

KENWOOD BAPTIST CHURCH

C O N S T I T U T I O N

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1. PREAMBLE:

This Constitution, along with our By-Laws, establishes the framework by which we will govern our church. The intent of this document is to establish who we are in Christ and to coordinate in one place all matters relating to each topic of our structural format for ease of use and to enhance the effectiveness of church operation.

There is a significant difference between the term Constitution and the term By-Laws. The Constitution has a relatively long life and describes the "What" of our church. The purpose of the Constitution is to:

- State the principal tenets of faith
- State vision, mission and values
- Define authority and responsibility
- Establish structure and relationships

The By-Laws, on the other hand, are more flexible and describe the "How" of our church. The purpose of the By-Laws is to:

Describe methods of implementation
Establish day-to-day operational guidelines

The format of this document merges Constitutional items and By-Law items relating to the same topic into the same locale in the document. Constitutional items are presented in bold type while *By-Laws* are presented in *italics* and where they appear are so designated.

2. OUR NAME:

Our registered corporate name is "Kenwood Baptist Church of Cincinnati, Ohio."

3. OUR AFFILIATION:

This church shall always be affiliated exclusively with the American Baptist Churches of the U.S.A., the American Baptist Churches of Ohio and the Miami Baptist Association as a fully cooperating member of these groups.

A minimum of fifty-five percent of our missionary and benevolence funds shall be dedicated to projects of the American Baptist Churches of the U.S.A. and its affiliates.

4. TENETS OF FAITH:

The doctrinal basis of Kenwood Baptist Church is and shall be as follows:

The Bible is the revealed Word of God, given by the Holy Spirit through chosen men, and so is fully inspired, authoritative, and the all-sufficient rule of faith and practice for the believer. (2 Tim. 3:15-17; Heb. 4:12; 1 Pet. 1:23-25; 2 Pet. 1:21)

God exists eternally in three persons who are revealed in Scripture as Father, Son, and Holy Spirit. While these three are one, each has special office and activity; God, the Father, is the source,

support, and end of all things; God, the virgin-born Son, is the medium of revelation and redemption by virtue of his incarnation, life and death; God, the Holy Spirit, is the one who inspires divinely-chosen persons, reprove the world because of sin, regenerates and sanctifies the believer, and now represents the Son on earth. (Mt. 28:19; Deut. 6:4; 1 Cor. 15:24-28; Mt. 1:23; 1 Cor. 15:3; Mt. 28:6; Rom. 8:34; Jn. 16:7-11)

Creation is the act of God by which he brought the universe and all that it contains into existence; the universe is preserved by natural law which is an expression of God's will; at the same time, God's miraculous working is not excluded from nature, as a means of making known his plan and purpose according to the pleasure of his will. (Gen. 1:1; Neh.9:6; Ps. 102:25; Acts 14:15)

Humanity was made in the image of God and originally sinless. Men and women are fallen in Adam, the head of the race, and are now by nature and choice sinners, living in revolt against their Creator, and are unable to escape from their sinful state on their own. (Gen. 1:26-27; 2:17; 3:1-7; Rom. 5:12-21; 3:23; Heb. 9:27; Jam. 2:10; Ez. 18:4)

God's only way of reconciling sinful humanity to Himself is provided in the work of Christ, the incarnate Son, fully human and fully divine; in His sinless life, His sacrificial death on the cross, His resurrection, His ascension, and His present intercession, He reveals at the same time God's grace and his loving provision for His creatures. Humans are reconciled unto God only as they by faith appropriate for themselves the salvation provided in Christ. (Rom. 3:21-26; 1 Jn. 2:2; Heb. 9:14-15, 22; Heb. 7:24-27; Eph. 2:8,9; Isa. 53:6; Acts 16:31; Rev. 3:20; Rom. 10:10, 13; Jn. 6:47; Jn. 1:12)

The Church is that universal and spiritual body which includes all the redeemed of which Christ the Redeemer is the head; the church in the local and visible sense is a group of believers, immersed on profession of faith in Christ, united under the direct, personal, un-delegated Lordship of Christ, voluntarily joined together for worship of God, empowered and gifted by the Holy Spirit for service to others, and for carrying out the work of the Great Commission as given by Christ. Each local church is an autonomous body under Christ, cooperating with other churches of like faith and order in the work of evangelizing the world and advancing the interests of the Kingdom of God. (Eph. 5:25; Col. 1:18; Mt. 16:18; Mt. 18:17; Acts 20:28; 1 Cor. 12:4-31; 1 Cor. 14:4, 12, 26; Eph. 4:1-16; Mt. 28:19; Acts 1:8; Heb. 12:23)

