



Constitution And By-Laws

Adopted September 11, 2013

CONSTITUTION

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CONSTITUTION

TWELVE OAKS BAPTIST CHURCH **PADUCAH, KENTUCKY**

PREAMBLE

WHEREAS, it is the desire of this church to be constituted a Christian Congregation and to have all matters conducted in an orderly and Christian manner, so as to preserve the liberties of each individual member and freedom of action of this body, therefore be it

RESOLVED...that the members of the TWELVE OAKS BAPTIST CHURCH, 2110 New Holt Road, Paducah, Kentucky establish and ordain this Constitution and By-Laws, under which and by which this Congregation and its affairs shall be directed.

NAME

This body shall be known as the TWELVE OAKS BAPTIST CHURCH of Paducah, Kentucky.

THE BAPTIST FAITH & MESSAGE

I. The Scriptures

The Holy Bible was written by men who were divinely influenced. The Holy Bible is God's explaining Himself to man. It is a perfect treasure of divine teaching. God is the author; Salvation is its purpose; Truth, without any mistakes, is its substance. For these reasons, all Scripture is completely true. All Scripture is completely correct. It tells the main beliefs that God uses to judge us. It is the true center of Christianity. It will remain the center of Christianity until the end of the world. It is the most excellent ideal. It is with this ideal that all human behavior, all statements of belief, and all religious opinions should be tested. All Scripture is proof of the Christ. Christ is the center of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being. He is the Creator, Redeemer, Preserver, and Ruler of the universe. God is never-ending in purity.

God is perfect. God is all powerful. God is all knowing. He knows about all things in the past, present, and future. He knows about all of the future decisions that His free created beings will make. To Him we owe the highest love, respect, and obedience. The never-ending God shows Himself to us as Father, Son, and Holy Spirit. These three have separate personal characteristics. There is no difference in their nature, essence, or being.

A. God the Father

God as Father rules with kind care over His universe, His creatures, and human history according to the purposes of His grace. He is all powerful. He is all knowing. He is all loving. He is all wise. God is Father to people who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

B. God the Son

Christ is the never-ending Son of God. In His life as Jesus Christ, He was brought into being by the Holy Spirit and born of the virgin Mary. Jesus completely showed and did the will of God. He became a human being with all the stress and needs of human beings. He identified completely with humans. Even though He was human, He had no sin. He respected the divine law. He personally obeyed God. When He died for others on the cross, He made a way for the salvation of men from sin. He was raised from the dead with a glorified body. He appeared to His disciples. They knew that He was the person who was with them before His death on the cross. He went up into heaven. He is now honored at the right hand of God. He is the One Mediator. He is completely God. He is completely man. In Him are God and man brought together. He will return in power and majesty to judge the world. When He returns, He will complete His work of salvation. He now lives in all believers as the living and always present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God. The Holy Spirit is completely divine. He influenced holy men of Bible times to write the Scriptures. By explanation He allows men to understand truth. He honors Christ. He shows men their sin. He shows men the worthiness of Christ. He shows men their punishment. He calls men to the Saviour. He is the source of rebirth. At the moment of rebirth, He takes every believer into the Body of Christ. He grows believers into mature Christians. He comforts believers. He gives the spiritual gifts to believers. With these gifts, believers can serve God through His church. He keeps the believer safe until the day of the last salvation. His presence in the Christian is the promise that God will make the believer

completely like Christ. He explains and gives power to the believer and to the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

III. Man

Man is the special creation of God. Man is made in God's likeness. God created them as male and female. They are the greatest work of His creation. Being made male or female by God is a part of the goodness of God's creation. In the beginning man was innocent of sin. He was given the gift of freedom of choice by his Creator. By his free choice man sinned against God. Man brought sin into all people in the entire world. Through the temptation of Satan, man disobeyed the command of God. He lost his original innocence. Now all men inherit a life and a background willing to sin. As a result, as soon as they are able to make right decisions and actions, they become sinners. They are guilty of sin. Only the kindness of God can bring man into His holy fellowship. Only the kindness of God can let man complete the creative purpose of God. The godliness of all people is obvious, because God made man in His own likeness. The godliness of all people is obvious, because Christ died for all men. Now every person of every race should receive respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

IV. Salvation

Salvation includes the whole man. Salvation is given to all who accept Jesus Christ as Lord and Saviour. Jesus Christ by His own blood brought never-ending salvation to the believer.

Salvation includes being accepted just as you are when you turn from your sin. Salvation includes being set apart for His work. Salvation includes being made to worship God. There is no salvation without personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's kindness. Believers become new creatures in Christ Jesus. It is a change of heart created by the Holy Spirit. The Holy Spirit shows us our sin. The sinner begins by turning from sin and turning to God. The sinner has faith in the Lord Jesus Christ. Turning from sin and turning to God and faith are experiences of God's kindness that are never separated. Repentance is a real turning from sin to God. Faith is the acceptance of Jesus Christ and commitment of the whole person to Him as Lord and Saviour.

B. Justification is God's kind and complete pardon from sin of all sinners because of His righteousness. All sinners must turn from their sin and turn to God. All sinners must believe in Christ to receive justification. Justification brings the believer into a relationship of peace and approval with God.

C. Sanctification is the way a believer is set apart for God's purposes. Sanctification begins with new birth. The believer grows toward moral and spiritual maturity. The believer grows because of the presence and power of the Holy Spirit living in him. Growth should continue throughout the believer's life.

D. Glorification is the result of salvation. Glorification is the last blessed condition of the believer. This condition never ends for the believer as he worships God forever in heaven.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

V. God's Purpose of Grace

Becoming one of God's children is the caring work of God. He accepts us just as we are. He sets us apart for His work. He wants us to be with Him and to worship Him forever. God's kind plan does not deny the free will of man. God's plan includes all the ways to accomplish this. God's plan is the great evidence of God's most excellent goodness. God's plan is very wise, holy, and cannot be changed. God's plan does not include boasting. God's plan encourages humility. All true believers continue forever. Believers that God has accepted in Christ and set apart for His work by His Spirit will never lose their salvation. They shall continue forever. Believers may sin because of neglect and temptation. Believers grieve the Spirit because they sin. Believers damage their graces and comforts because of sin. Believers bring criticism on the cause of Christ because of sin. Believers bring worldly judgments on themselves because of sin. Even though they may sin, true believers will still be saved by the power of God through faith in Jesus Christ. Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI. The Church

A New Testament church of the Lord Jesus Christ is an independent local congregation of baptized believers. These believers are joined by shared agreement. These believers share in the same faith and fellowship of the gospel. This group of baptized believers observes the two ordinances of Christ. They are guided by His laws. They use the gifts, rights, and privileges given to them by His Word. They are trying to present the gospel to all people on the earth. Each congregation works under the Lordship of Christ by self-governing methods. In this kind of congregation, each member is responsible and accountable to Christ as Lord. The church's scriptural officers are pastors and deacons. Both men and women are given gifts by the Holy Spirit for service in the church. The office of pastor is limited to men that meet the qualifications found in Scripture.

