Authority

Charter:
THE CONSTITUTION AND BY-LAWS OF
ORTHODOX ZION PRIMITIVE BAPTIST CHURCH

PREAMBLE

We, the members of Orthodox Zion Primitive Baptist Church, do ordain and establish the following articles, which form our Constitution, this first day of January in the year of our Lord, 1996.

ARTICLE I
Name of the Church

The legal name of this church shall be Orthodox Zion Primitive Baptist Church, whose address is 2900 Australian Avenue, West Palm Beach, FL. 33407.

ARTICLE II
Purpose and Goals of the Church

1. The purpose for which this church is formed is to corporately and publicly worship, praise, glorify, and give thanks to the Triune God—The Father, Son, and Holy Spirit—to minister the Word of God to believers; to promote fellowship among the body of Christ; and to promote evangelism at home and abroad.

2. Since we believe that the Bible is God’s holy and inspired word, it is our purpose to draw from the Scriptures the principles that determine our beliefs and practices. It is the Word of God rather than the word of human beings that ultimately directs our church.

3. It is our purpose to meet frequently for worship, instruction, fellowship, and outreach in accordance with Acts 2:42. The message, which we declare to young and old alike, is based upon a literal, grammatical, and historical interpretation of the entire Bible. We proclaim the truths of Scripture, being confident that God is glorified and humanity’s needs are met when God’s truths are presented and obeyed.

4. We further believe that because Orthodox Zion Primitive Baptist church is a body of believers, it is the mission of this church to make disciples (Mat 28:19). In keeping with Acts 2:42, this church have uses the SWORD through which it fulfills its mission in the world:
   a. Service is for each member to serve in the church
   b. Worship has as its primary goal expressing to God the esteem which His people hold for Him.
c. Outreach touches the world at large with the good news of Jesus Christ and the salvation He offers.

d. Relationship is designed to promote the interpersonal caring and sharing of God’s people one to another as an outgrowth of their fellowship with God.

e. Discipleship and Christian education promotes learning among God’s people and an obedient response to His Word.

Each of these five areas are designed to provide a distinct, divine option to the world’s approach to living, starting within the church and extending to society at large.

5. Since Orthodox ZionPrimitive Baptist Church believes that each member of the body has received from the Holy Spirit a spiritual gift, which he/she is to discover and develop it. It is our goal to see that these spiritual gifts are exercised, thereby contributing to the life of the body.

**ARTICLE III**

**Doctrine and Covenant of the Primitive Baptist Church**

As members of the National Primitive Baptist Convention, USA, Inc., we adhere to the established XVI Articles of Faith and Covenant of the denomination.

**Articles of Faith**

**Article I.** We Believe in only one true and living God and the trinity of person in the Godhead, Father, Son, and Holy Ghost, and yet there are not three, but one God.  
References: Deuteronomy 6:4; Matthew 3:16, 17; 28:19; John 1:1, 14, 16; II Corinthians 13:14; Colossians 2:9; 1 Peter 1:2; 1 John 5:7.

**Article II.** We Believe the scriptures of the Old and New Testaments are the Word of God, and the only rule of faith and practice.  
References: Psalms 119:9-16; II Timothy 3:16-17; Romans 1:19-21.

**Article III.** We Believe in the doctrine of eternal and particular election of a definite number of the human race and chosen in Christ before the foundation of the world, that they should be holy and without blame before Him in love.  

**Article IV.** We Believe in a covenant redemption between God the Father, and God the Son.  
References: Genesis 3:15; Psalms 111:9; Romans 5:17; Galatians 4:4; Ephesians 1:17; Hebrews 9:11-12; 10:5-7.

**Article V.** We Believe in the fall of man and the communication of Adam's sinful nature to his posterity by ordinary generation and their impotency to recover themselves from the fallen state they are in by nature by their own free will and ability.  
Article VI. We Believe that all chosen in Christ shall hear the voice of the Son of God, and be effectually called, regenerated and born again.

Article VII. We Believe that sinners born again are justified in the sight of God alone by the righteousness of Jesus Christ imputed to them by faith.
References: Romans 3:24; 5:1; II Corinthians 5:21; Ephesians 2:8; Titus 2:5.

Article VIII. We Believe that faith is the gift of God, and good works the fruit of faith, which justify us in the sight of men and angels as evidence of our gracious state.
References: Mathew 5:16; Romans 3:20-24; 5:1; 8:1; James 2:18-19, 22.

Article IX. We Believe that all Saints of God justified by the righteousness of Christ shall preserve in grace, and none of them finally fall away so as to be lost.

