

# **BY-LAWS**

## **By-laws I Membership**

### **Section 1. General**

The membership of this church shall consist of such persons as:

1. Confess Jesus Christ to be their Savior and Lord.
2. Have been accepted by vote of the church.
3. Have followed Him in Christian baptism as indicated in Article II preceding.

### **Section 2. Reception of Members**

Any person may present himself as a candidate for membership in this church at any worship service. All such candidates shall be counseled by either a staff member or a member of the active deacon list regarding the meaning of church membership and then be presented for membership at any worship service or regular business meeting in any of the following ways:

1. By profession of faith followed by baptism for new converts and those from other denominations.
2. By promise of a letter of recommendation from another Baptist Church whose membership requirements are in agreement with Section 1 above (i.e., like faith and order).
3. By statement of prior conversion experience and baptism by immersion in accordance with Article II. Section 2 preceding, when no letter is obtained.
4. By restoration for any person whose membership has been terminated or whose name has been removed from the rolls, upon his request and evidence of his repentance and reformation.

### **Section 3. Privileges of Members**

- A. 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. No absent member may vote by ballot or proxy.
- B. Every member of the church may participate in the ordinances of the church as administered by the church.

#### **Section 4. Duties of Members**

All members of the church shall be expected to strive to carry out the spirit of the Church Covenant and be true to the principles of God's Word.

#### **Section 5. Discipline**

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 rather than punishment.

Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of its covenant vows, every reasonable measure will be taken by the pastor and by the deacons to resolve the problem in accordance with Matthew 18:15-17. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. If, however, finding that the welfare of the church will best be served by the exclusion of the member, the church, upon recommendation of the majority of the active deacon list, may take this action by a three-fourths (3/4) vote of the members present at a meeting called for this purpose (giving at least one week notice of meeting); and the church shall declare the offender to be no longer in the membership of the church.

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

#### **Section 6. Termination of Membership**

Membership shall be terminated in the following ways:

1. Death.
2. Granting a letter of recommendation to another Baptist church.
3. Exclusion by reason of discipline as set forth above.
4. Erasure upon written request of the person involved.
5. Erasure upon proof of membership in a church of another denomination. It will be the policy of this church not to issue letters of recommendation to churches of other denominations. but such churches shall be notified of removal of name from our church rolls

## **By-Law II**

### **Church Officers**

All church officers must be members of this church. The officers of this church shall be as follows:

#### **Section 1. Pastor/Elder**

- A. The Pastor/Elder must be qualified to fulfill the role of a Pastor/Elder according to Scripture.

##### **1. I Timothy 3:1-7**

The saying is trustworthy: If anyone aspires to the office of overseer, he desires a noble task. Therefore an overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own household well, with all dignity keeping his children submissive, for if someone does not know how to manage his own household, how will he care for God's church? He must not be a recent convert, or he may become puffed up with conceit and fall into the condemnation of the devil. Moreover, he must be well thought of by outsiders, so that he may not fall into disgrace, into a snare of the devil.

##### **2. Titus 1:7-9**

For an overseer, as God's steward, must be above reproach. He must not be arrogant or quick-tempered or a drunkard or violent or greedy for gain, but hospitable, a lover of good, self-controlled, upright, holy, and disciplined. He must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it.

- B. The pastor shall, under the leadership of the Holy Spirit:

1. Proclaim the gospel to believers and unbelievers.
2. Lead the church to engage in a fellowship of worship, witness, education, ministry, and application.
3. Lead the church in performing its objectives.
4. Minister to the church's members and other persons in the community.
5. Be responsible for filling the pulpit of the church on appropriate occasions.
6. Serve as an ex-officio member of all committees in the church.

C. The church shall, under the leadership of the Holy Spirit:

1. Follow the leadership of the pastor and support him in prayer as he carries out his responsibilities.
2. Provide adequate compensation and benefits as agreed upon at the time the pastor is called and as revised periodically by the church. Such conditions shall be in writing.

