

2011

THE CONSTITUTION OF FIRST FILIPINO BAPTIST CHURCH OF BAYONNE, NEW JERSEY

63-65 WEST 15TH STREET, BAYONNE, NEW JERSEY 07002

Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen. - Matthew 28:19-20



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ARTICLE I - THE PREAMBLE

We, a congregation of believers in Jesus Christ have united ourselves with one another as a local body to adopt and declare this constitution as our convictions so that we may carry on the Lord's work decently and in order.

ARTICLE II - THE NAME

The name of this religious, non-profit organization shall be The First Filipino Baptist Church, located at 65 west 15th street, Bayonne, New Jersey 07002.

ARTICLE III - THE PURPOSE

The purpose of this church is to glorify God through worship, evangelism, edification and equipping of believers until our Lord comes again.

ARTICLE IV - THE ASSOCIATION

This church stands for the historic-fundamental Baptist principles. It shall be an independent, autonomous church, subject only to Jesus Christ being the head of the church and to His Holy Word, the Bible. The church may choose to associate or cooperate with other biblical groups on a voluntary basis maintaining her independence.

ARTICLE V - THE ARTICLES OF FAITH

SECTION 1 = THE SCRIPTURES

We believe that the scriptures of the Old and New Testament as originally written were both verbally and plenary inspired and were the product of Spirit-controlled men. They are therefore wholly without error. We believe that the bible is the supreme revelation of God's will for man and is our rule for both faith and practice. (2 Tim. 3:16-17; 2 Pet. 1:20-21)

SECTION 2 = THE TRUE GOD

We believe in one God, the creator of heaven and earth, manifesting Himself in three persons: the Father, the Son, and the Holy Spirit, equal in power and glory. They execute distinct but harmonious offices in the great work of redemption. (Ex. 20:2-3; 1 Cor. 8:6; Rev. 4:11)

SECTION 3 = THE LORD JESUS CHRIST

We believe that the Lord Jesus Christ was conceived by the Holy Spirit and born of the virgin Mary. He is the God manifested in the flesh. He lived a life of absolute sinlessness and in His death, He made a full vicarious atonement for our sins. He arose again from the dead on the

third day and ascended bodily into heaven. He is coming again to rapture His saints and to set up the throne of David and establish His kingdom. His coming is imminent and will be personal, pre-tribulational, and pre-millennial. (Is. 7:14; Mt. 1:18-25; Jn. 1:1,14; 1 Pet. 2:22; Is. 53:4-7; 1 Cor. 15:3-5; Ac. 1:9-11; 1 Thess. 4:14-17; Matt 19:28; Lk. 1:32-33)

SECTION 4 = THE HOLY SPIRIT

We believe that the Holy Spirit is a divine person possessing all the attributes of personality and of deity. He is equal with the Father and with the Son and is of the same nature. His relation to the unbelieving world: He convicts of sin, of righteousness, and of judgment. His work among the believers is that: He is the agent of the new birth, baptizes, indwells, seals, infills, guides, and teaches the way of righteousness. We believe that there is a distinction between His ministry in the Old and New Testament. There is the unique and special work of permanently indwelling the body of Christ. (Jn.14:16-17; 7:39; Heb.9:14; Eph.1:13-14; 5:18; Jn. 14:26; 1 Cor. 12:13; 6:19-20)

SECTION 5 = MAN

We believe that man was created by a direct act of God and not from a previously existing form of life. By voluntary transgression, he fell from the state of innocence, in consequence of which all men are now sinners by nature and by conduct being utterly devoid of that holiness required by law, positively inclined to evil, and therefore under just condemnation to eternal ruin without defense or excuse. (Gen. 1:26-27; 2:7; Ecc. 7:29; Gen. 3:1-6,24; Rom. 3:10-19; 5:12-19)

SECTION 6 = SALVATION OF MAN

We believe that the salvation of sinners is divinely initiated and wholly of grace through the mediatorial work of the Son of God. It is apart from works and is upon the sole condition of repentance and faith in the Lord Jesus Christ. In order to be saved, the sinner must be born again being regenerated by the power of the Holy Spirit through faith in God's Word and becoming the recipient of the new nature. This salvation which Christ has bestowed is eternal. (Eph. 2:8-10; Ac. 3:19; 16:31; Jn. 3:3-5;)

