

**BYLAWS  
OF  
MAGNOLIA BAPTIST CHURCH INC.**

**PREAMBLE**

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

**CHURCH COVENANT**

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

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, 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 religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our deportment, to avoid all tattling, back-biting, and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the Kingdom of our Savior.

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

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

## **ARTICLE I—NAME**

This body shall be known as Magnolia Baptist Church Inc. with the principal office located at 1021 Magnolia Church Road, Stedman, Cumberland County, North Carolina.

## **ARTICLE II—PURPOSE**

Section 1: The purpose of this body shall be to provide regular opportunities for public worship, to sustain the ordinances and ethics set forth in the New Testament for the Church of our Lord Jesus Christ; to nurture its members through a program of Christian Education; to channel its offerings to the support of the objects of the Redeemer's Kingdom, and to preach and propagate among all people the Gospel of the Revelation of God through Jesus Christ as Savior and Lord.

Section 2: The fiscal year of the church shall be the calendar year.

Section 3: In furtherance of its purposes, and to the extent necessary to carry out such purposes, the corporation

- Shall have all the powers given to and possessed by a North Carolina Corporation organized under the North Carolina Nonprofit Corporation Act.
- May engage in any lawful activity within the purposes of which the corporation may be organized which are incidental to and in furtherance of the purposes of the corporation.
- No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate of public office. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future U.S. Internal Revenue Law) or (b) by any corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or corresponding provisions of any future U.S. Internal Revenue Law).
- No member of this corporation, nor any officer or director shall, merely by virtue of such membership, office or position, incur or be subject to personal liability to any extent for any indebtedness or obligations from acts or omissions of this corporation.
- No part of the net earnings of the corporation shall be for the benefit of, be distributed to its members, trustees, officers or other private persons, except to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in the Articles.
- All present members of the Magnolia Baptist Church shall upon the official incorporation of the church, be members of the corporation.

## **ARTICLE III — GOVERNMENT**

The government of this church shall be congregational in nature, and the final authority for the operation and management of the affairs of this corporation, spiritual and temporal, shall be vested in the membership of the corporation, which authority shall be exercised in the manner set forth in the bylaws. Members alone shall have the authority to adopt and amend bylaws, approve budgets, receive members and govern and conduct the affairs of this corporation. The church is autonomous and shall at all times be independent and the final authority for management and operations of all spiritual and temporal matters in the manner set forth in these bylaws.

## **ARTICLE IV — ARTICLES OF FAITH**

### **THE SCRIPTURES**

The Scriptures of the Old and New Testaments were given by the inspiration of God and are the only sufficient, certain and authoritative rule of all saving knowledge, faith and obedience.

(II Timothy 3:15-17; Proverbs 30:5-6; Romans 2:12; Philippians 3:16; I John 4:1)

### **GOD**

There is but one God, the Maker, Preserver, and Ruler of all things, having in and of Himself all perfection, and being infinite in them all; and to Him all creatures owe highest love, reverence and obedience. (John 4:24; Psalm 83:18; 147:5; Mark 12:30; Revelation 4:11; Hebrews 3:4; Romans 1:20; Jeremiah 10:10)

### **THE TRINITY**

God is revealed to us as Father, Son and Holy Spirit, each with distinct personal attributes, but without division of nature, essence or being. (Matthew 28:19; John 15:26; Ephesians 2:18)

### **PROVIDENCE**

God, from eternity decrees or permits all things that come to pass, and perpetually upholds, directs, and governs all creatures and all events; yet so as not in any wise to be the author or approver of sin, nor to destroy the free will and responsibility of mankind. (Genesis 8:22; Joshua 7:14; I Samuel 6:7; Psalm 36:6; 104; 136; 145; 147; Matthew 6:26; 10:29-30; Luke 21:18; Acts 1:26; 17:26)

### **ELECTION**

Election is God's eternal choice of all persons into everlasting life—not because of foreseen merit in them, but of His mere mercy in Christ—in consequence of which choice they are called, justified, and glorified. (II Timothy 1:8-9; II Thessalonians 2:13-14; I Thessalonians 1:4-10; Mark 13:30; Luke 18:7; Romans 8:29; I Corinthians 1:27; II Peter 1:10)

