

**GRACE BAPTIST CHURCH**  
**5050 Middlebranch Avenue NE**  
**Canton, OH**

Covenant..... Page 1

Articles of Faith ..... Page 2

Constitution ..... Page 8

    Membership ..... Page 9

    Meetings & elections ..... Page 10

    Ordinances..... Page 12

    Pastors ..... Page 12

    Officers..... Page 13

    Salaried Staff..... Page 18

    Church Committees ..... Page 18

    Subsidiary Organizations ..... Page 22

    Dissolution..... Page 22

    Amendments ..... Page 22

# THE COVENANT OF GRACE BAPTIST CHURCH

Having been brought by the sovereign grace of God to repentance and faith in Jesus Christ as our Lord and Savior, we publicly declare our reliance upon and allegiance to Him. With joy, we covenant together to worship Him and to live in Christian love for the glory of Christ within His body, the church. We do now, in the presence of the triune God and before angels and men commit ourselves to walk worthy of His calling and seek His enablement for the fulfilling of this covenant.

We covenant together to uphold the public worship of God in accordance with His Word: not forsaking the assembling of ourselves together, honoring the preaching of the Word, submitting to Christ's ordinances of Baptism and the Lord's Supper, and giving ourselves faithfully to corporate prayer. We agree to contribute freely and cheerfully of our income, as God has graciously prospered us, for the continuing of an edifying and evangelistic ministry among us, for the support of the needy, and for the spread of the gospel throughout the world. We will serve in the ministries of this church by discovering and practicing our spiritual gifts and God-given talents.

In reliance upon the grace of our Living God, we determine to exercise a mutual care and watchfulness for one another to fulfill the law of Christ. We will strive for the good of this whole church to protect and promote the spiritual unity of this church and to turn away from a divisive spirit. We will promote the knowledge of the truth which is in accordance with godliness, by instructing, encouraging and correcting one another in a spirit of meekness, and praying for one another according to the will of God. Within our homes, we will commit to personal and family worship, diligently instructing and training those entrusted to our care in Biblical doctrine and conduct.

As "the salt of the earth", we will strive to live a Spirit-filled and controlled life and remove ourselves from ungodly practices and passions that hinder pure worship of a Holy God and bind us again to the "old nature of sin". We further commit to forsake personal liberties that may hinder the gospel or cause another to stumble. We shall, in fear of God, be instead zealous for good deeds and the goal of a clear

conscience before God and man, so as not bring any reproach upon the name of our Savior or His Body the Church. It is our desire to enjoy our God by glorifying Him and spreading His gospel to everyone.

Should we remove ourselves from this church, we will, as soon as possible, unite with another church of like faith and practice where we can continue to carry out the spirit of this covenant.

## **ARTICLES OF FAITH**

### **Grace Baptist Church**

### **Canton, Ohio**

#### **I. OF THE SCRIPTURES**

We believe that the Holy Bible as originally written was verbally inspired and the product of Spirit-controlled men and, therefore, has truth without any admixture of error for its matter. We believe the Bible to be the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions shall be tried.

( II Timothy 3:16-17; II Peter 1:19:21)

#### **II. OF THE TRUE GOD**

A. **God the Father.** We believe there is one, and only one, living and true God - an infinite, intelligent Spirit, the maker and supreme Ruler of heaven and earth; inexpressively glorious in holiness, and worthy of all possible honor, confidence and love. That in the unity of the godhead, there are three persons, the Father, the Son, and the Holy Spirit, equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption. (Exodus 20:2-3; I Cor. 8:6; Rev. 4:11; I John 5:7)

B **God the Son.** We believe in the absolute Deity of the Son, the Lord Jesus Christ; that He was divine as no other man can be, being very God of very God, existing from all eternity coequal with the Father and the Spirit; that He never ceased to be God for one instant and that His humiliation did not consist in laying aside His

Deity; that as man He was miraculously begotten of the Holy Spirit and born of the Virgin Mary. (John 1:1-2, I John 5:20; Matt. 1:20; Luke 1:26-38)

- c. **God the Spirit.** We believe that the Holy Spirit is a divine person, equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in His relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of righteousness, and of judgment; that He bears witness to the Truth of the Gospel in preaching and testimony; that He is the agent in the New Birth; and that He seals, endows, guides, teaches, witnesses, sanctifies, and helps the believer, indwelling every true child of God. (John 14:16-17; Gen. 1:1-3; Mark 1:8; Luke 1:35; Matt. 28:19; John 16:8-11; John 1:33; Eph. 1:13; Heb. 9:14; Acts 5:30-32; Acts 11:16; Rom. 8:14,16,26,27; John 14:26; John 3:5-6; Luke 24:49)