SECTION 7 = THE CHURCH

We believe that the church of Jesus Christ was inaugurated at Pentecost and must be considered in two senses: Universal and Local. The Universal church consists of all who have been born again by the Holy Spirit from all nations and denominations and have been baptized by the same Spirit into the body of Christ (Mt. 16:18; 1 Cor. 12:13; 1 Pet. 1:3,22-25). The Local church is a congregation of baptized believers associated by a covenant of faith and fellowship in the gospel, observing the ordinances of Christ, and exercising the gifts, rights,

and privileges vested in them by His Word. The officers are: pastors sometimes called bishops or elders; and deacons whose qualifications and duties are defined in the epistles to Timothy and Titus. (Ac. 2:37-42; 1 Tim 3; Titus 1)

SECTION 8 = THE ORDINANCES OF THE CHURCH

We believe that the ordinances of the church are baptism and the Lord's Supper. The Christian baptism is the single immersion of a believer in the name of the Father, the Son, and the Holy Spirit. It shows in a solemn and beautiful emblem the believer's identification with the crucified, buried, and risen Savior, thus, illustrating the believer's death to sin and his resurrection to new life. It is a pre-requisite to membership and privileges in the local church. The Lord's supper is the commemoration of His death until He comes and should be preceded by a solemn self-examination. (Mt. 28:19-20; Rom. 6:3-5; Ac. 2:41-42; 1 Cor. 11:20, 23-30)

SECTION 9 = THE CHRISTIAN LIFE

We believe that every believer by the aid of the Holy Spirit should walk in Christian love and holiness. He must exhibit the fruit of the Spirit. We further believe that any achievement of these characteristics will be evidenced by sincere humility and genuine zeal for the advancement of the cause of Christ. (2 Cor.7:1; Gal. 5:22-23; 1 Pet. 5:5-6)

SECTION 10 = SATAN

We believe in the personality of Satan; that he is the unholy god of this age, the prince and ruler of the powers of darkness. He is full of subtlety and seeks continually to frustrate the purposes of God and to ensnare all mankind. He was conquered by Christ on the cross and is destined to everlasting punishment in the lake of fire. (2 Cor. 11:3; Isa. 14:12-17; 2 Cor. 4:4; Eph. 2:2; Rev. 20:10)

SECTION 11 = THE LAST THINGS

We believe that the great tribulation which follows the rapture of the church will be culminated by the revelation of Christ in power and glory to sit upon the throne of David and to set up His reign for a thousand years (Mt. 24:29-31; Lk. 1:30-33; Is. 9:6-7; 11:1-9; Rev. 20:1-4,6).

We believe in the bodily resurrection of both the just and the unjust. All those who through faith are justified in the name of Jesus Christ will be spending eternity in full enjoyment of God's presence, and those who through impenitence and unbelief refuse the offer of mercy will spend eternity in everlasting punishment. (Dan.12:2-3; Jn. 5:28-29; Jn.14:2-3; 1 Thess. 4:17; Matt. 25:26; Rev. 20:11-15)

SECTION 12 = SEPARATION

We believe that the believer should separate from worldliness, sin, and ecclesiastical apostasy unto God. It is based upon God's principle of division between truth and error and His specific command to be separated from unbelievers and disobedient brethren. This truth must be practiced with an attitude of devotion, humility, compassion and yet with conviction, to create the proper condition and atmosphere for the main objective, that is, the salvation of the lost through the gospel of Christ. (2 Jn.9-11; 1 Cor. 5:9-11; 2 Cor. 6:14-18; Gal. 1:8-9; 2 Tim. 2:16-18; Rom. 16:17; Ti. 3:10)

ARTICLE VI : THE CHURCH COVENANT OF MEMBERSHIP

Having been led by the Spirit of God to receive Jesus Christ as Savior and Lord, and having publicly confessed Him by baptism in the name of God the Father, Son, and Holy Spirit, I freely and joyfully enter into covenant with one another as one Body in Christ.

I pledge, therefore, by the aid of God's Spirit, to live together in Christian love; to work for the advancement of God's kingdom through His church in knowledge, holiness and mutual care; to support its ministry by a faithful stewardship of money, time, and talents; and to sustain its worship, ordinances, doctrines, and disciplines.

I further pledge, to maintain family and private devotions, to bring our children in the nurture and admonition of the Lord; to seek the salvation of our own families and acquaintances; To walk circumspectly in the world; to be just in our dealings, and exemplary in our behavior; to avoid from gossip, backbiting, and excessive anger; and to avail myself of the great privilege of praying for one another and all men.

