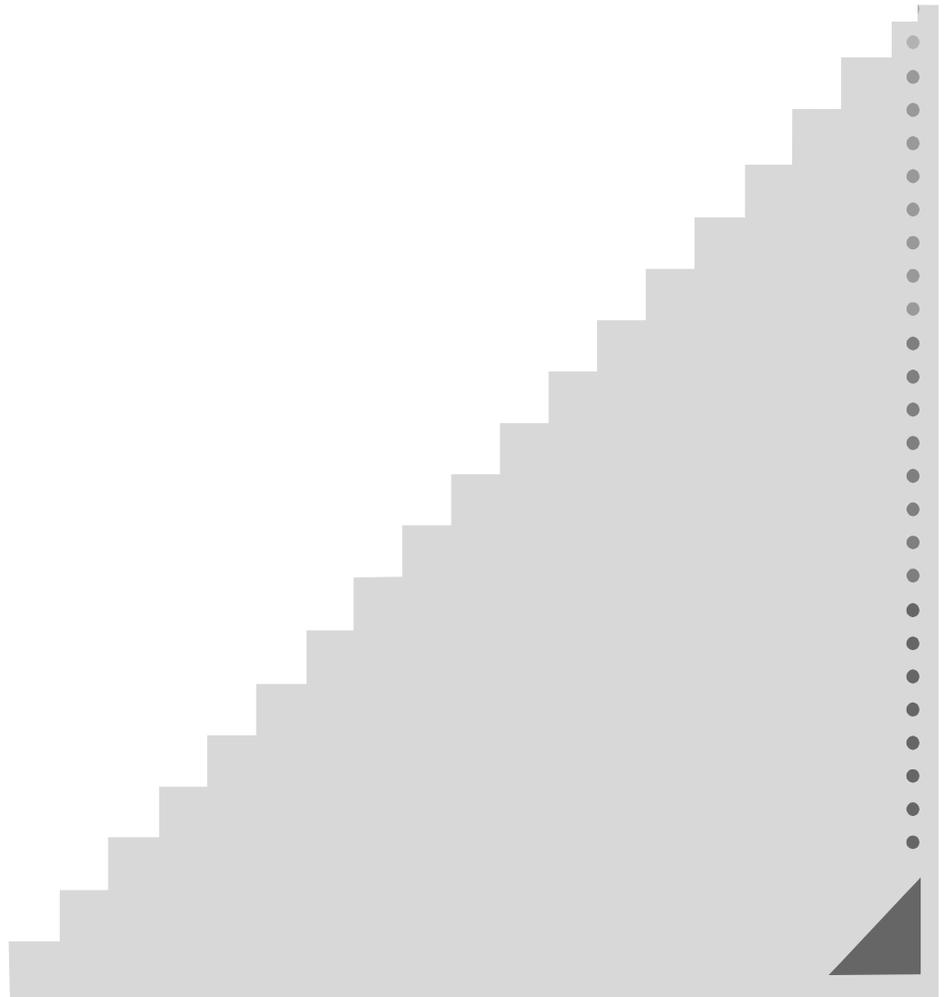


Union City Baptist Church Constitution & By-Laws

Revised October 2023



PREAMBLE	3
NAME.....	3
PURPOSE.....	3
STATEMENT OF FAITH.....	3
CHURCH COVENANT	3
MISSION STATEMENT	3
MARRIAGE, GENDER, AND SEXUALITY STATEMENT.....	4
ARTICLE I. MEMBERSHIP	5
SECTION 1.01 RECEPTION OF MEMBERS.....	5
SECTION 1.02 DISMISSAL OF MEMBERS.....	6
SECTION 1.03 RIGHTS AND DUTIES	6
ARTICLE II. MEETINGS	7
SECTION 2.01 WORSHIP.....	7
SECTION 2.02 BUSINESS	7
SECTION 2.03 ORDINANCES	7
SECTION 2.04 CHURCH PROFILE.....	7
SECTION 2.05 SPECIAL MEETINGS	7
ARTICLE III. CHURCH LEADERSHIP	8
SECTION 3.01 THE PASTOR	8
SECTION 3.02 THE DEACONS.....	9
SECTION 3.03 THE TRUSTEES.....	9
SECTION 3.04 THE CLERK	10
SECTION 3.05 THE TREASURER	10
SECTION 3.06 OFFICERS OF CHURCH ORGANIZATIONS	10
ARTICLE IV. STANDING COMMITTEES	11
SECTION 4.01 NOMINATING	11
SECTION 4.02 USHERS	11
SECTION 4.03 SOCIAL SERVICE.....	11
SECTION 4.04 MUSIC.....	11
SECTION 4.05 PROPERTY.....	11
SECTION 4.06 CHURCH ORDINANCES	12
ARTICLE V. REPRESENTATION AT DENOMINATIONAL MEETINGS	13
SECTION 5.01 REPRESENTATION	13
SECTION 5.02 APPOINTMENT.....	13
SECTION 5.03 DUTIES	13
ARTICLE VI. AMENDMENTS	14
ARTICLE VII. POLICIES AND PROCEDURES	15