### III. OF THE DEVIL OR SATAN

We believe in the personality of Satan that he is the unholy god of this age, and the author of all the powers of darkness, and is destined to the judgment of an eternal justice in the lake of fire. (Matt. 4:1-3; II Cor. 4:4; Rev. 20:10; Job 1:6-7)

### IV. OF THE CREATION

We believe that God created the heaven and the earth, including all life "each after its own kind" by direct act, and not by the process of evolution. (Gen. 1 and 2; Col. 1:16-17; John 1:3)

"We believe that God created the heavens and the earth by His verbal command in 6 literal days as the Scriptures states"  
(Genesis 1-2)

We believe that all mankind was made in the Image of God, both male and female. Both were created as Image bearers of God and to work in a perfect, complementary way. (Genesis 1-2)

We believe that from the beginning God designed marriage as a life long covenant between one man and one woman which represents the relationship between Christ and His Church. (Genesis 2:18-24; Matthew 19:3-6; Ephesians 5:22-32)

## **V. OF THE FALL OF MAN**

We believe that man in the person of the first Adam, was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless and happy state in consequence of which all mankind are now sinners, not only by constraint, but of choice; and, therefore, under just condemnation without defense or excuse.

(Gen. 3:1-6; Rom. 5:10-19; Eph. 2:3; Rom. 1:18; Rom. 3:10-19)

We believe that sin not only separates us from God but also distorts God's good gifts to mankind. While sexuality is a gift of God within the covenant of marriage between one man and one woman, all practice of sexuality outside of this covenant is an offense to God and brings judgment on those involved. (Hebrews 13:4; I Corinthians 6:19-20; Romans 1:26-32; Leviticus 20:13)

## **VI. OF THE VIRGIN BIRTH**

We believe that Jesus was begotten of the Holy Spirit in a miraculous manner, born of Mary, a virgin, as no other man was ever born or can be born of woman, and that He is both the Son of God and God the Son. (Gen. 3:15; Is.7:14; Matt. :18-25; Luke 1:35; John 1:14.)

## **VII. OF THE ATONEMENT FOR SIN**

We believe that the salvation of sinners is wholly of grace through the mediatorial offices of the Son of God, who by the appointment of the Father, freely took upon Him our nature, yet without sin; honored the divine law by His personal obedience; and by His death made a full vicarious atonement for our sins. That His atonement consisted not in setting us an example by His death as a martyr, but was a voluntary substitution of Himself in the sinner's place, the Just dying for the unjust; Christ the Lord, bearing our sin in His own body on the tree; that having risen from the dead, He is now enthroned in heaven, and uniting in His wonderful person the tenderest sympathies with divine perfection, He is in every way qualified to be a suitable, a compassionate, and all-sufficient Savior. (Eph. 2:8; I John 4:10; Rom. 3:24; I Cor. 15:3; II Cor. 5:21; John 3:16; Matt. 18:11; Heb. 2:11; Is. 53:4-7)

## VIII. OF SALVATION BY GRACE

We believe that in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about in a manner above our comprehension solely by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the gospel; that its proper evidence appears in the holy fruits of repentance and newness of life. (John 3:3; II Cor. 5:17; I John 5:1; John 3:6-7; Acts 16:30-33; II Peter 1:4; Eph. 2:1,5; II Cor. 5:19; Col. 1:13; John 3:8)

We believe that faith in the Lord Jesus Christ is the only condition of salvation, and that those who are truly born again are kept by God the Father for Jesus Christ through eternity. (Eph. 2:8-9; Rom. 5:1; Acts 16:31; Heb. 11:6; I John 5:11-13; John 10:28-29; Phil. 1:6)

## IX. OF JUSTIFICATION

We believe that the gospel blessing which Christ secures to such as believe in Him is justification:

- A. That justification included the pardon of sin and the gift of eternal life on principles of righteousness.
- B. That it is bestowed not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood, His righteousness is imputed to us.  
(Acts 13:39; Is. 53:11; Zech. 13:1; Rom. 8:1; 5:9; 4:25; 5:1)

## X. OF THE LOCAL CHURCH

*Defined* - We believe that a local church is a congregation of baptized believers, associated by covenant of faith and fellowship of the gospel, observing the ordinances of Christ, governed by His laws, and exercising the gifts, rights and privileges invested in them by His Word; that its officers are pastors and deacons, whose qualifications, claims and duties are clearly defined in the Scriptures.