Article X. We Believe in the general judgment, both of the just and the unjust, and that joys of the righteous shall be eternal and the punishment of the wicked shall be everlasting.

Article XI. We Believe that the visible Church of Christ is a congregation of Baptized Believers in Christ adhering to a special covenant, which recognizes Christ as their only lawgiver and ruler, and His word their exclusive guide in all religious matters. It is complete in itself and independent under Christ of every other church organization. It is alone a religious assemble, selected and called out of the world by the doctrine of the Gospel to worship the true God according to His Word.

Article XII. We Believe that the Scriptural officers of the church are Pastor and Deacon, whose qualifications and duties are defined in the I Timothy, Chapter 3 and Titus, Chapter 1.

Article XIII. We Believe that Baptism is the immersion of a believer in water by a proper administrator (an ordained Elder) in the name of the Father, Son, and Holy Ghost.
References: Matthew 28:19; Mark 16:12-16; Acts 8:36, 39; Romans 6:3-4; Colossians 2:12.

Article XIV. We Believe that only an ordained Elder has a right to administer the ordinances of the Gospel, such as have been properly baptized, called, and come under the imposition of a presbytery by the authority of the Church of Christ.

Article XV. We Believe that only regular baptized and orderly church members have a right to communion at the Lord's Table.

Article XVI. We Believe in Washing of the Saint’s feet in an assembly of believers immediately after the Lord’s Supper.
References: John 13:2-17; I Tim 5:9-10.
ARTICLE IV

PRIMITIVE BAPTIST CHURCH COVENANT

For as much as Almighty God by His Grace has been pleased to call us out of darkness into His light, and having been baptized upon a profession of faith in Christ Jesus, and having given ourselves to the Lord and one another, in a Gospel Church way, we do covenant together by the help of God:

1. to be governed and guided by a proper Discipline agreeable to the Word of God;

2. to keep up the Discipline of the Church of which we are members in brotherly affection toward each other,

3. to watch over one another, and if need be, in the most tender, and affectionate manner, to reprove one another,

4. to attend our church meetings,

5. to not absent ourselves from the communion of the Lord’s Supper without a lawful reason,

6. to pay the tithe and give offerings for the defraying of the church’s expenses, and for the support of the ministry*; and

7. to not irregularly depart from the fellowship of the Church, nor to remove to the bounds of distant churches without a regular letter of dismissal and placing it in the Church in which we hold membership.

These things we do covenant and agree to observe and keep sacred in the name of, and by the will of God. Amen.

*(II Timothy 3:16-17; Malachi 3:10; Romans 12:10; Galatians 6:1; Hebrews 10:25; I Corinthians 11:26)

ARTICLE V

Polity and Relationship

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. (See article I of the Bylaws.)

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which is common among Baptist churches. Insofar as is practical, this church will cooperate with and support the association, the state convention, and the National Convention.
Bylaws

I. Membership of the Church

Section 1. General

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spirit and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 2. Candidacy

Any person may offer himself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular service for membership in any of the following ways:

1. By profession of faith and for baptism according to the policies of this church.
2. By promise of a letter of recommendation from another Baptist church.
3. By restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable.

Should there be any dissent as to any candidate, such dissent shall be referred to the membership committee for investigation and the making of a recommendation to the church within (30) days. A three-fourth vote of those church members present and voting shall be required to elect such candidates to membership.

Section 3. Qualification for Membership

A. Permanent Members

Membership in the church shall be acquired by application upon affirmation of personal faith in Jesus Christ as Lord and Savior, the believer’s baptism, the signing of an agreement with the purposes, goals, and doctrinal statement of the church, and the successful completion of the church’s assimilation classes, which are: The New Membership, Spiritual Disciplines, Spiritual Gifts, and Evangelism classes. If needed, the applicant shall be interviewed by the Pastor, Deacons, and/or by specified representatives regarding their personal salvation, and a church letter of transfer shall be accepted after affirmation with said church, and that above mentioned requirement or equivalent has been met.

B. Associate Members

Candidates who desire to retain their membership in another church outside the city or state, but who are residing temporarily in the West Palm Beach area for educational, vocational, military, or other purposes, may be admitted into the membership of this church.

1 It should also be noted that, not only is the completion of these classes required in the obtaining of membership at Orthodox Zion Primitive Baptist Church, but also if one desires to be a leader of a ministry, the successful completion of these classes is vital. Otherwise, they will be disqualified from leading a ministry or any other leadership function in the church.
church in the same manner as prescribed for permanent membership. Associate members shall possess the same rights and privileges as regular members while attending Orthodox Zion Primitive Baptist Church.

