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**BYLAWS**

**OF**

**FLAT ROCK BAPTIST CHURCH, INC.**

**OF LOUISBURG, NC**

**1529 FLAT ROCK CHURCH ROAD**

**LOUISBURG, NORTH CAROLINA 27549**

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# PREAMBLE

For the purpose of preserving and making the principles of our faith and to the end that this body must be governed in an orderly manner, consistent with the accepted doctrines of a Southern Baptist Church affiliated with the Baptist State Convention of North Carolina and the Southern Baptist Convention, for the purpose of preserving the liberties inherent in each individual member of the church, and to set forth the relationship of this body to other bodies of the same faith, we do declare and establish these Bylaws.

# ARTICLE I – NAME

The body shall be known as:

Flat Rock Baptist Church, Inc. of Louisburg, NC

1529 Flat Rock Church Road

Louisburg, North Carolina 27549

# ARTICLE II - MEMBERSHIP

1. The membership of this church shall be comprised of persons who have given evidence of regeneration, who have been baptized by immersion, who will subscribe to the church Covenant and the church Bylaws, and who have been received by a majority vote of the church.
2. Members of other churches of same faith and order may be received by letter of recommendation or by statement of Christian experience and baptism by immersion upon majority vote of the church.
3. Request for a letter of transfer to unite with another church of same faith and order will be granted by the church Clerk.
4. The church Clerk will drop members from the church roll upon written request.
5. Members will be dropped from the church roll by a majority vote only after:
   1. Efforts have been made to reclaim said members in accordance with Matthew 18.
   2. They have been notified of proposed action and time at least two weeks in advance.
   3. They have been given every opportunity to be heard by the church.
6. Persons who have been dropped from the church roll may be restored upon:
   1. Confession of errors.
   2. Giving evidence of repentance.
   3. Majority vote of the church.
7. Members are expected to:
   1. Be faithful in all duties essential to the Christian life.
   2. Regularly attend the services of the church.
   3. Give regularly and systematically to its support and kingdom causes.
   4. Share in its organized work.
8. In considering the rights involved, only members aged sixteen (16) years old and above may vote in the transactions of the church.
9. Only members with voting privileges may address the body at a business meeting.

# ARTICLE III – CHURCH OFFICERS

The officers of the church shall be:

Pastor

Board of Directors

Brotherhood Director

Clerk

Deacons

Music Director

Sunday School Director

Treasurer

Woman’s Missionary Union Director

Youth Minister / Director

Children’s Ministry Director

New officers may be elected by vote of the church if needed. Some positions may intentionally be left vacant.

