

Powell Baptist Church

Constitution & By-laws

Revised June 1985

Revised 1991

Revised February 5, 2003

Revised June 18, 2003

Revised April 2010

Revised November 2013

Revised April 19th, 2015

Amended:

January 1987 (Deacon Election)

January 1988 (Counting Teams)

May 1988 (Deacon Election)

October 9, 1996 (Deacon Election)

April 1997 (Deacon Nomination, Election, Tenure)

April 2010 (See Attachment I)

November 2013 (See Attachment II)

April 2015 (Trustees, Corporation Officers)

**POWELL BAPTIST CHURCH
CONSTITUTION & BY-LAWS**

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CONSTITUTION

POWELL BAPTIST CHURCH

PREAMBLE

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

NAME

This body shall be known as the Powell Baptist Church, Inc., 1577 Old Appling-Harlem Hwy., Harlem, Columbia County, Georgia 30814. This church was established January 13, 1893 and incorporated on February 20, 1986.

VISION

The vision of Powell Baptist Church is to reach its community with the gospel of Jesus Christ (Rom. 1:16) and to equip “the saints for the work of ministry, for the edifying of the body of Christ, till we all come to the unity of the faith and the knowledge of the Son of God” (Eph. 4:12-13).

Mission Statement

The Mission of Powell Baptist Church is to accomplish our vision by encouraging every member to verbally share witness to Jesus Christ as they go into the community. The church will also provide mission opportunities for sharing the gospel locally, stateside, and abroad (Acts 1:8). Further, our membership will be provided opportunities to grow spiritually, theologically, and practically by offering educational classes, seminars, worship services, and fellowship. Finally, the saints’ spiritual growth will continue as we encourage one another to voluntary obedience to the person and work of Jesus Christ and commitment to the Bible as the inerrant, authoritative, and sufficient Word of God.

SECTION ONE: DOCTRINAL STATEMENT

I. The Scriptures

The Holy Bible is the inspired word of God and is our rule of faith and practice. The church subscribes to the doctrinal statement of the "The Baptist Faith and Message" as adopted by the Southern Baptist Convention.

II. Ordinances

A. The Lord's Supper

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

1. The Lord's Supper shall be observed on the second Sunday of the quarter or as otherwise scheduled.
2. The Lord's Supper shall be observed in the morning worship service unless otherwise indicated.
3. The pastor and deacons shall be responsible for the preparation and administration of the Lord's Supper.

B. Baptism

This ordinance as well as the Supper has been committed to the church. The church alone is the one to administer it. Through this ordinance a repentant sinner acknowledges the death, burial and resurrection of Jesus Christ and gives public testimony of the death of the old self, burial of the old man, and the raising to a newness of life in Jesus. A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service and who indicates a commitment to follow Christ as Lord shall be received for baptism.

1. Baptism shall be by total immersion in water, unless prohibited by a physical disability.
2. Baptism shall be administered by the pastor or whomever the church shall authorize. The deacons shall assist in the preparation and observance of baptism.
3. Baptism shall be administered as an act of worship during any worship service.

III. Marriage

Powell Baptist Church is a family of orthodox Christians who accept the Holy Bible and its teachings as the sole authority for faith and practice. Therefore, we believe God created mankind, 'Male and female He created them.' (Genesis 1:27). God gave mankind the institution of marriage (Genesis 2:18-25). Marriage is to be between one natural man and one natural woman. Further, the word 'marriage' means only a legal union between one man and one woman as husband and wife, and the word 'spouse' refers only to a person of the opposite sex, who is a husband or wife.

SECTION TWO: 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 engage, 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 poor and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions, to educate our children in Christian doctrine, 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 substances and 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, aid one another in sickness and distress, to cultivate Christian sympathy in feeling and Christian courtesy in speech, slow to take offense but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay. (Matthew 18:15-16)

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 and those of us who remain will in like manner encourage those who have removed to unite with another church.

SECTION THREE: RELATIONSHIPS

The government of this church shall be vested in its membership. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as it is practical this church will cooperate with and support the Kilpatrick Baptist Association, Georgia Baptist Convention and the Southern Baptist Convention.

