

CONSTITUTION AND BY-LAWS
ST. JOHN MISSIONARY BAPTIST CHURCH
1401 E. Brundage Lane
Bakersfield, California

Adopted January 2, 2018

ARTICLE I. NAME

The name of this organization is Saint John Missionary Baptist Church (“Church”).

ARTICLE II. PURPOSE

The purposes for which this organization were formed are:

1. To advance the Kingdom of our Lord and Savior Jesus Christ through public religious worship of God and benevolent efforts, the preaching of the Gospel, constant Christian living by its members, personal evangelism, missionary endeavor, and Christian education.
2. To hold and conduct meetings for the worship of God according to the rules, regulations and discipline of the Baptist Church.
3. To do such acts of charity and benevolence as may be deemed best by the membership of this church, and to acquire and hold property, real and personal, in any state in the United States or elsewhere as may be deemed advisable by the Pastor, official Board of Deacons and members in good standing of the St. John Missionary Baptist Church.
4. To transact any and all business that may be necessary for the Church as a religious organization and to effect the objectives of this organization.

ARTICLE III. TERM OR PERIOD OF TIME

These bylaws shall be in effect until revised, revoked, or amended according to their terms.

ARTICLE IV. OFFICERS

The general officers of this Church shall be as follows:

1. Pastor, who shall be the chief executive or presiding officer.
2. A Board of Deacons, who shall be at least seven (7) or more in number.
3. A Board of Trustees, who shall be at least five (5) or more in number.
4. The General Treasurer.
5. The Church Clerk.
6. The Superintendent of the Sunday School
7. The Director of the Baptist Training Union.
8. The Minister of Music.
9. The President of each Choir.
10. The President each Usher Board.
11. The President of each Missionary Society.
12. The head of such other auxiliaries as the Pastor, Board of Deacons and Church may create in the interest of the Church.

ARTICLE V. MISSION

The membership shall be determined by the bylaws.

SECTION 1. BY-LAWS
BAPTIST COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as Our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, 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 and holiness; to give it a place in our affections, prayers, and services above every organization of human origin; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly, as God prospers us, toward its expenses, for the support of a faithful and evangelical ministry among us, the relief of the poor, and the spread of the gospel throughout the world. In case of difference of opinion in the church, we will strive to avoid a contentious spirit, and if we cannot unanimously agree, we will cheerfully recognize the right of the majority to govern.

We also engage to maintain family and secret devotion; to study diligently the Word of God; to religiously educate our children; to seek the salvation of our kindred and acquaintances, to walk circumspectly in the world, to be kind and just to those in our employ, and faithful in the service we promise to others; endeavoring in the purity of heart and goodwill towards all men to exemplify and commend our holy faith.

We further engage to watch over, to pray for, to exhort and stir up each other unto every good word and work; to guard each other's reputation, not needlessly exposing the infirmities of others; to participate in each other's joys and with tender sympathy bear one another's burdens and sorrows, to cultivate Christian courtesy; to be slow to give or take offense, but always ready for reconciliation, being mindful of the rules of our Savior in the eighteenth chapter of Matthew, to secure it without delay; and through life, amid evil report, and good report to seek to live in the glory of God, who hath called us out of darkness into His marvelous light.

When we remove from this place, we engage as soon as possible to unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE VI. SOURCE OF GOVERNMENTAL AUTHORITY

This Church is subject to the controls of no other ecclesiastical body. The members in good standing of this congregation constitute the source of the government which operate it. As an organization the members in good standing of the Church constitute the corporation.

ARTICLE VII. MEMBERSHIP

The membership of the Church shall consist of Baptized believers in our Lord and Savior Jesus Christ, who have confessed their faith in His name and who have indicated their desire to join this congregation to take part in the program of this Church and to be subjected to the rightful discipline of the officers and governing authorities of the Church.

SECTION I.

A person shall accomplish membership in any one of the following ways:

- (a) Upon his or her confession of faith in Jesus Christ as Savior and Lord, after Baptism by immersion.
- (b) By the presentation of a letter from some other Baptist Church of like faith and order
- (c) Upon a statement of Christian Experience, if previously a member in good and regular standing of a Baptist Church of like faith and order, or
- (d) Upon a statement of a desire for restoration.