*Mission & Associations:* We believe that the true mission of the church is the faithful witnessing of Christ to all men as we have opportunity. We hold that the local church has the absolute right of

self-government free from interference of any hierarchy of individuals or organizations; that the one and only superintendent is Christ through the Holy Spirit; that it is Scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel; that each local church is the sole judge of the measure and method of its cooperation on all matters of membership, of policy of government, of discipline, of benevolence, and that the will of the local church is final.

*Gifts of each member:* “God has given each redeemed member gifts to actively use in the church. We believe that, with the completing of the canon of Scripture, the sign gifts have ceased in their active function in the body of Christ. However, God is sovereign and all powerful and able to divinely intervene as He deems best to make His name & the Gospel known.” (I Cor. 12; Rom. 12:3-8; Eph. 4:11-12; I Tim. 3:1-7; I Cor. 13:8-13)

*Men & Women in the Church :* We believe that both male and female are equal before Christ in regards to the Gospel, responsibility in Kingdom ministry, and yet there is a clear distinction in roles and physical design of males and females.

We believe the Bible teaches a Complementarian view of Church ministry function of men and women, therefore the offices of Pastor and deacon are to be held by Biblically qualified men. (I Cor. 11:1-16; I Tim. 2:8-15; 3:1-13; Gal. 3:26-28)

## **XI. OF BAPTISM AND THE LORD’S SUPPER**

We believe that Christian baptism is the immersion of a believer in water to show forth in a solemn and beautiful emblem of our faith in the crucified, buried, and risen Savior with its effect in our death to sin and resurrection of the privileges of a church relation. We believe the Lord’s Supper is the commemoration of His death until He comes, and should be preceded by solemn self-examination. (Acts 8:36-39; John 3:23; Rom. 6:3-5; Col. 2:12; I Cor. 11:23-28; Matt. 3:16)

## **XII. OF THE RIGHTEOUS AND THE WICKED**

We believe that there is a radical and essential difference between the righteous and the wicked; that such only by faith alone are justified in the name of the Lord Jesus Christ, and sanctified by the

Spirit of our God; that they are truly righteous in His esteem, while all such as continue in unrepentance and unbelief are in His sight wicked, and under the curse; and that this distinction holds among men both in and after death, in the everlasting felicity of the saved and the everlasting conscious suffering of the lost. (Mal. 3:18; Gen. 8:23; Rom. 6:17-18; I John 5:19; Rom. 7:6, 6:23; Prov. 14:32; Luke 16:25; Matt. 25:34-41; John 8:21)

### **XIII. OF CIVIL GOVERNMENT**

We believe that civil government is of divine appointment for the interests and good order of human society; that magistrates are to be prayed for, conscientiously honored, and obeyed; except in things opposed to the will of our Lord Jesus Christ who is the only Lord of the conscience, and the coming Prince of the earth. (Rom. 13:1-7; Acts 23:5; Matt. 22:21; Acts 4:19-20; Dan. 3:17-18)

### **XIV. OF THE RESURRECTION, PERSONAL, VISIBLE, PRE-MILLENIAL RETURN OF CHRIST AND RELATED EVENTS**

We further believe that Jesus Christ will rapture out of the earth all believers who have lived and are yet alive since His resurrection.

The rapture will be followed by a 7 year Tribulation period of Judgment upon the Earth, its leaders, and Satan. (The OT saints will be bodily resurrected just before Christ's bodily return to the earth. Daniel 12:1-2) Finally, Christ will return in His Second Coming as the armies of earth gather to fight Him, but will face ultimate and complete defeat in an instant. (Rev. 19:11-20:1-3)

We believe that Jesus Christ will bodily return to the Earth as King of Kings and establish a complete perfect Millennial Reign upon the Earth. Following this 1000 year reign, Satan will be loosed for a time for one final rebellion, after which God will completely judge all who are not redeemed by Christ and set up an Eternal New Heaven and New Earth. (Matt. 24; 25:31-46; I Thess. 4:13-5:3; 2 Thess. 2:3-12; Rev. 4-22)

We would identify ourselves as believing that the Scriptures literally teach a Pre-Tribulational, Pre-Millennial Dispensational unfolding of past, present and future redemption work of the Godhead in His Creation.

