

Constitution and Bylaws  
Muldraugh Hill Baptist Church  
Lebanon, Kentucky 40033

Introduction

A church is a fellowship of people who have accepted Christ as Saviour and are united by their common relation to the Holy Spirit. A church, like a community or an individual, is always changing. Fundamental doctrines remain the same, but methods of teaching these doctrines and of moving toward objectives must change if the mission of the church is to be accomplished.

A church constitution and bylaws document helps a church preserve democratic procedures. This instrument shall serve as the guide for members to follow in carrying out the work of the church.

Basic theology, organizational structure and church policies are contained in a constitution. Bylaws, on the hand, state the methods for expediting these principles and policies. Bylaws will usually be changed more often than the constitution. It should be emphasized, however, that both constitution and bylaws should be reviewed annually by the church council and/or deacons. As the program of the church changes, so must its rules of governmental procedure be brought up to date.

The basic advantages of a constitution and bylaws are:

1. Furnishes members a written statement of their church organization, fundamental guidelines and theological beliefs.
2. Aides in preserving democracy and harmony since predetermined guidelines have already been established by the members.
3. Provides orderly procedures for guiding the transactions of church business.
4. Serves as basis for solving problems which arise.

Objectives

1. To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community and throughout the world.
2. To be a worshipping fellowship, experiencing an awareness of God, recognizing His person and responding in obedience to His Leadership.
3. To be a church whose purpose is to be Christlike in our daily living by emphasizing total commitment of life, personalities and possessions to the Lordship of Christ.

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CONSTITUTION

Preamble

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

I. Name

This body shall be known as the Muldraugh Hill Baptist Church of Marion County, Kentucky.

II. Statement Of Faith

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are baptism and the Lord's Supper.

III. Church Covenant

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptizing in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, angels and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church, in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage, and to be zealous in our efforts to advance the kingdom of our Saviour.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling, and

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courtesy in speech; to be slow to take offence, but always ready for reconciliation, and mindful of the rules of our Saviour to secure it without delay.

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

## IV. Character

### Section 1. Polity

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

### Section 2. Doctrine

This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of other Southern Baptist Churches.

## BYLAWS

## V. Membership

### Section 1. General

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

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

### Section 2. Candidacy

Any person may offer himself/herself as a candidate for membership in this church at any worship service. This candidate's decision shall be made known to the church at this time and action will be taken by the church at the next regular Business Meeting of the church. The church receives members the following ways:

1. By profession of faith and for baptism according to the policies of this church.

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2. By restoration upon a statement of prior conversion experience and baptism by immersion when no letter is obtainable.
3. By promise of a letter from another Baptist church of like faith and order.
4. By statement of prior conversion experience and baptism by immersion.

The pastor should discuss this decision with all candidates before presenting them for church action. Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and the deacons for investigation and the making of a recommendation to the church within thirty days. A three-fourths vote of those members present and voting shall be required to elect such candidates to membership.

Section 3. Termination of Membership

Membership shall be terminated in the following ways: (1) death, (2) dismissal to another Baptist church, (3) exclusion by action of this church, (4) erasure upon becoming affiliated with a church of another faith or denomination.

Should a member become an offense to the church and its good name by reason of immoral or unchristian conduct, or by persistent breach of his /her covenant vows, the church may terminate his/her membership by three-fourths vote, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment according to Matthew.

VI. Church Officers

All church officers must be members of the church excluding the church secretary-treasurer and ushers who may or may not be. The officers of this church shall be as follow:

Section 1. Pastor

The pastor is responsible for leading the church in functioning as a New Testament church. The pastor will lead the congregation, the organizations and the church staff in performing their tasks. A major concern of the pastor is to perform pastoral responsibilities. The pastor is the leader of worship, proclamation, education and pastoral ministry.

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week's public notice shall be given.

A pastor search committee shall be appointed by the church to seek out a suitable pastor, and their recommendations will constitute a nomination though any member has the privilege of making other nominations according to the policy established by the church. The committee shall

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bring to the consideration of the church only one man at a time. Election shall be by paper ballot, given to those members desiring to vote, an affirmative vote of three-fourths of those members present and voting being necessary for a choice. The pastor, thus elected shall serve until the relationship is terminated by his request or the church's request. He shall preside at meetings of the church. The pastor shall give at least two weeks notice at the time of resignation before terminating his responsibilities as pastor.

Section 2. Church Staff

This church shall call or employ such staff members as the church shall need. A job description shall be written by the personnel committee when the need for staff members are determined. Vocational staff members other than the pastor shall be recommended to the church by the personnel committee and employed by church action.