For the more certain guidance of our witness and for the preserving of our Baptist tradition for ourselves and our relation to other churches of the same faith, we do declare and establish this constitution.

Name:

This body shall be known as the Union City Baptist Church. Its location shall be in Union City, Kentucky.

Purpose:

This Church shall promote the preaching and the teaching of the good news in Jesus Christ, shall administer the ordinances of Baptism and the Lord's Supper. This Church shall minister to the spiritual needs of the people, and do otherwise that which will center people's lives in Jesus Christ.

In carrying forth this purpose, the Church shall be independent of the authority of any other Church, political organization or social group. It shall rely solely upon the Scriptures, the Holy Trinity and a dedicated membership to carry out its purpose.

This Church is, however, an integral part of the Body of Christ, and to that end it will cooperate with other Churches without sacrificing its principles and beliefs. It shall especially cooperate with and support the Southern Baptist Convention, the Kentucky Baptist Convention, and a District Baptist Association of Baptist Churches.

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.

Church Covenant:

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and Lord and, on the profession of our faith, having been baptized in the name of the Father, and the Son, and the of the Holy Ghost, we do now, in the presence of God, 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, and the relief of the poor, and the spread of the gospel through all nations.

Mission Statement:

Our mission is to be a loving, Great Commission church. Ref.: Matthew 28:18-20

Statement on Marriage, Gender, and Sexuality:

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Union City Baptist as the local Body of Christ, and to provide a biblical role model to the Union City Baptist members and the community, it is imperative that all persons employed by Union City Baptist in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Union City Baptist.

Section 1.01 Reception of Members:

- (a) Baptism: Any person may be received by baptism after giving satisfactory evidence of conversion.
- (b) Letter: Any person may be received by letter from any other Southern Baptist Church, if the person has been baptized in a Southern Baptist Church.
- (c) Statement: Those who have been members of Southern Baptist Churches, and in result of peculiar circumstances have no regular letter of dismissal, may be accepted on a statement of faith done in truth.

Those who have been members of Protestant Churches, and have been baptized by emersion in the name of the Father, Son, and Holy Spirit may be received for membership, if in the determination of the Pastor and Body of Deacons, the facts and evidence of their conversion experience agrees with Southern Baptist biblical belief on salvation, and circumstances justify their recommendation to the Church and the Church so approves.
- (d) Rebaptism: Those coming from other denominations will be required to be re-baptized if not accepted by statement according to "(C) Statement" above.
- (e) Restoration: Persons whose names have been erased from the membership roll may be received for membership. If in the determination of the Pastor and Body of Deacons, the facts and circumstances justify their recommendation to the Church and the Church so approves.

Section 1.02 Procedure for reception of members:

The following is to be a sharing experience and should make joining our Church an important step in life and should impress upon the one seeking the importance we attach to this.

- (a) The candidate for membership comes forward in a public service and states to the worship leader the decision being made. The leader then gives a public welcome to the person and tells the congregation why the person came.
- (b) The pastor and one (1) deacon will meet with the person sometime after the service in a sharing of Christian Experience and membership expectations.
- (c) A recommendation is made to the Church at the next regular monthly business meeting and voting will be done at this time.
- (d) The right hand of fellowship will be extended after acceptance at the next worship service for some, after baptism for others.
- (e) The new member is urged to attend a class presented by the Church to review: 1) the beliefs of Christianity, 2) the beliefs of Southern Baptists, and 3) to present the program of this Church.