# CONSTITUTION OF GRACE BAPTIST CHURCH CANTON, OHIO

## ARTICLE I NAME

The name of this organization shall be Grace Baptist Church.

## ARTICLE II PURPOSE

The purpose of Grace Baptist Church is to grow spiritually and numerically. This purpose arises from the Great Commission in Matthew 28:18-20 in which Jesus command us to make disciples of the nations, to baptize them, and to teach them all His commands. Making disciples and baptizing them includes winning people to Christ and helping them become responsible church members. The continuing teaching ministry to them would include personal and corporate worship, an atmosphere for true Christian fellowship, and opportunities for service.

## ARTICLE III DOCTRINE

**Section 1.** Its doctrine shall be in conformity with those accepted by the Ohio Association of Regular Baptist Churches and the General association of Regular Baptist Churches.

## ARTICLE IV ASSOCIATIONS

**Section 1.** As a New Testament Church cannot “join” anything outside itself but only affiliate therewith on the grounds of fellowship, this church declares itself to be in fellowship with the Ohio Association of Regular Baptist Churches and the General Association of Regular Baptist Churches.

**Section 2.** This church shall partner with ministries, ministry projects and other ministry personnel who support and further our mission statement and who are in practicing agreement with our doctrinal statement. Ministry partnerships will be approved by church leadership and long term relationships approved by congregational decision.

## **ARTICLE V MEMBERSHIP**

### **Section 1. Present Membership.**

All whose names appear upon the rolls of this church are members, but only those upon the “active” list are considered in good and regular standing. Those whose names appear as being inactive to not have right of franchise and may not be granted a letter of “good and regular standing.” Members who are sixteen years of age shall have a right of franchise and may vote on all matters except those matters which seal with the purchase, sale, or mortgage of church property, then such members must be of legal voting age.

### **Section 2. Reception of Members**

- a. Anyone professing faith in the Lord Jesus Christ as personal Savior, giving evidence of a change of heart, having been baptized by immersion following conversion, having been satisfactorily examined by the pastor and Membership Committee, and declaring himself (or herself) in accord with the principles’, practices’, and doctrines’ of this church may become a candidate for membership.
- b. People meeting the above requirements may be accepted into membership: 1) by confession of faith and baptism, 2) by letter of transfer from any Baptist church of like views, 3) by restoration from disciplinary action or inactive status.

### **Section 3. Dismissal of Members**

- a. Church Letters
  1. Letters of transfer may be granted any member in good and regular standing. Such letters must be addressed to some particular church of the same faith and order. It will be sent by the Church Clerk to the Pastor or Clerk of the church to which the member has applied for membership.

2. Members not in good and regular standing or those not desiring to unite with a church of our faith and order, may be given a Certificate of Standing to date.

b. Discipline of Members

1. The matter of discipline of the Membership shall be in the hands of the Pastor, assisted by the Deacons, but in case of expulsion from membership because of disciplinary action, final action must be taken by the church. No member shall be expelled until every effort has been made, including, if physically possible, personal visits to reclaim him (or her) for Christ and the Church.

2. Causes for dismissal will include gross sins which are public knowledge and which the person refuses to confess and forsake before the church family. Such things as fornication, adultery, sexual deviation (including homo-sexuality), extortion, drunkenness, divorce without Scriptural grounds, and divisiveness fall in this category. (I Cor. 5:9-13, 7:1-40; Rom. 16:17; Titus 3:10)

3. Members failing to support the church by their attendance within a period of six months, without legitimate excuse (such support and excuse to be defined by the Pastor and Deacons) may be placed on the "inactive" list by the Pastor and Deacons and so shall lose their right of franchise.

4. Those on the inactive list who have moved from our ministry area may be automatically removed from membership after an additional six months by the Church Clerk. Others on the inactive list for an additional six months maybe removed at the discretion of the Pastor and Deacons.

## **ARTICLE VI MEETINGS AND ELECTIONS**

### **Section 1. Meetings for Worship.**

Unless otherwise provided, the Church shall meet each Sunday morning and evening for worship and evangelistic effort, and at least once during the week for prayer. Other meetings shall be planned as desired.

### **Section 2. Business Meetings**

a. The fiscal year of the church shall be from January 1 to December 31.

