

# **Constitution and By-laws**

## *Faith United Baptist Church*

### **St. Joseph, Missouri**

#### **PREAMBLE**

We, the members of the Faith United Baptist Church, in order to work for the advancement of the Kingdom of Christ, do hereby band ourselves together as a body of baptized believers under the authority of our Savior and Lord Jesus Christ and adopt as our constitution the following articles.

#### **ARTICLE I NAME**

This organization shall be known as Faith United Baptist Church of St. Joseph, Missouri.

#### **ARTICLE II PURPOSE**

The purpose of this church shall be the advancement of the Kingdom of Christ and His Gospel by following the teachings and practice of the New Testament in worship, proclamation of the gospel, Christian education and training, benevolent work, missionary labor, and ministry.

#### **ARTICLE III CHURCH GOVERNMENT**

This church is an autonomous body, not subject to the direction or control of any other ecclesiastical body; therefore, the government of this church is vested in the body of believers who compose it, under the leadership of our Savior and Lord, Jesus Christ.

#### **ARTICLE IV DENOMINATIONAL COOPERATION**

This church shall voluntarily cooperate with the St. Joseph Baptist Association and the Missouri and Southern Baptist Conventions in the Cooperative Program of Education, Evangelization, Missions, and Ministry. This cooperation does not grant to any of the forenamed entities any authority over this church, nor in any way alter or lessen the autonomy and independence of this church.

#### **ARTICLE V CHURCH COVENANT**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on 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, angels, and this assembly, most solemnly and joyfully enter into 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 sustain its worship, ordinances, discipline, and

doctrines.

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 secret devotions; to educate our children religiously; to seek the salvation of our kindred and acquaintances.

To walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage or any other activity that might be detrimental to the Kingdom; 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 remove from this place, 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.

## **ARTICLE VI STATEMENT OF FAITH AND MESSAGE**

We recognize God's word as revealed in the Holy Bible as the sole authority in matters of faith and practice; however, in order to set forth certain principles which persons who are Baptists generally agree on, we do hereby incorporate, by reference, and adopt as the Statement of Faith and Message of the Baptist Church, the Baptist Faith and Message as adopted by the Southern Baptist Convention June 14, 2000.

## **ARTICLE VII MEMBERS**

**Section 1:** The members of this church reserve the exclusive right to determine who shall be members of this church. A person can become a member of the church upon a majority vote by presenting themselves as a candidate for membership in one of the following ways:

- a. By public profession of faith in Jesus Christ as personal Savior and Lord and baptism under authority of this church.
- b. By letter from another Southern Baptist church.  
Or  
By letter from another church of the same faith and practice.  
Or  
By letter from another Baptist church of the same faith and practice.
- c. By statement of a prior public profession of faith in Jesus as personal Savior and baptism under authority of a Southern Baptist church

- Or
- Baptist church of the same faith and practice
- Or
- Church of the same faith and practice from which it is not possible to obtain a letter.
- d. By statement of a prior public profession of faith in Jesus as personal Savior Lord in a non-Southern Baptist church
- Or
- Non-Baptist church
- Or
- Church of a differing faith and practice followed by baptism under authority of this church.
- e. Candidates for membership may be voted on at the next business meeting when they present themselves for church membership.
- f. Baptism of children shall be approved by parents and pastor when a desire to accept Christ is expressed.

**Section 2:** Persons may be removed as members pursuant to provisions set forth in the church bylaws.

## **ARTICLE VIII OFFICERS**

The officers of the church shall be the moderator, vice-moderator, clerk, and treasurer. The pastor shall be the moderator and the chairman of deacons shall be the vice-moderator unless otherwise provided for in the bylaws. The officers shall have the duties set forth in the bylaws.

## **ARTICLE IX MEETINGS**

**Section 1:** The church shall have regular business meetings every other month, with the first meeting being February of every year. The meeting will be held the second Wednesday of each month, provided, however, that upon agreement by the pastor and a majority of the deacons, the regularly scheduled business meeting may be moved to another day of the month for special circumstances.

**Section 2:** Special called business meetings may be called by the pastor or the chairman of deacons and shall be called upon the written request of ten members of the church delivered to the clerk. Notice of any special called business meeting shall be given during the Sunday morning worship service at least three days prior to the special called business meeting. The purpose of the special called business meeting shall be stated in the notice.

**Section 3:** The church may have a business session, without prior call, at any worship service for the purpose of receiving members by profession of faith, statement, letter or other form for receiving members provided for in this constitution, but for no other purpose.

## **ARTICLE X BOARD OF DIRECTORS**

The Executive Board of the church shall consist of the pastor and the three deacon officers.

The Executive Board shall have general supervision of the affairs of the church between its business meetings. The Board shall be subject to the orders of the church and shall report all actions taken by the Board to the church for ratification; none of its acts shall conflict with the provisions of this constitution, the bylaws of the church, or any action taken by the church.

The Executive Board shall meet at such time as they shall agree upon or by call of the moderator and shall meet upon the written request of three members of the board.

## **ARTICLE XI COMMITTEES**

The church shall have such standing committees, with duties, number of members and terms as are set forth in the bylaws. Special committees shall have such duties and number of members as the church shall authorize in the motion establishing the special committee.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the church in all cases to which they are applicable and in which they are not inconsistent with this constitution, the bylaws, and any special rules of order the church may adopt.

## **ARTICLE XIII DISSOLUTION OF CHURCH AND DISPOSITION OF PROPERTY**

**Section 1:** In the event of the dissolution of the Faith United Baptist Church, all property of the Faith United Baptist Church, real, personal, and mixed of whatsoever kind and wheresoever located shall be transferred to another non-profit organization of similar kind and purpose.

