

**THE UBC CONSTITUTION**

*University Baptist Church*

**333 West Maple  
Fayetteville, Arkansas**

## PREAMBLE

We declare and establish this constitution for the preservation and security of the principles of our faith, and so that this body may be governed in an orderly manner. This constitution will reserve the liberties of each individual member of this church and the freedom of action of this body in its relation to other churches of the same faith.

## I. NAME

This body shall be known as the *University Baptist Church* of Fayetteville, Arkansas. \*

## II. BRIEF CONFESSION OF OUR FAITH

We believe “that any group of Baptists, large or small, have the inherent right to draw up for themselves and publish to the world a confession of their faith whenever they think it advisable to do so...confessions are only guides and interpretations, having no authority over the conscience...therefore the sole authority for faith and practice among Baptists is Jesus Christ, whose will is revealed in the Holy Scriptures”... “We do not regard this confession as a complete statement of our faith, having any quality of finality or infallibility...We hold ourselves free to revise our statements of faith as may seem wise and expedient at any time.”\*\* We believe this confession of our faith to be in agreement with *The Baptist Faith and Message*, June 14, 2000 and make reference to that document for more complete listings of authoritative scripture references.

With the above in mind, we offer this brief statement of the essential beliefs of the University Baptist Church.

### *The Scriptures*

The Holy Bible was written by men divinely inspired and is God’s revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth without any mixture of error, for its matter. The Scriptures of the Old and New Testaments are the only sufficient, certain, and authoritative root of all saving knowledge, faith, and obedience.

(Matt 5:17-18, 22-29, John 5:39, 16:13-15, 17:17, 2 Tim 3:15-17, 2 Pet 1:19-21)

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\*See ORDER OF INCORPORATION and ARTICLES AND BYLAWS OF INCORPORATION OF THE UNIVERSITY BAPTIST CHURCH OF FAYETTEVILLE, ARKANSAS as recorded on page 234 of Volume 29 of the records of the Circuit Court of Washington County, entered under the date of June 26th, 1953. [This footnote will change to reflect recording information with the filing of amended by-laws.]

\*\**The Baptist Faith and Message*, June 14, 2000.

## God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver and Ruler of the Universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing, perfect in all His attributes, one in essence eternally existing in three Persons: Father, Son and Holy Spirit. To Him we owe the highest love, reverence and obedience.

(Is 45:5-7, 1 Cor 8:4, John 4:24, Matt 28:19, 2 Cor 13:14)

God the Father. God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

(Gen 1:1, Psalm 19:1-3, Is 43:3, 15, 64:8, Matt 7:11, John 14:6-13, 1 Cor 8:6, 1 Pet 1:17)

God the Son. Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

(Is 7:14, 53, John 1:1-18, 10:30, Acts 1:9, Rom 1:3-4, 3:23-26, 1 Cor 8:6, Eph 1:20, Col 1:13-22, 2:9, 1 Thes 4:14-18, 1 Tim 2:5-6, Heb 1:1-3, 1 Pet 2:21-25)

God the Holy Spirit. The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the Church in worship, evangelism, and service.

(Ps 139:7-10, Matt 28:19, John 14:16-17, 15:26, 16:7-14, Acts 1:8, 2:1-4, 5:3, Rom 8:9-11, 1 Cor 2:10-14, 12:3-11, 13, Eph 1:13-14, 5:18, 2 Pet 1:21)

### **Man**

Man was created by a special act of God, in His own image. He created them male and female as the crowning work of His creation. By his free choice, man sinned against God and brought sin into the human race. Through the temptation of Satan, man fell from his original innocence. Only the grace of God can bring man into His holy fellowship, and enable man to fulfill the creative purpose of God. Man has inherited a nature, corrupt and wholly opposed to God and His law, and bears responsibility to God for his sin. Being made in the image of God, every man of every race possesses dignity, and is worthy of respect and Christian love. God desires that all men be saved and come to the knowledge of the truth, that He might restore them to fellowship with Himself and give them authority and power in life.

(Gen 2:5-7, Rom 3:10-18, 23, 5:6, 12, 19)

### **Salvation**

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior.

In its broadest sense, salvation includes regeneration, justification, sanctification, and glorification. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Jesus Christ. It is a change of heart wrought by the Holy Spirit through the conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Justification is God's gracious and full acquittal, upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer into a relationship of peace and favor with God. *Sanctification* is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling within him. Growth in grace should continue throughout the regenerate person's life. *Glorification* is the culmination of salvation and is the final blessed and abiding state of the redeemed.