SECTION FOUR: AMENDMENTS TO THE CONSTITUTION

No recommendation shall ever be embodied in any report made to the church that would modify or amend the constitution of the church, unless it be that of a committee appointed by the church to make recommendations for such changes. Proposed amendments or revisions to this Constitution can be made in writing at any regular business meeting. Copies of the proposed amendment will be available for each member present. The proposed amendments shall lie on the table for one month before action is taken, with voting occurring at a called business meeting for that purpose only. The called meeting shall be on the 5th Sunday after the A.M. service following the meeting when the proposed amendments were presented. Amendments shall be passed by a two-thirds majority vote.

BY-LAWS

SECTION ONE: CHURCH GOVERNMENT

I. Church Conference

- A. Monthly - Church conference shall be held the third Wednesday of every month
- B. Annually - September monthly meeting
- C. Special - May be called by the Pastor or Chairman of the Deacons. Two weeks' notice is required.
- D. The Benevolence Committee may call a business meeting without prior notice as needed.

(Reference: Policy and Procedures Manual, Procedures for Establishing a Benevolence Committee)

II. Quorum

A quorum shall consist of members in attendance.

III. Voting Rights

Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference provided the member is present unless provisions have been made for absentee balloting. An affirmative vote of the majority of members present shall rule.

IV. Minutes

The church clerk shall keep minutes of each business meeting. The church clerk shall provide copies of the minutes of the business meeting within two weeks to the church secretary. The church secretary shall make copies of minutes and place on the table in the vestibule within one week of receipt.

SECTION TWO: MEMBERSHIP

I. Requirements

The membership reserves the right to determine who shall be members of this church and the conditions of each membership. A majority vote of those members present and voting shall be required to elect such candidates to membership.

Any person may offer himself/herself as a candidate for membership in this church. All such candidates may be presented in one of the following manners:

- A. As a candidate for baptism on a profession of faith
- B. By promise of letter from a Southern Baptist Church or a church of like faith and order
- C. By statement of prior conversion experience and baptism in a Southern Baptist church or a church of like faith and order when for any reason no letter is obtainable.

Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and the deacons for investigation and the making of a recommendation to the church within thirty (30) days.

II. Orientation

There shall be an orientation program available for all candidates for membership and anyone else who has a need of this program. This orientation is for the purpose of:

- A. Assisting the candidate in being sure he has truly accepted Christ as his Savior
- B. Helping a candidate become fully aware of the meaning of Christian discipleship and its principles and practices
- C. Making the candidate aware of basic Baptist beliefs
- D. Introducing the candidate to this church's organization as a means of furthering God's work

III. Discipline

It shall be the basic purpose of the Powell Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the ministerial staff and deacons, are available for counsel and

guidance. Redemption rather than condemnation should be the guideline which governs the attitude of one member toward another. (Matthew 18:15-35; Galatians 6:1-10; Ephesians 4:25-32; James 5:19-20)

IV. Termination: Membership shall be terminated in the following ways:

- A. Death
- B. Transfer of membership to another church of like faith and practice
- C. Request or proof of membership in another church *
- D. Upon request of member to be removed from church roll

V. Inactive

Non-attending members may be named inactive per guidelines in the Policies and Procedures Manual.

** Church letters will not be granted to any individual.*

SECTION THREE: CHURCH STAFF

I. Ministerial Staff

A. Selection

Staff members shall be elected from a recommendation of a search committee whenever a need occurs. The search committee shall be formed at the next monthly conference following the resignation of a staff member. In the event there is a recommendation to staff a new position, the search committee will be elected during the same conference that such recommendation was made. The search committee shall be composed of five members and two alternates nominated from the floor and elected by the members present at the conference. All nominees must be present at the meeting.

B. Election

Recommendations shall be presented one (1) week before the election and it shall include a written job description to include salary and benefits. Election shall take place at a Sunday morning business meeting called for that purpose. Election shall be by an affirmative vote of the majority of voting members present. Voting shall be by written ballot to be counted by the church clerk and members of the search committee. Staff

members thus elected shall serve until the relationship is terminated by his/her request or the church's request. The Church will deal with only one candidate at a time.