**Section 2:** Dissolution of the church shall occur if the church, by official action, votes to dissolve as a church, or upon termination of regular worship services for more than twelve consecutive Sundays. Upon such action the president or other officer of the corporation, if incorporated, is authorized to sign all necessary documents to convey the property as herein provided. If not incorporated, the clerk is authorized, or other person authorized by action of the church, to sign all necessary documents to convey the property as herein provided.

**Section 3:**

Factors which indicate that the Faith United Baptist Church Inc. has ceased or is ceasing to exist as a Missouri Southern Baptist Congregation shall include, but not be limited to, the following:

- terminating, or substantially reducing mission contributions through the Cooperative

Program of the Missouri and Southern Baptist Conventions;

- Terminating or substantially reducing mission contributions to the Baptist association named in Article IV or a successor Missouri Baptist association if the Baptist association named in Article IV has merged with another Missouri Baptist association.
- Ceasing to promote special offerings of the Missouri and Southern Baptist Conventions, such as Annie Armstrong Home Mission Offering, Lottie Moon Foreign Mission Offering, the World Hunger Offering, and the Rheubin L. South State Mission Offering.
- Ceasing to utilize Southern Baptist literature in Sunday School, Church Training, Woman's Missionary Union, Baptist Men, and other church ministry, education, and missions work;
- Adoption of a covenant, statement of faith and message or other article of faith not historically accepted by Southern Baptist churches; change of church name and printed material deleting reference to Baptist, Missouri Baptist, or Southern Baptist;
- Change in church name to include reference to Independent, Fundamental, Independent-Fundamental, Bible, General, Free Will, Conservative, American or other Baptist groups;
- Alignment, association or membership as a congregation with a non-Southern Baptist association, convention, or other such organization;
- Calling a pastor or other staff member persons who have not been baptized under the authority of a Southern Baptist church.

#### **ARTICLE XIV AMENDMENT OF CONSTITUTION**

**Section 1:** This constitution, except for ARTICLE XIII --DISPOSITION OF PROPERTY and ARTICLE XIV -- AMENDMENT OF CONSTITUTION, can be amended by a two-thirds vote at any regular business meeting or a special business meeting called for the purpose of considering an amendment to the constitution, provided that the proposed amendment has been submitted in writing at the prior regular business meeting, posted on church bulletin boards and announced from the pulpit for two Sundays prior to the business meeting at which the amendment is to be considered.

**Section 2:** ARTICLE XIII - DISPOSITION OF PROPERTY and ARTICLE XIV -AMENDMENT OF CONSTITUTION can only be amended by a three-fourths vote of the resident membership at a special business meeting called for the purpose of amending ARTICLE XIII or ARTICLE XIV, provided, however, that the proposed amendment must be submitted in writing at a regular business meeting not less than two months prior to the calling of the special business meeting to consider the amendment; and provided further that a written notice, containing a copy of the proposed amendment shall be mailed to all resident members at least thirty days prior to the special business meeting; and provided further that a copy of the proposed amendment shall be posted on church bulletin boards for at least thirty days prior to the special business meeting; and provided further that announcement of the special business meeting shall be made at each worship service for four weeks prior to the special business meeting.

# **BYLAWS**

## **SECTION 1 VOTING RIGHTS OF MEMBERS**

All members shall have full voting rights on all motions, recommendations, resolutions, or other matters that come before the church in regular or special business meeting except:

- a. members placed on the non-resident or inactive list as provided in the bylaws; or
- b. members under the age of twelve years shall not be permitted to vote on the following matters:
  - (1) Dismissal of members for un-Christian conduct
  - (2) Calling or dismissing of the pastor or other church staff member
  - (3) Buying, selling, or mortgaging of church-owned property

## **SECTION 2 TERMINATION OF MEMBERSHIP**

A. Persons shall be removed as members of this church in the following cases:

1. Death
2. Granting of letter to another church
3. Granting of letter to member upon written request of the member, or
4. Member informs church in writing that they have united with another church and no longer wish to be listed as a member of this church.

### **ALTERNATIVE SUBSECTION:**

B. Persons may be placed on the non-resident/inactive roll in the following cases:

1. Member has moved from the general local area wherein the church ministers and has not attended regular worship, Bible study, or other activities of the church, or financially contributed to the support of the church for a period of one year;

or

2. Member has moved and no address can be obtained for a period of one year; or
3. Member has not attended the regular worship, Bible study, or other activities of the church for one year and has not financially contributed to the support of the church for a period of one year.

Persons placed on the non-resident/inactive roll shall not be entitled to vote on any matter coming before the church, unless and until they have begun regular attendance and financial support for a period of at least three months.

The procedure for placing or removing a person from the non-resident/inactive roll shall be as follows: Pastor, Chairman of Deacons, Church Clerk, Treasurer, Sunday School Director, and Chairman of the Nominating Committee shall serve as a Committee to Review the Church Roll, Sunday School records, and contribution records relative to the status of members and make recommendation to the church for placing or removing a person from the non-resident/inactive roll. The church may, by majority vote, place or remove a person from the non-resident/inactive roll.

### **SECTION 3 DUTIES OF OFFICERS**

The officers shall have such general duties for officers as contained in *Robert's Rules of Order* except as otherwise enlarged, limited, modified, or altered by these bylaws.

**A. Moderator:** The moderator shall preside over all church business meetings, except in such cases when the matter before the church relates directly to the moderator.

**B. Vice-Moderator:** The vice-moderator shall preside at business meetings in the absence of the moderator or in those cases when the matter before the church relates directly to the moderator.

**C. Clerk:** The clerk shall keep accurate minutes of the business meetings, keep other necessary records, and conduct all necessary correspondence for the church in connection with this office. All books and records pertaining to this office shall be turned over immediately to the clerk's successor.