- b. The special business meeting for the election of officers will be in November. The special business meeting for adoption of a budget will be in December. The annual business meeting for the presentation of annual reports will be in January.
- c. Quarterly business meetings will be held in April, July, and October.
- d. Notice of special business meetings shall be given at two successive Sunday morning services or mailed to the members seven days preceding the date of the meeting. Such meetings can be convened at the call of the Pastor or Deacons.
- e. Order of business meetings:
  - Prayer
  - Calling of meeting to order by the Moderator
  - Reading of minutes of previous meeting
  - Treasurer's report
  - Reports of Deacons and committees
  - Old business
  - New business
  - Adjournment
- f. Quorum
  - A quorum of not less than 20% of the qualified voting members shall be considered mandatory at any business meeting except in case of calling or dismissing a pastor in which 30% will constitute a quorum.
- g. Parliamentary Procedure
  - Robert's Rules of Order shall be recognized as the official guide of parliamentary law in all business meetings.

### **Section 3. Franchise**

Decision making shall be by ballot for the calling and dis-missing of a pastor, amending the Constitution, selecting officers, and committing the Church to any expenditure other than those previously approved. Only members in good standing, sixteen years of age or over, shall be qualified to decide in any business meeting. Cf. Article V, Section 1. There shall be no absentee ballots.

## **ARTICLE VII ORDINANCES**

**Section 1. Baptism** Those professing saving faith in Jesus Christ as personal Savior shall, by the Pastor or person authorized by the Church, be immersed in water in the name of the Father and of the Son and of the Holy Spirit. Such immersion shall be a prerequisite for church membership.

**Section 2. The Lord's Supper** The Lord's Supper shall normally be served to the assembled Church by the Pastor or some person designated by the Church, and the Deacons, at least once a month. Since it is the Lord's table, none who are His shall be barred; but the Pastor shall frequently state the Scriptural order, meaning and purpose of the ordinances.

## **ARTICLE VIII PASTORS**

**Section 1. Qualifications.** The senior pastor of this church shall be an ordained, Baptist minister. Associates, assistants, etc. shall be licensed by the church. They shall subscribe to the doctrinal statement, covenant, and principles and practices of the church. If at any time a Pastor's personal belief, preaching or teaching shall not be in full accord with the doctrinal statement of this church, it shall be his responsibility to immediately submit his resignation.

**Section 2. Call** The Pastors shall be selected for an indeterminate term. Selection shall be by ballot and a 2/3 majority of the total number of qualified deciding members present at a called meeting for this purpose shall be required for a call. A 30% quorum is necessary for this meeting.

### **Section 3. Duties**

#### **a. Senior Pastor**

1. The Senior Pastor's duties are according to the Scriptures: the giving of himself to prayer, the ministry of the word, the observance of the ordinances, the pastoral oversight of the flock, the administration and spiritual welfare of the church.
2. The Senior Pastor shall be Moderator of the church, Moderator of the Deacons, and a member of all committees of the church.

Since this is true, no committees shall meet apart from the knowledge of the Pastor.

b. Pastoral Staff

1. Pastors other than the Senior Pastor must give themselves to prayer and the ministry of the Word in the areas of their specific responsibilities (such as Christian education, visitation, music, counseling, etc.), the administration and spiritual welfare of the church.

2. The church must approve the positions and salaries involved. The Pastor and Deacons will then recommend a person for the position and selection will be as outline above.

#### **Section 4. Dismissal**

a. Senior Pastor shall give the Church 30 days' notice in writing of his intention to discontinue as Pastor. He shall continue his oversight until his resignation is in effect; or if the Deacons deem it wise for him to terminate immediately, he shall receive a minimum of 30 days of pay and benefits and his services terminated immediately. He may be dismissed by a 2/3 majority decision of the qualified members voting in a duly called meeting in which a 30% quorum is present.

b. Pastors other than the Senior Pastor may be dismissed by the Senior Pastor and Deacons with 30 days' notice or a minimum of 30 days' severance pay and benefits, whichever seems for the good of both Pastor and congregation.

#### **Section 5. Privileges**

a. The Senior Pastor shall be given four weeks including four (4) Sundays for vacation with pay at their discretion. Other absences shall be determined by the Deacons.

b. The Church will seek to finance the Senior Pastor's attendance at all State and National GARBC Fellowship Meetings for his spiritual refreshment.

