

**CONSTITUTION**

**OF THE**

**FIRST BAPTIST CHURCH**

**209 N. LOUISE ST.**

**GLENDALE, CA 91206-4231**

**Revised May 3, 2015**  
**(By Laws Attached)**

## **ARTICLE I**

### **Name**

The organization shall be known as the “First Baptist Church of Glendale, California,” incorporated as a nonprofit religious institution under the laws of the State of California, and shall be governed by the following Articles and By-Laws.

## **ARTICLE II**

### **Purpose**

The purpose of this Church shall be:

1. The worship of Almighty God and the preaching and teaching of the Gospel of Jesus Christ.
2. The practice of Christian discipleship and fellowship as revealed and taught through the Holy Scripture under the guidance of the Holy Spirit.
3. The promotion and advancement of Christ’s Kingdom throughout the earth.

## **ARTICLE III**

### **Affirmation and Denomination**

1. This Church affirms the historic American Baptist Distinctives as follows:
  - Jesus Christ as Lord and Savior
  - The Holy Bible is our rule for faith and practice
  - Priesthood of all believers
  - Celebration of Believer’s Baptism and the Lord’s Supper
  - Separation of church and state
  - Religious liberty/soul freedom
  - Autonomy of the local church
2. This Church’s denominational affiliation is with the American Baptist Churches, U.S.A. and is regionally related through the American Baptist Churches of Los Angeles, Southwest, and Hawaii.

## **ARTICLE IV**

### **Church Governance**

The governing of this Church is congregational in nature and vested within its membership.

1. The church ministry year shall be from October 1 through September 30.
2. The church fiscal year shall be January 1 through December 31.

## **ARTICLE V**

### **Membership**

Any person may be received into membership of this Church in one of the following ways:

1. By the Ordinance of Believer's Baptism by Immersion;
2. By letter of recommendation from any Baptist Church;
3. By statement of Christian experience, having been baptized as a believer.

## **ARTICLE VI**

### **Officers**

1. The Officers of the Church shall have been members of the Church for a minimum of 3 years and elected by its members during the Annual Business Meeting.
2. The Officers of the Church shall be the Moderator, the Church Clerk, and the Treasurer.

A. Moderator. It shall be the duty of the Moderator to preside over the Church Council, business meetings, and at such special meetings as may be called. The Moderator shall be a voting ex-officio member of all ministry teams of the Church. The Moderator shall have the authority to call a meeting of all officers and preside over that meeting. It shall be the duty of the Moderator to see that all ministry teams of the Church perform their duties as set forth in this Constitution.

B. Church Clerk. The Church Clerk shall keep current the ministry records of the Church, and maintain a directory of Church members. The Church Clerk shall serve as secretary at all Church Council and business meetings.

C. Treasurer. The Treasurer shall review and render an accurate accounting of funds received and disbursed. The Treasurer shall report to the membership. The Treasurer shall be

a voting ex-officio member of the Finance and Property Team.

3. The Officers shall serve as Corporate Trustees. The Moderator, Church Clerk, and Treasurer shall act as the Chief Executive Officer, Secretary, and Treasurer of the corporation according to state law. The Officers shall report to the Church Council.

The Corporate Trustees shall hold in trust all property and assets belonging to the Church and take all necessary measures for its protection and care, and perform such other duties as are imposed by the laws and statutes of the State of California.

## **ARTICLE VII**

### **Deacons**

Deacons shall be elected to care for the spiritual needs of the membership, as prescribed by the By-Laws.

## **ARTICLE VIII**

### **Pastor**

1. The Senior Pastor shall be an ordained minister who is recognized by the American Baptist Churches, U.S.A.
2. The call, term of service, and duties of the Senior Pastor shall be as prescribed in the By-Laws.

## **ARTICLE IX**

### **Church Council**

1. The ministries of the Church shall be directed by the Church Council.
2. The Church Council shall be comprised of the Executive Officers of the Church, the Chairperson of the Deacons, the Pastor, and the elected Chairpersons of each Core Ministry Team.
3. The Core Ministry Teams comprised of church members elected by the membership are Christian Education, Finance and Assets, Hospitality and Fellowship, Human Resources, Music and Worship, and Missions.

