

# Coon Rapids Baptist Church

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<b>Revisions</b>
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<b>Date</b>	<b>Revision</b>
1/08/64	Original document
2/15/79	Amended and Retyped
4/08/81	Amendment to Article VI - Duties of Officers Added Section IA - Assistant to the Pastor or Assistant Pastor Section V - Duties of Trustees Change Item D - (Working authority amount)
5/24/81	Add Article XXII - Non-Political Activities
3/10/82	Amendment to Article XV - Meetings Section II - Business Meetings Change Item C - (first Wednesday after 6th)
10/29/95	Article VI - Admisistrative Personel of Missions Treasurer and Sunday School Treasurer eliminated and duties assigned to the General Treasurer and the Sunday School Clerk
2/04/96	Article VII - Calling of a Pastor, Section I - The Committee. Makeup of the committee changed along with its duties and procedure for candidating.
3/17/96	Extensively Amended, Reformatted and Reworded including: Adding paragraphs on Sexual Morality (and abortion) and Apostisy to the Doctrinal Statement. Reorganizing Articles on Elected Officers, Administrative Personnel and Standing Committees. Moving Section (formally IA) Assistant to the Pastor to be included under Section I, Pastor Deleting the Director of Christian Education Appointing the Church Organist, Pianist, Choir Director, Song Leader, and assistants. Adding the Nursery Committee Changing 'Business' to 'Reports' Meetings. Changing a quorum from 30% to 25% of the active members. Elimination of male pronouns when applicable.

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9/18/02	<ol style="list-style-type: none"> <li>1. Re-title Constitution to Constitution &amp; By-Laws and correct miscellaneous grammatical errors and procedural changes.</li> <li>2. Add the Mission Statement and reword the Statement of Purpose in Article II.</li> <li>3. Change of Trustees to Administrative Deacons and merge duties under Deacons in Article VI, Section III. Eliminate and change 'Trustees' throughout the document.</li> <li>4. Article V. - Consolidate new requirements of legal officers appointed from the Deacons and specify term of office.</li> <li>5. Clarify the privilege for the Pastor to serve in other pulpits.</li> <li>6. Rename 'By-Laws' to 'Addendums' and move Section I. Memorials to Article XXII Memorials and Donations under the Constitution and By-Laws.</li> <li>7. Incorporate the Christian Leadership Standard as part of this document under Section I of the Addendums. Reword paragraph 1.F to change movie theatre to media and define terms.</li> </ol>
11/10/04	Policy & Procedure for the Prevention of Child Abuse added as Section III under Addendums.
10/12/05	Added Section V - Associate Membership under Article VI – Membership.
12/12/07	Article V, Section 1, Paragraph A, B, & C. Added “as available.”
3/10/10	<p>Article III, Corrected name of “Twin City Baptist Association” and added the “New Testament Association of Independent Baptist Churches.”</p> <p>Article V, Section IV, Paragraph B, corrected article and section numbers.</p> <p>Article VII, Section I, Paragraph B, added “all”, “present”, and “and move”. Changed in sub-paragraph 2 - “Executive Secretary” to “State Missionary” and added “of like faith and practice”. Changed in sub-paragraph 5 – changed “verses” to “versus” and added “, health insurance, vacation allowance, and other benefits, as well as his wife’s employment by the church” to the end of the paragraph.</p> <p>Article XV, Section II, Paragraph A – changed reference to Article “XII” to “XIII”.</p>

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# **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 Ghost,

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, ordinances, 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 through all nations.

We also engage to maintain family and personal devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances;

To walk circumspectly in the world; to be just in our dealings; faithful in our engagements, and exemplary in our deportment;

To avoid all gossiping, backbiting, and excessive anger;

To abstain from the purchase or use of intoxicating liquor as a beverage, and drugs other than for medicinal purposes.

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 ready for reconciliation, and mindful of the Scriptures to secure it without delay.

We moreover engage that when we remove from this Church we will, as soon as possible, unite with another church of like faith and practice, where we can carry out the spirit of this covenant and principles of God's Word.

**Constitution, By-Laws, and Doctrinal Statement  
of the Coon Rapids Baptist Church  
of Coon Rapids, Minnesota**

# Preamble

We, being born-again and Bible-believing Baptists, in the interests of growth in grace and knowledge of Jesus Christ through worship and work; and that we might fulfill our responsibilities to propagate the Work of God both at home and abroad; and to contend earnestly for the faith; and that “all things might be done decently and in order;” do institute the following statement of our faith and principles for our government.

# Doctrinal Statement

1. Scriptures. We believe in the Scriptures consisting of the Old and New Testaments only, as the verbal-plenary inspired Word of God, inerrant in the original autographs (languages and writings) by men divinely inspired; and that they are the supreme and ultimate authority for faith and practice (II Peter 1:21; II Timothy 3:16,17).
2. Godhead. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit, one in substance, perfect in every divine attribute; yet varied in office (John 14:7-12; 16:7; Matthew 28:19).
3. Jesus Christ.
  - a) We believe in the Lord Jesus Christ begotten by the Holy Spirit, born of the Virgin Mary, whose humiliation in the days of His flesh did not include laying aside His deity (Matthew 1:18-20; John 1:1,2,14).
  - b) We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a substitutionary sacrifice, and that all who receive Him are justified on the grounds of His shed blood (I Corinthians 15:3,4; II Corinthians 5:21; Romans 3:21-26).
  - c) We believe in the resurrection of the crucified body of our Lord Jesus Christ; in His bodily ascension into heaven in His present life there for us as High Priest and intercessor (Matthew 28:5,6; Acts 1:9; Hebrews 7:25,26).
  - d) We believe in “that blessed hope” - the personal, visible, pretribulational, premillennial and imminent return of our Lord and Savior, Jesus Christ (I John 3:2,3; I Thessalonians 4:14-17; I Corinthians 15:51-53; Titus 2:13).
4. Holy Spirit.
  - a) We believe that the Holy Spirit is a divine person, equal with the Father and the Son and of the same essence . We believe that the Holy Spirit is true God and that He

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convicts of sin, righteousness, and judgment; bears witness to the truth; is the agent of the new birth; and that He seals, endues, guides, teaches, witnesses to, sanctifies, and helps the believer; that He takes up His abode within the individual at the time of regeneration, and thus indwells every born-again believer; that He infills the believer for service upon each experience of surrender and dedication. We believe that the Holy Spirit testifies concerning Jesus Christ and never leads any person at any time contrary to the teaching of the Bible (Acts 5:1-4; John 16:7-11).