I also pledge, that when I move from this place, I will as soon as possible unite with some other church of like faith, where I can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE VII : THE CHURCH MEMBERSHIP

SECTION 1 :

This church shall be composed of members who profess to have experienced salvation by grace through faith in the finished work of Jesus Christ and who have been baptized by single immersion in the name of the Father, Son, and Holy Spirit.

SECTION 2 :

All those who are desiring for membership must first fill up the church application for membership and submit to the pastor who shall make provisions for their baptismal class if necessary, before they are presented to the membership committee who then will examine the candidates as to their conversions, spiritual conditions and agreement with the church's doctrines, and policies. If accepted by the Board of Deacons, they shall be presented to the church at the first convenient Sunday worship service for the purpose of sharing their personal testimony and for the vote of approval by the congregation.

SECTION 3 :

A majority vote of the present voting members is required to approve the acceptance for membership.

SECTION 4 :

Members may be received in one of four ways:

- A. By baptism of immersion following salvation.
- B. By letter from a church of like faith and order.
- C. By confession of faith (when impossible to secure a church letter), having been saved and baptized.
- D. By restoration.

ARTICLE VIII : THE DISCIPLINE OF MEMBERS

SECTION 1 :

Members who openly and flagrantly violate the church covenant to the detriment of the church's witness in the community will be subjected to disciplinary action.

SECTION 2 :

All disciplinary actions are geared for restoration and will be carried out in love according to the teachings of the scriptures in Matt. 18:15-17, Gal.6:1-10, and 1 Cor. 5:1-13. Exclusion may be implemented to individuals who continue to live in a disorderly manner inspite of all the efforts exerted by the church leadership to correct him/her.

SECTION 3 :

Any member who is habitually absent from church services for a period of one year shall be dropped from the active membership list and moved to inactive membership list as a form of discipline. This shall be implemented after faithful efforts have been exhausted to remind the member of his/her responsibility. The membership committee is responsible to evaluate any member in the inactive list and may take appropriate actions for particular cases.

ARTICLE IX : THE DISMISSAL AND WITHDRAWAL OF MEMBERSHIP

SECTION 1 :

Dismissal shall be by death, letter of transfer or exclusion.

SECTION 2 :

Any member in good standing may be granted a letter of transfer to any church of like faith and order upon request. This letter shall be sent to the church in which the member wishes to unite.

ARTICLE X : ADDITIONAL REGULATIONS

SECTION 1 :

Only active members shall be entitled to vote, hold office and teach.

SECTION 2 :

Any person seeking to be involved in any church-related ministries such as organizational fellowships, committees, Christian education or choir shall be encouraged to be a member of the church.

SECTION 3 :

A voting member should be 18 years of age and above.

SECTION 4 :

A majority vote consists of 50% + 1 of present active members, except for decisions included by Article XV1, Section 2.

ARTICLE XI : THE CHURCH ORDINANCES

SECTION 1 : BAPTISM

- A. Those professing faith in Christ shall be baptized, upon completion of baptismal instructions and approval of the congregation, by the pastor or someone who has been appointed by the church.
- B. Immersion is the only mode of baptism the church will implement.
- C. Immersion shall be a pre-requisite to church membership.

SECTION 2 : THE LORD'S SUPPER

- A. The Lord's Supper shall be administered on the first Sunday of every month during the morning worship.
- B. The Lord's Supper shall be served to the assembled church by the pastor or someone appointed by the church.
- C. Since it is the Lord's Table, none will be barred, but the Pastor shall regularly state the Scriptural order, which places baptism as a pre-requisite to the Lord's Supper, and shall explain the significance of this ordinance.
- D. The elements shall be unleavened bread (without yeast) and grape juice.

ARTICLE XII : THE CHURCH OFFICERS

SECTION 1 : THE OFFICERS OF THE CHURCH

- A. The officers of the church shall be : Pastor(s), Deacons, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Financial Secretary, Assistant Financial Secretary, Sunday School Superintendent, Auditor.
- B. All officers will be elected by the majority vote of the present membership.
- C. All officers must be 18 years and above.