The secretaries and custodians shall likewise be recommended to the church by the personnel committee and employed by church action.

Section 3. Deacons

(1) There may be one deacon for every fifty resident members whose names are on the church roll until a maximum of fifty deacons is reached. The deacon shall serve on a three year rotation system based on church year, after which he must be inactive one year before being chosen again; however, should the occasion arise when sufficient new people willing to serve as deacons cannot be found, one or more of the deacons scheduled to become inactive may be asked to continue to serve in an active status. The recommendation of men for deaconship to be activated into active service shall be made by the nominating committee.

The primary guide for the church as to the men who are qualified will be 1 Timothy 3:8-12, Acts 6:1-7 and Titus 1:6-9. The qualifications for deaconship shall be read by the pastor after which asking God's guidance in prayer. Each member of the nominating committee will have before him/her a list containing all men in membership of the church. The pastor will read from this list, asking them to give prayerful consideration to each, and to decide together upon the men in their judgment that are the most qualified for deaconship. When they decide, the men needed shall be contacted and asked if they are willing to serve, if so, they will be presented to the church along with all the other teachers and officers recommended by the nominating committee.

(2) In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to assist the pastor in performing pastoral responsibilities.

(3) The deacons shall elect their officers and shall be organized to assist the pastor and for the consideration of problems related to their work. They may organize themselves into special committees as the need arises. (See VII Committees)

Section 4. Moderator

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The moderator shall be the pastor with an assistant moderator. In the absence of the pastor and assistant, the chairman of deacons shall preside, and in the absence of all three, the clerk shall call the church to order and an acting moderator shall be elected.

Section 5. Clerk

The church-elected clerk of the church shall keep in a suitable book a record of all the actions of the church, except as otherwise herein provided. He/she is responsible for keeping a register of the names of members, with dates of admission, dismission, or death, together with a record of baptism. He/she shall issue letters of dismission voted by the church, preserve on file all communication and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in these bylaws. The church may delegate some of the clerical responsibilities to a church secretary. All church records of church property should be filed in the church office when one is maintained.

Section 6. Secretary-Treasurer

The church shall elect or employ annually a church secretary-treasurer and assistant. It shall be the duty of the secretary-treasurer to receive, preserve, and pay out, all money, or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the church at regular business meetings an itemized report of the receipts and disbursements for the preceding month.

He/she shall receive the empty collection envelopes after the money has been removed and counted by the proper persons selected by the church to serve in turn; and from these she shall give donors individual credit. She shall keep the envelopes for reference for a period of two years. He/she will fill out the sheet for the monthly balance, which will indicate receipts from envelopes, plate or loose and miscellaneous or special offerings. She shall also be responsible for preparing and mailing quarterly or semiannually records of contributions to all contributing members. The financial records shall be audited annually by an auditing committee or public accountant. If possible, she shall be the pastor's personal secretary and shall do that which he expects of her in helping with his work.

Section 7. Church Ushers

Every regular church usher shall be recommended by the nominating committee and elected by the church. The ushers shall be led by a head usher who is a deacon also selected by the nominating committee and elected by the church. The ushers are to greet people as they enter and leave the church, seat people at the proper time, provide bulletins and other materials at the time of seating. The ushers will be attentive to the needs of the congregation and the pastor.

Section 8. Church Council

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(1) 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.

(2) The council, unless otherwise determined by vote of the church, shall have as regular members the pastor, minister of education, minister of music, Sunday School director, Training Union director, Women's Missionary Union, Brotherhood director and chairman of deacons. Committee chairman and church-elected officers shall serve as ex-officio members.

(3) All matters agreed upon by the council, calling for action not already provided for, shall be referred to the church for approval or disapproval.

Section 9. Trustees

Three trustees, one third of whom shall be elected annually to serve for three years, and, until their successors shall be appointed, will hold in trust the property of the church. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgaging, or purchase or rental of property or other legal documents, where the signatures of trustees are required. If for any reason, they fail to carry out the wishes of the church, they shall be released by the church and another appointed. In the event any need arise, the trustees have the authority to spend up to \$2,500.00 each church year in maintaining or improving the church property.

The trustees shall assist the church in matters related to properties administration. This work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, recommending employment of maintenance personnel, and assigning responsibility to appropriate personnel for supervision.

VII. Committees

Section 1. General

All church committee members shall be recommended by the nominating committee and elected by the church unless otherwise indicated in the description below. The committee members shall be elected each year. After being elected, the committee members of each committee shall be called together to elect their officers and for the consideration of problems related to their work. Each committee shall report the action taken to the second business meeting following the election of its members. The following committees shall be elected:

Section 2. Baptism Committee

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The baptism committee is elected to assist the pastor in preparing for the ordinance of baptism. The committee is responsible for preparing the candidates and the baptistry for the ordinance.