ARTICLE I. MEMBERSHIP

Section 1.02 Dismissal of members:

- (a) Letter: One may transfer membership to another Baptist Church by requesting through that Church a letter of dismissal.
- (b) Certificate: A certificate of Christian Character will be given where a member desires to unite with another Church of denomination other than Baptist.
- (c) Death:
- (d) By vote: Removal from the Church roll may be done upon the recommendation of the pastor and the Body of Deacons and the majority of the Church. All should be done for a period of twelve months to restore these to activity for Christ before such action is taken.

Section 1.03 Rights and Duties:

- (a) Life: It shall be the duty of all members to live daily under the Lordship of Christ and the leadership of the Holy Spirit in a love response to God. This includes faithful observance of the Lord's Day, daily Bible reading and prayers of sincerity and faith.
- (b) Voting: Every member in good standing may act and vote in the transactions of this Church and hold offices in the Church organization or auxiliary committees and groups affiliated with this Church.
- (c) Support: All members shall be expected to support this Church by attendance, prayer, participation and financial offerings.
- (d) Moving: When members move from the vicinity of the Church, and it is no longer practical for them to support this Church, it is expected of them to speedily unite with another Church. There they may fulfill the duties with responsibilities of the redeemed life here on earth.

Section 2.01 Worship:

Services of worship will be held regularly and stately every Sunday throughout the year. If for any reason it seems advisable to call off a stated service, this shall be done with the consent of both the Pastor and the Body of Deacons.

Section 2.02 Business:

A regular meeting for the transaction of business shall be held on Wednesday night following the second Sunday of each month. This can be changed only by a conflict wherein two (2) weeks prior notice must be posted. A business meeting of a special session may be called by either the moderator or vice-moderator. Ten (10) persons shall constitute a quorum for all business except the call or dismissal of a pastor (see Article III, Section 1, a. and c. on page 5).

Section 2.03 Ordinances:

The Lord's Supper shall be observed on the first Sunday of each quarter, or other times of such observances to be determined by the Pastor and the Body of Deacons. Baptizing shall be done as soon as possible after approval, such time being determined by the Pastor and the candidate(s).

Section 2.04 Church Profile:

The Church Profile shall be held annually in September at which time all officers and organizations will make a report of the previous twelve (12) months. These reports shall be written and fully approved by the Church and kept by your Church Clerk for historical reference.

Section 2.05 Special Meetings:

- (a) Revivals: A revival meeting (series of consecutive meetings) will be held upon the recommendation of the Pastor and Body of Deacons; shall be sponsored, promoted and organized by same.
- (b) Special Studies: Upon the recommendation of the Pastor and the approval of the membership, special studies may be held throughout the year.
- (c) Other: The organizations and auxiliary groups of this Church shall determine their own meeting times and places.

Article III. CHURCH LEADERSHIP

Section 3.01 The Pastor:

- (a) Election: The Pastor shall be elected at a regular or called business meeting of the Church provided that:
- (i) A notice of election shall have been given at least eleven (11) days prior to the election meeting.
 - (ii) The candidate has been approved by the Body of Deacons.
 - (iii) At least twenty-five (25) persons are present to constitute a quorum.
 - (iv) Eighty-five percent (85%) of the members present vote for the call.
 - (v) The election is by secret ballot.
- (b) Duties: The Pastor shall perform all the duties regularly pertaining to such office. He shall be moderator of the Church and shall be an ex-officio member of all boards, committees and auxiliary groups.
- (c) Term: The Pastor's term shall be indefinite and shall be terminated by one of the following ways listed in (d).
- (d) Resignation:
- (i) Congregation Originated: Whenever fifteen (15) persons from as many families join in written request to the Body of Deacons for a change in the office of Pastor, it shall be then the duty of the Chairman to notify by mail the membership in good standing that this will be an item of business at the next regular business meeting. If eighty-five percent (85%) of those present at this meeting (quorum of twenty-five (25)) vote in approval with the request, the Church clerk shall then be instructed to notify the Pastor and request his resignation to become effective within thirty (30) days.
 - (ii) Pastor Originated: The Pastor may terminate his place of office and service in this Church by giving in writing a resignation at least thirty (30) days before the effective date. The Church may act upon this resignation any time during these thirty (30) days.
- (e) Pulpit Vacancy: Whenever the office of Pastor becomes vacant, or upon the Pastor's resignation, the Church shall elect a pulpit committee consisting of five (5) members of good standing, one of which is the current Vice Chairman of the Body of Deacons and four (4) members in good standing. Its duty shall be to seek a suitable candidate for the pastorate and present that person and name to the Church. Only one candidate at a time shall be considered and the committee must be in 100% agreement before the candidate can be presented to the church.

