

C O N S T I T U T I O N

AND

B Y – L A W S

Corinthian Baptist Church

March 20, 2007

Kazava Smith, Pastor

TABLE OF CONTENTS

Mission of Corinthian Baptist Church

ARTICLES	PAGE
I. Name	01
II. Vision and Purpose	02
III. Membership	03
IV. Officers:	
Section 1 Pastor	16
Section 2 Deacons	19
Section 3 Trustees	23
Section 4 Deaconess	27
V. Executive / Joint Board	31
VI. Fiscal Management	33
VII. Committees	35
VIII. Amendments	38
IX. Indemnification/Insurance	39
X. Parliamentary Authority	40
XI. Dissolution Clause	45

Attachments: Articles of Incorporation (May 10, 1888)
Statement of Continued Existence (Sept 6, 1952)

Vision

A spirit-filled and diverse congregation worshipping Jesus Christ while equipping disciples for ministry and building stronger families.

Our Mission is to “Go ye therefore, and teach all nations baptizing them in the name of the Father, and of the Son, and of the Holy Ghost. Teaching them to observe all things that I have commanded you, and lo I will be with you always even until the end of the work”, **Matthew 28:19, 20.**

- **Exalt the Savior**
- **Educate the saint**
- **Evangelize the sinner**
- **Elevate society**

CONSTITUTION/BY-LAWS

ARTICLE I – NAME

The name of the organization is **CORINTHIAN BAPTIST CHURCH**. The organization is organized in accordance with the Non-Profit Corporation Law, as amended.**

The organization has not been formed for the making of any profit, or personal gain. The assets and income of the organization shall not be distributed to the benefit of the Trustees, directors, or officers, or other individuals.

The assets and income shall only be used to promote the corporate purposes as described below. Nothing contained herein, however, shall be deemed to prohibit the payment of reasonable compensation to employees and independent contractors for services provided for the benefit of the organization. This organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax. The organization shall not endorse, contribute to, work for, or otherwise support (or oppose) a candidate for public office. The organization is organized exclusively for purposes subsequent to Section 501(c)(3) of the Internal Revenue Code.

** Amended by vote of the congregation on **03/03/2019**.

ARTICLE II – VISION/PURPOSE

VISION

It is the vision of Corinthian to be a spirit-filled and diverse congregation worshipping Jesus Christ, while equipping disciples for ministry and building stronger families.

PURPOSE

It is the purpose of our congregation to fulfill our mission to “Go ye therefore, and teach all nations, baptizing them in the name of the Father, and the son, and of the Holy Ghost. Teaching them to observe all things that I have commanded you, and lo I will be with you always, even until the end of the world.” **MATTHEW 28:19, 20.**

We shall seek to fulfill this through corporate worship services to EXALT the SAVIOUR, and to preach the gospel to everyone.

To EDUCATE the SAINTS through a program of Christian nurture by which our members may be built up in their faith, and to seek the mind of Christ on all matters.

To EVANGELIZE the SINNER through proclamation of the gospel of Jesus Christ by word and deed, and lead them to Christ.

To ELEVATE SOCIETY through ministering to human need in the name of Jesus Christ with programs to assist, educate and promote Christian values.

ARTICLE III – MEMBERSHIP IN CORINTHIAN

SECTION 1 – ADMISSION OF MEMBERS

Persons may be received into membership by verbal approval of the congregation. * **Persons twelve (12) years of age and under** will be assigned to Children's Church. The methods of admission are:

- 1.1 **Baptism** – Any person who confesses Jesus Christ as Savior and Lord and who is in agreement with the doctrine and practice of this Church, and willing to be immersed.
- 1.2 **By Letter** – A person who is in substantial accord with the doctrine and practice of this Church, baptized, and obtains a letter of commendation and recommendation from their previous Church.
- 1.3 **Christian Experience** – A believer who has been baptized by immersion, and who is in substantial accord with the faith and practice of this Church.
- 1.4 **Restoration** – Persons who have lost their membership for **more than one (1) year** ** will be restored to membership by verbal approval of the congregation.
- 1.5 **Watch Care** – Any person temporarily in our city (i.e., attending school or training) belonging to another church, desiring to attend our Church while here by verbal approval of the congregation.

All adults and youth thirteen (13) and over are expected to attend New Members Orientation Class within one (1) month after receiving acceptance. Upon completion, receive the right hand of fellowship from the Ministers and Deacons, to enjoy all the rights and privileges of membership in Corinthian Baptist Church.

* Revised 6/23/14

** Revised 7/15/14

ARTICLE III

MEMBERSHIP IN CORINTHIAN (Cont'd)

SECTION 2 – RIGHTS & PRIVILEGES OF MEMBERSHIP

Basic rights of members of the Corinthian Baptist Church are to vote on matters exceeding the authority and responsibility of the Joint Board, as identified by our Operating Procedures. Members also approve the Annual Budget and the appointment of Chairs of Deacons, Deaconess, and Trustees.

Privileges granted to “active” members (those giving at least quarterly and having completed the New Members Orientation Class) include eligibility to vote when written ballot is required, financial assistance, the usage of church facilities and equipment as identified by our Operating Procedures.