D. When the church is without a pastor

1. Interim Pastor Selection Committee:

The active deacons shall serve as the Interim Pastor Selection Committee.

2. Pastor Selection Committee (Pulpit Committee):

The Pastor Selection Committee will be selected in the following manner:

- a. It shall be composed of five (5) members.
- b. At a regular or called business meeting, ballots shall be given to the church members present and they shall nominate five persons from the church at large.
- c. A committee of three church members shall be appointed by the moderator to act as tellers and to count the votes and contact the nominees elected based on the number of votes received, and place the top ten vote recipients on a ballot for a final selection one week later at a special called business meeting. The process of vote counting may be observed by any church member who so desires.
- d. For the final selection, a committee of three tellers shall be appointed by the moderator to oversee the voting, to collect and count the votes, and to notify the church of the top five vote recipients.

E. Calling a pastor

The Pastor Selection Committee shall seek a well-rounded man who qualifies as a preacher, pastor, counselor, citizen, and representative of the church and community. These qualities shall be guidelines to a minister's abilities to serve this church and community: sense of Divine call, knowledge of Bible, financial integrity, preaching discretion, home life relations, and Spirit filled. Any potential pastor should be in agreement with the principles and policies set forth in this constitution and bylaws.

One prospect shall be considered at a time. When all available information and references are compiled and the committee is agreed, the nominee shall be invited

to preach to the church as arranged by the committee. A fellowship may be provided for church members to meet the nominee. All information and qualifications shall be presented to the congregation prior to his coming.

A vote by secret ballot shall be held at a regular or special called business meeting to either accept or reject the nominee. The membership must be notified prior to said meeting by announcement in at least two regular services.

A seventy-five percent (75%) vote of those members present shall be required to call a pastor. The nominee shall be notified at once of the percentage he received. Should the nominee be called and accept, the terms of his acceptance shall be set forth in written agreement.

#### F. Separation

1. In the event the pastor shall elect to resign, his responsibilities and rights as pastor shall cease not less than two (2) weeks from the date he submits his resignation. Resignation shall be announced during a regular business meeting or worship service and in writing, a copy of which shall be presented to the church clerk at the time of announcement of said resignation.
2. It is generally recognized that a pastor will realize when his ministry is no longer effective and accordingly will terminate his services. However, should the membership feel that the best interest of the church could be served by changing pastors, actions can be taken to declare the office of pastor to be vacant. A motion to that effect, in writing, may be made at a regular or properly called business meeting after counsel with the pastor so that he has prior knowledge that such motion is going to be presented to the church. The moderator for this meeting shall be someone other than the pastor. This motion *must* be upon the recommendation of a majority of the active deacon list *or* by written petition signed by not less than one-fourth (1/4) of the resident church members.

Voting by the membership on this issue cannot take place during the meeting when the motion is presented, but must be tabled for vote at a subsequent date so specified and presented to the membership. Voting will be by secret ballot and an affirmative vote of two-thirds (2/3) of the members present is required to declare the office of pastor 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 (1/12) of his total annual compensation. This compensation shall include use of the parsonage

for one month with no monetary substitution. The termination shall be immediate and the compensation shall be given in not more than thirty (30) days from the effective date of termination.

## **Section 2. Church Staff**

### **A. Ministerial Staff**

The Ministerial Staff shall be called and employed as the church determines the need for such offices. An appropriate committee shall be elected by the church during a regular business meeting and be responsible for drawing up and presenting a job description and proposed salary schedule to the church for its approval. The committee, in cooperation with the pastor, shall seek God's will in finding and recommending to the church the person to fill this place of service. A simple majority vote is required in calling ministerial staff other than the pastor.

Should a grievance arise concerning other ministers, a temporary Grievance Committee shall be composed of the following: a member of the active deacon list appointed by the chairman and remaining members of the church council (See By-Laws IV, Section 2 for details; refer to current listing of directors on file.)

The committee shall investigate the grievance and if the case cannot be resolved to the satisfaction of the committee and the employee, the committee may bring a recommendation to the church that said employee's services and salary be terminated on a day certain.