# ARTICLE IV – ELECTION AND TERMS OF OFFICERS

1. Except as herein provided, all officers, except Pastor, Youth Minister / Director, Children’s Ministry Director, and Music Director, shall be elected annually. Vacancies in church officers must be filled at a regular or called business meeting of the church.
2. The Nominating Committee shall consist of five members. The church shall elect, by written ballot, four to serve on the Nominating Committee in April. The Nominating Committee shall select the Sunday School Director, who will serve as the fifth member.
   1. The chairperson of this committee is not to succeed himself/herself. The Sunday School Director selected by the Nominating Committee may serve consecutive terms.
   2. The Nominating committee will serve a term that runs from September 1 to August 31.
   3. The committee shall meet and draw up a slate of officers, teachers, and committees. We believe that qualified teachers and officers will mean a better work for the Master; therefore, the following qualifications and duties have been set up:
      1. All teachers and officers must be members of this church and must be approved by vote of the church.
      2. They should attend all church meetings whenever possible.
      3. They should be above reproach and in good standing in their community.
      4. They shall believe in, uphold, and teach Baptist doctrines.
      5. Teachers and officers of this church are expected to abide by these duties and qualifications. If, for any reason, persons feel they cannot abide by these, they should prayerfully and reverently ask to be relieved of their responsibilities.
   4. The officers, teachers, and committees list will be presented at a church business meeting prior to December, with the understanding that it is only a recommendation from the Nominating Committee. The floor will be open for any other nominations if there be any. If there are no other nominations, then the church will vote on the report of the Nominating Committee.
3. The Office of Pastor:
   1. The office of Pastor shall be declared vacant upon relinquishment of the office by the Pastor through voluntary resignation or retirement, with a notice of two weeks or longer by the incumbent Pastor.
   2. The church itself may declare the office vacant through action of the church body to remove the Pastor. A meeting may be called to consider removal when recommended by both the Personnel Committee and the Deacons. An announcement must be made at least two consecutive weeks prior to the meeting. The meeting shall be conducted by the Chairman of Deacons. The vote to declare the office vacant shall be by written ballot and shall require a three-fourths affirmative vote of voting members present to pass the action. Severance pay in the amount of three months’ salary and benefits will be granted.
   3. In instances of gross misconduct as determined by the personnel committee and Deacons, a Pastor can be relieved of his responsibilities immediately until a proper vote of the church can be held. The Pastor would still receive pay until the vote by the church is held. If the church votes to remove the Pastor in this scenario, no severance pay will be granted.
   4. When the office of Pastor is vacant, or upon notice by the incumbent Pastor, a Pastor Search Committee of five members shall be elected by the church by written ballot. The function of this committee shall be to review the mission and direction of the church, to seek and recommend an interim Pastor, and to coordinate interim pastoral activities until the office of Pastor is occupied. The office of Pastor shall be filled through deliberate efforts of the Pastor Search Committee elected by the church. The recommendation of this committee constitutes a nomination to be voted upon by the church.
   5. The call of a Pastor shall take place at a meeting especially set for that purpose, on the day of the trial sermon, of which at least one week’s notice has been given the membership. The election shall be upon the recommendation of the Pastor Search Committee, previously elected by the church to nominate as Pastor a minister of the gospel whose Christian character and qualifications fit him for the office of Pastor of this church. The committee shall bring only one name at a time for consideration of the church, and no nomination shall be made except that of the committee. Election shall be by written ballot, with an affirmative vote of three-fourths of those present and voting necessary for a call. Should the one recommended by the committee fail to receive a three-fourths vote, the committee will be instructed to seek out another minister, and the meeting shall be adjourned without debate.
4. The Office of Deacon
   1. Three male Deacons will be elected each year, with three Deacons rotating off. The term of a Deacon is three years, pending good behavior. Upon completion of a term, a Deacon must remain off for one year before being eligible for reelection.
   2. Nominations will be selected by written ballot on the last Sunday in October Members can nominate up to three candidates for consideration as a Deacon.
   3. When a member is selected to serve as a Deacon and has never been ordained by Flat Rock Baptist Church, the candidate must appear before an Ordination Council consisting of the current active Deacons and the Pastor. After the Ordination Council has interviewed the Deacon candidate, the Deacons must vote by a majority to recommend the candidate for ordination to the church. A candidate previously ordained by another Baptist church and approved with a majority vote by the active Deacons is eligible to serve as a Deacon. If the candidate does not receive a majority recommendation from the active Deacons, the candidate will not be eligible to serve.
   4. The eight nominees receiving the highest number of votes that are willing to serve will be reviewed and/or interviewed by the Deacons. The Deacons will determine if the nominees meet the qualifications as listed and described in Article V of the Bylaws of Flat Rock Baptist Church. Once the Deacons confirm eight nominees, those individuals will be listed on a ballot and presented to the church members for a vote on the last Sunday in November. The number presented to the church could be less than eight, if fewer than eight are willing to serve. The three nominees with the highest number of votes will serve as Deacons for a three-year term from January 1 to December 31. The Chairman of the Deacons will be responsible for notifying the nominees of their election within 24 hours. If there is a tie for the final spot, the Deacons will determine the order in which the tied nominees will be contacted. The Chairman of the Deacons will be responsible for preserving the votes in case a vacant seat needs to be filled later. The Chairman of the Deacons will provide a summary of the votes to the church Office Manager for safe keeping. The votes shall be maintained for only three years.
   5. Vacancies that occur during the year will be filled by the qualified candidate who received the next highest number of votes by the church in the year the vacancy occurred. This person is to fill the unexpired term only. This person is eligible for re-election the following year if less than half of a three-year term was served.
5. Board of Directors:
   1. One person shall be elected to the Board of Directors each year, to serve a term of three years. Upon completion of a term, he must remain off for a period of one year.
   2. This election shall be held in conjunction with Deacon election.

