

# POOLESVILLE BAPTIST CHURCH

## CONSTITUTION AND BY-LAWS

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Approved by Congregational vote at Quarterly business meeting held on 25 July 2007.

In Witness Whereof, we have signed the following Constitution and By-Laws of Poolesville Baptist Church, on the 25 day of July 2007.

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# PBC CONSTITUTION AND BY- LAWS

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# POOLESVILLE BAPTIST CHURCH CONSTITUTION

## **PREAMBLE:**

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

## **I. NAME AND AFFILIATION:**

### **A. NAME:**

This body will be known as the POOLESVILLE BAPTIST CHURCH, INC.,  
Poolesville, Maryland.

### **B. AFFILIATION:**

Said church will be affiliated with the Montgomery Baptist Association, Baptist  
Convention of Maryland/Delaware, and the Southern Baptist Convention.

## **II. CHARACTER:**

### **A. POLITY:**

The government of this church is vested in the body of believers who compose it. It is subject to no other ecclesiastical body. It also recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist Churches. This church will cooperate with and support the Montgomery Baptist Association, Baptist Convention of Maryland/Delaware, and the Southern Baptist Convention, insofar as is practical.

### **B. DOCTRINE:**

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

### **III. DECLARATION OF FAITH:**

#### **A. OF THE SCRIPTURES:**

"We believe that the Holy Bible was written by chosen men, is divinely inspired,<sup>1</sup> and is therefore infallible. It is the final authority in faith and life and has salvation for its end.<sup>2</sup> It will remain to the end of the world and is the supreme standard<sup>3</sup> by which all human conduct,<sup>4</sup> creeds,<sup>5</sup> and opinions will be tried.<sup>6</sup>"

#### **B. OF THE TRUE GOD:**

"We believe that there is one, and only one living and true God, an infinite, intelligent Spirit, the Maker and Supreme Ruler of Heaven and Earth,<sup>7</sup> inexpressibly glorious in holiness<sup>8</sup> and worthy of all possible honor, confidence, and love;<sup>9</sup> that in the unity of the Godhead there are three persons: The Father, the Son, and the Holy Ghost;<sup>10</sup> equal in every divine perfection,<sup>11</sup> and executing distinct but harmonious offices in the great work of redemption.<sup>12</sup>"

#### **C. OF THE FALL OF MAN:**

"We believe that man was created in holiness, under the law of his Maker,<sup>13</sup> but by voluntary transgression fell from the holy and happy state,<sup>14</sup> in consequence of which all mankind are now sinners,<sup>15</sup> not by constraint but choice;<sup>16</sup> being by nature utterly void of that holiness required by the law of God, positively inclined to evil, and therefore under just condemnation to eternal ruin<sup>17</sup> without defense or excuses.<sup>18</sup>"

#### **D. OF THE WAY OF SALVATION:**

"We believe that the salvation of sinners is wholly of grace,<sup>19</sup> through the mediatorial offices of the Son of God,<sup>20</sup> who by appointment of the Father, freely took upon himself our nature, yet without sin,<sup>21</sup> honored the divine law by his personal obedience,<sup>22</sup> and by his death made a full atonement for our sins,<sup>23</sup> that having risen from the dead, he is now enthroned in heaven,<sup>24</sup> and uniting in his wonderful person the most tender sympathies with divine perfections, he is in every way qualified to be a suitable, a compassionate, and all-sufficient Savior.<sup>25</sup>"

#### **E. OF JUSTIFICATION:**

"We believe that the great gospel blessing which Christ secures to those who believe in him is justification<sup>26</sup> that justification included the pardon of sin,<sup>27</sup> and the promise of eternal life on principles of righteousness;<sup>28</sup> that it is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood;<sup>29</sup> by virtue of which faith his perfect righteousness is freely imputed to us of God;<sup>30</sup> that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.<sup>31</sup>"

#### **F. OF THE FREENESS OF SALVATION:**

"We believe that the blessings of salvation are made free to all by the gospel,<sup>32</sup> that it is the immediate duty of all to accept them by a cordial, penitent, and obedient faith,<sup>33</sup> and that nothing prevents the salvation of the greatest sinner on earth, but his own inherent depravity and voluntary rejection of the gospel,<sup>34</sup> which rejection involves him in further condemnation.<sup>35</sup>"

#### **G. OF GRACE IN REGENERATION:**

"We believe that in order to be saved, sinners must be regenerated or born again;<sup>36</sup> that regeneration consists of giving a holy disposition to the mind;<sup>37</sup> that it is effected in a manner above our comprehension by the power of the Holy Spirit, in accordance with the divine truth,<sup>38</sup> so as to secure our voluntary obedience to the gospel,<sup>39</sup> and that its proper evidence appears in the holy fruit of repentance, and faith, and newness of life.<sup>40</sup>"

#### **H. OF REPENTANCE AND FAITH:**

"We believe that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God,<sup>41</sup> whereby being deeply convinced of our guilt, danger, and helplessness, and of the way of salvation by Christ,<sup>42</sup> we turn to God with unfeigned contrition, confession, and supplication for mercy;<sup>43</sup> at the same time heartily receiving the Lord Jesus Christ as our Prophet, Priest, and King; and relying upon him alone as the only and all-sufficient Savior.<sup>44</sup>"

## **I. OF GOD'S PURPOSE OF GRACE:**

"We believe that election is the eternal purpose of God, according to which he graciously regenerates, sanctifies, and saves sinners,<sup>45</sup> that being perfectly consistent with the free agency of man, it predetermines all the means in connection with the end;<sup>46</sup> that it is a most glorious display of God's sovereign goodness, being infinitely free, wise, holy, and unchangeable,<sup>47</sup> that it utterly excludes boasting, and promotes humility, love, prayer, praise, trust in God, and active imitation of his mercy;<sup>48</sup> that it encourages the use of means in the highest degree,<sup>49</sup> that it may be ascertained by its effects in all who truly believe the gospel,<sup>50</sup> that it is the foundation of Christian assurance;<sup>51</sup> and to ascertain it with regard to ourselves demands and deserves the utmost diligence.<sup>52</sup>"