The New Testament describes the church as the Body of Christ. This church includes all of the believers from throughout history. These believers come from every people group. They come from every language group. They come from all people from every country.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience. Baptism is the picture of the believer's faith in a crucified, buried, and risen Saviour. Baptism is a picture of the believer's death to sin, the burial of the old life, and the resurrection to walk in a new life in Christ Jesus. Baptism shows the believer's faith in the final resurrection of the dead. Baptism is required before church membership. Baptism is also required before taking the Lord's Supper. The Lord's Supper is a picture of obedience. Church members eat the bread and drink the fruit of the vine. They remember the death of the Redeemer. They look forward to His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:1

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian custom to recognize this day regularly. On this day Christians celebrate the resurrection of Christ from the dead. This day should include worship and spiritual commitment, both public and private. Activities on the Lord's Day should agree with the Christian's sense of right and wrong under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; I Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

IX. The Kingdom

The Kingdom of God includes His general rule over the universe. The Kingdom of God also includes His rule over men. These men of their own free will accept Him as King. The Kingdom is the area of salvation. Men receive this salvation by having trust like a child and making a commitment like a child to Jesus Christ. Christians should pray and work so that the Kingdom of God may come. Christians should pray and work so that God's will may be done on earth. The Kingdom of God will be complete when Jesus Christ returns to earth again at the end of this time.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

X. Last Things

God, in His own time and in His own way, will bring the world to its right end. In keeping with His promise, Jesus Christ will return to earth in person. He will be seen in all His greatness by all people on the earth. The dead will be raised. Christ will judge all men with honesty. The unworthy will be sent to Hell, the place of never-ending punishment. The worthy, in their resurrected and glorified bodies, will receive their reward. They will live forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

XI. Evangelism and Missions

It is the job and honor of every follower of Christ and of every church of the Lord Jesus Christ to try to make disciples of the people from all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Winning the lost world to faith in Jesus Christ depends on all believers. Making disciples is a Christian duty for the person who has already accepted Jesus Christ as Saviour and Lord. Making disciples is clearly commanded many times in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to try always to win the lost to Christ by a spoken witness. The child of God should also present a Christian way of life. The methods used to witness should be in agreement with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

XII. Education

Christianity is the faith of explanation and intelligence. In Jesus Christ are all the riches of understanding and learning. All good learning is a part of our Christian history. The new birth opens all human abilities. The new birth creates a desire for learning. The reason for education in the Kingdom of Christ is brought together with missions and general kindness to others. These should receive the generous support of the churches. A system of Christian education is necessary for a complete spiritual program for Christ's people. In Christian education, there should be a good balance between educational freedom and educational responsibility. Freedom in any orderly relationship of human life is always incomplete and never final. The freedom of a teacher in a Christian school, college, or seminary is controlled by the authority of Jesus Christ. The teacher is controlled by the power of the Scriptures. The teacher is controlled by the obvious purpose for which the school was started and continues.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

XIII. Stewardship

God is the giver of all earthly and heavenly blessings. God is the giver of all that we have and all that we are. Christians have a spiritual responsibility to the whole world. Christians have a responsibility to share the gospel. Christians have a duty to be good managers of their possessions. They have the responsibility to serve Him with their time, talents, and material possessions. Christians should know that all of these are given to them to use for the glory of God and for helping others. The Scriptures say that Christians should give a percentage of their income cheerfully, regularly, carefully, and generously. Christians should give for the progress of the Redeemer's plan on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4, 19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21, 42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

XIV. Cooperation

Christ's people should, as time requires, plan associations and conventions that will best get cooperation for the Kingdom of God. Such organizations have no power over one another or over the churches. These organizations are voluntary. They are to make suggestions planned to get, to join, and to direct the interests of our people in the most successful way. Members of New Testament churches should help each other to spread the missionary, educational, and kind ministries of Christ's Kingdom. This should be done together to add to Christ's Kingdom. The meaning of Christian unity in the New Testament is spiritual agreement and voluntary help by many groups of Christ's people to reach a common purpose. Cooperation is wanted between the many Christian denominations when the purpose is right. Cooperation is wanted when there is no ignoring of the sense of right and wrong. Cooperation is wanted when there is no giving up of loyalty to Christ and His Word as explained in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

XV. The Christian and the Social Order

All Christians have a responsibility to try to make the will of Christ first in our own lives and in the world. The ways and methods used to improve society and to create righteousness among men can be very helpful. These changes are helpful only if they come because of the rebirth of the person by the saving grace of God in Jesus Christ. Just like Christ, Christians should be against racial discrimination, every form of greed, self-interest, and evil, and all forms of sexual wrongdoing, including adultery, homosexuality, and pornography. We should work to provide for orphans, the poor, the abused, the old, the weak, and the sick. We should speak for the unborn. We should insist on the holiness of all human life from its creation to natural death. Every Christian should try to bring business, government, and all people under the influence of righteousness, truth, and brotherly love. To do this Christians should be ready to work with all men of good will in any good cause. Christians should always be careful to act in love without giving up their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16, 43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

XVI. Peace and War

It is the duty of Christians to try to find peace with all men. In keeping with the character and teachings of Christ, Christians should do everything they can to put an end to war. The true solution for war is the gospel of our Lord. The first need of the world is to accept His teachings in all the actions of men and nations. The world needs to apply His law of love to everything they do. Christian people all over the world should pray for the time to come when the Prince of Peace will be in control.

Isaiah 2:4; Matthew 5:9, 38-48; 6:33; 26:52; Luke 22:36, 38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

XVII. Religious Liberty

God alone is Lord of what is right and wrong. Man's sense of what is right and wrong is free from the rules and commandments of men. These rules and commandments may be different

from His Word. They may not be found in His Word. Church and state should be separate. The state owes protection to every church. The state owes complete freedom to every church in seeking spiritual matters. In giving this freedom, no religious group or denomination should be given any special treatment by the state. The national government was planned by God. It is the duty of Christians to give faithful obedience in all things that are not against the known will of God. The church should not expect the national government to do its work. The gospel of Christ considers only spiritual methods to reach its purposes. The state has no right to require punishment for religious beliefs of any kind. The state has no right to require taxes for the support of any form of religion. A free church in a free state is the Christian ideal. This suggests the right of free communication with God by all men. This also suggests the right to start and spread religious opinions without trouble from the government.

