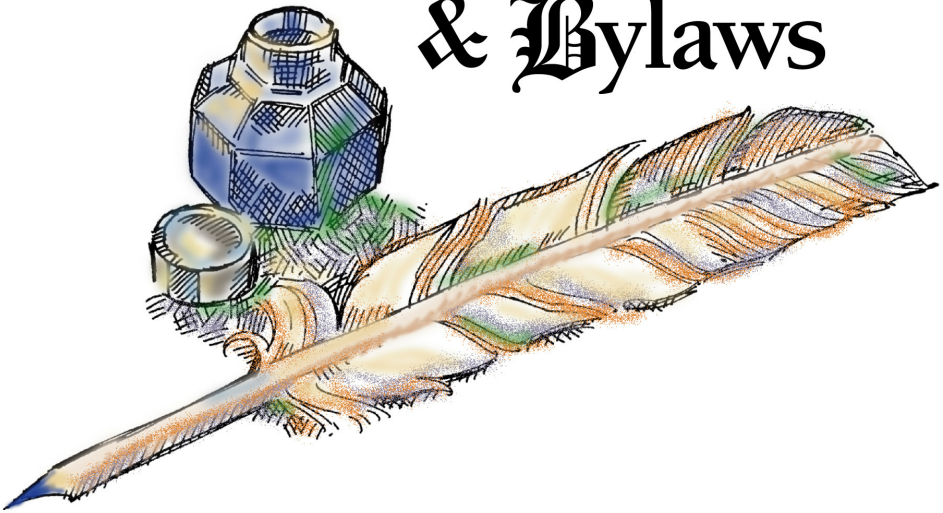


Church Constitution & Bylaws



March 2022 Edition



ARTICLE I: ORGANIZATIONAL STRUCTURE

SECTION A: ORGANIZATIONAL NAME

The corporate name of this organization is the **FIRST BAPTIST CHURCH of Monongahela City, Pennsylvania.**

SECTION B: ORGANIZATIONAL OBJECTIVES

The objectives of this church shall be to hold regular and special meetings for the purpose of developing the Christian life of the members, salvation of the lost, the joining of our forces in Christian service and the spreading of the Gospel throughout the world.

SECTION C: ORGANIZATIONAL POLICY

The government of this church shall be vested in the body which composes its membership. It shall, however, maintain affiliation and cooperation with the Pittsburgh Baptist Association and the American Baptist Churches, USA.

SECTION D: ORGANIZATIONAL MEMBERSHIP

Part 1. The members of this church shall be:

- Such persons as confess Jesus Christ to be their personal Savior from sin and Lord of their lives, and having made a public profession of this and having been baptized by immersion;
- Those who have been received by vote of the church on presentation of letter and/or satisfactory proof that they have been immersed members of some other Christian church;

Part 2. All such persons shall be received into membership upon the recommendation of the Board of Deacons and subsequent vote of the church membership.

SECTION E: ORGANIZATIONAL DOCTRINE

Part 1. We accept the Scriptures of the Old and New Testaments as the divinely inspired and revealed Word of God and as our only rule of faith and practice.

Part 2. We accept the following Church Covenant as a Summary of the principles for Christian conduct Among our members:

- Having been led as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and, on the profession of our faith, having been baptized in the name of the Father and of the Son and of the Holy Spirit, we do now, in the presence of God and angels, most solemnly and joyfully enter into a covenant with one another, as one body in Christ.
- We engage, therefore by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to maintain its worship, ordinances, discipline and doctrines; to give it a sacred pre-eminence over all institutions of human origin; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church; the relief of the poor and the spread of the gospel through all nations.
- We also engage to maintain family and personal devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world;

- To be just in our dealing, faithful in our engagements and exemplary in our deportment; to avoid all tattling, backbiting and excessive anger; and to be zealous in our efforts to advance the Kingdom of our Savior.
- We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in 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 rules of our Savior to secure it without delay.
- We moreover engage that, when we move from this area, we will, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

Part 3. We further declare our belief in the following:

