

CONSTITUTION
(October 11, 2015 revision)

Preamble

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

I. Name

This body shall be known as the Park City Baptist Church, located at Park City, Montana.

II. Objectives

To be a dynamic spiritual body empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world. To be a worshipping fellowship, experiencing an awareness of God, recognizing his person, and responding in obedience to his leadership. To experience an increasingly meaningful fellowship with God and fellow believers. To help people experience a growing knowledge of God and man. To be a church which ministers unselfishly to persons in the community and the world in Jesus' name. To be a church whose purpose is to be Christlike in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

III. Statement of Basic Beliefs

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. The church subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963. We voluntarily 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 believers' baptism and the Lord's Supper.

IV. Church Covenant

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and Savior and, on the 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.

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, doctrines, and discipline; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and 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 encourage abstinence of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs and the spread of pornography; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aide one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove 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.

V. Policy and Relationships

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action. This church 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. In so far as is practical, this church will cooperate with and support the association, the state convention, and the Southern Baptist Convention.

Park City Baptist Church By-Laws

I. Church Membership

This is a sovereign and democratic Baptist Church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be membership.

A. Candidacy

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

1. By profession of faith and for baptism according to the policies of this church.
2. By promise of letter of recommendation from another Southern Baptist Church.
3. By profession of faith as a born again believer in Jesus Christ and having experienced baptism by immersion.

B. Rights of Members

1. Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting.
2. Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church.
3. Every member of the church may participate in the ordinances of the church as administered by the church.

C. Termination of Membership

Membership shall be terminated in the following ways:

1. Death of a member.
2. Dismissal to another Southern Baptist Church.
3. Exclusion by action of this church.
4. Erasure upon request of proof of membership in a church of another denomination.

D. Discipline/Restoration

1. It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, the other members of the church staff and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

2. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present is required, then the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.
3. The church may restore to membership any person previously excluded, upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation.

II. Church Officers

A. General Requirements all church officers:

1. **Officers Defined:** The officers of this church shall be the *Pastor, Church Staff, Deacons, a Moderator, Clerk, Treasurer and Trustees.*
2. **Membership requirement:** All who serve as officers of the church and members of the Nominating Committee shall be members of the church. All committee members must be members of the church.
3. **Term:** All officers of the church, except for ministerial staff, shall be limited to a three year term of office with a one year break of service before being selected for the office again.

B. Pastor:

1. **General Duties and Responsibilities:** The pastor is the leader of pastoral ministries in the church. As such he works with the deacons and church staff to: (1) lead the church in the achievement of its mission, (2) proclaim the gospel to believers and unbelievers, and (3) care for the church's members and other persons in the community. The pastor shall be a member, ex officio, of all church committees. He shall preside at meetings of this church, and if so designated may serve as moderator in all business meetings in keeping with Roberts Rules of Order.
2. **Election of Pastor:** A Pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. Election shall be by secret ballot, an affirmative vote of a simple majority of those present being necessary to a choice. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request.
3. **Pastor Selection Committee:** A Pastor Selection Committee shall be elected by the church to seek out a suitable pastor, and its recommendations will constitute a nomination. Any church member has the privilege of making a recommendation to the Pastor Selection Committee, either verbally or in writing. The committee will consist of the head Deacon and four other members

elected by the congregation. The committee shall bring to the consideration of the church only one name at a time.

4. Resignation of Pastor: The pastor may relinquish the office as pastor by giving at least two weeks notice to the church at the time of resignation.
5. Termination of Pastor: The church may declare the office of pastor to be vacant.
 - a. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon recommendation of a majority of the deacons or by written petition signed by not less than one fourth of the resident church members. The moderator for this meeting shall be designated by the members present by majority vote, and shall be someone other than the pastor.
 - b. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of three fourths of the members being present being necessary to declare the office vacant. The termination shall be rendered in not more than three days.
 - c. Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor with not less than one twelfth of his total annual compensation.

C. Ministerial staff: shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined.

1. Election of Staff: Those staff members, of whom the church requires evidence of a personal call of God to minister, shall be given to the church. This meeting shall have at least one week's public notice prior to a vote with a majority affirmative vote necessary for a call.
2. Resignation of Staff: At the time of resignation at least two week's written notice shall be given to the church.
3. Termination of Staff: The church may vote to vacate such positions, such termination being immediate and the compensation conditions being one month's salary and payable within thirty days. The process to vacate being the same as to call.

C. Non-ministerial staff: The members shall be employed as the church determines the need for their services.

D. Deacons:

1. Deacons shall be elected by the church by ballot at regular business meetings of the church. The number of deacons will be determined by the Pastor and congregation.

2. In accordance with the meaning of the work and practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministries tasks of (1) leading the church in the achievement of its mission, (2) proclaiming the gospel to believers and unbelievers, and (3) caring for the church's members and other persons in the community.
3. The deacons shall have the authority to disburse up to \$500.00 of church funds, at any one time, to meet emergency needs of individuals brought to their attention by church members, or, in any other fashion. These funds will be given with love, compassion and discernment and always in the name of the Lord Jesus Christ and the Park City Baptist Church.