Section 3. Flower Committee

The flower committee is responsible for securing, arranging and disposing of floral arrangements for church services, and for providing flowers for sick and bereaved members.

Section 4. History Committee

This committee of three is to preserve and use the historical records of the church. The committee is especially concerned with gathering and preserving available church records, recording full and accurate records, and using the records to help members understand and appreciate their heritage and mission.

Section 5. Lord's Supper Committee

The Lord's Supper committee prepares the elements and the equipment for the observance of the Lord's Supper. The committee does the preparatory and maintenance work needed to observe the memorial service. The committee will prepare the elements on a schedule approved by the church. The suggested membership of this committee consists of the chairman of the deacons wife and two additional members

Section 6. Nominating Committee

The nominating committee coordinates the staffing of all church leadership positions that are filled by volunteers. The nominating committee recommends persons for all volunteer positions, except the stewardship committee which is recommended by the deacons, to be elected by the church. The deacons recommend the nominating committee, consisting of the Sunday school director, the chairman of the Deacons for the coming year and five other members, to the church to be elected.

Section 7. Personnel Committee

This committee of five assists the church in matters related to employed personnel administration. Its work includes such areas as staff needs, employment, salaries, benefits, job descriptions and personnel services.

Section 8. Recreation Committee

This committee of a minimum of three seeks to serve the entire church in seeking that all recreation activities sponsored by the church or any organization united are properly planned and that they contribute to the ultimate objectives of the church. The committee will plan all church activities and serve as a resource to others who plan activities.



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Section 9. Nursery Committee

The nursery committee is to coordinate the church's nursery activities and to help nursery parents and teachers work together. The committee will see that adequate provisions are made for nursery children each time they are at church.

Section 10. Benevolence Committee

This committee of three is to perform acts of benevolence to persons in need in the name of Christ and his church. These needs may be physical, social, or mental.

Section 11. Kitchen and Social Committee

The kitchen and social committee of a minimum of three is responsible for formulating policies of the kitchen and for communicating these policies to church members.

Section 12. Stewardship Committee

This committee of six, including the secretary-treasurer, shall develop and recommend an overall stewardship plan, and administer the gifts of the church members, using sound principles of financial management. The deacons recommend the stewardship committee to the church to be elected.

Section 13. Auditing Committee

This committee of three shall audit the financial records annually and report their findings to the church.

Section 14. Cemetery Committee

This committee of three shall have the responsibility of administering funds received and/or generated for the purpose of caring for the church cemeteries. The members are to be elected for a three-year term but may succeed themselves. The committee shall administer the funds to effectively maintain the cemeteries as appropriated by the church for up-keep of the cemeteries until the Cemetery Fund reaches \$30,000.00 at which time the committee shall administer funds generated through interest to maintain the cemeteries.

Section 15 Youth Advisory Committee

This committee of five assists the church in matters related to the ministry to youth. Its work includes such areas as those that might arise from time to time in carrying out programs for the youth of the church. Although the members of this committee would be recommended by the Nominating committee, the committee would seek input from the parents of youth in making any recommendations.

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Section 16 Staff Evaluation Committee

This committee of three will consist of the Pastor, one active Deacon, and a representative of the Personnel Committee. The responsibility of this committee is to evaluate staff/employees whom include the church secretary, Minister of Music, Minister of Youth, and custodial and mowing staff; with the exclusion of the Pastor who is to be evaluated by the Deacon Body. This evaluation is to be made annually, prior to the initial Stewardship Committee meeting.

VIII. Educational Ministries

Section 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. It is understood that the pastor is an ex-officio member of all organizations named, and his leadership is to be recognized in them.

Section 2. Sunday School

There shall be a Sunday School, divided into departments and classes for all ages and conducted under the direction of a director for the study of God's Word. Sunday School is to be conducted each Sunday morning.

The tasks of the Sunday School shall be to teach the biblical revelation; lead in teaching all prospects for the church; lead all church members to worship, witness, learn and minister daily; provide and interpret information regarding the work of the church and the denomination.

Section 3. Women's Missionary Union

There shall be a Women's Missionary Union with such officers and such forms of organization as needed. The task of the Women's Missionary Union shall be to teach missions; lead persons to participate in missions; provide organization and leadership for special mission projects of the church; provide and interpret information regarding the work of the church and the denomination.

Section 4. Brotherhood

There shall be a Brotherhood, made of such standard organizations, including Royal Ambassadors, as needed. This program shall be directed by a director who shall be elected by the church. The tasks are to teach missions; lead all men, young men and boys to participate in mission activities; provide organization and leadership for special projects of the church; provide and interpret information regarding the work of the church and the denomination.

