

# **Muncy Baptist Church**

**of**  
**Muncy, Pennsylvania**

**1841 – 2010**



11 West Penn Street

570-546-5292

muncybaptist@comcast.net

# Brief History of Our Church

On the 24<sup>th</sup> day of June, 1841, a small band, numbering twenty-eight baptized believers, were publicly recognized as the Muncy Baptist Church. Previous to official organization, Baptists in the vicinity of Muncy had been active, especially in evangelistic endeavor, having held meetings in the Methodist house of worship and in the old brick schoolhouse, which stood at the upper end of the village. Much opposition was encountered at first, and attempts were made to close the door to Baptist congregations. This act, however, led to a search for the "old contract", or "Articles of Agreement", in which it was expressly stipulated that each denomination contributing to the erection of the school house should be allowed to use it for religious meetings. On examining the names attached to it, it was found that a generous proportion of the necessary funds had been contributed by Baptists. Notwithstanding the tide of opposition, meetings continued with gratifying results. Rev. William T. Hall, then in the service of the Pennsylvania Baptist Convention, held a series of meetings resulting in the salvation of many precious souls. As a result of this evangelistic campaign, Rev. Mr. Hall called a meeting on the 24<sup>th</sup> of June, 1841, and a group of twenty-eight baptized believers organized and were recognized as an Independent Regular Baptist Church. The church was later admitted to the Northumberland Baptist Association. The building of the old church at South Market and High Streets was commenced in 1841, but was not completed and dedicated until March 1, 1843. In the meantime, revivals were frequent and new members were added. The history of the church until the acquisition of the new building indicates many ups and downs, financially and spiritually, but the trend was steadily toward growth in its constituency. A need for larger facilities gave birth to the movement for a larger and more commodious church edifice. The building of a new church was proposed by Mr. L. B. Sprout at a church meeting held January 4, 1890, and Rev. L. J. Shoemaker, the pastor at that time, was chosen as chairman of the building committee, and served to the completion of the building. On November 22, 1896, the present edifice was dedicated to the service of God. The architect was Mr. Warren H. Hayes of Minneapolis, Minnesota, and the design Roman. The cost of the new structure was \$18,000. In 1941 a Centennial Service was observed, testimonies read, old members recognized, and the Rev. Robert W. Matthews preached the sermon. In 1947 a new parsonage was purchased at 106 S. Market Street and was used until 1954.

During the year 1950 the organ which had been given to the church by Mrs. Ellen Sprout in 1919, was rebuilt at a cost of \$6,000. The sanctuary of the church was renovated by painting the walls and ceilings, adding new carpets, varnishing the pews and installing new lighting fixtures. On May 1954 the church voted to build a parsonage on the East side of the church. The parsonage then in use, was sold to John Vermilya for \$10,000. The new parsonage was completed at a cost of \$23,000 and was dedicated August 14, 1955, with the Rev. Harold G. Washburn, pastor of the church, preaching the dedication sermon. Sunday, April 9, 1961, twenty-five persons presented themselves for church membership. Under the pastorate of the Rev. Walter E. Kelly, thirty-three persons joined the church that year. By 1963 the membership had grown to three-hundred and seventy, with three-hundred of these resident members. A \$30,000 renovation program was completed during 1962. A new exit was added to the Market Street side of the building. This project included complete renovation of the social rooms, a new kitchen, new restrooms and an emergency lighting system. In 1963 the dome area of the church was rewired and the choir loft ceiling was painted.

In 1966 the Church celebrated its 125<sup>th</sup> anniversary year. Under Rev. Graham Freeman's tutelage the membership conducted a Daily Vacation Bible School, established a monthly newsletter, provided financial support to the Baptist Children's House in Philadelphia and sent packages off to the Pelhams and missionaries in the Congo. The sanctuary was painted and a new reinforced rail was installed on the balcony bordering the second floor Sunday School rooms.

In 1967 Rev. Freeman established a once-a-month visitation schedule and supervised additional Church repairs. Property on Market Street was purchased and, in 1970, a much needed parking lot was completed.

Rev. Freeman focused much of his attention toward evangelistic efforts – members attended local training sessions or went off to Baptist training conferences; week-long revival services were scheduled; and Winter Youth retreats were introduced. Freeman, with many of the Church's long standing congregation, left the Muncy Baptist Church and formed an independent Baptist Church in 1971.

