

**BY-LAWS OF THE
COMMUNITY BAPTIST CHURCH OF PLAINFIELD, NH**

Incorporated 1968, Revised and Amended
November 1, 1987

Amended January 20, 1991, May 5, 1997, January 23, 2000,
January 23, 2011, January 19, 2014

Article I. Name

The name of this church shall be the Community Baptist Church of Plainfield, New Hampshire.

Article II. Purpose

It shall be the purpose of this church to serve as an ecumenical ecclesiastical body, to teach faithfully and to promote effectually the Christian religion in this community, to unite people in the spirit of faith and good will, to maintain public worship to seek the welfare of our neighbor at home and abroad, and to establish here a true Church of Jesus Christ so ordered that all people may share in its worship and its work.

Article III. Covenant

We, the Covenant members of this church do covenant reverently with God and with one another to seek prayerfully the blessed fellowship of the life that is hid with Christ in God: to remember ever our neighbor's welfare as our own, and to promote loyally and lovingly the worship and work of this church and of Christ's kingdom in the world.

Article IV. Statement of Organization

In carrying out the wider ministry for which Christ has made His church responsible, we shall adhere to, and be a member of the Central Association, the American Baptist Churches of New Hampshire and Vermont and the American Baptist Churches, USA. This church shall not resign nor withdraw from any of these bodies except by a duly adopted amendment to the by-laws of this church. No such action to amend this article shall take place until a consultation has been held by the Cabinet and members of this church with the Moderator of the Association and the President (or Executive Minister) of the American Baptist Churches of New Hampshire and Vermont.

This church shall also be in cooperation with the larger Christian fellowship through the local and other Councils of Churches.

Article V. Membership

1. All persons desiring to become members of this church shall declare that their purpose is in accord with the purpose stated in Article II of these by-laws and either:
 - a. confess Jesus Christ to be their Savior and Lord and promise to live a Christian life, and have been baptized
 - b. or, present letters of dismissal and recommendation from any other Christian church
2. Members who are sixteen years of age or older shall have the privilege of voting.
3. This church shall in no way recognize or tolerate a sectarian group maintaining a separate and formal organization within this body.
4. Associate Membership: any person who is a member of another church but no longer attends said church, and is in accord with 1a. which reads: "confess Jesus Christ to be their Savior and Lord and promise to live a Christian life, and have been baptized," and desires to become a more active and established member of this church may join as an associate member. Associate members may hold office and have the privilege of voting. Persons desiring associate membership will have been regular in their attendance for at least one year. An associate member will still be considered a member of their home church.

Article VI. Benevolences

This church shall maintain an active interest in benevolent work. At each Annual Meeting it shall consider the recommendations of the church Master Board with respect to local charities and to missionary work at home and abroad, and shall adopt certain projects as carried on by one or more church fellowships with which we shall elect to cooperate for that year. Special appeals shall be considered as they shall be presented from time to time. In this way in particular, the church shall seek to enjoy and contribute to real fellowship with various churches and charities.

Article VII. Officers & Their Duties

1. All members of church boards and committees, as well as officers, should be members of the church.
2. The Pastor shall be the spiritual minister, teacher, and administrator of the church, its leader in religious activities and in benevolent and missionary enterprises. The Pastor shall have supervision of meetings for worship. The Pastor shall be an ex-officio member of all boards and committees. The Pastor shall be elected for an indefinite period by vote of the church. The church or the Pastor desiring to discontinue the pastoral relations shall give to the other a notice of at least one month, or make other arrangements satisfactory both to the church and to the Pastor.
3. The Moderator shall be elected at the Annual Meeting to serve for one year. It is the responsibility of the Moderator to:
 - call all boards and committees to meet for the organizational meeting

- preside at all church business meetings, special or regular, and serve ex-officio on all boards and committees
 - be chairperson of the Master Board (when absent, the membership shall elect a moderator pro-tem)
 - correlate and plan with the Master Board the agenda for all business meetings of the congregation
 - act as a legal officer of the church according to the articles of incorporation
 - call a Pulpit Committee to function immediately when a vacancy occurs in the pastorate of the church
 - serve as a trustee of the Human Crisis Fund.
4. The Clerk shall be elected at the Annual Meeting to serve for one year. It is the responsibility of the Clerk to:
- maintain accurate and legible records of the membership of the church
 - issue and receive all letters of transfer of membership
 - keep minutes and maintain permanent records of all business meetings of the church and Master Board
 - be responsible for posting proper notice of all meetings of the congregation
 - submit an annual report to the church membership
 - act as liaison to the American Baptist Convention offices of Vermont and New Hampshire
 - if no historian, the Clerk shall keep a record of all events that are likely to be of historical value, thus making the church records a continuous story of the history of the church
 - serve as trustee of the Human Crisis Fund.
5. The Treasurer shall be elected at the Annual Meeting to serve for one year. It is the responsibility of the Treasurer to:
- have custody of all monies contributed and deposited by the Collector
 - maintain accurate financial records
 - present a statement of receipts and disbursements quarterly to the Master Board, and a complete report at the Annual Meeting of the church
 - keep custody of contractual and financial documents
 - obtain an indemnity bond as required by the Master Board to be paid for by the church in such manner and for such amount as they may require
 - advise the Trustees of financial matters
 - serve as Trustee of the Human Crisis Fund
 - orient the Assistant Treasurer in financial matters of the church

