

# Constitution and By-Laws of Fall Creek Baptist Church

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# Constitution of Fall Creek Baptist Church

## I. NAMES, PURPOSES and AFFILIATION

**A. Name.** The name of this organization, a not-for-profit corporation, shall be Fall Creek Baptist Church, Inc. of Indianapolis, Indiana. The name was First Southern Baptist Church of Indianapolis, Indiana from 1953 to 1990.

**B. Purposes.** The purposes are:

- 1.# spread the Gospel,
- 2.# make converts,
- 3.# hold worship services,
- 4.# support missions,
- 5.# teach the Bible,
- 6.# develop Christian maturity,
- 7.# edify the church body.

**C. Affiliation.** This church affiliates itself with the:

- 1.# Southern Baptist Convention,
- 2.# State Convention of Baptists in Indiana, and
- 3.# Crossroads Baptist Association.

## II. ARTICLES OF FAITH

This church accepts the Baptist Faith and Message, as adopted by the Southern Baptist Convention in Kansas City, Missouri, on May 9, 1963.

## III. CHURCH COVENANT

This church accepts the church covenant as found in the New Hampshire Confession of Faith of 1833, as revised in 1853 in J. Newton Brown's Baptist Church Manual.

## IV. CHARACTER OF THIS CHURCH

**A. Autonomy.** This church shall forever remain an autonomous body with Christ as its head and no other person or persons shall ever have any authority over its actions. The will of Christ for this church shall be determined from the Old and New Testaments which shall be the only laws of this Church. This section can never be amended or changed in any way so as to change the meaning herein conveyed.

**B. Doctrine.** This church accepts the Bible as its sole authority in matters of faith and practice.

## By-Laws Of Fall Creek Baptist Church

### I. MEMBERSHIP

**A. Qualifications.** Members of this church must:

- 1.# confess Jesus Christ as their Lord and Savior,
- 2.# give evidence of regeneration, and
- 3.# have received believer's baptism by immersion in a New Testament church.

**B. Admission.** A person can be admitted to this church in one of the following ways:

- 1.# baptism by immersion,
- 2.# receipt of a letter from another church of like faith and order, or
- 3.# statement that he or she has accepted Christ as Lord and Savior, and has received believer's baptism by immersion in a New Testament church,
- 4.# be counseled by the Pastor, or other authorized person, as to their salvation, belief, and acceptance of the doctrines and practices of our faith and this church.

**C. Rights.** Only members can vote and hold office in the church.

**D. Duties.** Members are expected to:

- 1.# be faithful in attending Sunday School, Sunday morning worship service, Discipleship Training, Sunday evening worship service, and Wednesday evening services,
- 2.# give regularly to the financial support of the church,
- 3.# share in the church's organizational work, and
- 4.# fulfill the Great Commission by sharing their Christian gifts and ministries daily with the world around them.

**E. Dismissal.** Members can be dismissed for one of the following reasons:

- 1.# death,
- 2.# request by letter from another New Testament Baptist church,
- 3.# joining a church of another denomination,
- 4.# immoral conduct, by a vote of 51% of the members at a regular business meeting, after adherence to the principles of Matthew 18:15-17,
- 5.# written request by the member, or
- 6.# no response to contact made by the church for one year and a vote of 51% at a regular business meeting.

**F. Restoration.** Any person whose membership was terminated for any reason can be reinstated by three-fourths majority vote of the church at a business meeting, upon valid evidence of commitment.

## II. CHURCH STAFF

### A. Pastor.

- 1.# **Qualifications.** The pastor shall be duly licensed, ordained and a Southern Baptist minister of the Gospel in full fellowship with the denominational agencies with which the church is cooperating.
- 2.# **Call.** The pastor, as recommended by the Pastor Search Committee, shall be elected by secret ballot by two-thirds of the members present at a meeting which had at least one week advance notice, by letter, to all members.
- 3.# **Duties.** The pastor is responsible for leading the church in functioning as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff in performing their tasks. The pastor will act as moderator of all business meetings, unless the church duly elects another qualified person to act as moderator. The pastor shall be an ex-officio member of all committees of the church.
- 4.# **Termination.** If the pastor should desire to terminate the employment relationship with the church, the pastor shall give the church thirty days public notice of such intention. If the church should desire to terminate the pastor's services, it must be determined by a majority vote of the members present and voting at a meeting which received seven days advance notice. Notice shall then be given to the pastor thirty days before the date of termination. A shorter period may be set by mutual agreement between church and the pastor, or by a 75% majority of the members present and voting.