# ARTICLE V – RESPONSIBILITIES OF OFFICERS

## PASTOR

Realizing that the office of Pastor is a very sacred and honorable one, and realizing that as a servant in the church with grave responsibilities, the following qualifications are to be accepted and abided by:

1. A Pastor of good rapport in the community as spiritual and upright in all relationships.
2. A Pastor who is faithful and sincere at all times in their relationships with God and man.
3. A Pastor who totally abstains from the use and sale of alcohol as a beverage.
4. A Pastor who totally abstains from the use and sale of illegal drugs.
5. A Pastor who indulges in the sins of gambling, sexual impurity, etc. should not be considered as a candidate for the position of Pastor.

The Church-Pastor relationship shall be as follows:

1. The pulpit is to be filled by an ordained Baptist minister unless approved by the Deacons.
2. He shall meet the New Testament qualifications.
3. He is not to be absent from any regular scheduled service without consent of Deacons or church, unless providentially hindered. During all absences, except vacation or approved absences, the pastor is expected to arrange for a substitute at his expense in the event the YouthMinister / Director is not available. Requests for vacation should be made to the Chairman of the Personnel Committee at least seven (7) days in advance of the planned leave. The Chairman of the Deacons should also be made aware when the Pastor will not be available for planned worship services.
4. He shall be granted no more than two (2) revivals per church year.
5. He shall minister to the spiritual life of the church and community by preaching, teaching, counseling, and performing various other duties that pertain to his office.
6. He shall be an ex-officio member of all organizations, departments, councils, and committees. He may not serve as a voting member of these entities except as otherwise provided in the bylaws.
7. He shall conduct religious services on stated and special occasions, administer the ordinances, minister to members of the church and community and perform other duties that usually pertain to his office.
8. He shall have charge of the pulpit ministry of the church and shall arrange for workers to assist in revival meetings and other special meetings or services.

## Youth Minster / DIrector and children’s ministry director

The Church Family Youth Minister / Director and Children’s Minstry Director relationship shall be as follows:

1. The Youth Minister / Director Children’s Ministry Director shall be an ex-officio member of all organizations, departments, and committees relating to the position’s responsibilities. He may not serve as a voting member of these entities except as otherwise provided in the bylaws.
2. Is not to be absent from any regular scheduled services without consent, unless providentially hindered.
3. When the Pastor is absent or unable to fill the pulpit, a Youth Minister / Director or Children’s Ministry Director who meets all the requirements can assume that responsibility with approval of Deacons.
4. Will assist the Pastor in ministering to the spiritual life of the church and community. He is to cooperate and work under the supervision of the Pastor.
5. Will consult with Youth and Children’s committee to set the direction for these programs.
6. Will coordinate with the AWANA director as needed.
7. Shall report to the personnel committee.

## MUSIC DIRECTOR

The Church Music Director relationship shall be as follows:

1. Qualifications shall be the same as teachers, and officers of the church.
2. Is not to be absent from any regular scheduled service without consent, unless providentially hindered.
3. Will cooperate and work under the supervision of the Pastor.
4. Shall assist with all organizations, departments, and committees relating to the position’s responsibilities.
5. Shall report to the personnel committee.

## DEACONS

Realizing that the office of a Deacon is a very sacred and honorable one, and realizing that as a servant in the church with grave responsibilities, the following qualifications are to be accepted and abided by:

1. Members of good rapport in the community as spiritual and upright in all relationships.
2. Members who are faithful and sincere at all times in their relationships to God and man.
3. Members who totally abstain from the use and sale of alcohol as a beverage.
4. Members who totally abstain from the use and sale of illegal drugs.
5. Members indulging in the sins of gambling, sexual impurity, etc. should not be considered as a candidate for the office of Deacon.

The above standards by no means cover all that needs to be considered, nor is it intended that this shall be a legalistic matter. We believe, however, that the sincere Christian will seek to measure up to these requirements. In light of the Holy Scriptures, we do believe that the church has a right to ask Deacons to accept Acts, Chapter 6 and 1Timothy, Chapter 3 as a standard.