SECTION II. MEMBERS OF GOOD STANDING

To be a member in good standing, the member must meet the duties that adhere in this section:

It shall be the duty of every member in good standing of this Church to abide by the provisions of the Baptist Covenant as expressed in ARTICLE V of these bylaws, to be loyal in supporting the activities and program of the Church, to obey the rules and regulations of the Church, and to:

- (a) Pledge to its financial support,
- (b) Be regular in attendance to Church services and gatherings, and
- (c) Support the total Church program including missions, evangelism and Christian education.

SECTION III. MEMBERS NO LONGER IN GOOD STANDING

It shall be the duty of the Pastor and Board of Deacons in determining when a member is no longer in good standing for failing to adhere to the duties under ARTICLE VII Section II. All rights and privileges of members no longer in good standing are suspended without notification.

The Pastor and Board of Deacons will maintain a regular list of members in good standing and will seek to determine the members' standing, in good faith and diligence, to ensure a true list.

SECTION IV. DISCIPLINE OF MEMBERS

It shall be the duty of the Pastor and the Board of Deacons to serve as the judicial disciplinary agent of this Church in accordance with Matthew 18:15-20, Galatians 6:1-2, et al, by:

- (a) Determining to their satisfaction the validity of the existence of private or public offense on the part of a member of this Church and determining if that offense warrants exclusion from the Church.
- (b) Sending a written request for consultation to any potentially offending member.
- (c) Recommending disciplinary action to the Church for such offending member, or
- (d) Automatically suspending all rights and privileges of the offending member upon the sending of a written request from the Pastor and the Board of Deacons for consultation, until restored.

SECTION V. DISMISSAL OF MEMBERS

- (a) A member may be excluded from the membership upon the recommendation of the Pastor and Board of Deacons for conduct which reflects unfavorably upon the Church, upon its Pastor, its officers, or upon its membership.
- (b) If the Board of Deacons and the Pastor recommend the dismissal of a member, the member shall be notified in writing of the recommendation and the date when said recommendation shall be read to the membership of the Church, and said persons shall have opportunity to be present at said meeting and to be heard by the membership in his or her defense.
- (c) Letters of dismissal for the purpose of uniting with some other Baptist Church of like faith and order shall be granted to members in good standing, upon recommendation of the Pastor and the Board of Deacons.
- (d) Any member in good standing desiring to unite with the Church of some other denomination, may, upon recommendation of the Pastor and Board of Deacons, be granted a letter of Christian standing, and thereafter shall cease to be a member of this Church.
- (e) When a member requests that his or her name be erased from the Church roll and no charges have been preferred against this member, the Pastor and the Board of Deacons shall investigate the member's request, and if they are satisfied that the member cannot be reclaimed, the name of such member shall be erased from the roll.

ARTICLE VIII. CHURCH BOARDS

The following shall be the Boards of this Church:

1. The Board of Deacons
2. The Board of Trustees

ARTICLE IX. DUTIES OF OFFICERS AND BOARDS OF THE CHURCH

SECTION I: DUTIES OF THE PASTOR

The Pastor shall preach and teach the gospel, administer the ordinances of the Church, watch over the membership, promote the Spiritual interest of the Church, and organize the Church materially to develop to the greatest extent for the best possible service. He shall serve as moderator of the business meetings. He shall be an ex officio member with power to vote on all other boards, auxiliaries, committees, and all organizations of the Church. He shall serve as the chief executive officer of the organization.

SECTION II: DUTIES OF THE BOARD OF DEACONS

(a) The Board of Deacons shall be the General Supervisory and operating organ of the Church as it assists the Pastor. The Pastor and Board of Deacons shall establish and maintain a plan of work for the entire Church to be approved by the vote of the Church's members in good standing present with a quorum. This Board shall meet according to the plan of work or whenever necessary. The Pastor and Board of Deacons shall have the power to recommend to the Church any basic organization changes which may from time to time be desirable. The Pastor and Board of Deacons shall prepare an annual budget to be approved by the vote of the Church's members in good standing present with a quorum.

