

CONSTITUTION AND BY-LAWS
(Revised 2021)

THE FIRST BAPTIST CHURCH
OF
BEVERLY PARK

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CONSTITUTION
OF
FIRST BAPTIST CHURCH BEVERLY PARK

PREAMBLE

For the preservation and security of the principles of our faith, and to enable this body to be governed in an orderly manner consistent with the accepted beliefs and practices of our Southern Baptist Denomination, and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body concerning its own affairs and its relations with other bodies of the same faith and order, we declare and establish this constitution.

ARTICLE I NAME

This body shall be known as First Baptist Church of Beverly Park, commonly called Beverly Park Baptist Church, located in Seattle, Washington.

ARTICLE II STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith, and the local church expressed as First Baptist Church of Beverly Park, free from any governmental or denominational interpolations, autonomously bears the sole responsibility for faithfully interpreting and applying the Holy Scripture in its beliefs and policies. The church subscribes to 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 humankind. The ordinances of the church are Baptism and the Lord’s Supper.

ARTICLE III CHURCH COVENANT

Having been led, as we believe by the Holy Spirit of God, to receive the Lord Jesus Christ as our Savior, on profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, 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. With God’s help:

- We will walk together in brotherly love.
- We will show loving care for one another and encourage council and admonish one another.
- We will assemble faithfully for worship and fellowship, and pray earnestly for one another as well as ourselves.
- We will endeavor to bring up those under our care “in the nurture and admonition of the Lord.”
- We will seek, by Christian example and personal effort, to win others to Christ, and to encourage their growth to Christian maturity.

- We will share on another’s joys and endeavor to bear one another’s burdens and sorrows.
- We will oppose all conduct which compromises our Christian faith and will uphold high standards of Christian morality.
- We will prove the reality of our conversion by living godly, fruitful lives.
- We will maintain a faithful ministry of worship, witness, education, fellowship, and service.
- We will be faithful stewards of our resources and abilities in sharing the gospel with people of all nations.
- We promise that if 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 Holy Word.
- As a result of this covenant relationship, we will seek earnestly to live to the glory of God who brought us out of darkness into his marvelous light.

ARTICLE IV RELATIONSHIPS

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. According to our sense of God’s leadership, this church will cooperate with and support the Puget Sound Baptist Association, the Northwest Baptist Convention, and the Southern Baptist Convention, so long as these organizations maintain the Baptist Faith and Message 2000 as their sole statement of faith.

Section 2 Doctrine

This church accepts the Scriptures as contained in the Sixty-Six books of the Christian Canon as its sole authority in matters of faith and practice.

ARTICLE V CONFLICT REGARDING DOCTRINE OR DENOMINATIONAL AFFILIATION

Should profound disagreements regarding doctrine or denominational affiliation arise within the membership, the church will request mediation assistance from the Puget Sound Baptist Association and/or the Northwest Baptist Convention, in a sincere effort to resolve the conflict. If the conflict is irreconcilable, it is agreed that ownership of the buildings, property and assets of the First Baptist Church of Beverly Park shall remain with those who maintain affiliation with The Northwest Baptist Convention.

ARTICLE VI DISSOLUTION PROCEDURES

If at any time the congregation shall vote to disband, it is agreed that (a) the property and all church funds shall be secured; (b) all real property and assets shall be transferred to The Northwest Baptist Convention, who will determine how to pay off any outstanding debts; and (c) any remaining real property and assets shall be held in trust for the purpose of continued gospel ministry in this community.

BY-LAWS

I. CHURCH MEMBERSHIP

Section 1 Membership

This church is a body of professing Christians who have accepted Christ as Savior, been scripturally baptized, and have been received into the fellowship through one of the avenues listed below. Active membership includes a personal commitment to live according to the principles of our Church Covenant (Constitution Article III).

