

Constitution Huntington First Baptist Church

PREAMBLE

We hereby declare and establish this Constitution for the purpose of preserving and securing the principles of our faith and to guide this body in an orderly manner. This constitution shall preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches and organizations.

I. NAME

This body shall be known as HUNTINGTON FIRST BAPTIST CHURCH located at Main and Magnolia Streets in Huntington, Texas. Charter No. 271546 has been granted by the OFFICE OF THE SECRETARY OF STATE dated February 3, 1970, and is exempt under Article 12.03 Title 122A, Taxation - General, RCS of Texas. All gifts, property, both tangible real and otherwise, which accrue, expecting the tithes and offerings shall become the property of this cooperation.

II. OBJECTIVES

To be a dynamic organization empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world. To be a worshipping fellowship, experiencing as awareness of God, recognizing His person, and responding in obedience to His leadership. To experience an increasingly and meaningful fellowship with God and fellow believers, to help people experience a growing knowledge of God and man. To be a church which ministers unselfishly to persons in the community and the world in Jesus' name. To be a church whose purpose is to be Christlike in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Christ.

III. STATEMENT OF BASIC BELIEFS

We affirm that the Holy Bible is the inspired Word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of the "The Baptist Faith and Message" as adopted by the Southern Baptist Convention. We voluntarily band ourselves as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The Ordinances of the church are Believers Baptism and the Lord's Supper. (See Article III, Section 5 of the bylaws.)

IV. CHURCH COVENANT

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and Savior and, on the profession of our faith, having been baptized in the name of the Father, and the Son, and 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 of 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, and comfort; to promote its prosperity and

spirituality; to sustain its worship, ordinances, doctrines, and discipline; 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 religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspect fully 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 intoxication drinks as a beverage; to use our influence to combat the use of drugs and the spread of pornography; 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 and 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.

V. POLITY AND RELATIONS

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. (See Article I of the Bylaws.)

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by the church action.

The church 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. In so far as is practical this church will cooperate with and support the Unity Baptist Association, the Southern Baptist of Texas Convention and the Southern Baptist Convention.

It is hereby resolved, stipulated and agrees that this body is organized and shall be operated for the purpose of engaging in religious worship and promoting the spiritual development and well-being of individuals, its assets are pledged for use in performing its religious functions. On discontinuance of this organization by dissolution or otherwise, its assets are to be sold and the proceeds be given to some appropriate mission agency affiliated with the Southern Baptist Convention that is qualified as an exempt organization under Section 501 © (3), Internal revenue Code, as amended.

VI. GOVERNMENT OF THIS DOCUMENT

This constitution and corresponding bylaws shall supersede all previous actions taken and documents adopted by this church prior to the adoption of this document. All policies, procedures, practices, and job description or action undertaken by the church and this document, the Constitution and By Laws shall prevail and govern.

**BYLAWS
HUNTINGTON FIRST BAPTIST CHURCH**

ARTICLE I: GENERAL

Section 1. General

This is a sovereign and democratic Southern Baptist Church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership. In the event of a discussion arising from differing interpretations of these documents, the question shall be referred to the Deacon body to deliberate on the matter. The decision of this group will be conclusive.

Section 2. Financial Support

The fiscal year of the church shall be from January 1 through December 31 of each year.

The church shall be supported by regular tithes and offering from the members. Special memorials and offerings may be received only for projects approved by the church in regular or called conference. Gifts and donations from persons of groups other than members must be approved by the Finance Committee before deposit.

The church will participate in the three special mission offerings for International, North American, and State Missions. Associational

All special fundraising activities shall be approved by the Finance Committee. No monies from special fund raiser shall be used to support the general operating budget of the church.

ARTICLE II: MEMBERSHIP

Section 1. Candidacy

No persons shall be denied membership solely because of race or nationality. Any persons may offer himself as a candidate for membership in this church at any regular church service in the following ways:

1. By profession of faith and for baptism according to policies of this church.
2. By promise of letter from another Baptist Church of like faith and order.
3. By statement of prior conversion experience and baptism in a Baptist Church when no letter is obtainable. Scriptural baptism is understood to be by immersion, after one's conversion experience and as an outward symbol of salvation. Upon completion of the requirements of membership for acceptance as a regular member. A three-fourths vote of those church members present and voting shall be required to elect such candidates to membership.

Section 2. Right of Members

1. 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.

2. After an adequate period of time any member is eligible for consideration by the membership as candidates for elective office in the church. The position of Pastor and Deacon shall be filled by male members only.
3. Every member of the church may participate the ordinances of the church as administered by the church.