- b) We believe that some gifts of the Holy Spirit were temporary; and the “sign gifts”, such as speaking in tongues, was never the common or necessary sign of the filling or baptism of the Spirit. We believe that God, in accord with His own will, does hear and answer prayer for the sick and the afflicted (I Corinthians 12:1,11,30; 13:8; James 5:14-16).
- c) We believe that the ministry of the Holy Spirit is not to promote Himself or individuals, but the person and ministry of Christ. (John 16:13)

5. Man. We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death, but also spiritual death which is separation from God; and that all human beings are born with a depraved, sinful nature, and in the case of those who reach moral responsibility, become sinners in thought, word, and deed (Romans 5:12; Ephesians 2:1-6).

6. Salvation.

- a) We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose blood was shed on Calvary for the forgiveness of sins. Salvation is solely through faith in that shed blood and is not earned by any good works whatsoever. All those who receive Jesus Christ as Lord and Savior are regenerated and become sons of God (Ephesians 2:8,9; John 1:12; 3:5-7).
- b) We believe that all the elect of God, once saved, are kept by God’s power and are secure in Christ forever (John 10:27-30; Romans 8:31-39).

7. Sanctification.

- a) Sanctification means “separate” or “set apart.” We believe sanctification is in three tenses: every saved person has been sanctified through the death of Christ, is being sanctified by the Holy Spirit, and will be sanctified completely when he goes to be with Christ. Every believer has two natures: an old and new, and the old cannot be eradicated during this life (Hebrews 10:10; John 17:17; Ephesians 5:25-27).
- b) We believe in the Biblical doctrine of Separation which encompasses three things:
  - i) the separation of the local church from affiliation and fellowship with those who deny the verities of the “faith once delivered to the saints;”
  - ii) the separation of the individual believer from all worldly practices that may dishonor the Savior; and
  - iii) the separation of church and state (II Timothy 3:1-5; Romans 12:1,2; 14:13; I John 2:15-17; II John 9-11; II Corinthians 6:11-7:1).

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8. Sexual Morality 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 homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex (Genesis 2:24; 19:5,13; 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4).

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life.

Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable (Job 3:16; Psalms 51:5; 139:14-16; Isaiah 44:24; 49:1, 5; Jeremiah 1:5; 20:15-18; Luke 1:44).

9. The Church. We believe in the Church, the Bride of Christ now being prepared, including only born-again people; and in the local church as an assembly of believers in the Lord, immersed as believers, and associated for worship, evangelism, doctrinal teaching, the observance of the ordinances, and fellowship. We believe that to the local church are committed for perpetual observance the two ordinances, baptism and the Lord's Supper. We believe that the task of reaching the world for Christ is the responsibility of the local church.
10. The Ordinances. We believe that there are two church ordinances: baptism and the Lord's Supper.

- a) Baptism is the immersion of a believer in water, and is the only form of baptism revealed and commanded in the Scriptures and is properly called "Believer's Baptism." This baptism sets forth in a beautiful and solemn way our faith in a crucified, buried, and risen Savior. The believer's immersion in water symbolizes death, burial and resurrection to a new life in Christ (II Corinthians 5:17), and is the visible credential for membership in the local church, corresponding to Holy Spirit baptism, which is the credential to membership in Christ's body. Believer's baptism is a Scriptural pre-requisite to church membership (Acts 2:38-41).
- b) The Lord's Supper is a church ordinance in commemoration of the Lord's death until He comes, and signifies the continual fellowship of baptized believers with Him and each other in Him. Each believer should exercise careful self-examination before participation in this ordinance (Acts 8:36-39; Romans 6:3-5; I Corinthians 11:23-42). We believe that obligation for proper and Scriptural administration of the ordinances is the responsibility of the church, and that authority and prerogative of administration does not rest in the minister as an expiatory priest.

11. The Great Commission. We believe that the Lord Jesus Christ has commissioned the Church to take the Gospel to the World, and that evangelism at home and abroad should be primary in the program of the local church (Matthew 28:19-20; Acts 1:8).
12. Last Things. We believe in the imminent return of Christ to raise the bodies of departed saints and to translate His Church, followed by a seven-year period of tribulation upon all the earth, after which He shall again return with His saints to establish the promised Davidic Kingdom. He shall reign for a thousand years, peace and righteousness shall cover the earth, Satan shall be bound, and Israel shall be established in her own land; following which Satan,

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shall lead a rebellion against Christ, only to be forever banished to the Lake of Fire. The wicked dead shall be raised for the Great White Throne Judgment, and condemned to everlasting conscious punishment in the Lake of Fire. The righteous shall enjoy eternal conscious blessedness with the Lord (John 14:3; Matthew 24:21; Revelation 19:11-16; 20:1-5; Ezekiel 39:25-29; I Thessalonians 4:15).

13. Apostasy. We believe that the Bible teaches that the time before Christ comes again will be perilous, have false teachers that pervert the gospel, and consist of disorderly brothers that ignore their Biblical traditions. Therefore, we need to be watchful and have no ecclesiastical fellowship with individuals, groups, or associations that would: 1) promote results by compromise; 2) dilute a separated stand in favor of denominational unity; 3) negotiate beliefs for a pragmatic approach; 4) divide the church by emphasizing programs instead of preaching; 5) erode God's Word by the introduction of translated versions with hidden agendas; and 6) deviate from the local church as God's instrument for "The Great Commission." ( II Tim 3:1; Galatians 1:6,7; II Thessalonians 3:6; I Corinthians 10:12; II Peter 2:1-3; Jude 1- 25).
14. Financial Policy. We believe this church should be supported by tithes and offerings of the Lord's people. We believe that every Christian should seek to give systematically, regularly, proportionately, sacrificially, and cheerfully of his substance to the Lord's work through the local church (II Corinthians 8:9). No other means shall be used to raise money for the church and its ministries. Such things as Christian Education (tuition, materials, supplies, etc.), suppers, and refreshments may assess a charge designed to cover expenses.

# Constitution & By-Laws

## Article I. Name

The name of this body shall be the Coon Rapids Baptist Church of Coon Rapids, Minnesota. In the event of any future name change, the designation "Baptist" must be retained in the church name.

## Article II. Mission and Purpose

Section I. Section I Mission Statement:

To exalt God through regular worship, evangelize the lost, enlist believers into this church, edify them for spiritual maturity and equip them for Christian service.

Section II. Section II Statement of Purpose:

The purpose of this church shall be:

- A. To promote the worship of the Triune God, Father, Son and Holy Spirit in regular services every Lord's Day and in a mid-week service each week.
- B. To provide a total educational program consisting of Sunday School for all ages, Bible studies, Christian day school and such other ministries as the church may deem necessary.
- C. To obey the great commission both in personal evangelism and the support of home and foreign missionaries.
- D. To provide the opportunity for Christian fellowship.
- E. To defend the faith against all forms of apostasy and liberalism.
- F. To observe the ordinances of Baptism and the Lord's Supper.