Section 2 Admission to Membership

All persons seeking membership, whether by baptism, transfer of letter, statement of faith, or restoration, shall be received by majority vote of the members present at a church business meeting. If there is an objection to the admission of a candidate into the church, action shall be deferred and the issue will be deferred to the pastor and deacons to investigate and bring a report to the church as a subsequent business meeting.

- Any person publicly professing faith in the Lord Jesus Christ as personal Lord and Savior and committing to follow Him as His disciple may be received into the fellowship of this church, subject to baptism by immersion.
- Members in good standing of other Baptist churches of like faith and order may be received into full fellowship of this church upon public declaration of faith in Jesus Christ and receipt of a letter of transfer from the former church.
- Admission into membership may be granted following a personal statement that the person has made a public profession of faith in the Lord Jesus Christ and has been scripturally baptized.
- A member from whom fellowship has been withdrawn may be restored to membership upon presentation of a clear statement of repentance that is acceptable to the church.

Section 3 Termination of Membership

Membership may be terminated in these ways

- Upon a member's death
- Upon transfer to another Baptist Church of like faith and order
- Upon withdrawal of fellowship as a matter of church discipline as outlined in Article VIII.
- Upon joining a church of another faith.
- Upon request from a member in good standing to be released from covenant obligations to the church.

Section 4 Inactive Roll

For members who choose to become inactive, a roll of inactive church members shall be kept, composed of those people who have not been in attendance or contributed to the church in the previous 12 months, except for illness, physical disability or special situations as determined by church action. This list, prepared by the clerk, will be approved by the church in a regular

business session. This provision is to maintain an accurate and honest active roll. During time of inactivity, until indication is given of intent to renew covenant vows, and inactive member forfeits voting rights and voice in the decisions of the church body. The covenant fellowship of the church body is demonstrated by active involvement in the Body of Christ. We will encourage all members to maintain active fellowship and continued effort will be made to contact and reactivate inactive members. Upon recommitment and renewal of vows, an inactive member's name shall be returned to the active roll.

Section 5 Former Members

A roll of former members shall be kept

II. PASTOR, DEACONS, TRUSTEES, AND CHURCH STAFF

The Spiritual and physical needs of our church family shall be served by the Pastor, Deacons, and any ministry or support staff the church deems necessary

Section 1 Pastor

Calling a Pastor: The pastor of this church shall be called by a vote of the church upon recommendation of a search committee, consisting of at least five members. The Search Committee shall be elected by majority vote following nomination from the floor of the business meeting.

The Search Committee shall seek prospective pastoral candidates, investigate their qualifications to serve as pastor of this church according to 1 Timothy 3:1-7, and meet the ministry needs of this church. By majority vote the committee shall arrive at one pastoral candidate to recommend to the church. The Search Committee shall announce their intent to make a recommendation at a Sunday morning service, and shall present their recommendation the following Sunday morning service. The church will be asked to decide by majority vote of members present, whether to consider the candidate. Upon the church's instruction, the Search Committee will invite the pastoral candidate in view of a call.

After meeting with the Church, the pastoral candidate may be called by a 2/3 vote by secret ballot of members present. Should the candidate not receive 2/3 vote, the Search Committee will seek and recommend another candidate. An interim pastor shall be selected on recommendation by the Personnel Committee or Nominating Committee, and shall be called by a 2/3 vote by secret ballot of members present. All other ministry staff shall be selected and recommended by the Personnel Committee or Nominating Committee with the advice and consent of the Pastor, and shall be called by a 2/3 vote by secret ballot of members present.

The pastor shall serve at the pleasure of the church with the privilege reserved to him of giving up the pastorate at any time deemed by him to be for the best interest of himself or the church. The church may terminate the services of the pastor by a majority vote in a regular or special business meeting.

Duties of the Pastor: The pastor shall preach the Word (2 Timothy 4:2), Shepherd the flock (Acts 20:28), and equip the saints for the church's ministry within the body and

without (Ephesians 4:11-13) so that those ministering and those receiving ministry grow in the Lord. He shall lead the church in worship and in observing the church ordinances. The pastor will be designated as President of our non-profit Corporation. He shall be moderator at church business meetings and is empowered to serve as messenger to associational and state/national convention business sessions. The pastor shall have the responsibility for supervising any additional employed staff members and may delegate responsibilities as deemed necessary. The church shall honor the pastor's responsibilities to his family, insuring time away from church obligations on a regular basis, by mutual agreement.