(John 3:3-21, Acts 20:32, 1 Cor 1:30, 1 Pet 1:2-23)

### **Faith and Repentance**

Saving faith is the belief on God's authority of whatsoever is revealed in His Word concerning Christ and accepting and resting in Him alone for justification and eternal life. Christian faith is trusting God's Word rather than our own mind, feelings or the world, as our guide to meaning and fulfillment. Faith comes to us in increasing measure as we read, obey and experience the truth of God's Word.

Repentance occurs when one is made aware, by the Holy Spirit, of the manifold evil of his sin, and humbles himself for it, with Godly sorrow, with a purpose of turning from sin toward God. Repentance is a genuine loathing for all that is evil and a love for all that is good.

(Luke 13:3, 5, Eph 2:10)

### **God's Purpose**

God, from eternity, decrees or permits all things that come to pass and perpetuates, upholds, directs and governs all creatures and all events through His providence, yet He is not the author or approver of sin. He does not in any way destroy the free will and responsibility of any who will stand before God in judgment.

Election is the gracious purpose of God, according to which He regenerates, sanctifies and glorifies sinners, and is consistent with the free agency of man and comprehends all the means in connection with the end. It is a glorious display of God's sovereign goodness, and is infinitely wise, holy and unchangeable. It excludes boasting and promotes humility.

Those whom God has accepted in Christ and sanctified by His Spirit will never fall away from the state of grace. Believers may fall into sin through neglect and temptation and thereby grieve the Spirit, but they can never fall away from Him who promised that those who believe in Him shall have as a permanent possession eternal life.

(John 3:16, 6:44-45, Rom 8:28-39, Eph 1:4-23, 2:1-10, 1 Pet 1:2-5)

### **The Church**

The Lord Jesus is the head of the Church, which is composed of all His true disciples. A New Testament church is a local body of baptized believers who are associated by covenant in the faith and fellowship of the Gospel. The Church observes the ordinances of Christ, baptism and the Lord's Supper. Members are committed to His teaching, exercising their responsibilities, gifts, and privileges invested in them by His Word and seeking to extend the Gospel to the ends of the earth. Our aim, under the Savior's Lordship, is that UBC will be Christ ruled, Pastor led, Deacon served, Committee operated, and Congregation affirmed.

The Church is an autonomous body operating through democratic process under the Lordship of Christ. In such a congregation, members are equally responsible. Its Scriptural officers are Pastors and Deacons.

The New Testament speaks also of the Church as the body of Christ, which includes all the redeemed of all the ages. We also believe that all born again believers alive today are a part of Christ's body, and are our brothers and sisters, regardless of denomination.

(Eph 1:22-23, Col 1:18)

### **Baptism and The Lord's Supper**

Baptism is an ordinance of the Lord Jesus, commanded by Him for every believer. It is the immersion of the believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus through the indwelling of the Holy Spirit. It is a testimony to his faith in the final resurrection of the dead. New Testament baptism is a prerequisite to church membership.

The Lord's Supper is a symbolic act of obedience whereby members of the Church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming. It is in no sense a sacrifice, but is designed to commemorate our Lord's death and to be a bond, pledge and renewal of the Christian's communion with Him and of their church fellowship. Participation in the Lord's Supper shall be restricted to believers in Christ, who by their own conscience, are in fellowship with, and support of, our Lord's program through His local churches.

(Matt 28:19-20, Luke 22:19-20, Rom 6:3-5, 1 Cor 11:23-29)

### **III. CHURCH 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 Spirit, we do now enter into heartfelt covenant with one another, as one body in Christ.

We determine, 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 expense of the Church, the relief of the poor, and the spread of the Gospel through all nations.

We shall strive to maintain family and personal devotions; to diligently educate our children; to seek the salvation of our kindred and acquaintances; and to be zealous in our efforts to advance the Kingdom of our Savior. We shall also seek to walk above reproach in the world; to be just in our dealings, faithful in our engagements and exemplary in our way of life; to avoid harmful gossip and excessive anger; to seek to know and do God's will personally in order to insure bodily health as we seek the lordship of Christ.

We further covenant 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 command of our Savior to secure it without delay.

We further agree that in all matters brought before the Church for consideration, the vote of the majority shall always rule. And thus we covenant that we will abide by the expressed will of the majority, and that we will cooperate with the Church in accomplishing whatever the majority wills. Moreover, if the time shall come when we feel as individuals, that we can no longer work in harmony with the expressed will of the majority, we agree without strife or delay to withdraw from the fellowship of this church.