### **B. Non-ministerial Staff**

The Non-ministerial Staff shall be employed as the church determines the need for their services. The church in regular or special business meeting shall have the authority to employ and to terminate services of non-ministerial staff members.

## **Section 3. Deacons**

- A. All deacons who have been ordained by the church or a church of like faith and practice may serve as deacon (see Constitution, Article II: Section 3). Potential candidates must have been a member with good references and in regular attendance of First Baptist Church of Gordon, Texas for at least two years, at least 25 years old, and approved by the deacon body and pastor. Then the potential candidate will be recommended to the church body to be voted on to serve as an active deacon.

B. Primary passages for consideration are Acts 6:3 and I Timothy 3:8-13. Scriptural qualifications for deacons shall be as follows:

1. Deacons should be men of good report both in the church and community. Acts 6:3 "...honor report..." I Timothy 3:8 "Likewise must the deacon be grave...."
2. Deacons should be men who are filled with the Spirit of God and whose lives and actions are motivated by Him. Acts 6:3 "...look ye out among you...men...full of the Holy Ghost and wisdom...."
3. Deacons should be men who are sober. Every Baptist enters into a "Church Covenant" which requires the abstinence from both sale and use of all alcoholic beverages. I Timothy 3:8 "...not given to much wine...."
4. Deacons should be men whose conversation is above reproach. They are to be truthful and consistent. I Timothy 3:8 "...must...be grave, not double-tongued...."
5. Deacons should be men who are possessed with a degree of wisdom that will enable them to be sound thinkers, act wisely and discreetly on church affairs. Acts 6:3 "...full of the Holy Ghost and Wisdom...."
6. Deacons should be men who are tithers. It is hard to conceive how a person will be a good steward of the business affairs of the church of God if he is not a good steward with his own financial obligations to God. God's Word teaches us in Malachi 3:10 that the tithe (ten percent) is the Lord's. I Timothy 3:8 "...not greedy of filthy lucre...."
7. Deacons should be men who hold the revealed truth of Christianity in pure conscience. Orthodoxy without personal holiness is of little worth. I Timothy 3:9 "Holding the mystery of the faith in a pure conscience."
8. Deacons should be men who have first been proven worthy of the office. It is unwise to place spiritually immature men in this high office. The Scripture requires that they first be proven. I Timothy 3:10 "and let these also first be proved; then let them use the office of a deacon, being found blameless." (This includes demonstration of loyalty by faithful support and regular attendance of the total ministries of our church: Worship Services, Sunday School, Business Meetings, etc.)
9. Wives of deacons are obligated to meet spiritual qualifications: they are to be consecrated Christians; they are to guard their tongue well; they should be women of good temperament; and their personal habits should be that

which becometh godliness. I Timothy 3:11 “Even so must their wives be grave, not slanderers, sober, faithful in all things.”

10. If married, deacons should be men who have but one living wife. I Timothy 3:12 “Let the deacons be the husbands of one wife....”

11. Deacons should be men who properly shoulder their responsibilities at home. I Timothy 3:12 “...ruling their children and their own houses well.” And I Timothy 5:8 “But if anyone does not provide for his own, that is his own household, he has denied the faith and is worse than an unbeliever.”

C. Deacons shall be chosen in the following manner:

1. If and when the deacon body and pastor deem it necessary, they will seek new deacons. Also, the church may request the deacon body and pastor to actively seek new deacons.
2. The Church Body may recommend potential candidates to the pastor and deacons for review.
3. The deacons and pastor may approach any man they deem qualified to be a deacon. The deacon body and pastor shall meet with and question all prospective deacons. After reaching a majority vote they will present candidate to the church to be voted on.

Once a deacon has been ordained or elected in this church he shall serve until he requests to be removed from the active deacon list, death, or moves from the church area or no longer attends this church or domination.

