

1 **CONSTITUTION AND BYLAWS**
2 **OF CHESTNUT STREET BAPTIST CHURCH**
3 **CAMDEN, MAINE**

4
5 **PART I: CONSTITUTION**

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7 **ARTICLE I: PREAMBLE**

8
9 Since it pleased Almighty God, by His Holy Spirit, to call certain of His servants to unite
10 here in 1808, under the original name Second Baptist Church of Camden, for the worship
11 of God and the spread of the gospel of Jesus Christ, and He has sustained and prospered
12 this work to the present day; and

13
14 Whereas the aforesaid organization was incorporated as a religious corporation under
15 State of Maine law on June 27, 1917, and registered with the legal name Chestnut Street
16 Baptist Church (hereinafter referred to as CSBC); and

17
18 Whereas we, the members of Chestnut Street Baptist Church, having searched the
19 Scriptures under the guidance of God’s Spirit, have recognized the need to reconstitute
20 ourselves to more closely conform to His will for the Church in this age and prepare
21 ourselves for greater efforts in His name;

22
23 Now therefore we, the members of Chestnut Street Baptist Church, do hereby organize
24 ourselves in accord with both state and federal nonprofit corporation acts and adopt this
25 Constitution and Bylaws as our articles of governance, to be interpreted at all times to
26 reflect the character of and bring glory to Jesus Christ, as revealed in the Holy Bible and
27 articulated in the standards set forth in the Statement of Faith and Covenant of this
28 church.

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31 **ARTICLE II: STATEMENT OF FAITH**

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33 **Bible.** We believe the sixty-six books of the Old and New Testaments are the record of
34 God's self-revealing words and actions in human history: fully inspired by the Holy
35 Spirit, in perfect accord with the truth, without error in all they affirm, and the
36 authoritative basis for faith and life.

37 Exodus 24:4; Psalm 19:7-11; 119; Isaiah 34:16; 40:8; Matthew 5:17-18; Luke 21:33;
38 John 5:39; Acts 3:18; 4:25; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2;
39 2 Peter 1:19-21

40

41 **Trinity.** We believe the one true God has revealed Himself as eternally existing in three
42 persons. The Father, the Son, and the Holy Spirit are of one substance, equal in every
43 way, and perform distinct but harmonious roles in the work of creation, providence, and
44 redemption.

45 Gen. 1:1-3; Deut. 6:4; Matt. 3:16-17; 24:36; 28:19; John 1:1-18; 14:16-17,26; 15:26;
46 16:7-15; 17; 20:28-29; 2 Cor. 13:14; Phil. 2:5-8; Col. 2:9; Heb. 9:14; 1 Peter 1:2; 1 John
47 1:1-4; 5:20

48

49 **God the Father.** We believe in God the Father: an infinite, unchanging, and personal
50 spirit, perfect in holiness, power, wisdom, knowledge, justice, truth, and love. He reigns
51 supremely over all creation and history. He concerns Himself with all humanity, hears
52 and answers prayer, and mercifully saves all who come to Him through Jesus Christ the
53 Son.

54 Gen. 1:1; 18:25; Ex. 3:14; 34:5-7; Deut. 6:4; Psalm 19:1-4; 139:16; Isa. 55:8-9; 64:8;
55 Matt. 23:9; John 1:14,18; 4:24; 14:6-13; Rom. 8:14-15; 11:33-36; 1 Cor. 8:6; Gal. 4:6;
56 Eph. 4:6; Col. 1:15; 1 Tim. 1:17; Rev 1:8; 21:6

57

58 **God the Son.** We believe in Jesus Christ: the one and only eternal Son, fully God and
59 fully human, conceived by the Holy Spirit, born of the virgin Mary, like us in all respects
60 but without sin. In His life, Jesus performed many miracles and taught many things. He
61 died on the cross for our sins, was buried, on the third day rose from the dead in the body
62 that had been laid in the tomb, and appeared to many witnesses. He ascended into heaven

63 where He reigns at the right hand of God the Father, a ceaseless advocate for His people,
64 and the only true Mediator between the Father and humankind.

65 Matt. 1:18-23; 3:17; 27:24-28:20; John 1:1-18; 14:6-11; Acts 2:22-24; Rom. 1:3-4; 1 Cor.
66 15:1-28; 2 Cor. 5:21; Gal. 4:4-5; Eph. 1:20; Phil. 2:5-11; Col. 1:13-22; 2:9; 1 The. 4:14-
67 18; 1 Tim. 2:5-6; Heb. 1:1-3; 4:14-16; 9:28; 1 Pet. 3:22; 1 Jn. 4:14-15

68

69 **God the Holy Spirit.** We believe in the Holy Spirit: a personal spirit of one substance
70 with, equal to, and proceeding forth from the Father and the Son. He inspired the writers
71 of the Scripture and illuminates its readers to understand the truth. He applies the work of
72 Christ to humankind. He convicts the world of sin, righteousness, and judgment. He calls,
73 regenerates, sanctifies, and empowers all who believe in Jesus Christ. The Holy Spirit
74 indwells all true believers, baptizing them into the Body of Christ, producing in them
75 spiritual fruit, and bestowing on them spiritual gifts for the service of God through
76 Christ's Body, the Church.

77 Gen. 1:2; Judg. 14:6; Psalm 51:11; Matt. 3:16; Luke 4:18-19; 12:12; John 14:16-17, 26;
78 15:26; 16:7-14; Acts 2:1-21; Rom. 8:9-27; 1 Cor. 2:10-14; 12:3-11; Eph. 1:13-14; 1 Tim.
79 4:1; 2 Tim. 3:16; 2 Peter 1:21; 1 John 4:13; 5:6-7

80

81 **Salvation.** We believe that Adam and Eve, the first humans, created in the image of God
82 in innocence and unbroken relationship with their Creator, voluntarily disobeyed the
83 command of God and fell from their sinless state. As a result, all people now are sinners
84 by nature and by choice, rejecting God's rightful authority, so all are separated from God
85 and under condemnation. Jesus Christ died on the cross in the sinner's place, meeting the
86 demands of justice and satisfying the righteous wrath of God by shedding His own blood
87 for the forgiveness of sins, reconciling sinful humanity to the Holy God. In rising again to
88 life on the third day, Jesus conquered death and offers eternal life, making us a new
89 creation in Him. We can be saved only by the sovereign grace of God, apart from any
90 human works, receiving this irrevocable gift of God by faith alone in the work of Jesus
91 Christ on our behalf.

