

**CONSTITUTION, BY-LAWS and COVENANT
Of
BAYSHORE BAPTIST CHURCH**

**Lincolntonville, Maine
(Revised 6/20/09)**

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**CONSTITUTION, BY-LAWS and COVENANT
Of
BAYSHORE BAPTIST CHURCH**

ARTICLE I. NAME.

The name of this church, an incorporated body under the laws of Maine and under the date of June 24, 1994, shall be: Bayshore Baptist Church in Lincolnville, Maine (originally incorporated as Bayshore Union Church on March 29, 1961).

ARTICLE II. NATURE, PURPOSE, AND STATEMENT OF FAITH.

Section II. 1. Nature and Purpose

This church is a self-governed, independent assembly of people who have placed their faith in the finished work of Jesus Christ as Savior and Lord. It controls the admission, discipline and removal of its members according to its own understanding of the Word of God, and shall not be answerable to any ecclesiastical body, except by its own consent. The purpose of this church shall be:

- A. To maintain a house of public worship.
- B. To worship God.
- C. To seek the salvation of souls.
- D. To promote the study and preaching of God's word.
- E. To support the dissemination of the Gospel of Christ throughout the world.
- F. To acquire, hold, dispose of and administer such property, both real and personal, as may from time to time come into its possession for religious uses in keeping with the aforementioned.

Section II. 2 Statement of Faith

We believe:

- A. The Scriptures: The scriptures of the Old and New Testaments are verbally inspired by God and inerrant in the original writings and are the supreme and final authority in faith and life. II Timothy 3:16, II Peter 1:21.
- B. The Trinity: We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit. Genesis 1:1; John 1:1-4; Romans 1:20; Hebrews 1:1-12.

1. God, the Father. We believe in God the Father, perfect in holiness, infinite in wisdom, measureless in power. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer and that He saves from sin and

spiritual death all who come to Him through Jesus Christ.

2. The Lord Jesus Christ. We believe in Jesus Christ, the divine, eternal and only begotten Son of God. We believe that in His earthly life He was conceived by the Holy Spirit, born of the Virgin Mary and lived a sinless life. We believe in His vicarious and atoning death for the sins of the whole world. We believe in His bodily resurrection from the dead, His ascension to the right hand of the Father to make intercession for the saints and in His personal, visible return to the world in power and glory.
 3. The Holy Spirit. We believe in the Holy Spirit; in His personality and Deity, that He was sent forth from the Father to convince the world of sin, of righteousness and of judgment. We believe that He is come to regenerate, indwell, sanctify, instruct, comfort and to keep the saints.
- C. The Church: We believe in the Church, the living, spiritual body of which Christ is the Head and of which all born again persons are members. We believe that the Lord laid upon the Church the task of persuading the lost and sinful world to accept Jesus Christ as Savior and to enthrone Him as Lord and Master in their lives. We believe that the local church is a group of believers in Jesus Christ and associated for worship, work and fellowship.
- D. Marriage - Bayshore Baptist Church defines marriage as the permanent, exclusive, comprehensive, and conjugal "one flesh" union of one man and one woman, intrinsically ordered to procreation and biological family, and furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)
- E. Man: We believe that all men are by nature and by choice, sinners and destitute of all power to save themselves. We believe therefore, that the only means of salvation of sinful men is through personal faith in Jesus Christ by his atoning work. We believe in the resurrection of all men, those who are saved, unto the resurrection of eternal life and those who are lost, unto the resurrection of eternal damnation.
- F. Baptism: We believe that the Lord Jesus' commandment to be baptized is directed to every believer in Christ; and that failure or refusal to be baptized constitutes disobedience to Christ. We also believe that the Scripture sets forth only baptism by immersion in water in the name of the Father, Son and Holy Spirit. Matthew 28:19; Mark 16:15,16; Romans 6:3,4; Matthew 3:16.

If there are any valid physical reasons why a person desiring to undergo baptism and join fellowship is unable to do so, he/she may be admitted to membership upon the recommendation of the Pastor and the Deacons and the vote of fellowship.

G. Communion: We believe that the observance of the Lord's Table, or Communion, is commanded by the Lord Jesus Christ, as expressed in the institution of the memorial at His last Passover; that the elements are only representative of the Lord's body and blood and that the ordinance is a memorial to His death which was on our behalf. We also believe that it should be observed only by those who are redeemed by the blood of Christ and in fellowship with Him. Others who partake do so under condemnation. I Corinthians 11:20-34; Matthew 26:26-28.