- D. All officers must be resident member for 1 year or more, except for the deacons which is 2 years or more.
- E. All officers' term of office is 1 year, except for the deacons which is 2 years.
- F. All officers must be spiritually mature, of unquestionable Christian character and willing to serve to the best of their abilities in the positions they are elected.
- G. As needed, the Senior Pastor may nominate other officers which is subject to the confirmation of the congregation.

SECTION 2 : PASTOR(S)

- A. The Pastor(s) shall have the charge of the spiritual welfare of the church; he shall regularly preach the Gospel, teach the Word of God and have charge of the overseeing the services and ministries; and he shall administer the ordinances of the church.
- B. When calling a pastor, the pulpit committee shall carefully consider candidates as to their qualifications (must be based on 1 Tim. 3:1-7 and Titus 1:6-9), doctrinal positions, work experience and willingness to adhere to FFBC Constitution and By-Laws. After considerations, this committee shall present only one Pastor at a time to be considered and approved by the church.
- C. The Pastor(s) shall continue in office until he resigns or is terminated by a majority vote (2/3) of the present active membership of the church.
- D. The Pastor(s) shall give the church not less than sixty days notice of his intention to discontinue as Pastor. The church shall give the Pastor not less than sixty days notice of her intention to discontinue his services. If, in judgment of the church, the conduct of the Pastor justifies immediate termination of his ministry, the church may declare the pulpit vacant and pay two months' salary beyond that date.
- E. The Pastor(s) shall be an ex-officio member of all boards and committees. Their families are automatic members of the church.
- F. The Senior Pastor shall moderate all congregational meetings of the church except when he is the subject of the meeting. He is the only one who has the right to call for any congregational meeting. In his absence, he may appoint an Associate Pastor or the Chairman of the Board to preside the congregational meeting. If he is to be under discussion in a meeting, the Chairman of the Board shall preside, and the Pastor and his family shall withdraw from the meeting.

SECTION 3 : DEACONS

- A. Deacons shall meet the requirements of 1 Timothy 3: 8-10,12-13. His duty is to engage actively in all the spiritual work of the church.
- B. The number of Deacons will be determined by the needs of the church, but it should be at least five men.
- C. Deacons shall serve for a period of two years. If at any time the deacon does not meet the requirements of the scriptures, he shall be dismissed by a majority vote of the church.
- D. Deacons shall encourage having a monthly meeting with the Pastor(s) to evaluate the spiritual welfare of the church. They shall appoint a secretary from among them to keep the minutes of the regular meetings, and disseminate such minutes to the members of the Board of Deacons.
- E. The Chairman of the Board of Deacons shall be elected by the members of the board themselves.
- F. Each Deacon shall hold Chairmanship of at least one of the different committees of the church.
- G. The Board of Deacons shall constitute the Pulpit and Disciplinary Committees of the church.

SECTION 4 : THE ADVISORY BOARD

- A. The Advisory Board shall consist of the Pastors, the Deacons, all elected officers, all the Chair-Persons of committees, the Presidents of the organizational fellowships, and the Choir Director (except for the Presidents of the youth and children fellowships).
- B. It shall meet only at the call of the Senior Pastor. He or his designated person shall moderate all the meetings. When the Pastor is the subject of the meeting, the Chairman of the Board of Deacons shall moderate.
- C. The Church Secretary shall keep the minutes of all the regular meetings of the Board and distribute copies of the minutes to all the members of the Board.
- D. It shall serve as trustees of the church representing this corporation. It shall not have the authority to sell, lease, donate or dispose any church property in any manner to exceed \$ 50.00 in value; or to mortgage or encumber the same with the debt to exceed the above amount. All expenditures of more than \$500.00 are to be submitted to the approval of the church except in routine matters (specified in the Church's Budget).
- E. It shall create policies that shall govern disbursement, reimbursement and other related activities involving the finances of the church.

- F. It shall appoint the signatories to represent the church in all banking transactions.
- G. It shall prayerfully consider major matters of church concern or policies and to recommend to the church for approval.
- H. Major matters comprise of:
 - a. When buying and/or selling a church property is involved.
 - b. Allow and restrict any expenditure within the budget subject to availability of funds.
 - c. Recommending, hiring and dismissal of personnel.
 - d. Recommending special projects.