D. Duties of the Deacon

In accordance with the meaning of the word and the practice of the New Testament, deacons are to be servants of the church. The task of the deacons is to serve with the pastor and staff in performing the pastoral ministry tasks of the church: proclaim the gospel to believers and unbelievers, minister to church members and other persons in the community, lead the church to engage in a fellowship of worship, witness, education, ministry, and application, and lead the church in performing its tasks. In addition, the deacons are to serve as advisors to the pastor in all matters pertaining to the spiritual welfare and work of the church. They are to consider and formulate plans for the constant progress of the church in carrying out its stated objectives. In the absence of the pastor, the deacons are to assume the spiritual leadership of the church. All matters of church discipline are to be referred to the deacons. The deacons shall arrange for and shall serve the Lord’s Supper and aid in the ordinance of baptism.

The deacons shall meet monthly; more often if deemed necessary. They shall elect annually a chairman, an assistant chairman, and a secretary. Minutes of each meeting shall be kept and such items as are not confidential shall be available and on file in the church office.

#### E. Ordination of Deacons

1. All members of the active deacon body shall be men who have been ordained as deacons by this church or a church of like faith and doctrine (see constitution; Article II; Section 3).
2. During a regular or special business meeting, the church shall vote to call an Ordination Council to convene at a set time and place. The Clerk shall send a notice of ordination to sister churches and obtain ordination papers to be completed at the ordination.
3. At the designated date and time, the church shall be called into special business meeting and vote to have those ordained men of like faith and doctrine who will, to be a part of the Ordination Council. The Ordination Council shall withdraw to another room and elect a Moderator, an Examiner (may be the same as Moderator), and a Secretary. The council shall also choose a member(s) to present a charge to the candidate(s) and to the church upon a favorable recommendation. The Ordination Council shall then reconvene with the church.
4. One of the members of the church shall recommend the deacon(s) elect to the Ordination Council. The Examiner shall lead in questioning the candidate(s). All members of the Ordination Council may ask questions after the examination, the Ordination Council shall again withdraw to another room and vote to bring back a recommendation for ordination.
5. Upon a favorable recommendation by the Ordination Council, the church shall vote to approve the recommendation and proceed with the ordination.
6. All ordained men present of like faith and doctrine shall be invited to participate in the laying on of hands. The selected council members shall then present the charge to the candidate(s) and the church.
7. The ordination papers shall be signed by the Ordination Council. (The Moderator, Examiner, and Secretary should sign on the front.) The church shall then vote to dismiss the Ordination Council.

#### **Section 4. Moderator**

The pastor shall serve as moderator and preside over all business sessions of the church unless a moderator pro-tem is elected by the church. In the absence of the moderator, the chairman of the deacons shall preside. In the absence of both, the clerk shall call the church to order and an acting moderator shall be elected.

#### **Section 5. Clerk**

The church shall elect annually a church clerk who shall keep in a suitable book a record of all the actions of the church, except as otherwise herein provided. He/she is responsible for keeping a record of the names of members with dates of admission, dismissal, or death, together with a record of baptisms. He/she shall issue written requests for church letters for those persons joining the church in this manner. He/she shall issue letters of recommendation as voted by the church. He/she shall preserve on file all communication and written official reports. He/she shall give legal notice of all meetings where such notice is necessary as indicated in these by-laws. The clerk shall be responsible for compiling and filing the annual church letter. The church may delegates some of the clerical responsibilities to a church secretary. All church records are church property and should be filed in the church office.

#### **Section 6. Financial Secretary**

The financial Secretary shall be elected by the church annually. He/she shall receive the empty collection envelopes after the money has been removed and counted by the proper person selected by the church to serve in turn; and from these he/she shall give donor individuals credit as provided in the improved records system offered by the Baptist Sunday School Board. He/she shall keep the envelopes for reference for a period of two years. He/she will also fill out the sheet for the monthly balance and report found in the records book, which will indicate receipts from envelopes, plate or loose, and miscellaneous or special offerings. He/she shall also be responsible for preparing and mailing annually statements to all contributing members.

