

# CONSTITUTION

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of

## **Crestview Baptist Church**

Revised 5/15/2024

The Constitution of Crestview Baptist Church contains the Preamble, Church Covenant, Bylaws, and Committee structure of the church.

# CONSTITUTION

## PREAMBLE

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner and for the purpose of preserving the liberties inherent in each individual member of this church and freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this constitution.

## I. NAME

This body shall be known as the Crestview Baptist Church of Clayton, Ohio.

## II. AFFILIATION

Said church shall be affiliated with the Greater Dayton Association of Baptists in Ohio, the State Convention of Baptists in Ohio, and the Southern Baptist Convention.

## III. ARTICLES OF FAITH

### 1. The Scriptures

The Scriptures of the Old and New Testaments were given by inspiration of God and are the only sufficient, certain, and authoritative rule of all saving knowledge, faith, and obedience.

### 2. God

There is but one God, the Maker, Preserver, and ruler of all things, being in and of Himself all perfections, and being infinite in them all; and to Him all creatures owe the Highest love, reverence, and obedience.

### 3. The Trinity

God is revealed to us as Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence or being.

### 4. Providence

God from eternity decrees or permits all things that come to pass, and perpetually upholds, directs, and governs all creatures and all events; yet so as not in any wise to be the author or approver of sin nor to destroy the free will and responsibility of intelligent creatures.

### 5. Election

Election is God's eternal choice of some persons unto everlasting life---not because of foreseen merit in them, but of His mere mercy in Christ--- in consequence of which choice they are called, justified, and glorified.

## 6. The Fall of Man

God originally created man in His own image, and free from sin; but, through the temptation of Satan, he transgressed the command of God, and fell from his original holiness and righteousness; whereby his posterity condemnation, and as soon as they are capable of moral action, become actual transgressors.

## 7. The Mediator

Jesus Christ, the only begotten Son of God, is the Divinely appointed Mediator between God and man. Having taken upon Himself human nature, yet without sin, He perfectly fulfilled the law, suffered, and died upon the cross for the salvation of sinners. He was buried, and rose again the third day, and ascended to His Father, at whose right hand He ever liveth to make intercession for His people. He is the only Mediator, the Prophet, Priest and King of the Church and Sovereign of the Universe.

## 8. Regeneration

Regeneration is a change of heart, wrought by the Holy Spirit, who quickeneth the dead in trespasses and sins, enlightening their minds their whole nature, so that they love and practice holiness. It is a work of God's free and special grace alone.

## 9. Repentance

Repentance is an evangelical grace, wherein a person being, by the Holy Spirit, made sensible of the manifold evil of his sin, humbleth himself for it, with godly sorrow, detestation of it, and self-aborrence, with a purpose and endeavor to walk with God so as to please Him in all things.

## 10. Faith

Saving faith is the belief, on God's authority, of whatsoever is revealed in His Word concerning Christ, accepting, and resting upon Him alone for justification, sanctification, and eternal life. It is wrought in the heart by the Holy Spirit, and is accompanied by all other saving graces, and leads to a life of holiness.

## 11. Justification

Justification is God's gracious and full acquittal of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made; not for anything wrought in them or done by them; but on account of the obedience and satisfaction of Christ, they receiving and resting on Him and His righteousness by faith.

## 12. Sanctification

Those who have been regenerated are also sanctified, by God's Word and Spirit dwelling in them. This sanctification is progressive through the supply of Divine strength, which all saints seed to obtain, pressing after a heavenly life in cordial obedience to all Christ's commands.

## 13. Preservation of the Saints

Those whom God hath accepted in the Beloved, and sanctified by His Spirit, will never totally nor finally fail away from the state of grace, but shall certainly persevere to the end; and though they may fall, through neglect and temptation, into sin, whereby they grieve the spirit, impair their graces and

comforts, bring reproach on the Church, and temporal judgements on themselves, yet they shall be renewed again unto repentance, and be kept by the power of God through faith unto salvation.

#### 14. The Church

The Lord Jesus is the Head of the Church, which is composed of all His true disciples, and in Him is invested supremely all power for its government. According to His commandment, Christians are to associate themselves into particular societies or churches; and to each of these churches He hath given needful authority for administering that order, discipline and worship which He hath appointed. The regular officers of a church are Bishops or Elders (Pastors), and Deacons.

#### 15. Baptism

Baptism is an ordinance of the Lord Jesus, obligatory upon every believer, wherein he is immersed in water in the name of the Father, and of the Son, and of the Holy Spirit, as a sign of his fellowship with the death and resurrection of Christ, of remission of sins, and of his giving himself up to God, to live and walk in newness of Life. It is prerequisite to church fellowship, and to participation in the Lord's Supper.

#### 16. The Lord's Supper

The Lord's Supper is an ordinance of Jesus Christ, to be administered with the elements of bread and wine, and to be observed by His churches till the end of the world. It is in no sense a sacrifice, but is designed to commemorate His Death, to confirm the faith and other graces of Christians, and to be a bond, pledge, and renewal of communion with Him.

#### 17. The Lord's Day

The Lord's Day is a Christian institution for regular observance and should be employed in exercises of worship and spiritual devotion, both public and private, resting from worldly employments and amusements, works of necessity and mercy only excepted.

#### 18. Liberty of Conscience

God alone is Lord of the conscience; and He hath left it free from the doctrines and commandments of men, which are in anything contrary to His Word, or not contained in it. Civil magistrates being ordained by God, subjection in all lawful things commanded by them ought to be yielded by us in Lord, not only for wrath, but also for conscience's sake.