Genesis 1:27; 2:7; Matthew 6:6-7, 24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1, 13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

XVIII. The Family

God has planned the family as the first institution of the world. It is made up of persons joined to one another by marriage, blood, or adoption. Marriage is the joining of one man and one woman with the promise of being faithful to one another for a lifetime. Marriage is God's special gift. Marriage shows the union between Christ and His church. Marriage gives the man and the woman the way for intimate friendship. Marriage is the way of sexual expression according to the main beliefs in the Bible. Marriage is the way for increasing of the human race. The husband and wife are of the same worth before God. Both are created in God's likeness. The marriage relationship shows the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given duty to provide for, to protect, and to guide his family. A wife is to submit herself with kindness to the servant leadership of her husband. A wife submits just as the church willingly submits to the leadership of Christ. She is made in the likeness of God. Her husband is also made in the likeness of God. This makes the wife and husband equals. She has the God-given duty to respect her husband. She is to serve as his helper in running the household and supporting the next generation. Children, from the moment of creation, are a blessing and inheritance from the Lord. Parents are to show to their children God's example for marriage. Parents are to teach their children spiritual and right values. Parents are to guide their children to make choices based on truths in the Bible. Parents are to guide their children by living a life faithful to God. Parents are to guide their children with loving discipline. Children are to respect and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

CHURCH COVENANT

Having been led as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Saviour,

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, through (1) the expenses of the church, (2) the relief of the poor and (3) the spread of the gospel through 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 seek God's help in abstaining from all drugs, food, drink, and practices which bring unwarranted harm to the body or jeopardize our own or another's faith;
- to 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 Saviour 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 principles of God's Word.

CHARACTER

Polity

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist Churches.

Doctrine

This church received the Scriptures as its sole authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of the Southern Baptist Churches as indicated in The Baptist Faith and Message adopted 2000.

Affiliation

This church is affiliated with the West Union Baptist Association, the Kentucky Baptist Convention, and the Southern Baptist Convention. Affiliation can be changed by vote of the church.

AMENDMENTS

This Constitution may be amended by a two-thirds (2/3) vote of the resident members present and voting at any business meeting of the church, or at a meeting specially called for that purpose with the proposed amendment being inserted in the call. No change shall be made in The Baptist Faith and Message and Covenant except by a two-thirds (2/3) vote of all resident members present entitled to vote. The proposed change is to be laid before the church in writing at a business meeting not less than one month before the time of the proposed action and read from the pulpit on the Lord's Day after the business meeting.

BY-LAWS

ARTICLE I: MEMBERSHIP

Section 1: Qualifications. The membership of this church shall consist of persons who express their desire for membership through one of the following ways:

A. Profession of Faith

If you have never received Jesus as Saviour and Lord and/or never publicly confessed Him, you will be given an opportunity to do so. A Pastor will meet with you to confirm your decision. You, as a new believer, will then be scheduled for baptism. At the next regularly scheduled business meeting, you will be joyfully received by a vote to accept you into the membership of Twelve Oaks Baptist Church.

B. Transfer of membership from another Southern Baptist Church.

If you are currently a member of another Southern Baptist Church, you will be received as a member upon promise of a letter from that church. Twelve Oaks will contact that church to notify them of your decision and request your letter.

C. Statement of Faith

If you have previously made a public decision, acknowledging that you have received Christ as your Saviour and Lord, Twelve Oaks will be happy to receive you. It will be necessary for you to be baptized by Twelve Oaks if you have never been baptized scripturally (as a believer, by immersion, in the name of the Father, Son, and Holy Spirit, as a symbol of your salvation).

D. Acceptance of Membership

When a person requests membership during a worship service, an informal affirmation is acceptable at the time of the request. After consultation with the pastor, an official church vote for membership will be taken at the next regular business meeting.

Section 2: Duties. Members are encouraged to be faithful in all duties essential to the Christian life, to attend the services of this church, to give regularly for its support and causes, and to share in its organized work.

Section 3: Rights. Only those members who are in good standing may act and vote in the transactions of the church.

Section 4: Termination. The names of members shall be removed from the church roll by one of the following ways:

- A. Upon the death of the member.
- B. Upon the member uniting with another church. In no case will a letter be granted directly to the church member.
- C. By specific action of the church.

Specific action will be taken by the church:

1. In direct response to a member's request that his name be removed from the church roll.
2. In the case of a member becoming an offense to the church and its good name. In this case, the matter shall be referred in writing to the Pastor and the Membership Committee (Deacons) for investigation and the making of a recommendation to the church.

A three-fourths (3/4) vote of those qualified members present and voting, shall be required to remove the member's name from the church roll.

Section 5: Restoration. Any person whose membership has been terminated for any reason may be restored by vote of the church upon evidence of his/her repentance and reformation, or upon satisfactory explanation.

Section 6: Review of Church Roll. The first year of each new decade (for example, 2020, 2030, 2040, etc.) a committee shall be recommended by the Nominating Committee, and elected by the church, to conduct an extensive review of the church membership rolls. This is for the purpose of determining if any of the above actions (according to Section 4) have occurred without awareness and/or knowledge of the church. If such is revealed in the review, then those names will be brought before the church at a regular business meeting for removal from the church membership roll.

ARTICLE II – OFFICERS OF THE CHURCH

Section 1 – Pastor

A. Election

1. A Pastor Search Committee shall be recommended by the Nominating Committee and voted on by the church to search for a suitable Pastor.
2. Such committee shall consist of seven (7) members. They will elect a chairperson and secretary. At least five (5) members shall be present at each committee meeting and each trip.
3. Before the search begins, this committee will update or create a job description for this position, including a financial package by working with other committees of the church to accomplish this. Also, a questionnaire may be developed to distribute to church members for their input. The Pastor Search Committee will have the authority to negotiate on behalf of the church and report to the church regularly.
4. The Pastor Search Committee shall bring to the consideration of the church only one (1) man at a time and their recommendation shall constitute a nomination.
5. Financial and criminal background checks shall be required before presenting to the church.

6. The candidate will preach on Sunday morning and evening. Prior to this, pertinent information about the candidate shall be provided in the church newsletter. Arrangements will be made for the candidate to meet with the deacons and church body for a question and answer session. Other activities may be scheduled as needed.
7. The vote on the candidate shall be on the following Sunday morning in a special called business meeting. During that week, at least three (3) announcements will be made from the pulpit as well as notification in the church newsletter.
8. The church will be called to order. The election shall be by secret ballot. All members are asked to stand so ballots can be distributed only to qualified voting members. The Moderator will explain a simple Yes or No is required. All blank ballots received will be considered abstentions. A three-fourths (3/4) vote or more of those qualified to vote shall be necessary for a potential call.
9. Deacons will distribute the ballots, assuring that workers in all departments of the church are included.
10. Deacons will receive all ballots. The Chairperson of the Pastor Search Committee will count the ballots with assistance of other committee members. A percentage of the votes will be calculated and reported to the church Moderator who will be present during the counting. He will return to the pulpit to announce the results to the church body.
11. If the percentage is adequate, the call will be extended by the Pastor Search Committee informing the prospective candidate of the vote. The candidate will pray and contact the Pastor Search Committee after making a decision.
12. After accepting the call, he will serve indefinitely at the will of the church and/or until the relationship is terminated by mutual consent, the will of God and the leadership of the Holy Spirit

B. Duties

He shall have charge of the welfare and oversight of the church and shall preside at all meetings except as hereafter provided. The Pastor shall be an ex-officio member of all church organizations with the option to vote, unless otherwise specified, and he will provide direction to church staff.