The ordinances are two in number. Baptism is the immersion of the believer in water in the name of the Father, Son, and Holy Spirit, following confession of faith in Jesus Christ as his Lord and Savior; baptism symbolizes the death of the old life and the rising of the new. The Lord's Supper is a memorial instituted by Christ to be kept by believers as a symbol of His atoning death, and of Himself as the Bread of Life, the One through whom we have spiritual life and vitality. (Mt. 28:19; Rom. 6:4; Mt. 3:16; Acts 2:41; Mt. 26:26; Mk. 14:22; Luke 22:19-20; 1 Cor. 10:16; 11:23-32)

The second advent of Christ is His personal return by which the present age will be terminated. The ultimate hope of the believer is not in history but in that great eschatological event by which the present age is brought to its conclusion. The culmination of history takes place in the final judgment in which the unredeemed will be punished through eternal separation from God, and the redeemed will enter into a state of eternal peace and righteousness with him. (1 Thess. 4:16-18; Mt. 24:26-33; Mt. 25:46; Rev. 21:2-8)

5. MISSION/VISION/VALUES:

MISSION

In obedience to our Lord Jesus Christ, Kenwood Baptist Church is an evangelical American Baptist church committed to the development of lay leadership so that the church can make disciples for Christ through vital worship, high quality caring, and loving outreach for unlimited growth. We are also committed to sharing our insights and methodologies with other churches that seek our assistance.

VALUES

We hold these values to be preeminent that we shall:

Adore God (Matthew 22:37, 38) The Christian life is primarily a love relationship with God. This relationship is enjoyed and deepened in private and public prayer and worship. Worship enables us to increase our knowledge of God, to feel the presence of His love, to express heartfelt praise, to receive joyful encouragement, and to desire with deep yearnings to be like His Son and to offer ourselves for His service. Adoration of God is our highest value.

Build the Body Through Relationships (John 13:34, 35; Acts 2:34) The Christian life is lived out with people. To love one another as Jesus loved us means to grow closer to others in an atmosphere of caring. Our desire is to develop relationships principally in small groups. Care groups, which meet in homes and at church, ministry teams and Sunday school classes are examples of small groups.

Commit to Ministry (John 13:13-17; Matthew 28:18-20) The Christian way of life is a life of service. Jesus commands His disciples to, wash one another's feet (serve one another), and to make disciples of all people (lead uncommitted to Christ). We engage in ministry when we participate in worship services and care groups, but also when we serve in other ministry opportunities.

VISION STATEMENT (revised 09 17 2071)

As God's redeemed people, united by faith in Christ, empowered by His Spirit, we worship God, live by His Word, and join His mission in the world.

6. MEMORIALS:

It shall be the policy of the church to maintain memorial markers and plaques during the entire life usage of the item memorialized. No memorial shall limit the church's progress to meet the vision of that time, but wherever possible and appropriate each memorialization shall be retained as established or be incorporated in new surroundings when necessary as updates are made.

By-Law:

The Trustee Committee's task is to oversee the use of funds as given.

7. MEMBERSHIP:

ELIGIBILITY

Persons eligible for membership in this church are those who have accepted Jesus Christ as their Savior, Teacher and Lord and have been baptized. The form of baptism accepted for membership shall be believer's baptism by immersion in the name of the Father, Son, and Holy Spirit. Extenuating circumstances may be accepted if approved by both the Senior Pastor and Deaconate.

