

# **CONSTITUTION AND BYLAWS**

## **PROCTORS CHAPEL BAPTIST CHURCH**

**June, 2004**

*(#1. Amended in May 2005 and updated with revisions in April 2013)  
(#2.-Amended in Church Conference on 01-15-14 and updated with revision  
on 01-21-14)*

# **CONSTITUTION**

## **PREAMBLE**

For the purpose of preserving, propagating, and making articulate the principles of our Faith, and to the end that this body of believing Christians may be governed in an orderly manner consistent with the accepted tenets of Missionary Baptist Churches, for the purpose of preserving the liberties inherent in each individual member of the Church, and in order to set forth the relationship of this body to other Baptist bodies, we do adopt and establish this constitution.

## **ARTICLE I. NAME**

The name of this body of Christian Believers shall be Proctors Chapel Baptist Church of Rocky Mount, North Carolina, of the North Roanoke Baptist Association.

## **ARTICLE II. PURPOSE AND/OR OBJECTIVES**

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

## ARTICLE III. MEMBERSHIP

**Section 1.** The membership of this Church shall be composed of persons who have given evidence of regeneration by the Spirit of God, who has been baptized by immersion, and who has subscribed to the Church covenant, the Baptist Faith and Message Statement and constitution of this Church and who has been received into membership by a majority vote of the Church.

**Section 2.** A member of another Baptist Church of like faith and order may be received by majority vote of the Church upon promise of letter of transfer from the Church where membership resides. The applying member will be in a watch-care relationship until letter of transfer is received from the other Church.

**Section 3.** Anyone who has once been a member of a Baptist Church of like faith and order and in consequence of peculiar circumstances has lost that relationship or is not able otherwise to promise a letter of transfer may be received into the fellowship of this Church upon statement to the membership and by a majority vote of the Church.

**Section 4.** Applications for membership under circumstances other than those described in Sections 1, 2 and 3 above will be considered by the Church in conference and the decision of the Church will be final in each case.

**Section 5.** A letter of transfer to unite with another Baptist Church of like faith and order may be issued upon request to the Church which the member is planning to join providing such member is in good standing. All such applications must be passed upon by the Church in conference, if member requests membership in another Church.

**Section 6.** The Church, after due notice and opportunity for hearing and every possible kindly effort to make such action unnecessary, may upon majority of vote, terminate the membership of a person in this body for reasons it considers sufficient to warrant such action. Those members who fail to attend the services or to contribute to the work of the Church or to correspond with the clerk of the Church for a period of 1 year, unless providentially hindered, shall be placed on the inactive roll. If they become active again, they shall be returned to the active roll immediately, as

determined by the Board of Deacons. The Board of Deacons shall review the membership roll annually in order to determine the number of active members upon which a quorum is based.

**Section 7. Pre-Membership Conference.** When deemed necessary, the pastor may request that an applicant for Church membership meet in conference with him to discuss this very important step. In such case, if the applicant is at the same time coming forward on a profession of faith, the pastor will acknowledge the profession of faith, but will talk with the person before presenting him to the Church for a vote. This practice is for the benefit of the applicant as well as for the Church.

**Section 8.** In considering the duties involved, members are encouraged, first of all, to be faithful in all the duties essential to the Christian life, to attend regularly the services of the Church, to give regularly and systematically to its support and Kingdom causes; and to share in its organized work.

**Section 9.** Persons applying for membership in this Church shall be required to familiarize themselves and accept the Constitution and By-Laws of the Church, Church Covenant and Baptist Faith and Message Statement.

**Section 10.** Active members and those members only, may act and vote in the transactions of the Church.

**Section 11.** No individual or group of individuals under the protection of the Church shall institute or form any organization upon any plan or ideal except upon the approval of the Church.

#### **ARTICLE IV. MEETINGS**

**Section 1.** This Church shall hold regular services for worship, teaching, training and fellowship.

**Section 2.** This Church shall hold regular business meetings for the disposition of all business matters not otherwise provided for, and to hear reports from the various Church organizations and to consider other matters essential to the spiritual welfare and prosperity of the congregation.

*Section 3.* Other meetings of the Church as a whole or of authorized groups within the Church may be set according to the needs of the congregation.