## **J. OF SANCTIFICATION:**

"We believe that sanctification is the process by which, according to the will of God, we are made partakers of his holiness,<sup>53</sup> that it is a progressive work,<sup>54</sup> that it is begun in regeneration<sup>55</sup> and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means especially, the work of God, self-examination, self-denial, watchfulness, and prayer.<sup>56</sup>"

## **K. OF THE PERSEVERANCE OF SAINTS:**

"We believe that such only are real believers as endure unto the end,<sup>57</sup> that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors,<sup>58</sup> that a special providence watches over their welfare,<sup>59</sup> and that they are kept by the power of God through faith unto salvation.<sup>60</sup>"

## **L. OF THE HARMONY OF THE LAW AND THE GOSPEL:**

"We believe that the law of God is the eternal and unchangeable rule of moral government;<sup>61</sup> that it is holy, just, and good;<sup>62</sup> and that the inability which the Scriptures ascribe to fallen men to fulfill its precepts, arises entirely from their love of sin;<sup>63</sup> to deliver them from which, and to restore them through a Mediator to unfeigned obedience to the holy law, is one great end of the gospel, and of the means of grace connected with the establishment of the visible church.<sup>64</sup>"

#### **M. OF A GOSPEL CHURCH:**

"We believe that a visible church of Christ is a congregation of baptized believers,<sup>65</sup> Associated by covenant in the faith and fellowship of the gospel;<sup>66</sup> observing the ordinances of Christ;<sup>67</sup> governed by his laws;<sup>68</sup> and exercising the gifts, rights, and privileges invested in them by his word;<sup>69</sup> that its only Scriptural officers are Pastors/Elders and Deacons,<sup>70</sup> whose qualification, claims and duties are defined in the Epistles of Timothy and Titus."

#### **N. OF BAPTISM AND THE LORD'S SUPPER:**

"We believe that Christian baptism was instituted by Christ<sup>71</sup> and is to be done in the name of the Father, and Son, and Holy Ghost;<sup>72</sup> to show forth in a solemn and beautiful emblem, our faith in the crucified, buried, and risen Savior, with its effect, in our death to sin and resurrection to a new life;<sup>73</sup> that it is prerequisite to the privileges of a church relation; and to the Lord's Supper,<sup>74</sup> in which the members of the church by the sacred use of bread and wine, are to commemorate together the dying love of Christ,<sup>75</sup> preceded always by solemn self-examination.<sup>76</sup>"

#### **O. OF THE LORD'S DAY:**

"We believe that the first day of the week is the Lord's Day,<sup>77</sup> and is to be kept sacred to religious purposes,<sup>78</sup> by the devout observance of all the means of grace both private and public;<sup>79</sup> and preparation for that rest that remains for the people of God.<sup>80</sup>"

#### **P. OF CIVIL GOVERNMENT:**

"We believe that civil government is of divine appointment, for the interests and good order of human society,<sup>81</sup> and that magistrates are to be prayed for, conscientiously honored, and obeyed,<sup>82</sup> except only in things opposed to the will of our Lord Jesus Christ,<sup>83</sup> who is the only Lord of the conscience and the Prince of the Kings of the earth.<sup>84</sup>"

#### **Q. OF THE RIGHTEOUS AND THE WICKED:**

"We believe that there is a radical and essential difference between the righteous and wicked,<sup>85</sup> that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in his esteem;<sup>86</sup> while all such as continue in impenitence and unbelief are in his sight wicked, and under the curse,<sup>87</sup> and this distinction holds among men both in and after death.<sup>88</sup>"

## **R. OF THE WORLD TO COME:**

"We believe that the end of the world is approaching;<sup>89</sup> that at the last day Christ will descend from heaven,<sup>90</sup> and raise the dead from the grave;<sup>91</sup> that a solemn separation will then take place;<sup>92</sup> that the wicked will be adjudged to endless punishment, and the righteous to endless joy;<sup>93</sup> and that this judgment will fix forever the final state of men in heaven or hell, on principles of righteousness.<sup>94</sup>"

## **IV. CHURCH COVENANT:**

Having been led, as we believe, by the Spirit of God,<sup>95</sup> to receive the Lord Jesus Christ as Our Savior,<sup>96</sup> and on the profession of our faith,<sup>97</sup> having been Baptized in the name of the Father and of the Son, and of the Holy Spirit,<sup>98</sup> we do now, in the presence of God, Angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.<sup>99</sup>

### **A. FOR THE ADVANCEMENT OF THIS CHURCH:**

We agree, 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, ordinance, discipline, and doctrines.<sup>100</sup>

### **B. AS CHRISTIAN STEWARDS:**

We agree to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.<sup>101</sup>

### **C. ALONE AND AT HOME:**

We also agree to maintain family and private devotions; to regularly educate our children in the Scriptures, and to seek the salvation of our friends and acquaintances.<sup>102</sup>

### **D. BEFORE THE WORLD:**

We also agree 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, gossip, and unrighteous anger; and to be zealous in our efforts to advance the Kingdom of Our Savior.<sup>103</sup>

**E. TOWARD ONE ANOTHER:**

We further agree to never forsake the assembling of ourselves together, to watch over one another in brotherly love; to faithfully admonish and entreat one another as occasion may require, to remember each other in prayer, to nurture and encourage those who at any time come under our care, to aid each other in sickness and distress, to cultivate Christian sympathy in feeling, and 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.<sup>104</sup>

**F. WHEN WE MOVE:**

We moreover engage that when we, as individuals or families, move from this place we will, as soon as possible, unite with some other church of like faith, where we can carry out the spirit of this covenant and the principles of God's Word.<sup>105</sup>

# BY-LAWS

## V. MEMBERSHIP:

### A. GENERAL:

This is an autonomous Baptist Church under the Lordship of Jesus Christ. The membership will be composed of individuals who have accepted the Lord Jesus Christ as their personal savior and have followed Him in Baptism. It retains unto itself the right to exclusive self-government in all phases of the spiritual and temporal life of this church.

