

*Chelten*  
**BAPTIST CHURCH**

1601 N. Limekiln Pike, Dresher, PA 19025  
215.646.5557  
chelten.org

**CONSTITUTION AND BY-LAWS**

Revised May 2018

# Constitution of Chelten Baptist Church

---

## Article 1 Church Name

The legal name of the church is Chelten Baptist Church of Dresher, Pennsylvania, but the church shall be known as Chelten, a Church of Hope.

## Article 2 Church Purpose

Chelten, a Church of Hope exists to worship the triune God, to nurture his family, and to share his gospel of hope.

## Article 3 Statement of Faith

1. We believe in one God, existing eternally in three distinct persons, Father, Son, and Holy Spirit (Deut 6:4; Matt 3:16–17).
2. We believe in God the Father Almighty, Creator of heaven and earth, and of all things visible and invisible, who is infinite in divinity and sovereignty, and who loves and redeems (Ps 135:6; Isa 44:24; 1 Cor 8:6; 1 John 4:8).
3. We believe in the Lord Jesus Christ, who is the eternally begotten Son of the Father, who is of one essence with the Father, was incarnate by the Holy Spirit and the Virgin Mary, and is truly God and truly human, like us in all respects, except sin, and that his two natures are united in one person (Matt 1:18; John 1:1, 14; Phil 2:5–8; Heb 2:17; 4:15).
4. We believe that the Lord Jesus Christ lived a holy life and accomplished redemption through the shedding of his blood in death on the cross as an atoning and substitutionary sacrifice for sins (Rom 3:24–25; Heb 7:26; 1 Pet 3:18; 1 John 4:10).
5. We believe in the bodily resurrection of the Lord Jesus Christ, who ascended into heaven, and who intercedes for us there as high priest and advocate and who will return bodily to this earth to set up his kingdom (Acts 1:9–11; Rom 8:34; 2 Tim 4:1; Heb 7:23–25).
6. We believe in the Holy Spirit, the Lord and giver of life, who proceeds from the Father, who together with the Father and the Son is worshipped and glorified (John 6:63; 15:26; Rom 8:11; 2 Cor 3:8, 17).
7. We believe that the Holy Spirit spoke through the prophets, baptizes believers into the body of Christ, seals them for the day of redemption, indwells them, and empowers them for holy living (Acts 1:16; Rom 15:13; 1 Cor 12:13; Eph 4:30).
8. We believe that the Old and New Testaments are the verbally inspired word of God, inerrant in the original writings, and that they are of supreme and final authority in matters of faith and practice (Ps 119:160; 2 Tim 3:16–17; 2 Pet 3:15–16).
9. We believe that human beings were created in the image of God and that they sinned, thereby incurring the wrath of God, and that as a result all are sinners, separated from God, and are unable to save themselves (Gen 1:27; Rom 1:18; 3:23; 5:12; Eph 2:1–3).

10. We believe that salvation is received by grace through faith in the Lord Jesus Christ, not by works of merit, and those who believe are born again by the Holy Spirit and become children of God (John 1:12–13; Eph 2:8–9; Titus 3:5).
11. We believe in the bodily resurrection of all human beings: eternal life for the redeemed and eternal punishment for the unredeemed (Matt 25:46; John 5:28–29; Rom 6:5; 2 Thess 1:9).
12. We believe in and celebrate two sacraments ordained by the Lord Jesus Christ which are to be received by believers: baptism with water in the name of the Father, and of the Son, and of the Holy Spirit, which is a public profession of faith in Christ, and the Lord's Supper, which is a participation with Christ and a remembrance of his death until he returns (Matt 26:26–29; 28:19; Acts 8:36–39; Rom 6:3–4, 8; 1 Cor 10:16–17; 11:23–34).
13. We believe in one, holy, universal, and apostolic church. We believe that a local church is a body of believers who covenant together for the regular proclamation of word and sacrament, discipleship, and the spread of the gospel (Matt 28:19; Acts 2:42–47; Eph 2:19–21; 5:25–27; Heb 10:24–25; 12:28).

We agree that the Nicene Creed expresses the essential truths of what all Christians believe everywhere.

## **Article 4 Church Government and Association**

The government of this church shall be congregational in form, vested in the body of the members who compose it. It shall be subject to no other ecclesiastical body, but recognizes and acknowledges the Holy Scriptures as its supreme and final authority in all matters of faith and practice.

The leadership, officers, boards, and committees of the church shall be set forth in the by-laws.

It shall be the intent of this church to cooperate with other Bible-believing, gospel-centered churches that also acknowledge the supreme and final authority of the Holy Scriptures in all matters of faith and practice and with CBAmerica and its related associations and organizations. Specific cooperation with the aforementioned and other religious bodies shall lie within the prerogative of the church.

Upon dissolution of the church, any church assets must be distributed to one or more organizations of like doctrine and recognized as a religious organization by the Internal Revenue Service. No private individual shall be entitled to share in a distribution of church assets.