Absence of the Pastor: The pastor shall be permitted at least two weeks of paid vacation that shall include two full Sundays each year. He shall be permitted two weeks, including two Sundays each year for service to sister churches or the denomination. It is expected that the pastor will plan his absences in a reasonable manner to minimize negative impact on the church's ministry. The pastor shall be allowed to attend two conventions each year with pay, not to be considered vacation time and not to include additional Sundays. The church will provide a supply preacher, at the recommendation of the pastor, whenever he is unable to fill the pulpit.

Section 2 Deacons

Qualifications of a Deacon: Deacons shall be mature in the Faith with lives and conduct consistently in compliance with 1 Timothy 3:8-13 and Acts 6:1-4.

Duties of the Deacons: the Deacons shall, in every way possible, assist the pastor in the work and spiritual welfare of the Church according to the New Testament. Deacons are to be servants of the church. Their responsibilities include serving with the pastor in performing pastoral ministries. They shall proclaim the gospel to believer and unbelievers, and care for the church members and other persons in the community. They shall lead the church to engage in a fellowship of worship, witness, education, ministry, and application of God's Word. The Deacons shall also assist the pastor in administering the Church ordinances. Part of the Deacon's responsibility in caring for the fellowship and harmony of the church body will be to meet regularly and ensure that elected officers and organizations are fulfilling responsibilities as expressed by the Constitution, by-laws, and decisions of the church body. If necessary, their concerns should be reported to the church.

Composition of the Deacons: the deacon body shall consist of as many qualified persons as the church deems necessary, but no fewer than three (3) persons. Deacons shall be elected as specified by these by-laws and will serve for a period of three years. A newly elected Deacon may begin serving immediately. A Deacon should be ordained within one year of election.

Election of Deacons: Each year, the Nominating Committee, in consultation with the Deacons, shall nominate new Deacons as determined necessary. The Nominating

Committee shall contact each nominee to ascertain their willingness and qualifications to be considered. New Deacons shall be elected by majority vote in a business meeting. Members may vote for one candidate for each vacancy authorized by the church. Candidates receiving the highest number of votes will be elected, providing they receive a majority vote. Should succeeding ballots become necessary, members may again vote for one candidate for each authorized vacancy from a list of nominees receiving the highest number of votes on the preceding ballot. All ballots will be secret and written.

Organization of the Deacons: The Deacons shall serve on a rotational basis. Each year the term of office of one third of the number of Deacons shall expire and an election shall be held to fill the vacancies. If there are not sufficient qualified individuals to provide for an effective rotation system, the rotation requirement may be waived by a majority vote of the church at a regular business meeting. In case of death or removal or incapacity to serve, the church may elect to fill an unexpired term. The deacons shall elect a chairperson for a term of one year by secret ballot and majority vote. Consecutive terms as Deacon or as Chairman of Deacons are permitted, but are neither required nor guaranteed. The chairperson shall call regular meetings of the Deacons.

Ordination of Deacons: All Deacons elected by the church shall be ordained. The Pastor and Deacons will proceed immediately to provide adequate preparation for the newly elected Deacon to be ordained to the Deacon ministry. Within one year of election of a new Deacon, the Pastor and Deacons will review the person's readiness to be ordained as a Deacon. A council of the church's choosing shall be constituted to examine the individual's readiness and appropriateness to serve as a Deacon and make recommendations regarding ordination. The church will vote on the recommendation. If the person is affirmed, and ordination service will be held. While the church may recognize as an active Deacon a person who comes to the church from another church where that person has served as a Deacon, there is no obligation to do so.

