

# Constitution of Kenwood Baptist Church

## Preamble

Since it pleased Almighty God, by His Holy Spirit, to call certain of His servants to unite here under the name Kenwood Baptist Church of Louisville, for the worship of God and the spread of the gospel of Jesus Christ, we, the members of Kenwood Baptist Church do hereby organize ourselves and adopt this Constitution as our articles of governance, to be interpreted at all times to reflect the character of and bring glory to Jesus Christ, as revealed in the Holy Bible and articulated in the Statement of Faith and Covenant of this church.

## Article 1 – Statement of Faith

1.1 Kenwood Baptist Church has from its inception accepted the following statement of faith to be an accurate summary of key biblical teaching for the purpose of providing doctrinal unity while allowing sufficient room for disagreement on such points as are not essential unto salvation.

### **The Scriptures**

The Scriptures of the Old and New Testaments were given by inspiration of God, and are the only sufficient, certain and authoritative rule of all saving knowledge, faith and obedience (Ps. 19:7; 2 Tim. 3:16-17; 2 Pet. 1:20-21).

### **God**

There is but one God, the Maker, Preserver and Ruler of all things, having in and of Himself, all perfections, and being infinite in them all; and to Him all creatures owe the highest love, reverence and obedience (Deut. 6:4; Ps. 145:3; John 1:3; 1 Cor. 8:4-6; 1 Tim. 1:17).

### **The Trinity**

God is revealed to us as Father, Son and Holy Spirit each with distinct personal attributes, but without division of nature, essence or being (Matt. 3:16-17; 28:19; 2 Cor. 13:14).

### **Providence**

God from eternity, decrees or permits all things that come to pass, and perpetually upholds, directs and governs all creatures and all events; yet so as not in any wise to be the author or approver of sin nor to destroy the free will and responsibility of intelligent creatures (Isa. 46:9-11; Prov. 16:33; Col. 1:17; Heb. 1:3; Jas. 1:13-15).

### **Election**

Election is God's eternal choice of some persons unto everlasting life – not because of foreseen merit in them, but of His mere mercy in Christ – in consequence of which choice they are called, justified and glorified (Rom. 8:28-30; 1 Cor. 1:27-29; Eph. 1:4, 11).

### **The Fall of Man**

God originally created Man in His own image, and free from sin; but, through the temptation of Satan, he transgressed the command of God, and fell from his original holiness and righteousness; whereby his posterity inherit a nature corrupt and wholly opposed to God and His law, are under condemnation, and as soon as they are capable of moral action, become actual transgressors (Gen. 1:26-27; 3:1-7; Rom. 5:12-19; Eph. 2:1-3).

### **The Mediator**

Jesus Christ, the only begotten Son of God, is the divinely appointed mediator between God and man. Having taken upon Himself human nature, yet without sin, He perfectly fulfilled the law; suffered and died upon the cross for the salvation of sinners. He was buried, and rose again the third day, and ascended to His Father, at whose right hand He ever lives to make intercession for His people. He is the only Mediator, the Prophet, Priest and King of the Church, and Sovereign of the Universe (Isa. 53:10-12; John 1:1, 14; Acts 1:9-11; Rom. 3:21-26; 8:34; 1 Cor. 15:3-4; Gal. 3:13; 1 Tim. 2:5; Heb. 1:1-3).

### **Regeneration**

Regeneration is a change of heart, wrought by the Holy Spirit, who quickens the dead in trespasses and sins enlightening their minds spiritually and savingly to understand the Word of God, and renewing their whole nature, so that they love and practice holiness. It is a work of God's free and special grace alone (Eph. 2:1-6; Tit. 3:5; 1 John 5:1).

### **Repentance**

Repentance is an evangelical grace, wherein a person being by the Holy Spirit, made sensible of the manifold evil of his sin, humbles himself for it, with godly sorrow, detestation of it, and self-abhorrence, with a purpose and endeavor to walk before God so as to please Him in all things (Acts 2:37-38; 11:18; 2 Cor. 7:10-11).

### **Faith**

Saving faith is the belief, on God's authority, of whatsoever is revealed in His Word concerning Christ; accepting and resting upon Him alone for justification and eternal life. It is wrought in the heart by the Holy Spirit, and is accompanied by all other saving graces, and leads to a life of holiness (Rom. 3:27-28; 4:1-5; 4:17-25; 10:14, 17; Phil. 1:29; Eph. 2:8; Jas. 2:14-26).

### **Justification**

Justification is God's gracious and full acquittal of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made; not for anything wrought in them or done by them; but on account of the obedience and satisfaction of Christ, they receiving and resting on Him and His righteousness by faith (Acts 13:38-39; Rom. 3:21-26; 8:34; 10:3-4; 2 Cor. 5:21; Phil. 3:9).

### **Sanctification**

Those who have been regenerated are also sanctified by God's word and Spirit dwelling in them. This sanctification is progressive through the supply of Divine strength, which

all saints seek to obtain, pressing after a heavenly life in cordial obedience to all Christ's commands (Jer. 31:31-34; Ezek. 36:27-27; Rom. 8:1-17; Gal. 5:13-24; 2 Pet. 1:3-11).

### **Perseverance of the Saints**

Those whom God hath accepted in the Beloved, and sanctified by His Spirit, will never totally nor finally fall away from the state of grace, but shall certainly persevere to the end; and though they may fall through neglect and temptation, into sin, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the Church, and temporal judgments on themselves, yet they shall be renewed again unto repentance, and be kept by the power of God through faith unto salvation (John 6:37-40; 10:28-29; Rom. 8:28-39; 1 Cor. 1:8-9; Phil. 1:6).

### **The Church**

The Lord Jesus is the head of the Church, which is composed of all His true disciples, and in Him is invested supremely all power for its government. According to His commandment, Christians are to associate themselves into particular societies or churches; and to each of these churches He hath given needful authority for administering that order, discipline and worship which He hath appointed. The regular officers of a Church are Bishops or Elders, and Deacons (John 10:16; Acts 20:17, 28; Eph. 1:22; 5:23; 1 Tim. 3:1-13; 5:17-18; Tit. 1:5-9; Heb. 10:25).