## **ARTICLE V. USE OF CHURCH BUILDINGS AND EQUIPMENT**

### **A. General Principles**

All uses of the buildings and equipment of this Church shall be governed by the following general principles:

*Section 1.* The purpose of this Church is the proclamation of the Gospel of Jesus Christ.

*Section 2.* All property and vehicles are owned by the entire Church Membership and not classes, groups or individuals.

*Section 3.* The buildings and equipment should give honor to God in their condition and use.

### **B. Accounting and Identifying**

*Section 1.* A complete inventory shall be made of all furniture and equipment, listing the description, number, location, date purchased, and value of each item. The inventory shall be kept current by the Property Stewards and the Building and Grounds Committee. Copies are to be placed with the Church treasurer and in the Church office.

*Section 2.* All equipment shall be clearly marked by the Property Stewards with the words "Property of the Proctors Chapel Baptist Church". Hymnbooks shall include the additional statement "Please Do Not Remove from the Building".

## **C. Use of Church Facilities**

**Section 1.** No meetings shall be conducted during a regular worship or educational service of the Church except such paralleled activities as approved by the Church.

**Section 2.** All planned use of Church property, excluding vehicles, shall be scheduled as soon as possible through the office and posted on the church calendar. This will eliminate conflicts involving two or more organizations desiring the use of the same facilities, making possible the delegation of responsibility for re-ordering the facilities for the other uses, and enable such preparations as heating, lighting, etc. to be made. The church secretary will maintain the calendar and schedule.

**Section 3.** Any use of Church property, excluding vehicles, off the premises of the Church must be cleared through the Property Stewards, who will be elected by the Church annually. The Property Stewards will be given the name of the person responsible for the equipment, a description of the equipment and where it is to be used. When it is returned, the Property Stewards is to be notified.

### **Section 4. Weddings**

- a. A fee to defray janitorial and utilities expenses will be paid by Any wedding parties not connected with this Church or its organizations. Immediate members of families of persons enrolled in this Church or any organization are offered the use of the sanctuary without cost.
- b. Altar decorations for weddings will be limited to floral arrangements and/or drip-less type candles. Special care must be taken to prevent fires. Persons engaged by wedding parties to plan the ceremony will discuss the general arrangements with the Pastor.
- c. Parties responsible for decorating for weddings are responsible for returning furniture, etc. to order.
- d. Sound engineers and musicians from Proctors Chapel Baptist Church are to be secured and scheduled prior to the wedding.

This policy is not intended to be restrictive, but to make possible the most complete and effective use of buildings and equipment dedicated to the ministry of Christ in our community.

## **ARTICLE VI. OFFICERS**

**Section 1.** Principal or Corporate Officers. The principal or corporate officers of this church shall be the President, Vice President, Secretary and Treasurer. Those elected by the initial Board of Directors shall be deemed re-elected. Said principal officers shall execute all contracts, deeds, mortgages, or other instruments on behalf of the church as a corporation when authorized to do so by the church in conference. Upon the death, resignation or inability to serve of any of these officers, a successor shall be elected by the church in a conference called for this purpose or at the next regularly scheduled Church Conference.

**Section 2.** The officers of this Church shall be a Pastor, Incorporated Officers, deacons, church clerk, treasurer, recording secretary, and such other officers as shall be required to do the work of the Church in any of its departments or organizations. All of these shall be members in good standing at the time of election except that a pastor may not be a member until after his call.

## **ARTICLE VII. ELECTION AND DUTIES OF CHURCH OFFICERS**

### **A. Pastor**

**Section 1.** Call: Whenever a vacancy occurs, a pastor shall be called by the Church to serve until the relationship is dissolved at the request of either the pastor or the Church. In either case, at least thirty days notice shall be given of termination of the relationship, unless otherwise mutually agreed upon, with both pastor and Church seeking to follow the will of God and the leadership of the Holy Spirit.

The call of the pastor shall take place at a meeting especially set for that purpose of which at least one week's notice has been given the membership. The election shall be upon the recommendation of a search committee, consisting of 5 members and one (1) alternate, recommended by the deacons 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. The committee shall also seek out and recommend an interim pastor for approval by the Church. The committee shall bring only one name at a time for the consideration of the Church and no nominations shall be made except by the committee. Election shall be by secret ballot of the congregation with an affirmative vote of two-thirds of those present and voting necessary for the extending of a call. Should the minister recommended by the committee fail to receive a two-thirds vote, the committee will be instructed to seek out another minister and the meeting at which the vote was taken shall be adjourned without debate.

