

BETHLEHEM BAPTIST CHURCH



BYLAWS

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BYLAWS

Bethlehem Baptist Church of Jacksonville, North Carolina

A Non-Profit Corporation

PREAMBLE

For the purpose of preserving, expanding and making known the principles of our faith, that this body of believing Christians may be governed in an orderly manner, consistent with the accepted doctrine of Baptist Churches, affiliated with the Baptist State Convention of North Carolina and the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual member of the church, and in order to set forth the relationship of the Body to other Southern Baptist Bodies, we do adopt and establish these bylaws.

ARTICLE I NAME

This church shall be known as the Bethlehem Baptist Church of Jacksonville, North Carolina.

ARTICLE II PURPOSE

The purpose of this body, Bethlehem Baptist Church, is to advance and promote the worship of God, to preach and spread to all people the Gospel of the revelation of God through Jesus Christ our Savior, and to provide regular services for spiritual training and development of each member. The Church shall exist to provide 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.

ARTICLE III ARTICLE OF FAITH

Section 1. We affirm the Holy Bible as the inspired Word of God and the basis for our belief. The Church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000.

Section 2. Family Relationships

We believe that the only Scriptural marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23)

We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastors and deacons) of the church. We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are a heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline, including Scriptural corporal correction. (Gen. 1:26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18; 22:15; 23:13-14; Mk. 10:6-12; I Cor. 7:1-16; Eph. 5:21-33; 6:1-4; Col. 3:18-21; Heb. 13:4; I Pet. 3:1-7 Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15; 3:4-5, 12)

Section 3. Human Sexuality

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4)

We believe that the only Scriptural marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23)

ARTICLE IV CHURCH COVENANT

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior and Lord 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 promise, therefore, by the aid of the Holy Spirit to walk together in Christian love to strive for the advancement of the Church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the needy and to spread of the gospel through all nations.

We also promise to maintain family and personal devotions; to educate our children in the Christian faith; 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 abstain from all things that are detrimental to His kingdom including the sale and use of intoxicating drinks as a beverage and to be zealous in our efforts to advance the kingdom of our Savior.

We further promise 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 promise that, when we move from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of the Covenant and the principles of God's Word.

ARTICLE V GOVERNMENT AND RELATIONSHIP

Section 1. Autonomy

The Church shall be a free, autonomous, independent body with authority to determine for itself all Church policies, including the use of its property, free of any outside authority (governmental or otherwise) as set forth in these Bylaws.

Section 2. Government

The government of this Church shall be congregational in nature, and the final authority for the operation and management of the affairs of this corporation, spiritual and temporal, shall be vested in the membership of the Church, which authority shall be exercised in the manner set forth in the Bylaws. Members alone shall have the authority to adopt and amend Bylaws, approve budgets, receive members and govern and conduct the affairs of this Church.

Section 3. Affiliation with Associations and Conventions

We recognize that there is mutual helpfulness in the association of churches who are in such agreement in faith and practice as to encourage the spirit of fellowship and goodwill. We also recognize that there have been devised, through the voluntary cooperation of churches of like faith and order, organizations whose purpose it is to implement the missionary, educational and benevolent interests and obligations of the individual Christian and his Church family.

We believe that the New River Baptist Association, the Baptist State Convention of North Carolina and the Southern Baptist Convention are organizations which have, as their sole purpose, the promotion and support of missions, education and benevolence of the character and in keeping with the spirit of the Charter and Bylaws of this Church. We agree to support the causes, which these organizations represent. Upon the adoption of these bylaws this Church shall be deemed to have affiliated itself with the New River Baptist Association, the Baptist State Convention of North Carolina and the Southern Baptist Convention, and to be in friendly cooperation with the aims and purposes of each of these bodies. As set forth in the constitutions of each of these autonomous bodies, and through duly elected messengers that participate in their deliberative assemblies and shall, as far as we are able, support the missions, benevolent, and educational programs of each.

