



OAKWOODS
BAPTIST CHURCH

Church Constitution Articles Of Faith Church Covenant Church Bylaws

FOR

OAKWOODS BAPTIST CHURCH
2385 Brushy Mountain Road
Wilkesboro, NC 28697
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Revisions Presented to the Church
September 12, 2021

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- Section 1 of 4** **I. Church Constitution**
- Section 2 of 4** **II. Articles Of Faith**
- Section 3 of 4** **III. Church Covenant**
- Section 4 of 4** **IV. Church Bylaws**

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Oakwoods Baptist Church Manual
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Table Of Contents

Section 1 of 4

I. Church Constitution

Preamble.....	6
Article I. Purpose.....	6
Article II. Name.....	6
Article III. Church Government.....	7
Article IV. Affiliation.....	8
Article V. Licensing And Ordaining.....	9
Article VI. General Church Policies.....	9

Section 2 of 4

II. Articles Of Faith

Article I. The Scriptures.....	10
Article II. God.....	10
Article III. The Fall Of Man.....	10
Article IV. The Way Of Salvation.....	10
Article V. Justification.....	11
Article VI. Freeness Of Salvation.....	11
Article VII. Rrgeneration.....	11
Article VIII. Rpentance And Faith.....	11
Article IX. God’s Purpose Of Grace.....	12
Article X. Santification.....	12
Article XI. Perserverance.....	12
Article XII. A Gospel Church.....	12
Article XIII. Baptism And Lord’s Supper.....	13
Article XIV. The Lord’s Day.....	13
Article XV. The Righteous And The Wicked.....	13
Article XVI. The Resurrection.....	13
Article XVII. The Return Of The Lord.....	14
Article XVIII. Religious Liberty.....	14
Article XIX. Peace And War.....	14
Article XX. Education.....	15
Article XXI. Social Service.....	15
Article XXII. Cooperation.....	15
Article XXIII. Evangelism And Missions.....	16
Article XXIV. Stewardship.....	16
Article XXV. The Kingdom.....	16

Table Of Contents

Section 3 of 4	III. Church Covenant	17
Section 4 of 4	IV. Church Bylaws	
Article I.	Membership	18
Article II.	Ordained Church Officers	18
Article II.	A. Pastor	19
Article II.	B. Associate Pastor	19
Article II.	C. Youth Minister	20
Article II.	D. Minister Of Music / Senior Adults	20
Article II.	E. Deacons	21
Article III.	Elected Officers Of The Church	23
Article III.	A. Board Of Directors	23
Article III.	B1. Clerk	23
Article III.	B2. Assistant Clerk	24
Article III.	C1. Treasurer	24
Article III.	C2. Assistant Treasurer	24
Article IV.	Department Directors	24
Article V.	Duties Of Department Directors	24
Article V.	A.1. Sunday School Director	24
Article V.	A.2. Assistant Sunday School Director	24
Article V.	B. Sunday School Secretary	25
Article V.	C. Director Of AWANAS	25
Article V.	D. Director Of Youth	25
Article V.	E. Director Of Young At Hearts	25
Article V.	F. Director Of Nursery	25
Article V.	G. Director Of Care Ministry	26
Article V.	H. Director Of Vacation Bible School	26
Article VI.	Church Staff	26
Article VI.	A. Ministry Assistant	26
Article VI.	B. Church Maintenance / Custodial Technician	26
Article VI.	C. Church Pianist	26
Article VII.	Volunteer Ministries	27
Article VII.	A. Leader(s) Of Children Church	27
Article VII.	B. Librarians	27

Table Of Contents**(cont.) Section 4 of 4****IV. Church Bylaws**

(Volunteer Ministries con't)

Article VII.	C.	Sound Control	27
Article VII.	D.	Video Production	27
Article VII.	E.	Website Production	27
Article VII.	F.	Ushers	27
Article VII.	G.	Vehicle Maintenance	28
Article VII.	H.	Van Ministry.....	28
Article VII.	I.	Church Organist	28
Article VII.	J.	Publicity And Photography	28
Article VII.	K.	Greeters.....	28
Article VII.	L.	Children's Choir	28
Article VII.	M.	Youth Choir.....	28
Article VII.	N.	Church Messengers.....	28
Article VII.	O.	Mission Team Leaders	29
Article VII.	P.	Our Lord's Supper	29
Article VII.	Q.	Baptismal Overseers.....	29
Article VII.	R.	Flower Volunteers.....	29
Article VII.	S.	Church Hostess/Kitchen and Hospitality Volunteers.....	29
Article VII.	T.	Kitchen Cleanup Volunteers.....	29
Article VII.	U.	Children's Team.....	29
Article VII.	V.	History Team	29
Article VIII.	Councils	30
Article VIII.	1.	Church Council.....	30
Article VIII.	1.A.	Membership.....	30
Article VIII.	1.B.	Duties.....	30
Article VIII.	2.	Budget And Finance Council.....	30
Article VIII.	2.A.	Membership.....	30
Article VIII.	2.B.	Duties.....	30
Article VIII.	3.	Tellers Council.....	30
Article VIII.	3.A.	Membership.....	30
Article VIII.	3.B.	Duties.....	31
Article VIII.	4.	Church Media Council.....	31
Article VIII.	4.A.	Membership.....	31
Article VIII.	4.B.	Duties.....	31

Table Of Contents**(cont.) Section 4 of 4****IV. Church Bylaws**

Article IX.	Committees	32
Article IX.	1. Committees	32
Article IX.	1.A. General	32
Article IX.	1.B. Organization Of Committees	32
Article IX.	2. Church Committees	33
Article IX.	2.A. Pulpit Committee	33
Article IX.	2.B. Nominating Committee	33
Article IX.	3. Personnel Committee	34
Article IX.	4. Building And Grounds Committee	34
Article IX.	5. Auditing Committee	34
Article IX.	6. Constitution And Bylaws Committee	35
Article IX.	7. Benevolence Committee	35
Article IX.	8. Youth Committee	35
Article IX.	9. Long Range Planning Committee	36
Article IX.	10. Construction Committee	36
Article X.	AWANA'S Groups	37
Article XI.	Sunday School Teachers	37
Article XII.	Meetings	37
Article XII.	1. Times Of Worship	37
Article XII.	2. Change Of Times Notice	37
Article XII.	3. Meetings For The Needs Of Congregation	37
Article XIII.	Church Conference	38
Article XIII.	1. Scheduled Time	38
Article XIII.	2. One Week Advance Notice	38
Article XIII.	3. Quorum	38
Article XIV.	Finacial Procedure	38
Article XIV.	1. Purchases	38
Article XIV.	2. Charging Procedures	38
Article XV.	Adoption And Amendments	38
Article XVI.	Rules Of Order	38
Article XVII.	Validate	38
Article XVII.	1. Adoption	39
Article XVII.	2. Records	39
Article XVIII.	Effective Date & Change Log	39
Article XVIII.	OBC Change Log	40
Article XIX.	Record Retention Guide	42

PREAMBLE

We the members of Oakwoods Baptist Church of Wilkesboro, NC, in Wilkes County, do ordain and establish this document as adopted by the church as the Constitution and By-laws under and by which our congregation and its affairs shall be governed on this 8th day of September in the year of our Lord 2010.

This document shall supersede all previous documents, by-laws, and constitutions.

For the purpose of preserving and making secure the principles of our faith and to the end that this body be governed in an orderly manner, consistent with the accepted tenets of the Missionary Baptist Churches affiliated with the Baptist State Convention and the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual body to other bodies of the same faith, we do declare and establish this constitution.

ARTICLE I. PURPOSE

The Oakwoods Baptist Church is organized for the purpose of advancing and promoting the worship of God through the reading and study of the Holy Bible as the revealed Word of God, the teaching and preaching of the Gospel of our Lord and Savior Jesus Christ, conducting regular services of worship, providing a flexible educational ministry which provides spiritual training, Christian development that will benefit each member and equip them for winning souls to Jesus Christ and effective witnessing. This church shall be missionary in spirit, extending the gospel through our organized religious channel to the entire world. It shall promote and maintain the teachings and doctrines of that Christian denomination universally known and designated as a Church of the Southern Baptist Convention Denomination. It shall exist to provide regular opportunities for public worship, to sustain the ordinances, doctrines and ethics set forth in the New Testament for the church of our Lord Jesus Christ, and to channel its offering to the support of the objects of the Kingdom of God. In order to effectively carry forward the objects and purposes set forth above, the Church will have full power and authority to purchase, lease and acquire by gift, devise or bequest and to hold, mortgage, convey and dispose of all kinds of property, both real and personal, provided that the title to all property shall be vested in the church Board of Directors as hereinafter set forth.

ARTICLE II. NAME

Organized November 17, 1917 as Oakwoods Missionary Baptist Church.
Now recognized and accepted as Oakwoods Baptist Church.
The church was incorporated on October 5, 1988.

ARTICLE III. CHURCH GOVERNMENT

Section 1. The government of this church shall be congregational in nature and shall be vested in the membership.

Section 2. The deacons shall serve as the coordinating agency of the church. To this end, the deacons shall be advised of all actions and reports, which shall be recommended or made to the church by any standing or special committee.

Section 3. Church Conference: A church conference shall be held monthly at a time recommended by the deacons and approved by the church and at such other times as may be necessary.

Section 4. Moderator: The Pastor shall preside over church conferences as moderator. In his absence, the chairman of deacons shall preside and in his absence, the vice chairman of deacons shall preside. If all of these are absent, the chairman of deacons shall name some other member of the church in good standing to assume this responsibility.