(b) The Board of Deacons shall in every way, assist the Pastor in his work, and with him consider all requests for letters of dismissal or removal of names from the rolls of the Church. The Board of Deacons shall cooperate with the Pastor in providing for the supply of the pulpit; and to provide leadership for prayer services and devotions; in visiting the sick, needy, distressed; in administering such funds as the Church may provide for the assistance to the sick, needy,

distressed, and for the promotion of the fellowship of the Church in the support of worthy causes; and in the observation of the ordinances of the Church.

(c) With the Pastor, this Board shall promote, direct, and administer the evangelistic endeavors of the Church.

(d) This Board shall elect from its ranks a counting committee to count all Church monies and shall serve as finance committee along with the financial secretary and treasurer of the Church.

(e) It shall be the duty of the chairman of the Board of Deacons, the General Treasurer of the Church, the Financial Secretary, and other Financial Committee members as assigned by the Pastor and Board of Deacons to co-sign checks issued for the purpose of disbursing the funds of the Church.

(f) All Funds shall be kept in a bank in the name of the Church unless otherwise directed by the Pastor and Board of Deacons. The Board of Deacons, in cooperation with the Pastor, shall prepare an annual budget for the Church.

(g) Membership in the Board of Deacons is by Pastor recommendation, following subsequent successful trial, as determined by the Pastor and Board of Deacons, and a vote to approve the Deacon by a majority of the members in good standing present with a quorum. Membership on the Board of Deacons may be terminated by the action of said member or by action of the Pastor and a majority of the Board of Deacons.

SECTION III: DUTIES OF THE BOARD OF TRUSTEES

The Board of Trustees shall hold in trust all property belonging to the Church, and shall take all necessary measures for its protection, management, and upkeep. This Board shall serve as the purchasing agent of the Church to buy, sell, mortgage, lease, or transfer property as advised by the Pastor and Board of Deacons, or according to specific vote of the Church.

(a) This Board shall be responsible for hiring, supervising, and firing a maintenance man, Church security personnel, and for purchasing the necessary supplies for the upkeep of the property.

(b) The Trustee Board shall be the custodians of all special building fund monies of the Church.

(c) The Trustee Board shall select an auditing committee or auditing service, and direct the auditing of the financial records of the Church at the close of the year or whenever it becomes necessary.

(d) Membership in the Board of Trustees is by Pastor recommendation and subsequent approval by the Board of Deacons and majority vote of the members in good standing present with a quorum. Membership may be terminated by the action of said member or by the Pastor and Board of Deacons.

SECTION IV: DUTIES OF THE GENERAL TREASURER

The general treasurer shall be the custodian of the monies of the general treasury of the Church, and

shall bank the same within seventy two (72) hours after receiving it. Members of the Board of Deacons may be employed to assist in making deposits. The General Treasurer shall be bonded at the amount determined by the Board of Trustees, if so desired, by the Pastor and Board of Deacons. The Bond for the same to be paid for by the Church. The Treasurer shall:

- (a) Counter-sign checks issued to disburse the funds of the Church with the financial secretary, Chairman of the Deacon Board and/or other Finance Team designee.
- (b) Present to the Board of Deacons at its monthly meeting an itemized report of receipts and disbursements, showing the actual financial condition of the Church.
- (c) Present the records/books to be audited at the end of the fiscal year or whenever requested by the Church.
- (d) Deliver to his or her successor, all books and records and documents pertaining to this office.

SECTION V: DUTIES OF THE CHURCH CLERK

The Church Clerk shall keep accurate minutes of the business proceedings of the Church and shall:

- (a) Preserve and properly file all letters, reports and other documents pertaining to this office.
- (b) Deliver immediately to his or her successor all books, files, records, the seal of the Church and other documents in his or her possession pertaining to this office.

SECTION VI: DUTIES OF THE PRESIDENT AND SUPERVISORS OF AUXILIARIES

The President and Supervisors of Auxiliaries shall direct the activities of their auxiliaries according to the Church program and shall work in cooperation with the Pastor and Board of Deacons.