***Section 2. Duties:*** The pastor shall be in charge of the welfare and oversight of the Church; he shall be ex-officio member of all organizations, departments and committees; he may call a special meeting of the deacons or of any committee according to procedures which are set forth in the By-Laws; he shall conduct religious services on stated and on special occasion, administer the ordinances, and minister to the spiritual needs of the members of the Church and the community; he shall perform other duties that usually pertain to that office; he shall have special charge of the pulpit ministry of the Church and shall, in cooperation with the deacons, provide for pulpit supply when he is absent, and shall arrange, with the concurrence of the deacons, for ministers to assist in revival meetings and workers to assist in other special services required by the Church. It shall be his special responsibility to equip and lead the church members in winning the lost to Christ, to minister to the spiritual needs of the members of his congregation, and through prayer and study to render effective preaching and pastoral ministries.

## **B. Minister of Youth**

The Youth Minister of the church shall have as his duties/responsibilities to direct the education, planning, coordinating, executing and evaluating of the youth program. This ministry shall include a balanced development of biblical discipleship; social interaction and enjoyment; and Christian service to the church and community. The Youth Minister shall be directly responsible to the pastor and cooperative in working with the Youth Committee to oversee all youth ministries under the Youth Budget.



### **C. Minister of Music**

The Minister of Music shall train and or supervise all choirs, lead congregational hymns and is to cooperate with the Pastor and other Church leaders in the selection of suitable music, and the devising of appropriate musical programs for all occasions where such services are needed.

### **D. Deacon**

**Section 1. Scope:** This Church shall be served by an active Deacon Council consisting of no less than twelve (12) ordained deacons, whose terms of office shall be three (3) years each. Additional deacons may be added or deleted at the discretion of the Church Council and subject to the approval of the Church.

On September 1 of each year, newly elected deacons will assume office for a term of three (3) consecutive years. The election cycle will be 4 - 3 - 3 deacons.

**Section 2. Qualifications:** Each nominee for deacon shall be considered in light of the scriptural qualifications as presented in Acts 6: 3-8 and I Timothy 3:8-13. Council discussions shall be kept strictly confidential. Other Qualifications for nomination as deacon shall be as follows:

- a. Twenty-one (21) years old;
- b. Christian five (5) years;
- c. Active member of the Church for two (2) years in accordance with Article III of the Church by-laws;
- d. One (1) year of inactive deacon service;
- e. Deacons filling vacancies for one (1) year or less would not be required to fulfill qualification d; and
- f. Members of the immediate family cannot serve at the same time (husband, brother, son.)
- g. Paid employees will not be eligible to be nominated.
- h. All elected Deacons must be willing to attend regularly scheduled services and support all activities and meetings held by the Church.

***Section 3. Nominations/Election:*** The Nominating Committee shall see that a list of eligible members is provided to all Church members no later than the first Sunday in June. This list shall be established based on qualifications and any person's request to not be considered a nominee.

Church members are to select their top four (4) nominations at the June Church conference. After the Pastor reviews this list, the Nominating Committee shall then tally all nominations and establish a list of the nominees willing to serve. The Nominating Committee shall provide the names of five (5) deacons to the church at the July church conference for a vote. The top four (4) nominations elected by the church will serve as active deacons on the board for three (3) years, leaving one alternate, if needed, for the same duration of time.

It shall be the responsibility of the Pastor, Nominating Committee and the active deacons to verify the eligibility of all nominees. In the event of any conflict (two members of the immediate family being nominated), the Pastor, Nominating Committee and current active Deacon Council shall prayerfully and judiciously resolve such matters before presenting the nomination slate to the Church membership for vote.

Absentee nomination and election ballots shall be provided at the discretion of the Nominating Committee.

***Section 4.*** In the event vacancies occur during a Church year, the Nominating Committee shall be responsible for filling the vacancies.

