CONSTITUTION & BY-LAWS

OF THE

Allen Memorial Baptist Church
Candor, New York

2015 Revised Edition

NOVEMBER 18, 2015

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Preamble

The purpose of this document is to define the Allen Memorial Baptist Church. Having accepted God's gift of Jesus Christ for our salvation and accepted the entire Scriptures as our sole and perfect rule of faith and practice, we band ourselves together as part of the body of believers in Jesus Christ and adopt for our government and service the following Constitution.

This Constitution shall specify the general organization and requirements of this church. Any changes to be made to this document shall be made in accordance per ARTICLE IX.

In conjunction with this Constitution, the Allen Memorial Baptist Church Handbook shall be maintained by the Leadership that specifies in greater detail how this church will carry out the requirements of this Constitution. Changes to this Handbook may be made by approval of the Leadership. Once approved, any changes are to be communicated in the next quarterly business meeting. This allows for flexibility and the changing needs in ministry so it is unnecessary to vote on every detail of the ministry. Any discrepancies between the Handbook and the Constitution, the Constitution takes precedence.

ARTICLE I
NAME– PURPOSE – MISSION – RELATIONSHIPS

1. NAME
    - This church shall be known as the Allen Memorial Baptist Church (from this point forward, referred to as AMBC) of Candor, New York, AKA the Candor Village Baptist Society. It is incorporated as an independent Baptist church subject to state and federal laws pertaining thereto.

2. PURPOSE
    - To honor God by building, strengthening, and encouraging biblical unity, love, and maturity within the body of Christ in Candor, our surrounding communities, and ultimately the world (Ephesians 4 and I Corinthians 12)

3. MISSION
    - To be a body of believers dedicated to loving people as Jesus does

4. RELATIONSHIPS
    - This church shall be fully independent and answerable to no other ecclesiastical body. Under the leadership of the Holy Spirit, this church, by congregational decision, shall engage in relationships and/or provide financial or other support to other Bible-believing churches and organizations, in keeping with the Declaration of Faith (See Article II).

ARTICLE II
DECLARATION OF FAITH

The Declaration of Faith does not exhaust the extent of our beliefs. The Bible itself, Old and New Testaments, as the divinely inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind is the sole and final source of all that we believe. For purposes of AMBC's faith, doctrine, practice, policy, and discipline, our Pastor(s) and Deacon Board shall serve as AMBC's final interpretive authority on the Bible's meaning and application.

This scriptural record we interpret to include the following basic doctrines.

WE BELIEVE THAT GOD'S WORD TEACHES …

1. DIVINE INSPIRATION OF THE BIBLE. We believe that the Bible is God's word, that it was written by men divinely and uniquely inspired, that it is absolutely trustworthy, and that it has supreme authority in all matters. (II Timothy 3:16-17)

2. THE TRINITY. We believe in the triune God. We worship one God in trinity, and trinity in unity, neither confounding the persons nor dividing the substance. (Matthew 28:19, Deuteronomy 6:4)
    a. GOD THE FATHER. We believe in God the Father, Creator of heaven and earth, perfect in holiness, infinite in wisdom, measureless in power. We rejoice that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ. (Genesis 1:1; Leviticus 19:2; Job 42:2; Matthew 19:26; Romans 3:21-26; Romans 11:33)
    b. GOD THE SON. We believe in Jesus Christ, God's only begotten Son, conceived of the Holy Spirit, born of the virgin Mary, sinless in His life, making atonement for the sin of the world by His death on the cross. We believe in His bodily resurrection, His ascension into heaven, His high-priestly intercession for His people and His personal, visible, imminent return to the world according to His promise. (Matthew 1:18,23; 24:14-31; 25:3-34; Luke 24:5-7,15; John 14:2,3; Acts 1:9,11; I Thessalonians 4:16; Titus 2:12, 13; Hebrews 4:14,15; 7:25; Revelation 1:7)
    c. GOD THE HOLY SPIRIT. We believe in the Holy Spirit, who came forth from God to convince the world of sin, of righteousness, and of judgment and to regenerate, sanctify, and comfort those who believe in Jesus Christ. (John 15:26; 16:8-11)

3. MAN. We believe that man was created in the likeness and image of God. Through the sin of Adam, man fell from his sinless state, and is born totally depraved and alienated from God. We believe that all men have sinned, by nature and by choice. Every human being is responsible to God in all matters. (Genesis 1:27; Romans 5:12; Psalm 51:5; Isaiah 53:6; Romans 3:23; 7:15-25; Romans 14; II Corinthians 5:17)