By-Law:

MEMBERSHIP PROCEDURE

Persons desiring membership in the church shall:

- *As to first-time membership...*
 - ◆ *Express a desire to become a member and*
 - ◆ *Attend all the Membership Inquiry Class sessions and*
 - ◆ *Ask for membership in one of the following ways:*
 - *By promise of a letter of recommendation from another church of like faith and practice, or*
 - *By a statement of a prior conversion experience and baptism by immersion, or*
 - *By a profession of faith and baptism by immersion*
 - ◆ *Express a willingness to fulfill the responsibilities of membership and*
 - ◆ *Participate in the reception of new members upon invitation by the Senior Pastor*

As to reinstatement after removal from the membership for lack of attendance, change of membership, or other indications of disinterest, a former member shall be reinstated upon a majority vote of the Diaconate. ⁽²⁰⁰⁸⁾

As to reinstatement after removal from membership pursuant to disciplinary action under Section 8 of this Constitution, the following shall be required:

- *A minimum period of one year must have passed since membership was terminated.*
- *Evidence of repentance and reconciliation must be expressed in writing by the former member to the Senior Pastor and the Diaconate.*
- *A majority vote of the Diaconate shall be required.*

RESPONSIBILITIES OF MEMBERS

The members of the church shall be aware that membership is always subject to the continuing authority of the church body and with it carries the following responsibilities:

- Be loyal to Kenwood Baptist Church
- Uphold Kenwood Baptist Church during membership with
 - ◆ Their Prayers (Col 4:2)
 - ◆ Their Presence (Psalms 150:1; Ephesians 5:19-20)
 - ◆ Their Gifts (2 Corinthians 9:6-15)
 - ◆ Their Service (I Peter 4:10-11)

By-Law:

VOTING PRIVILEGES OF MEMBERSHIP

All members of the church 14 years of age and older who are present at the time of the vote are entitled to vote at all elections and on all questions submitted to the church.

BECOMING A MEMBER AND TERMINATION OF MEMBERSHIP

To become a member of Kenwood Baptist Church, one must be eligible, request membership, and fulfill the current requirements which may include attending a pre-membership class.

Membership termination may come by request (changing churches, etc.), lack of attendance or through church discipline (Section 8).

In each case, the Deaconate will be required to vote on new and terminated members.

Membership shall be automatically terminated in any of the following ways:

- *Death of member*
- *Transfer of membership to another church*
- *By written request of member*
- *By determination of the church body of the existence of one of the following:*
 - ◆ *Non-attendance or other indications of disinterest*
 - ◆ *Continuance of sinful practices without repentance. Such action of discipline/ dismissal shall be made in harmony with the steps outlined in Matthew 18:15-17 and in Section 8 as follows.*

8. CHURCH DISCIPLINE:

We believe that we are not to judge those outside the body of Christ, but within the Church body we have a Biblical responsibility to build each other up and hold each other accountable. This shall be done judiciously and only when necessary. If the need arises, the procedure outlined by Christ in Matthew 18 shall be followed in all cases and only when at least two members become aware of clear cut sin in the life of another member.

“If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” (Matthew 18:15-17)

By-Law:

- *When sin is observed, a one on one meeting should be arranged as soon as possible to lovingly confront the member.*
- *If the member refuses to listen, then one or two witnesses shall be taken along to attempt to restore the sinning member. Whenever possible at least one of these witnesses should be a member of Executive Council. Our desire is to keep the process of restoration in as limited a circle as possible, and to provide good counsel to the troubled member. All parties concerned shall exhibit a spirit of gentleness and a desire to bear the burdens of the troubled member. (Galatians 6:1-2)*

- *If the member refuses to listen to the two or three, a Diaconate member or pastor should be informed concerning the sin. The Diaconate board must then determine if it is appropriate to call a meeting and request in writing that the troubled member be present along with all parties involved to discuss the matter further. If the Diaconate votes not to meet, then the matter shall end and all parties shall put the matter behind them unless new evidence is discovered or new events occur.*
- *If the member fails to appear before the Diaconate or the Diaconate takes a position and the member fails to heed their counsel, said board shall determine the actions to be taken, which may include removal from membership. (Matthew 18:17; I Corinthians 5:11-13; 2; Thessalonians 3:6- 14)*
- *The Diaconate board shall determine whether or not its counsel has been properly heeded or whether the member must be dismissed from membership. If the Diaconate determines that dismissal is appropriate then the matter shall be submitted to the church for final termination by majority vote.*
- *A dismissed member may request reinstatement of membership pursuant to Section 7 and By-Laws hereunder of this document upon repentance and reconciliation.*

9. **AUTHORITY:**

The Constitution of the United States declares that the government will make no law respecting the establishment of religion or prohibiting the free exercise thereof. The Ecclesiastical authority of the church is established by Jesus Christ who has all authority in heaven and on earth (Matthew 28:18). Christ has given His Church authority to govern itself according to His Word. Therefore the church body shall have full authority to interpret Scripture as it deems appropriate.