C. Orthodox Zion Primitive Baptist Church members residing temporarily in other areas for educational, vocational, military, or other purposes may become an associate member of another church. However, to maintain permanent membership at Orthodox Zion Primitive Baptist Church, member must have associate church send a letter every 90 days stating their current and financial status.

Section 4. Receiving Members

All applicants shall be publicly presented to the church body at a regular worship service. At said time, they shall be extended the right hand of fellowship, consequently, signifying their membership and completion of required membership class and signing Membership Covenant.

Section 5. Rights of Members

1. Every Member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting.

2. Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church.

3. Every member of the church may participate in the ordinances of the church as administered by the church.

Membership shall be terminated in the following ways: (1) death of a member, (2) dismissed to another Baptist church, (3) exclusion by action of this church, (4) erasure upon request, or proof of membership in a church of another denomination.

Section 6. Meetings of the Members

A. Annual Meetings

There shall be at least one annual meeting of the Church. In this annual meeting the membership receive: (1) The Pastor’s reports updates and perspectives, (2) A review of the Church’s performance in the most recent budget period, (3) Analysis of the next proposed budget, and (4) A complete set of minutes from the most recent annual meeting.

B. Church Conferences

In an effort to keep the congregation informed about the business, direction and needs of the church, there shall be quarterly meetings of the members of the church, called Conferences. The Conferences will take place every fourth Saturday of every third month, starting in January, unless noted otherwise. In these Conferences, the members shall receive: (1) the Pastor’s report, update and perspectives; (2) a review of the church’s performance in the most recent quarter, and (3) a complete set of minutes from the most recent meeting.
C. Regular Meetings
Regular church meetings, such as the Weekly worship and midweek Bible study, and other secondary meetings (Lord’s Supper, Feet Washing, etc.) is to be set or changed by the discretion of the Pastor. Notice of regularly scheduled meetings shall not be required.

D. Special Meetings
Other special meetings of the membership shall be called by the Pastor as he deems necessary. The Pastor shall attempt to give the membership advance notice of such meetings when possible.

Section 7. Discipline of Church Members

Church members who exhibit a continuing, unrepentant lifestyle of sin in regard to doctrine or conduct shall be dealt with according to the biblical process of church discipline. This is always to be done for the ultimate goals of glorifying God, purifying the church, and the restoration of the individual.

The first step in this process shall be for fervent, continual prayer to be made on the behalf of the sinning member by the one who has knowledge of sin. (James 5:16-20) It shall also be the responsibility of any member of the body who has knowledge of a sinning member’s heresy or misconduct to reprove and seek correction and restore the sinning member in private. (Matthew 18:15-18 and Galatians 6:1) If said sinning members does not heed this reproof, then the reproving member shall again go to the sinning member accompanied by one or two witnesses to reprove, correct, and restore. If the sinning member still refuses to heed this reproof, it shall be brought to the attention of the Pastor of the church who will inform the Executive Council. The Executive Council will outline a discipline plan to be followed. After successful completion of the discipline plan and the member repentance, no further actions will be initiated. (Hebrews 13:17)

If the discipline plan is not successfully completed, or the sinning member still fails to repent; during the Quarterly Conference or Special Meeting the Pastor shall tell it to the church (Matthew 18:17). If the sinning member still refuses to repent, the Pastor shall announce the sinning member’s public removal from church membership and fellowship and he or she is to be treated as an unbeliever. (Matthew 18:15-18, I Corinthians 5:1-13, and II Thessalonians 3:14-15) There shall be no appeal to any court from that decision.

If after the removal of fellowship the sinning individual repents, he or she shall be joyfully restored back into fellowship (Luke 17:3-4 and II Corinthians 2:6-9). The Pastor shall advise penitent member of restoration and inform the congregation of the same. NOTE: The Pastor and Executive Council reserve the right to execute a discipline plan for a member, even after the repentance of a transgression, to their discretion (Numbers 12:14).

If during the process of Christian discipline the member withdraws membership voluntarily but continues in the identified sin, the church shall still be responsible to seek the sinning individual’s restoration through the process outlined in Scripture above.

The actions described in this section must at all times be carried out with a gently, loving and humble attitude with a sensitivity to God’s timing, and with the ultimate goals of glorifying God, purifying the Church, and restoring the individual. To save if you can but cut off if you must.
NOTE: It shall be the responsibility of all members to care for those who are noticeably absent from the ministry and service of the church (Hebrews 10:23-25). Attention should be given to them in a spirit of loving concern and attempts made to determine the reasons for their absence and restore him/her into the active ministry and service of the church.