We moreover promise that when we move from this place, we will, as the Lord leads, unite with another local family of believers where we can carry out the spirit of this covenant and the principles of God's Word.

## **IV. CHARACTER**

### **Polity**

The government of this church is vested in the body of believers who composes it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support the local association and state convention affiliated with the Southern Baptist Convention.

### **Doctrine**

This church accepts the Scriptural revelation of Jesus Christ as its final authority in all matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of other Southern Baptist churches. The Bible is totally sufficient as our guide to disciple our generation and to build a New Testament Church.

## **V. MEMBERSHIP**

### **1. General**

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

### **2. Candidacy**

Anyone may offer himself/herself as a candidate for membership in this church. All such candidates are accepted as a committed part of our UBC family by, 1) presenting themselves to the Church at any regular Worship Celebration or, 2) they can submit a

Decision Summary to a pastor who will recommend them at the next regular church conference.

All candidates for membership must affirm one of the following confessions to become a member of this New Testament church:

1) By Profession of faith in Christ as Savior and for New Testament Baptism by immersion.

2) By Promise of a letter of recommendation from another Baptist church of like faith and order.

3) By Statement of a prior conversion experience to Christ and previous Baptism by immersion in accordance with the New Testament teachings.

4) By Restoration from termination if at all possible (See “Termination of Membership” below).

### **3. Watchcare Program**

Watchcare affiliate membership will no longer be available upon the effective date of this revised Constitution. Existing Watchcare members will not be affected by this change, though such members are encouraged to take appropriate steps to become regular members of UBC.

Watchcare membership provides all the benefits of regular membership except voting. Positions of service may be held with approval of the Church Council. This program is intended to permit persons of differing backgrounds to learn of Baptist faith and practice. Such members may later present themselves for regular membership if they so desire. They are under the authority and “watchful care” of our church until the Lord leads them differently.

### **4. New Member Orientation**

New members are required to participate in the Church’s new member orientation program.

### **5. Termination of Membership**

Membership shall be terminated in the following ways: 1) death, 2) letter of recommendation to another Baptist church, 3) \*exclusion by action of this church, 4) removal from membership roll upon becoming active in another church, or 5) upon request of the member.

\*Should a member become an offense to the Church and to its good name and the honor of Christ by reason of immoral or unchristian conduct, or by persistent breach of covenant vows, the Church may terminate membership by a three-fourths vote, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment of life as provided in Part XI. God's will should be earnestly sought as to how our love toward the offender should be expressed...in patience and discipline.

#### **6. Termination of Watchcare Membership**

Watchcare membership will be terminated when the Watchcare member moves from the area and establishes a domicile elsewhere. Watchcare membership may also be terminated under the provisions of "Termination of Membership" above.

## **VI. Church Leadership**

All church officers must be members of the Church in good standing with the UBC fellowship. They must be committed to the Biblical support of UBC's God-chosen Pastors and other church leadership (Hebrews 13:7, 17). The officers of this church shall be as follows:

### **1. Senior Pastor**

The Senior Pastor is responsible for leading the congregation in functioning as a New Testament church. He will serve as Chairman of the Church Council. The Senior Pastor will lead the congregation, the organizations, and the Church staff in performing their tasks. He is the leader of worship, proclamation, education, ministry and fellowship. He is to be a yielded servant of Christ and an overseer of the vision the Lord Jesus has for our church. The Senior Pastor is the God-called congregationally chosen leader of our fellowship. Except with regard to his position as Chairman of the Church Council or Church Member, the Senior Pastor may not serve as a voting member of any organization within the Church. A pastor's role is to be that of ex-officio and advisor.

- 1) A Senior Pastor shall be chosen and called by the Church whenever a vacancy occurs. His election shall take place at a church conference called for that purpose. At least one week's notice shall be given at a Sunday morning Worship Celebration, in the Ministry and Worship Guide and the Church's web site.
- 2) Not more than 60 days after a vacancy occurs in the position of Senior Pastor, the Church Council shall nominate and present an interim Senior Pastor at a church conference for vote and affirmation of the congregation. The prospective interim Senior Pastor shall preach in view of a call prior to action by the congregation. The interim Senior Pastor shall serve in the same capacity and with the same authority as a permanent Senior Pastor. The interim Senior Pastor shall not be eligible to become the permanent Senior Pastor.