4. SALVATION. We believe that God so loved the world that He gave His only begotten Son that whoever believes in Him should not perish but have everlasting life. Therefore, those who repent of their sin and accept Jesus Christ as their Lord and Savior (believers) are kept by the power of God and will forever rejoice in God's presence, and that those who refuse to accept Jesus Christ as Lord and Savior (unbelievers) will face judgment and eternal separation from God in hell. (Luke 13:3; John 3:16; 17:11; Romans 6:23; Hebrews 9:27; I Peter 1:5; Revelation 20:11-15)

5. SATAN. We believe that Satan is a fallen angel, that he is the deceiver of mankind, and that someday God will cast him into the lake of fire. (Revelation 12:9-10; 20:10; Matthew 25:41)

6. THE CHURCH. We believe in the Church – a living, spiritual body, with Christ as the head and of which all believers (defined above) are members. We believe that a visible church is a company of believers in Jesus Christ, buried with Him in baptism and associated for worship, work, and fellowship. God has laid upon the church the task of presenting to a lost world the need to accept Jesus Christ as Savior and to place Him as Lord and Master of their lives. (Romans 12:4,5; I Corinthians 12; Ephesians 4:11-13; 5:23)

7. BAPTISM. We believe that baptism by immersion* (see Exception – Article IV) is the scriptural method and that baptism does not save. It is an act of obedience to the command of Christ and is a testimony to the world of the believer's faith in the death, burial, and resurrection of Jesus Christ. (Romans 6:1-5; Matthew 28:19-20; Acts 2:41-42)

8. COMMUNION. We believe that communion (the Lord's Supper) is a symbolic ordinance, picturing Christ's body broken for our sins and His blood shed for our redemption. It is not a saving ordinance, but helps us remember his death and inspires us while looking forward to His coming. It is to be observed by obedient believers. (I Corinthians 11:23-26)

9. SPIRITUAL GIFTS. We believe that the manifestation of the Spirit is given for the common good. The spiritual gifts are neither necessary nor sufficient as evidence of salvation. The purpose of spiritual gifts is for the edification of the church body. (I Corinthians 12-14)

10. PRAYER. We believe that God hears and answers the prayer of faith in accordance with His own will. (John 15:7; I John 5:14-15)

11. CIVIL GOVERNMENT. We believe that civil government is of divine appointment, and that governors of states and nations should be obeyed when the laws they seek to enforce are not in conflict with God's Word, the Bible. (Romans 13:1-7; Acts 4:19-20; Matthew 22:21)

12. FAMILY. We believe the family unit is the building block of civilized society and that each member of the family is subject to Scriptural roles as described in Ephesians 5:22-6:4.

13. THE SANCTITY OF HUMAN LIFE. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139:1-18.)

14. MARRIAGE, GENDER, AND SEXUALITY. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27)

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

We believe that any form of sexual immorality (including, but not limited to, adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, transgender, and use of pornography) is sinful and offensive to God. (Matt. 5:27-28; 15:18-20; I Cor. 6:9-10)

In summary, we believe that in order to preserve the function and integrity of AMBC as the local Body of Christ, and to provide a biblical role model to the AMBC members and the community, it is imperative that all persons employed by AMBC in any capacity, or who serve as volunteers, agree to and abide by this Declaration of Faith. (Matt. 5:16; Phil. 2:14-16; I Thess. 5:22)

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

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

ARTICLE III
CHURCH COVENANT

All who are members of this church will subscribe to the following covenant:

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our 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, angels, 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 and ordinances; to accept its discipline and doctrines; 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 throughout all nations.

We also engage to maintain family and personal devotions; to educate our children in the Christian faith; 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 gossiping, backbiting, and excessive anger; and to seek God's help in avoiding abuse of all drugs, food, drink, and practices that bring unwarranted harm to the body or jeopardize our own or another's faith. *As it is written, "Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is – his good, pleasing, and perfect will." "Let no debt remain outstanding, except the continuing debt to love one another, for he who loves his fellowman has fulfilled the law." The commandments, 'Do not commit adultery,' 'Do not murder,' 'Do not steal,' 'Do not covet,' and whatever other commandment there may be, are summed up in this one rule: 'Love your neighbor as yourself.' "Do not get drunk…which leads to debauchery. Instead be filled with the Spirit. Speak to one another with psalms, hymns, and spiritual songs. Sing and make music in your heart to the Lord, always giving thanks to God the Father for everything, in the name of our Lord Jesus Christ."*

We further engage to watch over one another in brotherly love; to remember each other in prayer; 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 to be ready to make 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 unite, as soon as possible, with some other church of like faith where we can carry out the spirit of this Covenant and the principles of God's word.