Rev. Harry Kline stepped in as supply, or interim, pastor until Rev. A. Ronald Smith arrived in April 1972. The parsonage was refreshed and the church office was remodeled, making room for a library and supply room. The Church was spared from the direct waters of the great flood of 1972, however the ground surface runoff was great enough to inundate the basement level with several inches of water requiring the finish flooring and base to be replaced. In 1974 Miss Margaret Waldron purchased a sound system for the church and, in 1975, Mrs. Del Roy Sprout donated the eternal light which was installed in the church sanctuary

Rev. Smith supervised additional renovations and upgrades to both the church and parsonage properties as well as overseeing the completion of the room dedicated to Dr. Sarah Hall.

Rev. D. Gene Patterson assumed his Muncy ministerial duties in 1980. Under Patterson's tutelage, the church membership formally celebrated its 140<sup>th</sup>, 145<sup>th</sup>, and 150<sup>th</sup> anniversaries. The church opened its doors to a number of other service organizations – the Boy Scouts, West Branch Chorale, Muncy Garden Club, TOPS, Alcoholic Anonymous and Business and Professional Women.

During Rev. Patterson's tenure the sanctuary was repainted, ceiling fans were installed, new baptistry draperies were mounted, the Sunday School rooms were replastered and painted, a chair lift was installed at the Market Street entrance, the organ was embellished and chimes added, and new solid oak, custom-made doors were installed at all entrances. A restroom was installed on street-level at the church and the parsonage's kitchen was remodeled. Major work on both the church and parsonage roofs was performed in 2003.

Rev. Patterson served the Muncy Baptist Church for twenty-four years. The Church's congregation hosted Rev. Patterson's retirement services on July 11, 2004.

In 2005, Rev. Scott Warren received a call to Muncy Baptist Church. Some of the events and ministries that had occurred by the time of this writing include an emphasis on Small Group Ministry, with men's, women's and combined groups, a cooperative youth group with Muncy Presbyterian, Evangelical Free Fellowship, and St Andrew Lutheran churches. There were baptisms each calendar year including seven people baptized in the Susquehanna River in the Summer of 2007. In 2010, a video projection system along with new audio-visual equipment was purchased. There were many improvements to the church building and parsonage including painting the sanctuary, a new floor in the church basement, repairs to the baptistry, painting of the nursery and other Sunday School rooms, painting in the parsonage, new boilers in both church and parsonage, and other smaller projects.

#### Early Baptisms (Partial Listing)

##### *In the Susquehanna River:*

Elder Ely's baptisms: Abraham and Mary Page, Ann (Page) Rathmell, William, Rebecca, Hannah and Elizabeth Ann Webb, Susan and Angeline Lewis, Mary Anderson, Rebecca Winder, Ann, Margaret Ann and Elizabeth McCarty (Mrs. Adam Hall), Simon Shoemaker, Charles Eagins, Julia Merrill, Margaret (Fiegles) Cramm, Elizabeth Harlan, Nancy and George Bovard, Isaac Rea/Ray, Ann Stratton, Sarah (Stratton) Bear, Peter Weaver, Elizabeth Edwards, Eliza and Mary Betts, Christopher Derr, Norman St. Clair, Samuel and Susan Green, Thomas Wallis, Dinah and Ann Grange, Mary Ann Fowler, and Elizabeth (Edwards) Mecum.

Jacob Oyster, George Feigles, William and Sarah Page, Joseph Stevison, Samuel Doctor, Peter Row, George Mecum, William McGugan, Lorenze Newberry, Sophia Crouse, Sarah Hill, Jane Bennett and Mary Malone were baptized on April 2, 1943 in the waters of the Susquehanna River. On April 25,

Miles baptized Ameila Waldron, Margaret Malone, Matilda Egans, Benjamin Merrill, Margaret Worthington and Margaret McReynolds. The River might have been a little warmer for the May and June baptisms of Sarah (Walton) Shaw, Jane Feigles, Margaret Edwards and Edward Worthington.

David McMahon, Samuel Gortner, John Webb, Joseph Smith, Edmund Webb, Sarah Bly, Emma Gortner, Anna Webb, Mary A. Hall, Margaret Betts, Mary Moffitt, Susan Ann McKelvey, Elizabeth Watson, and Mary Watson were baptized early in Rev. Kelly's tenure.

Rev. Andrew Shanafelt baptized Emma Merrill (Mrs. Emma Smith) and Emma (Henry) Norton, William Harris, Nancy (Quinn) Cable, Hannah (Taggart) Baker, Annie Woverton, Elizabeth Renn (Mrs. Resh), Martha (Snowden) Soars, Mary Baker (Mrs. Christian Hess), Ann (Lentz) Smith, and Susan Renn in the Susquehanna River during the winter months of 1867-68.