C. Termination

It is recommended ministerial staff members give at least two (2) weeks notice at the time of resignation before terminating their duties. The church will give at least thirty (30) days compensation to a ministerial staff member when the church requests a termination of their service. Any other mutually agreed arrangement shall be in writing and retained by the church clerk. Voting to terminate or accept resignations shall be by written ballot.

D. Duties

1. Pastor

The Pastor shall have charge of the welfare and supervision of the church. He is responsible for:

- a. Leading the church to perform its tasks as a New Testament church
- b. Leading the ministerial staff to perform its duties
- c. Leading the church in a fellowship of worship, witness, education, ministry and applications
- d. Proclaiming the gospel to believers and non-believers
- e. The care of its members and other persons in the community
- f. Attending meetings in an advisory capacity.
- g. Administering the church's orientation program
- h. Serving as coordinator of church council

II. Other Staff Members

- A. See Policies and Procedures Manual for current job descriptions.
- B. A job description shall be written when the need for additional staff members is determined.
- C. See Policies and Procedures manual for termination policies for hourly wage and contract staff.

SECTION FOUR: ACTIVE DEACONS

There shall be a minimum of six (6) active deacons for the first two hundred (200) resident members and one (1) for each fifty (50) resident members thereafter. Deacons shall meet the qualifications as outlined in the Bible (I Timothy 3:8-15; Acts 6:1-4)

Deacons shall at all times regard themselves as servants of the church with the Pastor as the Holy Spirit may direct. They are to consider and make recommendations to the church in all matters pertaining to its spiritual works and progress including the discipline of the church and establishment and maintenance of spiritual relations with all members of the church. Deacons shall assist the pastor in the observance of all ordinances.

A Deacon is a deacon for life unless he is removed by vote of the church from his position as a deacon.

Any deacon who is unable to perform his regular duties because of health reasons shall be an Honor Deacon and available for counsel to the deacon body. Appropriate recognition as honor deacon will be the responsibility of the deacon body.

I. NOMINATIONS

- A. Any church member may nominate any married male member twenty-one (21) years of age or older. The nominee must have been a member of Powell Baptist Church for at least one (1) year prior to being nominated. The nominator must get permission from the nominee to submit his name.
- B. Nomination period shall be the fourth (4th) Sunday in April through the third (3rd) Sunday in May. The church shall be notified in the bulletin of the nomination period.
- C. Nomination forms may be obtained from the pastor, chairman of the deacons, clerk or church secretary.
- D. Upon conclusion of nomination period all nomination forms must be submitted to chairman of deacons no later than the first (1st) Sunday in June.
- E. In the event, at the end of the nomination period, there are insufficient numbers of men who agree to serve as deacons to meet the required number as set forth in the by-laws, deacons who are scheduled to rotate from active to reserve status and are willing to continue to serve will be asked to stay an additional year.

ORDAINED BY ANOTHER CHURCH OF LIKE FAITH AND ORDER

- F. If a man is nominated who has been ordained by another church of like faith and order, the pastor and the chairman of deacons will counsel with the nominee to determine his willingness to serve in regards to scriptural principles that include:
1. The creation as found in Genesis
 2. The inerrancy of the Holy Scripture
 3. The virgin birth of Jesus
 4. The sacrificial death of Jesus on the cross for our sins.
 5. The resurrection of Jesus from the grave
 6. The return of Jesus to call up his church.

The nominee must also meet the qualifications for deacons as listed in I Timothy 3:8-15 and Acts 6: 1-4. In the event the pastor and chairman of the deacons have reservations concerning the nominee's qualifications to serve, these concerns will be discussed with the nominee. If these concerns cannot be resolved the pastor and chairman of deacons will request the nominee withdraw his name from the list of nominees. In the event the nominee declines to remove his name the pastor and chairman of deacons shall meet with the nominator and request he/she withdraw the nomination and request permission to remove the nominee's name from the list of nominees. In the event the nominator declines to remove the nominees name from the list of nominees, the chairman of the deacons will bring the issue before the church, at the next regularly scheduled business meeting, for resolution. The deacon review committee, which consists of chairman of the deacons and all active deacons, will counsel with the nominee in regards to expectations, duties and responsibilities of deacons of Powell Baptist Church. If he declines to serve his name shall be removed from the list of nominees and the nominator will be notified by the chairman of the deacons.

