

# Constitution

Anastasia Baptist Church, St. Augustine, Florida  
Revised and Restated November 21, 2021

## **PREAMBLE**

We declare and establish this constitution to preserve and secure the principles of our faith, and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

## **I. NAME**

This body shall be known as the Anastasia Baptist Church of St. Augustine, Florida, located at 1650 A1A South, St. Augustine, Florida.

## **II. MISSION AND CORE VALUES**

### **Section 1: Mission**

Helping people embrace the life-changing truth of Jesus Christ.

### **Section 2 AMENDED CORE VALUES AS STATED IN THE CONSTITUTION OF ANASTASIA BAPTIST CHURCH. (Approved November 21, 2021).**

#### **Article II. Mission and Core Values. Section 2: Core Values**

##### **JESUS IS THE WAY**

*We point people to Christ in all we do, extending both His grace and truth to them.*

##### **THE BIBLE IS THE MAP**

*We are biblically-based in all we do, giving the whole counsel of God's Word rather than the sum of man's opinion.*

##### **DISCIPLE-MAKING IS OUR MISSION**

*We help people grow in Christ, develop as leaders and make other disciple-making disciples.*

##### **LOVE IS OUR GREATEST COMMAND**

*We express our love to God through worship in all aspects of our lives, and our love to others in mutually encouraging relationships in the body.*

##### **SERVING IS OUR PRIVILEGE**

*We lead each believer to understand how God has shaped us to serve, how we have been called to serve, and how serving is an opportunity to be like Jesus.*

##### **EVERY PERSON IS IMPORTANT**

*We take the gospel of grace and compassionate love of Jesus near and far, serving the "least of these" as well as the "greatest of these."*

## **III. Beliefs**

### **God**

There is one God who reveals Himself as three separate, distinct Persons - the Father, the Son, and the Holy Spirit - who subsist in complete unity.

God is Spirit, infinite, personal, eternal, and unchangeable in His being, wisdom, power, holiness, justice, grace, goodness, and truth.

Jesus Christ is God's Son. He was born of a virgin as both completely God and completely man. He lived a sinless life, died to atone for the sins of human beings, was buried, arose from the grave, ascended into heaven and will literally return to earth.

The Holy Spirit is the divine helper, assistant, counselor and instructor and His work is to reveal Christ, convict of sin, lead to repentance, guide believers, comfort, strengthen, and sanctify the soul.

### **The Holy Bible**

The Holy Bible is God's revelation of Himself to man. Although written by human authors, divinely inspired by God, its ultimate author is God Himself. It is perfect in its truth. It is wholly consistent in its theme. It has stood the test of time. It is a book for the nations, a perfect treasure of divine instruction, and infallible without any mixture of error. In a word, it is our standard.

### **Salvation**

Salvation is a gift through faith in Jesus Christ and repentance toward God. Every person who truly is saved is eternally secure in the Lord Jesus Christ, is called to live a holy life, and will spend eternity in heaven, while those who die in their sins will spend eternity in hell.

### **Baptism**

Baptism is by immersion after salvation and is done in obedience to Jesus Christ's command.

### **Access to God**

Each believer has direct access to God through the Lord Jesus Christ.

### **The Role of the Local Church**

The church is a local body of baptized believers with the Lord Jesus Christ as the Head. The church's primary mission is to preach the gospel to all the world, reaching non-believers and discipling them to become fully devoted followers of Christ.

### **Compassion and Care**

Our mandate is to reach our community for Jesus Christ by sharing the gospel in the context of compassion and care, ministering to the whole person and striving to meet spiritual, physical, and emotional needs.

### **The Institution of Marriage**

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, sexual expression, and procreation of the human race.

### **The Sacredness of Human Life**

Human life is created in the image of God, and therefore sacred and to be treated with dignity and respect. We will see to the needs of the elderly and sick. We will protect others from harm—whether from abortion, euthanasia, human trafficking, or other abuses. While the sanctity of life can be the foundation, love must be the motivation.

## **Doctrinal Statement**

Anastasia Baptist Church accepts as its complete doctrinal statement The Baptist Faith and Message as adopted by the Southern Baptist Convention.