## **THE FALL OF MAN**

God originally created man in His own image and free from sin; but through the temptation of Satan, he transgressed the command of God, and fell from his original holiness and righteousness; whereby his posterity inherits a nature corrupt and wholly opposed to God and His law, are under condemnation, and as soon as they are capable of moral action, become actual transgressors. (Genesis 1:27, 31; 3:6-24; Romans 5:19; Isaiah 53:6; Ephesians 2:1-3; Romans 1:18; Ezekiel 18:19-20)

## **THE MEDIATOR**

Jesus Christ, the only begotten Son of God, is the divinely appointed mediator between God and man. Having taken upon Himself human nature, yet without sin, He perfectly fulfilled the law, suffered and died upon the cross for the salvation of sinners. He was buried, and rose again the third day, and ascended to His Father, at whose right hand He ever liveth to make intercession for His people. He is the only Mediator, the Prophet, Priest, and King of the Church, and Sovereign of the Universe. (Hebrews 8:6; 9:15; 12:24; Philippians 2:6-7; Isaiah 53:5; Galatians 3:19-20; I Timothy 2:5; Isaiah 42:21)

## **REGENERATION**

Regeneration is a change of heart, wrought by the Holy Spirit, who quickeneth the dead in trespasses and sins, enlightening their minds spiritually and savingly to understand the Word of God, and renewing their whole nature, so that they love and practice holiness. It is a work of God's free and special grace alone. (John 3:3, 8; II Corinthians 5:17; Ephesians 5:9)

## **REPENTANCE**

Repentance is an evangelical grace, wherein a person being, by the Holy Spirit, made sensible of the manifold evil of his sin, humbles himself for it, with godly sorrow, cessation of it, and self-abhorrence, with a purpose and endeavor to walk with God so as to please Him in all things. (Mark 1:15; Acts 2:37, 38; 11:18; Luke 18:13)

## **FAITH**

Saving faith is the belief, on God's authority, of whatsoever is revealed in His Word concerning Christ; accepting and resting upon Him alone for justification, sanctification and eternal life. It is wrought in the heart by the Holy Spirit, and is accompanied by all other saving graces, and leads to a life of holiness. (Romans 10:9-11; Ephesians 2:8; I John 5:1)

## **JUSTIFICATION**

Justification is God's gracious and full acquittal of sinners, who believe in Christ, from all sin, through the sacrifice that Christ has made; not for anything wrought in them or done by them; but on account of the obedience and sacrifice of Christ, they receiving and resting on Him and His righteousness by faith. (John 1:16; Acts 13:39; Romans 4:4-5; 5:1-2,9)

## **SANCTIFICATION**

Those who have been regenerated are also sanctified by God's Word and Spirit dwelling in them. This sanctification is progressive through the supply of Divine strength, which all saints seek to obtain, pressing after a heavenly life in cordial obedience to all Christ's commands. (John 17:19; I Corinthians 1:2-30; 6:11; Ephesians 5:26; Hebrews 2:19; 10:10; Jude 1; Romans 15:16; II Thessalonians 2:13; I Peter 1:2)

## **PERSEVERANCE OF THE SAINTS**

Those whom God hath accepted in the Beloved, and sanctified, by His Spirit, will never totally nor finally fall away from the state of grace, but shall certainly persevere to the end; and though they may fall, through neglect and temptation, into sin, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the Church, and temporal judgments on themselves, yet they shall be renewed again unto repentance, and be kept by the power of God through faith unto salvation. (Matthew 24:13; Mark 13:13; Luke 9:62; Acts 13:43; I Corinthians 15:58; 16:13; Ephesians 6:18; Colossians 1:23; II Thessalonians 3:13; I Timothy 6:14; Hebrews 3:6-13; 10:23-28; II Peter 3:17; Revelation 2:10-25)