E. **Moderator**: (rev. 12-3-06) shall be elected annually by the church as its presiding officer. In the absence of the Moderator, the Vice-Moderator shall assume the duties of the Moderator. In the absence of both the Moderator and the Vice-Moderator, the chairman of the deacons shall preside; or in the absence of all three, the clerk shall call the church to order and preside for the election of an acting Moderator. The Vice-Moderator shall be elected annually by the church.

F. **Church Clerk**: shall be elected annually as its clerical officer.

1. Records and Responsibilities: The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as herein provided.
 - a. The clerk will be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms.
 - b. The clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated by these bylaws.
 - c. The clerk shall be responsible for preparing the annual letter of the church to the association.
 - d. The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected clerk.
 - e. All church records are church property and will be kept in the church office when an office is maintained.
 - f. An assistant church clerk will be elected annually by the church and in the absence of the clerk will assume all of the above duties.

G. **Church Treasurer**: will be elected annually by the church as its financial officer.

1. **Payments and Dispersal of Funds**:
 - a. It shall be the duty of the church treasurer to receive, preserve, and pay out, upon receipt of vouchers approved for payment by the church.

b. These items will include church budget approved expenditures, and up to \$500.00 by the Trustees on items necessary for the operation and preservation of church facilities.

c. Any expense exceeding \$500.00 must be brought before the church for approval prior to payment.

2. Records and Receipts:

a. The church treasurer shall also preserve all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements.

b. It shall be the duty of the treasurer to render to the church each month, a financial statement showing receipts and disbursements of the preceding month.

c. The church treasurer will also record and furnish a record of money given for income tax purposes to all persons identified and requesting a receipt.

3. Audit: The treasurer's report and records, excluding records of individual giving, shall be audited annually by a church elected committee. The Audit committee shall consist of three persons elected by the church during the election of officers meeting. They shall report the results at the first regularly scheduled business meeting following the completion of the audit.

H. Assistant to the Treasurer: also elected annually by the church, will aid the Treasurer in all areas, to include the counting and verifying of each offering.

1. Signatory Responsibilities: The assistant will also be a signatory on the church checking/savings accounts for the convenience of the church in case of the absence of the treasurer.

2. When both Treasurer and Assistant Treasurer are absent: Should either the treasurer or the assistant treasurer be absent the church clerk will aid in the counting of the offering. If the need arises, the Deacons will fill in any vacancies.

I. Trustees: shall be elected as needed for three year terms and may serve successive terms upon reelection.

1. Legal Responsibilities: The trustees shall serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signature of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase or rental of property, or other legal documents related to church approved matters.

2. Policies and Guidelines: Trustees shall develop and administer guidelines for the use of the church facilities. The guidelines and any changes or amendments will be presented to the congregation at any regularly scheduled business meeting and be approved by a majority of the voting members present.

III. Church Committees:

A. The committees of this church shall be: *Nominating, Youth Advisory, Budget and Finance, Mission, Music, Nursery, Hospitality, Children's Church, Ushers*, and such other regular and special committees as the church shall authorize.

1. Additional regular committees may be added by the amendment procedure prescribed within these bylaws.
2. All church committee members shall be recommended by the church Nominating Committee or nominated from the floor by a church member, and elected by the church unless otherwise specified within these bylaws. All persons selected for any committee shall be contacted first before being placed on a committee.
3. The term limits for service on all committees shall not exceed three years without a one years break in service.

B. Committee Duties and Responsibilities:

1. *Nominating Committee:* (rev. 12-3-06) will be selected annually and consist of the Pastor and four members elected by the church.
 - a. Selection of Nominees: This committee coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein. Persons considered for any such positions shall first be approved by the Nominating Committee before they are approached for recruitment. The Nominating Committee shall present to the church for election all who accept the invitation to serve. Nothing contained herein shall prevent nominations being made from the floor by church members.
 - b. Nominations: Nominations will be presented at a special business meeting, to be held the first Sunday evening in August at 6:00 p.m. for consideration and election by the church. A majority of the members present will be sufficient for election.
 - c. Church Operating Year: Those selected will take office beginning October 1st, which shall be the church operating year.
2. *Youth Advisory Committee:* this committee shall be elected on an annual basis and consist of youth, parents, youth workers and other selected adults. The committee will assist in planning and implementing programs, socials and youth ministries.
3. *Budget and Finance:* annually elected to develop and recommend an overall stewardship development plan, a unified church budget, and monthly subscription plans.