## ***IV. RELATIONSHIPS***

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 are common among Baptist Churches. Insofar as is practical, this church will cooperate with, and support, the association, the state convention, and the Southern Baptist Convention.

## ***V. CHURCH COVENANT***

As members of Anastasia Baptist Church, we covenant with one another by God's grace, for our good, and ultimately for God's glory. Having, as we trust, been brought by divine grace to repent and believe in the Lord Jesus Christ and to give up ourselves to Him, and having been baptized upon our profession of faith, in the name of the Father and of the Son and the Holy Spirit.

Together, we will work and pray for the unity of the Spirit in the bond of peace.

Together, we will walk in brotherly love, exercise an affectionate care and watchfulness over each other and faithfully admonish and entreat one another with God's Word as occasion may require.

Together, we will assemble and pray regularly and faithfully for others and ourselves.

Together, we will endeavor to bring up such as may at any time be under our care, in the nurture and admonition of the Lord, and by pure and loving example to seek the salvation of our family and friends.

Together, we will rejoice at each other's happiness and endeavor with tenderness and sympathy to bear each other's burdens and sorrows.

Together, we will seek by the life and power of Christ in us to live carefully yet boldly in the world, denying ungodliness and worldly lusts, and remembering that, as we have been voluntarily buried by baptism and raised again from the symbolic grave, so there is on us a special obligation now to lead a new and holy life.

Together, we will work for the continuance of faithful evangelical ministry in this church as we sustain its worship, ordinances, discipline and doctrines. We will contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations.

Together, we freely submit to the spiritual leadership of Anastasia Baptist Church who have been entrusted by God to serve and care for this body by teaching the Word of God to us and modeling the character of Christ before us, and we will affirm the pastors and deacons as leading servants in the church.

We will, should we move from this place, as soon as possible unite with another local church where we can carry out the spirit of this covenant and the principles of God's Word.

## **VI. Amendments**

Changes in this constitution may be made at any regular business meeting of the church, provided each amendment shall have been presented in writing at a previous regular meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the constitution shall be adopted by two-thirds vote of all members of the church present and entitled to vote.

# BYLAWS

Anastasia Baptist Church, St. Augustine, Florida  
(Proposed) Revised and Restated February 22, 2015

## ***I. CHURCH MEMBERSHIP (Revised and Restated, approved November 21, 2021)***

### ***Section 1. General***

This is an autonomous 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 spiritual 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 present herself or himself as a candidate for membership by meeting with a decision counselor, or a member of the ministry or pastoral staff.

**To be considered for membership a candidate shall meet the following three qualifications:**

- 1) A profession of faith in Jesus Christ as Savior and Lord.
- 2) Believer's baptism by immersion following his or her profession of faith.
- 3) Affirmation of the biblical beliefs and values of this church as stated in its constitution.

If possible, a recommendation of transfer of membership shall be requested from another church whose policies, practices and doctrine are similar to those of this church. If a membership letter of recommendation is not obtainable, then the candidate's statement of profession of faith and baptism will be considered sufficient.

Watchcare membership is available for temporary and seasonal worshippers wishing to retain formal membership in a church of like faith and doctrine of another city. Watchcare members must provide a statement of prior conversion experience and believer's baptism by immersion. Watchcare members assume all the rights and privileges of full membership, with the exception of voting.

Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and the deacons for investigation ~~shall be required to elect such candidate to membership.~~ A majority of deacons present shall be required to elect such a candidate to membership.

### ***Section 3. New Member Orientation***

New members of this church are expected to participate in the church's new member orientation.

### ***Section 4. Voting Rights of Members***

Every member of the church of age twelve (12) or older, with the exception of a watchcare member, 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.

### ***Section 5. Termination of Membership***

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

### ***Section 6. Discipline***

- a) It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption and restoration rather than punishment.

- b) Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and by the deacons to resolve the problem in accord with Matthew 18. If it becomes necessary the deacons may take action to exclude a member, a two-thirds vote of deacons present being required; and may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. This shall be done at any regular deacons meeting, provided at least 14 days' notice of such proposed exclusion has been given to the member in question.
- c) The goal of this church is that any person excluded from membership be intentionally and constantly approached and reached in love for the ultimate purpose of restoring that person eventually into full fellowship again.
- d) Upon a majority vote of deacons present the church deacons may restore to membership any person previously excluded, upon request of the excluded person upon evidence of the excluded person's repentance and reformation.