Section 5. Music Ministry

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There shall be a music ministry under the direction of the minister of music. Such officers and organizations shall be included as needed. The music tasks shall be to teach music and hymnody; provide music and musicians for the congregational services and the organizations of the church; lead persons to participate in hymn singing; train persons to lead, sing and play music; provide organization and leadership for special projects of the church; provide and interpret information regarding the work of the church and the denomination.

IX. Church Meetings

Section 1. Worship Services

The church shall meet regularly each Sunday morning and evenings for preaching, instruction, evangelism and for worship of the Almighty God and on Wednesday evening for prayer. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor.

Section 2. Regular Business Meetings

Regular business meetings shall be held monthly on a designated Wednesday night. Should there be any unusual business or matter of unusual interest to be brought before such regular monthly meetings, a notice shall be given the membership one week prior to the meeting.

Section 3. Special Business Meetings

A specially called business meeting may be held to consider special matters of significant nature. A one-week notice must be given for the specially called business meeting.

Section 4. Notice of Called Meetings

Notice of all specially called business meetings of the church shall be given by announcement one week prior to the meeting, unless extreme urgency renders such notice impracticable.

Section 5. Quorum

The quorum consists of those who attend the business meeting, provided it is a stated meeting or one that has been properly called.

Section 6. Parliamentary Rules

Robert's Rules of Order Revised is adopted as the authority for parliamentary rules of procedure for all business meetings of the church, the deacons and the committees.

Section 7. Church Year

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In order to coincide with Southern Baptist Convention's attempt to align Sunday School more closely with the time frame of the public schools, the church year shall begin on September 1 and end on August 31.

Section 8. Fiscal Year

The fiscal year shall be the calendar year. During the transition from the present fiscal year accounting to the new accounting period, which shall begin January 1, 1998, the present stewardship committee shall be reconvened to develop and submit to the church for approval an extension of the present budget for the additional three months. Thereafter, the stewardship committee shall submit a budget for the calendar year.

X. Church Finances

Section 1. Stewardship Committee

The stewardship committee, in consultation with the church council, shall prepare and submit to the church for approval an inclusive budget indicating by items the amount needed and sought for all local and world wide expenses.

Section 2.

All funds, for any and all purposes, shall pass through the hands of the church secretary-treasurer and be properly recorded on the books of the church.

Section 3.

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts.

Section 4. Expenditure greater than \$10,000.00

A motion to make a purchase with a cost greater than \$10,000.00 but less than \$25,000.00 may be made at any regular business meeting. It will require a second but the final vote cannot be taken until the next regular business meeting. During the time between the meetings, an announcement shall be placed in the church bulletin describing the purchase. The announcement will include a statement stating that the final vote will be taken at the next regular business meeting. Likewise, proposals to make purchases costing more than \$25,000.00 may arise at any regular business meeting, but the final vote will be taken at a special called meeting. Description of the proposed purchase shall be posted in the church bulletin and announced from the pulpit. Date of the special meeting shall be in accordance with church constitution and by-laws.

XI. Discipline

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Section 1.

Should any unhappy differences arise among members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in the eighteenth chapter of Matthew.

Section 2.

Should any case of gross breach of covenant, or public scandal occur, the deacons shall endeavor to remove the offense; and if this effort fails, shall report the case to the church.

Section 3.

All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance, but should an adverse decision be reached, the church may proceed to admonish or declare the offender to be no longer in the membership of the church.

Section 4.

Any person whose membership has been terminated for any offense may be restored by vote of the church, upon evidence of his repentance and reformation; or, if on account of continued absence, upon satisfactory explanation.

## XII. Amendments

Changes in this constitution and bylaws may be made at any regular business meeting of the church, provided such amendments shall have been presented in writing at a previous meeting, and copies of the proposed amendment be furnished to each member present. Amendments to the constitution shall be by two-thirds vote of all members of the church present entitled to vote; amendments to the bylaws shall have a concurrence of a majority of the members present and voting.

- Written September 25, 1975
- Last revised April 9, 1997
- Last revised September 15, 1998
- Last amended March 10, 1999
- Last amended August 7, 2002- amended Article VII, Section 7; added new Section 15
- Last amended February 16, 2011- amended Article X, Church Finances, added a new Section
- Last updated and/or amended March 9, 2016.

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- Amended on May 9, 2018 to reflect change made that the church subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000 (instead of 1963).
- Amended on June 5, 2019 to reflect a new section (Section 16) under VII. Committees was added that created the Staff Evaluation Committee.