Rev. McNair led seven converts – James, Louisa, Debra and Emma Woodington, Maggie Sprout (Mrs. John Waldron), Anna Richold and Susy Steele – into the cold Susquehanna River, at Port Penn, in February 1868 for baptism. Although Stephen Soars' business obligations prevented his river immersion that Sunday, he was nevertheless offered the "right hand of fellowship" that same day. Two months later, he and his wife, Martha, were granted letters of dismission to their new home in Kansas while Mrs. Delia Hudson and Hattie Derr were baptized that month.

Jennie Soars and Annie Fry (Mrs. Annie Rickolt) were baptized in November 1869 and on December 26, 1869 Mr. and Mrs. James Mackey, Sarah A. Brown (Mrs. Hall), George Buck, and Elizabeth Harris were "dunked". George Mudd was baptized in February 1870.

In January 1876 Rev. Houck baptized the following in the Susquehanna: Charles Soars, William P. Merrill, Robert Drysdale, C.B. Rickolt, Lloyd Winegardner, Davie Funk, Howard Merrill, Stephen Soars, Trainie Shipman (Mrs. Sprout), Fannie A. Soars (Mrs. Edler) and Jennie Brown. In March, John Waldron, Susan Edwards and Ella (Root) Righter were baptized.

In December 1877 Houck baptized William Goodenow, Mary Dimm, Emma Gray (Mrs. Barbour), Debby Bender (Mrs. Oscar Corson), Rebecca Koch (Mrs. Winegardner), Clara Merrill (Mrs. Clarke), and Minnie Richold.

Kocher's first baptisms were at river's edge, in Port Penn on June 25, 1882: David Baker, Charles Corson, Laura Bickel and Lulu Sprout (Mrs. Stephen Soars).

#### *In the Church's Baptistery:*

In 1885, the baptisms were Robert Soars, Samuel Rogers, and Horace Lichenthaler, followed by Anna Manville, Birdie Munro, Maggie Shaw (Nichols), Susan Manville, Cora Bickel, Martha Hower, Maggie Coulter (Mrs. Brittain), Dora Coulter (Mrs. Sprout), Maggie Hess (Mrs. Thomas Stohler), Florence Brown (Mrs. English), and Lydia Gates (Mrs. Lake).

1886 was a year of membership growth for the Muncy Baptist church – Ella Kelchner, Alice Schuyler (Mrs. Heebner), Jennie Black, Carrie Winters, May Coulter (Mrs. Wendrick), Maud Rogers, Samuel Rogers, Robert Manville, Jacob Boyd Rogers, Frank Rogers, George Campbell, Sarah App (Mrs. Albecht), Emma Schuyler (Mrs. J. Peterman), Boyd Baker, Charles Waldron, Wilder Soars. In 1887, Rachel Worthington (Mrs. Miller), Eva (Fahnestock) Banghart, and Annie Carpenter were baptized. In 1888, Henry Golder, Thomas Stohler, Fred Sprout, Fred Best, Hattie (Baker) Hummel, Jennie Sprout (Mrs. Opp), Barbara Ritter, Ada Figles (Mrs. Bower), Cora Hess (Mrs. Walhuser), Carrie (Smith) King. Charles and Ella Downing, another wealthy merchant family, would be received by letter from their Michigan church. Milton Shipman is the only recorded baptism for 1889.

1890's baptismal list includes Walter Beeber, Clyde Gortner, Smith F. Betts, W. M. Worthington, Abbie Beeber, Mary Worthington, and Fannie (Resh) Straw.

Munro's 1892 immersions includes Mary Derr, Judson Derr, Levi Colley, Mary Colley, Frederick Rickolt, Lulu Baker (Mrs. Ritter), Mame Jones, Mame Prowant, Flora Ives (Mrs. Manville), and Lillian (Edwards) Tule.

Ellis' baptisms were David Feigles (who drowned in the Susquehanna River five months later), Tressie Price (Mrs. Worthington), Della Lydia Sprout, Bessie Fay (Sprout) Hoffman, Sue Ida Karschner, Linnie (Rickolt) Bower, Frank Hamilton, Henry Hackenberg, George Clarence Rogers, Lulu (Smith) Banghart, and Kate Manville.