NEVER BEEN ORDAINED

- G. If a man is nominated who has never been ordained, the pastor and the chairman of the deacons will counsel with the nominee to determine his willingness to serve in regards to scriptural principles that include:
1. The creation as found in Genesis

2. The inerrancy of the Holy Scripture
3. The virgin birth of Jesus
4. The sacrificial death of Jesus on the cross for our sins.
5. The resurrection of Jesus from the grave
6. The return of Jesus to call up his church.

The nominee must also meet the qualifications for deacons as listed in I Timothy 3:8-15 and Acts 6: 1-4. In the event the pastor and chairman of the deacons have reservations concerning the nominees' qualifications to serve, these concerns will be discussed with the nominee. If these concerns cannot be resolved, the pastor and chairman of deacons will request the nominee withdraw his name from the list of nominees.

In the event the nominee declines to remove his name the pastor and chairman of deacons shall meet with the nominator and request he/she withdraw the nomination and request permission to remove the nominee's name from the list of nominees.

In the event the nominator declines to remove the nominees name from the list of nominees, the chairman of the deacons will bring the issue before the church, at the next regularly scheduled business meeting, for resolution. The deacon review committee, which consists of chairman of deacons and all active deacons, will counsel with the nominee in regards to expectations, duties and responsibilities of deacons of Powell Baptist Church. If he declines to serve his name shall be removed from the list and the nominator will be notified.

II. ELECTION

- A. The number of deacon vacancies shall be published in the church bulletin (2) weeks prior to the election.
- B. List of nominees shall be in the church bulletin at least two (2) weeks prior to election.
- C. Election shall be by secret, numbered ballot on the second Sunday in September.
- D. Absentee ballots may be secured from the church office and returned to chairman of deacons before the election.
- E. Ballots shall be counted on the day of the election by the church clerk, the ushers of the day, the deacons present and the results announced to the church.

- F. The tally sheet shall be signed by those counting. The tally sheet and the ballots shall be sealed and retained by the church clerk for ninety (90) days. These ballots, with the tally sheet, may be examined in the presence of the counters by any church member.

III. ORDINATION

- A. If the church elects a man who has not been ordained, the pastor and deacons shall organize an ordination council and proceed with his ordination.

IV. TENURE

- A. Terms of service shall be rotating.
- B. Those elected shall serve four (4) years (48 consecutive months), with the exception of a deacon elected during a special election, see Item C under VACANCY.
- C. Upon completion of a four (4) year term, an elected deacon will rotate off for a period of no less than one year and at the end of the one year rotation period, he will automatically be eligible to rotate back on to active status without having to again go through the election process as outlined in Section II. ELECTION.
- D. In the event the rotating deacon does not desire to become active after the one year rotation, he may elect to inform the chairman of deacons of his decision to vacate his position in the rotation process until such time he is led to resume the duties of an active deacon. Upon expressing his desire to the pastor and an active deacon, he will then be placed back into the rotation process for the following year.

V. VACANCY

- A. A special election may be held to fill any vacancy that occurs during the year due to death, health or resignation of an active deacon.
- B. Any vacancy shall be filled by the same process as the regular deacon election. The nominating period will begin the first Sunday after the vacancy has been announced. The nomination period shall be four weeks (4). The election will be held four weeks (4) after the nominating period ends. The voting and tallying of

ballots will use the same process as the regular deacon election.

- C. In the event a man is elected during a special election, he will begin serving as an active deacon at the time he is elected, his 48 months of tenure service will begin at the time of the next regularly scheduled deacon election.

VI. RESIGNATION OF A DEACON

If a deacon is moved to resign as an active deacon he must submit a letter of resignation to the chairman of the deacons. The chairman of the deacons will submit the letter of resignation to the church at the next regular business meeting for resolution.