- The Trinity of God
- Inspiration of Scriptures
- Total Depravity of Natural Man
- The Virgin Birth of Jesus Christ
- His Blood Atonement
- His Bodily Resurrection
- Personal and Imminent Return of Christ
- Person and Work of the Holy Spirit
- Eternal Security of the Believer
- The Separation of Church and State
- The Autonomy of the Local Church
- Worldwide Missions – the Obligation of Every Church
- A Regenerated Church Membership
- Personality of Satan

- Justification by Faith
- The Reality of Heaven and Hell
- The Priesthood of the Believer
- Two Ordinances Only:
 - 1. Baptism by Immersion
 - 2. The Lord's Supper

ARTICLE II: CHURCH OFFICERS

SECTION A: OFFICE OF PASTOR

The pastor shall be called by a two-thirds (2/3) majority vote of the members present and voting at a meeting called for that purpose, notice of which shall have been given from the pulpit and at least two weeks previous. The pastor shall perform those duties common to Baptist Churches, serve as a leader of the church, preach in the regular worship services of the church, administer the ordinances of the gospel, visit the sick and those in bereavement. He shall preside at all business meetings of the church and be recognized as an ex-officio member of all boards and committees of the church. Either party may dissolve the relationship by giving two (2) months' notice.

SECTION B: OFFICE OF CLERK

The church clerk shall be elected at the annual meeting of the church to serve for one year. It shall be the duty of the clerk:

1. To keep a record of all motions made during all business meetings of the church and their dispositions. When 2/3 vote required; all "discussions" should be recorded;

2. To present previous minutes at the annual church meeting, record membership and baptism;
3. To prepare the Church Letter and Annual Report that is to be sent to the clerk of the Pittsburgh Baptist Association following its approval by the Church;
4. All books, records and papers used by the clerk will be stored in the church safe, and only the church clerk can give permission to remove them.

SECTION C: OFFICE OF FINANCIAL SECRETARY

The financial secretary shall be appointed by the Board of Trustees of the church to serve at the direction of the Trustees until such time as a vacancy occurs. It shall be the duty of the financial secretary:

1. To receive all moneys of the church;
2. To make a record of and bank deposit within two working days;
3. To make a report of the amount of the current expense, benevolent and special fund moneys to the treasurer of the church;
4. To provide, upon request, an annual financial record of giving for those making said request.

SECTION D: OFFICE OF CHURCH TREASURER

The church treasurer shall be elected at the annual meeting of the church to serve for one (1) year. It shall be the duty of the treasurer:

1. To receive from the financial secretary a report of the monies received from all sources:
2. To make and maintain a record of all expenditures:
3. To pay all bills authorized by the Trustees and/or the church body. Two signatures required when the amount is over \$1,000.00;
4. To give a monthly report to the Board of Trustees;
5. To prepare a written report for all quarterly and annual business meetings of the church

A copy of the quarterly financial statement shall be made available to the members of the congregation at least one week prior to the quarterly business meetings of the church.

ARTICLE III: CHURCH BOARDS

SECTION A: COMMON REQUIREMENTS

All church boards shall be required:

1. To select their own officers, i.e., Chair, Secretary, etc., except as otherwise provided, such as Board of Christian Education;
2. To have regular monthly meetings;
3. To maintain written records of said meetings;
4. To provide a report at each quarterly business meeting of the church;

5. To provide a written report to be included in the church's Annual Report;

6. Any action by a board shall be subject to review and approval of the church body in a regular or special called meeting.

SECTION B: BOARD OF CHRISTIAN EDUCATION

There shall be a Board of Christian education consisting of eight (8) elected members, the Church School Superintendent and one (1) member appointed by the Music Committee. The eight members shall be elected by the congregation as follows:

- Board Chairman, elected for a two-year term
- Adult Work Chairman
- Youth Work Chairman
- Children's Work Chairman
- Leadership Education Chairman
- Missionary and Stewardship Chairman
- Camping and Conference Chairman
- Church Historian

Of the above, all except the Board Chairman shall be elected, two (2) each year, for a three (3) year term. None of these, having served two full consecutive terms, shall be eligible for re-election for a period of at least one year.

