

**FIRST BAPTIST CHURCH OF WAHIAWA
(A SOUTHERN BAPTIST CHURCH)**

CONSTITUTION

PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our Southern Baptist faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual member and the freedom of action of this body in its relations to other churches.

In this document the term “we” means the membership of First Baptist Church of Wahiawa and is meant to include all members of both sexes and is only used for the convenience of the reader.

I NAME

This body shall be known as the First Baptist Church of Wahiawa (FBCW) with its location in Wahiawa, Hawaii.

II MISSION STATEMENT

We are a Christ-centered fellowship that worships God, shares Jesus with others, reaches out and nurtures in love, grows in Christian ministry, and ministers in the community and around the world.

III STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. This church subscribes to the doctrinal statement of the “Baptist Faith and Message” as adopted by the Southern Baptist Convention.

IV RELATIONSHIPS

The government of this church is vested in the persons who compose its membership with each having equal voice. It is an autonomous body, but it recognizes and sustains the obligation of mutual counsel and cooperation, which are common among Southern Baptist churches. Insofar as it is practical and in the best interest of this church, it will cooperate with and support the Oahu Baptist Network, the Hawaii Pacific-Baptist Convention, and the Southern Baptist Convention and will participate in their ministries of work.

V COVENANT

Having been led by the Holy Spirit to receive and profess Jesus Christ as Savior and Lord and having followed in baptism, we do covenant together as one body in Christ.

We promise to love one another, to be sensitive to one another's needs, to meet these needs through prayer and Christian action always respecting one another as persons. We will be slow to take offense, but always ready for immediate reconciliation.

We will support and advance the work of God's kingdom through this church by being faithful stewards of our time, talent, and material possessions.

We will endeavor to become informed and mature Christians with the Scriptures for our guide, always seeking God's will for our lives as individuals and as a church. We will seek to share Christ with all persons as we have an opportunity. We will worship individually and together regularly. Recognizing we are the temple of God we will keep our minds and bodies free from anything that might harm or weaken our witness for Christ.

We will endeavor to tell the story of God's love both by what we say and who we are, always remembering to reach out from our fellowship to those around us as well as those abroad.

We will annually review and affirm our commitments to one another through this covenant and should we move from this place we will, as soon as possible, unite with another church where we can carry out the spirit of this covenant and the principles of God's Word.

VI AMENDMENTS

Changes in this Constitution may be made at any regular business meeting of the church, provided such amendments shall have been presented in writing at a previous business meeting.

Amendments to this Constitution shall be by two-thirds (2/3) vote of all resident members present at the business meeting.

FIRST BAPTIST CHURCH OF WAHIAWA (A SOUTHERN BAPTIST CHURCH)

BY-LAWS

I MEMBERSHIP

1. General

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

2. Qualifications

The membership of this church shall consist of persons who have made a profession of their faith in Jesus Christ as Savior and Lord, who have been baptized by immersion, who have subscribed in the Church Covenants, Statement of Faith, and Constitution of this Church.

3. Membership

Any person may offer themselves as candidate for membership at any regular church service in any of the following ways:

- a. By profession of faith and for baptism according to the policies of the church.
- b. By promise of a letter of recommendation from another Baptist Church of like faith and order.
- c. By statement of a Christian salvation and baptism by immersion.

4. New Member Orientation

New Church members and other interested persons will be encouraged to participate in the church's new member orientation ministry.

5. Voting Rights of Members

Every member of this church is entitled to vote on all matters submitted to the church, provided the member is present at the meeting.

6. Termination of Membership

We believe that church membership is itself an important ministry and we commit ourselves as individuals to minister to one another in this context. We believe that the commitment of members to one another in keeping with these By-Laws is critical to the success of the church's total ministry. We will therefore, strive to enhance commitment and participation whenever possible.

Membership in this church may be terminated in the following ways:

- a. Death
- b. Transfer to another Southern Baptist Church
- c. Joining a church of another faith or denomination
- d. Resignation

Notification of resignation should be by letter

- e. Non-Resident Member

Members moving away from the church may retain non-resident membership.

- f. Exclusion action of this church

We recognize that we are all sinners and fall short of the glory of God, and that we are not to judge one another, except as provided in Scripture (i.e. 1 Cor. 5). We further affirm that each of us subscribes to the objectives of the church as set forth in these by-laws. If a member can no longer affirm (either in spirit or deed) we will, in love, pursue every possible means to restore the relationship.

Church membership is not essential to salvation, nor are the actions or works of the individual. Church membership is instead a privilege and a mutual obligation which may be forfeited by continued breach of the objectives. If it becomes necessary to consider expulsion of a member, the Pastor/Deacons shall counsel with the member(s) involved.