**D. Treasurer:** The treasurer shall be custodian of all funds contributed to the church and all its auxiliaries for general and special purposes. All receipts shall be promptly and regularly deposited in a bank account or accounts approved by the church and all disbursements shall be made by check. The treasurer shall make monthly reports to the church of all receipts and disbursements and the exact balance on hand in the bank. The treasurer's books and records shall be presented for audit at the close of the financial year. All books and records pertaining to this office shall be turned over immediately to the treasurer's successor.

### **SECTION 4 STAFF**

The staff shall be composed of those persons employed by the church. Job descriptions for each position setting forth responsibilities, benefits, terms and conditions of employment, manner of calling or hiring, and termination shall be drafted by the Executive Board and approved by the church.

### **SECTION 5 PASTOR**

#### **A. Calling of Pastor**

1. Whenever a vacancy shall occur in the position of pastor, a Pastor Search Committee shall be appointed as follows: The Nominating Committee shall nominate persons to serve on the Pastor Search Committee, which shall be elected by the church in regular or special called business meeting; other persons may be nominated from the floor. The Pastor Search Committee shall continue until dismissed by action of the church or a pastor has been called by vote of the church.

2. The committee may only bring one candidate at a time before the church for action.

3. A special business meeting shall be called when the committee has a candidate to recommend to the church. This business meeting may be held at the same time as a regular business meeting. Notice of the special business meeting shall be given as

provided in the constitution. Election shall be by ballot. An affirmative vote of seventy-five (75%) percent of those present and voting shall be required to call a pastor.

## B. Termination of Pastor

1. The pastor may terminate his position by submitting his resignation, orally or in writing, giving at least a two-week notice before the resignation is to take effect.

2. The church may terminate the pastor by the following procedure:

(a) A letter (Appendix F) requesting a special business meeting to take up the matter of termination of the pastor signed by at least twenty (20%) percent of the resident church members, shall be given to the pastor, church clerk, and chairman of deacons.

(b) Within one (1) week of receiving said letter, the church clerk shall give notice of a special business meeting as required by the constitution. If the pastor, clerk, and vice-moderator cannot agree on a time for the special business meeting, it shall be held on the Sunday evening one week after notice is given as herein required, but in no case shall the meeting be delayed longer than one week from the giving of notice.

(c) At the special business meeting the vice-moderator shall preside.

(d) The question shall be stated upon calling the meeting to order as follows: "Shall \_\_\_\_\_ be terminated in his position as pastor of this church?"

The question shall then be open for discussion. After discussion has ended or the previous question has been ordered, the vote shall be taken by ballot. A simple majority of those present and voting shall be required to terminate the pastor's position.

(e) If the motion carries, additional action may be taken relative to when the termination shall become effective, payment of severance pay, and other matters incident to termination.

## SECTION 6 DEACONS

**A. Qualifications of Deacons** shall be those set forth in the New Testament in Acts 6:3 and I Timothy 3:8-13.

### **B. Selection of Deacons**

The selection of new deacons comes under the authority of the deacon body. With hearts and minds open to the membership of the church, the deacons shall decide under the authority of the Holy Spirit who to approach for the office of deacon. Once selections are made, the church membership shall approve by vote the ordination of such men.

### **C. Number of Deacons**

The number of deacons shall be in the ration of one deacon for every fifteen families in the church as qualified men are found and willing to serve.

### **D. Responsibilities of Deacons**

In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church to assist the pastor in performing pastoral responsibilities.



## **E. Organization of the Deacons**

The deacons shall elect their officers annually in January and shall be organized to assist the pastor and to see that the ordinances are carried out and other work and ministry of the church is properly handled in keeping with the spirit of concern and love for needs of others. No officer shall succeed his present position until one year has elapsed.

## **SECTION 7 CHURCH COUNCIL**

### **A. Membership**

The membership of the Church Council shall consist of the following: Pastor, Chairman of Deacons, Minister of Music, Minister of Education, Sunday School Director, Discipleship Director, Woman's Missionary Union Director, Baptist Men, Director, Clerk, Treasurer, Budget Committee Chairman, Outreach Director, Trustee Chairman, Children's Director, Youth Director, and a Youth Representative from grades 7 through 12. The Pastor shall preside at all meetings of the Council.

### **B. Functions**

The Council shall have the general responsibility to recommend to the church objectives and goals; to review and coordinate program plans recommended by the church officers, organizations and committees; to recommend to the church the use of leadership, calendaring of activities and events and other resources according to program priorities and to evaluate program achievements in terms of church goals and objectives.

### **C. Church Approval**

All matters agreed upon by the Council calling for action not already provided for by action of the church shall be referred to the church for approval or disapproval.

## **SECTION 8 COMMITTEES**

The church shall have the following standing committees with the responsibilities hereinafter set forth: the trustees and fellowship committees shall have a maximum of 6 members. The Pastor shall be an ex-officio member of all committees:

- |                    |                        |                       |
|--------------------|------------------------|-----------------------|
| 1. Executive Board | 4. Finance committee   | 7. Auditing committee |
| 2. Church Council  | 5. Fellowship          |                       |
| 3. Trustees        | 6. Personnel committee |                       |

## **SECTION 9 CHURCH PROGRAMS AND MINISTRY**

All organizations, programs, and ministries of the church shall be under church control with all officers being elected by the church and reporting regularly to the church. No organization, program, or ministry shall maintain a separate bank account or keep funds for expenses of operation and ministry without approval by the church.