C. Privileges

He shall be granted annually six (6) Sundays away, including two (2) weeks' vacation to be used at his discretion with the church responsible for paying the supply preacher.

Section 2 – Church Staff

This church shall call or employ such staff members as deemed necessary.

A. Ministerial Staff

In seeking a person for this position, a Search Committee shall be recommended by the Nominating Committee and approved by the church. This position will be filled by one who is ordained and has the proper education credentials.

Prior to beginning a search, a job description, including a financial package which has been determined by working with other church committees, shall be written by the Search Committee and approved by the church for the specific position. This job description shall be kept on file in the church office.

The process for presenting this person to the church to be considered as a Ministerial Staff member shall be the same as used for the Pastor.

Upon accepting the call, he/she will serve a six (6) month probationary period. During this time, he/she will be responsible to the Pastor and the Search Committee who recruited him/her. After the probationary period, they will be responsible to the Pastor and the Deacons. They will serve at the will of the church, and/or until the relationship is terminated by mutual consent, the will of God and the leadership of the Holy Spirit.

B. Support Staff

Support Staff shall include, but not be limited to: secretaries, custodians, nursery workers, instrumentalists, cooks, program directors, etc.

After a criminal background check has been completed, these prospective staff shall be recommended to the church by the Personnel Committee and employed by church action. If at all possible, the church secretary should not be a member of this church. The process for presenting each person to the church for vote shall be by secret ballot. After a six month probationary period, staff will serve at the will of the church and will be responsible to the Pastor and the Personnel Committee. Annual evaluations shall be done on each paid non-ministerial staff person by the Personnel Committee and Pastor. Any disciplinary action will be with the knowledge and approval of both the Pastor and Personnel Committee.

Section 3: Deacons

A. Number and Term of Service

The active deacons shall consist of twelve (12) members with the option of increasing or decreasing this number as determined by the deacons and approved by the church. Its members shall be elected as specified in Section 3 B – Election. After serving three (3) years, no Deacon shall be eligible for re-election until the lapse of at least one (1) year, but any Deacon filling an unexpired term shall be eligible for re-election for a succeeding term. The Deacons may elect a chairman, vice-chairman, secretary and such other officers and committees as may be necessary.

B. Election

Church membership will be notified by mail regarding the Deacon nomination. This will include a list of the names of male resident members age 25 or over; those who have been a member of this church for at least one (1) year preceding the nomination; and those who have supported the church by faithfully attending church services and activities for the previous 52 weeks (1 year). This list will be compiled by the church secretary in consultation with the Pastor and Chairman of Deacons.

The voting shall be by secret ballot and will ordinarily take place on a Sunday morning, two (2) months prior to the end of the Sunday School year.

Those receiving the highest number of votes shall be screened by the present Deacon body before making contact with the prospective nominees. If the nominee is willing to serve, he is thereby presented to the church to be elected. Any unexpired term shall be filled using these guidelines and results of the annual Deacon election.

Staff members and family of staff members will not be considered to serve as a deacon due to conflict of interest; therefore, their names will not be included on the list of members eligible for deacon election.

The church shall elect men who are honorable, who are true servants of God and who conform with the meaning of the Word and practice of the New Testament as reflected by the principles found in I Timothy 3:8-13. They shall be the servants of the church and zealous to guard the unity of the spirit within the church in the bonds of peace. A Deacon must be a supporter of the total church program including the financial program through tithing. It is understood that he will attend Deacons' meetings and the church services and activities unless providentially hindered.

C. Duties

1. They shall be responsible with the Pastor in looking after the Spiritual interests of the church.
2. They shall assist the Pastor in visiting the sick, comforting the distressed and winning the lost.
3. With the Pastor, they are to consider and formulate plans for the constant growth and progress of the church.
4. It shall be their duty to assist the Pastor in serving the elements of the Lord's Supper to the church.
5. They shall have the responsibility to authorize an ordained minister or an ordained deacon to administer the ordinances in the Pastor's absence.
6. They shall make such recommendations to the church as they deem necessary and advisable.
7. Each Deacon shall freely confer with the Pastor about all matters concerning the church which, in their judgment, would be most wisely and spiritually handled in private.
8. The Deacons shall serve as the Membership Committee with all duties pertaining thereto.

9. The Deacons with the Pastor shall administer the church benevolence program.
10. The Deacons shall provide for pulpit supply when the pulpit is vacated or due to the inability of the Pastor.

D. Deacon Emeritus

The Deacon Emeritus position is to honor men who can no longer serve as an active Deacon, with the following guidelines:

The Deacon to be honored:

1. Has been a faithful servant of Twelfth Street/Twelve Oaks Baptist Church.
2. Be nominated by the Deacon body to the church. A date for a recognition service will be announced at that time.
3. At the time of his nomination for Deacon Emeritus, his name will no longer be included on the Deacon list for future nominations.
4. A certificate will be presented in a special recognition service, acknowledging that person's service to the church. In the event the person is unable to attend, the Pastor and Deacon chairman shall take it to him for presentation.
5. There will be no automatic nominees at any certain age, but should be a person who due to health or other conditions is unable to serve as an active Deacon of our church.

Section 4: Trustees

A. Election and Duties

1. There shall be three (3) Trustees.
2. To be a Trustee you must have been a member of the church for one year and will be elected to a term not to exceed three (3) years. The Trustees shall have committee meetings as needed.
3. One shall be elected annually, name to be submitted by the Nominating Committee. The longest serving member of the Committee is to serve as chairperson.
4. Subject to the will and direction of the church, the Trustees shall exercise the corporate powers and conduct the business affairs of the church.
5. Elected Trustees will attend all services of the church unless providentially hindered.
6. The sole responsibility of the Trustees is to represent the church in a legal capacity as directed by the church.

B. Church Property

Except as otherwise provided in the By-laws, the Trustees shall administer the property of the church, both real and personal property.

The Trustees are responsible for informing the church when any property is disposed of and the manner of disposition. Items that are valued for over \$300 will need prior approval of the church before disposal.

