

CONSTITUTION

of the

SHILOH BAPTIST CHURCH OF WAUKEGAN  
Waukegan, Illinois



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## FOREWORD

This Constitution has been prepared by the Policy and Procedure Committee appointed at a regularly called business meeting of the Shiloh Baptist Church of Waukegan.

A number of Baptist Church constitutions have been studied and many persons have been consulted in preparing this document. It aims to meet the needs of a well organized Baptist Church located in the City of Waukegan, and the vicinity of Chicago.

The Committee has considered modern day trends, and has attempted to provide for the Church's enlarged program of evangelism, missionary endeavor, and Christian education. It also furnishes methods of procedure for the business life and service of the Church.

So, in view of the above statements, the Policy and Procedure Committee is very happy to present this suggested Constitution to the Shiloh Baptist Church of Waukegan for its consideration and adoption.

Betty Jackson  
Chairman

Members: Cranston Byrd  
Johnny Gardner, Sr.  
Norma Harris  
Thomas S Johnson  
Wanda Shelton  
Isaiah Turner

## **PREAMBLE**

Reposing our faith wholly in the Lord Jesus Christ for our salvation, believing in the *teachings* and practices of the Baptist and in those great distinctive principles for which they have ever stood, namely:

1. The preeminence of Christ as our divine Lord and Master
2. The supreme authority of the Bible and its sufficiency as our only rule of faith and practice.
3. The right of private interpretation and the competency of the individual soul in direct approach to God.
4. The absolute separation of Church and State.
5. A regenerate Church membership.
6. The beautiful, symbolic ordinance of believer's baptism in obedience to the command of Christ.
7. The complete independence of the local Church and its interdependence in associated fellowship with other Baptist Churches.
8. The solemn obligation of majority rules, guaranteeing equal rights to all and special privileges to none.
9. The spiritual unity of all believers, for which the Master so earnestly prayed.
10. A world-wide program of missionary fervor and evangelism in obedience to the final command of Jesus.

We therefore band ourselves together as a body of baptized (immersed) believers in Jesus Christ and adopt for our government, plan of worship, and service the following articles:

## Article I. Name

This organization shall be known as the SHILOH BAPTIST CHURCH of Waukegan, Waukegan, Illinois.

## Article II. Purpose

The purpose of this Church shall be the advancement of the Kingdom of God through Jesus Christ (Matthew 6:33; Mark 1:14; Luke 6:20). It shall seek to attain this end through the public worship of God, the preaching of the Gospel, consistent Christian living by its leaders and members, personal evangelism, missionary endeavor, and Christian Education.

## Article III. Denominational Cooperation

It is the purpose of this Church to cooperate with the organized work of the Baptist denomination, local, district, state (**Baptist General State Convention of IL**), and with the National Baptist Convention USA, Incorporated.

## Article IV. Autonomy

This church is subject to the control of no other ecclesiastical body, but recognizes and sustains the obligation of mutual counsel and cooperation with other churches of like faith. This church reserves the right to join or withdraw from any association or ecclesiastical organization, as it desires by vote of the membership.

## Article V. Church 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 to all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drink as a beverage, and to be zealous in our efforts to advance the Kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember 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 rules of our Savior, to secure it without delay.

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

## Article VI. Membership

### Section 1. Qualifications

Only those persons may be admitted into membership of this church who shall have professed faith in the Lord Jesus Christ as personal Savior, and have been baptized by immersion in the name of the Father, Son, and Holy Spirit, who take the Holy Bible as their rule of faith and practice, and who have a sincere desire to live a godly, separated Christian life.

Any person may become a member of this Church by vote of the Church and in the following manner:

- (a) Upon confession of faith in Jesus Christ as Savior and Lord, after baptism by immersion
- (b) By letter from some other Baptist Church of like faith and order
- (c) Upon statement of Christian experience, if previously baptized by immersion
- (d) By restoration
- (e) Watch-care
- (f) Reception of shut-in and homebound persons to membership

### Section 2. Duties of Members

In order that persons applying for Church membership may be informed as to the duties of members, they shall have completed New Membership Orientation Class and a copy of the

Church Constitution and By-Laws be presented to them; and shall subscribe to it, both in letter and in spirit.

Section 3. Member in Good Standing

Members who sincerely endeavor to conform to their covenant obligations by faithful participation in the regular worship services and other activities of the church, and who in every phase of their lives are consistent with their covenant vows shall be considered members in good and regular standing.

