

# CONSTITUTION

## Palmetto Baptist Church, Inc. of Palmetto, Georgia

For the more certain preservation and security of the principles of our faith, to the end that this body may be governed in an orderly manner consistent with other Baptist churches, for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this constitution.

### ARTICLE I

#### NAME, PURPOSE and MISSION STATEMENT

**Section 1** -This body shall be known as "Palmetto Baptist Church, Inc." of Palmetto, Georgia, and generally called "Palmetto Baptist Church."

**Section 2** - The purpose of this body is to preach and teach the whole Word of God, to seek to win the lost to faith in the living Christ, and to cooperate with the Fairburn Baptist Association, the Georgia Baptist Mission Board, and the Southern Baptist Convention in sending the Gospel to the four comers of the earth.

**Section 3** - The mission statement of Palmetto Baptist Church is "People Helping People Follow Jesus." The strategy to accomplish this mission is to "Connect, Grow, and Serve." Our desire is to connect with God and one another in worship; grow in our relationship with God and one another through discipleship in our small groups and Sunday School classes; and serve God by serving in our church, community, and around the world.

### ARTICLE II

#### GOVERNMENT

**Section 1**-All authority over the affairs of the church is vested in the church in conference. The church in conference by its Bylaws or otherwise may delegate to its officers, committees or organizations such authority as it sees fit.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

### ARTICLE III

#### STATEMENT OF FAITH

We, the members, affirm the Holy Bible as the inspired Word of God, and as the only basis for our beliefs and conduct. This Church accepts "The 2000 Baptist Faith and Message" an affirmation of basic Christian beliefs, as a general statement of our faith. [Click here](#) for link or

type in browser <<https://bfm.sbc.net>>

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

## **ARTICLE IV**

### **CHURCH COVENANT**

We, the members of Palmetto Baptist Church, 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 by immersion in the name of the Father, the Son, and the Holy Spirit, do now in the presence of God and this assembly, enter into agreement with one another as one body in Christ. Therefore, with the assistance of the Holy Spirit and with the Bible, the inspired Word of God as our guide we hereby covenant together as follows:

1. To walk together in Christian love.
2. To strive for the advancement of this church.
3. To promote Christian spirituality.
4. To sustain the worship, discipline, and doctrinal integrity of this church.
5. To observe the church's ordinances of believer's baptism and the Lord's Supper as authorized by this church.
6. To contribute cheerfully and regularly of God's tithes and our offerings to the support of the ministry of this church and to the spread of the gospel to all nations.
7. To encourage personal and family devotions.
8. To educate our children according to our faith.
9. To seek the salvation of unbelievers.
10. To be just in our dealings and reliable in our responsibilities and to be an example of Christian living to those around us.
11. To recognize that our bodies are the temples of the Holy Spirit and to guard against the abuse of substances and the practice of habits harmful to our bodies.
12. To preserve and strengthen our Christian witness to the world by using our influence to combat harmful practices in society.
13. To work unfailingly for the advancement of the kingdom of the Savior by witnessing in words as well as in actions.
14. To walk in Christian harmony and watchfulness, giving and receiving assistance with meekness and affection.
15. To pray for one another and help one another in sickness and in sorrow.

## **ARTICLE V**

### **AMENDMENTS**

This constitution may be amended by a two-thirds vote of members present at any conference provided the motion to amend has been given in writing, seconded, and presented for discussion

at a previous conference at least two weeks (to include two (2) Sundays) in advance of said vote, and with an announcement being communicated to all church members via email and/or phone.

## **BYLAWS**

### **SECTION I**

#### **MEMBERSHIP**

##### **Paragraph 1: GENERAL**

The membership of this church shall be all whose names are duly inscribed on the church rolls as maintained by the church clerk. The membership of Palmetto Baptist Church shall consist of persons who confess faith in Jesus Christ as personal Savior and who commit themselves to faithful discipleship to Christ the Lord, who express agreement with the purposes and beliefs of the church as described in its Constitution, and who are received into membership according to the procedures set forth in these Bylaws. Only church members may hold office, teach, or serve on committees.