ARTICLE X. CHURCH STAFF

Church staff shall be selected or released following the affirmative vote of the Pastor and Board of Deacons. The following shall be the staff of the church.

1. Church Secretary
2. Membership Secretary
3. Financial Secretary

SECTION I: DUTIES OF THE CHURCH SECRETARY

The Church Secretary reports directly to the Pastor and functions as manager of the Church office and as personal secretary to the Pastor. In addition to possessing strong administrative and organizational skills, the Church Secretary must be a Christian, have spiritual sensitivity and discernment, and be able to maintain confidentiality. For specific duties and responsibilities, see job description located in the Church office.

SECTION II: DUTIES OF THE MEMBERSHIP SECRETARY

The Membership Secretary shall keep a complete roll of all members and members in good standing

of the church, along with their addresses, and document the reception and dismissal of members. The Membership Secretary shall report directly to the Pastor, or to the Church Secretary in the absence of the Pastor. For specific duties and responsibilities, see job description located in the Church office.

SECTION III: DUTIES OF THE FINANCIAL SECRETARY

The financial secretary shall be responsible for handling accounts payable. The Financial Secretary shall report directly to the Pastor, or to the Chairman of the Board of Deacons in the absence of the Pastor. For specific duties and responsibilities, see job description located in the Church office.

ARTICLE XI. THE ELECTION OF OFFICERS

The membership of the Church, at its regular annual business meeting, shall elect the following listed officers of the Church:

1. The General Treasurer.
2. The Church Clerk.
3. The Director of the Baptist Training Union.
4. The Superintendent of the Sunday School.
5. The Minister of Music or Music Director.
6. The President and Vice President of each Choir.
7. The President and Vice President of each Usher Board.
8. The President and Vice President of each Missionary Society.
9. Such other and further officers as shall be designated by the Pastor and Board of Deacons and by a majority vote of the members in good standing present with a quorum.

SECTION I. In electing the general officers of the Church the following procedure shall be adhered to:

- (a) A nominating committee of three (3) or more Board of Deacon members shall be appointed by the Chairman of the Board of Deacons prior to the fifteenth (15th) of November. This committee will contact current Church officers to determine their willingness and ability to pursue candidacy for an additional year in office. These officers shall include the General Treasurer, Church Clerk, Director of the Baptist Training Union, Superintendent of the Sunday School, and Minister of Music. Candidates for nomination will be submitted to the Pastor and Board of Deacons for approval, prior to the annual business meeting. Such candidate approval will be by majority vote of the members in good standing present with a quorum.
- (b) The presidents, vice presidents and officers of all boards, choirs, and missionary unions shall be elected as candidate nominees by majority vote of such board, choir, or union. The list of elected nominees shall be submitted to the Board of Deacons prior to the fifteenth (15th) of December.
- (c) Candidates for nomination may be rejected and replaced by the majority vote of the Pastor and Board of Deacons, as deemed necessary. A replacement candidate shall then be contacted by the nominating committee to determine their willingness and ability to serve.

(d) Election of officers will be by majority vote of the members in good standing present with a quorum at the annual business meeting.

SECTION II. All of the other Officers of the Boards, Organizations, and Auxiliaries of the Church, whose method of selection has not been expressly stated by these By-Laws shall be determined by the Pastor and Board of Deacons.

SECTION.III. At least two weeks prior to the annual business meeting of the Church, the Pastor on Sunday morning shall announce to the membership of the Church that the annual election shall be held, stating the date, purpose, time and place of the meeting. This announcement shall be repeated in all possible meetings of the members of the Church.

SECTION IV. The date of the regular annual business meeting of the Church, for the purpose of electing officers and Board members, shall take place on or before the thirty-first (31st) day of December, unless otherwise scheduled by vote of the Pastor and Board of Deacons. Elected officers shall take office beginning the first day of the next following January and shall serve to the thirty-first (31st) day of December of the year of their office. At the annual business meeting the nominating committee shall present its report and recommendation of each office to be filled. The Pastor shall chair the meeting. Voting for office shall be by the majority of members in good standing present with a quorum at the annual meeting.

SECTION V. Qualifications for voters on all matters shall consist of members in good standing, who are eighteen (18) years of age or older.