The responsibilities of a Deacon are:

1. Counsel with the Pastor concerning the spiritual interest of the church.
2. Seek to discover and visit the sick and those in distress.
3. From time to time consider the financial condition and policies of the Church and make recommendations to the church. These recommendations shall not be binding unless favorably voted upon by the church at a regular or called business meeting.
4. Under the supervision of the Pastor, provide and distribute the elements of the Lord’s Supper.
5. With the Pastor, constitute the Discipline Committee of the church.
6. Meet monthly, at the discretion of the Chairman or Vice Chairman, at such time as the Deacons may agree upon and meet in special sessions at the call of the Chairman or Pastor.
7. The Deacons shall keep complete, legible, printed, and digital records of their actions, and report the same to the church as the church may require. Copies of all prior year records shall be maintained in the church office for historical reference.
8. The Chairman of Deacons or Vice Chairman of Deacons shall preside at all business meetings, except for meetings called to vote on new church members. The Pastor may preside at a business meeting called for the purpose of voting on a new church member(s).
9. The Chairman of the Deacons and Vice Chairman shall serve a term of one year and shall not succeed themselves. The Vice Chairman shall be elected by ballot vote of the Deacons at the first meeting of each new church year. The three Deacons serving the last year in their term are not eligible to be Vice Chairman. The Vice Chairman shall become Chairman once their one-year term is complete.
10. A representative of the Deacons should contact the chair of each council and committee to ensure their committee responsibilities are being handled and learn of any anticipated needs or issues. This information shall be reported back to the Deacons in April of each year for their consideration and action if deemed necessary.

## TREASURER

The Treasurer will be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. The Treasurer is the only person authorized to sign checks processed by the Church Office Manager, after review of supporting documentation has been made.
2. An Assistant Treasurer is to function only when the Treasurer is unable to perform his/her duties.
3. The Treasurer and Assistant Treasurer shall be ex officio members of the Stewardship Committee.
4. The Treasurer and Assistant Treasurer shall participate in an annual, internal audit of church finances with the Chairman of the Stewardship Committee

## CLERK

The Clerk will be selected by the Nominating Committee and approved by the church. In addition to keeping the qualifications already stated, the responsibilities are:

1. Keep complete, legible, printed, and digital records of all proceedings of the church at its business meetings and any items of importance to the history of the church.
2. In conjunction with the Church Office Manager, maintain a complete and up-to-date registry of the membership of the church.
3. Make an annual report of losses and gains in membership of the church.
4. Report on any other important matters as requested by the church at business meetings

## BOARD OF DIRECTORS

There shall be three Directors who will:

1. Represent the Church in all matters of legal responsibility regarding the purchase, securing of loans, and disposal of all titled/deeded church property.
2. Execute all legal papers relating to the church as the church may direct.
3. Shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without specific vote of the church authorizing such action.
4. Shall have no control over the use of the church property except by vote of the church.
5. The longest serving member will assume the position as chairperson at the beginning of the new church year.
6. The Chairman is responsible for ensuring appropriate names are kept up to date on the accounts held with the North Carolina Baptist Foundation.

## DIRECTORS

### AWANA DIRECTOR

The AWANA Director will be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Provide leadership to the AWANA Program of our church which seeks to provide Bible training to the children of the church and community. The Director will also be responsible for providing training opportunities for those working in our AWANA Program.
2. The AWANA Program will be operational beginning in September of each year and ending in May of each year.
3. The AWANA Program will be for children ages 2 through 6th grade.
4. Ordering and approving purchases for materials and supplies needed for our AWANA Program.
5. Seek to enlist all children preschool through sixth grade, in a program of activities and education that assist in spreading the gospel to win souls to Christ.
6. To provide oversight for the entire AWANA Program.
7. See that reports are made when requested.

### BROTHERHOOD DIRECTOR

The Brotherhood Director will be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Seek to enlist all men in the church in a program of missions, training, giving, and any other activity that would help spread the gospel and win souls to Christ.
2. Coordinate / lead disaster relief trips for the church.
3. Order literature/materials for Baptist Men’s Ministries and Disaster Relief Ministries.
4. See that reports are made when requested.