##### **Paragraph 2: CANDIDACY**

Any person may offer himself as a candidate for membership in the church. All such candidates shall be accepted as a candidate for membership at any regular service or meeting, in any of the following ways:

- a) By profession of faith and baptism according to the policies of this church.
- b) By promise of a letter from a Baptist church of like faith and order.
- c) By a statement of conversion experience and believer's baptism, when no letter is obtainable.

All candidates for membership shall attend the church membership class and be presented in a church business meeting. When presented the clerk shall enter the names on the church roll. Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and the deacons for investigation and the making of a recommendation to the church within thirty (30) days.

##### **Paragraph 3: VOTING RIGHTS OF MEMBERSHIP**

Every member 16 years of age and older is entitled to one vote. Absentee voting and voting by proxy are prohibited.

##### **Paragraph 4: TERMINATION OF MEMBERSHIP**

Membership shall be terminated by death; exclusion by action of this church; dismissal to another Baptist church; erasure upon becoming affiliated with a church of another faith or denomination; and in such other ways as this church may determine.

Should a member become a detriment to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of his/her covenant vows, the church may terminate his/her membership, but only after faithful efforts as described in Matthew 18 have

been made by the pastor and deacons to bring such member to repentance and reformation. If needed, deacons shall bring a recommendation to the church in conference.

**Paragraph 5: RESTORATION**

A person whose membership has been terminated for any offense may be restored by a majority vote of the church, upon evidence of his/her repentance and reformation as attested to by the pastor and deacons, or if on account of continued absence, upon satisfactory explanation.

## **SECTION II**

### **CHURCH OFFICERS**

**Paragraph 1: PASTOR**

A pastor shall be chosen and called by the church whenever a vacancy occurs. An election shall take place at a meeting called for that purpose.

A Pastor Search Committee shall be nominated by the Nominating Committee and approved in church conference. The Pastor Search Committee shall seek out a suitable pastor and its recommendation shall constitute a nomination. Election shall be by secret ballot, an affirmative vote of eighty percent (80%) of the members voting being required. The pastor's call is for an indefinite period.

The pastor shall be the spiritual leader of the church and chief officer of all the agencies under the control of the church. It shall be his duty to preach, to administer the ordinances of the church and to ensure the work of the ministry is accomplished through the membership of the church. He shall act as Moderator when the church is in conference, unless he designates another to serve in that role.

The church shall require the pastor to give a thirty (30) day notice before leaving, unless the church votes to give him special permission to leave before that time. If deemed necessary, the Personnel Committee, after consultation with the Deacon Body and Trustees can recommend termination of employment of the Senior Pastor. The recommendation for termination shall be presented to the full body of the Church and must be approved by a majority vote. If the pastor is dismissed for any reason, any severance must be approved by the Budget and Finance Committee and affirmed by a majority church vote.

The pastor shall have vacation and revival privileges as stipulated in the Personnel Policy of the Church, or as agreed upon by the church upon the pastor's election. Any such agreement should be outlined in the employment letter.

**Paragraph 2: CHURCH STAFF AND OTHER EMPLOYEES**

This church shall call or employ such staff members as the church shall need. All such staff members shall be recommended to the church by the Pastor and the appropriate search committee or Personnel Committee and be employed by church action. Election of all ministerial staff members shall be by secret ballot, an affirmative vote of at least eighty percent (80%) of the

members voting being required.

Support staff members may be hired by the pastor in consultation with the Personnel Committee and the Budget and Finance committee. The primary responsibility of such staff members should be to serve with the pastor in the spiritual ministry and life of the church. The responsibilities and policies governing all staff members shall be those laid out in the Personnel Policy of the Church. All staff, despite the configuration of the organizational chart, shall report to the Senior Pastor.

### **Paragraph 3: DEACONS**

The deacons of this church shall be a service and advisory body, not an administrative body. Deacons may choose to rotate off after three (3) years of service and would be eligible for re-election after one (1) year.