Section 5. Quorum: A quorum shall consist of not less than 25 percent of the previous church year's average weekly Sunday School attendance. These statistics are maintained by the Sunday School office. Meeting without a quorum will require that recommendations be tabled until the following Sunday evening service.

Section 6. Minutes: The church clerk shall keep minutes of each business meeting and shall record the approximate number present, whether a quorum was present, and what actions that were taken by the church.

ARTICLE IV. AFFILIATION

Section 1. This church is free, autonomous, independent body, congregational in nature with authority to determine for itself in the manner set forth in this constitution, free of any outside control, authority or power, whether governmental or otherwise, the use of its property and all church policies.

Section 2. Association: The church recognized the value and mutual helpfulness in the voluntary association of churches which are in such agreement in faith and practice as to make possible a spirit of fellowship and good will. It is recognized that association and cooperation between such churches will influence the missionary, educational and benevolent interest of each other. The church does, therefore, declare its intention as far as conscience will allow to work in mutual cooperation with other Baptist groups.

Section 3. This church is affiliated with the Brushy Mountain Association. This church is to be represented at the meetings of the Brushy Mountain Association by messengers appointed by the church.

Section 4. This church is in friendly cooperation with the aims and purposes of the Baptist State Convention of North Carolina and the Southern Baptist Convention as set forth in the constitutions of these autonomous bodies and through duly elected messengers will participate in their deliberative assemblies, and shall as we are able, support the missionary, benevolent and educational programs of each.

Section 5. Discontinuance of Affiliation and/or Cooperation. The calling of a church conference for the purpose of voting on withdrawal from affiliation with the Brushy Mountain Association and/or the Southern Baptist Convention will require that written notice be sent to each resident member of the church, stating the purpose and time of said conference. Action to withdraw, to be valid, must be carried by vote of three-fourths of the members present and voting; in which case transferal of property shall be effected in accordance with the will of the three-fourths majority. In the event of serious rupture in fellowship at this point and the necessity of such action as above set forth, it is expected that the various factions of the church will sit down in Christian love and in the spirit of prayer and seek to effectuate reconciliation of an agreeable basis of division, each being mindful of the Beatitude which says, "Blessed are the peacemakers, for they shall be called the sons of God".

ARTICLE V. LICENSING AND ORDAINING

Section 1. 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 and as an encouragement to make preparation for it. The clerk of the church shall be requested to furnish the member with a copy of the minutes and a certificate of license as his credentials. It is understood that the performance of civil duties by the member shall be governed by the State Law.

Section 2. Ordination: In the event this church has been requested to ordain a member who has been called as a pastor of a Baptist church or who is entering some other field which requires ordination, or is requested by another church to ordain one of its members, the following procedure will be followed:

The church will consider the qualifications for the candidate, and if it expressed its approval by a vote of at least three-fourths of the members present at any regularly arranged business meeting of the church, then the clerk will be authorized to invite the Associational Council on Ordinations and representatives of neighboring churches to examine the candidate and report to the church which will then proceed with the ordination. No public announcement shall be made of an ordination ceremony until the recommendation of the examining council has been made. Following ordination, the church shall present the newly ordained minister an appropriate certificate of ordination.

ARTICLE VI. GENERAL CHURCH POLICES

Section 1. Marriage: It is the belief of Oakwoods Baptist Church that in accordance with the inspired word of God (Genesis 2:24; Matthew 19:4-6, true marriage is a marriage of one man and one woman. Marriages performed in Oakwoods Baptist Church facilities or on Oakwoods Baptist Church grounds, must have approval from the Pastors and Deacons. Other ordained or duly licensed clergy may assist if approved by the Pastors and Deacons of Oakwoods Baptist Church.

Section 2. Anyone working with children and youth must be in good standing with Oakwoods Baptist Church and complete the required child protection class annually.

I. THE SCRIPTURES

We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth for its matter; that it reveals the principles by which God will judge us; and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds and religious opinions should be tried.

Scripture references: Luke 16:29-31; Ephesians 2:19-22; Matthew 22:29-32; John 1:45; II Timothy 3:14-17; Hebrews 1:1; II Peter 1:19-21; Psalm 19:7-11, Psalm 119:1-9, 105.

II. GOD

There is one and only one living and true God, an intelligent, spiritual, and personal Being, the Creator, Preserver, and Ruler of the universe, infinite in holiness and all other perfections, to whom we owe the highest love, reverence, and obedience. He is revealed to us as Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence, or being.

Genesis 1:1; Exodus 3:14; Deut. 5:6-7, Deut. 6:4-5; Isa. 48:12-13; Jer. 10:10; Matthew 28:19; John 1:14-18; John 5:26; Gal. 4:4-6; I Tim. 1:17; I. Cor. 8:4-6; Hebrews 11:6.

III. THE FALL OF MAN

Man was created by the special act of God, as recorded in Genesis. (Genesis 1:27 and Genesis 2:7). He was created in a state of holiness under the law of his Maker, but, through the temptation of Satan, he fell from his original holiness and righteousness; whereby his posterity inherit a nature corrupt and in bondage to sin, are under condemnation, and as soon as they are capable of moral action, become actual transgressors.

Romans 3:21; Gen. 1:27; Gen. 2:7; Gen. 3:4-7, Gen. 3:22-24, Psalm 51:5; John 1:23, Rom. 5:12-14; Rom. 7:23-25; Col. 1:21.

IV. THE WAY OF SALVATION

The salvation of sinners is wholly of grace, through the mediatorial office of the Son of God, who by the Holy Spirit was born of the Virgin Mary and took upon him our nature, yet without sin; honored the divine law by his personal obedience and made atonement for our sins by his death. Being risen from the dead, he is now enthroned in Heaven, and, uniting in his person the tenderest sympathies with divine perfections, he is in every way qualified to be a compassionate and all-sufficient Savior.

Matthew 1:21-25; Luke 1:35; Romans 1:1-6; Romans 3:25; I Cor. 13:3-4; Gal. 2:19-20; Gal. 3:13; Eph. 1:7-14; Eph. 1:20-23; Eph. 2:1-3; Col. 1:21-23.

Oakwoods Baptist Church Manual

Effective 09/12/2021

Church Constitution & Bylaws Effective 09-12-21

V. JUSTIFICATION

Justification is God's gracious and full acquittal upon principles of righteousness of all sinners who believe in Christ. This blessing is bestowed, not in consideration of any works of righteousness which we have done, but through the redemption that is in and through Jesus Christ. It brings us into a state of most blessed peace and favor with God, and secures every other needed blessing.

Rom. 3:21-22, 5:1-2, 8:30; I Cor. 1:30-31; II Cor. 5:21.

VI. FREENESS OF SALVATION

The blessing of salvation are made free to all by the Gospel. It is the duty of all to accept them by penitent and obedient faith. Nothing prevents the salvation of the greatest sinner except his own voluntary refusal to accept Jesus Christ as teacher, Savior and Lord.

Mark 16:16; John 3:14-18; Rom. 5:1-11; I Cor. 1:30-31; Eph. 1:5, Eph. 2:4-10; Rev. 22:17.

VII. REGENERATION

Regeneration of the new birth is a change of heart wrought by the Holy Spirit, whereby we become partakers of the divine nature and a holy disposition is given, leading to the love and practice of righteousness. It is a work of God's free grace conditioned upon faith in Christ and made manifest by the fruit which we bring forth to the glory of God.

John 1:12-13; John 3:1-8; Rom. 8:1-3; II Cor. 5:17; Gal. 6:15; Eph. 2:1-10; Eph. 4:30;
Col. 3:1-11; Titus 3:3-7.

VIII. REPENTANCE AND FAITH

We believe that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt, danger and helplessness, and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our Prophet, Priest and King, and relying on him alone as the only and all-sufficient Savior.

Mark 1:14-15; Mark 6:12; Luke 13:1-5; John 16:8-11; Acts 2:38; Acts 3:19; Acts 17:30;
Acts 20:20-21; Romans 3:25-31.

IX. GOD'S PURPOSE OF GRACE

Election is the gracious purpose of God, according to which he regenerates, sanctifies and saves sinners. It is perfectly consistent with the free agency of man, and comprehends all the means in connection with the end. It is most glorious display of God's sovereign goodness, and is infinitely wise, holy and unchangeable. It excludes boasting and promotes humility. It encourages the use of means in the highest degree. Acts 26:18; Romans 8:29-30; Romans 11:7-16; Eph. 1:9-10, Eph. 1:23; Eph. 2:4-7, II Tim 1:8-10.

X. SANCTIFICATION

Sanctification is the process by which the regenerate gradually attain to moral and spiritual perfection through the presence and power of the Holy Spirit dwelling in their hearts. It continues throughout the earthly life, and is accomplished by the use of all the ordinary means of grace, and particularly by the word of God.

John 17:15-17; Acts 20:32; Romans 6:3-7; Romans 8:17-28; II Cor. 3:18; Gal. 5:16-26; Eph. 3:14-21; Heb. 12:14.

XI. PERSEVERANCE

All real believers endure to the end. Their continuance in well-doing is the mark which distinguishes them from mere professors. A special Providence cares for them, and they are kept by the power of God through faith unto salvation.

Matthew 26:70-75; John 10:27-31; Romans 5:8-10; Roman 8:28-39; Romans 9:16; I Cor. 11:32; II Cor. 1:21-22; Eph. 1:13-14; Eph. 4:30; II Tim. 2:19; I John 2:19-20.