The Board shall:

1. Recognize that each member is responsible for the area to which he has been elected with the further responsibilities as appointed by the board;

2. Be responsible for the organization and administration of the entire education program of the Church and Sunday School;
3. Be responsible for developing and interpreting to the constituency of the church all educational objectives and goals;
4. Be responsible for studying the educational needs of the church, making the necessary arrangement and provisions to meet these needs to include making decisions concerning the establishment of additional classes, organizations or special education programs such as leadership or mission schools;
5. Be responsible for discovering, enlisting, training and certifying all educational church workers not otherwise elected or provided for by the action of the church;
6. Be responsible for evaluating, establishing and approving the curriculum of the educational program;
7. Appoint one (1) member to the Nominating Committee;
8. To present a report at each Quarterly Business Meeting;
9. To present a written report to the church at the end of the fiscal church year to be included in the Annual Report.

SECTION C: BOARD OF DEACONS

There shall be a Board of Deacons consisting of twelve members, with qualification as stated in 1 Timothy 3:8-15. The term of office shall be for three years, with four deacons to be elected annually.

A member of the Board may serve two consecutive terms, but no member of the Board, having served two (2) consecutive full terms, shall be eligible for re-election for a period of at least one (1) year. This Board shall:

1. Having general oversight of the spiritual life of the church;
2. Assist the pastor in the performance of his duties;
3. Provide speakers for the preaching services of the church in the absence of the pastor;
4. Control the spiritual and moral use of the church property;
5. Provide Christian discipleship and ministry to the church constituency;
6. Help with male baptismal candidates;
7. Determine the disposition of excess moneys in the Mission Fund;
8. Along with the pastor, consult with applicants for church membership and recommend them for church membership;
9. Serve communion each month as part of the church's worship service;
10. Serve communion each month to shut-ins and those in the hospital;
11. Visit those of our membership in a shepherding capacity;
12. Visit non-members who regularly attend services for encouragement;
13. Have full charge of the Fellowship Fund;

14. Meet with the pastor of the church at stated monthly meetings;
15. Appoint two (2) Board members to serve on the Music Committee:
16. Appoint one (1) Board member to serve on the Nominating Committee;
17. Appoint one (1) from the church body to the position of Head Usher;
18. Appoint three (3) from the church body to the Flower Committee;
19. Present a report to each Quarterly Business Meeting;
20. Present a written report to the church at the end of the fiscal church year to be included in the Annual Report;
21. Meet at least one month in advance of the First Quarterly Business Meeting and place on the Inactive Roll of the church those members who have not attended any regularly scheduled Worship Service for a period of one year without a valid excuse submitted to the Board of Deacons. A member who is shut-in or contributes regularly to the church will be considered active. Those being considered for placement on the inactive list shall be notified, if possible, at least thirty (30) days prior to the Board's action. An inactive member may be returned to the active roll by signifying his/her intention to resume active attendance or by action of the Board of Deacons after regular attendance has become apparent. The above action is at the discretion of the Board of Deacons. Those placed on the inactive list shall not be eligible to participate in any voting process until re-established by the Deacons to an active status;

22. Every five (5) years, on years ending with 0 or 5, the Board of Deacons shall appoint a church member to examine the inactive membership rolls to make a list of all who have not in the last five (5) years shown interest in the church by:

- Attendance; and/or
- Contributions.

A reasonable attempt should be made to contact these people by mail if possible. The results of this survey is to be given to the Board of Deacons for approval and made part of the church record.

SECTION D: BOARD OF DEACONESSES

There shall be a Board of Deaconesses consisting of nine (9) members. The term of office shall be for three (3) years, with three (3) deaconesses to be elected annually. A member of the Board may serve two (2) consecutive terms, but no member of the Board, having served two (2) full consecutive terms, shall be eligible for re-election for a period of at least one year. The Board shall:

1. Prepare the elements for communion to include the setting in the sanctuary;
2. Do visitation (including sick or shut-in members);
3. Assist in preparing female candidates for baptism;
4. Assist the pastor of the church and the Board of Deacons in carrying out their work;

5. Appoint one (1) Board member to serve on the Nominating Committee;
6. Present a report at each Quarterly Business Meeting;
7. Present a written report to the church at the end of the fiscal church year to be included in the Annual Report.