### B. CANDIDACY (AND MEMBERSHIP):

#### TO BECOME A MEMBER:

Any person who trusts in Jesus as Lord may offer himself/herself as a candidate for membership in this church. All such candidates may make their intentions known to any of the Elders of the church at any time.

All new candidates for membership will complete the church's orientation program before being accepted into the church.

At the end of the orientation program, each candidate will be asked to fill out a membership application, sign their agreement with the doctrinal statement of the church (with exceptions noted and permitted by the Elders), and agree to be subject to these By-Laws.

Each candidate will then be asked to appear before the Elders to be interviewed and present their testimony.

The candidate will then be brought before the church body for approval. The names of candidates will be listed in the church bulletin at least two weeks before the candidate's presentation to the church.

If there is any dissent or objection to any candidate, such dissent will be referred to the Elders for investigation. Following any investigation, the candidate may or may not be presented to the Church.

A three-fourths (3/4) vote of those active members present at a Church service or business meeting will be required to elect such candidate to membership in the Church.

## **C. ORGANIZATION OF MEMBERSHIP:**

### **1. Active Members:**

Active members are at least 18 years old and in good standing (i.e., not Associate, or otherwise excluded from enjoying all of the usual privileges and responsibilities of Church membership).

### **2. Youth Members:**

Youth Members are those who are 12-17 years of age who desire to be identified as a member of Poolesville Baptist Church. Youth members must meet the qualifications for membership. The Body at Poolesville Baptist Church recognizes the importance and significance of our youth that identify themselves as followers of Christ. The Church desires to encourage the youth to participate in business meetings and in the life of the Body at PBC. Upon reaching the age of 18 years, an active youth should meet with an Elder to discuss becoming an active voting member of Poolesville Baptist Church. Upon approval of the Elders, the Church will welcome them as active voting members.

### **3. Associate Members:**

This status may be granted on a case-by-case basis to those who find it necessary to be absent from the Church over a period of time but would like to retain their membership, such as missionaries, students, armed forces personnel, transferred government workers, etc. Associate members will not be entitled to vote.

## **D. MEMBER DUTIES:**

Members are expected to be faithful in all the duties essential to the Christian Life, to attend regularly the services of this church, to voluntarily give for its support and causes, and to share in its organized work as led by the Spirit of God. Members are expected to honor, esteem, and love their leaders, to pray for them, fervently and daily; to submit to them in the Scriptural exercise of their official authority, and to manifest a tender regard for their reputation.

Members are expected to cultivate and cherish brotherly love for all other members of the congregation; and to show this love by using all proper measures to promote their spiritual benefit and prosperity.

Members are expected to be exact in fulfilling obligations and performing promises toward those who are not connected with the church and, as opportunity and ability may enable, to commend the Gospel of Christ to them.

All members will be subject to the provisions of the church covenant, Constitution and By-Laws and will be expected to cooperate helpfully in the church's progress.

#### **E. MEMBERSHIP PRIVILEGES:**

Active members may participate in and contribute to the ministry and life of the church. Only members of this congregation are entitled to serve in the ministries of the church; non-members may serve on an ad-hoc basis with the approval of the Elders.

Members may attend all members' meetings and vote on the election of Elders, on decisions regarding membership status, and on such other matters as may be submitted to a vote.

Perhaps most significantly, members reap the benefits of a consistent diet of the word (both proclaimed and visible), of encouragement in their spiritual walk, of necessary admonishment when straying, and general guarding of their souls.

#### **F. DISCIPLINE**

Any member consistently neglectful of his or her duties or guilty of conduct by which the name of our Lord Jesus Christ may be dishonored, and so opposing the welfare of the church, shall be subject to the admonition of the Elders and the discipline of the church, according to the instructions of our Lord in Matthew 18: 15-17 and the example of scripture. Church discipline, then, should ordinarily be contemplated after individual private admonition has failed. Church discipline can include admonition by the Elders or congregation, suspension from communion for a definite period, deposition from office, and excommunication.<sup>106</sup>

### **Purpose of discipline:**

For the repentance, reconciliation, and spiritual growth of the individual disciplined.<sup>107</sup>

For instruction in righteousness and the good of other Christians, as an example to them.<sup>108</sup>

For the purity of the church as a whole.<sup>109</sup>

For the good of our corporate witness to non-Christians.<sup>110</sup>

And supremely for the glory of God by reflecting His holy character.<sup>111</sup>

### **G. MEMBERSHIP TERMINATION:**

#### **1. Death:**

In case of the death of any member their name will be removed from our rolls.

#### **2. Dismission to another Baptist Church:**

Members who are in good standing may be granted letters of dismission to unite with another church of like faith and order. These letters will be approved by the Elders and confirmed by the congregation and sent directly to the church with which they are to unite.

#### **3. Removal from the membership roll upon becoming affiliated with a church of another faith or denomination:**

Members who affiliate themselves with a church of another faith or denomination will be removed from the roll. Such removal will be approved by the Elders and confirmed by the congregation.

#### **4. Exclusion by action of this Church:**

When a member becomes an offense to the church and to its good name by reason of immoral or un-Christian conduct, by persistent breach of their covenant vows, by non-support, or by non-attendance they may have their membership terminated. As a result of their offense members may be removed through action by the Elders and confirmation by the congregation. They are not considered to be in good standing and are not permitted to enjoy the privileges of membership. This may be done only after attempts have been made to give the member due notice and hearing, and after faithful efforts have been made to bring such members to repentance.