## Article III. Association Relationship

It is the desire of the church to be associated with those Baptist organizations and associations which manifest both in statement and practice their agreement with the faith and practice set forth in this constitution. This church shall be associated with The Twin City Baptist Association, the Minnesota Baptist Association of Churches, the New Testament Association of Independent Baptist Churches, and other Christian organizations with which the congregation votes to associate. Association and disassociation shall be accomplished by a 2/3 majority of the membership present and voting in a meeting announced at least 3 successive Sundays prior to the date of voting, and with a letter of notification of such meeting, with the purpose stated, at least 3 weeks in advance of the meeting.

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## Article IV. Membership

### Section I. Qualification for Membership:

- A Persons desiring membership in this church must give testimony to the church of their faith in Christ as their personal Savior and must be baptized or have been baptized in conformity to the statement in this constitution concerning believer's baptism.
- B Request for Membership May be Made:
  - 1. Upon confession of faith in Jesus Christ as Savior and Lord, and subsequent baptism by immersion.
  - 2. By statement of membership in another Baptist church of like faith and practice .
  - 3. Upon statement of Christian testimony, if previously baptized by immersion following conversion.
  - 4. By restoration. See Article V, Section IV, Paragraph C.
- C Receiving of Members. Persons requesting membership shall appear before the Pastor and the Deacons to give testimony of their salvation, to indicate their willingness to abide by the constitution and covenant of this church, and to answer any questions concerning their experience and faith that the Pastor and Deacons might desire to ask. After candidates for membership have been approved by the Pastor and the Deacons, the Pastor or designated Moderator shall recommend them to the congregation for acceptance by simple majority vote. If the candidates have not been baptized in accordance with Doctrinal Statement 9, above, they shall be baptized in a public service.
- D Should any church member publically object prior to the vote to a person requesting membership, the objector must immediately appear before the Pastor and Deacons and state Scriptural reasons supporting the objection, upon which the Pastor and Deacons shall rule either valid or invalid and so report to the congregation . The objection having been ruled valid, the request shall be held in abeyance pending further investigation and attempted correction by the Pastor and Deacons.

### Section II. Beliefs and Responsibilities of Members:

- A In order that persons requesting church membership may be informed as to the doctrinal and functional aspects of the church, they shall have the church Constitution presented to them by the Pastor and shall subscribe to it both in letter and in spirit.
- B Members will strive to keep their covenant obligations.

### Section III. Dismissal of Members:

Members may be dismissed from the membership for the following reasons:

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- A For the purpose of uniting with some other Baptist church of like faith and practice and upon request by the receiving church, a letter of membership status shall be granted by vote of the church.
- B Any member uniting with a church of some other denomination will be dismissed from the membership of the church at the next church service .
- C Any member uniting with another church of like faith and practice will be removed from the membership of the church upon verification at the next church service.

## Section IV. Discipline:

### A Negligent Members:

1. Any member who for 6 months is willfully negligent toward his church demonstrated by a lack of interest through absence from services shall be subject to membership restriction by being placed on an Inactive Membership list which prohibits holding an office or teaching assignment, and, as well, all voting privileges; Or subject to complete forfeiture of Membership at the discretion of the church.
2. The Pastor and Deacons shall be responsible for personal contact of all such negligent members, seeking first by the grace of God to achieve a return to full fellowship in the church.
3. Failing in this, they shall inform the member regarding the consequences of continued negligence, and present the matter to the next reports or special meeting of the church.
4. Every member, against whom a charge of negligence is brought, shall have the privilege of presenting a defense. The church shall then act upon the recommendation.

### B Erring Members:

1. If a member errs in doctrine or conduct, the member who has that knowledge, shall, in brotherly love, attempt to correct the other member.
2. If the member does not heed this advice, the Pastor and Deacons shall be notified, who shall also admonish him/her.
3. If this fails, the Pastor and Deacons shall report the case to a reports or special meeting of the church which shall act according to Matthew 18:15-18.
4. The exclusion of members must be acted upon by the church, which alone has that authority.

### C Method Used for Removal and Restoration:

1. When charges have been preferred against a member of the church, and when attempted admonition and reconciliation has failed, said member shall be notified in writing of these charges.

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2. The accused shall be notified of the time and place of the church reports or special meeting at which these charges shall be preferred and shall be invited to answer these charges.
3. If the accused fails to respond to this invitation, the church may, upon presentation of the charges, withdraw his/her name from the membership.
4. Any negligent or erring member who is recommended for dismissal by the Pastor and Deacon's can only be dismissed by a 3/4 majority vote of the eligible members present and voting.
5. If a person responds to the action of discipline and dismissal by demonstrating sincere repentance, he or she shall be given opportunity to confess publicly to the congregation and to request forgiveness and reinstatement.
6. Upon spiritual restoration, and request of membership reinstatement the person will be referred to the new membership committee.
7. Reinstatement does not automatically include the right to immediately hold a position under Article V, Section 1 or a teaching position.

## Section V. Section V Associate Membership

- A Associate Memberships are available for Bible college students who desire to keep their home church membership while serving at Coon Rapids Baptist Church during their college years.
- B Students requesting an associate membership must fulfill the same requirement for membership (cf. Article VI Membership), but will not have voting privileges in any business meetings of the church nor can they hold elected office.
- C All students desiring ministry opportunities at Coon Rapids Baptist Church must also fulfill the same requirements for ministry personnel (see Constitutional Addendums).
- D All associate members are accountable to Coon Rapids Baptist Church for their conduct and come under the discipline procedures of Coon Rapids Baptist Church as outlined in this constitution.
- E Associate memberships discontinue after six months of inactivity in the church.

<b>Article V. Elected Officers and Administrative Personnel</b>
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### Section I. The Officers and Elected Administrative Personnel of this Church shall be:

- A Church Officers: The Senior Pastor; and at least three (3) Deacons, as available, of legal age; one additional Deacon may be added for every fifty (50) members or fraction thereof after the first one hundred members.
- B Legal Officers: At least three (3) of the Deacons, as available, will be appointed by the Senior Pastor and referred to as the "Administrative Deacons". Because of this, and in accordance with the statutes of the State of Minnesota, it will be necessary to post a notice for the election of all Deacons, and to have

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said notice read from the pulpit on three (3) Sundays services prior to the date of election.

- C At least three (3) Deaconesses as available. Since the Scriptures state that there are only two offices of the church -- pastor and deacon -- deaconesses are not to be viewed as officers. They are rather godly women who assist the pastor and deacons in the ministry. Additional Deaconesses may be added as needed.
- D Administrative personnel shall be: Church Treasurer; Church Clerk; Financial Secretary; Sunday School Superintendent; Sunday School Secretary.
- E Administrative Assistants as needed for paragraph 'C' above to be determined by the Deacons, Pastor and Nominating Committee and reflected in the Nominating Committee's slate of officers report.