## **Article 5 Church Covenant**

We covenant together, that we will:

1. abstain from sinful desires which wage war against our souls (1 Pet 2:11);
2. stand firm, letting nothing move us, always giving ourselves fully to the work of the Lord (1 Cor 15:58);
3. not love the world or anything in the world (1 John 2:15);
4. do our best to present ourselves to God as ones approved, workers who do not need to be ashamed and who correctly handle the word of truth (2 Tim 2:15);
5. be very careful how we live—not as unwise but as wise, making the most of every opportunity because the days are evil (Eph 5:15–16);
6. attend the regular services of the church, and will not give up meeting together (Heb 10:25);
7. give financially, not reluctantly or under compulsion, for God loves a cheerful giver (2 Cor 9:7);
8. not merely listen to the word, but will do what it says (Jas 1:22);
9. confess our sins to each other and pray for each other (Jas 5:16);
10. bring up our children in the training and instruction of the Lord (Eph 6:4);

11. clothe ourselves with compassion, kindness, humility, gentleness, and patience, and will bear with each other and forgive one another (Col 3:12–13);
12. forget what is behind and strain toward what is ahead, pressing on toward the goal to win the prize for which God has called us heavenward in Christ Jesus (Phil 3:13–14);
13. faithfully take the initiative to present the gospel of Christ, corporately and individually, to the non-believing community (2 Cor 5:11–21);
14. follow God's design for sexuality and marriage as a covenant relationship between one man and one woman for their lifetime, recognizing that for the benefit of all people, God established boundaries for sexual activity. Therefore, we believe the Bible prohibits activities such as, but not limited to, adultery, fornication, homosexuality, and incest (Gen 2:24–25; Exod 20:14, 17; Lev 18:33; Matt 19:4–6; Rom 1:24–27; 1 Cor 6:9–10; 1 Tim 1:8–11; Heb 13:4; Jude 7).

## **Article 6 By-Laws**

The church shall, as occasions warrant, enact such by-laws as shall enable an effective fulfillment of its ministry, as shall be needed to meet any legal requirement, or to provide proper discipline of its members.

The by-laws shall be meant to implement the provisions of this constitution and the articles of incorporation, and therefore, shall at no time be effective if found to be contrary to the constitution or articles of incorporation.

## **Article 7 Amendments**

The constitution or by-laws may be amended at any business meeting of the church, providing notice of the proposed amendment is announced during regular meetings for worship on the two immediately previous Sundays. A written explanation of the wording and need for the proposed amendment shall also be made available two Sundays prior to the business meeting.

An amended constitution and by-laws, or one rewritten and adopted, shall supersede all previous constitutions and by-laws of Chelten Baptist Church.

---

# By-Laws of Chelten Baptist Church

---

## Article 1 Church Membership

Any person, after a profession of faith in the Lord Jesus Christ and subscribing to the statement of faith and church covenant, may be received into membership on the recommendation of the board of deacons, approval by the board of elders, and by a vote of the church at any meeting for worship or business.

### Section 101 Requirements for Membership

The following requirements must be met before becoming a member of Chelten Baptist Church:

- A credible profession of faith in Jesus Christ as Savior and Lord
- Baptized as a believer
- Personal agreement with the Chelten Baptist Church constitution and by-laws, including the statement of faith, the church covenant, and the duties and discipline of members
- A favorable recommendation from the board of deacons and the board of elders and approval of the congregation
- Attendance at membership classes coordinated by the board of deacons; this requirement may be waived at the discretion of and by vote of the board of deacons
- A letter of transfer, if transferring from another church, providing the above requirements have been met

### Section 102 Types of Membership

Members of Chelten Baptist Church are classified as either voting members or non-voting members.

- A. Voting Members:** Voting members may vote and request the floor at any business meeting, may hold an office for which they are qualified, and may teach in the church if qualified. Voting members fall into the following categories:
1. **Active Member:** A member who: (1) is faithful in attendance at worship services of the church, (2) exercises their gifts and talents in the service of the church, (3) is loyal to the church ministries, (4) is faithful in prayer support of the church and its ministries, and (5) is faithful in the financial support of the church.
  2. **Missionary Member:** A member who fulfills all of the attributes of an active member except for regular attendance due to missionary activities. They may be either a non-resident of the area or, although a resident of the area, are normally engaged in mission-related activities elsewhere on Sundays. It is expected that missionary members who reside in the area will attend the church when not engaged in mission activities.
  3. **Shut-in Member:** A member who fulfills all the attributes of an active member except for regular attendance due to age or problems with a physical infirmity.
  4. **Non-Resident Member:** A member who fulfills all the attributes of an active member except for regular attendance, being unable to attend regularly because he or she has moved such a distance from the church as to make regular attendance impractical. Although all members are urged to unite with a church of like faith and practice where they are located, when circumstances are considered acceptable by the board of deacons, such members may remain as non-resident members provided they continue to be in contact with and in support of the church's ministry, and under the discipline of the church.
  5. **Military Service Member:** A member who fulfills all the attributes of an active member except for regular attendance, being unable to attend regularly because he or she is in the military service and is stationed in another part of the country or overseas. Although all members are urged to unite with a church of like faith and practice where they are located, when circumstances are considered acceptable by the board of deacons, such members may remain as military service members provided they continue to be in contact with and in support of the church's ministry, and under the discipline of the church.

- B. Non-Voting Members:** Non-voting members may not vote nor have the privilege of the floor at any business meeting. Non-voting members fall into the following categories:
1. **Inactive Member:** A person who has previously been an active member of the church but who is no longer contributing to the life, worship, and witness of the church. This includes:
    - a. A person who has been absent from the church for a period of six months or more, except those in the categories of missionary, shut-in, non-resident, or military service, will be placed on the inactive list.
    - b. A person who attends irregularly while attending and supporting another church in the area will be placed on the inactive list.
    - c. Any person who has been on the inactive list for two years in succession will be dropped from the roll. No person will be dropped before being notified, if possible, at the last known address.
    - d. An inactive member may be reinstated to active status upon request and after six months of consistent attendance and interest in the church's ministry.
    - e. A list of inactive members will be made available to the congregation at least once a year.
  2. **Associate Member:** A person who otherwise meets the requirements for active membership but who wishes to retain membership in one distant church.
    - a. Associate members will be given diaconal care as provided for active members and will be permitted to teach in the church, if qualified and approved by the board of elders.
    - b. This provision is intended primarily for students and missionary residents in the community. A person's associate membership is subject to cancellation by the board of deacons at the end of an associate member's commitment to the church and after approval by the board of elders.