### LIBRARY DIRECTOR(S)

The Library Director(s) shall be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Keep all resources organized/labeled.
2. Add new materials.
3. Cull inappropriate and outdated materials.
4. Assist members in locating resources.

### NURSERY DIRECTOR(S)

The Nursery Director(s) shall be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Enlist and coordinate nursery workers for all scheduled services of the church. Nursery workers shall be at least fifteen (15) years old and subject to the Child Protection Policy
2. Keep a minimum of two (2) workers in the room(s) unless a parent is alone with his or her child/grandchild. At least one worker must be 21 years or older.
3. Perform administrative duties as it relates to the nursery, such as scheduling nursery workers.
4. Maintain nursery supplies.

### SUNDAY SCHOOL DIRECTOR

The Sunday School Director will be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Have general oversight of the entire Sunday School.
2. Order and distribute all Sunday School related literature.
3. Oversee planning and administration of the programs and affairs of the Sunday school in cooperation with, and subject to, the approval of the church.
4. Counsel with the other officers whenever necessary.
5. Serve as chairperson of the Sunday School Council.

### VACATION BIBLE SCHOOL DIRECTOR(S)

The Vacation Bible School Director(s) will be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Set the Vacation Bible School date and prepare the budget.
2. Enlist workers and provide appropriate training.
3. Obtain curriculum and necessary supplies.
4. Oversee promotion (bulletin, fliers, newspaper, etc.).
5. Carry out other tasks as necessary for the church to run an effective Vacation Bible   
   School.

### WOMAN’S MISSIONARY UNION DIRECTOR

The Woman’s Missionary Union Director will be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Seek to enlist all the women and young people of the church in a program of missions, training, giving, and activity according to plans promoted by the Woman’s Missionary Union.
2. See that all reports are given when requested.
3. Order literature for all mission groups.
4. Serve as chairperson of the Missions Council.

### DRAMA DIRECTOR

The Drama Director will be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Organize and direct activities of the drama team.
2. Plan and schedule drama performances.
3. Discuss proposed drama with Pastor before drama is performed.

## COUNCILS

General council guidelines are as follows:

1. All councils are to be governed by a majority vote. Unless a majority of the council is present at any regular or called meeting, no official action is to be taken.
2. All persons serving on councils must be members of the church. Neither the Pastor, nor the Youth Minister / Director, nor Children’s Ministry Director may serve as a voting member on a council except as otherwise provided for in the bylaws.
3. All bills presented to the Church Office Manager for processing must be signed by the chairperson of responsible councils and/or organization.
4. All councils must operate within their approved budget or as otherwise specified in bylaws.

### MISSIONS COUNCIL

Will consist of the Pastor, Woman’s Missionary Union Director, Brotherhood Director, and the leaders of all missions organizations of the church, and will be led by the Woman’s Missionary Union Director.   
The responsibilities are:

1. Meet on an as-needed basis for prayer, evaluation, planning, information, and fellowship.
2. Set goals for the missions offerings.
3. Encourage missions efforts.
4. Enlist leaders for missions studies.

### SUNDAY SCHOOL COUNCIL

Will consist of all Sunday School officers and teachers and the Pastor. Will be led by the Sunday School Director. The responsibilities are:

1. Meet on an as-needed basis for prayer, evaluation, planning, information, and fellowship.
2. Review any curriculum changes.
3. Promote outreach.
4. Determine classroom locations.
5. Promote and coordinate attendance at training events.

## COMMITTEES

General committee guidelines are as follows:

1. All committees are to be governed by a majority vote. No official action is to be taken unless a majority of the committee is present at any regular or called meeting.
2. All persons serving must be members of the church.
3. The Pastor nor Youth Minister / Director and Children’s Ministry Director may not serve as a voting member on any committee or council.
4. All committee members shall have a term of one year, from January 1 to December 31. The chairperson shall not remain chairperson of the same committee for more than five consecutive years.
5. The chairperson of respective committees shall be appointed by the Nominating Committee.
6. The number of members listed under each individual committee section are suggestions and can be deviated from at the discretion of the nominating committee.
7. All bills presented to the Church Office Manager for processing must be signed by the chairperson of responsible committee and/or organization.
8. All committees must operate within their approved budget or as otherwise specified in the bylaws.