#### 19. The Resurrection

The bodies of men after death return to dust, but their spirits return immediately to God -- the righteous to rest with Him; the wicked, to be reserved under darkness to the judgment. At the last day, the bodies of all the dead, both just and unjust, will be raised.

#### 20. The Judgment

God hath appointed a day, wherein He will judge the world by Jesus Christ, when everyone shall receive according to his deeds; the wicked shall go away into everlasting punishment; the righteous, into everlasting life.

## **IV. 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 in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

### **1. For The Advancement of This Church**

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines.

### **2. As Christian Stewards**

To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

### **3. Alone And at Home**

We also engage to maintain family and secret devotion; to educate our children religiously; to seek the salvation of our kindred and acquaintances.

### **4. Before The World**

To walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage; and to be zealous in our efforts to advance the kingdom of our Savior.

### **5. Toward One Another**

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense but always ready for reconciliation and mindful of the rules of our Savior, to secure it without delay.

### **6. When We Move**

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

## **V. CHARACTER**

### **1. Polity**

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and co-operation which are common among Southern Baptist Churches.

### **2. Doctrine**

This church receives the Holy Scriptures as its authority in matters of faith and practice.

## **VI. BY-LAWS**

### **ARTICLE I. MEMBERSHIP**

#### **SECTION 1. QUALIFICATIONS.**

All candidates for membership shall be considered based on their spiritual qualifications without regard to social standing, financial status, race, or ethnicity.

- A) A person shall become a member upon their:
  - 1. Profession of faith in Jesus Christ as Savior and Lord of their life.
  - 2. Baptism by immersion in obedience to Christ and not required for salvation.
  - 3. Agreement with and signing the Baptist Faith and Message as adopted by the Southern Baptist Convention June 14, 2000, and the Crestview Baptist Church Covenant.
  - 4. Recommendation by the Counseling and Membership Committee and an affirmative vote of the church.
  
- B) Each person is urged to complete a new member orientation class.

#### **SECTION 2. CANDIDATES FOR MEMBERSHIP.**

A person shall be received as a candidate for membership in one of the following ways:

- A) By Profession of Faith and Baptism – satisfying all criteria in Section 1, Paragraph A.
  
- B) By letter from another Southern Baptist Church and satisfying sub-paragraphs 3 and 4 of Section 1, Paragraph A.
  
- C) By statement from a non-Southern Baptist Church – upon satisfying all the tenets of Section 1, paragraph A.

#### **SECTION 3. RIGHTS**

An Active member of the Church is defined as a member who attends regularly scheduled services of the church at least once per month or participates in Life Group Activities.

An Inactive member is a member who has not participated in church activities for a period of six months. Inactive members cannot vote in church business meetings. Inactive Members are restored to “Active” status by demonstrating church attendance for a period of three consecutive months. (added 10/09/2019)

Upon review of the Membership Committee an inactive member who has not attended for a period of 5 years will be dropped from the church membership roll.

Members who cannot attend due to extenuating circumstances can be kept on the inactive list by petitioning the Membership Committee.

Active members of legal voting age may vote in business meetings of the church. Only active members may serve in any responsible position of the church.

SECTION 4. PROCEDURES FOR WITHDRAWING MEMBERSHIP.

(Revised 09/11/1991)

Membership may cease as follows:

- A) By letter of transfer to another Southern Baptist Church. (A letter of dismissal shall not be granted directly to an individual.)
- B) When joining non-Southern Baptist Churches.
- C) Death.
- D) Upon a member's request, in writing, email, or by verbal request to the church office.
- E) Exclusion: Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or persistent breach of his covenant vows, the church may terminate his membership, but only after due notice and a hearing, held within 30 day with the Pastor and at least Chairman of the Deacons and after faithful efforts have been made to bring such member to repentance and reconciliation. (Matthew 18:15-17 and Galatians 6:1) the matter will be presented to the church for a vote.
- F) 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.

**ARTICLE II. CHURCH OFFICERS**

SECTION 1. PASTOR AND STAFF

(Revised June 2016)

- A) The number shall be determined by the need of the church.
- B) They shall be called to the office with an indefinite call to serve at the will of the church.
- C) The pastor and staff shall serve under the conditions of their call. Changes thereto shall be mutually agreed to between the church and the pastor or staff member. All ministerial staff other than the pastor shall be employed by a vote of the church upon recommendation of the Pastor and the Personnel committee, in consultation with the Deacon Body. The job requirements will be defined in a job description developed by the pastor, the personnel committee, and the staff member. (Revised 09/8/1993)
- D) Pastor: A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, for which at least one week's public notice shall be given. The Pastor Search committee shall seek God's man for our church, and their recommendation will constitute a nomination, though any member has the privilege of making other nominations. The committee shall bring to consideration of the church only one man at a time. Election shall be ballot. An affirmative vote of three-fourths of those members present is required for a call. The pastor, thus elected, shall serve until the relationship is terminated by the pastor or an affirmative vote of three-fourths of those members present. The pastor shall be responsible for the welfare and oversight of the church. He shall preside at all meetings of the church, except as otherwise provided in this document. (Revised 08/14/1991)
- E) The pastor shall secure his pulpit supply. (Revised 08/14/1991)
- F) The church will pay the pastor's pulpit supply when he is away from the church for the following reasons: approved revivals/conferences he leads at other churches, vacation times, all denominational meetings, times of illness in his immediate family and any absence due to church business. (Revised 08/14/1991)
- G) The pastor shall serve as moderator of the church.
- H) The pastor shall be granted an annual leave of absence to attend the Southern Baptist Convention.
- I) When the church is without a senior pastor, the chairman of Deacons in consultation with the Deacon Body shall provide the leadership functions of the pastor.