- 3) Search Team — This group will seek a new Senior Pastor. Members of the Search Team shall be selected by nomination from the Congregation. Each member may nominate seven persons. From the nominations thus provided, the Church Council shall select the nine members willing to serve and having the most nominations (as adjusted to allow those selected by tie votes to serve). Immediate family members shall not serve on the same Search Team.
- 4) The Search Team shall prayerfully seek out a suitable Senior Pastor. They shall bring for consideration of the Church only one man at a time. The Search Team shall present the prospective Senior Pastor at a church conference (presentation shall constitute a nomination) for vote and affirmation by the congregation. The prospective Senior Pastor shall preach on a Sunday morning in view of a call prior to action by the congregation, and election shall be at the end of the service by secret ballot, an affirmative vote of three-fourths of those present being necessary for a choice.

The Senior Pastor, thus elected, shall serve until the relationship is terminated by his request, or that of the congregation. The Church Council must first recommend consideration of such a request by the congregation. This action must be a three-fourths vote at a special church conference called by the Church Council for that purpose with at least two weeks notice.

## **2. Church Staff**

### ***a. Pastoral Staff***

These positions consist of those ordained ministers called of God to lead His Church. Appropriate pastoral titles reflect areas of responsibility. The pastoral team is led by the Senior Pastor. The Executive Pastoral Staff is defined as the Senior Pastor and all Pastors reporting directly to the Senior Pastor. Executive pastoral positions, except the Senior Pastor, are recommended by a search team formed as a sub-committee of the Church Council and upon approval by the Church Council, filled by congregational action at a called or regular church Conference. Other pastoral positions are recommended by the Senior Pastor and upon approval by the Church Council, filled by congregational action at a called or regular church conference. These “Pastors” will function in the three Biblical roles of Overseer, Shepherd and Elder. A member of the Pastoral Staff may vote as a church member, but may not serve as a voting member of any organization within the Church. A pastor’s role is to be that of ex-officio and advisor.

### ***b. Ministry Staff***

These positions cover specific ministry needs and are designed to give assistance to the pastoral staff and increase the excellence of our spiritual care for all age and need groups.

These positions are filled by Senior Pastor appointment with the approval of the Church Council. They will be regarded as “Directors” of their various ministries.

*c. Administrative Staff*

These positions include all secretaries, organist and pianist, coordinators, interns, and auxiliary support positions, etc. They are filled by the Pastor or Director of Administration with the approval of the Senior Pastor. They will be supervised by the Pastor or Ministry Director as designated by the Senior Pastor.

*d. General Staff*

These positions include food service personnel, nursery workers, maintenance and custodial personnel, temporary special project employees and others as may be required to support the program of the Church. They are hired by the Pastor or Director of Administration with approval of the Senior Pastor and shall be the responsibility of the appropriate staff supervisor.

*e. Staff Responsibility*

All staff members will earnestly seek to reflect the character of Christ in all their duties. They shall be directly responsible to their supervisor in carrying out their work and to the Senior Pastor to increase the effectiveness of UBC in all areas of concern.

**3. Church Council**

The Church Council exists to work with the Pastoral Staff in helping the Church membership make wise decisions, in coordinating the Church calendar and to communicate to the Church body the vision of the Senior Pastor and Pastoral Staff.

*a. Composition*

The Church Council shall be comprised of the Senior Pastor and one representative each from the Deacons, Women’s Ministry, Men’s Ministry, Prayer Ministry, Missions Committee, Finance Committee, Personnel Committee, Buildings and Grounds Committee, Music/Worship Ministry, Second Mile Ministry, and one leadership or teacher representative each from the Adult, Singles, College, Youth, and Children/Preschool Bible Fellowship ministries. All Pastoral Staff who report directly to the Senior Pastor and the Church Clerk shall be non-voting members of the Church Council. Changes in this list may be accomplished defacto by way of including such changes in the list of individuals/ministries/committees recommended to the Church annually for approval. The Church Council shall receive recommendations for nomination from each of the named ministries. Such recommendations shall be ratified by the Church Council and presented annually to the Church for election. To establish the first Church Council, nominations shall be presented directly to the Church for

election. Church Council members shall be elected by the Church, which shall require a three-fourths majority of the votes cast by acclamation or by ballot. Each member shall serve a term ending upon three continuous years (plus any partial term served by appointment) of service or upon discontinuation of service with the ministry the member represents on the committee. The Church Council shall endeavor to replace one-third of the members each year and will nominate some of the members for less than a three-year term if such action becomes necessary to achieve that goal. Whenever a vacancy occurs, or a new ministry needs to be represented on the Council during a year (as deemed necessary by the Council), a successor/representative may be recommended by the represented ministry for the remainder of the year and appointed by the Church Council. No member, after serving a full three-year term shall be eligible for membership on the Church Council until the completion of one full year of non service on the Church Council has been completed. Only one member of an immediate family shall serve on the Church Council at any one time.