H. Satan: We believe that Satan is a literal person, although spirit; that he was created perfect; fell because of sin; and is today actively engaged in seeking to thwart all the plans and purposes of God and whose eventual fate is declared to be the lake of fire. Isaiah 14:12-17; Ezekiel 28:12-15; Job 1:6,7; Revelation 12:10,20:10.

ARTICLE III: MEMBERSHIP

Section III: 1. Eligibility This church shall be composed of regular members and associate members who profess to be saved through personal faith in Jesus Christ and who have been immersed upon confession of their faith and their willingness to abide by the covenant and by-laws of this church. Associate members shall have full voting privileges but may not hold elected office except for those not requiring regular membership.

Section III: 2. Admission All requests for admission into the membership of this church shall first appear before the Board of Deacons and the Pastor for consultation and examination. No request for membership shall be presented to the congregation without the two-thirds majority recommendation of the Board of Deacons and the Pastor. The names of all requests for membership recommended to the church by the Board of Deacons shall be presented to the congregation and voted upon at any stated meeting by the two-thirds majority vote of the members present.

A. By letter. Any member of another church of like precious faith may be received upon the testimony of his Christian standing and transfer of his letter, certifying his baptism by immersion and his being a member in good standing. This membership will be

later recognized by the extending of the right hand of fellowship.

- B. By Experience. Persons who are not members of another church but who have been immersed upon profession of their faith in the Lord Jesus Christ and are willing to abide by the covenant and by-laws of this church may become a member of this church. This membership will be later recognized by the extending of the right hand of fellowship.
- C. Only members 18 years of age or older shall be eligible to vote. Members shall be notified on their 18th birthday that they are now eligible to vote.
- D. By restoration. A former member of this church whose membership has been terminated for disciplinary reasons and who wants again to become a member may be restored to this church by again giving willingness to abide by the covenant and by-laws of this church. This membership will be later recognized by the extending of the right hand of fellowship.

Section III: 3. Inactiveness Members who are not incapacitated and who do not attend Sunday Services for a period of one year shall be placed on an inactive list after a call by the Pastor and one Deacon, or two Deacons, and shall have disclosed no satisfactory explanation. To be reinstated on the active list, request should be made to the Clerk and determination made by the Deacons. Inactive members shall not have voting privileges.

Section III: 4. Termination

- A. Death.
- B. Transfer. When a member desires to unite with some other evangelical church, a letter of transfer may be given upon recommendation of the Pastor and the Board of Deacons, and upon the action of the congregation. Members may be received and transferred at any regular service of the church.
- C. Discipline. The Pastor and Deacons shall constitute and be the original committee to check on matters of discipline. They shall seek to interview all members violating their Christian obligations or conducting themselves in such a manner as to bring reproach upon the church and shall endeavor to restore them to a path of duty. Failing to receive satisfactory evidence of repentance and reformation, they shall report the offenders to the church for discipline and/or dismissal. All cases of grievances between members shall be dealt

with in accordance with the rules laid down in Matthew 18: 15-17.

ARTICLE IV: MEETINGS

Section IV: 1. Scheduled Meetings The Annual Meeting of the church shall be held during the month of June, at such hour and place as the membership shall direct. All officers and chairmen of committees will be required to submit written reports at this time including a proposed budget for the coming year. Triannual business meetings shall be held during the months of October and February. Voting on recommendations of the Nominating Committee shall take place at the Annual Business Meeting.

Section IV: 2. Special Meetings Special meetings of the church may be called by the Pastor or by the Trustees or Deacons at any time; and special meetings shall be called by the Clerk upon written request of three or more members of the church.

Section IV: 3. Notification The Clerk shall post notices of scheduled business and committee meetings seven days before the time of such meeting. All such meetings shall be announced from the pulpit on the preceding Sunday (with the exception of regular committee meetings). The agenda of such meetings is to be prepared by the board/committee chairman and is to be presented to the membership seven days before the time of said meeting.

1. The Pastor shall be an exofficio member of all boards and committees.
2. The Treasurer shall be a voting member of the Board of Trustees.
3. Issues voted on by boards and committees shall be approved by a two-thirds majority.
4. Issues voted on by the membership shall be approved by a two-thirds majority.