### **Baptism**

Baptism is an ordinance of the Lord Jesus, obligatory upon every believer, wherein he is immersed in water in the name of the Father, and the Son, and of the Holy Spirit, as a sign of his fellowship with the death and resurrection of Christ, of remission of sins, and of giving himself up to God, to live and walk in newness of life. It is prerequisite to church fellowship, and to participation in the Lord's Supper (Matt. 28:19; Acts 2:38; Rom. 6:3-5; 1 Cor. 12:13).

### **The Lord's Supper**

The Lord's Supper is an ordinance of Jesus Christ, to be administered with the elements of bread and wine, and to be observed by His churches till the end of the world. It is in no sense a sacrifice, but is designed to commemorate His death, to confirm the faith and other graces of Christians, and to be a bond, pledge and renewal of their communion with Him, and of their church fellowship (Matt. 26:26-29; 1 Cor. 10:16-17; 11:23-34).

### **The Lord's Day**

The Lord's Day is a Christian institution for regular observance, and should be employed in exercises of worship and spiritual devotion, both public and private, resting from worldly employments and amusements, works of necessity and mercy only excepted (Acts 20:7; 1 Cor. 16:1-2; Rev. 1:10).

### **Liberty of Conscience**

God alone is Lord of the conscience; and He hath left it free from the doctrines and commandments of men, which are in anything contrary to His word, or not contained in

it. Civil magistrates being ordained of God, subjection in all lawful things commanded by them ought to be yielded by us in the Lord, not only for wrath, but also for conscience sake (Matt. 15:9; Rom. 13:1-7; 14:4; Acts 5:29; Col. 2:20-23).

### **The Resurrection**

The bodies of men after death return to dust, but their spirits return immediately to God – the righteous to rest with Him; the wicked, to be reserved under darkness to the judgment. At the last day, the bodies of all the dead, both just and unjust, will be raised (John 5:28-29; 1 Cor. 15:12-28; 2 Cor. 5:1-10; Phil. 1:23).

### **The Judgment**

God hath appointed a day, wherein He will judge the world by Jesus Christ, when every one shall receive according to his deeds; the wicked shall go into everlasting punishment; the righteous, into everlasting life (Matt. 25:46; John 5:22, 27-29; Acts 17:31; Rom. 2:6-11; 2 Cor. 5:10; 2 Thess. 1:7-10; 2 Tim. 4:8; Rev. 7:13-17; 14:9-11).

1.2 Moreover, having covenanted with the Southern Baptist Convention as a body of like-minded believers, we do support that denomination's statement of faith, the *Baptist Faith and Message*, as revised in 2000.

## **Article 2 – Covenant**

Having, as we trust, been brought by divine grace to repent and believe in the Lord Jesus Christ and to give up ourselves to him, and having been baptized upon our profession of faith, in the name of the Father and of the Son and the Holy Spirit, we do now, relying on His gracious aid, solemnly and joyfully renew our covenant with each other.

We will work and pray for the unity of the Spirit in the bond of peace.

We will walk together in brotherly love, as becomes the members of a Christian church, exercise an affectionate care and watchfulness over each other and faithfully admonish and entreat one another as occasion may require.

We will not forsake the assembling of ourselves together, nor neglect to pray for ourselves and others.

We will endeavor to bring up such as may at any time be under our care, in the nurture and admonition of the Lord, and by a pure and loving example to seek the salvation of our family and friends.

We will rejoice at each other's happiness and endeavor with tenderness and sympathy to bear each other's burdens and sorrows.

We will seek, by divine aid, to live carefully in the world, denying ungodliness and worldly lusts, remembering that we have been buried with Christ in baptism and raised to walk in the newness of life.

We will work together for the continuance of a faithful evangelical ministry in this church, as we sustain its worship, ordinances, discipline, and doctrines. We will

contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel to all nations.

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

May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with us all. Amen.

### **Article 3 – Name**

3.1 This body shall be known as Kenwood Baptist Church, Incorporated, of Louisville, KY, located at 6603 South Third Street.

### **Article 4 – Affiliations**

4.1 Kenwood Baptist Church is voluntarily affiliated with the Southern Baptist Convention, the Kentucky Baptist Convention, and the Long Run Baptist Association.

### **Article 5 – Purpose**

5.1 The foundation of this church is the Lord Jesus Christ (1 Cor. 3:11; Eph. 2:20), and He guides His church in all affairs through the Holy Scriptures (Psalm 119; 2 Tim. 3:15-17). Therefore the purpose of this church is to glorify God through Jesus Christ, in the power of the Holy Spirit (Isa. 43:7; Eph. 1:6, 12, 14).

5.2 The priorities of ministry of this church flow from the vision of God's glory revealed in Jesus Christ. We exist to savor this vision in worship (John 4:23), strengthen the vision in nurture (1 Cor. 14:26; 2 Peter 3:18), and spread the vision in evangelism, missions, and loving deeds (Matt. 5:16; 28:18-20; 1 Pet. 2:9; 3:15).

5.3 In order to remain true to our Lord and His word, this church must be marked by preaching the whole counsel of God (Acts 20:27; 2 Tim. 4:1-2), administering baptism (Matt. 28:19; Rom. 6:1-4) and the Lord's Supper (Luke 22:19; 1 Cor. 11:17-34), loving one another (John 13:34-35; 1 John 3:11-24; 4:7-12), and practicing formative (1 Thess. 5:14; 1 Tim. 5:1-2; Tit. 2:15) and corrective discipline (Matt. 18:15-20; 1 Cor. 5:1-5).

### **Article 6 – Membership**

#### *Section 1 - Qualifications*

6.1.1 To qualify for membership in this church, a person

1. must be a believer in Jesus Christ who gives evidence of regeneration,
2. who has been baptized by immersion in obedience to Christ, following his or her regeneration, by this church or one of like faith and practice,

3. and who wholeheartedly believes in the Christian faith as revealed in the Bible as the infallible, inerrant Word of God.
4. Each member must sustain the doctrines of our church and not hold any settled convictions contrary to them, in accord with our Statement of Faith,
5. and must promise to keep the commitments expressed in the Church Covenant as evidenced by the member's signing of the same and reaffirmed on a regular basis.