The organizations, programs, and ministries of the church shall be as follows:

- |            |                  |                 |
|------------|------------------|-----------------|
| 1. Deacons | 4. Music         | 7. Outreach     |
| 2. WOM     | 5. Sunday School | 8. Discipleship |
| 3. B-Men   | 6. Promotion     |                 |

**SECTION 10  
CHURCH FINANCES AND BUDGETING**

The Finance and Budget Committee shall have the responsibility of preparing for church action a proposed budget which shall be presented to the church at the regularly scheduled business meeting the month prior to the beginning of the church fiscal year. Adjustments may be made by action of the church during the church year to meet needs that may arise due to lack of funds or increase in expenses. It is the policy of this church that the work and ministry of the church is to be supported by the tithes and offerings of the membership or those persons who may not be members but who desire to contribute to the Lord's work by contributions to this local church. It is further the practice and policy of this church to financially support the cause and ministry, education, missions and evangelization by financially contributing to the St. Joseph Baptist Association and through the Cooperative Program of the Missouri and Southern Baptist Conventions. No special offering other than those sponsored by the St. Joseph Baptist Association, Missouri Baptist or Southern Baptist Conventions shall be promoted by the church unless approved by action of the church. The fiscal year of the church shall be from January 1 through December 31.

**SECTION 11  
GIVING**

It is the intent of Faith United Baptist Church to be true to the Word of God in our giving. First and foremost, we adhere to the command of God to give ten percent of our wages and salaries [Deut. 14: 22-26]; and, through the leadership of the Holy Spirit, give beyond that in offerings. No goods or services at any time should replace our desire to give freely and cheerfully the monetary gifts with which God blesses us.

Realizing that tithes and offerings are foremost, we also acknowledge that selling of possessions to give to the church without profit is Biblical [Acts 2: 44-45]; and the member who sells is accountable to God [Acts 5: 1-5].

If at any time, a member feels he or she is led by God to contribute to the church in any way other than tithes, offerings, or selling of possessions, even without profit, it must be carefully examined according to the scripture. If there is any doubt about scriptural integrity, such action must be brought before the Executive Board, the deacons, and the church [Acts 5: 2].

The purpose of the church is solely to advance the Kingdom of God through tithes, offerings, service, and ministries. Nothing should detract from the last commandment Jesus gave while He was here with us: Acts 1: 8.

**SECTION 12  
CHURCH YEAR AND QUORUM**

The church year for programs and terms of office of directors, officers, committee chairmen, members, and other such positions held for yearly terms shall be from January 1 through December 31.

**SECTION 13  
AMENDMENT TO BYLAWS**

These bylaws can be amended by a majority vote of members present and voting, provided the proposed amendment has been moved and seconded at a prior business meeting.

**SECTION 14  
SAME SEX MARRIAGES**

Faith United Baptist Church stands on the biblical principle of the definition of marriage: one man and one woman. God created man, and then he created woman as a helpmate. Such is the only union of marriage sanctioned by God Almighty. Anything outside of this principle goes against the law of God. God has His purposes for such a union: procreation, a male/female/God relationship, the family institution, and the continuance of generations. To be anything other than a male/female relationship destroys families, confuses children, and decays the society in which we live.

Therefore, Faith United Baptist Church makes it known that we will not perform any ceremony which unites those of the same sex. The Bible is clear on the issue. **Genesis 2:24, Matthew 19:5-6.**

**APPENDIX LIST**

**APPENDIX A:** General Business Meeting Agenda

**APPENDIX B:** Special Business Meeting Agenda

**APPENDIX C:** Churches and Tax Exemption and Responsibility

**APPENDIX D:** Purpose Statement

**APPENDIX E:** Internal Revenue Service Letter to Missouri Baptist Convention regarding Group Ruling Issued March 25, 1965, That Affiliated Associations and Churches Are Entitled to Tax Exemption

**APPENDIX F:** Form Requesting Special Business Meeting for Termination of Pastor

**APPENDIX G:** Form for Letter of Dismissal of Members

**APPENDIX H:** Forms List

**APPENDIX I:** Pastor's job description

**APPENDIX J:** Youth director's job description

**APPENDIX K:** Wedding policy

**APPENDIX L:** Fellowship hall rental policy

## **APPENDIX A**

### **GENERAL BUSINESS MEETING AGENDA**

1. Call Meeting to Order
2. Devotional and Prayer Time (Should be a brief devotion, if any, followed by prayer.)
3. Announcements
4. Reading of Minutes of Last Meeting
5. Reports of Officers
  - Clerk's Report - Correspondence
  - Treasurer's Report - Financial Statement
6. Reports of Directors (Sunday school, Music, WMU, etc.)
7. Reports of Standing Committees
8. Reports of Special Committees
9. Unfinished Business (Business from prior meetings)  
(This would include special items of business that have been specifically set to be taken up at this meeting.)
10. New Business
11. Adjournment

## **APPENDIX B**

### **SPECIAL BUSINESS MEETING AGENDA**

1. Call Meeting to Order
2. Reading of Notice of Special Meeting (Notice states time, date and place, and subject matter to be considered.)
3. Special Business Matter
4. Adjournment

In some cases a church or association may be facing an issue that gives rise to a divisive spirit. In such cases, consideration might be given to having an outside individual moderate at the meeting. At other times, questions may arise relative to the proper procedural steps to be taken in a given case. In these situations, consideration should be given to contacting an individual knowledgeable in parliamentary law. A warning should be given at this point. Simply because a lawyer is one who had studied the law does not mean he has knowledge of the parliamentary law to be applied in a given case. A person who is at least a member of the National Association of Parliamentarians or a Registered Parliamentarian should be contacted to give advice and assistance.

A basic understanding and application of parliamentary procedure by a church moderator will provide for better run business sessions and less problems in conducting of business sessions.

## **APPENDIX C**

### **CHURCHES AND TAX EXEMPTION AND RESPONSIBILITY**

Churches are exempt from the payment of income, sales, and property tax as a general rule. There are, however, some exceptions.