## **THE CHURCH**

The Lord Jesus is the Head of the Church, which is composed of all His true disciples, and in Him is invested supremely all power for its government. According to His commandment, Christians are to associate themselves into particular societies or churches; and to each of these churches He hath given needful authority for administering that order, discipline and worship which He hath appointed. The regular officers of a Church are Bishops or Elders (pastors) and Deacons. (Ephesians 1:22; 4:12-15; 5:23; Matthew 10:1-7; 21:42; 20:19; 28:19; Colossians 1:8; John 20:21; Luke 22:19-20; Acts 6; Philippians 1:1; I Timothy 3:8; I Corinthians 11:3)

## **BAPTISM**

Baptism is an ordinance of the Lord Jesus Christ, obligatory upon every believer, wherein he is immersed in water in the name of the Father, and of the Son, and of the Holy Spirit, as a sign of his fellowship with the death and resurrection of Christ, of remission of sins, and of his giving himself up to God, to live and walk in newness of life. It is prerequisite to church membership, and to participation in the Lord's Supper. (Matthew 28:19; Mark 16:16; John 3:22; 4:1; Acts 2:38; 8:12-38; 9:18; 10:48; 16:15-33; 19:4; 22:16; Romans 6:3; I Corinthians 1:16; 10:2; 12:13; 15:29; Galatians 3:27; Colossians 2:12; Titus 3:5; I Peter 3:21)

## **THE LORD'S SUPPER**

The Lord's Supper is an ordinance of Jesus Christ, to be administered with the elements of bread and fruit of the vine, and to be observed by His Church till the end of the world. It is designed to commemorate His death, to confirm the faith and other graces of Christians, and to be a bond, pledge and renewal of their communion with Him, and of their church fellowship. (Matthew 26:26; Mark 14:22; Luke 22:19; I Corinthians 10:16-21; 11:23, 27; Acts 2:42; 20:7)

## **THE LORD'S DAY**

The Lord's Day is a Christian institution for regular observance, and should be employed in exercise of worship and spiritual devotion, both public and private, resting from worldly employments and amusements, works of necessity and mercy only excepted. (Genesis 2:2; Hebrews 4:4; Exodus 16:23; 20:8; 23:12; 35:2; Leviticus 25:3; Matthew 28:1; Mark 2:27; 16:2-9; Luke 6:5; John 20:1; 19; 26; Acts 20:7; I Corinthians 16:2; Revelation 1:10)

## **LIBERTY OF CONSCIENCE**

God alone is Lord of the conscience; and He hath left it free from the doctrines and commandments of men, which are in anything contrary to His word, or not contained in it. Civil magistrates being ordained of God, subjection in all lawful things commanded by them ought to be yielded by us in the Lord, not only for wrath, but also for conscience sake. (Luke 9:7; John 8:9; Romans 2:15; 13; I Timothy 1:19; 3:9; II Timothy 1:3; Hebrews 9:14; 10:2, 22; 13:18; Ezra 7:25; Exodus 22:8; I Peter 2:14; 3:16; Titus 3:1; Matthew 27:3)

## **THE RESURRECTION**

The bodies of men after death return to dust, but their spirits return to God—the righteous to rest with Him, the wicked, to be reserved under darkness to the judgment. At the last day, the bodies of all the dead, both just and unjust, will be raised. (Job 19:26; Psalms 17:15; Isaiah 26:19; Daniel 12:2; Matthew 22:31; Luke 14:14; John 5:28; 11:23)

## **THE JUDGMENT**

God hath appointed a day, wherein He will judge the world by Jesus Christ, when everyone shall receive according to his deeds; the wicked shall go away into everlasting punishment; the righteous, into everlasting life. (Luke 6:37; 12:57; John 7:24; Romans 2:1; 8:33; Romans 2:16; James 4:11; Acts 17:31; II Corinthians 5:10; Hebrews 9:27; II Peter 3:7; I Corinthians 4:5)

## **ARTICLE V—MEMBERSHIP**

**Section 1.** The membership of this church shall be composed of persons who have given evidence of regeneration, who have been baptized by immersion, who have subscribed to the covenant and bylaws of this church, and who have been received by vote of the church. The requirement of baptism by immersion may, on recommendation of the pastor and consent of the deacons, be suspended in cases of physical impossibility or severe hardship.