ARTICLE VI MEMBERSHIP

Section 1. Requirements

The membership of this Church shall be composed of persons who have accepted Jesus Christ as their personal Savior, who have been baptized by immersion, and who have subscribed to the Church covenant, the articles of Baptist faith, the bylaws of this Church, and who have participated in a new member orientation class and have been received into the membership by a majority vote of those church members present and voting. The new member orientation class shall be taught by the Pastor. In the absence of the Pastor or at his request, the new member orientation class shall be taught by the Chairman of the Deacons or the Vice Chairman of the Deacons, or a Deacon designee appointed by the Deacon Chairman. The two-adult rule of the Child Abuse Prevention Policies and Procedures (page 5, section C) will apply in the teaching of the Orientation Class.

Section 2. Admission of Members

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

A. By Profession of Faith and Baptism:

An applicant may be received on profession of faith as a candidate for baptism, after the administration of which the applicant shall automatically enjoy the full fellowship of the Church.

B. By Letter.

A member from another Church of like faith and order, who has received the ordinance of baptism by immersion, may be received by letter of dismissal and recommendation, and if such letter cannot be secured within ninety days, the Clerk shall automatically record such member as "received on Statement of Experience."

C. By Statement of Experience.

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

D. Membership Responsibilities:

Any person(s) seeking membership within Bethlehem Baptist Church is/are required to submit to the Church's Articles of Faith as set forth in Article III, Section 1, Section 2 and Section 3 of these By-Laws.

Section 3. Procedure

Any person may present themselves at a regular Church service for membership. At the discretion of the Pastor or church policy, the Church may, as set forth in these bylaws, call itself into special session and vote on their acceptance as a candidate for membership. Upon completion of the membership requirements, the candidate will be presented to the church for a vote of membership.

Section 4. Duties of Members

Members are expected, first of all, to be faithful in all duties essential to the Christian Life, to attend regularly the services of the Church, to give regularly and systematically to its support and Kingdom cause, and to share in its organized work.

Section 5. Rights of Members

- A. Voting: Every member is entitled to vote at all elections and on all questions submitted to the membership.
- B. Holding Office: Except as otherwise provided in these Bylaws, every member is eligible for consideration by the membership as a candidate for elective offices in the Church.
- C. Records: Members shall have access to the principal records of the Church including minutes of its governing body and principal financial reports. However, consistent with Baptist doctrine and practice, these rights shall not include the right to review or inspect individual donor records or personnel files.
- D. Church membership is required to vote on matters of the Church and to serve in all leading, training and ministering areas of our Church. From time to time outside training leadership may be utilized with pastor and deacon's approval.

Section 6: Non-Resident Roll

All members moving away from our community may, as a matter of administrative convenience only, be placed on the non-resident roll of the Church.

Section 7: Termination of Membership

The methods of terminating the membership status of a member shall be as follows:

- A. By Letter: A letter of transfer to unite with another Church may be issued, upon request, to another Church for any member of this Church.
- B. Removal from Roll: Upon a member joining another church, that person's membership in this church automatically terminates. Upon receipt of reliable information that a member has united with another Church, the Clerk shall remove the member from the roll, and advise the church at its next business conference of the action.
- C. By Exclusion: In the event of persistent breach of a member's Covenant vows, the Membership, after due notice and opportunity of hearing, and every possible kindly effort to make such action unnecessary, may upon majority vote terminate the membership status of a person in this Church for reasons it considers sufficient to warrant such action.
- D. By Personal Request of the Member: Any member shall be removed from the roll and the membership status of that member terminated upon request by that member to the Pastor or Deacons.

ARTICLE VII CHURCH MEETINGS

Section 1. Worship Services

The Church shall meet regularly each Sunday morning, Sunday evening and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction, evangelism and communion shall be among the ingredients of these services. The pastor shall direct the services of the congregation.