### Section 103      Duties of Membership

- A.** It shall be the duty of members to carry out the obligations of the church covenant.
- B.** The life of a Christian should include the following minimal standards of involvement in the church:
1. Time spent in prayer each day
  2. Regular reading and study of God's word
  3. The exercise of one's spiritual gifts and talents
  4. A desire to witness to unbelievers and to pray for their salvation
  5. Consistent involvement in Sunday School and/or a small group
  6. Consistent attendance at worship services
  7. Regular financial support
  8. Support of Chelten Baptist Church ministries
- C.** Members moving from the area of the church at such a distance to prevent their regular attendance and participation are encouraged to unite with a local church of like mind and doctrine as Chelten.

### Section 104      Receiving Members

- A. By Profession of Faith**
1. Complete an application for membership
  2. Attend a scheduled membership class
  3. Be interviewed by members of the board of deacons
  4. State your personal testimony at a public meeting, such as a Sunday School class, worship service, or baptism service
  5. Baptized as a believer
  6. Be approved by a vote of the congregation
  7. Receive the hand of fellowship at any regular or special worship service

**B. By Letter of Transfer**

1. Provide a letter of transfer or dismissal in good standing from a church of like doctrine.
2. Follow the above steps and affirm your personal testimony and baptism to members of the board of deacons.

**Section 105 Removing Members**

- A. Letter of Transfer:** A letter of transfer may be granted upon request after proper action, if any, by the church and mailed by the church clerk to churches of like doctrine and polity to which the member is dismissed. A duplicate notice shall be sent to the member making the request.
- B. Letter of Dismissal:** Upon request of the member being dismissed, after proper action, if any, by the church, a letter of dismissal shall be granted to churches whose doctrine and/or polity vary from those of Chelten Baptist Church. Requests for dismissal will not be accepted from members who are under church discipline or who are in the process of church discipline.
- C. Erasure from Roll**
1. Inactive members may be erased from the roll as outlined above. Article 1 section 102 B.1.
  2. Any member who has united with another church without requesting a letter of transfer or dismissal may be erased from the roll upon recommendation of the board of deacons and approval by the board of elders. A copy of the decision shall be provided to the departing member.
  3. If a member requests in writing to be erased from the roll, the church clerk shall comply after receiving approval from the board of deacons and the board of elders, with a copy of the decision provided to the departing member.
  4. A list of those erased from the roll shall be made available to the congregation at least once a year.
- D. Death of Member:** Upon the death of any member, his or her name shall be removed from the membership roll.
- E. Discipline of Member:** A member, disciplined by the vote of the church, shall have his or her name dropped from the roll and placed in disciplinary status. This shall only be done after the procedures of discipline stated in article 1 section 106 of these by-laws have been followed completely.

**Section 106 Discipline of Members**

- A.** We recognize that the word of God places the responsibility for the discipline of erring members upon the local assembly. It is understood that those who are known to be in violation of their covenant relationship with this church and the clear teaching of God's word and who thus bring reproach to the name of Christ, are subject to discipline. If, after counsel and prayer with the pastoral staff and the board of elders or the failure to participate in any such requested counsel or prayer, the erring member does not correct his or her misconduct, disciplinary action shall be instituted. Discipline of members shall be the responsibility of the board of elders acting on behalf of the church and in harmony with the instructions of God's word (Gal 6:1; 2 Thess 3:6-15; Matt 18:15-20).
- B.** When an individual suffers in personal character or otherwise from the conduct of another member, the aggrieved party will be expected to proceed in a spirit of kindness to the offending person in accordance with the teaching of Matt 18:15-20. No individual differences shall be brought into the church until this course has been pursued and it has been brought to the chairman of the board of elders and he agrees to the institution of proceedings under this section.
- C.** No complaint from a member shall be presented against another member, nor shall any action be taken by the church until the alleged offense shall have been specifically stated in writing, signed by the accusing party, and delivered to the chairman of the board of elders.
- D.** If, after having followed the teaching of Matt 18:15-20, a party accuses a member of improper conduct and shows basis in fact, it shall be the duty of the board of elders to inform the accused party of the accusations made against them. The member shall be required to appear at a meeting of the board of elders. In case of

refusal or failure to appear after written notice, given at least two weeks before the scheduled meeting, the chairman of the board of elders shall give notice to the accused party that they shall have thirty days to request a hearing before the board of elders, and/or present their defense in writing, after which, within a reasonable period of time, the elders shall decide if disciplinary action is warranted and if so decided, said action, which may include exclusion, shall be put to a vote of the members of the church at a special meeting called for that purpose. It shall be the duty of the elders to seek to reconcile the brother or sister back into the fellowship of the church (1 Cor 5:1–13; 2 Cor 2:6–8).

- E.** Persons excluded from membership may be restored again as members in good standing by confession of their error and by giving evidence of repentance. This shall be done with oversight by the board of elders and then by a vote by the members of the church at any regular or specially called meeting.
-



## **Article 2 Church Meetings**

### **Section 201 Meetings for Worship**

- A. Public Worship:** On each Sunday, there shall be at least one meeting for public worship. Other meetings for prayer, Bible study, worship, and fellowship shall be held as scheduled by church leadership.
- B. Lord's Supper:** The Lord's Supper shall be ministered on the first Sunday of each month, unless circumstances require it to be observed at another time.
- C. Offerings:**
  - 1. A regular offering shall be taken at Sunday worship services to support the church's budgeted missions and ministry expenses.
  - 2. On the first Sunday of the month, an offering for the fellowship fund will be taken, providing assistance to the needy of the church and community.
  - 3. Any special offerings shall only be taken with the approval of the board of elders.
  - 4. All offerings must be processed through the church unified accounting system.