## Section II. Term of Office.

- A All shall be members in good standing of this Church and elected through prayerful consideration. They shall, with the exception of the Pastor(s), be elected by written ballot at the annual election of officers, for a period of one year except for the Deacons and Deaconess' who shall be elected for a term of three years.
- B All shall assume office at the beginning of the calendar year of the Church.
- C All divorced and remarried persons or persons married to divorced persons shall be ineligible to hold office of Pastor(s), Deacon, or Deaconess, except when the spouse dies and there has been no intervening marriage on the part of the living (Malachi 2:14-17; Matthew 19:3-12; Romans 7:1-3; I Timothy 3:1-7 (Pastor); I Timothy 3:8-13 (Deacons); Titus 1:5-9; I Corinthians 7:10-17; Acts 6:3.

## Section III. Each group and committee may be organized with a chairperson and secretary.

## Section IV. Removal from Elected Positions

- A Any elected person, who, for a period of three months, shall fail to faithfully perform the duties pertaining to the office, may be recommended by the deacons for removal from their office.
- B The Church has the power, for good and sufficient cause, to remove from office any elected person or committee person (see Article IV on Discipline, and Article VIII, Section III - Pastor's Term of Office).

## Section V. Resignations

Resignations should be in writing to the Church, and be effective immediately on a date mutually acceptable by the Pastor, Deacons and the person resigning.

<b>Article VI. Duties of Officers and Administrative Personnel</b>
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## Section I. Duties of the Pastor: (for qualifications see the Christian Leadership Standard)

- A The Pastor shall be a male member of this church, and shall serve, by virtue of his office (ex officio), as a member of all groups and committees of this church.

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The Pastor shall be moderator at all meetings except where the office of Pastor is involved.

- B The Pastor, with the cooperation and assistance of the Deacons, shall have spiritual oversight of all the work of the church.
- C The Pastor shall preach the Word of God, studying it devotedly that he may preach it as one knowing it; he shall administer the ordinances; and watch over himself and the flock; visiting all members, and especially the sick and shut-ins.
  - 1. In carrying out his duties as Pastor of the Church, the Pastor may have an Assistant to the Pastor, or an Assistant Pastor, who, as such, would not be an Officer of the church but may attend committee meetings as an observer at the invitation of the Pastor. Due to the need for a close working relationship between the Pastor of the Church and the position of Assistant to the Pastor or Assistant Pastor, these positions will be filled at all times by a man chosen by the Pastor after consultation with the Deacons.
  - 2. Work responsibility and the individual's personal call to service will reflect the level of responsibility delegated by the Pastor to the Assistant, and hence determine the choice of title.
  - 3. Salary for the position shall be approved by the Church as a Budget item in the financial program of the Church. The Employee Handbook specifies Vacation and Benefits
  - 4. If, and when, the Pastor permanently vacates the pulpit, the Assistant will submit his resignation, for all duties, to the Deacons with the understanding that his services could be continued in a position(s) mutually desired and agreed upon by the Deacons and by the Assistant. Any such arrangement would be pending upon the approval of the church requiring a simple majority vote of those voting members present at a business session.
  - 5. In the absence of a Pastor, the Deacons shall determine the areas of responsibility of the Assistant while the Pulpit Committee is seeking a new Pastor. (See Article VII, Section II.)
  - 6. Severance of employment by or for the Assistant will include a mutual minimum notice of at least 30 days.
- D The Pastor shall have an annual paid vacation of two weeks including two Sundays. After five years, this shall be increased to three weeks including three Sundays. Vacation shall be increased one week including one additional Sunday after 10 years of service. Alterations to the vacation schedule shall be at the mutual decision of the church and Pastor.
- E While the Pastor is on vacation the church shall establish and care for the pulpit supply remuneration.
- F The Pastor shall have one specified day of the week off of his choosing. A change in this day should be communicated to the most senior Deacon available.

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- G The Pastor shall be privileged to serve other pulpits, without loss of salary or vacation as many as two weeks per calendar year. He can serve additional times at the concurrence of the church, but shall be responsible to arrange for pulpit supply and care for the remuneration of the same.
- H The parsonage shall be considered the Pastor's home, without being subject to use for church activities, except by invitation.

## Section II. Duties of the Moderator:

- A The Moderator shall preside at all meetings of the church.
- B The Pastor can designate a Deacon to serve as Moderator. If the church is without a Pastor or the Pastor is unable to perform the duties of Moderator, the chairman of the Deacons shall act as Moderator.

## Section III. Duties of the Deacons: (for qualifications see the Christian Leadership Standard).

The entire church is subject to the Lordship of Christ, its Head. All deacons are to be helpers and assist the pastoral office. The deacons fulfill responsibilities granted to them by the congregation through this constitution or by special action of the church and are accountable to the congregation. The congregation recognizes that the delegation of responsibility to deacons is in line with a Biblical principle and serves to render the operation of the church more efficient while preserving the New Testament teaching of church government.

- A The Deacons shall, in every way, assist the Pastor in his work; and with him consider all requests for church membership.
- B The Pastor shall call a meeting of the Deacons. When assembled, at least half of the Deacons shall constitute a quorum for the transaction of business. When the church is without a Pastor, meetings shall be called by the Moderator (See Section III, Item E).
- C The Deacons shall provide the pulpit supply and the leaders of the prayer meeting when the church is without a Pastor.
- D The Deacons, with the Pastor, shall take the responsibility of church discipline when necessary (see Article IV, Section IV on Discipline).
- E The Deacons shall cooperate with the Pastor in visiting the members, and in the care of the sick, needy and distressed members of the church; the disbursement of the Deacons Benevolent Fund; and in the observances of the church ordinances, communion and baptism.
- F The Chairman of the Deacons shall act as Moderator when the church is without a Pastor. Normally, the senior Deacon (in third year term) is elected to be Chairman by the Deacons
- G If one of the ministries of the church is a Christian School, the Deacons will serve as the School Board.
- H Along with the Pastor, the Deacons will oversee the educational and fellowship outreach ministries of the Church.

# Coon Rapids Baptist Church

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I The Deacons, along with the Pastor, should be available to all committees and ministries for advice and council and be informed of all major objectives, projects and financial expenditures.

J And other duties as assigned by the Pastor.