In November 1893 Rev. N. B. Randall of New Jersey closed a two-week long evangelistic session in which 29 in total were brought into the church including the new converts: Frances L. Baker, Catherine Betz, Anna Feigles, Mary Rath, Rachel Anderson, Agnes Betz, Maggie Clarke, Mabel (Rogers) Little,

Elsie Winegartner (Mrs. John A. Dewald), Mary (Barbour) VanTuyl, Emily Edwards, Mabel McComb Downing, John Anderson, George Elliott, Annie (Rickolt) Schodt, Sarah Opp, Alice Edwards, Clinton Tule, Philip Sprout, Edward Bowers, James Banghart, David Fahnestock, Henry Britton Ring, Clay Whitmoyer, Mary Anderson, Rebe Ugene Merrill, Fannie (Bower) Jarrett, Blanche Coulter, Ada G. Ritter (Mrs. Fred Sprout) and Mable Baker.

Before the Booth's received their letters to move to another congregation in November 1895, the pastor had baptized Daisy (Renn) Waldron, Esther (Shaffer) Wertz, Alma (Houseknecht) Moore, Elsie Smith, Bertha (Merrill) Mulligan, Bessie Burkholder, Jennie (Houseknecht) Snyder, Margaret (Miller) Karschner, Emma Trump, Mary (Trump) Slee, Harry A. Starr, Almira Shoemaker, Alice (Bryan) shoemaker, Hannah Trump, and William H. Trump.

Rev. Shoemaker's converts included Rachel Daisy (Rickolt) Pass, Bella (ring) Eaker, Edna (Opp) Colley, Ray Edgar Sprout, George Opp, Robert McBride, Ralph Winegardner, Paschall Shoemaker, Ada Bruch, Dora (Fink) Trestle, Laura Rosella (Betz) Myers, Gertrude Rogers, Sophia Foust, E. P. Hall, Jonathan Colley, Eva Bair, Mrs. Jonathan Colley, Plummer Ort, L. Moss Clarke, Ameila Ort, Mame Taggart, Myrtle Kliemann, Amanda Colley, Raymond Hockley, Fanny Houseknecht, Nancy M. Hall and Lewis Hower.

#### Ministers Associated with Muncy Baptist Church

1841-43	Rev. J. Green Miles
1843-43	Rev. Edward Ely
1843-45	Rev. Joel E. Bradley, D.D.
Supply	Rev. William S. Hall
Supply	Rev. E. Bochenoogen
1847-48	Rev. J. Edminister
Supply	
1850-53	Rev. C. A. Hewitt
Supply	
1855-56	Rev. George A. Peltz
1856-59	Rev. Joshua Kelly
1859-61	Rev. S. G. Kelm
Supply	Rev. N. Callender
1863-64	Rev. A. F. Shanafelt
1864-66	Rev. T. M. Shanafelt
1867-72	Rev. George McNair
1873-76	Rev. E. C. Houck
1876-76	Rev. Samuel Pauling
1876-80	Rev. Samuel Houck
1880-83	Rev. R. Kocher
1884-92	Rev. H. C. Munro
1892-94	Rev. J. R. Ellis
1894-95	Rev. T. W. Booth
1896-99	Rev. L. J. Shoemaker
1899-1901	Rev. Randolph Rock
1901-07	Rev. D. L. Wood
1907-12	Rev. W. T. C. Hanna, D.D.
1913-16	Rev. I. T. Geistweit
1916-21	Rev. Joseph D. Brechaut
1921-26	Rev. Irvin Staub, D.D.
1926-30	Rev. R. W. Matthews
1931-43	Rev. Earl Williams
1943-47	Rev. Albert Gacia
1947-59	Rev. Harold Washburn
1959-65	Rev. Walter E. Kelly

Supply (65-66)	Rev. Harold Loughhead
1966-71	Rev. Graham Freeman
Supply (71-72)	Rev. Harry Kline
1972-79	Rev. A. Ronald Smith
Supply (79-80)	Rev. Herbert Brownlee
1980-2004	Rev. D. Gene Patterson
Supply (04-05)	Rev. Duane Johnson
2005-2012	Rev. Scott Warren
Supply (12-13)	Rev. Bill Harrell
2013-Present	Rev. Robert W. Rice

## **THE CHURCH COVENANT**

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father and of the Son, and of the Holy Spirit, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and love; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and personal devotions; to instruct our children in Christian education; to share the Gospel with our kindred and acquaintances; to let our lives be a witness in the world; to be just in our dealings, faithful in our engagements and exemplary in our behavior; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer, to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior, to secure it without delay.