In the event of the termination or dissolution or closure of the corporation known as Twelve Oaks Baptist Church, Paducah, Kentucky, the Trustees shall retire all debts and liabilities against the corporation, sell off all remaining properties and the assets derived thereof and any additional remaining assets, if any, shall then be distributed to one or more non-profit corporations or charities as may be elected by the Trustees of the Twelve Oaks Baptist Church, Paducah, Kentucky. Consideration shall be given to non-profits which are consistent with the mission of Twelve Oaks Baptist Church. No monies can be distributed to any individual or groups of individuals or members of the corporation directly or indirectly for their personal gain.

C. Insurance

The Trustees shall be responsible for procuring appropriate policies of insurance in such form and in such amounts as the Trustees may deem prudent. The Trustees will obtain bids every year for building insurance.

In preparation for the October insurance review, the trustees will be responsible for an itemized inventory of all church property and equipment. This inventory is to be done annually in August. One copy is to be given to the insurance company and one copy is to be kept in a church safe.

In addition, the Trustees will be responsible for the bonding of all individuals who handle the church's money or who have access to such money.

D. Legal Documents

The Trustees shall review and approve the form of contracts, deeds, mortgages, pledges, promissory notes, transfers and other written instruments binding upon the church (collectively "Legal Documents") as may be necessary in order to accomplish the business of the church as authorized by the monthly business meetings.

E. Execution

Legal documents may only be executed upon proper authority granted by the church in a business meeting and must be recorded in the minutes.

F. Special Gifts

The Trustees shall be responsible for accepting or rejecting all special gifts. Acceptance of these gifts may depend upon the conditions that are attached to the gift by the donor. Whenever a special gift is accepted by the Trustees on behalf of the church, the Trustees shall:

1. Review, interpret and advise the church as to the provisions of any legal instrument or other instructions expressing the desires of the donor as to the use of a special gift.
2. In the event the donor of a special gift does not express a purpose, use, or condition upon which the special gift should be utilized, the Trustees shall make recommendations to the Pastor and Deacons, in private, as to appropriate use, and is to be approved by the church.
3. All special gifts or cash shall be delivered to the Finance Committee. The Trustees shall instruct the Finance Committee in the appropriate use of special gifts in an effort to accomplish the intent of the donor and to meet any objectives which may be set by the church.
4. If liquidation of a special gift is approved by the church, the Trustees shall effect the liquidation of such special gift as a committee. Upon a determination by the church that liquidation of a special gift is not appropriate, the Trustees shall cause such property to be properly titled in the name of the church, and hold the special gift on behalf of the church in a reasonably prudent manner.

G. Limitations of Powers

1. The powers of the Trustees shall be limited to those provided in the By-laws and any additional powers as may be authorized by the church from time to time.
2. In the event the church may become involved in any legal action, the Trustees shall arrange for legal representation on behalf of the church.

Section 5: Treasurer and Assistant Treasurer

A. Election

The Treasurer and Assistant Treasurer of the church shall be nominated by the Nominating Committee and elected by the church in regular business session annually, with term not to exceed three (3) years.

B. Qualifications

The persons selected to be Treasurer and Assistant Treasurer should have knowledge of the working organization of the church. Their experience and background should give confidence to church members that the financial affairs of the church will be carried on in a fair and trust-worthy way. A working knowledge of accounting procedures or the willingness to learn them is essential. They should be individuals of unquestioned integrity.

C. Duties

The Treasurer:

1. Shall be an ex officio member of the Finance Committee
2. Is responsible for the proper receipt, accounting and disbursement of all church funds within policies established by the church.
3. Shall oversee along with the church Financial Secretary that the monthly financial report is prepared and available for the monthly Finance Committee meeting and church business meeting.
4. Shall oversee along with the church Financial Secretary that an accurate record of all receipts and expenditures is properly kept.
5. Two signatures are required on every check. These should be the Treasurer/Assistant Treasurer, Financial Secretary and/or Chairperson of the Finance Committee.
6. Those responsible for picking up the bank bag each week are the Treasurer/Assistant Treasurer, Financial Secretary or Chairperson of the Finance Committee.
7. Shall attend all services of the church unless providentially hindered.
8. Treasurer should routinely confer with Assistant Treasurer to inform him/her of all procedures in the event that person needs to act in the absence of the Treasurer or prepare to become Treasurer at the end of the Treasurer's term.
9. Assistant Treasurer shall act as Chairperson of the Counting Committee, becoming the seventh person of that committee. This will enable him/her to oversee the counting procedures as well as be available to become a substitute if one member of the committee is absent. The Treasurer or a member-at-large selected by the Nominating Committee may, also, serve in this capacity.

Section 6: Church Clerk and Assistant Church Clerk

The Church Clerk and the Assistant Church Clerk shall be nominated by the Nominating Committee and elected by the church in regular business session annually, with term not to exceed three (3) years. He/she shall be an active member, in good standing with the church and shall attend all services of the church unless providentially hindered.

Duties of the Church Clerk

1. The Church Clerk is responsible for recording, processing and maintaining accurate records of all church business meeting transactions.
2. Shall attend regular and special church business meetings to record an account of the business transactions. Minutes will be typed and a copy shall be filed in business meeting records in the church office.
3. Shall be responsible along with church office personnel for all accurate church membership changes and communications of membership transactions. This would include transfer of membership, dismissal, death or erasure of a church member.
4. Be responsible along with the church secretary for presenting to the church for approval the annual association letter. Upon approval of the church, this will be forwarded to the Association office.

Duties of Assistant Church Clerk

1. Shall be familiar with duties of the Church Clerk and assume those responsibilities in the absence of the Church Clerk and be prepared to become the Church Clerk.
2. Shall attend regular and special church business meetings.

All church records are church property and a copy of all church records shall be kept in the church office.

Section 7: Moderator

The Moderator of the church shall be the Pastor. In the absence of the Pastor, the Chairman of the Deacons shall preside as Assistant Moderator. In the absence of both, the Clerk shall call the church to order and a moderator pro-tem shall be elected.

Duties and Responsibilities:

1. Preside over all church business meetings
2. Be familiar with prescribed parliamentary procedures and conduct church business and other meetings according to the church By-laws.
3. Conduct the meeting in an orderly manner.
4. Encourage full and free debate by allowing members to express themselves freely.
5. Be fair and courteous to all, respecting the minority opinion even though the majority will prevail.
6. Maintain a spirit of Christian love and fellowship within the church body.
7. Follow up after each business meeting with responsible committees, officers, other individuals to insure that decisions made are properly executed.

Section 8: Financial Secretary and Posting Clerk

1. This position may be filled by the regular church secretary/ies.
2. They shall receive the empty offering envelopes after the money has been removed and counted.
3. Envelopes shall be kept for reference for a period of five (5) years.
4. From the empty offering envelopes, the members/donors shall be given individual credit as provided in our church approved record system.
5. Statements shall be prepared and mailed to each member/donor at the end of each calendar year.