### **Section 202 Annual Business Meeting**

- A.** A church business meeting shall be held at least once a year. The notice of the annual business meeting shall be announced during regular meetings for worship on the two immediately preceding Sundays.
- B.** The agenda shall include the election of boards and officers and adoption of the church budget for the following fiscal year.

### **Section 203 Special Business Meetings**

- A.** Special meetings may be called by the board of elders, or at the written request of seven members to the board of elders. The notice and purpose of the meeting shall be announced during regular meetings for worship on the two immediately preceding Sundays.
- B.** Members may be received, church letters granted, and delegates to councils and associations appointed at any regular worship service or business meeting of the church.

### **Section 204 Moderator**

- A.** The moderator shall be elected annually by the board of elders and shall preside at all business meetings of the church. In the event matters affecting the moderator personally are being acted upon, he shall appoint a temporary moderator to preside while considering the particular question that relates to him.
- B.** In event the moderator is absent, the board of elders shall appoint a temporary moderator.
- C.** The moderator shall conduct business meetings in accordance with the provisions of these by-laws.

### **Section 205 Transaction of Business**

- A. Eligible Voters**
  - 1. Active members, eighteen years old or older, may vote on all questions.
  - 2. Members must be present to vote.
  - 3. It shall be the duty of the board of deacons to review the membership of the church no more than sixty days prior to the annual business meeting to determine the accurate number of eligible voters. Non-resident members and inactive members are not to be counted into the total of eligible voters.

**B. Quorum**

1. No business may be officially transacted without a quorum present.
2. Thirty percent (30%) of the members eligible to vote, determined according to the procedure set forth above, shall constitute a quorum for transacting only the following kinds of business:
  - a. Resolutions granting approval to make any financial commitment or transaction concerning enlargement, removal, erection, acquisition, sale of buildings, or real estate property.
  - b. Call and termination of a pastor.
  - c. Amendments to the articles of incorporation, constitution, or by-laws.
  - d. Dissolution of the corporation.
3. Fifteen percent (15%) of the members eligible to vote shall constitute a quorum for transacting all business other than the specific matters defined above.

**C. Majority**

1. The affirmative vote of seventy-five percent (75%) of those present shall be necessary to act on any matter listed in article 2 section 205 B.2., providing there is a necessary quorum.
2. The affirmative vote of fifty-one percent (51%) of those present shall be sufficient to act on any other matter, providing there is a necessary quorum.
3. Any action approved as provided here shall constitute an action of the church.

**D. Agenda**

1. The following shall be addressed in the order of importance established by the moderator at the annual business meeting:
  - a. Approval of minutes
  - b. Treasurer's report
  - c. Election of boards and officers
  - d. Approval of church budget
  - e. Reports of boards and committees
  - f. Old business
  - g. New business
  - h. Adjournment
2. The election of boards and officers shall take place at the annual business meeting using a printed ballot. A short biography and statement of qualifications for candidates nominated for church offices shall be made available to members at least two weeks before the annual business meeting.
3. A proposed church budget and reports from boards and ministries shall be made available to members at least one week before the annual business meeting.

**E. Minutes:** The church clerk shall record minutes of all business meetings and make available copies of such minutes to members within four weeks after any meeting.

**F. Rules of Order:** *Robert's Rules of Order* shall constitute the basis for ruling in the business meetings, boards, and committees of the church, a digest of which is as follows:

1. The moderator is not expected to take part in the debate, although he may state matters of fact within his knowledge affecting the subject under discussion and inform the church on points of order when occasion calls for it.
2. All motions, when sustained by a second, shall be stated distinctly by the moderator previous to any discussion thereof.
3. A member desiring to speak shall address the moderator, then shall not proceed until recognized by the moderator. When several rise together, the moderator shall decide who will speak first. No member shall speak more than twice on the same subject while others who have not spoken desire to speak, unless to explain, nor shall any member have the right to interrupt a member speaking, even to explain.

**G. Ordination**

1. A candidate for ordination shall be a member in good standing of a Baptist church.
2. The candidate's request for ordination shall be made to the chairman of the board of elders.

3. If the candidate gives evidence of being qualified and called to definite Christian service, the congregation shall then vote on whether or not to proceed with the ordination. If in the affirmative, the chairman of the board of elders will call an examining council to consider the fitness of the candidate for the gospel ministry and make recommendation to the church whether or not they should proceed with the ordination.
4. After examination of the candidate by the council, if the recommendation of the board of elders is affirmative, a time for ordination should be designated by the board.
5. Any special offering received at the service shall be given to the candidate.
6. The church reserves the prerogative to revoke its ordination endorsement should the candidate fall into disrepute in doctrine, heresy, or conduct of life. Revocation of endorsement shall be governed by the procedures of article 1 section 106, as if the case were one of discipline.

#### **H. Licensing**

1. A license to preach shall be granted to a member in good standing, believing himself and believed by others to have been called to preach.
  2. Such persons shall be examined by the board of elders and shall be recommended to the church for action.
  3. Each license shall be reviewed annually by the board of elders and shall be operative as long as the holder is a member in good standing of the church.
  4. The board of elders shall inform the church of any licenses granted.
-

## **Article 3 Pastors and Ministry Directors**

Chelten Baptist Church shall take a team approach to pastoral ministry and staff direction, creating a leadership model focused on the purpose and vision of the church. Specific pastoral and ministry director positions will, from time to time, be recommended by the board of elders to the membership. Each position shall be designated to one of the following categories: pastoral team leadership, other pastors, or staff ministry directors. A specific description of duties and responsibilities shall be prepared for each position. The church shall employ as many pastors and ministry directors as is necessary to effectively operate.