Section 2. Special Services

Revival services and any other Church meetings essential to the advancement of the Church's objectives shall be placed on the Church calendar.

Section 3. Business meetings

A. Annual meeting: The Church shall hold its annual meeting between August 1 and September 15 of each year, at a time set by the church, or if the church has not acted, by the Trustees, with notice being provided to the members. The meeting shall be for the election of officers and such other business as may be properly brought before the Church. The Church may, however, choose to hold certain elections and conduct certain business normally conducted at the annual meeting at some other meeting designated for the purpose.

Copies of the proposed church budget and listing of persons nominated or selected for church officers and church committee members shall be made available to the church body no later than the AM Sunday Service prior to the scheduled annual meeting

B. Regular business meetings: The Church shall hold regular quarterly business meetings on a Wednesday night designated by the church.

C. Special business meetings:

1. At any regular meeting of the Church, the Pastor or Chairman of the Deacons may call for an immediate business conference to act upon certain specific matters of business: those being the reception of members, appointment of messengers to meetings, the granting of letters, and the annual Church letter.
2. Special business meetings may be called at any time by the Pastor or Chairman of the Deacons or upon the written request of any fifty members of the Church. Notice stating the purpose, date and time of the meeting shall be provided the membership. No matter shall be considered at the called meeting except that for which it was called and previously announced.
3. In the event of an emergency, the Pastor or Chairman of the Deacons may, with consent of two-thirds of the Deacons call an emergency meeting without full notice to the members. Such notice as is possible will be given to the membership, and action is limited to the items requiring the emergency meeting. Such emergency meetings shall not be subject to the special procedures set forth below. No meeting under this provision may be called in regard to personnel matters.

Section 4. Procedural Aspects of Business Meetings: Annual, Quarterly and Special

A. Notice: Except where otherwise required by these bylaws, any requirement of notice for a meeting or item of business to be presented shall be satisfied if printed announcement is made in the church bulletin for a Sunday morning worship service one week in advance of any meeting or action, or notice is provided in any regular or special Church newsletter mailed ten days in advance.

B. Quorum: The members present for a business meeting shall constitute a quorum.

C. Procedural Rules: Robert's Rules of Order (revised) is the general guide for parliamentary rules of procedure for all business meetings of the Church. The moderator may, however, with the consent of a majority of those present and in the interest of assuring full participation by the members before the Church, adopt other procedures.

D. Agenda Procedures

1. The Moderator shall, in advance of all meetings, regular or special, prepare and distribute an agenda. The agenda shall consist of those matters which Committees, Councils, Deacons or Officers have advised him, not less than ten days prior to the meeting, that they wish to present, as well as any items added to the agenda according to the procedures set forth in subsection 2) below. The Agenda shall be distributed at the meeting.
2. Persons wishing for certain matters to be discussed or motions considered must first present their concerns or proposed actions to the appropriate committee or to the Deacons, with sufficient time for them to consider the issue or proposal. The Committee or Deacons may then pass the proposal on to the Moderator for placement on the agenda for the next congregational meeting, and may add such recommendations regarding the matter as they deem appropriate. If the Committee or Deacons do not respond to the satisfaction of the party proposing

the matter, the party may advise the Moderator of the issue or motion to be raised at the meeting and the Moderator shall add it to the agenda.

3. Unless matters of business have been presented in conformity with 1) and 2) above, except by consent of three-fourths of the members present and voting, no matter may be acted on at any meeting, and no matter shall be the subject of discussion except by consent of three-fourths of the members present and voting.

E. Voting: Unless otherwise designated, all matters of business shall be decided by a majority vote of the members present and voting. Voting by proxy or absentee ballot shall not be permitted. Except as otherwise set forth in these Bylaws, the moderator in his discretion shall designate the manner of voting, except that the members may by motion made and adopted require a written ballot.

F. Minutes: The Church Clerk shall keep minutes of each business meeting and preserve them when approved as part of a permanent Church record. A copy of the minutes of the Church shall be kept at the Church office.