(Based on Romans chapters 12, 13; Ephesians 5:1-19; II Corinthians 12:20-21)

ARTICLE IV
RULES OF MEMBERSHIP

1. QUALIFICATIONS. The membership of this church shall consist of believers in the Lord Jesus Christ who have been baptized by immersion* upon profession of faith; who have acknowledged agreement with the Declaration of Faith and the Covenant of this church, and who offer evidence by their profession and their conduct, that they are living in accord with their affirmations and this Constitution and Bylaws, and are actively pursuing and continuing in a vital fellowship with the Lord, Jesus Christ, and who have been formally received into the fellowship of the church. Children of members are not automatically members of this church.

   * Exception to immersion could be made for persons incapable of this form of baptism; i.e. physical impairment preventing immersion.

2. METHOD OF ADMISSION. All applicants for admission to the membership of this church shall meet with the Board of Deacons for consultation and examination and:
   - State their confession of faith in Jesus Christ as Savior
   - Submit to the Board a signed Membership/Employment Agreement form, which requires agreement to abide by this Constitution**. (A copy of this Constitution and Membership/Employment Agreement form – found in the AMBC Handbook – shall be provided to each prospective member prior to meeting with the Board of Deacons.)
   - They may submit a letter of dismissal from another church of like faith
   - They may submit a statement of their previous Christian experience and testimony of baptism by immersion*

   ** Records of all signed Statements shall be kept by the Clerk

3. PRESENTATION OF NEW MEMBERS TO CHURCH. The names of applicants shall be announced and published two Sundays after their interview with the Board of Deacons. Prospective members unanimously approved by the Board of Deacons shall be presented as members to the congregation and given the right hand of fellowship as soon as appropriate.

4. BENEFITS OF MEMBERSHIP.
   - Able to vote on church business, certain leadership positions, Constitution amendments, budget
   - Provide support to the Leadership of this church
   - Use of church facilities, i.e. weddings, funerals, etc. at the discretion of the Leadership (See Article V Deacons, 2h.)
   - Ten (10) active members may call a meeting of the church, as specified in MEETINGS FOR BUSINESS (See Article VI, c.)
   - Fellowship and accountability
   - Ability to hold office

5. ACTIVE MEMBERSHIP. A member shall be classified as active when that member has attended at least half of the worship services held during the church year. The Board of Deacons will be responsible for determining the method of tracking this and shall prepare and present this list to the church at the annual business meeting. At the discretion of the Deacons, they may include on the Active List any members who have given evidence of being active even though they have not attended the necessary number of worship services. Only those on the Active List shall vote on church business.

6. INACTIVE MEMBERSHIP. If any member is absent from the services of this church more than half of the worship services held and fails to contribute to the support of its program for a period of six months, said member shall be placed on the Inactive Membership list. Those members who continue to remain absent will be contacted by the Pastor and Deacons at least once a month for three months; if no further interest in this church is shown by that member, action will be taken to remove this member from the membership entirely.

7. MEDIATION. Members will make every effort to settle disputes between themselves. If they are unable to do so, they are encouraged to seek the assistance of the Deacons. Members of the church are encouraged to submit any legal dispute to the Board of Deacons. Lawsuits between believers, or threats of lawsuits between believers, are a matter of grave concern for the church, and are contrary to biblical and church teaching. Mediation is an effort to resolve disputes in a biblical fashion. (I Corinthians 6: 1-7.)

8. CORRECTIVE DISCIPLINE. The Scriptures require us to implement the Biblical steps in discipline. The primary aim of all steps of discipline is the repentance and restoration of the erring member. Failing that, the aim is to protect the purity of the church and the reputation of Christ.