#### **1. Deacon Selection Process**

- a) In April of each year, a list shall be compiled of all eligible men from the active church roll who meet the following qualifications:
  - Male
  - Over 21 years of age
  - Member of Palmetto Baptist Church for at least two years, or member of Palmetto Baptist Church for one year if previously ordained as a deacon of a Southern Baptist church.
  - Supports the church through active participation in a broad range of activities and programs, regular attendance of Small Group and worship services, and loyal financial giving.
  - Be supportive of the Pastor's ministry.
- b) The deacon body shall appoint a deacon interview committee to review the list of eligible candidates. The interview committee shall consist of the Pastor, current deacon Chairperson, Vice-chairperson, and two additional active deacons.
- c) After reviewing the list, the interview committee shall submit a list of all qualified candidates to the deacon body at the May deacons meeting. Upon approval by the deacon body, the interview committee shall contact each qualified individual on the list, via letter, to inform them of their candidacy and to outline the selection process. Enclosed shall also be a Deacon Qualification Questionnaire and a postage-paid return envelope.
- d) Each eligible man shall be asked to prayerfully consider his call to serve as a deacon. By the end of May, the active deacons shall make a follow-up contact with those persons who have not returned completed questionnaires.
- e) The interview committee shall then meet individually with each candidate who expressed a willingness to serve. These interviews are designed to further affirm the commitment of each candidate to serve if elected. These shall be completed on or before the second Sunday morning in July.

- f) One week prior to the deacon election, a final list of recommended candidates (individuals who are eligible, willing to serve, and have successfully completed the interview process) shall be presented to the church membership. At a called church conference on the last Sunday morning services in July, the church membership shall vote from the list of eligible candidates to fill available vacancies. In order to be elected, each candidate must receive a minimum of two-thirds of the votes cast.

## **2. Duties and Organization**

In accordance with the teaching of the New Testament, deacons are to be servants of the church.

- a) They are to be zealous to guard the unity of the spirit within the church in the bonds of peace.
- b) They shall serve as a council to advise and confer with the pastor in all matters pertaining to the welfare and work of the church. With the pastor they are to consider and formulate plans for the constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the kingdom of God.
- c) By proper organization and method among themselves, they are to establish and maintain personal fraternal relations with, and inspiring oversight of, all the membership of the church. Especially are they to seek to know the physical needs and the moral and spiritual struggles of the church members: and to serve the whole church in relieving, encouraging, and developing all who are in need.
- d) In counsel with the pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to have oversight of the discipline of the church. In administering they are to be guided always by the principles set forth in Matthew 18:15-17; 1 Corinthians 5:9-13; and in 1 Thessalonians 5:12-14. The deacons, in counsel with the pastor, shall be free to call upon any member of the church to aid in disciplinary action.
- e) The deacon body may organize themselves into such committees as their wisdom may direct for efficiency in service, and from their number shall annually elect a chairperson, a vice- chairperson, and secretary who shall respectively have and exercise such powers and duties as may by the deacon body be defined, together with such other powers and duties as may by the church be conferred. Deacons should serve one year before being eligible to serve in an elected position.
- f) Deacons meetings shall be held at least quarterly at a time selected by the deacons. Special meetings may be called as needed.

## **3. Deacon Emeritus**

A deacon, after long and faithful service, may be recognized by the church as a Deacon Emeritus.

## **Paragraph 4: MODERATOR**

The moderator shall be the pastor. In the absence of the pastor, the chairperson of the Deacon Body shall preside; or in the absence of both, the clerk shall call the church to order and a moderator pro tem shall be elected.

**Paragraph 5: CLERK**

The Office Manager or designated church administrative assistant shall function as the Church Clerk for the purposes of keeping accurate records of all church actions as executed in church business meetings, and shall maintain church membership records.

**Paragraph 6: TREASURER**

The Treasurer should be listed as a corporate officer as identified with the Secretary of State. All books, records, and accounts kept by the treasurer shall be considered the property of the church. The books shall be open to inspection at all times by any member of the church.