ARTICLE VIII OFFICERS

Section 1. Officers

The officers elected by the Church shall be the pastor, deacons, clerk, treasurer and such other officers as the Church shall determine are required for the work of the Church. All officers serve at the pleasure of the church and may be removed by majority vote of the church provided notice is given of any pending or proposed action of removal.

Section 2. Pastor

A. Election: The call of the pastor shall take place at a meeting especially called for that purpose for which at least one week's written notice has been given to the membership. The election shall be upon the recommendation of a special committee (Pulpit/Pastor Search Committee) nominated by the Deacon Body and approved by the Church 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 consideration for the Church and no nomination shall be made except that of the committee. Election shall be by secret ballot with an affirmative vote of three-fourths of those members present and voting necessary for a call. Should the one recommended by the committee fail to receive the three-fourths vote, the committee will be instructed to seek another minister, and the meeting shall be adjourned without debate.

B. Duties: The pastor shall have in charge the welfare and oversight of the Church; he shall be an ex-officio (non-voting) member of all organizations, department and committees; he may call a special meeting of the deacons or any committee according to procedures which may be set forth in the Bylaws; he shall conduct religious services on stated and special occasions, administer the ordinances, minister to members of the Church and community and perform other duties that usually pertain to that officer; he shall have special charge of the pulpit ministry of the Church, arrange for pulpit supply when he is absent and arrange for workers to assist in revival meetings and other special services. The Pastor shall serve as moderator and preside over all business meetings. In the absence of the pastor, or at the request of the pastor, or on any matter involving the salary or tenure of the pastor, the chairman of the deacons shall preside; or in the absence of both, the vice-chairman of the deacons shall call the Church to order and preside.

The Pastor shall teach a new member orientation class, a membership requirement. In the absence of the Pastor or at his request, the new member orientation class shall be taught by the Chairman of the Deacons, the Vice Chairman of the Deacons, or a Deacon designee appointed by the Deacon Chairman. The two-adult rule of the Child Abuse Prevention Policies and Procedures (page 5, section C) will apply in the teaching of this class.

C. Employment Policies: The Church shall establish and set forth appropriate employment policies in regard to the Pastor, and annually review such policies. Such policies shall not constitute a contract and are subject to modification by the Church at any time.

D. Termination

1. By resignation: The Pastor may resign but shall normally provide at least two week's notice before the termination of his services. A written resignation or an oral resignation delivered at a Sunday morning service or business meeting of the Church, if without conditions, shall be final and binding. If any resignation is subject to conditions, it shall be effective and binding when accepted by majority ballot vote of the Church.
2. By dismissal: Any individual or group of individuals noting a lack of harmony in the church or having grievances with ministers of the Church may bring their grievances before the deacons. If the deacons cannot resolve the problems, the Holy Spirit being their guide, they shall submit the problem and their recommendations to the Church in conference.

A Pastor may be removed by a majority ballot vote of the members present and voting at a properly called meeting. Such a vote may be held only at a meeting in regard to which notice has been mailed to all Church members with a known address of the pending action, and the Pastor is provided an opportunity to be heard. Such a vote may be initiated by the recommendation of the Deacons or by written request for such a meeting and vote signed by not less than fifty members. In the event such a request is made, the Deacons shall assure the notice requirements are met and set a meeting within 30 days at which a vote shall be taken.

If the vote is for dismissal, termination shall be immediate with salary and benefits continuing for thirty days.

Section 3. Deacons

A. Number: There may be fifteen deacons for the first one thousand resident members of the Church and three additional deacons for each three hundred resident members or any fraction of three hundred resident members.

B. Qualifications: All resident male members, other than paid ministerial staff, are eligible provided they are physically capable of serving and have proven themselves to have spiritual qualifications as outlined in I Timothy 3: 8-13 and Acts 6:3.