XII. A GOSPEL CHURCH

A church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ, governed by his laws, and exercising the gifts, rights and privileges invested in them by his word, and seeking to extend the gospel to the end of the earth. Its Scriptural officers are bishops or elders and deacons.

Matthew 16:18; Matthew 18:15-18; Acts 2:41-47; Acts 14:21-24; I Cor. 1:2; I Cor. 9:6, 14 Phil. 1:1; I Tim. 3:1-13.

XIII. BAPTISM AND LORD'S SUPPER

Christian baptism is the immersion of a believer in water in the name of the Father, the Son and the Holy Spirit. The act is a symbol of our faith in a crucified, buried and risen Savior. It is prerequisite to the privileges of a church relation and to the Lord's Supper, in which the member of the church, by the use of bread and wine, commemorate the dying love of Christ.

Matthew 3:13-17; Matthew 28:19-20; Mark 1:9-11; Matthew 26:26-27; Luke 22:19, 30; John 3:22-23; Acts 8:38-39; Romans 6:3-5; I Cor. 10:16-17; I Cor. 11:23-26.

XIV. THE LORD'S DAY

The first day of week is the Lord's day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should be employed in exercises of worship and spiritual devotion, both public and private, and by refraining from amusements, and resting from secular employments, works of necessity and mercy only expected.

Matthew 28:1-6; John 20:1; Acts 20:7; I Cor. 16:1-2; Rev. 1:9-11.

XV. THE RIGHTEOUS AND THE WICKED

There is a radical and essential difference between the righteous and wicked. Those only who are justified through the name of the Lord Jesus Christ and sanctified by the Holy Spirit are truly righteous in his sight. Those who continue in impenitence and unbelief are in his sight wicked and under condemnation. This distinction between the righteous and the wicked holds in and after death, and will be made manifest at the judgement when final and everlasting awards are made to all men.

Matthew 25:31-46; Mark 9:48; Luke 23:43; John 3:36; Romans 9:22-24; I Cor. 15:45-53; II Cor. 5:1-10; Phil. 3:20-21; I Thess. 4:16-17; Rev. 20:10-15.

XVI. THE RESURRECTION

The Scriptures clearly teach that Jesus rose from the dead. His grave was emptied of its contents. He appeared to the disciples after his resurrection in many convincing manifestations. He now exists in his glorified body at God's right hand. There will be a resurrection of the righteous and the wicked. The bodies of the righteous will conform to the glorious spiritual body of Jesus.

Matthew 28:6; John 5:28-29; John 14:1-3; John 20:1-29; Acts 24:14-15; I Cor. 15:1-58; II Cor. 5:1-10; Phil. 3:20-21; I Thess. 4:13-17; Rev. 20:12-15.

XVII. THE RETURN OF THE LORD

The New Testament teaches in many places the visible and personal return of Jesus to this earth. The time of his coming is not revealed. It is the duty of all believers to live in readiness for his coming and by diligence in good works to make manifest to all men the reality and power of their hope in Christ.

Matthew 24:29-44; Mark 13:24-37; Luke 21:25-28; Acts 1:9-11.

XVIII. RELIGIOUS LIBERTY

God alone is Lord of the conscience, and he has left it free from the doctrines and commandments of men which are contrary to his Word or not contained in it. Church and state should be separate. The state owes to the church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God.

The church should not resort to the civil power to carry on its work. The Gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Matthew 24:17-21; Mark 12:13-17; Romans 13:1-7; I Tim. 2:1-4; I Peter 2:17.

XIX. PEACE AND WAR

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the pure gospel of our Lord. The supreme need of the world is the acceptance of his teachings in all the affairs of men and nations and the practical application of his law of love.

Christian people throughout the world should pray for the reign of the Prince of Peace and oppose everything likely to provoke war.

Matthew 5:3-12; Matthew 5:38-48; Romans 14:17-19; Romans 12:17-21; Hebrews 12:14; James 4:1-3.

XX. EDUCATION

Christianity is the religion of enlightenment and intelligence. In Jesus Christ are hidden all the treasures of wisdom and knowledge. All sound learning is therefore a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. An adequate system of schools is necessary to a complete spiritual program for Christ's people. The cause of education in the Kingdom of Christ is coordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches.

Deut. 4:1-14; Deut. 6:1-10; Psalm 19:7-11; Prov. 4:1-13; Neh. 8:1-9; Matthew 28:19-20; Col. 2:2-7; II Tim. 2:14-15.

XXI. SOCIAL SERVICE

Every Christian is under obligation to seek to make the will of Christ regnant in his own life and in human society; to oppose in the spirit of Christ every form of greed, selfishness and vice; to provide for the orphaned, the aged, the helpless and the sick; to seek to bring industry, government and society as a whole under the sway of the principles of righteousness, truth and brotherly love; to promote these ends, Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and his truth. All means and methods used in social service for the amelioration of society and the establishment of righteousness among men must finally depend on the regeneration of the individual by the saving grace of God in Christ Jesus.

Ex. 20:16; Ex. 22:9-15; Lev. 6:1-5; Deut. 4:41-42; Deut. 15:1-2; Deut. 27:17; Ezek. 18-5-9; Zech. 8:16-17; Luke 10:25-37; Luke 6:27-36; Romans 12:14-21; Col. 3:12-17; James 2:8.

XXII. COOPERATION

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the kingdom of God. Such organizations have no authority over each other or over the churches, they are voluntary and advisory bodies designed to elicit, combine and direct the energies of our people in the most effective manner. Individual members of New Testament churches should cooperate with each other, and the churches themselves should cooperate with each other in carrying forward the missionary, educational and benevolent program for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and his Word as revealed in the New Testament.

Ezra 1:3-4; Ezra 2:68-69; Ezra 5:14-15; Neh. 4:4-6; Neh. 8:1-4; Mal. 3:10; Matthew 10:5-15; Matthew 20:1-16; Matthew 22:1-10; Acts 1:13-14; Acts 1:21-26; Acts 2:1; Acts 2:41-47; I Cor. 1:10; I Cor. 3:1-15; I Cor. 11:12; I Cor. 16:2; II Cor. 9; Eph. 4:1-16; III John 1:5-8.

Oakwoods Baptist Church Manual

Effective 09/12/2021

Church Constitution & Bylaws Effective 09-12-21

XXIII. EVANGELISM AND MISSIONS

It is the duty of every Christian man and woman, and the duty of every church of Christ to seek to extend the gospel to the ends of the earth. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life. It is also expressly and repeatedly commanded in the teachings of Christ. It is the duty of every child of God to seek constantly to win the lost to Christ by personal effort and by all other methods sanctioned by the gospel of Christ.

Matthew 10:5-15; Matthew 13:1-23; Matthew 22:8-10; Matthew 28:19-20; Mark 16:15-16; Mark 16:19-20; Luke 24:46-53; Acts 1:4-8; Acts 2:1-4, 21, 39; Acts 8:1-40; Acts 10:42-48; Acts 13:1-3; Acts 13:30-33; II Cor. 5:19-21; I Thess. 1:1-8.

XXIV. STEWARDSHIP

God is the source of all blessings, temporal and spiritual; all that we have and are, we owe to him. We have a spiritual debtorship to the whole world, a holy trusteeship in the Gospel, and a building stewardship in our possessions. We are therefore under obligation to serve him with our time, talents and material possessions; and should recognize all these as entrusted to us for the glory of God and helping others. Christians should cheerfully, regularly, systematically, proportionately and liberally contribute of their means to advancing the Redeemer's cause on earth.

Lev. 27:30; Mal. 3:8-10; Matt. 23:23; Matt. 25:14-30; Luke 12:41-48; Acts 2:44-47; I Cor. 16:2; II Cor. 8:1-15.

XXV. THE KINGDOM

The Kingdom of God is the region of God in the heart and life of the individual in every human relationship and in every form and institution of organized human society. The chief means for promoting the Kingdom of God on earth are preaching the gospel of Christ and teaching the principles of righteousness contained therein. The Kingdom of God will be complete when every thought and will of man shall be brought into captivity to the will of Christ. It is the duty of all Christ's people to pray and labor continually that his Kingdom may come and his will be done on earth as it is done in heaven.

Dan. 2:37-44; Dan. 7:18; Matthew 4:23; Matthew 6:10, Matthew 8:12; Matthew 13:25; Mark 11:10; Luke 12:32; Luke 22:29; Luke 23:42; John 3:3; John 18:36; I Cor. 15:24; Col. 1:13; Heb. 12:28.

Church Covenant

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, ordinances, discipline and doctrines; to 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.

We also engage to maintain family and secret devotions; to bring up our children in the nurture and admonition of the Lord; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings; faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting and excessive anger, to abstain from the sale of and use of intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love, to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE I. MEMBERSHIP

Section 1. The membership of this church shall be composed of persons who have given evidence of regeneration by the spirit of God, who have been baptized by immersion, and who subscribe to the church covenant, articles of faith, constitution of this church, and who have been received into membership by vote of the church.

A person may become a member of this church in one of the following ways:

(a) A person may be received as a candidate for baptism, after the administration of which he or she shall automatically enjoy the full fellowship of the church.

(b) A member from another Baptist Church of like faith and order may be received by letter of dismissal from such church. When a person is received upon the promise of a letter and such a letter cannot be secured within ninety days, the ordained leaders and deacons of the church shall present a recommendation to the church.