6.1.2 The normal process for becoming a member is

1. completion of New Members' Orientation,
2. an assessment of a person's qualification for membership in an interview with the Senior Pastor (elder) or his representative,
3. and by affirmation of the entire church to covenant together with the person on the basis of the person's profession of faith.

### *Section 2 - Admission of Members*

6.2 To be admitted into church membership, applicants shall be recommended by the elders for admission and accepted by affirmation of the members present at any regular or special meeting of the members. At that point newly elected members shall relinquish their membership in other churches. Those applying for membership will be received as members by baptism or letter of transfer. A statement of faith may suffice in the event that a letter of transfer is not obtainable.

### *Section 3 - Duties and Privileges of Membership*

6.3.1 In accord with the duties enumerated in the Church Covenant, each member shall be privileged and expected to participate in and contribute to the ministry and life of the church, consistent with God's leading and with the gifts, time, and material resources each has received from God. Only those who are members of this congregation shall be entitled to lead in the ministries of the church.

6.3.2 It is the privilege and responsibility of members to attend all members' meetings and vote on the election of officers and on such other matters submitted to a vote.

6.3.3 Voting privileges are to be restricted in the following manner:

1. To full members, excluding watchcare members.
2. To members over the age of sixteen years old.
3. To members in good standing, as evidenced by faithful maintenance of the Statement of Faith and Church Covenant, regular attendance, financial stewardship, and prayerful support of the church and its ministries.

### *Section 4 - Watchcare Membership*

6.4.1. Students and others temporarily residing in the Louisville area who are members of a church of like faith and practice may apply for watchcare membership. Qualifications for and process of membership are identical to those for full membership as set out above, except that

home church membership must be retained. A letter of commendation will be sought from the applicant's home church.

6.4.2 Duties and privileges of watchcare members are the same as for other members except that:

1. When absent from the Louisville area for extended periods of time they are released from the responsibility to attend our church services;
2. While they will be encouraged to participate in members' meetings, they will not be eligible to vote.

6.4.3 Termination of watchcare membership as a disciplinary measure will be as it is for other members, except that the elders shall notify the senior pastor or elders of the home church of that termination. Watchcare membership will normally terminate immediately upon the ending of the period of temporary residence in the Louisville area.

### *Section 5 - On Church Discipline*

6.5.1 Formative discipline is inherent in the preaching, teaching, and exercise of other ministries in the church. When formative discipline fails due to sin, corrective discipline is then necessary. Corrective discipline is for the good of the church and the member who has sinned. It is never to be entered into lightly or quickly. The goal of corrective discipline is always remedial, that is, the goal is always the salvation and holiness and good of the one being disciplined.

6.5.2 Any member consistently neglectful of his or her duties or guilty of conduct by which the name of our Lord Jesus Christ may be dishonored, and so opposing the welfare of the church, shall be subject to the admonition of the elders and the discipline of the church, according to the instructions of our Lord in Matthew 18:15-17 and the example of scripture. Church discipline, then, should only be contemplated after individual private admonition has failed.

6.5.3 The purpose of such discipline should be:

1. For the repentance, reconciliation, and spiritual growth of the individual disciplined (Heb. 12:1-11; Matt. 18:15-17; 1 Cor. 5:5; Gal. 6:1);
2. For the instruction in righteousness and good of other Christians, as an example to them (1 Cor. 5:11; 1 Tim. 5:20; Heb. 10:24-25);
3. For the purity of the church as a whole (1 Cor. 5:6-7; Eph. 5:27; Rev. 21:2);
4. For the good of our corporate witness to non-Christians (Matt. 5:13-16; John 13:35; Acts 5:10-14); and
5. Supremely for the glory of God by reflecting His holy character (Deut. 5:11; John 15:8; Eph. 1:4; 1 Pet. 2:12).

6.5.4 It is desirable in the case of public sin that a confession be made before the church in a specially called meeting, so that the church can freely extend forgiveness. Such public confession is especially necessary in the case of elders and deacons (1 Tim. 5:19-20; Gal. 2:11-14).

### *Section 6 - Termination of Membership*

6.6 Termination of membership shall be recognized by the church following the death, transfer of membership, or voluntary resignation of any church member. Membership may be terminated as an act of church discipline at the recommendation of the elders and with the vote of 75% of the members present at any regular or special meeting of the members.

## **Article – Meetings**

### *Section 1 - Worship Meetings*

7.1 Worship services shall be held each Lord's Day, and may be held throughout the week as the church determines.

### *Section 2 – Members' Meetings*

7.2.1 In every meeting together, members shall act in that spirit of mutual trust, openness, and loving consideration which is appropriate within the body of our Lord Jesus Christ.

7.2.2 There shall be a regular members' meeting at least every quarter, at some time apart from the Sunday morning service, and at a time acceptable to the membership. The elders shall see that the stated meetings of the church are regularly held and that required reports are submitted to the church by the responsible members.

7.2.3 Special members' meetings may be called as requested by the elders, or at the written request, submitted to the elders, of ten percent of the voting membership. In the event of a written request from the members, the elders shall call a special meeting to be held within one month of their receipt of the request.

7.2.4 There shall be an annual members meeting each December, at which officers are elected, positions filled, and a budget approved by the membership. The fiscal year will commence on January 1.

7.2.5 The person elected as moderator shall preside as moderator at all members' meetings of the church. In the absence or incapacity of the moderator, the chairman of the deacons shall perform these duties. The date, time, and purpose of any regular or special meeting shall be announced at all public services of the church at least two weeks preceding the meeting. Provided all constitutional provisions for notification have been met, a quorum shall be understood to be met by those members present.

7.2.6 Meetings shall be run according to Robert's Rules of Order. On any matter that is brought to vote, a two-thirds vote is needed for it to pass (unless this constitution specifies otherwise). Abstentions will not be considered as votes cast. Only votes cast by members present at the time of the meeting will be counted.