### **Section 301 Pastoral Team Leadership**

#### **A. Qualifications**

1. A pastoral team leader shall be ordained, meet the qualifications of 1 Tim 3:1–7, and have adequate Bible and theological training.
2. He shall subscribe to and be in complete harmony with the statement of faith and church covenant of Chelten Baptist Church.
3. He shall be able to articulate the vision of the church, develop leadership in the church, and shepherd and care for the needs of people.
4. Each pastoral team leader, in keeping with the purpose of his call and giftedness, shall be provided with a written job description that shall be reviewed annually and updated as necessary by the board of elders.

#### **B. Procedures for the Call of Pastoral Team Leader:**

1. A pastoral team leader shall be called in the event of a need in the church by a search committee appointed by the board of elders and operating in accordance with article 5 section 502.
2. Within three weeks of appointing a search committee, the board of elders shall establish a salary range, benefits, an appropriate job description, selection criteria, and with the input of the trustees, a budget for expenditures associated with the search.
3. A pastoral team leader candidate shall be presented to the congregation in a series of introductory meetings and shall preach at two Sunday services prior to any action by the congregation. At least two weeks' notice shall be given to the congregation of a candidate's visit and preaching schedule.
4. The candidate, having been interviewed and approved by the board of elders, shall then be presented to the members for a vote at a special business meeting called for this purpose. The notice and purpose of the special meeting shall be announced during regular meetings for worship on the two immediately previous Sundays.
5. Only one candidate at a time shall be presented to the church.

**C. Term of Office:** A pastoral team leader shall be called for an unlimited time.

#### **D. Termination**

1. If a pastoral team leader at any time shall resign from his position, the church shall be given sixty days' notice from the date of resignation to the termination of his duties.
2. Should relations between a pastoral team leader and the congregation become detrimental to the welfare of the church, the relationship, after a congregational vote, shall be terminated within sixty days from the date of notice. In the event of termination of employment, pursuant to this or any other subsection, the church shall provide reasonable and fair severance compensation as determined by the board of elders, if appropriate.
3. In both the above cases, termination may be accomplished in a shorter time if mutually agreed upon by the pastor and the membership.

### Section 302 Other Pastors

#### **A. Qualifications**

1. A pastor shall be a sincere Christian and meet the qualifications of 1 Tim 3:1–7. It is desirable that he shall have Bible and theological training.
2. A pastor shall have the professional training appropriate for the particular position to which he is called and said training shall be described in the job description for the position.
3. Each pastor will have a written job description that shall be reviewed annually and updated as necessary by the board of elders.

**B. Procedure for Calling:** The board of elders shall serve as a search committee for calling any pastor, other than a pastoral team leader. A pastor shall be interviewed and recommended by the board of elders to the congregation for affirmation at a business meeting.

**C. Term of Office:** A pastor shall be called for an unlimited time.

#### **D. Termination**

1. If a pastor at any time shall resign from his position, the church shall be given thirty days' notice from the date of resignation to the termination of his duties.
2. Should relations between a pastor and the congregation become detrimental to the welfare of the church, the relationship, after a congregational vote, shall be terminated within thirty days from the date of notice. In the event of termination of employment, pursuant to this and any subsequent subsection, the church shall provide reasonable and fair severance compensation as determined by the board of elders, if appropriate.
3. In both the above cases, termination may be accomplished in a shorter time if mutually agreed upon by the pastor and the membership.

### Section 303 Staff Ministry Directors

#### **A. Qualifications**

1. A staff ministry director shall be a sincere Christian and meet the qualifications of each individual job description. It is desirable that they shall have adequate Bible knowledge and/or Bible training.
2. He or she shall have the professional training appropriate for the position and said training shall be described in the job description for that position.
3. Each director will have a written job description that will be reviewed annually and updated as necessary by the board of elders.

**B. Procedure for Employment:** The board of elders shall oversee the search and selection of all ministry directors.

**C. Term of Office:** A ministry director shall be called for an unlimited time.

**D. Termination:** Termination or resignation of a ministry director shall be handled in accordance with current church employment policies.

---

## Article 4 Boards and Officers

### Section 401 Board of Elders

- A. Qualifications:** Elders shall be members who meet the scriptural requirements of 1 Tim 3:1–13 and Acts 6:3–7 and be men of honest report, living exemplary lives, and shall have given evidence of being spiritually mature and full of wisdom.
- B. Term of Office**
1. There should be a minimum of six elected elders, up to a ratio of two elected elders for each pastoral elder on the board.
  2. Pastoral team leaders and pastors shall be ex-officio voting members of the board of elders.
  3. Elders shall be elected for a term of three years. As evenly as possible, one-third shall be elected each year. They may serve a maximum of two terms consecutively.
  4. In the event the service of an elder is found to be unsatisfactory or he should be found guilty of conduct unbecoming his office, he may be removed from office providing:
    - a. written charges are made by seven members of the church;
    - b. the charges are found to be true upon investigation by the board of elders;
    - c. the congregation votes for his removal at a business meeting of the church;
    - d. his successor shall be elected through normal procedures at a business meeting of the church.
  5. In the event an elder resigns, the resignation shall be made in writing and presented to the chairman of the elder board, who in turn will present it to the church clerk for the action of the church.
- C. Duties**
1. The elders shall elect their own chairman, vice-chairman, secretary, and shall appoint the moderator each year. These officers may serve for a maximum of two consecutive years.
    - a. The moderator, who is not required to be an elder, may serve an unlimited number of terms.
    - b. A pastoral team leader or pastor may not be elected to the position of chairman, vice-chairman, or moderator.
  2. The elders shall guide, support, aid, and hold accountable the pastors in directing the ministries of the church (1 Pet 5:2).
  3. The elders shall, on an annual basis, audit the performance of church ministries, make recommendations for any improvements needed, and establish the size of standing committees and boards according to need.
  4. The elders shall prepare and publish an annual plan and report of progress toward church goals. The plan is to include the annual budget. The elders shall have the authority to adjust a budget submitted by any ministry of the church after consultation with that ministry.
  5. The elders shall review any and all changes to the constitution and by-laws proposed by a member and shall make a recommendation to the congregation concerning said proposal. They shall review and approve all church operating policies and any proposed changes in policies.
  6. The elders shall refute those who contradict the truth (Titus 1:9). They shall be responsible for shepherding the flock and overseeing the discipline of members as outlined in article 1 section 106 of these by-laws.
  7. The elders shall pray for the sick and spend time in intercession for the needs of the congregation (Jas 5:14–15).
  8. The elders shall have direct responsibility to investigate, interview, and hear prospective candidates for pastor and ministry director positions.
  9. The elders shall form committees as necessary to effectively carry on the responsibilities of their office. Members for the function of these committees may be drawn from the congregation, although each committee will be chaired by an elder. Specific terms and duties of a search committee and the missions committee, both appointed by the board of elders, are detailed in article 5 sections 502–503.