**B. Other Staff.** The Personnel Committee shall seek out and interview qualified persons to present to the church for approval. Other staff may include, but not be limited to, Associate Pastor, Worship Leader, Minister of Youth, Administrative Assistant, and Custodian.

## III. CHURCH OFFICERS

The officers of the church are the pastor, the treasurer, the assistant treasurer, the clerk and the trustees. All officers of the church, except the pastor, shall be elected annually by the church. The trustees will be the legal representatives of the church.

## IV. DEACONS

**A. Election.** The church shall elect and ordain deacons according to the instructions set forth in 1 Timothy 3:8-13. There shall always be a minimum of three deacons. The number of deacons shall be sufficient to service the Deacons Family Ministry Plan.

**B. Covenant.** Every elected, active deacon shall sign the Deacon's Covenant, as the deacons shall determine.

**C. Duties.** The particular duties of the deacons are:

- 1.# to be zealous to guard the unity of the spirit within the church,
- 2.# to serve as council to advise and confer with the pastor on all matters pertaining to the welfare and work of the church,
- 3.# to oversee the needs of the members of the church,
- 4.# to provide, whenever possible, for the needs of those outside the church membership,
- 5.# to have the oversight of the discipline of the church,
- 6.# to be spiritual examples to the church, and
- 7.# to be active in the total church ministry.

## V. FINANCE

This church recognizes and adopts the scriptural method of tithes and offering as its plan of finance. It will operate with a budget, one treasurer and one assistant treasurer. Any unusual or non-continuing expense of \$500 or more must be approved by the church. The church will support the Cooperative Program and the Metropolitan Association as the church determines.

## VI. COMMITTEES

A.#General Articles

- 1.# All church committee members shall be members of Fall Creek Baptist Church.
- 2.# All committee members shall be nominated by the Nominating Committee and elected by the Church Body annually.
- 3.# All committees shall elect their own chairperson and vice-chairperson unless specifically otherwise noted, with the exception that church staff members shall be the permanent chair of their respective committees, where applicable.
- 4.# The Senior Pastor shall be an ex-officio member of all committees.

## B. Nominating Committee

### 1. PURPOSE

To name and nominate all committees, committee members and church officers, except for Deacons.

### 2. MEMBERSHIP

Shall consist of four (4) members who shall be nominated by the previous year's Nominating Committee and elected by the Church Body for a term of one (1) year.

### 3. DUTIES OF THE COMMITTEE

a.# Nominate all church committee members and general officers, except for the Deacons, no later than the August business meeting. Nominations may also be made from the floor.

b.# Nominate the next year's Nominating Committee.

c.# Study the present committee structure and make recommendations to the church concerning any changes that need to be made. This shall be done by the September business meeting.

d.# Fill any vacancies of any committee, which occur during the year. Such vacancies shall be filled by recommendation to the church during a regular monthly business meeting. Nominations may also be heard from the floor.

## C. Education Committee

### 1. PURPOSE

To serve in planning a comprehensive innovative program of religious education for the church.

### 2. MEMBERSHIP

Shall consist of three (3) members, inclusive of ex-officio members, elected by the Church Body for a term of one (1) year.

### 3. DUTIES OF THE COMMITTEE

- a.# Counsel with the Personnel Committee relative to the creation and/or filling positions on the Education staff, including all teacher assignments.
- b.# Ensure that all assigned teachers are members of Fall Creek Baptist Church and of good moral and spiritual character.
- a.# Shall give guidance to the planning, coordination, operation, and evaluation of all programs within the Education Ministry.
- b.# Shall work with the Building and Grounds Committee in planning, furnishing, refurbishing, and maintaining educational facilities.
- c.# Design various ways to help the organizations inform the church membership of the total efforts within the educational ministry.
- d.# The Education Committee shall not be limited to its members for formulating objectives or programs, but shall feel free to seek help from any other source that would be of benefit to the church.
- e.# In consultation with the related committees, formulate an annual budget for recommendation to the Finance and Budget Planning Committee.

#### D. School Board Committee

##### 1. PURPOSE

To lead and administer the operation of any formally established school or preschool.