Section 4. Release of Members

(a) Letters of release, for the purpose of uniting with some other Baptist Church of like faith and order, shall be granted to members in good standing, upon recommendation of the Ministry of Deacons or Deaconesses, and by vote of the Church.

(b) Any member in good standing desiring to unite with a Church of some other denomination may, upon recommendation of the Ministry of Deacons or Deaconesses, and by vote of the Church, be granted a certificate of Christian standing and Church fellowship.

(c) Any member having been granted either a letter, or a certificate of Christian standing, shall thereafter cease to be a member of this Church.

(d) Exclusion

(e) Death

Section 5. Members Who Disregard Their Covenant Obligations

(a) It shall be the duty of the Ministry of Deacons and the Ministry of Deaconesses to seek to reclaim those members who disregard their Covenant obligations.

(b) Members who have absented themselves from the activities of the church, and who manifest no interest in the church for a period of one year, and of whom no satisfactory information can be gained, may, upon recommendation of the Pastor, Deacons and Deaconesses, be placed on an inactive list. Any person whose name appears upon the inactive list shall not be counted as a voting member.

(c) Persons placed on the inactive list may be re-instated to full and active membership upon resuming church obligations within a ninety day time period after being reminded of their Covenant obligations by the proper persons (Pastor, Deacons, and Deaconesses).

(d) Any member carried on the inactive list, may upon his or her own application, be granted a letter of release to any other Christian church, provided that such application shall have been approved by the Pastor and at least three (3) deacons or deaconesses before being submitted to the church. Every letter of release shall be signed by the Pastor and the

Church Secretary/Office Manager, and shall designate the member being released as a regular member, or as an inactive member.

- (e) When in any case, the Ministry of Deacons and the Ministry of Deaconesses are satisfied that the member cannot be reclaimed, they shall present to the Church a written recommendation with all rationale and placed on file that the name of the delinquent member be erased from the membership roll. Upon such action being taken by the Church, said member shall thereafter cease to be a member of this Church.

Section 6. Request for Erasure of Name

When a member request that his or her name be erased from the Church roll, and no charges have been preferred against such member, the Ministry of Deacons and the Ministry of Deaconesses shall investigate, and if they are satisfied that said member cannot be reclaimed they shall present to the Church a recommendation that the name be erased from the membership roll. The Church may immediately act upon such recommendations.

Section 7. Non-Resident Members

- (a) Members upon moving to another city shall, without delay, furnish the Pastor or Church Secretary/Office Manager their new mailing address.
- (b) A letter shall be sent at least once a year for a period of two years, bearing the signature of the Pastor and the Church Secretary/Office Manager, urging them if they are not soon to return, to take letters and unite with a Church in their place of residence.
- (c) Members who have disregarded their Covenant obligations in respect to the transfer of their membership upon moving, and who have not communicated with the Church for a period of two years, may, upon recommendation of the Ministry of Deacons or Ministry of Deaconesses, and by vote of the Church, be erased from the membership roll.

Section 8. Complaints

Any complaint of misconduct against any member of the Church must be put in writing and signed by the person or persons bringing the complaint; and turned over to a Ministry of Review for consideration and recommendation. This Ministry shall consist of the Pastor and at least three deacons and three deaconesses.

Section 9. Church Letters

Church letters of persons received into the Church by letter shall be delivered to the Church Secretary/Office Manager for record. The Church Secretary/Office Manager shall write on the letter the statement of reception and date received into the Church and keep it on file.

Section 10. Financial Responsibility

Each adult member shall be financially responsible giving according to Malachi 3:8-10 and 2 Corinthians 9:7 (giving tithes and offerings), and children from twelve (12) to seventeen (17) years of age shall be expected to contribute a reasonable amount each month.

Section 11. Members unable to Contribute

Any member unable to meet the minimum financial responsibility to the Church shall give notice to the Finance Committee and should give what they are able.

(Exodus 23:15; Deuteronomy 16:16; 2 Corinthians 9:7)

Section 12. Members eligible to Vote

The voting membership of this Church shall consist of all adults, active and in good financial standing; and of children eighteen (18) years of age and above.