### Section 402 Board of Deacons

- A. Qualifications:** Deacons shall be members who meet the scriptural requirements of 1 Tim 3:1–13 and Acts 6:3–7 and be men of honest report, living exemplary lives, and shall have given evidence of being spiritually mature and full of wisdom.
- B. Term of Office**
1. There shall be at least one deacon for each thirty-five members and adherents with a minimum of nine.
  2. Deacons shall be elected for a term of three years. As evenly as possible, one-third shall be elected each year. They may serve a maximum of two terms consecutively.
  3. In the event that the services of a deacon be found unsatisfactory or should he be found guilty of conduct unbecoming his office, he may be removed from office providing:
    - a. written charges are made by seven members of the church;
    - b. the charges are found to be true upon investigation by the board of elders;
    - c. the congregation votes for his removal at a church business meeting;
    - d. his successor shall be elected through normal procedures at a business meeting of the church.
  4. In the event a deacon resigns, the resignation shall be made in writing and presented to the chairman of the deacon board, who in turn will present it to the church clerk for the action of the church.
- C. Duties**
1. The deacons shall elect their own chairperson, vice-chairperson, secretary, and fellowship fund treasurer each year. These officers may serve for a maximum of two consecutive years.
  2. The deacons shall assist and cooperate with the pastoral staff and board of elders in shepherding the flock and caring for the congregation (Acts 6:2–4).
  3. It shall be the duty of the deacons to seek out members of the church, respond to those in the community who are in need and to use the fellowship fund of the church for their relief, to inquire into the character and standing of applicants for membership or dismissal, to build relationships with the members under their diaconal care, to visit the sick and afflicted, and to distribute the elements of the Lord's Supper.
  4. The deacons shall maintain close liaison with the deaconesses to assure the coordination of all activities.
  5. The deacons shall form any additional committees they find necessary to effectively carry on the diaconal ministry of Chelten Baptist Church. Members of such committees may be drawn from the congregation, although a deacon will chair the committee. Specific terms and duties of the nominating committee, appointed by the board of deacons, are detailed in article 5 section 504.

### Section 403 Board of Deaconesses

- A. Qualifications:** The deaconesses shall be women who are members and who have gained a reputation of Christian grace and godliness. They shall meet the same general standards as set forth for deacons as intimated in 1 Tim 3:11.
- B. Term of Office**
1. There shall be at least one Deaconess for every thirty-five members and adherents with a minimum of nine.
  2. Deaconesses shall be elected for a term of three years. As evenly as possible, one-third shall be elected each year. They may serve a maximum of two terms consecutively.
  3. In the event that the services of a Deaconess be found unsatisfactory or should she be found guilty of conduct unbecoming her office, she may be removed from office providing:
    - a. written charges are made by seven members of the church;
    - b. the charges are found to be true upon investigation by the board of elders;
    - c. the congregation votes for her removal at a church business meeting;
    - d. her successor shall be elected through normal procedures at a business meeting of the church.
  4. In the event a deaconess resigns, the resignation shall be made in writing and presented to the chairman of the board of deaconesses, who in turn will present it to the church clerk for the action of the church.

**C. Duties**

1. The deaconesses shall elect their own chairperson, vice chairperson, and secretary each year. These officers may serve for a maximum of two consecutive years.
2. It shall be the duty of the deaconesses to support the pastors and the deacons in the performance of their duties. They shall assist with pastoral care activities, visit members as appropriate, prepare the elements for the Lord's Supper, and assist with baptismal services.
3. The deaconesses shall enlist, encourage, and guide other women of the church in using their spiritual gifts in the ministries of the church (1 Cor 12:28).
4. The deaconesses shall appoint such committees as they feel are needed to perform their duties. Members of such committees may be drawn from the congregation, although a deaconess will chair the committee.

**Section 404 Board of Trustees**

**A. Qualifications:** The trustees shall be members of honest report, living exemplary lives, and shall have given evidence of being spiritually mature and full of wisdom. They shall also be gifted to those particular duties to which they shall be assigned.

**B. Term of Office**

1. There shall be a minimum of six trustees with the total number to be determined by the board of elders, based on projected need.
2. Trustees shall be elected for a term of three years. As evenly as possible, one-third shall be elected each year. They may serve a maximum of two terms consecutively.
3. The church treasurer shall be an ex-officio non-voting member of the board of trustees.
4. In the event that the services of a trustee be found unsatisfactory or should he be found guilty of conduct unbecoming his office, he may be removed from office providing:
  - a. written charges are made by seven members of the church;
  - b. the charges are found to be true upon investigation by the board of elders;
  - c. the congregation votes for his removal at a church business meeting;
  - d. his successor shall be elected through normal procedures at a business meeting of the church.
5. In the event a trustee resigns, the resignation shall be made in writing and presented to the chairman of the trustee board, who in turn will present it to the church clerk for the action of the church.