7.2.7 Resolutions adopted by the elders shall be reported to the church at members' meetings and may be reversed by the church by a majority vote of the members present.

## **Article 8 – Officers**

### *Section 1 - Summary*

8.1.1 Jesus Christ is the Lord and head of this church and He rules primarily through the Scriptures.

8.1.2 The biblical offices in the church are elders and deacons, but the church is ultimately governed by the congregation. In addition, our church recognizes the administrative positions under this constitution of clerk, treasurer, trustee, and moderator. All officers must be members of this church in good standing, as defined in Article 6, section 3, subsection 3, prior to assuming their responsibilities.

### *Section 2 - Elders*

8.2.1 Subject to the will of the congregation, the elders shall provide broad oversight to the ministry, financial management, and resources of the church. In keeping with the principles set forth in the New Testament, the elders shall seek the mind of Christ through the guidance of the Holy Spirit and the word of God as they undertake the work of shepherding God's flock. The elders shall teach and exhort; refute those who contradict the truth; care for the church's members; devote themselves to prayer, to the government of the church and to ministry.

8.2.2 The elders shall be comprised of not less than three men who satisfy the qualifications for the office of elder set forth in 1 Tim. 3:1-7 and Tit. 1:6-9. Given the role of exemplar that elders and their families fulfill in the church, their wives too must be members in good standing as defined in Article 6, section 3, subsection 3.

8.2.3 Elders may be drawn from the paid ministerial staff or the congregation as set forth below.

8.2.4 Elders shall be elected in one of two ways:

1. Upon the founding of the elder body, the senior pastor shall recommend those men who meet the biblical qualifications for elder to the congregation for a vote of affirmation during a regularly scheduled members' meeting. Only those who receive an affirmative vote of three-quarters or more shall enter the office of elder.
2. Thereafter, the elders shall regularly reevaluate the ministerial needs of the congregation and present such men for the office of elder that meet the biblical qualifications and display such spiritual gifting as needed to fulfill those needs. Such men shall be recommended to the congregation for a vote of affirmation during a regularly scheduled members' meeting. Only those who receive an affirmative vote of three-quarters or more shall enter the office of elder.

8.2.5 The church shall recognize men gifted and willing to serve in this calling, in accordance with the constitutional provisions on elections. These men shall be received as gifts of Christ to His church and set apart as elders. This recognition shall be reaffirmed by the church triennially. After an elder has served two consecutive three-year terms, he shall not be eligible for re-election to the eldership for at least one year. The only exceptions to this rule are the senior pastor and those ministerial staff members called by the church to fulfill the role of associate pastor as defined below. These men shall serve as elders for the duration of their ministry in the church.

8.2.6 An elder's term of office may be terminated by resignation or by dismissal. Any two members with reason to believe that an elder should be dismissed should express such concern to the elders and, if need be, only afterwards to the congregation. Any such action shall be done in accordance with the instructions of our Lord in Matt. 18:15-17 and 1 Tim. 5:17-21. Any elder may be dismissed by a two-thirds vote of eligible members at any formally called members' meeting of the church. Such procedures apply to the offices of senior and associate pastors as well.

8.2.7 The elders shall take particular responsibility to oversee worship services, administer the ordinances of baptism and the Lord's Supper, equip the membership for the work of the ministry, encourage and teach sound doctrine, admonish and correct error, oversee the process of church discipline, coordinate and promote the ministries of the church, mobilize the church for world missions, examine and instruct prospective members, examine and recommend all prospective candidates for offices and positions, and oversee the work of the deacons and appointed church agents and committees. The elders are further to ensure that all who minister the word to the congregation, including outside speakers, share our fundamental convictions.

8.2.8 The elders may establish and oversee ministry positions or committees to assist them in fulfilling their responsibilities. The elders may also propose funding for new ministerial paid staff positions, working in concert with the personnel and finance committees. The membership shall approve all candidates for paid ministerial staff positions.

8.2.9 The elders shall provide oversight for all standing committees. Elders will serve as representatives for the elder body before the committees and for the committees before the congregation. Such oversight shall include but is not limited to serving as a liaison between the committees and the elders and as advisor to that committee as needed. However, such oversight does not include the service of the elder upon that committee. The specific relationship between the representative elder and each committee shall be defined below.

1. Individual assignments according to committee shall be made by the senior pastor. The senior pastor shall have oversight of the deacons, personnel and finance committees. These assignments, with the exception of the senior pastor's, shall be for an undefined period of time and may change according to the needs of the congregation.

8.2.10 All activities will be coordinated through the elders to ensure that they fit within the mission and ministry of the church and that there are no scheduling conflicts.

1. Such coordination shall be done in writing, as far in advance as possible.
2. Upon approval they will be placed on the church calendar.

8.2.11 The elders shall meet monthly unless circumstances require additional meetings or prohibit their gathering.

8.2.12 The elders must have the approval of at least three-quarters of the elders in order to proceed with any action.

### *Section 3 - The Senior Pastor*

8.3.1 The senior pastor shall be an elder. He shall perform the duties of an elder described above, and shall be recognized by the church as particularly gifted and called to the ministry of preaching and teaching. His call shall be defined as per Article 10, Section 3.

8.3.2 The senior pastor shall serve as the chairman of the elder body, providing both vision and oversight to that body.

8.3.3 The senior pastor shall exercise personal oversight for the deacons, the personnel and finance committees.

8.3.4 In the absence or incapacity of the senior pastor, the other elders shall assume responsibility for his duties, any of which can be delegated.

### *Section 4 – Associate Pastors*

8.4.1 The church may call additional ministerial staff members whose relationship to the senior pastor is that of associate.

8.4.2 An associate pastor shall be an elder. He shall perform the duties of an elder described in Section 2, above, and shall be recognized by the church as particularly gifted and called to the ministry of preaching and teaching.

8.4.3 He shall assist the senior pastor in the performance of his regular duties and shall perform any other duties as usually pertain to the office of pastor, or as set forth in the constitution, or which may be specifically assigned to him by the senior pastor, the elders, or the congregation.