ARTICLE III

MEMBERSHIP IN CORINTHIAN (Cont'd)

SECTION 2 – RIGHTS & PRIVILEGES OF MEMBERSHIP

OPERATING PROCEDURE

IN ORDER TO BE ELIGIBLE FOR ALL THE RIGHTS & PRIVILEGES OF MEMBERSHIP – MEMBERS MUST BE LISTED AS “**ACTIVE**”.

To be considered “active” members – all members are required to attend the New Members Orientation Class and contribute, at least quarterly, **USING THE CBC FINANCIAL SYSTEM**. Note: (Members of Corinthian before JAN. 1, 2012 will not be required to have completed the New Members Orientation Class).

A New Members Orientation Class for members twelve (12) years of age and under will be incorporated in the Children’s Church Program.

The basic right of members, thirteen (13) years or older, is to vote on issues requiring a vote of the congregation. Other rights include the use of certain equipment as noted by the Office, and the usage of the Church facilities for weddings, funerals, and other events at the member rate.

To receive financial assistance and/or benevolence, members must be “**active**” and giving in accord with the by-laws over the past six (6) months.

Members should be “**active**” for one (1) year, and eighteen (18) years of age or older to be eligible for financial assistance for mission trips.

ARTICLE III

MEMBERSHIP IN CORINTHIAN (Cont'd)

SECTION 2 – RIGHTS & PRIVILEGES OF MEMBERSHIP

OPERATING PROCEDURE

*PROCESS FOR REINSTATEMENT TO “ACTIVE “ STATUS

A member is considered **INACTIVE** when they miss giving one (1) calendar quarter (1st qtr. - Jan., Feb., or Mar.); (2nd qtr. – Apr., May, or Jun.); (3rd qtr. – Jul., Aug., or Sep.); (4th qtr. – Oct., Nov., or Dec.). A member who does not give for two (2) full calendar years, must restore their membership (**RE-JOIN**).

Members listed as **INACTIVE** can be reinstated to the “**ACTIVE**” list by meeting the criteria of **CONTRIBUTING AT LEAST TWO (2) CONSECUTIVE QUARTERS**.

Example: Give at least once in Jan., Feb., or Mar.; and at least once in Apr., May, or Jun., etc.

“**ACTIVE**” **MEMBERSHIP** entitles one to all other privileges; including, but not limited to voting when written ballot is required, usage of facilities for weddings, funerals, other functions, equipment, **FINANCIAL AND SCHOLARSHIP AID**.

“**ACTIVE**” Members having had a pattern of giving, but due to extraordinary circumstances, (extended illness, catastrophic occurrences beyond their control), may fall to “**INACTIVE**”. These members would retain all rights and privileges.

ALL MEMBERS SHOULD CONTRIBUTE TO THEIR CHURCH, NO MATTER WHAT THE AMOUNT. IT SHOULD BE MADE CLEAR TO THOSE REQUESTING OR RECEIVING FINANCIAL ASSISTANCE THAT “ACTIVE MEMBERSHIP” IS A REQUIREMENT IN ORDER TO RECEIVE FUTURE ASSISTANCE.

ARTICLE III

MEMBERSHIP IN CORINTHIAN (Cont'd)

SECTION 3 – TERMINATION OF MEMBERS

Termination of Membership may be:

3.1 By Death

3.2 By Letter – Any member in good standing may receive a letter of dismissal and recommendation to any other Church. Such letter shall be sent to the Pastor or Clerk of the Church where membership is being transferred.

3.3 By Exclusion – Should any member become an offense to the Church and its good name by reason of un-Christian conduct, or by persistent breach of his/her covenant vows, the Church may withhold his/her rights as a member, or may terminate his/her membership. After due notice, and a hearing before the Board of Deacons, and a faithful effort to bring about repentance, should such action take place.

3.4 *By Erasure – Members who have for a period of two (2) years, failed to participate in the financial support of the Church, shall be erased from the membership.

*Amended by vote of the Congregation 07/22/2015

ARTICLE III

MEMBERSHIP IN CORINTHIAN (Cont'd)

SECTION 4 – ANNUAL MEETING OF MEMBERS

The purpose of the Annual Meetings of members is to address the plans and goals for the up-coming year, approve the Annual Budget, select Chairs of Boards, Committees, and Ministries, report last year's activities, and address other matters properly coming before the members. The Annual Meetings of the Members shall be held at 1920 Tennessee Avenue, Cincinnati, Ohio, 45237. Annual Meetings of any year shall be held no later than sixty days after the Finance/Budget Committee makes the recommendation for budget approval to the Joint Board.

ARTICLE III

MEMBERSHIP IN CORINTHIAN (Cont'd)

SECTION 5 – SPECIAL MEETINGS

Special Meetings of Members (other than the Annual Meeting) may be called by the Pastor or Chairs of the Deacons or Trustees. However, persons requesting special meetings must have concurrence of the Pastor and/or Chairs of the Deacons and Trustees. The purpose of each special meeting shall be stated and must be lawful and proper for consideration.

ARTICLE III

MEMBERSHIP IN CORINTHIAN (Cont'd)

SECTION 5 – SPECIAL MEETINGS

OPERATING PROCEDURE

ALL SPECIAL MEETINGS MUST BE PROPERLY CALLED, ANNOUNCED, AND SCHEDULED IN ACCORDANCE WITH ARTICLE III, SECTION 6 OF THE BY-LAWS.