(c) Any person to whom the ordinance of baptism by immersion has been administered may be received as a member upon his statement of experience and faith in Jesus Christ.

Section 2. A person must be a member of Oakwoods Baptist Church for at least one (1) year before being eligible to hold a position in the church unless approved by the deacon body.

Section 3. Those seeking membership to Oakwoods Baptist Church must complete a new members orientation class offered quarterly by the Senior Pastor for their membership to be complete.

ARTICLE II. ORDAINED CHURCH OFFICERS

The officers of this church shall be the pastor, other called professional leadership as needed, and lay leaders as needed, such as deacons, directors, clerk, treasurer and other officers as shall be required to do the work of the church in any of its departments or organizations. All of these shall be elected by the church and all lay officers shall be members in good standing at the time of election.

In the event the need arises for termination of an ordained church officer, the deacons along with the personnel committee shall work together to make a recommendation to the church for a vote of confidence. The vote to terminate shall be by ballot and termination shall require a three-fourths (75%) affirmative vote to terminate.

ARTICLE II. A. PASTOR

The call of the pastor shall take place at a meeting especially set for that purpose and one at which at least a one-week notice has been given the membership. The election shall be upon the recommendation of a special committee appointed to seek out and 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 the consideration of the church and no nomination shall be made except that of the committee. Election shall be by ballot and a call extended if a three-fourths (75%) affirmative vote of the members present and voting is recorded. Should the vote fail to bring forth a three-fourths (75%) affirmative show, the committee shall be instructed to seek another minister and the meeting shall be adjourned without debate.

When the need for a special committee to seek a pastor arises, this committee shall be presented to the church by the active Deacon Body and the Nominating Committee. This search committee shall include at least one (1) active deacon and four (4) other members of the church, one of whom may be a deacon.

It shall be understood by the membership of this church that the pastor shall have in charge the welfare and oversight of the church and shall be ex-officio member of all organizations, departments and committees.

The pastor shall be authorized to call a special meeting of the deacons or any committee or organization of the church subject only to procedures which may be set forth elsewhere in these bylaws.

For job description, refer to Personnel Manual.

ARTICLE II. B. ASSOCIATE PASTOR

The call of the Associate Pastor shall take place at a meeting especially set for that purpose and one at which at least a one-week notice has been given the membership. The election shall be upon the recommendation of the deacon body and a special committee appointed to seek out and nominate an Associate Pastor, a minister of the Gospel whose Christian character and qualifications fit him for the office of Associate Pastor of this church. The committee shall bring only one name at a time for the consideration of the church and no nomination shall be made except that of the committee. Election shall be by ballot and a call extended if a three-fourths (75%) affirmative vote of the members present and voting is recorded. Should the vote fail to bring forth a three-fourths (75%) affirmative show, the committee shall be instructed to seek another minister and the meeting shall be adjourned without debate.

When the need for a special committee to seek an Associate Pastor arises, this committee shall be presented to the church by the active Deacon Body and the Nominating Committee. This search committee shall include at least one (1) active deacon and four (4) other members of the church, one of whom may be a deacon.

It shall be understood by the membership of this church that the Associate Pastor shall have in charge the welfare and oversight of the church and shall be an ex-officio member of all organizations, departments and committees.

For job description, refer to Personnel Manual.

Oakwoods Baptist Church Manual

Effective 09/12/2021

Church Constitution & Bylaws Effective 09-12-21

ARTICLE II. C. YOUTH MINISTER

The call of the Youth Minister shall take place at a meeting especially set for that purpose and one at which at least a one-week notice has been given the membership. The election shall be upon the recommendation of the deacon body and a special committee appointed to seek out and nominate a Youth Minister, a minister of the Gospel whose Christian character and qualifications fit him for the office of Youth Minister of this church. The committee shall bring only one name at a time for the consideration of the church and no nomination shall be made except that of the committee. Election shall be by ballot and a call extended if a three-fourths (75%) affirmative vote of the members present and voting is recorded. Should the vote fail to bring forth a three-fourths (75%) affirmative show, the committee shall be instructed to seek another Youth Minister and the meeting shall be adjourned without debate.

When the need for a special committee to seek a Youth Minister arises, this committee shall be presented to the church by the active Deacon Body and the Nominating Committee. This search committee shall include at least one (1) active deacon and four (4) other members of the church, one of whom may be a deacon.

It shall be understood by the membership of this church that the Youth Minister shall have in charge the welfare and oversight of the church and shall be an ex-officio member of all organizations, departments and committees.

For job description, refer to Personnel Manual.

ARTICLE II. D. MINISTER OF MUSIC/SENIOR ADULTS

The call of the Minister of Music/Senior Adults shall take place at a meeting especially set for that purpose and one at which at least a one-week notice has been given the membership. The election shall be upon the recommendation of the deacon body and a special committee appointed to seek out and nominate a Minister of Music/Senior Adults, a minister of the Gospel whose Christian character and qualifications fit him for the office of Minister of Music/Senior Adults of this church. The committee shall bring only one name at a time for the consideration of the church and no nomination shall be made except that of the committee. Election shall be by ballot and a call extended if a three-fourths (75%) affirmative vote of the members present and voting is recorded. Should the vote fail to bring forth a three-fourths (75%) affirmative show, the committee shall be instructed to seek another Minister of Music/Senior Adults and the meeting shall be adjourned without debate.

When the need for a special committee to seek a Minister of Music/Senior Adults, this committee shall be presented to the church by the active Deacon Body and the Nominating Committee. This search committee shall include at least one (1) active deacon and four (4) other members of the church, one of whom may be a deacon.

It shall be understood by the membership of this church that the Minister of Music/Senior Adults shall have in charge the welfare and oversight of the church and shall be an ex-officio member of all organizations, departments and committees.

For job description, refer to Personnel Manual.

ARTICLE II. E. DEACONS

There shall be at least three deacons for the first 100 members of the church and at least 2 deacons for each additional 100 resident members. The number of deacons shall in no case exceed 9 unless the resident membership should exceed 500. These men shall be elected from among those members who have proven themselves to have scriptural qualifications (I Timothy 3:8-13 and Acts 6:3). Deacons shall be elected each year. After the completion of a full three year term, no deacon shall be eligible for re-election until after the lapse of one year. (A rotation system is understood.) [In the event of a vacancy, the vacancy shall be filled for the remainder of the term as soon as possible upon election by the church in conference, except that a vacancy may or may not be filled if the remaining term is less than three months.] The chairman shall serve for only one year and shall not be eligible to succeed himself. He shall be elected within the deacon body.

Deacons shall at all times consider themselves as servants of the church. With the pastor, and as the Holy Spirit directs, they are to consider and make recommendations to the church in all matters pertaining to its work and progress. They shall seek to establish and maintain spiritual fraternal relations with all members of the church. They shall assist the pastor in the observance of ordinances; have general oversight of the upkeep, repair and use of the church property, always with respect for the responsibilities of the Building and Grounds Committee; and supervise the financial program of the church; working in conjunction with the Finance Committee when asked to do so. They shall arrange for regular meetings and such committees within their body as are necessary to the discharge of their duties. The pastor or the chairman of the deacons may call the deacons into special session whenever need for such a meeting arises. New members who have served as deacons in other churches should understand that their term of deaconship expired when their membership changed. This church believes a deacon is called into service by this church to serve this church and when his membership is moved, the receiving church is not obligated to recognize him in this capacity. In like manner, this church is not obligated to place a person in the active deaconship based on his prior services to another church in the same capacity.

When the church is without a pastor, it shall be their duty to solicit and review resumes of interested ministers, interview prospects and make recommendations to the church membership in order to supply the pulpit (interim pastor) until a pastor is chosen.

SELECTION PROCESS OF DEACONS

*The pastor is a member of this selection process.

1. When deacon(s) are needed to serve, the deacons will notify the church body that qualified men are required to fill the open position(s).

2. Each Oakwoods Baptist Church member will be given an opportunity to nominate men from our church roll for the position(s).

3. The Church will be given two weeks notice prior to Deacon nominations.

4. The active deacon body will collect the nominations from the church members on the 3rd Sunday and by counting each nomination as a ballot.

5. The deacons will use the qualification guidelines above to determine those men who can and who cannot meet the qualifications for service. The qualified individual with the highest total nominations will be contacted and offered the position that is open.

Some men decline because they feel that to accept this offer of service amounts to their agreeing that they feel spiritually qualified. However, accepting this offer is only saying that a man is in harmony with the doctrine and practice of the church and is willing to serve as a deacon if proven by the deacon body and approved by the church.

6. A reasonable period will be allowed for adequate prayer and an answer. The pastor will be available to each man for questions/comments/counsel to assist with his decision. Should the individual give a negative response, or if more open positions are to be filled, the qualified individual ranked second will be contacted and offered the position. This procedure will be followed until all open positions are filled.

7. The deacons will set a meeting for the purpose of spiritual testing, testimony, challenge and encouragement to those individuals agreeing to serve. All deacons, those active and inactive, will be invited to this meeting.

8. After the deacons have met and unanimously agreed upon the individual(s) as qualified for service to Oakwoods Baptist Church in the deacon body, the deacons will present the motion for acceptance to the church for approval.

DEACON ORDINATION

Those qualified individuals, nominated by and approved by the church, and who have not been ordained as a Baptist deacon, will be ordained in a church service as soon as possible.