92 Isa. 53; Matt. 1:21; John 1:11-13, 29; 3:3-18,36; 5:24-29; 6:44; 10:28-29; 11:25-27; 14:6;
93 Acts 4:12; 16:30-31; Rom. 3:23-25; 4:3; 5:8-10; 6:23; 10:9-10; 1 Cor. 15:1-8; 2 Cor. 5:17-
94 21; Gal. 2:20; Eph. 2:1-9; Heb. 9:24-28; 1 Peter 1:2,17-23

95

96 **The Church.** We believe there is one Church universal: the Body of Christ on earth of
97 which Jesus Himself is the head. The Church is composed of those throughout the world
98 and throughout history chosen by God the Father, called by the Holy Spirit, and obedient
99 to Jesus Christ as Savior and Lord. This body manifests itself in local communities of
100 believers, baptized and coming together for the fulfillment of the Great Commission and
101 the Great Commandment.* We are the ambassadors of Jesus Christ to a lost world
102 continuing the ministry of reconciliation and the advancement of His Kingdom.

103 *Great Commission: Matthew 28:18-20 and Great Commandment: Matthew 22:36-40.
104 Matthew 6:9-10; 11:12; 16:15-19; Luke 17:20-21; Acts 2:41-47; 4:31-35; 14:23; 20:28; 1
105 Cor. 1:2; 12:12-13,27; 2 Cor. 5:17-21; Eph. 1:22-23; 2:19-22; 3:10-11,20-21; 4:4-7,11-
106 16; 5:22-32; Col. 1:18; 1 Tim. 3:1-15; 1 Peter 1:2; 5:1-4

107

108 **The Ordinances.** We believe the Lord Jesus Christ has committed two ordinances to the
109 church: baptism and the Lord's Supper. Upon a confession of faith, baptism by
110 immersion in the name of the Father, the Son, and the Holy Spirit represents the
111 participation of the believer in the death and resurrection of Jesus Christ, entrance into
112 new life, and inclusion in Christ's Body, the Church. In the Lord's Supper, believers
113 symbolically participate in and proclaim the death of the Lord Jesus Christ. The church
114 should observe both ordinances until Christ's return.

115 Matt. 3:13-15; 26:26-28; 28:19-20; Mark 1:9; 14:22-24; Luke 3:21-22; 22:19-20; John
116 3:23; 6:30-58; Acts 2:38,41-42; 8:35-38; 16:30-33; 20:7; Rom. 6:3-5; 1 Cor. 10:16-17;
117 11:23-29; Col. 2:12

118

119 **The Last Days.** We believe that God in His own time and His own way will bring the
120 world to its appropriate end. In the last days Jesus Christ will return personally, bodily,
121 and visibly to consummate His Kingdom. All humankind will experience a bodily
122 resurrection and Christ will carry out the final judgment. Those forgiven through Christ
123 will eternally enjoy fellowship with God; all others will eternally suffer separation from
124 God.

125 Matt. 16:27; 19:28; 24:1-44; 25:31-46; 26:64; Mark 8:38; Luke 12:48; 16:19-26; John
126 14:1-3; Acts 1:11; 17:31; 24:15; 1 Cor. 4:5; 15:24-58; 2 Cor. 5:10; Phil. 3:20-21; 1 The.
127 4:14-18; 2 Tim. 4:8; Titus 2:13; Heb. 9:27-28; 2 Pet. 3:7; 1 Jn. 3:2; Rev. 20:1-22:13

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ARTICLE III: CHURCH COVENANT

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132 Having been led by the Spirit of God to profess our faith in Jesus Christ, and having been
133 baptized in the name of the Father, the Son and the Holy Spirit, we do now solemnly and
134 joyfully affirm our covenant with God and with each other.

135

136 We pledge to serve Christ in the fellowship of this congregation. We shall endeavor to
137 love one another, to remember one another in prayer. We aspire to be a fellowship of the
138 concerned, where the lost may find Jesus Christ, sinners may find pardon, seekers may
139 find meaning for their lives, and where all who come may find welcome. We shall strive
140 to be responsible Church members through faithful attendance, study and giving. We
141 shall strive for the unity of this Church praying for, helping, serving, forgiving, speaking
142 only that which builds up or imparts grace.

143

144 We shall seek to be obedient to Christ in our daily living. Within our homes, in our labor,
145 and while at leisure, we shall strive for attitudes and actions which reflect God's Spirit
146 working through us. We pledge to maintain family and individual devotions, to educate
147 our children in the Christian faith and to seek the salvation of our family and
148 acquaintances. Believing that our bodies are temples of the Holy Spirit, we shall
149 endeavor to avoid experiences and habits which defile the body and hinder our witness.
150 Bound together in a fellowship of faith with all who confess Jesus Christ as Lord and
151 Savior, we shall pray and labor for a spirit of unity among all Christians.

152

153 Believing that our call to be a Church is a call to witness in the world, we dedicate
154 ourselves anew as servants of the Lord of all life. Whenever men are in bondage to
155 ignorance, poverty, fear or prejudice, we shall strive for justice, freedom, dignity and
156 peace. Whenever men are separated by barriers of hostility and distrust, we shall be
157 ministers of God's reconciling love. As we pledge our support to the work of our

158 missionaries throughout the world, we commit ourselves to the mission to which God
159 calls us all.

160

161 Acknowledging our human frailties and our need for forgiveness, we profess our need to
162 be controlled by the Holy Spirit and commit our lives to Jesus Christ.

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ARTICLE IV: GOVERNANCE

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166 This church submits herself to the headship of our Lord and Savior Jesus Christ
167 (Ephesians 5:23), responds to the leading of His Spirit (Acts 15:28), and labors for the
168 glory of God the Father (Ephesians 3:21). The Biblical offices in the church are that of
169 Elder and Deacon.