VII. CHAIRMANSHIP

The chairman of the deacons shall be elected at the regularly scheduled deacons meeting in September of each year. Deacons rotating back on to active status are eligible to be voted in as chairman.

SECTION FIVE: FINANCES

I. STEWARDSHIP COMMITTEE

- A. Shall consist of five (5) members plus treasurer as ex-officio member. Members shall serve on a rotating basis. Rotation will be as follows: The nominating committee will designate the length of term (1, 2, or 3 years). This will ensure alternate rotations and continuity of experience.
- B. Shall propose an annual budget and distribute it to the church two (2) weeks prior to voting with voting being at the December business meeting.
- C. Shall review budget semi-annually after June financial statement is approved.
- D. Shall serve in an advisory capacity to the church treasurer.

II. BUDGET

- A. Shall be prepared annually by the Stewardship Committee.
- B. Shall be approved by the church at December business meeting.
- C. Expenditures that have been approved in the budget will not require a representation to the church.
- D. Stewardship committee shall review all proposed expenditures, which are not in the approved budget before presentation.

III. OFFERINGS

- A. Counting teams shall consist of the ushers of the day with at least three (3) adults of the age of twenty-one (21) years and elected at church conference.
- B. The Sunday School offering shall be counted and recorded and then placed in the safe in the Sunday School office by the Sunday School director and Sunday School Secretary, who should not be related.
- C. The Worship service offering and Sunday School offering shall be counted and a deposit slip made immediately after the worship service collection. The collection will be placed in a sealed bank bag and placed in the safe by the counting team.
- D. The financial secretary or a designated person will be responsible for depositing money in a sealed bag and delivering deposit slip copies to the church office to be filed. No person under the age of twenty-one (21) shall be responsible for depositing money.
- E. Offerings collected at special services, such as revivals and gospel sings, will be counted by at least three (3) ushers. The ushers will be in charge of the disbursement or placement of the offering in the safe.

IV. AUDIT

- A. An external/internal audit may be called for at any time by the stewardship committee at a regular business meeting.
- B. An internal audit shall be conducted upon the election of a new treasurer.
- C. All audits will be scheduled by the Stewardship Committee.

- D. Results of audit will be made a part of the permanent records by the church clerk.
- E. A copy of the audit will be available to any church member through the stewardship committee.
- F. An external audit is required every five (5) years.

V. CONTRIBUTION RECORDS

The financial secretary will be responsible for the following:

1. Maintaining contribution records on a weekly basis.
2. Providing a composite report to contributors no later than the last Sunday in January to reflect individual contributions of previous twelve (12) months.

SECTION SIX: OFFICERS

I. MODERATOR

- A. The moderator shall be the pastor or chairman of the deacons. In the absence of both, the clerk shall call the church to order and an acting moderator shall be elected.
- B. The church shall elect a parliamentarian annually at the October business meeting.
- C. "Roberts Rule of Order, Revised" will govern parliamentary procedure.

II. CLERK

- A. The church shall elect a clerk annually.
- B. The clerk shall keep a record of all the actions of the church.
- C. The clerk shall keep a register of all members with dates of admission, dismissal or death.
- D. The clerk shall keep copies of all communications and written official reports.
- E. The clerk shall file legal notice of all meeting where such notice is indicated by the by-laws.

- F. All church records must be maintained on church property and available to the Church Secretary.

For specific duties and responsibilities see Policy & Procedure manual.

III. TREASURER

- A. The church shall elect a treasurer annually.
- B. The treasurer shall be bonded.
- C. The treasurer shall see that all invoices are promptly paid upon receipt.
- D. The treasurer shall obtain an itemized account of all receipts and disbursements for the preceding month and present a report at the monthly business meeting.
- E. The treasurer shall, at the end of each fiscal year, and upon approval of the church, verify to the church clerk all records to be made a permanent part of the church records.