#### **5. Moving from the local area or address unknown:**

Members whose address is unknown or who have moved from the local area will be removed from membership. This will be done by action of the Elders and confirmed by the congregation after efforts have been made to locate them.

### **VI. POLITY AND CHURCH OFFICERS:**

#### **A. GENERAL:**

The Lord Jesus Christ is the Head of this Church; the Holy Scriptures are the infallible guide in the matters of faith, church order, and discipline; the Holy Spirit is our teacher; and Poolesville Baptist Church is not under the direct jurisdiction of any other ecclesiastical body.

Both Elders and Deacons must be members of the church and faithfully supporting the church with their time, talents, and finances. The number of officers will be determined by the needs of the church and the desire and calling of qualified men. The calling to the office of Elder or Deacon is considered a lifetime calling whether serving actively or not.

As discussed more fully below, the congregational Body casts votes of confidence on an annual basis for Elders.

## **B. ELDERS:**

Elders are the shepherds of the church and will therefore live their lives as godly examples, which are characterized and influenced by a devotion to prayer and the study of the Holy Scriptures. The primary responsibilities of Elders are to advance the vision within the Body, to teach the Word, to administer the sacraments, to pray for the congregation, to guard the body from impurity, to administer spiritual counsel and comfort, to care for the spiritual maturity of the Church, and to oversee the administrative duties of the church. The Elders are also responsible for all other duties and agreements outlined in these By-Laws, and shall provide the oversight for the Church. The Elders may delegate appropriate matters to a subset of Elders or to the Deacons.

### **1. THE ELDER COVENANT FOR POOLESVILLE BAPTIST CHURCH:**

- a.** I hereby covenant to be faithful with my time with regard to Sunday school, worship services, church training, and visitation. [112](#)
- b.** I hereby covenant to be faithful with my talents. [113](#)
- c.** I hereby covenant to be faithful with my finances. [114](#)
- d.** I hereby covenant not to be addicted to any habit or deed which does not glorify God. [115](#)
- e.** I hereby covenant to be the husband of only one (1) wife. [116](#)
- f.** I hereby covenant that I will not curse, lie, slander my brothers' character, or be a tale-bearer which may result in harm.
- g.** I hereby covenant to refrain from desecrating the Lord's Day or from any worldly activity that would hinder my services to my Lord and to the Church.
- h.** I hereby covenant to be faithful as a husband and father and lead my family in the devotional life.

## **2. ELDER APPOINTMENT:**

The number of Elders will be determined by the need of the Body and the desire and calling of eligible candidates for that office. Each Elder must be a man, and meet the spiritual qualifications listed in 1 Tim. 3:1-7.

Elders, with the exception of salaried Pastors, are selected and appointed as set forth in the following:

- a.** The Elders consider it their responsibility to prepare leaders for the future. The Elders will observe and actively recruit those members who exhibit the qualities of life that would enable an individual to serve as an Elder. Potential Elders may be nominated at any time by any member of the congregation.
- b.** At such a time as is determined by the Elders, potential Elders will begin Elder training and examination. Their life will be more carefully examined and questioned to be sure they are blameless. The training will consist of Bible, Theology and polity information. When the training is completed the potential Elder will come before the current Elders for examination. If the candidate is confirmed by the Elders, he will then be brought to the congregation.

- c. At a designated congregational meeting, a ballot of potential Elders will be provided to the congregation. The members will cast a vote of confidence or lack of confidence for each nominee. Any Elder candidate which does not receive three-fourths (75%) votes of confidence by those voting at the congregational meeting will not be eligible to be appointed by the Elders for such office. Members who abstain or vote a lack of confidence for any candidate are encouraged to state their name and the basis for their concern on the ballot. After the voting is complete, the Elders shall determine which Elder candidates to officially appoint. The Elders will evaluate all written comments as to particular candidates. As stated above, any candidate receiving less than three-fourths votes of confidence from the congregational balloting shall not be appointed to hold office. In addition, if the Elders determine that a candidate who received more than three-fourths votes of confidence by the congregation does not meet all of the qualifications for such office, that candidate shall not be appointed. For instance, only one member might vote a lack of confidence for a candidate due to a sin issue known to that member. If the Elders substantiate the allegation and determine that it renders the candidate ineligible for holding office, then the candidate will not be appointed. After this process is completed, the current Elders will formally appoint and ordain the new Elders. New Elders take office immediately upon appointment.
- d. At the first meeting of the Elders each fiscal year, the Elders shall select among itself a Leading Elder. The Leading Elder is primarily responsible for establishing agendas for meetings, and scheduling and presiding over Elder meetings. The Senior Pastor may serve as Leading Elder in the absence of the appointed Chair. In addition, a Pastor or Elder shall abstain from voting on portions of matters in which he has a personal or financial interest, such as salary or removal from office.
- e. **ELDER REMOVAL:**

Notwithstanding that Elders are confirmed on an annual basis as set forth above, an individual Elder may be removed by the Elders upon a three-fourths agreement of the Elders. No informational meeting for the congregation is required for the Elders to remove an Elder. However, the Elders shall notify the Body of a removal action.

## **C. SENIOR PASTOR:**

The Senior Pastor is an Elder and therefore a shepherd of the church and will live his life as a godly example, which is characterized and influenced by a devotion to prayer and the study of the Holy Scriptures. The primary distinctive responsibilities of the Senior Pastor shall be to proclaim the Word and provide direction and leadership to all Pastors, Elders, Deacons and staff. He has full voice as an Elder of the church. The Senior Pastor is accountable to and under the authority of the Elders.