C. Terms of office: Deacons shall be elected for a term of three years with one-third of the number being elected each year in August and will assume office September 1 of the election year. No deacon will be eligible to assume the office of deacon until the lapse of one service year by the deacon candidate.

D. Election of Deacons: Annually the serving Deacon Board will nominate candidates to fill the vacancy of the deacons rotating off. Deacons shall be elected for a term of three years. If a deacon cannot fulfill his term of service, a special election may be held with a candidate being nominated by the Deacon Board, to fulfill the remaining term. No deacon will be eligible to fulfill a remaining term unless there has been a lapse of one service year by the deacon candidate.

Election of new deacons will be held the third Sunday morning service of August. Candidates for election will be presented to the Church on the second Sunday morning service of August. A three-fourths majority vote of members present and voting will be required for deacon approval and the Church shall arrange an ordination service for those elected deacons requiring ordination.

E. Organization: The deacons shall elect a chairman, vice-chairman, and such other officers as needed. The chairman of the deacons for the preceding year shall preside over the first meeting of the new deacon body for the purpose of electing a new chairman. A majority of the deacons shall constitute a quorum and all decisions shall be by majority vote of those present and voting. The pastor or chairman may call the deacons into special session whenever the need arises.

F. Duties: Deacons shall at all times consider themselves as servants of the Church. With the pastor and, as the Holy Spirit may direct, they shall serve the Church in its pastoral ministries as follows:

- Proclaim the gospel to believers and unbelievers;
- Care for the Church members and other persons in the community;
- Lead the Church to engage in a fellowship of worship, witness, education and ministry.
- They shall assist the pastor in the observance of the ordinances. They shall arrange for regular monthly meetings and form committees as necessary to discharge their duties.
- They shall serve as the Church Benevolent Committee.
- The Chairman of the Deacons, in the absence of the Pastor or at his request, shall teach the new member orientation class, a membership requirement. In the absence of the Pastor and the Deacon Chairman or at their request, the Vice Chairman of the Deacons or a Deacon designee,
- shall teach the new member orientation class. The two-adult rule from the Child Abuse Prevention Policies and procedures (page 5, section C) will apply in the teaching of the Orientation Class.
- Nominate Pulpit/Pastor Search Committee and Ministerial Staff Search Committee

Section 4. Trustees

A. Number and Terms: The church shall annually elect six trustees, while no trustee shall serve more than three consecutive years.

B. Duties: The trustees shall not hold title to the property, but shall have the duty of assuring the legal affairs of the corporation are properly addressed, and overseeing issues and implementing congregational decisions related to the property, including but not limited to its maintenance, insurance, legal papers, mortgages and similar matters. The trustees may also be assigned other tasks by the congregation.

C. Organization: The trustees shall annually elect a Chairman and Vice-Chairman and such other officers as they deem appropriate. They shall establish a regular schedule of meetings, and assure that records and minutes of these meetings are kept and provided to the Clerk who shall assure their inclusion in the records of the church.

D. Function as Board of Directors: The currently serving members of the Trustees shall, meeting and acting together, constitute the Board of Directors of Bethlehem Baptist Church of Jacksonville. Such Board of Directors shall change by and in the same procedure as for the terms of members of the Trustees so that the Board of Directors shall perpetually be the same as the Trustees. 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 polity and long term practice, the congregation as a whole retains the authority to govern the affairs, spiritual and temporal, of the Church.

E. Corporate Officers: The Chairman of the Trustees shall, whenever required by law or practice, serve as the President of the Corporation, having however only such express powers as are granted by the congregation, and having no power absent such express authorization to bind the corporation in any matter or act for it. In a similar manner and subject to the same limitations, the Vice-Chairman of the Trustees shall be authorized to act as the Vice-President.

