**CONSITUTION BOULEVARD BAPTIST CHURCH**

**PREAMBLE**

In order to establish good order and efficiency in the work of the Church, promote unity within the Body of Christ, foster a Christ-like spirit among us, teach the principles, doctrines and ethics of the Christian Faith, provide for a faithful and evangelical ministry and advance the missionary and social outreach of this fellowship, we the members of the Boulevard Baptist Church adopt this Constitution and its By-Laws.

ARTICLE I NAME

This Church shall be called the Boulevard Baptist Church.

ARTICLE II OBJECTIVES

The objectives of the Church shall be:-

1. To proclaim the Word of God as contained in the Scriptures of the Old and New Testaments.
2. To give instructions in the Word of God for the edification of Believers and the conversion of unbelievers.
3. To develop a genuine awareness of God and His requirements of human life through regular public worship whether in person or via livestreaming on social media platforms or free air/radio station.
4. To encourage the development of each individual Christian life through family and personal devotion.
5. To equip members of the Church through regular and appropriate training programmes for effective Christian work and witness.
6. To foster a spirit of solidarity expressed in loving concern, caring and sharing among the members of the Church.
7. To extend the influence of the Church in the community, by personal testimony and corporate action.

To faithfully carry out the duties required for overseeing and managing the assets of and personnel employed by the church. ARTICLE III ORDINANCES

The Church shall observe two Ordinances as commanded by

our Lord Jesus Christ.

1. Believers’ Baptism– Matthew 28:19.
2. The Lord’s Supper – 1 Corinthians 11:23-29.

ARTICLE IV Membership of the Church shall be opened to the following whether local or overseas:-

1. Those who profess true repentance toward God and

Faith in our Lord Jesus Christ, whose life bear evidence of their Christian profession, and who have confessed their faith in the Ordinance of Believers’ Baptism.

1. Those who have been duly recommended by another congregation of Baptized Believers as active and faithful members of that Church in affiliation with Jamaica Baptist Union, and who on the strength of such recommendation have been approved for membership in this Church.
2. Those whose membership have lapsed, or those who have been excluded by the disciplinary action of the local church, and who have given assurance and evidence of repentance for sin and of a sincere intention to live a consistent Christian life and have been approved for restoration to membership by this church.
3. Those who provide evidence of their membership in a Christian church in accordance with Baptist beliefs and practices and who have undergone a period of training prescribed by this church.
4. Those Baptists who seek fellowship on their own personal testimony, subject to verification by the Administration and a period of training prescribed by this Church (Members of Baptist Churches affiliated to the J.B.U.).

ARTICLE V ADMINISTRATION

The Church shall be administered by:-

1. A Pastor
2. Diaconate
3. A Church Council
4. Members in Meeting
5. Church Office Staff

ARTICLE VI BUSINESS OPERATIONS

The day-to-day operations of the Church shall be carried out by:

1. A Church Administrator
2. An Accounting Officer
3. An Administrative Assistant
4. Caretaker for the Church building and compound/environs(must be covered separately)
5. Any other position as may be deemed necessary from time to time

ARTICLE VII ADVISORY FUNCTIONS

A designated body, called the Church Ministries Advisory Committee, for advising Council and coordinating the activities of the auxiliaries, committees and groups of the Church.

ARTICLE VIII OFFICES

Offices are designated positions of those Members who feel so called and are elected by the Council to serve in said positions.

As the Church develops its organizational, it

will establish elected offices and the necessary support staff. .

The elected officers will be persons of proven spiritual quality and of recognized ability for the particular task that they will be required to perform.

(a) Secretary

(b) Assistant Secretary

(c) Treasurer

(d) Assistant Treasurer

(e) Chairman Diaconate

(f) Chairman Finance Committee

(g) Such other offices as may be deemed necessary

from time to time.

ARTICLE IX AUXILIARIES

Auxiliaries are groups that will specifically assist with the spiritual development of Members as a whole or a significant segment of the Membership.