170

171 **SECTION 1. ELDERS.** We recognize the final authority and responsibility of the
172 congregation in matters of faith and practice (Matthew 18:15-20; Acts 6:3; 11:1,22;
173 15:22; 1 Corinthians 5; 2 Corinthians 2:5-11; 1 Peter 2:5,9); however, following the clear
174 pattern of Scripture, the membership shall recognize from amongst them men called and
175 qualified to serve as Elders to whom the leadership of the church will be entrusted (Acts
176 6:2,4; 20:17,28-31; Ephesians 4:11-13; Philippians 1:1; 1 Thessalonians 5:12-13; 1
177 Timothy 3:1-7; 5:17; 2 Timothy 4:2-5; Titus 1:5-9; Hebrews 13:7,17; James 5:14; 1 Peter
178 2:25; 5:1-4). We understand the Greek words *presbuteros* (elder), *episkopos* (overseer);
179 and *poimen* (pastor, shepherd) to be used interchangeably throughout the Scripture, all
180 referring to this office of Elder.

181

182 **ROLE OF THE ELDER:** Elders are servant leaders who are called to teach the Word,
183 shepherd the flock, and advocate for the church vision.

184

185 **TEACH THE WORD** (Acts 6:4; 1 Timothy 3:2; 5:17; 2 Timothy 4:2-5; Titus
186 1:9). Elders are servants of the Word, overseeing the teaching and preaching of
187 sound Biblical doctrine and the refutation of error.

188

189 **SHEPHERD THE FLOCK** (Acts 6:4; 20:28-31; 2 Timothy 4:2-5; Hebrews
190 13:17; James 5:14; 1 Peter 5:2-3). Elders are servants of the Flock, overseeing the
191 examination of prospective members, watching over the spiritual health of the
192 people, and enforcing church discipline.

193

194 **ADVOCATE FOR THE CHURCH VISION** (Acts 6:2; Ephesians 4:11-13; 1
195 Thessalonians 5:12-13; 1 Timothy 3:1-7, 5:17). Elders are servants of the church
196 vision, responsible for the articulation of and adherence to our church's shared
197 values and mission. They coordinate the activities and ministries of the church
198 for the fulfillment of her mission by delegating authority and responsibility. They
199 release others to ministry and then work to ensure their success within the context
200 of the overall fulfillment of the church's mission.

201

202 **QUALIFICATIONS OF AN ELDER**

203

204 **CHARACTER** – An Elder is a man who is a member of CSBC in good standing
205 and possesses the character qualities outlined in 1 Timothy 3:1-7; Titus 1:6-9; and
206 1 Peter 5:1-4.

207

208 **CALL** – The man who would serve as an Elder must do so willingly – the call of
209 God upon His life recognized by him and the congregation (1 Timothy 3:1; 1
210 Peter 5:2).

211

212 **DOCTRINE** - An Elder must be in agreement with the CSBC Statement of Faith
213 and possess a sufficient knowledge of the Scripture to instruct in right doctrine (1
214 Timothy 3:2; 2 Timothy 4:2; Titus 1:9, 2:1) and defend against error (Acts 20:28-
215 31; 2 Timothy 4:2-5; Titus 1:9).

216

217 **LEADERSHIP** - An Elder should be one whom others naturally trust, follow, and
218 imitate. An Elder is one whose life and leadership are recognized as an example
219 to those both inside and outside the church (1 Timothy 3:7; 4:16; Hebrews 13:7; 1
220 Peter 5:3).

221

222 **SECTION 2. SENIOR PASTOR:** The Senior Pastor shall be an Elder, the first
223 amongst equals, performing the duties of an Elder and subject to the qualifications of an
224 Elder. The church shall recognize him as particularly gifted and called to the full-time
225 ministry of shepherding, preaching, and teaching (1 Timothy 5:17).

226

227 **SECTION 3. DEACONS** Alongside Elders, we recognize a second, complementary
228 role expounded in the Scripture – the role of Deacon (Acts 6:2; Romans 12:7; 16:1;
229 Philippians 1:1; 1 Timothy 3:8-13, 1 Peter 4:10-11). As the Greek name *diakonos*
230 implies, these are servants, or ministers, of the church. Biblically, Deacon is a gender-
231 neutral term and will be used to designate both men and women (Romans 16:1; 1
232 Timothy 3:11).

233

234 **ROLE OF THE DEACON:** Deacons are ministry directors who support the
235 proclamation of the Word, meet physical needs, and implement specific ministries.

236

237 **SUPPORT THE PROCLAMATION OF THE WORD** (Acts 6:2-4; Romans
238 16:1). Deacons are servants who tend to the functioning and administration of the
239 church and the accommodations for public worship in order to free the Elders to
240 focus on the teaching and preaching of sound Biblical doctrine. This includes, but
241 is not limited to, facilities, property, and finances.

242

243 **MEET PHYSICAL NEEDS** (Acts 6:1-4; Romans 16:1). Deacons are servants
244 who seek to meet the temporal needs of the church in a spiritual way. This could
245 be through visitation, benevolence, hospitality, prayer, or other means.

246

247 **IMPLEMENT SPECIFIC MINISTRIES** (Romans 12:6-8; 1 Corinthians 12:7;
248 Ephesians 4:11-13; 1 Peter 4:10-11). Deacons are servants who lead the various
249 ministries of the church, based upon determined need and personal giftedness.
250 Coordinated and supported by the Elders, Deacons serve in their area of
251 giftedness all in service to the fulfillment of the church's mission.

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QUALIFICATIONS OF A DEACON

CHARACTER – A Deacon is a man or woman who is a member of CSBC in good standing and meets the qualifications in Acts 6:3 and 1 Timothy 3:8-13.

DOCTRINE – A Deacon must be in agreement with the CSBC Statement of Faith.

GIFTEDNESS – A Deacon is gifted for a specific area of ministry (Romans 12:4-8; 1 Corinthians 12:7; 1 Peter 4:10-11).

ARTICLE V: OFFICERS

SECTION 1. All officers, with the exception of Auditor, must be members of the church.

SECTION 2. TRUSTEES. For purposes of meeting the State of Maine laws governing incorporation of local churches, the Board of Elders will serve as the legal Trustees of Chestnut Street Baptist Church.