The Deacons comprise one body to give unified leadership to the church, but the Deacons appointed as Administrative Deacons have the following additional responsibilities”

1. The Administrative Deacons shall fulfill such responsibilities as are normally required of the trustees of non-profit religious corporations in the State of Minnesota.
2. The Administrative Deacons shall hold in trust all property belonging to the church and the corporation, and shall take all necessary steps for its protection, management, and up-keep.
3. The Administrative Deacons shall decide the method of bookkeeping to be used by all church treasurers; they shall designate the bank where the funds of the church shall be deposited, and any changes reported to the church.
4. All extra budget General Fund expenditures will be authorized by the church, such expenditures to be overseen by the Administrative Deacons.
5. The Administrative Deacons shall have working authority to incur financial obligations up to an amount that shall be determined by the church at a periodic or annual reports meeting consideration.
6. The Administrative Deacons shall, when so instructed by the church, secure the services of a custodian, at such salary as is authorized by the church, and secure acceptable service.
7. The Administrative Deacons will serve as the Christian School’s financial custodians
8. The Administrative Deacons shall be responsible for securing personnel and for the procedure of counting the money each Sunday, preparing duplicate deposit slips, one for Financial Secretary, and one for the bank, and depositing moneys in the designated bank.
9. In accordance with the statutes of the State of Minnesota, it will be necessary to post a notice for the election of Deacons, and to have said notice read from the pulpit three (3) Sundays prior to the date of election.

## Section IV. Duties of the Deaconesses: (for qualifications see the Christian Leadership Standard)

- A The Deaconesses shall assist the Pastor in developing the spiritual life of the women and girls of the church for the best possible Christian service.
- B The Deaconesses shall cooperate with the Pastor in visiting the members, and in the care of the sick, needy and distressed members of the church, serve on the

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Nursery Committee, in the preparation for the observances of communion, and help at baptism.

- C The Pastor may designate his wife to represent him at all meetings of the Deaconesses.
- D And other duties as assigned by the Pastor.

## Section V. Duties of the Financial Secretary

- A The Financial Secretary shall make offering envelopes available to the membership.
- B The Financial Secretary shall provide each member with a personal receipt on a calendar year basis per tax laws.
- C The Financial Secretary shall file all giving records in the church office after year end and shall deliver immediately to the successor all books and records.
- D And other duties as assigned by the Pastor.

## Section VI. Duties of the General Treasurer

- A All financial transactions shall be conducted under an unified method of reporting statements and asset management.
- B The General Treasurer shall keep the financial records of the church and make all payments of bills by check having been approved by the Pastor and within budgetary/financial constraints. Expenditures for non-Budgeted Ministry Funds (such as but not limited to: Sunday School, Youth Ministries, Women's Missionary Fellowship, etc.) over an amount determined by the church at a periodic or annual reports meeting will require approval by the Pastor and Deacons.
- C The Treasurer shall present to the church at its monthly and annual reports meetings, or more often if so requested by the Pastor or the church, an itemized report of receipts and disbursements, showing the actual financial condition of the church.
- D The Treasurer shall present the financial records be audited at the close of the fiscal year, or more often, if so requested by the church.
- E The Treasurer shall deliver immediately to the successor all financial records pertaining to the Treasurer's office.
- F The Treasurer shall be elected annually by the church.
- G And other duties as assigned by the Pastor.

## Section VII. Duties of the Clerk:

- A The clerk shall be elected annually.
- B The clerk shall keep accurate minutes of the reports meeting proceedings of the church, including the reception and dismissal of members, issue letters of dismissal and membership status, as authorized by the church.

# Coon Rapids Baptist Church

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- C Initiate official correspondence as directed by the Pastor; preserve and properly file all letters, reports, and other documents pertaining to the office such as baptisms, marriages, and historical records; assist in preparing the association reports; and any other duties that may be required.
- D All documents must be filed in the church office monthly.
- E And other duties as assigned by the Pastor.

## Section VIII. Duties of the Sunday School Superintendent:

- A The Superintendent of the Sunday School, in cooperation with the Pastor shall have general supervision of the Sunday School.
- B He shall be elected annually by the church.
- C And other duties as assigned by the Pastor.

## Section IX. Duties of the Assistant Sunday School Superintendent:

- A It shall be his duty to assist the Superintendent, and in the absence of the latter, take charge of the Sunday School.
- B He shall be elected annually by the church.
- C And other duties as assigned by the Pastor.

## Section X. Duties of the Sunday School Secretary:

- A Shall keep an accurate record of Sunday School attendance and offerings.
- B Shall count the Sunday School offering and prepare it for deposit.
- C Shall be elected annually by the church.
- D And other duties as assigned by the Pastor.

## Section XI. A Church Organist, Pianist and Assistants:

- A Shall be appointed annually by the Pastor.
- B Except for assistants they shall be members of the music committee.

## Section XII. A Choir Director, Song Leader and Assistants:

- A Shall be appointed annually by the Pastor.
- B Except for assistants they shall be members of the music committee.

<h2>Article VII. Calling of a Pastor</h2>
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### Section I. The Committee:

- A When necessary to call a Pastor, the church shall select a representative Pulpit Committee of the Deacons and 2 or 3 members from the church at large in order to maintain an uneven number. The enactment of this committee will be by recommendation by the Deacons to the Church.

# Coon Rapids Baptist Church

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- B It shall be the duty of this Committee to take all the necessary steps to present, secure, and move a Pastor
  - 1. The Committee shall prayerfully investigate the merits of every man under consideration in regard to his personal character, education, ministerial record, and preaching ability, in determining this fitness for said pastorate.
  - 2. It is recommended that such information may be secured from the State Missionary of the Minnesota Baptist Association and other recommended sources of like faith and practice.
  - 3. The Pulpit Committee will recommend a compensation and benefit package to the Church. Consideration should be given for consecutive years of full-time Christian service.
  - 4. The Pulpit Committee will address the new pastor's future external service issues, including the commitments he made prior to his calling.
  - 5. The committee will also consider the parsonage use versus a housing purchase allowance, health insurance, vacation allowance, and other benefits, as well as his wife's employment by the church.
- C When a suitable man is found the Committee, with at least 80% concurrence, shall invite him and his family to the church to preach preferably the Sunday services as a Pulpit candidate.

## Section II. The Call:

- A The call of a Pastor shall come before the church at a called meeting the next Wednesday or Sunday Night following the Sunday candidacy, notice of such meeting and its purpose having been read from the pulpit the preceding service.
- B An affirmative vote of 3/4 of the members present, and voting, shall be necessary to extend a call. A quorum must be present to conduct the vote.
- C Only 1 candidate shall be presented to the church at one time.
- D The vote shall be by a written ballot.

## Section III. Pastor's Term of Office:

- A The Pastor shall serve for an undefined period of time and shall give not less than 30 days notice of resignation.
- B The Pastor may be removed from office by a 2/3 majority vote of eligible members present and voting; after notice of the meeting and its purpose has been announced in public services at least 2 weeks in advance. Such vote shall be by written ballot.
- C No accusations shall be publicly voiced against the Pastor, but shall be presented to the Deacons if supported by the testimony of 2 or more witnesses (I Timothy 5:19). Should the Pastor err in doctrine or conduct, it shall be the duty of the Deacons to correct him in brotherly love (Galatians 6:1). Failing in this, they shall refer the matter to the church for consideration or action. (Matthew 18:15-17)

# Coon Rapids Baptist Church

- D In the case of a 2/3 majority vote to dismiss the Pastor, he shall vacate the pulpit immediately, but receive 30 day's salary in advance. He shall be allowed to use the parsonage 30 days after dismissal, or, by special vote of the congregation, a longer period.