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

# **Constitution And By-Laws**

THE MUNCY BAPTIST CHURCH

(REVISED April 17, 1963  
October 24, 2010, January 29, 2016)

## **ARTICLE I Name of Church**

This Church shall be known as the Muncy Baptist Church of Muncy, Lycoming County, Pennsylvania.

## **ARTICLE II Purpose**

The mission of this church is to glorify God by serving to connect individuals to an ever-deepening faith in Christ. We value focusing on God's Word, interceding in prayer, serving in humility and connecting in relationships.

## **ARTICLE III Affiliations**

It is the policy of this Church to cooperate with the organized work of the Northumberland Baptist Association, the American Baptist Churches of Pennsylvania and Delaware, and the American Baptist Churches, U.S.A. We also will cooperate with the churches within the local ministerium as far as the endeavors support the intent of our mission.

## **ARTICLE IV Statement of Belief**

We affirm that the Bible is the inspired, authoritative and infallible word of God, and is our standard and guide for faith and practice.

We believe in one God eternally existing in three persons: the Father, the Son, and the Holy Spirit, each having precisely the same nature, attributes, and perfections.

We believe that Jesus Christ was begotten of the Holy Spirit and born of the virgin, Mary, and that He is true God and true Man and is the only and sufficient mediator between God and Man. We believe Jesus lived a sinless life, died, and rose from the grave three days later. He ascended to the right hand of His Father. He will personally and visibly come back to the world and He will judge all people.

We affirm that human beings are created in the image of God, but through Adam's fall are now sinful, lost and stand condemned. By deliberate choice, all participate in sin which is open



rebellion to God's law. However, in spite of the Fall, all human life through Creation has value and dignity.

We believe God's design for human sexuality is for men and women to be joined in heterosexual monogamous marriage or remain in a single, celibate state. Any other expression of physical sexuality is not compatible with the Scripture.

We believe that Jesus' death was an atoning sacrifice for our sin and that we are saved only by God's grace through faith in Jesus as our Lord and Savior.

We believe that the local church is an assembly of redeemed, baptized people who gather together for worship, fellowship, discipleship, witness and service.

The Church has two ordinances: Baptism and the Lord's Supper. Baptism is the immersion (unless physically unable) of a believer in water in the name of the Father, the Son, and the Holy Spirit. The Lord's Supper is a commemoration of the Lord's death until He comes again.

## **ARTICLE V**

### **Membership**

Sec. 1. Qualifications: any person may become a member of this Church upon the recommendation of the Church Council and an affirmative vote of the Church which will be based upon one of the following:

- (a) Confession of faith in Jesus Christ as Savior and Lord, after baptism by immersion.
- (b) A letter from another Baptist church of like faith and order.
- (c) Confession of faith in Jesus Christ as Savior and Lord and reaffirmation of prior baptism.
- (d) Restoration.

Sec. 2. Duties of Members: In order that persons applying for church membership may be informed as to the duties of members, they shall have the Church Covenant presented to them by the Pastor or Church Council, and shall subscribe to them, both in letter and in spirit.

Sec. 3. Changes to Membership

- (a) Letters of Transfer, for the purpose of uniting with another Church of like faith and order, shall be granted to members, upon recommendation of the Church Council.
- (b) Any member having been granted a letter of transfer shall thereafter cease to be a member of this Church.
- (c) Since we desire an active membership that supports, encourages, exhorts, and loves each other; when members have ceased to participate in the life and ministry of the Church for a period of one (1) year or more for various reasons, their names may be placed on the inactive member list, subject to the discretion of the Pastor and Church Council.

- 1.) They shall be contacted by the Deacons and the Pastor to determine their reason for inactivity and be encouraged to return to Active Membership. This will be reported to the Council.
  - 2.) Upon a majority vote by the Church Council, they shall be a candidate for the Inactive Membership roll.
  - 3.) Written notice of this action shall be sent to the person.
  - 4.) Absence of a favorable response or resumed activity within thirty (30) days will result in the person being placed on the Inactive Membership roll.
  - 5.) This action shall be reported at the next regular business meeting.
- (d) The Pastor and the Church will respond as appropriately as possible to an inactive member in crisis or need when the Church is made aware of such need. Inactive members will not be included in Church statistics, cannot vote in Church meetings, and cannot hold a leadership or teaching position.
- (e) An inactive member may be reinstated to Active Membership upon a majority vote by the Church Council, following a reasonable period of active involvement.
- (f) Upon written request from a member, his/her name shall be erased from the roll.