SECTION 5 : THE CHURCH SECRETARY

- A. He/She shall serve as recorder for all congregational meetings of the church and the Advisory Board, entering the minutes of the meetings of the two groups in separate books. He/She shall keep a record of the membership, baptisms and the reception and dismissal of members.
- B. He/She shall have charge of the official correspondence with other churches, activities, organizations, and individuals to include requests for letters of admission, issuance of letters transfer, notification of official acts of the Church transacted in congregational meetings, and other correspondence as requested by the church.
- C. He/She shall provide the Financial Secretary and the Treasurer with the transcript of the minutes of each Congregational or Advisory Board meetings in which authority is granted for the disbursement of funds.
- D. He/She shall annually inform the official bank of the church who are the officers to have access to and authorized to sign checks for disbursement of funds.
- E. He/She shall give updated information to creditors/supplier corporations (of hardwares, music materials, church-related material, etc.) on who has the authority to make such purchases or procurement of services for the account of the church.
- F. He/She shall deliver intact all records, files, documents, and all other materials belonging to the church, to the successor or Board of Deacons upon termination of duties as secretary.

SECTION 6 : THE ASSISTANT CHURCH SECRETARY

- A. During annual election of the Church Secretary, the one who garnered the second highest vote, automatically becomes Assistant Church Secretary.

- B. He/She shall perform the duties of the Church Secretary during absence, or temporary incapacity of the latter.
- C. He/She shall works closely with the Church Secretary, assisting in the performance of his/her duties.

SECTION 7 : THE FINANCIAL SECRETARY

- A. The Financial (and Assistant) Secretary shall receive and enter all monies contributed to the church as tithes and offerings, under normal recording systems used by the church after very service.
- B. He/She shall provide the Treasurer and designated offices/funds with the record of all monies received and deposited, specifying the distribution into various funds, as indicated by the donors or by special offerings.
- C. His/Her reports, records and books shall become properties of the church.

SECTION 8 : THE ASSISTANT FINANCIAL SECRETARY

- A. During annual election of the Financial Secretary, the one who garnered the second highest vote, automatically becomes Assistant Financial Secretary.
- B. He/She shall perform the duties of the Financial Secretary during absence, or temporary incapacity of the latter. Regarding the Financial Secretary's function A, a deacon will assist him/her to accomplish this task.
- C. He/She shall works closely with the Financial Secretary, assisting in the performance of his/her duties.

SECTION 9 : THE CHURCH TREASURER

- A. He/She shall be responsible for the recording of all financial transactions in the permanent records and shall make quarterly and annually reports to the church.
- B. He/She shall pay all bills and claims of creditors when passed upon and approved by proper authority. He/She shall write, record, and mail all checks. All checks must be signed by the authorized signatories of the church.
- C. He/She shall keep accurate files of vouchers and receipts to be reported on stated congregational meetings.
- D. He/She shall submit his/her books for auditing before the date of the annual report-congregational meeting, and shall render a full financial report for the year at the annual report-congregational meeting.
- E. The report, records, and books of the treasurer shall become the properties of the church.

SECTION 10 : THE ASSISTANT CHURCH TREASURER

- A. During annual election of the Church Treasurer, the one who garnered the second highest vote, automatically becomes Assistant Church Treasurer.
- B. He/She shall perform all the duties of the Church Treasurer during absence or temporary incapacity of the latter.
- C. He/She shall works closely with the Treasurer, assisting in the performance of his duties.

SECTION 11 : THE CHURCH AUDITOR

- A. He/She shall audit all accounts of the church, organizational groups, Sunday School, and committees.
- B. He/She shall submit an audit report quarterly and annually to the Advisory Board and then to the church.
- C. He/She shall be responsible for establishing the procedures and methods to be followed by the Financial Secretary, Treasurer and Chairman of the Board of Deacons in maintaining the financial record.
- D. He/She shall call a meeting of concerned persons/officers as needs arise for the purpose of checking and balancing of accounts/funds/expenditures and savings.

SECTION 12 : THE SUNDAY-SCHOOL SUPERINTENDENT

- A. He/She shall have the general supervision over the Sunday School programs and its staff.
- B. He/She shall determine if materials or reading matter used in Sunday School are in accordance with intellectual or spiritual standards of the church.
- C. He/She shall meet and coordinate with Sunday School teachers at reasonable times in order to assess and address problems that may be brought up during such meetings.

ARTICLE XIII : THE CHURCH COMMITTEES

SECTION 1 : MISSIONS

- A. The Chairman is elected by the Board of Deacons. The members are other personnel appointed by the Board of Deacons.