In addition, our church recognizes, under this constitution, the following elected officers:

SECTION 3. CLERK. The Clerk is considered a corporate office under Maine Revised Statutes Title 13, Chapter 93. The Clerk shall keep the minutes of all business meetings.

SECTION 4. TREASURER. The Treasurer is considered a corporate office under Maine Revised Statutes Title 13, Chapter 93. The Treasurer shall keep accounts of all income and disbursements.

285 **SECTION 5. HEAD COLLECTOR.** It shall be the Head Collector's duty to keep
286 records of all contributions made, issue receipts, report to the Treasurer, train the
287 Collectors, co-ordinate the weekly collection schedules, and serve as one of the
288 Collectors.

289

290 **SECTION 6. COLLECTORS.** The Collectors shall record and deposit the offerings
291 taken at worship services, and provide weekly reports to the Head Collector.

292

293 **SECTION 7. AUDITOR.** It shall be the duty of the Auditor to audit all accounts of the
294 Church at the close of the year and at such other times as may be required.

295

296 **SECTION 8. MODERATOR.** The Moderator shall preside at all business meetings of
297 the Church.

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ARTICLE VI: MEMBERSHIP

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302 **SECTION 1. ADMISSION OF MEMBERS.** Persons may be received into membership
303 by any of the following methods, subject in each case to the examination and
304 recommendation by the Elders and the vote of the church and after having reviewed and
305 accepted the church's Constitution and Bylaws.

306

307 **BY BAPTISM.** Any person who confesses Jesus Christ as Savior and Lord and is
308 in essential agreement with our Statement of Faith and Church Covenant may be
309 received into the fellowship of the congregation following baptism by immersion.
310 A person who desires to become a member of the church, but because of physical
311 conditions cannot be immersed, may become a member on Declaration of Faith.

312

313 **BY LETTER.** Any person who confesses Jesus Christ as Savior and Lord and is
314 in essential agreement with our Statement of Faith and Church Covenant and has
315 been baptized by immersion, may be received by letter of recommendation from
316 another church.

317

318 **BY EXPERIENCE.** Any person who confesses Jesus Christ as Savior and Lord
319 and is in essential agreement with our Statement of Faith and Church Covenant
320 and has been baptized by immersion, may be received upon statement of Christian
321 experience.

322
323 **BY RESTORATION.** Any person who has lost membership for any reason may
324 be restored to membership upon recommendation of the Elders and vote of the
325 church.

326

327 **SECTION 2. DUTIES OF MEMBERS**

328

329 **PRINCIPLES AND PRACTICES.** Members are expected to adhere to the
330 principles and practices of our Church Covenant (See Article III).

331

332 **FAITHFULNESS.** Members are expected to be faithful in all duties essential to
333 the Christian life; regular in their worship attendance; to partake in obedience to
334 Christ's command of the Lord's supper; to have a personal and public testimony
335 as a Christian and to seek to win others to Christ.

336

337 **PROVISION.** Members are expected to give regularly and systematically of their
338 financial means for the support of the church in such a proportion as is found
339 honoring to our God.

340

341 **DEFERENCE.** It is the duty of members to honor, esteem, and love their Pastor
342 and Elders, to pray for them fervently, and to submit to them in all spiritual
343 exercises of their official authority.

344

345 **PARTICIPATION.** Members are expected to participate in those ministries that
346 align with their giftedness and/or calling; attend scheduled business meetings;
347 and, participate in applicable church functions to the best of their ability.

348

349 **SECTION 3. CHURCH DISCIPLINE**

350

351 The purpose of church discipline is to produce righteousness (rightness, conformity to the
352 dictates of Scripture) (Hebrews 12:11). The result of church discipline is peace and
353 restoration, and most importantly, the upholding of God's honor.

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355 Church discipline is regarded as a serious and clear directive in Scripture. Church
356 discipline is intended to restore an erring individual (2 Corinthians 2:5-8), to purify the
357 church (1 Corinthians 5), to warn other individuals about the dangers of sinful behavior
358 or teaching (Deuteronomy 19:20; Acts 5:11; 2 Corinthians 7:11) and to demonstrate the
359 reality of righteous living to the unsaved world (Ephesians 4:22-24). Discipline is
360 exercised with compassion for the erring individual and a sincere desire to seek that
361 person's repentance, reconciliation and if possible, restoration to the fellowship of the
362 local church (Matthew 18:12-14). Discipline may take several forms as outlined in
363 Matthew 18:15-17. Corporate (church) discipline will be initiated by the Elders and
364 Pastor (Matthew 18:17).

365

366 **SECTION 4. TERMINATION OF MEMBERSHIP.**

367 A person may be dismissed from membership by any of the following methods:

368

369 **BY LETTER.** Any member may request and, upon the recommendation of the
370 Elders and vote of the church, shall receive either a letter of termination or a letter
371 of recommendation. A letter of recommendation shall be sent to the pastor or
372 clerk of the church named in the request.

373

374 **BY EXCLUSION.** Should any member become an offense to the church and to
375 its good name by reason of unchristian conduct, or by persistent breach of his
376 covenant vows, the church may vote to terminate his membership. Only after due
377 notice and a hearing before the Board of Elders and after faithful efforts has been
378 made to bring about repentance and amendment should such action be taken.

379

380 **BY ERASURE.** The Board of Elders, in cooperation with church Clerk and
381 Registrar, shall prepare regularly a list of members who have for a period of six
382 months or more failed to participate in the public worship, the educational

383 program or the financial support of the church without valid reason. If after
384 appropriate visits they are convinced that such persons have no interest in
385 continued association with this church they shall present to the church a
386 recommendation that the names of these delinquent members be erased from the
387 membership roll. Upon the vote of the church, said members shall thereafter cease
388 to be members of this church.

389

390 **BY DEATH.**

391

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ARTICLE VII: AMENDMENTS

393

394 This Constitution may be amended or replaced when the need for change is recognized
395 by the Elders and/or the members of the church.