**Section 2.** This church requires at least a one-week waiting period after the presentation of oneself for church membership before the vote for membership is taken. This requirement is made so that the pastor shall have ample time to discuss this important decision with the prospective member. If the matter has been adequately discussed prior to the request for membership, then the prospective member may be presented to the church on the same day membership is requested;

then, the prospective member would be under the watchcare of the church until proper notification is received from another church. Should the need occur, the prospective member may be referred to the Membership Ministry team which will consist of the active Deacons.

**Section 3.** A member of another Baptist Church of like faith and order may be received by vote of the church and upon a letter of recommendation and dismissal from that church.

**Section 4.** Anyone who has once been a member of a Baptist Church of like faith and order, and in consequence of peculiar circumstances has no regular letter of dismissal, may be received into our fellowship upon a statement satisfactory to the church.

**Section 5.** The person presenting a new candidate for membership either by baptism or by letter, should say that the person is to come under the watchcare of the church until a letter is received or until the candidate has been baptized.

**Section 6.** Any person requesting membership and having come from a church of a different faith, but where they practice baptism by immersion and by having been baptized, may be presented to the church for full membership upon their statement satisfactory to the church.

**Section 7.** A letter of recommendation and dismissal may be granted to any church of like faith and order for members in good standing (see Section 10). When not in good standing, a letter so stating will be written by the church clerk informing the requesting church that the particular name will be dropped from this church membership roll. When letters are granted, membership in this church will terminate.

**Section 8.** When a member of this church joins a church of different faith and order, the membership in this church will terminate.

### **Section 9. Membership Classification**

**Active Members:** In considering the duties involved, members are expected, first of all, to be faithful in all their duties essential to the Christian life; to attend the services of the church regularly; to give regularly and systematically to its support and Kingdom causes; and to share in its organized work.

**Inactive Members:** In consideration of the afore mentioned, and for those persons who, without good cause, have not participated in the life of the church in the past, the deacons shall seek to make personal contact and determine the reasons for their inactivity and encourage them in their relationship with the church. In the event such persons cannot be contacted, or the persons indicate a desire to be placed on an inactive roll, or the deacons believe an inactive status would be appropriate, the deacons may recommend to the church those persons to be placed on an inactive roll. The church by majority vote may then place such persons on the inactive roll. Persons on an inactive roll shall not be entitled to vote on any matter before the church. Persons may be removed from the inactive roll and return to the regular church roll by congregational vote initiated by a request of the member or by recommendation of the deacons.

**Section 10.** The church, after due notice and opportunity for hearing, and kindly efforts to make such action unnecessary, may terminate the membership of persons who habitually absent themselves from the services when well and able to attend, or otherwise fail to fulfill the obligations specified in the Church Covenant. An annual review of the membership shall be conducted by the pastor and Membership Ministry Team. Recommendations derived from this review shall be made to the membership during the regular business meeting prior to the end of the church's fiscal year.

**Section 11.** In considering the rights involved, active members and active members only, may participate and vote in the transactions of the church. To do so, they must be present and an active member of this congregation. (Refer to section 9 member classification)

## **ARTICLE VI—GENERAL**

**Section 1. LICENSE** — When a member announces to the church that he feels the call to the ministry, the church, by majority vote, may license him as an acknowledgment of his call to the ministry and offer 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 member shall be governed by state law.

**Section 2. ORDINATION** — In the event this church has been requested to ordain a member who has been called as pastor of a Baptist Church of like faith and order or who has been called as a particular minister such as Music, Youth, Christian Education, the following procedure shall be followed:

- 1) After the active deacons and pastor have examined the candidate's background and his moral religious character, the request for ordination shall be presented to the church at any regularly scheduled business meeting of the church. Approval of the request for ordination will require a vote of three-fourths of the voting members present at the meeting.
- 2) Upon approval, the church shall invite the Associational Council on Ordinations to learn what Bible or independent study has been done and to ask relevant theological questions. 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.
- 3) If a favorable report of the ordination council is received, the church shall vote to proceed with ordination.