- B. It shall recommend the missionaries or projects to be supported by the church. It shall adopt policies or guidelines for selection of missionaries and developing mission programs.
- C. It shall maintain contacts with the missionaries and agencies supported by the church and regularly evaluating them for their need of continual support.
- D. It is responsible in visiting and making reports to the church regularly concerning missionaries supported by the church.
- E. It shall promote mission activities in the church program.
- F. It shall operate under a separate funding program as determined by mission pledges. It shall have exclusive use of this fund.
- G. It shall make quarterly and annual reports to the church.

SECTION 2 : MEMBERSHIP

- A. The Chairman is elected by the Board of Deacons. The members are the Chairman of the Visitation Committee and other personnel appointed by the Board of Deacons.
- B. It shall be responsible for the interview of prospective members through baptism, transfer of membership and restoration of disciplined and/or inactive status members.
- C. It shall make the recommendation to the church regarding potential members.

SECTION 3 : BUILDING

- A. The Chairman is elected by the Board of Deacons. The members are other personnel appointed by the Board of Deacons.
- B. It shall maintain, protect and preserve church properties including furniture, fixtures, equipment, building and ground.
- C. It shall receive and maintain the inventory of all church property quarterly and advise the Advisory Board of the value for insurance purposes.
- D. It shall work closely or coordinate with church-group cleaners/janitors and render assistance when so requested.
- E. It shall have its own fund program and shall have authority to the use of its building fund from the church annual budget.
- F. It shall make a regular quarterly and annual reports to the church.

SECTION 4 : CHRISTIAN EDUCATION

- A. The Chairman is elected by the Board of Deacons. The members are the Sunday School Superintendent and other personnel appointed by the Board of Deacons.

- B. It shall supervise and coordinate the general teaching programs of the church, Vacation Bible School and other special teaching programs, and shall appoint teachers to the various teaching sections.
- C. Its funding will come from the Sunday School offering of all departments and the Christian Education fund from the church annual budget.
- D. It shall make regular quarterly and annual reports to the church.

SECTION 5 : PULPIT

- A. The Chairman is elected by the Board of Deacons. The members are the Board of Deacons.
- B. Its primary function is to recommend qualified pastors for Church and God's calling. They must create guidelines in the calling of a new pastor to be approved by the church.
- C. It shall work closely with the Senior Pastor in the schedule of speakers and invitation of lecturers for church programs. The Chairman is responsible for the overall coordination of all scheduled speakers and invited lecturers.
- D. It shall have the authority to use its pulpit fund from the church annual budget.
- E. It shall make regular quarterly and annual reports to the church.

SECTION 6 : MUSIC AND ARTS

- A. The Chairman is elected by the Board of Deacons. The members are the Chairman of the Worship Committee, the Choir Director and other personnel appointed by the Board of Deacons.
- B. It shall have direct supervision over the church, youth and children's choir.
- C. It shall see to it that all music and art activities adhere to the biblical convictions of the church.
- D. It shall be responsible for the maintenance and development of the music ministry of the church.
- E. It shall prepare a quarterly and annual inventory of all the musical instruments and equipment, literatures, and supplies and submit them to the Chairman of the Building committee.
- F. It shall have its own music fund to be taken from the church annual budget.
- G. It shall make regular quarterly and annual reports to the church.

SECTION 7 : WORSHIP

- A. The Chairman is elected by the Board of Deacons. The members are the Choir Director and other personnel appointed by the Board of Deacons.

- B. It shall work closely with the Pastor in terms of musical assistance during all services.
- C. It shall enlist and train ushers and greeters to serve at all services of the church.
- D. It shall have responsibility in the development and promotion of all services in the church.
- E. It shall have its own fund from the church annual budget.
- F. It shall make regular quarterly and annual reports to the church.

SECTION 8 : VISITATION

- A. The Chairman is elected by the Board of Deacons. The members are other personnel appointed by the Board of Deacons.
- B. It shall have the responsibility of creating an effective program for visitation in the church. This will include visitation of members in times of crisis, habitual absenteeism, and visitation of non-members who attended a service of the church.
- C. It shall enlist as many as possible for visitation groups and shall provide the necessary training in: Evangelism, Follow-up, and Biblical Counseling.
- D. It shall find opportunities for Bible Studies and designate them to Bible Study leaders.
- E. It shall have its own fund from the church annual budget.
- F. It shall make regular quarterly and annual reports to the church.