The objective of counseling will be to restore the relationship (in keeping with the scriptures such as 2 Cor. 2:5-11). Pastor/Deacons will review the facts and make an appropriate recommendation to the church. A three-fourths (3/4) vote of the members present at the next business meeting will be required to remove a person from church membership. The church shall notify member(s) in question of said meeting in advance and in writing.

g. Restoration

Any person whose membership has been terminated by exclusion may request and be restored to membership by a vote of the church upon evidence of repentance and reformation. The membership team shall counsel such a person and make an appropriate recommendation to the church.

II CHURCH OFFICERS AND STAFF

1. General

All who are elected to serve as officers shall be members of FBCW.

2. Pastor

The Pastor is called by God to serve as the Church's appointed shepherd in leading the church to spiritual growth and maturity. He proclaims the Gospel, leads in outreach to others in the community, and provides administrative leadership in all areas of church life. The Pastor's qualifications are to be based upon those New Testament qualities given in Timothy. A copy of FBCW approved Pastor's job description is on file in the church Administrative office and is available for review by all church members.

3. Church Staff

The church may employ staff vocational members as needed. Vocational staff members other than the pastor shall be recommended to the church by the personnel committee and pastor and employed by church action. Job descriptions will be written by the personnel committee and pastor for these staff members and adopted by the church. At least two weeks' notice shall be given before resignation or termination. The secretary and custodian shall likewise be recommended to the church by the personnel committee and employed by church action.

4. Deacons

a. Duties

In accordance with the New Testament, deacons are to be servants of the church. Deacons will serve with the pastor and staff in performing pastoral ministry tasks, proclaim the gospel to believers and unbelievers, care for the church members and other persons in the community, lead the church to engage in a fellowship of worship, witness, education, ministry and application, and lead the church in performing its tasks. They shall serve to evaluate and advise concerning the worship service of the church. The deacons will assist the pastor in administering the Lord's Supper and baptism. In cooperation with the pastor, they will administer the benevolence program of the church. They will meet monthly at regular meetings to be held in such a place and time as they shall designate. A quorum shall consist of a majority of the active deacons. An affirmative vote by the majority of those present constitutes approval/passage of business matters brought before the deacon fellowship for action. The deacons shall elect their own officers annually. Officers should include but not be limited to the following: chairman, vice-chairman, secretary, and benevolence administrator. In the absence of the pastor, deacons shall see that the pulpit is supplied, it being understood; however, it shall be the duty of the deacons to see that the regular program of the church is carried out.

b. Qualifications

For a person to qualify as a deacon, he shall have first proved to be sound in doctrine, loyal to the practices and work of this church, discreet in his conversation, spiritually and emotionally stable, well-disciplined in his personal conduct, understanding and compassionate towards others, a positive influence as spiritual leader of his household, and cooperative with the pastor and fellow Christians (Reference 1 Timothy 3:8-13 and Acts 6:3). Additionally, he must be able to share his faith with other people and be a tither. Deacon nominees shall be members of this church at least six months prior to election. Deacon nominees who have not served previously should have at least one year to serve after election.

c. Term of Office

The term of office shall be three years unless the relationship is terminated at his request or at the church's request. Deacons may be eligible for nomination and reelection.

d. Size of Deacon Fellowship

The maximum number of deacons will be determined by the ratio of one deacon for every 7-10 resident families. Each deacon accepts responsibility to minister to all families assigned to him.

e. Method of Nomination and Election

The procedure for nomination and election shall be initiated by the deacon fellowship. Elections will be held as necessary to fill vacancies or projected positions within the deacon fellowship

- (1) For two consecutive Sundays the church shall publicize the deacon qualifications and need to nominate deacons.
- (2) On the third Sunday, the congregation will be asked to submit written nominations for the office of deacon.
- (3) Each nominee shall be personally examined by the deacon fellowship to determine qualifications and willingness to serve.
- (4) Names of qualified nominees willing to serve shall be listed on a ballot and presented the next monthly business meeting.
- (5) Election will be held on the following Sunday during the morning worship service.
- (6) The candidates to be elected shall be specified on the ballot.

After consideration, the ballots will be counted by the chairman and vice-chairman of the deacons. To be elected, a nominee must receive an affirmative vote of 70% of the ballots cast. Names of the elected will be announced at the next Sunday morning service

f. Preparation for Service

Deacons-elect will study current deacon training materials with the pastor and/or other deacons. As soon as convenient after the election, the church shall call an ordination council composed of ordained men of the church for the purpose of examining and recommending to the church the ordination of duly elected candidates.