**Article VII. Officers**

Section 1. The Officers of the Church shall be

- (a) Pastor and such Ministerial assistants as may be found necessary
- (b) Ministry of Deacons
- (c) Ministry of Deaconesses
- (d) Board of Trustees
- (e) Ministry of Joint Board
- (f) Ministry of Finance
- (g) Ministry of Evangelism
- (h) Ministry of Christian Education
- (i) Moderator, and a Vice Moderator
- (j) Church Secretary/Office Manager
- (k) Sunday Church School Superintendent
- (l) Financial Secretary/Accountant
- (m) General Treasurer
- (n) Ministry of Children/Youth
- (o) Ministry of Review
- (p) Ministry of the Ushers
- (q) Ministry of Health
- (r) Ministry of Music
- (s) Ministry of Missions
- (t) Ministry of Men

Section 2. The Pastor

The Pastor shall be a believer in God, and a preacher of the Gospel and of the basic doctrines of faith as held by the Baptist denomination. He shall cooperate with the local, district, and state organized work of the denomination and with the National Baptist Convention USA, Incorporated.

Section 3. Qualification of officers

All Officers shall be members of this Church in good standing and shall be elected by majority vote at the bi-annual election of officers, for a period of two (2) years, or until their successors

are elected; except the Ministry of Deacons, the Ministry of Deaconesses, and the Board of Trustees, who shall be elected for a term of so many years. Members of the Board of Trustees are elected every five years with no limit to the tenure of individual member. The chairperson of trustee board shall serve as chairman for four years and shall have a limit of two consecutive terms; unless there is no other trustee who is willing and able to serve.

All Officers shall be informed as to the duties pertaining to their respective offices. Each official Ministry/Board shall, unless otherwise provided for in this constitution, elect its own chairman; meet regularly, at a stated time, at least once each month.

All Officers shall assume office at the beginning of the fiscal year of the Church.

Section 4. Failure to Perform Duties

Any Officer who, for a period of three (3) months, shall fail to faithfully perform the duties pertaining to his or her office, thereby automatically vacates said office. The Church has the power, for good and sufficient cause, to remove from office any officer.

Section 5. Resignations

Resignation of officers shall be in writing to the Church, and be effective on the date specified in the letter of resignation.

Section 6. Vacancies

If a vacancy shall occur, in any office of the Church, more than three months prior to the bi-annual election of officers, the same may be filled at any regular business meeting of the Church, provided members meet the proper qualifications.

## Article VIII. Duties of Officers

Section 1. Duties of the Pastor

The Pastor shall preach the Gospel, administer the ordinances, watch over his membership, promote the spiritual interests of the Church, organize and develop its strength for the best possible service. He shall be ex-officio member of all of the Church and its auxiliary organizations.

Section 2. Duties of the Ministry of Deacons

The Ministry of Deacons shall consist of twenty-five (25) or more members.

The Ministry of Deacons shall, in every way, assist the Pastor in his spiritual work; and with him consider requests for letters of release and recommendation of members to other churches. It shall cooperate with the Pastor in the matter of discipline where and when necessary, and in the placing of members on the inactive list, and in the reclaiming of members.

The Ministry of Deacons shall further cooperate with the Pastor in providing the pulpit supply and the leaders of the prayer meeting in his absence. It shall cooperate with the Pastor and the Ministry of Deaconesses in visiting the members, and in the care of the sick, needy and distressed members of the Church, and in the preparation for the observance of the ordinances of the Church. It shall assist the Ministry of Evangelism in promoting the evangelistic program of the church, and the Ministry of Finance in securing the funds required to finance the budget adopted by the Church.

The Deacons shall be responsible for the church's Family Ministry. The purpose of the Deacon Family Ministry is to develop a relationship between deacons and church families by ministering to their spiritual, physical, emotional, and financial needs. This can help families reach their God-given potential. The Deacon Family Ministry also involves proclaiming the gospel to families, caring for families, and leading them to a Christian fellowship experience. (Gal. 6:2; 1 Thess. 5:11; John 13:35)

Section 3. Duties of the Ministry of Deaconesses

The Ministry of Deaconesses shall consist of twenty-five (25) or more members.

The Ministry of Deaconesses shall cooperate with the Pastor and the Ministry of Deacons in caring for the general spiritual welfare of the Church. It shall assist the Pastor in developing the spiritual life of the women and girls of the Church for the best possible Christian service.

This Ministry shall also cooperate with the Pastor and the Ministry of Deacons in visiting the members, and in the care of the sick, needy and distressed members of the Church; the disbursement of the Fellowship Fund, and in the preparation of the observance of the ordinances of the Church. It shall assist the board of Evangelism in promoting the evangelistic program of the Church, and the Ministry of Finance in securing the funds required to finance the budget adopted by the Church.