Section 3. Termination of Membership

Membership shall be terminated in the following ways.

1. By death of a member
2. Dismissal to another Baptist Church by letter
3. Exclusion by action of the church
4. Erasure upon request or proof of membership in a church of another denomination.

Section 4. Discipline

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members or the church staff, and Deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for reconciliation rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the Pastor and the Deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a three-fourths majority of the votes of the members present at a regular business meeting is required; and if approved, the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. This same consideration shall be afforded to staff members and their families in the event of termination since they are also members of the church.

The church may restore to membership any person previously excluded upon request of the excluded person, and if such restorations recommended by a majority vote of the Deacons.

ARTICLE III: CHURCH OFFICERS AND COMMITTEES

All who serve as officers of the church and those who serve on church committees shall be members of this church.

Section 1. Church Officers

The officers of the church shall be the Pastor, church staff, the Deacons, clerk, treasurer, and trustees.

A. Pastor

The Pastor is responsible for leading the church to function as a New Testament church. The Pastor will lead the congregation, organizations, and the church staff to perform their tasks. All staff members and employees are under his supervision.

The Pastor is the leader of pastoral ministries in the church. A such, he works with the Deacons and church staff to: (1) lead the church in performance of its mission, (2) to proclaim the gospel to believers

and unbelievers, and (3) care for the church's members and other persons in the community. The Pastor shall be an Ex-officio member of all committees.

Whenever a vacancy occurs, a Pastor shall be chosen and called by the church in the following manner: After the expiration of at least one (1) week, the church shall call a special meeting to nominate and elect a Pastor Search Committee.

This committee shall consist of five (5) members and two (2) alternates, selected from active resident membership who consent to service. The chairman shall be the one receiving the most votes and vice-chairman shall be the one with the next highest number of votes. The five (5) members shall be five (5) with the highest number of votes and the two (2) alternates shall be the two (2) receiving the most votes after the first five (5). The alternates shall attend all committee meetings and will be called upon to serve on the committee as a full member should one of the regular committee members be unable to serve.

The first duty of this committee shall be to arrange for a pulpit supply or interim Pastor as soon as possible and it shall be understood and stipulated that the interim Pastor so selected shall not be considered as a candidate at a time to the church for consideration as Pastor.

A recommendation of this committee shall constitute a nomination. The committee shall bring only one candidate as a time to the church for consideration as Pastor.

The committee's recommendation shall be presented to the church at least (2) two Sundays before the prospective Pastor is to come before the church. All necessary and pertinent information concerning the prospective Pastor is to be sent to each church member in advance of the appearance of the prospective Pastor in order to insure the necessary quorum of twenty-five percent of the resident membership. A call from the church shall be extended with an affirmative vote by secret ballot of not less than three-fourths (75%) of those voting.

The Pastor selected and called shall serve until the relationship is terminated by his request or the church's request.

The Pastor may relinquish the office of Pastor by giving at least two weeks' notice to the church at a time of resignation. If deemed necessary, the church may declare the office of Pastor vacant.

Except in instances of gross misconduct by the Pastor so excluded, the church will compensate the Pastor with not less than one twelfth of his total compensation. This termination shall be immediate, and compensation rendered within thirty-days.

The deacons shall serve as the personnel committee of the pastor and pastoral staff.

B. Ministerial Staff Pastoral

The ministerial staff shall be called and employed as the church determines the need for such offices.

The church shall be given at least two weeks' notice of pending resignation of any staff member. The same procedures used in the selection and termination of the Pastor shall be used for the selection and termination of any member of the ministerial staff except that any meeting called to consider the

termination of a **staff** member shall be done only upon the recommendation of the Pastor and a majority of the Deacons.

Such termination approved by the church shall be immediate and a compensation made the same as for the Pastor except that the amount of such compensation shall be based upon the individual's existing annual compensation.

C. **Non-Ministerial Staff Church**

The **non-ministerial** staff members shall be employed as the church determines the need for services. The Personnel Committee shall have the authority to employ and to determine services of the **non-ministerial** staff members. Such employment and termination of services shall be done with recommendations of the supervising **staff** member and as appropriate, with consultation of the **related committees**.

D. **Deacons**

In accordance with the meaning of the work and practice in the New Testament, the Deacons are to be servants of the church. Their task is to serve with the Pastor and staff in performing the pastoral ministries of leading the church in achievement of its mission, proclaiming the Gospel to believers and unbelievers, caring for church members and other persons in the community and assisting in administering the ordinances of the church.