5. Moderator

The moderator of the church shall be a member or the pastor of FBCW elected to the position. In the absence of the moderator, the chairman or the vice-chairman of the deacons shall preside at the regular business meeting.

6. Church Clerk

The church clerk shall be elected by FBCW members and be responsible to record the minutes of all business meetings of the church. The clerk is responsible for keeping a register of the names of the members, with dates of admission, dismissal, or death, together with a record of baptisms; also to write letters of recommendation approved by the church, preserve on file all communications and written official reports, and give notice of all meetings as required by these by-laws. All church records kept by the church clerk are church property and shall be filed in the church office.

7. Treasurer

The church treasurer shall be elected by FBCW members. It shall be the responsibility of the treasurer to oversee the disbursement of all money or things of value paid or given to the church. The treasurer shall see that vouchers are approved and signed by authorized personnel and shall work with the financial secretary to present an itemized report of receipts and disbursements for the preceding month at each regular business meeting. The treasurer and/or stewardship committee member shall render to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month. The financial records shall be audited as required by the FBCW internal auditor. Audits must be approved by the Stewardship committee. The Stewardship committee may also recommend at their judgment that an independent certified public accountant review and audit FBCW financial procedures, statements, and supporting documentation.

Upon rendering the annual report at the end of each fiscal year, and upon its approval by the church, the treasurer shall deliver the financial records to the church clerk who shall keep and preserve these records as part of the permanent records of the church. He shall be an ex-officio member of the Stewardship Committee.

8. Financial Secretary

The financial secretary shall be elected by the church annually to receive the collection envelopes after the money has been removed and counted by the tellers and to give donors individual credit. The financial secretary shall also be responsible for preparing and mailing annually records of contribution to all contributors.

9. Trustees

Three trustees selected by the church will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without specific vote of the church authorizing such action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, rental of property or legal transactions where the signatures of trustees are required. When it is required that Trustees be bonded, FBCW will make arrangements to fund this requirement.

III COMMITTEES AND COORDINATING GROUPS

1. General

All church committee members shall be recommended by the nominating committee and elected by the church unless indicated in the description below. Committee members shall be active church members. Committee members shall serve on a three year rotation system with approximately one-third to be elected each year. Members may be eligible for nomination and

reelection. The current version of *Robert's Rules of Order* shall be recognized as the statement of parliamentary law and shall be used as a reference to fair and orderly procedure for all committee meetings of the church. The Pastor shall be an ex-officio member of all committees.

2. Church Council

The primary functions of the council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations, and committees; to recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives. The Pastor shall serve as the chairman of the church council.

The council, unless otherwise determined by a vote of the church, shall have the following regular members: Pastor, Deacon Chairman, Church Clerk, Weekday Early Education Director, Church Treasurer, and other Committee Chairpersons. FBCW members may attend church council meetings without voting privileges.

All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval.

3. Business Meetings

Business meetings shall generally be held on a quarterly basis, as scheduled by the church during the previous business meeting. A specially called business meeting may be held to consider special matters of significant nature. A one-week notice of the subject, date, time, and location of the business meeting shall be given unless extreme emergency renders such notice impractical. The moderator shall preside at all business meetings. A quorum consists of those members who are present at the meeting.

4. Nominating Committee

This committee coordinates the staffing of all church leadership positions that are filled by volunteers. The nominating committee recommends persons for all volunteer positions to be elected by the church. After recommendations from the nominating committee, the floor shall be opened for other nominations for the position(s) to be filled.

5. Personnel Committee

This committee shall recommend prospective staff members to the church for approval. This committee shall establish guidelines for staff needs, job descriptions, employment, salaries, benefits, and personnel services for all paid staff. It works closely with the stewardship and weekday early education committees in matters regarding salaries and benefits. Annual performance evaluation of the Pastor will be the responsibility of this committee. This committee shall also be responsible for the annual performance evaluation of other staff personnel and will be done with the assistance of the Pastor/supervisor.

6. Pastor and Other Ordained Paid Position - Search Committee

The deacons and church council will meet to recommend a Search Committee. The Search Committee shall be comprised of FBCW members and shall be activated when a vacancy occurs in the pastor or other ordained paid position. The recommendations made by the Search Committee will constitute a nomination. Any church member has the privilege of submitting nominations to this committee. The committee shall utilize procedures suggested in the most

recent Southern Baptist Committee report on pastor search procedures. The committee chairman is responsible to notify the prospective candidate nominated for the vacant position.