**Section 3. AFFILIATION WITH ASSOCIATIONS AND CONVENTIONS** — We recognize that there is mutual helpfulness in the association of churches who are in such agreement in faith and practice as to encourage the spirit of fellowship and goodwill. We also recognize that there have been devised, through the voluntary cooperation of churches of like faith and order, organizations whose purpose is to implement the missionary, educational, and benevolent interests and obligations of the individual Christian and his church family. Believing that the New

South River Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention are organizations which have as their sole purpose the promotion and support of missions, education and benevolence of the character and in keeping with the spirit of the bylaws and Articles of Faith of this church, we, therefore, agree to participate in these organizations through our duly elected messengers and our support of the causes which these organizations represent.

## **ARTICLE VII—MEETINGS**

**Section 1. General:** This church shall hold regular meetings for worship, teaching, training, and fellowship.

**Section 2. Business:** The church shall meet each month for conference on the Wednesday night after the second Tuesday, unless a change of time or date is announced. Material and spiritual conditions of the church will be discussed and plans projected for progress in the Kingdom endeavors. Election of church officers, standing committees, special committees, and any other offices and committees will be held for the next church year (September 1 to August 31) yearly. Special meetings involving matters which are generally considered controversial must be announced on the Sunday before the meeting. The quorum required to have a business meeting is fifteen (15) members of active status. (Refer to Article V, section 9 member classification)

**Section 3. Annual-Board of Directors:** The corporation annual board of directors meeting will be held in the month of January of each year by elected corporate directors, upon notice from the clerk of the meeting date. Responsibilities and authority will be limited to those allowed or assigned by the corporation or applicable laws. The directors will consider and/or confirm all business voted on and approved by the church congregation. Confirm all elections of church officers, standing committees, and any other offices or employees voted and approved by the church members during the end-of-church-year meetings each year. Presiding over the directors meeting will be the elected corporate President and assisted by the Vice-President when the President is not available. A quorum shall consist of at least two (2) of the three directors. Additional duties and responsibilities will be covered in the Policies and Procedures manual.

## **ARTICLE VIII—LEADERSHIP**

### **Section 1 Pastor**

#### **A --- 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 with both pastor and the church seeking to follow the will of God and the leadership of the Holy Spirit. Procedures for acquiring a pastor will be set forth in the church's policy and procedure manual which shall include, but not be limited to, procedures for . . . . .

1. The call and election of prospective pastor
2. Character examination of prospective pastor including a background check,
3. Benefits including insurance and retirement plans, vacation and days off, expense reimbursement and housing allowance.

### **B --- Duties**

The pastor's duties shall be, but not limited, to the following:

- have charge of spiritual welfare and oversight of the church
- shall be ex-officio member of all organizations, departments and ministry teams
- may call a special meeting of the deacons or any ministry team according to procedures set forth in the bylaws
- conduct regular worship services and Bible study
- conduct weddings (the union of one man and one woman)
- conduct funerals
- conduct baby dedications
- administer the ordinances (communion and baptism)
- minister to members of the church and community
- shall have charge of the pulpit ministry of the church
  - a) in cooperation with deacons to provide for pulpit supply
  - b) arrange for workers to assist in revival meetings and other special services
- shall preside at all business meetings of the church or appoint a designee
- shall be administrative head of the church and arrange and approve all absences and vacancies of all church employees

### **C --- Termination**

When the relationship is dissolved at the request of either the pastor or the church, at least 30 days notice shall be given of termination unless otherwise mutually agreed. Both pastor and the church shall seek to follow the will of God and the leadership of the Holy Spirit.

### **Section 2 --- Interim Pastor**

The active deacons will be responsible for filling the pulpit until the church calls an interim pastor. The active deacons will be responsible for recommending to the church a licensed or ordained Southern Baptist Minister as Interim Pastor, to include duties, compensation and length of service. The Interim Pastor will not be considered as a candidate for pastor of the church.

### **Section 3 --- Deacons**

The body of deacons shall consist of seven (7) men who are scripturally qualified, nominated by the church, and who are willing to serve the membership of the church. Deacons are to be elected from among the members who have spiritual qualifications according to the Scriptures as found in 1 Timothy 3:8-13 and Acts 6:1-3. There is no obligation to constitute as a deacon a brother coming from another church where he had served as a deacon. No member shall serve as a deacon unless elected by the church. The deacons shall elect their own officers annually.