**Paragraph 7: FINANCIAL SECRETARY**

The church shall elect annually a church financial secretary until such time that the church may determine this should be a function of a church staff member. The financial secretary shall receive the empty collection envelopes after the money has been removed and counted by the Counting Committee and documentation from on-line gifts. From these envelopes and documented gifts, the financial secretary shall give each donor individual credit. The financial secretary shall also be responsible for preparing statements, upon request, as well as at the end of each year, to all contributing members.

**Paragraph 8: CHURCH COUNCIL**

The Church Council, upon being established by authorization of the church, shall seek to correlate and coordinate the activities and organizations of the church, yet with advisory powers only. The council, unless otherwise determined by vote of the church, shall be composed of all church staff, deacon chairperson, committee chairpersons, ministry team chairpersons, directors of all church ministry programs and church officers.

The church council shall meet quarterly or on call of the pastor at any time deemed necessary.

The primary functions of the church council shall consist of the following:

- a) To recommend to the congregation suggested objectives and church goals.
- b) To review and coordinate program plans recommended by church officers, organizations, and committees.
- c) To recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities.
- d) To evaluate program achievements in terms of church goals and objectives.

All matters agreed upon by the council, calling for action not already provided for, shall be referred to the church for approval or disapproval.

**Paragraph 9: TRUSTEES**

Three trustees shall be elected by the church to serve as council, to advise and confer with the Pastor in all matters pertaining to the welfare and work of the church and to represent the corporation in transactions involving property. The Trustees shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the

signatures of trustees are required. The trustees are entrusted to make sure the church is adequately insured. At least one trustee should be a corporate officer as identified with the Secretary of State.

**Paragraph 10: CHURCH REPRESENTATIVES TO THE FAIRBURN BAPTIST ASSOCIATION EXECUTIVE COMMITTEE**

Each year, in addition to the pastor, two members of the church shall serve on the Executive Committee of the Fairburn Baptist Association. One of these two members shall be the chairperson of the deacon body. The other member shall be nominated by the Nominating Committee and elected by the church at the annual business meeting. The members of this group shall meet with the Fairburn Association's Executive Committee whenever the committee meets and shall represent the church in the Association's decisions.

### **SECTION III**

#### **COMMITTEES AND MINISTRY TEAMS**

**Paragraph 1: GENERAL**

The church may authorize and establish standing committees, special purpose committees, and ministry teams to carry out its work as needed. All members of the standing committees, special purpose committees, ministry teams, and any other committees deemed necessary by the church shall be nominated by the Nominating Committee and elected by the church unless otherwise indicated in the description below. In addition, the Nominating Committee shall recommend the chairperson of each committee. The pastor shall serve as ex-officio on all church committees with the exception of the Pastor Search Committee.

**Paragraph 2: STANDING CHURCH COMMITTEES**

The Standing Committees of this Church shall include Budget and Finance Committee, Nominating Committee, Personnel Committee, and any future committee authorized by the church. Each standing committee shall be responsible to the church to follow the committee guidelines as established by written policy and shall maintain accurate records of actions taken for inclusion in church records. Committee members must be members of the church and cannot serve on more than one standing committee concurrently. No two persons from the same family can serve on one standing committee. Standing committees shall have a minimum of six active members who serve a staggered rotating three-year term. If membership falls below six then the chairperson of the committee may seek replacements from the Nominating Committee. A minimum of four members must be present for any vote. Standing committee members must have a one-year period of inactivity before re-nomination to the same standing committee.

#### **1. BUDGET AND FINANCE COMMITTEE**

In addition to the standing church committee guidelines in Paragraph 2, at least two members, including the committee chair, should have knowledge and/or experience related to financial matters. This committee in consultation with the pastor, church treasurer, and responsible leaders of various organizations, shall prepare and submit an inclusive budget to the church for approval at its annual business meeting. This committee shall give a financial report at quarterly church conferences. All funds, for any and all purposes, shall pass through the hands of the treasurer and be properly recorded on the books of the church. The expenses



of all organizations, as approved by the church, shall be paid from the local expense fund as heretofore provided. No purchase or expenditure shall be deemed authorized except after written authentication by the head of the agency or organization from whose budget the expenditure will be made. No single expenditure over \$5,000.00 shall be made without approval of the church in conference.