The authority of our church is distributed as provided in this Section 9 and its purpose is to govern all affairs of the Church.

THE CHURCH

The ultimate authority for the governance of the Church rests with the voting members led by the Spirit and Holy Scripture. Thus the final authority shall be the voting members of the congregation to whom all government functions are ultimately responsible under Christ. While the Church congregation must, by necessity, delegate some decision making to designated persons and bodies within the Church all such persons and bodies shall remain under this authority at all times.

Furthermore, finalization of authority as to the following items shall be reserved specifically for the Church body to vote on in congregational meetings and the Church shall not act on these items without such a meeting.

- Purchase and/or sale or mortgage of real estate
- Annual church budget
- Any budget change greater than One (1%) Percent
- Approval of Professional Staff

- Approval of Administrative Officers
- Organization of the Church, its employees and officers
- Vision/Mission
- Termination of Membership by recommendation of the Diaconate
- Constitution revision and/or amendment

By-Law:

APPROVAL PROCESS

1. *Any proposal before the Church as a body shall be considered approved when supported by an affirmative vote of at least two thirds (2/3) of those present and voting unless otherwise specifically designated in the Constitution or By-Laws of this church.*
2. *Any proposal before Executive Council shall be considered approved when supported by an affirmative vote of over 50 percent of those present and voting.*
3. *In the event of an affirmative vote affecting real estate, or any other property including but not limited to a purchase, sale or mortgage of property, all documents necessary to implement the approved resolution shall be executed by the person or persons designated in the resolution. In the absence of any specification in the resolution of who has authority to execute and deliver documents, then any necessary documents may be executed by any two of the following: Moderator, Pastor, Business Administrator, Chairman of the Trustees, or Chairman of the Finance Committee. The proper parties as designated in the resolution or any two of these parties acting together shall have authority to execute and deliver any other documents which they deem reasonably necessary in their judgment to implement and complete the purpose of the resolution and report to the Church the action taken.*

THE EXECUTIVE COUNCIL

The Executive Council shall serve the congregation by being the elected governing body of the Church. It shall be the policy setting and monitoring agent of the Church and maintain continuous reviews of the organization and the overall ministry.

The Executive Council shall be empowered to decide all matters except those specifically reserved in this Constitution as listed above in Section 9.

Nothing herein shall prevent anyone on the Council from bringing a minority report to the Church, nor shall it prevent anyone not on the Council from bringing a matter directly to the Church. In the latter case, a vote of one-third of those present may require that the matter be referred to the Executive Council for review and action, providing that the delay in the opinion of the Moderator will not materially affect the outcome of the problem under discussion.

Any items requiring a decision by the congregation must be presented to the Church Moderator or Pastor one week before the scheduled Business Meeting to allow Executive Council discussion and congregational notice.

All Executive Council members shall have the right to vote in meetings of the Executive Council, except when the subject under discussion affects them personally, in which case they should retire during discussion and voting. However, such person must be informed of the nature of the action under discussion and given an opportunity to speak on the subject before final vote is taken.

THE SENIOR PASTOR

As Spiritual leader of the church, the Senior Pastor will preach, provide teaching, interpret Scripture consistent with our Tenets of Faith, will seek to encourage love of God and of one another and will seek to equip members for the work of Ministry. The Senior Pastor will also provide leadership for the areas where emphasis or development is needed, including Key Strategies.

As Administrative leader, the Senior Pastor shall oversee the execution of all policies approved by the Executive Council consistent with this Constitution and By-Laws.

Inherent within the spiritual and administrative roles, the Senior Pastor has the responsibility to care for, develop and manage the Professional Staff.

THE MODERATOR

The Moderator will chair all Executive Council meetings; conduct the Quarterly Business Meetings and other meetings of the Church body.

In the event the Moderator is unavailable, then the Vice Moderator shall substitute; if the Vice Moderator is unavailable then either the Chair of the Deacons or Deaconesses will substitute. If none of the said parties is available then those present shall select a Moderator, Pro Tem.

10. **BOARDS AND COMMITTEES:**

Much of the governance of this Church shall be exercised through its boards and committees. Such boards and committees are hereby empowered to act within their designated areas as long as they remain consistent with the Constitution and By-Laws of this Church and subject to the overriding authority of the Executive Council. The boards and committees will consist of members of the congregation with a designated chairperson and a non-voting professional staff member.