- A) The deacons are structured into a Deacon Body. The Deacon Body shall be Composed of all men elected by this church. The Deacon Body is elected by the church and is elected for life. The number of deacons shall be determined by the needs of the Church. The number may change as the church deems necessary. All deacons shall be ordained as defined in Acts 6 and Acts 13. and Deacons Ordained by another Southern Baptist Church or Church of similar faith and beliefs do not need to be Re-Ordained since Ordination is from God.
- B) The Deacon Body functions will include but not limited to:
- serving in the Sunday School
  - serving as an example in the weekly outreach visitation
  - assisting in areas of ministry related to the Pastor's office (Example: hospital visitation, requested home visits)
  - assisting in the formation of plans for the church's progress
  - possible availability for other church leadership positions.
- C) Deacons are expected to live a Christ Centered Life as defined under the **CHURCH GUIDELINES FOR THE OFFICE OF DEACON**. If a deacon can no longer perform his duties under the guidelines of the Church, he will be requested to step down from deacon duties, and removed from the Deacon Body. The process defined in Matthew 18:15-19 shall be followed, with the Pastor and Chairman of Deacons counseling the deacon and addressing the situation.

**Establish a Baptism Committee**

(Revised 05/15/2024)

## DUTIES:

- 1) To assist candidates in preparation for baptism.
- 2) To maintain, repair, and clean baptismal robes.
- 3) To provide the church clerk with the name and date of each person baptized.

**Establish a Lord's Supper Committee**

(Revised 05/15/2024)

## DUTIES:

- 1) To prepare the elements and equipment for observances of the Lord's Supper.
- 2) To maintain all equipment between observances.
- 3) To ensure that all supplies necessary for the Lord's Supper are available.

The Pastor in conjunction with the Chairman of deacons shall appoint two deacons to serve on the Counseling and Membership Committee and one deacon to serve on the Personnel Committee.

(added 10/09/2019)

- D) To be eligible for election of Deacon, a candidate must qualify according to the Scriptural qualifications for deacons found in Acts 6:3, I Timothy 3:8-12, and Titus 1:6-9. See Appendix A. In addition to the Scriptural qualifications a candidate must also qualify according to the Church Guidelines for the Office of Deacon adopted by the church. See Deacon Appendix for Deacon Qualifications.
- E) All deacons shall be elected by the church.



- F) The deacon nominating committee shall consist of the Pastor and the Deacon Body. Names of Prospective deacons may be submitted in written form to the Pastor or Deacon Body by any member of the church.

It is requested that a deacon nominating form be used to provide a brief statement as to why the man would serve the office of deacon well. See Deacon Appendix for Deacon Nomination Form.

The Pastor and Deacon Body will then meet as a deacon nominating committee and discuss the names submitted. If no reason is given by anyone why a nominated man cannot serve as a deacon, his name is put on a list to receive a Deacon's Questionnaire. See Deacon Appendix.

A meeting is called of the Pastor, Deacon Body, and prospective deacons. Prospective deacons are asked to bring their completed Deacon Questionnaires. The Pastor and chairman of the deacons will once again go over the form and explain what is expected of a deacon. Those prospective deacons who feel they can meet the qualifications and that God is leading them to serve as a deacon, are asked to turn in their Deacon Questionnaires.

A slate of candidates comprised of all those persons who have been vetted by the Deacon Body and Pastor shall be presented to the Church for a Vote in a called Business meeting. The Church shall vote to approve each Deacon.

- G) In accordance with the meaning of the word and the practice of the New Testament, deacons are to be servants of the church. It shall be understood that deacons are to serve under the leadership of the pastor in meeting the needs of the church and community. They are to be zealous to guard the unity of spirit within the church in the bonds of peace. Deacons are to serve according to the expressed purpose, will, and authority of the church.

By proper organization and method among themselves, the deacons are to seek to establish and maintain personal relations with and strive to know the physical needs and the moral and spiritual struggles of the members. The deacon body shall serve the whole church in relieving, encouraging, and developing the faith of all.

With the pastor and staff, the deacons are to consider and formulate plans for the constant efforts and progress of the church in such things as: the winning of souls, the development of Christians, and the extension and growth of the Kingdom of God.

The deacons shall assist the pastor in the administration of the ordinances of the church. The Deacons shall set the example in maintaining a daily spiritual relationship with God.

- H) Officers shall be elected as needed by the Deacon Body whenever a vacancy occurs. Officers shall serve a term of three years.

A majority vote of those present and voting shall be necessary for election. The officers of the Deacon Body shall consist of a:

- 1) Chairman, who shall preside at all meetings of the deacons and shall perform other duties as may be provided by the Constitution and By-Laws of the church.
- 2) Vice Chairman, who shall act in the absence of the chairman and shall perform such other duties as may be provided by the Constitution and By-Laws of the church.

- 3) Secretary, who shall keep a true and legal record of the minutes of the meetings of the Deacon Body and shall perform such other duties as may be provided by the Constitution and By-Laws of the church.
- I) The Deacon Body shall meet as needed. Special meetings may be called by the pastor, deacon chairman, or vice chairman.

Proper notice of the meetings shall be given. A quorum for the purpose of making decisions shall be not less than 50 % of the Deacon Body plus one.