**C. Duties**

1. The trustees shall elect their own chairperson, vice chairperson, secretary, financial secretary, and property committee chairperson each year. These officers may serve for a maximum of two consecutive years.
2. It shall be the duty of the trustees as legal representatives of the church to hold the property of the church in trust. They shall not purchase or sell any real estate, mortgage, or encumber in any way, any real estate, or other church property acquired by them by purchase, gift, or otherwise, without authority in writing obtained from said church.
3. The trustees shall be able to expend up to two percent (2%) of the total annual budget, in excess of the budget, within the fiscal church year, with agreement of the board of elders and without congregational approval.
4. The trustees shall provide for the regular collection of tithes and offerings at such times and in such ways that may be determined best.
5. The trustees shall coordinate, with the church staff, the development of the proposed annual budget, which shall be submitted to the board of elders for approval and subsequent presentation to the congregation for final approval.
6. The trustees shall provide for the physical needs of the church, such as light, heat, and fuel, and they shall see that the church property, of whatever kind, is properly cared for, and rendered in every way, the most serviceable to the church and congregation.
7. The trustees shall have the responsibility to grant or refuse, as it may seem wise to them, the use of the church facilities, or any part of the church properties, for any service or requested use. In the event a member or group is refused the use of the church, for any reason, and the member or group feels the refusal is not appropriate, they may appeal the decision to the board of elders.



8. The trustees shall be responsible to review and approve all modifications of church properties. If a committee or ministry has plans for major modifications, they should be submitted to the chairperson of the board of trustees, along with the purpose and estimated cost, for review and approval or other action.
9. They shall bond the church treasurer, assistant treasurer, and financial secretary of the church for a suitable amount for the faithful performance of their duties.
10. They shall provide a counting committee, composed of the church treasurer, assistant treasurer, financial secretary, and any other trustee who can lend assistance to receive all tithes and offerings, and count, record, and deposit it in the bank to the credit of Chelten Baptist Church. An accounting of the amount of funds received for the fellowship fund shall be provided to the appropriate members of the board of deacons.
11. It shall be the duty of the financial secretary to keep an accurate record of all receipts, giving credit where due, and acknowledging all special gifts.
12. The trustees shall form whatever additional committees they find necessary to effectively carry on the duties of their office. Members for the function of these committees may be drawn from the congregation, but they will be chaired by a trustee. Specific terms and duties of a building committee, appointed by the board of trustees, are detailed in article 5 section 505.

#### Section 405 Church Clerk

- A. Qualifications:** The church clerk shall be a member who is able to take accurate and clear notes of church business meetings.
- B. Term of Office:** The church clerk shall be elected annually for a term of one year. The church clerk may serve an unlimited number of terms.
- C. Duties**
  1. The church clerk shall record minutes of all business meetings of the church and make available copies of such minutes to members within four weeks after the meeting.
  2. The church clerk shall keep an accurate register of all church members. The church clerk shall process any requests for letters of transfer or dismissal to other churches.
  3. The church clerk shall assure that the church maintains an accurate and official record of church documents to include the constitution, the by-laws, a policy manual, and a general historical record of noteworthy events.

#### Section 406 Church Treasurer

- A. Qualifications:** The church treasurer shall be a member who has a knowledge of current bookkeeping and accounting procedures. They shall be familiar with the procedures in use by Chelten Baptist Church.
- B. Term of Office:** The church treasurer shall be elected for a term of three years. The church treasurer may serve a maximum number of two terms.
- C. Duties**
  1. The church treasurer shall disperse funds as expenses come due in accordance with the approved church budget.
  2. A voucher system shall be utilized to provide adequate control and expedite efficient payment of expenses. Each board or ministry shall designate persons authorized to sign vouchers.
  3. The church treasurer shall submit a detailed monthly report of income and disbursement activities to the board of trustees for their review. The treasurer shall also provide a detailed report of the year's income and expense summary to the congregation at business meetings.
  4. The church treasurer shall be an ex-officio member of the board of trustees but without the privilege to vote.
  5. It shall be the treasurer's responsibility to maintain financial records in accordance with good accounting procedures and practices. The books shall be open to examination for information at all times, and shall be audited at least once a year.

**Section 407 Assistant Church Treasurer**

- A. Qualifications:** The assistant church treasurer shall be a member who is familiar with bookkeeping and simple accounting procedures. They shall be familiar with the procedures used by Chelten Baptist Church.
  - B. Term of Office:** The assistant church treasurer shall be elected for a three-year term. The assistant church treasurer may serve a maximum number of two terms.
  - C. Duties:** The assistant church treasurer shall be responsible to assist in maintaining the church financial records. They shall also be responsible, under the treasurer's direction, to disburse all funds allocated to our missionary program.
-

## Article 5 Committees and Ministries

### Section 501 Church Committees

- A. Qualifications:** Members who serve on committees of the church shall be men and women who display a spiritual maturity and judgment, who have shown an active interest in the ministry of Chelten Baptist Church, and who, after acquainting themselves with the required duties, shall be willing to put forth the effort and time to sincerely perform the duties involved.

### Section 502 Search Committee

A committee appointed by the board of elders

#### **A. Term of Office**

1. In the event of a vacancy in a pastoral team leadership position, the board of elders shall appoint a search committee to secure candidates for the church's consideration.
2. The committee shall consist of six or more members, as determined by the board of elders. Fifty percent (50%) shall be selected from the boards of elders, deacons, deaconesses, and trustees, with the balance from the membership at large.
3. The committee is dissolved upon the filling of the open position.