By-Law: BOARDS AND COMMITTEES IDENTIFIED

The Standing Boards and Committees shall consist of the following:

- | | |
|---|---------------------------------------|
| • <i>Executive Council</i> | • <i>Nominating Committee</i> |
| • <i>Diaconate (Board of Deacons & Deaconesses)</i> | • <i>Finance Committee</i> |
| • <i>Board of Trustees</i> | • <i>Music Committee</i> |
| • <i>Board of Missions and Outreach</i> | • <i>Personnel Committee</i> |
| | • <i>Pastoral Relations Committee</i> |

Other Boards and Committees

From time to time, other ad hoc or standing committees may be necessary to execute specific activities. It shall be the responsibility of the Executive Council when an ad hoc committee is needed to constitute and appoint same. If Executive

Council feels that an additional standing committee is necessary; it shall make a recommendation to the congregation for acceptance to be determined by majority vote.

ROLE OF CHAIRPERSONS

The Chairpersons are responsible for the following:

- *To keep the board or committee "Purpose Statement" up to date*
- *To seek approval from the Executive Council for any changes to the "Purpose Statement"*
- *To lead the committee or board to successful execution of tasks as described in its purpose statement in concert with the Church mission and other church government*
- *To work through the Nominating Committee when a board or committee member needs replacement*
- *To keep the Executive Council informed of activities via a Quarterly Report*
- *To keep the Church informed of activities via an annual report*
- *To care for the members of the board or committee through prayer and fellowship*

ROLE OF PROFESSIONAL STAFF MEMBERS IN RELATION TO BOARDS AND COMMITTEES

The Professional Staff Members are responsible for the following:

- *To provide leadership in informing the board or committee of the Key Strategies of the Church and how these translate into specific activities*
- *To coordinate the activities of other boards and committees*
- *To attend meetings at least on a quarterly basis*
- *To keep the Senior Pastor informed of the activities of the board or committee*
- *To care for the chairperson of the board or committee through prayer and fellowship*
- *To provide specific training for chairpersons*

ROLE OF BOARD OR COMMITTEE MEMBER

The role of the board or committee member is:

- *To attend meetings*
- *To participate at meetings through discussion and initiatives*
- *To carry out the responsibilities of the board or committee*
- *To pray for each board or committee member*

COMPOSITION AND DETAILS OF COMMITTEES

The Executive Council

The purpose of the Executive Council is to represent the congregation in making and monitoring church policy.

The Executive Council shall be composed of up to 20 members as follows:

- *Senior Pastor*
- *Moderator*
- *Vice Moderator (Chair of Pastoral Relations Committee)*
- *Business Administrator*
- *Director of Worship*
- *Church Treasurer*
- *Church Clerk*
- *Chair of the Deacons*
- *Chair of the Deaconesses*
- *Chair of the Board of Trustees*
- *Chair of the Finance Committee*

- *Chair of the Board of Missions and Outreach*
- *Chair of the Nominating Committee*
- *One additional Deacon, appointed by the Chair of Deacons*
- *One additional Deaconess, appointed by the Chair of Deaconesses*

Board of Deacons

The purpose of the Board of Deacons is to serve the congregation and promote the spiritual life of the Church.

This is done in the following ways:

- *Distribute Communion*
- *Assist in Baptisms*
- *Call on the sick or shut-ins*
- *Conduct a telephone ministry to solicit prayer requests*
- *Review the membership rolls*
- *Approve distribution of funds to the needy*

The Board of Deacons shall consist of 24 members ^(rev. 01 09 2008) equally divided with 12 Deacons and 12 Deaconesses. The leadership will consist of two chairs, one for Deacons and the other for Deaconesses. The Chair of Deacons shall be responsible to conduct all meetings. If he is unavailable, the Chair of Deaconesses will substitute. Both chairs shall be members of the Executive Council.

Each member of the Diaconate will commit to a three-year term with approximately 1/3 of the Diaconate being elected each year.