Section 5. Treasurer

The Church will annually elect a Church treasurer to serve for the following fiscal year. It shall be the duty of the treasurer, assisted by the Stewardship and Finance Committee, to receive, keep in the bank (insured by the FDIC or similar government agency) and disburse by check under proper authority, all money or things of value that are given to the Church and, keep at all times, an itemized account of all receipts and disbursements, rendering regular accounting to the Church. The treasurer shall be an ex-officio member (non-voting) of the Stewardship and Finance Committee. All books, records and accounts kept by the treasurer shall be considered the property of the Church.

Section 6. Clerk

The Church shall elect annually a clerk as its clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the Church. The clerk shall be responsible for keeping a register of names of members with dates of admission, dismissal, death or erasure, together with a record of baptisms. The clerk shall be responsible for preparing the annual letter of the Church to the Association. The Church may delegate some of the clerical responsibilities to the Church secretary who will assist the elected clerk. All Church records are Church property and shall be kept in the Church office. The Clerk shall serve as the Secretary of the Corporation, but shall not be required to attend meetings of the trustees except when they are acting within their capacity as the Board of Directors.

ARTICLE IX STAFF

Section 1. Staff

The staff of this Church shall be comprised of vocational personnel whom the Church deems necessary for the administration of its various programs and ministries, which are not otherwise performed by volunteer officers. Whenever a vacancy occurs, the supervising person or persons and the personnel committee shall recommend a candidate to fill the vacancy, except in the event a special committee is elected by the Church for this purpose. The duties of each staff position shall be specified in their job description and personnel policy as approved by Church vote.

Section 2. Ministerial Staff

The Ministerial Staff (except for the Senior Pastor) shall be called and employed as the Church determines the need for such offices. A job description shall be written by the Deacon body when the need for a staff member is determined. Those staff members shall be called by Church action. Those staff members of whom the Church requires evidence of a personal call of God to minister shall be recommended to the Church by a Special Selection Committee elected by the Church. In the event of a resignation, a two (2) weeks written notice shall be given to the Church. The Church may vote to vacate such positions upon recommendations of the Deacon Body and such termination being immediate. The Ministerial Staff shall include but not be limited to the following: Associate Pastor, Minister of Music, Minister of Education and Minister of Youth.

A. The call of any Ministerial Staff shall take place at a meeting especially called for that purpose for which at least two (2) weeks written notice has been given to the membership. The election shall be upon the recommendation of a Special Selection Committee (i.e., Ministerial Staff Search Committee), nominated by the Deacon Body and approved by the Church to seek out and nominate the Ministerial Staff. The Special Selection Committee will be nominated by the Deacon Body and approved by the Church with a paper ballot election/vote. The Special Selection Committee will be voted upon as a whole with a three-fourths ($\frac{3}{4}$) majority required for election. The Special Selection Committee shall only bring one (1) name at a time for consideration by the church and no nomination shall be made except that of the Special Selection Committee. Election shall be by paper ballot with an affirmative vote of three-fourths ($\frac{3}{4}$) of those members present and voting for a call. Should the candidate recommended by the Special Selection Committee fail to receive the three-fourths ($\frac{3}{4}$) vote, the committee will be instructed to seek another candidate and the meeting will be adjourned without debate.

B. The Senior Pastor shall be the supervisor of the Ministerial Staff.

Section 3. Non-Ministerial Staff

Non-Ministerial Staff shall be employed as the Church determines the need for their services. The Church Personnel Committee, after consultation with the Senior Pastor, supervising staff and related committees, shall recommend the employment or termination of Non-Ministerial Staff. Election shall be by paper ballot with an affirmative vote of three-fourths ($\frac{3}{4}$) of those members present and voting required. In the event of resignation, a two (2) weeks written notice shall be given to the Church. Non-Ministerial Staff members shall include the Director of Music, Secretary, Financial Secretary, Custodian(s), Pianist, Organist, Interim Positions, or other positions as otherwise deemed necessary by the Church.