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397 When such a need is believed to be present, the Elders may either appoint a Constitution
398 and Bylaws workgroup or the Elders themselves may propose modification(s) in light of
399 Scripture. A proposed Constitution change shall be communicated to the congregation in
400 written form. Notice to approve or reject the proposal at a business meeting must be
401 given at least twenty-eight (28) days prior to the date of said business meeting. The
402 members will then consider the proposed amendment(s). A three-fourths (3/4) majority
403 of the members present and qualified to vote at that meeting is required for passage of the
404 proposed amendment(s).

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406

PART II: BYLAWS

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408

ARTICLE I: INTRODUCTION

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410 Our Constitution sets forth our core beliefs, while the function of our Bylaws is to detail
411 our system of governance. Both documents were written in order to guide our individual
412 and corporate interaction with other members of the Body of Christ and with the world.
413 Herein are the components of our Elder-led organizational structure, including staffing,
414 meetings, ministries, and provision for amending these Bylaws.

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ARTICLE II: PERSONNEL

SECTION 1: ELDERS

DUTIES. Subject to the will of the congregation and in keeping with the principles set forth in Acts 6:1-6 and 1 Peter 5:1-4, the Elders shall devote their time to prayer, the ministry of the Word through the teaching and defense of sound Biblical doctrine, and shepherding God’s flock. They shall encourage, coordinate, promote, and oversee the work of the Deacons, appointed church agents, and all ministry teams in accordance with the specific local and worldwide vision and mission of Chestnut Street Baptist Church (hereinafter referred to as CSBC).

Specific responsibilities include, but are not limited to, the following: conduct worship services; administer the ordinances of baptism and communion; examine and recommend individuals for church membership; examine and/or recommend all prospective candidates for offices and positions; establish and/or redirect ministry positions or teams in accordance with the specific vision and mission of CSBC in order to assist them in fulfilling their responsibilities; confirm policy decisions and maintain a policy manual; propose new paid staff positions; take primary responsibility for the employment, supervision, and evaluation of paid staff members; in consultation with the Finance Ministry assemble a budget for presentation to the congregation at the annual church budget meeting; and oversee the process of church discipline and seek to resolve any fellowship problems within the church.

ELECTION AND TERM OF NON-STAFF ELDERS. All Elders shall satisfy the qualifications for the office of Elder as stated in the CSBC Constitution. The number of non-staff Elders shall be at least one more than the total of the staff Elders. The actual number of actively serving Elders shall be based upon the current need of the congregation and the availability of gifted men. No Elder shall hold the office of Deacon during his tenure.

447 **EVALUATION FOR SERVICE.** At a time as set by the Elders, but no less frequently
448 than annually, each member of the congregation will be given the opportunity to
449 nominate any man, who is a member of the congregation, as a candidate for Elder. All
450 nominations will be gathered and evaluated by the Board of Elders. The evaluation will
451 include an application, interview, and background check. The evaluation will take into
452 consideration issues of Biblical qualification, alignment with the doctrine and mission of
453 CSBC, calling, heart, ministry involvement, availability, maturity, and the like.

454

455 Upon approval by the Board of Elders, Elder candidates will be presented to the entire
456 church for affirmation at a duly called church business meeting, having given at least
457 twenty-eight (28) days notice of such presentation. A candidate Elder must receive at
458 least a three-quarters (3/4) affirmative vote for approval. Those men having been
459 affirmed by the congregation will be included in the pool of recognized Elders.

460 At least twenty-eight (28) days prior to election, the Board of Elders will present
461 nominations from the pool of recognized Elders to serve on the Board for the upcoming
462 church year. Elders elected to the Board of Elders will be defined as “Serving Elders.”

463 Elders may be elected to the Board as serving Elders no more than two consecutive three-
464 year terms, and may not be re-nominated to the Board for a period of at least one year.
465 Elders will remain in the pool of Elders unless removed by resignation or discipline.

466

467 **REMOVAL OF NON-STAFF ELDERS.** An Elder’s term of office may be terminated
468 by resignation or dismissal. Any two members of the church with reason to believe that
469 an Elder should be dismissed will express such concern to the remaining members of the
470 Board of Elders. Any such action shall be done in accordance with the instructions of our
471 Lord in Matthew 18:15-17 and 1 Timothy 5:17-21. A vote of a two-thirds (2/3) majority
472 of the members present and qualified to vote shall make valid termination of said office.

473

474 **SECTION 2. SENIOR PASTOR & ASSOCIATE PASTOR(S)—STAFF ELDERS**

475

476 **SENIOR PASTOR.** The Senior Pastor shall be an Elder. He shall perform the duties of
477 and meet the qualifications for an Elder as described in the Scripture and detailed in the

478 CSBC Constitution. The Senior Pastor shall be recognized by the church as particularly
479 gifted and called to the full-time ministry of preaching and teaching.

480

481 The Senior Pastor's specific duties shall be defined by a full position description to be
482 made available to the congregation, and maintained on file in the church office.

483

484 The Senior Pastor shall be accountable to the Board of Elders. The Pastor shall select for
485 himself a Pastor Accountability Team to whom he will be accountable regarding issues
486 relating to his qualifications to serve. The members of this group may be members or
487 non-members selected by the Senior Pastor, approved by the Elders, and reporting no less
488 than annually to the Elders.

489

490 His call shall not be subject to the term limitation mandated for non-staff Elders.

491

492 In the absence or incapacity of the Senior Pastor, the Elders shall assume responsibility
493 for his duties, any of which may be delegated.

494

495 **CALLING A SENIOR PASTOR.** When the position of Senior Pastor is vacated, the
496 Board of Elders will take appropriate action to secure a qualified candidate to serve as
497 Senior Pastor. The Elders shall be authorized to request from the church such finances as
498 are necessary for the process of calling a Pastor. The Elders will recommend the
499 candidate to the membership.

500

501 The church must be given adequate opportunity to meet and assess the preaching gifts of
502 any potential Senior Pastor. Before being asked to express its judgment, the church must
503 receive assurance from the Elders that, having interviewed the man concerned, they are in
504 no doubt as to his wholehearted assent to the Statement of Faith and Church Covenant.
505 Notice of the nomination of a man to be elected to membership and called as Senior
506 Pastor (which shall include, if necessary, election to membership of his wife if he is
507 married) must be given at two (2) Sunday morning services following the nomination,
508 prior to the vote at a members' meeting. A vote of three-fourths (3/4) of the members
509 present and qualified to vote shall be necessary to extend a call.