1. Classifications

- a. The Deacon body is composed of ordained Deacons elected by the church. These Deacons are classified as Active, Inactive, and Emeritus.
 - i. Active Deacon is a man in the Deacon body who currently meets all the qualifications of a Deacon, fully supports and participates in all aspects of the Deacon ministries as outlined in 2. Qualifications below.
 - ii. Inactive Deacon is a man in the Deacon body who currently meets all of the qualifications to be a Deacon or is unable to perform the specific duties of a Deacon.
 - iii. Deacon Emeritus is a man who has served our church as a Deacon and who does not currently serve for reasons of health or age. He will be elected to this honorary position by the active Deacons. He will not serve as an active Deacon, but may be called for consultation, advise and fellowship.

2. Qualifications

- a. Deacon qualifications are based on 1 Timothy 3.
 - i. A Deacon must be a worthy example to those within and outside of the church. He should live an exemplary life by supporting the ministry of the church in work, spirit, and cooperation.
 - ii. A Deacon must be a storehouse tither (Malachi 3:8-10)
 - iii. A Deacon must have a healthy view of the home, a commitment to the sanctity of marriage, and the husband of one wife.
 - iv. A Deacon must make a complete break with ungodly standards and not live in any manner that would cause the name of Christ to be reproached (I Cor. 6:12-20, 8:1-13)

3. Nomination and Election of Deacons

- a. The church shall elect Deacon candidates at regular or called meeting of the church, based on the recommendation of the business meeting of the church, based on the recommendation of the active Deacons. The church policy is to allow a waiting period of six months after joining the church before a Deacon from another church or church member is represented for election as a Deacon.
- b. When additional Deacon candidates are needed, the number needed will be determined in advance of any nominations by the Deacon body.
- c. Nominations will be made by using a Deacon Nominee Form.
- d. Deacon Nominee Forms will be available to church members for a designated period of two (2) weeks.
- e. A committee of active Deacons will prayerfully examine nominations. A prioritized list of selected candidates will be presented to the active Deacons.
- f. Selected candidates will be requested to fill out a Deacon Qualifications Form and be given two (2) weeks to complete the form.
- g. Candidates who qualify will be presented to the church for election. Election shall be by written ballot, an affirmative vote of three-fourths of those present necessary for election as a Deacon. After election those who are already ordained will begin to serve and those not already ordained will first be ordained and then will serve as an active Deacon.

E. Moderator

The Pastor shall function as moderator in his absence, **Associate Pastor**, the Chairman of Deacons shall preside; or in the absence of both Vice-Chairman of Deacons shall serve in the absence of these, the clerk shall call the church to order and preside for election of an acting moderator.

F. Clerk

The clerk shall be elected annually and is the clerical officer of the church. The clerk shall be responsible for keeping suitable records of all official actions of the church, except as may be otherwise provided herein.

The clerk shall be responsible for keeping an up-to-date register of names and addresses of members, with dates of admission, dismissals, deaths or erasure, together with a record of Baptism. The clerk shall issue dismissal letters approved by the church, preserve on file all correspondence and written official reports and give required notice of all meetings where notice is necessary as indicated in these bylaws. The clerk shall be responsible for preparing the annual church profile of the church to the Association.

The church records are church property and shall be kept in the church office.

G. Treasurer

The church shall elect annually a church treasurer as its financial officer. It shall be the duty of the treasurer to receive, preserve and pay out, upon receipt of vouchers approved and signed by authorized personnel, all monies of value paid or things given to the church, keeping at all times an itemized ledger of all receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular business meeting a report of the receipts and disbursements for the preceding month. He shall audit the bank statement monthly.

It shall be the responsibility of the treasurer to assure that all commitments and indebtedness incurred by the church is made and committed only by authorized personnel and in accordance with the previously approved church budget or church approved variation from the budget. Any unauthorized expenditure shall not be honored. The treasurer is responsible for and authorized to pay all anticipated expenditures.

The treasurer shall be adequately bonded, the church paying for the bond.

Upon rendering the annual account at the end of each fiscal year and its acceptance approval by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as a part of the permanent records of the church.

In the event of a vacancy, the Finance Committee shall nominate and the church shall elect another treasurer.

H. Trustees

The church shall elect four (4) trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing such action, they shall have the power to buy, sell mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents related to church approved matters. The trustees shall serve for an indefinite term. In the event of a vacancy, the Pastor and Deacons shall nominate and the church shall elect a trustee.