- J) If the church is without a pastor or in the absence or inability of the pastor, subject to advice and conference with him, the Deacon Body shall provide the church with pulpit supplies.

### SECTION 3. TRUSTEES

(Revised 10/09/2019)

#### COMPOSITION:

- A) There shall be five trustees recommended by the nominating committee and elected by the church. The chairman of the Trustees shall be recommended by the nominating committee and approved by the church as statutory agent.
- B) They shall serve on a three-year rotating basis, with one new trustee elected each year. No trustee shall be eligible for re-election for a period of one year.
- C) Trustees who are also on the Finance Committee must recuse themselves from performing Audit functions.

#### DUTIES:

- A) To hold in trust all church property. They shall serve as the legal representatives of the church in all transactions of the church. They sign all documents relating to the purchase, sale, mortgaging, or rental of church property after approval by the church in regular business session. They shall maintain an inventory of all legal documents.
- B) To serve as building and properties insurance committee. They shall see that all church buildings and properties are adequately insured at all times, including liability and other necessary coverage.
- C) To provide counsel with and inform other appropriate committees concerning legal matters only.
- D) To be personally responsible for actions taken without the authority of the church.
- E) To secure appropriate bonding insurance for all church members and personnel involved in handling and dispersing church monies. (Revised 10/09/1991)
- F) To approve the annual financial report as specified in Article II, Section 6 of the By-Laws.
- G) To obtain an internal or external audit or review annually at the discretion of the Trustees.
- H) To obtain an outside audit at least every third year.

- I) To submit a written report in the April business meeting.
- J) To submit costs associated with an audit or review to the Finance Committee for inclusion in the budget.

#### SECTION 4. MODERATOR

The moderator shall be the Pastor. In the absence of the Pastor, the chairman of the deacons shall preside; or, in the absence of both, the church clerk shall call the church to order and a moderator *pro-tem* from the church membership shall be elected.

#### SECTION 5. CLERK

The clerk of the church shall keep in a suitable book a record of all the actions of the church. They shall keep a register of the names of the members, with dates of admission, dismissal, or death, together with a record of baptisms. They shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports.

#### SECTION 6. TREASURER AND ASSISTANT TREASURER.

The church shall elect annually a church treasurer and assistant treasurer. It shall be the duty of the treasurer to receive, preserve, and pay out all money, or things of value, paid or given to the church, keep at all times an itemized account of all receipts and disbursements. Before payment, the finance committee must approve all expenditures except routine supply purchases. Payments of bills for local work and expenses shall be made promptly by check, and all funds received for denominational or other causes shall be remitted at least monthly. It shall be the duty of the treasurer to promptly present to the church an itemized report of receipts and disbursements. This report shall be read to the church in its regular monthly business meeting. Within thirty days after the end of each fiscal year, an annual financial report shall be prepared by the treasurer or assistant treasurer, approved by an Audit committee, and presented to the church for approval. A copy shall then be delivered to the church clerk, and a duplicate sent to the church office for permanent filing.

(Revised 08/11/82)

All books, records and accounts kept by the treasurer shall be considered the property of the church. Any member of the church desiring to see the books may make an appointment for viewing during regular church office hours. Personal giving records are confidential and will not be made available. (Revised 08/11/82)

The treasurer and assistant treasurer shall be bonded and/or the church funds adequately insured.

#### SECTION 7. OFFICERS OF CHURCH ORGANIZATIONS

(Revised 10/09/2019)

##### A) Organizational heads.

Life Group Director, Sr. Ministries Director, Woman's Ministry Director and Benevolence Ministry Director shall be recommended by the Pastor/Nominating Committee. These nominations shall be presented for approval by the church at the July Business meeting.

(Revised 08/14/1991)

##### B) Officers within the organizations.

All officers and teachers within the Life Group shall be recommended annually by the Nominating Committee for approval by the church.

## SECTION 8. TENURE OF OFFICE

Officers shall be elected annually and assume responsibilities on October 1<sup>st</sup>, except when otherwise provided.

## SECTION 9. RESIGNATION

Any church officer desiring to resign shall notify the church two weeks in advance of the effective date, excluding excused absence. (Revised 07/21/1982)

## SECTION 10. EXPENDITURES

Officers in charge of spending shall confer with the Finance Committee about the current policy on spending and procedures for approval of expenditures. (Revised 08/14/1991)

### **ARTICLE III. ORGANIZATIONS**

The church shall sponsor such organizations as will contribute to the up building of the church, all of which shall be under the direct control of the church. All positions in church organizations requiring election by the church shall be held by church members. (Revised 08/14/1991)

### **ARTICLE IV. COMMITTEES**

The church reserves the right at any time and in such manner as it may determine, elect and/or approve any committee that is needed or advisable. Membership, election, term of office and duties shall be determined by the church and set forth in a statement on Committees and Committee Polices.

### **ARTICLE V. MEETINGS**

#### SECTION 1. REGULAR SERVICES

The church shall maintain Sunday and midweek services. (Revised 08/14/2018)

#### SECTION 2. BUSINESS MEETINGS.

- A) The church shall hold a Quarterly business meeting on the second Wednesday of the Month in January, April, July, and October.
- B) Items for consideration by the church shall be presented to the church one week preceding the business meeting.
- C) The pastor and deacons may call the church into a special business meeting at any time provided the membership is given adequate notice.
- D) The rules of order in "Parliamentary Law" by F. H. Kerfoot shall be followed in all church business meetings. For those rules of order that are not covered by Kerfoot, "Roberts Rules of Order" shall be used. (Revised 09/12/1990)
- E) The church fiscal year shall begin on January 1st of each year. (Revised 09/12/1990)
- F) The October business meeting shall be recognized as the annual business meeting.