Board of Trustees

The purpose of the Board of Trustees is:

- *To forecast and budget funds for regular and emergency repairs.*
- *To recommend facility additions or upgrades when the need arises.*
- *To recommend significant changes to our grounds or facilities when necessary to meet the church's vision. Appropriate to scope and budget, these recommendations will be brought either to the Business Administrator, the Executive Council, or the Congregation.*
- *The Trustees are also responsible for memorials and funds given to memorials.*

The Board of Trustees shall consist of 6 members with at least 2 males and 2 females serving at all times.

The Board of Trustees, along with the Business Administrator, will oversee standing and ad hoc committees, as well as staff, volunteers, and contractors who decorate, service, and improve the facilities and grounds. The Board of Trustees will oversee the Capital Replacement Fund in accordance with the policy manual of the Finance Committee.

The Board of Trustees will have a chairperson who will also be a member of Executive Council.

Each member of the Board of Trustees will commit to a three-year term with approximately 1/3 of the members being elected each year. ^(rev. 01 09 2008)

Finance Committee

The purpose of the Finance Committee is to:

- *Develop and implement financial policies and procedures.*

- Review the financial policies and procedures at least annually or as needed.
- Develop the annual budget with input from the Staff and other Committees.
 - Other Committees of particular impact are Personnel, Pastoral Relations, and the Board of Trustees. Two-way communication regarding budget development is critical. Members of Finance will be assigned as liaisons.
- Recommend the budget to the congregation at the annual meeting.
- Recommend changes to the budget, if necessary, and present these to the congregation as required.
- Review and recommend financial matters as they arise throughout the year.
- Employ outside counsel and auditors when deemed prudent.

The Committee will consist of four at large members, along with the Staff Business Administrator, Treasurer, and Accountant.

The Committee will have a Chairperson who will also be a member of Executive Council.

Each at-large member of the Committee will commit to a three year term with approximately 1/3 of the members elected each year. (rev. 01 09 2008)

Music Committee. (rev. 03 26 2008)

The purpose of the Music Committee is as follows:

- To oversee and coordinate a comprehensive music ministry at Kenwood Baptist Church that is intentionally cross-generational and multi-cultural;
- To provide support and care for those in the music ministry, including both leaders and participants; and
- To provide a liaison between the Director of Worship and the congregation.

The Music Committee shall consist of 5 to 7 members and be represented on the Executive Council by the Director of Worship.

Each member will commit to a three-year term with approximately 1/3 of the members being elected each year.

Advisory Councils: *There will be three advisory councils to assist the Professional Staff in the specified area of ministry. The advisory councils are: Children's Advisory Council, Student Ministries Advisory Council, and Adult Advisory Council. Members of the Advisory Councils are selected by the Professional Staff associated with the specified area of ministry, with the exception of the Chairperson for each Advisory Council as noted above.*

Kenwood Baptist Church Library: *The operation of the Kenwood Baptist Church Library will be under the oversight of the Children's Advisory Council.*

Board of Missions and Outreach

In obedience to Jesus Christ who said: "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." (Matthew 28:18-20)

The purpose of the Board of Missions and Outreach is to use resources of the church in order to promote, develop, and support the work of the Great Commission as given to us by Jesus Christ. The Board of Missions and Outreach will:

- *Pray for the advancement of Christ's Kingdom through evangelistic missionary service.*
 - *Recommend the annual Missions and Outreach budget (funded through at least 12% of the received tithes and offerings) of which a minimum of 55 percent shall be designated to projects of the American Baptist Churches of the U.S.A. and its affiliates.*
 - *Make prayerful and informed decisions on new missionaries and mission opportunities throughout the year.*
 - *Maintain an active relationship with all missionaries supported by the church.*
 - *Promote mission awareness and giving within the congregation through invited speakers, special events, bulletin boards, and other media.*
 - *Support and encourage short and long-term missionary service within the congregation.*
 - *Maintain an annual review of all missionaries and their agencies supported by the church.*
 - *Reserve a portion of the Missions and Outreach budget for non-evangelistic projects.*
- The committee will consist of seven members. The committee will have a Chairperson who will also be a member of Executive Council.*

Each member of the committee will commit to a three year term with approximately 1/3 of the members being elected each year. (rev. 01 09 2008)

Pastoral Relations Committee

The purpose of the Pastoral Relations Committee is two-fold:

- *To be an advisory group to the Pastor, bringing concerns of the congregation to the Pastor*
- *To be an advocacy group for the Pastor's leadership in the congregation.*

Membership will consist of 5 persons who must be experienced church leaders in accordance with I Timothy 3:1-7. Each member of the Committee will commit to a one year term with no one serving more than two successive terms except the Chairperson who will be the Vice Moderator.