I. Financial Secretary

The Financial Secretary shall assist the treasurer and the Stewardship Finance Committee in the performance of their assigned duties and shall, in addition to other assigned duties, keep the financial records of the church and prepare the monthly finance report. The Financial Secretary shall be responsible for receiving the empty collection envelopes, giving credit to each individual contributor on their personal record and is responsible for preparing and mailing the annual statements to all whose records are kept. The Financial Secretary is additionally responsible for keeping records of all receipts and disbursements as requested by the treasurer to facilitate the completion of all record keeping and the formation, recording and filing of all permanent financial records of the church. The Financial Secretary shall be adequately bonded with the church paying the bond.

The Financial Secretary shall be elected annually and the position may be combined with that of a secretary and/or clerk.

J. Librarian

A Librarian and an Assistant Librarian shall be elected annually by the church to operate and supervise the library and all its assigned functions.

K. Secretary

1. The Secretary will be responsible to the Pastor, and finally to the church.
2. She shall be responsible only for church related work.
3. Confidentiality is strictly required. All phone calls, messages, counseling sessions, and conversations in the church building are to be kept in the strictest of confidence. Violations of

this policy are grounds for immediate dismissal.

4. The Secretary should strive at all times to work in harmony with all other staff members and church members. She should maintain a good appearance and disposition, since she will serve as both secretary and receptionist.
5. Duties will include typing, filing, answering the telephone, handling mail, taking messages, and other office work. She will type any and all correspondence which the Pastor and minister of music and youth deem necessary to the ministry of the church.
6. She will type, copy, and mail the church bulletins, newsletters, and other emphasis material.
7. She will cooperate with church organizations in making copies of needed materials or assist people in making such copies.
8. She will order all church literature.
9. The secretary will keep all records of the church up to date, including the Constitution and Bylaws, job descriptions, church approved procedures, committee membership, church calendars and any and all other records pertaining to church functions, activities and procedures.

L. Nursery Coordinator

1. The Nursery Coordinator communicates current nursery policy to nursery workers, nursery volunteers and parents.
2. She organizes meetings with parents in order that they may suggest ways in which the nursery can be improved.
3. She schedules regular meetings with nursery workers, nursery volunteers, preschool volunteers and preschool extended session volunteers.
4. She works with parents, nursery/preschool volunteers to develop new policies which insure the safety and hygiene of the children.
5. She works with the Pastor, Personnel Committee, and Church Counsel to establish and implement new policies.
6. The Nursery Coordinator will be sought by the Nominating Committee and elected by the Church Council.

Section 2. Church Committees

- A. **Church Committees** - The coordinators and committees of this church shall be:
 1. Committee on Committees
 2. Nominating Committee
 3. Finance Committee
 4. **Worship/Usher Coordinators**
 5. Properties Committee
 6. Personal Committee
 7. Flower and Decorating Coordinator.
 8. Timber Committee
 9. Counting Committee
 10. Kitchen Committee
 11. **Wedding Committee**
 12. Scholarship Committee
 13. **Greeter Coordinator**

Special Committees may be appointed by the Pastor and or church from time to time as the need may

arise. These shall not be considered as a standing or permanent committee and shall cease to exist upon the completion of their assigned function. The Pastor shall be an ex-officio member of all committees.

All committee members shall be elected to serve a three (3) year term with membership staggered so that approximately one third of each committee is elected each year. The terms of all members shall be for the calendar year. Committees shall present their recommendations to the church for approval at the appropriate or required time.

B. Committee Structure

1. Committee on Committees

The committee shall be composed of six (6) members to be nominated by the Deacons and elected by the church **in September of each year.** This committee will elect its own chairman at its first meeting. The Committee on Committees and coordinators of committees shall be responsible for nominating all regular committees and their chairman with the exception of the Stewardship/Finance Committee **and the Church Council.** All nominations shall be scheduled to be presented to the church at the **August business meeting.**

2. Nominating Committee

This committee shall be composed of four (4) members and shall be responsible for selection and staffing of all church leadership positions filled by volunteer worker unless otherwise specified herein. This shall include all workers in Sunday School, and all other volunteer positions, including the clerk.

3. Finance Committee

This committee shall consist of all members of the active Deacon body, two (2) members of the church at large, the church treasurer, **the chairman of the counting committee** and the financial secretary (ex-officio member). The two (2) members at large shall be nominated by the Deacons and Pastor and elected by the church at the **August business meeting.** The treasurer shall serve as chairman of this committee. This committee shall be responsible for developing and recommending a unified church budget for each fiscal year. It works with the treasurer in handling all financial matters related to the operations of the church with all such matters and decisions subject church approval. Any increase of the church approval budget must normally be approved by this committee and by the church before any expenditure or action can be finalized or committed.