Each deacon will serve a three (3) year term. At the end of the three-year term, he will not be eligible for re-election for one (1) year. After this, he may be elected again. Names of one member for each vacancy shall be presented by the Deacon Nominating Ministry Team. This ministry team shall consist of three (3) members elected by the church for this purpose and the two or three deacons, whichever the case might be, who will come off of service at the end of the present year. The chairman of this ministry team will be one of the deacons who will be coming off service. All deacons who are ordained will comply with our church's bylaws and policies set forth by the church. All nominees will be contacted by the Deacon Nominating Ministry Team as to whether they will serve if elected. All deacon nominees, if not already ordained, must be approved by the active deacons and pastor before they are voted on by the church.

The Deacon Nominating Ministry Team shall present the names of their nominees to the church not later than the regular business meeting in June. Any other nominations may be made from the floor at this time. These nominees must be presented to the active deacons and pastor for examination and approval before the church vote. After this business meeting, no more nominations will be accepted for this upcoming church year, unless a vacancy occurs. Nominees will be voted on at the regular business meeting in July by a written ballot with a majority vote needed to be elected.

If a vacancy occurs, the Deacon Nominating Ministry Team shall present the names of nominee/nominees to the church body at a regular business meeting to be voted on at the following business meeting. No nominations from the floor will be accepted.

Deacons shall at all times consider themselves as servants of the church. 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 the overseeing of the discipline of the church, establishing and maintaining spiritual relations with all members of the church and assisting the pastor in the observance of the ordinances. They shall arrange for regular monthly meetings and such ministry teams as are necessary to the discharge of their duties. The pastor, or the chairman of the deacons, may call the deacons into special session when a need for such arises.

All elected deacons will serve as the teller committee, responsible for counting and depositing all contributions and funds collected, along with other members named as needed. Additional information concerning the duties of deacons will be contained within the church's policy and procedure manual.

## **ARTICLE IX - OFFICERS**

The officers of this church/corporation shall be Corporate Directors, Clerk, Treasurer, Assistant Treasurer, Woman's Missionary Union Director, Baptist Men's Director, Sunday School Director, Discipleship Director, and such other officers as shall be required for the work of the church in any of its departments or organizations. All of these shall be elected by the church and shall be members in good standing. Any organization can recommend to the Ministry Placement Team

the person whom they wish to be their leader. For example, the Woman's Missionary Union is free to recommend their Director to the Ministry Placement Team. Under normal circumstances, this recommendation would be welcomed and should be honored upon agreement of the Ministry Placement Team.

#### **A. CORPORATE DIRECTORS**

The church shall elect at least three (3) members to serve as corporate directors. Their term of office shall be for one year. Vacancies may be filled at any time with the one elected finishing the unexpired term of the one whose vacancy is being filled. Having served as a corporate director during a previous term will not disqualify a member for re-election. In their capacity as corporate directors, they shall have the duties and responsibilities attendant to corporate directors, subject however to the limitations mandated in the bylaws and any policies set forth by the church. The corporate directors shall not have power, except as expressly authorized by the congregation, to purchase, sell or encumber any real or personal property, to install or remove officers or staff, to amend the bylaws or Articles, or to bind the corporation to any contract. Consistent with our spiritual principles, Baptist polity and long-term practice, the congregation as a whole retains the authority to govern the spiritual and temporal affairs of the Church. Additional information concerning the duties of corporate directors will be contained in the church's policy and procedure manual. The corporate President will preside over annual or special meetings of the board-of-directors with the Vice-President to preside in the absence of the President, each being limited to such express powers as are granted only by the congregation and required by law.

#### **B. CLERK**

The clerk shall be elected annually. He/She shall keep a record of all the actions of the church, except as otherwise here provided. He/She shall keep a register of the name of members, with dates of admission, dismissal or death, and a record of baptisms. He/She shall notify all officers, members of ministry teams, and delegates of their election or appointment, unless otherwise notified. He/She shall issue letters of recommendation voted on by the church, preserve legal notice of all meetings where such notice is necessary, as indicated in these bylaws. The clerk shall consider it a part of his/her responsibility to promote loyalty and efficiency in church life.