## **ARTICLE X**

### **Core Ministry Teams**

1. The Christian Education Team shall be responsible for the overall educational ministries, in cooperation with the pastoral staff.
2. The Finance and Assets Team shall:
  - A. Be responsible to propose an annual ministry budget to the membership for adoption.
  - B. Have the authority to make purchases and pay all expenses of the Church.
  - C. Have the authority to establish accounts in the name of the Church and to manage assets and investments as necessary in the fulfillment of their fiduciary responsibility for administering the financial affairs of the Church.
  - D. Have the authority and be responsible for the protection and care of all Church-owned property and assets.
3. The Hospitality and Fellowship Team shall be responsible for the welcoming and hosting of the events of the Church.
4. The Human Resources Team shall assist the Pastor and Church Council in matters related to all Church staff, including determining staffing needs, salary recommendations, benefits, and job descriptions.
5. The Music and Worship Team shall assist the Pastor in the arrangement of the congregational worship services of the Church.
6. The Missions Team shall promote global mission awareness as supported by the congregation and shall be responsible to extend the ministries of the Church to the surrounding community, inviting others into a spiritual relationship with Jesus Christ as Lord and Savior.

## **ARTICLE XI**

### **Ordination to the Gospel Ministry**

A member who is led of God to enter vocational ministry shall make known his/her desire to the Senior Pastor. Following counseling and prayer with the member, the Senior Pastor may recommend to the Church Council that the member become a candidate for ordination by the church. Upon approval by the Church Council, the person may begin the process as a candidate for ordination. The following requirements must be met for presentation to the Church Council:

- A. Be a member of First Baptist Church of Glendale.
- B. Sense the call of God to vocational ministry.
- C. Possess spiritual and emotional maturity in Christian discipleship necessary for ministerial leadership.
- D. Pursuing or having completed academic preparation for vocational ministry.

Upon agreement of the Church Council, the local region (American Baptist Churches of Los Angeles, Southwest, & Hawaii) will be notified of the decision and will partner with the church in the process of further examination of the candidate's qualifications. The candidate shall submit a written statement of personal history, conversion, and statement of faith in which his/her beliefs about God, Jesus Christ, the Holy Spirit, the Bible, Salvation, and the Church are stated. This document will be reviewed by an Ordination Committee (Ad Hoc) of members from the local church appointed by the Church Council and then submitted to the Ordination Committee of American Baptist Churches of Los Angeles, Southwest, and Hawaii for further examination.

Upon favorable endorsement of the candidate by the local church Ordination Committee and the Ordination Committee of American Baptist Churches of Los Angeles, Southwest, and Hawaii, an ordination service will be scheduled. The ordained minister shall be recognized as a Christian minister by the American Baptist Churches, U.S.A.

## **ARTICLE XII**

### **Standing Committees**

Standing Committees (Ad Hoc) shall be recommended to the membership by the Church Council for a specific purpose.

## **ARTICLE XIII**

### **Business Meetings**

1. The stated business meetings of the Church shall be:
  - A. Quarterly: Reports shall be presented by the Church Council and all ministry teams. Reports shall be submitted to the Church Clerk for the official record.
  - B. Annually: At the beginning of each Church year in October. Matters for the annual meeting shall be as set forth in the By-Laws.
  - C. Specially-called: Specially-called Business Meetings may occur as directed by the Pastor, Moderator, or Church Clerk. Any member may request a Specially-called Business Meeting for a specific purpose if a signed petition of 20 adult members is presented to the Moderator, Pastor, or Church Clerk. Such meetings shall require an advance announcement to the congregation two weeks prior to the called meeting.

2. Twenty-five (25) adult members of the Church shall constitute a quorum for the transaction of business at all business meetings.
3. The rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR) shall govern the procedures of all meetings.

#### **ARTICLE XIV**

##### **Elections**

1. All elections shall be by the adult membership (18 years of age or older).
2. A simple majority vote of the adult members present shall decide all matters, except as otherwise stated in this Constitution and By-Laws.
3. The Moderator may request from the adult membership present the voting method to be used (paper, voice or show of hands).
4. Voting by proxy shall not be allowed.