ELIGIBILITY FOR VOTING - (revised – 2/7/2009)

Members are eligible to vote when giving at least quarterly, regardless of the amount.

Envelopes must be made available to ALL members (i.e., shut-ins, students, kids, etc.)

Members eligible to vote will be verified (by using the previous quarter's financial contributions) PRIOR to receiving a ballot.

ABSENTEE VOTING WILL NOT BE ALLOWED

TYPES OF SPECIAL MEETINGS:

- A. CALLING OR TERMINATING A PASTOR**
- B. ISSUES EXCEEDING THE \$DOLLAR AUTHORITY OF BOARDS**
- C. ISSUES EXCEEDING THE GENERAL AUTHORITY OF BOARDS**
- D. DOLLAR AUTHORITY LEVELS**
- E. *EMERGENCY ISSUES REQUIRING PROMPT ATTENTION**

*Amended by vote of the Congregation 12/08/17

ARTICLE III

MEMBERSHIP IN CORINTHIAN (Cont'd)

SECTION 5 – SPECIAL MEETINGS

OPERATING PROCEDURE (Cont'd)

REQUIREMENTS FOR EACH (Sundays are recommended for Meetings)

- A. Calling or terminating a Pastor requires two-thirds (2/3) vote of eligible voters at a special meeting according to our By-Laws.
- B. Issues exceeding (\$) dollar authority of the Boards may be resolved as follows.
 - 1. \$100,000.00 - \$999,000.00 by vote of two-thirds (2/3) of eligible members at a special meeting.
 - 2. \$1,000,000.00+ by written vote of two-thirds (2/3) of eligible members at a special meeting.

EXAMPLE: A written vote is required to make dollar amount decisions when projects were not planned in the budget, or when buying or selling property under Item 2.

- C. A two-third (2/3) vote is required (clear approval of those voting) on issues exceeding the general authority of the Boards, such as By-Laws and Amendments, approval of Annual Budget, and appointing Chairs. When other minor issues are to be voted on, a majority of those present is required.

Voting methods of those present

- 1. Voice – Audio measurement of Ayes vs. Nos.
- 2. Show of hands – Physical Count.
- 3. Standing – Physical Count

Whichever voting method is to be used, must be stated prior to the meeting, to ensure compliance with the basic voting right given in the By-Laws.

ARTICLE III

MEMBERSHIP IN CORINTHIAN (Cont'd)

SECTION 5 – SPECIAL MEETINGS

OPERATING PROCEDURE (Cont'd)

REQUIREMENTS FOR EACH: (Sundays are recommended for Meetings)

D. \$Dollar Level Authorities:

1. Up to \$5,000 = Chair or Vice-Chair Trustees
2. \$5,001-\$9,999 = Chair & Vice-Chairs Trustees
(Two signatures required.)
3. \$10,000-\$49,999 = Trustee Board
4. \$50,000-\$99,999 = Joint Board
5. *\$100,000-\$999,999 = 2/3 vote of Members Present
6. *\$1,000,000+ = 2/3 written vote of Eligible Members Present

E. **Emergency issues may need prompt attention from the congregation and meetings may be held within seven (7) days using the notification methods cited and voting guidelines applicable to the issue.

***Two-thirds (2/3) vote of the congregation required.**

****Amended by the Congregation 12/10/17**

ARTICLE III

MEMBERSHIP IN CORINTHIAN (Cont'd)

SECTION 6 – NOTICE OF MEETINGS

Notice of the Annual or Special Meeting shall state the place, day, and the hour of the meeting. The purpose shall be stated for all Special Meetings. Notice shall be given from the pulpit, in the bulletin, and/or other Medias at least fourteen (14) days prior to the meeting date.

*Emergency meetings (Issues needing prompt attention) may be held with notice given within seven (7) days, using the methods cited above.

*Amended 12/10/17 per unanimous vote of the Congregation.

ARTICLE III

MEMBERSHIP IN CORINTHIAN (Cont'd)

SECTION 7 – QUORUM AND VOTING

Unless otherwise required in the Articles of Incorporation, *at least fifty (50) members appearing in person, shall constitute a quorum at a meeting of the Members. Unless otherwise provided by law, operating procedures, or in the Articles of Incorporation, the affirmative vote of a majority of the Members at the meeting entitled to vote, shall constitute a decision of the Members.

***Amended by vote of the Corinthian Congregation on 05/03/2009**

ARTICLE III
MEMBERSHIP IN CORINTHIAN (Cont'd)

SECTION 8 – ELIGIBILITY TO VOTE

*Each member giving at least quarterly, **USING THE CBC FINANCIAL SYSTEM**, shall be entitled to one vote on each matter submitted for a vote.

*Members eligible to vote will be verified (by using the previous quarter's financial contributions) **PRIOR** to receiving a ballot.

***ABSENTEE VOTING WILL NOT BE ALLOWED**

*Amended by vote of the CBC Congregation on 5/3/2009

ARTICLE IV – OFFICERS

SECTION 1 – PASTOR

Meaning

The word Pastor means “Shepherd”. In the Hebrew (Old Testament – Jeremiah 3:15). In the Greek (New Testament – Ephesians 4:11).