IV. CORPORATION OFFICERS

- A. The corporation officers of Powell Baptist Church will act as the Trustees of the church and will consist of the following officers: Chief Executive Officer (CEO), Chief Financial Officer (CFO), Resident Agent (RA), and Secretary.
- B. The corporation officers are to be elected by the church at large during a regularly scheduled business meeting with a majority vote of the members present.
- C. The term of office shall be three (3) consecutive years.
- D. The corporation officers are held accountable to the church members ie...corporation body and can be removed from office for failure to perform their duties or any malfeasance by a majority vote of the church members present at any scheduled business meeting.
- E. The corporation officers shall see that sufficient insurance is carried and shall be consulted before any alterations or changes to buildings or church property is made.
- F. Upon specific vote of the church authorizing action, the corporation officers shall have the power to buy, sell, mortgage, lease, or transfer any property or other legal documents related to church approved matters.

- G. A person must be at least 35 years of age and have been a member of Powell Baptist Church for a minimum of five (5) years before being eligible to serve as a corporation officer.
- H. The church corporation officers will give an annual report to the church at the last regularly scheduled business meeting of each fiscal year. They may call for a called business meeting in accordance to the church constitution and bylaws, if the need arises to discuss or inform the church congregation of matters that need immediate attention.

V. CHURCH COUNCIL

- A. The church council shall include the Pastor, Minister of Music, Sunday School Director, Discipleship Training Director, Brotherhood Director, WMU Director, Youth Director, Chairman of the Deacons, and Chairman of the Fellowship Ministry Team.
- B. The council may include a representative from any other area, as well as the above as needed.
- C. The council shall elect a chairman annually.
- D. The council shall determine the frequency of their meetings and the methods of recording and reporting its activities and/or recommendations to the church.
- E. The council shall plan, schedule, coordinate, publicize and promote the mission and ministries of the church.

SECTION SEVEN: COMMITTEES

I. NOMINATING COMMITTEE

- A. The Nominating Committee shall consist of seven (7) members to include the Sunday School Director and Discipleship Training Director.
- B. The Sunday School Director shall be chairman of the committee.
- C. Five (5) members shall be elected at large at the September business meeting.
- D. The nominating committee shall nominate persons for all volunteer positions of

the church unless otherwise specified.

- E. Such persons shall be approved by the nominating committee before they are contacted for service.
- F. The nominating committee shall serve from October 1st through September 30th each year.
- G. The nominating committee shall present the slate of officers at the August business meeting which shall be voted on at the September business meeting.

II. PERSONNEL COMMITTEE

- A. Shall consist of three (3) members.
- B. Committee members shall be nominated by the nominating committee and elected by the Church.
- C. The term of office shall be at least three (3) years. Upon nomination the nominating committee will indicate by the nominees name the start date of the member's term to ensure a degree of continuity of experience.
- D. Personnel Committee members are responsible for managing all non-ministerial staff. All contract staff will fall under the supervision of the department head they are serving, i.e., custodial staff and lawn care staff will answer to Building and Grounds.

For specific duties and responsibilities see Policy & Procedure manual.

III. OTHER COMMITTEES

Other committees may be elected by the church and shall serve as needed.

All committees and councils shall keep written minutes of all meetings and submit copies to church secretary within one week. The secretary shall maintain minutes for a minimum of three (3) years. The Pastor is ex-officio of all committees.

SECTION EIGHT: ORGANIZATIONS

I. Sunday School

The Director shall have general oversight over the entire school and shall administer its affairs in cooperation with and according to plans and methods of the Sunday School Board of the Southern Baptist Convention subject to the approval of the local church.

He shall acquaint himself with the best methods of religious education and endeavor to adopt them in the school. It shall be his duty to counsel with the teachers and officers regularly giving advice and receiving suggestions from co-workers. He shall see that a full and accurate report is made of the work of the Sunday School at the regular business meeting of the church. Only Sunday School teaching material or Vacation Bible School material of the Southern Baptist Convention will be used in Sunday School or Vacation Bible School without prior approval of the Sunday School Director and the Pastor.

There shall be a Sunday School divided into departments and/or classes for all ages and conducted under the direction of the Sunday School Director for the study of God's word. The tasks of the Sunday School shall be to teach, reach persons for Christ, and increase church membership.

