

# **CONSTITUTION AND BY-LAWS OF THE CENTRAL BAPTIST CHURCH OF BALTIMORE CITY**

This organization, duly incorporated under the laws of the State of Maryland, shall be known as *The Central Baptist Church*.

## **ARTICLE I - Officers**

The scriptural officers of this church shall consist of the pastor and deacons only. Trustees, Clerk, Treasurer, Financial Secretary, and all other members of the finance committee shall be selected by the pastor and members of the board of deacons, all of whom shall be elected annually to serve for one year. A pastor shall be elected by the officers and members of the church, his retirement shall be at 70 years of age. Further tenure shall continue at the pleasure of the officers and members of the church.

## **ARTICLE II - Duties of the Pastor**

The pastor shall supervise public religious instruction to the congregation. He shall be the spiritual guide of the church, to administer the ordinances in the church, and to watch over the personal experiences in the life of the members.

## **ARTICLE III - Duties of the Assistant Pastor**

The assistant pastor shall assume responsibilities of religious instruction and other duties as assigned by the pastor and listed in his job description. If the pastor is incapacitated or pass the age of 70, it shall be the duty of the board of deacons to change the duties of the assistant pastor, as required.

## **ARTICLE IV - Deacons**

In selecting deacons, the church shall seek out such members as possess the spiritual qualifications of honest report and apt to teach and other such qualifications as stated in Acts, 6<sup>th</sup> Chapter and St. Timothy, 3<sup>rd</sup> Chapter. They shall serve tables and use alms of the church for the relief of the needy members, shall visit the sick, assist the pastor with baptism, and the distribution of the sacred elements of the Lord's Supper, and shall assist the pastor in the performance of his duties. Deacons shall serve until death, resignation or removal for cause in the opinion of a majority of the members of the church.

## **ARTICLE V - Trustees**

The trustees shall be the legal representatives of the church, having in charge the temporalities and the responsibility to keep the premises in good condition. They may not purchase or dispose of any property or any other asset, nor make any improvement except as authorized by the church, which power may be authorized only by a majority of votes present at church meetings. It shall be the duty of the trustees to see that the employees of the church are paid promptly, at such time as the church may order, and by such methods as the church adopt; they shall make itemized reports quarterly to the church. All moneys raised by the church for the church shall be turned over to the treasurer to be deposited in a legal bank account in the name of the church. Money set aside for alms can only be distributed upon approval by the board of deacons.

## **ARTICLE VI - Church Clerk**

The church clerk shall keep a record of all proceedings and keep a historical sketch of all important events. The clerk shall take charge of all records and be responsible for all church papers and membership records. The clerk shall keep membership data current as far as possible and notify the board of deacons of any member who is more than three (3) months in arrears with his or her dues.

## **ARTICLE VII - Treasurer**

The treasurer shall be a deacon or trustee and shall be bonded at the expense of the church. The treasurer shall receive all moneys of the church and shall be responsible for the same after it has been counted out to him or her. All checks drawn on the general funds account shall bear the signatures of the treasurer as well as the chairman of the board of trustees and the financial secretary. The treasurer shall keep a true book of accounts and report the same to the church whenever required.

## **ARTICLE VIII**

The deacons, trustees and all officers of the church are expected, as leaders of the church, to lead in the fulfilling of all obligations pertaining to the dignity of their office—morally, spiritually and financially; failure to do so shall be considered a breach of covenant. Any officer so offending shall be brought before the board of deacons, after being notified by the board secretary. Failure of any officer to attend board meetings without a legitimate reason shall subject the offender to suspension from office.

## **ARTICLE IX**

The deacons should set standards for the members to follow, and walk worthily before the members; therefore, if they, for any reason be suspended for any offense, they shall not be eligible to hold any official position for at least twelve (12) months, at the discretion of the pastor and board of deacons. The membership of the church will be duly informed of such actions.

## **ARTICLE X**

The board of deacons shall be composed of at least seven (7) members, who shall from their members elect a chairman, who shall preside at the official board meeting.

## **ARTICLE XI**

The regular official board meeting of the church shall be held on Monday evening after the second Sunday of each month, and all business of such meetings shall be considered private and shall be attended by qualified members only.

## **ARTICLE XII**

The board of trustees shall be composed of a least nine (9) members.

## **ARTICLE XIII**

The annual business meeting of the church shall be held on the Saturday preceding the third Sunday in February beginning in 1998. At each annual meeting the charter of the church and these bylaws shall be read aloud to the members. Semi-annual or special meetings can be called at the discretion of the pastor and board of deacons, upon giving at least ten (10) days' notice.

## **ARTICLE XIV**

All business meetings of the church shall be called by the pastor and the board of deacons, and meetings called by any other person or persons shall not be valid. Fifty (50) members in good financial standing shall constitute a quorum.

## **ARTICLE XV**

Whenever the office of pastor is vacant, the chairman of the board of deacons shall be in charge of the pulpit until the board of deacons shall recommend to the church a

qualified person to act as pastor, and upon such recommendation there shall be a vote taken at the next regular meeting of the church, at which a quorum of not less than one-third ( $\frac{1}{3}$ ) of the members in good standing is present.

#### **ARTICLE XVI**

If and when at any time the board of deacons finds it necessary in their discretion to exclude the pastor from the pulpit, a meeting of the church shall be called by the board of deacons and such action shall be taken by the church membership as recommended by the board of deacons. If at such meeting the pastor shall be voted out by a majority of the members present, he shall be entitled to all indebtedness due him up to the date of the meeting and salary for thirty (30) days thereafter, but not more.

#### **ARTICLE XVII**

At meetings of the church, members shall be confined to three (3) minutes of discussion on any subject, unless by unanimous consent the time is extended.

#### **ARTICLE XVIII**

This constitution may be amended only at annual meetings of the church. Three (3) months' notice shall be given to all members and such notice shall state the purposes of any proposed amendment. A vote of three-fourths ( $\frac{3}{4}$ ) of the members present shall be required to pass or adopt any amendment, which, when adopted shall go into effect three (3) months after adoption.