### **ARTICLE IX OFFICERS**

#### **Section 1. Deacons**

a. Qualifications

1. All Deacons must be members in good standing and subscribe to the doctrinal statement and covenant of the Church.

2. All Deacons must meet the following Biblical qualifications found in Acts 6:3 and I Tim. 3:8-13:

“Men of honest report, full of the Holy Spirit and wisdom.”

“Likewise must the Deacons be grave, not double-tongued, not given to much wine, not greedy of filthy lucre; holding the mystery of the faith in a pure conscience. And let these also first be proved; then let them use the office of Deacon being found blameless. Even so must their wives be grave, not slanderers, sober, faithful in all things. Let the Deacons be the husband of one wife, ruling their children and their own houses well. For they that have used the office of a Deacon well purchase to themselves a good degree, and great boldness in the faith which is in Christ Jesus.”

#### b. Nomination

1. A list of all active male members 21 years of age and older and the qualifications for the office will be made available by the Clerk to the congregation six (6) weeks prior to the election.
2. Members may nominate on the form provided:
  - a. Only men they deem qualified to serve
  - b. Only men they have asked regarding their willingness to serve
  - c. Only enough men to fill the needed positions

The form must be returned to the Deacons one (1) month prior to the election. No nominations will be made from the floor.

3. The Senior Pastor and Deacons will tabulate the nominations, interview the nominees, evaluate the nominee’s Biblical qualifications as found in Acts 6:3 and I Tim. 3:8-13. Based on this, a list of qualified nominees will be presented to the congregation at least two (2) weeks prior to the election. If possible, the list will contain at least one (1) more name than the number of Deacons to be elected.

#### c. Election of Deacons

The Deacons will be elected at the special business meeting in November for three (3)-year terms. **As the Lord provides godly, qualified men, at least four (4) shall serve.** Additional Deacons may be elected as the **ministry need** demands. The number needed will be determined by the Senior Pastor and Deacons.

#### d. Duties of Deacons

1. The Deacons shall assist the Pastors in administration and spiritual welfare of the Church and shall provide for the ordinances of Baptism and the Lord's Supper.
2. They shall appoint their own chairman, vice chairman, and secretary as soon as possible after the annual election. These officers will act as legal representatives whenever it is necessary to sign legal documents in behalf of the Church. The chairman will act as Church Moderator in the temporary absence of the Senior Pastor.
3. They shall make up the Benevolence Committee to assist the Pastor in caring for the physical and financial needs of people within and outside the Church.
4. They shall act as Pulpit Committee whose duty it shall be in the absence of a Senior Pastor to select and present to the Church possible candidates for the pulpit, and at the Senior Pastor's request, to provide pulpit supplies during his temporary absence.
5. They shall hold regular monthly meetings for prayer, consideration of the welfare of the Church, and discussion of business.
6. They shall give a written report of their work at the Annual Business Meeting.
7. They shall make a temporary appointment of a qualified person to an elected office that has been vacated to fill out the remainder of the term. In the case of a Deacon, they will consult the tally conducted according to ARTICLE IX, Section b, paragraph 3, to make that appointment.
8. The Senior Pastor and Chairman will appoint Deacons to serve in the following ministries :
  - a. Watchcare Deacons:  
A sufficient number of Deacons to serve in a ratio of one Deacon to fifteen families will make up the membership committee.
  - b. Finance Committee:  
This Deacon will serve on and report the work of the Treasurer, Bookkeeper, Financial Secretary, and others on the Finance Committee to the Senior Pastor and the Board of Deacons.

- c. Missions Committee:  
This Deacon will serve on and report the work of the Missions Committee to the Senior Pastor and the Board of Deacons.
- d. Building and Grounds Committee:  
This Deacon will serve on and report the work of the Building and Grounds Committee to the Senior Pastor and to the Board of Deacons.
- e. Personnel Committee Chairman  
This Deacon will oversee the work of the Personnel Committee.
- f. Christian Education Ministries:  
This Deacon will serve on and report the work of our Christian Education ministries to the Senior Pastor and the Deacons. The Sunday School Superintendent, as well as other education ministry leaders, will be appointed by the Senior Pastor and the Deacons.  
The Sunday School Superintendent:
  1. Will appoint all teachers of the Sunday School, subject to the approval of the Pastors and Deacons.
  2. Oversee the work of all department heads, teachers, and helpers.
  3. See that curriculum materials are ordered in advance for each quarter.
  4. See that complete records of attendance are kept and a summary presented in the Annual Report to the congregation.
  5. Be responsible for planning all promotional exercises or contests involving more than one department.