Election of the pastor and other ordained paid position shall be by secret ballot; an affirmative vote of three-fourths of those present and voting is required for this vacant position. The newly elected candidate, thus elected and having accepted, shall serve until the relationship is terminated by his request or the church's request.

7. Properties and Space Committee

This committee will assist the church in matters relating to property administration and maintenance of the church buildings and grounds, including the parsonage. Its work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, supervising maintenance of church grounds and buildings, purchasing equipment and maintenance supplies, setting a schedule for general cleaning at regular intervals, and making recommendation to the church for repairs and improvements. The church custodian shall be a nonvoting member.

8. Stewardship Committee

This committee develops and recommends an overall stewardship information plan and administers the gifts of church members, using sound principles of financial management. The committee shall develop, promote, and administer the financial budget for the church. This committee is also responsible to review and recommend to the church membership for their approval the weekday early education financial budget and financial statements/reports. This committee is responsible to insure that the results of the church and weekday early education budget and/or financial statements are presented at the regular business meetings. The church treasurer shall be an ex-officio member.

9. Missions Committee

This committee seeks to discover possibilities for local mission projects, shares findings with church program organizations, and serves the church in establishing and conducting such mission projects as may be assigned to it.

10. Nursery Committee

The tasks of the nursery committee shall be to:

- a. Minister in love to the children in our charge, and their parents, caring for and teaching them.
- b. Provide a safe and clean environment.
- c. Coordinate with other church ministry programs.

11. Usher/Greeter Committee

This committee shall serve at all services of the church, greeting and seating people, providing them with bulletins and/or other materials at the time of seating, receiving the offering, seeing to the proper ventilation of the building, and caring for the general comfort of the congregation.

12. Flower Committee

This committee is responsible for securing, arranging and disposing of floral arrangements for church services.

13. Baptism committee

This committee shall include deacons and their wives and shall be responsible for preparing candidates and the baptism for the ordinance.

14. Lord's Supper Committee

This committee shall include deacons and their wives and shall be responsible for preparing the elements and the equipment for the observance of the Lord's Supper. It shall also arrange for the service equipment and linens to be cleaned and stored after the service.

15. Social Committee

This committee shall be responsible for formulating and recommending the church policies in the use of the church kitchen. Additional responsibilities include recommending equipment purchases as needed, suggesting and making improvements, purchasing supplies, arranging for laundering of linens, and administering the aloha dinners.

16. Weekday Early Education Committee

The weekday early education committee is responsible to formulate and present financial policies to the stewardship committee for their review and recommendation to the FBCW church members for their approval. This weekday early education committee will set fees, budgets, day to day operating and administrative procedures, and be responsible only for employment of regular weekday staff. It works closely with the stewardship and personnel committees in matters regarding salaries and benefits. The stewardship committee shall review the weekday early education financial report(s) and budget requests. The Treasurer and/or Stewardship Committee shall present the financial reports and budget proposals at the regular church business meetings for FBCW church members' approval/disapproval.

17. Youth Committee

This committee shall be comprised of both adults and youths. It shall plan, coordinate and evaluate the youth activities of the church. It shall work with the youth workers of the program organizations and coordinates with the church council in planning and conducting a balanced program of socials and activities for the youth of the church.

18. Tellers Committee

This committee shall count all church funds and deposit them in the bank weekly, following procedures set by the stewardship committee.

19. Sound and Lighting Committee

This committee shall be responsible for the purchase of sound and lighting equipment. It also shall be responsible for enlisting and training people to operate equipment for supervising its care, maintenance, and security.

20. Scholarship Committee

This committee develops policies and procedures, and administers academic scholarships offering financial assistance through the church.

21. Other Adhoc or Special Committees

Other adhoc or special committees shall be elected as desired by the church and will serve for the purpose designated. Duties of all standing committees shall be defined and adopted as a part of the by-laws.

IV PROGRAM ORGANIZATIONS

1. General

All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. Program organization workers shall serve until they resign, transfer their membership or move permanently from the island of Oahu.

2. Sunday School

There shall be a Sunday school class for all ages and conducted under the direction of a general director, for the study of God's Word. The tasks of the Sunday school shall be to:

- a. Reach persons for Bible Study
- b. Teach the Bible
- c. Witness to persons about Christ and lead them to church membership
- e. Lead members to worship
- f. Interpret and undergird the work of the church and denomination

3. Church Discipleship Training

There shall be a Discipleship Training organization divided into departments for all ages and conducted under the direction of a general director. It shall serve as the training organization of the church. The tasks of Discipleship Training shall be to:

- a. Teach systematic theology, Christian history, Christian ethics, and Church polity.
- b. Give orientation to new church members led by the Pastor.
- c. Train all members to worship, witness, learn, and minister daily
- d. Train leaders for the church and denomination
- e. Discover, recruit, and train potential leaders
- f. Provide organization and leadership for special projects of the church.
- g. Interpret and undergird the work of the church and denomination.