ARTICLE III. ELECTED OFFICERS OF THE CHURCH**ARTICLE III. A. BOARD OF DIRECTORS**

The active Deacons shall, meeting and acting together, constitute the Board of Directors of the Church corporation. Such Board of Directors shall change by and in the same procedure as for the terms of Deacons so that the Board of Directors shall perpetually be the same as the Deacons. In their capacity as Directors, they shall have the duties and responsibilities attendant to Directors, subject however to the limitations set forth in the Charter and Bylaws. The Directors shall not have power, except as expressly authorized by the congregation, to purchase or sell or encumber any real or personal property, to install or remove officers or staff, to amend the Bylaws or Charter, or to bind the corporation to any contract. Consistent with our spiritual principles, Baptist policy and long term practice, the congregation as a whole retains the authority to govern the affairs, spiritual and temporal, of the church.

Corporate Officers: The Chairman of the Diaconate shall, whenever required by law or practice, serve as the President of the Corporation, having however only such powers in this capacity as are expressly granted by the congregation. Neither the President nor any other officer of the corporation shall have any power, except as expressly authorized by the congregation, to bind the corporation in any manner, or act or speak on its behalf. The Vice-Chairman of the diaconate shall in a similar manner and subject to the same limitations, serve when appropriate as the Vice-President of the Corporation. The Church Clerk shall serve as secretary of the Corporation.

ARTICLE III. B1. CLERK

The clerk shall be elected annually upon recommendation of the Nominating Committee and shall be eligible for nomination for re-election. It shall be the clerk's responsibility to attend or be represented at all church business meetings, to keep an accurate record of all business transactions, to prepare the annual associational letter and to see that it is properly transmitted to the associational clerk, and the clerk shall notify all officers, members of committees and messengers of their election or appointment.

The clerk shall be responsible for correspondence with other churches concerning transfers of letters of membership. The clerk shall notify the Chairman of Deacons if letters are not received within ninety (90) days.

ARTICLE III. B2. ASSISTANT CLERK

The Assistant clerk shall be elected annually upon recommendation of the Nominating Committee, and approved by the Pastor and the active deacon body, and shall be eligible for nomination for re-election. The Assistant Clerk shall have all the responsibilities of the Clerk.

ARTICLE III. C1. TREASURER

The church shall elect a Treasurer upon recommendation of the Personnel Committee. For job description, refer to Personnel Manual.

ARTICLE III. C2. ASSISTANT TREASURER

An Assistant Treasurer shall be elected annually upon recommendation of the Nominating Committee, and approved by the Pastor and the active deacon body, and shall be eligible for nomination for re-election. The assistant is to assist the Treasurer as needed in the performance of the duties described in the Personnel Manual and shall serve on all standing councils and committees that is made up of the Treasurer and other members. The Assistant Treasurer is to on a regular basis, perform all duties in conjunction with the Treasurer for a minimum period of three consecutive months to help them become familiar with all church accounts and billing procedures. In the event of the absence of the church treasurer, the assistant shall serve as interim until the position is filled.

ARTICLE IV. DEPARTMENT DIRECTORS

A. All church directors subject to annual election shall be elected before the month of August, unless otherwise provided in these Bylaws.

B. All directors of the church and its organization, unless otherwise specified, shall be elected for a term of one year, no more than three consecutive years, and upon the recommendation of the Nominating Committee, it being understood, of course, that members of the church may offer nominations for any position for which the Nominating Committee make nominations.

C. In the future, if other departments are created in the church that would require a director, such director would adhere to these same guidelines unless otherwise specified.

ARTICLE V. DUTIES OF DEPARTMENT DIRECTORS

A.1. Sunday School Director: The Director of the Sunday School shall have general oversight of the entire school, and shall administer its affairs in cooperation with, and according to, the plans and methods of the Southern Baptist Convention subject to the approval of the local church. He or she shall acquaint themselves with the best method of religious education and endeavor to adopt them in this school. It shall be his or her duty to counsel weekly or monthly with their teachers and officers through officers and teachers meetings, giving advice and receiving suggestions from their co-workers. The Sunday School Director shall see that a full and accurate report is made of the work of the Sunday School in the regular business meetings of the church.

A.2. Assistant Sunday School Director: To assist the Sunday School Director.

B. Sunday School Secretary: The Sunday School Secretary shall work with the Sunday School Director in collecting the roll, counting the offering, posting the attendance on the Sunday School board and assisting with any other area needed. Also involves distribution of new literature each quarter.

C. Director of AWANAS: The AWANA Director is a lay volunteer. This person is responsible for coordinating all activities for AWANA programs and for ordering AWANA literature. This person should not be burdened with other church offices while performing these duties.

D. Director of Young-at-Hearts: The ministry of this group is to create and maintain a program for as many of the senior adults that is possible to be involved. (Bible study, fellowships, trips, lunches, etc.)

E. Director of Nursery: The Nursery Director coordinates the care and supervision of young children age infant through three years old during various church services.

The volunteer workers are scheduled by the Nursery Director

A) SUNDAY SCHOOL 9:45 AM

Birth –2 yr. old (2 workers needed)

Age 2&3 yr. old (2 workers needed)

B) SUNDAY 11:00 AM

Birth –2 yr. old (2 workers needed)

Age 2&3 yr. old (2 workers needed)

(Children age four and above are to attend children's church or regular worship service)

C) SUNDAY NIGHT One Nursery

6 PM Birth – 3yrs. Old

D) WEDNESDAY NIGHT

7 PM Birth – 1 yr. old

(Two – 5 yrs. old are to attend AWANA'S)

E) Revivals

The Director will call each volunteer each week to remind them of their time to serve in the nursery. Purchases of snacks, (no drinks), emergency diapers and wipes are to be submitted by receipt to the church Treasurer for reimbursement. Ensure that the sheets and blankets used in the nursery and restroom changing tables, are kept clean for all services. Also, clean toys weekly and as needed.

A schedule listing the volunteers to serve and showing the dates and times will be maintained and posted by the Pastor, Associate Pastor and Ministry Assistant.

Fifteen minutes before each service, the Director will unlock the Baby Nursery and check to make sure it is staffed with volunteers. If the volunteers do not show up, the nursery may be closed for that service. Older children and youth are to stay out of the nursery.

This position requires a high level of commitment and responsibility to make sure that the volunteers have been scheduled through the office and to see that volunteers are fulfilling their duties.

F. Director of Care Ministry: The purpose of this ministry is to reach more people for Christ. Members should keep up with visits of people and try to make as many visits or contacts as possible by as many members as possible.

G. Director of Vacation Bible School: The Director shall be nominated by the Nominating Committee for a one-year term and is eligible for re-election. The Director's duty is to put together and oversee the VBS for the church according to the ways of the Southern Baptist Convention. This includes setting up all teachers and workers.

ARTICLE VI CHURCH STAFF

In the event the need arises for termination of any paid staff member, the Deacons along with the Personnel Committee shall have the authority to terminate if just cause is found.

A. MINISTRY ASSISTANT

The church ministry assistant is a staff member employed on a full or part-time basis and shall be employed on behalf of the church by the Personnel Committee with the approval of the Pastor. The ministry assistant shall work in conjunction with the pastor and at his direction. At such time as the church is without a pastor the ministry assistant shall work in conjunction with the chairman of deacons. Should the need arise for the employment of a ministry assistant while the church is without a pastor, the chairman of the deacons and the Personnel Committee are then to recommend a person who shall be employed on an interim basis until the arrival of a new pastor. It is understood, however, that such employment shall be only until the calling of a pastor who after arriving shall have the full privilege to recommend this person or someone else to the Personnel Committee for permanent employment.

For job description, see Personnel Manual.

B. CHURCH MAINTENANCE/CUSTODIAL TECHNICIAN

The church maintenance/custodial technician is responsible to the chairman of the Personnel Committee. For job description, see Personnel Manual.

C. CHURCH PIANIST

The church pianist is responsible to the chairman of the Personnel Committee. Their ministry is to play the piano for each service of the church, under the direction of the Minister of Music. For job description, see Personnel Manual.

ARTICLE VII VOLUNTEER MINISTRIES

These are non-paid volunteer ministries that must meet the approval of the church. These volunteer ministries are considered to be any position that is performed on a regular basis for the good of the church. These ministries are in no way limited to just positions listed below as long as they meet the approval of the church. Should it ever become necessary for one of these positions to become a paid position, then it would be the responsibility of the Personnel Committee to hire and oversee that respective position. It shall be the responsibility of the Nominating committee and/or Personnel committee and/or church staff to set guidelines for each of these volunteer ministries. These guidelines must be listed within these bylaws.

A. Leader(s) of Children's Church: The Leader(s) of Children's Church shall promote and oversee the execution of the children's Sunday morning worship service.

B. Librarians: This ministry should consist of one or more persons responsible for purchasing the books, tapes, and videos that have been requested for the library. They should keep the library in order and make it available for use by the church members. They should also keep records of all material that is checked out.

C. Sound Control: The sound control ministry will consist of one or more persons responsible for operating the church's sound system for services on Sunday morning, Sunday night and Wednesday night. Their duties include working with the pastors and Minister of Music regarding use of microphones and music, as well as operating the sound board, tape decks and CD players. The Sound Production Ministry functions under the guidance of the Media Council.

D. Video Production: The Video Ministry will consist of one or more persons responsible for video-taping the Sunday morning, Sunday night and Wednesday night church services, as well as operation of the church's miscellaneous video equipment, such as the laptop computer and the overhead projector. Tapes of the church's services are to be made available to any church member free of charge. The video ministry is also responsible for editing and preparing the video tapes that are distributed to the local cable company for weekly airing. This ministry functions under the guidance of the Media Council.