8.4.4 In the absence or incapacity of the senior pastor for limited periods of time, the associate pastor(s) shall assume the responsibility for his duties under the oversight of the elders.

### *Section 5 – Deacons*

8.5.1 The office of deacon is described in Acts 6:1-7 and 1 Tim. 3:8-13. The church shall recognize men who are giving of themselves, their time and their resources, in service to the church and who possess gifts of ministry. These men shall be received as gifts of Christ to His church and set apart as deacons according to the election process set forth below.

8.5.2 The biblical qualifications for the office of deacon are set forth in Acts 6:1-7 and 1 Tim. 3:8-13. The Bible sets forth specific qualifications for the wives of deacons as well (1 Tim. 3:11). For that reason, they, too, must be members in good standing, as defined in Article 6, section 3, subsection 3. Therefore, the faith, character, and conduct of both husband and wife must be considered when evaluating married candidates for the office of deacon.

8.5.3 Deacons shall be elected in the following manner:

1. During the course of the second quarterly members' meeting, usually to be held in June, the elders shall announce the coming election for the deacon body. For administrative purposes, this election shall be coordinated by the active deacon body.
2. The active deacon body shall prepare a list of qualified male candidates from the church body. In addition to the biblical qualifications indicated above, male candidates must be an active member of Kenwood Baptist Church for at least one year prior to the election.
3. This list, hereafter referred to as a ballot, shall then be distributed to the church on the first and second Sundays of July. By vote of affirmation, the church shall indicate those men they believe to be qualified for and called to this ministry. These ballots shall be collected during the course of the worship service on those two Sundays.
4. The active deacon body shall collect these ballots and tally the votes. Those candidates receiving affirmation on more than 10% of the ballots shall be considered by the deacon body for election to the deaconate. In closed session, the deacons shall then consider the candidacy of those individuals according to the biblical standards and the Church Covenant. Those candidates found qualified by the deacon body shall be forwarded to the elders no later than August 15.
5. The elders shall review the list of candidates forwarded by the active deacon body as to their biblical qualifications and their proven support of the ministries of the church according to the Church Covenant. Given the nature of the pastoral minister, only the elders may be aware of disqualifying evidence in the life of the individual. Therefore, only those candidates presented by the church body, affirmed by the active body, and approved by the elders shall be finally considered for the deacon ministry. The elders shall return the matter to the active deacon body by September 1.
6. The active deacon body shall then contact those candidates deemed qualified, inviting them to continue in the selection process. Those candidates who feel so called shall meet with the active deacon body, or their representatives, at the earliest possible date. This meeting shall outline the deacon ministry, determine the candidate's desire or apprehensions about service, and clear up any and all remaining reservations the active deacon body may have about a candidate. In closed session, following all interviews, the active deacon body shall then recommend, in writing to the elders those candidates they feel are qualified and called to active deacon ministry by November 1.
7. The elders shall present the names of these final candidates to the church at the annual members' meeting in December as newly elected deacons.
8. Those who have previously been ordained and served as deacon at Kenwood Baptist Church or at a church of like faith and practice shall begin their three-year period of service January 1. Those who have not been previously ordained shall enter a one-year period of probationary service on January 1. This probationary period shall serve as a period of training and testing (1 Tim. 3:10). Those men who the deacon body affirms at

the end of this period and who desire to be ordained shall be presented before an ordaining council of the elders and deacons as soon as practicable thereafter. Those men who do not desire ordination and those found to be unqualified for the deacon ministry, shall step down at the completion of this probationary period or sooner should they so desire.

8.5.4 Deacons shall serve for three years. At the end of these three years, deacons may be elected by the congregation to serve a second consecutive three-year term. However, after a deacon has served two consecutive three-year terms, he shall not be eligible for re-election to the active deacon body for at least one year to provide for a time of rest and spiritual renewal.

8.5.5 The responsibilities of deacons do not include preaching, teaching, or spiritual oversight, which are the responsibilities of the elders, or financial control of the church. Deacons exercise a ministry of service, not a ministry of spiritual leadership. They may teach and preach in contexts in which they are not infringing upon the oversight duties of elders (Acts 6-7:53; Titus 2:3). The responsibilities of deacons include the following:

1. The ministry of mercy is a particular responsibility of deacons. They shall see that the sick, the sorrowing, the aged, and the infirm receive spiritual and physical comfort.
2. Deacons shall also attend to the benevolence ministries of the church. They shall receive, hold, and disburse a fund for benevolence, reporting on its use to the elders at their request, and reporting to the church its total receipts and total disbursements only. To aid the deacons in this particular ministry, the church shall elect a committee of three according to the provisions of Article 9, section 7.
3. Deacons shall assist in providing for the elements during the Lord's Supper and its preparation.
4. The deacons shall annually appoint an active deacon to serve as a trustee. This appointment shall be made for the following year no later than November 30. The decision of the deacons shall be reported to the elders and then presented to the congregation at the annual members' meeting in December.
5. Any other such duties as the elders or the congregation may prescribe.

8.5.6 The deacons shall appoint an active deacon to serve as their chairman. This election shall take place prior to the annual members' meeting in December and be announced at that meeting.

8.5.7 The deacons shall meet regularly. In concert with the senior pastor, they shall appoint their meeting times as they see fit or as circumstances require.

8.5.8 The senior pastor shall provide oversight to the deacon body.

#### *Section 6 – Clerk*

8.6.1 The church shall elect, in accordance with the constitutional provisions on elections, a church clerk on an annual basis.

8.6.2 It shall be the duty of the clerk to record the minutes of all regular and special members' meetings of the church, to preserve an accurate roll of the membership, and to render reports as requested by the elders, deacons, or the church.

8.6.3 In the absence or incapacity of the clerk, the elders shall appoint a member to perform the duties of the church clerk.

8.6.4 For purposes of compliance with the nonprofit corporation laws of the state of Kentucky, the clerk shall serve as the secretary of the corporation.

8.6.5 The church clerk shall ensure that dated copies of the most recent revision of this constitution shall be available for all church members.