SECTION E: BOARD OF TRUSTEES

There shall be a Board of Trustees consisting of seven (7) members. Their terms of office shall be for three (3) years; three to be elected each third year and two (2) elected at each of the other years. No member of the Board, having served two (2) full consecutive terms, shall be eligible for re-election for a period of at least one (1) year. The Board shall:

1. Hold in trust all property of the church and be responsible for the upkeep and management of the same;
2. Not sell or encumber the real estate or other property of the church unless authorized to do so by a three-quarters (3/4) majority vote of the members present and voting at a meeting of the church called for the purpose of considering the transaction. Such a meeting of the church must be called in accordance with the provision of the laws of the Commonwealth of Pennsylvania which govern the purchase, sale or encumbrance of such property. This means that legal voting age must be adhered to on voting on any of the above. Those voting must also be members of active status.
3. Be responsible for the employment, level of salary and direction of the work of the church janitor(s);

4. Be responsible for the employment and direction of the work of the church secretary(ies) on the recommendation of the pastor, to include the level of salary;
5. Make no obligation for the church in excess of one thousand five hundred (\$1,500.00) dollars, except as provided in the church budget;
6. Appoint the financial secretary;
7. Make emergency repairs to preserve the church property;
8. Appoint one (1) Board member to serve on the Nominating Committee;
9. Convene with the Chairman of the other Boards to form the Finance Committee;
10. Present a report at each Quarterly Business Meeting;
11. Present a written report to the church at the end of the fiscal church year to be included in the Annual Report.

ARTICLE IV: STANDING COMMITTEES

SECTION A: AUDITING COMMITTEE

There shall be an Auditing Committee consisting of three (3) members to be elected at the Annual Meeting of the church to serve for one (1) year. The Committee shall:

1. Make a full examination of the books, accounts and bills of the church and of the church school;

2. Make a written statement to the church at the ends of the fiscal church year, or at the close of the term of office of any officers handling church or church school funds.

SECTION B: FINANCE COMMITTEE

There shall be a Finance Committee consisting of the Board of Trustees in its entirety, the Chairman of the Board of Deacons, the Chairman of the Board of Deaconesses, the Chairman of the Board of Christian Education, Chairman of the Music Committee and the Church Treasurer. The Committee shall:

1. Elect its own chairman and reporting secretary;
2. Review the budget and expenses of the current fiscal church year;
3. Create a budget for anticipated expenses for the upcoming year;
4. Supervise any properly authorized every-member finance canvass;
5. Present a written anticipated budget for adoption, to be available to the members of the congregation at least two (2) weeks prior to the first Sunday of November and announce from the pulpit and place in the bulletin, when available, to members. The budget is to be adopted on the second Wednesday in November as outlined in the Church By-Laws;
6. Present a written adopted budget for inclusion in the Annual Report.

SECTION C: FLOWER COMMITTEE

There shall be a Flower Committee consisting of three (3) members to be appointed annually by the Board of Deacons.

The Committee shall be responsible for furnishing flowers upon the death of the following:

1. Any member of the church;
2. A parent, step-parent, son daughter or spouse of a member;
3. Flowers may be furnished upon the death of a non-member or spouse of a non-member who regularly attends or contributes to the church. This shall be at the discretion of the Committee;
4. Flowers will be furnished upon the death of a church school member, but not upon a death in the family of such a member;
5. Flowers need not be furnished upon the death of a member or relative as listed above when it obvious that the member's church connection has been severed by regular attendance at another church, with cessation of attendance and financial support to First Baptist, Monongahela, or by funeral for the member officiated by another pastor or in another church;
6. When necessary, advice may be sought from the Board of Deacons;
7. Present a report at each Quarterly Business Meeting;
present a written report to the church at the end of the fiscal church year to be included in the Annual Report.

SECTION D: MUSIC COMMITTEE

There shall be a Music Committee consisting of five (5) members, three (3) to be elected at the annual meeting of the church and two (2) appointed from the Board of Deacons.