In I Timothy 3, the overseer is called Bishop. In the Baptist Church the overseer is called Pastor.

1.1 Definition – The Pastor is the general overseer of activities of the Church. He is the Chief Executive Officer, caller and moderator of Church meetings, ex-officio leader of all auxiliaries and ministries. He has full charge and responsibility of the pulpit, all Church services, and is leader, feeder, and nurturer of the flock or congregation. He is committed to tithing.

1.2 Duties of the Pastor/Shepherd

- A. Provide spiritual leadership in sermons, Bible teachings, personal counseling, religious education, and congregational needs as required.
- B. Provide consultation to the congregation.
- C. Work closely with all Boards and committees to ensure the vision/purpose of the Church is pursued.
- D. Review/approve recommendations for hiring all Church personnel – duties, work schedules, and salaries. All Church employees ultimately report to the Pastor.

ARTICLE IV - OFFICERS

SECTION 1 – PASTOR

1.2 Duties of the Pastor/Shepherd (Cont'd)

E. The Pastor and Joint Board shall recommend persons for officers in the Church with the approval of the Membership.

F. Appointment of Assistant Pastor

The Pastor may, as deemed necessary, appoint an Assistant Pastor. A two-thirds (2/3) vote of eligible Members at a Special Church Meeting is required for approval.

The Pastor will assign the duties of the Assistant Pastor. Compensation and benefits of the Assistant Pastor will be based on recommendations of the Pastor and Joint Board and the approval of the Church.

Termination of the Assistant Pastor will be by recommendation of the Pastor and Joint Board. A two-thirds (2/3) vote of eligible Members at a Special Church Meeting is required for approval.

1.3 Election - The Pastor shall be called by a two-thirds (2/3) vote of the eligible Members at a special meeting called for the purpose of electing a Pastor. The special meeting must be announced in Morning Services on no less than two (2) consecutive Sundays prior to the meeting date.

1.4 Term in Office - The Pastor's term shall be an indefinite period contingent upon the **annual review of his contract.**

ARTICLE IV - OFFICERS

SECTION 1 – PASTOR (Cont'd)

- 1.5 Compensation and Benefits** - The Pastor's benefits may include Education, Health Care and Vacation, as defined in the contract.
- 1.6 Disability** - Should the Pastor become no longer able to function as Pastor, the congregation will decide what to do base upon recommendations from the Joint Board. The Assistant Pastor will function as Interim Pastor during this period.
- 1.7 Retirement** - A retirement account shall be established for the Pastor for the dollar amount agreed upon in the annual Contract and is paid by the Church directly to the account.
- 1.8 Removal/Resignation**
- A.** If the Church becomes dissatisfied with the services and/or conduct of the Pastor and asks for his resignation, a vote of two thirds (2/3) of eligible voting Members is required for removal.
 - B.** If the Pastor submits a letter of resignation, a vote of two thirds (2/3) of eligible voting Members is required for acceptance per Contract.
 - C.** A ninety (90) day notification is to be given in either case.
 - D.** Should the Pastor die while in the service of Corinthian Baptist Church, his widow will be given his salary for ninety (90) days.

ARTICLE IV – OFFICERS

SECTION 2 – DEACONS

2.1 Definition - The New Testament states a servant: one who ministers to or serves others.

2.2 Qualifications - I Timothy 3:8-13 states:

“Likewise, Deacons must be reverent, not double-tongued, not given to much wine, not greedy for money, holding the mystery of the faith with a pure conscience. But let these also be tested; then let them serve as Deacons, being found blameless. Likewise, their wives must be reverent, not slanderers, temperate, faithful in all things. Let Deacons be the husband of one wife, ruling their children in their own houses well. For those who have served well as Deacons, obtain for themselves a good standing and great boldness in the faith, which is in Christ Jesus”.

- A.** A man of good report; honest, faithful and respected by his peers.
- B.** A man of wisdom; able to discern the things of God.
- C.** Have a good understanding of the Bible; be ready to teach at any time.
- D.** Committed to tithing.
- E.** Candidates should be observed for at least one (1) year, followed by an oral examination for at least six (6) months prior to their Ordination.

ARTICLE IV- OFFICERS

SECTION 2 – DEACONS (Cont'd)

2.3 Duties of Deacons

- A. Pray continuously for the Congregation.
- B. Faithful attendance for Services.
- C. Participate in Devotional Services.
- D. Assist and spiritually prepare candidates for Baptism and Baptize when directed.
- E. Perform shepherding duties; visit the sick and shut-in.
- F. Assist with Communion.
- G. Assist with the Free Store Ministry.
- H. Critique and oversee new ministries delegated by the Pastor. The Pastor will make the decision to approve new ministries.

2.4 Board of Deacons

- A. **Definition**
The Board of Deacons shall consist of all Deacons.
- B. **Meetings**
The Board shall meet regularly each month, and with the Joint Board as required. Special meetings may be called by the Chairs.
- C. **Quorum**
At least 50% of the Board Members.