II. Church Officers

The officers of this church shall be Pastor, the church staff, the Deacons, the Mothers, the Deaconesses, the Secretary, the Treasurer, the Trustee board, and other officers deemed necessary. All who serve as officers of the church shall be members of this church.

Section 1. Pastor

A. Responsibilities

The primary work of the Pastor shall be to devote Himself to prayer and the ministry of the Word. Their responsibilities shall include the following:

1. The Pastor shall be the recognized leader of the church. He shall be responsible for providing general guidance to the church and overseeing the implementation of the policies established.

2. As chief administrator of the church, the Pastor shall be responsible for the general oversight, coordination, administration, and operation of all programs and personnel of the church.

3. It shall be the duty and obligation of the Pastor to be the primary teacher of the Word of God, as contained in the Old and New Testaments, and to oversee the spiritual ministry of the church, which shall include but not be limited to the administration of the ordinances and direction of worship services.

4. The Pastor shall be an "ex-officio" member of each and every board, council, and committee of the church.

5. It shall be the responsibility of the Pastor to be the primary spokesperson of the policies, goals, direction, vision, and ministry of the church to the members as well as to the broader community at large.

6. The pastor is leader of pastoral ministries in the church. As such he works with the deacons and the church staff to: (1) lead the church in the achievement of its mission, (2) proclaim the gospel to believer and unbelievers, and (3) care for the church’s members and other person in the community.
B. Qualifications

The essential element needed is that of godly character. Pastors must be men exhibiting characteristics defined as: above reproach, husband of one wife (a one-woman man), temperate (sober, vigilant), prudent, respectable, hospitable, able to teach, not given to wine, not pugnacious (non-combative), gentle, un-contentious (not quarrelsome), free from the love of money, manages his own house well, not a new convert, good reputation with outsiders, not self-willed, a lover of good, just, fair, devout (holy) and self-controlled. (I Timothy 3:1-7 and Titus 1:5-9). In addition, he must also be willing to make the necessary time commitments to fulfill his responsibilities to the church.

C. Nomination of the Pastor

1. When the church is without a pastor, the Deacon Board shall contact the Association Moderator immediately. The Moderator, who is the proper authority for such matters, shall supply the Church with a preacher until they call a pastor.

2. When the pulpit is vacant, and a pastor must be found, the church will select a pulpit search committee at a special meeting for the period of time necessary to choose the new pastor.

3. No man shall be eligible to pastor a Primitive Baptist Church unless he is eligible for ordination or currently an Elder within the denomination in good standing, and a member of an orderly Primitive Baptist Church that is a member of the National Primitive Baptist Convention, United States of America, Inc.

D. Election and Calling of the Pastor

1. When the Church is ready to elect a Pastor, a letter should be addressed to the minister in view to know whether he would serve the church as pastor if he were elected by a majority of the members of the church.

2. On the proper reply, the deacons should bring the matter before the Church. After proper notice has been given on three (3) different consecutive Sundays during the regular worship, which will be three separate times, the election shall be held.

3. The Pastor must be elected by a two-thirds vote of those members, in good standing\(^2\), present at a congregational meeting called for the purpose of electing the Pastor. This meeting shall have been announced by a written notice mailed no less than fourteen (14) days prior to said meeting. The term of office for the Pastor shall be indefinite, meaning he can serve the church as long as he and the Church agree; that is, the majority of the members.

4. Should the candidate receive less than a two-thirds vote of the members present, the matter of nomination and election shall be returned to the Deacons for further consideration. The Deacons may then resubmit the same or other names until a Pastor is selected.

\(^2\) Members are considered in “good standing” within the church if they are up to date in their financial responsibilities. Any member who fails to pay his/her tithes within ninety (90) days to the Church, is considered not in “good standing” in the church, and will be disqualified from voting to elect a new pastor for the Church.
E. Dismissal of the Pastor

1. The Pastor may be terminated for any of the following reasons: physically incapacitated, mentally, spiritually or morally unqualified, or fails to fulfill his responsibilities or meet the qualifications outlined in this document (Art. II, Sec. 1.A Responsibilities) or doctrinally unqualified, fail to agree with the doctrinal statement outlined in this document (Art. II Doctrine and Covenant of the Primitive Baptist Church), the Deacon Board at a properly held meeting shall deem it necessary or desirable to remove the Pastor from office, the Board at such meeting shall select and appoint a committee of four to inquire into, investigate, and examine the validity of the reasons or cause. A Deacon shall chair the committee and the Pastor, who is the subject of such inquiry, shall not have the power to vote and shall not cast a vote at any meeting relating to such inquiry or removal of office.

