Constitution and Bylaws
of
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.

CONSTITUTION

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

As a member at Faith United Baptist Church, I will fulfill the following expectations:

I will worship the one true God with other Faith United Baptist Church members for as long as I am physically able (Hebrews 10:24-25; Romans 12:1). The goal of my regular weekly worship is to give God glory (Romans 11:36; Hebrew 13:15).

I will grow spiritually through regular involvement in groups and classes at Faith United Baptist Church in addition to regular personal devotional times. I understand the purpose of these groups and classes is building community with other believers and holding each other accountable (Acts 2:44-47; 2 Timothy 3:16-17).

I will serve Christ through the mission work of Faith United Baptist Church. I am created to serve others through good works. (Ephesians 2:10; 1 Peter 4:10). I am commanded by God to make disciples of every nation, tribe, people and language through the local church (Matthew 28:16-20; Revelation 7:9). I will support the church's mission to go to the ends of the earth to share the gospel (Acts 1:8).

I will give to God abundantly and joyfully, recognizing God as the owner of all things (Proverbs 3:9; Psalm 24:1). Giving my tithe and time to God brings me closer to Him (Malachi 3:10; Matthew6:19-24).

I will seek unity with other church members. I recognize God's design for the church is unity and I will put the interests of others above my personal preferences (Ephesians 4:1-6, 1 Peter 3:8-9). This means seeking God's help in abstaining from all drugs, food, drink, and practices which harm the body or jeopardize our own or another's faith (1 Peter 2:16; 1 Corinthians 8). I will guard the reputation of the church and submit to discipline for any sin problems in my life (Matthew 18:15-20).

I will pray for and follow the leadership of Faith United Baptist Church (Hebrews 13:17-18). I will pray privately and with the church corporately. I will pray for people to accept Christ, and I will pray for more disciples to grow.

I will sacrifice by serving first, following the servant model of Jesus Christ (Mark 10:45). I will make my attitude that of Christ and through humility make the gospel my priority (Philippians 2:5-11).

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

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 by:

By Profession of Faith in Jesus Christ and Baptism (by immersion) - If you have received Jesus Christ as your personal Savior and Lord and will be baptized as a symbol of your faith, we welcome you as a member.

By Transfer of Church Letter – If you are coming from a Baptist church, are a follower of Jesus Christ, and have been baptized (by immersion), we welcome you as a member. The church clerk will take care of the details of contacting your church and transferring your membership.

By Statement of Faith in Jesus Christ- If you are coming from another Christian Denomination, share our doctrinal beliefs, are a follower of Jesus Christ, and have been baptized (by immersion), we welcome you as a member.

By Believer's Baptism – If you have already professed faith in Jesus Christ as Lord and Savior and are now ready to follow Him in baptism (by immersion), we welcome you as a member.

Candidates for membership must complete a new member's class and pastor interview (conference) before being voted on at a regular business meeting. A majority vote of those church members present, and voting shall be required to elect a candidate to membership.

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 quarter (4 times per year), with the first meeting being in March of every year. The meetings will be held the second Sunday in March, June, September and December, provided, however, upon agreement by the pastor and a majority of the deacons, the regularly scheduled business meeting may be moved to another day for special circumstances.

Section 2: Special called business meetings may be called by the pastor or the chairman of deacons or 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.

Section 4: The annual meeting of the church shall be held on the second Sunday of the month prior to the beginning of the church year.

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 literature contrary to our Statement of Faith and Message 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 meetings except:

a. members placed on the non-resident or inactive list as provided in the bylaws; or
b. members under the age of eighteen 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. Members have 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.

People 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. Every three years the church will be audited by a third-party auditor. An internal audit will be conducted all other years. 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 people 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 appropriate committee while working in conjunction with 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 eighty-five (85%) 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 active 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 two-thirds vote (2/3) 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 December 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.

SECTION 7

CHURCH COUNCIL

A. Membership

The membership of the Church Council shall consist of a chairman or representative of every church ministry. 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. Women on Mission	5. Sunday School	8. Discipleship
3. Baptist 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. The quorum for a regular or special business meeting shall be twenty percent (20%) of the active membership.

SECTION 13

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.**

SECTION 14

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.

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: Job Descriptions

APPENDIX I(1) Job Description Senior Pastor

APPENDIX I(2) Job Description Part-time Youth Leader

APPENDIX I(3) Job Description Custodian

APPENDIX I(4) Job Description Associate Pastor of Families

APPENDIX J: Youth director's job description

APPENDIX K: Wedding policy

APPENDIX L: Fellowship Hall rental policy

APPENDIX M: Custodian job description

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. General Comments
12. Adjournment

APPENDIX B

SPECIAL BUSINESS MEETING AGENDA

1. Call Meeting to Order
2. Prayer
3. Reading of Notice of Special Meeting (Notice states time, date and place, and subject matter to be considered.)
4. Special Business Matter
5. 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 each 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 has 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 a better run business session and less problems in conducting 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 H).