ARTICLE IV- OFFICERS

SECTION 2 – DEACONS (Cont'd)

2.4 Board of Deacons (Cont'd)

D. Function

1. Oversee and manage the Benevolence Fund.
2. Develop and manage the Shepherding Program for Membership care.
3. Provide the Lord's Supper and aid in its administration.
4. Administer the process of inducting new members into our congregation.
5. Make necessary reports in the Annual Church Meeting.
6. Assist Pastor when necessary.
7. Participate in the Free Store Ministry.

E. Authority - Assist the Pastor in providing guidance and recommendations on spiritual matters concerning the Members.

F. Officers - Officers of the Deacon Board consist of:

1. Chair
2. Vice-Chair
3. Secretary
4. Chaplain

ARTICLE IV- OFFICERS

SECTION 2 – DEACONS (Cont'd)

2.5 Board of Deacons Officers

A. Chair

1. Preside over meeting of Deacon and Joint Boards.
2. Ensure that all Deacons' duties are performed
3. Develop Deacons' Operating Procedures.

B. Vice-Chair – Perform the duties of the Chair in his absence, and/or those delegated by the Chair.

C. Secretary

1. The Secretary shall keep minutes of all meetings of the Board.
2. An assistant may be appointed as needed.

D. Chaplain – Provide spiritual leadership at each meeting.

.6 Tenure – Chair and Vice-Chair shall serve in their positions for a term of five (5) years. Neither shall serve more than two (2) consecutive terms.

2.7 Removal – The Chair and Vice-Chair may be removed from office, but only with a recommendation from the Pastor and approval by a quorum of the Church Membership.

ARTICLE IV- OFFICERS

SECTION 3 – TRUSTEES

3.1 Definition – Trustees are to be of spiritual insight, trustworthy and have administrative abilities, with qualities similar to Deacons. Trustees are to manage, maintain and oversee the resources of Corinthian Baptist Church.

3.2 Qualifications – But Not Limited to the Following:

- A. Present an image of Christian leadership and moral character.
- B. Provide leadership through visibility and services rendered.
- C. Consistently provide financial support using the Corinthian Financial System (i.e., tithes and offerings).
- D. Participate in formal Christian Education at Corinthian (i.e., Bible Study, Sunday School, etc.)
- E. Committed to tithing.

3.3 Duties of Trustees

- A. Work with Board Members to ensure that the goals and objectives of the Board and Church are the same.
- B. Be a good steward over all financial matters of the Church.
- C. Attend scheduled meetings on a regular basis and participate in training classes pertaining to specific areas of responsibility.
- D. Provide information/input regarding acquisition, maintenance and accountability for Church property.
- E. Assist in re-evaluation and reassessment of financial goals and objectives.

ARTICLE IV- OFFICERS

SECTION 3 – TRUSTEES (Cont'd)

3.4 Trustee Meetings – Regular meetings are scheduled monthly. Additional meetings may be called by the Chair of the Board or a designated member. Trustees are expected to attend all scheduled Trustee and Joint Board meetings.

3.5 Quorum – 50% of the members of the Trustee Board shall be required when a decision must be made by the Board, regarding major financial matters (as defined by the Church Constitution, or Operating Procedures).

3.6 Board of Trustees

A. Officers shall consist of:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer
5. Chief Auditor

Selection of Officers:

1. The Chair and Vice-Chairperson shall be recommended to the Joint Board by the Pastor.
2. Approval of the recommendations are made by the Congregation during a scheduled Church Meeting.
3. The Secretary, Treasurer and Chief Auditor are elected from the Board of Trustee Members. Assistants will be appointed as needed.

ARTICLE IV- OFFICERS

SECTION 3 – TRUSTEES (Cont'd)

3.7 Duties of Trustee Board

A. Chair

1. Work closely with the Pastor to ensure goals and objectives of the Trustees and Church are the same.
2. Call and preside over Trustee meetings.
3. Responsible for the acquisition, maintenance and accountability of Church property, and provide financial accountability.
4. Provide spiritual and administrative leadership to the Board.

B. Vice-Chair

1. Assume all responsibilities of the absent Chair.
2. Oversee and manage the Church operation responsibilities and assume accountability for Church property.
3. Monitor usage and security of Church facility.
4. Serve on the Finance/Budget Committee.

C. Secretary

1. Record accurate minutes and information of all proceedings of the Board of Trustees.
2. Provide a copy of the minutes to the Chairperson for distribution to members of the Board prior to the next meeting.
3. An Assistant Secretary may be appointed as needed.

D. Treasurer

1. Keep accurate records of all financial transactions.
2. Deposit money, pay Church obligations and perform required duties.

ARTICLE IV - OFFICERS

SECTION 3 – TRUSTEES

3.7 Duties of Trustee Board (Cont'd)

E. Chief Auditor

1. Provide Receipts/Disbursements reports monthly, quarterly and annually.
2. Provide data and analysis for budgetary planning and review.
3. Recommend an accounting program and training for managing and controlling Church funds.
4. Audit and review all accounts and records for accuracy and analysis.
5. Be directly involved in any financial planning and analysis.
6. Ensure that an independent audit is conducted annually.

3.8 Tenure – The Chair and Vice-Chair shall serve in their positions for a term of five (5) years. Neither shall serve more than two (2) consecutive terms.