4. Music and Worship Ministry

There shall be a Music and Worship Ministry led by the Worship Ministry Team. This team will consist of singers and instrumentalists who are gifted in music and have a desire to bless God and the body of Christ through their gifts. This team will enlist and train leaders within the church to utilize music and the arts to strengthen the overall ministry of the church. This team will work closely with the pastor in planning and leading God honoring music for worship and outreach events for the church.

5. Church Outreach Program

There shall be a Church outreach program under the direction of a Director. It plays a key role in leading the church to be outreach minded. It builds, trains, and motivates an outreach organization.

It coordinates plans for:

- a. Prospect discovery
- b. Enlistment activities
- c. Witness Training
- d. Evangelistic outreach
- e. Weekly church visitation
- f. Outreach activities for other church program ministries such as Sunday School, Discipleship Training, and Vacation Bible School
- g. Interpret and undergird the work of the church and denomination

6. Children's Worship Program

There shall be a Children's Worship program under the direction of the Pastor. It shall serve as the children's worship ministry conducted concurrently with the Sunday Morning Worship Service. Its tasks are:

- a. Lead the children to worship
- b. Teach the Bible
- c. Witness to children about Christ and lead them to church membership
- d. Minister to children in need
- e. Interpret and undergird the work of the church and denomination

V ORDINANCES

1. General

The ordinances of the church as set forth in the Holy Scriptures are baptism and the Lord's Supper.

2. Baptism

The ordinance of baptism shall be by immersion of the professed believer in water in obedience to the command of Christ and shall be administered in the presence of the church. The pastor shall administer the ordinance. In the pastor's absence or at his request or when the church is without a pastor, the church may authorize any ordained Baptist minister or deacon to administer the ordinance.

3. Lord's Supper

The ordinance of the Lord's Supper shall be observed on the first Sunday of each month. All members of the church and any baptized believer may participate.

VI LICENSING AND ORDINATION

1. Licensing

Any member of the church giving satisfactory evidence that he is called of God to the work of the gospel ministry may by majority vote of the membership at a business meeting be licensed by the church to Christian ministry. Recommendation for licensing shall come through the deacons.

2. Ordination

When the church desires to ordain a member to full Gospel ministry, it shall call together a number of Baptist ministers to examine the candidate with respect to his Christian experience, his call to ministry, and his views of Bible teaching and Baptist doctrine. Upon the council's

recommendation and the church's adoption of the recommendation, the church shall plan an appropriate service, and with prayer and laying on of hands, publicly set apart and ordain him to the Gospel ministry.

3. Wedding Ceremonies

The church will conduct wedding ceremonies for one man and one woman as biologically designed by birth in accordance with the teachings of the Holy Bible. The church will not perform same-sex weddings for members and non-members.

VII CHURCH FINANCES

1. Budget

The stewardship committee, in consultation with the church council, program directors and committee chairmen, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount recommended and sought for all local world-wide ministries. The budget shall be presented for discussion at a regular or called business meeting and voted on the following Sunday without discussion. A two-thirds majority is required of members present and voting. In the event that it does not pass, the budget will be referred back to the stewardship committee.

2. Fiscal Year and Check Preparation Procedures

The fiscal year of the church shall begin on the first day of January each year. All funds for any and all purposes shall pass through the hands of the treasurer or financial secretary and be properly recorded on the books of the church. All checks greater than \$300.00 must be countersigned but may not be pre-signed. Those who are authorized to sign must be elected and approved by the church members. Those persons shall be bonded.

VIII CHURCH OPERATIONS MANUAL

1. Organizational Chart

An organizational chart shall be prepared which will depict lines of responsibility in the administration of the church. A copy shall be included in the church operations manual.

2. Policies

Policies shall be approved by the church and described in the church operations manual. The manual shall be kept in the church office and made available to all members of the church. The manual shall be maintained by the church secretary. Changes may be initiated by any church member; however, members are encouraged to discuss their proposed changes with the appropriate organization or committee prior to presentation to the church for action.

IX AMENDMENTS

Changes in the by-laws may be made at any business meeting of the church provided such proposed amendments shall have been presented in writing at the previous meeting. Amendments to the by-laws shall be by two-thirds vote of the members present and voting.