***Section 5.*** Deacons shall at all time regard themselves as servants of the Church, willing to attend all meetings whenever possible of the deacon's meetings held. With the pastor, and as the Holy Spirit may direct, they are to consider and make recommendations to the Church in all matters pertaining to its work and progress, including oversight of the discipline of the Church and establishment and maintenance of spiritual fraternal relations with all members of the Church. They shall assist the pastor in the observance of the ordinances; have general oversight over the upkeep, repair and use of property (with proper respect for the responsibilities of the related committees), supervise the financial program of the Church. They shall arrange for regular meetings and such committees as are necessary to the discharge of their duties. There shall be two standing committees: the

Lord's Supper and Baptism. The Pastor, or the chairman of the deacons, may call the deacons into special session whenever the need for such arises.

**Section 6.** The chairman, the vice-chairman and the secretary of the Board of Deacons shall be elected by the deacons at the first meeting at the beginning of the Church year. The chairman shall preside as moderator at Church conference. In the event the chairman cannot attend the conference, the vice-chairman will act as moderator. In the event that both chairman and vice-chairman are absent, another deacon will be appointed to serve as moderator over the conference.

**Section 7.** The members of the Board of Deacons shall serve as the Membership Committee. The Membership Committee shall review the membership list at the beginning of each Church year.

**Section 8.** The active deacon council will serve as the personnel committee for the staff members of Proctors Chapel Baptist Church.

#### **E. Church Clerk**

The church clerk shall be elected annually upon recommendation of the Nominating Committee. It shall be the church clerk's responsibility to attend or be represented at all Church business meetings, to keep an accurate minutes of all such meetings, to prepare the annual associational letter and to see that it is properly transmitted to the associational clerk; the church clerk shall issue church letters upon request as authorized by the Church, and preserve a true written history of the Church, keeping same in a safe place. It shall be the duty of the clerk to see that an accurate roll of the Church membership is kept, the dates and methods of admission and dismissal, change in name, correct mailing addresses and other pertinent information about each member. The church clerk shall see that the roll of Church membership is kept divided as to active and inactive members in accordance with Article III, Section 6, and only active members shall be counted in tabulation and reports of the membership.

## **F. Treasurer**

The Church shall elect a treasurer annually. One who has served previously in this position will be eligible for re-election. It shall be the duty of the treasurer to receive, keep in a bank, and disburse by check upon proper authority all money or things of value that are given to the Church in accordance with instructions from the Church. The treasurer shall keep at all times an itemized account of all receipts and disbursements; rendering an account monthly to the Church to be preserved by the Church clerk. The treasurer's books shall be audited at least once a year as arranged by the Church, and all books, records and accounts kept by the treasurer shall be the property of the Church. The treasurer shall be the chairman of the Stewardship Committee.

## **ARTICLE VIII. CHURCH GOVERNMENT**

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

***Section 2.*** Church Conference: A Church conference shall be held on the Wednesday night of each month following the regular meeting of the deacons and at such other times as may be necessary. In addition to stated conferences, a conference of the Church may be called at any time by the pastor and chairman of deacons, or upon the request of any five members of the Church who are regular in attendance and support, such conference being announced one week in advance to date to be held, except a meeting for a minor matter may be called without a week's notice.

***Section 3.*** Moderator: The chairman of the Board of Deacons shall preside as Church moderator; in his absence the vice-chairman of the deacons shall preside as moderator. At the discretion of the deacons, a moderator may be appointed to preside in the event the Chairman and Vice Chairman are absent.

***Section 4.*** Quorum: A quorum shall consist of not less than ten percent (10%) of the active members of the Church.

**Section 5. Minutes:** The Church clerk shall keep minutes of each business meeting and shall record the approximate number present, whether a quorum was present and what actions were taken by the Church.

**Section 6.** A majority vote of those members present shall constitute a legal and binding vote upon the Church except as to those matters set forth in Section 8 of the article and as to those matters a two-thirds vote of those members present shall be required.

**Section 7.** Before a Church conference for any of the following purposes can be held, a notice of said conference must be given in the manner set forth in Section 8 of this article:

- a. The sale, mortgage, lease or purchase of any Church property or of obligating the Church for the payment of money borrowed to be secured by a mortgage on Church property, or of entering into a contract for new construction.
- b. For the purpose of acting upon the resignation of or dismissal of a pastor or the election of a new pastor.
- c. The affiliation with any other Baptist association or convention.
- d. Any other action which is a departure from the established usages, customs, practices, doctrines and organization of the Church as such usages, customs, practices, doctrines and organization existed on the date of the adoption of this constitution.