## **2. NOMINATING COMMITTEE**

Members of this committee shall be nominated by the previous Nominating Committee and elected by the church at the annual business meeting. The Nominating Committee shall be responsible for the nomination of all officers, teachers, leaders, and elected workers of the church in and through its various activities. The Nominating Committee should consult with the leaders of different church programs for recommendations of workers in their areas. All nominations shall be made, and nominees elected not later than the annual business meeting of the church. No person who is not a member of this church in full and regular standing shall be eligible for membership on any committee, to teach, or to hold any office in this church.

## **3. PERSONNEL COMMITTEE**

In addition to the standing church committee guidelines in Paragraph 2, at least two members, including the committee chair, should have knowledge and/or experience related to personnel matters. This committee shall be responsible, along with the pastor, for interviewing and recommending to the church all salaried personnel, except for ministerial positions; in conjunction with the Budget and Finance Committee shall work out a financial and benefits package which shall be reviewed each year and incorporated into the annual church budget; review and update a written description of each salaried position in the church, describing the duties assigned each position; conduct periodic evaluations of all church staff; seek to resolve any issues related to church staff. The Personnel Committee shall maintain and periodically evaluate and revise if needed the personnel guidelines in the policy manual.

### **Paragraph 3: SPECIAL PURPOSE COMMITTEES**

A special committee may be appointed to carry out a specified task. Such committee shall cease to exist upon the completion of that task and the presentation of its final report to the church. A special committee shall not be appointed to perform a task which falls within the assigned function of an existing standing committee.

## **1. MINISTER/PROGRAM DIRECTOR SEARCH COMMITTEE**

The Minister Search Committee shall be a temporary committee and shall consist of seven members. This committee shall be responsible for seeking out, interviewing, and recommending to the church persons who are best suited to fill ministerial positions for the church. The committee exists and functions from the time of an opening of a position until the church has called someone to fill that position. This committee shall be nominated by the Nominating Committee and elected by the church. No two persons from the same family may serve on this committee.

## **2. CONSTITUTION AND BYLAWS COMMITTEE**

The Constitution and Bylaws Committee shall be a temporary committee and shall

consist of four (4) members. This committee shall review the Constitution and Bylaws and report to the church any recommendations the committee feels should be made. The Constitution and Bylaws Committee shall review this Constitution and Bylaws every three years. At least one member should have served on this committee at the time of the last review.

#### **Paragraph 4: MINISTRY TEAMS**

Members of the ministry teams shall be nominated by the Nominating Committee and elected by the church unless otherwise indicated in the description below. The ministry teams shall consist of three to six members as deemed necessary to carry out the function of the ministry team. Team members must be members of the church and represent the church with appropriate conduct, attitude, and attire.

##### **1. BAPTISM TEAM**

It shall be the duty of this team to make all necessary arrangements for the ordinance of baptism and to render such assistance to the pastor and to the candidate as may be necessary.

##### **2. BENEVOLENCE TEAM**

This team shall serve in consultation with the church staff in investigating all requests presented to the church in behalf of individuals and families needing assistance. It shall render such assistance as judgment may dictate, and as funds designated for this purpose will permit. The team should report to the church staff and the deacon body any case which would require special attention.

##### **3. BUILDINGS AND GROUNDS TEAM**

This team shall perform the duties of regular inspection of all church property to seek to discover mechanical and structural faults and arrange for proper repairs, make recommendations to the church concerning major repairs and improvements, keep facilities conducive to learning and worship, arrange for beautification and maintenance of all buildings and grounds, and be responsible for all church properties. This team should work in conjunction with the Facilities staff and the deacons and Budget/Finance as needed.

##### **4. DEAF MINISTRY TEAM**

This team shall be responsible for providing access for the Deaf who attend the worship services and other programs of the church. This team shall also serve to educate the church on the needs of the Deaf, make appropriate recommendations for deaf ministry and provide outreach to the Deaf and hard-of-hearing community and their loved ones. This team shall work in conjunction with and under direction of the Worship Leader and/or Pastor for worship services.