The Church shall function with the following auxiliaries:-

(a) Sunday School

(b) Brotherhood

(c) Women’s Federation

(d) Young People’s Fellowships

(e) Choirs

(f) Any other group which may be organized and approved by

the Church from time to time.

ARTICLE X There shall be twelve Birth Month Groups Numbered 1-12 –

January – December, embracing the total membership of the

Church.

ARTICLE X COMMITTEES

Committees are groups which carry out specific functions on behalf of the Church or minister to the special needs of the subset of the Membership and community

There shall be standing committees of the Church as

follows:

1. Finance
2. Evangelism/Missions

(c)

(d) Property -

(e)

(f) Ushers

(g) Outreach and Enrichment

(h) Any other Committee that may be organized and approved by the Council and Members in Meeting

ARTICLE XI MEETINGS

There shall be regularly called meetings of the various:-

1. Boards/Council
2. Auxiliaries
3. Committees

ARTICLE XII RELATIONSHIP - PARTNERSHIPS

While reserving its proper autonomy, the local church shall

cultivate fellowship in the closest possible relationship with:-

(a) The Jamaica Baptist Union

(b) Other Baptist Churches in affiliation with the Jamaica Baptist

Union

(c) Other Christian Churches

ARTICLE XII DISCIPLINE

The Church Council, acting on behalf of the members in accordance with,

and under the guidance of the Holy Spirit, shall have authority to appoint an ad hoc committee to exercise

discipline aimed at reconciliation over all the members of the Church. Such discipline may be

imposed for the following reasons:-

1. Any conduct deemed unbecoming of a member of Christ’s Church.

**BY LAWS**

ORDINANCES

1. Believer’s baptism shall be by emersion as the principal method.
2. Other symbolic methods as dictated by circumstances such as sickness or physical impairment may be used for Believer’s baptism, at the discretion of the Pastor.
3. The Lord’s Supper may be administered by a Deacon or Pastor to homebound Members.
4. The Lord’s Supper may be observed virtually, during an online communion service, by Members using emblems approved by the Church Council.

**S**

**MEMBERSHIP**

1. Stewardship

Members will be expected to participate actively in the life of the Church, and to be

faithful in the discharge of their stewardship responsibilities by way of:-

1. Regular attendance, whether physically or virtually, at public worship and the Ordinance of the Lord’s Supper.
2. Liberal and systematic financial contribution.
3. Diligence in the employment of their God-given gifts of time and talent in the true spirit of harmony for the strengthening and enrichment of the church’s life and witness.

B. Discipline (i) It shall be the responsibility of each member, in his/her care and

concern for each other, to counsel in love with anyone known to

be involved in any conduct deemed to be unbecoming members

of Christ’s Church and or if necessary report to the minister.

(ii) A member who fails to participate in the programme of the

Church for a period of twelve (12) consecutive months without

reasonable excuse, will be considered negligent.

1. The name of such a member shall be brought to the attention of Council by the Group Leader or Deacon for transfer by the Church Administrator from the regular to the reserved list. The Family Deacon should providespecial care and attention with a view to reinstating the member.

C. Forfeiture Membership shall be considered forfeited for the following:-

1. Negligence for two (2) consecutive years.
2. Sale and/or excessive use of alcoholic beverages
3. Sexual immorality
4. Conduct prejudicial to good order and discipline
5. Any other conduct, which upon due investigation, is deemed contrary to true Christian principles.

ADMINISTRATION

The Church exercising its rights and responsibilities to select members to

fill its various offices shall first engage all its members in earnest prayer

for guidance and direction.

A. The Pastor

The person called shall be a minister of the Jamaica Baptist Union in accordance with its constitutional provisions.

Procedure for Appointment

When the pastorate becomes vacant, the following shall apply:-

1. Inform the Jamaica Baptist Union through the Chairman of the Diaconate in consultation with the Council of the Church seeking its counsel and advice as may be deemed necessary;
2. the Diaconate at a specially called meeting will decide upon the person to be recommended to the Church, by way of Council and Members’ Meeting;
3. The person may be invited to preach with a view to being called as well as to hold consultation at mutual convenience with the Diaconate, Council and Members;
4. The Pastor shall be called by decision of the members in a specially called meeting on majority vote.