For example, the church would not be required to pay property tax on the real estate and the fixtures of the church building and property. However, if the church purchases a house with the intent of using the property in the future for a parking lot, but in the

meantime rents out the house, it is generally subject to payment of property tax. In such a case, the church should notify the local assessor and inform him that the property is rental property. Being a good community citizen requires that in this instance property tax be paid even though the rental income is being used for a tax exempt purpose. There would not be an income tax liability in this case because the "rental income" would account for only a small portion of the receipts of the church. If, however, a church goes into the rental property business and a sizeable portion of total receipts come from such a business venture, it could lose its tax exempt status.

Generally, a church can be relieved of the obligation to pay sales tax on items purchased for the church work and ministry. However, it is necessary to have a sales tax exemption letter and number from the Missouri Department of Revenue. A sales tax exemption letter is perpetual from the date issued. (Copies of forms can be obtained from the Department of Revenue and are given in the Forms List (APPENDIX I)).

Exemption from payment of these taxes does not mean that a church does not also have tax responsibility.

The basic tax responsibility that every church has is to provide a form W-2 for income tax purposes to every employee of the church, including the minister. The church also has the responsibility of withholding income tax and social security taxes on non-ministerial employees. Churches which refuse to do this place themselves in a position of having the Internal Revenue Service revoke their tax exempt status.

Each year **GuideStone Financial Resources of the Southern Baptist Convention** (formerly called the Annuity Board of the Southern Baptist Convention) publishes a "Ministers' Tax Guide." This guide also contains some basic information relative to tax responsibilities and reporting requirements for churches. Copies of this guide are available through the Human Resources Office of the Missouri Baptist Convention. In the Forms List (APPENDIX I) are the federal and state tax reporting forms which should be completed by a church. Copies of these can be obtained from the Internal Revenue Service and the Missouri Department of Revenue.

## **APPENDIX D**

The purpose statement to be placed on the Articles of Incorporation should read generally as follows: The Corporation is organized exclusively for religious purposes within the meaning of Section 501(c) 3 of the Internal Revenue code and for the specific purpose set out in the general purpose statement contained in the constitution of the church. The Board of Directors shall be elected in the manner, for the terms, and possess such authority as shall be set forth in the Constitution or Bylaws.

## APPENDIX E

### (RETYPED COPY-IRS LETTER TO MBC RE GROUP RULING) ISSUED MARCH 25, 1965)

1114 Market St., St. Louis, MO 63101  
Department of the Treasury  
District Director

#### Internal Revenue Service

Date: January 22, 1976

In reply, refer to  
EP/EO:802:D. Nelson  
314-425-5651

Missouri Baptist Convention  
400 East High  
Jefferson City, MO 65101

Attn: Roger W. Hall Director

Gentlemen:

This is in reply to your letter of January 15, 1976, regarding your status as an organization exempt from Federal income tax.

A group ruling was issued by our National Office to the Executive Board of the Missouri Baptist Convention, Jefferson City, Missouri, on March 25, 1965. That ruling holds that your affiliated district associations and churches listed in the 1964 Missouri Baptist Convention Annual are entitled to exemption from Federal income tax under the provisions of Section 501 (c) (3) of the Internal Revenue Code.

Under the National Office group ruling, contributions made to you are deductible by the donors in computing their taxable income in the manner and to the extent provided by Section 170 of the Internal Revenue Code. Likewise, bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of Sections 2055, 2106, and 2522 of the Code.

If any question arises with respect to your status for Federal income tax purposes, you may use this letter as evidence of your exemption.

This is an advisory letter.

Sincerely yours,  
R C Voskinl (signed)  
District Director

Stamped Received  
Jan 23, 1976  
Missouri Baptist Conv  
Business Services Div.

## APPENDIX F

### FORM REQUESTING SPECIAL BUSINESS MEETING FOR TERMINATION OF PASTOR

We, the undersigned, in accordance with the provisions of the church bylaws, do hereby request a special business meeting to be called to take up the matter of the termination of the pastor. Pursuant to the bylaws provisions, the undersigned do represent at least twenty (20%) percent of the resident church members. The church clerk is hereby directed to give notice of the special called business meeting as provided for in the constitution.

Revised: March 16, 2019

## **APPENDIX G**

### **FORM FOR LETTER OF DISMISSAL OF MEMBERS**

Dear \_\_\_\_\_

Pursuant to church bylaws provisions, this letter is being provided to you as a letter of dismissal from the \_\_\_\_\_ Baptist Church. This dismissal is provided for members who are no longer resident members or who have become inactive. Should you desire to become once again a member of this or another congregation, you should present this letter as evidence of your prior membership in this congregation.

To Whom It May Concern:

Please be advised that \_\_\_\_\_ was dismissed as a member of the \_\_\_\_\_ Baptist Church and granted this letter on \_\_\_\_\_. This letter is provided to this former member so that if he/she desires to unite with another church that he/she will have this letter as evidence and statement of former church membership. The basis for dismissal was due to the member having become non-resident/inactive.

## **APPENDIX H**

### **FORMS LIST**

**Incorporation of Nonprofit Organizations (Chapter 355 RSMo.)** - Find these forms and instructions on the Missouri Secretary of State's web site at [www.sos.mo.gov](http://www.sos.mo.gov) or phone 573-751-4153.

***Domestic Nonprofit Instruction Sheet*** (Ltr. 5/01/05)

***Articles of Incorporation of a Nonprofit Corporation*** (Corp. Form 52)

***Schedule of Corporation Fees and Charges***

***Statement of Change of Registered Agent and/or Registered Office by a Foreign or Domestic For Profit or Nonprofit Corporation or a Limited Liability Company*** (Corp. Form 59)

***Statement of Change of Business Office Address by a Registered Agent of a Foreign or Domestic for Profit or Nonprofit Corporation or a Limited Liability Company*** (Corp. Form 59A)

***Articles of Amendment for a Nonprofit Corporation*** (Corp. Form 53A)

***Articles of Dissolution by Voluntary Action for a Nonprofit Corporation*** (Corp. Form 45)

***Articles of Revocation of Voluntary Dissolution for a Nonprofit Corporation*** (Corp. Form 45A)

***Articles of Termination for a Nonprofit Corporation*** (Corp. Form 60A)

**Tax Exempt Status & Tax Issues** -- Find these forms and instructions on the Missouri Department of Revenue web site at [www.dor.state.mo.us](http://www.dor.state.mo.us) or phone 573-751-5860 for information and 1-800-877-6881 for forms.