##### **5. DECORATING TEAM**

The Decorating Team shall be responsible for the seasonal and on-going decorating of the church facilities. This team shall work in conjunction with the Facilities staff and Church Secretary.

## **6. KITCHEN TEAM**

The Kitchen Team shall be responsible for the operation of the kitchen during such occasions as Wednesday night suppers, Homecoming celebrations, and other such occasions as the church deems appropriate that require the use of the kitchen. The number of team members may fluctuate from year to year depending on the need in the church kitchen. The team shall work in conjunction with the church hostess who shall serve as the chairperson of the Kitchen Team.

## **7. LORD'S SUPPER TEAM**

The Lord's Supper Team shall work closely with the church staff and deacons to prepare the elements to be used in the serving of the Lord's Supper and caring for the necessary service equipment used periodically in the observance of the ordinance. This team shall work in conjunction with the Pastor.

## **8. COUNTING TEAM**

The Counting Team shall work under direction from the Budget/Finance Committee and/or the church treasurer. Their duties shall be to assist in the counting of all church offerings under the supervision of the bonded treasurer or assistant treasurer. The Counting Team is also responsible for counting any secret ballot votes. The Counting Team shall consist of six members, one of whom shall serve as the chairperson. No two persons from the same family may serve on this team.

## **9. HOSPITALITY TEAM**

The Hospitality Team covers several areas such as the greeting and introduction of visitors, the distribution of bulletins, the seating and comfort of the congregation, the prevention of interruptions and distractions and similar needed services. They shall also be responsible for coordinating the collection of tithes and offerings during worship services. The Hospitality Team shall work in conjunction with the deacon chair and church staff and the Counting Team as appropriate.

## **10. TRANSPORTATION TEAM**

The Transportation Team shall consist of at least three members, one of whom shall serve as the chairperson. The team shall be responsible for care and maintenance of church-owned transportation equipment. The Transportation team shall work in conjunction with the designated staff member and with the Budget/Finance Committee as needed.

## **11. WEEKDAY PRESCHOOL TEAM**

The Weekday Preschool Team shall be responsible for overseeing the operation and direction of the weekday preschool. It shall also be responsible for the evaluation of the Weekday Preschool Director. The Director shall evaluate the Weekday Preschool staff. In the event of a vacancy of the Weekday Preschool Director, the team shall have the responsibility of finding a replacement and bringing the recommendation to the church for hiring. This team shall consist of five members, of which one shall serve as chairperson. At least one member of the team should have experience in the education field. The members of this team shall serve on a rotation basis consisting of three-year terms. The Children's Director/Minister is the staff liaison with this team and shall serve

as ex officio member on this team.

## **12. MISSIONS TEAM**

There shall be a Missions Team to teach missions; to lead persons to participate in missions; to provide organization and leadership for special mission projects of the church; and to provide and interpret information regarding the mission work of the church and denomination. These tasks shall be under the direction of the Missions Director, who is elected by the church.

## **ADDITIONAL MINISTRY OR MISSION TEAMS**

Other ministry or mission teams may be formed, such as Food Pantry Ministry and Upward Sports, as the ministry and missions of Palmetto Baptist Church expand. The creation of specific ministry or mission teams should be reviewed by the Pastor and/or Church Council and if recommended be presented to the church for approval. Any added ministry or mission team shall work in unison with other mission endeavors of the church.

## **SECTION IV**

### **EDUCATIONAL MINISTRIES**

#### **Paragraph 1: GENERAL**

The church shall have such ministries, organizations and services as are necessary to accomplish the purpose of the church. All organizations of the church shall be under church control with all officers being elected by the church and reporting regularly to the church in the quarterly business meeting of the church. It is understood that the pastor is ex officio head of all the organizations named, and the pastor's leadership is to be recognized in them all.