**Section 8.** Before any of the matters set out in Section 7 of this article can be acted upon, a notice must be given of not less than one week, which notice must be published in the Church bulletin and distributed to the congregation on Sunday preceding the date of the conference and on announcement made from the pulpit at every regular Church services held on the Sunday preceding the date of the conference which notice and announcement shall state the time and place of the church conference, which shall be at or immediately following a regular Church service, the purpose of the same and a statement of the proposed business to be transacted.

## ARTICLE IX. AFFILIATION

**Section 1.** This Church under the will of God is a free, autonomous, independent body, congregational in nature with authority to determine for itself in the manner set forth in this constitution. This church is free of any outside control, authority or power, whether governmental or otherwise.

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

**Section 3. Affiliation:** Upon the adoption of this constitution this Church shall be deemed to have affiliated itself with the North Roanoke Association.

**Section 4. Cooperation:** Upon adoption of this constitution this Church shall be deemed to be in friendly cooperation with the aims and purposes of the Baptist State Convention of North Carolina and the Southern Baptist Convention as set forth in the constitutions of these autonomous bodies and through duly elected messengers will participate in their deliberate assemblies, and shall as we are able, support the missionary, benevolent and educational programs of each.

**Section 5. Discontinuance of Affiliation and/or Cooperation:** The calling of a Church conference for the purpose of voting on withdrawal from affiliation from the North Roanoke Association and/or discontinuance of cooperation with the North Carolina Baptist State Convention and/or the Southern Baptist Convention will require that written notice be sent to each resident member of the Church, stating the purpose and time of said conference. Action to withdraw to be valid must be carried by three-fourths majority. In the event of serious rupture in fellowship at this point and the necessity of such action as above set forth, it is expected that the various factions of the Church will sit down in Christian love and in the spirit of prayer and seek to effectuate reconciliation or an agreeable basis of division,

each being mindful of the Beatitude which says, "Blessed are the peacemakers for they shall be called the sons of God".

## **ARTICLE X. LICENSE AND ORDINATION**

*Section 1. License:* When a member announces to the Church that he feels the call to the ministry, the candidate must be interviewed and recommended to the church by the Deacon Council. The church, by majority vote, may license him as an acknowledgment of his call to the ministry and encouragement to make preparation for it. The clerk of the Church may furnish the member with a copy of the minutes or a certificate of license as his credential. It is understood that the performance of civil duties by the candidate shall be governed by state law.

*Section 2. Ordination:* In the event this Church has been requested to ordain a candidate who has been called as pastor of a Baptist church the procedure shall be as follows: The Church will express its approval by vote of three-fourths of the members present at any regularly arranged business meeting of the Church. Then the Church shall invite the Associational Council on ordinations to examine the candidate concerning his fitness for the ministry. In the event the Association has no such council, this Church shall invite representatives of neighboring churches to examine the candidate and report to the Church. Then, in the event the report of the committee is favorable, the church shall proceed with the ordination.

## **ARTICLE XI. ADOPTION AND AMENDMENTS**

*Section 1.* This constitution shall be considered adopted and in immediate effect if and when two-thirds of the members present at the business meeting at which vote is taken shall vote in favor of same. This vote shall be taken not less than thirty days after formal presentation of the Constitution to the Church and notice of such meeting in which the vote is to be taken shall be given at least one week in advance.

*Section 2.* This constitution may be amended, altered or repealed by a two-thirds vote of the members present at any regular business meeting of the Church; provided, however, that such amendment, alteration or repeal shall have been given to the clerk in writing, and the proposed change shall have been presented to the Church at least thirty days prior to the time the vote is taken.

## **BY-LAWS**

### **ARTICLE I. MEETINGS**

The Church shall hold regular services of worship on Sundays and Wednesday evenings unless otherwise agreed upon by the Church. The Lord's Supper shall be observed at least every fifth Sunday and at other times as deemed necessary.

### **ARTICLE II. OTHER CHURCH OFFICERS**

*Section 1.* All Church officers subject to annual election shall be elected during the month of August (except the Director of Sunday School, Director of Woman's Missionary Union, Director of the Baptist Men/Brotherhood, whom shall be elected in June in order that they may serve on the Nominating Committee).