## **Section 2 - POSITIONS OTHER THAN DEACONS**

### **a. Qualifications**

1. All appointed positions must be filled with church members in good standing who subscribe to the doctrinal statement of the church.
2. At the conclusion of three consecutive years of service, one year must elapse before a member can be appointed for another term to the same position of Church Clerk, Treasurer, or Financial Secretary.

b. Appointment and Approval

The following positions will be appointed by the deacons and Senior Pastor and approved by the congregation in the same meeting as the selection of deacons.

1. Church Clerk - One year term

The clerk shall keep an accurate record of all congregational business meetings and any other meetings designated by the congregation. He shall be responsible for the keeping of a record of the church membership, admissions, dismissals, deaths, dedications, baptisms, and ordination services. He shall carry on and maintain a complete record of all correspondence and any such other records as may pertain to his office. He shall have in custody any other papers, records, or documents as directed by the congregation. He shall give a written report of his work at the Annual Business Meeting.

2. Treasurer - One year term

a. The Treasurer shall receive from the Financial Secretary a record of all funds deposited.

b. He shall keep a true and accurate book of accounts, shall report to the Finance Committee at each of its regular meetings, shall make a quarterly report to the church and shall make a full report to the Annual Meeting of the church.

c. All expenditures including special offerings shall be made by check, and all checks must be signed by the Treasurer or person so designated by the church.

d. He shall have custody of the legal papers pertaining to the finances of the church, such as monies, bonds, and notes which shall be kept in a depository designated by the Finance Committee.

e. His books shall at any time be available to the Finance Committee, or Deacons and must be submitted for financial review immediately or as soon as possible after the close of the fiscal year.

3. Financial Secretary - One year term
  - a. The Financial Secretary shall, with the assistance of the Finance Committee and such other assistance as may be authorized by the church, arrange for receiving, counting and crediting in their proper form in books provided for the purpose, and banking all offerings and money received by the church and its affiliated organizations.
  - b. He shall, when requested, furnish receipts in satisfactory form to those in whose behalf he is receiving and crediting funds. His books shall always be available for inspection by the Treasurer and the Finance Committee.
  
4. Other Appointments
 

The Senior Pastor and Deacons will make appointments to all other positions necessary for the smooth operation of the church. These would include head usher, organist, pianist, choir director, youth director, youth counselors, etc.
  
5. Terms of service
 

Each term of service will be for one year unless otherwise stated. The term of service will begin the first of January. All resignations shall be in writing and shall be immediately accepted. Replacements will be appointed immediately.

## **ARTICLE X SALARIED STAFF**

When there is a need for secretarial or other part or full time staff, the church must approve the position and salary involved. The Personnel Committee will be responsible for hiring and dismissing all paid personnel other than pastors.

## **ARTICLE XI CHURCH COMMITTEES**

The deacons and Senior Pastor shall appoint Chairmen annually to such committees as are necessary to effectively carry out the purpose of the church, and the shall approve members placed on these committees. The Senior Pastor will appoint a Deacon annually to each committee which is not chaired by a Deacon. All church committees will make a

monthly informational report to the Deacons. These committees are working committees. Policy making will rest with the Pastors, and Deacons.

## **Section 1. WORSHIP SERVICE COMMITTEE**

### **a. Policies**

This committee will work with the Senior Pastor to insure the smooth operation of church services including ushering, preparation of the Lord's Supper and baptism.

### **b. Duties**

1. Coordinate, direct, and supervise those helping with preparation, set-up, and clean up in relation to communion and baptism.
2. Insure greeting, ushering functions are conducted in a fashion that marks us as a friendly, well-organized church.
3. Be responsible for floral decoration in the building.
4. Be responsible for the P.A. system

## **Section 2. SOCIAL COMMITTEE**

### **a. Policies**

This committee shall be responsible for all church-wide social activities, hospitality, and related activities.

### **b. Duties**

1. Organize and coordinate church social activities.
2. Arrange for food and lodging as required for visiting individuals and groups.
3. Arrange for food and flowers in times of sickness or bereavement.
4. Be responsible for maintenance and upkeep of kitchen and facilities and supplies.

## **Section 3. MISSIONS COMMITTEE**

### **a. Policies**

This committee shall work with the Senior Pastor in promoting a burden for missions in the Sunday School and church and seek to meet the needs of church supported missionaries.