#### SECTION 3. THE LORD'S SUPPER.

The church shall observe the Lord's Supper at least once every quarter.

## ARTICLE VI. AMENDMENTS

The By-Laws, Name, and Affiliation of this church may be amended by a vote of two-thirds of the members present and voting at a regular business meeting, provided the amendments shall have been offered in writing at a previous regular business meeting.

A three-fourths affirmative vote of those members present, and voting is necessary to temporarily waive any articles of the By-Laws (Added 09/08/1982)

The Articles of Faith, Character, and Covenant of this church shall never be amended. As a Southern Baptist Church, the operational definition of our basic beliefs is found in The Baptist Faith and Message as adopted by the Southern Baptist Convention in session on June 6, 2000. (Revised 08/22/2007)

**Amendment 1** (Added 07/10/2013)

The pastors, ministers, and employees of Crestview Baptist Church are prohibited from performing, officiating at, hosting, sponsoring, participating in, or otherwise facilitating any service or ceremony that purports to “marry”, “bless”, or “unite” two persons of the same sex. This restriction applies to all such services and ceremonies, regardless of where they take place. Also, no such services or ceremonies are to ever occur on the property of Crestview Baptist Church, even if they are performed by personnel not affiliated with Crestview Baptist Church from another church, faith, or denomination. In all cases and without exception, the failure of any Crestview Baptist Church pastor, minister, or employee to comply with this restriction, in any manner, shall result in immediate termination of his employment without severance pay.

## CRESTVIEW BAPTIST CHURCH

### COMMITTEE APPENDIX

All church committee members shall be selected as follows unless otherwise indicated in the committee description.

- A) Committee members shall be selected by the Nominating Committee and elected by the church.
- B) The committee members shall serve for a five-year period.
- C) The Nominating Committee shall nominate respective committee chairmen for those committees recommended by it.

**I. AUDIT** (Function added to Trustees 10/09/2019)

COMPOSITION: This committee shall consist of three (3) members, none of whom serve on the Finance or Offering Counting committees.

DUTIES:

- A) To approve the annual financial report as specified in Article II Section 6 of the By Laws.
- B) To obtain an internal or external audit or review annually at the discretion of the committee.

- C) To obtain an outside audit at least every third year.
- D) To submit a written report in the April business meeting.
- E) To submit costs associated with an audit or review to the Finance Committee for inclusion in the budget.

**II. BENEVOLENCE**

(Revised 11/14/1990)

COMPOSITION: This committee shall consist of six (6) members.

DUTIES:

- A) To develop and review ministry guidelines to follow and make recommendations to the church as to what kind and how much assistance will be provided.
- B) To decide on an annually review criteria for considering/investigating requests for assistance.
- C) To recommend budget allocations to the Finance Committee for budget resources needed for ministering to needs of people.
- D) To review and evaluate periodically all assistance being provided.
- E) To involve church members in benevolent ministries when possible.
- F) To determine and maintain a document of available community agencies that provide assistance and make referral requests for aid to the agencies when appropriate.
- G) To make quarterly reports in writing to the church.

**III. FUNERAL**

(Revised 04/11/2018)

COMPOSITION: Chair, Co-Chair, and volunteer group of at least 12 members.

DUTIES:

- A) Establish and maintain funeral Meal Guidance and services provided by the Church.
- B) Provide budgetary requirements to Finance Committee.
  - 1. Funds for providing food to be cooked or procured.
  - 2. In some cases, provide gift card in lieu of a meal at the church.
- C) Coordinate Funeral meal requirements with a church member who experienced death in family.
- D) Establish date and time of funeral meal and services needed.
- E) Provide a meal for the family.

**IV. COUNSELING/MEMBERSHIP**

(Revised 07/12/2016)

COMPOSITION: This committee shall consist of (7) members selected by the Deacons and Pastor. At least two members shall be Deacons.

DUTIES:

- A) To develop a standard set of procedures to be used in counseling candidates for membership to insure consistency and thoroughness.
  - 1. To determine, based upon Biblical guidelines, the spiritual maturity of the candidate.
  - 2. To lead the candidate along the steps of salvation.
  - 3. To explain the membership guidelines of the church in Article 1, Section 1, Paragraph A of By Laws.
- B) To be available during the invitation time of each worship service on a rotation basis or as needed.
- C) Recommend new candidates to the church for membership at a regularly scheduled business meeting.

- D) Review all requests for termination or action looking thereto and make recommendation to the church.
- E) Keep and update Active and Inactive Church Membership rolls.
- F) Review Membership Rolls annually and advise Pastor and Chairman of Deacons of the members who are inactive for five years, without extenuating circumstances for deletion from church rolls.
- G) Maintain Active and Inactive Membership List. Membership Requirements shall be determined by review of Connection Card for Church Attendance and Sunday School Attendance roll.

**V. PERSONNEL**

(revised 11/14/90)

COMPOSITION: This committee shall be composed of five persons as follows:

- A) Pastor
- B) Four others consisting of one woman, one deacon, and two other persons.