The term of office shall be for one (1) year. The Committee shall be responsible for:

1. The hiring of the church organist or any paid musician, with salary being established in cooperation with the Board of Trustees;
2. The selection of a choir director, with salary being established in cooperation with the Board of Trustees;
3. The expenditure of moneys with prior approval of the Board of Trustees. Expenditures shall be made through the Church Treasurer;
4. Appointing one (1) member to serve on the Board of Christian Education;
5. The approval of usage of any church-owned musical instrument by any unauthorized members;
6. Being involved with music selection for all services;
7. The assurance that all copyright fees are paid;
8. Presenting a report at each Quarterly Business Meeting;
9. Presenting a written report to the church at the end of the fiscal church year to be included in the Annual Report.

SECTION E: PULPIT COMMITTEE

When the need arises, there shall be a Pulpit Committee consisting of four (4) Deacons, two (2) Deaconesses, two (2) Trustees, the Chairman of the Board of Christian Education and the Church Clerk.

The Boards of Deacons, Deaconesses and Trustees shall appoint their representatives to this Committee.

When the pulpit becomes vacant, it shall be the duty of this Committee to promptly seek out an accredited minister and present his name to the church for action. It shall be the duty of this Committee to contact and negotiate an agreement of salary, hours and benefits and mutual expectation to be presented to the church for approval.

Only one name shall be presented to the church for consideration at a time. The purpose of this provision is that prospective pastors are not put in contest with each other.

When it is necessary for the members of the Committee in the normal fulfillment of their responsibilities to incur expenses, the church will count on their good judgment that these expenses shall not be excessive.

SECTION F: NOMINATING COMMITTEE

There shall be a Nominating Committee consisting of seven (7) members chosen by the following procedure:

1. Four (4) members shall be appointed, one member from each of the following Boards: Deacon, Trustee, Deaconess and Christian Education. Each Board shall choose its own representative and give the name of said person to the Board of Deacons prior to the April Quarterly Business Meeting;
2. Three (3) members shall be elected at large from the congregation. The election shall be at the April Quarterly Business Meeting. (If not elected, Board of Deacons to appoint.);

3. The Nominating Committee will meet in May and select a Chairman.

Each member, appointed or elected, shall serve for a period of one (1) year. No member, appointed or elected, having served two (2) full terms, shall be eligible for re-election for a period of at least one (1) year.

The Committee shall first review the electoral needs for the forthcoming year. Those nominated shall be first interviewed to secure their consent to accept the office for which the nomination is made. All nominees shall be counseled as to the obligations of their potential position. Nominations from this Committee shall not be understood to prevent nominations being made from the floor for any office at the Annual Election of Officers. It is to be noted that for a member to be nominated from the floor; the nominee must either be present or the nominator must produce a written and signed statement to the effect that the nominee will accept the office for which he/she is being nominated.

The Committee shall elect its own internal officers (chairman and secretary). The Pastor shall be an ex-officio member of this Committee.

SECTION G: SOCIAL COMMITTEE

There shall be a Social Committee consisting of at least two (2) officers and several volunteers. The officers shall be appointed by the Board of Christian Education. The term of office shall be for two (2) years, one officer elected on alternating years. The purpose of said Committee is to provide the following:

1. To serve dinners for funeral services;
2. To serve the social dinners of the church;

3. To serve and help with weddings and showers when needed;
4. To care for the kitchen, including the upkeep and acquisition of equipment for preparing and serving church dinners (this is to be done with approval of the Board of Trustees);
5. To present a written report at the end of the church fiscal year for inclusion in the Annual Report.

ARTICLE V: CHURCH SCHOOL

SECTION A: CHURCH SCHOOL ORGANIZATION

There shall be a Church School organized to aid in the educational process of the church. This auxiliary structure shall have the freedom and responsibility of raising and expending its own funds.

The Church School Officers shall be as follows:

- Superintendent
- Assistant Superintendent
- Secretary
- Treasurer
- Librarian

The Church School Superintendent and Assistant Superintendent shall be elected for three (3) years. All other Church School Officers shall be elected to office for one (1) year. Each officer shall be nominated by the Church Nominating Committee for the annual election to be held the second Wednesday in November.