#### **Section 7. Treasurer and Assistant Treasurer**

The church shall elect annually a Treasurer and Assistant Treasurer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by the authorized personnel, all monies, or things of value paid or given to the church, keep at all times an itemized account of all receipts and disbursements. Payments of bills for local work and expenses shall be made promptly by check and all funds received for denominational or other causes shall be remitted at least monthly by check. It shall be the duty of the treasurer to render and present to the church, at each regular business meeting, an itemized account of all receipts and disbursements for the preceding month. The treasurer's report and records

shall be audited annually by an auditing committee or Certified Public Accountant as recommended by the trustees. Upon rendering the annual report at the end of each fiscal year, and upon its acceptance and approval by the church. The records shall be delivered to the church clerk, who shall keep and preserve the account as a part of the permanent records of the church.

The Assistant Treasurer is to carry on the functions of the treasurer in the absence of or at the request of the treasurer.

### **Section 8. Trustees**

Three (3) Trustees elected annually by the church shall be the official corporate officers. The board of trustees shall:

1. Have the duties designated by the laws of the State of Texas.
2. Have no power to buy, sell, mortgage, lease, or transfer any property without a two-thirds (2/3) majority vote at a regular or special business meeting of the church.
3. See that all insurable church property is adequately covered by insurance.
4. See that the Church is adequately protected by public liability insurance coverage.
5. Be responsible for the timely annual licensing of all motor vehicles owned by the church.
6. Provide for the treasurer's report to be audited annually by an auditing committee or a Certified Public Accountant.
7. Serve as a "house committee" responsible for the granting of permission to individuals and groups (apart from the regular church organizations) to use the facilities of the church. They will set up the conditions for which church facilities may be used and enforce these regulations.

### **Section 9. Executive Board member to the Parker/Palo Pinto Baptist Association**

One (1) layman shall be elected annually as the church's representative to the Executive Board of the Parker/Palo Pinto Baptist Association. He/she, along with the pastor, shall represent the church in all matters coming before the Executive Board and shall report back to the church on matters acted on by the association.

## **By-Laws III**

### **Program Organizations**

All organizations of the church shall be under church control.

The following programs listed are suggestions. We understand that programs may change based on needs and ability. Programs should be enlisted under the leadership of the Pastor and Congregation and necessary leaders should be assigned by the Nominating Committee (See By-Law IV, section 11).

#### **Section 1. Bible Teaching Program**

- A. The Bible teaching program shall be responsible for effectively and efficiently performing the following tasks:
  - 1. Teach the Biblical revelation.
  - 2. Reach persons for Christ and church membership.
  - 3. Stimulate and guide all church members in: worship, witnessing, education, ministry, and application.
  - 4. Provide and interpret information regarding the work of the church and the denomination.
  
- B. The primary organizational structure of the Bible teaching program is the Sunday School.
  - 1. A general Sunday School Director shall be elected by the church annually. The Sunday School Director is responsible to the church for planning, conducting, and evaluating the work of the Sunday School.
  - 2. There shall be other officers as needed.
  - 3. All teachers and officers in the Sunday School shall be members of this church and faithful to its covenant and objectives.
  
- C. Extension activities in the Bible teaching program are:
  - 1. Vacation Bible School (VBS) - under the leadership of the pastor and/or VBS Director.
  - 2. Bible study courses as planned by the pastor and/or Youth Director and Sunday School Director.

3. Other Bible teaching activities as may support the assigned tasks of the Bible teaching program and as set up by the pastor and/or Sunday School Director.

## **Section 2. Discipleship Training Program**

- A. The Discipleship Training program shall be responsible for effectively and efficiently performing the following assigned tasks:
  1. Orient new church members.
  2. Train church members to perform the functions of the church.
  3. Train church leaders.
  4. Teach Christian theology, Christian ethics, Christian history, and church organization as set forth in the constitution and by-laws.
  5. Provide and interpret information regarding the work of the church and the denomination.
- B. A Director of Discipleship Training shall be elected annually. The Discipleship Training Director is responsible to the church for planning, directing, coordinating, and evaluating the Discipleship Training program, and shall work with the pastor in performing his/her assigned tasks.
- C. Other officers may be elected by the church as needed.
- D. All leaders in the Discipleship Training program shall be members of this church and faithful to *its* covenant and objectives.

