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### Constitution, 1981-05

Friendship Missionary Baptist Church

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\*\*\*\*\*CONSTITUTION\*\*\*\*\*

THE GREATER FRIENDSHIP BAPTIST CHURCH  
402 Clinton Street  
Buffalo, New York 14204

REVEREND A. CHARLES WARE, PASTOR

The purpose of this Church shall be the advancement of the Kingdom of our Lord and Saviour Jesus Christ. It shall seek to attain this end through public worship, preaching of the Gospel, consistent and constant Christian living by its members, personal evangelism, missionary endeavor, and Christian Education.

It is also the purpose of this Church to cooperate with the organized work of the Baptist Denomination---local---State---National Conventions---Foreign Mission.

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## CONSTITUTION

### DUTIES OF MEMBERS-----

Each member of this Church shall have the Church Covenant presented to them by the Pastor and they shall subscribe to it.

Any person who within the period of one (1) calendar year has not supported the Church shall be dropped from the Church membership roll unless the Pastor is so satisfied that there is not willful lack of interest or support.

Any member in good standing desiring to unite with some other Denomination may upon recommendation of the Pastor be granted a letter of recommendation of Christian standing and Church Fellowship.

The Officers of this Church shall be as follows: a Pastor, a Board of Deacons, a Board of Deaconess, a Board of Trustees, a General Treasurer, a Financial Secretary, a Church Clerk and a Board of Christian Education, which includes the Superintendent of the Sunday School.

The Pastor shall be a believer in and a Preacher of the Lord and Saviour Jesus Christ and of the basic doctrines held by the Baptist Denomination. He shall at all times attempt to lead his people rightly as to the dictates of the Holy Spirit.

All officers shall be members of the Church in good standing and shall with the exception of the Pastor be elected at the Annual Church Meeting, for a period of one (1) year or until their successors are elected. Except, the Board of Deacons, Deaconess, and Trustees who shall be appointed by the Pastor and accepted by the Church to serve for a term of years as so provided by the Church.

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DUTIES OF DEACON CONT'D-----

The Deacons are NOT MANAGERS of the Church. All matters considered and passed upon by them shall be submitted to the WHOLE Church assembled together, and finally decided upon by the Church. Deacons can only recommend, with propriety, and the Church must bear the responsibility of final decision and action.

DUTIES OF BOARD OF DEACONESS-----

The Board of Deaconess shall assist the Pastor in developing the Spiritual life of the Women and Girls of the Church for the best possible Christian Service. It shall cooperate with the Pastor and Board of Deacons in visiting the members and in the care of the sick, needy, and distressed members of the Church. The disbursement of the benevolences, and in preparation of the observation of the ordinances of the Church. It shall assist the Board of Deacons in promoting the Evangelistic Program of the Church.

DUTIES OF BOARD OF TRUSTEES-----

The Board of Trustees shall hold in trust all property belonging to the Church and Corporation. They are needed because of the State Laws. They have no right to buy, sell or dispose of property belonging to the Church or Corporation. But when the Church orders a purchase, sale or transfer, the Trustees shall execute all necessary legal papers in the name of the Church and by its authority. In the absence of Church action given instructions and authority, the Trustees are simply custodians of Titles and Papers.

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Any Officer who for a period of sixty (60) days shall fail to faithfully perform his or her duties pertaining to the office, thereby automatically vacates said office. The Church upon the recommendation of the Pastor and Officers has the power to remove said Officers from his or her office.

Resignation of all Officers shall be submitted in writing to the Church and shall become effective on the date specified in the resignation, unless deemed otherwise by the Church.

DUTIES OF THE PASTOR-----

The duties of the Pastor shall be to preach the Gospel, administer the ordinance, watch over his membership, promote the spiritual interest of the Church, organize and develop its strength for the best possible service. Plan for, look after the Church finances, property, resources and expenditures. He is to be the overseer of the organization. He shall be a member of all Boards of the Church and its Auxiliaries Organization. He shall be the moderator of the Church and of any advisory Boards.

DUTIES OF THE BOARD OF DEACONS-----

The duties of the Board of Deacons shall be in every way to assist the Pastor in his work and with him consider all applications for Church membership and all letters of dismissal. It shall cooperate with him in providing the pulpit supply and the leaders of the Prayer Meeting in his absence. It shall cooperate with the Pastor in visiting the members and the care of the sick, needy and distressed, and bring to the Pastor's attention any situation affecting the membership in which they feel he should be advised.

They shall have charge of the disbursements of all benevolence, and in the preparation for the observance of the ordinances of the Church. They shall assist in promoting the Evangelistic program of the Church.

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DUTIES OF THE TRUSTEES CONT'D-----

All bills authorized by the Church shall be approved by the Chairman of Finance and Chairman of the Board of Deacons, General Chairman - Pastor- before payment is made. The Board of Trustees shall meet at least once a month to take care of whatever business pertaining to their duties. At least once a month the Chairman of the Board should confer with the Pastor relative to all matters that should claim his attention.

DUTIES OF THE TREASURER-----

The Treasurer shall be the custodian of all monies contributed for the expense of the Church and all disbursements unless otherwise stated. The Treasurer shall present to the Church through the Financial Secretary, Quarterly and Annually itemized reports of receipts and disbursements showing the actual financial conditions of the Church. His books shall be kept accurate at all times and ready for presentation at the end of the fiscal year if so requested by the Church. He shall submit immediately to his successor all books and records pertaining to his office at the end of the term.

DUTIES OF FINANCIAL SECRETARY-----

The Financial Secretary shall keep an account of all monies received and disbursed by the General Church. She shall submit to the Church Quarterly and Annually Financial Reports and Annual Individual Reports. She shall keep monthly records of all finances received and disbursed. She shall work in close relationship with the Pastor, Board of Trustees and Board of Deacons and Treasurer and see that all monies received and disbursed are accounted for accurately.

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DUTIES OF CHURCH CLERK-----

The Church Clerk is an elected officer who is responsible for keeping a complete and accurate record of Church Business Meetings, writing official letters on behalf of the Church, and maintaining the membership roll in good order.

DUTIES OF THE BOARD OF CHRISTIAN EDUCATION AND ITS DIRECTOR-----

The duties of the Board of Christian Education is to provide the Church with an efficient and effective means of achieving a high quality program of Christian Education for the Church. Membership of the Board shall consist of: A Director, Sunday School Superintendent, BTU Director, Youth Worker, President of the Missionary, and any other person directly responsible in the areas of Christian Development that the Pastor chooses to appoint.

CHURCH MEETINGS-----

Since the Church operates on a budgetary system with Quarterly Statements and Individual Financial Reports there shall be two (2) official Church meetings per year; one (1) Annual Corporate Church meeting and the Annual Church Business meeting.

The Corporate meeting will be held to comply with the State Laws which deals with Religious Organizations.

The Annual Church Business meeting shall be held for the recommendations of the yearly programs and for the election of all Church Officers.

Prayerfully Submitted,

Reverend A. Charles Ware  
Pastor

ACW/bah

5/81