Section 4. Duties of the Board of Trustees

The Board of Trustees shall consist of twenty-five (25) or more members.

The Board of Trustees shall hold in trust all property belonging to the Church and the Corporation, and shall take all necessary measures for its protection, management, and upkeep. This Board shall, when directed by the Church, erect houses or buildings, and improvements, and repair and alter the same, and may, when so directed, mortgage, encumber, sell and convey, any real or personal estate of such corporation, and enter into all lawful contracts in the name of, and in behalf of such Church corporation, and shall have such further powers and duties, and be subject to such limitations as may be prescribed by the statutes of the State of Illinois in relation thereto.

Said Trustees are to sell, convey, mortgage, or encumber the real estate or other property of the Church only as directed by a vote of two-thirds of the members of the Church present at

any regular or special meeting called for that purpose, of which due public notice as prescribed herein shall have been given.

The Board of Trustees shall act upon all applications for the use of the Church buildings or other property belonging to the Church. It shall, when so instructed by the Church, secure the services of a facility manager, at such salary as is authorized by the Church; inform him/her that their duties will be prescribed from time to time as necessary by the Personnel Committee; and the Board shall secure from the facility manager acceptable service.

It shall also be the duty of the Board of Trustees to designate the bank where the funds of the Church shall be deposited. It shall assist the Ministry of Finance in securing the funds required to finance the budget adopted by the Church.

Said Trustees shall effect their own organization. The Board shall function continuously throughout the year, and shall make a report to the Church at its annual meeting; said report to cover the details of its activities during the preceding year. It may report at other meetings of the Church, or of the Executive Committee as required.

#### Section 5. Duties of the Joint Board

The deacons shall meet with the trustees, along with the pastor and ministers, to form a joint board. The trustees shall report to the deacons, pastor and ministers in this joint board meeting with respect to any business or recommendations that should come before the church, whether in a regular, annual or special meeting. All other recommendations and FYI's shall also be disclosed, except for those that might come from the pastor. This board shall meet prior to any business meeting to maintain the integrity of the church's affairs. The quorum for this meeting shall be fifteen (15). The moderator of this meeting shall be determined by the pastor or by a two-thirds vote of the members present at the time of appointment.

The Joint Board shall have the authority to call a special meeting of the Church, including in the absence of a Pastor or when the business of the church meeting pertains to the Pastor.

#### Section 6. Duties of the Ministry of Finance

The Ministry of Finance shall consist of a minimum of five (5) and a maximum of nine (9) members. This will include the Chairman of the Board of Trustees, the General Church Treasurer, and three to seven (3-7) other church members. The Ministry of Finance shall elect one of its members to serve as Director of the group. The Finance Director must be a member of the Board of Trustees.

The Ministry of Finance, with the assistance of the Ministry of Deacons, the Ministry of Deaconesses, and the Board of Trustees shall secure the necessary funds to meet all expenses within the budget, as adopted, to maintain and advance the work of the Church. It shall devise and put into operation ways and means for the raising of said funds, and for such other funds as the Church shall undertake to raise for missions and other benevolences. This Ministry shall

cooperate with the Board of Trustees in the supervision of the disbursements appropriated by the Church.

The Treasurer and Financial Secretary/Accountant shall prepare weekly statements of monies received and deposited as may be necessary. The Ministry of Finance shall present its records to be audited at the close of the fiscal year, or more often if so requested by the Church.

Section 7. Duties of the Ministry of Evangelism

The Ministry of Evangelism shall consist of seven (7) or more members.

Functioning as the Ministry of Evangelism, it shall assist in the promotion of the evangelistic program of the Church. It shall, under the direction of the Pastor, plan for, and promote home visitation with personal evangelism as the primary purpose, as part of said program of evangelism. In cooperation with the Ministry of Christian Education it shall provide instructions in home visitation and other methods of personal work.

Section 8. Duties of the Ministry of Christian Education

The Ministry of Christian Education shall consist of seven (7) or more members.

The Ministry of Christian Education shall unify, supervise, and promote all educational interests of the Church, including the Sunday Church School, Vacation Bible School, Young People's groups, all other groups and classes operating in the field of Christian Education. It shall receive for approval all workers of the Sunday Church School. It shall appoint Vacation Bible School officers. It shall promote 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.

It shall supervise the grading of the Educational Ministries. The Ministry shall recommend to the Ministry of Finance a budget for the promotion of the program of Christian education, and shall supervise its expenditure.

The Pastor shall formulate the Program of Christian Education and appoint the Director.