3.9 Removal - Chair and Vice-Chair may be removed from office, but only with a recommendation from the Pastor and approval by a quorum of the Church Membership

ARTICLE IV – OFFICERS (Cont'd)

SECTION 4 – DEACONESS

4.1 Definition

The New Testament records the presence of women workers in the early Churches. Paul wrote to the Church at Philippi; “Help these women for they have labored side by side with me in the Gospel.” (**Philippians 4:3**). Also, in his letter to the Romans, Paul wrote “I commend to you our Sister, Phoebe, a servant to the Church at Cenchrea that you may help her in whatever she may require of you, for she has been a helper of many, including myself.” (**Romans 16:1-2**).

Note: This passage is used to support the Office of Deaconess.

4.2 Qualifications of Deaconess

- A. Wife of a Deacon and/or appointed by the Pastor.
- B. Characteristics of Deaconess:
(**I Timothy 3-11, Acts 6 and Titus 1:8**) “Even so, must their wives be dignified, not slanderers; sober, faithful in all things”.
 - 1. Serious and devoted.
 - 2. Not double-minded.
 - 3. Not addicted to wine.
 - 4. Not greedy for gain.
 - 5. Given to hospitality.
 - 6. Preserves the truth as revealed by God.
 - 7. Prove themselves blameless.
 - 8. Committed to tithing.

ARTICLE IV - OFFICERS

SECTION 4 – DEACONESS (Cont'd)

4.3 Duties of Deaconess

- A. Lead people to accept Jesus Christ as their personal Savior.
- B. Help establish the Christian way of life by her personal life style.
- C. Evangelize and spread the Gospel in our community.
- D. Provide an opportunity for Christian Fellowship.
- E. Offer mutual support for women in the Church.
- F. Render service physically and spiritually when needed.
- G. Assist in Devotional Services.
- H. Prepare and assist with Baptism and Communion.
- I. Make Presentations as required.
- J. Visit the sick and shut-in.
- K. Participate in annual holiday presentations to the sick and shut-in as deemed necessary.
- L. Attend meetings as required.

ARTICLE IV - OFFICERS

SECTION 4 – DEACONESS (Cont'd)

4.4 Board of Deaconess

- A. **Meetings** – Shall be called as required.

- B. **Quorum** – At least fifty percent (50%) of the Board
.

- C. **Officers – Consist of:**
 - 1. Chair
 - 2. Vice-Chair
 - 3. Secretary, Asst Secretary and Chaplain shall be elected by the Deaconess.
 - 4. A Deaconess shall hold one (1) office at a time.

4.5 Duties of Deaconess Officers

A. Chairperson

- 1. Preside over meetings of Deaconess Board.
- 2. Ensure that operation procedures are carried out.
- 3. Represent Deaconess on the Executive Board.

B. Vice-Chairperson

- 1. Perform all duties of the Chair in her absence and those delegated by the Chair.
- 2. Represent Deaconess on Executive Board.

ARTICLE IV - OFFICERS

SECTION 4 – DEACONESS

4.5 Duties of Deaconess Officers (Cont'd)

C. Secretary and Assistant Secretary

1. The Secretary shall keep minutes of all meetings of the Board.
2. The Assistant Secretary shall perform duties of the Secretary in her absence.

D. Chaplain

1. Provide spiritual leadership at each meeting.

4.6 Tenure – Chair and Vice-Chair shall serve in their positions for a term of five (5) years. Neither shall serve more than two (2) consecutive terms.

4.7 Removal – The Chair and Vice-Chair may be removed from office, but only with a recommendation from the Pastor and approval by a quorum of the Church Membership.

ARTICLES V – EXECUTIVE/JOINT BOARDS

SECTION 1 – EXECUTIVE BOARD

1.1 Composition – The Executive Board shall consist of the Pastor, Assistant Pastor, Chair and Vice Chair of the Deacons, Deaconess, and Trustee Boards.

1.2 Responsibilities

- A. Serve as the general overseer of the vision and purpose of the Church, study and coordinate long and short range goals, coordinate the work of the various ministries, ensure that good communications exist between the Boards, Ministries and Congregation.
- B. Review, analyze and recommend changes to the Pastor's contract annually.

1.3 Authority

- A. The Board shall make recommendations but leave decisions and details to related Boards, Ministries and Committees to carry out.
- B. Mediate appeals by the Membership and direct them to appropriate area.
- C. An Executive Board designee may call Church meetings on matters concerning the Pastor's misconduct.

1.4 Meetings

- A. Meet at least quarterly, and/or as other meetings are deemed necessary.
- B. The Pastor is to preside over this Board, but may delegate the responsibility as he deems appropriate.

ARTICLE V – EXECUTIVE/JOINT BOARDS (Cont'd)

SECTION 2 – JOINT BOARD

2.1 Compositions - The Joint Board consists of Deacons, Deaconess and Trustee Boards.

2.2 Responsibilities

- A. Responsible for the spiritual, financial and operational welfare of the Church.
- B. Provide data, analysis, and decisions on matters within the scope of its authority as defined in our Operating Procedures.
- C. Provide data, analysis and recommendations to the Congregation on matters exceeding the Joint Board's authority.
- D. Present the annual budget for approval.

2.3 Authority – All financial matters requiring Church approval, not included in the Church's annual budget, must be submitted in writing to the Joint Board before being presented to the Church.