#### **Paragraph 2: SMALL GROUPS/DISCIPLESHP**

There shall be a Small Group ministry, divided into classes for all ages and conducted under the direction of a Small Group Director(s). The groups may meet at different times either on or off campus with some classes meeting on Sunday mornings in conjunction with church worship services. The purpose of this ministry is to help people grow in their relationship with God and with other people, and to help people serve God by serving people in our community and around the world. This purpose is accomplished through the study and instruction of God's Word, fellowship between group members, and opportunities for service in the church, surrounding community, and around the world. The specific tasks for the Small Group Ministry shall be to teach the biblical revelation; reach all prospects for the church; lead all church members to witness daily; lead all church members to minister daily; train church members to perform the functions of the church; give orientation to new church members; discover, recruit, and give general training to potential leaders for the church; provide organization and leadership for special projects of the church; and provide and interpret information regarding the work of the church.

#### **Paragraph 3: WOMEN'S MINISTRY**

There shall be a Women's Ministry under the direction of a Women's Ministry Director. The Women's Ministry shall provide for such ministries as are relevant and appropriate to the

spiritual formation of women in the church. The tasks of the Women's Director shall be to lead women to discuss issues relative to women; to lead women to participate in mission activities; to provide organization and leadership for special projects of the church; and to inform women about the work of the church.

**Paragraph 4: MEN'S MINISTRY**

There shall be a Men's Ministry under the direction of a Men's Ministries Director. The Men's Ministry shall provide for such ministries as are relevant and appropriate to the spiritual formation of men in the church. The tasks of the Men's Ministries shall be to lead men to discuss issues relative to men; to lead men to participate in mission activities; to provide organization and leadership for special projects of the church; and to inform men about the work of the church.

**Paragraph 5: MUSIC MINISTRY**

There shall be a Music Ministry under the direction of the Minister/Director of Traditional Worship and the Minister/Director of Contemporary Worship, and such officers as they deem necessary subject to the approval of the church. The music ministry tasks shall be to teach music to choir members, musicians, and the congregation; to lead persons to participate in the singing of hymns and songs, and to understand the background and history of music and hymnody; to assist the church in its function of worship, proclamation, education, and ministry; and to provide and interpret information regarding the work of the church. The Minister/Director of Traditional Worship and the Minister/Director of Contemporary Worship shall be accountable to other staff members and report directly to the Senior Pastor.

**Paragraph 6: CHILDREN'S MINISTRY**

There shall be a Children's Ministry under the direction of the Children's Minister/Director, and such officers as she/he deems necessary subject to approval of the church. The tasks of the Children's Ministry shall be to teach Christian principles to children from birth through 6th grade, and to provide for such ministries as are relevant and appropriate to the spiritual development of children. The Children's Minister/Director shall be responsible for training and communicating with all volunteer staff and parents within the children's ministry. The Children's Minister/Director shall be accountable to other staff members and report directly to the Senior Pastor.

**Paragraph 7: STUDENT MINISTRY**

There shall be a Student Ministry under the direction of the Student Minister/Director, and such officers as he/she deems necessary subject to the approval of the church. The tasks shall be to teach biblical principles to those students starting in 7th grade and ending in 12th grade. This is to be done through weekly student bible studies, service projects, student worship services, fellowship activities, participation in Small Group Sunday School, retreats and conferences. The Student Ministry also partners with parents and will assist as requested by those parents in biblical counseling. The Student Minister/Director shall be responsible for training and communicating with all volunteer staff and parents within the student ministry. The Student Minister/Director shall be accountable to other staff members and report directly to the Senior Pastor.

### **Paragraph 8: SENIOR ADULT MINISTRY**

There shall be a Senior Adult Ministry under the direction of the Senior Adult Minister/Director, and such officers as he/she deem necessary subject to the approval of the church. The Senior Adult Ministry shall provide a program designed for the spiritual growth and advancement of senior adults. The task of the Senior Adult Ministry shall be to provide opportunities for senior adults to connect, grow, and serve, and to provide organization and leadership for other activities that may become appropriate. The Senior Adult Minister/Director shall be accountable to other staff members and report directly to the Senior Pastor.