### AUDIO/VISUAL COMMITTEE

This committee will consist of six qualified individuals selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Set up, operate, and maintain the audio/visual and streaming equipment for all scheduled services and events of the church.
2. The committee chair will develop a schedule for services and communicate this to committee members.
3. The committee chair shall develop and submit an annual budget request considering any new equipment and maintenance needs anticipated for the coming church year.

### BENEVOLENCE COMMITTEE

This committee of two will be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Perform acts of benevolence to persons in the name of Christ and His Church.
2. In the event the needs are financial, this committee will use money from the Benevolence Fund. This fund will be established and maintained as directed by the church budget. A list of expenditures and offerings will be in the Financial Report.
3. The committee may use up to $500.00 on any one act of benevolence.

### BUILDING AND GROUNDS COMMITTEE

This committee of six qualified individuals is to be selected by the Nominating Committee and approved by the church. The duties relate to existing properties only. The Custodian(s) shall not be members of the Building and Grounds Committee.

The responsibilities are:

1. Continuously seek to make improvements and repairs to any church properties as needed.
2. In case of renovation of existing church buildings, be responsible for securing plans to be approved by the church. During the time of renovation, see that the job is done properly.
3. Dispose of all surplus property owned by the church. The property and method of disposal must be presented to the church for approval.
4. Any repairs more than $2,500.00 shall be approved by the church, except in the case of an emergency.
5. Any supplies/equipment over $2,500.00 must be approved by the church.
6. On jobs totaling $4,000.00 or more, competitive bids should be solicited. The Building and Grounds Committee will decide which bid, if any, to accept.
7. On jobs totaling $10,000.00 or more, the church must vote by written ballot.
8. Monitor performance of any contractors associated with Buildings and Grounds and coordinate changes as needed. Contracts shall be reviewed on an annual basis and made competitive when deemed appropriate.

### CEMETERY COMMITTEE

This committee of three is to be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Maintain Rules and Regulations on the cemetery as approved by the church and documented in the Book of Rules
2. Maintain current maps showing location of the plots, with master copy kept in the church files.
3. Record the plots sold.

### YOUTH COMMITTEE

The Youth Committee will consist of five members selected by the Nominating Committee and approved by the church. This committee will be made up of three parents of active youth and two at large members. The responsibilities are:

1. Serve as an advisory committee to the Youth Minister / Director.
2. Help plan youth programs and ministries for the church.
3. Supervise and provide chaperons for all youth functions as needed.
4. Promote the youth activity program of the church.
5. Direct the youth program during vacancy of Youth Minister / Director position.

### CHILDREN’S COMMITTEE

This committee of four is to be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Plan and implement a program of activities for children four (4) years old through sixth grade, and coordinate with Children’s Ministry Director.
2. Teach and encourage children to develop Christian values.
3. Reach out to non-churched children in our community.

### EXTENSION COMMITTEE

This committee of three is to be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Plan ways to keep shut-ins informed of church activities.
2. Deliver or mail magazines and bulletins to shut-ins.
3. Visit and make phone calls to shut-ins.

### HOMECOMING COMMITTEE

This committee of three is to be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Select the guest speaker and arrange for his travel and accommodations as required.
2. Arrange for flowers to be placed in the church in memory of members who have died during the past year and in honor of those who have joined the church during the past year.
3. Plan other homecoming activities as appropriate.

### HOSPITALITY COMMITTEE

This committee of nine is to be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Provide refreshments at Homecoming, Easter Sunrise Service, Associational events at the church, and other church events.
2. Set up and take down tables and chairs, etc. for above stated events.
3. Maintain paper and plastic goods for all church related events.
4. Periodically clean appliances and cabinets in kitchen.

### MESSENGER COMMITTEE

The Messenger Committee to the local association shall be selected by the Nominating Committee and approved by the church. Messengers to the state and national conventions shall be nominated and approved by the church in any regular or called business meeting. The number and duties of messengers are determined by the governing documents of the association and/or conventions.