DUTIES:

- A) To assist the pastor as he supervises the total church staff and personnel. This includes both paid and volunteer workers of any and all church ministries.
- B) To assist the Pastor as he leads in the selection of all staff and personnel members and determines their assigned responsibilities.
- C) To assist the Pastor as he recruits, interviews, and recommends new personnel.
- D) Should the need arise, to assist the Pastor as he dismisses staff and personnel.
- E) To assist the Pastor in development and recommendation of a compensation package for personnel.
- F) To assist the Pastor in the development and recommendation to the Finance Committee of any increase in salary, benefits and reimbursements for church staff and personnel.
- G) To develop and recommend to the Finance Committee any increase in salary, benefits, and reimbursements for the Pastor.

**VI. FINANCE**

(revised 10/09/2019)

COMPOSITION: This committee shall consist of nine (9) members: Pastor, Treasurer, and six members at large. The Assistant Treasurer shall serve as an ex-officio member.

DUTIES:

- A) To prepare and present in the November business meeting an annual budget recommendation.
- B) To set policy with regard to spending/approval decisions with church approval.
- C) To approve all expenditures.
- D) To hear requests for ministry expenditures and budget revisions and make recommendations as necessary to the church. All additions to the budget shall be channeled through the Finance Committee.

RECOMMENDED PROCEDURES

- A) Prior to the first meeting, make a request for the church leaders to submit an itemized budget request for the new year.
- B) Bring all requests together and have church leaders present at the first meeting to speak to Their requests.
- C) Arrange for at least two open meetings for all interested members to attend and make requests or voice opinions.
- D) After evaluations and necessary adjustments are made, prepare the ministry-action budget for presentation to the deacons for discussion.

- E) Present the recommended budget to the church for approval.

## **VII. BUILDINGS**

(updated 11/14/90)

COMPOSITION: This committee shall consist of six (6) members.

### DUTIES:

- A) To inspect and maintain a historical record and inventory and condition of all inside assets.
- B) To update the inventory annually before September for insurance purposes.
- C) To develop, recommend, and execute policies and procedures about maintenance, repair and use of buildings inside space.
- D) To prepare recommendation for allocation to Finance Committee.
- E) To confer with Personnel Committee regarding the needs pertaining to the maintenance, cleaning, and repair of buildings with respect to the employment, training, and supervision of personnel.
- F) To recommend all matters pertaining to repair maintenance, upkeep, and/or remodeling of church building and inside space.
- G) To report in writing in the business meeting following the end of each Quarter, the Outstanding maintenance needs of the church.

## **VIII. GROUNDS**

(revised 3/13/91)

COMPOSITION: This committee shall consist of six (6) members.

### DUTIES:

- A) To inspect and maintain historical records, inventory and condition of all outside equipment including church vehicles.
- B) To update the inventory annually before September for insurance purposes.
- C) To develop, recommend and execute policies and procedures about care and maintenance of grounds, parking lots, driveways, fences, drainage, and all outside equipment.
- D) To prepare recommendation for allocation to Finance Committee.
- E) To confer with the Personnel Committee regarding needs pertaining to the maintenance of the grounds and related equipment with respect to the employment, training and supervision of personnel.
- F) To recommend all matters pertaining to maintenance, upkeep, and/or renovation of church grounds.
- G) To report in writing in the business meeting following the end of each Quarter, the outstanding maintenance needs of the church.

## **IX. RECREATION**

(deleted 10/09/2019)

## **X. MISSIONS DEVELOPMENT**

(revised 04/18/2018)

COMPOSITION: This committee shall consist of Pastor, Youth Pastor, Life Group Director, a deacon, Finance Committee member, Women's Ministry Director and one member elected at large.

### DUTIES:

- A) To identify mission needs, opportunities, and resources by systematically gathering, analyzing, and distributing information. This allows the church and its program to establish mission priorities based on factual data.
- B) To develop strategies to respond to unmet mission needs.
- C) To plan, direct and general supervision of any mission work authorized by the Church.



- D) To establish and maintain communication and coordination of Mission projects of the Southern Baptist Convention, Ohio Convention, Greater Dayton Association, and other appropriate groups outside the Church.
- E) To report in writing the status of all mission projects annually at the October Business meeting.

**XI. HOSPITALITY**

(Revised 11/14/90)

COMPOSITION: This committee shall consist of nine (9) members.

DUTIES:

- A) To establish and recommend needed policies and procedures for use of the kitchen facilities.
- B) To be responsible for purchasing and preparing food or refreshments for all church-wide socials and/or after service fellowships in consultation with appropriate church leaders.
- C) To recommend to the Finance Committee a budget allocation request for food services and purchase of any needed food service equipment.
- D) To report in writing at the annual October Business Meeting.

**XII. OFFERING COUNTING**

COMPOSITION: This committee shall consist of six (6) members.

DUTIES:

- A) To receive, count, record, and deposit all funds received by the church.
- B) To ensure that all offering envelopes are turned over to the Financial Secretary.

**XIII. PLANNING AND BUILDING**

(Revised 11/14/90)

COMPOSITION: This committee shall be selected when the need arises and serve until their assignment is completed. The committee shall consist of seven (7) members. They shall guide the church in developing type and amount of space to be constructed.

DUTIES:

- A) To secure **suitable** master plan and floor plans for proposed new building.
- B) To work with interested builders on the development of design drawings.
- C) To obtain cost estimates and prepare a financial plan for total project cost.
- D) To report to the church in writing and secure approval for:
  - 1. Type and amount of space to be constructed.
  - 2. Employment of a builder.
  - 3. The plan for financing the project.
- E) To work with the builder on supervision of the project during the period of construction.
- F) To install furnishings and prepare the building for occupancy at the appropriate time.
- G) To plan and execute a building dedication service.