II. Discipleship Training

The Director shall have charge of Discipleship Training. He shall acquaint himself with the program and method of teaching as outlined by the Sunday School Board of the Southern Baptist Convention. He shall see that a full and accurate report is made of the Discipleship Training activities at the regular business meetings. Only Discipleship Training teaching materials of the Southern Baptist Convention will be used in Discipleship Training without prior approval of the Discipleship Training Director, and the Pastor.

There shall be departments for all ages overseen by the Discipleship Training Director. The tasks of Discipleship Training shall be to orient new church members, train church members to perform the functions of the church, train church leaders, teach Christian history, church policy and organization, and provide and interpret information regarding the work of the church and denomination.

III. Brotherhood

The tasks of the Brotherhood are to teach missions; engage in mission action; support

world missions through prayer and giving; provide and interpret information regarding the work of the church and denomination.

The Director shall promote the work of the Brotherhood Commission of the Southern Baptist Convention seeking to enlist the men and boys of the church in an active program for Christ. He shall see that a full report is given at the regular business meeting of the church.

IV. Women's Missionary Union

The tasks of the Women's Missionary Union 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 denomination.

The president of this union shall seek to enlist the women, girls and preschool children of the church in a program of missionary training, giving and according to the plans promoted by the Women's Missionary Union of the Southern Baptist Convention. She shall see that a full and accurate report of activities is given at the regular business meetings.

SECTION NINE: AMENDMENTS TO THE BYLAWS

No recommendations shall ever be embodied in any report made to the church that would modify or amend the by-laws of the church, unless it be that of a committee appointed by the church to make recommendations for such changes. Proposed amendments or revisions to the by-laws can be made in writing at any regular business meeting. Copies of the proposed amendment will be available for each member present. The proposed amendment shall lay on the table for one month before action is taken, with voting occurring at a called business meeting for that purpose only. The called meeting shall be on the fifth (5th) Sunday after the A.M. service following the meeting when the proposed amendments were presented. Amendments or revisions shall be passed by a two-thirds (2/3) majority vote.

These by-laws supersede any and all by-laws that have previously been adopted by this church.

Upon adoption of these by-laws the clerk shall make them a permanent part of the church minutes.

Upon adoption a copy of these by-laws shall be kept by the Church Secretary, Church Clerk, Deacon Chairman, Deacon Vice-Chairman, Parliamentarian and Church Moderator.

Attachment I

Amended changes made to the Constitution and By-Laws April 2010

Page 8 – Section Four: Amendments

Page 9 – I. Church Conference , C. Special

Page 10 – Section Two: Membership, I. Requirements

Page 10 – III. Discipline

Page 11 – Section Two: Membership, I. Requirements, V. Inactive

Page 11 – I. Ministerial Staff, A. Selection

Page 11 – I. Ministerial Staff, B. Election

Page 12 – I. Ministerial Staff, C. Termination

Page 12 – Other Staff Members

Page 13 – I. Nominations, E.

Page 16 – IV. Tenure, C., D.

Page 16 - V. Vacancy, A.

Page 17-18 - Offerings, A., B., C., D., E., F.

Page 18 – IV. Audit, A.

Page 18 – V. Contribution Records, A.

Page 19 – III. Treasurer, C., D., E.

Page 20 – Trustees

Page 20 – V. Church Council, A.

Page 21 – I. Nominating Committee, C.

Page 22 – Organizations, I. Sunday School

Page 22 – II. Discipleship Training

Page 23 – IV. Women’s Missionary Union

Page 23 – Amendments

Attachment II

Amended changes made to the Constitution and By-Laws November 2013

Constitution- Section One: Doctrinal Statement, Ordinances, Baptism, Section 1.

Constitution-Section One: Doctrinal Statement, Marriage

By-Laws-Section Three: Church Staff, Other Staff Members

By-Laws-Section Four: Active Deacons, VII. Chairmanship

By-Laws-Section Five: Finances, Offerings

By-Laws-Section Five: Finances, Audit

By-Laws-Section Six: Church Council

By-Laws-Section Seven: Committees, Personnel Committee