### **b. Duties**

1. Coordinate all church missionary activities.
2. Review and evaluate all church supported missionaries and agencies.

3. Plan and conduct any missions conferences.
4. Maintain church awareness of missionary needs through bulletin announcements, "Missionary of the Month," prayer bulletins, etc.
5. Encourage interest in missions among our children and young people.
6. Make recommendations of which missionaries to support and missions related budget items.

#### **Section 4. FINANCE COMMITTEE**

##### a. Policies

The church Treasurer and Financial Secretary will automatically be members of this committee along with others as needed. It will supervise and direct all expenditures and financial work of the church.

##### b. Duties

1. Prepare and submit to the Deacons an annual budget to propose to the congregation.
2. Monitor the monthly financial condition of the church and make a written report to the Deacons.
3. Supervise income, disbursements, checking and savings accounts in keeping with church objectives and to preserve a sound financial reputation in the community.
4. Make recommendations on all requested expenditures that are unusual in nature or are in excess of the budget allotment.
5. See that the financial records are reviewed by a competent individual annually.

#### **Section 5. BUILDING AND GROUNDS COMMITTEE**

##### a. Policies

This committee shall supervise all matters relating to the operation and maintenance of the church plant and grounds.

##### b. Duties

1. See that grounds, parking lot, interior and exterior of the building are in presentable and safe condition.
2. Perform maintenance on heating, air conditioning, water and septic systems, etc. and procure appropriate outside servicing when necessary.
3. Periodically inspect building and grounds.

4. Maintain equipment relating to the building and grounds such as van, lawn mower, etc.
5. Assist in organizing work days as needed.
6. Assist in overseeing church custodian and grounds keeper.
7. Recommend budgetary needs to accomplish these duties.

## **Section 6. MEMBERSHIP COMMITTEE**

### a. Policies

This committee will consist of the Watchcare Deacons and will assist the Senior pastor in shepherding the flock. A ratio of one Watchcare Deacon to fifteen families should be maintained when possible.

### b. Duties

1. Attend to the needs of members through phone calls, personal home visitation, hospital visitation, and contacts at church.
2. Give attention to involving new members in fellowship and service.
3. Give special attention to delinquent members and seek to restore them as soon as possible to active fellowship.
4. Assist the Senior Pastor in interviewing candidates for church membership.
5. Be responsible for new membership orientation.

## **Section 7. PERSONNEL COMMITTEE**

### a. Policies

This committee shall be responsible for securing and terminating the services of all paid personnel other than pastors.

### b. Duties

1. Interview and recommend to the Deacons individuals for salaried positions as the need arises.
2. Make salary recommendations for these positions.
3. Make job descriptions for these positions.
4. Evaluate and document performance, making recommendations as necessary to the Deacons for commendation, disciplinary action, or termination.
5. Evaluate annually the salary of all paid personnel including the pastors, and make recommendations to the Finance Committee for inclusion in the annual budget.

## **ARTICLE XII SUBSIDIARY ORGANIZATIONS**

No subsidiary organization of this church, i.e. youth groups, women's or men's organizations, etc. shall engage in any practice or policy contrary to the general position of the church itself. There will be no suppers, sales, or other solicitations of funds which are not on a free will offering basis.

## **ARTICLE XIII DISSOLUTION**

In the event the decision is made to dissolve this corporation, known as the Grace Baptist Church of Canton, Ohio, provision shall be made by a ballot of the church, previous to the dissolution of said corporation to assign all assets to one or more fundamental, Bible believing, Baptist, non-profit organizations, such as churches, schools, missions, which are in affiliation with the Ohio Association of Regular Baptist Churches. All debts shall be paid and none of the assets shall be given to any individual.

## **ARTICLE XIV AMENDMENTS**

**Section 1.** This Constitution may be amended by a two-thirds majority ballot decision of the qualified franchise members present and deciding at any regular or special meeting called for this purpose, providing the proposed amendment has been read at services on two consecutive Sunday mornings, or the proposed amendment has been given in writing to the members seven (7) days prior to the meeting.

**Section 2.** The by-laws may be temporarily set aside for a specific purpose with the unanimous decision of all members deciding at a duly called meeting, providing the proposal has been read at services on two consecutive Sunday mornings, or the proposal has been given in writing to the members seven (7) days prior to the meeting.