### *Section 7 – Treasurer*

8.7.1 The church shall elect, in accordance with the constitutional provisions on elections, a treasurer on an annual basis. No individual may serve as treasurer for more than 3 consecutive years.

8.7.2 The treasurer, who shall not be an active elder or a paid church staff member, shall ensure that all funds and securities of the church are properly secured in such banks, financial institutions, or depositories as designated by the church. The treasurer shall also ensure that full and accurate accounts of receipts and disbursements are kept in books belonging to the church, and that adequate controls are implemented to guarantee that all funds belonging to the church are appropriately handled by any officer, employee, or agent of the church. The treasurer shall render to the elders annually, or whenever they may require it, an account of all transactions as treasurer and of the financial condition of the church. The treasurer shall also be responsible for presenting regular reports of the account balances, revenues, and expenses of the church at regular members' meeting.

### *Section 8 – Trustees*

8.8.1 The trustees shall represent the church and her members in all legal matters. They will represent and carry out the will of the church as agreed upon in the course of called members' meetings.

8.8.2 The trustees shall consist of five members elected in accordance with the constitutional provisions on elections. The composition of the trustees shall consist of one member from the active deacon body, the chair of the buildings and ground committee, the chair of the finance committee, and two members from the congregation at large as recommended by the nominating committee. Called ministerial staff members shall not serve as trustees.

8.8.3 Trustees shall serve a term of one year. Trustees will be appointed at the annual members' meeting in December based on the election of new committee officers and the appointment of one deacon to the trustee body. The only exception to this policy is those trustees elected from

the congregation at large. These individuals may serve no more than three consecutive one-year terms. Upon completion of those three years, these members must wait at least one year before being elected to serve as trustee again.

8.8.3 Upon election as a body, the trustees shall elect one of their own to serve as chair for one year of service.

8.8.4 For the purposes of compliance with the nonprofit corporation laws of the state of Kentucky, the chair of the trustees shall serve as the president of the corporation.

## Section 9 – Moderator

8.9.1 The moderator shall serve as coordinating official at all church members' meetings.

8.9.2 The moderator shall be elected on a yearly basis according to Article 10. He shall be drawn from the body of the congregation. In no event shall the senior pastor or the elders serve as moderator.

8.9.3 In the absence of the moderator, the chairman of the deacons shall serve as acting moderator.

## Article 9 – Committees, Coordinating Groups and Other Church Organizations

### *Section 1 – General Information*

9.1.1 All committees, coordinating groups and church organizations exist to further the ministry of the church.

9.1.2 Oversight:

1. The senior pastor shall serve as an ex-officio member of all committees.
2. All committees shall report to an appointed elder as their liaison to that body. That elder is, likewise, responsible to the church for its actions and ministries.

9.1.3 Service on church committees:

1. Service on committees shall be restricted to members in good standing as defined in Article 6, section 3, subsection 3. Watchcare members are permitted to serve on committees and as Sunday School teachers.
2. Election to service on all committees shall proceed according to Article 10.
3. It is in the best interest of the health of the church if members restrict their service to one committee at a time. However, as the need arises, a member may serve on more than one committee.
4. Each committee shall be responsible for electing a chairperson each year. For the purposes of promoting the spiritual health and growth of the church, it is encouraged that no one serve as chair of their respective committee for more than one year. Under no

circumstances shall any one person serve as the chair for more than one committee during a given year. Watchcare members shall not serve as chairperson.

5. Two members of the same family shall not serve on the same committee.
6. Family members of called staff members may not serve on finance committee or the personnel committee.
7. Committee members shall serve for three years. At the end of their three year service, members shall rotate off of their respective committees. This shall be done on a rotational basis, so that no more than one-third of any committee body shall rotate off in any given year. Members may not be reelected to that same committee until one year has passed.

9.1.4 All standing committees shall operate by a written statement of purpose and procedure that shall be approved by the elders and kept on file in the church office. Committees shall be responsible for creating and updating this document as needed and presenting those recommended changes to the elders for approval.

### *Section 2 – Personnel Committee*

9.2.1 The personnel committee exists to serve the church in administrative matters as related to all employed personnel. They shall be directly responsible for all administrative and support staff personnel. They shall work in conjunction with the elders in matters pertaining to called ministerial staff.

9.2.2 The personnel committee shall be comprised of no less and no more than three members elected according to Article 10.

9.2.3 All actions proposed by the personnel committee are subject to the approval of the elders and the congregation. Due to the personal nature of the business of the personnel committee confidential actions may be proposed to the elders for approval without prior notification of the congregation. In such cases, the elders shall serve in proxy for the congregation.

9.2.4 Other tasks and responsibilities of the personnel committee shall be outlined in their statement of purpose and procedure.

9.2.5 The senior pastor shall provide oversight to the personnel committee.

### *Section 3 – Finance Committee*

9.3.1 The finance committee exists to serve the ministries of the church by promoting biblical stewardship in the lives of the members and the church.

9.3.2 The finance committee shall be comprised of no less and no more than three members elected according to Article 10.

9.3.3 The finance committee shall be responsible for all financial oversight in the church. In concert with the elders they shall prepare and present a proposed budget for approval to the church in the yearly members' meeting in December. A published version of the proposed budget shall be made available two weeks prior to this meeting.

9.3.4 The finance committee shall be responsible for maintaining accurate records of all income and expenditures.

9.3.5 The finance committee shall on an annual basis solicit an internal audit conducted by someone other than a member of this committee. The financial committee shall recommend such a member as may be gifted in financial administration to the elders. Upon the approval of the elders, this individual shall have access to all pertinent records and files as necessary to complete the task assigned. This individual shall provide the elders with a written report of their findings. Any discrepancies shall be discussed with the finance committee. If discrepancies are found, the finance committee shall have one month to provide an explanation or correction. The final report of the internal auditor shall be presented by the elders to the congregation at the first quarterly members' meeting.