#### **ARTICLE XV**

##### **Offerings**

1. Tithes and offerings shall be received at all worship services for the budget of the Church.
2. The missionary portion of the budget shall be dispersed through American Baptist Churches, U.S.A, American Baptist Churches of Los Angeles, Southwest, & Hawaii, and the local Church.
3. Special offerings may be allowed with the approval of the Church Council.
4. At the observance of the Lord's Supper, a Benevolence Fund offering shall be taken.

#### **ARTICLE XVI**

##### **Amendments**

1. A proposed amendment to the Constitution may be introduced for consideration at any business meeting.
2. To be considered, the proposed amendment must have a simple majority vote of adult members present.

3. If the proposed amendment is approved for consideration, it shall be given to the Church Council for further consideration. Upon a simple majority vote of the Church Council to endorse the proposed amendment, it shall be given in writing and sent by U.S. Mail to the adult membership and noted at congregational meetings at least thirty days before the time of voting on the amendment.
4. To be adopted, the proposed amendment must have the approval of three-fourths of the adult members present and voting at a business meeting.
5. Voting by proxy shall not be allowed.

## **ARTICLE XVII**

### **By-Laws**

1. By-Laws to this Constitution shall be adopted to govern details of procedure and operation through the recommendation of the Church Council.
2. A proposed amendment to the By-Laws may be introduced for consideration at any business meeting. A simple majority of adult members present must approve it for consideration.
3. If the proposed By-Law amendment is approved for consideration it shall be given to the Church Council for further consideration. Upon the recommendation of the Church Council, the proposed By-Law amendment shall be given in writing and sent by U.S. Mail to the adult membership and noted in congregational meetings at least thirty days before the time of voting on the By-Law amendment.
4. To be adopted, the proposed By-Law amendment must have the approval of three-fourths of the adult members present and voting in a business meeting.
5. Voting by proxy shall not be allowed.



**BY-LAWS**

**OF THE**

**FIRST BAPTIST CHURCH**  
**209 N. LOUISE ST.**  
**GLENDALE, CA 91206-4231**

## **CHAPTER 1-MEMBERSHIP**

### Section 1: Admission of Members.

#### A. Believer's Baptism by Immersion.

Candidates for membership who have not experienced Believer's Baptism by immersion shall receive instruction and preparation for this rite of membership. When the candidate is prepared, the Pastor shall perform the ordinance of Believer's Baptism.

#### B. Letter of Recommendation.

Candidates may request a transfer of membership from another Baptist Church by presenting themselves at any worship service and stating the desire to do so. On behalf of a candidate, the Church Clerk shall request the letter of transfer.

If the Church Clerk has not received a response within 60 days, the candidate will automatically be entered on the Church role. The Church Clerk will notify the Pastor and the candidate the membership is granted by Christian experience.

#### C. Christian Experience.

Christian Experience is defined as a statement of belief in Jesus Christ as Lord and Savior and a prior membership in a Christian church. All such candidates shall have experienced believer's baptism by immersion.

### Section 2: Dismissal of Members.

1. Death. Upon the death of a Member, his/her name shall be removed from the membership list.

2. Letter of Transfer. A member may be granted a letter of recommendation to join with another church. The letter of transfer may be sent directly to the church the member is joining or be given to the member upon his/her request.

3. Member's Request. Upon the request of a Member, his/her name shall be removed from the membership list.

4. Inactivity. When a member has demonstrated no interest following repeated contact by the Pastor or deacons for one year, the member shall be put on the inactive list. If no interest has been shown after one year on the inactive list, a letter of inquiry from the Pastor shall be sent regarding membership status. If no response is received within 60 days, the Church Clerk shall remove the name from the membership list.

## **CHAPTER 2 - CHURCH OFFICERS/MINISTRY TEAM MEMBERS**

### Terms of Office:

- A. Church officers and Ministry Team members shall serve for a three-year term.
- B. An officer or team member may be reelected for a consecutive three-year term.
- C. After an officer or team member has served for two consecutive terms in one office, the officer or team member will not be eligible to return to that office until one year has passed. The officer or team member may be elected to any other Church office or Ministry Team.
- D. Terms of Office begin and end with the election at the annual meeting.
- E. In the event an officer or team member cannot fulfill their obligation, the Church Council may appoint a successor until the next annual meeting.