SECTION 9 : FINANCE

- A. The Chairman is elected by the Board of Deacons. The members are the Chairman of the Board of Deacons, the Financial Secretary, the Treasurer, and other personnel appointed by the Board of Deacons.
- B. It shall oversee all church finances and take care and preserve all pertinent papers and documents.
- C. It shall prepare and present an annual budget, balance sheet and income statement for the church annual congregational meeting.
- D. It shall prepare and recommend policies for the purchases of church materials and disbursements of funds of the church.
- E. It shall be responsible for complying with applicable Internal Revenue Service, New Jersey state laws, rules and regulations.
- F. The Chairman acts as the Church Procurement Officer. He is responsible to ensure that proposed expenses stay within the budget and to prioritize bills to be paid according to their importance and urgency.
- G. It shall have its own fund from the church annual budget.

H. It shall make regular quarterly and annual reports to the church.

SECTION 10 : DISCIPLINE

- A. The Chairman is elected by the Board of Deacons. The members are the Board of Deacons.
- B. It shall see to it that all members act according to generally-accepted principles of Christian living, to accomplish the purposes for which this congregation was created.
- C. It shall adopt rules and procedures for disciplinary measures to deal with erring members who commit acts inimical to the interests of the church and its members.
- D. It shall have the responsibility of exerting efforts to follow-up regularly members who have been disciplined for the purpose of restoring them back to the church.
- E. It shall make regular quarterly and annual reports to the church.

SECTION 11 : SPECIAL SERVICE

- A. The Chairman is elected by the Board of Deacons. The members are other personnel appointed by the Board of Deacons.
- B. It shall be responsible in determining the special assistance the church shall provide whenever the needs arise. This may apply to non-members who solicit help from the church in the form of: nursery needs, transportation, moving, snow shoveling and special care for the sick and elderly.
- C. It shall initiate collection of special offerings to extend assistance for the bereaved members.
- D. It shall schedule groups of individuals responsible for cleaning of the church and it's surroundings.
- E. It shall have its own fund from the church annual budget.
- F. It shall make regular quarterly and annual reports to the church.

ARTICLE XIV : THE CHURCH ORGANIZATIONS

SECTION 1 : DIFFERENT ORGANIZATIONS AND MEMBERSHIP

- A. MEN'S FELLOWSHIP

All married male members of the church or all male 35 years of age or over are qualified for membership.

B. LADIES' FELLOWSHIP

All married female members of the church or all females 35 years of age or over are qualified for membership.

C. MARRIED COUPLES

All married couples of the church are qualified for membership.

D. SINGLES FELLOWSHIP

All single members of the church 19 years of age or over are qualified for membership.

E. YOUTH FELLOWSHIP

All young members of the church 13 to 18 years of age are qualified for membership.

F. CHILDREN'S FELLOWSHIP

All children of the members of the church 5 to 12 years of age are qualified for membership.

SECTION 2 : PURPOSES

- A. To inspire each member to love God to the fullest and to live in the fear of God.
- B. To train members for Christian leadership and active service for the Lord Jesus Christ.
- C. To encourage each member to show concern for one another thus demonstrating the love of Christ.
- D. To help members develop their "Personal Quiet time" thus increasing their appreciation for the Word of God.

SECTION 3 : OFFICERS

- A. These organizations shall be led by advisers appointed by the Board of Deacons.
- B. The Officers shall be chosen by the group themselves, which shall be composed of:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer

- C. The officers will work closely with the group advisers in planning in-door and out-door activities. These activities must be consistent with the basic precepts of Christian fellowship and in accordance with FFBC Constitution and By-Laws.

SECTION 4 :

All activities shall not be in conflict with the church's regular activities and pre-scheduled activities provided in the yearly church's calendar, unless approved by the Board of Deacons.

SECTION 5 :

All organizations may have their own fund-raising programs, provided that such programs will not affect the regular giving of individual church members to the missions, building and tithes. Funds raised by these organizations shall be spent wisely and for praise-worthy causes only.

ARTICLE XV : MEETINGS

SECTION 1 : PUBLIC WORSHIP

- A. The stated meeting of this church for regular public worship shall be on Sunday morning and Wednesday evening. A Sunday school shall be maintained and weekly meetings as the church shall authorize.
- B. All meetings shall be devoted exclusively for preaching and teaching the Word of God, praying and praising with appropriate music.
- C. It shall be the practice of this church to observe the Lord's Supper on the first Sunday of each month. The Lord's Supper may be observed on other appropriate occasions as determined by the Board of Deacons. The observance of the Lord's Supper on special occasions may substitute for the regular monthly observance if considered appropriate by the Board of Deacons.
- D. Any other special services shall be called by the Board of Deacons as they deem necessary.