- a. It advises and recommends the administration of the gifts of church members and others, using sound principles of financial management.
 - b. The treasurer will be a member of this committee and aid in the preparation and presentation to the church of required reports regarding the financial affairs of the church.
4. **Missions**: (rev. 12-3-06) elected annually, this committee seeks to discover possibilities for missions projects, shares findings with church program organizations, and serves the church in establishing and conducting such missions projects as may be assigned to it.
5. **Music**: also elected annually, this committee will be responsible for developing, coordinating and planning the music ministries of the church.
 - a. Included is the scheduling of special music presentations during Sunday morning and Sunday evening services.
 - b. All choir ministries and special musical events will be coordinated through this committee.
 - c. Song Leader/Worship Leader will coordinate worship services and special music with the committee.
6. **Nursery**: elected annually this committee is responsible for coordinating the volunteer staffing of the nursery. Sanitizing and safety of all toys, ensuring safe activities and supervision of those in the nursery is also within the duties of this committee. Volunteer workers will be alerted to any special needs of children in their charge.
7. **Hospitality**: annually elected the committee's duties will be to coordinate and plan church socials, fellowship dinners and special occasions where meals may be needed.
 - a. As new persons in the community are greeted and welcomed, the information will be shared with the pastor, if necessary, for contact.
 - b. The committee will also coordinate and address any physical and material needs of the church, or, community that may be brought to their attention.
 - c. Financial needs that they are made aware of will be referred to the Pastor and Deacons for follow-up.
 - d. Needs for home meals during times of crisis or periods of encouragement, including flowers and cards, will also be coordinated by this committee.

8. Children's Church: also annually elected the duties and responsibilities will consist of the coordination of workers and materials; to develop programs that teach children about God and the Bible. Activities will take place during the Sunday morning worship service for age groups, three years through Grade 3.

9. Ushers: elected annually, the escorting of persons into the sanctuary and the coordinating of persons to receive the morning offering will be their responsibility. Attendance figures and special needs of those in attendance will be addressed by this committee.

IV. Church Council

A. The church council will consist of the chairpersons from each committee, one deacon, one trustee, and the pastor.

B. The church council shall serve the church by leading in planning, coordinating, conducting and evaluating the ministries and programs of the church and its organizations.

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

D. All matters agreed upon by the council which call for action not already approved shall be referred to the church for approval or disapproval.

E. Any requests for guest speakers, or persons outside the Park City Baptist Church requesting financial support for ministries shall be brought before the church council for review and presentation to the congregation.

F. The church council shall meet monthly, or more frequently as deemed necessary by the council.

V. Program Organizations

A. Sunday School: (Rev. 1-7-07) superintendent and teachers will be elected annually by the congregation as nominated by the Nominating Committee or nominations made from the floor by members of the church, each calendar year.

1. The Sunday School shall be the basic organization for the Bible teaching program. Its tasks shall be to teach the biblical revelation, reach persons for Christ and church membership, provide and interpret information regarding the work of the church and denomination.

2. The Sunday school shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School Superintendent.

3. All teachers of Sunday School or any church sanctioned bible studies must be members of the Park City Baptist Church.

B. **Women's Missionary Union:** shall be the mission education, mission action, and mission support organization of the church for women, young women, girls and preschool children. Its tasks shall be to teach missions, engage in mission action, support world missions through praying and giving, and provide and interpret information regarding the work of the church and denomination.

C. **The Brotherhood:** will be the church's organization for mission education, mission action, and mission support for men, young men and boys. Its tasks shall be to teach missions through praying and giving, and provide and interpret information regarding the work of the church and denomination. The Brotherhood shall have such officers and organizations as the program requires.

D. All terms of service under this section shall be limited to three consecutive years in one position, with a one year break in service before reelection.

VI. Business Meetings

A. (Rev. 12-3-06) Regular business meetings will be held on a monthly basis. The first Sunday of every month at 6:00 p.m.

B. All items to be placed on the agenda not later than 12:00 p.m. the day prior to the meeting. The agenda will be maintained in the church office for the items to be scheduled. The agenda may be amended at the business meeting with two thirds of the members attending agreeing to the change.

C. The Parliamentary authority for the church shall be the ***Roberts Rules of Order***, newly revised, 1970 or later.

D. Special business meetings may be conducted to consider matters of special nature and significance. A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and time and place, and it must be given in such a manner that all resident members have opportunity to know of the meeting.

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

F. At the August business meeting for the election of church officers, the election of delegates to the Yellowstone Association meeting shall also be conducted.

G. (New 2-4-07) Business meetings are open to all persons, members and non-members alike, but non-members of Park City Baptist Church may not speak at business meetings unless by invitation of the church.

VII Marriage Policy

A. Park City Baptist Church supports the Biblical teaching of marriage as one man genetically being united in marriage with one woman genetically as stated in the Genesis 2:22-24. It is policy of Park City Baptist Church that the facilities of this church and all church owned property may not be used for any ceremony that in any way approves of, supports or allows same sex polygamist union. It is also policy of this church that the Pastor, member of the church staff or any other church member shall not officiate at any same sex or polygamist marriage ceremony on or off church property.

VIII. Amendments

A. Changes in the Constitution and Bylaws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment have been furnished to each member present at the earlier meeting.

B. Amendments to the Constitution shall be by two thirds vote of the church members present.

C. Amendments to the bylaws shall have a concurrence of the majority of the members present and voting.