Duties of the Pastor

The duties of the Pastor shall be:-

(a) The preaching of the Gospel and the applicationof the Ordinances, the administrationand spiritual oversight of the Church.

(b) To direct and supervise the public worship, the religious instruction of the congregation

and to preside at meetings of the Church.

(c) To watch over the personal well-being and life of the members by ministering, exhorting, admonishing and

counselling .

(d) To ensure good communication and effective co-operation with the J.B.U.

(e) To lead and encourage the Church to fulfil its Ministry in the wider community

and in co-operation with other Christian bodies.

Entitlement of the Pastor

1. Proper provision should be made by the church for the Pastor to have financial support.
2. Housing, travelling, etc. in accordance with J.B.U. Policy.
3. Leave: Sick, vacation, sabbatical, study in accordance with J.B.U. Policy.

Termination of The Service of The Pastor

The services of the Pastor may be terminated by:-

1. Resignation

Minimum of three months (3) notice in accordance with J.B.U. Policy.

1. Retirement

Mutual agreement between the Pastor and the Church.

(c) Termination by The Church

(i) Due consultation between the J.B.U, and the Diaconate through Council.

(ii) Specially called meeting of the members by the Chairman of the Diaconate. The quorum shall be 25% of the

membership and decision 60% of those present and voting in favour

thereof:

(iii) Minimum of three (3) months’ notice or pay in lieu of Notice.

B. DEACONS

(a) Appointment

A Deacon shall be a man or woman who is a member of the Church in good

standing and who has the qualification for a Deacon as set forth in Acts 6:3 and

1 Timothy 3:3-13, and such other qualifications as the church may from time to

time prescribe.

(b) Election

Deacons may be elected at any time and from time to time by the Church either to

fill a vacancy within the diaconate or to increase the number of Deacons.

1. The age twenty-one is the lower limit for the appointment of a Deacon.
2. The retirement age is seventy.
3. Beyond the age of seventy, the Deacon may serve as Deacon Emeritus.
4. The Deacon should believe in the permanence of marriage, the virtue of singleness and practice wholesome family values.
5. The prospective Deacon should have five years but no less than two years membership in the church, at the discretion of the Council.
6. The Church Secretary and the Church Treasurer shall be ex-officio members of the Diaconate.
7. Duties
8. Develop a system of pastoral care whereby all the members and visitors of the church are covered.
9. Give Communion to the homebound members.
10. Be involved in a constant programme of visitation.
11. Get to know all the members of the Church.
12. Welcome visitors to the Church.
13. Visit applicants for membership.
14. Provide leadership in worship.
15. Participate in Bible Study and Prayers Meeting.
16. Assist the Pastor in the proper administration of the Church’s programme.
17. Tenure
18. Resignation
19. Termination of membership in the Church.
20. Removal from such office by the Church.
21. Attainment of the age of seventy years.

C. OFFICERS

1. The Secretary

The duties of the Secretary shall be:-

1. To keep correct records of all meetings of the Church Council and Members’.

Meetings;

1. To report receipt of pertinent correspondence to the Pastor and the Members of the Church.;
2. To bring to the attention of the members all important services and functions affecting the Church;
3. To work in the closest possible collaboration with the Pastor for the harmonious and effective Ministry of the Church

2. The Assistant Secretary

The duties of the Assistant Secretary shall be:-

To work in closest co-operation with the Secretary for the effective

discharge of the duties of that office of the Secretariat.

To carry out the duties of Secretary in the absence of the Secretary.

3. The Treasury

1. The Treasury shall be the repository of all moneys received by the Church.
2. The Treasury shall be the channel through which all moneys are disbursed for the Church
3. Treasury governance and administration shall be vested in Finance Committee, a Treasurer, an Assistant Treasurer and designated officers in the Office Administration.
4. The operations of the Treasury shall be subject to an approved Finance and Accounting Policies Manual.