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- The church may restore to membership any person previously excluded, upon request of the excluded person and by vote of the church, upon evidence of the excluded person's repentance and reformation.

## ***II. CHURCH OFFICERS AND COMMITTEES***

All who serve as officers of the church and those who serve on church committees shall be members of this church.

### **Section 1. Church Officers**

The officers of this church shall be the pastor, the pastoral staff, the deacons, a moderator, a clerk, and a treasurer. After serving for three consecutive years, officers who are elected annually shall be eligible for re-election only after a lapse of at least one year.

- **Pastor**

The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

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

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, for which at least one week's public notice has been given.

A pastor selection committee shall be nominated by the deacon body and elected by the church to seek out a suitable pastor, and its recommendations will constitute a nomination. Any church member has the privilege of making other nominations to the pastor selection committee according to the policy established by the church. The committee shall bring to the consideration of the church only one name at a time. Election shall be by ballot, an affirmative vote of three-fourths of those present being necessary for a call to be issued. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. He

shall preside at meetings and worship services of this church, and if so designated may serve as moderator in all business meetings in keeping with the rules of order authorized in these bylaws.

The pastor, for the sake of mutual accountability, is required to meet at least quarterly with the deacon body to report on the condition and health of the congregation.

The pastor may relinquish the office as pastor by giving at least two-week notice to the church at the time of resignation. The church may declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose, for which at least one week's notice has been given. The meeting may be called upon the recommendation of a majority of the personnel committee and the deacons or by written petition signed by not less than one-fourth of the resident church members. The moderator for this meeting shall be designated by the members present by majority vote, and he shall be someone other than the pastor. The vote to declare the office vacant shall be by secret ballot, with an affirmative vote of two-thirds of the members present being necessary to declare the office vacant. Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor with not less than one-twelfth of his total annual compensation which shall be rendered in not more than thirty days.

- **Pastoral Staff**

The members of the pastoral staff shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for pastoral staff members is determined. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by a selection committee to include members of the personnel committee and called by church action. At the time of resignation, at least two weeks' notice shall be given to the church.

A decision to terminate pastoral staff members, other than the pastor, may be accomplished by majority vote of the deacons and personnel committee in joint session. The church may also vote to vacate such positions upon recommendation of the personnel committee, such termination being immediate and the compensation conditions being the same as for the pastor, except that the amount shall relate to the individual's compensation.

Staff members other than the pastor and pastoral staff shall be employed as the church determines the need for their services. The church personnel committee shall have the authority to employ and terminate services of staff members, other than the pastor and pastoral staff. Such employment and termination of services shall be with the recommendation of the supervising staff member, and, as appropriate, with the consultation of related committees of the church.

- **Deacons**

The church shall elect deacons by ballot at regular business meetings of the church. The deacons shall serve on a rotation basis. Each year the assigned term of office of one-third of the number of deacons shall expire, and election shall be held to fill the vacancies and to add to the deacons such numbers as the church size warrants. In case of death or removal or incapacity to serve, the church may elect a deacon to fill the unexpired term.

After serving a term of three years assignment, a deacon shall be eligible for re-election only after the lapse of at least one year. There is no obligation to constitute as an assigned deacon one who has been a deacon in another church, but in such instances as one might be chosen by this church for assignment as a deacon, his previous ordination by another church of like faith and order shall suffice for this church.

In accordance with the meaning of the work and practice of the New Testament, deacons are to be servants of the church. Their qualifications shall be scriptural as found in I Timothy 3:1-13, and their conduct shall be governed by those liberties and responsibility of personal influence as shown in the Word of God. Their

task is to serve with pastor and staff in performing pastoral ministries tasks of (1) leading the church in the achievement of its mission, (2) proclaiming the gospel to believers and unbelievers and (3) caring for church members and other persons in the community.

For the sake of mutual accountability, the deacons shall meet at least quarterly with the pastor to provide counsel and assistance in leading the church to accomplish its mission.