***b. Duties***

The Church Council shall make and let all contracts or necessary alterations and improvements thereon; for any and all insurance and all other things connected therewith, except as otherwise set forth herein. However, no contract of any nature shall be made and entered into by the Church Council except as duly authorized by the Church.

The Church Council shall, in concert with the Senior Pastor, serve the Church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the Church and its organizations. The functions of the Church Council shall be to recommend objectives and goals to the Church; to review; and coordinate ministry and program plans recommended by church officers, organizations, and committees; to recommend to the Church the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals. Recommendations of the Church Council shall be subject to church approval.

***c. Sub-committees***

The Church Council shall be authorized to create sub-committees as needed. The number of members of each committee shall be determined by the needs and shall be appointed by the Chairman. The Chairman shall serve as ex-officio member of each sub-committee.

***d. Council Meetings***

The Church Council shall meet at least once each two months for the transaction of business and as often otherwise as necessary, and shall have the power to fix the time and place for all of its meetings.

e. *Council Officers*

The Church Council shall elect its own officers, which shall be a 1<sup>st</sup> Vice-Chairman, 2<sup>nd</sup> Vice-Chairman, and Secretary.

f. *Quorum*

Members present and in attendance in excess of 50% of total Council membership shall constitute a quorum for the transaction of business at any meeting. "Robert's Rules of Order Revised" is adopted as the authority for parliamentary rules of procedure for all Church Council meetings, with the understanding that the Biblical mandate for maintaining Christian fellowship overrules any human authority or agency.

4. *Deacons*

a. *Purpose*

Deacons shall faithfully discharge their responsibilities as servants of the Church, and shall meet the qualifications as set forth in Acts 6: 1-7 and I Timothy 3:8-13, remembering always the great responsibility of promoting harmony in the Church. They shall assist the leadership in the administration of the ordinances and in the overall program of the Church.

b. *Membership*

The membership of the Deacon Body shall consist of duly elected and ordained members of the University Baptist Church. The number may be adjusted at such time, or times, as deemed necessary by the Church, upon recommendation by the Church Council.

c. *Officers*

The Officers of the Deacons shall consist of a Chairman, a Vice-Chairman, and Secretary to serve for a term of one year. These officers shall be elected annually at the regular business session of the Deacon Body in the month of August. The Chairman shall appoint a committee to nominate officers for the new year. The Senior Pastor will serve as an ex-officio member of this body. A majority vote of those present and voting shall be necessary for election. The election shall be by secret ballot.

d. *Elections*

The Church shall elect the Deacons in the following manner:

## 1) Method of Nomination

Each year in August the Executive Pastoral Staff and the outgoing Deacon Officers shall receive the names of those nominated for Deacon from the membership of the Church. The Membership shall suggest both those who are already ordained and non-ordained who are considered responsible for this strategic office. Continuous membership in University Baptist Church of one year shall be a prerequisite to eligibility for election to the current Deacon Body. The Executive Pastoral Staff and the outgoing Deacon Officers shall then select those whose names shall appear on the ballot from those who are suggested by the Church. This shall be determined by the Scriptural qualifications of Article VI, Section 4, paragraph a, and a commitment by the nominee to support the total church ministry by attendance, financial giving and sacrificial service.

## 2) Method of Election

The outgoing Deacon Officers, with approval of the Church Council, shall publish the list of nominees in the Church bulletin at least one week prior to the election. The Deacons shall receive and count the ballots at the August church conference. The men elected shall serve for a term of three years effective September 1.

A Deacon is not eligible for re-election after he has served the term for which he was elected until at least one year has intervened. The exception will be made if a man in his third year is elected as a Deacon Chairman or Vice-Chairman for the following year. He can serve a maximum of two additional years.

If excessive vacancies should develop, a special election may be called to fill unexpired terms at the discretion of the Church Council. A special election of Deacons shall be held, except for time, in the same manner as a regular Deacon election.

### *e. Meetings*

The Regular monthly meeting of the Deacons shall be determined each year by the Deacon Officers with approval of the Senior Pastor and Deacon Body. Called meetings of the Deacons may be held. The date of the regular monthly meeting may be changed when deemed necessary and may be called or changed either by request of the Senior Pastor or the Chairman of Deacons. The Senior Pastor shall be notified of all regular and called meeting of the Deacons and shall be eligible to attend all meetings. An attempt to notify every member of the Deacon Body shall be made if a special meeting is called.