##### 2. MEMBERSHIP

Shall consist of three (3) members, elected by the Church Body for a term of one (1) year.

##### 3. DUTIES OF THE COMMITTEE

- a.# Coordinate all activities relating to any formally instituted school or preschool.

- b.# Recruit, interview and recommend to the Church Body qualified candidates for School or Preschool Administrator positions for approval by the Church Body.
- c.# Report monthly to the Church Body on the status of enrollment, staffing, policies and financial status.
- d.# Establish policies and strategic plans for any formally instituted school or preschool.
- e.# Assist School and/or Preschool Administrator in policy making and decision making as necessary.
- f.# Develop procedures for cooperative use of equipment, supplies, and space.
- a.# Recommend, publicize, and administer school policies and procedures, and refer appropriate matters to Church Council.
- b.# Chairperson is to serve on the Education Committee.
- c.# Present an annual independent budget to the Finance and Budget Planning Committee.

E. Finance and Budget Planning Committee

1. PURPOSE

To review, analyze, and project the financial needs of the church.

2. MEMBERSHIP

- a.# Shall be composed of four (4) members, plus the Church Treasurer and Church Assistant Treasurer. The Director of Administration, and Pastor shall also serve as ex-officio members.
- b.# The committee members shall be elected by the Church Body for a term of one (1) year.
- c.# Shall have a chairperson, who shall be the Church Treasurer, who will be nominated by the Nominating Committee and elected by the church body for a period of one (1) year.

3. DUTIES OF THE COMMITTEE

- a.# Study previous year's budget and revenues, and relate to current needs and budget.
- b.# Compile needs and budgets as presented by all committees and ministries.
- c.# Present budget to church for approval and adoption.
- d.# Make recommendations to the church for revisions in the current budget when ministry needs and goals require a change.

F. Building and Grounds Committee

1. PURPOSE

To maintain and supervise the church properties and facilities.

2. MEMBERSHIP

Shall be composed of three (3) members , elected by the Church Body for a term of one (1) year.

3. DUTIES OF THE COMMITTEE

- a.# Be responsible for the safekeeping, protection, maintenance, and repair of the buildings and grounds, operating facilities, and attached equipment including heating, cooling, and lighting.
- b.# Be responsible for seeing that all the equipment is properly operating.
- c.# Make recommendations or take actions in the replacement of worn out equipment, landscaping and care of grounds, maintenance of safe conditions, and planning adequate parking facilities.
- d.# Be responsible for maintenance personnel and assist in the employment of these personnel by interviewing applicants and making recommendations to the Personnel Committee.
- e.# Prepare an annual budget for the committee and recommend it to the Finance and Budget Planning Committee.
- f.# Recommend, implement, and supervise the necessary actions to make all Fall Creek Baptist Church properties safe and secure and in compliance with all laws and regulations required. (Fire exits, doors, extinguishers, and alarms, etc.)

## G. Nursery Committee

### 1. PURPOSE

To coordinate all activities (training sessions, parent-teacher meetings, and outreach efforts), of church programs that relate to children age 0-3 years old.

### 2. MEMBERSHIP

Shall consist of five (5) members, elected by the Church Body for a term of one (1) year.

### 3. DUTIES OF THE COMMITTEE

- a.# Provide opportunities for sharing information about concerns in each of the preschool related programs.
- b.# Develop procedures for cooperative use of equipment, supplies, and space.
- c.# Plan for cooperative in-service training in proper relationship with all preschool workers.
- d.# Recommend, publicize, and administer nursery policies and procedures, and refer appropriate matters to the Church Council.
- e.# Prepare a weekly schedule for workers during Sunday and Wednesday extended sessions (morning and evening) for childcare with one (1) member serving as coordinator each Sunday, Wednesday, and special event. This will include mornings and evenings on Sundays, Wednesday evening activities and choir rehearsals, and all special church events.
- f.# Prepare an annual budget and recommend the budget to the Finance and Budget Planning Committee.

## H. Personnel Committee

### 1. PURPOSE

To recruit, interview, and recommend to church qualified personnel to fill any church staff vacancies or new staff positions, except Pastor.

### 2. MEMBERSHIP

Shall be composed of five (5) members, elected by the Church Body for a term of one (1) year.