    A. One-on-One Attempt to Restore
        a. Any member of the church having factual knowledge of an erring member's heresy, sin, or refusal to be reconciled must approach that person in private, loving confrontation, and seek his or her restoration (Matthew 18:15; Galatians 6:1-2).
    B. One or Two Witnesses Attempt to Restore
        a. If, after repeated attempts, the erring member refuses to heed such warnings, then the warning member should return, privately, with one or two witnesses to establish facts. These witnesses, after self-examination and prayer, should adjudicate the matter and seek to reconcile the parties and/or to restore the erring member (Matthew 18:16, 19-20).
    C. Members Attempt to Restore
        a. Stage 1 – Report to the Board of Deacons
            i. If the witnesses determine that the erring member refuses to heed such warnings, they should report the matter to the Deacons, who are responsible to keep watch over the flock (Hebrews 13:17). At this stage, the witnesses, along with the Deacons, after self-examination and prayer, should adjudicate the matter and seek to reconcile the parties and/or to restore the erring member (Matthew 18:16, 19-20).
        b. Stage 2 – Report to the Membership
            i. If the erring member continues to refuse to heed such warnings, the Deacons will report the matter to the members of the church, requiring them to associate with the erring member only to warn him or her of their error. During this sobering time, the erring member will be excluded from participation in the Lord's Table, participating in the congregational meetings of this church and serving in the ministries of this church, according to the guidelines of Scripture (Matthew 18:17; I Corinthians 5:9-11; II Thessalonians 3:6, 14-15). Further, according to I Corinthians 5:1-13, if the sin is public, known to the church, and not repented of, the Deacons may go immediately to this step when they have found it impossible to implement the information and private steps first.

D. Removal from Fellowship
    a. Upon Unrepentance
        i. If, after the Deacons and the members of this church have attempted to restore the erring member, and he or she still refuses to repent, he or she shall be publicly dismissed from the church, and the church will be instructed to treat him or her as an unbeliever on the grounds of his or her unrepentance (Matthew 18:17 and I Corinthians 5:9-11).
    b. Upon Resignation
        i. If, during any of the steps of corrective discipline, the erring member seeks to resign from the membership of this church, the Deacons shall accept the resignation. The Deacons shall in such instances report the reasons for the resignation to the members, publicly disclosing any unresolved issues, and instructing the church to treat the resigning member as an unbeliever on the grounds of his or her unrepentance (Matthew 18:17 and I Corinthians 5:9-11).

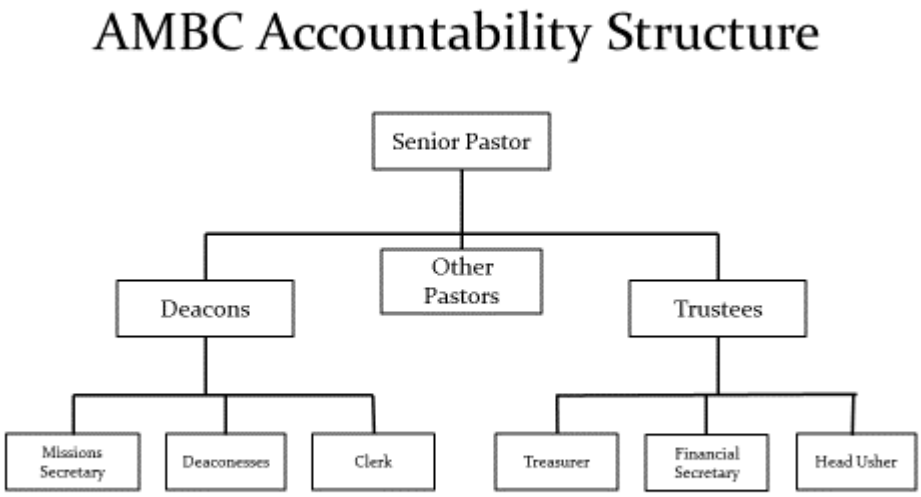
E. Restoration of the Erring Member
    a. At the Informal and Private Level of Discipline
        i. If the erring member repents at the informal and private level of discipline, or the sin is not known publicly, then repentance, confession, and restoration shall be private (Matthew 18:15-16; Luke 17:3-4; Ephesians 4:32; Colossians 3:13).
    b. Formal and Public Level of Discipline
        i. If the discipline proceeds to the formal level of public disclosure before the church, or if the sin of the erring person is public, then the repentance, confession, and restoration must be formal and before the church (II Corinthians 2:5-11).
    c. Responsibility of Membership
        i. At whatever level restoration occurs, members must forgive the offender upon his or her confession and repentance (Luke 17:3-4; II Corinthians 2:5-11; Ephesians 4:32).

F. Leadership Restoration
    a. If the member was in a Leadership role in the church, removed from their position as a result of disciplinary measures, and has been restored to fellowship, there shall be a waiting period of a minimum of one year – at the discretion of the Board of Deacons – prior to being eligible for Leadership in the future.