#### **C. TREASURER**

The church shall elect a Church Treasurer annually. The Treasurer is responsible to disburse all funds received into the church treasury in a responsible and organized manner in accord with the policies and procedures established by the church. The responsibilities of the Treasurer are as follows:

1. To disburse all money contributed to the local church budget, keeping accurate records of how money is spent.
2. To prepare accurate monthly financial reports indicating the financial well-being of the congregation.
3. To work according to the guidelines established by the church.
4. To participate in and report regularly to the appropriate committees and officers and Congregational Meetings.

5. To assure there are adequate records documenting the assets of the church for insurance and other purposes.
6. To make recommendations for the investment of excess funds.
7. To insure that all church property is appropriately covered by insurance for casualty and liability losses.
8. To insure that all governmental taxes, reporting forms, and regulations are met on a timely basis.
9. To be accountable to the congregation and its committees.

#### **D. ASSISTANT TREASURER**

The church shall elect an Assistant Treasurer annually. It shall be his or her duty to maintain an accurate record of all contributions of all individuals and groups. It shall further be his or her duty to furnish each member of the church and of the Sunday School or any other person a record of his contributions annually. In the Treasurer's absence, the assistant shall be authorized to perform all duties of the position. Both the treasurer and assistant shall follow the guidelines set forth by the policy and procedure manual of the church as it relates to reporting and accountability of church funds.

### **ARTICLE X — MINISTRY COORDINATION TEAM**

This Ministry Coordination Team works to explore ways to utilize church programs and events for the building up of the saints, and to create "entry points," for reaching persons not involved in church. Working as a team, they shall minister in an advisory capacity to assist in planning, promoting, guiding, and correlating the total church program. The church council shall consist of but not be limited to;

#### **a) Sunday School Director**

The Director of the Sunday School shall have general oversight of the entire school, and shall administer its affairs in cooperation with, and according to, the plans and methods of the Southern Baptist Convention, subject to the approval of the local church. He/She shall become acquainted with the best methods of religious education and endeavor to adopt them in this school. It shall be his/her duty to counsel with the teachers and officers in the work of the school, giving advice and receiving suggestions from his/her co-workers. He/She will be responsible for the counting and depositing of all contributions given during the school hours.

#### **b) Discipleship Director**

The Discipleship Director shall have charge of the activities of the Church Training. He/She shall become acquainted with the various opportunities, subject to the approval of the church, to promote and provide spiritual growth for all church members. He/She shall see that a report is given at the regular business meetings of the church. The director shall be elected for a period of one year and shall be elected two months prior to the general church officers and shall immediately assume his/her duty as a member of the Ministry Placement Team.

**c) Director of Woman's Missionary Union**

The Director of the Woman's Missionary Union shall seek to enlist all the women and youth of the church in a program of missions, training, giving, and activity according to plans promoted by the Woman's Missionary Union, Auxiliary to the Southern Baptist Convention. She shall see that a report is given at the regular business meeting of the church. She will search for and recruit leaders for all girl mission groups and recommend them to the Ministry Placement Team for approval. She shall be elected for a period of one year.

**e) Chairman of Deacons**

The duties of the chairman shall be to preside at organizational meetings, monthly deacon meetings, assigned committees, and to assist the pastor in planning and promoting a plan for deacon service within the church. He shall be a member of the Ministry Coordination Team and shall arrange for joint meetings with all teams to discuss goals and visions of the church. He shall also assist the pastor in arranging for a replacement facilitator during the pastors absence.

**f) Music Director**

The Music Director shall be charged with the responsibility to provide worshipful music for all services and departments of the church, and shall have general oversight and direction of the music. He/She is to direct the choir or choirs in practice and public singing, and is to cooperate with the pastor and other leaders in the selection of suitable music and the devising of appropriate musical programs for all occasions where such services are needed.

**g) Youth Ministry Team Chairman**

The Youth Ministry Team Chairman shall be charged with the responsibility to provide leadership of the Youth Ministry Team. The chairman shall see that the church body is informed about the events/activities in which the youth are involved.