### 3. DUTIES OF THE COMMITTEE

- a.# Make a careful study, along with the Pastor, of any staff positions or jobs needed to carry out the functions of the church.
- b.# Recommend to the church any staff positions or jobs that are needed to carry out the functions of the church.
- c.# Study any recommendations voted on by the church in a business session for the creation of a new job or staff position.
- d.# Draw up a job description of any new job or position, which the church may authorize.
- e.# Recommend the discontinuation of any staff or job assignment in the church when, in the opinion of the Pastor and the Personnel Committee, the position has served its time and should be changed or discontinued.
- f.# Study wages, benefits, and increments of employees and recommend to Finance and Budget Planning Committee.
- g.# The chairperson of the Personnel Committee shall serve as the chairperson of any Pastoral Search Team.

### I. Missions Committee

#### 1. PURPOSE

To serve in advisory capacity to all missions sponsored by the church, and coordinate all mission education and work, between the church, the missions, and the Missions Committee.

#### 2. MEMBERSHIP

Shall be composed of five (5) members, elected by the Church Body for a term of one (1) year.

### 3. DUTIES OF THE COMMITTEE

- a.# Serve as liaison between the church, the missions, and the Mission Committee.
- b.# Study the possibility of new missions, and other aspects of mission activity as presented to the church.
- c.# Coordinate with the Youth Committee and Youth Leader concerning the Youth Mission trips.
- d.# Promote mission activities and missions education in the church program.
- e.# Plan and present an annual budget in consultation with Mission Committee members, and present to the Finance and Budget Planning Committee.

### J. Hospitality Committee

#### 1. PURPOSE

To be responsible for planning, coordinating, operating, and evaluating all church-wide socials and special occasions.

#### 2. MEMBERSHIP

Shall be composed of five (5) members, elected by the Church Body for a term of one (1) year.

#### 3. DUTIES OF THE COMMITTEE

- a. Work with the church staff in determining when church socials are needed.
- b. Engage the appropriate staff member in planning and coordinating social events, if necessary.
- c. Enlist others to assist in planning and coordinating social events, if necessary.
- d. Plan and recommend annual budget to Finance and Budget Planning Committee.

## VII. CHURCH COUNCIL

The church council shall consist of the pastor, other church ministerial staff, the Chairman of Deacons, the Chairman of the Trustees and the Chairman of all committees. The function of the church council is to recommend, coordinate, review and evaluate the programs of the church.

## VIII. MEETINGS

**A. Worship.** Public services shall be held every morning and evening on the Lord's Day and on Wednesday evening, unless otherwise designated by the church.

**B. Lord's Supper.** The memorial of the Lord's Supper shall be observed on a quarterly basis or at such other times as the church may direct. The service will be observed by the local church, who may be joined in the ordinance by all other born-again persons present.

**C. Business.** The Fall Creek Baptist Church will hold regularly scheduled monthly business meetings at a time determined by the church. All special meetings shall be previously announced in two regular services, and in the church newsletter. In extraordinary cases, an immediate special meeting may be convened with the unanimous consent of those present. The quorum consists of those who attend the business meeting, provided that it is a previously announced meeting or one that has been properly called. All motions shall be presented in writing to the clerk.

## IX. CHURCH YEAR

The church year shall be as follows:

**A. Financial Year.** The budget year shall be the same as the activities year.

**B. Activities Year.** This will be from September 1 to August 31, unless the Church Council deems otherwise.

**C. Associational Year.** This will be the Annual Church Profile Year of September 1 to August 31, or as determined by the Metropolitan Association.

## X. RULES

**A. Procedural.** These by-laws shall take the place of all other rules and regulations heretofore in effect.

**B. Parliamentary.** ROBERT'S RULES OF ORDER shall govern in all parliamentary matters, except where it might conflict with the Constitution and By-Laws.

## XI. CHANGES

**A. Amendments.** This Constitution and these By-Laws may be amended by two-thirds majority vote of the members who are present at a business meeting of the church. The proposed changes must be presented in writing at a regular business meeting not less than one month before the time of the proposed action, and must be announced from the pulpit on the Sunday before the day of voting.

**B. Revision.** As the need arises, this Constitution shall be revised, except for Article IV, Section A. Autonomy of the Constitution. A committee shall be selected to review this Constitution and these By-Laws from time to time, and any revision shall be subject to the rules governing Amendments.