2. If the investigative meeting finds adequate cause for termination, the Pastor is excluded from attending the meeting of the Board called to consider his termination and shall have no right to vote at such meeting either in person or by proxy. His duties at such meeting shall be assumed by the Chairman and/or Vice-Chairman of the Deacon Board. However, before such action of removal is taken, the Board shall allow the Pastor to speak to the Board in his own defense. If the ruling of termination is agreed upon by the Church in regards to the pastor, they must give him no less than ninety (90) day notice and pay him up in full for his service. Each member in good standing is entitled to the right to vote. If the said minister is not satisfied with the decision of the Board, he may appeal to the Association.

3. However, if the pastor decides to resign for any reason, he must give a written notification, sent no less than ninety (90) days, to the Chairman of the Deacon Board.

Section 2. Deacons

The term “Deacon” is used to designate that group of individuals who are appointed to specific ministry leadership functions in the church. (Acts 6:6). The purpose of Deacons is to assist the Pastor in serving the needs of the members of the church.

A. Responsibilities

Deacons are the servants of the church. Each deacon shall serve under the general oversight of the Pastor of the church. They do not normally meet separately, or as a group unless it is under the direction of the Pastor and essential for fulfilling the task(s) assigned.

Deacons are not responsible for the spiritual or general oversight of the church, but rather for particular and specific areas of ministry, nurture, and service as designated.

They are the functionaries or administrators of a segment of the total church ministry. Their responsibilities include:

- To assist the Pastors so that they may be released to devote time for “prayer and the service of the Word.” (Acts 6:2-4)
➢ To be “in charge” (administer) any particular task assigned by the Pastors. (Acts 6:3)
➢ To be an example of servant hood to the church body. (Acts 6:2-4; Mat 23:11; I Tim 3:13)
➢ To conduct deacon visits
➢ To attend Deacon’s Meetings
➢ To perform other duties and responsibilities delegated and prescribed by the Pastor.

B. Qualifications
The Qualification of the Deacons shall be in accordance with the guidelines established in I Timothy 3:8-13 and Acts 6:3 where it is written that Deacons are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must first be tested and then, if there is nothing against them, let them serve as deacons. In the same way, their wives are to be women worthy of respect, not malicious talkers, but temperate and trustworthy in everything. A deacon must be the husband of but one wife (One woman man) and must manage his children and his household well. Those who have served well gain an excellent standing and great assurance in their faith in Jesus Christ. Deacons must be willing to make the necessary time commitments to fulfill their responsibilities.

C. Number of Deacons
The number of Deacons shall be set by the Pastor and determined in accordance with the size of the congregation and the number of qualified individuals.

D. Nomination of Deacons
When viable candidates for the office of Deacon are recognized among the congregation, the Pastor shall create a five (5) person committee made up of four (4) congregation members of noble character, as well as the present Chairman of the Deacon Board. The job of this committee will examine the character and qualifications of the candidates, from a Biblical perspective, for a period of 90 days. In an effort to observe the true character of the candidates, the committee will be required to keep their identity secret from the candidates, congregation, and—initially—the Deacon Board. ANY COMMITTEE MEMBER THAT DOES NOT DO THIS, WILL BE REMOVED FROM THEIR POSITION, AND WILL BE DISQUALIFIED FOR BEING A PART OF ANY FUTURE MINISTRY EVALUATIONS. If this should happen, the Pastor is free to add another congregation member to the committee or allow the congregational makeup to stand at three (3) people. If the Chairman should violate, the Pastor MUST assign another Deacon in his place.

After the 90 day evaluation period is over, the Committee will submit their findings and give their recommendations to the Pastor, as well as placing the best candidates on the OZPBC Nomination Form. The pastor will review this information, and make a ruling on who (if any) should be ordained to the office of Deacon.

It is also important to note here, that the Pastor can alter this process, and place a qualified man in the office, if extenuating circumstances occur, which include, but are not limited to: A Diaconate transfer from another church, A death on the Deacon Board, the removal of the Chairman or any other office within the Board that will leave a position within it open, a failed Deacon evaluation that calls for a suspension of office
duties for a period of time. The Pastor must put the request in writing, and notify the Leadership Board before such a request is announced.

After the Pastor makes his decision, the willing nominees and the number of required deacons will be communicated to the church.

During a three week period, the church will prayerfully consider nominees. The congregation shall have a specific period of time to bring any reason, whether unfaithfulness, unfitness or other cause, that a candidate shall not be deemed worthy to assume the office of Deacon. Questions regarding eligibility brought by any church member will be directed to the Chairman of the Deacon Board or the Pastor.