**XIV. CONSTITUTION**

(Revised 11/14/90)

COMPOSITION: This committee shall consist of three (3) members.

DUTIES:

- A) To review annually the Constitution & By-Laws to see that they are clear, workable, and up to date.
- B) To recommend to the congregation in writing any revisions or changes deemed necessary.

**XV. PASTOR SEARCH**

(Revised 10/17/90)

COMPOSITION: This committee will be composed of (5) members (three men and two women) who are selected by the congregation. The chairman will be selected by the committee.

DUTY: Find/relocate a new pastor.

SELECTION METHOD:

- A) Each member may vote for (6) men and (4) four women. Ballots containing votes for more than (6) men or more than (4) women will be disqualified. Persons receiving the most votes will be contacted by the Deacons until (4) women and (6) men are found who are willing to serve. These names will compose the ballot which will be publicly announced for a period of at least one (1) week.
- B) Then at an announced business meeting, each member may vote for three (3) men and two (2) women. Ballots containing votes for more than three (3) men and two (2) women will be disqualified.
- C) The two (2) women and three (3) men receiving the most votes will comprise the committee.

**XVI. CHURCH NOMINATING COMMITTEE:**

(revised 10/09/2019)

COMPOSITION: This committee shall be composed of three (3) members nominated by the Pastor and elected at the April Business Meeting. The term of office shall be three years. Members of the Nominating Committee may not be on any other committee.

PURPOSE: To lead the church in filling all church-elected leadership positions filled by volunteers.

DUTIES:

- A) Select, interview, and enlist church program organizational leaders, church committee chairman, committee members, and general church officers. The Nominating Committee shall ensure that no person serves on more than two committees.
- B) Agree on volunteer workers before inviting them to serve in church-elected leadership positions.
- C) Assist church leaders in discovering and enlisting qualified persons to fill church-elected positions of leadership in their respective organizations.
- D) Present volunteer workers to the church for election.
- E) Nominate special committees as requested by the church.
- F) Fill any vacancies as they occur.
- G) Submit a written quarterly status report regarding unfilled positions.
- H) Ensure that each committee chairman has a copy of their duties.

SUGGESTED PROCEDURES:

- A) Pray for God's leadership in enlisting people to serve.
- B) Be continually reminded of the interest and influence of the Holy Spirit in the work of the Nominating Committee.
- C) Seek to perform all actions throughout the year in a spirit of prayer and reverence.
- D) Pray for patience in finding the right persons to fill the positions. God's timetable may vary some from our projected schedule.
- E) Determine positions which must be filled, and secure recommendations for persons to fill the positions, working with organizational heads and divisional directors.
- F) Prepare a list of potential workers to fill leadership positions, using a list of persons already serving the church, the church membership rolls, new members of the past year, and input from committee members.



**DEACON NOMINATION QUESTIONNAIRE**

**Crestview Baptist Church**

Date: \_\_\_\_\_

Dear Brother:

You are being considered for the office of Deacon in our church. This office carries a high level of responsibility in the church and community. This position of service should be held by those men whose lives demonstrate the pursuit of the qualities outlined in 1st Timothy 3:1-13.

We request that you read the above passage of scripture and prayerfully answer the following questions.

1. Are you a Christian with a genuine conversion experience? \_\_\_\_\_
2. Give a brief account of your salvation testimony on the reverse side or on a separate sheet of paper. Use the following outline as you relate the circumstances of your salvation:
  - A) Your Life Before Becoming a Christian
  - B) Your Salvation Experience
  - C) Your Life After Becoming a Christian
3. Do you believe in the inspiration of the Bible and that the entire Bible is the infallible Word of God? \_\_\_\_\_
4. Do you accept your responsibility as a Christian to evangelism and missions through the ministries of the church? \_\_\_\_\_
5. Do you give at least a tithe of your income to the Lord through the ministries of our church? \_\_\_\_\_
6. Do you have a personal quiet time daily when you study God's Word and spend time in prayer? \_\_\_\_\_  
If no, will you begin this spiritual discipline? \_\_\_\_\_
7. Do you serve as the spiritual leader in your home and conduct family worship? \_\_\_\_\_  
If not, will you start? \_\_\_\_\_
8. Are you in support of and in harmony with all areas of the church ministries? \_\_\_\_\_
9. Are you willing to serve the Lord through the church where service is needed to the best of your ability? \_\_\_\_\_
10. If your attitude and spirit come in conflict with Numbers 7 and 8, will you resign from the office of deacon? \_\_\_\_\_
11. Will you attend, support and lead out in weekly visitation ministry? \_\_\_\_\_
12. Will you strive to put down murmurings and complaining, facing them frankly, dealing with them fairly and then stand with the majority in their decision? \_\_\_\_\_
13. Are you in support of the pastor and staff? \_\_\_\_\_
14. Will you be faithful to attend the regular services of the church? \_\_\_\_\_
15. Will you attend an annual deacon's refresher course? \_\_\_\_\_
16. Have you any serious domestic troubles? \_\_\_\_\_
17. Have you or your wife ever been divorced? \_\_\_\_\_

18. Do you and your wife know how to control your tongues against spreading gossip or talking critically about others? \_\_\_\_\_
19. Do you have serious troubles with any of your children? \_\_\_\_\_
20. Are you involved in gambling or any other illegal practices? \_\_\_\_\_
21. Do you have financial difficulties that might embarrass the church? \_\_\_\_\_
22. Do you or your wife indulge at all in alcoholic beverages, have part in the sale of alcohol or allow it to be served in your home? \_\_\_\_\_
23. Have you ever been ordained in a Southern Baptist Convention Church? \_\_\_\_\_

If you wish to be further considered as a candidate for deacon, please complete all the above questions and return this questionnaire to the Deacon Nominating Committee.