### **1. SENIOR PASTOR APPOINTMENT:**

The Elders have the primary responsibility for locating and appointing Senior Pastors. They may appoint a Pastor Search committee to assist in locating potential candidates. At a minimum, Senior Pastors must meet the spiritual qualifications of an Elder. Once the Elders have determined that they have found a candidate that they believe should be appointed, the Elders will hold at least one informational meeting for the congregation to discuss the proposed appointment. The Elders will then solicit input from the congregation. The Elders may choose to bring a potential Senior Pastor to attend the informational meeting to provide an opportunity for the congregation to ask questions and to allow the candidate to share his heart and mission statement. After receiving such input, the Elders will decide whether to appoint the candidate. If any Elder casts a vote of lack of confidence, the candidate will not be appointed. The congregation will then have the opportunity to affirm that decision in a congregational meeting. Once appointed, a Senior Pastor shall serve as long as mutually beneficial.

### **2. SENIOR PASTOR REMOVAL:**

The Elders may remove a Pastor upon full agreement of the Elders. Thereafter the congregation would be called together for an informational meeting to discuss the reasons for dismissal and to address congregational concerns. Pastors may remove themselves from office with consent of the Elders and 30 days notice. If the Senior Pastor is removed for any reason, his duties may be temporarily redesignated by the Elders until such time as a new Senior Pastor can be obtained. In these circumstances the first Associate Pastor will serve as acting President of the Corporate Board and the Leading Elder will serve as Vice-President.

#### **D. ASSOCIATE PASTOR:**

Associate Pastors are Elders and therefore shepherds of the church and will live their lives as godly examples, which are characterized and influenced by a devotion to prayer and the study of the Holy Scriptures. Associate Pastors shall assist the Senior Pastor in the performance of his regular duties and shall perform any other duties as usually pertain to the office of Pastor, or which may be specifically assigned to him by the Elders. In the absence or incapacity of the Senior Pastor for defined periods of time (such as sabbatical or illness), the Associate Pastor(s) shall assume the responsibility for his duties under the oversight of the Elders.

Associate Pastors are appointed and removed in the same manner as the Senior Pastor.

#### **E. DEACONS:**

Each Deacon at Poolesville Baptist Church will live a life as a godly example, which is characterized and influenced by a devotion to prayer and study of the Holy Scriptures. The primary responsibility of the Deacons is to assist the Elders in dutifully and faithfully ministering to the Body of Christ. The Deacons should take initiative to accomplish responsibilities delegated to them by the Elders, to meet personal and physical needs of members. The Deacons will establish and oversee committees comprised of godly men and women within the Body to assist in carrying out its mission and duties. In addition, Deacons will ensure that trusted advisers are examining financial, tax, and legal related issues.

Deacons are selected, appointed, and may be removed by the Elders. The principle qualification for a Deacon is that he is a man who meets the spiritual qualifications listed in 1 Timothy 3:8-12, and has a desire to serve the Body of Christ. The Deacons will commit to the same covenant as that of the Elders. There is no minimum or maximum number of godly men that may serve as Deacons, and the number will be determined by the need of the Body and the desire of eligible candidates for such office.

#### **F. CHURCH STAFF:**

The church will call and employ such staff as the need arises. A job description will be written by the Elders for each office (paid and unpaid) upon determination by the church of its need and before a call is issued for said office.

## **G. CORPORATE BOARD:**

### **1. PRESIDENT:**

This position is held by the Senior Pastor.

### **2. VICE PRESIDENT:**

This position is held by the First Associate Pastor

### **3. TREASURER:**

The Treasurer will be selected by the Elders, will be a church member, and will serve directly under the Elders. The books, accounts, and records maintained by the Treasurer will be considered the property of the church and will be open at all times for inspection by any member of the church by appointment. All financial records will remain on church property in the church office.

### **4. CLERK:**

The Clerk of the church will be selected by the Elders, and will be a church member. The Clerk will keep records of all the actions of the church, except as otherwise herein provided. The Clerk will keep a register of the names of all members with dates of admission, dismissal, or death, together with a record of baptisms. A record of letters of dismissal voted by the church, a file of all communication and written official reports, and a record of all minutes of business meetings held by the church, will also be kept by the Clerk. The Clerk will provide a written record of all membership changes to the Church at each quarterly business meeting.

## **H. INDEMNIFICATION:**

### **1. MANDATORY INDEMNIFICATION:**

If a legal claim or criminal allegation is made against a person because he or she is or was an officer, employee, or agent of the church, the church shall provide indemnification against liability and costs incurred in defending against the claim if the Elders determine that the person acted in good faith, with the care an ordinarily prudent person in a similar position would exercise under similar circumstances, in a manner the person reasonably believed to be in the best interest of the church, and the person had not reasonable cause to believe his or her conduct was unlawful.

## **2. PERMISSIVE INDEMNIFICATION:**

At the discretion of the Elders, the church also may indemnify any person who acted in good faith and reasonably believed that his or her conduct was in the church's best interest and was not unlawful.

## **3. INDEMNIFICATION PROCEDURE:**

If a quorum of the Elders is not available for an indemnification determination because of the number of Elders seeking indemnification, the requisite determination may be made by the membership or by special legal counsel appointed by the membership.

# **VII. MEETINGS:**

## **A. GENERAL:**

The church will sponsor such meetings that will contribute to the spiritual growth of all who attend, the building of the church, and the glorification of God. All meetings shall be under the direct control of the Elders. Each should be centered on our five main directives: the Worship of God, the instruction and fellowship of the saints, evangelism of the lost, and outreach to the community.

## **B. WORSHIP SERVICES:**

The church will meet regularly on Sunday mornings for preaching, instruction, and the worship of Almighty God. These meetings will be open for the entire membership of the church and all visitors, and will be conducted under the direction of the Senior Pastor.

The Lord's Supper will be celebrated at least monthly and at such other times as the Elders may determine.