ARTICLE III: OFFICERS OF THE CHURCH ORGANIZATIONS

All organizations of the church shall be under church control; all officers shall be elected by the church and are to report regularly to the church. The Pastor shall be recognized as the spiritual leader of the named organizations. Officers and teachers shall be members of the church.

Section 1: Sunday School Director

In June of each year, the Sunday School Director shall be nominated by the Nominating Committee and elected by the church. He/she will serve a term not to exceed (3) years. This person will be responsible for recommending to the Nominating Committee the names of teachers for each established class to be voted on by the church, which should be done in the July business meeting. At this time, the teachers will assist the Director to enlist the services for other Sunday School positions, such as: Assistant Teachers. These, including the Assistant Sunday School Director, shall be voted on in the August business meeting.

He/she will be responsible for establishing new classes and recommending teachers for such as the need arises. The classes and teachers shall be approved by the church upon the recommendation of the Nominating Committee or the Sunday School Director.

The Sunday School Director (along with the Assistant Director) oversees the selecting of the Sunday School literature, organizing materials, maintaining attendance records and providing reports to the church. He/she may, also, be responsible for the collection of church-wide special offerings received in the Sunday School classes and giving these funds to the Counting Committee.

Section 2: Missions/Outreach Director

This person along with the Pastor will be responsible for promoting Missions and Outreach activities for the church. He/She will be nominated by the Nominating Committee and elected by the church to serve a term not to exceed three (3) years.

Their duties will include but not be limited to:

1. Actively promoting the three (3) major church-wide missions offerings: Annie Armstrong North American Missions, Eliza Broadus State Missions, and Lottie Moon International Missions.
2. Co-ordinate a visitation program,
3. Assist with the Homebound Ministry.

Section 3: Discipleship Director

This person will be nominated by the Nominating Committee and elected by the church to serve a term not to exceed (3) years. He/she, under the direction of the Pastor, will be responsible for promoting the spiritual growth of the members of Twelve Oaks Baptist Church through:

1. Organizing and promoting discipleship training on a regular basis within the church
2. Promoting mentors within the church body
3. Promoting both men and women's ministry programs within the church

Section 4: Music Ministry

Under God's leadership, the Minister of Music/Worship Pastor is responsible for planning, conducting, and evaluating a comprehensive music ministry. The Music/Worship Ministry is to provide a worship experience through music to help the congregants express praise and worship to God and to develop a closer relationship with God.

This ministry is to promote the development of the church's worship experience through the activities which include but are not limited to:

1. Oversight of all regularly scheduled worship services.
2. Seasonal worship events (at least two per year).
3. Comprehensive church music program.
4. Children's music program.
5. Music presentations to enrich the worship experience.
6. Use the talents of those musically gifted in a way to enhance the experience of worship.
7. Promote "true worship" through music.
8. Weekly adult choir practices.
9. Praise band, including youth praise band.
10. Maintain music library.
11. Have oversight and coordinate revival service music.
12. The Minister of Music/Worship Pastor will be responsible for recruiting and training volunteers to assist with these ministry areas.

Section 5: Youth and Children Ministry

A Minister of Children and Youth will be responsible for planning and coordinating activities with a focus on introducing children and youth to the love of Jesus Christ and giving them the age-appropriate information to help them develop an ongoing relationship with Him.

This ministry is to promote the spiritual development of all children and youth that we have the opportunity to serve through our various programs which include but are not limited to:

1. Awana ministry
2. Straight-Up recreational ministry
3. Children's church
4. Youth Bible Study
5. VBS, Fall Festival, etc.
6. Mission activities
7. Camps for children and youth
8. Informal activities to help build relationships
9. The Children and Youth Minister will be responsible for recruiting and training volunteers to assist with these program areas.

ARTICLE IV: COMMITTEES

General Statement

Church committee chairpersons, as designated by the By-laws, shall be selected by the Nominating Committee and elected by the church. Committee chairpersons will assist with selection of committee members when requested. Chairpersons of all committees are to see that the By-laws are followed in their respective areas.

Anyone serving on a committee, should be an active member and in good standing with the church.

They should be willing to cooperate with other committees and organizations of the church.

Additional committees may be added as needed by vote of the church.

Section 1: Audit Committee

This committee shall consist of at least three (3) members. It shall be the duty of this committee to annually audit the books and business procedures of the church or make arrangements for such. They are to submit a written report to the church as soon as possible after the conclusion of the audit. It is suggested that an outside audit take place every three (3) years.

Section 2: Baptismal Committee

The Baptismal Committee shall consist of six (6) church members – three men and three women. The committee members will serve a three-year term. The Chairperson of this committee shall be the longest serving member of the committee and will serve one year as Chairperson and then rotate off.

1. The Pastor and/or staff will schedule the time of the baptism with the committee.
2. The committee shall then make all necessary arrangements for the ordinance of baptism.
3. The committee shall prepare the baptistry for the baptism (such as fill, heat and then drain).
4. Men will assist the male candidates and women will assist the female candidates.
5. The Chairperson will order replacement robes as necessary.
6. This committee will be responsible for laundry of the baptism robes and towels after each baptismal service.

Section 3: Building and Grounds Committee

This committee shall consist of at least six (6) members. Two (2) shall be elected annually for a three (3) year term, the names to be submitted by the Nominating Committee.

A. Purpose

They shall be entrusted with the responsibility of maintaining the building and grounds with usefulness, beauty and comfort. This committee shall meet as needed or as called by the chairperson.

B Duties

The duties of the Building and Grounds Committee shall be as follows:

1. To be responsible for the maintenance and upkeep of the grounds.
2. To have oversight of all Church property.
3. To advise the Church of the need for any major repairs or improvements to property as well as the need for purchases of new equipment.
4. To make reports to the Church as necessary.
5. The committee shall work in conjunction with the custodian to insure that the Church is in good repair.
6. Building and Grounds shall confer with Trustees when needed to complete a building project or insurance claim.
7. To prepare a budget each year to be presented to the Finance Committee.

Section 4: Counting Committee

This committee shall be composed of at least six members with term not to exceed three (3) years. Preference should be given to people who have experience with counting money.

Their duties shall be as follows:

1. The members are to be evenly divided into teams, with a designated Team Leader, whose teams will alternate counting responsibilities.
2. There will be no less than three (3) members present when money is counted. In case of emergency, another church member can be asked to substitute and help.
3. The Assistant Treasurer shall act as Chairperson of this Committee and generally will be available to substitute if a member of the committee is absent.
4. The Assistant Treasurer, acting as Chairperson, will oversee the counting procedures to insure that procedures are properly and consistently followed.
5. All money received by the church is to be counted by the Counting Committee.
6. The Chairperson or Team Leader shall make and sign a duplicate report of funds received, deposit the money in the bank, file the original copy in the church office, together with a copy of the deposit slip and give the duplicate copy to the church Financial Secretary.
7. Two people are required to transport the money to the bank.
8. All members of this Committee will be properly bonded.
9. Each member of this Committee is expected to maintain strict confidentiality of the individual money records.