**h) Baptist Men's Director**

The Baptist Men's Director shall seek to enlist all the men and youth of the church in a program of missions, giving, and service activities. He shall see that a report is given at the regular business meeting of the church. He will search for and recruit leaders for all Royal Ambassador age groups and recommend them to the Ministry Placement Team. He shall be elected for a period of one year.

**i) Ushers and Chairman**

The chairman of ushers and his helpers shall be elected annually to care for the seating and comfort of the congregation, the greeting and introduction of visitors, the collection of offerings, the prevention of interruptions and distractions, and similar needed support. Ushers shall periodically inspect the church's parking lots, nurseries and other places where children are being attended during all church sponsored services.

## **ARTICLE XI – STANDING MINISTRY TEAMS**

### **THE MINISTRY PLACEMENT TEAM**

The Ministry Placement Team shall consist of three (3) members from the church at large, the Sunday School Director of that present year, and the Discipleship Director of the present year. These five members shall meet two months prior to the election of other general officers and nominate a Sunday School Director and a Discipleship Director for the coming year. After these two officers are elected by the church, then all those mentioned above shall serve as the final Ministry Placement Team. It shall be the purpose of this ministry team to bring before the church body nominees for church offices for the upcoming church year. General job descriptions will be included in the policy and procedures manual for each ministry. All positions will be elected for a one year term unless otherwise specified.

### **SPECIAL MINISTRY TEAMS**

Special Ministry Teams shall be elected for specific obligations as desired by the church. These ministry teams shall be elected by the church upon the recommendation of the Nominating Ministry Team unless the church directs their appointment in a different manner.

### **BUDGET & FINANCE MINISTRY TEAM**

This team consists of the Deacon Chairman, WMU Director, Brotherhood Director, Sunday School Director, Music Coordinator, Treasurer, Discipleship Director, Building and Grounds Chairman, and three (3) at large members elected by the church. The purpose of this team is to develop and recommend to the church an overall financial information plan and an annual church budget.

## **ARTICLE XII–POLICY AND PROCEDURE MANUAL**

**Section 1.** The church shall create and maintain at all times a policy and procedures manual on matters pertaining to the business and ministries of the church and shall include but not be limited to the following; Personnel, Use of Facilities, Financial, Children, Youth, Activities, Counseling, Special Events (weddings, funerals, showers, etc.), Conflict Management, Vehicles and Transportation, Crisis (allegations, injuries and lawsuits) and others as needed.

**Section 2.** Policies shall be voted on by the church during a regular business meeting in the following manner:

- It shall be written and presented to the clerk, and copies made available for members one week prior to being presented.
- After presentation and discussion, policy shall be affected by a two-thirds margin of those voting.
- A copy of the church's policy and procedure manual shall be kept in the church office at all times for reference and copies made available to members upon request.

**ARTICLE XIII - RULES OF ORDER**

A copy of the latest edition of Robert’s Rules of Order by H.M. Roberts should be kept in the church office at all times.

**ARTICLE XIV—ADOPTION AND AMENDMENTS**

**Section 1.** These bylaws shall be considered adopted if two-thirds of the church members present at the business meeting, at which a vote is taken, shall vote in favor of same. This vote shall be taken not less than thirty days after formal presentation of the bylaws to the church.

**Section 2.** Any of the bylaws may be amended, altered, or repealed by a two-thirds vote of the church 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.

**Section 3.** The adoption of these bylaws shall affect a repeal of all previously adopted rules in conflict herewith.

**Section 4.** A copy of the Articles of Incorporation, Bylaws and any policies, shall at all times be kept by the clerk and another copy shall be kept in the church office. All amendments to or revisions thereof shall, after passage by the church, be prepared by the clerk and inserted in the copies of the bylaws and policies and made available to the church members upon request.

**ARTICLE XV - SEAL**

The Board of Directors shall provide a corporate seal, which shall be as set forth below.

Adopted by full Board of Directors this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Director \_\_\_\_\_SEAL

Director \_\_\_\_\_SEAL

Director \_\_\_\_\_SEAL

Seal Imprint

**Edited: January 31, 2005**