SECTION 2 : CONGREGATIONAL MEETINGS

- A. The official church year shall begin January 1 and close on December 31.
- B. The Church annual meeting shall be held on the first Sunday of December.
- C. Monthly and special meetings shall always be held on Sundays. Any other meetings in conflict (committees, organizations, etc.) shall be postponed.

- D. The quarterly meetings shall be held on the last Sundays of March, June, September and December. At this time, written reports shall be read as required by the FFBC Constitution and By-Laws.
- E. The annual election of officers shall be held in the third Sunday of November. All the appointed officers shall be appointed before the annual meeting (first Sunday of December) and shall be announced on the said meeting. The second Sunday of December will be the installation of newly elected officers.
- F. Church meetings shall be presided by the Senior Pastor, or by his designate at all times, except that when the Pastor is the subject of the meeting, the Chairman of the Board of Deacons shall act as moderator.
- G. Special (emergency) meetings shall only be called by the Senior Pastor or by the Chairman of the Board of Deacons when authorized by the Senior Pastor. All active members must be given 1 Sunday notice through the church bulletin before such meeting is held.

ARTICLE XVI : CHURCH QUORUM

SECTION 1 :

A quorum for all regular and special congregational meetings of the church, except when making changes to the FFBC Constitution and By-Laws, the purchase or selling of property or the calling or termination of a Pastor are being considered, will consist of 50% + 1 of the present voting members.

SECTION 2 :

Two-third (2/3) of the voting active members is required to:

- A. Amend the FFBC Constitution and By-Laws
- B. To buy or sell church property
- C. To call or terminate a Pastor

SECTION 3 :

This quorum shall always have their meetings inside the church.

ARTICLE XVII : CHURCH WEDDINGS

SECTION 1 :

All marriages to be performed in this church shall be subject to the approval of the Senior Pastor in adherence to the biblical conviction of the church. In his absence, the Board of Deacons decides.

SECTION 2 :

There shall be no mixed-marriages (Church member to an unbeliever) held in this church.

SECTION 3 :

All marriages shall comply with the rules and regulations of the State.

SECTION 4 :

All church members who are planning to get married, whether in this church or elsewhere, must be advised to attend marriage counseling with the church Pastor.

(For testimony's sake, church members shall make it a priority to hold their weddings in this church, unless decided otherwise by the groom whose membership belongs to another church of like faith and order.)

ARTICLE XVIII : PRIVATE INUREMENT

No part of the net earnings of the church shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the church purposes.

ARTICLE XIX : POLITICAL INVOLVEMENT

The church shall not involve itself in any political activity, for or against any candidate or party.

ARTICLE XX : RACIAL NONDISCRIMINATION

The church shall have a racially nondiscriminatory policy and therefore shall not discriminate against members, applicants, students, and others on the basis of race, color, nationality and ethnic origin.

ARTICLE XXI : DESIGNATED CONTRIBUTIONS

All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the Board of Deacons. No fiduciary obligation shall be created by any designated contribution made to the church other than to use the contribution for the general furtherance of any of the purposes of the church.

ARTICLE XXII : AMENDMENTS

SECTION 1 :

Any proposed amendment(s) or changes by any member may be submitted to the Board of Deacons, which will be taken up during the regular Board of Deacons meeting.

SECTION 2 :

Any proposed amendment(s) should be written and signed properly by the person(s) involved.

SECTION 3 :

If approved by the Board of Deacons, the proposed amendment(s) shall be submitted to the Church for ratification at a regular or special meeting, announcing of its contents and nature at two consecutive public meetings (services) prior to the church meeting at which it is submitted.

SECTION 4 :

This constitution, articles of faith, covenant & by-laws shall be reviewed by the Board of Deacons annually.

ARTICLE XXIII : DISSOLUTION

In case of dissolution, assuming all liability payments have been made (only if needed), all assets shall be transferred to a mission-centered Christian Organization to be chosen by majority vote of members before dissolution. The recipient organization must be a non-profit organization whose doctrine and philosophy is in line with that of First Filipino Baptist Church.

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