The Pastoral Relations Committee is to make annual recommendations on the Pastoral and Professional Staff salaries to the Finance Committee at budget time.

The Committee will have a Chairperson who will also be a member of Executive Council.

Nominating Committee (rev. 09 17 2008)

The purpose of the Nominating Committee is to annually recruit a slate of individuals who volunteer to fill the positions on the various boards and committees and present this list to the congregation for vote. The members are to be elected for only one year. Members may be re-elected for annual terms for a total of up to three consecutive years.

All members of the Executive Council are elected annually.

The following positions are elected to three-year terms with approximately 1/3 being new each year:

- Board of Deacons
- Board of Deaconesses
- Board of Trustees
- Finance Committee
- Pastoral Relations Committee
- Board of Missions and Outreach
- Music Committee
- Personnel Committee

A person filling an unexpired term of one year or less may be elected to a subsequent three-year term. No one may serve more than one consecutive three-year term on the same board or committee. They may be re-elected after an absence of one year.

The Nominating Committee will consist of 7 members with the Senior Pastor and the Moderator being Ex-Officio members. The Committee shall have a Chairperson who shall also be a member of the Executive Council.

Personnel Committee

The purpose of the Personnel Committee is to work with the Business Administrator to identify and hire persons qualified for support staff positions. These positions shall help the pastoral staff in furthering the vision of the Church.

The Personnel Committee shall consist of 4 members. Each member of the committee will commit to a three-year term with approximately 1/3 of the members being elected each year.

The Committee shall be represented on Executive Council by the Business Administrator. The Business Administrator will implement the personnel handbook which will be reviewed every three years to keep it current. One of the members of the Personnel Committee will represent it on a search committee should a vacancy arise with the Business Administrator. ⁽²⁰⁰⁸⁾

11. CALLING/TERMINATION OF PROFESSIONAL STAFF:

CALLING OF THE PROFESSIONAL STAFF

Professional staff members consist of:

- Senior Pastor
- Other pastors
- Director of Worship
- Director of Youth
- Director of Music
- Director of Christian Education
- Business Administrator
- such others of this type as the Church may decide upon from time to time may be called by the Church only as follows.

Notice of the meeting at which the decision is to be made shall be given at all weekend worship services on two consecutive weekends immediately prior to the time set for the vote. This provision shall permit the vote to be taken at any time after the last worship service on the second of two such Sundays.

Voting must be by secret ballot. Only members who have passed their 14th birthday may vote.

Affirmative vote of three-fourths of those present and voting shall be required to call a professional staff member.

TERMINATION OF PROFESSIONAL STAFF

Upon the request of a majority of the Boards of Deacons and Deaconesses, a majority of the Executive Council or a petition signed by ten percent of the membership of record, the Moderator shall call a meeting of the Church to consider requesting the resignation of any professional staff member.

Calling a Meeting:

If the Moderator refuses or neglects to issue such a call within thirty days, it shall be the duty of one of the following to perform this task forthwith, the duty falling on any of the following only if each of those preceding him in the list fails to do so:

- *Vice-moderator*
- *Chairman of Deacons*
- *Chairman of Deaconesses*
- *Chairman of Trustees*
- *Clerk*

If all of these fail, those signing the petition referred to may elect a chairman and (s)he shall do so.

Required Procedure

Notice of such meeting shall be given to all members in writing by deposit to U.S. Mail at their last known address at least 14 days prior to the day of the meeting. The Professional Staff shall be required to make available the most recent available list.

Voting shall be by secret ballot, and only those members who have passed their 14th birthday shall vote.

A majority of those present and voting shall decide the issue.

12. ELECTIONS:

Leadership of the church is a sacred responsibility and should be entrusted to those who exhibit the qualities described in 1 Timothy 3:1-13 and Titus 1:5-9.

All persons elected to serve in leadership at Kenwood will share the following:

- **Personal commitment to Jesus Christ**
- **Demonstrated desire to serve the broader body of Christ**
- **Active discipleship and pursuit of holiness**
- **Regular attendance in worship**
- **Ability to make godly decisions and to work collaboratively with others**

The Executive Council and new members of all boards and committees shall be elected at the Annual Meeting.