SECTION VI. Fifty (50) qualified voting members in good standing, shall constitute a quorum. A majority of such members in good standing present and voting at any regular or called business meeting shall be sufficient to decide any question presented. A member in good standing, in order to be eligible to vote, must be eighteen (18) years of age or older at the time of the vote.

SECTION VII. Vacancies occurring during the year may be filled for the unexpired term by the action of the Pastor and the Board of Deacons. A quorum of the Board of Deacons shall be one (1) more than half of the current active Board of Deacon members. A quorum shall be necessary to pass upon any and all matters which shall come before it.

SECTION VIII. The term of office for all officers of the Church, with the exception of the Pastor, Board of Deacons, and Board of Trustees shall be for one (1) year. The Pastor, Board of Deacons, and Board of Trustees, from the time of their call, are duly elected annually, unless removed as provided for by these bylaws. An office holder may be re-elected as many times as the majority of the voters so desire.

ARTICLE XII. THE CALLING OF A PASTOR

When the pulpit becomes empty because of death, removal or resignation of the Pastor, a Pulpit Committee shall be formed. The committee shall be composed of seven members. The Pulpit Committee shall consist of the Chairman of the Board of Deacons, Chairman of the Trustee Board, and five additional members. The additional five members shall consist of one Deacon, one Brotherhood Union member, one Women's Missionary Union member, one Youth Council member and one Ed Council member. All members shall be eighteen (18) years of age or older.

These five Pulpit Committee members shall be elected by the majority vote of said Board, Union or Council, at a meeting called for that purpose by the Chairman of the Board of Deacons. Such meetings will take place within thirty (30) days after the pulpit becomes vacant. The Chairman of the Board of Deacons shall serve as Chairman of the Pulpit Committee.

It shall be the duty of the Pulpit Committee to take the necessary steps to secure a prospective Pastor to be presented to the Church for consideration. The committee shall investigate the merits of every man

under consideration with respect to the Biblical guidelines as given in 1 Timothy 3:1-7 and Titus 1:5-9. The candidate's personal character, his call to the gospel ministry, his educational preparation, ministerial records and preaching ability may also be examined in determining his fitness to serve as Pastor of the Church. When according to the findings of the committee, a suitable candidate has been discovered, the committee shall recommend the candidate to the Board of Deacons. If the Board of Deacons finds said person suitable, the Board of Deacons shall recommend him to the Church for consideration.

SECTION I. THE CALLING OF THE PASTOR

The Calling of the Pastor shall be presented before the Church at a business meeting called by the Board of Deacons, of which notice shall have been read from the pulpit to the Church on at least two successive Sundays immediately preceding its holding. The notice given shall be announced in all possible meetings for two weeks. The notice shall give date, time, place and purpose of the meeting.

- (a) At said meeting only one candidate shall be considered, which shall be the person selected by the Pulpit Committee and Board of Deacons.
- (b) The vote of the majority of the members in good standing of the Church present and voting shall elect and call the Pastor. A Pastor elected by the Church is called and selected to serve for an indefinite period of time. The Pastor's salary, and such other courtesies that customarily accompany the call to serve as Pastor, shall be proposed at the time of the call and shall be set by recommendation of the Board of Deacons and vote of the Church. The Pastor's salary and courtesies may be changed at any time upon the recommendation of the Board of Deacons and vote of the Church members in good standing. The Pastor shall be entitled to an annual vacation of at least two (2) weeks after a full year of service, which vacation shall be with full pay. The Pastor shall be the Chief Executive Officer of the Church.