## Article VIII. The Buildings

### Section I. Use of the Buildings:

The worship and educational units shall be used only for such meetings and activities as shall promote the Gospel and honor our Lord and Savior, Jesus Christ.

### Section II. Authority for Use of Buildings:

- A The Deacons shall exercise the authority to permit or refuse the use of the worship and educational units for any service that seems contrary to church policy and belief.
- B The Deacons shall determine the schedule of charges to cover the costs incurred by the church.

### Section III. Weddings:

- A The worship and educational units may be used by members for weddings conducted by the Pastor.
- B Others desiring the use of these units for weddings must have the agreement of the Pastor and consent of the Deacons.

### Section IV. Profit Making:

- A The worship and educational units of the church shall not be used for the expressed purpose of profit making.

## Article IX. Missions

### Section I. Missions:

- A This church shall support missionary causes and educational institutions consistent with its own belief and practices.
- B All missionaries supported by this church shall be in full agreement with the doctrinal statement of this church.
- C Designated gifts, personal, or special offerings will be honored when in harmony with the doctrines and practices of this church and approved by the Pastor and Deacons.

## Article X. Calling a Counsel

In such cases where the wisdom and advice of impartial brethren is needed, a counsel consisting of the Pastor and one Deacon from at least three churches of like faith and

# Coon Rapids Baptist Church

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practice shall be called by the church upon the recommendation of the Pastor and/or a majority of the Deacons for consideration of the matters in question.

## Article XI. License and Ordination

### Section I. Licensing:

Any member, who, in the judgment of this church, has given evidence by his piety, zeal, and aptness to teach, that he has been called of God to the work of the ministry, after having preached in the hearing of this church, may be licensed to preach the Gospel of Jesus Christ, provided 3/4 of the members present at any monthly reports meeting shall agree thereto.

### Section II. Requirements for Ordination:

- A This church recognizes that only God can call a man to the ministry of the Gospel, but believe it both Scriptural and wise to have a man commended to the ministry of the Gospel through ordination by a local church.
- B The following are normal qualifications to be met by members seeking ordination by this church:
  - 1. A personal knowledge of Christ as Savior.
  - 2. A high moral character with evidence of spirituality in daily life.
  - 3. Adequate academic preparation, normally consisting of a four year baccalaureate degree from an approved Bible college and/or three year seminary degree, and of sound spiritual and mental aggressiveness, In exceptional cases, the academic requirement may be waived if, in the judgment of the council and church, the candidate merits such exceptional classification.
  - 4. A complete agreement with the doctrinal position of this church and with its constitution and by-laws.
  - 5. A written examination consisting of an outline of Bible doctrines, a survey of church history, and a brief exposition of a text approved by the Pastor and Deacons.
  - 6. An oral examination before an examining council in which questions shall be asked and satisfactory answers given relative to the candidate's Christian experience, his call to the ministry, and of his knowledge of the Bible and Christian doctrine.

### Section III. Procedure for Ordination:

- A If the church, by a majority vote of the members present at any regular reports meeting, concludes that one of its members possesses the Scriptural qualifications for ordination, the church shall proceed in routine manner to call an examining council. Pastor and two messengers from surrounding churches who are in agreement with the constitution of this church may be invited to assist in the examining council.

# Coon Rapids Baptist Church

- B Upon favorable recommendation of an examining council, the church may ordain the candidate, inviting other churches to assist in this service also.

## Article XII. Disbanding

Section I. In event of the disbanding of this church, its property, both real and personal, as well as other assets, shall become the property of the Minnesota Baptist Association, provided its faith and practice remain in harmony with the constitution of this church. No part of the net earnings of this corporation shall ever inure to the benefit of any donor, member, director, or officer, nor shall any private individual be entitled to share in the distribution of corporate assets.

Section II. Dissolution may occur by a three-fourths (3/4) vote of the members present at a meeting called for this purpose. This church shall be considered dissolved when its membership shall have been reduced to five (5) active qualified voting members.

## Article XIII. Elections

Section I. Time:

The Annual Election of officers shall be held the first Wednesday after the sixth of December each year, to take office January first.

Section II. Qualification of Voters:

- A All matters pertaining to the purchase, sale, or mortgaging of property and other legal matters shall be voted on only by members in good standing, and who are of legal age.
- B On all other matters, members in good standing and 18 years of age or older, are entitled to vote.

Section III. Procedure:

- A At least one week before the election, the Nominating committee shall present to the church the names of two or more persons if possible for each office to be filled. It shall also present a choice of names for committees to be elected.
- B All nominees shall have been contacted for their approval prior to being nominated.
- C Nominations may be made from the floor at the time of the election by members present and qualified to vote, providing the Pastor has been consulted and those nominees have been contacted previous to the meeting regarding their willingness to serve.
- D All elections shall be by written ballot, a majority of the ballots cast being necessary for the election of any officer, unless otherwise provided by the constitution.
- E No voting by proxy shall be allowed, but absentee ballots will be accepted if turned in prior to the vote.

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## Section IV. Vacancies:

- A Vacancies occurring during the year may be filled for the unexpired term at any monthly reports meeting.
- B The Nominating committee shall present nominees to the church for vacancies.

<b>Article XIV. Standing Committees</b>
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## Section I. Committees:

- A The following named committees, and any others that may be deemed necessary by the church to be elected annually, shall constitute the standing committees:
  - 1. Christian Education, Evangelism and Missions, Budget, Ushering, Nominating, Auditing, Hospitality, Music, Nursery, and Social.

## Section II. Duties of Committees:

- A Duties of the Christian Education Committee:
  - 1. The Christian Education Committee shall promote all educational interests of the church. (It shall not function in the realm of the Coon Rapids Christian School).
  - 2. In consultation with the Pastor the committee shall appoint all Sunday School, Vacation Bible School officers not elected by the church; all teachers, advisors, counselors, club leaders, and all other needed workers setting standards for each. Sunday School teachers, officers, and workers shall be members in good standing of the church.
  - 3. It shall assist the Pastor in establishing study classes for the training of workers in the field of Christian education, personal evangelism, missions, and such other classes as the church may request.
  - 4. This Committee shall assist the Pastor and Sunday School Superintendent in the grading of the Sunday School, encourage regularity of attendance, the follow-up of absentees, prompt visitation to the home of newcomers, and recommend ways and means of building up the school.
  - 5. This Committee shall be responsible for choice of all educational material.
  - 6. The Sunday School Superintendent is a member (ex-officio) of the Christian Education Committee.
  - 7. This Committee may recommend to the Budget Committee a financial program for the promotion of the program of Christian education, and shall supervise its expenditure.
- B Committee of Evangelism and Missions shall be the Deacons.
  - 1. Functioning as the Committee of Evangelism:
    - (a) It shall assist in the promotion of the evangelistic program of the church.