## **CHAPTER 3 - DEACONS**

### Section 1: Terms of Office.

- A. Deacons shall serve for a three-year term.
- B. A Deacon may be reelected for a consecutive three-year term. In the event it is necessary to fill an unexpired term, the person fulfilling the unexpired term shall then be eligible for a full term election.
- C. After a Deacon has served for two full complete consecutive terms, the Deacon will not be eligible to serve as a Deacon until one year has passed.

### Section 2: Duties and Responsibilities of Deacons

- A. Deacons shall assist in the administration of the Lord's Supper and Baptism.
- B. Deacons shall assist the Pastor in the worship service as needed.
- C. Deacons shall collect the benevolence fund and with the Pastor shall be responsible for its distribution.
- D. Deacons shall be responsible for the spiritual care of the membership through outreach and visitation.
- E. An adequate number of Deacons as decided by the Deacons shall be elected to care for the membership.

## **CHAPTER 4-SENIOR PASTOR**

### Section 1. The Calling of a Senior Pastor

A. Whenever a vacancy occurs in the position of Senior Pastor, a Senior Pastor Search Committee shall be nominated by the Church Council and approved by a simple majority vote of adult members. The Senior Pastor Search Committee shall consult with the regional staff of American Baptist Churches of Los Angeles, Southwest, and Hawaii and the Executive Minister of the region shall be invited to be an ex-officio non-voting member of the Senior Pastor Search Committee.

B. It shall be the Senior Pastor Search Committee's responsibility to ascertain the needs of the congregation and seek a qualified candidate to fit the office.

C. The Senior Pastor Search Committee shall bring only one name at a time for consideration to the church. No nominations shall be made except by the Senior Pastor Search Committee. The vote to extend the call to a prospective Senior Pastor will take place at a Specially-called Business Meeting. The vote shall be by ballot, with an affirmative vote of eighty-five percent of the adult members present to extend the call. If the vote is affirmative, a call will be extended to the candidate.

Should the recommended candidate fail to receive the necessary vote, the committee will be instructed to seek out another minister for consideration, and the meeting at which the vote was taken will be adjourned without debate.

### Section 2. Duties and Responsibilities

A. The Senior Pastor shall seek to fulfill the scriptural obligations of the office with fidelity, minister in Christ's name to the community, and promote Christian growth of the church membership.

B. The Senior Pastor shall be the administrative head of the church and its staff.

C. It shall be the duty of the Senior Pastor with the Moderator's assistance to see that the stated meetings of the church are regularly held, that the officers and committees actively perform their duties, and that the required reports are filed with the Church Clerk.

D. In the absence of the Senior Pastor, these duties shall be performed by the Pastoral Staff. In the absence of Pastoral Staff, the Chairperson of the Deacons and the Moderator shall oversee the performance of these duties.

E. The Senior Pastor shall be a non-voting ex-officio member of all committees and organizations of the church. The Senior Pastor shall become a voting ex-officio member in the event of a tie.

### Section 3. Termination

The term of office of the Senior Pastor may be ended (a) by the acceptance of a resignation, (b) by a vote of three-fourths of voting adult members present at a specially-called business meeting, due notice having been given in writing and from the pulpit two weeks prior to the vote, or (c) in the case of professional misconduct. The Church Council may request that the Pastor take administrative leave for up to one month to determine the action to be taken.

## **CHAPTER 5-CHURCH STAFF**

### Section 1. Calling and Employment

A. The Pastor along with the Human Resources Team shall act as a recruiting group for recommending Church Staff positions to the Church Council. All recommended candidates must receive a three-fourths majority vote of Church Council members present and voting.

B. The Pastor in consultation with the Human Resources Team may employ such part time workers as deemed necessary for the fulfillment of ministry.

C. All employment is at will.

### Section 2. Termination

Church Staff may be terminated by (a) acceptance of resignation, (b) the Pastor and Human Resources Team, who will report to the Church Council, or (c) gross misconduct. As administrative head of the Church, the Pastor shall be responsible for all communication of termination.

## **CHAPTER 6-CHURCH COUNCIL**

1. The Church Council shall appoint a committee for an internal audit review annually and an external audit review every 5 years.

2. A quorum of the Church Council shall be 60%.

## **CHAPTER 7-OFFERINGS**

Tithes and offerings received shall be designated as follows: a minimum of 17% in support of missions and 7% in support of educational ministries, and the remaining in support of the general fund.