Whenever a vacancy occurs in the Non-Ministerial Staff, the supervising person or persons and the Church Personnel Committee shall recommend a candidate to fill the vacancy, except in the event a Special Selection Committee is elected by the Church for the purpose. The Special Selection Committee shall be nominated by the Deacon Body and approved by the Church with a paper ballot election/vote. The Special Selection Committee will be voted upon as a whole with a three-fourths (¾) majority required for election.

ARTICLE X COMMITTEES

Section 1. Guidelines

The Church shall elect such committees as may be deemed necessary to carry on the various phases of the programs of the Church efficiently and effectively. These committees shall be elected by the Church upon the recommendation of the Nominating Committee, unless the Church directs their appointment in a different manner. All committees serve at the pleasure of the Church and shall in no event have any authority to act for the Church except where specifically authorized. The Committee Job Descriptions Manual shall govern all Church committees. The manual will include committee responsibilities, duties and other helpful procedures as set forth by the deacon body. The manual will be available to all Church members. The Church secretary shall maintain the master manual copy.

Section 2. Terms of Office

After serving three consecutive years, standing committee member(s) must rotate off for one full church year.

ARTICLE XI CHURCH FINANCES

Section 1. Church Budget

The Stewardship and Finance Committee, in consultation with appropriate Church committees, shall prepare an inclusive budget, shall present the amount needed and sought for all expenses. It is understood that membership in the Church involves financial obligations to support the Church and its causes with tithes and offerings. Offering envelopes will be provided for recording purposes. Procedures for the receipt, handling, depositing, accounting and disbursement of funds shall be set forth in the Committee Job Descriptions Manual.

Section 2. Fiscal Year

The Church fiscal year shall run September 1 through August 31.

Section 3. Church Property

The Church may hold, sell, mortgage, convey and lease its property. The Church's property (real or personal), shall not be sold, mortgaged, conveyed or leased unless authorized by an affirmative vote of three-fourths of the members of the Church present and voting at a special business meeting.

Section 4. Accounting Procedures

All funds for any and all purposes shall be handled in accordance with procedures established by the Stewardship and Finance Committee, be reported to the Church Treasurer or Financial Secretary, and be properly recorded on the books of the Church. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Stewardship and Finance Committee.

Section 5. Expenditures and Receipts of Funds

- A. No funds shall be disbursed without the express authorization of the Church as provided for in the budget or separate authorization.
- B. No designated funds shall be received except where the Church has approved the receipt of funds for the designated cause. Separate accounting shall be maintained for all designated gifts and funds.
- C. The receipt of gifts of real or personal property must be approved by the appropriate church bodies.

ARTICLE XII CHURCH PROGRAM ORGANIZATIONS

The Church shall maintain programs of Bible teaching, Church member training, Church leader training, new member orientation, mission education, action and support and music education, training and performance. All organizations related to the Church programs shall be under Church control, all officers being elected by the Church and reporting regularly to the Church and all program activities subject to Church coordination and approval. The Church shall provide the human resources, the physical resources and the financial resources for the appropriate advancement of these programs.

Section 1. Sunday School

- A. Duties: The Sunday school shall be the basic organization for the Bible teaching program. Its tasks shall be able to teach the Biblical revelation, reach persons for Christ and for Church membership, perform functions of the Church within its fellowship and provide and interpret information regarding the work of the Church and denomination.
- B. Organization: The Sunday School shall be organized by department and/or classes, as appropriate for all ages and shall be under the leadership of the Sunday School Director elected by the Church.
- C. Sunday School Director: The Sunday School Director shall have general oversight of the Bible teaching program and shall administer its affairs in cooperation with the Sunday School teachers. The Sunday School Director will assist in the ordering, receiving and issuing of the Sunday school literature and see that a full and accurate report is maintained of all appropriate records. The Director and all teachers and officers shall be elected annually by the Church.