*Section 2.* In addition to those named in the body of the constitution, other officers of the Church shall be a Ushers, Recording Secretary, Director of the Sunday School, Director of the Woman's Missionary Union, Director of the Baptist Men/Brotherhood, Pianist, Organist and such other officers as may be necessary and desirable. All officers of the Church and its organizations, unless otherwise specified, shall be elected for a term of one year, and upon the recommendation of the Nominating Committee, it being understood, of course, that members of the Church may offer substitution nominations for any position for which the Nominating Committee makes nominations.

### **ARTICLE III. DUTIES OF CHURCH OFFICERS**

*Section 1. Recording Secretary.* The Recording Secretary shall receive the empty offering envelopes after the money has been removed and counted by the proper person(s); and from these the Recording Secretary shall give each contributor individual credit as provided in the record system approved by the Church. The Recording Secretary shall keep the envelopes for reference as the Church directs. The Recording Secretary shall keep records of the receipts from the envelopes and miscellaneous or of special offerings. The Recording Secretary shall also be responsible for preparing and presenting or mailing regular statements to all contributing members as the Church directs.



***Section 2. Sunday School Director.*** The Director of the Sunday School shall have general oversight of the entire school, and shall administer its affairs in cooperation with, and according to the plans and methods of the Sunday School Board of the Southern Baptist Convention, subject to the approval of the local Church. The Sunday School Director shall acquaint themselves with the best methods of religious education and endeavor to adopt them in this school. It shall be the Sunday School Director's Duty to counsel weekly or monthly with their teachers and officers through officers' and teachers' meetings, giving advice and receiving suggestions from their co-workers. The Sunday School Director shall see that a full and accurate report is made of the work of the Sunday School in the regular business meetings of the Church.

***Section 3. Discipleship Training Director.*** The Discipleship Training Director shall have charge of the activities of Discipleship Training. They shall acquaint themselves with the program and methods outlined by the Sunday School Board of the Southern Baptist Convention for this organization and shall endeavor to adopt such programs in this Church, subject to the approval of the Church. They shall see that a full and accurate report is given at the regular business meetings of the Church.

***Section 4. Woman's Missionary Union Director.*** The Director of the Woman's Missionary Union shall have charge of the activities of the Woman's Missionary Union at the Church. The Woman's Missionary Union shall be the mission education, mission action and mission support organization of the Church for women, youth, 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 denomination. Woman's Missionary Union shall have such officers and organizations as the program requires. The Director of Woman's Missionary Union shall see that a full and accurate report is given at the regular business meetings of the Church.

***Section 5. Baptist Men/Brotherhood Director.*** The Director of the Brotherhood shall have charge of the activities of the Brotherhood at the Church. 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 praying and giving and provide and interpret information regarding the work of the Church and denomination. The

Brotherhood shall have such officers and organizations as the program requires. The Director of Brotherhood shall see that a full and accurate report is given at the regular business meetings of the Church.

**Section 6. Pianist and Organist.** The Pianist and/or Organist shall play worshipful music in all worship services.

**Section 7. Minister of Music.** The Minister of Music shall train and or supervise all choirs, lead congregational hymns and is to cooperate with the Pastor and other Church leaders in the selection of suitable music, and the devising of appropriate musical programs for all occasions where such services are needed.

**Section 8. Church Council.** The Church Council is composed of the Pastor, Sunday School Director, Woman's Missionary Union Director, Baptist Men/Brotherhood Director, Pianist and Organist, Minister of Youth, Minister of Music/Adult Choir Director, Treasurer, Children's Committee Chairman, Chairman of the Deacons and Church Clerk. This council shall meet from time to time to analyze, correlate, promote and define the activities of the Church.

**Section 9. Ushers.** There shall be two members of the church elected to serve as co-chairman of ushers at each election of officers. They shall select from the membership of the church a sufficient number to serve with them as ushers during their term of office.

#### **ARTICLE IV. COMMITTEES**

**Section 1. Standing Committees.** The Church shall elect upon recommendation by the Nominating Committee such standing committees as may be deemed necessary to carry out the various phases of the program of the Church efficiently and effectively. In any event, the Church shall have at all times the following standing committees: Nominating, Personnel, Budget and Finance, Building and Grounds, Music, Youth Council, Children's, Benevolence, Ushers, History, Social, Bereavement, Baptismal, Church Flower, Nursery, Communion, Bulletin, Program, Hospitality and Publicity for the proper function of the Church.