2.4 Meetings

- A. Quorum – At least fifty percent (50%) of the Board Members.
- B. The Joint Board shall meet at least quarterly to review and assess the status of the Church, relative to its goals and objectives and/or as deemed necessary by the Executive Board.
- C. The Chair of the Deacons, Trustees or the Pastor, shall preside over these meetings.

ARTICLE VI – FISCAL MANAGEMENT

The following fiscal and management policies are to insure protection of the Church, as well as those persons involved in handling of Church funds.

SECTION 1 – DESCRIPTION

The fiscal management system for Corinthian Baptist Church is as follows:

- 1.1 All Church bank accounts, brokerage and investment accounts, and any other financial accounts, shall require two (2) signatures for all transactions.

Note: Trustees are the **only** signatories for any Church account. To avoid a conflict of interest, the two (2) signatories cannot be related. Signers for financial transactions of the Church shall be the Chair and/or Co-Chair, and the Treasurer.

- 1.2 An automated account system (i.e., Quicken/Quick Books) shall be in place as the process by which receipts, and disbursements are tracked and reports generated.
- 1.3 A disbursement authorization (voucher system) shall be in place to control all Church expenses requiring the necessary approval/authority levels before payments are made.
- 1.4 An accounting system shall be in place for reporting and verifying all receipts received **each** Sunday.
- 1.5 The Church Treasurer, or someone so designated, will verify and receive the monies for that day and generate report copies for Pastor and Chair for the record.
- 1.6 All monies must be deposited promptly into the checking account by the Treasurer or Chair/Vice Chair (within 72 hours).
- 1.7 All returned checks for insufficient funds will be given back to the Member and all bank charges will be applied.

ARTICLE VI – FISCAL MANAGEMENT

SECTION 2 – POLICIES

- 2.1 No one shall use ATM's or any other means to withdraw cash directly from any Church account.
- 2.2 Committees or Ministries shall not have separate bank accounts.
- 2.3 The person(s) responsible for reconciling bank, brokerage, and similar accounts shall not be the person(s) having signatory authority for that account.
- 2.4 **If credit cards are made available to the Pastor and staff for generating Church-related expenses, receipts and explanation of all transactions are to be submitted by the user of the card.**
- 2.5 Monthly, quarterly and annual financial reports shall be presented to the Boards and to the Congregation.
- 2.6 Periodic and annual audits shall be performed by the auditing staff.

ARTICLE VII – COMMITTEES

SECTION 1 – DESCRIPTION

Corinthian Baptist Church shall have Standing and Ad Hoc Committees designed to develop and carry out strategic plans for accomplishing tasks deemed necessary by the Church in various areas that promote the ministry and effective administration of the Church and its mission. Duties and powers of each committee shall be defined in writing, establishing such powers of each committee shall be defined in writing, establishing such requirements for the organization. Sub-Committees may be formed under various committees. Each committee shall have a Chair who shall be responsible to oversee and report the activities of said committee. The Joint Board shall approval all Committees and should appoint a Board Member to each.

1.1 Standing Committees – Standing Committees shall be on-going committees that exist to support and manage programs, and functions necessary for Church operations and activities. Standing Committees are listed, **but not limited to**, the following:

- A. Welcome**
- B. Finance**
- C. Kitchen**
- D. Senior Care**
- E. Historical**
- F. Scholarship**
- G. By-Laws**
- H. Expansion**

ARTICLE VII – COMMITTEES

SECTION 1 – DESCRIPTION (Cont'd)

1.2 **Ministries and Departments** – Other types of committees at Corinthian Baptist Church are as follows:

Ministries exist to create and foster an atmosphere of spiritual growth through presentations, interaction, information and by encouraging participation of the Corinthian Membership or by outreach to the community. Each ministry has its own spiritual leader and they report to the Pastor and/or the Joint Board. The categories are, but not limited to:

- A. **Music**
- B. **Missionary**
- C. **Health & Safety**
- D. **Adult Discipleship**
- E. **Youth and Young Adults**
- F. **Special Events**

Departments are designed to organize large programs specializing in a particular area of service or responsibility. The focus of each department is to establish the operations of that program and maintain that it is functioning according to Church guidelines. Each department has its own leader who reports to the Pastor and/or Joint Board. Departments at Corinthian are:

- A. **Christian Education**
- B. **Church Administration**

1.3 **Ad Hoc Committees** – Ad Hoc Committees shall be appointed by the Pastor and/or Joint Boards for specific purposes that meet temporary needs and functions of the Church and its mission. These committees shall be dissolved upon completion of the purpose for which it was created. Ad Hoc committees and their Chairs shall carry out the same responsibilities as Standing Committees as long as they exist.

ARTICLE VII – COMMITTEES (Cont'd)

SECTION 2 – MEMBERSHIP AND TERMS

- 2.1 Membership** – Membership of all committees shall consist of the Members of the Church unless outside parties have been identified and recruited as having an interest in the primary activities of said committees.
- 2.2 Terms** – The term of service per Officers and Members shall be determined by each committee, according to its function and activities.

SECTION 3 – MEETINGS

All standing committees shall meet at least monthly as scheduled. Committees may meet more frequently as needed.