3. The Treasurer

The duties of the Treasurer shall be:-

1. To be responsible for the receipt, recording and lodgment of all funds received by the Church;
2. To be accountable for all payments approved by the Finance Committee and/or the Council. The Church Office shall process payments in accordance with procedures set out in the Finance and Accounting Policies.
3. To present official reports on the financial position of the Church at the meetings of Finance Committee, Church Council and Members.
4. To ensure that the Administrator and/or Accounting Officer make(s) ready for auditing the books of accounts of the Church: prior year accounts should be made ready by January of the ensuing year
5. To present the audited accounts to Members in Annual General Meeting
6. To seek the approval of Members in meeting, the appointment of Auditors for the Church and ensure that the auditing functions for the Church are carried out

The actions and decisions of the Treasurer are subject to the approval of the Finance Committee.

4. The Assistant Treasurer

The duties of the Assistant Treasurer shall be:-

1. To assist the Treasurer in the effective discharge of the duties of that Office.
2. To perform the duties of Treasurer in the absence of the Treasurer.

COUNCIL

a. Composition

The Church Council shall comprise the following persons:-

Pastor

Deacons

Church Secretary

Assistant Church Secretary

Treasurer

Assistant Treasurer

A Representative from each Auxiliary

A Representative from each Committee

1 Representative from each of the Birth Month Groups

The Church Administrator

Such other persons that the Church may appoint from time to time

A member may resign at any time and be substituted by the leader or person who is appointed or selected/elected to replace him/her. Council Members shall be presented by the Pastor for approval by the Members in Meeting at the beginning of each year.

b. Meeting

The Council shall meet once every other month.

The meetings shall be chaired by the Pastor or Head of the Diaconate or other person designated by the Pastor. The quorum shall consist of a majority of the members of the Council. All members shall be eligible to vote.

c. Role and Function

The role of the Church Council shall be to monitor and evaluate the performance of the church in all aspects of its spiritual life as well as see to the maintenance and protection of the church’s property and assets. It shall be the body to which the pastor, deacons, all officers, leaders of birth-month groups, auxiliaries, and committees, shall present reports for the purpose of updating the Council about activities and programmes, reporting on income and expenditure, requesting approval and direction/guidance when necessary. It shall be accountable to the members of the Church through regular meetings.

It shall provide leadership, set policy direction, review and assess the programmes and performance of the church as a body, provide strategic and long-term direction in accordance with the mission, core values and objectives of the Church and oversee the administrative functions of the church.

Its fiscal responsibilities shall be to approve the annual budget of the church for adoption by the Members in Meeting, ensure that the finances of the church are spent according to budget and that the church does not spend more than it receives.

Its accountability function shall be to present reports to Members in Meeting for the purpose of updating members about the activities and programmes of the church, reporting on income and expenditure, and seeking approval when necessary.

The Church Council shall not have the authority to buy or sell property unless specifically authorized to do so by a meeting of the members.

CHURCH MINISTRIES ADVISORY COMMITTEE

The main objective of the Church Ministries Advisory Committee (CMAC) is to promote a culture of accountability in the performance of the various ministry groups (officers, auxiliaries and committees as well as administrative and supporting staff), in accordance with the goals, objectives, core values and mission of the Church. These ministry groups of the church are grouped/clustered, according to a common theme, for care and oversight by designated members of the CMAC.

CMAC’s role is primarily advisory and as such it will assist in giving strategic direction through counsel, motivation, monitoring and modernization. This body will be made up of people who are appointed by the Council for their spiritual maturity, personal qualities, and for the skills they bring as leaders. Its secondary role is to report on the performance of the committees and auxiliaries and make recommendations concerning them if necessary, to Council.

CMAC shall meet once every two months (in those months during which Council meetings are not held).The advisor and coordinator assigned to a given grouping/cluster shall meet with their respective/assigned cluster groups once every two months (in those months during which Council meetings are not held).