## **5. Moderator**

The Moderator of all church conferences shall be the Senior Pastor, a member of the Executive Pastoral Staff, the 1<sup>st</sup> Vice-Chairman of the Church Council or the Chairman of

the Deacons. In the absence of these, the Church Clerk shall call the Church to order and an Acting Moderator shall be elected.

#### **6. Clerk**

The elected Church Clerk shall keep a record of all the actions and discussions during the regular and called church conferences and give notice of such meetings where such notice is necessary, as indicated in these bylaws. He/she may delegate clerical responsibilities to a church secretary such as: keeping a register of names of members, with dates of admission, dismissal, or death, together with a record of baptisms; issuing letters of dismissal; keeping official communications and reports on file. All church records are church property and should be filed in the Church office.

#### **7. Treasurer**

The Pastor or Director of Administration shall be the Treasurer. It shall be the duty of the Treasurer to oversee the receipt, preservation, and payment, upon receipt of vouchers approved and signed by authorized personnel, all money, or things of value paid or given to the Church, keeping at all times an itemized report of the receipts and disbursements for the preceding month. The Treasurer and all financial secretaries shall be bonded by a reputable insurance bonding company unless the Church Council determines that such bonding is not financially practical. An auditing sub-committee of the finance committee will review the Treasurer's report annually. Alternatively, the auditing sub-committee will contract with a Certified Public Accountant for a review of the Treasurer's report. All official communications of the Certified Public Accountant shall be made directly to the auditing sub-committee.

Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by the Church, the records shall be delivered by the Treasurer to the Church Clerk, who shall keep and preserve the account as part of the permanent records of the Church. The Treasurer shall work closely with the Chairman of the Finance Committee in all financial matters and shall serve as ex-officio member of the Finance Committee.

As Church Treasurer, the Pastor or Director of Administration shall supervise and direct the employed financial staff. He/she shall oversee and assure that all offerings, collections, receipts, expenditures, donor reporting, IRS regulations and accounting are handled in an excellent manner regarding accuracy, safety, contingencies and trustworthiness.

#### **8. Contractual and Legal Actions**

Church authorization, and a minimum of two signatures are needed to execute any legal document. Authorized signers are Church Council Officers, the Church Treasurer and the Church Clerk. They shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the Church authorizing each action or transaction. All

designated gifts will be handled according to the desires of the giver without the necessity of church action if the Church Council determines it fulfills the vision of UBC.

### **9. Record of Meetings**

The Church Council, Deacons, and all administrative committees and sub-committees shall record minutes of all meetings. Copies of minutes shall be provided to the Church Clerk at least annually for safekeeping.

## **VII. COMMITTEES**

Committees (Teams) will be formed as necessary to support the vision and ministry of UBC. Most committees will be ad hoc (temporary). Permanent committees will include Finance, Missions, Personnel, Buildings and Grounds, Baptism, and Lord's Supper. The Baptism and Lord's Supper committees are defined as service committees. All other permanent committees are defined as administrative committees. All members of each committee shall be elected at church conference. No individual shall serve on more than one administrative committee at any time. Unless otherwise provided herein, administrative committee positions shall be of three year duration, but may be less to facilitate the goal of one third of the committee rotating off each year. Except as provided elsewhere in this Constitution, only regular church members may serve on any committee except in an ex-officio capacity. The Church Council will determine the number of persons serving on each committee. The Pastoral Staff and Church Council shall develop and execute the necessary procedures to reach, enlist and nominate members for such service. This will be done prayerfully and with consideration of a person's spiritual gifts. Input from the congregation may be solicited, when needed. Suggestions are always welcomed.

### **1. Finance Committee**

The ministry purpose of the Finance Committee shall be to counsel, guide and direct the staff and Church in the judicious use and management of all financial resources of UBC and all of its integrated auxiliary ministries. The Finance Committee shall communicate the Church's financial position and circumstance to the congregation, ensure that adequate internal financial controls are in place to safeguard the Church's financial resources and to protect the reputation of UBC staff and congregation. Maintaining the integrity of UBC's finances is the ultimate mission of the Finance Committee.

- a. This Committee shall prepare and present for ratification, to the Church Council, through the Staff, a proposed budget setting forth an estimate of income and expenses each year. The proposed budget for the next year shall be completed not later than January of each year. Upon recommendation and approval by the Church Council, it shall be presented to the Church for discussion at a regular or called church conference at least one week before the vote. The Church will vote

on each annual budget at a subsequent regular or called church conference without discussion.