SECTION 4 – REVIEW

The Joint Board shall periodically review the existing committee structure of the Church, organize new and dissolve existing committees, and appoint or confirm the election or continuance of Chairpersons of all committees as deemed necessary.

ARTICLE VIII – AMENDMENTS

SECTION 1

These By-Laws may be amended or revised by a two-thirds (2/3) vote of the eligible voting Members of the Corinthian Baptist Church at a meeting held for that purpose, planned through advance notice.

SECTION 2

Amendments and revisions must be submitted in writing to the By-Laws Committee, and then presented to the Joint Board.

ARTICLE IX

INDEMNIFICATION / INSURANCE

SECTION 1 – INDEMNIFICATION

- 1.1** The Corinthian Baptist Church shall provide indemnification for Directors, Officers, Trustees, employees and agents acting in good faith and in the best interest of Corinthian.
- 1.2** The Corinthian Baptist Church shall bear expenses, fees and costs associated with its Directors, Officers, Trustees, employees and agents acting in good faith and in the best interest of Corinthian.
- 1.3** The Corinthian Baptist Church shall pay expenses, fees and other costs in advance of final disposition of such actions, when warranted.

SECTION 2 – INSURANCE COVERAGE

- 2.1** The Corinthian Baptist Church shall provide liability coverage for its Pastor, Directors, Officers, and Trustees as identified in our insurance policy for liability coverage for such Officers.

ARTICLE X

PARLIAMENTARY AUTHORITY

The authorities for these By-Laws are as follows:

- Roberts Rule of Order – Classic Manual of Parliamentary Procedure.
- A Baptist Manual of Polity and Practice.
- The Hiscox Standard Baptist Manual.
- Parliamentary Law Rules and Procedures for Conducting Conventions.



J. Kenneth Blackwell, Secretary of State
 30 East Broad Street
 Lower Level
 Columbus, Ohio 43215

**STATEMENT OF CONTINUED EXISTENCE
 OF CORPORATION - NOT FOR PROFIT**

The undersigned, a trustee, officer, or three members in good standing of the corporation named below, hereby verifies/verify that the corporation is still actively engaged in exercising its corporate privileges, and that:

1. The Charter Number is: 4760
2. The exact corporate name is:
THE CORINTHIAN BAPTIST CHURCH OF AVONDALE
3. The city, village or township in which its principal office is located is:
CINCINNATI
4. The county in which its principal office is located is: HAMILTON
5. The date of its incorporation is: May 10, 1888
6. The name of the current statutory agent is:

HAROLD T. BENNIE

7. The complete address of the current statutory agent is:

1527 LAKELAND AVE.
CINCINNATI, OH 45237

(P. O. Box addresses are not acceptable)

This document is signed by a trustee, corporate officer, or three members in good standing.

By: Keith A. Dilts

Note: If a new agent has been appointed on line 6 above, that agent must acknowledge his/her acceptance of such appointment below.

ACCEPTANCE OF APPOINTMENT

The undersigned, Harold T. Bennie, named herein as the statutory agent for the corporation in line 2 of this statement, hereby acknowledges and accepts the appointment of statutory agent.

Harold T. Bennie
 Signature of Statutory Agent

B 256 1067

Prescribed by Ted W. Brown
Secretary of State
C-119

Corporation Number

4766

Approved

[Signature]

Date

4-10-1967

Fee

1.00

FOR OFFICIAL USE ONLY

Statement of Continued Existence

THE CORINTHIAN BAPTIST CHURCH OF AVONDALE, a corporation not for profit organized under the provisions of Chapter 1702 of the Revised Code, (or previous laws, or under special provisions of the Revised Code, or created prior to September 1, 1851 and having elected to be governed by subsequent laws and whose articles or other documents are filed with the Secretary of State), and not specifically exempted by this section, makes the following verified statement to the Secretary of State:

1. Corporation name THE CORINTHIAN BAPTIST CHURCH OF AVONDALE

744 Wehrman Ave CINCINNATI, HAMILTON COUNTY, OHIO

3. Date of incorporation May 10, 1888

4. The corporation is still actively engaged in exercising its corporate privileges

5. a. Name of statutory agent ARTHUR HUGHES, Sr

b. Address of agent: 807 Ridgeway Avenue Cincinnati, Hamilton County, Ohio

IN WITNESS WHEREOF, said THE CORINTHIAN BAPTIST CHURCH OF AVONDALE has caused this statement to be executed by an officer (trustee, three members in good standing) duly authorized in the premises, this Sixth day of September, 1967

CORINTHIAN BAPTIST CHURCH OF AVONDALE
(Name of Corporation)

By

(Title)

ARTICLE XI DISSOLUTION CLAUSE**

DISSOLUTION OF THE CHURCH REQUIRES A TWO THIRDS (2/3) VOTE OF ELIGIBLE VOTING MEMBERS.

The Dissolution vote shall require a special meeting and a thirty (30) day notice shall be given in writing by publication or posting of notice on the interior egress doors of the Sanctuary. This provision does not amend the By-Laws but shall serve as an additional requirement.

Any assets lawfully available for distribution are to be transferred to one or more organizations qualifying as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, as amended.

All decisions related to dissolution including, but not limited to distribution of assets, shall require a two thirds (2/3) vote of present eligible Members.

****Amended by vote of the Congregation on 03/03/2019.**