510

511 **TERMINATION OF THE RELATIONSHIP BETWEEN THE CHURCH AND A**
512 **PASTOR.** The relationship may be terminated upon sixty (60) days notice on the part of
513 a Pastor or the church. The Board of Elders may, for cause, immediately relieve a Pastor
514 of his duties until the completion of the customary means of investigation and
515 determination.

516

517 Termination of said relationship may be voted at any business meeting of the church,
518 notice of such meeting and its purpose having been read from the pulpit on two (2)
519 successive Sundays. A vote of a two-thirds (2/3) majority of the members present and
520 qualified to vote shall make valid termination of said relationship.

521

522 **ASSOCIATE PASTOR(S).** Additional associate pastoral staff positions may be added
523 as deemed necessary. An Associate Pastor shall be an Elder. He shall perform the duties
524 of and meet the qualifications for an Elder as described in the Scripture and detailed in
525 the CSBC Constitution.

526

527 The specific duties of an Associate Pastor shall be defined by a full position description
528 to be made available to the congregation and maintained on file in the church office.

529

530 All Associate Pastors shall be accountable to the Board of Elders and the Senior Pastor.

531

532 His call shall not be subject to the term limitation mandated for non-staff Elders.

533

534 One Associate Pastor may become a voting member of the Board of Elders by vote of
535 that board.

536

537 In the absence or incapacity of the Senior Pastor (such as sabbatical or illness), the
538 Associate Pastor(s) shall assume the responsibility for his duties under the oversight of
539 the Elders.

540

541 **CALLING OR TERMINATION OF AN ASSOCIATE PASTOR.** The calling or
542 termination of an Associate Pastor shall happen under the direction of the Board of Elders
543 following the processes outlined under the calling and termination of the Senior Pastor.
544

545 **SECTION 3. DEACONS.** Deacons are ministry directors who support the
546 proclamation of the Word, meet physical needs, and implement specific ministries.
547

548 A Deacon oversees, supports, and coordinates the ministries in his or her designated
549 ministry sphere. Deacons are responsible to determine and oversee programming, while
550 the Elders are responsible for evaluation based on its appropriateness and effectiveness in
551 furthering the overall mission of CSBC. Deacons oversee specific ministries, projects,
552 and the volunteer leaders within their ministry areas, while Elders are overseers of the
553 entire organization. Elders and Deacons will meet together at least quarterly for
554 encouragement, support, and evaluation of church ministries.
555

556 Deacons are accountable to the Elders whose role is to oversee, pray for, support, and
557 encourage these ministry directors. In cooperation with the Elders, Deacons recruit,
558 supervise, train, review, and coordinate volunteers to work within their respective areas
559 of responsibility. Those responsibilities include but are not limited to assisting in
560 planning, organizing, and staffing a particular ministry sphere, initiating action,
561 encouraging, managing outcomes, submitting annual budgets for their ministry area, and
562 assuring adherence to approved budgets.
563

564 **ELECTION, TERM, AND REMOVAL.** All Deacons shall satisfy the qualifications for
565 the office of Deacon as outlined in the CSBC Constitution. Deacon is a gender-neutral
566 term and as such will be used to designate both men and women.
567

568 Deacons will be screened and evaluated for service as follows: at a time as set by the
569 Elders, but no less frequently than annually, each member of the church will be given the
570 opportunity to nominate any man or woman, who is a member of CSBC, as a candidate
571 for Deacon. All nominations will be gathered and evaluated by the Elders or a subgroup
572 thereof.

573

574 At least twenty-eight (28) days prior to their election, the Board of Elders will present
575 nominations for Deacons to serve for the upcoming year. Annually, Deacons will be
576 evaluated by the Elders and reaffirmed by vote of the congregation.

577

578 A Deacon's term of office may be terminated by resignation or by dismissal. Any two
579 members of the church with reason to believe that any Deacon should be dismissed will
580 express such concern to the Elders. Any such action shall be done in accordance with the
581 instructions of our Lord in Matthew 18:15-17. Following this model, any of the Deacons
582 may be dismissed by a unanimous vote of the Elders, or by a vote of a two-thirds (2/3)
583 majority of the members present and qualified to vote at a special business meeting
584 convened for the purpose.

585

586 **SECTION 4. OFFICERS.** Each member of the church will be given the opportunity to
587 nominate any man or woman, who is a member of CSBC, as a candidate for office. Job
588 descriptions for each of the following positions are to be compiled by the Elders and kept
589 on file in the church office. Annually, officers will be evaluated by the Elders and
590 reaffirmed by vote of the congregation.

591

592

593 **CLERK AND ASSISTANT CLERK.** The Clerk and an Assistant Clerk shall be elected
594 by the membership. The duty of the Clerk is to maintain a complete record of the
595 transactions of all church business meetings. The minutes shall be submitted for approval
596 at the following meeting. A record of the names and addresses of members, with dates
597 and manner of admission and dismissal shall be kept by the Clerk, as well as a record of
598 baptisms, and a list of those suspended or erased from membership. The Clerk shall issue
599 letters of dismissal and recommendation voted by the Church, preserve on file all
600 communications and written reports, and give notice of all such meetings where such is
601 required by our Constitution. The Clerk shall deliver immediately to his/her successor all
602 books and records pertaining to this office. If the Clerk is unable to perform his/her duties
603 then they shall devolve upon the Assistant Clerk.

604

605 **TREASURER AND ASSISTANT TREASURER.** A Treasurer and Assistant Treasurer
606 shall be elected by the membership. It is the duty of the Treasurer to record all income
607 based on reports provided by the Registrar. Disbursements shall be made by checks
608 drawn in the name of the church. The Treasurer shall keep accounts of all funds raised or
609 contributed for particular purposes, and shall disburse no funds except for the purpose for
610 which they were raised or contributed. The Treasurer shall disburse funds raised for the
611 reduction of the church indebtedness only on the order of the Finance Ministry.