Section 5: Finance Committee

The presence of a fully engaged Finance Committee is a strong indication that this organization is committed to good stewardship and is actively building and preserving the financial resources necessary to support the accomplishment of its mission, both for the short and the long term.

A. The Finance Committee shall consist of the following:

Treasurer, Sunday School Director, Chairman of Deacons, Chairperson of Personnel, Chairperson of Trustees, and three (3) members-at-large who are recommended by the Nominating Committee and elected by the church. The members-at-large shall serve a 3-year rotating term. A designee of the Chairperson may attend in the absence of the Chairperson. The Assistant Treasurer is to attend meetings when possible but will not be eligible to vote. The Pastor serves as an ex-officio member of this committee and votes only in the event of a tie vote.

B. The Chairperson of this committee shall be the longest serving member-at-large. The Finance Committee Chairperson does not always have to be a professional “numbers” person but should have good judgment, logic, curiosity, and a commitment to accountability.

Duties & Responsibilities:

1. The Finance Committee shall be responsible for developing and managing the church budget and addressing the financial needs of the church.
2. The committee shall review monthly financial statements and expenditures. The committee will recommend the financial report to the church for questions and approval at the monthly business meeting.
3. The committee will apply all designated funds appropriately according to the church financial policy.
4. When necessary, the committee, as part of managing and administering the budget during the church’s organizational year, shall adjust the various accounts as necessary to ensure all accounts are properly funded in accordance with the church’s priorities. Such budget adjustments shall be detailed in the monthly finance report for church approval and/or questions at the monthly business meeting.
5. The committee is to develop the annual budget for the calendar year beginning January 1st through December 31st. All committee chairpersons and department heads will submit short and long term financial needs to the Finance Committee prior to budget preparation meetings. The completed budget is submitted to the church at the November business meeting for a two week review period. The middle of November (two weeks before the December business meeting) there shall be a called business meeting for discussion of the budget. During the discussion period, the budget can be revised through a motion and vote. The original budget or the revised budget will be presented at the December business meeting for approval by vote of the church.
6. The Audit Committee is expected to initiate random audits of the church financial records. This report will be given to the Finance Committee and then to the church at the next business meeting.

Section 6: Flower Committee

The Flower Committee shall consist of at least three (3) members.

Duties:

1. Provide floral decorations for the Lord's Supper Table in the worship center.
2. Provide special and/or seasonal decorations for the worship center and foyers.
3. The Chairperson shall prepare a budget each year to present to the Finance Committee.
4. The members of this Committee will serve a three (3) year term, with the longest serving member serving as Chairperson.

Section 7: Greeters

Election

Chairperson/s and greeters shall be nominated by the Nominating Committee and elected by the church in regular business session annually. The Chairperson(s) term will not exceed three (3) years. As a representative of the church, a greeter should be an active member in good standing with the church and should attend all services unless providentially hindered.

Principle Functions

A church greeter is the first person people see upon entering the church. The greeter is the face of any ministry, which makes it one of the most important jobs in the church. A greeter is to be of service to congregational members and guests before designated services.

Duties

1. Be dressed appropriately and in designated place of service as assigned by chairperson prior to service.
2. Greet members and guests with a smile and warm welcome.
3. Be able to lead/direct guests and new members to appropriate room for their Sunday School class or worship service.
4. Be familiar with layout of church, bathrooms, nursery, etc.
5. Provide information about church services and programs.
6. Distribute order of worship and other information as required.
7. Chairperson/s will meet with all greeters at the beginning of church year to go over duties.
8. Contact chairperson if unable to be present.

Section 8: Hospitality/Kitchen Committee

Food service in a Baptist church is a unique ministry that requires flexibility, creativity, organization and sensitivity. This Committee shall be responsible for all church-wide food-related activities and other functions upon request. This service includes but is not limited to Sunday morning coffee, church-wide meals for special occasions, family meals for funerals, Vacation Bible School meals for workers and their children, Agape Supper, etc.

Those who serve on this committee should be flexible and willing to adjust to special requests that occur. They need to see that food service is a way to use the gifts they have been given to build up the body of Christ.

The Chairperson will recommend to the Nominating Committee the people needed to serve on this Committee and will be elected by the church. The Chairperson will divide the Committee into groups who will alternate their responsibilities as assigned by the Chairperson. Each group will have a Co-Leader who will coordinate the responsibilities of each group member.

Duties:

The Chairperson with input from Committee members shall develop written policies and procedures to establish guidelines for both church and non-church use of the kitchen area, supplies, equipment, cleanup and disposal after an activity. This policy shall be voted on and approved by the church.

This Committee with approval of the Chairperson is responsible for the loan of kitchen equipment and supplies when this is requested. These items are to be checked out and checked in by a designated member of the Committee.

An inventory of equipment is important. It should be the duty of this Committee to see that an inventory of kitchen equipment is made at least once a year.

Each committee member is responsible for cleanliness of the areas where food is being prepared for church related activities. Other groups are responsible for their own clean-up or hiring it done.

The Chairperson and Co-Leaders will coordinate the purchasing of food and kitchen supplies (except for Wednesday night suppers) and will be responsible for maintenance of the equipment.

The Chairperson will annually submit budget requests for Hospitality/Kitchen supplies and equipment to the Finance Committee

This Committee will be responsible for decorating the Fellowship Hall for Christmas and other events.

Section 9: Long Range Planning Committee

The Long Range Planning Committee, unless otherwise determined by vote of the church, shall be composed of the Pastor, Ministering Staff, Treasurer, Deacon Chairman, and the head of each functioning church organization.

This Committee shall seek to correlate and coordinate the activities and organizations of the church, having advisory powers only. They will meet at least quarterly and more if the need arises. The Chairperson shall be the Chairman of Deacons. This person will be responsible for scheduling and conducting meetings. The Long Range Planning Committee is to constantly review the church programs to set goals with church approval to be completed within five (5) years and to enlist the advice and recommendations of others as needed.

All matters agreed upon by the Committee calling for action not already provided for shall be referred to the church for approval or disapproval.

Section 10: Nominating Committee

The Nominating Committee shall consist of at least three (3) members, each serving a consecutive three (3) year term. The name of the newest committee member will be submitted by the Nominating Committee and approved by the church. The longest serving member of this committee shall act as Chairperson.