***Missouri Sales/Use Tax Exemption Application*** (Form DOR-1746) & ***Instructions for Completing Form 1746***

***Missouri Sales/Use Tax Exemption Certificate*** (Form DOR-149)

**United States Internal Revenue Service** -- Find these forms and instructions on the IRS web site at [www.irs.gov](http://www.irs.gov) or phone 800-829-4933

***Employer's Quarterly Federal Tax Return and Payment Voucher with Instructions*** (IRS Form 941 and 941 V)

**Wage and Tax Statement** (IRS Form W-2)

**Miscellaneous Income** (IRS Form 1099-MISC)

**Application for Employer Identification Number (EIN)** (Also known as a Federal Tax Identification Number) (Form SS -4)

## **APPENDIX I**

### **Job description—senior pastor**

**PRINCIPAL FUNCTION:** The pastor is responsible to the church for providing spiritual and administrative leadership of the church; and is to use his skills in proclamation and pastoral care to meet the needs of persons in the church and community.

#### **Responsibilities:**

- A. Provide Spiritual Leadership
  - Preach the Gospel, lead worship services, ordinances, funerals and weddings.
  - Lead members to so trust and love God that they desire to serve Him.
  - Lead the members to love one another and their neighbors.
  - Encourage stewardship and world mission support.
  
- B. Provide Pastoral Leadership
  - Visit church members.
  - Lead/train deacons and Sunday school workers in caring visitation of members.
  - Counsel members/others in times of crises.
  
- C. Provide Outreach Leadership
  - Train, organize, and lead members to do visitation of and witnessing to unchurched persons.
  - Set example in cultivating unchurched persons.
  - Lead church in planning regular outreach/revival emphasis.
  
- D. Provide Administrative Leadership
  - Serve as chairman of church council.
  - Lead church to develop basic church programs.
  - Lead church to elect needed workers.
  - Lead church to train officers and workers.
  - Lead church to plan monthly/annual calendar.
  - Lead church to develop policies that would help members participate in an orderly manner.
  - Supervise church employees according to church policy.
  
- E. Vacation
  - 21 days vacation plus 2 days to be used as speaking engagements or as pastor's discretion. Pastor may not carry over more than 7 days vacation into next year.



# **APPENDIX J**

## ***Job Description ----Part-Time Youth Leader***

***Principle Function*** --The youth leader is called by God to follow Christ in a life of discipleship, using the leadership gifts given by the Holy Spirit to lead the church in carrying out the Great Commission for the purpose of expanding the kingdom of God.

### ***Requirements:***

- \* Become a member of the church.
- \* Attend all church functions, as possible, and show a leadership role.

### ***Benefits***

- \* Salary is based on experience and performance.
- \* As part time leader paid vacation is not offered.
- \* If time is needed off, it is the responsibility of the youth leader to find replacement.

### ***Responsibilities***

#### ***The youth leader will:***

#### ***Leading***

- \*To establish a viable youth program to fit the needs of our church and the target area of the church.
- \* Represent youth ministry on the church council, business meetings, and with other church groups as called on.
- \* Chair the youth ministry to the church council, outline a monthly plan and present to the church council. List details of how you are going to implement the plan and what is required from the church to make the plan a success.
- \* Coordinate and enlist, disciple, train, and motivate adults to volunteer to serve in the youth ministry in cooperation with the executive board.
- \* Share the gospel with lost youth and lost parents or grandparents on an ongoing weekly basis through home visits and phone calls both individually and corporately.
- \* Promote youth and church activities to the youth, their parents, and grandparents weekly.
- \* Coordinate an overall youth evangelism strategy for the church, ensure evangelism is a goal of all youth programming, and coordinate continuing training in soul-winning for all members of the youth ministry family.

- \* Network with other evangelical youth leaders in the community to support youth in starting and strengthening school campus ministries and to coordinate events to evangelize and disciple youth.
- \* Work with our local association for youth events, mission opportunities, and youth camp. Encourage youth to attend these functions and show a leadership role in these opportunities.
- \* Equip the youth with the gospel and how to use it as a witnessing tool to other youth and family members.
- \* Coordinate the training of youth to serve as missionaries on their school campuses.
- \* Put together a list of youth members in the church and all youth visitors (name, address, phone number, email, etc.) Contact the youth and their parents by home visits and phone calls and inform them of not only youth activities but church activities as well. Parents need to know of activities also. Make sure parents know things such as the event, time, and place of event.
- \* Establish an outreach program for youth in our church target area. Update the list monthly.
- \* Work with the leaders of the church, Sunday school teachers, and Vacation Bible school director for ways to involve the youth with church functions.
- \* Search for the needs of the youth as far as transportation and report these needs to the church council for solutions.

### ***Administering***

- \* Coordinate an annual youth ministry budget proposal and administer that budget as approved by the budget committee.
- \* Coordinate programming and events for parents and youth to work together in missions and ministry.
- \* Coordinate space utilization in youth ministry and make recommendations concerning building needs.
- \* Coordinate planning to ensure Christian youth experience authentic worship personally, with the group, and with the full church body.
- \* Coordinate planning to ensure youth experience true fellowship within the body of Christ.

### ***Ministering***

- \* Serve as an integral member of the pastoral ministries team and give full support to the leadership role of the senior pastor.