Section 9. Duties of the Moderator and Vice Moderator

The Moderator shall preside at all business meetings of the Church, and at the meetings of the Executive Committee, unless otherwise provided for. The Vice Moderator shall preside at all business meetings of the Church and at meetings of the Executive Committee in the absence of the Moderator, and on such other occasions as the Church may request. The Moderator shall be the Pastor or his designee. The Vice Moderator shall be the chairman of the Deacon Ministry. In the absence of the moderator and vice moderator, the office manager shall call the church or Executive Committee to order and an acting moderator be selected.

Section 10. Duties of Church Secretary/Office Manager

The Church Secretary/Office Manager is responsible for overseeing the Church office. He or she shall perform the assigned secretarial, clerical, and computer functions of the Shiloh Baptist Church office.

The Church Secretary/Office Manager shall keep accurate minutes of the business proceedings of the Church. These records shall be open at all times to the inspection of any member of the Church.

Further, he or she shall have access to the complete roll of the members of the Church and their addresses; shall notify all persons elected to office, of their duties pertaining to their respective office; furnish the chairmen of committees with a list of the members of their committees, and with copies of the resolutions under which they are elected or appointed. The Church Secretary/Office Manager shall attend to all correspondence of the Church not otherwise provided for and shall use a satisfactory system of keeping the Church records. An annual report of the work of the Church covered by the records of this office shall be made at the annual business meeting of the Church.

The Church Secretary/Office Manager shall provide for the printing of the Church bulletin, and shall manage the affairs of the business office so as to properly coordinate all the business services centered in the Church Office. He or she shall deliver immediately to his successor all books and records pertaining to the Office.

The Church Clerk shall act with and assist the Church Secretary/Office Manager, and shall perform the duties as determined by the Church Secretary/Office Manager and Personnel Committee.

Section 11. Duties of the Sunday School Superintendent

The Superintendent of the Sunday Church School, in cooperation with the Ministry of Christian Education, shall have general supervision of the Sunday Church School. He/she may, from time to time, make such recommendations to the Church Executive Committee as he/she may deem advisable for the welfare of the Sunday School, and shall make reports to the Church at the annual meeting, or at any other meetings of the Church as may be required.

Section 12. Duties of the Financial Secretary/Accountant

The Financial Secretary/Accountant shall receive and keep a record of all monies of the Church. He or she shall see that the General Treasurer receives all monies counted and designated as Church funds. He or she shall work in cooperation with the Ministry of Finance. He or she shall make to the Church an annual report. He or she shall make available all records required for audit under the direction of the Church. The Financial Secretary/Accountant shall deliver immediately to the Ministry of all books and records pertaining to his or her office for audit when leaving office.

Section 13. Duties of the General Treasurer

The General Treasurer shall be the custodian of all monies contributed to the Church. All disbursements shall be authorized in accordance to the Church disbursement policies. (Please reference the Finance and Accounting Policies) The Treasurer shall present to the Church at its regular and annual business meetings, or more often if so requested, an itemized report showing the actual financial condition of the Church. He or she shall present his or her books and record to the Ministry of Finance for audit at the close of the fiscal year, or more often, if so requested by the church. The Treasurer shall immediately surrender all books and records to the Ministry of Finance upon leaving office for auditing. The General Treasurer must be a member of the Board of Trustees.

Section 14. Duties of the Ministry of Children/Youth

The Ministry of Children/Youth shall consist of seven (7) or more members. It shall be made up of all leaders or their designee of all ministries that have children and youth plus two parents and two youth members.

It shall be the duties of this ministry to coordinate all the programs, activities and events and assist in the Christian education teaching and training of youth and children.

Section 15. Duties of the Ministry of Review

The Board of Review shall consist of seven (7) members who shall be the Pastor, three (3) deacons, and three (3) deaconesses. It shall convene to hear complaints of misconduct against any member of the Church, or to consider any special problems any Church member may have to bring. If this board cannot resolve the problem, it shall bring it to the Church.

Section 16. Duties of Ministry of the Ushers

A Church usher helps the Pastor to make the service a success by putting the congregation in the right frame of mind to receive the message, for the usher meets the people with a pleasant smile and warm welcome, and directs them to a comfortable seat, the usher also sees to it that perfect order is kept in and around the church at all times during the services.

They prepare the Church for service, by being first to arrive at the Church, they receive the order of the day from the Pastor, they see that the Church is in proper condition to receive the guest, they see that hymn books, fans, church literature, collection envelopes and any other things that are to be distributed to the congregation are in their proper places. Church ushers are doorkeepers in the house of God, and guard same at all times during the service.