These officers, the pastor and the Chairman of the Board of Christian Education, as ex-officio members, shall constitute the executive staff of the Church School. The Church School Board shall be composed of all officers and teachers, will meet at least quarterly, and will act on matters relating to the teaching program and expense involved in maintaining the Church School.

The Church School Superintendent cannot be a Chairman of another Board. The Church School will present a written report at the end of the fiscal church year to be included in the Annual Report.

ARTICLE VI: CHURCH DISCIPLINE

SECTION A: DISQUIETNESS AMONG MEMBERS

Church Discipline shall follow the model formulated in Matthew 18:15-20.

1. Any member who finds fault with another is first to go to the member at fault and in Godly love inform that member of his/her misconduct. (The offended party is not to tell others or spread unfounded rumors.)
2. If the offending party does not correct the misconduct, the member who has been offended is to present the matter to the Board of Deacons. The Deacons are to investigate and provide a forum to hear both parties' views.
3. If the offense, found to be true, is not corrected after the offending party has been informed and heard by the Board of Deacons, then at the discretion of the Board of Deacons, the matter may be brought to the attention of the church body. This process must be administered in any attitude of Christian love and the goal of restoration.

4. Any member is encouraged to contact a Deacon with any problem, large or small.

SECTION B: DILIGENCE OF OFFICE

This concerns action which may be taken against a member of a Board who has been delinquent in attendance of meetings or in performance of his duties. The following steps are suggested:

1. The Board must be made aware of the member's absence or failure in performance;
2. The member is to be contacted either personally or by letter;
3. A response is to be received within thirty (30) days. If no response is received within that time, action may be initiated to remove the member from his position;
4. The Board then must make a recommendation to the church as a whole to remove the member from his position and to have the Nominating Committee provide a means for replacement.

Bylaws



BYLAWS

1. The pastor is the presiding officer at all church meetings. In the absence of the pastor, the Chairman of the Board of Deacons shall call the meeting to order, and the church shall then elect its presiding officer for the meeting.
2. The Third Quarterly Business Meeting shall be held on the second Wednesday of November and include the annual election of officers and the adoption of the new budget. Officers take office January 1. The Finance Committee of the church shall present for adoption the annual budget of the church for the coming year at this meeting. The annual meeting of the church shall be held on Wednesday following the third Sunday in January. Quarterly business meetings shall be held the first Wednesday following the third Sunday in April and November. Meetings will be held at 7:00 pm.
3. Thirty (30) members of active status, 18 years of age and older, shall constitute a quorum. Only those members of active status shall be eligible to vote. Only active members 18 years of age and older may vote.
4. Upon written request by any church board or fifteen (15) members of the church, a business meeting must be called, provided the notice and purpose of such meeting has been placed in the hands of the moderator or Church Clerk, so as to allow for public announcement of such meeting to be given two (2) weeks in advance.
5. Delegates to any association may be chosen at any regular meeting of the church by direct choice of the church or by authorizing the pastor to appoint such delegates.

6. Members to the Ordination Council of the Pittsburgh Baptist Association shall be suggested by the Nominating Committee and elected at the annual meeting.

7. Any active member may call for a ballot vote, and all questions shall be decided by a simple majority vote of those members present and eligible to vote, except for the following situations:

- The calling of a pastor shall require two-thirds majority vote of those present and voting;
- The calling of a salaried Director of Christian Education or other such full or part-time position of leadership requiring salary shall require a two-thirds majority vote of those present and voting;
- All motions concerning a building program shall require a three-fourths majority vote of those present and voting.

8. If a man shall have provided himself a spiritual leader, although no longer capable of assuming the full duties of active leadership, the Deacons may nominate him as an Honorary Deacon for life, and the congregation may elect him as such. An Honorary Deacon may not vote nor be required to attend regular meetings of the Board, but his advice may be sought as desired.

9. No one may serve on both the Board of Deacons and Board of Trustees in the same timeframe.

10. All prior rules and regulations in conflict with the fore-going are hereby rescinded.

11. Business meetings shall be conducted in parliamentary procedure in accord with Robert's Rules of Order.