## **ARTICLE VI**

### **Church Council**

Sec. 1. The Church Council shall consist of the Clerk, General Treasurer, Financial Secretary, and the following Ministry Coordinators: Outreach, Property, Children's Education, Youth Discipleship, Adult Discipleship, and Fellowship, as well as the Pastor, who will act as Moderator. The Church Council will hold regularly scheduled monthly meetings moderated by the Pastor. In the case of vacancy in the Pastoral office, the Council will elect one of its members to be the Moderator. In order to have motions acted upon, five (5) of the Council members- not including the Pastor- must be in attendance.

Sec. 2. The Church Council will have the authority to act on behalf of the membership between Church Business Meetings. The Council will supervise the church budget, church calendar, and church personnel (employees and volunteers). The Council will establish and monitor church policies and procedures, it will exercise oversight of all Ministries, it will oversee all decisions about Church property, and it will have the authority to appoint ad hoc committees as the need arises. The Council will present to the Church a proposed budget for the following year at the October Business Meeting.

Sec. 3. The Clerk and the Ministry Coordinators will have Assistants. The Assistants may attend Council meetings but their attendance does not count toward the quorum and they cannot vote, unless they are taking the place of their respective Council Member who is absent. While the Treasurer and Financial Secretary do not have assistants, the Council shall appoint a second signatory to the bank account and a second counter for offerings.

Sec. 4. All Council Members and Assistants must be active members of Muncy Baptist Church. All terms of office, except for the Pastor, shall be two years. No Council Members may serve consecutive full terms on the Council in the same position; except for the Treasurer and Financial Secretary, who may serve two consecutive terms in said positions. For the sake of leadership continuity, it is anticipated that the Assistants will accept a term on the Council at the

conclusion of their terms as Assistants. Only one elected office may be held by any one person at a time. Filling an unexpired term shall not be considered as a full term served. The election of all Council Members and Assistants will be held at the October Business Meeting. The term of office will begin the next January 1<sup>st</sup> and end on the second December 31<sup>st</sup> thereafter.

Sec. 5. Any officer who, for a period of six (6) months, shall fail to faithfully perform the duties pertaining to his office, thereby automatically relinquishes said office. The Church has the power, for good and sufficient cause, to remove any Council Member or Assistant from office.

Sec. 6. Resignations of Council Members and Assistants shall be in writing to the Church Council and, if accepted, be effective on the date specified in the resignation.

## **ARTICLE VII**

### **Duties of Council Members**

Sec. 1. Pastor: The Pastor shall preach the Gospel, administer the ordinances, watch over the membership, promote the spiritual interest of the Church, organize and develop its strength for the best possible service. The Pastor shall, unless otherwise provided by the Church, be the Moderator of the Church, and shall be an ex-officio member of the Church Council, and of any committees of the Church and its Ministry Programs.

Sec. 2. Clerk: The Clerk shall keep accurate minutes of the proceedings of the Church Council and the Church Business Meetings, including the reception and transfer of members; keep a complete roll of the members of the Church and their addresses; issue letters of transfer, as authorized by the Church; preserve and properly file all letters, reports and other documents pertaining to his/her office; assist in preparing the denominational reports and any others that may be required. The Clerk shall deliver immediately to his/her successor all books, files, records and other documents pertaining to his/her office. With the aid of the Pastor, the Clerk shall prepare the annual letter to the Association(s). The Clerk shall serve as a member of the Church Council and attend Council meetings.

Sec. 3. General Treasurer: The General Treasurer shall be the custodian of all moneys contributed for the general expenses of the Church. The Church shall authorize all disbursements. Payment of all bills shall be by check. All bills for extraordinary expenses not already authorized by the annual budget in excess of \$5,000.00 must receive special approval by the Church by a majority vote provided a quorum is present. Bills for extraordinary expenses not already authorized by the annual budget totaling less than \$5,000.00 may be authorized by the Church Council.

The General Treasurer shall present to the Church at its quarterly and annual business meetings, or more often as requested, an itemized report of receipts and disbursements showing the actual financial condition of the Church. He/she shall present his/her books to be audited at the close of the fiscal year or more often if so requested by the Church. The General Treasurer shall immediately deliver all books and records pertaining to his/her office to his/her successor. The General Treasurer shall serve as a member of the Church Council and shall attend Council meetings.