#### **B. Duties**

1. The search committee shall elect its own chairperson, vice chairperson, and secretary.
2. The search committee shall investigate, interview, and hear prospective candidates for a pastoral team leader position in accordance with the provisions in article 3 section 301.
3. The search committee shall be advised by the board of elders as to the salary and benefits to be offered a potential pastoral candidate.
4. The search committee shall be allocated expense money, when necessary, for use in seeking candidates.
5. The search committee shall present one candidate at a time.
6. When authorized by the congregation, the search committee shall extend a call to the candidate to become a pastoral team leader at Chelten Baptist Church.

### Section 503 Missions Committee

A committee appointed by the board of elders

#### **A. Term of Office:**

1. The missions committee shall consist of at least five members to be appointed by the board of elders, the number based on projected needs.
2. Each person shall be appointed for a term of three years. As evenly as possible, one-third shall be appointed each year. They may serve a maximum of two terms consecutively.

#### **B. Duties**

1. The missions committee shall elect its own chairperson, vice chairperson, and secretary each year.
2. The missions committee shall encourage and arrange missions activities within the church and coordinate periodic missions conferences.
3. The missions committee shall coordinate hospitality to visiting missionaries, oversee occupancy of the missions house, and keep the board of trustees aware of any possible repairs or maintenance needed.
4. The missions committee shall be responsible to communicate with the missionaries supported by Chelten and shall keep the congregation informed of their needs, prayer requests, and ministry activities.
5. The missions committee shall support and assist the pastoral staff directly responsible for missions.
6. The missions committee shall be responsible for helping the pastoral staff compile the church's annual missions budget.
7. The missions committee shall inspire and encourage evangelism in the local community as the primary method of church growth.
8. The chairperson shall appoint subcommittees necessary to effectively carry out the responsibilities of the missions committee. Members for the function of these committees may be drawn from the congregation, but they will be chaired by a member of the missions committee.

**Section 504**      **Nominating Committee**      A committee appointed by the board of deacons

**A. Term of Office:**

1. The nominating committee shall consist of one elder, two deacons, two deaconesses, one trustee, and three persons, appointed by the board of deacons, from the congregation at large.
2. The nominating committee shall be appointed at the start of the church fiscal year.
3. Members will serve for one year, but may be reappointed for subsequent years.
4. The chairperson of the nominating committee shall be a deacon.

**B. Duties**

1. The nominating committee will receive recommendations from the boards for nominees who meet the required qualifications for open positions on the boards of elders, deacons, deaconesses, and trustees, and in the offices of church clerk, church treasurer, and assistant church treasurer. Prospective nominees must be active members of the church in good standing. Only one member from an immediate family may serve on a particular board.
2. Suggested nominations may also be made in writing by any member of the congregation to a member of the nominating committee no later than six weeks prior to the annual business meeting.
3. The nominating committee will submit a list of prospective nominees, through the board of deacons, to the board of elders, two weeks prior to approaching the nominees. If, during this two-week waiting period, the elders advise the nominating committee that a person is unqualified for nomination, the committee will then reconsider the nomination. It is understood that the elders have the authority to veto any nomination by the committee.
4. When affirmed by the board of elders, nominees will be approached by the representative of the board on which the nominee will be asked to serve. The nominees will be given a description of the duties and responsibilities of the position and asked whether they will allow their name to stand in nomination for the position.
5. It will then be the responsibility of the chairman of the nominating committee to coordinate these efforts and prepare a list of nominees to fill open positions on boards and in offices.
6. The nominating committee's report shall be posted in the form of a ballot in two conspicuous locations in the church building at least three weeks prior to the annual business meeting.
7. Nominations from the floor of a church business meeting will not be accepted.
8. In the event of unexpired terms, the committee will abide by the same procedures as stated above, and proceed to fill the vacancy at any church business meeting.

**Section 505**      **Building Committee**      A committee appointed by the board of trustees

**A. Term of Office**

1. The board of trustees shall appoint a temporary building committee, after having consulted with the board of elders for agreement on a facility-needs analysis. Once the analysis is completed, a recommendation for needed actions, with appropriate supporting materials, will be submitted to the congregation for approval to proceed.
2. The number of members shall be determined by the board of trustees and shall be appropriate for the needs and scope of the building project.
3. The building committee shall serve until the building is completed and all transactions are concluded with the contractor.
4. Members shall be selected who have some knowledge or experience in one or more of the following areas: planning, construction, financing, and the intended use of the building.

**B. Duties**

1. The building committee shall be chaired by a trustee or designee approved by both the board of trustees and the board of elders. The committee shall elect a secretary and shall appoint other subcommittees as needed to ensure their best function.
2. The building committee shall ascertain facility requirements through preliminary study and consultation with those who shall have primary use of the new ministry space.

3. The building committee shall take whatever steps are necessary to secure an architect and acquire tentative plans, drawings, and approximate cost for approval of the congregation.
4. Upon approval by the congregation, the building committee shall then meet with the architect to finalize details and obtain bids from potential contractors.
5. Discussions with the successful contractor should be held, a contract for the construction obtained, and action initiated to obtain necessary building permits.
6. After the building committee has met with the contractor, two members of the committee shall be appointed to be the liaisons between the contractor and the committee, and shall in general supervise the construction. Additional meetings shall be arranged between the architect and/or contractor and the committee as needed.
7. The bills are to be submitted to the chairperson of the building committee for approval and then forwarded to the church treasurer, or designated person, for payment.
8. The building committee shall provide the congregation with periodic progress reports.

#### **Section 506    Ministries**

- A.** All activities of the church, other than those designated to the four boards, shall be classified as ministries.
- B.** Ministries may be initiated or terminated by the board of elders as deemed appropriate for the work of the church.
- C.** Directors of each ministry shall be appointed by the board of elders and be responsible to them through the pastoral staff.
- D.** The director of a ministry shall establish any support committees necessary for the effective function of the ministry.

---

Constitution and by-laws revised by affirmative vote of the membership on May 20, 2018.