If, upon investigation by the Executive council, any question/comment by any member of the Church Body reveals that a nominee does not sufficiently meet the qualifications of a Deacon, their name will be removed for further consideration without comment.

Upon successful completion of the Deacon’s training program, each nominee will be submitted to the church for approval as a qualified candidate for the office of Deacon.

The congregation shall, by two-thirds vote, a quorum being present, accept the approved candidate for the office of Deacon. A letter will be sent to the East Florida Primitive Baptist Association requesting the approved candidate be examined, and if passed, be ordained.

Before a nominee’s name is submitted before the Presbytery for ordination, they must complete the following in-church requirements: Evangelism Explosion, Kingdom Focus Prayer, the Spiritual Gifts class, Crown Financial, the Ligonier Certificate studies or equivalent and other Diaconate training. These resources are designed to aid the Deacon’s progress in spiritual endeavors, as well as shape their leadership abilities as they interact amongst the congregation.

E. Term
Deacons will serve as long as they possess the character qualities and fulfill the standards of ministry and service described above. In addition to his Diaconate duties, a Deacon must serve in at least one (1) other church ministry of his choosing. Any member of the church body may and should initiate church discipline against a sinning deacon who is not exhibiting the character or fulfilling the responsibilities of a deacon.

F. Deacon Evaluations
Twice a year member of the congregation will be required to fill out an Evaluation Form for their Deacon. In addition, the Pastor will also fill out a form for each Deacon, and every Deacon will fill out a form for each other Deacon. All forms will be due no later than the 7th of the evaluating month and, when reviewed, each Deacon will schedule a time with the Pastor to have their personal evaluation, and will be allowed to offer their input and insights on the things discussed. If there are major issues that arise from these evaluations, the Pastor is free to request additional meetings with the Deacon individually or set up a meeting with the Deacon and the party (or parties) that brought

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3 These requirements are retroactive to existing Deacons, in which they will have one year, from notice, to complete the above stated requirements. If they fail to do so, it will result in automatic termination
about the issues. If a deacon is found to have three (3) consecutive unsuccessful evaluations, they will be terminated.

G. Resignation
The resignation of a Deacon shall be in writing, subscribed by him, and submitted to the Chairman of the Board.

H. Removal
If for any of the following reasons: physically incapacitated, spiritually or morally unqualified, doctrinally unqualified, fail to agree with the doctrinal statement outlined in this document (Art. II Doctrine and covenant of the Primitive Baptist Church), fail to fulfill their responsibilities or meet the qualifications as outlined in this document, or cease to serve in a designated ministry area, the Deacon Board at an officially held meeting shall deem it necessary to remove a Deacon, the Pastor shall appoint a committee of at least four Deacons, chaired by the Pastor or member of the ministerial staff, to inquire into, investigate, and examine such reason or cause. As part of the inquiry process, the Deacon in question will be allowed to speak on his own behalf.

The Deacon in question shall not have the power to vote at any meeting relating to such inquiry for removal. After such inquiry, the committee shall make a written report of its recommended action to the Pastor. If the committee recommends removal of the Deacon investigated, a two-thirds vote of the congregation, a quorum being present, shall be necessary to remove said Deacon. Before such a vote is taken, the Board shall, at its discretion, allow the Deacon to appear and speak on his own behalf.

Section 3. Ministry Staff

The ministry staff is composed of those salaried and non-salaried, professional and lay individuals who administer the ministry functions of Orthodox Zion Primitive Baptist Church. Ministry Staff includes those individuals who fill positions as Program Managers or Program Directors. Examples of non-pastoral staff includes: treasurer, secretaries, custodian, etc.

A. Responsibilities
Ministry Staff responsibilities and job descriptions shall be determined by the Pastor. They are responsible to serve under the general oversight of the Pastor. The Pastor/Teacher (also referred to as Senior Pastor and Senior Minister) is directly responsible for the administrative supervision of the Ministry Staff.

B. Qualifications
Every individual on the Ministry Staff should strive to the goal of the character defined of a pastor or deacon. (I Tim 3:1-13; Titus 1:5-9). The Associate Pastor, Minister of Education, and Minister of Music must meet these qualities though not necessarily serve as either a Pastor or Deacon.

C. Numbers
The size of the Ministry Staff will be determined by the needs of the church. The trustee ministry will assist the Pastor in the determination of necessary Ministry staff structure.
D. Selection
The Pastor may act as a search committee or delegate that responsibility to the Committee or Committees as they see fit for Ministry staff positions.

- Candidates will be screened by the Pastor and presented to the church for vote.
- Selection of Ministry staff personnel may occur at regular business meetings or at a meeting of the church when that meeting and its purpose has been announced for one week. A two-thirds affirmative vote by member present will constitute selection.