E. Website Production: The Website Ministry will consist of one or more persons responsible for the creation and maintenance of the church's website. It serves as a part of the church's overall ministry as well as a resource for church members. The Website Ministry functions under the guidance of the Media Council.

F. Ushers: Ushers shall be elected annually by the Nominating Committee. At least two deacons – active or inactive – shall be elected. The ushers shall elect one of their members as chairman. The chairman shall serve for only one year and shall not be eligible to succeed himself (rotation system is understood). They should welcome people to the Sunday service; assist in finding bathrooms and classes; help seat people in the sanctuary; pass out visitor cards and bulletins and take up the offering.

Oakwoods Baptist Church Manual

Effective 09/12/2021

Church Constitution & Bylaws Effective 09-12-21

G. Vehicle Maintenance: This ministry shall consist of three (3) members elected annually for a one year term by the Nominating Committee in which they may be eligible for re-election. Their duties are to ensure that the church's vehicles (vans, buses, etc.) are properly maintained and cleaned so as to be safe and ready for use and in good operating order. This ministry is directed by the Van Ministry Coordinator.

H. Van Ministry: This committee shall consist of drivers, route managers, and pre/post church activity coordinators as elected annually by the Nominating Committee. They shall serve their function within the van ministry by maintaining a regular bus route for all services, visiting in the homes of those riding, and caring for riders before and after services until their vehicle arrives/departs. This ministry is directed by the Van Ministry Coordinator.

I. Church Organist: The church organist shall be nominated by the Nominating Committee for a one year term and shall be eligible for re-election. This ministry is to play the organ for each service of the church, under the direction of the Minister of Music.

J. Publicity and Photography: The Publicity and Photography Ministry will consist of one or more persons responsible for publicizing the church's activities to the community. Their activities include taking pictures of church events, working with the local newspapers to run advertisements, articles, etc., as well as serving as liaison between pastors/deacons and the community at large. The Publicity and Photography Ministry functions under the guidance of the Media Council.

K. Greeters: Greeters shall be elected annually by the Nominating Committee. They shall elect one of their members as a chairman. The chairman shall serve only one year and shall not be eligible to succeed themselves (rotation system is understood). Greeters should welcome people to the Sunday services, assist in finding restrooms, and hand out bulletins.

L. Children's Choir: The Leader for children's choir is to practice singing with the children on a regular basis under the leadership of the Minister of Music. This will possibly include a Christmas play or participation in an adult play or other special events approved by the Minister of Music.

M. Youth Choir: The Leader for youth choir is to practice singing with the youth on a regular basis under the leadership of the Minister of Music. This will possibly include a Christmas play or participation in an adult play and other special events approved by the Minister of Music.

N. Church Messengers: Church Messengers are to attend and vote in associational bi-annual meetings and the state convention meetings as representatives of Oakwoods Baptist Church on any motions brought forth in the meetings. Ten (10) messengers shall be present at associational and state convention meetings, consisting of the Pastor, Associate Pastor, Minister of Music/Minister of Senior Citizens, Chairman of Deacons, Church Treasurer, and five (5) other members. Four alternates will be elected to replace any member unable to attend an associational or state convention meeting.

O. Mission Team Leaders: Mission Team Leaders shall work with volunteers to coordinate a mission program to help reach the lost for Jesus Christ. There shall be one male and one female to lead the
Church Constitution Articles Of Faith Church Covenant **Church Bylaws**

mission team. These mission team leaders shall be elected for a one year term and shall be eligible for re-election.

P. Our Lord's Supper: These volunteers shall consist of up to three (3) members whose duties shall be to prepare for the observance of the Lord's Supper and clean up afterwards.

Q. Baptismal Overseers: These volunteers shall consist of the Church Maintenance/Custodial Technician plus two (2) members whose duties shall be to assist the pastor in the preparation for and the observance of the ordinance of baptism.

R. Flower Volunteers: These volunteers shall consist of at least two (2) members. The chairman shall be elected annually by the Nominating Committee and may choose others to assist in the duties of this ministry. Duties are to see that flowers are sent to funerals of deceased members and their immediate family. They shall see that flowers are placed in the church for worship services.

S. Church Hostess/Kitchen And Hospitality Volunteers: These volunteers shall be responsible for serving the meals and the general condition of the kitchen for any church-wide fellowship and clean-up time. This group may get anyone to help them. The duties will also be to be responsible for setting dates (with the Ministry Assistant and planning for church-wide fellowships, meals, ice cream socials, etc. They will also handle planning for associational meetings that are held at our Church and planning for meals for the evangelistic teams during revival meetings to ensure that invited groups receive proper care. They are to make sure that there are sufficient cleaning supplies, kitchen supplies, etc. and see that all dishcloths and towels are washed and returned.

T. Kitchen Cleanup Volunteers: These volunteers are to clean up dishes and tables after all meals and fellowships. There may be at least six members.

U. Children's Team: These volunteers shall consist of at least four (4) members, including the Youth Minister and the Director of Children's Church, and will be responsible for planning and enacting appropriate activities for children ages infant through fifth grade. Some past projects and programs have been the Fall Festival and Easter Egg Hunt.

V. History Team: This team consists of at least two (2) members; the church clerk and one other member. This team is activated when there are historical moments to record. When such events occur, this team will record these events in a book and submit a copy to the ministry assistant to keep on file in the church office.

ARTICLE VIII COUNCILS**ARTICLE VIII 1. CHURCH COUNCIL**

ARTICLE VIII 1. A. MEMBERSHIP: The church council shall consist of the Pastor, Associate Pastor/Youth Minister, Minister of Music/Minister of Senior Citizens, chairman of deacons, church treasurer, clerk, director of Sunday School, Mission Team Leaders, Children's Ministry Team Leader, AWANA Director, Chairman of Building & Grounds, Vacation Bible School Director, Care ministry Director, Young At Hearts Director, Ministry Assistant, and the chairman of the Personnel Committee. The pastor shall serve as chairman of this council. In his absence, the chairman of deacons shall serve as chairman.

ARTICLE VIII 1. B. DUTIES:

1. To recommend to the congregation suggested objectives, church goals and calendar.
2. To review and coordinate program plans recommended by church officers, organizations and committees.
3. To recommend to the congregation the use of leadership, calendar time and other resources according to program priorities.
4. To evaluate program achievements in terms of the above goals and priorities.
5. Any matters agreed upon by the council, calling for action not already provided for, shall be referred to the church for approval.
6. This committee shall meet at least two times per year.

ARTICLE VIII 2. BUDGET AND FINANCE COUNCIL

ARTICLE VIII 2. A. MEMBERSHIP: This council shall be composed of five (5) persons; Treasurer, Personnel Committee Chairman, Chairman of Deacons, Sunday School Director, and Minister of Music.

ARTICLE VIII 2. B. DUTIES: The Budget and Finance Council shall prepare annually a proposed budget including local expenses, education, missions and benevolences and shall submit the same to the Board of Deacons for their approval and then to the church in a business session prior to the beginning of the fiscal year. In preparing the budget, the council shall confer with the officers of each organization of the church. Upon adoption of the budget, it becomes the duty of the council to administer and supervise the budget. Also, they shall make at least quarterly checks on the income and expenditures and any amendment of the budget during the year must be referred to them for approval before presentation to the deacons and the church.

The posting of the official records may be assigned to the Ministry Assistant. The issuance of checks shall be the responsibility of the church treasurer or assistant church treasurer.

ARTICLE VIII 3. TELLERS COUNCIL

ARTICLE VIII 3. A. MEMBERSHIP: This committee shall consist of three (3) members (two deacons and the church treasurer or assistant treasurer).

Oakwoods Baptist Church Manual

Effective 09/12/2021

Church Constitution & Bylaws Effective 09-12-21

ARTICLE VIII 3. B. DUTIES: The tellers shall be responsible for the counting of church receipts.

ARTICLE VIII 4. CHURCH MEDIA COUNCIL

ARTICLE VIII 4. A. MEMBERSHIP: This committee shall consist of seven (7) members. The members shall be appointed by and maintained by the pastors and the active deacon body. In the event there is a need for a replacement or a need to make a change in the council, it shall be the responsibility of the church leaders (pastors and the active deacon body) to maintain the Church Media Council. An active deacon shall serve as chairman of the council.

- 1 Minister of Music
- 1 Active Deacon
- 1 Member of the Publicity Ministry
- 1 Sound Control Operator
- 1 Video Camera Operator
- 1 Laptop Operator
- 1 Website Operator

ARTICLE VIII 4. B. DUTIES:

1. To coordinate and enhance the media specific efforts of the church.
2. To serve as a resource/outlet for the pastors, deacons, and other church leaders to route and disseminate information to the church and community.
3. To recommend budgetary information about media expenditures to the Budget and Finance Council.
4. This council shall meet at least every other month.

ARTICLE IX COMMITTEES**ARTICLE IX 1. COMMITTEES**

ARTICLE IX 1. SECTION A. GENERAL: The church shall elect such standing and special committees as may be necessary to carry on the program of the church, and shall specify the duties of committees unless such duties are specified in the Bylaws. All committee members shall be nominated by the Nominating Committee and elected by the church unless otherwise indicated in these Bylaws. The members of all standing committees shall be elected for three year terms, with terms rotating so that one-third of the members are elected annually, except that for the initial establishment of standing committees one-third of the members shall be elected for a three year term, one-third for a two year term, and one-third for a one year term. A vacancy shall be filled for the remainder of the term as soon as possible upon a nomination by the Nominating Committee and election by the church in conference, except that a vacancy may or may not be filled if the remaining term is less than three months. Unless otherwise specified in the Bylaws, a person rotating off a standing committee shall not be eligible for re-election until at least one year has elapsed. Members serving an unexpired term of one and one-half years or less shall be eligible for re-election.