Section 2. Discipleship Training

- A. Duties: The task of discipleship training shall be to assist Church members to perform the functions of the Church, train Church leaders, orient new Church members, teach Christian theology, Christian ethics, Christian history and Church polity and organization and provide and interpret information regarding the work of the Church and the Baptist denomination.
- B. Discipleship Training Director: The Discipleship Training Director shall have charge of the activities of the Church training program and shall administer its affairs in cooperation with the pastor. The Director shall assist in the ordering and issuing of Discipleship Training material. The Director and other Church training leaders shall be elected annually by the Church.
- C. Other Officers: Discipleship training shall have such other officers and organizations as the Church determines the program requires.

Section 3. Women's Missionary Union

A. Duties: The Women's Missionary Union shall be the mission education, mission action and mission support organization of the Church for women, young women, girls and preschool children. Its tasks shall be to teach missions, engage in mission action, support world missions through praying and giving and provide and interpret information regarding the work of the Church and the Baptist denomination.

B. Women's Missionary Union Director: The WMU Director shall lead the work of the WMU seeking to enlist all the women and girls of the Church in a program of missionary education and involvement. The WMU Director and general officers shall be elected annually by the Church.

C. Other Officers: Women's Missionary Union shall have such other officers and organizations as the program requires.

Section 4. Brotherhood

A. Duties: The Brotherhood shall be the Church's organization for mission education, mission action and mission support for men, young men and boys. Its tasks shall be to teach missions, engage in mission action, support world missions through prayer and giving and to provide and interpret information regarding the work of the Church and the Baptist denomination.

B. Brotherhood Director: The Brotherhood Director shall lead the work of the Brotherhood as outlined by the Brotherhood, seeking to enlist the men and boys of the Church in an active program of missionary education and involvement. The Director and other general officers of the Brotherhood shall be elected annually by the Church.

C. Other Officers: The Brotherhood shall have such officers and organizations as the program requires.

Section 5. Church Music

A. Duties: The Church music is under the direction of the Minister of Music who is responsible for the music education, training and music ministry of the Church. Its tasks shall be to teach music, train persons to lead, sing and play music, provide music in the Church and community and provide and interpret information regarding the works of the Church and the Baptist denomination.

B. Officers: The Church music program shall have such officers and organizations as the program requires.

ARTICLE XIII GENERAL

Section 1. License

When a member announces to the Church that the member feels the call to the ministry, the Church, after proper examination and consultation by the pastor and deacons, may by a majority vote, license the member as acknowledgement of the call to the ministry and encouragement to make preparations for it. The clerk of the Church may furnish the member with a copy of the minutes or a certificate of license or both as credentials. Such a license may be revoked at any time by formal Church action.

Section 2. Ordination

In the event the Church is requested to ordain a member who has been called into the gospel ministry, the following procedures shall be followed: The pastor and deacons shall examine the candidate and make a recommendation to the Church. The Church, by a majority vote of members present and voting may approve the ordination. If approved, the Church shall arrange an ordination service.

**ARTICLE XIV
CHURCH POLICY MANUAL**

The deacons shall assure the creation and maintenance of a Policies and Procedures/Operations Manual which shall contain all currently controlling policies and procedures governing any aspect of the Church's affairs including policies regarding the handling of funds, use of facilities, child-care policies, and employment policies and practices. A copy of the Policies and Procedures/Operations Manual shall be kept in the Church Office.

**ARTICLE XV
AMENDMENTS**

Section 1. Amendment

Amendments to the Charter and Bylaws shall be presented in writing to the secretary of the Trustees. The Trustees shall review the proposed amendment and upon approval of the Board by a majority vote the proposal shall be presented to the Church. Amendments to the Charter and Bylaws shall be approved by a three-fourths vote of the Church members present and voting by secret ballot. The Trustees will be responsible to count the ballots and announce the results at the conclusion of the business meeting.

Section 2. Copies.

A copy of these Bylaws and any amendments thereto shall be recorded by the Clerk and copies maintained and made available at the Church office.