## **C. BIBLE STUDY:**

There will be a Bible Study, structured to accommodate all ages. This will be for the study of God's Word, and is to be held on Sunday morning. The tasks of the Bible Study will be to teach Biblical revelation, lead all members to worship and minister daily, and to provide and interpret information regarding the work of the church.

#### **D. BUSINESS MEETINGS:**

The Church will have regular (at least quarterly) business meetings chaired by an appointed Moderator. The Church may be called into special business meetings at any time by the Elders, provided public announcement has been made in one (1) regular service of the Church previous to the time of the desired special meeting. An emergency meeting may be called at any time by the Elders.

In every meeting together, members shall act in that spirit of mutual trust, openness, and loving consideration which is appropriate within the body of our Lord Jesus Christ.

Business meetings will be conducted per the provisions stipulated in the Church Operations Manual.

#### **VIII. DISPOSITION OF CHURCH PROPERTY:**

If the time should ever come that the Poolesville Baptist Church should discontinue active services, all real estate and facilities will be utilized or disposed of by the Elders in a manner that will glorify God and in accordance with State Law.

#### **IX. AMENDMENTS:**

Changes to this Constitution and these By-Laws may be made at any business meeting. The quorum for such a business meeting is one-fifth (1/5) of the active members on record as of that date. Proposed changes must be provided in writing at a previous business meeting.

## Notes

1. 2 Tim. 3:16-17; 2 Pet. 1:21; Acts 1:16; 3:21; Rom. 3:1-2 **(Return)**
2. 2 Tim. 3:15; 1 Pet. 1:10-12; Rom. 1:16; John 5:38-39 **(Return)**
3. Prov. 30:5-6; John 17:17; Rev. 22:18-19; Rom. 3:4 **(Return)**
4. Rom. 2:12; John 12:47-48 **(Return)**
5. Phil. 3:16-19; Eph. 4:3-6; 1; Cor. 1:10; 1 John 4:1; 1 Pet. 4:11 **(Return)**
6. Isa. 8:20; 1 Thess. 5:21; Acts 17:11; 1 John 4:6; Jude 3-5; Eph. 6:17; Psa. 119:59-60; Phil. 1:9-11 **(Return)**
7. John 4:24; Psa. 147:5, 83:18; Heb. 3:4; Isa. 57:15, 45:5-7; Jer. 10:10 **(Return)**
8. Exod. 15:11; Isa. 6:3; 1 Pet. 1:15-16 **(Return)**
9. Mark 12:30; Rev. 4:11; Matt 10:37 **(Return)**
10. Matt. 28:19; John 15:26; 1 Cor. 12:4-6; Mark 1:9-11 **(Return)**
11. John 10:30, 5:17, 14:23, 17:5, 10; Acts 5:3-4; 1 Cor. 2:10-11; Phil. 2:5-6 **(Return)**
12. Eph. 2:18; 2 Cor. 13:14; Rev. 1:4-5 **(Return)**
13. Gen. 1:27, 2:16; Eccl. 7:29 **(Return)**
14. Gen. 3:6-24; Rom. 5:12 **(Return)**
15. John 3:6; Psa. 51:5; Rom. 5:18-19, 8:7 **(Return)**
16. Isa. 53:6; Gen. 6:12; Rom. 3:10-12 **(Return)**
17. Eph. 2:1-3; Rom. 1:18, 32, 2:6-8, 12; Gal. 3:10; Matt. 20:15 **(Return)**
18. Ezek. 18:19-20; Rom. 1:20, 3:19; Gal. 3:22 **(Return)**
19. Eph. 2:5; Matt. 18:11; 1 John 4:10; Acts 15:11 **(Return)**
20. John 1:1-14, 3:16; Heb. 4:14, 9:15, 12:24 **(Return)**
21. Phil. 2:6-7; Heb. 4:14-15; 2 Cor. 5:21 **(Return)**
22. John 8:29; Matt 5:17 **(Return)**
23. Isa. 53:4-5; Matt. 20:28; Rom. 3:21-26, 4:25; 1 John 2:2, 4:10; 1 Cor. 15:1-3; Heb. 9:13-15 **(Return)**

24. Heb. 1:3, 8, 8:1; Col. 3:1 [\(Return\)](#)
25. Heb. 2:18, 7:25-26; Col. 2:9 [\(Return\)](#)
26. John 1:16; Eph. 3:8; Acts 13:39; Rom. 3:24, 8:1 [\(Return\)](#)
27. Rom. 5:9; Eph 1:7; Acts 10:43 [\(Return\)](#)
28. Rom. 5:17, 21; Titus 3:5-6; 1 John 2:25 [\(Return\)](#)
29. Rom. 4:4-5, 5:21; Eph 2:8-9; Phil. 3:7-9 [\(Return\)](#)
30. Rom. 3:24-26, 4:11, 23-25, 5:19 [\(Return\)](#)
31. Rom. 5:1-3, 11; 1 Cor. 1:30-31; Matt. 6:33; 1 Tim. 4:8 [\(Return\)](#)
32. Isa. 55:1; Rev. 22:17 [\(Return\)](#)
33. 1 John 3:23; Rom. 1:15-17, 16:26; Mark 1:15 [\(Return\)](#)
34. John 3:19, 5:40; Matt. 23:37; Rom. 9:32; Acts 13:46 [\(Return\)](#)
35. John 3:18-19; Matt. 11:20; Luke 19:27; 2 Thess. 1:8-9 [\(Return\)](#)
36. John 1:12-13, 3:3, 6-7 [\(Return\)](#)
37. 2 Cor. 5:17; Ezek. 36:26; Deut. 30:6; Rom. 2:28-29; 1 John 4:7 [\(Return\)](#)
38. John 1:13, 3:8; James 1:18; 1 Cor. 1:30; Phil. 2:13 [\(Return\)](#)
39. 1 Pet. 1:22-25; 1 John 5:1; Eph. 4:20-24; Col. 3:9-11 [\(Return\)](#)
40. Eph. 5:9; Rom. 8:9; Gal. 5:16-23; Matt. 3:8-10; 7:20; 1 John 5:4, 18 [\(Return\)](#)
41. Mark 1:15; Acts 11:18; Eph. 2:8; 1 John 5:1; Titus 3:5; John 3:8 [\(Return\)](#)
42. John 16:8; Acts 2:37-38; 16:30-31 [\(Return\)](#)
43. Luke 15:21, 18:13; James 4:7-10; 2 Cor. 7:11; Rom. 10:12-13; Psa. 51 [\(Return\)](#)
44. Rom. 10:9-11; Acts 3:22-23; Heb. 1:8, 4:14; Psa. 2:6 [\(Return\)](#)
45. 2 Tim. 1:8-9; Eph. 1:3-14; 1 Pet. 1:1-2; Rom. 9:11, 15, 11:5-6; 1 John 4:19 [\(Return\)](#)
46. 2 Thess. 2:13-14; Acts 13:48, 15:14; John 10:16 [\(Return\)](#)
47. Exod. 33:18-19; Eph. 1:11; Rom. 9:23-24, 11:28-29, 32-36; Jer. 31:3; James 1:17-18; 2 Tim. 1:9 [\(Return\)](#)
48. 1 Cor. 1:26-31, 4:7, 15:10; Rom. 3:27, 4:16; Col. 3:12; 1 Pet. 2:9, 5:10; 1 Thess. 2:12-13; Luke 18:7; John 15:16 [\(Return\)](#)