No committee or council meetings are to be held during times of worship services.

If for any reason a committee member resigns from a committee, that person shall not be eligible to serve again on that same committee until one year has lapsed.

In the event multiple family members are serving on the same committee, only one family member shall serve as a voting member. This voting member shall be recommended by the nominating committee and recorded in the nominating report.

Unless otherwise indicated in these Bylaws, it shall be the policy of the church to have both genders represented on all standing committees.

ARTICLE IX 1. SECTION B. ORGANIZATION OF COMMITTEES: Each committee shall elect a chairman, vice-chairman, and secretary annually at the first meeting of the committee. The chairman shall serve for only one year and shall not be eligible to succeed himself (rotation system is understood). If neither the chairman nor the vice-chairman is present at the first meeting of a church year, the members present shall designate someone to preside until a new chairman is elected. Each committee shall meet as often as needed, but not less than three times annually, provided further that if the organizational meeting shall not be held, then the chairman of deacons, through assistance of the deacon body, will see that each committee is organized during the first thirty days of the church year. A quorum shall be one-half of the membership of a committee.

ARTICLE IX 2. CHURCH COMMITTEES

ARTICLE IX 2. A. PULPIT COMMITTEE: This committee shall consist of five (5) people, nominated by the deacons and elected by the church.

ARTICLE IX 2. B. NOMINATING COMMITTEE: This committee shall consist of three (3) church members and four (4) elected persons as follows: the first report of the new committee each year shall consist of nominations for the offices of Sunday School Director, Chairman of Deacons and One Ordained Deacon and One Mission Team Leader. Upon their election by the church in conference, these persons shall, in addition to the three rotating members, become members of the Nominating Committee. They will assist with the nominations of the personnel for the organizations and committees of the church. Any member of the church shall have the privilege of making nominations from the floor.

The chairman of this committee shall report all changes that occur each month in the normal business meeting.

This committee nominates personnel for the organizations and committees of the church and Sunday school. These nominations are presented at the church business meeting. The three church members serve three-year terms on a staggered basis with one being elected each year. There must be a one-year lapse between terms.

ARTICLE IX 3. PERSONNEL COMMITTEE: This committee shall consist of five (5) members, including the chairman of deacons or a designee active deacon, appointed by him, and at least one other ordained deacon. All members of the committee, excluding the chairman of deacons or designee, will serve three year terms. A rotating system will be used to replace one member each year.

DUTIES: The duties of this committee are as follows:

1. Counsel annually with the pastor as to the impact of his ministry on the congregation.
2. Prepare a job description and schedule of services for all other employed church officials and workers. Make a written employment agreement with all church officials.
3. Serve on behalf of the church as a committee to seek out qualified persons for staff vacancies, other than that of the Pastor, Associate Pastors and other Ministry positions, including, but not limited to, Minister of Music, Youth and Senior Adults. Interview them and submit a recommendation to the pastor and deacons of one qualified person for each vacancy. If they concur, the name of the persons proposed for each vacancy shall be submitted to the church as a joint recommendation. If they do not concur on a recommendation, then the committee shall submit other names, one at a time until concurrence occurs.
4. In the event any staff member is out for sickness, injury or personal reasons, the committee shall present to the church, through the deacons, their recommendations for interim employees and keep the deacons informed of the status of any staff member while they are out.
5. Consult with the Budget and Finance Committee and recommend policies to the deacons for:
 - A. Wage scales, progressions and benefits
 - B. Vacations
 - C. Sick leave
 - D. Holidays
6. Review any complaints by or regarding any staff member and seek a Christian solution after consulting with all parties involved. Staff members shall have the privilege of meeting with the committee without the presence of any other staff member.

ARTICLE IX 4. BUILDING AND GROUNDS COMMITTEE: This committee shall be composed of nine (9) members. It shall be the duty of this committee to give attention to the state of repair and appearance of the buildings and grounds, making such repairs and improvements as are included in the church budget or otherwise authorized by the church. If such items necessitate funds not provided in the budget, they must be approved by the Budget and Finance Council in the manner described under "Duties of Budget and Finance Council". It is also the responsibility of this committee to procure the utilities necessary for the use of the church as set up in the budget.

ARTICLE IX 5. AUDITING COMMITTEE: This committee shall consist of one active deacon and two church members whose duty shall be to make an audit of the church treasurer's and other fiscal records and report their findings to the church. This committee shall secure professional auditing services if needed or requested by the deacon body.

ARTICLE IX 6. CONSTITUTION AND BYLAWS COMMITTEE: This committee shall be composed of three (3) members elected annually. The committee shall:

- A. Consider all matters brought to the church pertaining to the Bylaws.
- B. Keep the Bylaws updated.
- C. Interpret the Bylaws.
- D. Keep church members informed (in writing) of any revision or addition. The committee shall keep at least two major copies updated, with one kept in a bank safety deposit box.
- E. All changes must be approved by the Pastoral staff and the deacon body, before being submitted to the church for approval.

ARTICLE IX 7. BENEVOLENCE COMMITTEE: This committee shall consist of three (3) members whose duty is to investigate any reports of special need in times of financial distress. The committee may give assistance on a temporary basis, drawing from funds established in the church budget for benevolence. The committee shall be responsible for considering the needs of any family or person where sickness or unemployment has developed or any other unexpected emergency has arisen.

The chairman of this committee will contact the person or persons in need to determine the extent of the need. The chairman will try to get a history of the person or persons to make sure that church funds are not misused. After this contact, the chairman will contact employers, etc. to determine if the need is real or if there is help available through other sources. Committee members may contact social services in the community to see what help might be available. This will help to determine if the church does indeed need to help. All committee members shall then meet to vote as to whether the church should help financially or by other means. Try to avoid giving cash.

All history should be kept in a notebook by the chairman to be handed down each year to the next chairman.

ARTICLE IX 8. YOUTH COMMITTEE: This committee shall consist of at least five (5) members; the Youth Minister, three (3) adults, and one youth – in either the 11th or 12th year of academic school. Youth shall consist of children in grades six through twelve. The committee shall:

1. Study the needs and opportunities for working with the youth of our Church.
2. Interpret to the congregation the needs of this age group.
3. Assist in coordinating activities and planning programs affecting this group under the leadership of the Youth Minister.
4. Evaluate current and completed activities.
5. Periodically report to the congregation the work being done with this age group.

ARTICLE IX 9. LONG RANGE PLANNING COMMITTEE: This committee of long standing members will serve as the eyes of the church as they look ahead to identify the needs of the church in the years ahead. With this sole purpose, this committee will be able to focus on the requirements that will be evident with the growth of the church, recognizing and recommending opportunities and needs as they apply. The long standing membership will maintain the continuity necessary to prevent repetition of efforts.

The committee will be composed of five (5) members, recommended to the nominating committee by the deacon body, and voted upon by the church. Initial members will serve from one to five years as initially assigned with one member rotating off the committee each year. One member will be selected in the same manner to replace the rotating member each church year.

The committee will be organized with a Chairman, Vice-chairman, Secretary/Recorder, and additional members. Officers will be selected by the committee and serve in this position for two church years. The chairman of deacons shall appoint one deacon from the current deacon body to serve as both a liaison and the sixth member of the committee. This position will rotate off each year.

The committee will make recommendations to the deacon body and report activities to the church at least once each year. The committee will not have a standing budget and funding for activities will be accomplished by deacon recommendation and church vote. The committee will reflect the diversity within the membership of the church.

ARTICLE IX 10. CONSTRUCTION COMMITTEE: This committee will not be a standing committee but will be formed as needed. The committee should be co-chaired by the chairman of the Building and Grounds Committee and the Long Range Planning Committee. Other members should be chosen by the church on a project by project basis. Those members should have some experience/expertise in the subject type project.

The following guidelines have been established for this committee:

1. Limit of scope for these procedures – any project estimated to cost in excess of \$50,000 must follow the outlined procedures.
2. The plans for projects must be developed under the guidance of either the Building and Grounds Committee or the Long Range Planning Committee.
3. The project plans must be prepared with sufficient visual plan sheets for the congregation to view and understand.
4. The project plans must include detailed quantities and specifications, and an engineering estimate of the cost.
5. After approval of the project at this point by the Budget and Finance Council and the Deacon Body, the project must be presented to the congregation for approval.
6. After the project is approved by the congregation, a Construction Committee will take over the project to prepare the necessary contract documents and submit the project to at least three qualified bidders.
7. If the qualified low bid is higher than the Engineer's Estimate, then the bid must be approved by the congregation.
8. The Construction Committee will be in charge of administering the contract for the project.

9. A Project Inspector for each specific project will be chosen from the Construction Committee. Any necessary changes/modifications from the contractor must go through this Inspector to the church. Also, any changes/modifications desired by the church must go through the Inspector. This will give a properly designated chain of command for the projects.

ARTICLE X AWANA'S GROUPS LEADERS:

These groups meet every Wednesday night during the school year. Group Leaders may include for each group: Large Group Leaders, Small Group Leaders, Games and Registration.