SECTION II. TERMINATION OF THE PASTORATE

The term of office of the Pastor may be ended upon ninety (90) days written notice on the part of the Pastor, or the Church. In the event the Church may wish to remove a Pastor from office, the following procedure shall be followed:

Fifty qualified voting members in good standing shall constitute a quorum. At a publicly announced and public meeting, a majority of such members in good standing of the Church present shall present to the Board of Deacons to approve, a motion to remove the Pastor. This motion must be in writing, explaining the reasons to remove the Pastor. The Board of Deacons will consider and vote on the motion. If the Board of Deacons, by 2/3 majority vote, approves the motion to remove the Pastor, the Board of Deacons shall call a special meeting of the Church to hold a vote for that purpose. This meeting shall be announced at least two (2) successive Sundays immediately preceding the date of the meeting. The announcement shall be made in Sunday morning and Sunday night services (if held) giving the date, time, place and purpose of the meeting to be held. The chairman of the Deacon Board shall chair the meeting. A motion to remove the Pastor may be presented to the Church for approval by the Board of Deacons. For these purposes only, fifty qualified voting members in good standing shall constitute a quorum. A 2/3 majority of such members in good standing of the Church present and voting may remove a Pastor in which case the Board of Deacons shall prepare a notice of termination of office to take place ninety (90) days from the date of the vote held.

In the event a Pastor may wish to resign from office, he may do so by presenting a written notice to that effect to the Board of Deacons. The Board of Deacons of the Church shall consult with the Pastor on said matter and if after full consideration of all the facts and circumstances surrounding the tender of resignation, it is determined by the Board of Deacons that such would be in the best interest of the Church, the Board of Deacons shall present the notice to the Church for its

consideration.

ARTICLE XIII. FINANCE

The Church shall have an annual budget planned by the Pastor and Board of Deacons. The annual budget of the Church shall be financed by regularly pledged offerings and tithes and by such other special financial efforts as shall be determined by the Pastor and Board of Deacons. All departments shall make a financial report annually and turn their monies over to the treasurer on or before the first Sunday of each month.

ARTICLE XIV. AMENDMENTS

The bylaws may be amended by the Pastor and Board of Deacons and subsequent vote the church. The vote will be taken at a business meeting called for that purpose. A majority of Church members in good standing present and voting with a quorum shall be sufficient to approve amendments.

ARTICLE XV. MEETINGS

Unless otherwise determined by the Pastor, the church shall meet each Sunday for public worship and at least once during the week for Bible study and prayer.

- (A) The Pastor and Board of Deacons may call a meeting of the membership at any time deemed necessary.
- (B) The order of business for regular meetings of the Church shall be designated by the Pastor, or the Chairman of the Board of Deacons or a Moderator designated by the Pastor or the Chairman of the Board of Deacons in the absence of the Pastor.
- (C) Fifty qualified members in good standing eighteen years of age and older shall constitute a quorum.
- (D) All Church administration meetings shall be opened and closed with prayer for divine guidance and blessing.
- (E) The Pastor, or the Chairman of the Board of Deacons or the designated Moderator in the absence of the Pastor, shall determine the rules of procedure according to his or her sense of fairness and common sense, giving all members a reasonable opportunity to be heard on a matter. The Moderator is the final authority on questions of procedure, and his decision is final and controlling. The following or a similar order shall be observed at all meetings.
 - a. Devotion and prayer
 - b. Reading of minutes
 - c. Report of officers
 - d. Reports of standing committees
 - e. Reports of special committees
 - f. Unfinished matters
 - g. Election of officers
 - h. New matters
 - i. Adjournment
 - j. Benediction

(F) For any meeting under this article, the Moderator, in his or her sole discretion, shall have full and unilateral authority to require nonmembers to leave the meeting room and to order the immediate removal of any member or other person present who is deemed by the Moderator to be disruptive to the proceedings by act or presence. The Moderator shall have full authority to order the removal of all children (ages to be determined by the Moderator) if the Moderator determines, in his sole discretion that circumstances so warrant. If the moderator determines that compliance with the order of removal is unsatisfactory, the moderator may, in his sole discretion, revoke the disruptive person's right to remain on the premises and treat the person as a trespasser. The moderator at his sole discretion may then terminate the meeting.

ARTICLE XVI. DISSOLUTION

Upon dissolution of this organization, all assets, real or personal property, shall be distributed to some other organization or corporation organized and operated for religious work, and which is laboring to advance the work of Christianity. In no event shall said assets or property be distributed to any individual or individuals or members of the corporation to be used for their benefit or personal purpose or gain.

Approved by the Church on January 2, 2018

Pastor

Date

Chairman of the Board of Deacons

Date