9. <u>REMOVAL FROM MEMBERSHIP.</u>
- Physical death of a member shall be cause for their removal from membership
- A member may request to be removed from membership by submitting a written request to the Board of Deacons
- Transfer - Any member who desires a letter of dismissal in order to join another church of like faith is entitled to have one forwarded to the clerk of that named assembly upon written request
- Membership in any religious body not in accord with the Declaration of Faith of this church shall be cause for forfeiture of membership here. When such membership is brought to the attention of the Board of Deacons, the church clerk will be directed to notify said member, in writing, of the termination of his membership.
- A member may be removed as a result of the Corrective Discipline procedure (see Article IV, 8)
- A member may be removed due to Inactive Membership (See Article IV, 6)

ARTICLE V
LEADERSHIP

The Leadership of this church shall be comprised of the Pastor(s) and the Officers. The following shows how the Leadership is accountable to each other.



This Constitution gives general duties of Leadership; the AMBC Handbook gives specifics.

PASTORS

1. Qualifications.
    a. He shall be a believer in, and preacher of the Gospel and of the basic doctrines of faith as defined by the Declaration of Faith of this church
    b. He must be baptized by immersion
    c. He shall wholeheartedly affirm his acceptance of the Declaration of Faith and subscribe to the Covenant of this church as his own personal belief
    d. If married, his wife must also qualify as and become a member of this church

2. Senior Pastor.
    a. Purpose of the Position
        - The Senior Pastor will provide leadership to the church staff and set a Biblical example in teaching and living for the entire church body.
    b. Scope of the Position
        - The Senior Pastor will be the teaching shepherd for this body of believers, with primary responsibility for teaching God's Truth each Sunday. He will provide primary leadership to the deacons and pastoral staff. He will guard the doctrine of the church from error, and help each person to grow to spiritual maturity.

- The duties of the Senior Pastor are the giving of himself to prayer, the observance of the ordinances, and the ministry of the Word, and the spiritual welfare of the church. He shall be an ex officio member of all organized groups and committees.

c. See Handbook for detailed Job Description

3. Additional Pastors.
   a. Other pastors shall be added as needed
   b. These pastors shall be under the authority of the Senior Pastor, and they shall supervise all personnel directly responsible to them in their own division of the ministry.
   c. The duties of these Pastors are the giving of themselves to prayer, the observance of the ordinances, and the ministry of the Word in the area of their specific responsibilities (such as youth work, music, etc.), and spiritual welfare of the church. They shall be ex officio members of all organized groups and committees.
   d. See Handbook for detailed Job Description(s)

4. Selection.
   a. When the Senior Pastor's position is vacant, a Pulpit Committee consisting of five (5) members recommended by the joint Deacon and Trustee Boards shall be elected by the church. At this time, the Board of Trustees, in cooperation with the Board of Deacons, shall draw up a tentative salary package. The Pulpit Committee may be empowered to offer said package to a prospective candidate with the understanding that it will require congregational approval to become fixed as per the next paragraph.
   b. The Pulpit Committee shall carefully consider the applicants and those who have been recommended, and, having decided upon one, shall examine him as to his call to the ministry, his views on doctrine, his Christian experience, and his success in other fields. If possible, they shall hear him preach in his own pulpit. After hearing him preach, the Committee, if they feel led by the Holy Spirit, may present his name to the church. No other candidate will be considered until the vote is taken.
   c. The Pastor shall be chosen by the active members of the church, by ballot, at a meeting called for that purpose. This meeting is to be called by the Pulpit Committee within eight days of hearing him preach by invitation at this church. Two-thirds of the ballots cast shall be necessary for a choice, but no call shall be extended until the rate of salary has been fixed by the active members of the church. The engagement between the Pastor and the church shall be for an indefinite period of time. When a call has been extended to and accepted by a candidate, he automatically becomes a member of this church.
   d. When additional Pastors are needed, a Search Committee consisting of five (5) members shall be formed by the Pastor, Deacon and Trustee Boards. At this time, the Board of Trustees, in cooperation with the Board of Deacons, shall draw up a tentative salary package. The Search Committee may be empowered to offer said package to a prospective candidate with the understanding that it will require congregational approval. The Pastor shall be the Chairman of the Search Committee. The Search Committee shall carefully consider applicants and their call to the ministry, their doctrinal views, their Christian experience, and success in other fields. The Search Committee shall present one candidate to the church for their consideration at a special meeting called for that purpose. (See Article VI, 2c.) The additional Pastor shall be chosen by the active members of the church, by ballot. Two-thirds of the ballots cast shall be necessary for a choice, but no call shall be extended until the rate of salary has been fixed by the active members of the church. The engagement between the additional Pastor and the church

shall be for an indefinite period of time. When a call has been extended to and accepted by a candidate, he automatically becomes a member of this church.