Sec. 4. Financial Secretary: The Financial Secretary shall take charge of all Church collections, except the Deacons' Fund, which is handled by the Deacons. He/She shall count the offerings, depositing monies to the appropriate accounts and notifying the respective treasurer of the deposit amount. He/She shall keep an account with each member, showing contributions received for each fund. He/She shall provide each member with offering envelopes and render annual statements to each. He/She shall deliver immediately to his/her successor all books and records in his/her possession. The Financial Secretary shall serve as a member of the Church Council and shall attend Council meetings.

Sec. 5. Outreach Coordinator: This person will recruit and lead a team of volunteers to promote all Church efforts towards evangelism, service, and missions. The Outreach Coordinator shall serve as a member of the Church Council and shall attend Council meetings.

The Assistant Outreach Coordinator shall also serve as the Missions Fund Treasurer.

The Missions Fund Treasurer shall be the custodian of all moneys contributed for missionary and other outreach purposes. All disbursements shall be authorized by the Church Council, paid by check at such times as the Church may stipulate. He/She shall present, in writing, to the Church at its quarterly and annual business meetings or more often if so requested, an itemized statement of receipts and disbursements. He/She shall present his/her books to be audited at the close of the fiscal year, or more often if so requested by the Church. He/She shall deliver immediately to his/her successor all books and records pertaining to the office.

Sec. 6. Property Coordinator: This person will recruit and lead a team of volunteers for the protection, management, and up-keep of the buildings and grounds owned by the Church.

He/She shall serve as a member of the Church Council and attend Council meetings.

The Assistant Property Coordinator shall also serve as the Building Fund Treasurer. The Building Fund Treasurer shall be the custodian of all moneys contributed for property and maintenance purposes. All disbursements shall be authorized by the Church Council, paid by check at such times as the Church may stipulate. All expenses in excess of \$1,500 must receive special approval from the Church by a majority vote provided a quorum is present. He/She shall present, in writing, to the Church at its quarterly and annual business meetings or more often if so requested, an itemized statement of receipts and disbursements. He/She shall present his/her books to be audited at the close of the fiscal year, or more often if so requested by the Church. He/She shall deliver immediately to his/her successor all books and records pertaining to the office.

Sec. 7. Children's Education Coordinator: This person shall supervise the Sunday School for infant - 12th grade, children's music and the Clubhouse. This will require meeting with teachers twice a year to decide on curriculum for the school year and the summer. This person will be responsible for recruiting teachers, organizing an orientation for new teachers, scheduling Nursery, Sunday School and Clubhouse teachers and helpers, ordering supplies and curriculum materials on time, compiling the annual report from the teachers and maintaining records for his/her successor. This person shall serve as a member of the Church Council and attend Council meetings.

Sec. 8. Youth Discipleship Coordinator: This person shall coordinate and represent all of the youth ministries within the Church outside of Sunday mornings; this includes but is not limited to: The House, AB Girls, Boys Brigade. He/she will be responsible for finding leadership for the groups and providing training with the assistance of the Pastor. He/She will be a liaison between

the groups and the Council, and will assist those leaders in finding curriculum, venues, and arranging other logistical concerns for the groups to operate. This person will meet at least quarterly with group leaders (either all together or one on one) for training, debriefing how the group is going, and to learn of needs. This person will serve as a member of the Church Council and attend Council meetings.

Sec. 9. Adult Discipleship Coordinator: This person shall coordinate and represent all of the adult ministries within the Church (for example, AB Women and small groups including the Adult Sunday School.) He/she will be responsible for finding leadership for the groups and providing training with the assistance of the Pastor. He/She will be a liaison between the groups and the Council and will assist those leaders in finding curriculum, venues, and arranging other logistical concerns for the groups to operate. This person will meet at least quarterly with group leaders (either all together or one on one) for training, debriefing how the group is going, and to learn of needs. This person will serve as a member of the Church Council and attend Council meetings.

Sec. 10. Fellowship Coordinator: This person shall coordinate and represent those ministries which promote the development of friendships within the church, which assist people to be assimilated into the Church and which provide encouragement to our families. He/she will coordinate a team of ushers for all services and meet twice a year for training of ushers with the assistance of the Pastor, a team to secure flowers on Sunday mornings and the distribution of those flowers, and a team to arrange all Church events which include food and beverages. He/She will keep the Church stocked of all non-custodial paper products and regularly used beverage items (coffee, cream, sugar, juice, etc). This person will serve as a member of the Church Council and attend Council meetings.