9.3.6 The finance committee shall every third year schedule an external audit to be conducted by a certified public accountant. The finance committee shall recommend an auditor to the elders. Upon the approval of the elders, this individual shall have access to all pertinent records and files as necessary to complete the task assigned. This individual shall provide the elders with a written report of their findings. Any discrepancies shall be discussed with the finance committee. If discrepancies are found, the finance committee shall have one month to provide an explanation or correction. The final report of the external auditor shall be presented by the elders to the congregation at the second quarterly members' meeting.

9.3.7 The chairperson of the finance committee shall serve as a trustee.

9.3.8 Other tasks and responsibilities of the finance committee shall be outlined in their statement of purpose and procedure.

9.3.9 The senior pastor shall provide oversight to the finance committee.

#### *Section 4 – Nominating Committee*

9.4.1 The nominating committee exists to serve the church by provision of qualified personnel to all committees to further the ministries of the church.

9.4.2 The nominating committee shall be comprised of no less and no more than three members elected. The elders shall present to the church for affirmation candidates as well as the chairperson to serve on the nominating committee. This shall be done at the second quarterly members' meeting.

9.4.3 The nominating committee shall prayerfully begin to seek to fill all committee personnel needs as well as the offices of clerk, treasurer, trustee, and moderator no later than August 1. All recommendations for these positions shall be presented to the elders no later than October 30. With the elders' approval, the nominating committee shall then publish their recommendations to the church no later than December 1 to be voted upon at the annual members' meeting in December.

9.4.4 Members of the nominating committee shall be permitted to serve on other committees as needed. However, no member of the nominating committee shall serve as the chair of another committee.

9.4.5 Other tasks and responsibilities of the nominating committee shall be outlined in their statement of purpose and procedure.

9.4.6 The senior pastor shall appoint an elder to provide oversight to the nominating committee.

#### *Section 5 – Buildings & Grounds Committee*

9.5.1 The buildings and grounds committee exists to support the ministries of the church by providing regular and necessary maintenance to its properties.

9.5.2 The buildings and grounds committee shall be comprised of no less than three members who are physically able to fulfill their task. The committee may, upon the recommendation of the nominating committee and with the approval of the elders, be comprised of as many members as necessary to fulfill their task.

9.5.3 The buildings and grounds committee shall work in concert with the other committees of the church as necessary to fulfill their task. Such interaction may involve the finance committee, the personnel committee, or the trustees.

9.5.4 The chairperson of the buildings and grounds committee shall serve as a trustee.

9.5.5 Other tasks and responsibilities of the buildings and grounds committee shall be outlined in their statement of purpose and procedure.

9.5.6 The senior pastor shall appoint an elder to provide oversight to the buildings and grounds committee.

#### *Section 6 – Fellowship Committee*

9.6.1 The fellowship committee exists to promote the bond of love within the church.

9.6.2 The fellowship committee shall be comprised of no less than three members. The committee may, upon the recommendation of the nominating committee and with the approval of the elders, be comprised of as many members as necessary to fulfill their task.

9.6.3 The fellowship committee shall work in concert with the other committees of the church as necessary to fulfill their task. Such interaction may involve the finance committee or the buildings and grounds.

9.6.4 The fellowship committee shall present in writing, at least three months in advance, all proposed church-wide activities to the elders for approval and placement on the church calendar.

9.6.5 Other tasks and responsibilities of the fellowship committee shall be outlined in their statement of purpose and procedure.

9.6.6 The senior pastor shall appoint an elder to provide oversight to the fellowship committee.

#### *Section 7 – Benevolence Committee*

9.7.1 The benevolence committee exists to assist the deacon body in the ministry of mercy to the needy in the congregation and the community.

9.7.2 The benevolence committee shall be comprised of no less and no more than three members. One member of this committee must come from the active deacon body. The other two members shall be drawn from the congregation.

9.7.3 The benevolence committee shall work under the oversight of the deacon body and in concert with the other committees of the church as necessary to fulfill their task.

9.7.4 Other tasks and responsibilities of the benevolence committee shall be outlined in their statement of purpose and procedure.

9.7.5 The senior pastor shall provide oversight to the benevolence committee by means of his oversight of the deacon body.

#### *Section 8 – Sunday School*

9.8.1 The Sunday School serves as a vital component of the church's discipleship ministry.

9.8.2 The Sunday School shall be comprised of two elected officials, the Director and Associate Director, and as many workers as are necessary to fulfill this ministry.

9.8.3 The Sunday School Director shall, with the assistance of the Associate Director, serve as the coordinating officer of the Sunday School. His/her responsibilities include but are not limited to:

1. Ordering any and all necessary literature. This shall be coordinated with the finance committee.
2. The accurate keeping of membership and attendance records.
3. The recruiting and training of all Sunday School teachers.

9.8.4 Sunday School teachers shall be:

1. Members in good standing as defined in Article 6, section 3, subsection 3. Watchcare members shall be permitted to serve as teachers.
2. Reasonably gifted in the ministry of teaching.
3. Assigned according to their unique gifts and qualifications.
  - a. Women shall not be called to teach men in accordance with 1 Timothy 2:12.
  - b. Single men shall not be placed in a class of children or young women without the assistance of a female co-teacher.
  - c. Husband and wife shall not serve as co-teachers in the same children's class. They may, however, serve as co-teachers in an adult class.

9.8.5 The Sunday School year shall run from July to June. This shall be done so that children graduating from one class to another in school may do so at church as well.

9.8.6 The Sunday School Director shall recruit and present for affirmation all necessary teachers for the upcoming year to the church at the second quarterly members' meeting.

1. Should the need arise during the course of a Sunday School year to replace or add a new teacher, the Sunday School Director shall present his recommendations to the elders. The elders shall act in proxy for the congregation under these circumstances.

9.8.7 Other tasks and responsibilities of the Sunday School, its officers and its teachers, shall be outlined in their statement of purpose and procedure.

9.8.8 The senior pastor shall appoint an elder to provide oversight to the Sunday School.

*Section 9 – All other coordinating groups and church organizations*

9.9.1 Other groups may be formed within the church to meet the specific ministry needs of the church and its community. Examples would include but are not limited to: Women's Missionary Union, Women's Ministry, Men's Ministry, Youth Council, and Vacation Bible School.