The Moderator may be either the Pastor or a lay member, but in either case shall be elected annually. Membership on a board or standing committee shall not disqualify any person from serving as Moderator or Vice Moderator.

NOMINATING COMMITTEE

Annually, the Church at its March business meeting shall elect a Nominating Committee to serve for one year.

This Committee shall consist of five to seven members, any or all of whom may also hold some other position in the Church. The Pastor and Moderator shall be ex-officio members and shall be in addition to the elected seven.

The Pastor, Moderator, and Chairman of Deacons and/or Deaconesses shall nominate names to be presented to Executive Council and then approved by the church.

By-Law:

Election Process

The Nominating Committee shall be responsible to publish nominations two weeks in advance of the annual meeting, any member wishing to make a nomination must do so in writing to the Moderator, Pastor, or Diaconate Chairman at least one week in advance of the scheduled vote. This will allow for the nominees to be published the Sunday before the election. No nominations will be accepted after one week preceding the meeting.

Boards and Committees

Board and committee members shall be elected for one three-year term in such a way as will cause approximately one-third of the members to be subject to re-election or replacement each year. They may not serve more than one term on any one board or committee successively but may return to the same board or committee after the lapse of one year.

The Nominating Committee will have the authority and responsibility to nominate members for filling vacancies of terms varying in length from one to three years. A person filling an unexpired term may be nominated for full three-year term if the unexpired term has a year or less remaining.

If a vacancy exists on a board or committee outside of the normal yearly nomination process, the Nominating Committee may make a recommendation at any time to Executive Council of individual(s) to fill the vacant position(s). If approved by a 2/3 majority vote of Executive Council, the individual(s) may begin serving immediately on the board or committee as a provisional member. Provisional committee or board membership is a temporary membership which expires at the time of the next congregational meeting, at which time a full congregational vote would need to be taken for the individual(s) to continue to serve. Provisional membership comes with the full voting rights and privileges of a normal committee or board member.

13. BUSINESS MEETINGS:

ANNUAL MEETING

An Annual Business Meeting will be held in the month of September. This establishes the Church's fiscal year as ending August 31. A notice of all business meetings of the Church body shall be made by one of the following methods: By regular mail addressed to all members of record at their last known address of record deposited into regular U.S. Mail, at least fourteen (14) days prior to the proposed meeting. By announcement from the pulpit at all regularly scheduled weekend Worship Services on two consecutive weekends so that the vote may occur at any time after the last Sunday Worship Service as communicated.

OTHER BUSINESS MEETINGS

In addition to the Annual Meeting provided by the Constitution, the Church shall meet in business session in the months of January, March, and June. Notice of such meeting shall be given by announcement from the pulpit at all regularly scheduled weekend Worship on two consecutive weekends so that the vote may

occur at any time after the last Sunday Worship Service as communicated. Other business meetings may be called at any time by the Pastor, Moderator, or Clerk. Notice of such meeting must be given in the same manner.

EXECUTIVE COUNCIL

The Executive Council shall meet each month, usually on the second Thursday. Meetings in a given month may be cancelled with the agreement of the Moderator and Senior Pastor. If there is an objection to a meeting being cancelled from at least three members of the Executive Council, then that meeting must be held.

RULES OF ORDER

All Business Meetings shall be conducted in accordance with Robert's Rules of Order.

ENTITLEMENT TO VOTE

All members of record who have passed their 14th birthday may vote except when the subject affects them personally, in which case they should retire during the discussion and voting. However, such persons must be informed of the nature of the action under discussion and be given the opportunity to speak on the subject before the final vote is taken. This provision applies also to persons so closely related to the member whose interests are affected that it may be reasonably considered that their interests are also affected.

QUORUMS

1. A Quorum for transaction of business at any meeting of the Church body shall be the number of members qualified to vote equal to five percent of the membership of record.
2. A Quorum for Executive Council shall be 50 percent of the members of Executive Council.

14. REVISIONS/AMENDMENTS:

Changes to the Constitution or By-Laws may be made at regularly scheduled quarterly business meeting of the Church, provided:

1. Each amendment shall have first been presented to the church in writing at the previous quarterly business meeting.
2. Amendments to the Constitution shall require a positive vote of at least seventy-five (75) percent of the members present and voting.
3. Amendments to the By-Laws shall require a positive majority vote of the members present and voting.