At the June business meeting, this committee shall nominate the Sunday School Director and, if applicable, the Discipleship Director and the Mission/Outreach Director who upon their election shall serve as members of this committee.

This committee shall nominate all officers, teachers and committees to be presented to the church for election by the August business meeting.

Section 11: Nursery Committee

This committee shall consist of at least three (3) members, who shall assist the Nursery Chairperson in drawing up operational rules and regulations for the nursery and pre-school. They shall, also, prepare a general policy book and update it as it becomes necessary. The members of the committee may be the leaders in the nursery and pre-school but may, also, include other church members.

Section 12: Personnel Committee

The Personnel Committee is responsible for all church staff except for the ordained/ministerial staff. The Personnel Committee shall represent the needs of the church to the staff and the needs of the staff to the church. The Personnel Committee shall consist of at least five (5) members. No person shall

serve on this committee more than three (3) consecutive years and the Chairperson will be the member with the longest service.

The Personnel Committee shall:

1. Recommend adjustments to salary, expenses and protection coverage for all non-ordained employees. These recommendations shall be based on individual performance.
2. Recommend additional church staff positions as needed.
3. Prepare and update job descriptions and organizational chart as needed.
4. Recruit, interview and recommend for hire all non-ministerial employees.
5. Develop, recommend and maintain personnel policies and procedures.
6. Oversee, along with the Church Secretary, the proper maintenance of all personnel files.
7. Keep staff and church informed on legal and government requirements as it pertains to staff.
8. Perform background checks on all prospective employees.
9. Conduct annual reviews with all non-ordained staff to discuss their job performance.

Section 13: Transportation Committee

The Transportation Committee shall consist of at least five (5) church members. The responsibilities of the committee are as follows:

1. Any vehicle that is manufactured to carry 15 or more passengers plus the driver must be driven by a licensed CDL driver.
2. The church will pay for an individual to acquire a CDL license, also, a medical exam.
3. This committee will provide transportation as requested.
4. The committee will acquire the annual licensing and safety stickers.
5. They will be responsible for the maintenance and upkeep of the vehicles.
6. They will recommend the replacement of new equipment when required.
7. The committee will maintain a written policy for church bus drivers.
8. This committee will work with the Finance Committee to provide an annual budget.

Section 14: Ushers

A. Election

Chairperson/s and ushers shall be nominated by the Nominating Committee and elected by the church in regular business session annually. The term of the Chairperson/s will not exceed three (3) years. Ushers are representatives of the church and should be an active member, in good standing with the church. They should attend all services of the church unless providentially hindered.

B. Principle Functions

Offer general assistance to members and guests before, during and after service, and to assist in maintaining a worshipful atmosphere in the church.

C. Duties

1. Be at the sanctuary door, appropriately dressed, to seat people as needed and at specified times.
2. Be familiar with layout of church exits, bathrooms, nursery, etc.
3. Be alert to come forward to receive offerings.
4. Be alert to pastor's instructions to hand out any information needed for that service.
5. Be alert to needs of persons during the service.
6. Have cards/pens in place to record information on persons making decisions during service.
7. Have current envelopes and pens in back of all chairs in worship center
8. Help maintain order during services.
9. Assist, as required, in restoring worship center to physical orderliness.
10. Chairperson/s will meet with all ushers at beginning of church year to go over duties.
11. Notify head usher if you will be absent.

Section 15: Youth Oversight Committee

The Youth Oversight Committee will have responsibility for oversight of all policies and procedures affecting the safety of youth from birth to age 18 who are involved in church programs and/or activities.

This committee shall consist of three (3) members-at-large, one member of the church ministerial staff, and one deacon. The Nominating Committee shall nominate the members-at-large, giving preference to church members with specific backgrounds in law enforcement, school administration, youth protection/child advocacy, etc. Each at-large member shall serve a three (3) year term, but may serve consecutive terms. The ministerial position shall be selected on a rotating basis by the Pastor, and the Deacon shall be selected by the deacon body.

The Chairperson of this committee will be nominated by the Nominating Committee and should be the longest serving member-at-large. The Youth Oversight Committee shall meet as often as necessary to assist the church in the duties outlined below.

Duties

The Youth Oversight Committee will help the church develop and maintain reasonable policies related to but not limited to:

1. The screening and approval of all members and non-members wishing to serve directly with or to transport youth (under 18) under the church's care. Volunteers will be asked

- to submit to criminal background checks, sex offender registry checks and other measures commonly taken by schools, civic organizations, and other nonprofit groups similarly entrusted with youth.
2. The development of expectations for youth workers/volunteers and the training necessary to communicate those expectations.
 3. The management regarding identification of persons picking up/dropping off nursery and preschool children.
 4. The maintenance of physical security in and around areas used in youth programs.
 5. The establishing of requirements concerning the retention of records related to youth and adult participation in various youth programs and the establishment of a regular audit of such records.
 6. The procedure for handling any complaint that may arise regarding the safety and protection of youth enrolled in church programs and/or activities.

Section 16: Resignations

All officers and committee members are expected to give notice to the Nominating Committee in the event of their resignation and brought to the church to be voted on.

ARTICLE V - MEETINGS

Section 1: Worship

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and others interested in worship and shall be conducted under the direction of the Pastor.

The Lord's Supper will be served at least once a quarter.

A weekly Mid-Week service will be held for prayer and Bible study. Once a month, a business meeting will supersede the Mid-Week service.

Other religious meetings will be recommended by the Pastor and scheduled by the church as they deem them necessary, such as revivals, Bible conferences, etc.

Section 2: Business

A regular business meeting will be held monthly. If expediency so directs, the regular business meeting can be moved forward or backward to meet the occasion.

The Moderator, in agreement with the Deacon Chairman, can call a special business meeting when deemed necessary. A special business session must be announced twice from the pulpit in

different regular services along with the intent of the meeting. Nothing may be considered at the special called meeting except its stated intent.

When a discussion involves a staff member, then that person, with all members of their family, will be given the courtesy of leaving during the discussion.

A quorum of ten percent (10%) of resident members must be present in business meeting.

Section 3: Appointment of Messengers

The Pastor will be responsible for selecting and recommending Messengers to the West Union Baptist Association, the Kentucky Baptist Convention and the Southern Baptist Convention. These Messengers shall be voted on by the church at a regular business meeting prior to the said convention.

ARTICLE VI - AMENDMENTS

By-laws are to be reviewed every five (5) years and may be amended at any regular business meeting by the vote of two-thirds (2/3) of the members present. However, the proposed amendment or amendments shall be read at least one month ahead of the time of voting at a regular service of the church. A quorum of the resident members must be present.

ARTICLE VII - PARLIAMENTARY PROCEDURE

Subject to the foregoing and insofar as the same does not conflict with this Constitution, the procedure in business meetings shall be governed by the current edition of Roberts' Rules of Order.