Puggles	Ages 0 – 2 yrs. old
Cubbies	Ages 3 – Kindergarten
Sparks	1 st grade – 3 rd grade
TNT	4 th grade – 5 th grade
Youth	6 th grade – 12 th grade

ARTICLE XI SUNDAY SCHOOL TEACHERS:

All Sunday school teachers shall be nominated annually by the nominating committee for a one-year term and are eligible for re-election if the nominating committee agrees. Each teacher shall work with the Sunday School Director in choosing their methods and materials, according to the plans and methods of the Southern Baptist Convention.

It is the responsibility of each teacher to let the Sunday School Director know if they or their assistant will not be there for Sunday School as soon as possible. Any fill-in other than the approved teacher or assistant, **must** be approved by the Sunday School Director or Pastor before they are allowed to teach a class.

ARTICLE XII MEETINGS

ARTICLE XII SECTION 1. Times Of Worship: Currently the meetings of Oakwoods Baptist Church are as follows: the church shall hold regular services of worship on Sunday's (9:45am Sunday School, 11:00am Worship) and at other such times as agreed upon by the church (prayer meetings on Wednesday night at 7:00pm). Sunday night services will be held at 6:00pm. The Lord's Supper shall be observed at least once every three months at a time set by the deacons.

ARTICLE XII SECTION 2. Changes Of Time Notice: Except in emergencies, advance notice of any change in the established meeting time of regular worship services, committee meetings, organizational meetings, deacon's meeting, etc. shall be given to the parties involved.

ARTICLE XII SECTION 3. Meetings For The Needs Of Congregation: Other meetings of the church as a whole or of authorized groups within the church may be set according to the needs of the congregation.

ARTICLE XIII CHURCH CONFERENCE

ARTICLE XIII SECTION 1. Scheduled Time: The meeting time established by the church (the second Sunday night of each month) shall not be changed except for matters which cannot be held over until the next regular meeting time.

ARTICLE XIII SECTION 2. One Week Advance Notice: All matters substantially affecting the welfare of the church shall not be acted upon unless announced in regular church sessions at least one week in advance of the conference meeting and included in a newsletter sent to the home of all active resident church members prior to the conference. Other business matters of interest should be included in a newsletter or in the church bulletin.

ARTICLE XIII SECTION 3. Quorum: A quorum shall consist of not less than 25 percent of the previous church year's average weekly Sunday School attendance. These statistics are maintained by the Sunday School office. Meeting without a quorum will require that recommendations be tabled until the following Sunday evening service.

ARTICLE XIV FINANCIAL PROCEDURE

ARTICLE XIV SECTION 1. Purchases: Purchases chargeable to the church may be made only by the Pastor, other full-time employees of the church, church officers and members of the Building and Grounds Committee or through authorization of such persons. Funds for such purchases must have been established in the budget and be available. Any purchase of any item of \$500.00 or more shall be presented to the church and the Budget and Finance Council as way of information and preparation of funds to be available.

ARTICLE XIV SECTION 2. Charging Procedures: The treasurer shall recommend procedures, to be followed in charging purchases, to the Budget and Finance Council. Such procedures, if adopted and approved by the deacons, shall be in full effect and made known to all appropriate parties.

ARTICLE XV ADOPTION AND AMENDMENTS

These Bylaws may be amended, altered or repealed by a majority vote of the members present at any regular business meeting; provided however, that notice and proposal of such amendment, alteration, or repeal must be given in writing at the preceding regular business meeting of the church.

ARTICLE XVI RULES OF ORDER

In matters of parliamentary procedures, Robert's Rules of Order (latest revision) shall be followed.

ARTICLE XVII VALIDATE

ARTICLE XVII SECTION 1. Adoption : The adoption of the Bylaws shall repeal all previously adopted rules in conflict herewith, provided however that no actions taken by the church prior to this date shall be invalidated by the adoption of the Bylaws.

ARTICLE XVII SECTION 2. Records: A copy of these Bylaws shall be kept by the clerk at all times among his/her records and another copy shall be kept in the church office. One copy shall be kept in a bank safety deposit box. All amendments to or revisions thereof shall be prepared by the clerk and attached to copies of the Bylaws made available to the church members.

ARTICLE XVIII EFFECTIVE DATE & CHANGE LOG

- The first Bylaws became effective on October 1, 1988.
- Revised October 1, 1992.
- Revised October 1, 1994.
- Revised December 17, 2000.
- Revised August 22, 2001.
- Revised September 7, 2005.
- Revised August 22, 2007.
- Revised July 8, 2009.
- Revised September 8, 2009
- Revised September 15, 2010
- Revised September 1, 2011
- Revised September 1, 2012
- Revised February 4, 2015
- Revised August 19, 2020
- Revised September 9, 2020
- Revised Version 21 September 12, 2021

OBC Change Log

Prepared By

Constitution & Bylaws Committee:	Oakwoods Baptist Church Manual
Section 1 of 4	I. Church Constitution
Section 2 of 4	II. Articles Of Faith
Section 3 of 4	III. Church Covenant
Section 4 of 4	IV. Church Bylaws

Section:

Version	Date Approved	Section(1-4)	Article	Sub Section	Page	Description of Change
21	04-11-21	IV	I.	Section 2	18	1 year to hold a position unless approved by the deacon body.
21	04-11-21	IV	I.	Section 3	18	New members orientation class added.
21	4-11-21	I	VI	Section 2	9	Added Child Protection Class Annual Training
21	04-11-21	IV	VIII	Section 1 A.	30	Updated Church Council membership.
21	04-11-21	IV	X	N/A	37	Updated AWANA Groups Leaders and group breakdown.
21	09-12-21	TOC	V	G. Table Of Contents	3	Change Faith In Action to Care Ministry
21	09-12-21	IV	V	F	26	Change Faith In Action to Care Ministry
21	09-12-21	IV	VIII	1. A. Membership	30	Change Faith In Action to Care Ministry
21	09-12-21	IV	VII	Volunteer Ministry U.	29	Children's Volunteers to Team
21	09-12-21	IV	VII	Volunteer Ministry V.	29	Moved History Committee to volunteer ministry team.

Oakwoods Baptist Church Manual

Effective 09/12/2021

Church Constitution & Bylaws Effective 09-12-21

Version	Date Approved	Section(1-4)	Article	Sub Section	Page	Description of Change
21	09-12-21	IV	IX	Committees	36	Adjusted Article 10 to 9 Long Range Adjusted Article 11 to 10 Construction

ARTICLE XIX**OAKWOODS BAPTIST CHURCH RECORD RETENTION GUIDE****1. Legal and Property Related Documents**

- Articles of Incorporation
- Constitution and bylaws
- Tax-exempt status letter indicating church has tax exempt status and copies of group IRS exemption rulings
- Documentation of the congregation's nine-digit EIN (employer identification #)
- Documentation of the congregation's state tax ID #
- Deeds, titles, surveys, leases, mortgages, easements, and blueprints
- Insurance policies
- Copies of letters of call to pastors or any employment contracts

Retention: These are permanent records and should be deposited in the church's safe or in a bank safe-deposit box.

2. Minutes and Reports

- Minutes of business meetings
- Minutes or reports of committees
- Annual church profile (ACP)—statistical information prepared each year for SBC

Retention: These minutes and reports are permanent records with historical value. The minutes of the church business meetings also may contain the record of actions that have legal importance.

3. Financial records

- General ledger
- Budgets and financial reports
- End-of-year financial report
- Invoices
- Record of member giving
- Check register and canceled checks
- Certificates of deposit or other evidence of savings

Retention:**Permanently**

- The end-of-year financial report financial reports should be maintained permanently.
- The general ledger may not have to be maintained permanently, but should be kept for a long time to chart trends in the congregation's activity.

Seven Years

- Cancelled checks and check register
- Bank statements, deposit slips and bank reconciliations
- Payroll administration records, such as W-2, W-4 forms, and payroll registers
- Cash receipt journals
- Record of member giving (year-end) individual contribution statements
- Contribution envelopes

(ARTICLE XIX) OAKWOODS BAPTIST CHURCH RECORD RETENTION GUIDE**Three Years**

- General invoices

Indefinitely

- Insurance related documentation. Should you need to file an insurance claim in the event of damage or theft, you are advised to retain invoices and receipts or cancelled checks for all furnishings and equipment, owned by the congregation, that may need to be documented for insurance purposes.

4. Personnel Files

After termination, only biographical history and duration of employment should be retained. If information relates to a worker's compensation or other claim by the employee, this should be retained. Similarly, if information relates to a possible claim or lawsuit by others involving the employee's conduct or duties, that also should be retained.

5. Correspondence

The pastor's correspondence on behalf of the church should be kept for the tenure of the pastor; the files then should be appraised for permanent value. Only letters with historical or legal significance need to be kept with the church archives. The pastor's personal correspondence and notes should be maintained separately and removed from the office by the pastor at the end of the pastor's tenure.

6. Sermons

Manuscripts and notes of sermons are the property of the pastor, not the congregations.

7. Historical Materials: Printed Materials, Photographs, Videotapes, Audio Tapes

Materials produced by the church to assist its programs and promote its activity document the life of the congregation.

- Newsletters
- History booklets
- Membership directories with photographs
- Bulletins
- Hymnals
- Curriculum

Copies of all of the above should be placed in the congregation's archives as a permanent record of its history. Photographs, and negatives, properly identified (date, event, names of persons) should be stored in a manner that respects their fragility. These types of items should be culled annually with items of little historical value being discarded.