49. 2 Tim. 2:10; 1 Cor. 9:22; Rom. 8:28-30; 2 Pet. 1:10 [\(Return\)](#)
50. 1 Thess. 1:4-10 [\(Return\)](#)
51. Rom. 8:28-30, 11:29; John 10:27-29; 1 John 5:13; Isa. 42:16 [\(Return\)](#)
52. 2 Pet. 1:10-11; Phil. 3:12; Heb. 6:11 [\(Return\)](#)
53. 1 Thess. 4:3, 5:23; 2 Pet. 1:3-4; Heb 12:10; 2 Cor. 7:1, 13:9; Eph. 1:4 [\(Return\)](#)
54. Prov. 4:18; 2 Cor. 3:18; Heb. 6:1; 2 Pet. 1:5-8; Phil. 3:12-16 [\(Return\)](#)
55. Rom. 8:5; John 3:6; Phil. 1:9-11; Eph. 1:13-14 [\(Return\)](#)
56. Phil. 2:12-13; Luke 9:23; Eph. 4:11-12, 30, 6:18; 1 Pet. 2:2; 2 Pet. 3:18; 2 Cor. 13:5; Matt. 26:41 [\(Return\)](#)
57. Mark 13:13; John 8:31; 1 John 2:27-28, 3:9, 5:18 [\(Return\)](#)
58. 1 John 2:19; Matt. 13:20-21; John 6:66-69; Job 17:9 [\(Return\)](#)
59. Rom. 8:28; Matt. 6:30-33; Jer. 32:40; Psa. 121:3, 91:11-12 [\(Return\)](#)
60. 1 Pet 1:3-5; Phil. 1:6, 2:12-13; Jude 24-25; Heb. 1:14, 13:5; 2 Kings 6:16; John 4:4 [\(Return\)](#)
61. Rom. 3:20, 3:31, 4:15; Matt. 5:17; Luke 16:17 [\(Return\)](#)
62. Rom. 7:7, 12, 14, 22; Gal. 3:21; Psa. 119 [\(Return\)](#)
63. John 3:19, 5:44, 6:44; Rom. 8:7-8; Josh. 24:19; Jer. 13:23 [\(Return\)](#)
64. Rom. 8:2, 4, 10:4; 1 Tim. 1:5, 2:4-6; Heb. 8:10; Jude 20-21; Matt. 16:17-18 [\(Return\)](#)
65. 1 Cor. 1:1-13; Acts 2:41, 8:1, 11:31 [\(Return\)](#)
66. Acts 2:42, 47; 1 Cor. 4:17; 2 Cor. 8:5 [\(Return\)](#)
67. 1 Cor. 4:17, 5:12-13, 11:2, 11:23; 2 Cor. 2:7; 2 Thess. 3:6; Rom. 16:17-20; Matt. 18:15-20 [\(Return\)](#)
68. Matt. 28:20; John 14:15, 21, 15:12; 1 John 4:21; 2 John 6; 1 Thess. 4.2; Gal. 6:2 [\(Return\)](#)
69. Eph. 4:7; 1 Cor. 12:8-11, 14:12; Phil. 1:27; Col 3:12-13, 16 [\(Return\)](#)
70. Phil. 1:1; Acts 14:23, 15:22; 1 Tim. 3; Titus 1:1-9 [\(Return\)](#)
71. 1 Tim 2:1-13; Titus 1:5-9 [\(Return\)](#)
72. Acts 8:36-39; Matt. 3:5-6, 28:19; John 3:22-23, 4:1-2; Mark 16:16; Acts 2:38; 8:12, 16:32-34, 18:8 [\(Return\)](#)