Respectfully yours,

Chairman, Deacon Nominating Committee

Name of Deacon Nominee \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

## **CHURCH GUIDELINES FOR THE OFFICE OF DEACON**

The office of deacon is an office for service to Christ through the Church. Any other concept does injustice to the New Testament record found in Acts 6:3, I Timothy 3:8-12, and Titus 1:6-9. This office requires faithfulness and a commitment to serve the Lord through the Church. For a man to qualify for the office of deacon in the Crestview Baptist Church he must meet the Scriptural Qualifications as set forth in the Word of God. Each man elected to serve in the office of deacon must also meet the Church Guidelines listed below.

1. He must be a Christian. (Romans 10:13)
2. He must believe in salvation by grace, through faith, based on the substitutionary death of Christ. (John 3:16)
3. He must have compassion for the lost, and seek in his lifestyle and speech to win them to Jesus Christ. (Acts 1:8)
4. He must be Spirit-filled. (Ephesians 5:18)
5. He must believe the Bible to be in inspired Word of God, without error, and the source of authority for precept and practice. (II Timothy 3:16)
6. He must be elected by the Church. (Acts 6:3)
7. He must practice and abide by Baptist policy as set forth in the New Testament and the Constitution and By-Laws of our church.
8. He must be a single man or the husband of one living wife. His wife must have only one living husband. (I Timothy 3:11-12)
9. He must rule his children and own house well. (I Timothy 3:12)
10. He must establish in his life a high standard of separated Christian living. (I Timothy 4:12; Matthew 5:20)
11. He must be active and faithful in attendance at Sunday School, Discipleship Training, the regular weekly worship services, and all other major areas of church life. (Hebrews 10:25)
12. He must recognize the God-given spiritual leadership that is placed upon the office of the pastor and seek to serve under that leadership. God has created the office of deacon in order to make the pastor's ministry more effective; therefore, the deacon should uphold and extend the ministry of the man whom God has called to serve as Pastor. (Ephesians 4:11-12; I Timothy 3:1-7; Titus 1:5-9)
13. He must support the ministries of the church financially based upon God's will for his life. (I Corinthians 16:2)
14. He must not drink or sell alcoholic beverages and must have strong convictions in favor of total abstinence as the only answer to alcoholism. (I Timothy 3:8)
15. He must do all within his power and influence to create and preserve harmony in the church. Anything short of harmony is a departure from the will of God and is therefore sin. (Ephesians 4:1-3)
16. He must be a member of Crestview Baptist Church for at least 6 months prior to his election.
17. He must be committed to The Deacon Family Ministry Plan.

**DEACON NOMINATING FORM**

**Crestview Baptist Church**

It is the privilege and responsibility as the body of Crestview Baptist Church to select deacons to serve for the next four years. The Pastor with the support of the deacons shares the responsibility for the spiritual leadership of our church.

After prayerfully searching the qualifications of a deacon as found in Acts 6:3, I Timothy 3:8-12 and Titus 1:6-9, I consider it an honor to nominate the following to be considered for the office of deacon in our church.

Name of Nominee \_\_\_\_\_

will serve the office of deacon well for the following reasons:

Signed \_\_\_\_\_

(signature of person making the nomination)

## SCRIPTURAL QUALIFICATIONS FOR THE OFFICE OF DEACON

1. **A man of honest report (Acts 6:3)**  
A man with a good reputation.
2. **Full of the Holy Ghost (Acts 6:3)**  
A man with a godly reputation who is controlled by the presence of the Holy Spirit.
3. **Full of wisdom (Acts 6:3)**  
A man who is gifted with the ability to know and apply the truths of God's Word to daily situations.
4. **Full of faith (Acts 6:5)**  
A man whose walk is based upon trust in the Lord and His Word rather than by sight.
5. **Grave (I Timothy 3:8)**  
A man who is characterized by seriousness of purpose and self-respect in conduct.
6. **Not doubled-tongued (I Timothy 3:8)**  
A man who does not say one thing to one person and something else to another individual.
7. **Not given to much wine (I Timothy 3:8)**  
A man who is a good steward of his influence, and does all to the glory of God.
8. **Not greedy to filthy lucre (I Timothy 3:8)**  
A man who does not pursue dishonest gain. He has the right attitude toward material possessions, and does not exploit others for his own profit.
9. **A holder of the faith (I Timothy 3:9)**  
A man who gives strength to the church fellowship and possesses spiritual integrity beyond reproach.
10. **First be tested (I Timothy 3:9)**  
A man who has demonstrated his spiritual qualifications before being elected to serve as a deacon. He has been tested and found to be true.
11. **Blameless (I Timothy 3:10)**  
A man against whom no charge of wrongdoing can be brought.
12. **Husband of one wife (I Timothy 3:12)**  
A man who obeys God's plan for marriage. He has only one living wife and is committed to the marriage bond.
13. **Must rule his own household well (I Timothy 3:12)**  
A man assumes his rightful responsibility to lead and manage his home in a way that is pleasing to God.
14. **Bold in the faith (I Timothy 3:13)**  
A man who is strong and effective in his influence and witness. He will use the office of deacon in the right way.