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 H) 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

PURPOSE STATEMENT

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 Voskin (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 bylaw provisions, the undersigned do represent at least twenty (20%) percent of the active church members. The church clerk is hereby directed to give notice of the special called business meeting as provided for in the constitution.

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 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. Form45)

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 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 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

Faith United Baptist Church
Job Description

Title: Senior Pastor

Position Summary

The Senior Pastor of Faith United Baptist Church, Saint Joseph, MO, must meet the spiritual, personal and character qualifications as found in 1 Timothy 3:1-7 and Titus 1:6-9 and exhibit the fruit of the spirit as found in Galatians 5:22-23

The Senior Pastor will hold the doctrinal beliefs of the Southern Baptist Convention as described in the Baptist Faith and Message 2000. The Senior Pastor will strive to lead Fatih United Baptist Church to maintain its support of the Southern Baptist Convention.

The Senior Pastor shall serve as the chief under-shepherd and overseer of the church, feeding, leading and nurturing the sheep. The Senior Pastor's main responsibilities will be to communicate God's Word, minister to spiritual needs and provide biblical leadership for the church.

The Senior Pastor will endeavor to lead the church to fulfill the Great Commission (Matthew 28:19-20) and the Great Commandment (Matthew 22:35-40, Mark 12:28-34 and Luke 10:27)

Qualifications and Experience:

- Christ-centered, Bible-based, prayer-driven, born-again Christian
- Ordained minister of the Gospel required and of Southern Baptist Covention preferred
- College degree in Pastoral Ministries, Divinity, Christian Education, (or and equivalent degree) from an accredited seminary preferred
- Demonstrate a commitment to expository preaching
- Exceptional written and oral communication skills

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.
Serve as moderator for all business meetings.
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.

APPENDIX I (2)

Faith United Baptist Church
Job Description

Title: 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 I (3)

Faith United Baptist Church
Job Description

Title: Custodian

Position Summary

The Custodian will ensure that all publicly accessible areas of the church are clean and presentable. To be a successful Custodian, the person should be observant, respectful, motivated, and committed in providing church members, visitors, and staff with a clean, orderly place to worship and congregate.

Responsibilities:

- Maintaining a clean church facility by performing weekly duties in all public areas of the building, including bathrooms, sanctuary, kitchen, meeting rooms and hallways.
- Vacuum carpeted areas, mop tile floors, sanitize surfaces, and restock items such as toilet paper, paper towels, soap dispensers, and other supplies.
- Maintain supply inventory and submit a request when items need to be replenished.
- Observe proper chemical handling procedures when working with cleaning agents.
- Be knowledgeable about proper chemical handling and cleaning techniques.
- Use appropriate personal protective equipment per the directions of the chemical.
- Submit a request to the head trustee if repairs are needed.
- All cleaning supplies must be put back in the appropriate storage area after cleaning.
- Keep the custodian storage closet clean and organized.
- Ensure that all interior doors are closed, exterior doors are closed and locked, and all lights are off when leaving the building.
-

Qualifications:

Must be an active member of Faith United Baptist Church.
Energetic and take pride in keeping the church clean.
Prior experience preferred but not required; should have an understanding of cleaning techniques and safety procedures.
Ability to physically carry out required responsibilities and lift a minimum of 30 pounds.
Interact with church staff and visitors in a respectful, positive manner.
Must be flexible with cleaning schedule to suit the needs of the church.
Have strong motivation to work independently and demonstrate attention to detail.

APPENDIX I (4)

Faith United Baptist Church
Job Description

Title: Associate Pastor of Families

Position Summary

The Associate Pastor of Families supports the mission of Faith United Baptist by providing oversight and leadership to family discipleship ministries with an emphasis upon children and parents and our missions and outreach ministries.

Responsibilities:

- Develop a strategic and tactical plan for ministry to the family in keeping with the overall vision and mission of Faith United Baptist Church.
- Contribute to the planning of and effectiveness of our missions program.
- Recruit, train, encourage, and coordinate teams of volunteer leaders, empowering parents to be key partners in the discipleship of children and youth.
- Plan specific opportunities for targeted discipleship growth for all families.
- Serve as the director of our midweek Wednesday children's program.
- Recruit and oversee a rotation of Children's Church volunteers while maintaining a consistent presence throughout the month when available.
- Work with leadership to implement on-going equipping and encouragement of parents.
- Oversee and work closely with the youth leader ensuring their goals are clear & met.
- Work with leadership to ensure opportunities for all generations to worship & serve together.
- Attend weekly and monthly leadership meetings.
- Serve as the liaison for children, family, and mission team needs.
- Model living life on mission with your family, equipping others to do the same.
- Communicate family issues and mission opportunities to pastoral leadership.
- Oversee all kids and missions/outreach areas of the budget.