- make authorized payments upon request of the appropriate board, committee or persons.
6. The Assistant Treasurer shall be elected at the Annual Meeting to serve for one year. It is the responsibility of the Assistant Treasurer to perform the duties of the Treasurer in the Treasurer's absence.
 7. The Collector shall be elected at the Annual Meeting to serve for one year. It is the responsibility of the Collector to:
 - receive and record incoming funds, make deposits and report these transactions to the Treasurer
 - submit a stewardship report for the Annual Meeting
 - notify the Assistant Collector of all monies received; e.g., Memorial Fund, etc., for which acknowledgment should be made
 8. The Assistant Collector shall be elected at the Annual Meeting to serve for one year. It is the responsibility of the Assistant Collector to:
 - perform the duties of the Collector in the Collector's absence
 - record and appropriately acknowledge gifts made to the Memorial Fund and other special funds
 - submit a report for the Annual Meeting on the Memorial and special funds.
 9. Two auditors shall be elected at the Annual Meeting to serve for one year. It is the responsibility of the Auditors to audit the records of the Treasurer, Collectors, and Human Crisis Fund, and present a report for the Annual Meeting.
 10. The Christian Education Director shall be elected in the annual slate of officers and, working in conjunction with the Master Board, be responsible for:
 - the recruitment of teachers for the church school
 - organizational leadership for Youth Group activities
 - organizing staff for Vacation Church School
 - promote participation in camps and conference programs
 - oversee budget expenses for Christian Education
 - attendance records
 - church school collection

Article VIII. Functions of Boards and Committees

1. The Master Board shall consist of 11 members, including the Clerk, the Moderator and the Treasurer. The purpose of the Master Board is to consolidate the Board of Trustees, the Diaconate, the Music Committee, the Nominating Committee and the Board of Christian Education. This board will act together with the Pastor and shall be especially concerned with promoting the spiritual welfare of the church and further:

- to care for the property of the church -- the physical plant, the parsonage and the invested funds of the church
 - to select Music Coordinators for the church who will select music, recommend purchases and maintain musical instruments, robes, music, hymnals, music personnel's compensation
 - to delegate two members to act with the Pastor in the nomination of all elective officers and boards, and to fill any vacancies within a month following the notification of any vacancy
 - to meet once a month
 - to secure adequate fire and liability insurance for all church property, subject to annual review
 - to oversee and designate repairs to the exterior and interior of all church property
 - to prepare a proposed budget, organize annual pledging, and present to the church the operating budget based on pledges actually received
 - to recommend to the church appropriate capital improvements and program funds
 - to secure the services of janitorial and caretaking services for the buildings and grounds
 - to assist in worship services and provide pulpit leadership
 - advise and concur with Pastor on all special worship services
 - to promote new membership
 - to make visitations to church members and to the community as needed
 - to work with the Pastor to promote harmony among all church members
 - to assist in ceremonial procedures such as communion, baptism or dedication and the joining of new members.
2. The Pastoral Relations Committee shall act as liaison between the Pastor and the congregation. The committee will consist of three members; one member will be elected each year, for a term of three years. No member shall serve consecutive terms. When a vacancy occurs in the Pastorate of the church, this committee will be included in the Pulpit Committee. Furthermore, the committee shall:
- a. Meet with the Pastor on a regular basis, but at least monthly:
 - i. To provide collegiality and support
 - ii. To aid in transition processes
 - iii. To assist with problem solving
 - b. Meet with the Master Board in executive session during the months of April and October or as requested by the Master Board, the Pastoral Relations Committee or the Pastor, to review pastoral performance
3. The Pulpit Committee shall be made up as follows: All members of the Pastoral Relations

Committee, four members from the Master Board, one member each from the Plainfield Church Women and the Men's Club and a member at large representing a cross-section of the membership to be named by the moderator; the total not to exceed 10 members.

4. The Human Crisis Fund Trustees will be made up of the Moderator, Clerk, Treasurer, and Pastor of the church. It will be the responsibility of these trustees to consider, approve and dispense the monies of the fund as requested and appropriate.

Article IX. Organizations of the Church

1. The Plainfield Church Women was organized as the Ladies Aid Society on July 24, 1902, at a meeting held in the vestry. Its purpose is to aid the church spiritually, financially and socially as governed by their by-laws. All women of the church are members.
2. The Men's Club has a mission to advance the spiritual, educational, recreational and social growth of the men and families of this area. Its membership is open to all adult males of Plainfield and environs, regardless of church affiliation.

Article X. Meetings

1. Services of public worship shall be held as the church members determine.
2. The Annual Meeting of the church shall be held no later than January 31st. The Master Board shall issue a warrant to that effect; said warrant to be read and posted inside the church. Notice of it shall be given from the pulpit on at least one preceding Lord's Day, and not less than seven days before the meeting.
3. Any non-emergency expenditure in excess of \$2,500 shall be voted on by the church members by written ballot.
4. Special meetings of the church shall be called in the same manner as the Annual Meeting.
5. All business shall be transacted by a majority vote except by-law amendments.

Article XI. Quorum

Twenty percent of the resident membership shall constitute a quorum for all business meetings of the church.

Article XII. Amendments

To amend these by-laws, the proposed amendment shall be fully stated in the warrant calling the meeting to take action thereon. A two-thirds vote of those present and voting shall be required to make the proposed amendment effective.