ARTICLE III. CHURCH LEADERSHIP

Section 3.02 The Deacons:

(a) Election, Number and Term:

The Body of Deacons shall consist of at least nine (9) members who shall be elected by the Church. Deacons shall be ordained upon the recommendation of all the ordained deacons and the approval of the membership.

(b) Organization: The Body shall elect such officers each year as they deem necessary in order to fulfill their duties.

(c) Meetings: Regular meetings shall be held monthly on a date approved by the Body. Special meetings may be held upon the call of the Pastor or the Body's Chairman. A majority of the active Body shall constitute a quorum.

(d) Duties:

- (i) It shall be the duty of the Body to see that the pulpit is kept regularly supplied, the prayer service and all other services and ordinances of the Church are regularly maintained.
- (ii) They shall visit the sick and distressed, meet with applicants for Church membership, deal with delinquent members, maintain a constructive evangelistic and missionary program and help and aid the Pastor in the performance of his duties.
- (iii) The Deacons shall be responsible for Church harmony. They shall arbitrate towards settlement any disputes among the membership (over Church matters), thereby leaving the Pastor to continue his duties.

Section 3.03 The Trustees:

(a) Election, Number and Term:

The Board of Trustees shall consist of at least three (3) members who shall be elected by the Church. One-third (a) of the number shall be elected each year and serve for a term of three years. No member serving a full term shall be eligible for re-election for one (1) year.

(b) Organization: The Trustees shall have a Chairman, the senior member in case of total membership being three (3) persons. If the committee consists of more than three (3) persons, the Chairman shall be one of those serving their last year of their full term, to be elected by the Board.

ARTICLE III. CHURCH LEADERSHIP

- (c) Duties:
- (i) Maintain adequate insurance on all buildings and equipment.
 - (ii) Have supervision over all custodial services, and shall furnish the supplies and equipment needed to keep buildings and lawns in neat order.
 - (iii) Have the responsibility of allocating any part of the buildings or grounds for use by church members whom have the understanding that our church does not allow the use of alcohol, tobacco or firearms inside church facilities.
 - (iv) Care for and sign all legal documents pertaining to approved by the Church.

Section 3.04 The Clerk:

- (a) Election: The Clerk shall be elected by the Church and shall serve for a term of one year.
- (b) Duties: The Clerk shall keep an accurate record of all business transacted by the Church. Shall keep a constantly corrected register of all members, giving the conditions under which they are received or dismissed. In cooperation with the other officers of the Church shall prepare the necessary reports to the District Association, and such other duties as the Church may direct.

Section 3.05 The Treasurer:

- (a) Election: The Treasurer shall be elected by the Church and shall serve for a term of one year.
- (b) Duties: The Treasurer shall have custody of all monies collected and deposited and shall keep a record of all deposits and expenditures. He shall pay, by check, all bills incurred by the Church and as provided for the budget. He shall be an ex-officio member of the finance committee.

Section 3.06 Officers of Church Organizations:

- (a) Sunday School: Officers shall be elected by the Church on or before the May business meeting for a one (1) year term.
- (b) Discipleship Training: Officers shall be elected by the Church on or before the May business meeting for a one (1) year term.
- (c) W.M.U. Officers shall be recommended by the Women's Missionary Union through the nominating committee to the Church for approval and election for a one (1) year term.
- (d) Brotherhood: Officers shall be recommended by the Brotherhood through the nominating committee to the Church for approval and election for a one (1) year term.
- (e) Other: Officers and staff members shall be elected by the Church for a one (1) year term.