Section IV: 4. Quorum Nine members of the church shall constitute a quorum for the transaction of business at any annual or special meeting.

ARTICLE V: OFFICERS

Section V: 1. Officers The officers of the church shall be a Pastor, one or more Deacons, a Clerk, a Treasurer, a Superintendent of the Sunday School, three or more trustees and a Moderator.

Section V: 2. Pastoral Responsibilities The responsibilities of the Pastor shall be to perform the duties usually

pertaining to that office. He shall preside at all church meetings, except where business affairs of the church are under consideration, at which time the Moderator shall preside. The Pastor shall serve the church upon such terms and for as long a period of time as may be mutually agreeable. The qualification of the Pastor shall conform to those given in 1 Timothy 3: 1-7 and Titus 1: 5-9. He shall be a Baptist minister and shall subscribe to the Statement of Faith and Church Covenant without mental reservation. The Pastor, in cooperation with the Deacons, shall direct and oversee the spiritual welfare of the church.

Section V: 3. Deacons

A. Responsibilities

1. The Deacons shall assist the Pastor in every way possible, especially in calling and visitation; and fulfill all functions set forth specifically in the Constitution.
2. In the absence of a Pastor, the Chairman of the Board of Deacons shall convene the Advisory Board.
3. The Board of Deacons shall be responsible for providing speakers for the Sunday Services and Prayer Meeting.

B. Qualifications. The qualifications of Deacons are those given in Scripture: 1 Timothy 3: 8-14, the emphasis being upon personal and spiritual character. They are to be men of good report who have given evidence of their Christian experience through word and deed and who are faithful in attendance at the regular services of the church.

C. Term of service. The Deacons shall have a term of service of three years and no more than two of them retiring in the same year.

D. Deacons' Fund. The Deacons' Fund is to be used by the Deacons as they see fit. They shall present a financial report quarterly and annually to the church.

Section V: 4. Trustees

A. Responsibilities. The Trustees shall have joint charge, control and management of the physical property and trust funds of the church. They shall have the power and authority to do and perform such acts of the church relating to the business affairs of the church, not inconsistent with any action taken at a meeting of the church. They will also be responsible to provide for the cleaning of the church.

B. Term of service. They shall have a term of service of three years and no more than two of them retiring in the same year.

Section V: 5. The Clerk

- A. Responsibilities. The Clerk shall maintain an accurate role of the names and addresses of the members. The Clerk shall keep the minutes of all the meetings of the church and shall be the custodian of records and reports (with the exception of historical documents) and shall perform such other duties as may be delegated by the church. The Clerk shall have the responsibility of writing any letters deemed necessary by the Pastor, writing letters of transfer, collecting individual reports and assembling the Annual Report. The Clerk shall serve on the Advisory Board and the By-laws Committee.
- B. Term of service. The term of service of the Clerk shall be three years.

Section V: 6. The Treasurer

- A. Responsibilities. The Treasurer shall have the custody of all current funds of the church, making payments as directed by the Trustees. The Treasurer shall keep in separate accounts those monies specifically designated as such. The Treasurer shall see that records are maintained as to give an accurate accounting of the financial transactions of the church. The Treasurer shall see that all monies donated to the special funds of the church shall be used for the intended purpose only and that no portion of the principal or interest of any trust fund may be transferred to another account or be borrowed from.
- B. Term of service. The term of service of the Treasurer shall be three years.

Section V: 7. Assistant Treasurer

- A. Responsibilities. The Assistant Treasurer shall perform the duties of the treasurer when the Treasurer is unable to do so because of absence or illness. The Assistant Treasurer shall also keep a record of all monies received by the church.
- B. Term of service. The term of service of the Assistant Treasurer shall be one year.

Section V. 8. Internal Auditor

- A. Responsibilities. The Internal Auditor shall examine the financial records for the year and report the findings to the church.
- B. Term of service of the Internal Auditor shall be one year.

Section V: 9. Sunday School Superintendent

- A. Responsibilities. The Superintendent of the Sunday School shall have the general oversight of all the activities of the Sunday School.
- B. Term of service. The term of service shall be one year.

Section V.10. Moderator

- A. Responsibilities. The Moderator shall preside at all business meetings of the church.
- B. Term of service. The term of service shall be three years.