### NOMINATING COMMITTEE

This committee of five is to contact and recommend officers and teachers for the church as   
directed by the church. The responsibilities are:

1. Nomination of Sunday School teachers.
2. Nomination of church officers (with exception of the pastor), committees, council members and others as herein provided.
3. Explain responsibilities to each new person contacted for nomination to serve.
4. Ensure each new officer or teacher is provided with a copy of the Bylaws, Book of Rules, and personnel policy.
5. Fill any positions vacated during the year, or any new position that may be created.

### PERSONNEL COMMITTEE

This committee of six is selected by the Nominating Committee and approved by the church. No staff may be a member of the Personnel Committee. All recommendations from this committee must be approved by the church. The responsibilities are:

1. Evaluate all salaried employees at the end of each church year.
2. Make recommendations to the church for all salary and benefit adjustments.
3. Maintain a church Personnel Policy Manual governing all salaried employees.
4. Fill all vacant salaried positions (excluding the Pastor).
5. Evaluate the need for additional staff.
6. Handle all disciplinary actions in accordance with the personnel policy.

### SAFETY AND SECURITY COMMITTEE

This committee of five is selected by the Nominating Committee and approved by the church.

The Safety and Security Committee secures all church property against fire, theft, vandalism, illegal entry, or other state or county violations. The responsibilities of this committee are:

1. Must be knowledgeable with Safety, Security and Emergency Procedures adopted by Flat Rock Baptist Church.
2. Implement Safety, Security and Emergency Procedures.
3. Review Safety, Security and Emergency Procedures annually and make necessary revisions and additions.
4. Provide informational review material to congregation based on requirements listed in the Safety, Security and Emergency Procedures.
5. Periodically patrol buildings and grounds during services.
6. Examine doors and windows to determine that they are secure.
7. May be required to inspect locks to ascertain if tampering has occurred.
8. Investigate any security or safety incident/accident and make corrective recommendations to Flat Rock Baptist Church Board of Deacons.
9. Watch for and report irregularities such as fire hazards, leaking pipes or any conditions that may endanger person(s) on church property.
10. May be required to assist with injured individuals, call for fire, paramedic, or police services.
11. Must be capable of clear and concise communication for reporting incidents that have a bearing on the church or anything that could lead to legal actions, such as arrests, lawsuits, or violent actions by persons on the church property.
12. May be required to regulate vehicular and/or pedestrian traffic for the purpose of maintaining a safe and pleasant environment on the church property.
13. Report building maintenance or grounds problems to the Chairperson of the Building and Grounds Committee.
14. Schedule and monitoring any security cameras during services of the church.
15. Develop procedures and checklist to be used for any specific security duty.
16. Communicate any emergency situations to the Pastor/Deacons so the congregation can be notified per the Safety, Security, and Emergency Procedures and take appropriate action.
17. May be required to expel persons involved in misconduct.
18. Initiate any emergency response procedure, when needed.
19. Document any safety and security incidents.

### SENIOR ADULT COMMITTEE

This committee of three is to be selected by the Nominating Committee and approved by the church. Their responsibilities are:

1. Seek to include all senior adults in the church beginning with age sixty (60) in opportunities for spiritual growth and activities of fellowship.
2. Plan and arrange transportation for outings.
3. Communicate with the Pastor on a regular basis to evaluate plans and seek his input.

### SPECIAL PROGRAMS COMMITTEE

This committee of six is to be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Coordinate For Christmas, Mother’s Day, and Father’s Day programs, and other special programs as directed by the church or as planned by the committee.

### STEWARDSHIP COMMITTEE

This committee of six is to be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Count and record all monies collected during church services and deposit into the church bank account by the end of the next business day. All other monies received by the church during the week are to be secured by the Church Office Manager until collected and deposited by the Stewardship Committee.
2. Prepare the church budget and present to the church for approval no later than the scheduled December business meeting.
3. In cooperation with the Church Office Manager, ensure that a monthly financial report is  
   prepared and presented to the church.
4. Monitor receipts and expenditures for adequacy and compliance.
5. Advise on financial concerns and proposed budget changes. In situations where financial stability is deemed by the committee to be in jeopardy, make a full disclosure of such to the Deacons, develop a plan of remediation and present to church for approval.
6. The stewardship committee will work with the church treasurer on any financial issues as they arise.
7. The Chairman of the Stewardship Committee shall participate in an annual, internal audit of church finances and a review of church investments with the Treasurer and Assistant Treasurer.