- **Moderator**

The church shall elect annually a moderator for business meetings of the church. The pastor may be elected during any year as moderator. In the absence or recusal of the moderator, the moderator may ask a member of the pastoral staff or the chairman of the deacons to preside. In the absence of these, the clerk shall call the church to order and preside for the election of an acting moderator.

- **Clerk**

The church shall elect annually a clerk as its clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The clerk is responsible for keeping a register of the names of members, with dates of admission, dismissal, death, or removal of membership, together with a record of baptism. The clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these bylaws. The clerk shall be responsible for preparing the annual church report to the association.

The church may delegate some of the clerical responsibilities to an administrative assistant who will assist the elected clerk. All church records are church property and shall be kept in the church office when an office is maintained.

- **Treasurer**

The church shall elect annually a church treasurer as its financial officer. 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 given 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 church at each regular business meeting an itemized report of the receipts and disbursements, since the previous meeting. The treasurer's report and records shall be audited annually by an auditing committee or public accountant. The treasurer shall be bonded or insured for theft or loss, the church paying for the bond or insurance.

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 clerk, who shall keep and preserve the account as a part of the permanent records of the church.

- **Removal of officers**

Any deacon or officer, except the pastor and pastoral staff, may be removed at any time by two-thirds vote of the members of the church corporation present at any regular business meeting of the church, after such proposed removal has been given at the previous regular meeting.

- **Qualifications**

In the absence of designation in the Articles of Incorporation or in the Bylaws, the qualifications, powers, duties and functions of all officers, staff members, employees and agents shall be prescribed and designated from time to time by majority vote of the church members.

## **Section 2. Church Committees**

The congregation shall establish standing and ad hoc (temporary) committees to help conduct the business of the church as it deems proper. When a proposed committee is recommended to the church, a written job description for that committee shall be presented to the congregation at that time. Standing committees may be established or dissolved by majority vote of the congregation at any business meeting. All church committee members shall be elected by the church, unless otherwise specified in these bylaws. Members of standing committees shall serve on a three-year rotation basis with one-third to be elected each year. After serving a term of three years assignment, a committee member shall be eligible for re-election only after the lapse of at least one year. In the event a committee member serves a term less than 18 months (due to vacancy, etc.), that committee member shall be eligible for re-election to a three-year term without a one year lapse. The policy manual of Anastasia Baptist Church shall contain the name, description and purpose of each active committee of Anastasia Baptist Church together with any rules or stipulations. The current membership of each committee shall be kept in the Anastasia Baptist Church directory.

## **III. CHURCH MINISTRIES AND ORGANIZATIONS**

The church shall organize and maintain ministries and organizations as it deems advisable for the purpose of advancing the mission of the church, such ministries to include Bible teaching, church member training, church leader training, worship preparation, support and outreach.

All ministries and organizations shall be under church control, reporting regularly to the church leadership and scheduling all activities subject to church coordination and approval.

The church shall provide the human resources, physical resources and financial resources for the appropriate advancement of these ministries.

All those who serve to lead in these ministries shall be enlisted by the assigned ministry supervisor. All those in leadership shall be members of the church, shall meet all the qualifications for leadership in keeping with church policies, and shall agree to work within the leadership structure of Anastasia Baptist Church. A roster of leadership will be maintained and available to all church members.

## **IV. MULTI-SITE LEADERSHIP (Formerly CHURCH COUNCIL) Revised 11/22/20**

Anastasia Baptist Church may operate in several multi-site locations. Multi-site locations of Anastasia Baptist Church will abide by all policies, procedures and governing documents of Anastasia Baptist Church.

A lead pastor will be designated by Anastasia Baptist Church to provide oversight and leadership at each multi-site location. The lead pastor will lead the multi-site location to develop a program of ministry in coordination with the greater church organization. Lead pastors at multi-site locations serve under the supervision of the senior pastor.

Each multi-site location shall establish a leadership team that will serve the multi-site location in planning, coordinating, conducting, and evaluating the ministries and programs of the multi-site location. Each multi-site leadership team will serve under the supervision of the lead pastor of that respective location.