Section V: 11. Librarian/Historian

- A. Responsibilities. The Librarian/Historian shall have charge, control and management of the library and historical documents of the church.
- B. Term of service. The term of service shall be one year.

Section V: 10. Advisory Board

- A. Membership. The membership of the Advisory Board shall consist of the chairman of the Deacons, the chairperson of the Trustees and the chairperson of each regular committee. It will also include the Clerk, the Treasurer and the Sunday School Superintendent. The Pastor will be the chairman of the Advisory Board.
- B. Term of service. The term of service will be concurrent with that of the chairperson of each committee represented.
- C. Responsibilities
 - 1. Purpose. The purpose of the Advisory Board is to assist the Pastor in the overall work of the church by planning, coordinating and recommending appropriate action to the church, reflecting the thinking of each of the representative committees.
 - 2. Pulpit Committee. When needed, the Advisory Board shall appoint a Pulpit Committee.
 - a. Membership. The Pulpit Committee shall include the Board of Deacons and three church members, not to exceed seven members.
 - b. Chairperson. The Advisory Board would appoint one of the members of the Pulpit Committee to convene the committee, at which time they would select its own person.
 - 3. Nominating Committee. The Advisory Board shall nominate three or more active members to serve on the Nominating Committee.

Section V: 11. Missionary Committee

- A. Purpose. The purpose of the Missionary Committee is to actively inform the church of the missionary program, to review the needs of the missionaries on the field and to

recommend to the church possible additions or deletions as they review our missionary program and prepare a report and budget for presentation at the annual meeting.

- B. Membership will consist of a minimum of four members who have a burden for the missionary outreach of the church.
- C. Term of service will be three years with no more than two members' terms ending in any one year.

Section V: 12. By-laws Committee

- A. Membership. The By-laws Committee will be an elected committee consisting of one Deacon as elected, the Clerk and one member at large.
- B. Term. The length of term will be three years with one elected spot a year coming due in June.

Section V: 13. Music Committee

- A. Purpose. The purpose of the Music Committee is to provide music for regular Sunday Services and special meetings whenever possible, to purchase new music as necessary, to care for and arrange for the tuning of the pianos and organ and to arrange for a pianist or organist and substitute pianist whenever necessary.
- B. Membership. The committee shall consist of two or more active members of the church.
- C. Term of service. The term of service shall be one year.

Section V: 14. Hospitality Committee

- A. Purpose. The Hospitality Committee shall order flowers, fruit baskets or other suitable remembrances from the church for the sick or bereaved and to send cards when deemed necessary. Other responsibilities will be the ordering of floral arrangements or plants, etc., for the sanctuary.
- B. Membership. Members of this committee do not have to be members of the church.
- C. Term. The term of service is one year.

Section V: 15. Nominating Committee

- A. Purpose. The Nominating Committee is to find suitable people to fill vacancies in church offices and/or committees (except for the Nominating Committee) as vacancies occur and as needed for the Annual Meeting.
- B. Membership. This committee shall consist of a minimum of three active members who are nominated by the Advisory Board.
- C. The Nominating Committee shall notify all outgoing officers and committee members if they are not being re-nominated. This committee will make recommendations for

new Deacons to be interviewed by the Pastor and Board of Deacons.

D. Term. The term of service is one year.

Section V: 16. From time to time, the church may choose such other officers, agents, auditors and committees as it may deem necessary for one year unless otherwise specified.

Section V: 17. Board of Christian Education

A. Purpose. This committee shall oversee Sunday School programs, youth programs and Christian education programs.

B. Membership. The Board of Christian Education shall consist of the Pastor, Sunday School Superintendent, Treasurer, one Deacon, one Trustee and one member at large.

C. Term. The term of service shall be one year.

ARTICLE VI: DISSOLUTION

In the event of the dissolution of the Church, the net assets shall be distributed to Christian organizations, such as another church, mission society or school qualifying under Section 501 (C) 3 of the Internal Revenue Code as amended, and as the same may be amended from time to time. Such organizations must have the same doctrinal beliefs as this church. The distribution shall be as the church body may elect.

ARTICLE VII: ADOPTION OF THE CONSTITUTION

This Constitution, Covenant and By-laws shall become effective upon its acceptance by the Church at a duly called business meeting and all others shall be rescinded.