612

613 The Treasurer shall have custody of the securities, investments, title papers and other
614 valuable financial documents of the church, and shall maintain backups of all digital files.
615 Following completion of the annual audit, documents no longer needed are to be
616 relocated to the church.

617

618 The Treasurer shall provide to the church an itemized report of receipts and
619 disbursements showing the actual financial condition of the church at each regularly
620 scheduled business meeting.

621

622 The Treasurer shall deliver immediately to his/her successor all books and records
623 pertaining to the office. If the Treasurer is unable to perform his/her duties, they shall
624 devolve upon the Assistant Treasurer. The Treasurer and Assistant Treasurer shall be
625 accountable to the Finance Ministry.

626

627 **HEAD COLLECTOR.** The Head Collector shall be elected by the membership. It shall
628 be the Head Collector's duty to serve as a Collector, to keep records of all contributions
629 made, and to train the Collectors. The Head Collector shall present a report to the
630 Treasurer weekly. The Head Collector shall be accountable to the Finance Ministry..

631

632 **COLLECTORS AND RESERVE COLLECTORS.** In addition to the Head Collector
633 there shall be at least three, and not more than five Collectors elected by the membership.
634 There shall be no less than two individuals present whenever monies are being handled.
635 The Collectors shall be accountable to the Finance Ministry and shall handle all offerings
636 and donations in accordance with the procedures established by the Finance Ministry.

637 The Collectors shall render a detailed report to the Head Collector every week along with
638 the receipt for the deposit. Any former Collector may serve as a Reserve Collector,
639 available to be called upon whenever there is a shortage of Collectors due to
640 unavailability.

641

642 **AUDITOR.** There shall be an Auditor selected by the church membership. It shall be the
643 duty of the Auditor to audit all accounts of the church at the close of the year and at such
644 other times as may be required.

645

646 **MODERATOR AND ASSISTANT MODERATOR.** The primary responsibility for the
647 position of Moderator is to preside at all church business meetings and ensure the orderly
648 presentation of reports, communiqués, regular business and special business as previously
649 posted. The Moderator (or in his/her absence the Assistant Moderator) shall, in
650 conjunction with the church Clerk, determine if a quorum has been met. The Moderator
651 is charged with administering and following rules of order that have been previously
652 agreed upon in consultation with the Board of Elders.

653

654 The Moderator and Assistant Moderator shall be nominated and presented to the church
655 membership for confirmation at the annual church business meeting.

656

657 In the absence of the Moderator, the Assistant Moderator will fulfill the Moderator's
658 responsibilities.

659

660

ARTICLE III: FINANCIAL AUTHORITY

661

662 It will be the responsibility of the Finance Ministry to oversee the financial aspects of the
663 church.

664

665 The Finance Ministry shall be composed of the following: a Deacon assigned to and
666 responsible for this ministry, the Treasurer, the Assistant Treasurer, and, at least two, but
667 not more than three members-at-large elected by the congregation upon presentation and
668 recommendation of the Elders.

669

670 The Finance Ministry will annually solicit budget proposals from each church ministry.
671 The Finance Ministry, in consultation with the Elders, will review, revise, assemble and
672 submit a proposed church budget for presentation at the annual church budget meeting.

673

674 The Finance Ministry will manage the congregationally approved budget, manage all
675 church funds and investments, review all unexpected and/or unusual expenses
676 recommended by the church membership, and strive to insure the continued financial
677 solvency of the church. Spending by any ministry may not exceed the authorized budget
678 without prior approval of the Finance Ministry, and by a vote of the church membership.

679

680 The Finance Ministry shall report quarterly to the church membership and shall report no
681 less frequently than monthly to the Elders.

682

683

684

ARTICLE IV: ORGANIZATION OF MINISTRIES

685

686 The ministry of CSBC will be divided into five spheres. There will be at least one
687 Deacon for each sphere of ministry; however, the total number of Deacons in each
688 ministry sphere shall be determined by the current need of the ministry and the
689 availability of gifted persons.

690

691 Deacons will coordinate the ministries and volunteer leaders within their ministry sphere.
692 Volunteer leaders are not subject to term limits but are subject to periodic review by the
693 supervising Deacon in consultation with the Elders. Every individual ministry, event, or
694 activity will fall within one of the five spheres of ministry, approved and coordinated by
695 the Deacon(s) in that sphere, and be subject to evaluation by the Elders to ensure fidelity
696 to the overall mission of CSBC. The five spheres of ministry are:

697

698 **STEWARDSHIP.** This sphere of ministry oversees all aspects of the stewardship of our
699 facilities, property, and monetary holdings. Examples include but are not limited to

700 oversight and administration of our financial authority, use, and the maintenance of our
701 facilities and property.

702

703 **WORSHIP GATHERINGS.** This sphere of ministry oversees all aspects of our
704 corporate worship. Examples include but are not limited to audio/visual, aesthetics,
705 ushers, greeters, communion preparation, and music oversight.

706

707 **SPIRITUAL GROWTH.** This sphere of ministry oversees all aspects of Christian
708 growth and discipleship. Examples include but are not limited to Christian education
709 classes and events, oversight of the church library, growth opportunities for adults, teens,
710 and children, our Church Protection Policy (CPP), and oversight of childcare.

711

712 **COMMUNITY.** This sphere of ministry oversees all aspects of our corporate life.
713 Examples include but are not limited to benevolence, visitation, hospitality/meals,
714 community building events and activities, and Home Groups. A select group of Deacons
715 shall receive, hold, and disburse a fund for benevolence, reporting on its use to the Elders
716 at their request.

717

718 **OUTREACH.** This sphere of ministry oversees all aspects of our church's outreach.
719 Examples include but are not limited to local outreach activities, short-term missions
720 opportunities, and the oversight of our missionaries, both home and abroad.

721

722 Individual ministry teams within each of these five ministry spheres will meet as needed
723 to review their activities and to plan/organize their efforts. The Deacon(s) responsible for
724 a ministry sphere may on occasion call together all of the ministries within that sphere for
725 coordination, planning, or training.

726

727

728

ARTICLE V: MEETINGS/QUORUMS

729

730 **SECTION 1.** The church shall plan to meet regularly on the Lord's Day for public
731 worship and for the study and teaching of the Bible. The ordinance of the Lord's Supper
732 shall be observed no less than monthly.