## **V. ORDINANCES**

### **Section 1. Baptism**

A person who receives Jesus Christ as Savior by personal faith; who professes Him publicly; and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

- Baptism shall be by immersion in water.
- Baptism shall be administered by the pastor or whomever the church shall authorize. The deacons shall assist in the preparation for, and observance of, baptism.
- Baptism may be administered as an act of worship during any worship service, or at any appropriate time as authorized by the pastor.
- A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the pastor and/or staff and deacons. If negative interest is ascertained, he or she shall be deleted from those awaiting baptism.

#### **Section 2. Lord's Supper**

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate his Second Coming.

- The Lord's Supper shall be observed regularly, as determined by the pastors and deacons.
- The pastors and deacons shall be responsible for the administration of the Lord's Supper.
- The deacons shall be responsible for the physical preparation of the Lord's Supper.

### ***VI. CHURCH MEETINGS***

#### **Section 1. Worship Services**

The church shall meet regularly for the worship of Almighty God. Prayer, praise, preaching, instruction and evangelism shall be among the ingredients of these services. The pastor shall direct the services for all the church members and for all others who may choose to attend.

#### **Section 2. Regular Business Meetings (Revised and approved by Congregation 11/21/21)**

Regular business meetings shall be at least twice yearly. The time and date to be announced in writing at least 10 days before the meeting.

#### **Section 3. Special Business Meetings**

A specially called business meeting may be held to consider special matters of significant nature. A one-week notice of the subject, date, time, and location must be given for the specially called business meeting unless extreme urgency renders such notice impracticable.

#### **Section 4. Quorum**

The quorum consists of those who attend the business meeting, provided it is a stated meeting or one that has been properly called.

#### **Section 5. Parliamentary Rules**

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

#### **Section 6. Emergency Business**

Should the church face an untoward event and be unable to hold either a Regular Business Meeting (Article VI, Section 2) or a Special Business Meeting (Article VI, section 3), then emergency business requiring immediate approval will be made by an Emergency Leadership Team on behalf of the congregation. The Emergency Leadership Team will consist of the senior pastor, chairman of the deacons, vice-chairman of

the deacons, church treasurer, stewardship committee chair, personnel committee chair and the lead pastor at each active church location. Decisions made by this Emergency Leadership Team will be legal and binding on behalf of the congregation. Minutes of all decisions made by the Emergency Leadership Team will be recorded and submitted to the congregation at the next regular business meeting.

## ***VII. CHURCH FINANCES***

### **Section 1. Budget**

The stewardship committee shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses. Appropriate and generally accepted methods for recording contributions will be used for the purpose of meeting tax reporting obligations to those who give through the church.

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts.

### **Section 2. Accounting Procedures**

All funds for any and all purposes shall be properly recorded by the church treasurer or accounting staff of the church. Appropriate bonding and insurance against employee and volunteer theft will be maintained.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the stewardship committee.

### **Section 3. Church Property**

- Purchase of property to be held by the church corporation shall be authorized by vote of the church.
- Real estate owned by the church corporation may not be sold, except by vote of the church.

### **Section 4. Church Debt**

Agreements for church indebtedness shall be made only after authorization by a vote of the church.

### **Section 5. Fiscal Year**

The fiscal year of the church shall begin on January 1 and end on December 31.

### **Section 6. Conflicts of Interest**

All financial transactions with officers, directors, church staff, church members, and with those authorized to obligate funds on behalf of the church shall be in compliance with Section 617.0832 and 617.0833, Florida Statutes. Transactions with officers, directors, church staff, church members and with those authorized to obligate funds are allowed as provided for in the Florida Statutes.

Church transactions with church members that bring a financial or professional benefit to such members, or to a company they own or have a significant interest in or are employed by, are permissible only if such church members are fully excepted from the approval process, and if the relationship or interest is disclosed or known to members entitled to vote in the approval process.

The church may not authorize loans to church members, directors, staff, or any other individual except as is authorized in Section 617.0833, Florida Statutes.

## ***VIII. AMENDMENTS***

Changes in these bylaws may be made at any regular business meeting of the church, provided each amendment shall have been presented in writing at a previous regular meeting, and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the bylaws shall be adopted by a majority of the members present and voting.

(Revised 11/21/21)