### **Paragraph 9: WEEKDAY PRESCHOOL**

The church may operate a weekday school for children. This program shall be under the direction of a Weekday Preschool Director and Weekday Preschool Ministry Team who are elected by the church. The Weekday Preschool Director shall be accountable to the Weekday Preschool Committee with the Children's Minister/Director serving ex officio.

## **SECTION V**

### **CHURCH ASSEMBLY**

#### **Paragraph 1: WORSHIP SERVICES**

The church shall meet regularly each Sunday morning, each Wednesday evening, and as otherwise scheduled for preaching, instruction, evangelism, and for the worship of Almighty God, and shall be conducted under the direction of the pastor. Special services may be held as directed by the church in conference, or by the pastor. The purpose of the worship services is to help people connect with God and other people. The ordinance of baptism shall be scheduled and conducted under the direction of the pastor. The Lord's Supper shall be commemorated no less than four (4) times a year and scheduled at the discretion of the church staff. The pastor and staff shall have the responsibility for cancelling or changing service times as necessary.

#### **Paragraph 2: REGULAR BUSINESS MEETINGS**

Regular business meetings shall be held quarterly on the second Sunday night of January, April, August, and October. In the event of a scheduling conflict, the church can reschedule a business meeting at a time deemed appropriate. The moderator has the right to adjourn the conference any time conditions prevail that business cannot be transacted in an orderly manner or goes beyond the allotted time. Quarterly reports, including activities and attendance data, from staff, committees, and ministry teams shall be available in print at the meeting.

#### **Paragraph 3: NOTICE OF CALLED MEETINGS**

A special business meeting may be called by the Pastor and/or Church Council. Notice of all called business meetings of the church shall be given by announcement in at least three (3) regular worship services, but in no less than two weeks, of the church prior to the meeting, unless the chairperson of the deacon body and the pastor shall agree that extreme urgency renders such notices impractical. All announcements or notices will include the date, hour, and place of the meeting, together with a statement of the express purpose for the called meeting. Only that business which has been expressly stated may be addressed in the called business meeting.

**Paragraph 4: ANNUAL BUSINESS MEETING**

The annual business meeting of this church shall be the second Sunday night in October of each year. Notice of this meeting shall be given to the membership in print and/or electronically and at each regular service for the two weeks immediately preceding the meeting. The main items of consideration shall be listed in the final notice. Among the items to be considered by the church at its annual business meeting shall be the following:

- a) Reports from the pastor, staff, deacons, ministry programs, and corporation covering the preceding year shall be presented orally to the church and prepared written summations shall be filed with the clerk.
- b) General Business pertaining to the work of the church.

**Paragraph 5: ANNUAL HOMECOMING**

The annual Homecoming of this church shall be the third Sunday in September.

**Paragraph 6: QUORUM**

The members present at a business meeting shall constitute a quorum for the purpose of transacting business.

**Paragraph 7: PARLIAMENTARY RULES**

Robert's Rules of Order, Revised, 12<sup>th</sup> edition, is adopted as the parliamentary rules of procedure for all business meetings of the church, the deacons and the committees.

**Paragraph 8: FISCAL YEAR**

The fiscal year of the church, the operational year, educational year, etc., shall be determined by the church and need not run concurrently.

**SECTION VI****AMENDMENT OF BYLAWS**

These bylaws may be amended by a two-thirds vote of members present at any conference provided the motion to amend has been given in writing, seconded, and presented for discussion at a previous conference at least two weeks (to include two (2) Sundays), in advance of said vote. Notice of this meeting shall be given to the membership in print and/or electronically at least twice during the intervening time. The printed amendment shall be available at each service during this intervening time. The clerk shall record all adopted amendments in the minutes of the church.

This Constitution and Bylaws replaces and supersedes any Constitution and Bylaws previously adopted and replaces and supersedes any previously approved policy and/or practice that conflicts with the policy stipulated in this Constitution and Bylaws.

As Amended and Approved in Conference May 22, 2022