Church ushers pass the collection plates for the Church offering of the congregation.

The Church usher's are in charge of the Hospitality Committee and work with the Ministry of Health.

### Section 17. Duties of Ministry of Health

The Ministry of Health principle function is to minister to the physical, spiritual, and emotional needs to God's people in the church and community, through dedication, preparation, and to always reflect God's image.

The duties are:

- Provide first aid support for regular church services and special events
- Provide health and wellness programs or workshop for the church family and community
- Provide ongoing educational training for Health Ministry workers
- Work closely with the Pastor and Ushers

### Section 18. Duties of Ministry of Music

The Ministry of Music is to share the gospel of Jesus Christ through song, encourage believers in their walk with Christ, and lead the congregation in worship.

The Ministry of Music shall cooperate with the Pastor, the deacons, and the deaconesses, in arranging for the music of the Church services. It shall have special musicals, and, as needed, a special training workshop.

### Section 19. Duties of Ministry of Missions

The Ministry of Missions shall make special effort to increase the missionary interest and zeal of the church. It should assist the church in conducting special mission emphasis days. It shall also support the home and foreign mission drives of the district association and state convention, in order to support the work of the Home and Foreign Mission Boards of the district association, state and national conventions. It shall work with the General Mission and the Ministry of Men to assist them in their mission emphases.

### Section 20. Duties of Ministry of Men

The Ministry of Men is intended to minister to the total man, by nurturing him intellectually, socially, emotionally, and spiritually to become a man with a Christ-centered mission.

The goals and objectives of the Ministry of Men are to lead men in developing all areas and aspects of their lives to become godly in their nature, relationship, and demeanor.

“Our purpose is to serve God with all the diligence and fortitude that is in compliance with the word of God. Through the study of Sound Doctrine and proper application of **GOD's Word**, we will become knowledgeable, obedient, faithful and filled with spiritual wisdom. We will effectively comply with the direction, plan and will of our Lord and Savior, **Jesus Christ.**”

I Corinthians 3:10

## Article IX. Calling a Pastor

Section 1. When it is necessary to call a Pastor, the Church shall select a representative Pulpit Committee of nine (9) members to be elected at a regular church or special call business meeting. It shall be the duty of this committee to take necessary steps to secure a Pastor. The Committee shall investigate the merits of every man under consideration in regard to his personal character, education, ministerial record, and preaching ability, in determining his fitness for said pastorate. When a suitable man is found the Committee shall recommend him to the Church for consideration.

Section 2. The call of a Pastor shall come before the Church at a special called business meeting, notice of such meeting and its purpose having been read from the pulpit on two successive Sundays. *A vote of two-thirds of the members present and qualified to vote; fifty (50) members shall be necessary to extend a call.*

Only one candidate shall be presented to the Church at a meeting.

Section 3. The Pastor shall be called for an indefinite period of time; the salary shall be fixed at the time of the call, and may be changed by vote of the Church at any regular business meeting, provided that such change has been considered by the Church Executive Committee. The salary shall be paid in bi-monthly installments. The Pastor shall be entitled to an annual vacation as follows: two (2) weeks the first year of service, three (3) weeks the second year of service, and one month each year thereafter. The vacation shall be with full salary.

### Section 4. Termination of Pastorate

The term of office may be ended upon ninety (90) days notification on the part of the Pastor or of the Church. Termination of the office shall be voted at a special called business meeting, notice of such meeting and its purpose, having been read from the pulpit on two successive Sundays. *A vote of two-thirds of the members present and voting, (50) fifty members, shall make valid termination of said office.*

## Article X. Licensing and Ordination

### Section 1. Licensing

When a man in this membership is called to the Christian ministry and desires to be licensed, he shall make his desire known to the pastor. The pastor will interview and examine the man concerning his desires for ministry, his qualifications for ministry, his understanding of the Word of God, and his training and experience in ministry. If satisfied, the pastor will instruct the candidate to appear before the church on a Sunday and announce his call to the ministry. Upon a majority vote of the church the candidate's call is confirmed. A certificate of license shall be granted upon the initial (trial) sermon of the candidate. The duration of the licensing period

shall be determined by the pastor. A license may be revoked upon a recommendation by the pastor, joint board of deacons and trustees and a majority vote of the church.