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- (b) It shall, under the direction of the Pastor, plan for, and promote visitation with personal evangelism as the primary purpose, as part of said program of evangelism.
  2. Functioning as the Committee of Missions:
    - (a) It shall make special effort to increase missionary interest and zeal of the church.
    - (b) It will suggest to the Committee of Finance, annually the amount of the missionary budget.
- C Budget Committee:
  1. The Budget Committee shall at least 1 week before the annual meeting present a proposed budget for the coming year to the church in printed form including an itemized budget of church operating expenses.
  2. Can meet periodically to review and recommend financial budgetary changes and procedures. The Pastor and or the church can call for a meeting of the committee to consider financial matters.
  3. Shall consist of the Pastor, Deacons, Treasurer, and Sunday School Superintendents, both current and newly elected.
- D Nominating Committee:
  1. The Nominating Committee shall prepare a list of names from the membership of the church of those qualified to fill the various offices, administrative personnel, and committees.
  2. It shall interview each nominee proposed and ascertain his or her willingness to serve, in case of election.
  3. For Procedure, see Article XIII, Section IV, Procedure.
  4. The Committee shall have prepared ballots for use at the election.
  5. Shall consist of Pastor, one Deacon and 5 elected by the church, no more than 2 of which can succeed themselves.
- E Ushering Committee:
  1. Shall attend to the seating of the congregation, and to the receiving of the offering, except as otherwise provided.
  2. In the absence of a Custodian, they shall take over the custodial duties.
  3. An open number, they shall be elected annually by the church, and shall appoint their own chairman.
- F Auditing Committee:
  1. Shall audit all financial records of the church at least once each year if so requested by the church.
  2. It shall make a report, in writing, to the church as soon after the annual meeting as possible.

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3. Shall consist of half of the Deacons and three additional members chosen by the Deacons.
- G Hospitality Committee:
1. Shall make all visitors and guests welcome, provide them with necessary information, and shall attend to the reception of these visitors at all services of the church.
  2. It shall also keep the friendly spirit of the church at its peak through various means at its command.
  3. It shall obtain each visitor's name and address.
  4. Shall be appointed by the Pastor.
- H Music Committee:
1. Shall consist of one Deacon, the Organist, the Pianist, the Choir Director, the Song Leader; and shall cooperate with the Pastor in the arranging for the musical part of the services.
  2. It shall incur expenses only as authorized by the church.
- I Nursery Committee:
1. Shall consist of the Deaconess and two other women elected from the membership.
  2. The duties of the committee will be to facilitate the nursery staffing by the ladies of the church, arrange for necessary supplies, supervise its operation.
- J Social Committee:
1. This Committee shall be composed of no less than five members elected by the church.
  2. It shall be the duty of this Committee to endeavor to facilitate the fellowship of the church and care for visiting speakers as directed by the Pastor.

<b>Article XV. Meetings</b>
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Section I. Devotional Meetings:

- A The church shall meet regularly each Lord's Day (A.M. and P.M.) for worship and the preaching of the Gospel.
- B The church shall meet for the observance of the Lord's Supper upon the first Lord's Day of the month, or at such other time as the church may decide.
- C The church shall meet at least once each week for prayer, testimony, Bible study and/or conferences.
- D The church shall meet each Lord's Day for Christian instruction (the study and the teaching of the Bible) and at such other times as the church may decide.

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## Section II. Reports Meetings:

- A The Annual Election of Officers shall be held the first Wednesday after the sixth of December (see Article XIII, Section I).
- B The Annual Meeting of the church shall be held the first Wednesday following January 14<sup>th</sup>, for the purpose of receiving the annual reports of the individual officers, boards, and committees of the church, and its auxiliary organizations; the transaction of such other business as is proper to come before this meeting.
- C Monthly Reports Meeting shall be held the first Wednesday following the 6th of the month except in January when it shall be held on the first Wednesday after January 14th.
- D Special Meetings:
  - 1. May be called at any time:
    - (a) by the Pastor.
    - (b) by the Clerk upon written request by a membership quorum.
  - 2. Notice of such meetings, and the object for which it is called, shall be given from the pulpit at least one service in advance of the meeting, except for legal matters which shall be 3 weeks.
  - 3. Receiving and dismissal of members may be done at any Service without prior notice under the applicable procedures found in Article IV.
- E All annual reports are to be published; one for the church annual, one to be filed with the Church Clerk and one made available for each member family.

## Section III. Quorum

- A 25% of active members in good standing, qualified voters, shall constitute a quorum.
- B A majority of such members, present and voting, at any monthly, annual or special meeting of the church shall be sufficient to decide any question presented, unless otherwise provided by the constitution.

<b>Article XVI. Auxiliary Organizations</b>
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## Section I. Officers:

The Officers of all adult and young people's auxiliary organizations shall be members of this church in good standing, elected by their respective organizations under the guidance of the Pastor and Deacons.

## Section II. Constitutions:

The Constitutions of auxiliary organizations shall be drawn so as not to conflict with the Constitution of this church.

## Section III. Meetings:

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Meetings of auxiliary organizations may be held at such times as will not conflict with the meetings of the church, and shall be under the guidance of the Pastor and the Deacons.

## Article XVII. Church Year

The Fiscal year of the church shall begin on the first day of January and close on the last day of December.

## Article XVIII. Amendments

Section I. This Constitution may be amended at any regular or special meeting of the church by a 3/4 vote of those present and voting, provided a quorum is present and voting, and the notice of such amendment, presenting the proposed change(s) in writing, shall have been given from the pulpit on 3 successive Sundays.

Section II. No amendment or by-law shall in any way abrogate the letter and spirit of the Covenant and Doctrinal Statement of this church.

## Article XIX. General Information

Section I. Sale of Real Estate:

Any religious corporation organized under the provisions of this subdivision, by and through its Trustee, may sell and convey, encumber, or otherwise dispose of any of its real estate; but no such conveyance or encumbrance shall be made by the Deacons, except when first authorized by resolution of the church adopted by a 2/3 vote of a quorum of the members at a meeting thereof called for that purpose. A written copy of this resolution and time and place of voting shall be posted and announced at least 4 successive Sundays on which said church statedly meets for public worship, immediately preceding said time of voting.