### TRANSPORTATION COMMITTEE

This committee of three is to be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Ensure that church vehicles are maintained in a safe and reliable mechanical condition at all times.
2. Monitor transportation operations and ensure they are in compliance with the requirements stated in the Book of Rules.

### USHER COMMITTEE

This committee of twelve is to be selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Serve as public relations representatives of the church.
2. At all times be friendly, courteous, and considerate; recognizing every attendee as an honored guest and treating them accordingly.
3. Welcome and assist members and visitors.
4. Receive offerings and turn them over to the Stewardship Committee using the “two-man” rule while in custody of collection monies.
5. Perform other duties as directed by the Pastor.

### COMMUNITY OUTREACH COMMITTEE

The Community Outreach Committee will consist of four members selected by the Nominating Committee and approved by the church. The responsibilities are:

1. Solicit and develop ideas for community outreach.
2. Recommend potential activities and ministries for community outreach to the Deacons.
3. Help implement Deacon approved outreach activities and ministries.
4. Research, develop, and implement ways to promote upcoming activities and ministries to the community.

# ARTICLE VI - GENERAL

**GENERAL LICENSE**

When a member announces to the church that he feels the call to the ministry, the church, by majority vote, may license him as an acknowledgment of his call to the ministry. The church shall encourage the individual to make preparations for the ministry. The church will furnish the member with a copy of the minutes or a Certificate of License for his credential. It is understood that the performance of civil duties by a member shall be governed by state law.

**ORDINATION**

In the event this church has been requested to ordain a member who has been called into the ministry of a Baptist church, the following procedures shall be followed:

1. The Pastor shall establish an Ordination Council to examine the candidate concerning his fitness for the ministry and report to the church.
2. Upon a favorable report of the Ordination Council, the church shall proceed with the ordination.
3. The church will express its approval by a vote of three-fourths of the members present at an Ordination Service announced at least one week in advance.

**ASSOCIATION AND CONVENTION AFFILIATIONS**

We recognize that there is mutual helpfulness in the association of churches who are in such agreement in faith and practice as to encourage the spirit of fellowship and good will.

We also recognize that there have been established, through the voluntary cooperation of churches of like faith and order, organizations whose purpose is the implementation of the missionary, educational, and benevolent interests and obligations of the individual Christian and his church family.

We believe that the Tar River Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention were originally organized for the sole purpose of aiding in the advancement of the Kingdom of God according to the teachings of the New Testament; we, therefore, agree to participate in these organizations through our duly elected messengers and our support of the cause which these organizations represent.

The church is, and of right, ought to be a free and independent congregation; and such is the teachings of the Scriptures, our sole authority.

We reserve the right to withdraw affiliation with any organization upon three fourths majority vote of those members voting at any regular or special meeting time of this church that has been announced well in advance by at least one week.

# ARTICLE VII – PARLIAMENTARY PROCEDURE

For the purpose of preserving the liberties inherent in each individual member of this church, all business meetings of the church, its organizations, and committees shall conform to the rules of parliamentary procedures, as stated by Robert’s Rules Of Order, each member being careful to preserve the New Testament doctrine of equality among members.

The Chairman and Vice Chairman of the Deacons are the only officers who can call the church into a normal business meeting. The Pastor may call the church into a business meeting for the purpose of voting on a new member(s) joining the church.

# ARTICLE VIII - BYLAWS

These Bylaws, originally adopted in 1996 by an affirmative vote of the congregation of Flat Rock Baptist Church, are created for the administration and operation of Flat Rock Baptist Church.

These Bylaws may be amended, changed, or repealed by a three-fourth majority vote of members present at any regular or called business meeting of the church which has been announced at least fourteen (14) days before the vote is taken.

The adoption of any amendment or change of these Bylaws shall supersede all previously adopted rules in conflict herewith.