Section 2. The Ordination

A licensee is set aside for ordination upon the recommendation by the pastor, joint board of deacons and trustees and a majority vote of the church. An ordination council is formed by the pastor made up of ordained ministers of the Shiloh Church or other ordained ministers in the district association, and an ordination service is scheduled. During this service, the ordination council shall thoroughly examine the candidate as to his call to ministry, education, Christian experience, reputation, character, doctrine, knowledge of church polity and practice, and demonstrated ability in ministry. The council shall make a recommendation concerning the candidate to the church, and upon a majority vote, believing that the candidate has successfully answered the ordination questions. An ordination prayer, a charge, and presentation of the Certificate of Ordination shall be executed.

Section 3. The church reserved the right to revoke the ordination certificate of any candidate who has shown signs of misconduct and has brought embarrassment to Christ and to the church and the Christian community.

**Article XI. Elections**

Section 1. Time

The bi-annual election for Ministry Leaders shall be held at the annual business meeting of the church.

Section 2. Procedure:

At least one business meeting before the election, the Nominating Committee shall present to the Church a slate of officers for each office to be filled. Upon presentation of said report it shall be the privilege of any member present, qualified to vote, to place in nomination the name of any eligible person for any office, not so nominated, and upon majority vote of those present and qualified to vote. No nomination shall be made from the floor at the time of the election, but each voter may vote for any eligible member. All elections shall be by a majority vote of those present and qualified to vote. No voting by proxy shall be allowed.

Section 3. Quorum

Fifty (50) members in good standing, qualified voters, shall constitute a quorum. A majority of such members present, and voting, at any regular or called business meeting shall be sufficient to decide any question presented, unless otherwise provided by this constitution.

Section 4. Qualifications of Voters

All matters shall be voted on only by members in good standing, and who are of legal age (18).

Section 5. Vacancies

Vacancies occurring during the year may be filled for the unexpired term at any regular or called business meeting.

**Article XII. Executive Committee**

The Church Executive Committee shall organized as soon as possible after the bi-annual meeting of the Church and shall consist of the following: All the Officers of the Church, the Chairmen of all the standing committees, the presidents of all adult auxiliary organizations, and the presidents of any senior youth groups. Its duties shall be purely advisory. Its primary purpose is to communicate all events, programs, and special services, so that full support can be given to said events. All members are to report or bring concerns as it relates to their ministry, they are then to report to their particular ministry, auxiliary or committee all that has transpired in this meeting. Ten (10) members of this committee shall constitute a quorum.

Regular meetings of the Executive Committee shall be quarterly, or may be called at any time by the Pastor, or upon request of a quorum of the members of the Committee.

**Article XIII. Standing Committees**

Section 1. Committees

The following named committees, and any others that may be deemed necessary by the Church, shall constitute the standing committees:

- (a) Auditing Committee
- (b) Benevolence Committee
- (c) Calendar Committee
- (d) Culinary Committee
- (e) Hospitality Committee
- (f) Nominating Committee
- (g) Personnel Committee
- (h) Scholarship Committee

Section 2. Duties of Committees

(a) The Auditing Committee

This committee shall audit all financial records of the Church at least once each year, and shall make a report, in writing, to the Church, not later than thirty days after the annual meeting.

(b) Benevolence Committee

This committee shall be the custodian of all moneys contributed for benevolent purposes. It shall meet weekly to determine disbursements to persons applying for assistance. The

committee's disbursements are given to the Finance Office for distribution. The committee's decisions are final.

(c) Calendar Committee

This committee shall work with the pastor, auxiliary leaders and other leaders to prepare and submit to the church an annual calendar of programs, and events. The calendar should be submitted to the Executive Committee at its December meeting. Upon approval, it shall then be submitted to the church at the beginning of the fiscal year. This committee shall be appointed by the pastor and should be made up of two members from the Executive Committee of the church and three members from the church. They shall select the chairman.

(d) Culinary Committee

This committee is responsible for all church activities relating to food and food supplies for the church. This committee is tasked with ensuring all events requiring food and supply purchases, food preparation and food serving are completed to the satisfaction of the church. Event examples are: AWANA, Pastor's Appreciation, Soup Kitchen, After Sunday School Snack, Prayer Breakfast, Taste of Shiloh, Christmas Dinner, Church Picnic, and Funerals.

The Culinary Committee is responsible for establishing kitchen use guidelines, proper training on kitchen equipment, compliance to all sanitation regulations, maintenance of equipment and space for food storage and preparation. This committee is responsible for the kitchen inventory. When needed and with proper approvals, purchases will be made to maintain adequate the inventory.