- Assist with Audio/ Visual team.
- Assist in discussions, plans, and preparations for our missions & outreach team.
- Assist in the coordination of any mission trips in an effective manner, helping members remain informed and prepared ahead of departure.
- Perform other duties as assigned including preaching, teaching, visitation, and pastoral care needs.

Qualifications:

- Must be an active member of Faith United Baptist Church.
- Meet the Biblical qualifications of leadership set forth in I Timothy 3:1-7 & Titus 1:7-9
- Experience in local church leadership including recruiting, training, and teaching.
- Strong and growing in his faith with a clear and communicable understanding of Scripture and a passion for family discipleship ministry and missions and outreach.
- Aligned with Faith United's Statement of Faith (BFM2000), Vision, Mission and Values
- Teachable, motivated, dependable, relational
- Values teamwork, collaboration, punctuality, & confidentiality
- Prioritizes organization, time management, & creative problem solving
- Bachelor's degree (B.A. or B.S.) from a four-year ministry college or university or equivalent experience

APPENDIX J

WEDDING POLICY

FOR FAITH UNITED BAPTIST CHURCH MEMBER

I. FEES

Use of Building	No charge
Custodian	$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	$75.00 (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. 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.

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. The 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 the 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, 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 subject to change. Once the wedding is on the church calendar, the prices are fixed.

WEDDING INFORMATION/PAYMENT FORM
FOR MEMBERS OF FAITH UNITED BAPTIST CHURCH

Information of bride and groom to be married:

Bride's Name_____

Address_____City_____State_____Zip_____

Groom's Name_____

Address_____City_____State_____Zip_____

Contact phone number_____ Cell_____

Date & Day of Rehearsal_____ Time_____

Date & Day of Wedding_____ Time_____

Pastor(s) to perform ceremony_____

FEES: (check the services you will be using)

SERVICES	CHARGE	AMOUNT PAID	CHECK/CASH
Use of Building	No charge		
Custodian for Wedding & Rehearsal	$100.00		
Custodian for Rehearsal Dinner	$25.00		
Custodian for Reception	$25.00		
Pianist	$50.00		
Sound Technician	$75.00		
FUBC Pastor	Honorarium		
Premarital Counseling			
Literature			

Total amount due	
Amount received	
Balance due 3 weeks prior to wedding date	
Due date	

If the reception is being held here:

How many people are expected? _____

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

Additional Information:

_____
_____
_____
_____
_____
_____
_____
_____

OFFICE USE ONLY:

_____PASTOR'S APPROVAL _____SOUND TECH NOTIFIED

_____CUSTODIAN NOTIFIED _____PUT ON CHURCH CALENDAR

APPENDIX K

POLICY FOR USE OF THE FELLOWSHIP HALL

FOR MEMBERS OF FAITH UNITED BAPTIST CHURCH

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.

NON-MEMBERS OF FAITH UNITED BAPTIST CHURCH

Any non-members or inactive members (inactive is defined as anyone who has been a member but has not participated in 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 added
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 starting in 2019.
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.
12/5/2019	Revised Article IX, Section 1 and Church Finances and Budgeting section 10 to show the change of having the regular business meeting every other month to having the meeting every month.
12/8/2020	Added Custodian job description. See Appendix M
6/8/2021	Remove from Appendix I Senior Pastor Job Description, section E that states Vacation: 21 days vacation plus 2 days to be used as speaking engagements or as pastors discretion. Pastor may not carry over more than 7 day's vacation into next year.
11/9/2022	Add Associate Pastor of Families job description.
12/14/2022	Constitution and Bylaw Committee reviewed entire document for changes/updates. See December 14, 2022 special business meeting minutes.
1/11/2023	Article V Church Covenant changed. See January 11, 2023 special business meeting minutes.
3/13/2024	Senior pastor job description updated.
11/12/2025	Revised Article IX, section 1: The church shall have regular business meetings every month, with the first meeting being January 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. It was changed to having regular business meetings every quarter with the first meeting being in March and held on the second Sunday.

Revised section 4: The annual meeting of the church shall be held on the second Wednesday of the month prior to the beginning of the church year. It was changed to having the annual meeting of the church the second Sunday.