- b. This committee shall take the lead in promoting the financial program of the Church. They shall seek to enlist Church members in committing their full support to the approved budget. They shall educate and encourage all Church members in their financial giving to continually refresh their vision of spiritual stewardship. They shall keep the Church members fully informed at all times on the current financial condition of the Church.
- c. This Committee shall see that disbursements do not exceed the approved budget, and in the event that actual receipts do not equal budgeted income from time to time, allocate the amount available to those items most essential to accomplish. They shall also allocate the unused portion of any item in the budget to other items in the budget when considered necessary. They are authorized to increase or reduce the annual budget by no more than 5% (cumulatively per annual budget) during contingencies without Church approval.
- d. The Finance Committee shall oversee the Church's financial policies and procedures and develop new or revise existing policies as necessary.
- e. The finance committee shall form an audit sub-committee, which shall be responsible for the review of the Treasurer's annual report as provided elsewhere herein.

## **2. Missions Committee**

Missions is the process by which the Church crosses significant barriers to reach outward with the Gospel of Jesus Christ, meeting the spiritual needs of persons who are not immediate prospects for our Church.

The Missions Vision for UBC is that every member of the Church will be so impacted by the Great Commission that they will invest a significant part of their lives and the lives of their families in praying, sending, and going in order to break through specific barriers that keep others from hearing, understanding, and accepting the Gospel of Jesus Christ.

The purpose of the Missions Committee shall be to provide for communication, organization, and implementation of UBC's Mission Vision. To meet these stated purposes, the work of the Committee will include, but not necessarily be limited to the following:

- Promote prayer and giving emphases for the international, national, state and local mission fields.
- Coordinate with various age group educational leadership within the Church for missions education opportunities for all ages.

- Provide annual volunteer mission opportunities for older children and adults.
- Provide information material about mission activities throughout the world.
- Provide a regular informational outlet for missionary prayer requests.

### **3. Personnel Committee**

The primary purpose of the Personnel Committee is to help the Church in matters that relate to personnel administration and management. In all matters, the Committee will consult appropriately with the Senior Pastor and senior staff personnel in the planning, development, and administration of Committee work. Minutes of each meeting will be recorded and shared with the Senior Pastor. These minutes will include a record of attendees, Committee actions, decisions that require a vote by the Church, and assignments that are a result of the meeting. The Committee shall report as needed to the Senior Pastor and quarterly to the Church in conference.

The work of the Committee will include, but not necessarily be limited to:

- Future staff needs
- Staff recruitment
- Job descriptions and organizational charts
- Salary and benefits
- Personnel policies and procedures
- Facilitate performance appraisal reviews
- Legal and governmental requirements
- Employee and Church family relationships

### **4. Buildings and Grounds Committee**

The purpose of the Buildings and Grounds Committee is to ensure the proper maintenance and use of Church properties including grounds, parking lots, buildings, furnishings and equipment. Specific responsibilities include:

- 1) Ensure that proper repairs and maintenance are made to Church property and equipment in accordance with budgeted resources. Review and recommend service contracts.
- 2) Develop and implement a preventative maintenance program for routine periodic inspection and maintenance procedures on all Church facilities.
- 3) Work with staff in determining needs in repairs, maintenance and replacement of furniture and equipment.
- 4) Develop a group of lay volunteers who have businesses or specific talents in the area of facilities and grounds. Call upon these individuals as minor needs arise or when special “work days” are called.
- 5) Make recommendations to the Finance Committee for any non-budgeted emergency repair/maintenance needs.

- 6) Recommend short and long-term requirements including the renovation, remodeling, purchase or sale of Church properties and equipment.
- 7) Approve the acceptance of any furniture, fixtures and equipment gifts to the Church.
- 8) Approve the disposition of any furniture, fixtures or equipment of the Church.
- 9) Maintain and develop new policies and procedures for the use and upkeep of Church facilities.
- 10) Work with the Church's Missions Committee regarding up-keep of the Mission (Pearson) House.
- 11) Promote the conservation of energy and other natural resources that are used in the operation of Church facilities.
- 12) Develop plans to ensure the safety and protection of members, guests and employees while on Church Property.
- 13) Review security measures to protect Church owned assets.
- 14) Evaluate adequacy of internal and external signage.
- 15) Work with staff and the Church Council in developing guidelines for use of facilities and Church property.
- 16) Maintain an inventory of all Church owned furniture and equipment.

## **VIII. DISCIPLESHIP MINISTRIES**

### **1. General**

All Ministry organizations and Gospel initiatives of the Church shall be under Church control, with all leaders being elected by the Church and reporting regularly to the Church. It is understood that a designated Pastor is an ex-officio liaison of all organizations and his leadership is to be recognized in their ministries. The Church Council will be regularly briefed on ministry progress.