Section 3 Trustees

The Trustees shall consist of at least three (3) active members of the church, elected by the congregation, and serve according to the recognized church year. Each year, the term of office of one third (1/3) of the trustees shall expire, and election shall be held to fill the vacancies. In case of death, removal, or incapacity to serve, the church may elect to fill an unexpired term. After serving a term of three (3) years, no trustee shall be eligible for re-election until the lapse of at least one year. If there are not sufficient qualified individuals to provide for an effective rotation system, the rotation requirement may be waived by a majority vote of the Church at a regular business meeting. Trustees shall hold the property of the church in trust, be empowered to execute deeds of trust, mortgages, liens, promissory notes or other fiduciary obligations and transfer, assign and convey all church property, or any part thereof only upon officially recorded instructions of the church in business meeting. All powers and duties of the Trustees shall be conformable with the laws of the State of Washington.

Section 4 Church Staff

This Church shall call of employ such staff members as the church shall need. A job description shall be written when the need for staff members is determined. Vocational staff members other than the pastor shall be recommended to the church by the Personnel Committee and employed by church action. Office staff and custodians shall likewise be recommended by the Personnel Committee and employed by church action. In the absence of a Personnel Committee, the Nominating Committee will fulfill this function.

III. OTHER CHURCH OFFICERS

All Church Officers must be active members of the church and shall be elected annually for a one-year term. An officer may resign by submitting a letter of resignation to be received by the church at a regular business meeting. The Nominating Committee may recommend that the church elect a replacement for an officer who is unwilling or unable to fulfill the duties of office.

Section 1 Moderator

The Moderator shall be the Pastor. In the absence of the Pastor, the Chairman of the Deacon Body shall preside, or in the absence of both, the Clerk shall call the church to order and an Acting Moderator shall be elected.

Section 2 Clerk

The Church Clerk is responsible to keep a correct record of all proceedings of the regular and special business meetings of the church in a book provided for that purpose. The Clerk shall sign letters of transfer or dismissal of members and any letters regarding membership as instructed by the church. The Clerk shall cooperate with the church office in keeping a correct roll of active, inactive and former members of the church and in keeping records and papers belonging to the church

Section 3 Treasurer

The Treasurer shall be an ex-officio member of the Stewardship Committee and shall have oversight for the receipt and disbursement of church funds according to the approved church budget. The Treasurer shall cooperate with the Stewardship Committee in maintaining accurate financial records, and make arrangement for an annual audit of all funds by a Church committee or by a professional. Follow the report at the end of each regular business meeting, and its acceptance and approval by the church, the records shall be delivered by the Treasurer to the Clerk who is responsible for the permanent records of the church.

Section 4 Financial Secretary

The Financial Secretary shall receive the empty collection envelopes after the money has been removed and counted by the proper persons. From these, the Financial Secretary shall give donors individual credit, and keep the envelopes for reference for a period of two years. The Financial Secretary shall also be responsible for preparing and mailing quarterly or semi-annual records of contributions to all contributing members

Section 5 Church Ushers

Church Ushers are responsible to greet people who enter and leave the building, seat people at the proper times, provide bulletins and other materials at the time of seating. They will be attentive to the needs of the congregation and the Pastor. The Head Usher, as selected by the nominating committee, will lead in planning for the scheduling of Ushers to assure that sufficient Ushers are available for each worship service. The Head Usher will see that visitor cards are offered to visitors, collected at the close of the service, and give them to the appropriate outreach or visitation records keeper.

Section 6 Church Council

The Church Council shall have as members, unless determined by vote of the church, the Pastor as chairman, staff members, leaders of educational organizations of the church, and Chairman of the Deacon Body. Other church elected officers and committee chairpersons shall serve as ex-officio members. The Church Council shall review and coordinate program plans recommended by church officers, organizations and committees, shall coordinate the church calendar times and other resources according to priorities, and shall evaluate program achievements in terms of church goals and objectives. All matters agreed upon by the Council, calling for action not already authorized, shall be recommended to the church for approval or disapproval.