4. Worship-Usher Coordinator

This coordinator shall be responsible for arranging for ushers at all regular and special church services and greeting and seating all worshippers and visitors. The ushers shall be sensitive to the needs and comfort of the congregation. They shall assist the Pastor and Minister of Music in maintaining a worshipful atmosphere during the service.

5. Properties Committees

This committee shall be composed of five (5) members and shall be responsible for the administration of all church property with the exception of the Timber Land and shall be responsible for the maintenance and care of all buildings, grounds and equipment including the **church buses, parsonage, associates home** and all property that may in the future be acquired by the church.

This committee will consult with the Personnel Committee and the church staff regarding the

assignment of supervisory responsibility over the care and use of equipment and property. This committee is authorized and responsible for securing outside maintenance service, when needed, for repairs to buildings and equipment of the church subject to budget limitations currently in effect.

6. Personnel Committee

This committee shall consist of five (5) members and is responsible for assisting the church in matters relating to employed personnel. Their work includes such areas as evaluating staff needs, employment, salaries, benefits, personnel policies, job descriptions, and personnel services.

7. Flower and Decorating Coordinator

The coordinator shall be responsible for floral arrangements, decorations, and décor in the church sanctuary. Special attention shall be given to holidays and special events. She may recruit helpers as she sees fit.

8. Timber Committee

This committee shall consist of three (3) members who will be responsible for the management of the timber property of the church known as the Wilson Property. They shall be responsible for the contracting of a Timber Manager or work on the property. This committee shall be responsible for the sale and management of timber or other resources pertaining to this property subject to church approval.

9. Counting Committee

This committee shall have four (4) members whose duty it shall be to count all monies obtained through regular tithes and offerings. After an offering is collected this committee will see that these monies are placed either in the safe at the church or in the night deposit box at the bank. All monies shall be counted and deposited by the first banking day following collection. A copy of the deposit record and offering enveloped will be returned to the church financial secretary for proper recording. Ledger book shall be maintained by the committee showing monies received and deposited in the bank to the church account.

During revival services the counting committee shall count and make deposits daily as received and present to the Financial Secretary daily the amount of these special offerings.

The members report of all deposits shall be presented to the chairman of the Stewardship/Finance Committee (Treasurer).

The members of this committee shall be adequately bonded with the church paying the bond.

10. Kitchen Committee

This committee will consist of at least seven volunteers and will be responsible for providing food for church sponsored activities, for funeral meals for families and for the care of the kitchen and all its related equipment and supplies.

11. Wedding Committee

This committee shall consist of six (6) members and shall be responsible for all church weddings, with authority to ensure compliance with the church approved policy and procedure for such ceremonies and related activities.

12. Scholarship Committee

The Scholarship Committee will consist of five (5) members and shall be responsible for awarding the C.D. and Earline Renfro Scholarship in May. The scholarship shall be awarded to a High School Senior (or college student if no high senior qualifies) based on need and church participation. The money shall be paid directly to the student's school of choice.

13. Greeter Coordinator

He shall be responsible for securing greeters for Sunday mornings.

Section 3. Church Programs and Organizations

A. General

This church shall maintain programs of Bible teaching, discipleship training, and music training. All organizations related to the church programs shall be under church control, all officers being elected by the church, reporting regularly to the church, and all program activities subject to church coordination and approval. These organizations shall provide and interpret information regarding the work of the church and denomination. The church shall provide the spiritual, physical, and financial resources for the appropriate advancement of the programs. The church organizational year shall extend from September 1 to August 31.

B. Sunday School

The Sunday School shall be the basic organization for evangelism and Bible teaching. Its tasks shall be to teach the Biblical revelation and reach persons for Christ and church membership and to create within its membership a better and clearer understanding of God's Word and His will for our lives.

The Sunday School shall be organized by departments and classes as appropriate for all ages and shall be conducted under the direction of the Sunday School Director and/or Education Director elected by the church. The Sunday School year shall begin September 1.

C. Discipleship Training

Discipleship Training shall be provided throughout the year for all groups, including children, youth, men and women. Its purpose will be to help the church members grow as disciples. The Men's Ministry Leader and the Women's Ministry Leader shall be responsible for a program of discipleship for men and women, respectively.