E. Termination
Any Ministry Staff member may resign by written notification to the Pastor. At least two week’s notice is to be given regarding their resignation unless a shorter period of time is either mutually agreed upon by the resigning member and the cognizant manager chairman or is dictated because of force termination.

Any member of the Ministry Staff may be removed by the unanimous decision of the Pastor and Deacon Board for any of the following reasons:

1. Physically incapacitated;
2. Spiritually or morally unqualified or fails to fulfill the responsibilities or meet the qualifications outlined in the position description for their ministry assignment;
3. Doctrinally unqualified; fails to agree with the doctrinal statement outlined in this document (Art. IV Doctrine of the Church); and
4. Continued employment is not in the best interest of the church for whatever reason determined.

If the staff member to be terminated is a Pastor, he shall not participate in the decision regarding his termination. If the termination is due to sin in the individual’s life, he or she is to be dealt with as outlined in Article I Section 7, Discipline of Church Members.

F. Clerk
The clerk of the church shall be selected annually by the church body or a committee especially designated by the church to perform the selection of the clerk. The duties of the clerk include but are not limited to the following:

1. The clerk shall keep appropriate records of all of the formal actions of the church.
2. The clerk is responsible for keeping a register containing the names of members, with dates of admission and dates of termination of membership, as well as a record of baptisms.
3. The clerk shall issue any letters of exclusion from membership as voted upon by the church body, as well as any official letters dealing with termination of employment of church officers and/or staff.
4. The clerk shall give legal notice of all church meetings wherein such legal notice is necessary and appropriate.
5. The clerk is responsible for the oversight and safekeeping of official church records. Such oversight and safekeeping may be delegated to the church secretary as is deemed prudent and appropriate.
G. Board of Trustees

Trustees shall be elected by the church upon recommendation of the pastor. They shall hold the church property in trust. They shall have no power to buy, sell, mortgage, lease, or transfer any church property without a specific vote of the church membership authorizing each action. They may be dismissed from the Ministry by the church. It shall consist of three, five, seven or more members. The pastor shall be a member of the Ministry. He may be the chairman. It shall be the function of the trustees to affix their signature to legal documents involving the sale, mortgaging, rental or purchase of property, or any other legal documents whereupon the signatures of the trustees are required. These responsibilities shall involve no personal liability on the part of the trustees. It shall make its report to the Church in conference. It is wholly under the control of the Church holding, using and disposing of the property entrusted to them as instructed by the Church.

The Trustees is charged with leadership of the strategic planning, financial management, business administration, facilities, media, legal and personnel functions that help undergird the church’s overall ministry.

The Trustees shall assist the Pastor in developing and reviewing administrative policies, procedures, and business operations of the church.

The Trustees provide the Pastor support and feedback to facilitate the development and use of prudent practices in the business and financial affairs of the church.

The Trustees shall assist the Pastor in the acquisition, management, and maintenance of church property and facilities.

H. Treasurer

The Treasurer is to be elected by the Church upon recommendation by the Pastor. It shall be the duty of the treasurer to receive, preserve and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money, or things of value paid or give to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the Trustee Ministry, Deacon Ministry, Mothers’ Ministry, and the Church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month. The treasurer’s report shall be audited annually by an auditing team or by public accountant. The treasurer shall be bonded at the church expense.

Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church secretary, who shall keep and preserve the account as part of the permanent records of the church.

Additionally, the treasurer will ensure that the financial secretary is following prescribed procedures in recording and reporting all financial transactions as included in the financial secretary’s job description. If a vacancy in the position of financial secretary should occur, the treasurer will work with the Personnel Committee to secure a replacement. The treasurer will serve on the Finance Committee, and sign checks as required in the absence of the financial secretary.
I. Parliamentarian

The parliamentarian shall rule on any question of parliamentary procedure during a church conference or meeting.

Section 4. Board of Directors, Membership & Duties (to be developed)

ARTICLE III
Ministry Teams

Section 1. Purpose of Ministry Teams

Orthodox Zion Primitive Baptist Church believes that membership input and involvement is necessary for the effective leadership and operation of the ministries and administration of the church. Therefore, the Pastor shall appoint by appropriate resolution church members to ministry and ministry teams to advise church staff and leadership in the development and implementation of church policies.

Section 2. Authority and Power of Ministry Teams

No team shall have the power of management of the affairs or business of the church.

Teams is advisory in nature and shall have the power of assisting, aiding, and serving the Pastor in the respective duties and functions for which they are created.