5. Dismissal.
   Should the church desire to dismiss a Pastor, it may do so by giving him a three-months' notice at any meeting called for that purpose by two-thirds of the ballots of the church members present, notice of such meeting having been given publicly on two Sundays immediately preceding the meeting (See Article IV). Should the Pastor be found guilty of any moral offense or gross misconduct in his office as Pastor, the church may declare the pulpit vacant and request him to withdraw from the church and parsonage within 30 days. Should the Pastor desire to leave, he may do so by giving the church a month's notice, unless otherwise agreed.

OFFICERS

The officers shall be: Deacons, Deaconesses, Missions Secretary, Trustees, Clerk, Treasurer, Financial Secretary, and Head Usher.

1. Qualifications.
   a. Shall be over 18 years of age
   b. Shall be active members of the church for a period of six months prior to their election
   c. Shall be elected for a period of one year, unless otherwise specified
   d. Are not to be elected for life
   e. Shall be a man or woman (unless specified as just man or just woman) in full communion with this church, its Declaration of Faith and Covenant, of mature judgment, unquestioned Christian character, loyal to the Lord Jesus Christ, and concerned with the spiritual welfare of the church
   f. No member shall hold more than one of these elected positions:
      i. Financial Secretary
      ii. Treasurer
   g. It is recommended that members carefully consider holding more than one elected and/or appointed office simultaneously

DEACONS

The Board of Deacons shall consist of at least four members, one to be chosen each year for a term of four years. Should one resign or leave, the Board may appoint one to fill the vacancy until the next annual meeting.

1. Qualifications.
   a. Shall be men in full communion with this church, of mature judgment, unquestioned Christian character, loyal to the Lord Jesus Christ, concerned with the spiritual welfare of the church and meeting the qualifications of Acts 6:1-7; I Timothy 3:8-13; and Titus 1:5-9

2. General Duties.
   a. To assist the Pastor(s) in promoting the spiritual welfare of the church, to be his counselors, to exercise special and prudent watch-care over the church membership, and to welcome new members into the ordinances
   b. Review and update Handbook with Board of Trustees as needed

c. Appoint spiritually qualified individuals to lead the ministries of the church as referred to in the Handbook
d. To assist the Pastor in the administration of the ordinances. In the event of any Deacons being absent, the Chairman may appoint a suitable person to fill the vacancy for that Sunday.
e. To prepare the Active and Inactive Membership Lists and present these lists to the church at the annual business meeting (See Article IV, 3 & 4)
f. To give thoughtful and prayerful consideration to any charges that are brought against a member, officer, or the Pastor(s). To investigate thoroughly all cases and hear testimony from all parties involved before taking official action
g. In the absence of the Pastor, to see that a leader is provided for pulpit supply on the Lord's Day; to welcome and provide for the introduction of guest speakers at these or similar services
h. To receive and screen requests from persons or groups desiring to use the church facilities and to make recommendations to the Board of Trustees
i. To have the final authority as to the propriety of any meeting planned or any speaker invited by any group or organization within the church
j. To appoint a Missions Committee
k. Appoint other committees as needed to fulfill the purpose and mission of the church. The Handbook shall contain structure and responsibilities of these other committees.
l. To prepare the missionary support budget, and present it at the annual business meeting for the following year. A guiding principle for the Board shall be that no funds shall be used except for designated missionary projects in conformity with the Declaration of Faith of this church.
m. Meet regularly with Board of Trustees and Pastors for continuity and unity of ministry

TRUSTEES

The Board of Trustees shall consist of three or six members, one-third of these members to be chosen annually to hold office for three years. Should one resign or leave, the Board may appoint one to fill the vacancy until the next annual business meeting.

1. Qualifications.
    a. Shall be men in full communion with this church, of mature judgment, unquestioned Christian character, loyal to the Lord Jesus Christ, concerned with the spiritual welfare of the Church and meeting the qualifications of Acts 6:1-7; I Timothy 3:8-13; and Titus 1:5-9

2. General Duties.
    a. Custodians of all church property. They shall see that it is kept in good and proper condition, and they shall keep a safe and proper insurance on the property
    b. Administer prepared guidelines for the use of church property that will comply with New York State and federal laws regulating such use
    c. Hire employees as the church Leadership may deem necessary
    d. Responsible for the administration and reporting of all church funds, in compliance with New York State and federal laws, and for keeping abreast of any changes in these laws
    e. Prepare a budget of all the anticipated expenses of the church at the regular board meeting in April and present this budget to the church at the annual business meeting
    f. Appoint an Auditing Committee yearly

g. Meet regularly with Board of Deacons and Pastors for continuity and unity of ministry
h. Review and update Handbook with Board of Deacons as needed
i. Only ones authorized to set up new banking accounts for the church

DEACONESSES

A Board of Deaconesses shall consist of four or more women, one to be chosen each year for a term of four years. Should one resign or leave, the Board may appoint one to fill the vacancy until the next annual business meeting.