As is the case with other committees, a member shall be elected annually by the Council and serve for up to three consecutive years. S/he may be reappointed after a break of three years. OR A member, as in the case of deacons, shall serve continuously up to age seventy and may resign at any time.

AUXILIARIES

Each Auxiliary should be seen as an integral part of the Church and should undertake

the functions as follows:-

1. Deepening of the Spiritual life of its members;
2. Giving attention to the welfare of its members;
3. Making regular reports to the Council and Membership;
4. Advising the Pastor of circumstances affecting any of its members or the Group in general, which requires his personal attention;
5. Be involved in outreach and evangelistic activities;
6. Identify specific projects in the church and working towards implementing same on an annual basis.

COMMITTEES

1. Deepening of the Spiritual life of its members;
2. Giving attention to the welfare of its members;
3. Making regular reports to the Council and Membership;
4. Advising the Pastor of circumstances affecting any of its members or the Group in general, which requires his personal attention;
5. Be involved in outreach and evangelistic activities;
6. The Committees shall meet in accordance with the policies of the Church concerning meetings for Council, Auxiliaries and Committees.

GROUPS

Each Birth Month Group should work towards the following:

1. Deepening of the Spiritual life of its members;
2. Giving attention to the welfare of its members;
3. Making regular reports to the Council and Membership;
4. Advising the Pastor of circumstances affecting any of its members or the Group in general, which requires his personal attention;
5. Be involved in outreach and evangelistic activities;
6. The Groups shall be seen as the family arm of the Church and shall meet on the first Sunday of each month after morning worship.

ELECTION OF OFFICERS AND MEMBERS OF COUNCIL

Members of the Council other than Deacons shall be elected annually by way of nominations from each Auxiliary/Birthday Group/Committee. Such nominee will not be eligible to hold office for more than three consecutive years, except under extenuating circumstances, nor to accept more than one major position of responsibility.

MEETING

1. Calling of Meeting

The times for regular meetings of the Diaconate, Church Council, Advisory Committee, and

Members, shall be established by consensus of the abovementioned entities.The Secretary shall give official

reminders in public worship for at least two consecutive Sundays prior to each Members’ Meeting. Extra-ordinary Meetings may be called after consultation with the

Pastor, Secretary, and Chairman of the Diaconate. The number

of persons to call such meeting is 40.

2. Members’ Meeting

This shall normally be held quarterly to receive reports and recommendations

from the Diaconate and Council and to give attention to other matters of

interest to the Ministry of the Church. The Members’ Meeting shall

constitute the final decision-making body of the Church.

There shall be an Annual General Meeting at which election shall take place of

Officers, Auxiliary Leaders, Group Leaders and Committee Chairmen.

QUORUM: Ten percent (10%) of the members

shall constitute a quorum.

Other Meetings and Ceremonies

In addition to the use of the Church for worship services and the

regular activities of the various Auxiliaries, Committees and Groups, the

Church shall be used for such ceremonies as:-

A. Dedication of Infants

B. Solemnization of Marriages

C. Funerals

D. Other activities as approved by Council

THE BURIAL OF THE DEAD

Funeral Service for the dead will be held in the Church for the following:-

a. Members of this church who are in good standing;

b. Bona fide members of Churches of the Jamaica Baptist Union at

the request or agreement of the Pastor of the Church;

c. Young people who are members of the Youth Organizations

of the Church and actively involved in the life of the Church up to

twenty-five (25) years of age;

d. Members of other Christian Denominations who are in good

standing with their Church and whose relative is a member of this

church;

e. Spouses, Parents and children of members of the church;

f. All other requests to be considered by the Pastor and members of

the Diaconate.

AMENDMENT

This Constitution may be amended at an Annual Meeting of the members.

Notice of such Amendment shall be put in writing to the Secretary at

least Three (3) months in advance of the meeting and made available to

the Pastor, Deacons, Church Council and Members. Decision on any

change shall be on a clear majority.