\* Provide pastoral ministry with the youth ministry family (youth, parents of youth, and youth leaders), and coordinate the training of others to do likewise.

**Accountability**

\* The minister of youth reports to the pastor and executive board and supervises volunteer youth staff.

**APPENDIX K  
WEDDING POLICY**

**MEMBER**

I. FEES

Use of Building	No charge
Wedding Coordinator	\$100.00 for wedding & rehearsal (required) \$25.00 additional for rehearsal dinner (optional) \$25.00 additional for reception (optional)
Pianist	\$50.00 (optional)
Sound Technician	\$35.00 (required)
Pastor	Honorarium

Total payment is to be made to the church secretary, three weeks prior to the wedding.

**NOTE:** Fees do not include any financial arrangement with any other musicians used in the wedding. Those arrangements should be made directly with them.

II. SERVICES PROVIDED

A. Custodian will unlock and cleanup the church the day of rehearsal and wedding, adjust temperature, move pulpit, monitors, mikes, etc. and set up the fellowship hall if there is a reception. A meeting with the custodian is needed to know any other needs of the wedding party. Decorating is the responsibility of the wedding party, as approved by the church. The custodian will clean up following the service.

B. Pastor will lead four premarital counseling sessions scheduled at a time which is agreeable to all, act as rehearsal coordinator, and officiate the service. He will also go over church policies included in this wedding policy.

C. This church stands on the Word of God. If the engaged couple is currently living together outside of the sanctity of marriage, they must separate themselves from this lifestyle until the wedding is performed.

D. Pianist, if needed, will be present for the rehearsal and play for the wedding, including 15 minutes before the ceremony, and accompany the soloist/s, if desired. The church will make every effort to provide a pianist but we cannot guarantee we will find one for the date desired.

**NOTE:** The bride and/or soloists need to deal directly with the pianist concerning music desired.

### III. GENERAL POLICIES

A. The pastor prefers a three month notice for the wedding date. The couple will need to attend four premarital counseling sessions.

B. If another minister is to have the service, this must be approved by the church and/or pastor.

C. No alcoholic beverages will be used or served on church property including the parking lot or the damage deposit will be forfeited. The couple is also to inform the church if there will be alcohol served at the rehearsal dinner or reception away from the church.

D. No tobacco anywhere in the building or the damage deposit will be forfeited.

E. No rice will be used in the wedding or the damage deposit will be forfeited. If bird seed is used; it will be distributed outside the building only.

F. Music used for the wedding is subject to the pastor's approval.

G. Only dripless candles are to be used or the damage deposit will be forfeited. No nails, tacks, or tape is allowed on walls, ceilings, etc.

H. A staff member of Faith United Baptist will appoint the sound technician for the wedding.

I. The following rooms are to be used for the wedding and related events: sanctuary, fellowship hall (plus kitchen), restrooms, one classroom for bride's dressing room and one classroom for groom's dressing room.

J. The wedding party is responsible for locking up their valuables during the wedding. Faith United Baptist Church is not liable for lost, damaged, or stolen property.

K. The bride and groom are responsible for furnishing: Candles, candelabra, reception serving material, and silverware and any other decor.

IV. REFUNDS

A. If the couple decides not to get married, fees paid will be refunded, **minus** anything already spent.

B. If for legal, moral, or ethical reasons, the pastor feels he cannot marry the couple; the fees will be refunded, **minus** anything already spent.

Prices listed above as of 1-1-08. Prices subject to change. Once the wedding is on the church calendar, the prices are fixed.

**WEDDING INFORMATION/PAYMENT FORM  
MEMBER**

**Information on persons to be married:**

Bride's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Groom's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Contact Person's phone number \_\_\_\_\_ Cell \_\_\_\_\_

Date & Day of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Date & Day of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Pastor(s) to perform ceremony \_\_\_\_\_

FEEs: (check off the services you will be using)

Service	Charge	Amt. Paid	Check/Cash
Use of building	No charge		
Custodian/ wedding & rehearsal	\$100.00		
Custodian/rehearsal dinner	\$25.00		
Custodian/Reception	\$25.00		
Keyboardist/Pianist	\$50.00		
Sound Technician	\$75.00		
Faith United's Pastor	Honorarium		
Premarital counseling			
Literature			
Total Amount Due			
Amount Received			
Balance due 3 weeks prior to wedding			
Due Date			

If having reception here:

How many people are expected? \_\_\_\_\_

Draw a diagram of how you want the tables set up for the reception

Additional Information: \_\_\_\_\_

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## OFFICE USE ONLY

\_\_\_\_\_ PASTOR'S APPROVAL

\_\_\_\_\_ SOUND TECH NOTIFIED

\_\_\_\_\_ CUSTODIAN NOTIFIED

\_\_\_\_\_ PUT ON CHURCH CALENDAR

### WEDDING POLICY

#### NON-MEMBER

#### I. FEES

Use of Building	\$400.00 <u>must</u> be paid when wedding is put on calendar
Damage Deposit	\$100.00 <u>must</u> be paid when wedding is put on calendar
Wedding Coordinator	\$15.00 per hour wedding & rehearsal (required) \$25.00 additional for rehearsal dinner (optional) \$25.00 additional for reception (optional)
Pianist	\$50.00 (optional)
Sound Technician	\$75.00 (required)
Pastor	\$150.00 (required unless another minister conducts service)

Final payment is to be made to the church secretary, three weeks prior to the wedding.

**Note:** The wedding coordinator is responsible for 1) being here for all wedding activities or appointing someone to be here, 2) supervising the rehearsal, wedding, and reception at the building, 3) determining the refund of the damage deposit, and 4) cleaning what needs to be cleaned as a result of the wedding.