Section 3. Qualifications of Ministry Teams Members

Each member of the church ministry team must have placed his/her personal faith in Jesus Christ and demonstrated consistent progress toward spiritual growth and commitment to the purposes, goals, and programs of Orthodox Zion Primitive Baptist Church.

Section 4. Ministry Teams Composition

Each team shall include at least one Deacon, the Pastor and/or head of that ministry area, and other persons approved by the Pastor from the general membership.

Section 5. Regular Ministry Teams

The church shall have at least four (4) regular ministry teams: Worship, Fellowship, Education, and Outreach. As by appropriate resolution, the Pastor may appoint additional teams.
Section 6. Revision of Ministry Teams

The Pastor may, by appropriate resolution, change a team’s status by changing its character to or from an advisory or policy status, abolishing the team, or making any other changes the Pastor deems necessary.

Section 7. General Functions of the Regular Ministry Teams

A. The Worship Ministry Team:
   1. Shall provide regular interface with the Pastor to seek worship improvement and structure.
   2. Shall review all aspects of worship for continuous improvement, including music, facility appearance, promotion of worship services, and seating arrangements.
   3. Shall give special attention to sound system, speaker, lighting, sermon CD's, audio/video applications, and sanctuary enhancements.

B. The Fellowship Ministry Team:
   1. Shall interface with the Pastor in designing, developing, and coordinating the overall Fellowship Ministry.
   2. Shall make recommendations for program and policy development.

C. The Christian Discipleship Ministry Team:
   1. Shall provide the Pastor with support and feedback in constructing programs of continuous membership growth in Christian knowledge and Bible study.
   2. Shall give special emphasis to facilitating a coordinated approach to youth, children, and adult programs of Bible study and Christian applications in all church educational activities, as well as education of the family unit.
   3. Shall be the primary membership input mechanism to support the church’s continuing efforts in developing timely and challenging policies for adults, youth, and children.

D. The Outreach Ministry Team:
   1. Shall assist the Pastor in developing and reviewing each policy regarding missions, evangelism, and other related programs of home and world outreach.
   2. Shall assist the Pastor in designing, promoting, and sponsoring mission/evangelism programs within the church family.

E. Student and Family Ministry Team:
   1. Develop, support, and promote an ongoing program of spiritual growth and fellowship for students in the sixth through twelfth grades, through Bible study, prayer, and Christian service and fellowship activities.
   2. Encourage the youth to become actively involved in the total congregational ministry.
   3. Encourage youth to participate in District and State events and activities with other Christian groups, especially Primitive Baptist groups.
   4. Provide opportunities for involvement as servants in the life of the community.
   5. Develop a program for the social fellowship and development of youth, including various recreational programs.
F. The Assimilation Ministry Team:
   1. Shall assist the Pastor in developing and reviewing each policy regarding, greeting, hospitality, new members, and assimilation classes.
   2. Shall make recommendations for program and policy development

**ARTICLE IV**

**Records**

Section 1. Maintenance of Records

The church, or the duly appointed officer (i.e. a Deacon) through action of the Pastor or through proper delegation to one or more members of the church, shall keep correct and complete financial, administrative, or other records.

Section 2. Inspection of Records

Upon request of any member to inspect specific records of the church, those records may be inspected at any reasonable time with a Deacon, committee chairman, or other representative present, unless it has been determined by the Pastor or the Deacon Board that the showing of such records might be detrimental to an individual member(s).

Section 3. Revision of Membership Records

In an effort to maintain accurate and complete church records, the membership list will be reviewed every six (6) months. If a member has not attended the church during the six month period under review, the Deacon shall contact said member to determine the member’s possible need for counsel or ministry and desire regarding church membership. If it is determined that said member no longer worships at Orthodox Zion Primitive Baptist Church, or if the member cannot by any reasonable means be located, his/her name shall be removed from the membership list.

**ARTICLE V**

**Dissolution of the Corporation**

The corporation may be dissolved under the terms and provisions of the Non-Profit Corporation Act of the State of Florida, under the charter of the corporation and under the appropriate provisions of the Internal Revenue Code of the federal government.
ARTICLE VI
Constitutional Amendments

Section 1. Amendments

This constitution may be amended or revised by a two-thirds majority vote of the Deacons and by two-thirds majority vote by ballot of full members present and voting at any congregational business meeting, or Conference, provided that a copy of such proposed amendments or revisions have been distributed to the membership at least two (2) weeks prior to the meeting.

Section 2. Constitutional Review

This constitution shall be reviewed at least every three years for update, revision and ratification of changes by the Pastor or Deacons or representatives so designated by the Pastor and Deacons.