Section II. Notice of Meetings:

- A Three weeks before the expiration of the term of office of any Deacon, the Clerk shall give notice of the election of a successor by posting the same at the place where the church statedly meets for worship, therein stating the name of the outgoing Deacon(s), and the time and place of election.
- B In addition to such notice, the Pastor or some other officer of the church shall give public notice of such election to the congregation for at least 3 successive weeks before the election.
- C The foregoing provisions shall apply to filling vacancies by death, resignation, removal, or completion of term.

## Article XX. Rules of Order

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Section I. The rules contained in the latest edition of Robert's Rules of Order shall govern the proceedings of this church in all cases where they are not inconsistent with this Constitution.

Section II. Hiscox's Directory for Baptist Churches shall be referred to for all matters of church polity.

## **Article XXI. Non-Political Activities**

No substantial part of the activities of the Corporation shall be to carry on propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) and campaign on the behalf of any candidate for public office.

## **Article XXII. Memorials and Donations**

The Pastor and Deacons with the Donor or Donors shall supervise the details regarding memorials and donations. All memorials and donations involving real or personal property shall be acceptable to the Pastor and Deacons before being given.

# Coon Rapids Baptist Church

## Addendums

Section I. Christian Leadership Standard As adopted by the church with additions and amendments requiring a three-fourths (3/4) majority vote.

### Coon Rapids Baptist Church Christian Leadership Standards

Adopted May 19, 1982, Revised September 5, 1996, September 18, 2002, December 11, 2002

This Standard is a guideline for the selection and continued expectations of all individuals that serve the ministry in leadership, organizational, supervisory, or platform positions, both paid and unpaid, elected, appointed or as a volunteers.

#### I. General Standards for All individuals listed below.

- A. I have accepted Jesus Christ as my personal Lord and Savior.  
*(John 1:12, Romans 10:9,10)*
- B. After salvation I have been baptized by immersion. *(Acts 2:41,42)*
- C. I am an active member of the Coon Rapids Baptist Church and will regularly attend all services unless providentially hindered. *(Hebrews 10:24,25)*
- D. I agree with the Covenant and Doctrinal Statement in the Church Constitution.  
*(I Timothy 4:16)*
- E. By personal conviction I stand for separation from sin, the flesh, and Un-Biblical concepts.  
*(Romans 12:1,2; 14:13, II Corinthians 6:11-18)*
- F. By personal conviction I will separate myself from such worldly habits and activities as: liquor, tobacco, drug misuse, gambling, public dance, and other non-edifying amusements. Concerning media (whether commercial theatre, movies, TV, videos, printed matter, internet, electronic games, and other such communication), I will not view, read, or listen to anything with nudity, profane or evil speech, explicit or implied immoral content, occult/satanistic themes, or anything that might “in seeing and hearing, [vex my] righteous soul” (II Peter 2:8). In all areas of my personal life, public and private, I will apply Biblical standards to my dress, conduct, and conversation.  
*(I Corinthians 6:19,20; I John 2:15-17)*

#### II. Church Officers and Deaconesses - Pastors *(I Timothy 3:1-7)* Deacons and Deaconesses *(I Timothy 3:8-13)*

- A. I will be faithful and diligent to the study of God’s Word. *(II Timothy 2:15)*
- B. I recognize my position in my home and the need of discipline to each individual.  
*(Colossians 3:18-21)*
- C. I believe that the great commission includes me and therefore I will be diligent in witnessing and ministering the Gospel. *(Acts 1:8)*
- D. I submit that I have never been divorced nor married to a person that has a living spouse.

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## III. **Teacher Standards** (Sunday School Staff & Teachers, Coon Rapids Christian School Supervisors, Staff & Administrators, D.V.B.S., Children's Ministries, Children's Church, etc.)

- A. I will be faithful and diligent to the study of God's Word. (*II Timothy 2:15*) I will work out and follow a plan for my own spiritual growth as a teacher, and will include in my plan the opportunities such as meetings and training classes to improve my skill.
- B. I recognize my position in my home and the need of discipline for each individual. (*Colossians 3:18-21*)
- C. I will be faithful in the responsibilities to my class, and will endeavor to arrive early to welcome my pupils as they arrive. If at any time through unavoidable circumstance, I am unable to be present I will notify my Department supervisor as far in advance as possible. (*I Corinthians 4:2*)
- D. I will pray and seek God's guidance and come before my class with a carefully prepared lesson. (*Psalms 126:6; James 3:1*)
- E. I will have as my highest aim to lead each unsaved pupil to Christ and help all those who are saved to grow in grace and in knowledge of our Lord Jesus Christ. (*II Timothy 2:2*)
- F. I will keep in close contact with my pupils by visitation, mail, or telephone, contacting absentees as established in our follow-up programs. (*Luke 15:4-6*)
- G. I will teach from the open Bible, using the approved lesson materials provided by the church, teaching in accord with the Distinctive Baptist principles set forth in our Constitution. (*Hebrews 4:12*)
- H. While carrying out the duties and responsibilities of the position I hold I will adhere to the dress code of conservative styled trousers, and collared shirts with neckties for men, and, if a lady, will wear only dresses and skirts (no slacks or pants suits) of modest Christian length, no higher than mid-knee, and a modest non-revealing neckline. (*I Timothy 4:12*)
- I. I will be an example of Christian attitude for my students. (*I Corinthians 11:1; Matthew 5:13,16*)

## IV. **Pulpit Supply, Evangelists, Missionaries, Conference, School, and Devotional Activity Speakers**

- A. All speakers will be approved by the Sr. Pastor or if the church is without a Sr. Pastor by the Chairman of the Pulpit Committee.
- B. All speakers will be members of this church or a church or institution of like faith and practice.

## V. **Musician and Choir Standards**

- A. While carrying out the duties and responsibilities of the position I hold I will adhere to the dress code of conservative styled trousers, and collared shirts with neckties for men, and, if a lady, will wear only dresses and skirts (no slacks or pants suits) of modest Christian length, no higher than mid-knee, and a modest non-revealing neckline. (*I Timothy 4:12*)
- B. I understand that Senior Choir members must have attained the age of 15.
- C. I realize that Choir members will be selected by the Choir Director to achieve a balanced number of voice parts, and reasonable faithfulness to practices.

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- D. I agree to submit all music material used for the regular church services to the person designated by the Pastor. (*I Corinthians 14:40*)
- E. (All special music will be by members of this church or a church or institution of like faith and practice.)

VI. **Administrative Standards** (Usher, Ladies Missionary Fellowship Officers, Coaches, Committee, and other Elected and Appointed Personnel)

I will faithfully discharge the duties of the position I hold. (*I Corinthians 4:2*)

Section II. Employee Benefits Handbook As adopted by the Deacons.

Section III. Policy & Procedure for the Prevention of Child Abuse as adopted by the church with additions and amendments requiring a simple majority.

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