D. The Church Music Organization

The elected music director shall direct the music training, education and performance. Its task shall be to teach music, train persons to lead, sing play music; and provide music in the church and the community.

The Church Music Program shall have such officers and organization as the program requires. A regular church organist and pianist shall be secured with assistants for each, with the approval of the Pastor and Deacons.

E. Church Council

Regular members of the church council shall be the Pastor, the Chairman of Deacons, Sunday School Director, Women's Ministry Leader, Men's Ministry Leader, Treasurer, Secretary, Senior Adult Leader, Children's Ministry Leader, Nursery Coordinator, Preschool Director, Sonshine School Director, The

ministerial staff, and Chairman of the Personnel Committee.

The church council shall serve the church by leading in planning, coordinating, and evaluating the ministries and programs of the church and its organizations.

The primary function of the church council shall be to recommend to the church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church calendar of activities for the year including but not limited to: revivals, Bible conferences, study courses, Christmas programs, mission emphasis, Vacation Bible School, stewardship campaigns and all church and associational sponsored activities such as associational, State and Southern Baptist Convention activities.

Section 5. Church Ordinances

A. Baptism

The church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who publicly professes Him at any worship service and who indicated a commitment to follow Christ as Lord.

1. Baptism shall be by immersion in water.
2. The Pastor, or whomever the church shall authorize shall administer the baptism. The Deacons and their wives shall assist in the preparation for and the observance of baptism.
3. Baptism shall be administered as an act of worship during any worship service of the church.
4. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Pastor and /or Deacons. If negative interest is ascertained on the part of the candidate, he/she shall be deleted from the list of those awaiting baptism.

B. The Lord's Supper

The church shall observe the Lord's Supper at least quarterly. The Pastor and Deacons shall administer the Lord's Supper. The Deacons and their wives shall be responsible for the physical necessary for the ordinance.

Section 6. Church Meetings

A. Worship Service

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for worship of God. Other regular worship services may be approved by the church in conference.

B. Special Services

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

C. Regular Church Conference

The church shall hold regular church conference monthly on a designated night at the church. Any change of date or place must be printed in the bulletin one week in advance.

D. Special Business Meetings

The church may conduct called business meetings to consider matters of special nature and significance. All requests for such meetings shall be made through the Pastor and Deacons. The special business must

be announced from the pulpit on a Sunday preceding the meeting and the subject of the meeting clearly stated. No other business matters shall be considered at this meeting.

E. **Quorum**

A quorum consists of those members who attend the business meeting, provided it is a scheduled meeting or a properly called special meeting, except as otherwise specified.

Section 7. Church Finance

A. **Budget**

The Stewardship/Finance Committee in consultation with the Pastor and staff shall prepare and submit to the church for approval a unified budget. Indicating by the various items the approximate amount needed. The treasurer shall be the chairman of this committee. (Art. III, Section 2, B, 3)

B. **Accounting Procedures**

All funds shall be properly deposited and shall be 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/Finance Committee.

The books of the church shall be audited annually, and a report submitted to the church.

C. **Fiscal Year**

The church fiscal year shall begin on January 1 and end on December 31.

Section 8. Church Operations Manual

The **Church Council** shall develop a church operations manual to include all church policies and procedures and organizational charts depicting lines of responsibility in the administration of the church. The Personnel Committee will assist this committee by furnishing church approved job descriptions where required. The manual shall be kept in the church office and copies made available to all members of the church upon request. The church secretary shall maintain the manual and keep all contents up-to-date. The **Church Council** shall review the manual at least annually, with authority to recommend changed for the church to consider. Any church member or church organization may initiate suggested changes in the manual at a regular church conference.

Procedures and policies may be added, revised, or deleted. The addition, revision, or deletion of church policies require the following:

1. the consideration by the church officer or organization to whose area of assignment the policy relates.
2. discussion **by the Church Council**
3. approval by the church

Section 9. Amendments

Changes in the Constitution and By-Laws may be made at any regular or special called business meeting provided that each amendment shall have been presented in writing at a previous business meeting and copies on the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the constitution shall be by three-fourths vote of the church members present.

Amendments to the by-laws shall be approved by a concurrence of a majority of the members present voting. Amended copies of the revised Constitution and By-laws shall be made available to the church membership following adoption.

This body reserves the right to amend or correct the Constitution and By-laws in accordance with the normal and beneficial function of the church. These By-laws shall not be applied or constructed in such a manner as to hinder the church in accomplishing the goals and tasks of a New Testament Church as defined in the Holy Scriptures, the Church Covenant and the Baptist Faith and Message.