## **Section 3. Missions**

- A. Missions is an important part of the total church program. The mission organizations of the church are assigned the following tasks:
  1. Teach missions.
  2. Engage in mission activities and actions.
  3. Support world, national, state, and local missions through praying and giving.
  4. Provide and interpret information regarding the work of the church and the denomination.
- B. The Woman's Missionary Union (WMU) shall be the women's organization for mission study and support. The director of the WMU shall be elected annually by

the church. The WMU Director is responsible to the church for planning, directing, coordinating, and evaluating the mission program for the women and girls of the church.

- C. The Baptist Men shall be the men's mission organization. The Baptist Men Director, elected annually by the church, is responsible for planning, directing, coordinating, and evaluating the mission program for the men and boys of the church.
- D. The Missions Committee shall consist of three (3) members elected annually plus the WMU Director and Baptist Men Director. The responsibilities of this committee shall include the four tasks stated in paragraph A of this section and any assignment given by the church, such as overseeing special mission projects to which the church elects to lend sponsorship. This committee shall also handle any request for mission assistance received from sister churches or through denominational channels and present their recommendation to the church.

#### **Section 4. Church Music Program**

There shall be a church music program organized and directed as the church shall deem necessary. The tasks of the church music program shall be:

- 1. Teach music.
- 2. Train persons to lead, sing, and play music.
- 3. Provide music in the church and community.
- 4. Provide and interpret information regarding the work of the church and the denomination.

### **By-Law IV Committees and Coordinating Groups**

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

All church committee members shall be recommended by the Nominating Committee and elected by the church unless otherwise indicated in the description below. Committees are to meet on a regular schedule. Each committee chairman is to report monthly to the church on the work of his committee. The pastor shall be an ex-officio member of each committee. The term year and the promotion date will begin the Sunday before the start of public school, unless otherwise stated (refer to Section 11. Nominating Committee).

The following committees listed are suggestions. We understand that required committees may change based on needs and ability. Committees should be enlisted under the leadership of the Pastor and Congregation and necessary committee members (including amount of members needed) should be assigned by the Nominating Committee (See By-Law IV, section 11).

## **Section 2. Church Council**

- A. The primary functions of the church council shall be to recommend to the church suggested objectives and church goals and plans for reaching these goals: to review and coordinate program plans recommended by church officers, organizations, and committees; to recommend to the church the best use of leadership, calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives.
- B. The church council, unless otherwise determined by vote of the church shall have as regular members; Pastor, other ministers on the church staff; Sunday School Director; Discipleship Training Director; Woman's Missionary Union Director; Baptist Men's Director; and Chairman of the Deacons. Adjustments to this group based on current ministries may be necessary. See list of current officers given by the Nominating Committee and approved by the congregation.
- C. All matters agreed upon by the church council calling for action not already authorized shall be referred to the church for approval or disapproval.
- D. The council should meet at least once a quarter. Normally the pastor presides at church council meetings, however, the church council may choose some other council member to preside. All members of the church are welcome to address the church council.

## **Section 3. Benevolence Committee**

This activity shall be performed through the active deacons.

## **Section 4. Building and Grounds Committee**

This committee shall consist of four (4) members elected annually. This committee shall:

- A. Make recommendations to the church on the maintenance and care of all church facilities.

- B. Handle purchasing and construction arrangements for new equipment and materials upon approval by the church.
  - Emergency decisions concerning maintenance items may be made by the pastor or assigned ministerial staff member if a member of the committee is unavailable.

### **Section 5. Van Committee**

- A. The Van Committee shall be elected annually.
- B. This committee will be responsible for transportation of members and/or prospects to all church services and functions, utilizing church-owned vehicles or by enlisting the services of our members for appropriate transportation.