733

734 **SECTION 2.** The Annual Meeting of the church for the presentation of written annual
735 reports of officers and the transaction of any other business shall occur in March each
736 year.

737

738 Additional business meetings of the church shall be held in June, September and
739 December. The annual church budget shall be voted upon at the business meeting in
740 December. The agenda for all business meetings will be posted at least seven (7) days in
741 advance.

742

743 **SECTION 3.** Special meetings may be called by the Pastor, Chairman of the Board of
744 Elders, Clerk, or any five (5) members of the church who shall present their request in
745 writing to the Clerk. Notice of such meeting and the object for which it is called shall be
746 posted in a conspicuous place seven (7) days in advance of the date of the meeting. At
747 any of the regular meetings of worship, however, the church may, without notice, act
748 upon the reception or dismissal of members or upon the recommendation of members to
749 other churches. Business at these meetings shall be limited to the announced agenda.

750

751 **SECTION 4.** A two-thirds (2/3) majority vote of the members present and qualified to
752 vote at a duly called business meeting are required to approve any significant financial
753 transaction of the church. A significant financial transaction is defined as one that
754 involves the real property of the church (land and buildings) and would typically include,
755 but is not limited to, mortgaging activity, new debt, acquisition of new real property,
756 disposal of existing real property or any agreement that otherwise legally commits or
757 binds upon real property of the church.

758

759 **SECTION 5.** All Church members who are at least eighteen (18) years of age shall be
760 eligible to vote at all business meetings of the church.

761

762 **SECTION 6.** Twenty-five percent (25%) of the church membership shall constitute a
763 quorum at all business meetings.

764

765

766

ARTICLE VI:

767

ARBITRATION, INDEMNIFICATION, & DISSOLUTION

768

769 **BINDING ARBITRATION.** In compliance with the Biblical command that Christians
770 should make every effort to live at peace and to resolve disputes with each other in
771 private or within the church (Matthew 18:15-20; 1 Corinthians 6:1-8), any claim or
772 dispute arising between persons who were members of the fellowship when the claim or
773 dispute arose shall be settled by biblically based mediation and, if necessary, legally
774 binding arbitration in accordance with the rules found in the CSBC policy manual.

775

776 **INDEMNIFICATION.** If a legal claim or criminal allegation is made against a person
777 because he or she is or was an officer, employee, or agent of the church, the church shall
778 provide indemnification against liability and costs incurred in defending against the claim
779 provided the Elders determine that the person acted in good faith, with the care an
780 ordinarily prudent person in a similar position would exercise under similar
781 circumstances, and in a manner the person reasonably believed to be in the best interest
782 of the church, and the person had no reasonable cause to believe his or her conduct was
783 unlawful.

784

785 **DISSOLUTION CLAUSE.** Upon the dissolution of the church, the corporate officers
786 shall, after paying or making provision for payment of all liabilities of the church, and in
787 accordance with Maine state laws, dispose of any remaining assets by apportionment to
788 those individuals or ministries in service for the Lord which, at the time of dissolution,
789 are supported by the church.

790

791

ARTICLE VII: TAX EXEMPT PROVISIONS

792

793 **PRIVATE INUREMENT.** No part of the net earnings of the church shall inure to the

794 benefit of or be distributable to its members, officers or other private persons. The church
795 shall be authorized and empowered to pay reasonable compensation for the services
796 rendered and to make payments and distributions in furtherance of the purposes set forth
797 in church budget and business meetings.

798

799 **POLITICAL INVOLVEMENT.** In accordance with the current laws governing 501(c)(3)
800 corporations, the Pastor may at his discretion: preach sermons which advocate the
801 application of biblical morality to legislative issues, may authorize announcements
802 regarding legislative issues, may permit voter registration, and may permit the
803 distribution of non-partisan voter guides.

804

805 That said, no substantial part of the activities of the church shall be for the purpose of
806 influencing legislation, nor shall the church participate in any political campaign on
807 behalf of any candidate for public office.

808

809

810 **ARTICLE VIII: AMENDMENTS TO BYLAWS**

811

812 The Bylaws may be amended or replaced when the Elders and/or the members of the
813 church recognize the need for change. When such a need is believed to be present, the
814 Elders may appoint a Bylaws Workgroup or the Elders themselves may propose
815 modification(s). A proposed bylaw change shall be communicated to the congregation in
816 written form. Notice to approve or reject the proposal at a business meeting must be
817 given at least twenty-eight (28) days prior to the date of said business meeting. A two-
818 thirds (2/3) majority of the members present and voting is required for passage of the
819 proposed amendment(s).

820

821 **ARTICLE IX: TRANSITION**

822

823 Upon acceptance of this Constitution and Bylaws there will be a period of transition
824 anticipated to require several months. The current Deacons will help establish the initial
825 board of serving Elders by collecting nominations from the congregation, screening

826 nominees, and presenting Elders to be affirmed by the congregation as defined by these
827 new Bylaws. Once the serving Elders have been established, the current Board of
828 Deacons will disband and the Board of Elders will lead the transition by defining ministry
829 needs, collecting nominations, screening persons for each Deacon position, and helping
830 the congregation decide the unknowns.

831

832 All existing boards and committees will continue to operate until their replacement,
833 assumption, or absorption is effected as defined by these new Bylaws and under the
834 direction of the Board of Elders. It is the intention during this transition period to
835 evaluate each existing ministry of the church and include it under one of the defined
836 spheres of ministry.

837

838 Throughout this transition period the leadership will communicate regularly with the
839 church membership on the progress of the transition and respond to questions and
840 concerns, either through the regular quarterly business meetings or special business
841 meetings.

842

843

844 Date of Adoption:

845 November 21, 2010

846

847 Statement of Faith [Article II] Amended September 25, 2013

848

849 Part I: [Section 1 and Section 5 - Head Collector]; [Section 6 - Collectors]; Part II:

850 Bylaws - Article II: Personnel [Head Collector, Collectors and Reserve Collectors];

851 Article III: Financial Authority - Amended December 16, 2015

852