73. Matt. 28:19; Acts 10:47-48 [\(Return\)](#)
74. Rom. 6:4; Col. 2:12; 1 Pet. 3:20-21; Acts 22:16 [\(Return\)](#)
75. Acts 2:41-42; Matt. 28:19-20 [\(Return\)](#)
76. 1 Cor. 11:26; Matt. 26:26-29; Mark 14:22-25; Luke 22:14-20 [\(Return\)](#)
77. Acts 20:7; Col. 2:16-17; Mark 2:27; John 20:19; 1 Cor. 16:1- 2 [\(Return\)](#)
78. Exod 20:8; Rev 1:10 [\(Return\)](#)
79. Psa. 26:8, 119:15; Heb. 10:24-25; Acts 11:26, 13:44, 17:2, 3; Lev. 19:30; Luke 4:16 [\(Return\)](#)
80. Heb. 4:3-11 [\(Return\)](#)
81. Rom. 13:1-7; Deut. 16:18; Exod. 18:21-23; Jer. 30:21 [\(Return\)](#)
82. Matt. 22:21; Titus 3:1; 1 Pet. 2:13-14; 1 Tim. 2:1-3 [\(Return\)](#)
83. Acts 4:18-20, 5:29; Matt. 10:28; Dan. 3:15-18; 6:7-13 [\(Return\)](#)
84. Matt. 23:10; Rom. 14:4; Rev. 19:16; Psa. 2, 72:11; Rom. 14:9-12 [\(Return\)](#)
85. Mal. 3:18; Prov. 12:26; Isa. 5:20; Gen. 18:23; Acts 10:34- 35; Rom. 6:16 [\(Return\)](#)
86. Rom. 1:17; 5:1, 15-18; 6:18, 22; 1 John 2:29; 3:7; 1 Cor. 11:32; 1 Pet. 4:17-18 [\(Return\)](#)
87. 1 John 5:19; Gal. 3:10; John 3:36, 55:6-7; Isa. 57:21; Psa. 10:4 [\(Return\)](#)
88. Prov. 10:24; 14:32; Luke 9:23- 26; 12:4-5; 16:25; John 8:21-24; 12:25; Eccl. 3:17; Matt. 7:13-14 [\(Return\)](#)
89. 1 Pet. 4:7; 2 Pet. 3:3-13; 1 Cor. 7:29-31; Heb. 1:10-12; Matt. 13:39-40, 24:35, 28:20; 1 John 2:17 [\(Return\)](#)
90. Acts 1:11, 3:21; Rev. 1:7; Heb. 9:28; 1 Thess. 4:13-18; 5:1-11 [\(Return\)](#)
91. Acts 10:42, 24:15; 1 Cor. 15:12-59; Luke 14:14; Dan. 12:2; John 5:28-29; 6:40; 11:25-26; 2 Tim. 1:10 [\(Return\)](#)
92. Matt. 13:49, 37-43; 24:30-31; 25:31-33 [\(Return\)](#)
93. Matt. 25:35-41; Rev. 22:11; 1 Cor. 6:9-10, 2 Cor. 4:17-18, 5:10-11; Mark 9:43-48; 2 Pet. 2:9; Jude 7; Phil. 3:19; Rom. 6:23; John 4:36 [\(Return\)](#)
94. Rom. 2:2-16, 3:5-6; 2 Thess. 1:6-12; Heb. 6:1-2; 1 Cor. 4:5; Acts 17:31; Rev. 20:11-12; 1 John 2:28; 4:17 [\(Return\)](#)
95. Rom. 8:14-15 [\(Return\)](#)

96. John 1:12-13; Heb. 4:14 **(Return)**
97. Matt. 28:19 **(Return)**
98. Heb. 8:10-12 **(Return)**
99. 1 Cor. 12:13; Col. 1:18 **(Return)**
100. Rom. 12:6-11; 2 Tim. 3:16-17; Jude 3 **(Return)**
101. Matt. 23:23; 2 Cor. 8:5-12; 1 John 3:17 **(Return)**
102. Deut. 6:6-9; Prov. 22:6; Eph. 6:4 **(Return)**
103. Eph. 4:25-27, 5:15; Rom. 1:28-30; 12:17-18; 13:8; 1 Tim. 5:13; 2 Cor. 12:20; Acts 1:8; Matt. 28:19 **(Return)**
104. Rom. 12:10-16; 1 Thes. 5:25; 1 John 3:17; James 1:27; Prov. 15:1; Eph. 4:29; Matt. 18:15-17 **(Return)**
105. Ecc. 5:4-5; Matt. 28:20; 1 Cor. 4:2 **(Return)**
106. Matt. 18:15-17; 2 Thes. 3:14-15; 1 Tim. 5:19-20; 1 Cor. 5:4-5 **(Return)**
107. Prov. 15:5; 29:15; 1 Cor. 4:14; Eph. 6:4; Heb. 12:1-11; Psa. 141:5; Prov. 17:10; 25:12; 27:5; Ecc. 7:5; Matt. 7:26-27; 18:15-17; Luke. 17:3; 1 Cor. 5:5; Gal. 6:1-5; 2 Thess. 3:6, 14-15; 1 Tim. 1:20; Titus 1:13-14 **(Return)**
108. Prov. 13:20; Rom. 15:14; 1 Cor. 5:11; 15:33; Col. 3:16; 1 Thess. 5:14; 1 Tim. 5:20; Heb. 10:24-25 **(Return)**
109. 1 Cor. 5:4-7; 2 Cor. 13:10; Eph. 5:27; 2 John 10 **(Return)**
110. Prov. 28:7; Acts 5:1-11; Eph. 5:11; 1 Tim. 3:7; Titus 3:10-11 **(Return)**
111. Deut. 5:11; 1 Kings 11:2; 2 Chr. 19:2; Ezra. 6:21; Neh. 8:18-9:2; Isa. 52:11; Matt. 5:16; John 15:8; Rom 15:5-6; 2 Cor 6:14-7:1; Eph 1:4; 5:27; 1 Peter 2:12 **(Return)**
112. Heb. 10:25; Acts 5:42 **(Return)**
113. Mark 13:34, Luke 16:1-15, Matt. 25:14-30 **(Return)**
114. 2 Cor. 9:7 **(Return)**
115. 1 Cor. 6:19-20 **(Return)**
116. Tim. 3:12 **(Return)**