IV. CHURCH COMMITTEES

The church shall have such committees as deemed necessary to execute the scriptural mission and purpose of the church body. All church committee members shall be selected by the Nominating Committee and elected by the church, unless otherwise indicated in the Church Committee Manual. Committee members shall serve on a rotational basis. Each year the term of office on one third of the number of committee members shall expire and election shall be held to fill the vacancies. In case of death, removal, or incapacity to serve, the church may elect to fill the unexpired term. At a minimum, the church will normally have at least three committees: a Nominating Committee, a Stewardship Committee, and a Property and Space Committee.

V. PROGRAM ORGANIZATIONS

The church shall have such organizations that it considers necessary to fulfill its mission in the areas of worship, education, Christian service, and membership training. All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. The Pastor is an ex-officio officer of all the organizations, and his leadership is to be recognized.

VI. CHURCH MEETINGS

Section 1 Worship Services

The church shall be regularly on a schedule established by the church, for preaching instruction, evangelism, and for worship of Almighty God. Regular prayer meetings will be included in the schedule. These meetings will be open to all people, and shall be the responsibility of the

Pastor. The Lord's Supper will be observed on a regular basis and baptisms will be performed as candidates are available and prepared.

Section 2 Regular Business Meeting

Regular Business meetings will be held every other month. Should there be any matter of unusual interest presented, notice shall be given the membership one week prior to the meeting.

Section 3 Special Business Meetings

The Moderator may call a special business meeting provided it is announced at a Sunday Service Prior and a notice posted on the bulletin board at least one week prior to the called meeting. In case of extreme emergency, the week's notice may be waived by a majority vote of the Deacons.

Section 4 Other Special Meetings

The Church may hold special meetings as deemed needful by the Pastor or the body, for worship, teaching, training, and evangelism.

Section 5 Quorum

For the transaction of regular business, members present shall constitute a quorum. For anything pertaining to the use of the building or property, twenty-five percent (25%) of the active resident roll shall constitute a quorum, and the calling or dismissal of a pastor shall be thirty-five percent (35%). For the revision of the Church Constitution, fifty percent (50%) of the active resident roll present with two-thirds approval shall constitute a quorum, and for revision of the by-laws, twenty- five percent (25%) shall be required.

Section 6 Parliamentary Rules

Robert's Rules of Order Revised is the authority for the parliamentary rules of procedure for all business meeting of the church.

Section 7 Fiscal Year

The Fiscal year of the church shall run concurrently with the calendar year, beginning on January 1 and ending on December 31 of the same year.

VII. CHURCH FINANCES

Section 1 Stewardship Committee Responsibility

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 worldwide expenses.

Section 2 Records of Funds

All funds for any and all purposes shall be properly recorded in the financial records of the church.

Section 3 Membership Responsibility

Membership in this church involves financial responsibility to support the church and its causes with regular, proportionate gifts. Each member shall, therefore, be encouraged to support the church's annual budget and special offerings.

VIII. CHURCH DISCIPLINE

Section 1

Should any personal conflicts arise among the members, an aggrieved member shall follow in a tender spirit the rules given by our Lord in Matthew, Chapter 18, verses 15-20 (Matthew 18:15-20)

Section 2

Should any case of gross breach of covenant or public scandal occur, the Deacons shall endeavor to accomplish repentance and reconciliation, and, if this effort fails, shall report the case to the church.

Section 3

All disciplinary proceeding shall be pervaded by a spirit of Christian kindness and forbearance, but should reconciliation not be accomplished, and a repentant spirit not be evident, the church may proceed to admonish or declare the offenders 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/her repentance and reformation.

IX. AMENDMENTS

Changes in this Constitution and By-Laws may be made at any regular business meeting of the church, provided those amendments have been presented in writing at a previous meeting and copies of the proposed amendment(s) have been furnished to each member of the church.

Amendments to the Constitution shall be by two-thirds (2/3) vote of all members of the church present and entitled to vote. Amendments to the By-Laws require a concurrence of a majority of the members present and voting.