to vote. One candidate shall be heard and a vote taken before another can be considered. The vote shall be by written ballot.

Section 3. The Pastor shall be called for an indefinite period of time. The salary shall be fixed at the time of the call and may be changed by vote of the Church at any regular business meeting, providing that such change has been considered by the Board of Trustees. The Pastor shall be given an annual vacation of one month with full salary.

Section 4. Termination of Pastorate. The term of office may be ended upon thirty days written notification on the part of the Pastor. On the part of the Church, a notice of ninety days shall be required. Reasons for such action by the Church shall be presented at a specially called meeting, and a vote taken. A vote of three-fourths ($\frac{3}{4}$) of a quorum of the active membership of the Church shall be necessary to make the decision. In this case, a quorum shall consist of at least fifty-one (51%) percent of the total faithful members as defined in Article IV, Sections 4 and 5.

ARTICLE IX: COMMITTEES

Section 1. Nominating Committee - A Nominating Committee shall consist of 5 members plus the Pastor and the Moderator (who will act as Chairperson) both serving as ex-officio members. This committee shall prepare a slate of candidates to fill elected church officers as they become vacant.

They shall select candidates who are church members in good standing and who show a clear commitment to Christ as well as the present and future mission of His Church. They shall interview all potential candidates to determine their willingness to serve according to the duties of the office for which they are being considered.

This committee shall be selected as follows: The Deacons, Trustees, and Board of Christian Education shall each propose a person from their respective boards. The remaining 2 members shall be proposed by the acting Nominating Committee. These 5 names shall appear on the Church ballot and are to be approved by majority vote of the Church membership present and voting at the November business meeting.

Members of this committee shall serve for a one year term.

Section 2. Standing Committees - Standing Committees shall be appointed by the Pastor with the approval of the Diaconate Board. The following named committees plus any others deemed necessary shall constitute the Standing Committees: Auditing, Music, Evangelism, Hospitality, Flower, and Historical. These Committees shall be reorganized annually.

Section 3. Duties of the Standing Committees

- A. The Auditing Committee shall audit all financial records of the Church and Church organizations and shall make a written report to the Church at its regular business meeting in February.
- B. The Evangelism Committee shall work in cooperation with the appropriate church boards to plan and promote programs of evangelistic outreach into the community.
- C. The Music Committee shall work in cooperation with the Pastor and appropriate boards to provide for our Church's music ministry. Areas of responsibility include the appointing of an organist for worship services, the organization of all choirs, and the approval of choir directors, and the purchasing of music within the budgeted guidelines.
- D. The Flower Committee shall be responsible for all floral arrangements in the Church sanctuary.
- E. The Hospitality Committee shall solicit greeters to welcome all worshipers and also help plan for church socials such as: church dinners and fellowship hours following Sunday worship, Church receptions, and funeral dinners.
- F. The Historical Committee shall collect and keep all items of historical significance pertaining to the life and witness of our Church. This Committee is authorized to store any such materials they deem necessary with the American Baptist Historical Society.

ARTICLE X: LICENSING AND ORDAINING

Any member giving evidence of a call to preach may make application to the Diaconate Board to become a licensed lay speaker. After being approved by the Board, a two week notice shall be made to the Church, announcing his application and his plans to speak. The candidate will preach at a Sunday morning service and shall be voted upon immediately following the service. He or she will be confirmed by a three-fourths ($\frac{3}{4}$) vote of the members present. In addition, we shall be in full agreement with the ordination standards and procedures as followed by the American Baptist Churches, U.S.A. Any person seeking to be ordained into the Gospel Ministry will be instructed to follow the guidelines established by the A.B.C.-U.S.A.

ARTICLE XI: APPEAL

Any appeal to the Church to re-examine a decision of the Church or its Boards may be made at any regular Church meeting. The Appeal shall be handed to the Moderator, Pastor, or Clerk in writing at least two weeks in advance of the meeting. The Appeal shall be read to the meeting by the Clerk unless it be a personal matter to the Clerk; then the Moderator shall read it. The one appealing must be present and shall be allowed to state his own case and be examined by the Church. This decision of the Church shall be final.

ARTICLE XII: AMENDMENTS

The Constitution may be amended at any regular or called business meeting of the Church by a three-fourths ($\frac{3}{4}$) vote of those present and voting, provided a quorum is present and voting, and that notice of such amendments, stating the proposed change, shall have been given from the pulpit on two successive Sundays and written notification to all resident members ten days prior to the meeting.

ARTICLE XIII: RULES OF ORDER

Except as otherwise specified, Robert's Rules of Order shall be the standard rule of procedure for all business meetings of this Church. A simple majority shall be required for decision except as otherwise provided.