9.9.2 Such groups may be formed independent of official church action. However, all groups shall fall under the oversight of the elders and their appointed representative. Therefore, application to begin a new group must be made, in person or in writing, to the elders.

9.9.3 Such groups may organize along lines sufficient to smooth operation.

9.9.4 Membership in any such group must be open to the entire membership of church except in such times that logic would compel otherwise. For example, the Women's Ministry would clearly be limited to women.

## **Article 10 – Elections**

### *Section 1 - Principles*

10.1 The process for church elections shall be interpreted and carried out to fulfill the following principles:

1. Substantial prayer, both individually and corporately, shall be an integral part of the election process.
2. Nominations shall proceed with the support of the elders.
3. All candidates for church office shall be treated with the grace, kindness, and honesty appropriate in evaluating fellow members.
4. The election process shall express that spirit of mutual trust, openness, and loving consideration which is appropriate within the body of our Lord Jesus Christ.

### *Section 2 - Selection of Officers*

10.2.1 The election of officers shall be held at the annual members' meeting of the church in December.

10.2.2 The nominating committee shall present their recommendations to the elders by October 31.

10.2.3 Upon approval by the elders, the nominating committee shall publish a slate of names of nominees for all committees and offices by December 1 for consideration by the church. Any member with reason to believe that a nominated candidate is unqualified for an office should express such concern to the elders. Members intending to speak in opposition to a candidate should express their objection to the elders before the relevant church members' meeting at which the church votes on the candidates.

10.2.4 The persons elected shall assume their respective offices January 1 (unless another date has been specifically designated). Elections to fill any need that may occur during the course of the year may be held at any members' meeting upon recommendation of the elders.

### *Section 3 - Calling of Senior Pastor and Associate Pastors*

10.3.1 In the calling of any man to a paid ministerial position, the same basic process of calling an elder must be followed. In addition, the church shall be given adequate opportunity to assess the gifts and spiritual life of any potential paid elder.

10.3.2 In selecting a senior pastor or associate pastor his gifts in preaching and teaching and his commitment to minister personally to the members of this church will be prerequisites. The ability to preach will be assessed with particular care when selecting a potential senior pastor. Assessment of any candidate shall be made by a committee consisting of at least two elders plus four members of the congregation, including at least two women. In addition, the church shall receive assurance from the elders that, having interviewed the man under consideration, they are

in no doubt as to his wholehearted assent to the Statement of Faith and Church Covenant. The elders shall bring only one recommendation to the church at a time.

10.3.3 Notice of the nomination of a man to be elected to membership and called as senior pastor or associate pastor shall be given at two Sunday morning services following the nomination, prior to the vote at a members' meeting. The call of a senior pastor or associate pastor shall take place at a members' meeting set aside for that purpose. The extension of a call shall be made upon an affirmative vote of three-quarters of the members present.

#### 10.3.4 Interim preacher

1. In the absence of a senior pastor, due to prolonged illness, sabbatical, or removal, an interim preacher shall be called.
2. The deacon body shall be responsible for initiating the search for an interim preacher. This shall be done at a regularly scheduled or special called members' meeting. Moreover, the deacons shall interview and present to the church an interim preacher who meets the qualifications of an elder as outlined in Article 8, section 2.
3. The call of interim preacher shall take place at a members' meeting set aside for that purpose. The extension of a call shall be made upon an affirmative vote of three-quarters of the members present.
4. The interim preacher so called shall serve at the pleasure of the church for as long as may be necessary. However, should an interim preacher be needed for an extended period of time, he shall be presented before the church for a vote of confidence every six months.
5. The interim preacher shall not serve as an elder. However, he may serve in an advisory capacity to the elder board as needed.
6. Under no circumstances shall an interim preacher be considered for the office of senior pastor.

### **Article 11 – Indemnification**

#### *Section 1 - Mandatory Indemnification*

11.1 If a legal claim or criminal allegation is made against a person because he or she is or was an officer, employee, or agent of the church, the church shall provide indemnification against liability and costs incurred in defending against the claim if the elders determine that the person acted (a) in good faith, (b) with the care an ordinarily prudent person in a similar position would exercise under similar circumstances, and (c) in a manner the person reasonably believed to be in the best interest of the church, and the person had no reasonable cause to believe his or her conduct was unlawful. The church shall purchase appropriate insurance to meet these potential liabilities.

#### *Section 2 - Permissive Indemnification*

11.2 At the discretion of the elders, the church also may indemnify any person who acted in good faith and reasonably believed that his or her conduct was in the church's best interest and not unlawful.

### *Section 3 - Procedure*

11.3 If a quorum of the elders is not available for an indemnification determination because of the number of elders seeking indemnification, the requisite determination may be made by the membership or by special legal counsel appointed by the membership.

### **Article 12 – Dispute Resolution**

12.1 Believing that the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see, e.g., Matt. 18:15-20; 1 Cor. 6:1-8), the church shall urge its members to resolve conflict among themselves according to biblically based principles, without reliance on the secular courts. Consistent with its call to peacemaking, the church shall encourage the use of biblically based principles and the avoidance of suits of law to resolve disputes between itself and those outside the church, whether Christian or pagan and whether individuals or corporate entities. The elders shall adopt policies and procedures to effect these aspirations.

12.2 We do believe, however, that a Christian may seek fair compensation for injuries from another Christian's insurance company so long as the claim is pursued without malice or slander.

12.3 Any member who brings suit against the church as a body shall forfeit his/her membership immediately and will be considered out of fellowship with this body.

### **Article 13 – Amendments**

13.1 The Statement of Faith and Church Covenant may be amended by a three-quarters vote of the members present and voting at a members' meeting, provided the amendment shall have been offered in writing at the previous members' meeting, and shall have been announced from the pulpit at church services two successive Sundays prior to such vote.

13.2 This constitution may be amended by a two-thirds vote of the members present and voting at a members' meeting, provided the amendment shall have been offered in writing at the previous members' meeting, and shall have been announced from the pulpit at church services two successive Sundays prior to such vote.