**NOTE:** Fees do not include any financial arrangement with any other minister or musicians used in the wedding. Those arrangements should be made directly with them.

#### II. SERVICES PROVIDED

A. A member of Faith United must be present at all times the church is in use.

- B. The wedding coordinator will be given the approximate hours the church will be in use.
- C. The wedding coordinator will unlock and cleanup the church the day of rehearsal and wedding, adjust temperature, move pulpit, monitors, mikes, etc. and set up the fellowship hall if there is a reception. A meeting with the custodian is needed to know any other needs of the wedding party. Decorating is the responsibility of the wedding party, as approved by the church. The custodian will clean up following the service.
- D. The wedding party must inform the church if the platform pews need to be moved.
- E. Pastor will lead four premarital counseling sessions scheduled at a time which is agreeable to all, act as rehearsal coordinator, and officiate the service. He will also go over church policies included in this wedding policy.

**Note:** Because of his other duties, the pastor may leave shortly after the wedding, as soon as he has signed the marriage license. Any pictures involving him would need to be taken earlier.

- F. This church stands on the Word of God. If the engaged couple is currently living together outside the sanctity of marriage, they must separate themselves from this lifestyle until the wedding is performed.
- G. Pianist, if needed, will be present for the rehearsal and play for the wedding, including 15 minutes before the ceremony, and accompany the soloist/s, if desired. The church will make every effort to provide a pianist but we cannot guarantee we will find one for the date desired.

**Note:** The bride and/or soloists need to deal directly with the pianist concerning music desired.

### III. GENERAL POLICIES

- A. The pastor prefers a three month notice for the wedding date. The couple will need to attend four premarital counseling sessions.
- B. If another minister is to have the service, this must be approved by the church and/or pastor.
- C. No alcoholic beverages will be used or served on church property including the parking lot or the damage deposit will be forfeited. The couple is also to inform the church if there will be alcohol served at the rehearsal dinner or reception away from the church.
- D. No tobacco anywhere in the building or the damage deposit will be forfeited.



- E. No rice will be used in the wedding or the damage deposit will be forfeited. If bird seed is used, it will be distributed outside the building only.
- F. Music used for the wedding is subject to the pastor's approval.
- G. Only dripless candles are to be used or the damage deposit will be forfeited. No nails, tacks, or tape is to be used on the walls, ceilings, etc.
- H. A staff member of Faith United Baptist will appoint the sound technician for the wedding.
- I. The following rooms are to be used for the wedding and related events sanctuary, fellowship hall (plus kitchen), restrooms, one classroom for bride's dressing room and one classroom for groom's dressing room.
- J. The wedding party is responsible for locking up their valuables during the wedding. Faith United Baptist Church is not liable for lost, damaged, or stolen property.
- K. The bride and groom are responsible for furnishing: Candles, candelabra reception serving material, and silverware and any other decor.

#### IV. REFUNDS

- A. If the couple decides not to get married, fees paid will be refunded, **minus** anything already spent.
- B. If for legal, moral, or ethical reasons, the pastor feels he cannot marry the couple; the fees will be refunded, **minus** anything already spent.

Prices listed above as of 1-1-08. Prices subject to change. Once the wedding is on the church calendar, the prices are fixed.

## WEDDING INFORMATION/PAYMENT FORM

### NON-MEMBER

#### Information on persons to be married:

Bride's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Groom's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person's phone number \_\_\_\_\_ Cell \_\_\_\_\_

Date & Day of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Date & Day of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Pastor(s) to perform ceremony \_\_\_\_\_

#### FEES: (check off the services you will be using)

Service	Charge	Amt. Paid	Check/Cash
Use of building	\$400.00 Due when put on calendar		
Damage Deposit	\$100.00 Due when put on calendar		
Wedding Coordinator	\$15.00 per hr. Approx. hrs. _____		
Custodian/rehearsal dinner	\$25.00		



**APPENDIX L**  
**POLICY FOR USE OF**  
**THE FELLOWSHIP HALL**

Those active members wishing to use the fellowship hall for various reasons may use it free of charge with these conditions:

1. That the event does not conflict in any way with the doctrine of the church and the Kingdom of God.
2. That the event is cleared with the office and put on the calendar so no conflicting activities occur.
3. That the fellowship hall be cleaned after use and back to its original condition.

Any non-members or inactive members [inactive is defined as anyone who has been a member but has not participated or attended the church for six months] may use the fellowship hall with these conditions:

1. Submit a usage fee of \$100 prior to the use of the fellowship hall.
2. Submit a refundable deposit fee of \$50 to be used for damage or clean-up should such occur.
3. Clear the event through the office so that the event does not conflict in any way with the doctrine of the church and the Kingdom of God.
4. Clear the event through the office to be put on the calendar so no conflicting activities occur.
5. Be responsible for an active member of the church to be present at the event.
6. Clean the fellowship hall after use and back to its original condition.

## Revisions of Constitution and Bylaw

12/14/2005	Church Council created
10/11/2006	Choir Director added to Church Council
4/11/2007	Youth Director job description added
2/13/2008	Church rental policy added
4/9/2008	Limit of 6 on Trustees and Fellowship Committee
8/13/2008	Pastor job description added
8/12/2009	Custodian added to Staff
9/9/2009	Personnel Committee added
10/14/2009	Executive Board consists of Pastor and 3 Deacon Officers
1/13/2010	Auditing Committee added Fellowship Hall Rental Policy
6/17/2015	85% vote approval for Pastor Call
6/21/2017	Verified revisions
12/11/2018	Revised Section 6 Deacon E, Section 10 Church Finances and Budgeting, and Section 12 Church Year & Quorum to show the change of business year from July – June to January-December.
3/16/2019	Revised Article IX, Section 1 and Church Finances and Budgeting section 10 to show the change of having the regular business meeting every month to having the meeting every other month.