1. General Duties.
    a. Accountable to the Board of Deacons
    b. Prepare the Lord's table for communion
    c. Engage in visitation of members and visitors
    d. Aid the deacons in providing assistance to those in need
    e. Lead in the spiritual life of the women of the church
    f. Assist the Leadership as needed
    g. Maintain adequate kitchen supplies/inventory for church functions

CLERK

1. General Duties.
    a. Accountable to the Board of Deacons
    b. Record the minutes of all business meetings of the church
    c. Write all letters of dismissal and recommendation
    d. Maintain membership and baptismal records
    e. Give all boards, committees, and organizations notice that they are to prepare a report for the annual business meeting of the church
    f. Give public notice in advance of any meeting as required by this Constitution
    g. Maintain an up-to-date master copy of this Constitution and the AMBC Handbook with its amendments and the dates of their adoption
    h. Maintain file of all signed Membership/Employment Agreement forms
    i. Maintain background investigation forms for youth workers

2. This office will be filled, in the event of vacancy, by a special election of the church, such election to be held at any regular or special business meeting.

TREASURER

1. General Duties.
    a. Accountable to the Board of Trustees
    b. Disburse all funds for the church
    c. Keep accurate records of all funds received and disbursed
    d. Submit their records to the Auditing Committee within one month following the annual business meeting
    e. Backup for the Financial Secretary
2. This office will be filled, in the event of vacancy, by a special election of the church, such election to be held at any regular or special business meeting.

NOTE: Financial Accountability - no less than two (2) people shall handle any monies at any time.

MISSIONS SECRETARY

1. General Duties.
    a. Accountable to the Board of Deacons
    b. Serve as Chair of the Missions Committee
    c. Oversee meetings of the Missions Committee as appointed by the Board of Deacons

2. This office will be filled, in the event of vacancy, by a special election of the church, such election to be held at any regular or special business meeting.

FINANCIAL SECRETARY

1. General Duties.
    a. Accountable to the Board of Trustees
    b. Keep an accurate account of all money received
    c. Keep a confidential record of tithes and offerings
    d. Issue annual receipts to donors as requested
    e. Report to the Treasurer the amount of offerings
    f. Backup for the Treasurer

2. This office will be filled, in the event of vacancy, by a special election of the church, such election to be held at any regular or special business meeting.

NOTE: Financial Accountability - no less than two (2) people shall handle any monies at any time.

HEAD USHER

1. General Duties.
    a. Accountable to the Board of Trustees
    b. If absent, the Head Usher shall appoint another member of the church to cover their responsibilities
    c. Appoints and supervises ushers to serve at all public meetings of the church
    d. Welcome attendees courteously and seat them comfortably at times of least disturbance to the devotional parts of the services
    e. Check and regulate ventilation and temperature of the room before and during the services
    f. Help maintain the dignity of the worship services and keep order in both the auditorium and vestibules
    g. Count the attendees and keep a record of the attendance in all services, reporting the same to the church office
    h. Give attention to the summons of the pastor
    i. Receive the regular offerings of the church

2. This office will be filled, in the event of vacancy, by a special election of the church, such election to be held at any regular or special business meeting.

ARTICLE VI
MEETINGS OF THE CHURCH

1. Meetings for Worship
    a. Regular Services: The church shall meet regularly on the Lord's Day for worship and instruction in the Word of God. The Senior Pastor and the Board of Deacons may schedule weekday and special services at any time they deem expedient.
    b. Communion: The ordinance of the Lord's Supper shall be observed, at a minimum, on the first Sunday of every alternate month. At the discretion of the Senior Pastor and Deacons, it may be held more frequently.
    c. Covenant Meeting: The Church Covenant may be read prior to the communion service