### **Section 6. Budget and Finance Committee**

- A. The Budget and Finance Committee shall consist of the Treasurer plus four (4) members of the church elected on a two-year rotating basis, with two elected annually.
- B. The duties of the Budget and Finance Committee are:
  - 1. Draft and present to the church a budget for the following fiscal year.
  - 2. Recommend any budget revisions during the year.
  - 3. Administer the financial matters of the church.
  - 4. Promote the church's financial stewardship.

### **Section 7. Collection Counting Committee**

This committee shall serve under the leadership of the Financial Secretary and shall consist of the necessary members elected annually by the church to perform the collection counting duties.

### **Section 8. Floral Committee**

This Committee, elected annually will be responsible for the appropriate floral arrangements and seasonal decorations within the church.

### **Section 9. Hostess Committee**

- A. This committee shall consist of six (6) members serving three years each on a rotating basis, with two (2) members elected annually.
- B. It shall be the duty of this committee to:
  - 1. Coordinate a balanced fellowship program.
  - 2. Promote and formulate opportunities for church-wide fellowship.
  - 3. Supervise hospitality for special guests of the church such as evangelists.

### **Section 10. Lord's Supper Preparation Committee**

This activity shall be performed through the active deacons.

### **Section 11. Nominating Committee**

- A. There shall be three (3) members serving three years each on a rotating basis selected for the Nominating Committee. Members rotating off shall not be re-elected the succeeding year. The Nominating Committee will include the Sunday School and Training Union Directors, and the Chairman shall be the Sunday School Director.
- B. On an annual basis, this committee coordinates suitable staffing of all volunteer church leadership positions in Sunday School, Discipleship Training Departments, and Wednesday Night Programs. Included are officers, teachers, leaders, and counselors. This committee will recommend all positions be elected by the church members no later than the regular business meeting in August, or as vacancies develop during the term year. The term year and the promotion date will begin the Sunday before the start of public school, unless otherwise stated (refer to Section 1 General).
- C. The Nominating Committee shall designate the chairman of the following committees; Hostess, Usher, Van, Young Adults, and Youth. The Budget Committee chairman shall be the Treasurer.

### **Section 12. Personnel Committee**

This Committee shall consist of six (6) members serving three years each on a rotating basis, with two members elected annually. The members may not succeed themselves for two years. A job description prepared by this committee shall be adopted by the church for all non-ministerial staff. Office and maintenance staff shall be recommended by this committee, with the approval of the pastor, to the church and employed by the church. This committee shall

establish/maintain written policies such as vacation, sick days, pay scales, insurance benefits, work hours, holidays, etc. for all church staff. They shall recommend salaries and benefits to the Budget and Finance Committee for proposed annual budget. This committee shall deal with any conflict or grievances involving non-ministerial staff.

### **Section 13. Ushers**

A minimum of four (4) ushers shall be selected annually by the Nominating Committee and elected by the church. It will be their duty to greet the people as they enter and leave the church, seat people at the proper time, provide bulletins and/or other materials as appropriate, and collect the tithes and offerings. They are to be attentive to the needs of the congregation and the pastor.

### **Section 14. Youth Committee**

This committee shall consist of two adult members elected annually and youth representation from the Youth Sunday School Department: one (1) youth, boy or girl, from each grade level, grades seven through twelve, with representation from the college-age group being optional. These representatives are to be obtained by annual Sunday School election in each grade level. This committee shall work with the Minister of Youth and Department Directors to help coordinate and plan a total youth program, maintaining a balance of spiritual and recreational activities and aims.

### **Section 15. Additional and Special Committees**

Additional and special committees may be formed as deemed necessary and approved by the church. Duties of additional permanent committees shall be added to these by-laws. Members of special committees shall be selected either by Nominating Committee or by appointment as directed by the church and are to be approved by the church in business session.

## **By-Law V Church Meetings**

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

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for preaching, instruction, evangelism, and for the worship of Almighty God. These

meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor.