Article IV. STANDING COMMITTEES

Section 4.01 Nominating:

This committee shall serve the church for one (1) year. The committee shall consist of the following persons: Chairman of the Body of Deacons, the President of both W.M.U. circles, President of the Brotherhood, newly elected Sunday School Director and newly elected Discipleship Training Director (a minimum of six (6) members). They shall bring nominations before the Church at any business meeting to fill a vacancy and shall present their recommendations at the August business meeting for the coming year's leadership.

Section 4.02 Ushers:

The ushers shall consist of at least five (5) persons and shall be elected by the Church for a one (1) year term. Their duties shall include the distribution of bulletins, the welcoming and seating of visitors and the collection of offering in the worship services.

Section 4.03 Social Service:

This committee shall consist of at least two (2) and shall be elected by the Church for a one (1) year term. Their duties shall include sending flowers to the ill who are hospitalized, arranging for flowers to be sent to bereaved members in the event of death and to call to the attention of the Church destitute families in the community who need our help.

Section 4.04 Music:

This committee shall consist of at least three (3) persons and shall be elected by the Church for a one (1) year term. Its duties shall include the overseeing of the total music program of the Church, making provisions for special music as often as possible for morning worship services and arranging special music for revival services.

Section 4.05 Property:

This committee shall consist of at least three (3) persons and shall be elected by the Church for a one (1) year term. Its duties shall include the maintenance and repair of all Church property, using the provisions of the Church budget as they see fit up to a \$100.00 limit, without first having to come before the church for a vote.

ARTICLE IV. STANDING COMMITTEES

Section 4.06 Church Ordinances:

- (a) Baptism: This committee shall consist of at least four (4) persons, half being men and half being women, elected by the Church for a one (1) year term. Its duties shall include the filling and drainage of the baptistery and help to the Pastor and candidates at the time of baptism.
- (b) Lord's Supper: This committee shall consist of at least three (3) deacons and shall be elected by the Church for a one (1) year term. Its duties shall be to prepare the elements and the Set for the observance of the Supper, and to care for and maintain the cleanliness of the Supper Set.
- (c) Finance: This committee shall consist of five (5) persons (exclusive of ex-officio members) and shall be elected by the Church for a one (1) year term. Its duties shall be to prepare a budget to be proposed to the Church at the December business meeting, and to propose and direct the financial program and policy of this Church throughout the year.

Article V. REPRESENTATION AT DENOMINATIONAL MEETINGS

Section 5.01 Representation:

Messengers may be sent to represent the Church in the District Association, the State Convention and the National Convention that our Church is affiliated with.

Section 5.02 Appointment:

The messengers shall be elected by the church at a regular or called business meeting.

Section 5.03 Duties:

These messengers shall attend the sessions to which they have been appointed and cooperate with the messengers of the other Churches in promoting the interests of the Kingdom of Christ.

Article VI. AMENDMENTS

These By-Laws may be amended at any regular or called business meeting of the Church, provided that a notice of intention to offer amendments be given at the worship services on two (2) Sunday mornings before time of voting and that such notice shall explicitly describe the nature of the amendments.

Article VII. POLICIES AND PROCEDURES

Section 6.01 Sexual Misconduct Policy for the Union City Baptist Church

This policy is written with the understanding that a minor is any child or youth under the age of 18.

1. The following policy and procedures are designed to prevent acts of sexual misconduct:
 - a. All employees and volunteers will be asked if they have ever been accused of, participated in, or been convicted of sexual misconduct.
 - b. All employees and those volunteers involved with any activity involving a minor, will be required to sign a release form to be kept on file that allows the church to request a criminal background check.
 - c. A nationwide background check will be conducted on all employees. Staff members and all volunteers involved with minors, must have a background check. Background checks must be renewed every two years.
 - d. All volunteers must be involved with the church for at least six-months before being in any position involving contact with minors.
 - e. No minor will ever be alone with only one adult on church premises (to include the church van) or in any church sponsored activity. If parties are not of the same sex, then a third party (opposite) sex must be present.

2. If an event of sexual misconduct incident occurs:
 - a. The incident must be reported, as soon as possible, to the pastor(s) and/or deacon(s).
 - b. An investigation of the incident will be conducted with the assistance of Guide One Insurance for legal counsel. The proper authorities will be notified if the incident is found to be true.