***Responsibilities:***

1. To meet on a monthly or quarterly basis as needs arise.
2. To elect a chair-person during the first month of the church Calendar year unless appointed by the nominating committee.
3. Seek ways to develop and improve the committees' ministry And share their ideas with the church.
4. To support and encourage other church members in Participating in the ministries of the church.

***Section 2. Nominating Committee.*** This committee shall consist of at least 2 persons elected by the congregation, plus the four hereinafter designated. The first report of the new committee each year shall consist of nominations for the office of the Sunday School Superintendent, WMU Director, and Baptist Men/Brotherhood Director and Chairman of Deacons. Upon election these persons shall become members of the Nominating Committee, to select the initial officers and teachers for the coming Church year. The two (2) permanent members will serve all year and be responsible to present to the Church any needed personnel due to office vacated from time to time, by removal, death, expiration of term of office, or failure to function.

***Section 3. Personnel Committee.***

**Purpose of the Committee**

To propose and administer adopted church policies and procedures concerning paid staff; provide related information and clarifications to the congregation and committees; and serve as the catalyst for properly handling any staff-related problem or need.

**Responsibilities of the Committee**

1. Survey the needs and recommend with regard to staff positions.
2. Prepare, update (as necessary), and keep on file a job description of all paid staff positions.
3. Prepare, maintain, interpret and administer a Personnel Policy Manual designed to outline staff organization, procedures, reporting relationships - as well as expectations for interaction of staff among themselves, with church committees, and the congregation.

4. Participate in the recruitment process for all prospective paid personnel in the following manner:
  - A. Prospects for Pastor, as well as paid heads of music, youth and similar programs of the church, are interviewed, and recommended to the church by the respective committees for such programs, but related salary/benefit recommendations shall be the concurrent responsibility of the Personnel and Finance Committees.
  - B. Clerical and maintenance personnel are recruited, interviewed and recommended to the church (through the Committee) by the appropriate supervisor or committee as outlined in the Personnel Policy Manual which is located in the church office.

5. Know the responsibilities of each staff position; see that all duties are carried out; establish procedures for notification and approval of all requests for vacation, sick leave, or other absence with or without pay and administer the annual staff appraisal process as specified in the Personnel Policy Manual.

6. To act as liaison between staff and any individual (member or non-member), church committee, or the congregation regarding staff policy, procedure, activity, propriety, contention, dispute, or concern.

***Section 3.*** Temporary Committees. The Church upon recommendation by the deacons may elect at any time committees to perform temporary functions.

## **ARTICLE V. ADOPTION AND AMENDMENTS**

### **A. General Principles**

***Section 1.*** These By-Laws shall be considered and in immediate effect if and when a majority of the members present at the business meeting at which vote is taken shall vote in favor of same. This vote shall be taken not less than thirty days after formal presentation of the By-Laws to the Church.

*Section 2.* These By-Laws may be amended, altered or repealed by a majority vote of the members present at any regular business meeting of the Church, provided, however, that notice and proposal of such amendment, alteration or repeal must be given in writing at the preceding regular business meeting of the Church.

## **ARTICLE VI. RULES OF ORDER**

The Church adopts Robert's Rules of Order for the conduct of its parliamentary procedures.

## **ARTICLE VII. VALIDATE**

*Section 1.* The adoption by the Church of this Constitution and By-Laws shall repeal all previously adopted rules in conflict herewith.

*Section 2.* A copy of this Constitution and By-Laws shall be kept by the clerk at all times among the clerk's records and another copy shall be and kept in the Church office, and all amendments to or revisions thereof shall be prepared by the clerk and attached to copies of the Constitution and By-Laws made available to the Church members generally upon request.

*Section 3.* Upon adoption of this constitution and By-Laws, a copy shall be presented to each Church family and to each person upon their request for membership.

### **Church Council**

Anne Lanier	Carolyn Walker
Denise Lancaster	Craig New
Leigh Ann Farmer	G.T. Peele
Ricky New	Jonsie Worrell
Vicki Currin	John Woods