2. Meetings for Business

    Regulations for Business meetings:
    - All voters at church business meetings shall be active members of the church and shall have attained the age of 18 years (See ARTICLE IV, 3: Active Membership)
    - Robert's Rules of Order shall govern the conduct of business
    - The Nominating Committee shall appoint a Moderator to conduct all business meetings of the church for the fiscal year

    a. Annual Business Meeting:
        - Held on the third Wednesday of May
        - At this meeting, officers shall be elected by simple majority
        - The proposed budget shall be approved by simple majority
        - Report of the Nominating Committee, all annual reports, and the proposed budget shall be distributed to the church members on the second Sunday in May
        - Fiscal year of the church shall run from May 1 to April 30
        - Notice of the annual business meeting shall be read on the two Sundays immediately preceding the meeting
    b. Quarterly Business Meeting:
        - Held the third Wednesday of August, November, and February, in addition to the annual business meeting of the church
        - Officers of the church shall report to the church at this meeting upon request of the Moderator
        - In case this business meeting falls on a holiday, the meeting will be postponed to the following Wednesday. Notice of such change is to be given by the Clerk.
    c. Special Meeting:
        - May be called by ten (10) qualified voters of this church or by action of the Board of Trustees, Board of Deacons, or by the Pastor(s)
        - At least two weeks' notice shall be given in writing stating the purpose of said meeting
        - Said notice shall be read from the pulpit on the two Sundays preceding the date of the meeting

ARTICLE VII
BOARDS & COMMITTEES

NOMINATING COMMITTEE

A Nominating Committee shall be appointed at least two months in advance of the annual business meeting by the Chairman of the Board Trustees, the Chairman of the Board of Deacons, and the Pastor. Said committee to consist of five members of the church, including one member of the Board of Deacons and one member of the Board of Trustees.

1. General Duties
    a. Prepare a list of nominees to all the elective offices of the church after having approached these nominees and gotten their acceptance for the position
    b. Appoint a moderator to conduct all business meetings of the church for the fiscal year
    c. Present the report to the church at the annual business meeting

CONSTITUTION COMMITTEE

The Constitution Committee shall be appointed by the Board of Deacons as needed. Proposed amendments to the Constitution shall be presented to the Constitution Committee one month before they are presented to the membership at a business meeting.

1. Duties.
    a. Advise on the appropriateness of amendments
    b. Review proposed amendments
    c. Present proposed amendments to the Deacon and Trustee Boards
    d. Present proposed amendments to this Constitution to the membership at a business meeting (See Article IX)
    e. Provide Clerk with updated Constitution – hardcopy and electronic – to maintain master copy

AUDITING COMMITTEE

An Auditing Committee shall be appointed yearly by the Board of Trustees. This committee shall be composed of one member of the Board of Trustees, one member of the Board of Deacons, and one or more active members selected from the church at large.

1. Duties.
    a. Review the record books of the Treasurer and the Financial Secretary of the church within six months of the Annual Business meeting. A report of this audit shall be made available to the Deacons, the Trustees, and a copy kept by the Clerk to be filed.

MISSIONS COMMITTEE

A Missions Committee shall be appointed yearly by the Board of Deacons. The Missions Secretary shall be the Chair of the Missions Committee.

1. Duties.
    a. Evaluate and investigate each item, organization, or person receiving support through this church's missions budget
    b. Evaluate and investigate each proposed new item for support
    c. Evaluate requests for increases or reduction in support
    d. Assist the Deacons in preparing the missions budget to be presented to this church for appropriate action at the annual business meeting
    e. Keep the challenge of missions constantly before the membership of this church

ARTICLE VIII
ORGANIZATIONS

Organizations functioning with official sanction within the church shall be considered subsidiary organizations and shall come under the general oversight of the Board of Deacons and/or the Board of Trustees. All officers of subsidiary organizations shall be members in good standing of this church. No subsidiary organizations of this church shall engage in any practice or policy contrary to the Declaration of Faith and the Covenant of this church.

ARTICLE IX
AMENDMENTS

This Constitution may be amended by a two-thirds vote of the qualified members present and voting at any regular or special business meeting of this church, such amendment having been presented in writing at the previous business meeting.

Proposed amendments to the Constitution shall be presented to the Constitution Committee before being presented to the membership at a business meeting. The proposed amendments must be approved by the Pastors, Board of Deacons, and Board of Trustees prior to this business meeting.

ADOPTION

This Constitution is a reprinting of the Constitution approved on May 20, 2009, with such amendments as were duly approved at annual or quarterly business meetings held between May 20, 2009, and November 18, 2015. Previous editions of the Constitution were published: 1961, 1980, 1984, 1991, and 2009.

This Constitution, when legally and formally adopted by the membership of the Allen Memorial Baptist Church, shall become effective immediately.

This church has also been previously known as the Candor Village Baptist Society, founded in 1853.