## **Section 2. Special Services**

Revival services and any other church meetings which will be essential in the promotion of the objectives of the church shall be cleared through the church council and/or deacons and placed on the church calendar by the vote of the church,

## **Section 3. Regular Business Meetings**

Regular business meeting shall be held a minimum of once per quarter on the second Sunday of the meeting month. In the event special services or conditions prevent the business meeting on this date, announcement shall be made in the church bulletin and the business meeting shall be held the following Sunday.

## **Section 4. Special Business Meetings**

A special called business meeting may be held to consider special matters of significant nature. Notice of the subject, date, time, and location for the specially called business meeting must be given at two worship services before the meeting unless extreme urgency renders such notice impractical

## **Section 5. Quorum**

The quorum for the regular scheduled monthly business meeting or for special called meetings of which proper notice has been given, shall be fifteen (15) members. The quorum for special business meetings in which prior notice has not been given as specified in Section 4, shall be 15% of the resident membership on the church rolls.

## **Section 6. Parliamentary Rules**

The most recent edition of Robert's Rules of Order, Revised, is the authority for parliamentary rules. with the following exceptions:

- A. Unless otherwise stipulated in this constitution and by-laws.
- B. The moderator may refuse the call for the "question" if, in his/her opinion, further discussion needs to take place. The "question", however, if called for, must be voted

on during that business meeting and not tabled until a later date. (The only exception to this is Separation of Pastor. By-Law II. Section 1. paragraph E).

## **By-Law VI Ordinances**

### **Section 1. Baptism**

Baptism is recognized as an act of obedience to God's will and a proclamation of the New Birth. Any person who has received Jesus Christ as Savior by personal faith; who has professed publicly at any worship service; and who indicates a commitment to follow Christ as Lord, by vote of the church may be baptized.

- A. Baptism shall be by immersion in water.
- B. 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.
- C. Baptism shall be administered as an act of worship during any worship service.
- D. Believer's baptism by immersion is essential for church membership.
- E. A person professing Christ and approved for baptism but 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/she shall be deleted from those awaiting baptism.

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

The Lord's Supper is a symbolic act of obedience whereby baptized believers 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 quarterly, preferably the last Sunday of the quarter, or as otherwise scheduled.

## **By-Laws VII Church Finances**

### **Section 1. Budget**

The Budget and Finance Committee (see By-Law IV. Section 6) shall prepare and submit to the church for approval an inclusive budget indicating by items the amount needed and sought

for all expenses. Expenditures not specified in the budget or going over budget allotments shall be referred to the Budget and Finance Committee for recommendation to 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 pass through the hands of the church treasurer, and be properly recorded on the books of the church. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Budget and Finance Committee. Disbursements of all church funds are to be handled by check only.

### **Section 3. Fiscal Year**

The fiscal year of the church shall begin on January 1, and end on December 31. The fiscal year and the educational year need not run concurrently.

### **Section 4. Audit**

Refer to By-Law II. Section 7.

## **By-Law VIII Discontinuance**

On discontinuance of this organization by dissolution or otherwise, its assets are to be transferred to a religious or charitable organization that is qualified as an exempt organization under Section 501( c ), Internal Revenue Code of 1954, as amended.

## **By-Law IX Amendments**

This constitution and by-laws may be amended at any meeting of the church called for that purpose. Such call shall be in writing, and placed before the church at a business meeting not

less than one month before the time of the proposed action. Amendments to the constitution shall be by three-fourths (3/4) vote of all members of the church present: amendments to the by-laws shall have a concurrence of two-thirds (2/3) of the members present and voting.

This constitution and by-laws as adopted by members present at meeting called for that purpose shall become effective upon adoption.

**Adopted: March 26, 1995**

**Amended**

November 12, 2000  
February 13, 2005  
October 14, 2007  
January 10, 2010  
September 02, 2012

January 12, 2014  
September 13, 2015  
December 10, 2017  
June 3, 2018