## **ARTICLE VIII**

### **Deacons**

Sec. 1. The Deacons are to be associated with the Pastor as his/her counselors, and provide for the services of the Church in his/her absence. They shall cooperate with and assist the Pastor in the performance of his/her duties. They shall be recognized spiritual leaders, male and female, with the gifts and calling to assist the Pastor with visitation, baptisms, and communion. Visitation includes to those in distress or homebound, to those who have lapsed in regular activity with the Church, and to those who are more new to our Church Family. Baptismal assistance includes assuring candidates are ready for baptism as well as physically helping the day of the ceremony. Communion assistance is primarily about delivering communion to those unable to attend the worship service, but it may also include communion at the Church.

Sec. 2. There is no set number of Deacons except that there will be no fewer than two at any time. The term of deacon office will be two years with no limit to consecutive terms. Deacons are appointed jointly by the Pastor and a majority vote of the Church Council.

## **ARTICLE IX**

### **Calling a Pastor**

Sec 1. When it is necessary to call a Pastor, the Church shall select a representative Pulpit committee of seven (7) members. It shall be the duty of this committee to take necessary steps to secure a Pastor. The committee shall investigate the merits of every person under consideration in regard to personal character, education, ministerial record, and preaching ability. It shall also inquire as to the candidate's beliefs concerning all points of doctrine considered pertinent by the Pulpit committee, in determining fitness for said Pastorate. When a suitable person is found the committee shall recommend the candidate to the church for consideration.

Sec. 2. The call of a Pastor shall come before the Church at a regularly called business meeting, notice of such meeting and its purpose having been read from the pulpit on two (2) successive Sundays before the day of the vote. To extend said call to the pastoral candidate, an affirmative vote of at least three-fourths (3/4) of the members qualified to vote is required, provided there be present and voting fifty (50) percent of the active membership. Only one candidate shall be presented to the church at one time. The vote shall be by written ballot.

Sec. 3. The Pastor shall be called for an indefinite period of time; the salary shall be fixed at the time of the call, and may be changed by vote of the Church at any regular business meeting, provided that the Church Council has considered such change. The salary shall be paid in convenient installments. The Pastor shall be entitled to an annual vacation of four weeks with full salary and other benefits, negotiated by the Pulpit Committee on behalf of the Church.

Sec. 4. Termination of Pastorate: the term of the office may be ended upon thirty (30) days notification on the part of the Pastor or of the Church. Termination of the office shall be voted at a regularly called business meeting, notice of such meeting and its purpose having been read from the pulpit on two successive Sundays before the day of the vote. To terminate the term of office, an affirmative vote of at least three-fourths (3/4) of the members qualified to vote is required, provided there be present and voting fifty (50) percent of the active membership.

## **ARTICLE X**

### **Elections**

Sec. 1. Quorum: Twenty-five (25) active members shall constitute a quorum. A majority of such members present, and voting, at any regular business meeting shall be sufficient to decide any question presented, unless otherwise provided by this constitution.

Sec. 2. Qualification of Voters: all matters pertaining to the purchase, sale or mortgaging of property shall be voted on only by active members who are of legal age. On all other matters, active members are entitled to vote.

Sec. 3. Procedure: At least one week before the election, the Church Council shall post the names of one person for each office to be filled upon the church bulletin boards. Nominations may be made from the floor at the time of the election. No voting by proxy shall be allowed.

Sec. 4. Vacancies: Vacancies occurring during the year may be filled for the unexpired term at any business meeting. The Church Council shall present to the Church nominees for the vacancies to be filled.

**ARTICLE XI**  
**Meetings**

Sec. 1. Business Meetings:

- (a) The Church will hold a meeting in January, April, July and October for the purpose of receiving the reports of individual Council Members and the transaction of such other business as is proper to come before this meeting.
- (b) Special Business Meetings may be called at any time by the Pastor, or by the Clerk upon written request of a quorum of the active members of the church. Notice of such meetings, and the object for which it is called, shall be given from the pulpit at least one week in advance of the date of the meeting.

**ARTICLE XII**  
**Church Year**

The fiscal year of the Church shall begin on the first day of January, and close on the last day of December.

**ARTICLE XIII**  
**Amendments**

This constitution may be amended at any regular or called business meeting of the Church by a two-thirds vote of those present and voting, provided a quorum is present and voting, and that notice of such amendment, stating the proposed change, shall have been given from the pulpit on two successive Sundays before the day of the vote.

**ARTICLE XIV**  
**Rules of Order**

The rules contained in Robert's Rules of Order (Revised) shall govern the business proceedings of this church in all cases where they are not inconsistent with this constitution.