### **2. Bible Study Ministry**

There shall be a designated time for Bible study for all ages. Bible study opportunities are to be conducted under the direction of Staff, and leadership approved by the Church Council. The Pastoral Staff and Church Council shall develop and execute the necessary procedures to reach, and enlist members to lead such studies. Our Bible Fellowships (Sunday School) meet on Sunday morning. Additional "studies" are encouraged. The functions of the Bible Study ministry are evangelism, discipleship, ministry, fellowship and worship.

### **3. Music/Worship Ministry**

There shall be a Music Worship Ministry under the direction of the Pastor of Music/Worship. Officers and organizations shall be established as needed for effective functioning to fulfill the following tasks: 1) to increase the level of praise, worship and

adoration of Christ by all means possible in our Church; 2) teach music; 3) train people to lead, sing, and play music; 4) provide music in all areas of Church life and the community as needed.

#### **4. Personal Discipleship**

Every effort should be made by all UBC leadership and members to maintain a personal, vital and growing daily time of study, meditation and prayer with the Savior. This goal should be at the heart of every UBC ministry.

### **IX. CHURCH-WIDE MEETINGS**

#### **1. Worship Celebrations**

The Church family shall meet regularly each Sunday morning and evening for preaching, discipleship, praise, instruction and evangelism to worship God the Father, through Jesus Christ in the power of the Holy Spirit. As the Lord leads, times of prayer shall be designated throughout the week with special consideration given to Wednesday night.

#### **2. Regular Church Conferences**

Regular church conferences shall be held quarterly. They will usually be on a designated third or fourth Sunday night after each quarter ends. Notice (on a Sunday Morning) shall be given the membership at least one week prior to the meeting. Discussion opportunities will be given at a church conference prior to a vote.

#### **3. Special Church Conferences**

A special called church conference may be held upon the call of the Senior Pastor or the Church Council to consider matters of significant nature. At least a one-week notice must be given for the special called church conference. This announcement should be in writing, if possible, unless extreme urgency renders such notice impracticable. Efforts should be made to notify as many members as possible of the time and purpose for the special called meeting. Special church conferences may be held on Sunday evening or Wednesday evening. The only Sunday morning vote shall be following a Senior Pastor candidate's preaching in view of a call. No other votes or business shall be conducted on Sunday morning, which is reserved for the worship celebration.

#### **4. Quorum and Parliamentary Rules**

The quorum consists of those who attend the Church conference, provided it is a regular church conference or one that has been properly called. "Robert's Rules of Order Revised" is adopted as the authority for parliamentary rules of procedure for all church conferences, with the understanding that the Biblical mandate for maintaining Christian fellowship overrules any human authority or agency.

## **X. CHURCH FINANCES**

All funds, for any and all purposes, shall pass through the office of the Pastor or Director of Administration (Treasurer) and be properly recorded on the books of the Church. It is understood that membership in UBC involves financial stewardship responsibilities to support the Church in carrying out its vision with regular, proportionate gifts. The Pastor or Director of Administration will serve as the Church Treasurer, and the Chairman of the Finance Committee will serve as Associate Church Treasurer. If the position of the Pastor or Director of Administration is vacant, the Chairman of the Finance Committee will recommend and the Church Council will appoint someone to cover this duty until the vacancy is filled. They will insure that all financial matters are handled punctually, accurately, legally, and in the Spirit of Christ.

## **XI. CHURCH DISCIPLINE**

Should any unhappy differences arise among members, the aggrieved member shall follow, in a tender spirit, the teaching given by our Lord in Matthew 18:15-17, and by the Apostle Paul in Galatians 6:1.

Should any case of gross breach of covenant, or of public scandal occur, the Pastors and the Church Council shall endeavor to correct the offense; and if this effort fails, shall report the case to the Church.

A spirit of Christian kindness and forbearance shall pervade all such proceedings, but should an adverse decision be reached, the Church may proceed to admonish or declare the offender to be no longer in the membership of the Church. Above all, we must be motivated by the spirit of Ephesians 4:32 and I Peter 4:8 ... *“forgiving one another as Christ has forgiven you”* and *“love covers a multitude of sins.”*

Any person whose membership has been terminated for any offense may be restored by vote of the Church, upon evidence of his repentance and reformation. Our highest aim in Church discipline is to protect the Name of Our Lord and follow the pattern of Proverbs 27:17... *“As iron sharpens iron, so a man sharpens the countenance of his friend.”*