The Culinary Committee Chairpersons will communicate the dates of the church picnic and Christmas dinner at the annual business meeting in January.

The Culinary Committee Chairpersons are responsible for the cleanliness and organization of the food storage and preparation areas.

The Culinary Committee Chairpersons are responsible for managing the Culinary budget.

(e) Hospitality Committee

This committee creates an atmosphere of love, fellowship, and excitement for everyone who enters the church through a warm friendly welcome, knowledgeable information about the church and help for those who need it.

This committee works closely with the Ministry of Ushers

(f) The Nominating Committee

The Nominating Committee shall prepare a list of names of members recommended by departments/auxiliaries and other members of the church who qualify to fill the various

offices. It shall interview each nominee proposed and ascertain his or her willingness to serve, if elected. The Committee shall nominate one or more persons for each office to be filled, and report the names to the Church at least one week before the election to be held.

The Committee shall have prepared ballots for use at the election.

(g) The Personnel Committee shall provide:

- a. General oversight of personnel practices and church staffing...
- b. Periodic review and updating of church's Personnel Practices Manual and making recommendations to the Trustee/Church regarding appropriate changes in procedures or benefits.
- c. Review job descriptions and making recommendations to the Trustees/Church regarding any changes in staffing configuration.
- d. Inform the Congregation of available jobs in the church.
- e. Consultation in hiring, to include: advertizing, interviewing and recommending persons for positions.
- f. Facilitate performance review process for all paid staff.
- g. Assist with disciplinary action of church employees.
- h. Facilitate, research, and recommend salary structure adjustments.
- i. Such other duties referred to by the Pastor or the Trustees/Church

(h) Scholarship Committee

The Scholarship Committee is responsible for managing the distribution of funds from the General Scholarship Fund. In addition, the committee will manage the distribution of funds from any other restricted scholarship fund established in the church.

The Scholarship Committee will have a minimum of five members. The positions of Chairperson and Recording Secretary are required. The Scholarship Committee will work with the Ministry of Men to raise monies for the fund.

## Article XIV. Meetings

### Section 1. Devotional Meetings

- (a) The Church shall meet regularly each Lord's Day 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 times as the Church may decide.
- (c) The Church shall meet at least once each week for prayer, testimony, and conference or at such other times as the Church may decide.

- (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.

**Section 2. Business Meetings**

- (a) The bi-Annual Election of Officers shall be held the last Monday night in the month of January of the Calendar year.
- (b) The Annual Business Meeting shall be held the last Monday night in the month of January, for the purpose of receiving the annual reports of individual Officers, Ministries, Boards, and Committees of the Church, and its auxiliary organizations; and the transaction of such other business as its proper to come before this meeting.
- (c) Quarterly Business Meetings shall be held the third Monday night of the months of January, April, July, and October. Those meetings shall be no more than an hour and fifteen minutes.
- (d) Called Business Meetings may be called at any time by the Pastor, or by the Chairman of the Joint Board upon written request of a quorum of the members of the Church to the Pastor or Joint Board. Notice of such meeting, and the object for which it is called, shall be given at least two Sundays in advance of the date of the meeting or as specified in other articles of this constitution.

**Article XV. Auxiliary Organizations**

Section 1. The Officers of all adult and young people auxiliaries shall be members of this Church in good standing, elected by their respective auxiliaries, subject to ratification by the Church.

Section 2. The Policies and Procedures of Auxiliaries shall be drawn so as not to conflict with the constitution of this Church.

Section 3. Meetings of Auxiliaries 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.

**Article XVI. Church Year**

The fiscal year of the Church shall begin January 1 and close on December 31.

**Article XVII. Amendments**

This Constitution may be amended at any regular or called business meeting of the Church by a two-thirds vote of those present and voting, provided a quorum of members in good standing is

present and voting, and that notice of such amendment, stating the proposed change, shall have been given on two successive Sundays.

### Article XVIII. Rules of Order

We shall be ruled by God's Word (The Bible), and business shall be conducted in accordance with Robert Rules of Order latest edition in all cases where rules of order are not covered or provided for in this constitution.

This CONSTITUTION was adopted in its entirety  
At a regular Business Meeting of the SHILOH  
BAPTIST CHURCH of WAUKEGAN on:

Monday, July 20, 2009

A Quorum of members was present and voted.

Walstone E. Francis,  
Moderator

Norma Harris,  
Office Manager